

REVISED AGENDA REGULAR BUSINESS MEETING OF CITY COUNCIL

Monday, March 21, 2016, 1:00 p.m.

Council Chamber, City Hall

Pages

1. NATIONAL ANTHEM AND CALL TO ORDER

2. *CONFIRMATION OF AGENDA*

12 - 29

Recommendation

1. That the report of the Board of Police Commissioners, dated March 21, 2016 - 2016 Capital Budget Adjustment Request FLIR Replacement - Air Support Unit, be added as Urgent Business Item 13.1;
2. That Item 8.1.7 Vacant Lot and Adaptive Re-use Program - Development Incentives - Parcel YY - River Landing, be removed from the agenda as this matter is to be reported to the April 25, 2016 City Council meeting;
3. That the attachments for Bylaw No. 9343, The Anti-Bullying Bylaw, 2016, be amended for Item 9.6.2;
4. That the letters from the following be added to Item 9.6.2:
 - Mr. Brian Trainor, dated March 17, 2016;
 - Mr. Cole, Hogan, dated March 17, 2016; and
5. That the agenda be confirmed as amended.

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

Recommendation

That the minutes of the Regular Business Meeting of City Council held on

February 29, 2016, be adopted.

5. PUBLIC ACKNOWLEDGMENTS

5.1 Presentation - 2016 Mayor's Poetry Challenge (Files CK. 200-1)

30 - 31

dee Hobsbawn-Smith, Saskatoon Library Writer in Residence, will be in attendance to read "Crossing Broadway Bridge".

(The proclamation will be considered during the Public Hearing Meeting, March 21, 2016).

Recommendation

That the information be received.

6. UNFINISHED BUSINESS

7. QUESTION PERIOD

8. CONSENT AGENDA

Recommendation

That the Committee recommendations contained in Items 8.1.1 to 8.1.10; 8.2.1 to 8.2.7; 8.3.1 to 8.3.2; and 8.4.1 to 8.4.5, be adopted as one motion.

8.1 Standing Policy Committee on Planning, Development & Community Services

8.1.1 Appointment of 2016 Municipal Weed Inspectors and Dutch Elm Disease Inspectors (Files CK. 4200-8 and PK. 4190-1)

32 - 34

Recommendation

1. That Mr. Jeff Boone, Mr. Ben Marianovits, and Mr. Owain Van Vliet, of the Community Services Department, be appointed as the City of Saskatoon's 2016 municipal Weed Inspectors, in accordance with the provisions of The Weed Control Act;
2. That Ms. Michelle Chartier and Mr. Jeff Boone, of the Community Services Department, be appointed as the City of Saskatoon's 2016 municipal Dutch Elm Disease Inspectors, in accordance with the provisions of The Forest Resources Management Act; and
3. That the City Clerk be requested to notify the Minister of the Environment.

8.1.2 Status Report on the Ten-Year Housing Business Plan 2013-

35 - 53

2022 (Files CK. 750-1 and PL. 950-29)

Recommendation

1. That the report of the General Manager, Community Services Department, dated March 7, 2016, be received as information;
2. That the Administration report back at the time of the 2017 Business Plan and Budget deliberations on funding requirements and housing targets for 2017; and
3. That the Administration report back on stabilization of funding through the establishment of a reserve.

- 8.1.3 Innovative Housing Incentives - Mortgage Flexibilities Support Program - Innovative Residential Investments Inc. - Application for Bundled Project and Related Policy Change (Files CK. 750-4 and PL. 951-136)** 54 - 61

Recommendation

1. That a total of 32 affordable housing units to be built at 720 Baltzan Boulevard, 730 Baltzan Boulevard, 250 Akhtar Bend, and 315 Lewin Way (address still to be officially assigned) be designated under the Mortgage Flexibilities Support Program, as defined in Innovative Housing Incentives Policy No. C09-002, contingent upon these housing projects being fully approved for mortgage loan insurance flexibilities by Genworth Canada and/or Canada Mortgage and Housing Corporation;
2. That Innovative Housing Incentives Policy No. C09-002, be amended to facilitate the approval of bundled housing projects that include more than one location; and
3. That the City Solicitor be requested to prepare the necessary incentive and tax sponsorship agreements, and that His Worship the Mayor and the City Clerk be authorized to execute these agreements under the Corporate Seal.

- 8.1.4 Chief Whitecap Park Master Plan Update (Files CK. 4205-38 and RS. 4206-WC)** 62 - 74

Recommendation

That the information be received.

- 8.1.5 Update on the Saskatoon Minor Football Field Project (Files CK. 4205-7-2 x 5800-1, and RS. 4206-G01-2)** 75 - 79

Recommendation

That the information be received.

- 8.1.6 2016 Cultural Grant Capital Reserve Awards (Files CK. 1871-2 and RS. 1860-21)** 80 - 82

Recommendation

That the project funding recommended by the Cultural Grant Capital Reserve Adjudication Committee be approved.

- 8.1.7 *Vacant Lot and Adaptive Re-use Program - Development Incentives - Parcel YY - River Landing (Files CK. 4110-45 and PL. 4110-71-57)***

This item has been withdrawn and it will be placed on the April 25, 2016 City Council Agenda for consideration.

- 8.1.8 Request for Temporary Street Renaming and Street Signage - 200 Block of Avenue M South (Files CK. 6310-1)** 83 - 85

Recommendation

1. That the request to temporarily rename the 200 block of Avenue M as “Sister Theodosia Lane” from April 15, 2016 to August 31, 2016 and to have honourary street signs placed above the Avenue M block face signs on both the north and south sides of the 200 block of Avenue M, with the name “Sister Theodosia Lane”, from April 10, 2016 to August 31, 2016, be approved and that the costs of installation and removal of the signs be apportioned to the applicants; and
2. That the Administration look into setting a policy for future special street naming requests for report back to the Committee and that the matter be referred to the Naming Advisory Committee as well.

- 8.1.9 Special Events Policy Revisions and Rating Tools (Files CK. 1870-15 x 1720-3-1 x 1815-1, and RS. 1870-12-2 (BF. 123-14 and 094-15))** 86 - 129

Recommendation

1. That the proposed revisions to Special Events Policy No. C03-007 and the event evaluation rating tools, as outlined in the March 7, 2016 report of the Acting General Manager, Community Services Department, be approved;
2. That the proposed revisions to Youth Sports Subsidy Program – Allocation Criteria Policy No. C03-034, as outlined in the March 7, 2016 report of the Acting General Manager, Community Services Department, be approved;

3. That the word “capital” be added to item 34.3 of Policy No. C03-003; and
4. That the proposed revisions to Reserves for Future Expenditures Policy No. C03-003, as outlined in March 7, 2016 report of the Acting General Manager, Community Services Department, be approved as amended above.

8.1.10 Application for Funding Under Heritage Conservation Program - Bottomley House (1118 College Drive) (Files CK. 710-51 and PL. 907) 130 - 134

Recommendation

1. That the funding be approved, up to a maximum of \$3,357.50, through the Heritage Conservation Program for the restoration of the front verandah column bases and guardrails at the Bottomley House located at 1118 College Drive; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

8.2 Standing Policy Committee on Finance

8.2.1 Trans Canada Yellowhead Highway Association - Membership (Files CK. 155-5) 135 - 137

Recommendation

That the 2016 membership in the Trans Canada Yellowhead Highway Association, in the amount of \$34,994.77, be paid.

8.2.2 Tourism Saskatoon 2015 Un-audited Financial Statement (Files CK. 1870-10) 138 - 140

Recommendation

That the Tourism Saskatoon 2016 Un-audited Financial Statement be received as information.

8.2.3 Notice of Annual General Meetings - Saskatoon Centennial Auditorium & Convention Centre and Saskatoon Centennial Auditorium Foundation (Files CK. 175-28) 141 - 142

Recommendation

1. That the City of Saskatoon, being a member of the Saskatoon Centennial Auditorium & Convention Centre Corporation Board of Directors, appoint Donald Atchison, or

in his absence, Tiffany Paulsen or Ann Iwanchuk, of the City of Saskatoon, in the Province of Saskatchewan, as its proxy to vote for it on its behalf at the Annual General Meeting of the members of the Saskatoon Centennial Auditorium & Convention Centre Corporation, to be held on the 28th day of April, 2016, or at any adjournment or adjournments thereof; and

2. That the City of Saskatoon, being a member of the Saskatoon Centennial Auditorium Foundation Board of Directors, appoint Donald Atchison, or in his absence, Tiffany Paulsen or Ann Iwanchuk, of the City of Saskatoon, in the Province of Saskatchewan, as its proxy to vote for it on its behalf at the Annual General Meeting of the members of the Saskatoon Centennial Auditorium Foundation, to be held on the 28th day of April, 2016, or at any adjournment or adjournments thereof.

8.2.4 Preliminary Year-End Financial Results - December 31, 2015 143 - 151
(Files CK. 1704-1 and AF. 1704-1)

Recommendation

1. That the fuel surplus amount of \$2.441 million not be transferred to the Fuel Stabilization Reserve;
2. That the transfer of the Snow Removal and Ice Management Program allowable surplus amount of \$0.622 million into the Snow and Ice Management Reserve be approved; and
3. That the transfer of the preliminary civic surplus of \$1.436 million to the Fiscal Stabilization Reserve be approved.

8.2.5 HBI Office Plus - Supply of Haworth Office Furnishings - Blanket Purchase Order (Files CK. 1005-1 and AF. 600-1) 152 - 155

Recommendation

1. That the Administration prepare a blanket purchase order with HBI Office Plus, the exclusive Saskatchewan supplier of Haworth Office Furnishings, for the next five (5) years for an estimated cost of \$250,000 (not including taxes) per year; and
2. That Purchasing Services issue the appropriate blanket purchase order.

8.2.6 Annual Status Report - Non-Policy Tax Incentive Agreements 156 - 158
(Files CK. 1965-1, AF. 1600-1 and 1965-1)

Recommendation

That the report of the CFO/General Manager, Asset & Financial Management, dated March 7, 2016, be received as information.

- 8.2.7 Renewal of Listing Agreement - Former Saskatoon Police Service Headquarters - 130 4th Avenue North (Files CK. 600-5, AF. 600-5 and 4215-1, and LA. 4214-013-003)** 159 - 161

Recommendation

That the existing listing agreement with ICR Commercial Real Estate (ICR) for the marketing and sale of the former Saskatoon Police Service Headquarters properties be extended for a period of six months at list prices as directed by the Administration.

8.3 Standing Policy Committee Transportation

- 8.3.1 Capital Project #2236 – Stonebridge & Highway 11 – Budget Adjustment (Files CK. 6000-1 x 1702-1, and TS. 6000-1)** 162 - 177

Recommendation

That a budget adjustment in the amount of \$832,000 be approved for Capital Project #2236 – Stonebridge & Highway 11 Interchange from the Interchange Reserve.

