



REVISED PUBLIC AGENDA  
STANDING POLICY COMMITTEE  
ON PLANNING, DEVELOPMENT  
AND COMMUNITY SERVICES

Monday, May 4, 2015, 9:00 a.m.

Council Chamber, City Hall

Committee:

Councillor D. Hill (Chair), Councillor T. Davies (Vice-Chair), Councillor Z. Jeffries, Councillor P. Lorje,  
Councillor T. Paulsen, His Worship Mayor D. Atchison (Ex-Officio)

Pages

1. CALL TO ORDER

2. *CONFIRMATION OF AGENDA*

*Recommendation*

1. That the attached letter requesting to speak from Colleen Yates, Meewasin Valley Authority, be added to item 7.2.4 and that she be heard; and
2. That the agenda be confirmed as amended.

3. DECLARATION OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES

*Recommendation*

That the minutes of Regular Meeting of the Standing Policy Committee on Planning, Development and Community Services held on April 13, 2015 be adopted.

5. UNFINISHED BUSINESS

6. COMMUNICATIONS (requiring the direction of the Committee)

6.1 Delegated Authority Matters

6.2 Matters Requiring Direction

- 6.2.1 Dakota Dunes Open Saskatchewan Professional Golf Association (PGA) Tour Canada - Request for Temporary Exemption from Parks Bylaw No. 7767 for the Golf Fest Activity [File No. CK. 205-1]

6 - 6

Mr. Don Somers, Host Team Member, Dakota Dunes Open Saskatchewan Professional Golf Association, has requested a temporary exemption to the restriction under Recreation Facilities and Parks Usage Bylaw No. 7767 that "no person shall play golf in any park" for the Golf Fest activity from July 2 to July 5, 2015.

**Recommendation**

That a report be forwarded to City Council recommending that the request be approved subject to Administration conditions.

**6.3 Requests to Speak (new matters)**

**6.3.1 Tourism Saskatoon - Special Event Fund Management [Files CK. 175-30, x 1870-15] 7 - 11**

Mr. Todd Brandt, President and CEO, Tourism Saskatoon has requested to speak to the Committee on the above.

**Recommendation**

1. That Mr. Brandt be heard; and
2. That the information be received and that the matter be referred to the Administration for review and report back to the Standing Policy Committee on Planning, Development and Community Services.

**7. REPORTS FROM ADMINISTRATION**

**7.1 Delegated Authority Matters**

**7.1.1 Land Use Applications Received by the Community Services Department For the Period Between March 25, 2015 to April 15, 2015 [Files CK. 4000-5, PL. 4350-1, PL. 4132, PL. 4355-D, PL. 4115, PL. 4350 and PL. 4300] 12 - 27**

**Recommendation**

That the information be received.

**7.1.2 Approval for Advertising: Zoning Text Amendment - Shipping Container Regulations [Files CK. 4350-014-001 and PL. 4350-26] 28 - 32**

**Recommendation**

1. That the advertising respecting the proposed text amendments to Zoning Bylaw No. 8770, be approved;
2. That the General Manager, Community Services

Department, be requested to prepare the required notice for advertising the proposed amendments to Zoning Bylaw No. 8770; and

3. That the City Solicitor be requested to prepare the required bylaw to amend Zoning Bylaw No. 8770.

**7.1.3 Saskatoon Fire Department - Continuous Improvement Project - 2015 Update [File No. CK. 115-13] 33 - 38**

**Recommendation**

1. That the information be received; and
2. That the Administration report further once the deployment and site selection review process is complete, with recommendations on the next steps regarding the location of the City's future fire halls.

**7.1.4 Request for Funding - Thrive 2015 - Special Events Policy No. C03-007 [Files CK. 1870-15 and RS. 1870-12-2] 39 - 65**

**Recommendation**

1. That funding, in the amount of \$10,000, be approved for THRIVE 2015, under the Profile Saskatoon Category of Special Events Policy No. C03-007; and
2. That the funding be released to the Saskatchewan Professional Planners Institute on June 1, 2015, in advance of the event taking place to assist with conference operating expenses.

**7.2 Matters Requiring Direction**

**7.2.1 Revised On-Street Mobile Food Truck Policy [CK. 300-11 and PL. 4005-9] 66 - 83**

**Recommendation**

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that the proposed amendments to On-Street Mobile Food Truck Policy No. C09-039, be approved.

**7.2.2 Lakeview Community Association Request to Declare Installation of Playground Equipment in Lakeview Park as a Municipal Project [Files CK. 4205-1, RS. 4206-LA and RS. 158-LK] 84 - 88**

**Recommendation**

That the Standing Policy Committee on Planning, Development

and Community Services recommend to City Council:

1. That the installation of playground equipment in Lakeview Park be approved as a municipal project; and
2. That Corporate Revenue Division, Asset and Financial Management Department, be authorized and directed to accept donations for this project and to issue appropriate receipts to donors who contribute funds to the project.

**7.2.3 Community Support Program Pilot Project Update [Files CK. 5605-3 and PL. 5400-125] 89 - 95**

**Recommendation**

That the report of the General Manager, Community Services Department, dated May 4, 2015, be forwarded to City Council for information.

**7.2.4 Meewasin Valley Authority - New Northeast Policy [Files CK. 4131-5, x 180-6 and PL. 181-14] 96 - 127**

A Request to Speak has been received from Colleen Yates, Meewasin Valley Authority.

**Recommendation**

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

1. That the Meewasin Valley Authority's proposed new Northeast Policy be endorsed;
2. That the City Solicitor be instructed to prepare a Memorandum of Understanding as outlined in the report of the General Manager, Community Services Department dated May 4, 2015; and
3. That His Worship the Mayor be authorized to execute a "Memorandum of Understanding" between the City of Saskatoon and the Meewasin Valley Authority based on the information provided in this report and its attachments under the Corporate Seal.

**7.2.5 Amendment Proposal for No Smoking Policy No. C06-001 [Files CK. 606-2, x185-3 and RS. 610-0] 128 - 134**

**Recommendation**

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that No Smoking Policy No. C06-001 be amended as follows:

That smoking at the Shaw Centre main entranceway and secondary entranceways be prohibited.

- 7.2.6 Mendel Conservatory Operations 2015-2017 [Files CK. 620-4 and CS. 600-1]** 135 - 139

**Recommendation**

That the May 4, 2015 report of the General Manager, Corporate Performance Department be forwarded to City Council for information.

- 7.2.7 Designation of Pierre Radisson Off-Leash Recreation Area and Amendment to Animal Control Bylaw, 1999, Bylaw No. 7860 [Files CK. 4205-1 and RS. 4205-17]** 140 - 146

**Recommendation**

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

1. That 2.99 acres of District Park in Pierre Radisson be designated as an Off-Leash Recreation Area; and
2. That the City Solicitor be requested to amend Animal Control Bylaw, 1999, Bylaw No. 7860, to establish 2.99 acres of Pierre Radisson, as a designated Off-Leash Recreation Area.

**8. MOTIONS (notice previously given)**

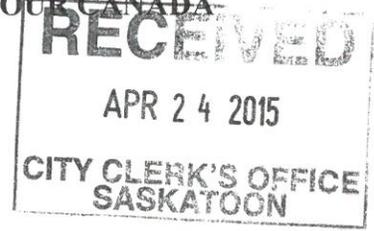
**9. GIVING NOTICE**

**10. URGENT BUSINESS**

**11. IN CAMERA SESSION (If Required)**

**12. ADJOURNMENT**

**DAKOTA DUNES OPEN SASKATCHEWAN  
PROFESSIONAL GOLF ASSOCIATION (PGA) TOUR CANADA**



April 23, 2015

Your Worship the Mayor and Members of City Council,

I am writing to you on behalf of the host team of the Dakota Dunes Casino Saskatchewan Open, Professional Golf Association (PGA) Tour Canada stop in Saskatchewan. Although the tour golf competition begins on Thursday, July 2<sup>th</sup> with the final round on Sunday, July 5<sup>th</sup>, 2015, the host committee has planned a number of events during the week to coincide with the Open and introduce these golfers to our community.

In conjunction with the 2015 Schedule of Events at the Dakota Dunes, we would like to host the 6<sup>th</sup> Golf Fest at River Landing. This activity would be held over the noon hour on Monday, June 29<sup>nd</sup> (June 30<sup>th</sup> as backup for inclement weather). The program will bring 5 or 6 members from the PGA Tour Canada to River Landing to put on a golf demonstration – speak about their golf experience, club selection and for each of them to hit several golf balls across the South Saskatchewan River to a selected target in Rotary Park. The golf presentation platform will be located on the flat grassed area of the serpentine walk. The target landing zone in Rotary Park will be between the Traffic Bridge and parking lot, a distance of approximately 300 yards. It is also our intent to include a small number (6 – 8) of ‘celebrity golfers’ to participate in the event.

There will be a small selection of food trucks at the site and CTV will carry the event live on their noon program. We have spoken to or will speak with, civic administration, Saskatchewan Crescent residents, and the various groups that are involved with the river use and river front activities. Roadways and walkways will be barricaded and volunteers will be stationed throughout the area, on both sides of the river. A Rental Contract / Permit has been obtained from the City of Saskatoon.

Therefore, we are asking Council to grant a temporary exemption from By Law 7767 which states that “no person shall play golf in any park”, for the time period of the Golf Fest activity, 10:00 a.m. to 3:00 p.m.

I would like to thank you for your consideration of this matter. If you have any questions or concerns, please feel free to contact me by email ([dsomers@sasktel.net](mailto:dsomers@sasktel.net)) or telephone (306 222-0283) or Hugh Vassos ([hvassos@sasktel.net](mailto:hvassos@sasktel.net)) or telephone (306 222-5392).

Sincerely,

Don Somers  
Host Team Member

Cc: Hugh Vassos

175-30  
x 1870-15

**From:** Todd Brandt <tbrandt@tourismsaskatoon.com>  
**Sent:** April 22, 2015 1:16 PM  
**To:** Web E-mail - City Clerks  
**Subject:** Request to speak with Standing Committee  
**Attachments:** specialevent.doc



Good afternoon;

I would like to speak to the document attached with the Standing Policy Committee - Planning, Development and Community Services. I hope this can be on the agenda for the May 4<sup>th</sup> meeting , I believe the meeting starts at 9:00.

Please confirm if this would be acceptable.

Cheers

Todd

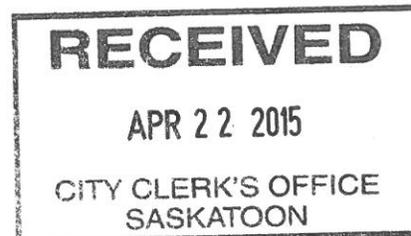
**Todd Brandt**  
President & CEO | Tourism Saskatoon  
Ph: 306.931.7574 | [tbrandt@tourismsaskatoon.com](mailto:tbrandt@tourismsaskatoon.com)  
[www.tourismsaskatoon.com](http://www.tourismsaskatoon.com) | Tourism Radio 91.7 FM



*Tourism Saskatoon is accredited by Destination Marketing Association International.*

April 22, 2015

City Clerk  
City of Saskatoon  
222 3<sup>rd</sup> Avenue North  
Saskatoon, SK  
S7K 0J5



Re: Request for presentation to the Standing Policy Committee - Planning, Development and Community Services regarding Special Event Fund Management.

Some time ago I met with senior City staff to discuss the possibility of Tourism Saskatoon taking an increased role and responsibility regarding the adjudication of the Special Event Fund and Profile Saskatoon Fund. I deferred further consideration of this pending the outcome of our 5-Year Strategic Plan process which is now complete. I am pleased to confirm that the new direction set by our Board supports the opportunity that this would present.

Saskatoon enjoys an event-driven tourism economy. Over the next five-year period we will make every effort to ensure that Saskatoon's reputation for this is known, and that every avenue is explored that will make the work of event planners, and the process of securing and hosting events efficient and effective. Our evolving role as a trusted intermediary is fundamental to our values, and will help to distinguish us in the marketplace. We remain one of only nine Internationally Accredited Destination Marketing Organizations in Canada – a stamp of quality assurance that we are proud of.

I request a discussion with the Planning, Development and Community Services Committee at their meeting on Monday, May 4<sup>th</sup> to explore this concept.

Thank you for your consideration.

Sincerely



Todd Brandt  
President & CEO

## ***City of Saskatoon Special Event and Profile Saskatoon Funds***

### ***A proposal for Tourism Saskatoon to administrate these funds.***

**Background:** Tourism Saskatoon has a long history operating as the official Destination Management Organization for the City of Saskatoon under a Fee-for-Service Agreement. Our agreement defines the relationship and responsibilities of Tourism Saskatoon in exchange for an annual contribution from the City of Saskatoon.

Tourism Saskatoon staff have been integrally involved in many aspects of program and policy development by the City as we endeavor to develop our city's economy through tourism. The City's Special Event Fund and the Profile Event Fund were both established as a coordinated effort by our staff, civic staff and City Council many years ago. Your financial investment provided through the funds has successfully secured many major events, and those of strategic importance to Saskatoon. The program funds continue to represent a pro-active approach to contributing to these events, without having to beg, borrow or steal from other programs as opportunities arose.

**What is proposed?** Tourism Saskatoon proposes to take over the process for managing these funds. They are currently managed by City staff, involving a number of departments and Council committees. To some extent this would emulate our existing responsibility of adjudicating the Mayor's Hospitality Fund and overseeing the appropriate investment of tax-based support through our Fee-for-Service agreement with you.

Tourism Saskatoon is responsible for managing revenues generated by Saskatoon's hotels that support the Destination Marketing Program (DMP). This means that City investment in major or profile events are generally levered with investments by the DMP. We already follow an approval protocol for potential events that would be streamlined now with a proposal for investment through these two funds. Adjudication for investments from both sources will be done in tandem, under similar requirements. This process has proven effective over the past 8 years of its operation.

What will be gained are increased efficiency, and the speed with which commitments can be made during the BID process. I also feel that considerable City staff time, and Council committee time, will be saved as we streamline and avoid duplication.

Incremental to this is the role we assume regarding proposals to the Province of Saskatchewan (Major Event Hosting Fund) and now potentially the Government of Canada for financial support for major business events.

Our new Strategic Plan directs us to become more "nimble" as an organization. Every event has its particular cadence but we are finding the cadence is indeed quickening,

with many very short turn-around times being demanded by convention, sport and Trade event rights holders. This is a trend in the industry and if we do not adapt, we will lose important opportunities.

Changes to processes and timing implemented as part of the new City Council meeting and committee structure seem to be stretching approval times, placing the opportunity to secure some of these important events at risk.

### ***Proposed Initiation – June 1<sup>st</sup>, 2015***

***Features of the New Process:*** Tourism Saskatoon will become the recipient of all applications for support through these funding programs. Minimum criteria will be established that will respect the spirit and intent by which the programs.

Applications which warrant investments from other sources will then be coordinated through Tourism Saskatoon's senior management team with appropriate applications and follow-up.

***Audit and Oversight:*** Tourism Saskatoon will include all accounting (revenues and expenditures) through its annual auditing process. This will also include regular reporting of activities in the fund to the Audit Committee which meets 7 times per year. Councillor Mairin Loewen sits on this committee.

***Flow of Funds:*** Tourism Saskatoon's Finance and Personnel Officer oversees the flow of funds through the organization. She will be responsible for key administrative responsibilities, including follow-up reports to staff and the Board.

On the initiation date, money currently being held in the two funds will be forwarded to Tourism Saskatoon. These will be identified as restricted net assets, and held in GIC's until they are dispersed to the approved recipients. This is identical to the process currently employed with our oversight of Destination Marketing Program investments for future events, upon recommendation of our auditor.

***Authorizations:*** Tourism Saskatoon has dual signing authority for cheques. The President & CEO signs all major investments. Any contracts or agreements that are three-year or longer in duration must be presented to the Tourism Saskatoon Board for approval.

**Reporting:** Tourism Saskatoon will provide bi-annual reports to City Council and /or senior staff as appropriate. This will include recent activity, and the maintenance of a 5-year outlook as is the current practice.

**Limitations:** Occasionally major events are proposed for Saskatoon that outstrip the capacity of the existing investments in these Funds. We propose a \$120,000 ceiling for approvals by Tourism Saskatoon. Where larger requests are being made, meetings will be coordinated through the existing structure (Standing Policy Committee on Planning, Development and Community Services). At that time, incremental one-time contributions can be deliberated, or investment through the fund agreed to if sufficient funds exist. A good example of this would be the significant support required for events such as the World Men's Curling Trials.

I look forward to discussing this with the Committee. I see this as a positive opportunity for both Tourism Saskatoon and the City of Saskatoon.

***Current Fund Management Responsibilities of Tourism Saskatoon:***

- Mayor's Hospitality Fund - \$48,000/annum
- Saskatoon Joint Marketing Fund - \$164,000/annum
- Saskatoon Product Incubation Fund - \$130,000/annum
- Event Incentive Fund - \$420,000/annum

Todd\specialevent

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## Land Use Applications Received by the Community Services Department For the Period Between March 25, 2015, to April 15, 2015

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to provide detailed information on land use applications received by the Community Services Department from the period between March 25, 2015, to April 15, 2015.

### Report

Each month, land use applications within the city of Saskatoon are received and processed by the Community Services Department. See Attachment 1 for a detailed description of these applications.

### Public Notice

Public notice, pursuant to Section 3 of Public Notice Policy No. C01-02, is not required.

### Attachment

1. Land Use Applications

### Report Approval

Reviewed by: Alan Wallace, Director of Planning and Development

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

S/Reports/DS/2015/PDCS – Land Use Apps – May 4, 2015/ks

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## Land Use Applications Received by the Community Services Department For the Period Between March 25, 2015 to April 15, 2015

The following applications have been received and are being processed:

### Condominium

- Application No. 4/15: 210 Rajput Way (20 New Units)  
Applicant: Webb Surveys for  
Newrock Developments (Sask) Inc.  
Legal Description: Bare Land Units 4 and 5, Plan No. 102187278  
Current Zoning: RMTN  
Neighbourhood: Evergreen  
Date Received: April 10, 2015

### Discretionary Use

- Application No. D1/15: 620 University Drive  
Applicant: Gordon and Lorraine Holtslander  
Legal Description: Lots 4 and 5, Block 85, Plan No. B1856  
Current Zoning: R2  
Proposed Use: Garage Suite  
Neighbourhood: Nutana  
Date Received: March 27, 2015

### Official Community Plan

- Amendment No. OCP 16/15: 109 Cree Crescent  
Applicant: 101038088 Saskatchewan Ltd.  
Legal Description: Lot 10, Block 914, Plan No. 82S30513  
Current Land Use Designation: Suburban Centre  
Proposed Land Use Designation: Suburban Centre Commercial  
Neighbourhood: Lawson Heights Suburban Centre  
Date Received: March 25, 2015

### Rezoning

- Application No. Z15/15: 109 Cree Crescent  
Applicant: 101038088 Saskatchewan Ltd.  
Legal Description: Lot 10, Block 914, Plan No. 82S30513  
Current Zoning: M3  
Proposed Zoning: B4  
Neighbourhood: Lawson Heights Suburban Centre  
Date Received: March 25, 2015

Subdivision

- Application No. 16/15: 2401/2403 Eastview  
Applicant: Webb Surveys for Leila Burns and Donald Roach  
Legal Description: Lot 7, Block 564, Plan No. 66S12133  
Current Zoning: R2  
Neighbourhood: Eastview  
Date Received: March 27, 2015
- Application No. 17/15: 2007 to 2012 Pohorecky Crescent  
Applicant: Larson Surveys Ltd. for Jastek Evergreen Projects Inc.  
Legal Description: Parcels A and B, Plan No. 102038150  
Current Zoning: RMTN  
Neighbourhood: Evergreen  
Date Received: March 25, 2015
- Application No. 18/15: 303 51<sup>st</sup> Street East  
Applicant: Webb Surveys for 942252 Alberta Ltd.  
Legal Description: Part Lot 5, Block 638, Plan No. 98SA17027  
Current Zoning: IL1  
Neighbourhood: North Industrial  
Date Received: March 30, 2015
- Application No. 19/15: 123 111<sup>th</sup> Street West  
Applicant: Webb Surveys for Dr. Cattell Medica Prof. Corp. c/o Tuscany Homes Inc.  
Legal Description: Lots 54 to 56, Block 3, Plan No. I5611  
Current Zoning: R2  
Neighbourhood: Sutherland  
Date Received: April 7, 2015
- Application No. 20/15: Brighton Circle/McOrmond Drive  
Applicant: Webster Surveys for Dream Asset Management Corp.  
Legal Description: Blocks 115 and 127, Plan No. (pending)  
Current Zoning: FUD  
Neighbourhood: Brighton  
Date Received: April 10, 2015
- Application No. 21/15: Meadows Boulevard  
Applicant: Webster Surveys for Casablanca Holdings Inc.  
Legal Description: Parcel X, Plan No. 102187852  
Current Zoning: RMTN  
Neighbourhood: Rosewood  
Date Received: April 10, 2015

**Attachments**

1. Plan of Proposed Condominium No. 4/15
2. Plan of Proposed Dscretionary Use No. D1/15
3. Plan of Proposed Official Community Plan Amendment No. OCP16/15
4. Plan of Proposed Rezoning No. Z15/15
5. Plan of Proposed Subdivision No. 16/15
6. Plan of Proposed Subdivision No. 17/15
7. Plan of Proposed Subdivision No. 18/15
8. Plan of Proposed Subdivision No. 19/15
9. Plan of Proposed Subdivision No. 20/15
10. Plan of Proposed Subdivision No. 21/15

SHEET NUMBER 1 OF 1

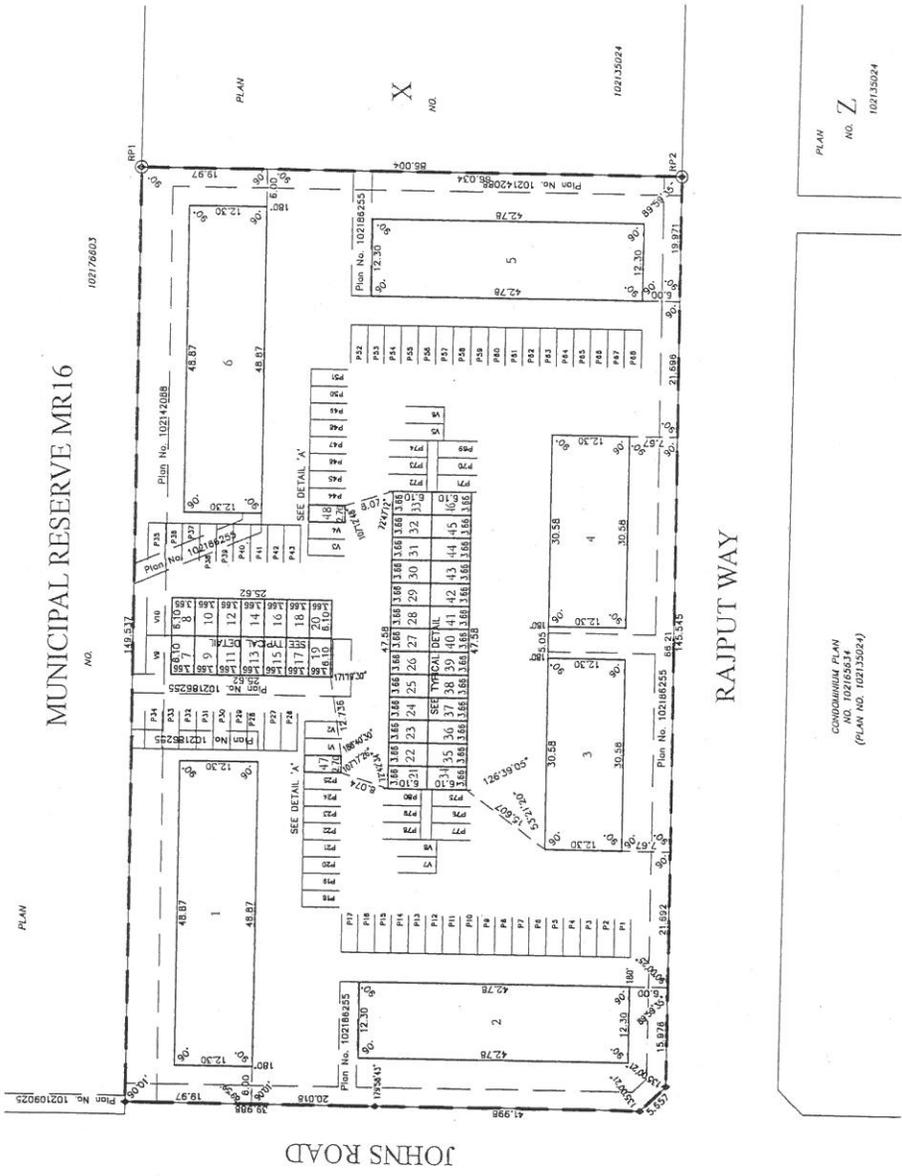
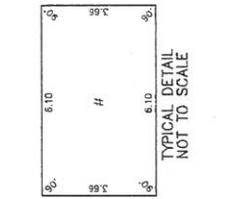
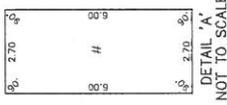
PLAN OF SURVEY SHOWING  
 SURFACE BARE LAND  
 CONDOMINIUM FOR  
 PARCEL S,  
 PLAN NO. 102135024  
 N.W. 1/4 SEC. 7  
 TWP. 37, RGE. 4, W. 3RD MER.  
 SASKATOON, SASKATCHEWAN  
 BY: T.R. WEBB, S.L.S.  
 DATE: JANUARY 2015  
 SCALE: 1:500

- Legend**
- Measurements are in metres and decimals thereof.
  - Unit numbers are shown as 1, 2, 3, etc. on the plan.
  - Acid, 2000 and Regulations thereof and are shown by a heavy solid line.
  - Area to be approved is outlined by a heavy dashed line.
  - Area to be approved is outlined by a heavy dashed line.
  - The parcel within the area of approval has an Extension 0.
  - Parking stalls are designated V1, V2, V3 etc.
  - Visitor parking stalls are designated V1, V2, V3 etc.
  - Reference points are in accordance with Section 11 (1)(a) of the Condominium Property Act.
  - Reference Points are shown thus: **ORP1** **ORP2**
  - Unit corners are marked by 0.013 A to 450 millimetre posts.
  - The Datum used: NAD83 (CGRS)
  - Green reference points defined from GNSS and post processed from the "Private Point".
  - Positioning Service from Natural Resources Canada
  - RPR Coordinates are derived as of January 28, 2015

**UNIT FACTOR SCHEDULE**

UNIT #	TYPE OF UNIT	AREA OF UNIT	OTHER
1	RES.	19.39	601
2	RES.	19.39	601
3	RES.	19.39	601
4	RES.	19.39	601
5	RES.	19.39	601
6	RES.	19.39	601
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9	RES.	19.39	601
10	RES.	19.39	601
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94	RES.	19.39	601
95	RES.	19.39	601
96	RES.	19.39	601
97	RES.	19.39	601
98	RES.	19.39	601
99	RES.	19.39	601
100	RES.	19.39	601
TOTAL		10,000	16

Prepared by  
  
 T.R. Webb Surveyors  
 14-28248m B.F.



PLAN OF SURVEY SHOWING  
 RE-DIVISION OF  
 BARE LAND CONDOMINIUM UNIT 4  
 PLAN 102187278, IN ACCORDANCE WITH  
 SECTION 25 OF THE CONDOMINIUM  
 PROPERTY ACT, 1993 INTO  
 CONDOMINIUM UNITS 49-59 INCLUSIVE  
 BY: T.R. WEBB, S.L.S.  
 DATE: JANUARY - FEBRUARY 2015  
 SCALE: AS SHOWN

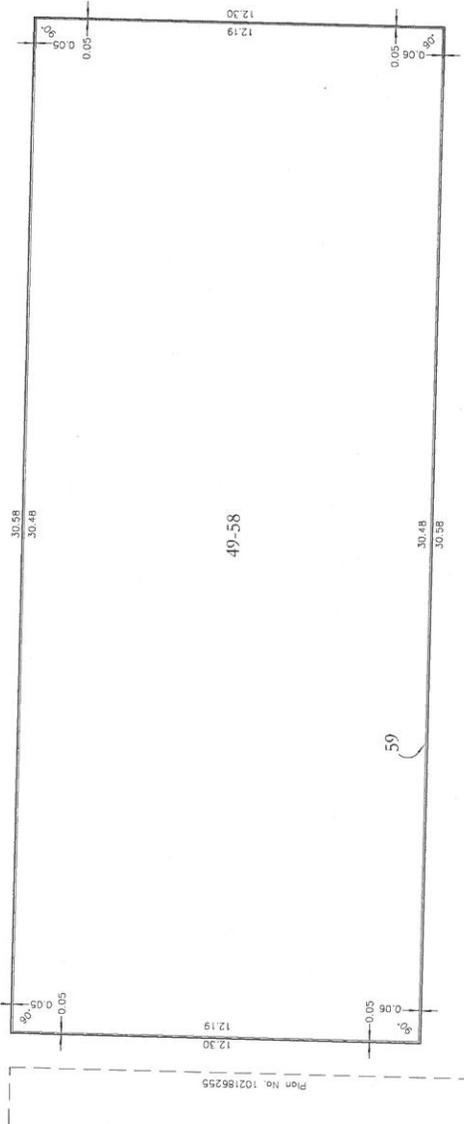
NEW UNITS 49-58 are Regular Residential Units  
 NEW UNIT 59 is a Services Unit

LEGEND

1. Dimensions shown are in metres and decimals thereof.
2. Measurements indicating the position of the building in relation to the outer boundaries of the parcel are taken to the concrete foundation at ground level.
3. Unit numbers are shown as 49, 50, 51, etc.
4. Unit boundaries are shown on Sheet 3 by a heavy solid line and are defined as follows:
  - the exterior surface of any interior finishing material that forms the surface of any common and exterior wall, floor, or ceiling.
5. The doors and windows form part of the unit.
6. All exterior surfaces are common property.
7. Units 53, 55, 56, and 58 are comprised of two parts.
9. Parking spaces are in accordance with Section 11(1)(c) of the Condominium Property Act except for Services Unit No. 59
10. All portions of building and lands not designated as a regular condominium form Services Unit No. 59.

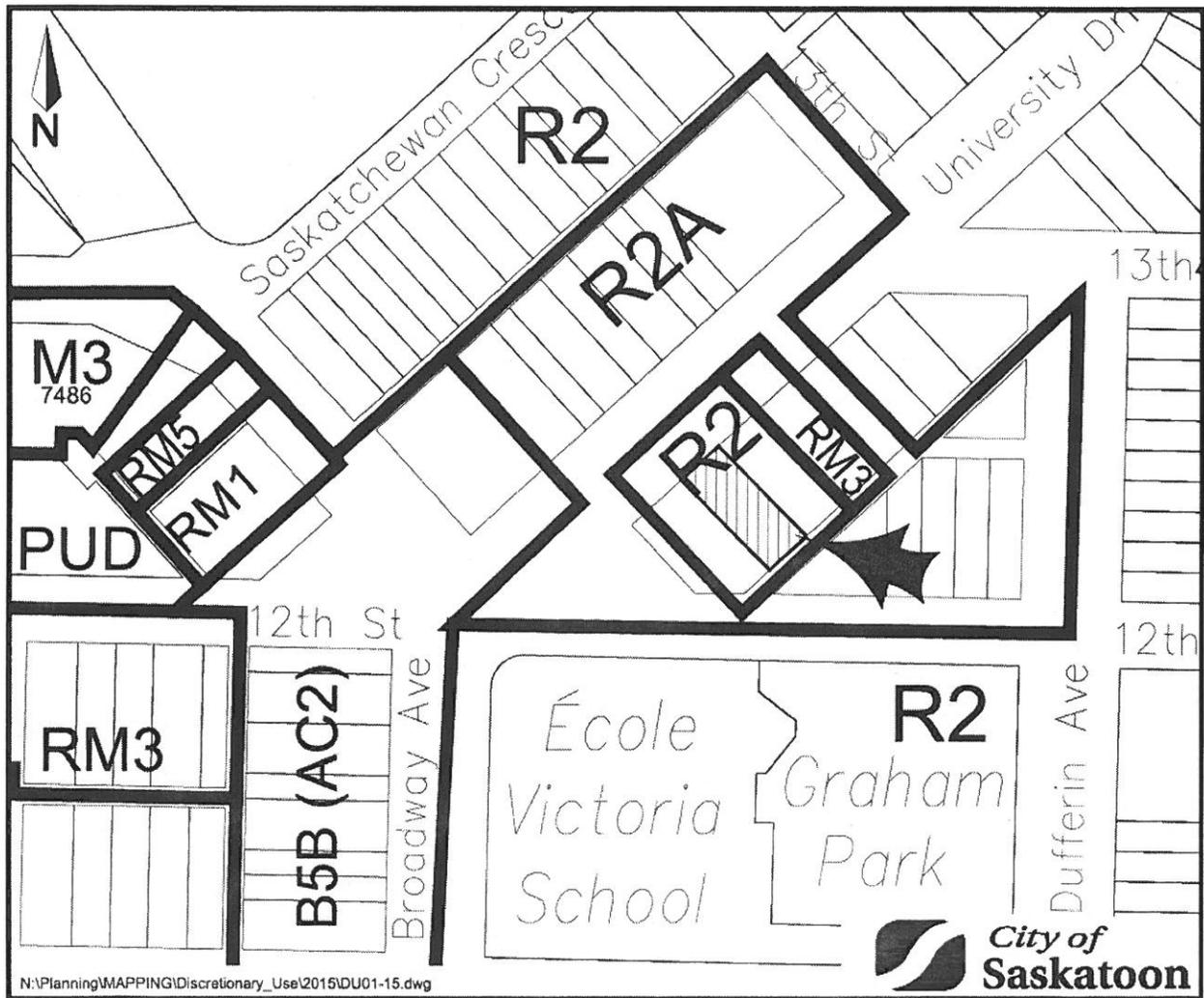


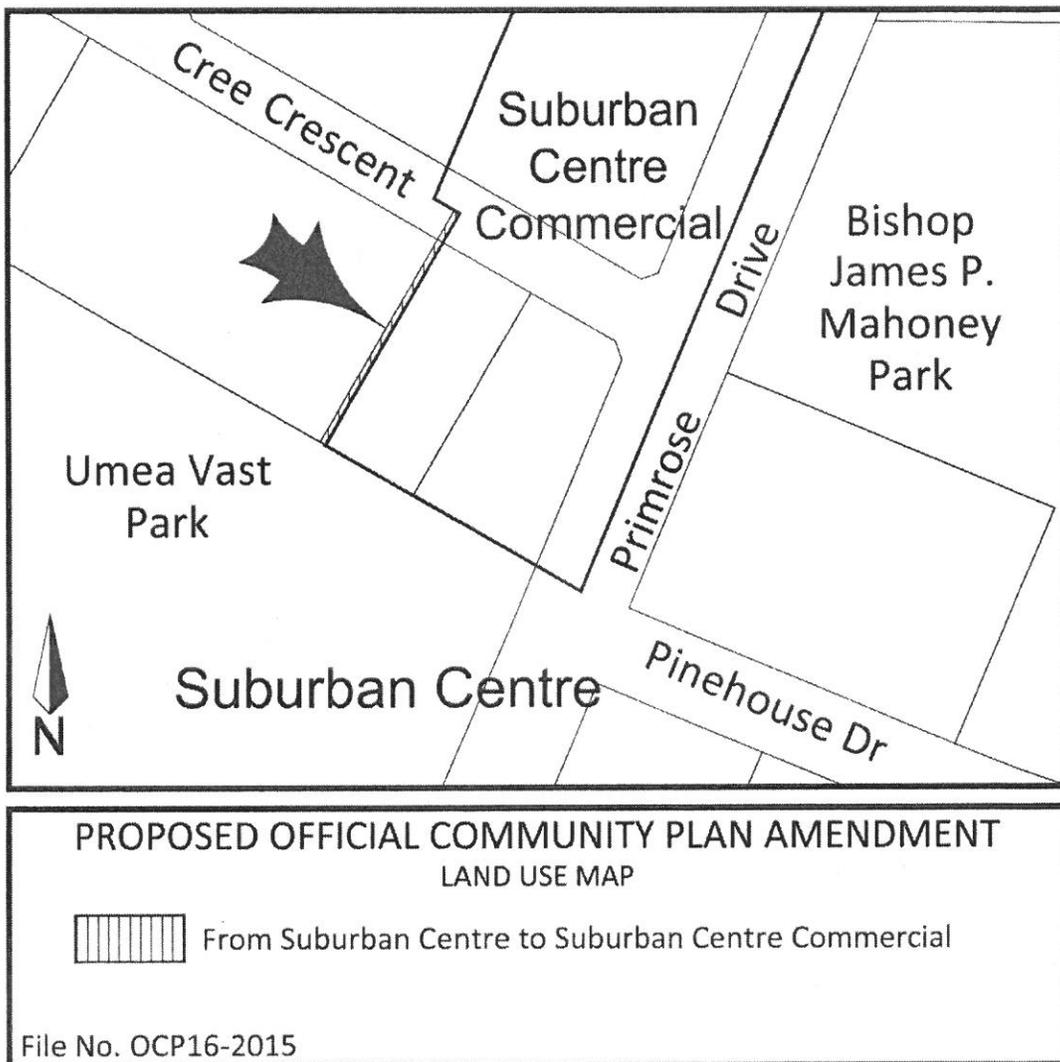
  
 SITE PLAN  
 SCALE 1:100



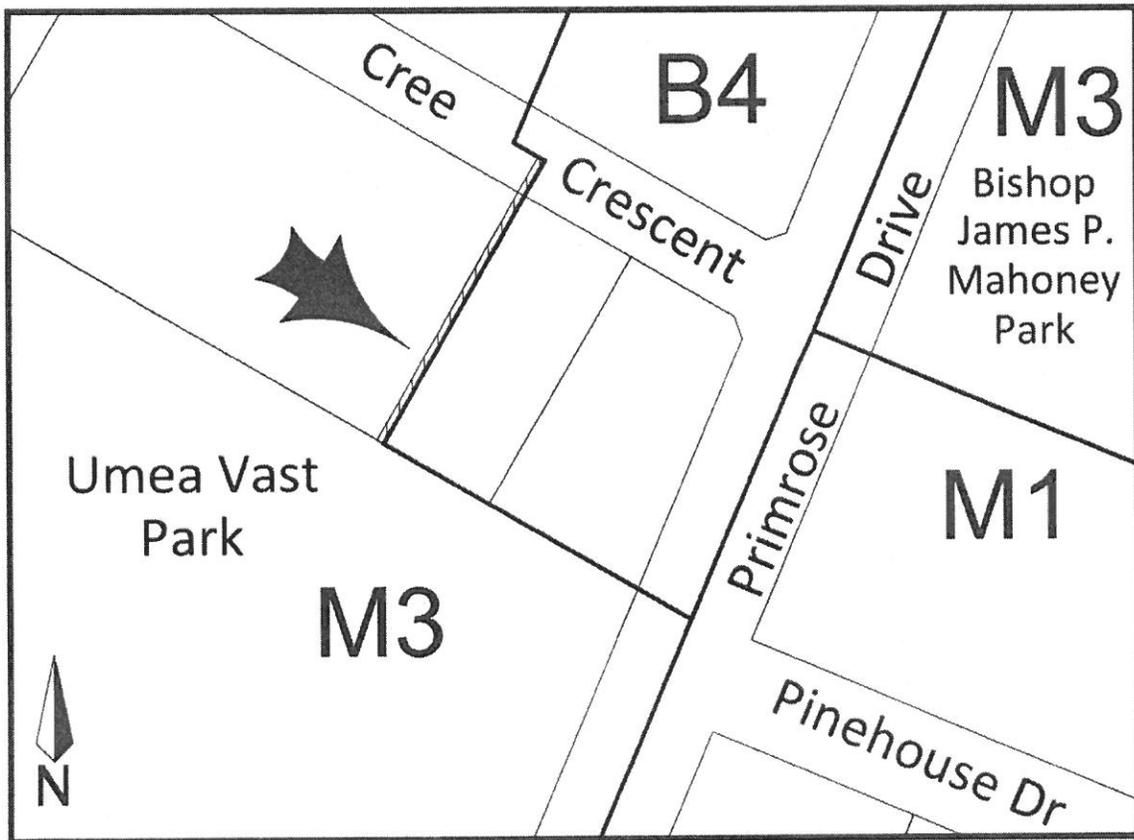


Plan of Proposed Discretionary Use D1/15





Plan of Proposed Zoning Bylaw Amendment Z15/15



PROPOSED ZONING AMENDMENT

 From M3 to B4

File No. RZ15-2015

PLAN OF PROPOSED  
SUBDIVISION OF  
LOT 7, BLOCK 564  
Reg'd Plan No. 66S12133  
SW 1/4 SEC 14-TWP 36-  
RGE 5-W 3RD MER  
2401-2403 EASTVIEW  
SASKATOON, SASKATCHEWAN  
SCALE 1:500

T.R. Webb March 2015  
Saskatchewan Land Surveyor

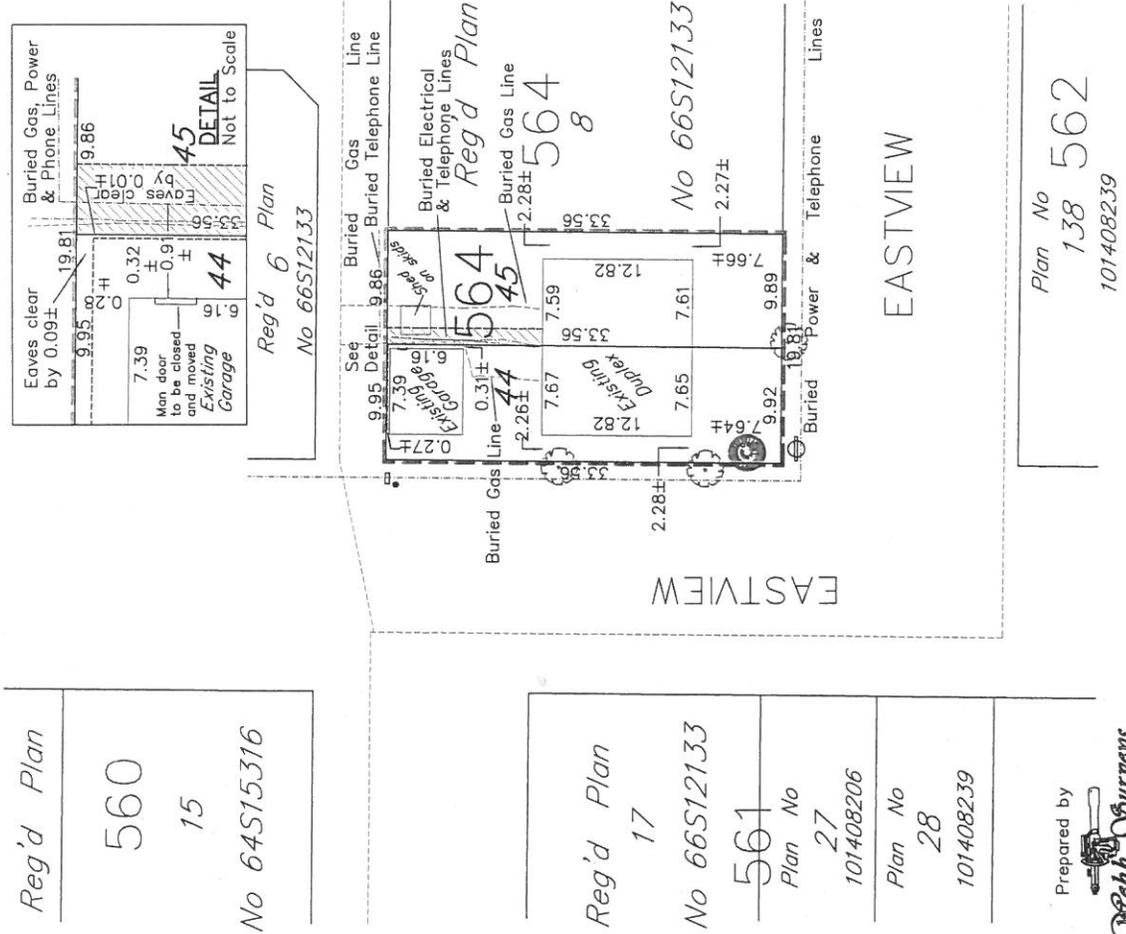
Portion of this plan to be subdivided is outlined with a bold, dashed line and contains 0.07± ha (0.16± ac). Dimensions shown are in metres and decimals. **Locations of underground services have been provided by Saskatoon Light and Power and Shermco Industries and are approximations only.** Dimensions shown are approximate and may vary from the final plan of survey by 0.05± metres.

- Coniferous tree
- Deciduous tree
- Hydrant
- Light pole
- Electrical kiosk
- Proposed 1.5 metre joint-use easement for Saskatoon Light & Power & Shaw Cable

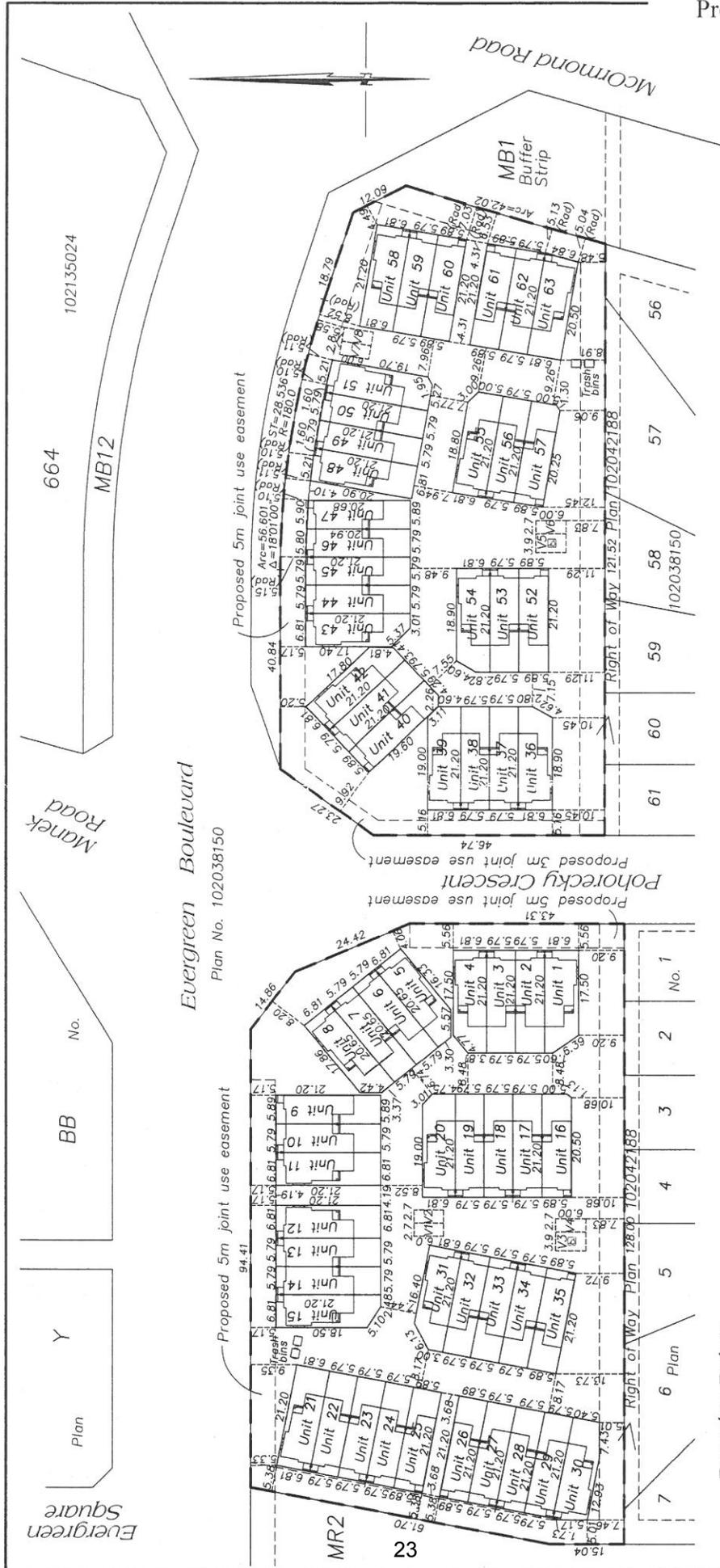
Approved under the provisions of  
Bylaw No. 6537 of the  
City of Saskatoon

Director of Planning and Development

Date \_\_\_\_\_



Prepared by  
 T.R. Webb  
14-2755sr CAS

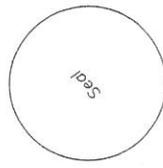


Douglas Pointe  
 Proposed Surface Bare Land  
 Condominium Plan  
 in Parcels A and B, Plan No. 102038150  
 in the SW 1/4 Sec. 7,  
 Twp. 37, Rge. 4, W.3 Mer.  
 Saskatoon, Saskatchewan  
 Howard A. Larson S.L.S.  
 November 2014

Measurements are in metres  
 Measurements are to unit boundaries unless shown otherwise.  
 Area to be subdivided is outlined thus **---**

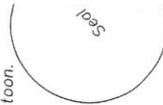
November 26, 2014

*Howard A. Larson*  
 Saskatchewan Land Surveyor



Approved under the provisions of Bylaw  
 number 6537 of the City of Saskatoon.

Community Services Department



**PLAN OF PROPOSED  
SURFACE LEASE OF PART OF  
LOT 5, BLOCK 638  
REG'D PLAN NO. 98SA17027  
N.W. 1/4 SEC. 9  
TWP. 37, RGE. 5, W. 3RD MER.  
303 51 STREET EAST  
SASKATOON, SASKATCHEWAN  
BY T.R. WEBB, S.L.S.  
SCALE 1:1000**



Dimensions shown are in metres and decimals thereof.  
Portion of this plan to be approved is outlined with a bold, dashed line and contains 170± sq m (1830± sq ft.).  
Distances shown are approximate and may vary from the final plan of survey by ± 0.1 m

*T.R. Webb*  
T.R. Webb March 30, 2015  
Saskatchewan Land Surveyor

Prepared by  
*T.R. Webb*  
© 2015  
15-2781sm N

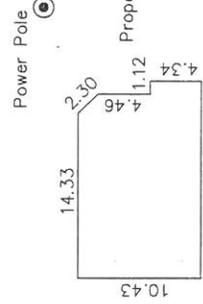
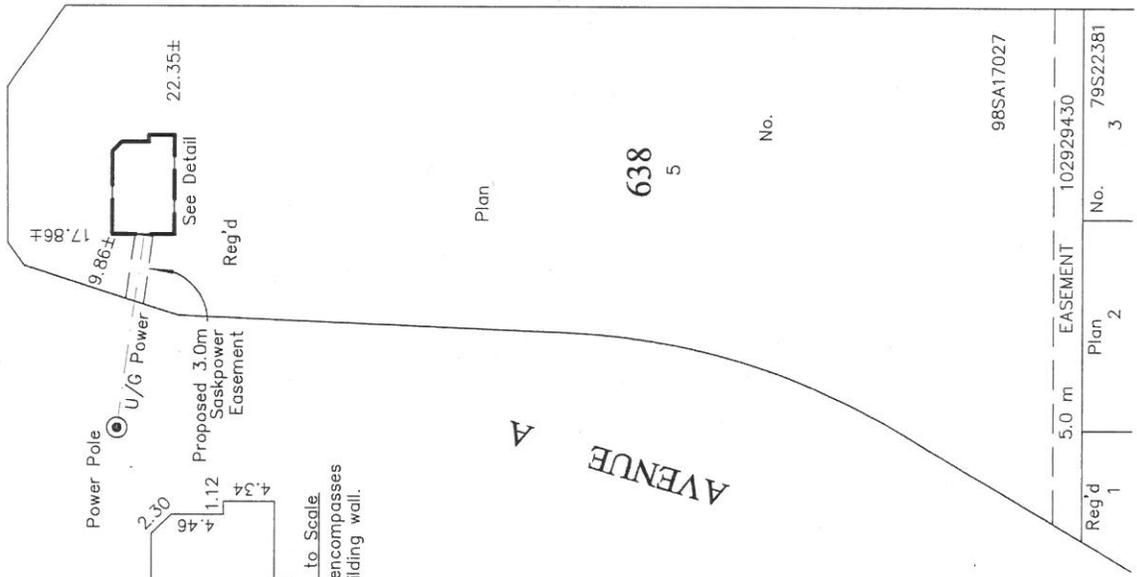
Approved under the provisions of Bylaw No. 6537 of the City of Saskatoon  
Date \_\_\_\_\_  
Director of Planning & Development Division

Reg'd	
Plan	10
No.	639
79S22381	
12	
Reg'd	
Plan	1
No.	
79S22381	

51ST STREET

AVENUE

FAITHFUL



Reg'd	1	5.0 m	EASEMENT	102929430	No.	3
Plan	2					
79S22381						







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## Approval for Advertising: Zoning Text Amendment – Shipping Container Regulations

### Recommendation:

1. That the advertising respecting the proposed text amendments to Zoning Bylaw No. 8770, be approved;
2. That the General Manager, Community Services Department, be requested to prepare the required notice for advertising the proposed amendments to Zoning Bylaw No. 8770; and
3. That the City Solicitor be requested to prepare the required bylaw to amend Zoning Bylaw No. 8770.

### Topic and Purpose

The purpose of this report is to request approval to advertise proposed amendments to Zoning Bylaw No. 8770 (Zoning Bylaw) regulating shipping containers.

### Report

Approval to advertise these amendments is required from the Standing Policy Committee (SPC) on Planning, Development and Community Services (PDCS), as required by Public Notice Policy No. C01-021, prior to a public hearing at City Council. The amendments were considered by the Municipal Planning Commission (MPC) on April 28, 2015 (see Attachment 1).

### Options to the Recommendation

The SPC on PDCS has the option of not approving the advertising for the proposed amendments. Further direction would be required.

### Public Notice

Once the SPC on PDCS has granted advertising approval, it will be advertised, in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. A notice will be placed in The StarPhoenix two weeks prior to the public hearing.

### Attachment

1. Report considered by MPC April 28, 2015

### Report Approval

Written by: Daniel McLaren, Planner, Planning and Development Division  
Reviewed by: Darryl Dawson, Acting Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S:\Reports\DS\2015\PDCS – Proposed Zoning Bylaw No. 8770 Amendment – Shipping Container Regulations\kt  
BF: 31-14

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## Zoning Text Amendment – Shipping Container Regulations

### Recommendations:

That a copy of this report be submitted to City Council recommending that at the time of the public hearing, City Council consider the Administration's recommendation that the proposed Zoning Bylaw No. 8770 amendments be approved.

### Topic and Purpose

The purpose of this report is to consider amendments to Zoning Bylaw No. 8770 (Zoning Bylaw) to limit the time a shipping container may be temporarily stored on a site and add the permanent use of shipping containers to AG – Agricultural District and FUD – Future Urban Development District.

### Report Highlights

1. The Zoning Bylaw currently permits the permanent placement of a shipping container on a site in the Industrial Districts. Shipping containers may be temporarily placed on a site during construction in all other Zoning Districts.
2. The proposed amendments to the Zoning Bylaw would clarify that shipping containers may be temporarily placed on a site for use during construction in all Zoning Districts for a maximum of one year. The amendment would also permit the permanent placement of shipping containers in the FUD and AG Districts.

### Strategic Goal

This report supports the Strategic Goal of Quality of Life by ensuring appropriate maintenance of properties.

### Background

The Zoning Bylaw permits the temporary use of shipping containers for storage during construction on a site. The City of Saskatoon (City) has received complaints regarding the length of time shipping containers have remained on some sites due to construction projects taking extended periods of time to complete.

At its March 3, 2014 meeting, City Council considered a report from the General Manager, Community Services Department dated January 23, 2014, requesting approval to advertise amendments to the Zoning Bylaw regarding shipping containers (refer to Attachment 1). At that meeting, City Council resolved:

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

Specific clarification was requested on:

- a) what is considered suitable screening of shipping containers from view from public streets in FUD and AG Districts;

## Zoning Text Amendment – Shipping Container Regulations

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- b) difference between a shipping container and a storage container when both are used to store construction material;
- c) consideration for a developer that has multiple adjacent lots and one container on “Site A,” and being used for “Sites A, B, C and D”; and
- d) potential revenue by charging a monthly fee.

### Report

#### Current Regulations

The Zoning Bylaw defines a shipping container as a “cargo container that is a prefabricated metal container or box specifically constructed for the transportation of goods by ship, train, or highway tractor.” The Zoning Bylaw prohibits the permanent use of shipping containers in all zoning districts with the exception of Industrial Districts.

Shipping containers are permitted to be temporarily placed on a site in any zoning district when utilized solely for the storage of supplies and equipment related to a construction project, provided that a building permit has been issued for construction on the site. The shipping container must be removed from the site upon completion of the construction. Shipping containers can also be temporarily placed on a site in any zoning district for up to ten days for the purpose of loading and unloading of items associated with the principal use.

Placement of a shipping container or other item on City right-of-way is regulated by the Transportation and Utilities Department, Transportation Division. Applications may be made to the Transportation Division for the placement of a container on a City right-of-way for up to 14 days. Extensions may be granted upon review.

#### Summary of Proposed Zoning Bylaw Amendments – Section 5.40

The proposed amendment to the Zoning Bylaw, Section 5.40, would clarify that the temporary use of shipping containers during construction in all zoning districts is limited to not more than one year. One year would provide suitable time for most construction projects to be completed and have the shipping container removed from the site. The proposed amendment would also provide the Development Officer the ability to extend the time the shipping container may temporarily remain on the site, if it is deemed necessary.

This amendment will provide a balance between the needs for short-term storage during construction on a site and the impact shipping containers have on the aesthetics and character of an area.

The Zoning Bylaw currently provides for the permanent use of shipping containers in the Industrial Districts. The proposed amendment would also provide for the permanent use of shipping containers in the AG and FUD Zoning Districts. Upon review of the zoning districts, it has been determined that the permanent use of shipping containers in the AG and FUD Districts would meet the intent and purpose of these districts. The Zoning Bylaw states the purpose of the AG District is to provide for certain large-scale specialized land uses, as well as certain rural-oriented uses, on the periphery of the

## Zoning Text Amendment – Shipping Container Regulations

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City. The purpose of the FUD District is to provide for interim land uses where the future of land or the timing of development is uncertain due to issues of servicing, transitional use, or market demand.

### Additional Information Requested by City Council

A. Suitable Screening of Shipping Containers:

The proposed amendment to the Zoning Bylaw will clarify that where a shipping container is permitted to be placed permanently on a site it shall be suitably screened from any public street. Standard practice for screening of outdoor storage is the use of a solid fence at least two metres in height or a combination of fence, building walls, berms, or landscaping to create a visual barrier.

B. Difference between a Shipping Container and a Storage Container:

A shipping container, commonly referred to as a sea can or cargo container, is a prefabricated metal container specifically constructed for intermodal transportation. These containers, when decommissioned, have been used for storage on a site and are regulated by the Zoning Bylaw for such.

A storage container may be built from a variety of materials and is not constructed for the purpose of intermodal transportation.

While the Zoning Bylaw regulations address shipping containers specifically, the use of a storage container for general outdoor storage is prohibited in a front yard in any R or M District.

C. Shipping Container Used for Multiple Adjacent Lots:

The proposed amendment to the Zoning Bylaw will allow for a developer to use a shipping container for storage on one site, while working on multiple adjacent sites. This will be permitted provided there is common ownership of the sites, there is a valid building permit issued for construction, and all other Zoning Bylaw requirements are being met.

D. Permit Fees Specific to Shipping Containers:

Any fees collected for the issuance of a license or permit for locating a shipping container on a site may only be used to cover the costs associated with the review and issuance of the license or permit. As the use of shipping containers on a site in residential and commercial districts is infrequent and is expected to be for short-term use, no license or permit is considered necessary by the Administration. Appropriate fees will apply when placing a container in restricted parking areas.

### **Options to the Recommendation**

1. City Council may choose not to adopt the Zoning Bylaw amendments for shipping containers and maintain the status quo.
2. City Council may request revisions to the proposed amendments.

## Zoning Text Amendment – Shipping Container Regulations

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

Public and/or stakeholder consultations were not required.

### **Other Considerations/Implications**

There are no financial, policy, environmental, privacy, or CPTED implications or considerations. No communication plan is required.

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

There is no due date for follow-up required.

### **Public Notice**

Public notice is required for consideration of this matter, pursuant to Section 11(a) of Public Notice Policy No. C01-021. Once given approval by the Standing Policy Committee on Planning, Development and Community Services, a notice will be placed in The StarPhoenix two weeks prior to the public hearing date at City Council.

### **Attachment**

1. January 23, 2014, Proposed Zoning Bylaw No. 8770 Amendment – Shipping Container Regulations Report

### **Report Approval**

Written by: Daniel McLaren, Planner, Planning and Development Division  
Reviewed by: Darryl Dawson, Acting Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S:\Reports\DS\2015\MPC – Proposed Zoning Bylaw No. 8770 Amendment – Shipping Container Regulations\kt  
BF 31-14  
FINAL/APPROVED – R. Grauer – April 19, 2015

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**Saskatoon Fire Department  
Continuous Improvement Project – 2015 Update**

**Recommendation**

1. that the information be received; and
2. that the Administration report further once the deployment and site selection review process is complete, with recommendations on the next steps regarding the location of the City's future fire halls.

**Topic and Purpose**

This report will summarize the 2015 second quarter update of the Continuous Improvement Project initiated in 2014 for the Saskatoon Fire Department.

**Report Highlights**

1. There has been an increase in departmental efficiency in a number of areas without any identified reduction in citizen or staff safety.
2. By moving past the model of using existing station locations (Attachment 1), a new model is being developed to move two current sites that will reduce response overlap and increase protection in both the University and Stonebridge areas without the addition of a new station.

**Strategic Goal(s)**

The report supports the Strategic Goal of Quality of Life – Saskatoon is a welcoming people place. The recommendation supports the corporate priority of life safety initiatives within the city.

**Background**

In 2014, the Saskatoon Fire Department embarked on a comprehensive departmental review of its operating model. This included all divisions and the deployment strategies that would be affiliated.

**Report**

The intent of the Continuous Improvement Program was to establish an effective base line for the provision of emergency service to the community without jeopardizing either the safety of the citizens or the response personnel providing the service.

This report outlines the status of some of these initiatives and their subsequent achievements. It must be identified that many of the strategies are considered long term in implementation while with others the financial return is not anticipated to be sustainable, but still considered a success. A few examples would be the net reduction in fee for service on lift assists due to the drop in non-emergent incidents and a drop in calls for false alarms due to alarm system upgrades. Both would be considered benefits to the community. At the time of writing this report, the proposed fee for service bylaw changes are still to be presented to Council for consideration. Once in place, forecasting of revenues will be able to be validated.

A number of the strategies identified necessary changes to the deployment of apparatus. This included monthly road tests, sharps (needle) pick-ups, false alarm response, and relocations of apparatus to empty stations that are out on calls. With these changes, there was a drop in average annual fleet mileage from 135,000 kms to a forecast of 100,000 kms for 2015. This is a 25% reduction in the fleet impact, and will result in operational savings and a reduction in the pressures on the departmental large apparatus reserves.

There is presently a trial period for the complete rebuild of the department's Training Division. By Memorandum of Agreement, there has been a redistribution of wages of two of the four Fire Service Instructors to 34 instructor/coordinator firefighters on the fire floor. This is identified as a cost neutral opportunity but a tremendous positive impact to the training time with Operations staff. This is to be fully implemented by the fall of 2015.

The number of Primary Care Paramedics has been reduced by 20% to 150 with the remaining reduction to 130 through attrition.

The strategies surrounding the new Bylaw Enforcement group and Fire Inspectors managing Bylaw 8175 are still being developed but the move of prevention staff to each fire station has been implemented. Another initiative is the intent to see low priority concerns that are not life safety be handled through the new corporate division and by less technical staff. This does not preclude the fact that when concerns are encountered by fire staff, they will still deal with these issues.

The fire station deployment analysis work is ongoing. Work continues on a suitable location for Station No. 10 in the Elk Point Neighbourhood at the corner of Claypool Drive and Latrace Road. Timing of the servicing of the land in this area is key to finalizing the exact schedule for construction, but the preliminary schedule is for 2016/2017.