- 8.3.2 Protected Bike Lane Demonstration Project Update (Files CK. 6000-5 and PL. 6330-4)** 178 - 182

Recommendation

1. That the 2016 contract for snow clearing in the protected bike lanes and transit terminal be increased by \$48,114 to a total of \$125,000 (including taxes); and
2. That the Administration bring forward a report on other options for the maintenance of bike lanes to provide additional information for 2017 Business Plan and Budget deliberations, as well as future budget deliberations.

8.4 Standing Policy Committee on Environment, Utilities & Corporate Services

- 8.4.1 Winter City Strategy Preparations (Files CK. 5600-1 and CP. 5600)** 183 - 192

Recommendation

That the report of the General Manager, Corporate Performance Department dated March 8, 2016, be received as information.

8.4.2	MS Project Online Implementation Services and Support – Request for Proposal Award (Files CK. 261-1)	193 - 197
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Recommendation

1. That a contract with Agora Consulting Partners Inc. be approved for the design and deployment of a comprehensive enterprise Project and Portfolio Management solution utilizing Microsoft Project Online within the City of Saskatoon's IT Division, with the contract running for approximately a 6 month project engagement at an estimated fee of \$156,600, plus applicable taxes; and
2. That Materials Management be authorized to issue the necessary Purchase Order.

8.4.3	Progress Report on the Truth and Reconciliation Commission of Canada Calls to Action (Files CK. 5615-1 and CP. 364-185)	198 - 212
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Recommendation

1. That the report of the General Manager, Corporate Performance Department dated March 8, 2016, be received as information;
2. That the language around public acknowledgments, as set out at the bottom of page 7 of the information report, be circulated to all members of City Council; and
3. That a copy of the report be sent from City Council to the Saskatoon Tribal Council, Metis Nation of Saskatchewan, Central Urban Metis Federation Inc., Office of the Treaty Commissioner and the Truth and Reconciliation Commission.

8.4.4	St. Mary's Church Storm Water Drainage – 211 Avenue O South (Files CK. 7820-2 and TS. 7820-1)	213 - 219
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Recommendation

That the Administration provide in-kind engineering assistance to St. Mary's Church to design effective water drainage for their property.

8.4.5	2016 Lead Service Line Replacement Funding (Files CK. 7780-1 and IS. 7780-1)	220 - 224
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Recommendation

1. That \$750,000 be transferred from the Water & Wastewater Stabilization Reserve to the Infrastructure Replacement Reserve – Water and Sanitary Sewers; and

Recommendation

1. That the proposal submitted by Golder Associates Ltd., for the supply of engineering services for slope stability along the riverbank in the area of Saskatchewan Crescent and 16th Street, on a time and expense basis, at an estimated total cost of \$409,090.50 (including GST and PST), be approved; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

9.5 Office of the City Clerk

9.6 Office of the City Solicitor

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| 9.6.1 | Net Metering Program - Amendment to Bylaw No. 2685 (Files CK. 2000-1 and SLP. 2000-12-0) | 241 - 243 |
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Recommendation

That City Council consider Bylaw No. 9348, *The Electric Light and Power Amendment Bylaw, 2016*.

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| 9.6.2 | The Anti-Bullying Bylaw, 2016 (Files CK. 185-16 and 5000-1) | 244 - 262 |
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Recommendation

That City Council consider Version 1 (includes definitions for "school" and "school site") of Bylaw No. 9343, *The Anti-Bullying Bylaw, 2016*.

9.7 Standing Policy Committee on Environment, Utilities And Corporate Services

9.8 Standing Policy Committee on Finance

9.9 Standing Policy Committee on Planning, Development And Community Services

9.10 Standing Policy Committee on Transportation

9.11 Executive Committee

9.12 Other Reports

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| 9.12.1 | Police Commission Report - Evaluation of Adult Services Bylaw (Files CK. 4350-25) | 263 - 267 |
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Recommendation

That the information be received and permission be granted to Chief Weighill to speak to the report.

- 9.12.2 **Police Commission Report - Public Intoxication (Files CK. 5605-3)** 268 - 275

Recommendation

That the information be received.

10. INQUIRIES

11. MOTIONS (NOTICE PREVIOUSLY GIVEN)

12. GIVING NOTICE

13. URGENT BUSINESS

- 13.1 *2016 Capital Budget Adjustment Request FLIR Replacement – Air Support Unit (Files CK. 1711-2)* 276 - 279

Recommendation

That a 2016 Capital Budget expenditure adjustment of \$312,823.00 for the purchase of an Electro-Optic/Infrared (EO IR) camera, be approved.

14. IN CAMERA SESSION (OPTIONAL)

- 14.1 **Grievance Hearing (Files CK. 4705-1)**

[In Camera - Labour/Personnel Matter]

15. ADJOURNMENT

BYLAW NO. 9343**The Anti-Bullying Bylaw, 2016**

Whereas, under the provisions of clause 8(1)(b) of *The Cities Act*, S.S. 2002, c. C-11.1, bylaws may be passed by a city in relation to the safety, health and welfare of people and the protection of people and property;

Whereas, under the provisions of clause 8(1)(c) of *The Cities Act*, bylaws may be passed by a city in relation to people, activities and things in, on or near a public place or place that is open to the public;

Whereas, all levels of government (federal, provincial and municipal) recognize and acknowledge that bullying is a serious problem in Canada, which jeopardizes the safety, health and well-being of all Canadians, but particularly young people;

Whereas, The City of Saskatoon strives to create a safe, inclusive and accepting environment for all residents, regardless of race, ancestry, place of origin, colour, ethnicity, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;

Whereas, The City of Saskatoon believes that a safe and inclusive environment where all persons feel accepted is a necessary condition for the success and prosperity of its residents;

Whereas, The City of Saskatoon strives to promote positive and healthy relationships and to ensure that public places are safe and enjoyable for the benefit of all of its residents;

Whereas, The City of Saskatoon recognizes that everyone – government, police, educators, parents and the wider community has a role to play in creating a positive environment and preventing inappropriate behaviour of all kinds, including bullying.

Now therefore, the Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Anti-Bullying Bylaw, 2016*.

Definitions

2. In this Bylaw:

- (a) **“bullying”** means any unprovoked, repeated and inappropriate comment or conduct by a person which causes, is intended to

cause or which the person ought reasonably to know will cause harm, fear or physical or psychological distress to another person, and includes:

- (i) taunting, tormenting, name calling, ridiculing, insulting, mocking and directing slurs towards another person;
 - (ii) kicking, pushing, hair pulling or pinching another person; and
 - (iii) shunning, ostracizing, excluding another person and gossiping or rumour mongering about another person;
- (b) **“Chief of Police”** means the Chief of Police of the Saskatoon Police Service and anyone authorized to act on his behalf;
- (c) **“City”** means The City of Saskatoon;
- (d) **“court”** means a presiding justice of the peace or judge of the Provincial Court;
- (e) **“guardian”** means a person lawfully invested with the power and charged with the duty to care for and manage the property and rights of a young person;
- (f) **“mediation”** means a mechanism, other than judicial proceedings, to deal with a person alleged to have committed an offence under this Bylaw;
- (g) **“Notice to Appear”** means a document requiring the attendance in court of the parent or guardian of a young person charged with an offence under this Bylaw, and to which a copy of the summons ticket issued to the young person is attached;
- (h) **“park”** means Municipal Reserve or other lands owned by The City of Saskatoon and maintained for outdoor recreational purposes and includes any public park or square;
- (i) **“peace officer”** means a sworn member of the Saskatoon Police Service;
- (j) **“public place”** means any place or conveyance within the City of Saskatoon to which the public has access as of right or by express or implied invitation and includes:
 - (i) any building or structure;
 - (ii) any vehicle used for public transportation;

- (iii) any commercial vehicle for hire;
- (iv) any street, sidewalk, boulevard, ditch or other public right of way;
- (v) any restaurant, store, shopping mall, movie theatre or bar;
- (vi) any parking lot;
- (vii) any recreation facility;
- (viii) any park or other open space; and
- (ix) any school or school site;
- (k) **“school”** means a school as defined in *The Education Act, 1995*;
- (l) **“school site”** means a school site as defined in *The Education Act, 1995*;
- (m) **“street”** means a street as defined in *The Cities Act*;
- (n) **“young person”** means a person who is or, in the absence of evidence to the contrary appears to be 12 years of age or older but less than 18 years of age.

Principles and Purposes of Bylaw

3. (1) This Bylaw recognizes that:
- (a) Parliament has jurisdiction to regulate in the field of Criminal Law and that the City has limited jurisdiction to deal with such matters;
 - (b) bullying is a pressing and substantial problem which requires an immediate comprehensive response, including education, awareness and prevention;
 - (c) all levels of government (federal, provincial and municipal) must address bullying behaviour using a multi-dimensional approach;
 - (d) efforts are being undertaken by Parliament to address the criminal aspects of bullying, most recently to prohibit cyberbullying;
 - (e) efforts are being undertaken by the Saskatchewan Legislature through its responsibility for education to provide awareness campaigns, develop prevention and reporting strategies and implement educational initiatives through the schools; and

- (f) in addition to educational institutions, social organizations and government initiatives, parents and guardians of young people have a responsibility to recognize, address and prevent bullying behaviour.
- (2) Having regard to the principles mentioned in subsection (1), the purposes of this Bylaw are to:
 - (a) address and prevent bullying behaviour in public places that is worthy of sanction, but which is not tantamount to criminal behaviour;
 - (b) supplement the mechanisms for addressing bullying behaviour contained in the *Criminal Code*, R.S.C. 1985, c. C-46; and
 - (c) compliment the educational, prevention and awareness initiatives being administered through the school system.

Bullying Prohibited

- 4. (1) No person shall bully another person in any public place.
- (2) No person shall aid, abet, encourage or promote the bullying of another person in any public place.

Administration and Enforcement

- 5. (1) The administration and enforcement of this Bylaw is delegated to the Chief of Police.
- (2) The Chief of Police is authorized to further delegate the administration and enforcement of this Bylaw, in whole or in part, to an employee of the Saskatoon Police Service.

Summons Tickets

- 6. Offences under this Bylaw are designated as offences for which proceedings may be commenced pursuant to Part III of *The Summary Offences Procedure Act, 1990* by the issuance of a summons ticket.

Offences by a Young Person

7. (1) No person under the age of 12 years is liable to be convicted of an offence under this Bylaw.
- (2) Where a young person is to be charged with an offence pursuant to this Bylaw, the peace officer who issues the summons ticket shall make reasonable efforts to serve a Notice to Appear on the parent or guardian of a young person.
- (3) A Notice to Appear shall be substantially in the form shown in Schedule "A" to this Bylaw.
- (4) Upon serving the Notice to Appear on a parent or guardian of a young person, the peace officer who served the Notice to Appear shall complete an affidavit of service.
- (5) Failure to serve the Notice to Appear on a parent or guardian of a young person does not invalidate any proceedings.
- (6) Where a young person appears in court unaccompanied by his or her parent or guardian, the court may:
 - (a) proceed with the charge in the absence of the parent or guardian after having allowed the parties an opportunity to present evidence relating to the efforts made to serve the Notice to Appear; or
 - (b) adjourn the proceedings to permit further efforts to be made to serve the Notice to Appear on the young person's parent or guardian.