The other major development identified in the 2014 Continuous Improvement report is that the following fire stations need a major upgrade:

- Station #3 Taylor Street and York Avenue
- Station #4 Faithfull Avenue
- Station #5 Central Avenue.

During the original deployment analysis of the southeast portion of the city, it was noted that a more optimum site needed to be identified for the Stonebridge neighbourhood. This assumption was that a better site for an additional fire hall would result in the necessary coverage and minimize overlap between stations. A new option was explored that entailed the moving of Stations #3 and #5 to new locations to better service the east side of the city. Deficiencies identified by the Facilities Division in the aging fire stations include the heating ventilation systems, accessibility, and the need for co-

habitable designs. This brings the question of either major investment into renovations or the consideration of relocating to a better site for district response.

The proposal would see Station #5 move to the new college quarter in the area of Preston Avenue and College Drive. This would remove built-in overlap between Station #9 on Attridge Drive and gain the needed coverage of the University Campus. The other move would see Station #3 move to a location near the corner of Wilson Crescent and Clarence Avenue. This will take advantage of the existing overlap from Stations #1 on Idylwyld Drive and #6 on Taylor Street and result in completing the coverage of the southeast portion of the district (Stonebridge and Willows). By following this approach, an additional station will not be required in the south. This will result in a projected capital cost of \$12M for the building of two new stations but saving the \$6M capital cost and \$2M operating cost of the previous proposal.

The coverage that is being identified is that of “total response time”. Of this total time, the station placement is designed to have the apparatus travel time of four minutes.

This equates to -	Dispatch time	60 seconds
	Reaction time	80 seconds (for fire calls)
	Travel time	240 seconds
<b>TOTAL RESPONSE TIME</b>	<b>6 min 20 sec/90% of the time</b>	

Discussions are presently underway to identify the optimal sites which will, as forecast, eliminate the need for an additional station in the southeast portion of the city. This will result in a Capital cost impact only of the two new stations and a savings of both capital and operating costs on the one that is being omitted. The proposed designs are to be considered as aligning with the needs of the community. Once the new site selection has been completed, a further report will be provided including a public consultation process (see Attachment 2).

In summary, most of the proposed initiatives have been implemented either by immediate action or pending as the details are completed and dealt with. There will be a follow-up report submitted with the 2016 budget presentation.

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

There will be a public consultation plan initiated once the proposed fire station sites are identified.

### **Communication Plan**

A communication plan will be developed in tandem with the stakeholder engagement.

### **Other Considerations/Implications**

There are no policy, financial, environmental, privacy or CPTED implications or considerations at this time.

### **Public Notice**

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

**Attachments**

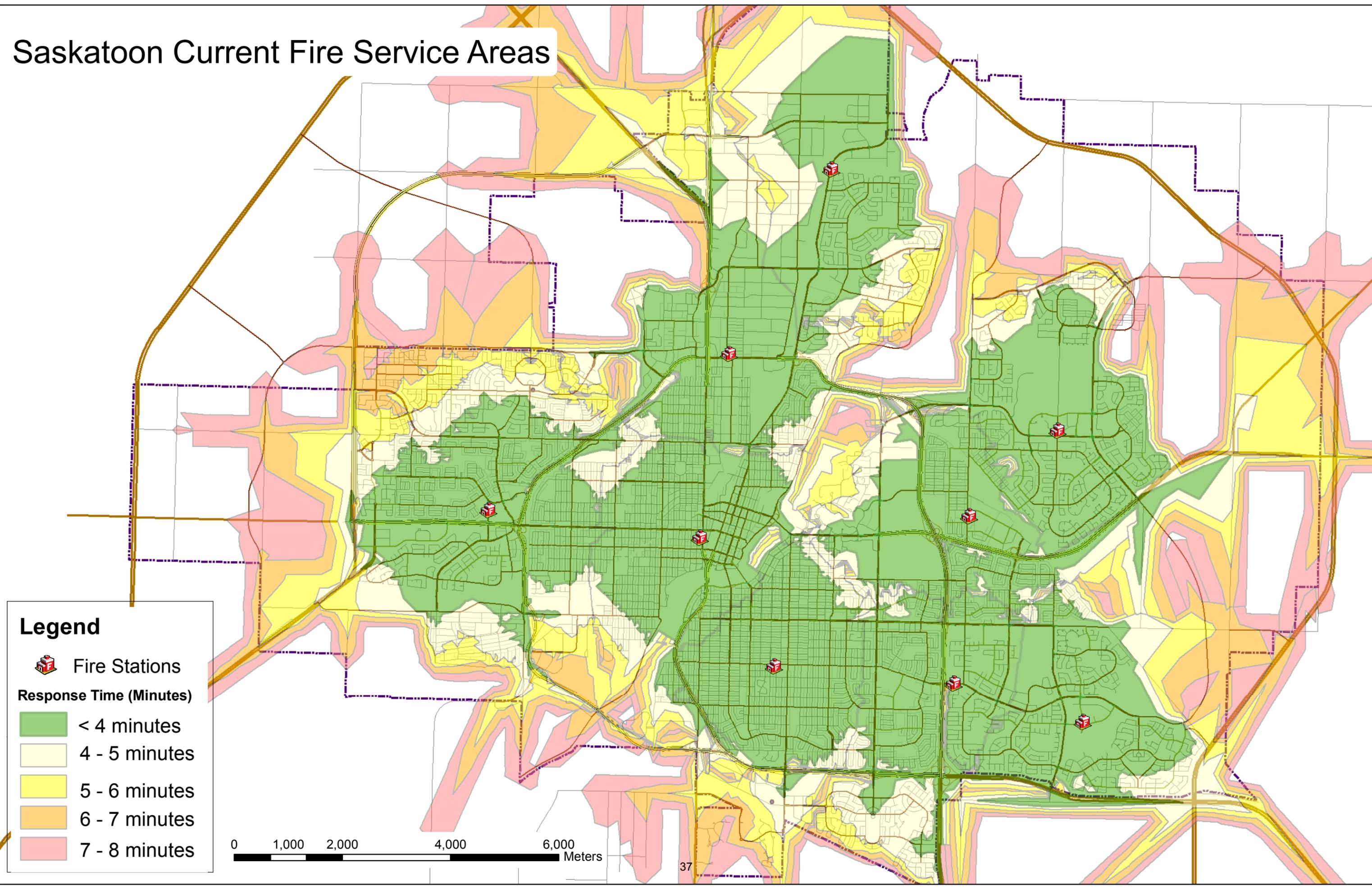
1. Saskatoon Current Fire Service Areas
2. Predicted Service Areas for Relocation of Fire Stations

**Report Approval**

Written by: Dan Paulsen, Fire Chief  
Approved by: Murray Totland, City Manager

Admin Report – Continuous Improvement Update May 2015.docx

# Saskatoon Current Fire Service Areas

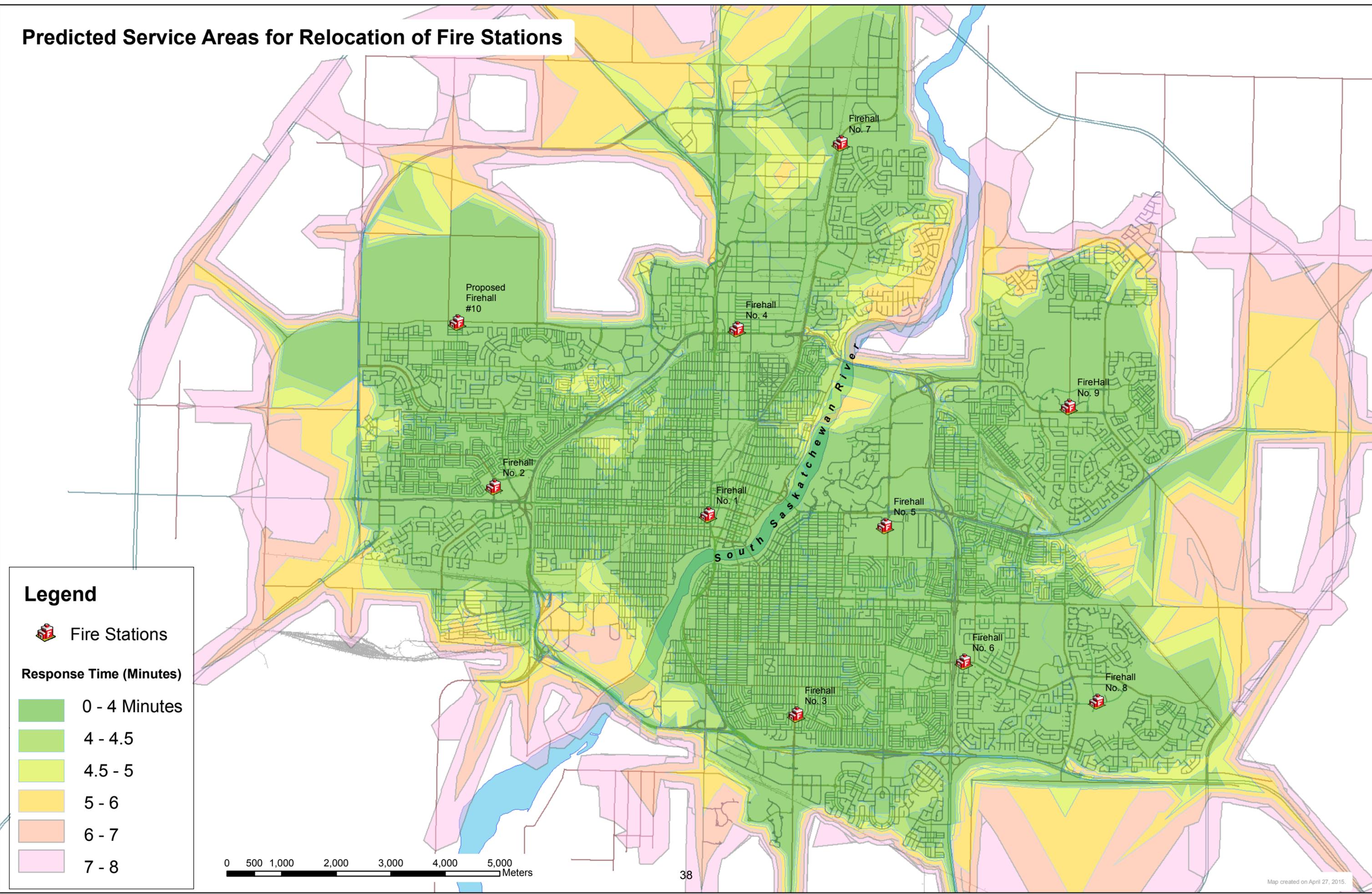


**Legend**

-  Fire Stations
- Response Time (Minutes)**
-  < 4 minutes
-  4 - 5 minutes
-  5 - 6 minutes
-  6 - 7 minutes
-  7 - 8 minutes



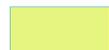
# Predicted Service Areas for Relocation of Fire Stations



## Legend

 Fire Stations

### Response Time (Minutes)

-  0 - 4 Minutes
-  4 - 4.5
-  4.5 - 5
-  5 - 6
-  6 - 7
-  7 - 8

0 500 1,000 2,000 3,000 4,000 5,000 Meters

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## Request for Funding — THRIVE 2015 — Special Events Policy No. C03-007

### Recommendation

1. That funding, in the amount of \$10,000, be approved for THRIVE 2015, under the Profile Saskatoon Category of Special Events Policy No. C03-007; and
2. That the funding be released to the Saskatchewan Professional Planners Institute on June 1, 2015, in advance of the event taking place to assist with conference operating expenses.

### Topic and Purpose

The purpose of this report is to seek approval of grant funding for THRIVE 2015 being hosted in Saskatoon from June 27 to 30, 2015.

### Report Highlights

1. This event is an annual conference of the Canadian Institute of Planners (CIP) and will be hosted jointly with the provincial affiliate, the Saskatchewan Professional Planners Institute (SPPI). THRIVE 2015 will take place from June 27 to 30, 2015, at Teacher's Credit Union (TCU) Place. It is anticipated between 500 and 700 delegates will attend the conference.
2. The Administration has reviewed the business plan and has concluded it generally meets the eligibility criteria for funding under the Profile Saskatoon Category of Special Events Policy No. C03-007 (Special Events Policy).
3. The local organizing committee has requested that funding be released on June 1, 2015, in advance of the event taking place to assist with conference operating expenses.

### Strategic Goal

Under the City's Strategic Goal of Quality of Life, the recommendations in this report support the long-term strategy to support community building through direct investment.

### Background

On February 19, 2015, the Administration received a final business plan submission from the THRIVE 2015 local organizing committee requesting funding in the amount of \$10,000 for this conference (see Attachment 1). The Administration reviewed the business plan to determine if this event is eligible for funding under the Profile Saskatoon Category of the Special Events Policy.

### Report

#### THRIVE 2015

THRIVE 2015 is an annual conference of the CIP that will provide a forum for delegates to exchange ideas, best practices, and information through interactive learning programs, while showcasing Saskatoon as a vibrant, culturally rich, thriving city.

Sustained high growth rates for the past seven years have meant that the people of Saskatoon and region have had to think about how growth and development can improve overall quality of life. The goal of THRIVE 2015 is to assemble and animate planners from across Canada and other countries to experience, learn, and share what it takes to create thriving cities, towns, and regions. The conference will foster dialogue and exchange between planners and allied professionals in urban design, land use, transportation, municipal management, real estate development, natural resource management, and geomatics. Members of the public and elected officials will help to ground the program and strengthen the conditions for implementation. This provides an opportunity to showcase Saskatoon and region and to learn from the growth and experiences of other communities across Canada and beyond.

The event is being hosted at TCU Place, and it is estimated that between 500 and 700 delegates will be attending the conference from June 27 to 30, 2015.

#### Event Business Plan

The Administration has reviewed the business plan submitted by THRIVE 2015 and has concluded that the following key eligibility criteria have been met, as follows:

- a) minimum \$100,000 operating budget;
- b) significant economic impact to the city; and
- c) funding partners of this event have confirmed a total of \$94,000 to be provided in support of this event. Provincial funding in the amount of \$10,000 is not yet confirmed.

Policy criteria also requires a description of the external media attention that this event will attract to the city and region, which puts the city in a position of prominence as a destination location. The local organizing committee has informed the Administration that engagement of industry media will include the following methods:

- a) media lists and distribution will be set up that will include both national and regional media, as well as local media, using several social media platforms;
- b) press releases will focus on industry specific points of interest; and
- c) special media release on the Award of Planning Excellence winners will be featured.

Attachment 2 provides a summary of event highlights taken from the business plan submission.

#### Release of Grant Funding

THRIVE 2015 has requested that the \$10,000 in grant funding be advanced to SPPI on June 1, 2015, prior to the event taking place, to assist with expenses being incurred in preparation for the event. These expenses relate to event venue, audio visual, and transportation costs.

### **Options to the Recommendation**

The options that may be considered are:

- a) deny the recommendations outlined in this report;
- b) suggest a grant amount other than the original amount requested; or
- c) suggest a grant advance amount other than that recommended.

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

On January 15, 2015, the Administration received a draft business plan submission from the local organizing committee of THRIVE 2015 requesting funding in the amount of \$10,000, for their conference. A final business plan submission was received on February 19, 2015.

### **Communication Plan**

The Administration will inform the event's local organizing committee of the Planning, Development and Community Services (PDCS) Committee's decision regarding the outcome of the recommendations outlined in this report.

### **Financial Implications**

As of December 31, 2014, the Special Event Reserve had a balance of \$1,056,139, which is comprised of \$505,000 in the Special Event Category, and \$551,139 in the Profile Saskatoon Event Category. Attachment 3 outlines the funding and expenditures for the Special Event Reserve for 2015.

### **Other Considerations/Implications**

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

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

As outlined in the policy, a post-event evaluation report, including audited financial statements, is to be submitted by THRIVE 2015 to the Administration within 90 days of event completion. The local organizing committee has informed the Administration that audited financial statements for the event will be provided by the CIP at the end of their fiscal year. As such, the post-event evaluation report and audited financial statements will be received in May 2016.

### **Public Notice**

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

### **Attachments**

1. THRIVE 2015
2. Event Business Plan Highlights
3. Projected 2015 Special Event Reserve Funding and Expenditures

### **Report Approval**

Written by: Loretta Odorico, Facility Supervisor, Customer Service, Recreation and Sport  
Reviewed by: Cary Humphrey, Director of Recreation and Sport  
Approved by: Lynne Lacroix, Acting General Manager, Community Services Department

S:\Reports\RS\2015\PDCS – Request for Funding – THRIVE 2015 – Special Events Policy No. C03-007\kt

**PROFILE SASKATOON EVENT GRANT APPLICATION – BUSINESS PLAN****1) Mission Statement**

The Canadian Institute of Planners Conference is an annual education and networking event for Professional Planners and Student members of the Institute which is normally held jointly with one of the seven provincial affiliates. The conference is held at strategic locations throughout the country enabling the largest number of members, including student members, to access and attend the event.

The Canadian Institute of Planners (CIP) has chosen Saskatoon as the host city for their annual national conference in 2015. This conference will be held jointly with its provincial affiliate, the Saskatchewan Professional Planners Institute (SPPI). Conference plans are well underway for THRIVE 2015, June 27-30, 2015 at TCU Place. Delegates can expect an exceptional conference program that brings together the best ideas, practices, and training opportunities from across Canada, all the while showcasing Saskatoon as a vibrant, culturally rich, THRIVE-ing city. It will not take long for delegates to realize that locally, Saskatonians are keenly engaged and excited about their city and want to share it with others from across the country.

The national conference is held annually with the following objectives:

- Provide the opportunity for members to improve their professional performance through the exchange of ideas and information, and through the intellectual stimulation of members
- Showcase the Institute and promote public awareness and profile of planning in Canada
- Foster increased fellowship and friendship among members
- Encourage the participation of all members without excluding or opposing interests of any membership group
- Promote the practice of planning at all levels of community across the nation
- Create greater awareness of the energy, imagination, regional diversity and strengths of the host area
- Provide a forum for members to exchange ideas and information with colleagues through interactive learning programs
- Provide a forum to recognize outstanding achievements by members.

**2) Strategic Goals**

THRIVE 2015 will generate a strong presence for the CIP conference, and the profession of planning, in Saskatoon, attracting 500 to 700 delegates primarily from across Canada, but internationally, as well, to Saskatoon and region. This

city has much to offer a national audience and will be used to highlight many areas where Saskatoon and Saskatchewan are national leaders in planning and development, while meeting and exceeding expectations for the national and international sharing of practices and expertise that have made the CIP annual conference the most important event for planners each year.

Saskatoon is at a stage in its urban evolution where it is hungry for the perspectives and lessons that can be shared by CIP conference delegates from thriving communities across the country. Public discussions about transit and cycling infrastructure, density and activity mix, and pedestrian-scale urban quality are occurring organically and are being augmented by the City of Saskatoon's new 'Growing Forward – Shaping Saskatoon' initiative. Discussions of the importance of public art, design, culture, heritage, safety, and creating special places where people like to stay and interact are becoming commonplace as critical elements to a thriving city.

There are a number of exciting projects underway in our city and region. A few examples of unique experiences we want to share are:

- *Signature public spaces in the city centre.* River Landing is a popular new waterfront development which brings people and activity to the edge of the South Saskatchewan River. It is also home to the Remai Arts Centre, the new Remai Modern Art Gallery of Saskatchewan, and the Farmers' Market on Market Square. Broadway Avenue was named one of Canada's Great Streets in the CIP's 2011 *Great Places in Canada* contest.
- *Attainable housing.* Saskatoon has one of the most successful municipal attainable housing programs in Canada, which has exceeded its annual target of 500 attainable housing units per year.
- *Saskatoon land bank.* The City of Saskatoon is a major land developer that provides the overall Saskatoon market roughly 50% of the land needed for residential, commercial and industrial growth.
- *Riverbank trails.* The Meewasin Valley, a defining feature of Saskatoon, boasts more than 65 square kilometres of conservation zone made up of parks, museums, interpretive centres, canoe launches, university lands, and more than 64 kilometres of Meewasin trail.
- *Urban design.* Saskatoon's successful urban design program enhances the quality of streetscapes in key commercial areas, without drawing from property tax revenue. For those with an eye for detail, it has been said that Saskatoon has the most beautifully designed tree grates in the country.
- *Aboriginal initiatives.* Saskatoon is home to the first 'urban reserves' in Canada, where First Nations are leaders in urban development and share in the economic benefits of urban growth. Delegates can tour Métis sites and landscapes, or the nearby Whitecap Dakota First Nation, to add new layers to their understanding of the city and region.

- *University of Saskatchewan.* One of the most beautiful campuses in Canada, the University is also leading one of the most ambitious infill development projects underway in the city, the College Quarter Master Plan, adjacent to the city centre.
- *Regional collaboration.* Saskatoon is embarking on Saskatchewan's first comprehensive regional planning process with four other partners in the Saskatoon region.

The practice of planning is all about community. THRIVE 2015 will present programming not only to conference delegates, but to the general community, as well. The conference will open with a public talk at the Roxy Theatre. In addition, a lunchtime speaker's corner will occur at the River Landing amphitheatre with speakers from the conference scheduled to present each day.

The success of CIP conferences is largely due to the number of local volunteers that work together to organize and plan the event. The local organizing committee is made up of approximately 30 volunteers. Additionally, up to 30 university students volunteer their time during the event in exchange for reduced conference rates.

### **3) Strategic Alliance**

The conference will include partnerships with a variety of institutions, agencies, businesses, and local community groups. Their involvement will principally be with the conference program and social/cultural components of the event. Local organizations and businesses are being incorporated into the event as means of creating a strong Saskatoon connection and "local flavor" throughout the conference. Part of CIP's selection of Saskatoon as host of their annual conference was due to the national and international attention the city has received in recent years. Creating the right local partnerships to help show off why Saskatoon has received so much attention recently is a key goal of the THRIVE 2015 organizing committee.

Partnerships that are confirmed or are being explored include:

Co-partners as conference hosts:

- Canadian Institute of Planners (CIP)
- Saskatchewan Professional Planners Institute (SPPI)

Institutions/Agencies

- City of Saskatoon via Co-chair, Alan Wallace
  - Through sponsorship
  - And, provision of services for events taking place in numerous locations showcasing Saskatoon i.e. River Landing 1 (Speaker's Podium); River Landing 2 (Living Room on the River/Premier CIP

Gala), and Back Alley Gathering (behind Diva's on 3<sup>rd</sup> Ave South) – includes Police and Fire (Security and Safety), Utilities, Infrastructure and Special Events (backlane closures, logistics at River Landing 2)

- University of Saskatchewan via Co-chair, Ryan Walker with Department of Geography and Planning, Regional and Urban Planning Program
  - And through Diamond level sponsorship
- Planning Students Association, Regional and Urban Planning Program, University of Saskatchewan
- Province of Saskatchewan, Community Planning Branch, Government Relations
  - Sponsorship and support
- Business Improvement Districts: Downtown, Broadway, Riversdale – support and communications around various events
- Tourism Saskatoon
- Saskatoon Tribal Council
- Central Urban Metis Federation
- Others as shaped by planning details in early 2015

#### Businesses

- Sponsors with local, regional, and national profiles
- Local restaurants, caterers, microbrewers/distillers
- Local hotels including Delta Bessborough, Sheraton Cavalier, Radisson and others located downtown
- Roxy Theatre
- Others as shaped by planning details in early 2015

#### Local Community Groups/Individuals

- Saskatoon Cycles – bike valet
- Saskatoon Farmers Market (backup locations for Gala Event slated for Pumphouse)
- Great Places Saskatoon
- Child Hunger and Education Program (CHEP)
- Station 20 West
- Free Flow Dance Company and numerous other local artistic groups
- And others as we continue to provide details in early 2015

#### **4) Local Organizing Committee**

The role of the conference committee is to establish the conference theme, attract volunteers, to support the committee's activities and functions and establish a schedule and work plan for all conference committee activities. The conference committee structure is as follows:

#### A. Conference Steering Committee Co-chairs

The role of the Conference Steering Committee Co-chairs is to identify subcommittee chairs, orient subcommittee chairs to their role and function as needed, establish a presence for the conference at the local level, with local partners, key stakeholders and external groups, be the spokesperson regarding the conference, and lead the committee in its work, ensuring that responsibilities, schedules and work plans are accomplished.

*Alan Wallace, MCIP RPP* - Mr. Wallace is the Director of Planning and Development at the City of Saskatoon. Since 1984, he has worked in nearly all areas of planning and development with the City of Saskatoon. Wallace currently directs the Planning and Development Division comprised of fifty staff in four sections engaged mainly in Future Growth, Regional Planning, Development Review, Neighbourhood Revitalization, Business Licensing and Bylaw Compliance.

Wallace is a full member of the CIP and a former director on the Executive of the SPPI. He is currently on the SPPI Board of Examiners, a member of the Community Advisory Board for the Federal Homelessness Partnering Strategy, a Director of the Saskatoon Housing Initiatives Partnership, and a former Director and Vice-President of the Canadian Housing and Renewal Association.

Wallace has a great deal of experience as a community leader and volunteer, primarily as a coach and coordinator for minor hockey, football and softball.

He has relevant conference planning experience. In 2011, Wallace was on the organizing committee for the Canadian Housing and Renewal Association National Congress held in Regina and was on the organizing committee for the 2013 Saskatoon Growth Summit.

*Ryan Walker, MCIP RPP* - Dr. Walker is associate professor and past-chair of regional and urban planning, University of Saskatchewan, has regularly attended CIP conferences and given presentations at Ottawa (2001), Calgary (2005) and Winnipeg (2008). He will present at the 2014 Global Planners Network, hosted by the Planning Institute of Australia in Sydney. Walker is co-editor of *Canadian Cities in Transition* (2010 and forthcoming 2014) and *Reclaiming Indigenous Planning* (2013), and has written for *Plan Canada* (2005; 2008; 2013). For work on Saskatoon's city centre plan in partnership with City of Saskatoon and a Toronto-based consulting firm Walker received a 2012 CIP Award for Planning Excellence.

Examples of contributions to the profession include:

- Chair, Saskatchewan Selection Committee for Spacing magazine's Top 100 Public Spaces in Canada (2011)

- Treasurer, SPPI (2010-2012)
- Member, CIP Indigenous Peoples Planning Committee (2009-11)
- Meewasin Valley Authority's Design Advisory Committee (2010-12)
- City of Saskatoon's Culture Plan Advisory Committee (2009-11)

Walker has organized high-profile events featuring speakers such as:

- Dr. Jane Goodall, DBE, UN Messenger of Peace (lead organizer, 2007)
- Jan Gehl, Principal, Gehl Architects (co-organizer, 2009)
- Cynthia Nikitin, Vice-president, Project for Public Spaces (lead organizer, 2011)
- Ken Greenberg, Principal, Greenberg Consultants (co-lead organizer, 2012)

In 2009 Walker co-founded Great Places, a discussion forum on built environment issues in Saskatoon and he regularly organizes fieldtrips for his students and visitors throughout the city.

#### B. Program Committee Co-chairs

The Program Committee Co-chairs coordinate and oversee call for papers and program development. This is the largest sub-committee. As this committee is charged with the professional development content of the conference, the Chairs should be well-versed in the latest movements in the planning field, as well as be an organized and logistic thinker. They will also identify track leaders who can help set programming for various presentation streams as well as pull together mobile workshops and education workshops.

*Christine Gutmann, MCIP RPP and Mike Velonas* – Christine is a Project Manager for the Saskatoon North Partnership for Growth (P4G) and Mike is the Manager of Planning and Conservation for the Meewasin Valley Authority. In Christine's role as P4G Project Manager, she is responsible for coordinating and organizing five municipalities in the Saskatoon Region to the successful completion of a Regional Plan. Mike is responsible for leading a team of professionals through various innovative projects for the Meewasin Valley Authority including an updated Strategic Plan. Together, Mike and Christine will provide leadership for the Program Committee.

#### C. Communications Committee Chair

The Communication Committee Chair establishes a communication, marketing and media contact plan for the conference.

*Danae Balogun, MCIP RPP* - Danae is a Senior Planner with the City of Saskatoon. Danae is beginning her second two-year term on SPPI Executive Council, and has been co-chair of the Promotions & Public Relations Committee of council for three consecutive years. She has successfully organized four provincial conferences, emceeding the events in 2011 and 2012,

and co-chairing in 2013 and 2014. In her first term as Promotions & Public Relations co-chair, Danae successfully led the rebranding of SPPI through the implementation of a new website, logo, and marketing materials and is currently working on the development of a new communication protocol for the Institute. Danae's experience in marketing and promotions will ensure the 2015 CIP National Conference is a memorable, high-profile event.

#### D. Sponsorship Committee Chair

The Sponsorship Committee Chair should have easy and recognizable access to those organizations which are being targeted for sponsorship and have access to non-traditional corporate sponsors. The Sponsorship Chair works with the Chair of Program, professional conference organizer and the CIP Manager of Member Services & Administration to establish sponsorship opportunities.

*Jennifer Taylor, MCIP RPP* - Jennifer is a Senior Planner with the City of Saskatoon. She has spent many years volunteering with SPPI and has experience co-chairing and organizing the annual provincial planning conference. Jennifer spent six years on SPPI's Executive Council as Membership Chair and has been involved with CIP's national Professional Standards Committee for the past eight years. She is well known to many planning professionals throughout the province, enabling access to organizations targeted for sponsorship.

#### E. Social and Cultural Committee Chair

The Social and Cultural Committee Chair is to identify social activities and tours for delegate goers and as well, may put together a companion (and or family) program. The Chair works with the Program Committee, professional conference organizer and the CIP Manager of Member Services & Administration to identify suitable tours, entertainment, group activities, bike/walking tours, tourist information, and companion and family programs as required.

*Lenore Swystun M.A., MCIP, PPS* – Lenore is the founder and principal partner of Prairie Wild Consulting Co. She is a community planning and development professional who brings a quality skillset and experience in the fields of: regional planning and development; municipal capacity development; comprehensive local and community-based planning; local governance and leadership; community and civic engagement; facilitation; international development; cultural and heritage planning; and related social research.

Lenore serves as a director with the Saskatchewan Environmental Industry and Managers Association, is a professional associate with the University of Saskatchewan's Regional and Urban Planning Program, is a co-researcher with the Canadian Institute of Wellbeing; and, serves on the Executive

Committee of the Canadian Commission for the United Nations Science, Education and Cultural Organization (CC-UNESCO). She is a former elected representative, an awarded community member and business leader, and has numerous experiences hosting and organizing numerous conference events including though not limited to: Co-Chair of the National Communities in Bloom Conference held in Saskatoon in 2005; Events Chair for the Tri-Centennial Celebrations committee for the City of Saskatoon – in charge of a six figure budget to produce three consecutive years of centennial celebrations marking the 100<sup>th</sup> celebrations of the City of Saskatoon, Province of Saskatchewan and University of Saskatchewan – this included the legacy events of the Bridge Fireworks Festival, Celebrating our People Gala, Drum Festival, Winter Festival, and dozens more events; Co-Chair National CC-UNESCO AGM held in Saskatoon and again co-chairing in 2015. Additionally, Lenore has ten years of arts and cultural planning and executive management experience working with numerous local, provincial and national based organizations such as Persephone Theatre; Saskatoon Symphony Orchestra; North Saskatchewan Children’s Festival; SaskCulture and the Canada Council for the Arts.

#### F. Secretary

The Secretary takes conference committee minutes and sets the agenda for the conference committee.

*Paula Kotasek-Toth, MCIP RPP* - Paula is a Senior Planner with the City of Saskatoon. Paula has been involved with SPPI throughout her career. She served in various capacities on SPPI Council she served as affiliate representative on CIP National Council from 2007 to 2009 and was President of SPPI from 2009 to 2011. While on CIP National Council Paula attended several CIP Conferences and as president of SPPI she was involved with the annual conferences. Paula has contributed to the organization of many City of Saskatoon events included the Planning Education Program and the Leadership Development Program.

In addition to the role of the local conference committee, CIP staff and a professional conference organizer are also engaged in organizing the conference. CIP staff manages the functional and logistical components of the conference. The professional conference organizer assists with the planning, coordination and execution of assigned activities relating to the conference.

### **5) Infrastructure Requirements**

Saskatoon has all of the facilities required to host a national planning conference with attendance of 500 to 700 delegates. No facilities require upgrading.

The conference will be held at TCU Place and the designated conference hotels are the Sheraton Cavalier, Delta Bessborough, and Radisson.