Parents and Guardians of Young Persons

8. (1) Upon being served with a Notice to Appear, a parent or guardian of a young person charged with an offence under this Bylaw shall appear in court with the young person on the date specified on the summons ticket and thereafter as required by the court.
- (2) It shall be an offence for a parent or guardian to fail to appear in court when required to do so pursuant to subsection (1).

Obstruction

9. (1) A person to whom a summons ticket is being issued pursuant to section 6 shall, upon the request of the peace officer issuing the summons ticket, provide his or her name, address and date of birth. A person who fails to

provide this information or provides false information is guilty of an offence and liable on summary conviction to the penalties set out in section 11.

- (2) Upon the request of the peace officer, a young person to whom a summons ticket is being issued pursuant to section 7 shall, in addition to providing his or her own name, address and date of birth, also provide the name, address and telephone number of a parent or guardian of the young person. A young person who fails to provide this information or provides false information is guilty of an offence and liable on summary conviction to the penalties set out in section 11.

Service

10. (1) A summons ticket issued under this Bylaw shall be served by delivering it personally to any person charged with an offence under this Bylaw.
- (2) A Notice to Appear issued under this Bylaw shall be served by delivering it personally to a parent or guardian of a young person who is charged with an offence under this Bylaw.

Offences and Penalties

11. (1) No person shall fail to comply with any provision of this Bylaw.
- (2) A person who contravenes subsection (1) is guilty of an offence and liable on summary conviction:
 - (a) in the case of a first offence to a fine of not more than \$300.00; and
 - (b) in the case of a second or subsequent offence to a fine of not less than \$300.00 and not more than \$2,500.00.
- (3) For the purposes of this Bylaw, an offence shall be deemed to be a first offence if the offender has not been convicted of the same offence within the 12 months immediately preceding the commission of the alleged offence.

Mediation

12. (1) Notwithstanding section 11, on the recommendation of the prosecutor, a court may authorize that mediation be used to deal with a person alleged to have committed an offence under this Bylaw where:

- (a) mediation would not be inconsistent with the purposes of this Bylaw, and in particular would not compromise the safety, health and welfare of the citizens of the City in public places;
 - (b) the person alleged to have committed the offence consents to participate in mediation;
 - (c) in the case of a young person alleged to have committed the offence, the parent or guardian of the young person consents to and facilitates the young person's participation in mediation;
 - (d) the person alleged to be the subject of the bullying consents to participate in mediation; and
 - (e) in the case of a young person alleged to be the subject of the bullying, the parent or guardian of the young person consents to the young person's participation in the mediation.
- (2) Where the prosecutor is satisfied that the person alleged to have committed the offence has fulfilled his or her obligation to participate in mediation and that the mediation has successfully resolved the matter, the prosecutor may withdraw the charge.

Severability

13. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any provision of this Bylaw shall not affect the validity of the remaining parts of this Bylaw.

Coming Into Force

14. This Bylaw comes into force on the 1st day of September, 2016.

Read a first time this _____ day of _____, 2016.

Read a second time this _____ day of _____, 2016.

Read a third time and passed this _____ day of _____, 2016.

Mayor

City Clerk

Schedule "A"

Notice to Appear

Provincial Court (Municipal Matters)
Judicial Centre of Saskatoon

To:
of

Summons Ticket #:

Whereas on _____, _____, being a young person under
(date) (name)
The Anti-Bullying Bylaw, 2016 was charged with an offence pursuant to section _____
of the Bylaw;

And whereas, a copy of the summons ticket served on _____ is
(name)
attached to this Notice to Appear;

And whereas, you have been identified as the parent or guardian of _____;
(name)

And whereas, pursuant to section _____ of the Bylaw, as the parent or guardian of
_____, you are required to attend court on _____ at
(name)
_____ o'clock at The Provincial Court, Court Room #____, 220 19th Street East,
Saskatoon, Saskatchewan, before any justice for the said province who is there, and to
attend thereafter as required by the court.

Take notice that failure to attend court in accordance with this Notice to Appear, without
lawful excuse is an offence under section 9 of *The Anti-Bullying Bylaw, 2016*.

Dated this _____ of _____,
At Saskatoon in the Province of Saskatchewan.

A Justice of the Peace in and for the Province of
Saskatchewan or Judge

BYLAW NO. 9343**The Anti-Bullying Bylaw, 2016**

Whereas, under the provisions of clause 8(1)(b) of *The Cities Act*, S.S. 2002, c. C-11.1, bylaws may be passed by a city in relation to the safety, health and welfare of people and the protection of people and property;

Whereas, under the provisions of clause 8(1)(c) of *The Cities Act*, bylaws may be passed by a city in relation to people, activities and things in, on or near a public place or place that is open to the public;

Whereas, all levels of government (federal, provincial and municipal) recognize and acknowledge that bullying is a serious problem in Canada, which jeopardizes the safety, health and well-being of all Canadians, but particularly young people;

Whereas, The City of Saskatoon strives to create a safe, inclusive and accepting environment for all residents, regardless of race, ancestry, place of origin, colour, ethnicity, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;

Whereas, The City of Saskatoon believes that a safe and inclusive environment where all persons feel accepted is a necessary condition for the success and prosperity of its residents;

Whereas, The City of Saskatoon strives to promote positive and healthy relationships and to ensure that public places are safe and enjoyable for the benefit of all of its residents;

Whereas, The City of Saskatoon recognizes that everyone – government, police, educators, parents and the wider community has a role to play in creating a positive environment and preventing inappropriate behaviour of all kinds, including bullying.

Now therefore, the Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Anti-Bullying Bylaw, 2016*.

Definitions

2. In this Bylaw:

- (a) **“bullying”** means any unprovoked, repeated and inappropriate comment or conduct by a person which causes, is intended to

cause or which the person ought reasonably to know will cause harm, fear or physical or psychological distress to another person, and includes:

- (i) taunting, tormenting, name calling, ridiculing, insulting, mocking and directing slurs towards another person;
 - (ii) kicking, pushing, hair pulling or pinching another person; and
 - (iii) shunning, ostracizing, excluding another person and gossiping or rumour mongering about another person;
- (b) **“Chief of Police”** means the Chief of Police of the Saskatoon Police Service and anyone authorized to act on his behalf;
- (c) **“City”** means The City of Saskatoon;
- (d) **“court”** means a presiding justice of the peace or judge of the Provincial Court;
- (e) **“guardian”** means a person lawfully invested with the power and charged with the duty to care for and manage the property and rights of a young person;
- (f) **“mediation”** means a mechanism, other than judicial proceedings, to deal with a person alleged to have committed an offence under this Bylaw;
- (g) **“Notice to Appear”** means a document requiring the attendance in court of the parent or guardian of a young person charged with an offence under this Bylaw, and to which a copy of the summons ticket issued to the young person is attached;
- (h) **“park”** means Municipal Reserve or other lands owned by The City of Saskatoon and maintained for outdoor recreational purposes and includes any public park or square, but does not include any park which serves as a playground or serves other recreational needs of an elementary school between the hours of 7:00 a.m. and 5:00 p.m.;
- (i) **“peace officer”** means a sworn member of the Saskatoon Police Service;
- (j) **“public place”** means any place or conveyance within the City of Saskatoon to which the public has access as of right or by express or implied invitation and includes:
 - (i) any building or structure;

- (ii) any vehicle used for public transportation;
- (iii) any commercial vehicle for hire;
- (iv) any street, sidewalk, boulevard, ditch or other public right of way;
- (v) any restaurant, store, shopping mall, movie theatre or bar;
- (vi) any parking lot;
- (vii) any recreation facility; and
- (viii) any park or other open space;
- (k) **“street”** means a street as defined in *The Cities Act*;
- (l) **“young person”** means a person who is or, in the absence of evidence to the contrary appears to be 12 years of age or older but less than 18 years of age.

Principles and Purposes of Bylaw

3. (1) This Bylaw recognizes that:
- (a) Parliament has jurisdiction to regulate in the field of Criminal Law and that the City has limited jurisdiction to deal with such matters;
 - (b) bullying is a pressing and substantial problem which requires an immediate comprehensive response, including education, awareness and prevention;
 - (c) all levels of government (federal, provincial and municipal) must address bullying behaviour using a multi-dimensional approach;
 - (d) efforts are being undertaken by Parliament to address the criminal aspects of bullying, most recently to prohibit cyberbullying;
 - (e) efforts are being undertaken by the Saskatchewan Legislature through its responsibility for education to provide awareness campaigns, develop prevention and reporting strategies and implement educational initiatives through the schools; and
 - (f) in addition to educational institutions, social organizations and government initiatives, parents and guardians of young people

have a responsibility to recognize, address and prevent bullying behaviour.

- (2) Having regard to the principles mentioned in subsection (1), the purposes of this Bylaw are to:
 - (a) address and prevent bullying behaviour in public places that is worthy of sanction, but which is not tantamount to criminal behaviour;
 - (b) supplement the mechanisms for addressing bullying behaviour contained in the *Criminal Code*, R.S.C. 1985, c. C-46; and
 - (c) compliment the educational, prevention and awareness initiatives being administered through the school system.

Bullying Prohibited

4.
 - (1) No person shall bully another person in any public place.
 - (2) No person shall aid, abet, encourage or promote the bullying of another person in any public place.

Administration and Enforcement

5.
 - (1) The administration and enforcement of this Bylaw is delegated to the Chief of Police.
 - (2) The Chief of Police is authorized to further delegate the administration and enforcement of this Bylaw, in whole or in part, to an employee of the Saskatoon Police Service.

Summons Tickets

6. Offences under this Bylaw are designated as offences for which proceedings may be commenced pursuant to Part III of *The Summary Offences Procedure Act, 1990* by the issuance of a summons ticket.

Offences by a Young Person

7.
 - (1) No person under the age of 12 years is liable to be convicted of an offence under this Bylaw.

- (2) Where a young person is to be charged with an offence pursuant to this Bylaw, the peace officer who issues the summons ticket shall make reasonable efforts to serve a Notice to Appear on the parent or guardian of a young person.
- (3) A Notice to Appear shall be substantially in the form shown in Schedule "A" to this Bylaw.
- (4) Upon serving the Notice to Appear on a parent or guardian of a young person, the peace officer who served the Notice to Appear shall complete an affidavit of service.
- (5) Failure to serve the Notice to Appear on a parent or guardian of a young person does not invalidate any proceedings.
- (6) Where a young person appears in court unaccompanied by his or her parent or guardian, the court may:
 - (a) proceed with the charge in the absence of the parent or guardian after having allowed the parties an opportunity to present evidence relating to the efforts made to serve the Notice to Appear; or
 - (b) adjourn the proceedings to permit further efforts to be made to serve the Notice to Appear on the young person's parent or guardian.