## **6) Requested City Services**

The conference committee will be making the necessary applications to the appropriate Divisions to request roadway closures and special event permits.

## **7) Event Operating Budget**

The conference budget is attached in a separate spreadsheet.

## **8) Economic Impact**

THRIVE 2015 will attract 500 to 700 planners, architects, engineers, developers, and other municipal-minded professionals to Saskatoon for four days in June 2015. Of those 500 to 700 people, the vast majority will be visitors that would not otherwise have travelled to Saskatoon. Non-resident delegates typically spend more than what tourists do daily, and many extend their stay with pre-and post-conference travel.

Conference delegates and any guests that they bring along with them (spouses/families) will be welcomed to Saskatoon at its most vibrant, with the city in full bloom and the SaskTel Saskatchewan Jazz Festival filling the city's downtown with music and people. The conference dates were chosen strategically to make THRIVE 2015 attractive not only as a professional conference, but as a destination worthy of bringing along the family and taking a few extra days to see why Saskatoon has been making headlines as one of Canada's most exciting cities.

The conference requires a wide range of services and supplies, providing business for local companies. Visiting delegates will boost spending in transportation, accommodation, retail, restaurants, entertainment and attractions.

The programming of the conference and its social events will be curated as a means to introduce attendees to Saskatoon and entice them to explore the city on their own outside of the schedule conference activities. The THRIVE website will include a guide highlighting a carefully selected mix of the best of Saskatoon curated by local planners, providing a personal introduction to our fine city.

Hotel nights:

- Sheraton Cavalier – total 220 room nights at \$199 per night - \$43,780
- Radisson Hotel – total 220 room nights at \$209 per night - \$45,980

- Delta Hotel – total 330 room nights at \$209 per night - \$68,970

Meals:

- TCU Place – commitment (rental space) as per contract – upwards of \$24,455 – estimated food/beverage is approx. \$65,000

Gala Events (Opening Reception & Closing Gala)

- Venue rental, food/beverage costs, and entertainment - \$70,000

Other:

- Audio/Visual needs at TCU Place – commitment of up to \$37,000 +

All of the above figures do not include the applicable taxes and the vast majority (+90%) of attendees will be travelling to and staying in Saskatoon.

## 9) External Media Attention

THRIVE 2015 is a national event and efforts are underway to advertise the conference nationwide. A mix of direct advertising through professional organizations, social media promotions, and traditional press releases will be used to promote the event including the following:

- Articles and advertisements have been placed in the national CIP publication Plan Canada, and we will continue to advertise in this quarterly publication until the conference date.
- Invites to the event have gone out to every professional planner in Canada through CIP.
- CIP provincial affiliates will send notices directly to their memberships and provide updates in their regular communications to their membership.
- Professionals from related fields (i.e. architecture, engineering, public health) will be invited via their professional organizations.
- Social media will be used extensively to advertise the event and promote Saskatoon as a destination. THRIVE 2015 will give prizes from local Saskatoon businesses to social media followers to promote Saskatoon and to attract attention to the many local businesses flourishing in our city.
- Press releases will be sent to local and provincial print, radio, television, and online media, with TV and radio interviews being coordinated in the lead up to the event.

## 10) Past Event History

2014 Fredericton	Revenue \$340K, expenses \$278K – 471 delegates
2013 Vancouver	Revenue \$725K, expenses \$534K – 1,039 delegates
2012 Banff	Revenue \$616K, expenses \$487K – 788 delegates

Each of the last three annual CIP conferences resulted in a profit that was split between the CIP and the provincial affiliate.

Conferences bring new knowledge and expertise to the doorstep of the host city. In each case, the conference provided an opportunity for local conversations on the challenges and opportunities facing each city, resulting in a more educated, thoughtful public, civic administration, and council. In addition, each conference attracted visitors that would not otherwise have travelled to these destinations, provided business to local companies, and boosted spending in transportation, accommodation, retail, restaurants, entertainment and attractions.

### **11) Non-Profit Certificate**

The Canadian Institute of Planners Certificate of Continuance is attached.

### **12) Prize Purses**

There are no monetary prizes involved in this event.

### **13) Event Profits**

Profits for the THRIVE 2015 conference are to be split between CIP and SPPI at a ratio yet to be determined. Revenues from the conference will be used to offer educational programming and professional learning opportunities to both CIP and SPPI members. A portion of CIP conference profits are used to help bring the annual conference to small market locations. For example, the 2017 conference is planned for Yellowknife, NWT.



Date: January 12, 2015

To: His Worship the Mayor and Members of City Council

Re: Request for Funding—City of Saskatoon Special Event Policy  
THRIVE 2015 National Conference June 27-30, 2015

From: Jennifer Taylor, THRIVE Sponsorship Committee Chair

Dear Saskatoon City Council,

I am applying for the Profile Saskatoon Event Grant on behalf of the Canadian Institute of Planners and the Saskatchewan Professional Planners Institute for the THRIVE 2015 national conference.

The Canadian Institute of Planners conference is an annual education and networking event for professional planners and student members of the Institute. Saskatoon was chosen as the host city for the annual national conference in 2015. This conference will be held jointly with its provincial affiliate, the Saskatchewan Professional Planners Institute.

Conference plans are well underway for THRIVE 2015, June 27-30, 2015 held at TCU Place. Delegates can expect an exceptional conference program that brings together the best ideas, practices, and training opportunities from across Canada, all the while showcasing Saskatoon as a vibrant, culturally rich, THRIVE-ing city.

THRIVE 2015 will generate a strong presence for the Canadian Institute of Planners conference, and the profession of planning, in Saskatoon, attracting 500 to 700 delegates primarily from across Canada, but internationally, as well, to Saskatoon and region. This city has much to offer a national audience and will be used to highlight many areas where Saskatoon and Saskatchewan are national leaders in planning and development, while meeting and exceeding expectations for the national and international sharing of practices and expertise that have made the Canadian Institute of Planners annual conference the most important event for planners each year.

THRIVE 2015 will create direct economic benefits, providing business for local companies and boosting spending in transportation, accommodation, retail, restaurants, entertainment and attractions. The programming of the conference and its social events will be curated as a means to introduce attendees to Saskatoon and entice them to explore the city on their own outside of the schedule conference activities.

Efforts are underway to advertise the THRIVE 2015 conference nationwide. A mix of direct advertising through professional organizations, social media promotions, and traditional press releases are being used to promote the event.

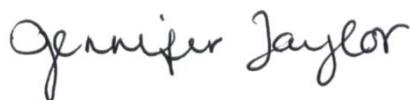
A number of funding partners have been secured for THRIVE 2015. Confirmed funds total \$94,000, and another \$10,000 is pending. All conference funding partners listed below are confirmed, unless otherwise noted.

DIAMOND (\$10,000)	City of Regina University of Saskatchewan Stantec Dream Development WSP University of Alberta *Province of Saskatchewan – funds pending
GOLD (\$5,000)	O2 Planning and Design Urban Systems Midtown Plaza Inc.
SILVER (\$2,500)	The Personal Insurance Company Crosby Hanna and Associates Saskatoon Land
BRONZE (\$1,000)	City of Warman Boychuk Investment Ltd. Associated Engineering Rural Municipality of Corman Park
EXHIBITORS (\$1,500)	The Personal Insurance Company McElhanney Consulting Services Ltd. MMM Group Ltd. Railway Association of Canada Aon Risk Solutions

The Sponsorship Committee is requesting \$10,000 Diamond level support from the City of Saskatoon. This money will be used to cover operating costs, including the venue, keynote speakers, audio/visual needs, food, transportation and other incidentals needed to make this professional event a success.

Thank you for your consideration to support the Canadian Institute of Planners and Saskatchewan Professional Planners Institute's national annual conference.

Sincerely,



Jennifer Taylor, THRIVE 2015 Sponsorship Committee Chair



## Certificate of Continuance

*Canada Not-for-profit Corporations Act*

## Certificat de prorogation

*Loi canadienne sur les organisations à but non  
lucratif*

Canadian Institute of Planners  
Institut canadien des urbanistes

Corporate name / Dénomination de l'organisation

061490-4

Corporation number / Numéro de  
l'organisation

I HEREBY CERTIFY that the above-named corporation, the articles of continuance of which are attached, is continued under section 211 of the *Canada Not-for-profit Corporations Act*.

JE CERTIFIE que l'organisation susmentionnée, dont les statuts de prorogation sont joints, a été prorogée en vertu de l'article 211 de la *Loi canadienne sur les organisations à but non lucratif*.

Virginie Ethier

Director / Directeur

2014-09-05

Date of Continuance (YYYY-MM-DD)  
Date de prorogation (AAAA-MM-JJ)



Entity No: 70332

Page 1 of 1

Entity Name: SASKATCHEWAN PROFESSIONAL PLANNERS INSTITUTE

As of: 18-Feb-2015

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**Entity Name:** SASKATCHEWAN PROFESSIONAL PLANNERS INSTITUTE

**Entity No:** 70332

Status as of Profile date: Active (new name)

Entity Type: PROFESSIONAL ASSOCIATION

Entity Sub-Type: THE COMMUNITY PLANNING PROFESSION ACT

Nature of Business: PROFESSIONAL ASSOCIATION

NAIC Code: 54

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**Contact:**

Name: STERANKA, MARILYN

Address: 2424 COLLEGE AVENUE

City/Province: REGINA SK

Country/Postal Code: CANADA S4P1C8

Phone:

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**Mailing Address:**

Name: SASKATCHEWAN PROFESSIONAL PLANNERS INSTITUTE

Address: 2424 COLLEGE AVENUE

City/Province: REGINA SK

Country/Postal Code: CANADA S4P1C8

Attention: MARILYN STERANKA, EXECUTIVE DIRECTOR

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**General Information:**

Licensed with Consumer Protection Branch: NO

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**Name History:**

Previous Name: ASSOCIATION OF PROFESSIONAL COMMUNITY PLANNERS OF SASKATCHEWAN

Date of Change: 15-Sep-2013

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**Event History:**

<u>Event</u>	<u>Date</u>
MANUAL CONVERSION - ACTIVE	09-May-2001
GENERAL INFORMATION	12-Jul-2005
CONTACT	14-Apr-2009
CONTACT	02-Feb-2012
CONTACT	02-Feb-2012
NAME CHANGE	15-Sep-2013

**2015 CIP/SPPI THRIVE Saskatoon**

Updated April 10, 2015

**REVENUES:**

To Date

(500 Delegates)

**Registrations:**

	Friday, April 10, 2015	Fee \$	#:	Fee \$	Total:
Member-Early to April 30	\$ 62,775.00	\$675	175	\$675	\$118,125.00
Member-Regular as of May 1	\$ -	\$775	74	\$775	\$57,350.00
Non-Member Early to April 30	\$ 6,240.00	\$780	55	\$780	\$42,900.00
Non-Member Regular as of May 1	\$ -	\$880	24	\$880	\$21,120.00
Student/Retired- Members	\$ 1,160.00	\$290	29	\$290	\$8,410.00
Student/Retired-(non-members)	\$ 325.00	\$325	6	\$325	\$1,950.00
Committee Members and Councils	\$ 2,400.00	\$400	40	\$400	\$16,000.00
Speaker Registration (discounts)	\$ 4,000.00	\$500	60	\$500	\$30,000.00
<b>Subtotal-Registrations:</b>	<b>\$76,900.00</b>		<b>463</b>		<b>\$295,855.00</b>
Member-1 Day Sunday	\$ 1,060.00	\$265	6	\$265	\$1,590.00
Non-Member-1 Day Sunday	\$ 630.00	\$315	5	\$315	\$1,575.00
Student/Retired-1 Day Sunday	\$ -	\$130	3	\$130	\$390.00
non member - student/retired Sunday	\$ -	\$160	2	\$160	\$320.00
Member-1 Day Monday	\$ 1,060.00	\$265	6	\$265	\$1,590.00
Non-Member-1 Day Monday	\$ -	\$315	5	\$315	\$1,575.00
Student/Retired-1 Day Monday	\$ -	\$130	4	\$130	\$520.00
non member - student/retired Monday	\$ -	\$160	1	\$160	\$160.00
1/2 day (Saturday) Member Tuesday	\$ 350.00	\$175	3	\$175	\$525.00
1/2 day (Saturday) non-member Tues	\$ -	\$195	1	\$195	\$195.00
Student/Retired Tuesday	\$ -	\$85	1	\$85	\$85.00
Student/retired Tuesday non-member	\$ -	\$100	1	\$100	\$100.00
<b>total registration</b>	<b>\$ 80,000.00</b>		<b>500</b>		<b>\$304,480.00</b>

		Fee \$	#:	Fee \$	Total:
Back Alley Party - Companion(Sat)	\$ 400.00	\$50	45	50	\$2,250.00
Sunday Plenary Breakfast	\$ 100.00	\$25	5	25	\$125.00
Sunday Luncheon	\$ 90.00	\$30	8	30	\$240.00
Movable Feast	\$ 1,870.00	\$85	30	85	\$2,550.00
Learning Dinners					
DIN01 - Heritage & Cultural Planning	\$ 255.00	\$85	10	85	\$850.00
DIN02 - Growth Planning	\$ 1,020.00	\$85	15	85	\$1,275.00
DIN03 - City Centre Planning	\$ 510.00	\$85	20	85	\$1,700.00
DIN04 - Reclaiming the Built Env.	\$ 85.00	\$85	20	85	\$1,700.00

<b>Tickets/Events continued</b>						
Monday Breakfast	\$	75.00	\$25	5	25	\$125.00
Monday Luncheon	\$	90.00	\$30	10	30	\$300.00
Monday Living Room on the Water	\$	810.00	\$90	55	90	\$4,950.00
Tuesday Breakfast	\$	80.00	\$20	5	20	\$100.00
<b>Subtotal-Tickets/Events:</b>	<b>\$</b>	<b>5,385.00</b>		<b>45</b>		<b>\$16,165.00</b>

<b>Learning Tours</b>	<b>Friday, April 10, 2015</b>	<b>#:</b>	<b>#:</b>	<b>Fee \$</b>	<b>Total:</b>	
<b>Saturday June 27</b>						
LT01 - Shifting Gears Bike Tour	\$	400.00	\$80	20	80	\$1,600.00
LT02 - Metis Nation Saskatchewan	\$	780.00	\$60	40	60	\$2,400.00
LT03 - Beyond Green Space	\$	480.00	\$80	40	80	\$3,200.00
LT04 - SK Roughriders	\$	1,650.00	\$149	40	149	\$5,960.00
LT05 - Wanuskewin Tour	\$	135.00	\$45	40	45	\$1,800.00
<b>Sunday June 28</b>						
LT06 - Whitecap Dakota First Nation	\$	360.00	\$45	40	45	\$1,800.00
LT07 - Meewasin Valley Authority	\$	270.00	\$45	15	45	\$675.00
LT08 - Suburban Urban Villages	\$	765.00	\$45	40	45	\$1,800.00
LT09 - Broadway District Walking Tr	\$	240.00	\$15	20	15	\$300.00
<b>Monday June 29</b>						
LT10 - Broadway District 2011 GPC	\$	225.00	\$15	20	15	\$300.00
LT11 - Saskatoon Heritage 1890-201	\$	255.00	\$15	20	15	\$300.00
LT12 - Urban Practices Tour/OpenH	\$	90.00	\$45	20	45	\$900.00
LT13 - Urban Reserves	\$	135.00	\$45	40	45	\$1,800.00
LT14 - Municipal Leadership	\$	360.00	\$45	40	45	\$1,800.00
LT15 - Anchoring Neighbourhood	\$	225.00	\$45	40	45	\$1,800.00
<b>Subtotal-Learning Tours</b>	<b>\$</b>	<b>6,370.00</b>				<b>\$26,435.00</b>

<b>Educational/Intensive Workshops</b>	<b>Friday, April 10, 2015</b>	<b>#:</b>	<b>#:</b>	<b>Fee \$</b>	<b>Total:</b>	
<b>Saturday June 27</b>						
WOR03 - Back to the Drawing Board	\$	480.00		40	60	\$2,400.00
WOR04 - Meet you on the Street	\$	80.00		40	40	\$1,600.00
WOR05 - Urban Design Workshop	\$	80.00		40	80	\$3,200.00
WOR06 - Walk this Way	\$	120.00		40	40	\$1,600.00
<b>Monday June 29</b>						
WOR13 - Intro to Online Mapping				11	50	\$550.00
<b>Subtotal - Educational Workshops</b>	<b>\$</b>	<b>480.00</b>	<b>#:</b>			<b>\$ 9,350.00</b>

<b>Sponsorship/Partnerships:</b>	<b>Feb. 10/2015</b>	<b>Fee \$</b>	<b>#:</b>	<b>Fee \$</b>	<b>Total:</b>
Diamond Sponsor	\$60,000.00	#####	1	\$10,000	\$10,000.00
Platinum Sponsor	\$0.00	\$7,500	2	\$7,500	\$15,000.00
Gold Sponsor	\$15,000.00	\$5,000	6	\$5,000	\$30,000.00
Silver Sponsor	\$7,500.00	\$2,500	6	\$2,500	\$15,000.00
Bronze Sponsor	\$4,000.00	\$1,000	12	\$1,000	\$12,000.00
<b>Partnerships/Sponsorships</b>	<b>\$86,500.00</b>				<b>\$82,000.00</b>
Exhibitor Space Rentals	\$10,500.00	\$1,500	12	\$1,500	\$18,000.00
<b>Total Sponsorship/Partnerships:</b>	<b>\$97,000.00</b>				<b>\$100,000.00</b>
<b>TOTAL REVENUE</b>	<b>\$188,755.00</b>				<b>\$456,430.00</b>

EXPENDITURES:	To Date	500 Delegates		
	Friday, April 10, 2015	#:	Fee \$	Total:
<b>Communications, Marketing &amp; Materials:</b>				
Website-Technical, conference News(incl. Transl)	\$1,386	1	\$2,000	\$2,000.00
Translation Services (written)	\$1,379	1	\$3,000	\$3,000.00
Call for Proposals-Design/PDF		1	\$750	\$750.00
Logo Design	\$1,233	1	\$1,500	\$1,500.00
Promotional Piece-Printing	\$3,166	1	\$4,500	\$4,500.00
Preliminary Program-Design/Layout-		1	\$2,500	\$2,500.00
Final Program-Design/Layout		1	\$1,500	\$1,500.00
Final Program-Printing -at a glance only		1	\$1,300	\$1,300.00
Conference EventMobi APP	\$3,596	1	\$4,500	\$4,500.00
Online Registration system & badges- bar codes		550	\$17	\$9,350.00
Lanyards, pad, water bottle, etc.		550	\$9	\$4,950.00
Event Signage -onsite Boards etc.		1	\$2,000	\$2,000.00
Previous Year's Conf. attendance	\$1,895	1	\$3,500	\$3,500.00
<b>Subtotal-Communications/Market/Mater.:</b>	<b>\$12,656</b>			<b>\$41,350.00</b>
	<b>To Date</b>	<b>(500 Delegates)</b>		
<b>Sponsorship/Partnerships &amp; Exhibition:</b>	<b>Friday, April 10, 2015</b>	<b>#:</b>	<b>Fee \$</b>	<b>Total:</b>
Sponsorship Package- Distribution(on-line)	\$0	1	\$0	\$0.00
Trade Show-Equipment/Services	\$0	20	\$125	\$2,500.00
<b>Subtotal-Sponsor/Partner &amp; Exhibition:</b>	<b>\$0</b>			<b>\$2,500.00</b>
	<b>To Date</b>	<b>(500 Delegates)</b>		
<b>Speakers/Program:</b>	<b>Friday, April 10, 2015</b>	<b>#:</b>	<b>Fee \$</b>	<b>Total:</b>
Keynote 1-fee/honorarium T. Grescoe	\$2,500	1	\$5,000	\$5,000.00
Keynote Speaker 1-travel/expenses	\$0	1	\$2,500	\$2,500.00
Keynote 2-fee/honorarium G. Scrimshaw	\$2,500	1	\$5,000	\$5,000.00
Keynote Speaker 2-travel/expenses	\$0	1	\$2,500	\$2,500.00
Keynote 3 - fee/honorarium Mitchell Silver	\$0	1	\$2,500	\$2,500.00
Keynote 3 - travel/expenses	\$0	1	\$2,500	\$2,500.00
Other Speaker Gifts /donation in lieu of gifts	\$0	75	\$25	\$1,875.00
<b>Subtotal-Speakers/Program:</b>	<b>\$5,000</b>			<b>\$21,875.00</b>
	<b>To Date</b>	<b>(500 Delegates)</b>		
<b>Learning Tours</b>	<b>Friday, April 10, 2015</b>	<b>#:</b>	<b>Fee \$</b>	<b>Total:</b>
<b>Saturday June 27</b>				
LT01 - Shifting Gears Bike Tour		20	\$75	\$1,500.00
LT02 - Metis Nation Saskatchewan		40	\$50	\$2,000.00
LT03 - Beyond Green Space		40	\$35	\$1,400.00
LT04 - SK Roughriders		40	\$100	\$4,000.00
LT05 - Wanuskewin Tour		40	\$35	\$1,400.00

<b>Sunday June 28</b>				
LT06 - Whitecap Dakota First Nation		40	\$35	\$1,400.00
LT07- Meewasin Valley Authority		15	\$35	\$525.00
LT08 - Suburban Urban Villages		40	\$35	\$1,400.00
LT09 - Broadway District Walking Tr		20	\$10	\$200.00
<b>Monday June 29</b>				
LT10 - Broadway District 2011 GPC		20	\$10	\$200.00
LT11 - Saskatoon Heritage 1890-2015		20	\$10	\$200.00
LT12 - Urban Practices Tour/OpenH		20	\$35	\$700.00
LT13 - Urban Reserves		40	\$35	\$1,400.00
LT14 - Municipal Leadership		40	\$35	\$1,400.00
LT15 - Anchoring Neighbourhood		40	\$35	\$1,400.00
<b>Subtotal-Learning Tours</b>				<b>\$19,125</b>

<b>Workshops</b>	<b>Friday, April 10, 2015</b>	<b>#</b>	<b>Fee \$</b>	<b>Total:</b>	
<b>Saturday June 27</b>					
WOR03 - Back to the Drawing Board		40	55	\$2,200.00	
WOR04 - Meet you on the Street		40	35	\$1,400.00	
WOR05 - Urban Design Workshop		40	75	\$3,000.00	
WOR06 - Walk this Way		40	35	\$1,400.00	
<b>Monday June 29</b>					
WOR13 - Intro to Online Mapping	\$	-	11	50	\$550.00
<b>Subtotal - Educational/Intensive Workshops</b>		<b>0.00</b>		<b>\$ 8,550.00</b>	
<b>Social &amp; Cultural Activities</b>					
<b>Learning Dinners</b>					
DIN01 - SK Heritage & Cultural Planning		10	80	\$800.00	
DIN02 - Growth Planning		15	80	\$1,200.00	
DIN03 - City Centre Planning		20	80	\$1,600.00	
DIN04 - Reclaim the Built Environment		20	80	\$1,600.00	
Moveable Feast - Bike Tour/Food		30	90	\$2,700.00	
<b>Subtotal - Social &amp; Cultural Activities</b>				<b>7,900.00</b>	
	<b>To Date</b>			<b>(500 Delegates)</b>	
<b>Venue/Facilities:</b>	<b>Friday, April 10, 2015</b>	<b>#:</b>	<b>Fee \$</b>	<b>Total:</b>	
TCU Place	\$20,000	1	\$15,000	\$15,000.00	
<b>Subtotal-Venue/Facilities:</b>	<b>\$20,000</b>			<b>\$15,000.00</b>	
	<b>To Date</b>			<b>(500 Delegates)</b>	
<b>Audio Visual Equipment/Services:</b>	<b>Friday, April 10, 2015</b>	<b>#:</b>	<b>Fee \$</b>	<b>Total:</b>	
A/V Equipment-Keynote/all Sessions	\$0	1	\$41,500	\$41,500.00	
wifi for all delegates at TCU	\$0	1	\$500	\$500.00	
<b>Subtotal-Audio Visual Equipment/Services:</b>	<b>\$0</b>			<b>42,000.00</b>	
	<b>To Date</b>			<b>(500 Delegates)</b>	
<b>Food &amp; Beverage:</b>	<b>Friday, April 10, 2015</b>	<b>#:</b>	<b>Fee \$</b>	<b>Total:</b>	
VIP/Committee Reception VIP's	\$0	1	\$2,000	\$2,000.00	
Breakfast-(Sunday) hot buffet -	\$0	484	\$17	\$8,228.00	
AM Nutrition Break-(Sunday)	\$0	375	\$6	\$2,250.00	
Luncheon-(Sunday)	\$0	487	\$25	\$12,175.00	
PM Nutrition Break-(Sunday)	\$0	350	\$8	\$2,800.00	
Breakfast (Monday)	\$0	484	\$15	\$7,260.00	
AM Nutrition Break-(Monday)	\$0	375	\$6	\$2,250.00	
Luncheon (Monday)	\$0	489	\$25	\$12,225.00	
PM Nutrition Break-(Monday)	\$0	350	\$8	\$2,800.00	
Breakfast-(Tuesday) Continental	\$0	400	\$14	\$5,600.00	
Nutrition Break -(Tuesday)	\$0	300	\$6	\$1,800.00	
Gratuities	\$0			\$10,689.84	
<b>Subtotal-Food &amp; Beverage:</b>	<b>\$0</b>			<b>\$70,077.84</b>	
	<b>to date</b>			<b>(500 Delegates)</b>	
<b>Volunteer Support/Services:</b>	<b>Friday, April 10, 2015</b>	<b>#:</b>	<b>Fee \$</b>	<b>Total:</b>	
Volunteer student Refunds	\$0	25	\$150	\$3,750.00	
Volunteer identification wear	\$0			\$2,250.00	
<b>Subtotal-Volunteer Support/Services:</b>	<b>\$0</b>	<b>25</b>		<b>6,000.00</b>	
	<b>To Date</b>			<b>(500 Delegates)</b>	
<b>Social and Cultural Events/Activities</b>	<b>Friday, April 10, 2015</b>	<b>#:</b>	<b>Fee \$</b>	<b>Total:</b>	
Welcome Rec. Delta & Back Alley Party (Sat.)				\$1,500.00	
Food/ Entertainment	\$0	375	\$40	\$15,000.00	
River landing Un-Gala - Food/Beverage (Monday)	\$0	518	\$65	\$33,670.00	

River landing - Entertainment/rentals etc.	\$0	1	\$4,000	4,000.00
transfer savings from AV costs (line 68)				10,000.00
<b>Subtotal-Social and Cultural Events/Activities</b>	<b>\$0</b>			<b>64,170.00</b>
	<b>To Date</b>			<b>(500 Delegates)</b>
<b>Administration/Organizing:</b>	<b>Friday, April 10, 2015</b>	<b>#:</b>	<b>Fee \$</b>	<b>Total:</b>
Conference Coordination (speaker/on-site reg.)	\$20,000	1	\$32,500	\$32,500.00
Collection of Presentations/Abstracts	\$0	1	\$5,000	\$5,000.00
CIP and other Staff Travel	\$2,392	1	\$6,500	\$6,500.00
Telephone/Fax/Internet	\$37	1	\$500	\$500.00
Committee Meetings & Conference travel	\$1,699	1	\$5,000	\$5,000.00
Postage/Courier	\$0	1	\$500	\$500.00
Credit Card/Bank Fees	\$0	1	\$15,000	\$15,000.00
Shipping/Moving Services	\$265	1	\$1,500	\$1,500.00
Photographer	\$0	1	\$3,600	\$3,600.00
Misc. Office Expenses/Supplies	\$13	1	\$500	\$500.00
<b>Subtotal-Administration/Organizing:</b>	<b>\$24,406</b>			<b>\$70,600.00</b>
<b>SUBTOTAL EXPENDITURES:</b>	<b>\$62,062.14</b>			<b>\$361,319.84</b>
Contingency Fund 5%				<b>\$18,065.99</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$62,062</b>			<b>\$379,385.83</b>
<b>Net surplus/loss if Contingency is spent</b>				<b>\$77,044.17</b>
<i>Net surplus/loss if Contingency is NOT Spent</i>				\$95,110.16

### Event Business Plan Highlights

#### Event Purpose

The Canadian Institute of Planners Conference (CIP), in conjunction with the Saskatchewan Professional Planners Institute (SPPI), and the local organizing committee, is hosting its annual national conference, THRIVE 2015, in Saskatoon.

Sustained high growth rates for the past seven years have meant that the people of Saskatoon and region have had to think about how growth and development can improve overall quality of life. The goal of THRIVE 2015 is to assemble and animate planners from across Canada and other countries to experience, learn, and share what it takes to create thriving cities, towns, and regions. The conference will foster dialogue and exchange between planners and allied professionals in urban design, land use, transportation, municipal management, real estate development, natural resource management, and geomatics. Members of the public and elected officials will help to ground the program and strengthen the conditions for implementation. This provides an opportunity to showcase Saskatoon and region and to learn from the growth and experiences of other communities across Canada and beyond.

#### Local Organizing Committee

A local host committee has been formed that has representation from the City of Saskatoon, University of Saskatchewan, as well as local business and organization representatives (see Pages 4 to 8 of the Business Plan for complete committee listing).

#### Requested Civic Services

The local organizing committee has identified civic services that will be required for this event. Costs associated with the provision of these civic services will be expensed as an operating cost for the event.

#### Event Operating Budget

The budget outlines the expected revenue and expenditure for THRIVE 2015, based on an anticipated 500 to 700 delegates attending the conference. For the purposes of this summary, the budget figures used in the table below reflect the budget estimated for 500 delegates.

<b>Total Revenue</b>	<b>\$456,430</b>
Registration	\$304,480
Events, Learning Tours, Workshops	\$ 51,950
Sponsorship	\$100,000
<b>Subtotal Expenditures</b>	<b>\$361,320</b>
Contingency	\$ 18,066
<b>Total Expenditures</b>	<b>\$379,386</b>
Surplus if Contingency spent	\$77,044
Surplus if Contingency NOT spent	\$95,110

### Economic Impact

The estimated 500 to 700 delegates will have a considerable impact on tourism within the city. THRIVE 2015 estimates that this event will generate direct delegate spending within the city, as there will be over 800 hotel room nights, with an estimated value of \$160,000. The conference will be utilizing local businesses for services and supplies, providing a positive impact to the local business community.

### External Media Attention

The event organizers have an advertising campaign underway that includes advertising through the professional organizations, social media, and traditional press, including both national and regional press. The CIP will be utilizing the Meltwater media platform which is a multi-faceted marketing utility used to communicate through all media forms.

### Other Funding Sources

THRIVE 2015 will be funded primarily through conference registration and event fees and sponsorships. The Provincial Government has been asked to contribute \$10,000 towards this event. This amount has not yet been confirmed.

Saskatoon Land will be sponsoring a breakfast meal during this event. The value of this sponsorship is \$2,500.

### Event Profits

Any event profits will be shared between the CIP and the SPPI that will then be used by these organizations to offer educational programming and professional development opportunities for its members.

A portion of CIP profits will be used to help bring the annual conference to smaller locations. For example, the 2017 annual conference will be held in Yellowknife, Northwest Territories.

### Projected 2015 Special Event Reserve Funding and Expenditures

	SPECIAL EVENTS	PROFILE SASKATOON	TOTAL RESERVE
2014 Ending Balance	(\$505,000)	(\$551,139)	(\$1,056,139)
2015 Annual Provision	(\$250,000)	(\$250,000)	(\$500,000)
2015 Projected Requests	\$165,000	\$430,500	\$595,500
THRIVE 2015 Funding Request		\$10,000	
2015 Projected Closing Balance	(\$590,000)	(\$360,639)	(\$950,639)

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## Revised On-Street Mobile Food Truck Policy

### Recommendation

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

- 1) That the proposed amendments to On-Street Mobile Food Truck Policy No. C09-039, be approved.

### Topic and Purpose

The purpose of this report is to provide an evaluation of On-Street Mobile Food Truck Policy No. C09-039 (Food Truck Policy) following completion of two full seasons of implementation and to bring forward proposed amendments in response to this review.