Parents and Guardians of Young Persons

8. (1) Upon being served with a Notice to Appear, a parent or guardian of a young person charged with an offence under this Bylaw shall appear in court with the young person on the date specified on the summons ticket and thereafter as required by the court.
- (2) It shall be an offence for a parent or guardian to fail to appear in court when required to do so pursuant to subsection (1).

Obstruction

9. (1) A person to whom a summons ticket is being issued pursuant to section 6 shall, upon the request of the peace officer issuing the summons ticket, provide his or her name, address and date of birth. A person who fails to provide this information or provides false information is guilty of an offence and liable on summary conviction to the penalties set out in section 11.
- (2) Upon the request of the peace officer, a young person to whom a summons ticket is being issued pursuant to section 7 shall, in addition to

providing his or her own name, address and date of birth, also provide the name, address and telephone number of a parent or guardian of the young person. A young person who fails to provide this information or provides false information is guilty of an offence and liable on summary conviction to the penalties set out in section 11.

Service

10. (1) A summons ticket issued under this Bylaw shall be served by delivering it personally to any person charged with an offence under this Bylaw.
- (2) A Notice to Appear issued under this Bylaw shall be served by delivering it personally to a parent or guardian of a young person who is charged with an offence under this Bylaw.

Offences and Penalties

11. (1) No person shall fail to comply with any provision of this Bylaw.
- (2) A person who contravenes subsection (1) is guilty of an offence and liable on summary conviction:
 - (a) in the case of a first offence to a fine of not more than \$300.00; and
 - (b) in the case of a second or subsequent offence to a fine of not less than \$300.00 and not more than \$2,500.00.
- (3) For the purposes of this Bylaw, an offence shall be deemed to be a first offence if the offender has not been convicted of the same offence within the 12 months immediately preceding the commission of the alleged offence.

Mediation

12. (1) Notwithstanding section 11, on the recommendation of the prosecutor, a court may authorize that mediation be used to deal with a person alleged to have committed an offence under this Bylaw where:
 - (a) mediation would not be inconsistent with the purposes of this Bylaw, and in particular would not compromise the safety, health and welfare of the citizens of the City in public places;
 - (b) the person alleged to have committed the offence consents to participate in mediation;

- (c) in the case of a young person alleged to have committed the offence, the parent or guardian of the young person consents to and facilitates the young person's participation in mediation;
 - (d) the person alleged to be the subject of the bullying consents to participate in mediation; and
 - (e) in the case of a young person alleged to be the subject of the bullying, the parent or guardian of the young person consents to the young person's participation in the mediation.
- (2) Where the prosecutor is satisfied that the person alleged to have committed the offence has fulfilled his or her obligation to participate in mediation and that the mediation has successfully resolved the matter, the prosecutor may withdraw the charge.

Severability

13. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any provision of this Bylaw shall not affect the validity of the remaining parts of this Bylaw.

Coming Into Force

14. This Bylaw comes into force on the 1st day of September, 2016.

Read a first time this _____ day of _____, 2016.

Read a second time this _____ day of _____, 2016.

Read a third time and passed this _____ day of _____, 2016.

Mayor

City Clerk

Schedule "A"

Notice to Appear

Provincial Court (Municipal Matters)
Judicial Centre of Saskatoon

To:
of

Summons Ticket #:

Whereas on _____, _____, being a young person under
(date) (name)
The Anti-Bullying Bylaw, 2016 was charged with an offence pursuant to section _____
of the Bylaw;

And whereas, a copy of the summons ticket served on _____ is
attached to this Notice to Appeal; (name)

And whereas, you have been identified as the parent or guardian of _____;
(name)

And whereas, pursuant to section _____ of the Bylaw, as the parent or guardian of
_____, you are required to attend court on _____ at
(name)
_____ o'clock at The Provincial Court, Court Room #____, 220 19th Street East,
Saskatoon, Saskatchewan, before any justice for the said province who is there, and to
attend thereafter as required by the court.

Take notice that failure to attend court in accordance with this Notice to Appear, without
lawful excuse is an offence under section 9 of *The Anti-Bullying Bylaw, 2016*.

Dated this _____ of _____,
At Saskatoon in the Province of Saskatchewan.

A Justice of the Peace in and for the Province of
Saskatchewan or Judge

185-16
x 5000-1

From: Brian Trainor <btrainor@sasktel.net>
Sent: March 17, 2016 3:12 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Thursday, March 17, 2016 - 15:12
Submitted by anonymous user: 71.17.133.205
Submitted values are:

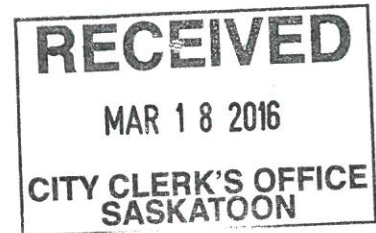
Date: Thursday, March 17, 2016
To: His Worship the Mayor and Members of City Council
First Name: Brian
Last Name: Trainor
Address: 531 Silverwood Road
City: Saskatoon
Province: Saskatchewan
Postal Code: S7K 6X3
Email: btrainor@sasktel.net
Comments:

I request permission to speak to City Council on Monday, March 21st 2016 regarding the proposed Saskatoon Anti-bullying Bylaw that would include the schools and school property. Please feel free to contact me any time at [REDACTED] Thank you.

Sgt. Brian Trainor (retired)
Saskatoon Police Service

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/76868>

From: Cole Hogan <colewhogan@gmail.com>
Sent: March 17, 2016 5:05 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Thursday, March 17, 2016 - 17:05
Submitted by anonymous user: 67.225.127.49
Submitted values are:

Date: Thursday, March 17, 2016
To: His Worship the Mayor and Members of City Council
First Name: Cole
Last Name: Hogan
Address: #8 - 445 3rd Avenue North
City: Saskatoon
Province: Saskatchewan
Postal Code: S7K1Y9
Email: colewhogan@gmail.com
Comments:
Hello,

I'd like to address the proposed anti-bullying bylaw during this upcoming council meeting on Monday, March 21st. If possible, I would appreciate a general estimate on when I would be speaking as I work at 5pm.

Thank you,

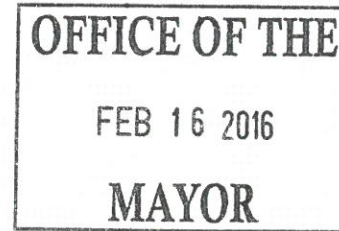
Cole Hogan

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/76909>



2/9/2016

Donald J. Atchison
Mayor
City of Saskatoon
222 Third Avenue North
Saskatoon, SK S7K 0J5



Dear Mayor Atchison

Re: Mayor's Poetry City Challenge: A Celebration of Poetry, Writing and Publishing

Last year, for the first time, I initiated a nationwide challenge to Mayors across Canada to participate in the annual Mayor's Poetry City Challenge. The torch was passed to me from Regina Mayor Michael Fougere, and I am honoured to once again be challenging you to some friendly literary competition.

The purpose of the Challenge is to recognize both UNESCO's World Poetry Day on March 21 as well as National Poetry Month, which is celebrated in Canada and the United States for the month of April. Last year, 71 communities from Whitehorse and Dawson City to Victoria and St. John's took part. Eighty-five established, emerging and student poets read or performed in English, French and Arabic.

In this spirit, I would like to issue this Challenge: to have a local poet read a poem at the start of one of your Council meetings in March or April. In addition to ensuring that Calgary's Poet Laureate is provided with an opportunity to open a Council meeting with a reading, I also undertake to declare March 21 as World Poetry Day and April as National Poetry Month in Calgary. I hope you will join me in making a similar declaration.

A confirmation form and guide, FAQ and list of communities that participated in 2015 are attached. Please confirm your intention to participate by completing the confirmation form and returning it to the League of Canadian Poets at the address provided. The League is the lead organization for day-to-day management of this initiative and any questions you may have. I am sure you will find that the municipal requirements are easily managed. Participating communities will be promoted through traditional and social media as part of National Poetry Month campaign, and will be recognized in special promotion for the Mayor's Poetry City Challenge.

All Canadian cities are encouraged to meet the Challenge, but yours is one of those identified as a strong supporter of culture in your region. If you have participated before, thank you for your support and leadership. If this is a new undertaking, I am excited to see you join this initiative which touches artists and citizens alike.

Calgary is proud of its support for the literary arts, and of the many poets and writers in our community. Calgary is pleased to lead the charge this year, with our partners, the League of Canadian Poets (LCP) and the Writers' Guild of Alberta (WGA). With this challenge, we are pleased to be supporting local artists, while raising awareness and profile on a national level.

I hope you will take up the Mayor's Poetry City Challenge for 2016.

Sincerely,

A handwritten signature in black ink, appearing to read 'Naheed Nenshi', with a long horizontal line extending from the bottom of the signature.

Mayor Naheed Nenshi
The City of Calgary

Attachments: 5



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT and COMMUNITY SERVICES

Appointment of 2016 Municipal Weed Inspectors and Dutch Elm Disease Inspectors

Recommendation of the Committee

1. That Mr. Jeff Boone, Mr. Ben Marianovits, and Mr. Owain Van Vliet, of the Community Services Department, be appointed as the City of Saskatoon's 2016 municipal Weed Inspectors, in accordance with the provisions of *The Weed Control Act*;
2. That Ms. Michelle Chartier and Mr. Jeff Boone, of the Community Services Department, be appointed as the City of Saskatoon's 2016 municipal Dutch Elm Disease Inspectors, in accordance with the provisions of *The Forest Resources Management Act*; and
3. That the City Clerk be requested to notify the Minister of the Environment.

History

At the March 7, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, was considered.

Attachment

March 7, 2016 report of the General Manager, Community Services Department.

Appointment of 2016 Municipal Weed Inspectors and Dutch Elm Disease Inspectors

Recommendation

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

1. That Mr. Jeff Boone, Mr. Ben Marianovits, and Mr. Owain Van Vliet, of the Community Services Department, be appointed as the City of Saskatoon's 2016 municipal Weed Inspectors, in accordance with the provisions of *The Weed Control Act*;
2. That Ms. Michelle Chartier and Mr. Jeff Boone, of the Community Services Department, be appointed as the City of Saskatoon's 2016 municipal Dutch Elm Disease Inspectors, in accordance with the provisions of *The Forest Resources Management Act*; and
3. That the City Clerk be requested to notify the Minister of the Environment.

Topic and Purpose

This report is to obtain City Council's approval for the appointment of municipal Weed Inspectors and Dutch Elm Disease Inspectors for 2016.

Report Highlights

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

Strategic Goals

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

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

Background

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

Report

Section 6, Article 2 of *The Weed Control Act* (Saskatchewan) requires that City Council appoint a municipal Weed Inspector(s) annually. It is recommended that Mr. Jeff Boone, Supervisor, Pest Management, and Mr. Ben Marianovits and Mr. Owain Van Vliet, Weed Inspectors, Parks Division, Community Services Department, fulfill this requirement during 2016.