### Report Highlights

1. The Food Truck Policy regulates the operation of on-street mobile food trucks within the public right-of-way and has been in effect for two operational seasons.
2. Consultation suggests that no significant changes to the Food Truck Policy are warranted at this time.
3. The Flex Parking System requires an alternative approach to the use of parking meter hoods; however, the hooding policies and payment remain. Changes are proposed to allow food trucks to park at one location for a maximum of five hours, whether operating or not.
3. Policy amendments are required to restrict food trucks from operating on streets with protected bike lanes to ensure safety of the public.
4. Policy amendments are recommended to accommodate submission of additional on-street food truck locations by the Business Improvement Districts (BIDs) throughout the season.
5. Minor changes are proposed to clarify the intent of the Food Truck Policy and administrative and operational procedures.

### Strategic Goals

The recommendations in this report support the City of Saskatoon's (City) Strategic Goal of Continuous Improvement by striving to seek efficiencies in the way business is handled. This report also supports the Strategic Goal of Economic Diversity and Prosperity by continuing to permit non-traditional business models, such as mobile food truck vendors. These steps help to create a business-friendly environment and reinforce the city centre as a cultural and entertainment district.

## Revised On-Street Mobile Food Truck Policy

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### Background

When the Food Truck Policy was first approved on May 21, 2013, City Council recommended that a review of the program be undertaken following two years of implementation to assess the program and identify any policy changes that may be required. This report provides this follow-up program review.

### Report

#### Food Truck Policy Overview

The Food Truck Policy is administered by the Business License Program. Subject to complying with all regulations, on-street mobile food trucks are permitted to operate at on-street parking spaces within commercial and industrial zoning districts, including the downtown and various BIDs. In 2013, there were three on-street mobile food trucks licensed, while in 2014, there were four. No food trucks have yet been licensed for the 2015 season; however, based on the number of enquiries, it is anticipated that four to six food trucks could be licensed this season.

In general, the food truck program has been operating well. Enhanced communications by civic staff with food truck operators has assisted in ensuring they understand, and are operating in compliance with the policy requirements, and have helped to reduce the number of concerns and complaints received.

#### Consultation Suggests no Significant Changes to Program Required at This Time.

When the Food Truck Policy was first approved, a number of items were identified by the Planning and Operations Committee and City Council for further monitoring, including:

- a) review the 20 metre buffer distance from other food service establishments;
- b) consider lifting buffer restrictions after hours when businesses have closed;
- c) assess fees;
- d) review restrictions that prohibit the use of food trailers under this policy; and
- e) give consideration to allow clustering of food trucks.

These items were reviewed through consultation with the BIDs, restaurant owners, food truck operators, and internal City departments. Based on input received, it is recommended that no changes to the items noted above, be incorporated at this time.

A summary of stakeholder consultation, including a table that provides a summary of issues identified for further review and recommended followup response/action is provided in Attachment 1.

A copy of the proposed Food Truck Policy, with the recommended amendments highlighted, is contained in Attachment 2.

## Revised On-Street Mobile Food Truck Policy

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### Flex Parking System Requires Alternative Approach to Use of Meter Hoods

The food truck program operates under the policies of the City's parking meter-hooding program with operators prepaying the parking meter fee, as part of the licensing process.

The implementation of Flex Parking will result in individual parking meters being replaced by a centrally located pay station. With the removal of individual parking meters, modifications to the parking meter hooding program are required.

While the food truck program will continue to employ the policies of the meter-hooding program, amendments are required to identify an alternative approach to the use of meter hoods. Parking meter hoods are no longer utilized, however, the requirement for prepayment of parking fees in either three or six month increments, as well as the cost of these parking fees, will remain unchanged. Although the five-hour maximum time limit for food trucks to remain parked on any one block remains unchanged, it is recommended that the restriction that stipulates that they must be operating for this full time be lifted.

### Mobile Food Trucks Restricted From Operating Adjacent to Protected Bike Lanes

In May 2015, the City will begin installing protected bike lanes on specified streets in the Downtown. A protected bike lane is a designated lane for the use of cyclists and is located on the street between the sidewalk and the parking spaces. This creates a safety concern for food truck operators and their customers. Amendments are proposed to prohibit food trucks from operating in a parking space adjacent to a protected bike lane.

### Increased Flexibility Provided for BIDs to Request Additional Locations

The Food Truck Policy provides for the BIDs to submit requests, by March 1 of the calendar year, for approval of additional locations where food trucks may operate. It is recommended that amendments be included to allow additional requests to be submitted at any time, on the understanding that these must be approved by the City in consideration of other locations already approved and any cumulative impacts anticipated.

Some restaurants have expressed interest in having a food truck operate in closer proximity to their establishment than allowed by the 20-foot buffer. For example, some restaurants also own and operate a food truck. The BIDs can submit such requests under this policy; however, any additional locations approved would be open to use by all licensed food trucks.

### Revisions Proposed to Clarify Policies and Requirements

General updates and housekeeping amendments are proposed including:

- new definition for Protected Bike Lane and editing to clarify intent of policies;
- a requirement to submit a location log at the end of the operating season to facilitate ongoing program review;

## Revised On-Street Mobile Food Truck Policy

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- clarification that food truck operators may operate within proximity of a special event provided they have obtained written consent from the coordinators of special event or festivals, and submit a copy of that consent to the City; and
- clarification that food trucks are restricted from operating in loading zones at all times.

It is anticipated that the proposed amendments will have minimal impact on the current operations of the on-street mobile food truck program, but will provide some additional flexibility to operators and reduce the number of compliance related issues.

### Options to the Recommendation

City Council may choose to approve or reject the proposed amendments to the Food Truck Policy.

### Public and/or Stakeholder Involvement

Civic staff has met with the Partnership, the Riversdale BID, the Broadway BID, and Parking Services to discuss the Food Truck Policy and to gather and obtain their input in evaluating the program. An overview of the input received is provided in Attachment 1.

### Communication Plan

If amendments to the Food Truck Policy are approved, the updated policy and background documents will be provided on the City website and distributed to the BIDs, prospective vendors, and other interested parties.

### Environmental Implications

The amendments contained within this report will have minimal effect on the environment.

### Policy Implications

Amendments to the Food Truck Policy are required to institute changes in administrative procedures related to implementation of a new parking system and protected bike lanes.

### Other Considerations/Implications

There are no financial, privacy, or CPTED implications.

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

The On-street Mobile Food Truck Program will continue to be monitored and policy updates identified as needed.

### Public Notice

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

## Revised On-Street Mobile Food Truck Policy

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### Attachments

1. Consultation Overview
2. On-Street Mobile Food Truck Policy No. C09-039 (draft)

### Report Approval

Written by: Shall Lam, Planner, Business License Program

Reviewed by: Andrew Hildebrandt, Director of Community Standards

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

S/Reports/CS/2015/PDCS – Revised On-Street Mobile Food Truck Policy/kt



## Consultation Overview

## ATTACHMENT 1

### On-Street Mobile Food Truck Policy Review Stakeholder Engagement Summary

#### Project Description

A review of City Council Policy C09-039 - On-Street Mobile Food Truck Policy which was implemented on May 21, 2013, following an initial two year operation period, was requested by City Council. Table 1 attached to this document provides an overview of the considerations requested for further review by Committee, Council and / or Stakeholders, and the recommended action.

#### Stakeholder Engagement Strategy

The Stakeholder engagement strategy was designed to gather feedback regarding on-street mobile food trucks operating in the core business areas. In undertaking this program and policy review, staff met with the Executive Directors of the four Business Improvement Districts, met individually with the operators/owners of food trucks which had been operating through the 2014 season, and provided opportunity for all restaurant owners and food truck operators to provide input through an online survey. The input received through this consultation provided a stakeholder's perspective on the food truck regulations, and their suggestions to enhance the program.

#### Individual Meetings with BIDS:

City staff met with the BIDs to discuss any concerns and changes they would like to see in future amendments of the Food Truck Policy.

The BIDs are generally supportive of the current separation distances as they have not received significant complaints from restaurants. Some BIDs have requested the ability to designate additional locations within their respective areas, even to allow food trucks to mutually 'partner' up with existing food establishments (restaurant or tavern) and operate in close proximity to one another. Under the current policy, BIDs can request to the City to approve additional locations that lie within the 20 metre separation buffer from food establishments, 30 metres from schools or 20 metres from a park concession, but only prior to March 1<sup>st</sup> of each year. The BIDs have requested flexibility in submitting requests to the City after that deadline should a new business open.

#### Online Survey

An online survey was sent to a total 146 food service related businesses located in the Downtown, Riversdale, Broadway and Sutherland business areas. The survey period started February 18<sup>th</sup>, 2015 and closed on March 9<sup>th</sup>, 2015. In total, 31 participants responded to the online survey, of which 26 were restaurant owners/operators and 5 were food truck owners/operators. The survey sought input on specific items which had been identified for further review by Council when the policy was first established, such as appropriate separation distances that food trucks are required to maintain between land uses such as restaurants and schools. The online survey also provided opportunity for stakeholders to provide their own general comments and opinions.



In summary the following input was noted:

- Eight of 26 restaurant owners/operators who responded to the survey would consider starting a food truck of their own.
- Sixteen of the 26 restaurant owners/operators felt their business has been negatively affected by on-street food trucks.
- The top three concerns identified by restaurant owners/operators were:
  - Fairness and Competition (food trucks have an advantage)
  - Garbage
  - Health and Sanitation

Other concerns noted include Traffic Safety and Noise in the area.

Based on input received from the food truck operators it would appear that food trucks serve as an incubator for business growth and expansion:

- Of the four food trucks operating in 2014, two of them were associated with existing brick and mortar restaurants.
- One of those food trucks operating in 2014 subsequently opened a store front location on 20<sup>th</sup> Street West and Ave B South. The same food truck operator has posted on their website that they are looking for a store front location in Regina to operation from.
- One food truck operator is looking for a commercial kitchen to rent and expand its menu options.

This input was taken into consideration, in conjunction with discussions with internal administrative staff, in developing recommendations for policy changes. An overview of the input, and response is provided in Table 1 attached.

## Next Steps

A report recommending policy revisions will be brought to City Council for their consideration and approval.

The report will outline the recommendations and feedback gathered from stakeholder consultation. With the approval of City Council, the policy amendments for on-street mobile food trucks will be put into place in time for 2015 season.

Prepared by:  
Shall Lam, Planner  
Community Standards  
March 19, 2015

**Table 1**  
**On-Street Mobile Food Truck Policy –**  
**Considerations identified for Further Review / Recommended Actions**

Consideration	Origin of Request	Recommendation / Comments
Review 30m separation between food trucks and schools	Council/Committee	<p>Maintain policy as is:</p> <p>BIDS may request reduction of this buffer for specific locations</p>
Review 10m separation requirement from crosswalks, intersections or bus stops	Council/Committee	<p>Maintain policy as is:</p> <p>This policy is in place to ensure public safety</p>
Review 150m separation distance from special events and festivals	Council/Committee	<p>Maintain policy as is:</p> <p>Survey indicated varied opinions on whether this should be maintained, reduced, or increased. Food Truck operators may locate in closer proximity with the written permission of the event co-coordinator.</p>
Review 20m separation distance from restaurants	Council/Committee request -	<p>Maintain policy as is:</p> <p>Survey indicated varied opinions, restaurants primarily would like to see distance maintained, or increased.</p> <p>Food Trucks would like to see separation reduced or eliminated; the BIDs are generally supportive of this separation distance, however, they do have the ability to designate additional locations within their respective areas.</p> <p>This separation distance appears to strike a balance between providing a buffer from food service establishment while ensuring that there are sufficient parking space locations from which food trucks may operate.</p> <p>Canadian cities of similar or larger population maintain a separation distance of 20 to 25m reaching as high as 60m.</p>

Consideration	Origin of Request	Recommendation
Allow food truck to operate in front of its own restaurant, or another restaurant, with written permission of restaurant	Council/Committee request and BIDS	<p>Maintain policy as is:</p> <p>BIDS may request reduction of this buffer for specific locations including restaurants.</p> <p>Varied opinions; restaurants generally not supportive, food trucks generally supportive</p>
Concerns about garbage left in the area	BIDS and Restaurant Owners	<p>Maintain policy as is:</p> <p>On-street food truck operators are required to clean up within a six metre radius of their site. General public is responsible for disposing of their own garbage. Few complaints received in this regard.</p>
Allow detachable food trailers to operate on-street, while hitched to a vehicle	Potential Food Truck Operator - A request has been received from food trailer operator to revise policy to allow use of food trailers on-street	<p>Maintain policy of permitted only motorized vehicles to operate as food trucks.</p> <p>Ability to use trailer is not recommended as this type of operation is over-length and requires two or more parking stalls for operation. In addition a trailer may be difficult to park and/or relocate readily in peak hours.</p>
Allow for clustering of food trucks in one designated area	Food truck operators - would like to promote a 'Food Truck Friday' along a city street Restaurant owners generally not supportive of provisions for clustering	<p>Maintain policy as is, at this time (no more than two food trucks operating per block face).</p> <p>Food Truck Clusters can be provided on private property, such as the farmer's market site, or as a special event.</p> <p>Parking meter hooding program places restrictions on the number of parking spaces per block which may be "hooded". May be re-evaluated at a later date following completion of the Parking Study and in consultation with the City Centre Plan Implementation team.</p>
Facilitate requests from BIDs to designate additional locations in their business areas.	BIDS - The existing policy allows BIDs to designate additional locations within which food trucks may operate (including spots in front of restaurants or schools). Requests currently must be submitted to City for consideration prior to March 1 <sup>st</sup> of each year.	<p>Revise the policy to provide additional flexibility for the city to accept additional location requests from the BIDS following the March 1 initial deadline.</p>

Consideration	Origin of Request	Recommendation
Review Fees	Council/Committee Request – identified as an item for further review when policy initially established.	<p>No changes to fees are recommended at this time.</p> <p>Fees are intended to ensure program is operated on a cost recovery basis. Parking fees are established under the Parking Meter Hooding Fee program which is approved by City Council. Business License Application fees (\$500) are intended to address the costs of application review and licensing, and follow-up on concerns. The review and licensing process has proven to be relatively time consuming from a staff perspective. The parking fees required cover the total cost of daily parking.</p> <p>Currently Saskatoon's fees operate a on-street food truck for a three-month period total \$1,875 (includes parking and application fee). Fees to operate for a six-month period total \$2,955.</p> <p>The combined fees charged by the City of Saskatoon falls within the median of fees charged for similar programs in other Canadian cities, which range from \$1,600 to \$7,680 annually.</p>
Ability to operate within buffer zones after hours (when restaurants have closed)	Council/Committee Request - identified as an item for further review when policy initially established.	<p>Maintain policy as is.</p> <p>Restaurants set their own operating hours and opening and closing hours, and these may vary widely, and therefore would be difficult to document, monitor and enforce when separation distances do not apply.</p>

# CITY OF SASKATOON COUNCIL POLICY

<b>NUMBER</b> <i>C09-039</i>
---------------------------------

<b>POLICY TITLE</b> <i>On-Street Mobile Food Truck Policy</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>May 25, 2015</i>
<b>ORIGIN/AUTHORITY</b> <i>Clause 4, Report No. 8-2013 of the Planning and Operations Committee</i>	<b>CITY FILE NO.</b> <i>CK. 300-11</i>	<b>PAGE NUMBER</b>

**\*\*Please note that strikethroughs denote proposed removal, and bolding denotes proposed changes/additions.\*\***

1. **PURPOSE**

To enhance the overall image, economic vitality and promote street life in commercial areas through the provision of food vending on streets, while ensuring public welfare, fair competition, and nuisance prevention.

2. **DEFINITIONS**

For the purposes of this Policy, the following definitions are used:

- a) **Mobile Food Truck** - a motorized, mobile, self-contained vehicle that is equipped to cook, prepare and/or serve food and does not include trailers or carts.
- b) **Vendor** – any person(s) who owns and/or operates a mobile food truck on public streets.
- c) **Operate** – any activity associated with the mobile food truck business, including set-up, clean-up and take-down time.
- d) **Protected Bike Lane** – a dedicated marked lane for bicyclists, that is situated to the right of the traffic lane or street parking (if provided).

3. POLICY

- a) Subject to the conditions of this Policy, the sale of food items from a mobile food truck, as approved by the Saskatoon Health Region, is permitted. Sale of all other goods (i.e. crafts, clothing, and other merchandise) is not permitted under this Policy.
- b) This Policy applies only to on-street operation and does not regulate mobile food trucks on:
  - i) Private property;
  - ii) Special events; or,
  - iii) Festivals.

# CITY OF SASKATOON COUNCIL POLICY

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POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>On-Street Mobile Food Truck Policy</i>	<i>May 25, 2015</i>	<i>2 of 7</i>

## 3.1 Licensing

- a) All mobile food trucks shall be required to obtain a license under The Business License Bylaw No. 8075.
- b) A business license must be obtained for each mobile food truck operating and is valid from one year from the date of issuance.
- c) Mobile food trucks shall not operate if the business license has expired, been suspended, or revoked.
- d) The City of Saskatoon Business License shall be ~~carried on~~ **posted on the lower right passenger side window of** the mobile food truck and visible to the public at all times.
- e) Applications for a mobile food truck operation are subject to the approval of the General Manager, Community Services Department. Proof that the following permissions have been obtained, and regulations met, must be provided prior to the issuance of a business license under The Business License Bylaw No. 8075:
  - i. Saskatoon Health Region Approval;
  - ii. Fire Inspection Approval (**renewed annually**);
  - iii. Proof of Motor Vehicle Insurance;
  - iv. Proof of Liability Insurance with a minimum liability limit of \$2,000,000. The City of Saskatoon must be named as an additional insured;
  - v. Discharge Management Plan that includes a description of how and where FOG (Fats, Oils, Grease) and grey water will be disposed; and
  - vi. A commercial or home based business license issued for the base of operations and/or storage of mobile food truck(s).
- f) Periodic inspections may be conducted to ensure compliance.

# CITY OF SASKATOON COUNCIL POLICY

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## 3.2 Conditions of Operation

- a) The mobile food truck vehicle shall be no more than:
  - i. 8,000 kilograms in weight;
  - ii. 2.5 metres in width; and,
  - iii. 9.75 metres in length.
- b) The mobile food truck vehicle must be clean, well lit, and aesthetically pleasing in appearance.
- c) The mobile food truck vehicle shall supply its own power and water source. Generators are permitted providing that they do not cause a disturbance.
- d) Overhead canopies or doors shall not obstruct or hinder pedestrian traffic.
- e) Sign boards are to be placed against the mobile food truck vehicle to avoid any obstructions. Only one sign board is permitted per vehicle, and shall comply with the regulations outlined in Temporary Sign Bylaw No. 7491.
- f) Placement of any furniture (i.e. tables, chairs, benches, counters, etc.) associated with the mobile food truck operation is not permitted.
- g) Mobile food truck vehicle(s) shall be stored at an approved location when not in operation. Storage of the mobile food truck on-street is prohibited.
- h) All elements associated with the mobile food truck and its operations (including line-ups, signage and trash receptacles) shall not cause any vehicular or pedestrian obstructions or hazards. A minimum of 1.5 metres (5.0 feet) of sidewalk as a passageway for pedestrians is required.

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- i) Mobile food truck operations shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste. Lights, sounds, or actions which may be a distraction for motorists and/or pedestrians are not permitted.
- j) Operations of the mobile food truck shall be conducted in a manner that does not restrict or interfere with the ingress or egress of the adjacent property owner or constitute an obstruction to adequate access by fire, police, or sanitation vehicles.
- k) Service windows shall be oriented towards the sidewalk. Service windows that face the street are not permitted.
- l) Vendors shall provide proper trash and recycling receptacles for customers. Vendors shall clean up within a 6.0 metre radius after service at a location.
- m) Vendors shall make arrangements to provide proper access to public washroom facilities for employees.
- n) Vendors shall attend the **mobile** food truck vehicle at all times **while operating**.
- o) A location log that tracks the time and duration of the mobile food truck vehicle at each location shall be maintained. This location log shall be made available to a bylaw inspector upon request **and submitted at the end of the season to City of Saskatoon, Community Standards division**.
- p) Vending at one on-street location shall not exceed a period greater than five consecutive hours. Vendors shall move the mobile food truck vehicle to a different block **face** after the five hour duration has expired.

### 3.3 Locations

- a) Mobile food trucks may operate in all areas of the city except where noted in this Policy.
- b) Locations are available on a daily first-come, first-served basis. Specific parking spots or stalls are not reserved or assigned.

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- c) Mobile food trucks shall not be operated within:
- i) 20 metres (measured from the nearest edge of the mobile food truck to the property line) of an existing permanent food service establishment (including sidewalk vendors with fixed locations) in all permitted locations.
  - ii) 30 metres of any primary or secondary school.
  - iii) 20 metres of a park concession.
  - iv) 150 metres of a special event or festival (except where **written** permission from the event coordinator has been obtained **and submitted to the City prior to commencement of the special event or festival**).
  - v) 10 metres of any intersection or crosswalk, and within 10 metres of any bus stop.
- d) Notwithstanding clauses 3.3c) i) through iii), Business Improvement Districts may submit requests to the City to approve additional locations prior to March 1<sup>st</sup> of each year. **Requests from the Business Improvement Districts received after that date may be approved on a case by case basis in consideration of additional locations previously approved.** The additional locations may be approved where the City is of the opinion that the additional locations do not compromise public welfare, fair competition or create a nuisance.
- e) Mobile food trucks shall not operate within residential zoning districts and streets adjacent to residential zoning districts.
- f) Mobile food trucks shall not operate in angle, or nose-in parking stalls **or loading zones at any time.**
- g) Mobile food trucks shall not block access to alleyways, driveways, fire hydrants or loading zones.
- h) No more than two mobile food trucks shall operate per block face at any given time.
- i) **Mobile food trucks shall not operate from a parking stall that is adjacent to a protected bike lane as designated by the City of Saskatoon.**

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## 3.4 Parking Meter Hoods Flex Parking Stations

- ~~a) Mobile food truck operations shall only be conducted from a metered parking stall when a parking meter hood is affixed.~~
- ~~b) A parking meter hood shall only be affixed when the mobile food truck is occupying the parking stall and the parking meter hood shall be removed when business operations conclude.~~
- a) Parking fees shall be charged at a rate of \$25 per day for the first 30 days, followed by \$18 per day after the initial 30 day period. Parking fees shall be paid in advance based on three month increments.**
- b) The license plate number of an approved mobile food truck will be registered with Parking Services, Community Standards division upon issuance of a license.**
- ~~e)b) Mobile food trucks that exceed the length restriction of a metered parking stall **6.7 metres in total length shall be required** acquire an additional parking meter hood to pay the parking fees equivalent to the parking fees for two parking meter stalls.~~
- ~~e) Parking meter hoods remain the property of the City and shall be returned when the business license expires, is cancelled or suspended.~~
- ~~f) Parking meter hoods will be confiscated by the City if parking is used in an unauthorized manner in accordance with Parking Meter Hooding Regulations and Fees.~~

## 3.5 Hours of Operation

A mobile food truck may remain **parked, whether operating or not**, at one on-street location for up to a **maximum** five consecutive hours. **Upon expiration of the initial five-hour period, the mobile food truck shall relocate to a different block face.**

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## 3.6 Legislation

Vendors must abide by all laws and regulations, bylaws, and resolutions governing the mobile food truck operation and pertaining to traffic and the use of streets.

## 3.7 Contraventions

Suspension or revocation of the business license may result if the vendor fails to meet one or more of the requirements outlined in this policy, or any other laws, regulations or Bylaws.

## 4. RESPONSIBILITIES

### 4.1 General Manager, Community Services Department

- a) Administer this Policy; and
- b) Ensure vendors are licensed and operating in accordance with this Policy.

### ~~4.2 General Manager, Infrastructure Services Department~~

- ~~a) c) Collect all meter hood and parking related fees; and~~
- ~~b) d) Ensure vendors are operating in accordance with Street Use Bylaw No. 2954 and Traffic Bylaw No. 7200.~~

### 4.3 City Council

- a) Review and approve amendments to this Policy.

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## Lakeview Community Association Request to Declare Installation of Playground Equipment in Lakeview Park as a Municipal Project

### Recommendation

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

1. That the installation of playground equipment in Lakeview Park be approved as a municipal project; and
2. That Corporate Revenue Division, Asset and Financial Management Department, be authorized and directed to accept donations for this project and to issue appropriate receipts to donors who contribute funds to the project.

### Topic and Purpose

Lakeview Community Association (CA) is partnering with the Lakeview Playground Enhancement Committee to install new playground equipment in the Lakeview neighbourhood park. See Attachment 1 for a map of the park indicating the location of the new play equipment. The results of a neighbourhood survey conducted by the CA ascertained that residents would like additional playground equipment in Lakeview Park to complement the existing amenities.

A letter from the Lakeview CA President indicates the CA's support and agreement to contribute financially to this project (see Attachment 2). In addition to an application for a City of Saskatoon (City) Park Enhancement Grant, fundraising efforts through private donations and/or sponsorships will be undertaken. Therefore, it is recommended that Corporate Revenue be authorized and directed to accept donations and to issue receipts to donors who contribute funds to this project.

### Report Highlights

1. Lakeview CA is requesting to have the installation of playground equipment in Lakeview Park approved as a municipal project.
2. Lakeview Playground Enhancement Committee is a partner in fundraising for this project. In addition to private fundraising and sponsorship, Lakeview CA has been approved for a City of Saskatoon Park Enhancement Grant.
3. The project is in response to feedback from Lakeview residents about the neighbourhood amenities.

### Strategic Goal

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

## **Background**

This project is similar to other projects approved as municipal projects by City Council over the past several years. Such projects include the Nutana Lawn Bowling Clubhouse Expansion, the Saskatoon Soccer Centre, Princess Diana Park, the play equipment in W.J.L. Harvey Park, the lighting project in Dundonald Park, the installation of a play structure in Glacier Park, the installation of a play structure in Parc Canada, and the installation of a play structure in Sidney L. Buckwold Park.

## **Report**

### Approval as a Municipal Project

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

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

In order that donors may claim their contribution under *The Income Tax Act*, the Lakeview CA is requesting that City Council declare this project, to enhance the playground equipment in Lakeview Park, as a municipal project and authorize the City Treasurer to accept donations and issue appropriate receipts to donors.

### Partners in Fundraising

The CA has partnered with the Lakeview Playground Enhancement Committee to raise additional funds for this project. The Administration is also supporting the Lakeview CA in their efforts to raise the required funds, by approving the project to receive funding through the Park Enhancement Program.

### Feedback from Residents

The Lakeview CA conducted a survey of neighbourhood residents, which revealed a desire for improvements to the neighbourhood park, including a specific request for additional playground equipment to enhance existing amenities.

Therefore, the Administration recommends approval of the Lakeview Park playground enhancement project as a municipal project to better enable the community to achieve its fundraising goal.

### **Options to the Recommendation**

The only option would be for City Council to deny the request to have this declared a municipal project. The Administration does not recommend this option as it could hamper the ability of the CA to raise the required money to replace the playground equipment.

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

As stated previously, the Lakeview CA conducted a survey of neighbourhood residents which revealed a desire for improvements to the neighbourhood park, including a specific request for additional playground equipment to enhance existing amenities.

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

### **Communication Plan**

Information updates on the Lakeview Park fundraising progress and installation for the equipment will be provided through the Lakeview Playground Enhancement Committee and the Lakeview CA newsletter, website, and other means of communication to residents in the neighbourhood.

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

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

### **Other Considerations/Implications**

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

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

The project is expected to be completed by December 31, 2016.

### **Public Notice**

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

### **Attachments**

1. Aerial View of New Playground Location
2. Letter from Lakeview Community Association President to His Worship the Mayor and Members of City Council

### **Report Approval**

Written by: Arin Jorgenson, Community Consultant, Community Development  
Lisa Thibodeau, Acting Neighbourhood Services Manager

Reviewed by: Lynne Lacroix, Director of Community Development

Approved by: Lynne Lacroix, Acting General Manager, Community Services Department

Lakeview School (Lakeview Park)

Aerial view of Lakeview School and grounds (approx. 400' X 440' sq. ft. area) adjacent to Lakeview Park



Aerial View of New Playground Location

ATTACHMENT 1

**Letter from Lakeview Community Association President  
to His Worship the Mayor and Members of City Council**



His Worship the Mayor and members of City Council; Saskatoon

Your Worship and Council:

Our Community Association, who serves residents within the boundary of the Lakeview neighborhood, would like to request permission to have our park development project in Lakeview Park declared a Municipal Project. Lakeview is a vibrant and robust community with Lakeview Park being a hub within the community to gather and have fun.

Through a community survey that our Association recently circulated, we discovered that residents within Lakeview would like to see more developments happen within Lakeview Park. A playground structure addition was one of the amenities requested.

The Lakeview Community Association is partnering with the Lakeview Playground Enhancement Committee to add playground pieces in the park that will complement the structure that is currently there. These additional structures will provide more climbing and group play opportunities for the children.

Thank you for your consideration of this request, and we look forward to working on this much needed amenity in Lakeview.

Sincerely,

A handwritten signature in blue ink that reads "Jana Kinar". The signature is fluid and cursive.

Jana Kinar, President  
Lakeview Community Association

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## Community Support Program Pilot Project Update

### Recommendation

That the report of the General Manager, Community Services Department, dated May 4, 2015, be forwarded to City Council for information.

### Topic and Purpose

The purpose of this report is to provide an update on the Community Support Program Pilot Program (CSP).

### Report Highlights

1. The CSP was extended until December 31, 2015.
2. A new database has been established to track the key indicators of success.
3. Program modifications, as identified in the June 9, 2014 City Council report, have been completed.
4. Ongoing funding is still a concern and other funding sources are being sought.
5. The CSP and Saskatoon Police Service (SPS) are working closely to improve efficiencies and reduce duplication.

### Strategic Goals

This report supports the City of Saskatoon's (City) Strategic Goal of Quality of Life by ensuring Saskatoon is a safe, welcoming, and well-managed people place. This goal is supported by reducing and preventing crime in the city, increasing public perceptions of safety, and by identifying health and safety as top priorities.

In addition, the CSP supports the Strategic Goal of Sustainable Growth in that it is an important element to maintaining and enhancing the vibrancy of the City Centre and BID areas.

### Background

At its December 5, 2011 meeting, City Council approved, in principle, the provision of five civilian uniformed Community Support Officers to patrol the Riversdale, Broadway, and Downtown BIDs for a two-year term.

On March 5, 2012, City Council established the details of the CSP, including management structure, operational details, budget, and program/job descriptions.

At its March 26, 2012 meeting, City Council approved the two-year contract with the Downtown BID to deliver the CSP. City Council also established the membership and mandate of the Street Activity Steering Committee (SASC), which oversees the entire project.

## Community Support Program Pilot Project Update

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At its June 9, 2014 meeting, City Council approved an extension of the CSP to December 31, 2015, which included specific program modifications as outlined in the report.

The CSP was set up as a pilot program, which blends community outreach and bylaw enforcement functions. The program's mission is to provide a safe and enjoyable street experience for everyone in the community. It is a total approach to community, safety, and health.

### Report

The CSP is a hybrid program and although there are similar programs in North America, it is unique to the needs of Saskatoon. The identifiable uniformed foot patrols reassure community members and businesses, and coordinates with community support organizations, and the SPS. The program also provides information to the Safe Streets Commission to assist in identifying emerging issues and potential long-term solutions to issues arising on the street. The main duties of the Community Support Officers are listed in Attachment 1.

### Extension of CSP

On June 9, 2014, City Council requested a number of program modifications and more key indicators to gauge the performance of the program. The CSP is implementing the program modifications. This report identifies the changes that have been made and the status of the rest. A final report is due to City Council in Fall 2015.

### Program Modifications

The Administration recommended improvements in two areas. The following is an update on these modifications.

#### 1. Key Indicators

All the Key Indicators of Success for the CSP extension, as identified in Attachment 6 of the June 9, 2014 report, are being tracked in the new CSP database or addressed in the Street Activity Baseline Study Update 2015.

The Street Activity Baseline Study Update 2015, is currently under way and includes, but is not limited to, a general population survey, business online and intercept surveys, service provider survey, focus groups, and intercept surveys on the street.