Section 8, Article 2 of *The Forest Resources Management Act* requires that City Council appoint one or more municipal Dutch Elm Disease Inspectors annually to enforce the Dutch elm disease regulations. It is recommended that Ms. Michelle Chartier, Superintendent, Urban Forestry and Pest Management, and Mr. Jeff Boone, Supervisor, Pest Management, both of the Parks Division, Community Services Department, be appointed to this office for 2016.

Public and/or Stakeholder Involvement

Public and/or stakeholder involvement is not required.

Environmental Implications

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

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

As required by legislation, an annual report for 2016 will be submitted in early 2017 by the municipal Weed Inspectors.

Public Notice

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

Report Approval

Written by: Darren Crilly, Director of Parks

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

S/Reports/2016/PK/PDCS – Appointment of 2016 Municipal Weed Inspectors and Dutch Elm Disease Inspectors/lc



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT and COMMUNITY SERVICES

Status Report on the Ten-Year Housing Business Plan 2013 – 2022

Recommendation of the Committee

1. That the report of the General Manager, Community Services Department, dated March 7, 2016, be forwarded to City Council for information;
2. That the Administration report back at the time of the 2017 Business Plan and Budget deliberations on funding requirements and housing targets for 2017; and
3. That the Administration report back on stabilization of funding through the establishment of a reserve.

History

At the March 7, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, was considered.

Attachment

March 7, 2016 report of the General Manager, Community Services Department.

Status Report on the Ten-Year Housing Business Plan 2013 - 2022

Recommendation

1. That the report of the General Manager, Community Services Department, dated March 7, 2016, be forwarded to City Council for information; and
2. That the Administration report back at the time of the 2017 Business Plan and Budget deliberations on funding requirements and housing targets for 2017.

Topic and Purpose

The purpose of this report is to provide the 2015 annual status report on the Housing Business Plan 2013 - 2022.

Report Highlights

1. The 2015 housing targets have been achieved with the creation of 560 new attainable units. The City of Saskatoon (City) is also on track to achieve its 2016 housing targets.
2. The housing need for low-income residents remains high.
3. Moderate-income households now have adequate choices in both the rental and ownership markets.
4. Progress is being made toward locating attainable housing in all areas of the city.
5. A new Community Action Plan to address homelessness, created by the Saskatoon Housing Initiatives Partnership (SHIP) and the United Way of Saskatoon and Area (United Way), is expected to be presented to City Council in the second quarter of 2016.
6. Housing targets and funding levels for 2017 will be determined at the Business Plan and Budget deliberations in December 2016.

Strategic Goal

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

Background

During its June 24, 2013 meeting, City Council approved the Housing Business Plan 2013 - 2022 (Housing Business Plan), which included a number of provisions to support the creation of additional units across the attainable housing continuum over the next ten years. The Housing Business Plan defined the attainable housing continuum as including the following five subtypes of attainable housing: purpose-built rental, affordable ownership, affordable rental, secondary suites, and entry-level ownership.

During its December 2, 2014 meeting, City Council revised the 2015 housing target to 500 units across the attainable housing continuum.

Status Report on the Ten-Year Housing Business Plan 2013 - 2022

During its November 30, 2015 meeting, City Council allocated \$500,000 to the Affordable Housing Reserve and set a target of 400 new attainable housing units for 2016.

Report

2015 Housing Targets Achieved with 560 New Attainable Units

In 2015, the City's incentives supported the creation of 560 new units, exceeding the 500 unit target. The City is on track to achieve its 2016 target of 400 units across the attainable housing continuum, with a number of projects already in place.

A complete listing of all projects supported in the 2013 to 2016 period, including the number and types of units, location, amount of City support, and construction status, as well as a financial summary covering the four-year period from 2013 to 2016, can be found in Attachment 1.

The Housing Need for Low-Income Households Remains High

The greatest need in the attainable housing continuum is for affordable rental housing for low-income households at below market rents. While the vacancy rate for market rental housing has increased, it is important to state that for affordable rental housing, the vacancy rate remains at zero. All providers of affordable rental units offering below-market rents to those with low income report substantial waiting lists for their units.

In recent years, the majority of the City's funding for attainable housing has been directed toward affordable rental housing. More information on the affordability challenges faced by low-income households and how the City is addressing the need for affordable rental housing is found in Attachment 2.

Moderate-Income Households now have Adequate Housing Choices

For the first time in nine years, the supply of purpose-built rental, affordable ownership, and entry-level housing is meeting the demand, as shown by adequate inventory of all of these housing types at year end. The vacancy rate has risen to 6.5% and the price of purchasing or renting a home has leveled out with virtually no change in home prices or rent in 2015.

An analysis of the housing market and the supply of housing for moderate-income earners is found in Attachment 3. It took nine years to achieve balance in the market and it will be important that the City maintain its programs at appropriate levels to ensure that shortages do not return to the market.

Locating New Attainable Housing in All Areas of the City

Most of the new attainable housing units are now being built on the east side of the river. Moderate-income households can choose from a variety of locations across the city. Low-income households have less choice of location when looking for affordable rental housing. New affordable rental units are being built in appropriate locations in a variety of areas, but there continues to be many neighbourhoods that lack affordable rental housing.

Further discussion on how the City is working to address the priority of locating attainable housing in all areas is found in Attachment 4.

Homelessness is a Growing Issue in Saskatoon

The 2015 Homeless Count found that 450 individuals were homeless in Saskatoon on any given day, up from 372 in 2012, and 261 in 2008, when similar counts were held. Homelessness is growing in Saskatoon despite the efforts of many non-profit, government, and faith-based agencies working to address the issue.

In 2015, SHIP and the United Way worked together to draft a new unified Community Action Plan to address the growing issue of homelessness. The new plan will address four priority areas: system coordination, prevention, strengthening housing placement and support, and increasing the supply and range of affordable housing.

It is expected that the new plan will be presented to City Council in the second quarter of 2016. The Administration will bring forward a report at that time recommending that the City's existing service contract with SHIP be amended to focus more resources on implementing the new Community Action Plan.

Housing Targets and Funding Requirements for 2017

The Administration will closely monitor vacancy rates, housing prices, economic conditions, growth patterns, and housing inventory levels in the spring and summer of 2016 to determine appropriate recommendations for targets and funding for the City's Housing Business Plan in 2017. These recommendations will be brought to City Council's Business Plan and Budget deliberations in December 2016.

Public and/or Stakeholder Involvement

The Administration consults regularly with affordable housing providers, builders, the Saskatchewan Housing Corporation (SHC), and the Canada Mortgage and Housing Corporation (CMHC) to stay current regarding attainable housing issues in Saskatoon.

Communication Plan

A news release will be issued highlighting that attainable housing targets were exceeded in 2015.

This report, as well as an accompanying slide presentation and the City's ten-year Housing Business Plan, will be posted on the City's website. It will also be provided directly to SHIP, the Canadian Housing and Renewal Association (CHRA), CMHC, SHC, the Saskatoon and Region Home Builders Association Inc., and the United Way.

Financial Implications

The recommendations in this report have no financial implications. Attachment 1 includes a financial summary of the Housing Business Plan for the 2013 to 2016 period. Future financial implications for 2017 will be included in a future report.

Status Report on the Ten-Year Housing Business Plan 2013 - 2022

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The Administration will report back to the 2017 Business Plan and Budget deliberations on funding allocations and housing targets for 2017.

Public Notice

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

Attachments

1. Summary of Housing Projects Supported and Financial Statement
2. Increasing the Supply of Affordable Rental Housing
3. Housing for Those with Moderate Income
4. Creating Attainable Housing in All Areas of the City

Report Approval

Written by: Daryl Sexsmith, Housing Analyst, Planning and Development
Reviewed by: Alan Wallace, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/2016/PD/PDCS – Status Report on the Ten-Year Housing Business Plan 2013 – 2022/lc

Summary of Housing Projects Supported and Financial Statement

The tables below list the housing results of the 2013 to 2016 period, as well as the locations of units counted and housing type sorted by year. There is also a table of units approved to date for 2017 and a financial summary.

Table 1: Attainable Housing Results By Year

	Units Approved and Funded					
Housing Type	2013	2014	2015		2016	
			Target		Target	
Purpose-Built Rental	212	291	200	168	178	331
Affordable Ownership	106	40	100	67	50	36
Affordable Rental	74	53	70	67	32	20
Secondary Suites	36	48	30	62	40	0
Entry-Level Ownership	201	110	100	196	100	273
Total Units	629	542	500	560	400	660
Note: Further capacity is available for additional 2016 projects in all categories, except purpose-built rental. Some projects approved for 2016 may get delayed to 2017, depending on market conditions.						

Table 2: All Housing Projects Counted 2013 to 2016

Housing Provider	Neighbourhood	Units	*Provincial RCI Funding	City Funding	**Tax Abatement or Tax Redirection
Units Counted in 2013 (all complete)					
Innovative Residential Investments Inc. (Hartford Crossing)	Blairmore S.C.	64	\$ 0	\$ 200,000	\$ 210,067
Innovative Residential Investments Inc. (Hartford Heights)	Blairmore S.C.	40	94,062	381,043	92,538
Innovative Residential Investments Inc. (Town Square Villas)	Evergreen	14	0	240,000	104,535
Westgate Attainable Housing Inc.	Pacific Heights	34	0	700,000	176,120
Broadstreet Properties/ Seymour Pacific	Montgomery Place	192	756,507	0	400,948
Innovative Residential Investments Inc. (Poplar Grove)	Hampton Village	28	0	40,000	63,700
Saskatoon Housing Coalition	Confederation S.C.	20	0	300,000	24,640
Secondary Suites	Various	36	0	25,238	0
Equity Building Program	Various	28	0	0	0
*** Entry Level: Land Predesignation Program, Innovative Residential Investments Inc.	Evergreen	34	0	0	0