#### 2. Operational Modifications

Program Modifications that have been completed include:

- a) Each BID has identified specific areas for the CSP to patrol. Each BID is different but the overall geography patrolled by the CSP has been reduced. This means that the officers are operating and seen more often by users in these areas. The CSP continue to respond to all calls in the BIDs.
- b) The CSP has moved to a ten-hour shift. This change allows for more overlap during the day when the two teams are working. It has led to less

## Community Support Program Pilot Project Update

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- confusion about when the program is operating and produces less staffing issues.
- c) The CSP is now tracking and reporting the key indicators as identified in the June 9, 2014 report.
  - d) A mobile application and database has been created and tested. The mobile application allows the CSP officers to quickly access specific core information, automatically track response/attendance time, locate calls on a map, and automatically upload this information into the database. More information can be added into the database when the officers complete their reporting. This information allows the program to look at trends, geography, and combine data in a number of different ways.
  - e) The program has established a Facebook page and a twitter account. Both have proven to be inexpensive ways to message positively about the program. Additionally, an ad was placed in the Flow Magazine in February/March 2015 edition. Finally, to advertise the program, "window clings" have been delivered to businesses to place in their storefront doors and/or windows.

### Additional Program Concerns

1. Ongoing funding for the CSP program is still a concern. Other funding sources continue to be sought. Recommendations for alternatives will be included in the fall 2015 report.
2. The revised Indicators of Success are being tracked and reported at each SASC meeting. This will be collated for the final report (see Attachment 1).
3. Improved partnership with the SPS has been addressed with Chief Weighill, the Central Division Inspector, and the SASC. Better communications, dispatch, and daily updates were discussed. The CSP staff and SPS officers connect daily.
4. Duplication of services was also addressed through a better understanding of the CSP in SPS Communications and clearer understanding of the duties of CSP staff and what they can do.

### Some Early Indicators and Issues

CSP statistics, from July to December 2014, continue to show positive change from the first half of 2014, although there are some trends that are being monitored:

- a) The majority of incoming calls came from businesses with a corresponding drop in call originating from patrol;
- b) 550 business contacts, approximately 23 per week, were completed;
- c) Average response time to calls for service was 6.55 minutes, and average time in attendance was 14.43 minutes;
- d) Bylaw enforcement increased with twice as many warnings and information given out and five times as many tickets written; a total of 58; and
- e) Trends are being identified, reported to the SASC and SPS, and long-term solutions sought. The chair of SASC presented the committee's concern about the rise in group and aggressive panhandling at the April 13, 2014 Planning, Development and Community Services meeting. The SASC,

## Community Support Program Pilot Project Update

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based on reports from the CSP, reported out on this issue and identified potential amendments to bylaws that may help address it.

### Next Steps

The SASC and the CSP will:

- a) continue the discussion on funding options;
- b) continue to meet with the SPS to address duplication of services and strengthen the partnership;
- c) ensure a strong connection with relevant service providers;
- d) at City Council's request, work with the Administration to review the panhandling and street-use bylaws to help make them more effective and clearer to enforce; and
- e) undertake the Street Activity Baseline Study Update 2015 research and compare results and findings.

### **Other Considerations/Implications**

There are no options, policy, financial, environmental, privacy, or CPTED implications or considerations. No communication plan is required at this time.

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

The CSP is slated to end December 31, 2015. Therefore, a final report, recommending a decision on the CSP will be submitted in Fall 2015.

### **Public Notice**

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

### **Attachment**

1. Community Support Program Summary and Indicators of Success

### **Report Approval**

Written by: Elisabeth Miller, Senior Planner

Reviewed by: Alan Wallace, Director of Planning and Development

Approved by: Lynne Lacroix, Acting General Manager, Community Services Department

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## Community Support Program Summary and Indicators of Success

### COMMUNITY SUPPORT PROGRAM PILOT PROJECT

#### Program Mission

To provide a safe and enjoyable street experience for everyone in our community.

#### Why?

To address the public's concerns of street safety and provide support.

#### Who Does the Program Serve?

1. **Businesses**  
The CSP foot patrols liaise with local businesses to identify issues and collaborate to generate solutions in the Downtown, Broadway, and Riversdale Business Improvement Districts (BIDs).
2. **General Public**  
The CSP provides a highly visible presence that reassures and responds to the public in the Downtown, Broadway, and Riversdale Business Improvement Districts (BIDs).
3. **Vulnerable Community Members**  
The CSP connects community members in need to the appropriate service providers or other supports. Everyone deserves to be safe on the street, and for those who are more vulnerable it is essential.

#### Main Duties of Community Support Officers are:

1. provide a familiar, highly visible, and accessible uniformed presence, primarily through foot patrols in identified areas of Saskatoon;
2. assist community members in need in accessing relevant supports, such as healthcare, addictions and crisis counselling, food and shelter, etc., and contact the appropriate community support agency, when necessary;
3. respond to requests regarding panhandling, loitering, public drunkenness, and other related activities, as well as being responsible for the enforcement of relevant municipal bylaws and contacting other civic organizations, such as the Saskatoon Police Service (SPS), when necessary;
4. establish and facilitate partnerships with local businesses, residents, and community support organizations, in order to be aware of potential issues and areas of concern. Assist with the identification of locally highlighted issues and collaborate with community support agencies, residents, and others to develop and implement resolutions to these issues;
5. promote relevant social programs to members of the community in need; and
6. provide support in the prevention of criminal activities and provincial offences.

## **What Does the Program Do?**

### 1. Businesses

- Initiate and respond to calls
- Link businesses to appropriate services and agencies
- Identify and track issues
- Education and enforcement of municipal bylaws
- Increase awareness of street activity concerns

### 2. General Public

- Improve perceptions of safety in the identified Business Improvement Districts (BIDs)
- Respond to requests for assistance
- Build trust with all people on the street
- Provide general information to the public
- Discourage negative street activity

### 3. Vulnerable Community Members

- Interact and build trust with people on the street
- Match needs with services
- Respond to requests for assistance
- Maintain strong relationships with service providers

## **How Will This Be Measured?**

The CSP tracks a large number of indicators through their reports and patrol counts. They also keep a written record of concerns or complaints; client information; developing trends; warnings or cautions that have already been issued; needed follow-ups; as well as other information.

**Key Indicators of Success for the CSP Pilot Program extension will include:**

<b>Program Outcomes</b>	<b>How To Measure</b>	<b>Indicators of Success</b>
<b>ALL</b>		
Increase perceptions of safety	Street Activity Baseline Survey updates	<ul style="list-style-type: none"> <li>Increased perceptions of safety in BIDs</li> </ul>
Establish a program database	Increased ability to target program resources	<ul style="list-style-type: none"> <li>Strategic use of data to identify hotspots and emerging issues geographically</li> </ul>
<b>BUSINESSES</b>		
Liaise with businesses	Number of business contacts  Frequency of business contacts	<ul style="list-style-type: none"> <li>Number and frequency of contacts rise</li> </ul>
Increase awareness of street activity concerns	Survey of Business satisfaction	<ul style="list-style-type: none"> <li>Businesses more aware of CSP and when to call</li> <li>Increased awareness among all staff</li> <li>Businesses and staff feel safer</li> </ul>
Collaborate with businesses to resolve issues	Number of interventions and/or mediations	<ul style="list-style-type: none"> <li>Number of collaborations increase</li> <li>Number of successful mediations increase</li> </ul>
<b>GENERAL PUBLIC</b>		
Reassures and responds to public	Uniformed foot patrol  Support Information  Attendance at public events	<ul style="list-style-type: none"> <li>Response time</li> <li>Time in attendance</li> <li>Number of events attended</li> </ul>
Build trust with all people on the street	Number and frequency of general public contacts  Origin and purpose of calls to CSP	<ul style="list-style-type: none"> <li>Patrol times increase</li> <li>Calls for service increase</li> <li>On view calls decrease</li> </ul>
<b>VULNERABLE PERSONS</b>		
Build trust with vulnerable people on the street	Connect people in need with appropriate services  Identify successful interventions (number of near misses)	<ul style="list-style-type: none"> <li>Number and frequency of contacts</li> <li>Number of individuals served</li> <li>Number of Near Misses</li> </ul>
Maintain strong relationships with Service Providers	Participation in service provider partnerships	<ul style="list-style-type: none"> <li>Number and frequency of Service Provider connections</li> </ul>
<b>BYLAW ENFORCEMENT</b>		
Bylaw Enforcement	Number and frequency of bylaw enforcement contacts	<ul style="list-style-type: none"> <li>Number of tickets</li> <li>Number of Warnings</li> <li>Number of Educational stops</li> </ul>
Strong Connection with Saskatoon Police Service (SPS)	SPS and CSP connections strengthened  Improved collaboration for data sharing and recording	<ul style="list-style-type: none"> <li>Number of SPS dispatches to CSP</li> <li>Number of direct referrals to SPS</li> </ul>

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## Meewasin Valley Authority – New Northeast Policy

### Recommendation

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

1. That the Meewasin Valley Authority's proposed new Northeast Policy be endorsed;
2. That the City Solicitor be instructed to prepare a Memorandum of Understanding as outlined in this report; and
3. That His Worship the Mayor be authorized to execute a "Memorandum of Understanding" between the City of Saskatoon and the Meewasin Valley Authority based on the information provided in this report and its attachments under the Corporate Seal.

### Topic and Purpose

This report provides an overview of the Meewasin Valley Authority's (Meewasin) new Northeast Policy (Policy) and requests that City Council endorse it, along with content for a Memorandum of Understanding (MOU) that will assist the City and Meewasin in its interpretation and implementation.

### Report Highlights

1. Meewasin is proposing to replace its current policy with a new policy to control conservation and development within the "Northeast Quadrant" of its Conservation Zone (Zone);
2. The new policy contains direction for aligning the Zone boundary to more closely reflect Meewasin's interests; this includes both proposed addition of land to the Zone and removal of land from the Zone; and
3. The City and Meewasin have prepared the content for a MOU to clarify matters of policy interpretation, process, next steps, etc., that are important to both parties, but that do not necessarily belong in the policy itself.

### Strategic Goal(s)

Meewasin's vision document, Naturally Beautiful, Uniquely Ours: A Vision for the Meewasin Valley 2014-2024 (Meewasin Vision), aligns very closely with the City's Strategic Plan 2013-2023 in terms of Environmental Leadership, Quality of Life, Sustainable Growth, and Moving Around. The new Policy proposes refinement of Meewasin's jurisdiction and policies governing conservation and development that will mean it is better able to achieve its mandate and help further the City's strategic goals.

### **Background**

Meewasin's current Policy has been in effect since 1987. It is in need of updating to reflect the authority's current goals and objectives for the northeast quadrant and in general.

In 2012, the City and Meewasin collaborated to update the Northeast Swale Development Guidelines and complete the Northeast Swale Resource Management Plan. The Northeast Swale is a key natural feature in the northeast quadrant of the Zone.

In 2013, Meewasin amended its Development Review Exemption Bylaw No. 003 and approved a new Disposal of Land Exemption Bylaw No. 005, which ensures that improvements and land sales on lands unrelated to Meewasin's mandate will not be subject to Meewasin review.

### **Report**

#### New Policy

The Policy (see Attachment 1) is intended to replace the 1987 Northeast Policy. The Policy applies to the northeast quadrant of the Meewasin Valley Zone (see Attachment 2 – green shading represents the current boundary).

The Policy contains general direction for conservation and development within the northeast quadrant, as well as policies and objectives for specific "sub-areas."

Important considerations of the Policy include:

- a) conservation of natural and cultural heritage resources;
- b) good drainage practices;
- c) appropriate transportation linkages within and adjacent to the Zone;
- d) appropriate interface with development;
- e) provision for public access; and
- f) design aesthetic complementary to the river valley and other natural areas.

For some policy areas, the Policy calls for Meewasin to develop Resource Management Plans (RMPs), in consultation with stakeholders (including landowner(s)) and the community. These RMPs will provide detailed information about natural and cultural resources and a strategy for their management and interpretation. RMPs have already been completed for the Northeast Swale, Saskatoon Natural Grasslands, and Peturrson's Ravine. Under the proposed Policy, landowner approval of an RMP will be required before implementation.

#### Revisions to the Zone Boundary

The Policy calls for revisions to the Zone boundary to better reflect Meewasin's mandate and interests and to ensure the Zone includes areas where City limits have expanded recently.

## **Meewasin Valley Authority – New Northeast Policy**

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Attachment 2 identifies lands that are proposed to be removed from the Zone (Sub-areas 12 to 14 and 16) or that are already excluded from the Zone by specific clauses in the Meewasin Valley Authority Act (Sub-areas 15 and 17). These areas have little or no connection to Meewasin’s mission or mandate and are located far from the river (typically 150 metres or more) with no connecting features, such as swales or similar landforms.

Attachment 2 also identifies lands that are proposed to be added to the Zone (Sub-areas 8 to 11). Proposed additions to the Zone include an extension of riverbank lands, and extensions of the Northeast Swale and the so-called “Small Swale” area within City limits. The lands are important natural areas that have been identified for protection under the City’s Official Community Plan Bylaw No. 8769 (OCP), Section 9, and in the University Heights Sector Plan. Inclusion of these lands in the Meewasin Zone will help ensure they are protected and managed in a way that is consistent with their status as important natural areas.

Adoption of the Policy by Meewasin will not immediately affect the Zone boundary. There are a number of reasons for this:

1. Meewasin must pursue a special resolution of the Meewasin Board to formally amend the Zone boundary; this is separate and apart from the adoption of the Policy;
2. Land in the Zone must be describable in terms of legal surface parcels. Until development and subdivision occurs, the Zone boundary cannot be refined to reflect natural features without difficulty and cost;
3. Some land identified for addition to the Zone, particularly in Sub-Area 11, is privately-owned. Addition of this land will require either landowner consent or acquisition of land by Meewasin or one of its partner agencies for the land to become “public” as defined by The Meewasin Valley Authority Act. Mechanisms by which such land could become public include purchase, dedication as Environmental Reserve through the subdivision process, and/or conservation easements.

It is expected that the Zone boundary will be revised incrementally over time, including both removal of lands and addition of lands, as appropriate. In the interim, for lands within the Zone that are not relevant to its mandate, Meewasin intends to exempt by bylaw its requirements for development review of improvements and right of first refusal of sale until such time as subdivision occurs and the land can be formally removed from the Zone. This intention will be addressed in an MOU between the City and Meewasin.

### MOU

The City and Meewasin have prepared the content for an MOU (see Attachment 3) to clarify matters of policy interpretation, process, next steps, etc. that are important to both parties, but that do not necessarily belong in the Policy itself.

The proposed content for the MOU addresses the following:

- a) General acknowledgement of jurisdiction, mandate, expertise, interests, and responsibilities, with respect to the river and related natural areas;
- b) Process and policy direction for adding land to and removing land from the Zone, as well as interim measures to remove encumbrances from land within the Zone that is targeted for future removal;
- c) Identification of priorities for Zone boundary alteration (addition and removal of land);
- d) Meewasin's intentions for its bylaw amendment process (i.e. a requirement that all bylaws and amendments be adopted by special resolution); and
- e) Acknowledgment of a shared interest and partnership in a project to establish guidelines for urban development adjacent to natural areas.

### **Options to the Recommendation**

The option exists to not endorse the Policy. This would have no binding effect on Meewasin, but would signal to the City's representatives on the Meewasin Board that the City does not support the Policy.

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

The City is involved in this project as a key stakeholder and is not responsible for public or stakeholder involvement. At various stages through the policy-development process and through other projects that have contributed to the Policy, Meewasin has taken steps to ensure appropriate public and stakeholder involvement.

### **Communication Plan**

This is a Meewasin project with the City involved as a key stakeholder. A communication plan from the City is not required at this stage.

### **Policy Implications**

The Policy is consistent with and helps support the City's Strategic Goals and OCP objectives.

### **Environmental Implications**

There are no direct environmental implications as a result of this report. However, by making refinements to its policies and process, it is anticipated that Meewasin will be able to more efficiently and effectively focus on its mandate, which supports the City's Strategic Goal of Environmental Leadership.

### **Other Considerations/Implications**

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

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

Meewasin plans to submit the Policy for Board approval once the City has signalled its support. This could happen as early as the June 2015 Board meeting.

## **Meewasin Valley Authority – New Northeast Policy**

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### **Public Notice**

Public Notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required. However, as part of Meewasin's process, Public Notice is required and will be made in accordance with its policies and procedures.

### **Attachments**

1. Meewasin Valley Authority – Northeast Policy
2. Map 1: Northeast Policy – Area of Policy Application
3. Memorandum of Understanding – Proposed Content

### **Report Approval**

Written by: Chris Schulz, Senior Planner II  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Lynne Lacroix, Acting General Manager, Community Services Department  
Approved by: Murray Totland, City Manager

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# Meewasin Valley Authority

## NORTHEAST POLICY

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Map 1: Northeast Policy – Area of Policy Application

## **A. Introduction**

### **1. Background**

The South Saskatchewan River valley throughout Saskatoon and at key locations in the R.M. of Corman Park has a history of public ownership. This has helped to ensure the protection of the river, public accessibility to the river valley, educational and recreation opportunities and conservation of natural and cultural heritage resources. The Northeast Policy addresses a policy approach to continuing this legacy within the Northeast Quadrant of the Meewasin Valley.

The Northeast Quadrant is somewhat unique in the Meewasin Valley in that it extends several kilometers back from the river and contains a number of significant natural and cultural heritage features. Most land within the quadrant was owned by the City of Saskatoon or University of Saskatchewan when Meewasin was created in 1979, although some private land was also included. The inclusion of most of the undeveloped land was specified by legal land descriptions, either quarter sections or legal subdivisions (quarters of quarter sections) if some or part of the land was either owned by a participating party and/or contained resources related to Meewasin's mandate.

### **2. Meewasin Valley Authority Mission, Mandate and Planning Principles**

The Northeast Policy conforms with, and provides a more detailed policy direction in the Northeast Quadrant, for the Meewasin Valley Authority's mission statement, mandate and planning principles.

#### **2.1. Mission Statement**

The Meewasin Valley Authority exists to ensure a healthy and vibrant river valley with a balance between human use and conservation by:

- Providing leadership in the management of its resources;
- Promoting understanding, conservation and beneficial use of the Valley; and
- Undertaking programs and projects in river valley development and conservation;

for the benefit of present and future generations.

#### **2.2. Mandate**

Meewasin's mandate consists of three components:

- Conservation,
- Development; and
- Education.

Meewasin's role in conservation includes the protection and on-going management of natural and cultural heritage resources. These include sites dominated by native plants; the river; the river valley and associated ravines, coulees, wetlands; and historic properties and sites.

Meewasin's role in development is two-fold. Firstly, it functions as a developer to add value and help facilitate enjoyment of the river valley by residents and visitors. This includes development and redevelopment of riverbank-area parks, as well as amenities such as trails, benches, picnic spots, skating rinks and other leisure and recreational facilities. Secondly, it is a regulator,

helping to ensure that development on public and private land within the Meewasin Valley is of high calibre and in accordance with Meewasin's Development Plan.

Meewasin's role in education is to provide experiences and opportunities to assist residents and visitors to appreciate and understand the natural and cultural heritage systems within the Meewasin Valley through both formal and informal activities.

### 2.3. Planning Principles

Meewasin uses the following planning principles to guide the implementation of the mission statement and mandate.

- The Valley's resources are accessible to everyone
- Conserve natural and heritage resources
- Recreation and development balanced with conservation
- Diverse activities for a varied and changing demographic
- Public participation in decision making

The Northeast Policy will aid in the implementation of the mandate and will follow the planning principles.

## 3. Intent of the Northeast Policy

The Northeast Policy provides direction and guidelines for the continued balance of development and conservation in the Northeast Quadrant of the Meewasin Valley. It clarifies Meewasin's objectives and policies for the quadrant as a whole and for the sub-areas as outlined in section C. The intention is to:

- Guide Meewasin's resource management, development, conservation, education, and recreation functions in the Northeast Quadrant;
- Provide specific parameters against which Development Review Policy shall apply in the Northeast Quadrant as a whole and in sub-areas;
- Guide Meewasin and the Participating Parties in adjusting the boundaries of the Meewasin Valley in the Northeast Quadrant.
- Provide a framework of understanding between Meewasin and the participating parties to work openly, collaboratively and supportively.

## B. Area of Policy Application

### 1. General

The Northeast Policy applies to the Northeast Quadrant of the Meewasin Valley and adjacent land that may be of interest to the Meewasin. This Northeast Quadrant includes lands north of College Drive and east of the South Saskatchewan River and north of 14<sup>th</sup> Street East between Cumberland Avenue and Circle Drive within the 1979 City of Saskatoon corporate limits. The adjacent lands of interest are those portions of the river valley and other natural and cultural heritage resource areas connected with the river valley, which were been added to the City of Saskatoon after 1979 through boundary alterations, but that are not a part of the Meewasin Valley. The Northeast Quadrant covers approximately 1900 ha and the adjacent lands cover approximately 250 ha.

The Meewasin Valley within the Northeast Quadrant consists only of Meewasin's Conservation Zone.

The area of policy application is shown on Map 1.

## **2. Sub-Areas**

The Northeast Quadrant contains over 410 hectares of native habitat in the form of prairie grasslands, wetlands, tree stands, swales ravines, riverbank and riparian areas. Rare species and listed species-at-risk are present within the quadrant and there are areas with high ecological integrity and biodiversity. The quadrant also includes a variety of sites and resources with significant cultural heritage value. In addition, there are areas of agricultural land and built urban form, including the University of Saskatchewan land and residential neighbourhoods. Map 1 shows these sub-areas and adjacent lands of interest. The Quadrant has been delineated into a number of sub-areas to provide more specific policies relating directly to the varied goals and objectives for each of them. These sub-area policies are outlined in sections C.2 through C.18.

## **C. POLICIES**

### **1. Conservation, Development and Education**

#### **1.1. General**

- 1.1.1 Conservation, development, and education initiatives will be in compliance with Meewasin's Development Plan.
- 1.1.2 Sites with natural and/or cultural heritage resources should have a site-specific Resource Management Plan and this plan should be reviewed and updated from time to time as changes to adjacent land uses, best practices or other circumstances arise. Resource Management Plans shall be prepared in consultation with the land owner and approved by the land owner prior to implementation.
- 1.1.3 A concept plan that references land use or development either partially or fully within the Conservation Zone, which is not exempted by bylaw or the Act, require Authority approval prior to implementation. The Authority shall confine its consideration to those aspects that will impact the Conservation Zone such as transportation circulation and access, impact on natural areas, infrastructure crossing, roadway interface, and drainage and slope stability. The Authority shall approve the Concept plan provided it is consistent and in accordance with the Development Plan.
- 1.1.4 Improvements and concept plans will be in compliance with resource management plans, concept plans and other relevant plans or studies approved or endorsed by the Authority.
- 1.1.5 Meewasin's Development Review Policy shall apply to all improvements in the Meewasin Valley, unless exempted by the Meewasin Valley Authority Act (Act) or by Bylaw 003 - The Development Review Exemption Bylaw.

- 1.1.6 Research that contributes to a deeper or broader understanding of the natural and cultural heritage of the Meewasin Valley will be encouraged, in consultation with the landowner, throughout the Northeast Quadrant.

## 1.2. Natural and cultural heritage resources and other special site characteristics

To conserve remnant native habitat in the form of prairie grasslands, wetland, swales and ravines, riverbank, forest and trees stands, and riparian areas as well as cultural heritage resources:

- 1.2.1 Natural and cultural heritage resources shall be protected and appropriately managed to enhance biodiversity and to protect rare and at-risk species and cultural heritage resources. Meewasin will work in consultation with land owners to manage these resources.
- 1.2.2 Natural and cultural heritage resources shall be managed in such a manner as to allow for education and interpretive opportunities.
- 1.2.3 Where appropriate, natural and cultural heritage resource features may be sympathetically incorporated into a site development.
- 1.2.4 Corridors will be retained to connect natural areas and provide habitat connectivity for wildlife and trail routing.

## 1.3. Consideration for good drainage practices

Surface water in the Northeast Quadrant drains toward the South Saskatchewan River. This drainage pattern may be impacted by future developments. Meewasin will encourage the City of Saskatoon and University of Saskatchewan, as majority landowners and developers within the Northeast Quadrant, to prepare a comprehensive storm water management plan for the quadrant. However, until this is completed:

- 1.3.1 Proposed improvements and concept plans that may impact surface drainage, groundwater or vegetation, shall be in compliance with the guidelines established under the Development Review Policy.
- 1.3.2 A site-specific storm water management plan will be required as part of the Development Review process for concept plans and improvements adjacent to the South Saskatchewan River or other natural areas including Peturrson's Ravine, the Northeast Swale and Small Swale. The scale, scope and level of detail of the stormwater management plan shall be appropriate to the scale, scope and level of detail of the concept plan.
- 1.3.3 The qualitative and quantitative impacts on groundwater resources and appropriate protection and mitigation measures shall be required for concept plans and improvements with subsurface components that reach the water table. The work must be undertaken by a professional with education and experience in groundwater modelling with costs borne by the developer.

## 1.4. Traffic, transportation, interface and provision for public access

- 1.4.1 At a minimum, the riverbank zone shall be publicly-accessible public land.
- 1.4.2 Public access shall be provided, where it will not result in irreparable degradation or safety risks, along and through natural areas.
- 1.4.3 Roadways, bridges and other features paralleling and/or crossing the river, ravines, swales or wetlands shall accommodate pedestrians, cyclists, and other forms of non-motorized transportation. They shall be designed in such a way as to permit humane, safe, convenient and contiguous trail access along the feature being crossed and include frequent, well demarcated non-motorized transportation crossing. Where a roadway crosses or is immediately adjacent to the river valley, the Northeast Swale or the Small Swale, consideration shall be given to and wildlife crossings.
- 1.4.4 On-street parking is permissible where the roadway classification permits it; however, in order to provide visual access and physical access to the river valley, no on-street parking shall be allowed on the river-side of a roadway in the riverbank zone or public park land immediately adjacent to the riverbank zone.
- 1.5. Design aesthetic complementary to the river valley and other natural areas - form and massing
- 1.5.1 Developments within and adjacent to the river valley and other natural features should provide an aesthetically-pleasing, humane interface experience.
- 1.5.2 If a roadway is adjacent to the river bank, Small Swale or Northeast Swale the roadway design shall provide an effective interface to:
- eliminate or mitigate the negative effects of excessive light and sound on adjacent land
  - address wildlife movement;
  - facilitate safe and enjoyable pedestrian and cycling circulation; and
  - accommodate vegetative plantings appropriate for the general characteristics of the area.
- 1.5.3 Improvements in the form of residential, commercial, institutional or industrial development that is adjacent to either the river bank, or public land adjacent to the riverbank, shall only front onto the riverbank, public land and/or any public roadway intended to provide a primary access along the river valley.
- 1.5.4 Improvements in the form of residential development are not restricted with regard to the orientation of frontage adjacent to non-river valley natural areas.

- 1.5.5 Improvements in the form of non-residential development shall orient their frontage in such a way as to prevent the rear or side or any parcel being adjacent to natural areas and any storage compounds, parking areas, waste containers and other unsightly components shall be fully screened with either solid fencing or plantings.
- 1.5.6 Notwithstanding sections 1.5.2, 1.5.4, and 1.5.5 public buildings with public uses on the at-grade level may back onto the river valley provided they effectively and aesthetically interface with the river valley. Buildings must be massed in such a way as to preserve river views.
- 1.5.7 Notwithstanding sections 1.5.2, 1.5.4, and 1.5.5, on multi-building, campus-style sites, some buildings may back or side onto the river valley if it can be demonstrated that it enhances the overall site layout and that no storage compounds, parking areas, waste containers and other unsightly components are located on the river valley side of the buildings.

## **2. Area 1 - University of Saskatchewan Riverbank Lands lying between the University Bridge and the Circle Drive (42<sup>nd</sup> Street) Bridge**

Primary Objectives: to provide access to and connectivity along the river valley for passive recreation and interpretive opportunities in a semi-natural environment. Conservation and resource management of the river valley is a secondary objective.

- 2.1. Meewasin will work collaboratively with the University of Saskatchewan on the development, interpretation and resource management of the area.
- 2.2. Nothing in this policy shall be implicitly or explicitly construed to interfere with the University's teaching or research activities.
- 2.3. Improvements that conserve the natural and cultural heritage resources, or enhance the recreation and educational use of the Meewasin Valley will be permitted in the University of Saskatchewan riverbank zone.
- 2.4. No improvement and/or recreational and educational uses shall irrevocably damage the natural and cultural heritage resources of the area as a whole.
- 2.5. Residential, institutional, and commercial uses are permitted on the upland portion of the site

## **3. Area 2 - St. Joseph High School Conservation Easement**

Primary Objective: to provide research and education opportunities for students.

- 3.1. Conservation, development, and education initiatives shall comply with the easement agreement and the landscape plan.

- 3.2. Meewasin should continue to work closely with the Greater Saskatoon Catholic School Board and St. Joseph High School to help ensure the spirit of the easement agreement is embodied in future initiatives.

#### **4. Area 3 - Sutherland Beach, University of Saskatchewan Beef Research and Teaching Unit (USBRTU), and Crocus Prairie**

Primary Objectives: to protect and manage the area's river valley, native prairie uplands and cultural heritage resources; to provide connectivity along the river valley for passive recreation; to provide research and education opportunities; and to sensitively integrate urban development.

- 4.1. Meewasin will work in consultation with land owners to delineate the portions of the area key to meeting Meewasin's mandate on the basis of habitat quality, biodiversity protection, presence of species-at-risk, cultural heritage resources and accessibility to and along the river valley. At a minimum, this will include the riverbank zone.
- 4.2. Improvements that conserve the natural and cultural heritage resources, delineated as per section C 4.1 above, or enhance the recreation and educational use of the Meewasin Valley will be allowed in the delineated areas.
- 4.3. Agricultural, residential, institutional, and commercial land uses are permitted within the upland areas; however, improvements shall integrate the existing landscape, including tree plantations and the ravine and permit public access along the river valley. Elements from The Meewasin Valley Project – 100 Year Conceptual Master Plan (Moriyama, 1979) "Experimental Community" will be encouraged.
- 4.4. Industrial land uses shall not be permitted.
- 4.5. Public roadways shall conform to sections C1.4 and C1.5.
- 4.6. Impacts on quality and quantity of surface and groundwater shall be a consideration in the approval of any improvements.
- 4.7. The impact of off-leash dogs on flora, fauna, cultural heritage resources and other site users should be assessed. If the impacts are found to be unacceptable, mitigation measures such as fencing and increased bylaw enforcement should be implemented.
- 4.8. The ravine and reservoir should be integrated into any future development as naturalized green space and could serve as part of a stormwater management system if technically and economically feasible.
- 4.9. Improvements, including trails, on the Rocky Island Archaeological Site shall comply with the provincial Heritage Resource Review process and any findings shall be reported to the Province of Saskatchewan and Meewasin. No improvements that would irrevocably damage the site shall be permitted.
- 4.10. The Rocky Island Archaeological Site should be monitored for erosion impacts and, if necessary, mitigation measures should be implemented.

## 5. Area 4 - Saskatoon Natural Grasslands

Primary Objectives: Conservation of the remnant native prairie ecology and for research and education on this ecology.

- 5.1. Only improvements that conserve the natural and cultural heritage resources, or enhance the recreation and educational use of the Meewasin Valley will be permitted at Saskatoon Natural Grasslands. Proposed improvements must comply with the Saskatoon Natural Grasslands Resource Management Plan (Delcan, 1994).
- 5.2. Development for interpretive programming, recreation, and linkage shall only be permitted where they are compatible with the goal of conservation.
- 5.3. As owner, Meewasin shall undertake the long term maintenance and monitoring of the Saskatoon Natural Grasslands in compliance with the recommendations of the Saskatoon Natural Grasslands Resource Management Plan (Delcan, 1994).
- 5.4. The impact of human use to the grasslands will be monitored; access will be controlled through such mechanisms as fencing, trails, and education.
- 5.5. Research that may contribute to a deeper or broader understanding of the ecological and cultural heritage of the Meewasin Valley will be encouraged.
- 5.6. The public, schools, and post-secondary academic institutions will be encouraged to continue to use the site for educational and non-intrusive research purposes.
- 5.7. The ecological and physical access link between the Saskatoon Natural Grasslands and adjacent natural areas and public spaces should be maintained to minimize the invasion of non-native vegetation, prevent loss of biodiversity and to provide connectivity to the river valley.

## 6. Area 5 - University of Saskatchewan Reclamation Site and Adjacent Land

Primary Objectives: to provide ecological and passive recreation and circulation connectivity between the Saskatoon Natural Grassland, Peturrson's Ravine, and the Northeast Swale.

- 6.1. The site is dominated by non-native vegetation but forms a link between three areas dominated by native vegetation: the Saskatoon Natural Grasslands, Peturrson's Ravine/river bank, and the Northeast Swale. To assist in maintaining the ecological integrity of and connectivity to these adjacent natural areas, Meewasin will work with the land owners to undertake native vegetation plantings and reduce the spread of non-native species to the adjacent natural areas.
- 6.2. Only uses and improvements appropriate for the applicable Canadian Council of Ministers of the Environment (CCME) criteria are permitted.
- 6.3. Subject to section C 6.2 above, passive recreation uses will be permitted on the site, with the approval of the landowner.

- 6.4. Subject to section C 6.2 above, only residential, commercial, and institutional land uses will be permitted and shall accommodate pedestrian and other non-motorized transportation access and circulation..

## **7. Area 6 - Peturrson's Ravine and Adjacent Uplands**

Primary Objectives: to protect and enhance the unique hydrography and ecology of the ravine, to provide connectivity along the river valley and, where safe and appropriate, provide passive recreation opportunities within the ravine and on the adjacent uplands.

- 7.1. Conservation and improvements shall comply with the recommendations of the *Peturrson's Ravine Resource Management Plan* (Golder Associates, 1995), the *Northeast Swale Resource Management Plan* (Meewasin, 2013) and the *Northeast Swale Development Guidelines* (Stantec, 2012), including hydrologically isolating the site and the monitoring groundwater impacts of urban development in the Northeast Quadrant.
- 7.2. Only improvements that conserve the natural and cultural heritage resources, or enhance the passive recreational and educational use of the Meewasin Valley will be allowed within Peturrson's Ravine and the adjacent river bank.
- 7.3. Only uses and improvements appropriate for the applicable CCME criteria are permitted.
- 7.4. Passive recreation, education and interpretive uses will be encouraged at this site.
- 7.5. Public access to the marl bog area should be permitted for educational and passive recreational uses but managed to protect public safety and the bog's unique hydrology.
- 7.6. Trail development should conform to the recommendations of the Northeast Trail Planning Study (Golder, 1990).
- 7.7. On going monitoring of the marl bog should be undertaken to determine, and mitigate if necessary, changes to mineral content and vegetation due to groundwater changes.

## **8. Area 7 - Northeast Swale**

Primary Objectives: To protect and restore the swale's biodiversity, unique landscape characteristics, and cultural heritage features and to accommodate opportunities for education and passive recreation.

- 8.1. The portion of the Northeast Swale within the City of Saskatoon corporate limits should be public land and part of the Meewasin Valley.
- 8.2. Long-term management of the Northeast Swale shall be undertaken by Meewasin in partnership with the City of Saskatoon.
- 8.3. Proposed improvements, including infrastructure built in, under, or over the swale, shall comply with the Northeast Swale Development Guidelines (Stantec 2012) and the Northeast Swale Resource Management Plan (Meewasin, 2013) and any other studies or plans approved by the Authority.

- 8.4. A concept plan addressing recreation, education and interpretation should be prepared. Once the concept plan has been adopted, these activities shall be in compliance with the concept plan to help ensure appropriate use and improvements that enhance user enjoyment while accommodating active ecological management of the site.
- 8.5. Long-term monitoring of groundwater and surface water quality and quantity entering the Northeast Swale shall be a development review condition of approval for any neighbourhood or stormwater infrastructure improvement to assist in the management of the ecology of the swale and Peturrson's Ravine.
- 8.6. Meewasin will work with the City of Saskatoon and the Province to help ensure that approved roadways, utility infrastructure and stormwater management functions are integrated into the landscape and reconciled with existing and potential recreational and educational opportunities.
- 8.7. Meewasin will work collaboratively with the City of Saskatoon to develop a shared responsibility agreement on the development of trails for active and passive recreation along the swale and connecting with the adjacent neighbourhoods.

## **9. Area 8 - Riddell Palaeontological Site**

Primary Objectives: To protect and interpret the site's heritage resources.

- 9.1. Special consideration should be made to identify, preserve, and interpret the paleontological resources as part of the resource management plan .
- 9.2. Only improvements that preserve the natural and cultural heritage resources, or enhance the recreation and educational use of the Meewasin Valley will be allowed at the Riddell Palaeontological Site.

## **10. Area 9 - Peggy McKercher Conservation Area**

Primary Objectives: to protect and manage the natural and cultural heritage resources and to provide connectivity along the river valley for passive recreation.

- 10.1. Improvements that preserve the natural and cultural heritage resources, or enhance the recreation and educational use of the Meewasin Valley will be permitted.
- 10.2. Provided that conservation and, if required, mitigation processes are in place to protect the natural and cultural heritage resources of the site it should be open to the public for nature-experience purposes with appropriate trails, amenities, and interpretive signage.
- 10.3. Conservation, development, and education initiatives for natural and cultural heritage resources such as the riverbank, Hutchins Homestead, Maryville, and other artefacts deemed to be of cultural significance will be in compliance with the approved Heritage Resource Impact Assessment (Stantec, 2008) completed for the NE-14-37-5 W3M and the Restoration and Resource Management Plan for 'Maryville' (Meewasin, 2009).

- 10.4. Viewscapes from the site should be protected and enhanced where possible through stewardship agreements with owners of industrial and commercial developments within the viewshed.
- 10.5. Adequate site access shall be maintained as the surrounding area is developed.
- 10.6. Any adjacent commercial or industrial land uses shall front on to the site. .
- 10.7. Negative off-site impacts will be identified; evaluated and appropriate actions to remediate and restore the site as well as steps to prevent further damage and contamination shall be identified and implemented. Any associated costs will be borne by the originator of the impact.

## **11. Area 10 - The Small Swale**

Primary Objectives: To protect and restore the swale's biodiversity, unique landscape characteristics, and heritage features and to provide opportunities for education, recreation.

- 11.1. The extent of the Small Swale, including appropriate setbacks shall be delineated utilizing a similar methodology to that used to delineate the Northeast Swale including consideration of geology, hydrology, topography and ecology.
- 11.2. The portion of the Small Swale within the City of Saskatoon corporate limits should be public land and part of the Meewasin Valley.
- 11.3. Only improvements that conserve and/or restore the natural and cultural heritage resources, or enhance the recreation and educational use of the Meewasin Valley will be allowed within the Small Swale.

## **12. Area 11 – North Riverbank**

Primary Objectives: To manage and protect the native forest ecology and cultural heritage features of the river valley, to provide access to the river and to provide connectivity along the river valley.

- 12.1. The riverbank zone within the City of Saskatoon corporate limits should be public land and part of the Meewasin Valley.
- 12.2. Streets within or adjacent to the area shall be in compliance with section C1.4 and C1.5.
- 12.3. Only improvements that preserve the natural and cultural heritage resources or enhance the recreation and educational use of the Meewasin Valley will be allowed in the riverbank area; however, public infrastructure may cross the area. This infrastructure must be in compliance with Meewasin's Development Review Policy.

## **13. Area 12 - University of Saskatchewan Backshore Core Campus Land**

This land is located back from, and is not directly connected to, the river valley system. It contains significant cultural heritage resources in the form of Campus buildings and landscape. The University of Saskatchewan's vision is for continued agricultural uses in

the southeast portion of the site and development on the balance of the land.

Primary Objectives: To provide connectivity to the river valley.

- 13.1. Retain the area within the Meewasin Valley but exempt improvements from the Development Review Process through Bylaw 003 – The Development Review Exemption Bylaw.
- 13.2. Within five years of a special resolution to exempt improvements from the Development Review process, undertake a review to determine if the area should be removed from the Meewasin Valley or the requirement of the Meewasin Valley Authority Act. If appropriate policy measures are in place to guide the interface and connectivity between this area and those remaining in the under the requirements of the Act, it should be removed, either from the Meewasin Valley or the requirements of the Act.
- 13.3. The provisions of section C 1.1.3 apply.

#### **14. Area 13 - University of Saskatchewan Backshore Land (College Quarter, Agricultural Lands, Partial Block K, Preston Crossing)**

This land is located back from, and is not directly connected to, the river valley system, and does not contain significant cultural or natural heritage resources. The University of Saskatchewan's vision is for continued agricultural uses in the areas immediately adjacent to the core campus and development on the balance of the land. Innovation Place is not part of the Meewasin Valley as the land was leased from the University prior to the creation of the Meewasin Valley Authority.

Primary Objectives: To provide connectivity to the river valley.

- 14.1. Retain this area within the Meewasin Valley but exempt improvements from the Development Review Process through Bylaw 003 – The Development Review Exemption Bylaw.
- 14.2. Within five years of a special resolution to exempt improvements from the Development Review process, undertake a review to determine if the area should be removed from the Meewasin Valley or the requirement of the Meewasin Valley Authority Act. If appropriate policy measures are in place to guide the interface and connectivity between this area and those remaining in the under the requirements of the Act, it should be removed, either from the Meewasin Valley or the requirements of the Act.
- 14.3. The provisions of section C 1.1.3 apply.

#### **15. Area 14 - Established and Emerging Neighbourhoods (Sutherland, Forest Grove, Silverspring, Evergreen, Aspen Ridge, UH3)**

This land is located back from, and is not directly connected to, the river valley system and it does not contain significant natural or cultural heritage resources; therefore, other than providing backshore linkages, it does not assist to Meewasin to meet its mandate.

In locations where these areas are adjacent to natural area(s), the Resource

Management Plans for the natural area(s) should contain appropriate interface and connectivity measure recommendations.

Primary Objectives: To interface with and provide connectivity to the river valley, Northeast Swale, and Small Swale.

- 15.1. Retain this area within the Meewasin Valley but exempt improvements from the Development Review Process through Bylaw 003 – The Development Review Exemption Bylaw.
- 15.2. Within five years of a special resolution to exempt improvements from the Development Review process, undertake a review to determine if the area should be removed from the Meewasin Valley or the requirement of the Meewasin Valley Authority Act. If appropriate policy measures are in place to guide the interface and connectivity between this area and those remaining in the under the requirements of the Act, it should be removed, either from the Meewasin Valley or the requirements of the Act.
- 15.3. The provisions of section C 1.1.3 apply.

## **16. Area 15 - Regional Psychiatric Centre (RPC)**

This area is not currently part of the Meewasin Valley. The Act explicitly states that it does not apply to public land occupied or used by the Government of Canada, such as the RPC, therefore it is not and was never part of the Meewasin Valley.

- 16.1. If the Government of Canada ceases to occupy this land, Meewasin shall work collaboratively with the University of Saskatchewan, as the landowner, to determine if any or all of the site should be included in the Meewasin Valley, based on the mandate of conservation, development and education.

## **17. Area 16 - Forestry Farm Park and Zoo**

This land is located back from, and is not directly connected to, the river valley system; however it is part of an interconnected system of public open space from the Northeast Swale, and river valley, through the reclamation land and SNG. It contains significant cultural heritage resources in the form of the former Forest Nursery Station buildings and landscape.

Primary Objectives: To provide connectivity to the river valley, SNG, and Northeast Swale and to ensure measures are in place to conserve the site's cultural heritage resources.

- 17.1. Work with the City of Saskatoon to maintain and enhance the trail connection between the Forestry Farm Park and Zoo, the river valley and the Northeast Swale.
- 17.2. Retain this area within the Meewasin Valley but exempt improvements from the Development Review Process through Bylaw 003 – The Development Review Exemption Bylaw.

17.3. Within five years of the passing of a bylaw to exempt improvements from the Development Review process, undertake a review to determine if, based on existing land use and heritage value, the area should be:

- removed from the Meewasin Valley,
- have the development review exemption fully or partially repealed, or
- remain in the Meewasin Valley with improvements exempt from Development Review.

## 18. Area 17 - Agriculture and Agri-Food Canada Land

This area is not currently part of the Meewasin Valley. The Act explicitly states that it does not apply to public land occupied or used by the Government of Canada therefore it is not and was never part of the Meewasin Valley.

## 19. POLICY MAP

The following policy map is attached to and forms part of this policy.

MAP 1: NORTHEAST POLICY – AREA OF POLICY APPLICATION

### D. DEFINITIONS

**Act:** means *The Meewasin Valley Authority Act*, Chapter M-11.1, S.S. 1979, as amended.

**Active Transportation:** means any form of human-powered transportation including: walking, cycling, in-line skating, skate and long boarding, and cross-country skiing for both recreational and commuter purposes, as well as motorized wheelchairs.

**Authority:** means the Meewasin Valley Authority.

**Biodiversity:** means the variety of life in all its forms, levels, and combinations, including the different plants, animals, microorganisms, the genes they contain, and the ecosystems they form in a process that has evolved over hundreds, thousands, and millions of years.

**Collaboration:** means the relationship among people and/or organizations within a community that accomplishes a shared vision, affects outcomes, and builds interdependent systems to address issues and opportunities. Consensus is used in decision making.

**Complete Streets:** means streets designed and operated to enable safe, human scale access for all users. Pedestrians, cyclists, motorists and transit riders of all ages and abilities must be able to safely move along and across a complete street and the built environment adjacent to the street must be humane and inviting. They do not follow a one-size-fits-all approach and are designed to be appropriate for their context. Complete Streets is an outcome, not a prescribed standard or set of standards.

**Concept Plan:** means the land development or redevelopment plan for a large piece of land of a neighbourhood or larger scale. It may include residential, commercial, institutional, and/or industrial uses and shows broad, conceptual design elements such as development areas for various land uses, and primary transportation and utility routing and infrastructure.

**Conservation:** means the application of qualitative and quantitative knowledge to the protection and management of natural and cultural resources that include plant and animal biodiversity, habitats, ecosystems, human-made artefacts, and built structures.

**Conservation Zone:** means the lands described in Schedule A of the Act or added or removed pursuant to a Section 13 Special Resolution and within which all provisions of the Act apply unless exempted by bylaw.

**Cultural Heritage:** means historical resources comprised of built heritage, archeological and paleontological artefacts and intangible attributes, including evidence of customs or behaviours, of a group that are inherited from past generations, maintained in the present and bestowed for the benefit of future generations. Artefacts may include a building, landscape, parcel of land together with any structures thereon, or an historical route of travel, that is deemed to be representative of the social, cultural, economic, military or political history of Saskatoon, Saskatchewan or Canada.

**Cultural Heritage Value:** means the presence of a recognized:

- aesthetic (e.g. style, materials, functional design)
- historical theme or association
- societal attachment to place
- cultural symbol or group identity,
- spirituality (i.e. religion, belief system, myth, ceremony)

**Development:** means the improvement of land and/or construction involving land, buildings, structures, service facilities, landscape construction, or infrastructure.

**Development Plan:** means the plans respecting Meewasin Valley on file in the office of the Authority and designated by the Authority as the Development Plan (*The Meewasin Valley Authority Act, 2(g.1)*).

**Development Review:** means the process of considering an application for an improvement for the purposes of determining whether to approve, approve with conditions, or deny with reasons, the application.

**Drainage:** means any action taken or intended for the removal or lessening of the amount of water from land and includes the deepening, straightening, widening and diversion of the course of a stream, creek or other watercourse and the construction of dykes

**Ecological Services:** means the fundamental biological systems and processes that human beings are dependent for their sustenance, health, well-being and enjoyment of life. They can be subdivided into five categories: *provisioning* (e.g. the production of food and water); *regulating* (e.g. the control of climate and disease); *supporting* (e.g. nutrient cycles and crop pollination); *cultural* (e.g. spiritual and recreational benefits); and *preserving* (e.g. guarding against uncertainty through the maintenance of diversity).

**Ecological Integrity:** means remaining in a natural state with ecological processes such as energy flows and water cycles conserved.

**Ecological Value:** means sufficient native species are present to warrant regeneration or a site is within proximity of resources with ecological integrity and can serve, through revegetation, to support and enhance the biodiversity of the neighbouring site.

**Endorsed:** means the Authority adopted, by resolution, studies, plans, policies or other documents prepared for a third party.

**Groundwater Resources:** means water resources located below the surface of the earth in sand deposits (aquifers) or voids within the soil structure (stratigraphy) that naturally discharge into the South Saskatchewan River or its watershed through springs, seeps, streams, or wetlands.

**Heritage Resources:** means:

- a. an area where there is detectable archaeological and palaeontological evidence;
- b. a site which has biological, ecological, geological or similar environmental or scientific significance; or
- c. a building, a parcel of land together with any structures thereon, or an historical route of travel which is deemed to be representative of the social, cultural, economic, military or political history of Saskatoon, Saskatchewan or Canada.

**Improvement:** means a building, structure or service facility constructed, or landscape construction, within Meewasin Valley, or any alteration thereof or addition thereto but does not include the ordinary care, maintenance or repair of a building, structure or service facility or of landscape construction (Act, section, 2(l)).

**Interest:** means assets clearly aligned with the Meewasin Valley Authority mandate to ensure a healthy and vibrant river valley, with a balance between human use and conservation by providing leadership in the management of its resources; promoting understanding, conservation, and beneficial use of the valley; and undertaking programs and projects in river valley development and conservation for the benefit of present and future generations.

**Interface:** means the zone along which two different land uses meet and interact aesthetically, functionally, physically and/or visually.

**Maintenance:** means the on-going work required for the upkeep and preservation of fixed assets such as trails, benches and service facilities.

**Management:** means the on-going work required for the upkeep and preservation of natural areas. It may include grazing, burning, and other activities that mimic natural processes or mitigate the impact of invasive species. It also includes the upkeep and preservation of cultural heritage assets including heritage artefacts, buildings and landscapes.

**Meewasin Valley:** means

- a. the areas described in Schedules A and B of the Act subject to any alterations made to those schedules pursuant to section 13 of the Act;
- b. the lands in and under the waters of the South Saskatchewan River bounded:
  - (i) on the north by the projection eastward of the north boundary of Section 10, Township 40, in Range 3, West of the Third Meridian; and

- (ii) on the south by the projection eastward of the south boundary of that portion of Section 4 in Township 35, in Range 6, West of the Third Meridian, lying west of the river; and
- c. the shores of the South Saskatchewan River adjacent to the lands described in sub-clause b.; and
- d. for the purposes of section 12 of the Act, includes the verge.

**Meewasin Valley Authority:** means the conservation agency constituted under Act by the Participating Parties of the Province of Saskatchewan, University of Saskatchewan, and City of Saskatoon to conserve the natural and cultural heritage resources of the South Saskatchewan River Valley in Saskatoon and area through investment and initiatives in conservation, education, and development that facilitates nature experiences and a positive relationship between humans and the natural environment.

**Natural Area:** means a site of geologic, biologic, ecologic, or similar environmental or scientific interest detectable in existing soil conditions, flora and fauna, hydrological function, and/or palaeontological evidence on a site. Natural areas are relatively undisturbed by human activity; however, where disturbed, conditions must be appropriate to restore the site to native species dominant through a reasonable resource management program. Natural areas include: flood-prone areas, coulees, wetlands, ravines, swales, creeks, slumps, riverbank, river terraces, islands, native grassland and naturally occurring shrub and tree stands.

**Natural Heritage:** means the legacy of geology, biologic, ecology, or similar environmental or scientific significance detectable in existing soil conditions, flora and fauna, or hydrological function on a site.

**Natural Resources:** means land, vegetation, wildlife and water (surface and groundwater) that have value and importance in the environmental life cycle of the Saskatoon region, and that contribute to the region's quality of life.

**Northeast Quadrant:** means lands lying to the north of College Drive and east of the South Saskatchewan River and north of 14<sup>th</sup> Street East between Cumberland Avenue and Circle Drive, which are listed in Schedule A of the Act.

**Preservation:** means the active maintenance and advocacy for the protection of natural and cultural heritage.

**Participating Parties:** means the University of Saskatchewan, the City of Saskatoon, and the Government of Saskatchewan.

**Public Land:** means land within Meewasin Valley owned by or leased to the City of Saskatoon, Province of Saskatchewan, University of Saskatchewan or the Meewasin Valley Authority; and includes the verge (Act, s. 2[w]).

**Resource Management:** means the efforts to maintain biodiversity and ecological integrity by means including grazing, controlled burns, mowing, cultivating, seeding and planting native species, and chemical applications to invasive alien plant species.

**Resource Management Plan:** means: a plan for a specific site that:

- states the objectives for a site or a specific valley-wide resource with regard to Meewasin's mandate;

- incorporates stakeholder and public consultation;
- documents the environmental, social and economic benefits of the site or resource;
- compiles a base line of existing conditions, which may include wildlife, vegetation, soil, topographical, hydrological, light, sound, current management practices and cultural heritage assets;
- identifies features that are key to meeting the plan's objectives and features that are threatened;
- outlines a strategy to manage and interpret these features;
- outlines a program of resource management, including fieldwork, protection and remediation programs, policy and regulation;
- outlines the inter-relationship among conservation, development, and education;
- recommends additional studies and reports if necessary for implementation; and
- includes performance measures for broad use in monitoring and reporting.

**Riverbank:** means the elevations of land rising above the shoreline.

**Riverbank Zone:** means land within a minimum of 150 meters of the shoreline or on any part of the slope leading down to the shoreline where the gradient is in excess of 20 per cent, whichever extends the greatest distance measured horizontally from the shoreline.

**Riverbed:** means the land covered by water as to wrest it from vegetation or as to mark distinct character upon the vegetation and upon the soil itself where the vegetation extends into the water.

**Service Facility:** means anything by means of which water, light, power or gas is supplied, any sewer or sewage system or any other facility that, in the opinion of the Authority, is necessary for the purpose of Meewasin Valley, and includes a road, curb, bridge, sidewalk or parking lot, outdoor seating of a type suitable for an audience of assembly of spectators and a building that is:

- a. a headquarters building for the Authority;
- b. a public bathroom, toilet, shower, changing room, shelter, tool or equipment locker, pumphouse, or machine house;
- c. in the opinion of the Authority, incidental to a park or used in connection with the operation of a park; or
- d. used for any combination of the purposes mentioned in sub-clauses (a) to (c)

**Shoreline:** means the line dividing the riverbank and the riverbed where vegetation ceases or where the character of the vegetation and soil changes.

**Species of Interest:** means rare and species-at-risk.

**Species-at-Risk:** means an extirpated, endangered or threatened species or a species that may become a threatened or an endangered species because of a combination of biological characteristics and identified threats.

**Stewardship:** means taking personal responsibility for the natural and cultural resources of the Meewasin Valley through careful and responsible management to ensure the health of ecosystems for present and future generations.

**Verge:** means all lands lying between the boundary of Meewasin Valley where it abuts upon a street, road or lane and the nearest part of the street, road or lane that is intended for the use of vehicles.

**Watershed:** means the drainage basin, or extent of land where water from rain or snow melt drains downhill, to the South Saskatchewan River.

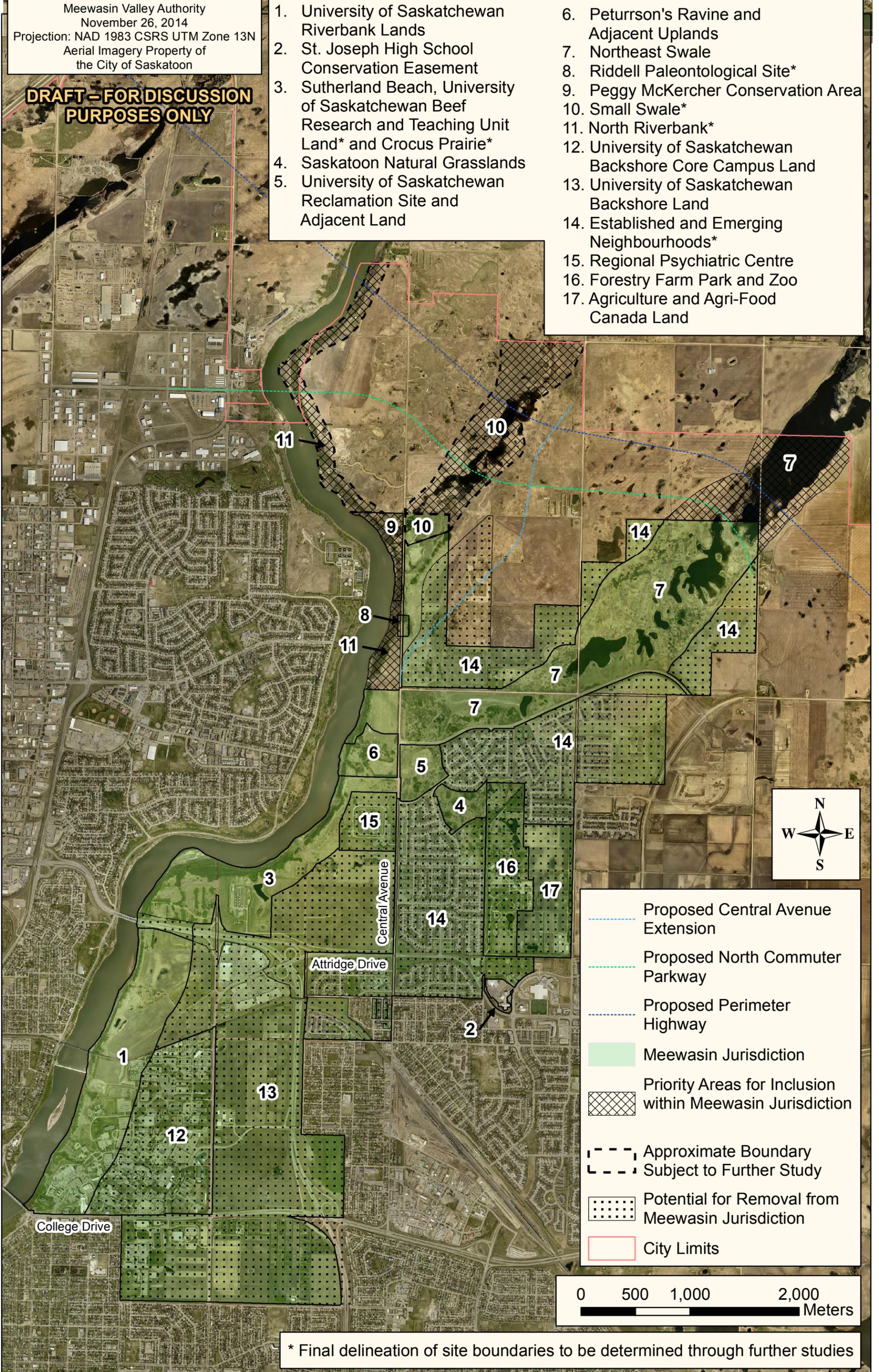
Map 1: Northeast Policy – Area of Policy Application

# Map 1: Northeast Policy – Area of Policy Application

Meewasin Valley Authority  
 November 26, 2014  
 Projection: NAD 1983 CSRS UTM Zone 13N  
 Aerial Imagery Property of  
 the City of Saskatoon

**DRAFT – FOR DISCUSSION  
 PURPOSES ONLY**

1. University of Saskatchewan Riverbank Lands
2. St. Joseph High School Conservation Easement
3. Sutherland Beach, University of Saskatchewan Beef Research and Teaching Unit Land\* and Crocus Prairie\*
4. Saskatoon Natural Grasslands
5. University of Saskatchewan Reclamation Site and Adjacent Land
6. Peturrson's Ravine and Adjacent Uplands
7. Northeast Swale
8. Riddell Paleontological Site\*
9. Peggy McKercher Conservation Area
10. Small Swale\*
11. North Riverbank\*
12. University of Saskatchewan Backshore Core Campus Land
13. University of Saskatchewan Backshore Land
14. Established and Emerging Neighbourhoods\*
15. Regional Psychiatric Centre
16. Forestry Farm Park and Zoo
17. Agriculture and Agri-Food Canada Land



- Proposed Central Avenue Extension
- Proposed North Commuter Parkway
- Proposed Perimeter Highway
- Meewasin Jurisdiction
- Priority Areas for Inclusion within Meewasin Jurisdiction
- Approximate Boundary
- Subject to Further Study
- Potential for Removal from Meewasin Jurisdiction
- City Limits



\* Final delineation of site boundaries to be determined through further studies

# Memorandum of Understanding

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*Between the City of Saskatoon and the Meewasin Valley Authority regarding land in the Meewasin Valley Authority's Northeast Quadrant*

## Proposed Content

The City of Saskatoon (City) and Meewasin Valley Authority (Meewasin) – together “the parties” – acknowledge the following:

- 1) The City recognizes Meewasin’s mandate of conservation, development and education is derived from the Meewasin Valley Authority Act (Act) and that:
  - a. Sections 11.(3)(c) and (d) of the Act permit Meewasin to have guidelines for land use and development of improvements by persons and participating parties and concept or detailed design plans for particular areas under the authority’s jurisdiction.
  - b. Section 12(1) of the Act permits Meewasin to, without limiting the generality of any of the powers conferred upon it by section 10, may, for the purpose of carrying out the provisions of the Act, make bylaws in respect of Meewasin Valley regulating the use of public land and prohibiting, regulating or controlling the construction or alteration of any improvement on any public land in the conservation zone.
  - c. Section 10 of the Act gives Meewasin the power to co-ordinate or control the use, development, conservation, maintenance and improvement of public land in accordance with the development plan.
- 2) The City recognizes value added by Meewasin Valley Authority’s expertise and responsibility in planning issues related to access, connectivity, service facilities and conservation of river valley system and adjacent lands.
- 3) Meewasin recognizes the City’s two primary functions regarding land as both a land developer and a regulator of land use within its corporate limits and that it is guided by the Saskatchewan Planning and Development Act and its own Official Community Plan and Zoning Bylaw.
- 4) Meewasin recognizes the City’s expertise in planning and will not duplicate this function.
- 5) The City considers Meewasin a stakeholder in plans that impact river valley system lands.

- 6) The City will obtain Meewasin Board approval for plans containing public land that are partially or wholly within the Conservation Zone.
- 7) Meewasin will obtain City approval, through the Administration, prior to undertaking studies or plans on City-owned land.
- 8) The parties share an interest in working toward a Conservation Zone (Zone) boundary that generally reflects areas, landforms and features that are considered by the parties to be relevant to Meewasin's mandate.
- 9) The City will work collaboratively with Meewasin to amend the Zone based on the direction of the Northeast Policy;
- 10) Meewasin intends to adopt a Land Policy that, along with the Northeast Policy in the Northeast Quadrant, will outline its criteria for determining lands to be added to, and removed from the Zone. The parties will base their evaluation of changes to the Zone boundary on these policies, and relevant City policies and bylaws.
- 11) Meewasin has and will continue to exempt, by bylaw, development review requirements and right of first refusal in disposing of public land for lands within the Zone that are not relevant to its mandate. This is seen by the parties as an interim measure, in advance of the eventual removal of these lands from the Zone when it is legally and financially feasible to do so.
- 12) The parties recognize that changes to the Zone boundary must be based on legally-surveyed surface parcels.
- 13) Given the costs and time associated with legal surveys and subdivisions, the parties agree to pursue inclusion of areas and features in the Zone based on the existing surface parcels within which these features are located.
- 14) Concurrent with the addition of surface parcels to the Zone, Meewasin will pursue, through bylaw exemptions, removal of encumbrances for all portions of added sites that are not relevant to its mandate.
- 15) Priority lands for inclusion in the Zone consist of all partner-owned (i.e. Meewasin, City, University of Saskatchewan, Province of Saskatchewan) parcels in Areas 7 thru 11 of the Northeast Policy.

16) At such time as urban development and the related subdivision process occurs, the riverbank, swales and other areas identified for permanent inclusion in the Zone will be, wherever possible, dedicated as Environmental Reserve.

17) Priority lands for removal from the Zone:

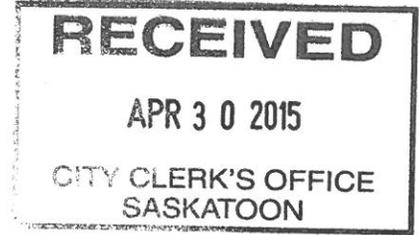
- a. All subdivided parcels in the neighbourhoods of Sutherland, Silverspring, Evergreen and Aspen Ridge (portions of Area 14)
- b. Agriculture and Agri-Food Canada Land (Area 17)
- c. Forestry Farm Park and Zoo (Area 16)

18) Existing legal surface parcels, which are within the areas identified in Development Review Exemption Bylaw, will be removed from Schedule A.

19) Meewasin intends to change the way it adopts bylaws by requiring that bylaws be adopted through Special Resolution of the Meewasin Board, following a formal, advertised public hearing. The City supports this approach to bylaw adoption.

20) The parties will work together to establish jointly-supported development guidelines for urban development adjacent to natural areas in an effort to clarify expectations for plans and streamline reviews and approvals.