Housing Provider	Neighbourhood	Units	*Provincial RCI Funding	City Funding	**Tax Abatement or Tax Redirection
***HeadStart on a Home Program, Innovative Residential Investments Inc.	Blairmore S.C.	20	0	0	0
HeadStart on a Home Program, Vantage Developments	Hampton Village	36	0	0	0
HeadStart on a Home Program, Mosaic Renewal Corp.	Riversdale	12	0	0	0
HeadStart on a Home Program, Vantage Developments	Rosewood	11	0	0	0
***HeadStart on a Home Program, Innovative Residential Investments Inc.	Hampton Village	60	0	0	0
Total Units Counted for 2013		629	\$850,569	\$1,886,281	\$1,072,548
<u>Units Counted in 2014 (all complete)</u>					
Innovative Residential Investments Inc.	Stonebridge	20	\$ 0	\$ 0	\$ 47,280
Central Urban Metis Federation Inc. (CUMFI)	Mount Royal	2	0	36,000	0
Saskatoon Downtown Youth Centre (EGADZ)	City Park	10	0	140,250	0
Innovative Residential Investments Inc.	Kensington	16	0	0	38,604
Secondary Suites	Various	48	0	18,767	0
Equity Building Program	Various	18	0	0	0
HeadStart on a Home Program, Northridge Developments Inc.	Stonebridge	45	0	0	0
Ehrenburg Homes Ltd.	Evergreen	26	130,000	0	153,028
Innovative Residential Investments Inc.	Evergreen	80	381,372	0	213,568
Stonebridge/Willis Limited Partnership	Stonebridge	185	717,576	0	401,843
Cress Housing Corporation	Greystone	12	0	224,948	0
Habitat for Humanity Saskatoon Inc.	Pleasant Hill	4	0	63,712	0
The Lighthouse Supported Living Inc.	Cen. Bus. District	29	0	126,151	0
HeadStart on a Home Program, Saskatoon Urban Design Homes Ltd.	Erindale	47	0	0	0
Housing Units Counted for 2014		542	\$1,228,948	\$609,828	\$854,323
<u>Units Counted for 2015 (complete at year end)</u>					
Baydo Development Corporation	Stonebridge	56	\$221,637	\$ 0	\$124,117
Innovative Residential Investments Inc.	Kensington	1	0	11,994	7,920
NewRock Developments (Sask) Inc.	Evergreen	51	0	0	144,890
Innovative Residential Investments Inc.	Evergreen	15	0	0	37,635
Central Urban Metis Federation Inc. (CUMFI)	Westmount	1	0	17,000	0
Secondary Suites	Various	62	0	22,683	0
Equity Building Program	Various	9	0	0	0
***HeadStart on a Home Program, NewRock Developments (Sask) Inc.	Evergreen	29	0	0	0
HeadStart on a Home Program, Meridian Development Corp.	Evergreen Sequoia Rise	69	0	0	0

Housing Provider	Neighbourhood	Units	*Provincial RCI Funding	City Funding	**Tax Abatement or Tax Redirection
HeadStart on a Home Program, Northridge Development Corp.	Silverspring Daxton II	66	0	0	0
***HeadStart on a Home Program, Innovative Residential Investments Inc.	Evergreen	23	0	0	0
Total Units Complete at Year End		382	\$221,637	\$51,677	\$314,562
Units Counted for 2015 (under construction at year end)					
Villa Royale Residential Group	Hudson Bay Park	56	\$166,158	\$ 0	\$ 93,048
Baydo Development Corporation	Stonebridge	56	228,287	0	127,841
Elim Lodge Inc.	Lakeview SC	15	0	255,000	37,235
Westgate Attainable Housing Inc.	Pacific Heights	40	0	750,000	62,020
Stewart Property Holdings Ltd.	King George	7	0	67,782	7,345
Saskatoon Downtown Youth Centre (EGADZ)	City Park	4	0	19,125	0
Total Units under Construction at Year End		178	\$394,445	\$1,091,907	\$327,489
Housing Units Counted for 2015		560	\$616,082	\$1,143,584	\$642,051
Units Counted for 2016 (approved projects under construction)					
New Summit Partners, Willis Crescent Project – Phase Two	Stonebridge	172	\$ 711,198	\$ 0	\$341,449
Luther Care/Meridian	Stonebridge	159	347,225	0	243,083
Innovative Residential Investments Inc.	Kensington	30	0	58,200	113,724
Innovative Residential Investments Inc.	Evergreen	6	0	0	15,270
Saskatoon Housing Coalition	Confederation S.C.	20	0	276,548	19,880
HeadStart on a Home Program, Northridge Development Corp.	Stonebridge Serenity Pt IV	51	0	0	0
***HeadStart on a Home Program, Innovative Residential Investments Inc.	Kensington	33	0	0	0
HeadStart on a Home Program, Meridian Development Corporation	Evergreen	69	0	0	0
HeadStart on a Home Program, North Prairie Developments	City Park	94	0	0	0
***HeadStart on a Home Program, Innovative Residential Investments Inc.	Evergreen	26	0	0	0
****Housing Units Approved for 2016 (It is probable that some of these projects will be delayed to 2017)		660	\$1,058,423	\$334,748	\$733,406

Table 3: Housing Units Approved To Date for 2017

Housing Provider	Neighbourhood	Units	*Provincial RCI Funding	City Funding	**Tax Abatement or Tax Redirection
Broadstreet Properties/ Seymour Pacific	Evergreen	141	0	0	\$329,702
HeadStart on a Home Program, Northridge Development Corp.	Stonebridge	24	0	0	0
HeadStart on a Home Program, VJ Management Inc.	Lakewood S.C.	112	0	0	0
HeadStart on a Home Program, Brixton Development Corporation	Evergreen	124	0	0	0
****Housing Units Approved for 2017 (purpose-built rental and entry-level only)		401	No Allocation for 2017 and beyond	No Allocation for 2017 yet	\$329,702

Notes for Tables 2 and 3:

- * The Province of Saskatchewan has been providing funding to the City under their Rental Construction Incentive (RCI) program. These funds match the City's contribution, which comes in the form of a five-year incremental property tax abatement. The Provincial RCI funds flow through the City's accounts, and the City provides the incentives to the builders of purpose-built rental housing. The Provincial RCI contract expires on March 31, 2016, and there is no funding for 2017 and beyond.
- ** Many projects qualify for a five-year incremental property tax abatement. Affordable home ownership projects approved under the Mortgage Flexibilities Support Program (MFSP) receive down payment grants that are financed through the redirection of property tax to the Affordable Housing Reserve to recover the cost of the grant. This right-hand column shows the total estimated foregone tax revenue over five years that the City has given up in support of these projects.

The Mortgage Flexibilities Support Program Finances Itself

In 2015, the City redirected taxes totaling \$477,170 from affordable home ownership units back into the Affordable Housing Reserve. This was slightly more than the \$461,402 advanced in down payment grants in 2015. The first 67 homes sold under the program have finished tax redirection. These homes will contribute approximately \$70,000 to the City's general revenues starting in 2016.

- *** Units counted in these projects under the Land Predesignation and HeadStart on a Home Programs only include those units that were not already counted as affordable ownership units under the City's Mortgage Flexibilities Support Program (MFSP).

- ****The Provincial HeadStart on a Home Program has approved 483 entry-level units for expected completion in 2016 and 2017. Additionally, a number of the entry-level units completed in 2015 remain unsold. Therefore, given the absorption in recent years, it is likely that some of these units may remain available unit 2018.

Financial Summary on Next Page

Financial Summary - Affordable Housing Reserve (2013 to 2016):**Revenue:**

Unallocated Balance (January 1, 2013):	\$ 130,504
2008 to 2012 Funding Allocated for 2013 Projects:	1,848,731
2008 to 2012 Funding Allocated for 2013 Contracts:	92,138
Transfers from the Neighbourhood Land Development Fund (for 2014 and 2015):	2,000,000
Transfers from the Neighbourhood Land Development Fund (for 2016):	500,000
Operating Budget Contribution (2013 to 2016):	1,000,000
Transfer from Pleasant Hill Village Reserve (2014):	500,000
Provincial Grant from RCI Program:	3,754,022
Operating Surplus from Saskatoon Housing Authority:	3,177
Total Revenue:	\$9,828,572

Expenses:

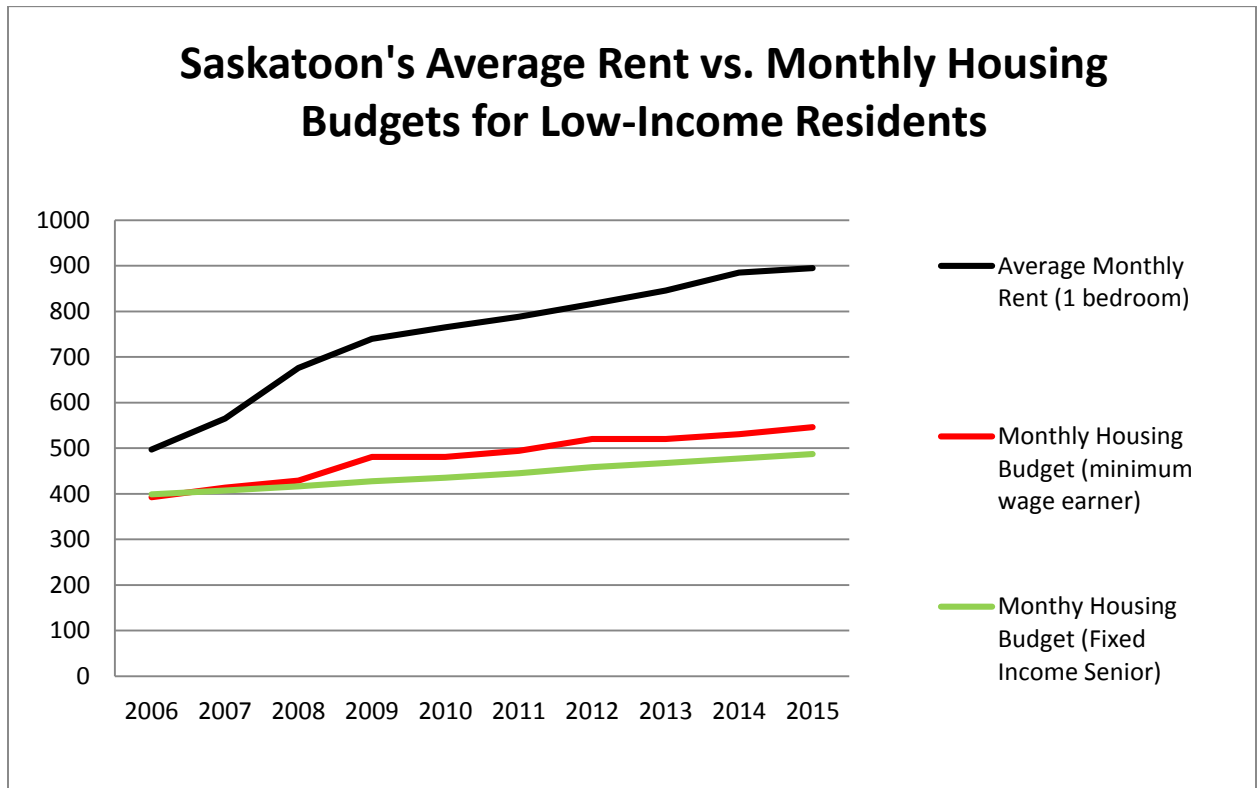
Additional City Contributions to 2008 to 2012 Projects:	\$ 25,720
City Contributions to New Housing Units (2013 Projects):	1,886,281
Provincial RCI Contributions (2013 Projects):	850,569
City Contributions to New Housing Units (2014):	609,828
Provincial RCI Contributions (2014):	1,228,948
City Contributions Committed to New Housing Units (2015):	1,143,584
Provincial RCI Contributions Committed to Rental Units (2015):	616,082
City Contributions Committed to New Housing Units (2016):	334,748
City Contributions Allocated to Secondary Suite Rebates (2016):	47,873
Provincial RCI Contributions Committed to Rental Units (2016):	1,058,423
Unallocated Funding Available for Affordable Housing Grants:	478,207
Salaries and Administration:	658,958
Contracts (Business Planning, Research, and Housing First Projects):	704,999
Total Expenses:	\$9,644,220

Contingency:	\$184,352
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Increasing the Supply of Affordable Rental Housing to Meet the Needs of Low Income Households

1. Affordability Challenges for Low-Income Households

Rental rates are leveling off, but at price points that are beyond the reach of low-income households. Seniors on fixed incomes, minimum wage earners, single parents, and those with mental or physical health challenges are some of the segments in Saskatoon that are not able to pay full market rent. The chart below illustrates the gap between what two common groups of low-income households can afford to pay and what the market is charging for rent.