**From:** Web NoReply  
**Sent:** April 29, 2015 4:59 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Wednesday, April 29, 2015 - 16:59  
Submitted by anonymous user: 142.165.131.160  
Submitted values are:

Date: Wednesday, April 29, 2015  
To: His Worship the Mayor and Members of City Council  
First Name: Colleen  
Last Name: Yates  
Address: 402 3rd Ave N  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7K 3G5  
Email:

Comments: Request for Meewasin Valley Authority to present its Northeast Policy to the Standing Committee on Planning, Development & Community Services's May 14, 2015 meeting.

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/17655>

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## Amendment Proposal for No Smoking Policy No. C06-001

### Recommendation

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

1. That No Smoking Policy No. C06-001 be amended as follows:
  - a) That smoking at the Shaw Centre main entranceway and secondary entranceways be prohibited.

### Topic and Purpose

The purpose of this report is to respond to an inquiry by a concerned citizen requesting that the City of Saskatoon (City) amend its “No Smoking Policy” to prohibit smoking at any public open space (e.g. parks, golf courses, and public squares) operated by the City.

### Report Highlights

1. In regards to the request to prohibit smoking in public open spaces, the current Policy refers to many city-owned outdoor spaces. A change to the Policy to prohibit smoking at all public open spaces operated by the City would be costly and challenging to enforce.
2. The current Policy prohibits smoking within 9 metres of a main entryway and 6 metres of any secondary entryway at recreation facilities (see Attachment 1). The Administration is recommending the Policy be amended to expand the smoke-free zone at the Saskatoon Shaw Centre, which prohibits smoking in front of the main entryway and secondary entryway, as outlined in Attachment 2.

### Strategic Goal

This report supports the strategic goal of Quality of Life by providing citizens reasonable access to facilities, parks, and open public spaces, while at the same time respecting individual differences of people living in the community that use facilities, parks, and open public spaces.

### Background

The Community Services Department received a referral from City Council in response to a citizen’s request to prohibit smoking in any public open space operated by the City. This would include all parks, outdoor sportfields, public squares, and recreation areas. City Council resolved,

“That the matter be referred to the Administration for a report.”

The Blairmore Integrated Facility includes the Saskatoon Shaw Centre, Tommy Douglas Collegiate, and Bethlehem High School. The Collegiate and High School prohibit

smoking on school division property. Consequently, students are gathering outside Shaw Centre entranceways to smoke. This situation is having an impact on patrons entering and exiting the facility.

## Report

### Proposed Amendment of Policy to Include all City-Owned Outdoor Spaces Poses Challenges

The purpose of the Policy is to provide safe, healthy, and smoke-free environments for employees and visitors to all civic facilities (see Attachment 1). The Policy prohibits smoking at all times in the following areas:

- In any building, or the portion of any building, owned or occupied by the City;
- In all areas of any outdoor pool owned or occupied by the City;
- In the seating area of any outdoor sports facilities located in parks owned by the City; and
- Within 9 metres of the main entryway and 6 metres of any secondary entryway at all civic buildings, provided that sufficient room is available.

To expand the Policy to include all public open space or City-operated facilities would require significant resources to enforce this degree of policy change. Furthermore, if a Policy amendment were sought, signs would need to be posted in all places to which the Policy applies.

The City currently has over 250 parks, sportfields, and public squares with numerous public access points. To enforce smoking restrictions at all City public open spaces requires proper signage to inform the public that smoking is prohibited. The cost estimate to produce and install the necessary signs at all City parks and public open space is greater than \$100,000.

Expanding the Policy to include City parks and public open spaces would increase the workload of enforcement officers and be difficult to effectively enforce the Policy, given the number and geographic location of parks and public open space in the city. Further, even if only selected public open spaces were chosen for this higher degree of regulation, the cost of signage and enforcement would need to be considered.

In consultation with the City Solicitor's Office, if this type of change were being considered, it would be more prudent to address this as an amendment to current Smoking Bylaw No. 8286 that regulates smoking in all public places. The Public Health Inspection group has expressed no interest in such an expanded scope of coverage.

### Proposed Amendment of Policy to Include Shaw Centre Only

Shaw Centre is part of the Blairmore Integrated Facility that includes the Public School Board Tommy Douglas Collegiate and the Greater Saskatoon Catholic School Bethlehem High School. The Public and Catholic School Divisions do not allow smoking on school property. Consequently, students and members of the public congregate outside the Shaw Centre main entryway to smoke. Shaw Centre patrons have complained about the discomfort and annoyance from the tobacco odour when

entering and leaving the facility. This issue has not been a concern raised by the public at other leisure centres operated by the City.

Under the current Policy, smoking is prohibited within 9 metres of the main entryway and 6 metres of any secondary entryway. To address the concerns raised by Saskatoon Shaw Centre customers, the Administration is recommending that the Policy be amended beyond the current 9 meters required, prohibiting smoking in front of the main entryway and secondary entryway, as outlined in Attachment 2.

### **Options to the Recommendation**

1. The Committee may choose to amend current Smoking Bylaw No. 8286 to prohibit smoking at all City-owned public open spaces. The implications with this option include significant financial implications (greater than \$100,000) and enforcement challenges, as outlined in this report.
2. The Committee may choose not to approve the amendment to the Policy to prohibit smoking in front of the main entryway and secondary entryway of the Shaw Centre, as outlined in Attachment 2. The implications with this option are continued inconvenience to customers that visit the Shaw Centre and potential future customer complaints.

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

The stakeholders who are directly affected by the recommendation are the Saskatoon Public Schools and the Greater Saskatoon Catholic Schools. The two school boards have been working with the City to address concerns as they have occurred. The school boards understand why the Policy needs to be amended. Together, the City will work with the two school boards to educate and monitor the change in the Policy.

### **Policy Implications**

No Smoking Policy No. C06-001 will need to be amended as recommended in this report, as well as text amendments will need to be implemented to reflect the new name for Infrastructure Services.

### **Financial Implications**

There is no cost associated to the recommended changes.

### **Communication Plan**

The Administration will work with the Saskatoon Public Schools, Tommy Douglas Collegiate, the Greater Saskatoon Catholic Schools, and Bethlehem High School to inform students about the smoking restrictions, as outlined in the report. The public will be informed of the new smoking restrictions using posters and other appropriate forms of communication.

### **Other Considerations/Implications**

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

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

There is no follow-up required.

**Public Notice**

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

**Attachments**

1. No Smoking Policy No. C06-001
2. Shaw Centre Entranceway Locations

**Report Approval**

Written by: Roxane Melnyk, Facility Supervisor, Recreation and Sport  
Reviewed by: Cary Humphrey, Director of Recreation and Sport  
Approved by: Lynne Lacroix, Acting General Manager, Community Services Department  
Approved by: Murray Totland, City Manager

S/Reports/RS/2015/PDCS – Amendment Proposal for No Smoking Policy No. C06-001/ks  
BF08-10

# CITY OF SASKATOON COUNCIL POLICY

<b>NUMBER</b> <i>C06-001</i>
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<b>POLICY TITLE</b> <i>No Smoking Policy</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>January 1, 1989</i>
		<b>UPDATED TO</b> <i>July 16, 2007</i>
<b>ORIGIN/AUTHORITY</b> <i>City Commissioner's Report No. 28-1988 and Smoking Control Bylaw; Director of Planning and Development Report dated December 8, 1989 and Planning and Development Committee Report No. 20-1991; Community Services Department Report and Council Resolution of February 26, 2007; and Legislative Report No. 11-2007</i>	<b>CITY FILE NO.</b> <i>CK. 185-3 and 600-1</i>	<b>PAGE NUMBER</b> <i>1 of 2</i>

1. PURPOSE

To provide a safe, healthy and smoke-free environment for employees and visitors to all civic facilities.

2. DEFINITIONS

2.1 City – means The City of Saskatoon.

2.2 Smoke/Smoking - means smoking or holding lighted tobacco.

2.3 Bylaw No. 8286 - a Bylaw of The City of Saskatoon with respect to Smoking Control.

3. POLICY

3.1. Application

- a) Smoking is prohibited at all times in any building, or the portion of any building, owned or occupied by the City.
- b) Smoking is prohibited at all times, in all areas, of any outdoor pool owned or occupied by the City.
- c) Smoking is prohibited at all times in the seating area of any outdoor sports facilities located in parks owned by the City.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C06-001

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>No Smoking Policy</i>	<i>January 1, 1989</i>	<i>July 16, 2007</i>	<i>2 of 2</i>

- d) Smoking is prohibited within nine metres of the main entry way and six metres of any secondary entry way at all civic buildings, provided that sufficient room is available.

## 3.2 Signs

Signs shall be posted in all places or premises to which this policy applies, pursuant to City of Saskatoon Bylaw No. 8286 and *The Tobacco Control Act*, and shall contain a statement respecting the prohibition against smoking or holding lighted tobacco in the place or premises.

## 4. RESPONSIBILITIES

### 4.1 City Manager

- a) To ensure overall implementation of this policy throughout all civic buildings and facilities; and
- b) To propose amendments to this policy for City Council's consideration.

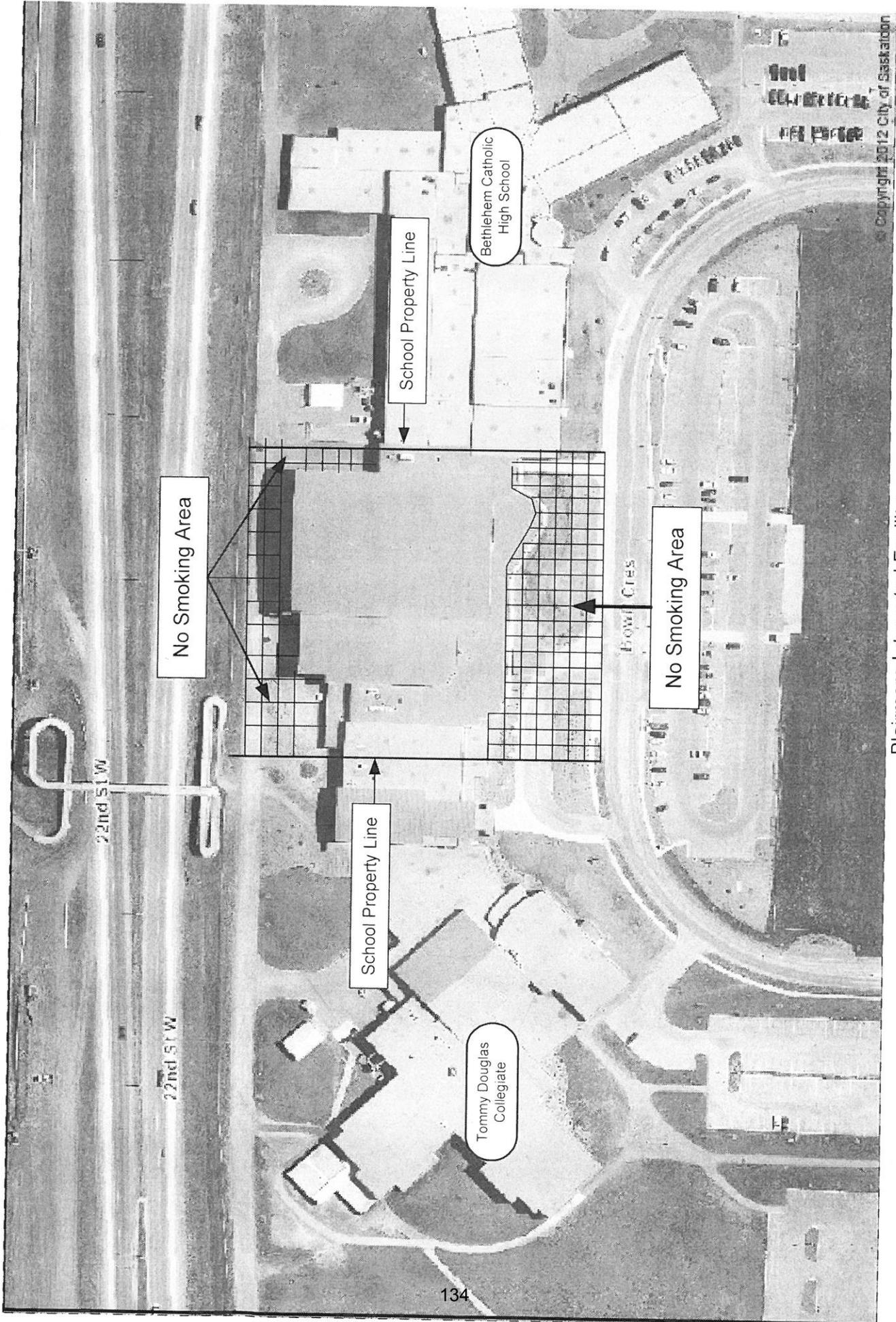
4.2 General Managers - to ensure the policy is implemented in all areas under their jurisdiction.

4.3 Infrastructure Services – to coordinate the preparation and installation of the appropriate signage with the various departments.

4.4 Community Services Department – to administer this policy in all recreation buildings and facilities, including:

- a) Preparing the required documentation to include the requirements of the No Smoking Policy in the lease and license agreements; and
- b) Undertaking a public awareness strategy regarding the No Smoking Policy in the seating area of any outdoor sports facilities located in parks owned by the City.

4.5 City Council – to approve any amendments to this policy.



Blairmore Integrated Facility

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## Mendel Conservatory Operations 2015-2017

### Recommendation

That the report be forwarded to City Council for information.

### Topic and Purpose

The purpose of this report is to provide an overview of the planned operating procedures and costs associated with the Civic Conservatory (Conservatory), lobby and public washrooms of the Mendel Building following the Art Gallery exhibition closure in June 2015.

### Report Highlights

1. The Conservatory currently operates 9:00 am to 9:00 pm daily, with approximately 80,000 visitors a year, averaging 200 people per day.
2. From June to December 2015, the Conservatory operating hours will be 11:30 am to 5:00 pm, Wednesday to Sunday, closed Mondays and Tuesdays.
3. Gallery staff will continue to use the Mendel exhibition spaces in their move preparation from June 2015 to September 2016.
4. Security staff will be present during the building's public operational times.
5. The Conservatory will be closed during the building renovation period for approximately 12 months.
6. The cost of security will be off-set by savings from the reduced operating hours and other operational modifications to the Parks Division Greenhouse Program.

### Strategic Goals

Re-use of the Mendel Building supports the Strategic Goals of Asset and Financial Management, Quality of Life, and Sustainable Growth. An alternate source of revenue is proposed to pay for ongoing operations of the building. Expenditures are directed towards amenities in neighbourhoods to enhance and protect property values and to encourage private investment. Winter city activities are proposed. The project is an example of community-building through direct investment and it utilizes community development expertise. It supports the City Centre as a cultural and entertainment district and preserves the character of the Mendel Building as a heritage structure.

### Background

At the 2015 budget presentation, the Mendel Gallery (Gallery) indicated that the exhibition areas, café and restaurant would be closed to the public in June 2015. The 2015 budget included funding for continued operating and maintenance of the Conservatory through the Parks Division's Greenhouse Program, but it did not anticipate additional security costs.

## **Report**

### Existing Conservatory Operations

The Conservatory currently operates 9:00 am to 9:00 pm daily, open throughout the year except Christmas day. Between April 2013 and March 2014, there were approximately 80,000 visitors, averaging 200 people per day. Building-wide security services are currently included in the Gallery operations budget and civic staff are present in the Conservatory daily to perform required conservatory maintenance including; plant maintenance, cleaning, as well as the installation and removal of plant material.

From visitor observations carried out in March, it was found that approximately 10 percent of the visitors to the Mendel Building during the weekday went to the Conservatory without visiting the Gallery, shop or café. During weekend peak times, this number increased to 25 percent partially due to popularity of the Conservatory with photographers (Attachment 1).

### Mendel Building Operating Plan

While the Gallery intends to cease its Mendel public art exhibition function in June 2015, continued public access to the Conservatory and the main floor washroom has been planned by the Parks Division. From June 2015 to December 31, 2015, the Conservatory operating hours will be 11:30 am to 5:00 pm, Wednesday to Sunday, closed Mondays and Tuesdays. Reduced Conservatory operating hours are planned because it is anticipated that traffic through the Mendel building will decrease following the closure of the public exhibitions. The planned operation will allow the Conservatory to maintain plant display service levels while remaining open during peak visitor hours for the remainder of the 2015 season.

Gallery staff will continue to use the Mendel building and will need to move through all floors of the building, however, there will be no presence at the reception desk or gift shop. As the Gallery will not be carrying out public programs, funds for their security guard contract have been reallocated for other operational needs. The operational plan includes security staff in the publically accessible areas during the building's opening hours. Gallery staff will be preparing objects for the move, meaning more objects will be outside of the vault and at an increased risk.

It is anticipated that a similar approach will be carried out in 2016. Prior to finalizing the Conservatory operating requirements for 2016, another review of the customer visits and usage patterns will be carried out.

### Closure During Construction

Once the Gallery vacates the building in September 2016, The Children's Museum and the City will commence building renovations. It is estimated that the renovation will require between 9 and 12 months for completion. During this construction period, the Conservatory will be closed to the public and it will re-open when the Children's Museum is operational. While it is closed to the public, a basic level of maintenance will

still be required in the Conservatory to ensure survival of the plant material that cannot be relocated.

### **Options to the Recommendation**

Options to the plan either increase or reduce the level of service.

The Administration considered the impact of increasing the total operating hours; however, based on user observations it is anticipated that the use of the Conservatory will decrease with the closure of the Gallery and Café.

Another option is to close the Conservatory; however, the space would still require operating and maintenance, and public expectations, may not be met if the space is no longer accessible.

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

City-led stakeholder and community feedback for the Mendel Building Re-Use was part of the Kinsmen Park and Area Master Plan project. At that time, the Conservatory was identified as being appreciated and enjoyed by the community and access and programming within this space was encouraged to continue.

### **Communication Plan**

Changes to Conservatory operating hours will be communicated through the City's website, on-site postings and Public Service Announcements following the City Council decision on operations. The City's project webpage will continue to be updated regularly.

### **Financial Implications**

The financial implication of opening the Conservatory 5 days/week for 5.5 hours a day results in a security cost of approximately \$16,700 for the period from June to December 2015. This cost can be off-set by the reduced hours of operation, some materials savings, etc. from the operating budget of the Parks Greenhouse Program.

If the Conservatory hours increased to 6 days/week for 8 hours a day, it would exceed the existing Conservatory operations budget by \$20,370.

If the Conservatory were closed to the public there would be a savings of \$21,784.

A baseline is included for comparison, which illustrates that to maintain current levels of operation (7 hours a week for 12 hours a day), the 2015 operating requirement would be \$121,000, which exceeds the existing Conservatory operations budget by \$51,000.

The net cost per hour of increasing the time that the Conservatory is open beyond what is outlined in this report would be about \$20 per hour, as there would be no savings from reduced hours of operation. There is no identified funding source for the additional hours.

**Other Considerations/Implications**

There is no policy, environment, privacy or CPTED implications or considerations.

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

An *Offer to Lease* with the Children’s Museum is underway, and it will be brought forward to City Council in due course.

**Public Notice**

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

**Attachment**

1. Mendel Building Usage Observation

**Report Approval**

Written by: Jeanna South, Special Projects Manager

Reviewed by: Brenda Wallace, Director of Environmental and Corporate Performance  
Darren Crilly, Director of Parks

Approved by: Catherine Gryba, General Manager, Corporate Performance Department  
Lynne Lacroix, Acting General Manager, Community Development Department

### Mendel Building Usage Observation

On March 4<sup>th</sup>, 5<sup>th</sup>, and 7<sup>th</sup>, 2015, visitors to the Mendel Building were observed to better understand usage patterns for the Conservatory and Gallery spaces. The purpose of the observation was to determine what proportion of visitors to the Mendel Building were going only the Conservatory. Visitors to the building to only use the washroom were also counted. The Café was closed on March 4<sup>th</sup> and 5<sup>th</sup>, and open on March 7<sup>th</sup>.

The weekday observation found that of 132 visitors between 9:00 am and 6:00 pm, 12 people visited the Conservatory only. 3 people used the washroom without visiting the Gallery. From 6:00 pm to 8:00 pm, of the 11 visitors observed, none of them exclusively visited the Conservatory and there were no exclusive washroom visits.

The weekend observation focussed on peak hours between 9:00 am and 2:00 pm. At that time, from the 154 people observed, 34 visited only the Conservatory and 5 visited only the washroom. Of note is that from this number, approximately half (16) of the Conservatory visitors were involved in photography, either as the subject or as the photographer.

	# of visitors observed	# of visitors to Conservatory only	# of visitors to WC only	Percentage of visitors observed
Weekday - day	132	12	3	11%
Weekday - evening	11	0	0	0%
Weekend – 9-2 peak	154	34	5	25%

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## Designation of Pierre Radisson Off-Leash Recreation Area and Amendment to Animal Control Bylaw, 1999, Bylaw No. 7860

### Recommendation

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

1. That 2.99 acres of District Park in Pierre Radisson be designated as an Off-Leash Recreation Area; and
2. That the City Solicitor be requested to amend Animal Control Bylaw, 1999, Bylaw No. 7860, to establish 2.99 acres of Pierre Radisson, as a designated Off-Leash Recreation Area.

### Topic and Purpose

The purpose of this report is to establish 2.99 acres in Pierre Radisson District Park as an Off-Leash Recreation Area (OLRA).

### Report Highlights

1. Recreation and Sport Division has selected a location for a new OLRA in Pierre Radisson District Park in response to an application submitted by a user group requesting a new off-leash dog park.

### Strategic Goal

Under the City of Saskatoon's (City) Strategic Goal of Quality of Life, the recommendations in this report support the long-term strategy to ensure existing and future leisure centres and other recreational facilities are accessible, physically and financially, and meet community needs. OLRAs are amenities that promote active and healthy lifestyle choices for both pets and pet owners.

### Background

At its August 18, 2010 meeting, City Council received a report in response to the growing need conveyed by Saskatoon residents for additional space where dogs could be off-leash while they and their owners socialize and enjoy healthy outdoor exercise. There is a total of six active OLRAs that Saskatoon residents can utilize, with a seventh coming online in Spring 2015 and an eighth coming online in Fall 2015.

Within the Westmount LAP, adopted by City Council in 2011, one of the recommendations proposes that the City consider the feasibility and potential appropriate location for an OLRA. The Westmount LAP also identifies Pierre Radisson Park as the highest priority among all four parks for any additional uses or investment because citizens viewed it as having the greatest potential for new recreation opportunities. Residents commented on the current lack of programming and activities in the park system and wanted to have additional uses to revitalize the area with a combination of active and passive recreation opportunities.

## **Designation of Pierre Radisson Off-Leash Recreation Area and Amendment to Animal Control Bylaw, 1999, Bylaw No. 7860**

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In May 2014, Recreation and Sport received an application request from a user group for the development of a new OLRA within the Westmount neighbourhood. The application identified Pierre Radisson District Park as a potential primary location.

A Site Assessment Committee, comprised of representatives from the Divisions of Recreation and Sport, Planning and Development, Community Development, and Parks, reviewed the application and supported the location for an OLRA.

### **Report**

#### **Pierre Radisson District Park**

Recreation and Sport is proposing the development of a new OLRA in Pierre Radisson District Park. The area that has been identified is the space between 32<sup>nd</sup> Street and 33<sup>rd</sup> Street (see Attachment 1).

The proposed Pierre Radisson OLRA will be under three acres in size and maintained in conjunction with the other OLRAs throughout Saskatoon (see Attachment 2). The proposed OLRA design in Pierre Radisson consists of:

- i) three garbage bins with clean-up bag dispensers;
- ii) three access gates with t-style barriers on the interior and one maintenance access gate;
- iii) a 4 foot perimeter fence; and
- iv) signage to educate and inform park users and enforce park policies.

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

On February 5, 2015, members of the public had the opportunity to attend a public engagement meeting to review, discuss, and comment on the proposed Pierre Radisson OLRA concept designs. In total, 68 people attended the public engagement meeting, and 37 of respondents indicated that they were pet owners. In total, 42 people provided comments and there were 32 of the respondents who indicated they were in favour of a new OLRA in Pierre Radisson, while 9 were not in favour, and 1 was undecided.

There were four concept plans provided at the public engagement meeting. Of the 42 respondents that provided comments, the following support was indicated:

- i) Option A (fully fenced 1.76 acres) – 2
- ii) Option B (fully fenced 2.14 acres for large dogs, 0.85 acres for small dogs) – 17
- iii) Option C (fully fenced 2.99 acres) – 12
- iv) Option D (partial fence 2.99 acres) – 1
- v) No Dog Park – 9
- vi) No Opinion – 1

A survey was also posted on [www.shapingsaskatoon.ca](http://www.shapingsaskatoon.ca) for two weeks after the meeting to provide a secondary source of gathering information. In total, 42 people

## **Designation of Pierre Radisson Off-Leash Recreation Area and Amendment to Animal Control Bylaw, 1999, Bylaw No. 7860**

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responded to the online survey, and 21 of the respondents indicated they were pet owners. The following results for the four concept plans were gathered.

- i) Option A – 0
- ii) Option B – 7
- iii) Option C – 20
- iv) Option D – 0
- v) No Dog Park – 9
- vi) No Opinion - 6

Based on the results of the public engagement meeting and the online survey, the Administration is recommending proceeding with Option C for the OLRA at Pierre Radisson. Both the web survey and feedback from the public engagement support a fully-fenced, 2.99 acre off-leash dog park.

Responses by those in favour felt that OLRA's are positive additions to neighbourhoods. Those not in favour listed proximity to residential homes and increased traffic in the neighbourhood as the main concerns. Attachment 3 provides a summary of the Administration's response to citizens' concerns.

### **Communication Plan**

The City's website [www.shapingsaskatoon.ca](http://www.shapingsaskatoon.ca) includes a link specifically for Dog Parks where current information can be updated. The City's website will also be updated to reflect this additional OLRA. A News Release will also be issued to the public following the approval of this location as an OLRA.

### **Financial Implications**

The Pierre Radisson OLRA capital project is funded through Dog Park Development Capital Project No. 2528. Capital Budget estimate for the Pierre Radisson OLRA is \$87,500. Funding for ongoing maintenance is accounted for within the existing operating budget for Animal Services.

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

A report was presented to the CPTED Committee on April 2, 2015. There were no major concerns noted at the meeting. All recommendations from the CPTED Committee will be considered and addressed prior to implementation of the OLRA.

### **Other Considerations/Implications**

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

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

The project will be tendered in June 2015 with construction expected to be completed and open to the public in November of 2015.

### **Public Notice**

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

## **Designation of Pierre Radisson Off-Leash Recreation Area and Amendment to Animal Control Bylaw, 1999, Bylaw No. 7860**

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### **Attachments**

1. Proposed Pierre Radisson OLRA Location
2. Pierre Radisson OLRA Conceptual Design
3. The Administration's Response to Citizens' Concerns

### **Report Approval**

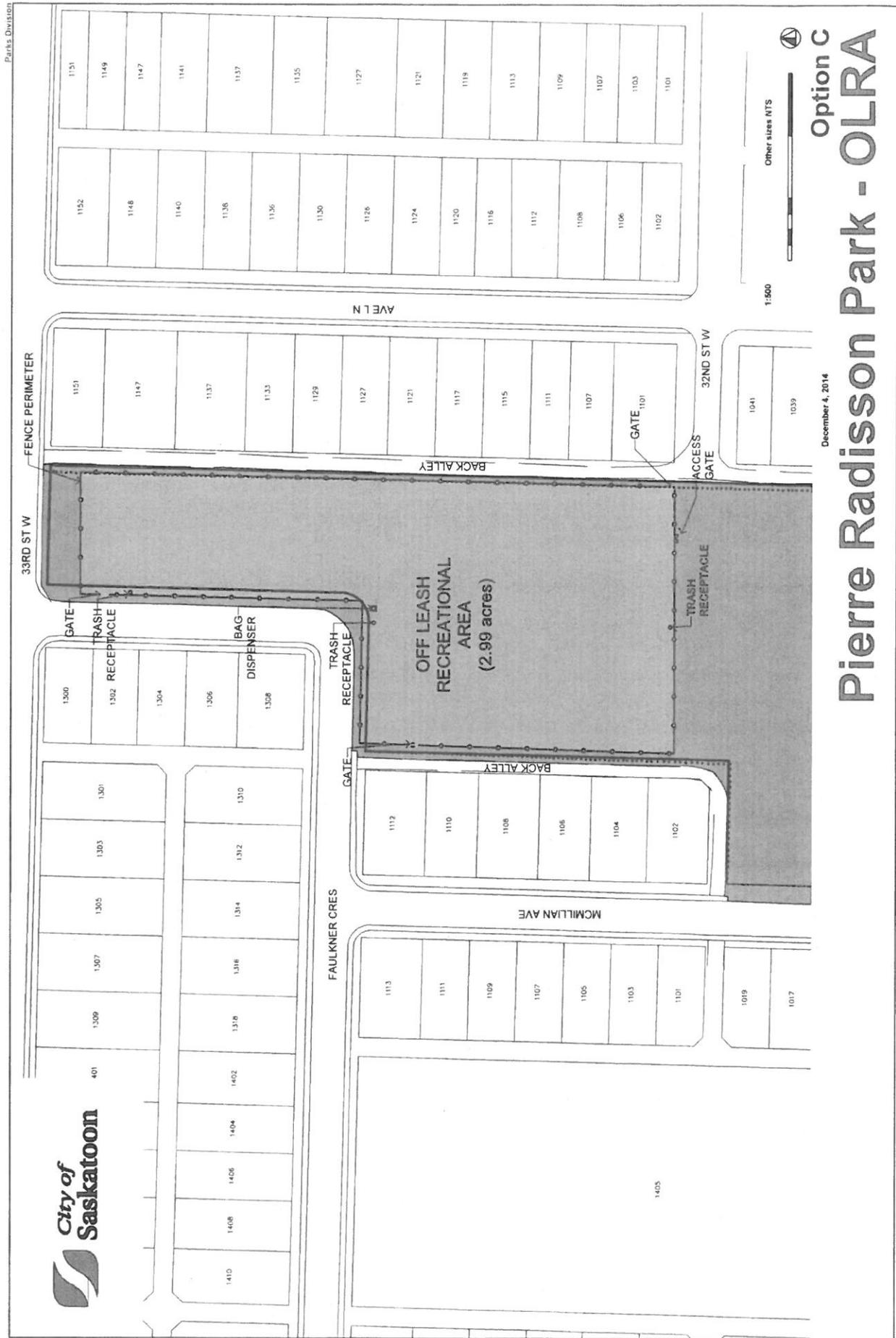
Written by: Chelsie Schafer, Open Space Consultant, Recreation and Sport

Reviewed by: Cary Humphrey, Director of Recreation and Sport

Approved by: Lynne Lacroix, Acting General Manager, Community Services Department

S/Reports/RS/2015/PDCS – Designation of Pierre Radisson Area and Amendment to Animal Control Bylaw No. 7860/kt  
FINAL/APPROVED – Lynne Lacroix – April 25, 2015





### The Administration's Response to Citizens' Concerns

<b>Concern</b>	<b>Administration's Response</b>
Issues with odour and feces	<p>It is required through Animal Control Bylaw No. 7860 that all pet owners are responsible to remove feces. This rule is also posted at all Off-Leash Recreation Areas (OLRAs) in the City of Saskatoon (City) and would also be posted in a visible location at the proposed location.</p> <p>The City will provide bags at the site to assist and promote responsible pet ownership.</p>
Site would create an increase in traffic flow	<p>It is anticipated that the primary users of this OLRA will be from Hudson Bay Park, Mount Royal, and Westmount neighbourhoods. The majority of users will access the OLRA by walking; therefore, is not anticipated to increase traffic flow.</p>
Site would decrease the property value of nearby homes.	<p>There are many factors to consider when gauging the market value of a home, such as property size, local market values and sales patterns, comparative properties, condition of the property, zoning regulations, and improvements built upon the property. An OLRA is an amenity for public use, which will be maintained according to City standards and would be comparative to any other public-use park.</p>
An OLRA would eliminate potential green space from Pierre Radisson	<p>The classification of a green space would not be altered by the inclusion of an OLRA to the site. This simply would change the programming element of the location. Walking dogs is considered a passive recreation activity that can occur in City-owned park space. In addition, there are nearby green spaces, such as Scott Park, Leif Erickson, and Henry Kelsey that can accommodate other passive and active recreation activities.</p>