A minimum wage earner working full time (40 hours per week) earned \$1,820 per month in 2015. Spending 30% of their income on housing, a minimum wage earner has \$546 per month for rent, which is well below Saskatoon's average rent for a one bedroom apartment of \$895. Events, such as a minor illness or the loss of a roommate, can leave them homeless.

Seniors on a fixed income can also have trouble finding housing they can afford. A senior receiving the maximum benefit from the Canada Pension Plan, as well as Old Age Security, received \$1,624 per month in 2015, and if they were to rent an average one bedroom apartment in Saskatoon for \$895, they would be spending 56% of their income on rent and have little left for other necessities.

These low-income tenants depend on 28 agencies in Saskatoon that operate more than 4,500 subsidized rental units. The vacancy rate for these units remains

around zero, as tenants needing subsidized housing often find themselves on waiting lists for housing they can afford.

To qualify for affordable rental housing, low-income households must be below the Saskatchewan Household Income Maximums (SHIMs), as shown in the table below:

Saskatchewan Household Income Maximums (SHIMs)

	Minimum Size Home Required by Household			
	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom
No Disability	\$38,000	\$46,000	\$55,000	\$66,500
Disability	\$43,700	\$52,900	\$63,300	\$76,400

2. Increasing the Supply of Affordable Rental Housing

Affordable rental housing serves the needs of Saskatoon's most vulnerable residents and comes in many forms, including temporary shelters, transitional housing, supported housing, rent-geared-to-income units, and units that are only slightly below market rates.

Affordable rental units require the largest financial investment of all the types of attainable housing. Creating new affordable rental units requires grants from the government and charitable sectors to cover 30 to 70% of the cost of construction. The level of capital grants required is dependent on the types of units, how low the rents will be below market rates, and how many years the owner commits to keeping the rent affordable.

The City of Saskatoon's (City) grants of up to 10% do not stimulate the construction of affordable rental units on their own, but when combined with grants from other levels of government, the City is able to create additional units by stretching the available funding.

The major funder of affordable rental housing is the Saskatchewan Housing Corporation (SHC) through their Rental Development Program. Proposals were accepted for this funding in January 2016, and the Administration is aware of four Saskatoon housing providers that have applied for this funding.

The successful applicants for the SHC funding will be looking to the City for additional funding of up to 10% of the total capital cost of these projects. Due to the limited funding allocation of \$500,000 to the Affordable Housing Reserve in 2016, some of these projects may get delayed until additional City funding is available.

3. Ensuring People can Transition out of Affordable Rental Housing

Given the high cost of creating affordable rental housing, it is important to ensure that tenants can move on to market priced housing if their income goes up. The City's efforts at creating attainable housing for those with moderate income helps ensure that tenants move on when their income rises.

When the housing shortage was acute in 2008, tenants were staying in affordable rental housing for as long as they could qualify simply because they had nowhere else to go. This City's affordable ownership and purpose-built rental programs have increased the supply of housing that people can transition to from affordable rental housing thus freeing up needed spaces for those with lower incomes.

Attainable housing is a continuum and the City's work to increase the supply across the continuum has helped ensure that affordable rental units are going to those who most need it.

Housing for those with Moderate Income

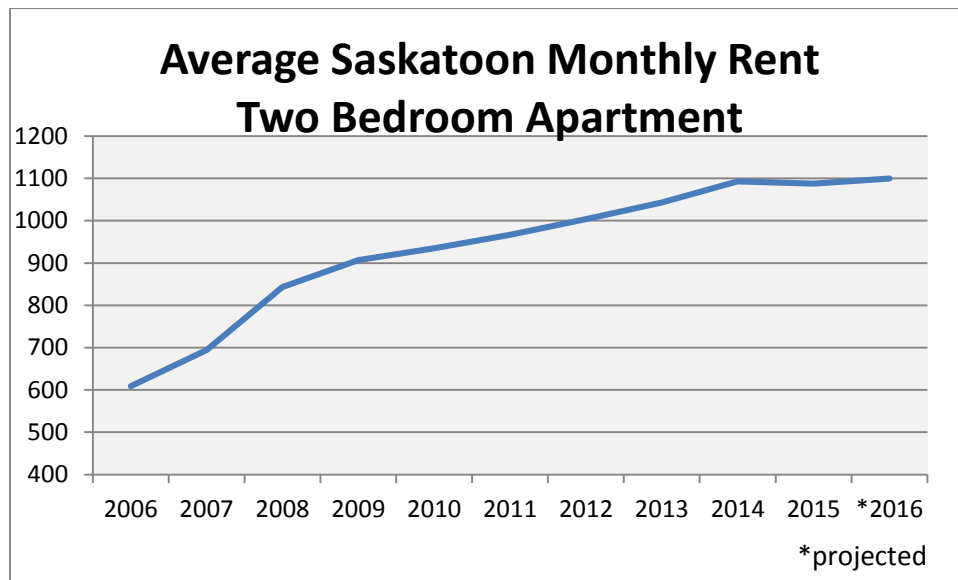
1. Definition of Moderate Income

Households with moderate income have income that is below Saskatoon's average income, but above the income limits for affordable rental housing (see attachment 2). An accurate definition of moderate income takes into account the size of home needed. For a typical Saskatoon household requiring a two bedroom home, moderate income would range between \$46,000 and \$84,000.

Saskatoon's median income of \$66,600 is right in the middle of the moderate-income range, indicating that a large portion of Saskatoon's population would be considered moderate income.

2. The Rental Market is Leveling Off

Moderate-income earners make up a large part of the demand for rental housing and this income group has been affected by significant rental increases in recent years. Rental rates are leveling off, as shown in the chart below. The average rent for a two bedroom apartment fell by \$5 per month in 2015, to \$1,088 after nine years of sharp increases. The Canada Mortgage and Housing Corporation (CMHC) is predicting that rental rates will remain relatively stable in 2016 and 2017.

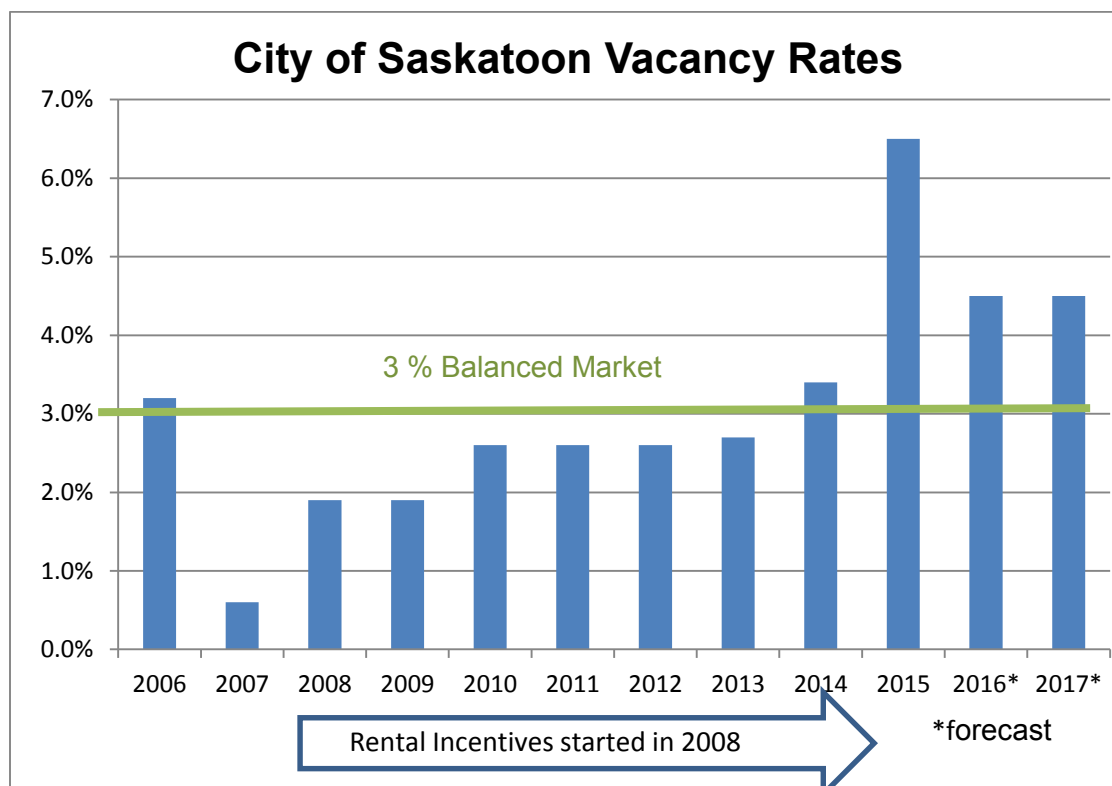


Rental rates are closely related to the city's vacancy rate, which rose significantly in 2015, as shown in the chart on the next page. The CMHC attributes the increase in vacancy rates partially to a reduction in the migration of temporary workers to Saskatoon in 2015.

On the supply side, an additional 351 new purpose-built rental units came on the market in 2015. Most of these new units received incentives under the City of

Saskatoon's (City) New Rental Land Cost Rebate Program and would not likely have been built without the City's program.

A final factor affecting the current high vacancy rate is that CMHC is reporting that 2,184 condominium units were rented out in 2015. These units could become owner occupied at any time putting additional tenants in the rental market and lowering the city's vacancy rate.



As shown in the chart above, the City's New Rental Construction Land Cost Rebate Program provided incentives for six years, from 2008 to 2014, before the rental market returned to a balanced level in 2014.

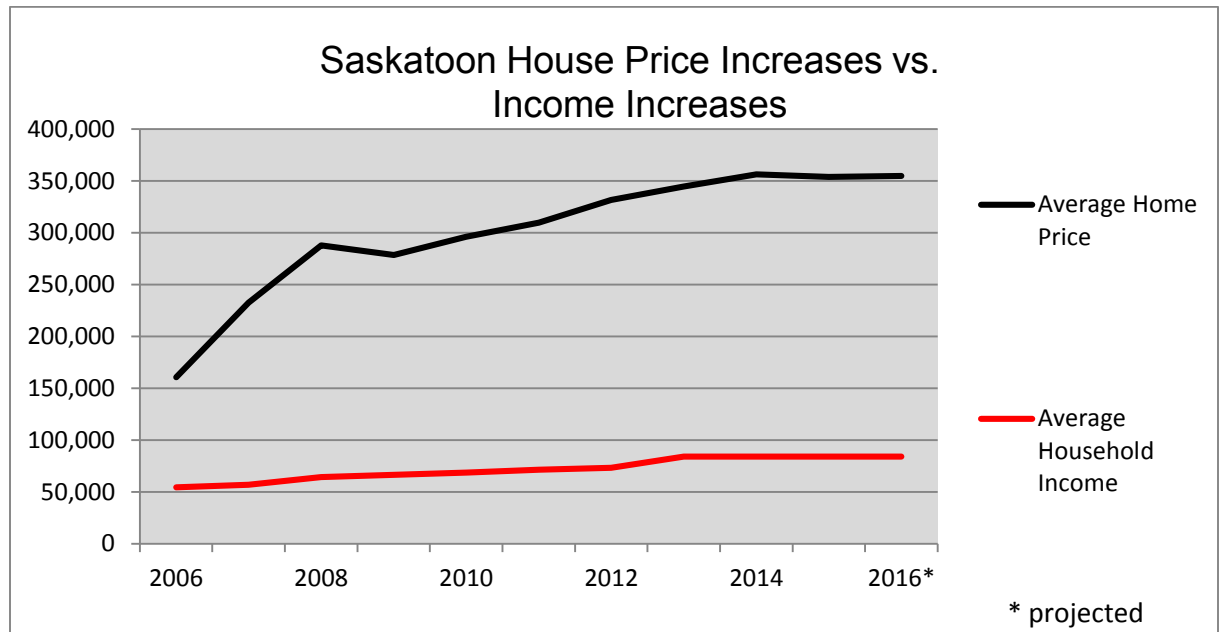
A long-term approach must be taken when allocating resources for purpose-built rental housing. While the supply is currently more than adequate, shortages of rental housing can appear suddenly, as was the case in 2007 when the vacancy rate dropped from 3.2% to 0.6% in a matter of months.

The City has no further capacity to support new purpose-built rental projects. The Saskatchewan Housing Corporation's cost-sharing program has expired and the 2,000 unit quota set by City Council for tax abatements have been fully allocated.

3. Housing Prices Stable

As the chart on the next page illustrates, average house prices have leveled off after nine years of steady increases. In 2015, the average price of a Saskatoon home sold through the MLS system dipped by less than 1% to \$353,972. The

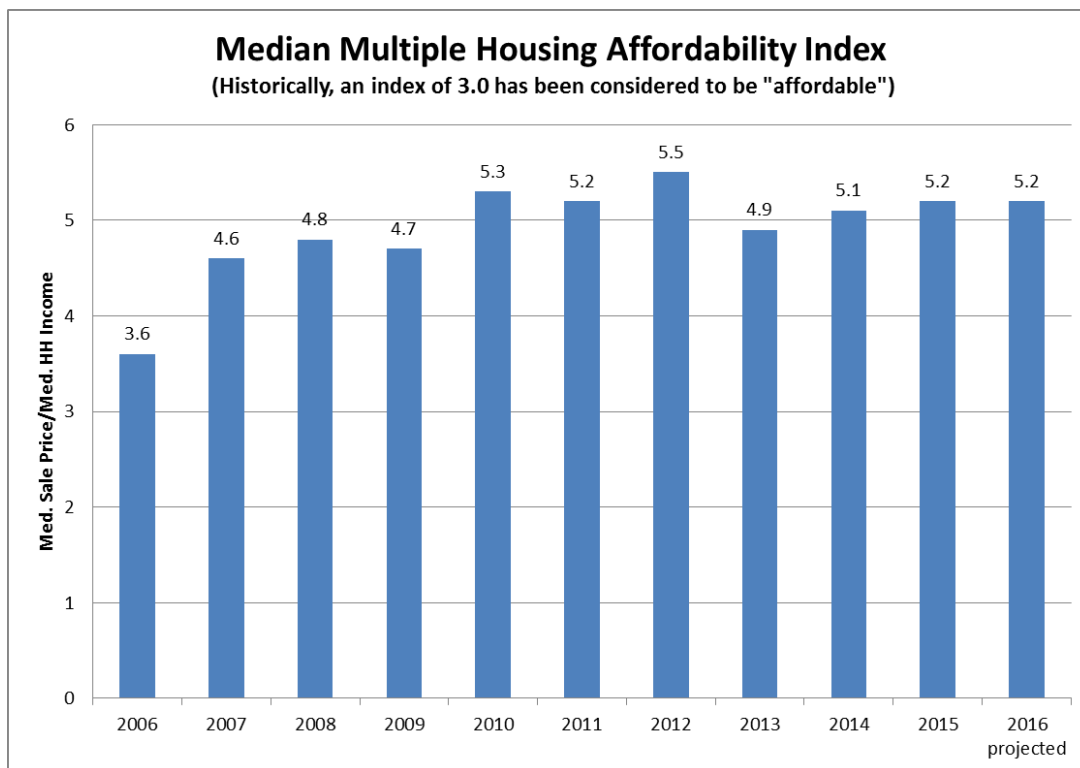
CMHC is predicting that prices will remain relatively stable throughout 2016 and 2017.



Household incomes have also leveled off in Saskatoon, as shown in the bottom line of the chart. A household income of at least \$85,000 is required to purchase the average Saskatoon home. While the average Saskatoon household income is estimated to be approximately \$84,000, the median household income is much lower and estimated to be \$66,600. Therefore, it is evident that many Saskatoon households with moderate income find it a challenge to purchase a home.

The chart on the next page compares median household incomes and median home prices in Saskatoon. The Median Multiple is leveling off just above 5.0. This means it takes over five times the median household income to purchase the median priced Saskatoon home.

Historically, a Median Multiple below 3.0 has indicated a reasonably affordable housing market. Low interest rates in recent years has allowed many households to purchase a home priced at up to four times their income, but purchasing a home priced at five times income is generally not feasible.



4. Availability of Housing Priced Below Average and Median Price Points

The charts in the section above show that many moderate-income homebuyers in Saskatoon can only afford homes that are priced well below the average and median prices for the city. The City's support for affordable and entry-level housing has made home ownership possible for this group. The average and median prices for affordable and entry-level homes is approximately \$270,000; well below the city-wide numbers.

In 2015, home buyers purchasing under the City's Mortgage Flexibilities Support Program (MFSP) had an average household income of \$60,173, and a median household income of \$61,000. These income groups are considered moderate and need the City's programs to enter the ownership market.

Entry-level and affordable ownership homes are essentially the same product with the main difference being that the affordable buyers qualify for a 5% down payment grant under the City's MFSP program.

At the end of 2015, the supply of entry-level and affordable ownership homes had caught up with the demand with 54 affordable units and over 100 entry-level units complete and available for purchase. With an additional 273 entry-level units scheduled for completion in 2016, there is now adequate supply in this market.

Targets for the City's MFSP were reduced to 50 units in 2016, due to the expiration of provincial funding for the program and the City's need to cover the provincial contribution through extended tax redirection. A capacity of 50 new units is sufficient for 2016, due to the unsold inventory at the beginning of the year; however, the City's capacity for 2017 will need to be reviewed.

Creating Attainable Housing in All Areas of the City

1. Moderate-Income Housing is Well Distributed Across the City

An important priority of the Housing Business Plan is that attainable housing be created in all areas of the city. The charts below show that new attainable housing projects are being built on both sides of the river, with recent projects mostly being on the east side of the river. This trend is compensating for the years prior to 2014 when most of the attainable housing was being built west of the river.

The tables indicate that purpose-built rental, affordable ownership, and entry-level housing, targeted at moderate-income earners, are adequately distributed across the city. However, affordable rental housing for low-income residents is still being concentrated on the west side of the river.

Table 1: Location of Attainable Housing Units Supported By Year

	2013	2014	2015	2016	Total
East Side of River	92	446	428	483	1,449
West Side of River	537	67	132	177	913
Downtown	0	29	0	0	29
Total Units	629	542	560	660	2,391
Inside Circle Drive	42	96	111	90	339
Outside Circle Drive	587	446	449	570	2,052
Total Units	629	542	560	660	2,391

Table 2: Location of Housing Units by Housing Type

Housing Type	East	West	Downtown	Total
Purpose-Built Rental	734	268	0	1,002
Affordable Ownership	106	143	0	249
Affordable Rental	27	158	29	214
Secondary Suites	99	47	0	146
Entry-Level Ownership	483	297	0	780
Total Units	1,449	913	29	2,391

2. Housing for Low-Income Households is Being Built in Appropriate Locations

The table on the next page shows all affordable rental projects built for low-income households in the 2013 to 2016 period. Most of these projects are located on the west side of the river; however, all projects have been built in appropriate locations.

Four projects (61 units) built during this period were located in areas with a low concentration of affordable rental housing addressing the City's priority of creating affordable rental housing in all areas of the city. Two of these projects were able to choose the location they did because the City provided a supplemental grant of 5% under the Land Cost Differential Incentive to offset the higher cost of land in these locations. The other two were able to address the City's priority without a supplemental grant.

Most of this affordable rental housing created in the 2013 to 2016 period has been located in west-side locations with a medium concentration of affordable rental housing – specifically in or adjacent to the Confederation Suburban Centre. Suburban centers tend to be good locations for affordable rental housing as they have the necessary amenities that low-income households depend upon, including transit, community centers, shopping, and medical services.

In this same four-year period, the City has only supported ten new affordable rental units in areas with a high concentration of affordable rental housing, generally defined as the neighbourhoods between Idylwyld Drive and Circle Drive. The location for these ten units was chosen specifically to be near needed supports for the client group being housed.

Affordable Rental Projects Supported 2013 to 2016			
	Concentration of Affordable Rental Units		
Neighbourhood	Low	Medium	High
Blairmore Suburban Centre	20	0	0
Pacific Heights	0	74	0
Confederation Suburban Centre	0	40	0
Mount Royal	0	0	2
City Park*	14	0	0
Greystone Heights*	12	0	0
Central Business District	0	29	0
Lakewood Suburban Centre	15	0	0
Westmount	0	0	1
King George	0	0	7
Total Projects	61	143	10

*project received a supplemental grant under the Land Cost Differential Incentive.

Given the limited funding available for supplemental grants under the Land Cost Differential Incentive, housing providers have been effective in addressing the City's priority of creating affordable rental housing in all areas. Much of this success can be attributed to three providers (Saskatoon Housing Coalition, Westgate Attainable Housing, and Elim Lodge) that had purchased land for their projects prior to 2007 when land prices started to increase rapidly.

In the future, the City may need to allocate more resources to the Land Cost Differential Incentive to ensure that affordable rental housing is built in areas that lack it, particularly on the east side of the river.

It is important to note that the City does not impose punitive measures to housing projects located within areas of high concentration. Instead, the City offers an extra 5% toward the capital construction costs, if the housing is located in areas with a low concentration of affordable rental housing.



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT and COMMUNITY SERVICES

Innovative Housing Incentives – Mortgage Flexibilities Support Program – Innovative Residential Investments Inc. – Application for Bundled Project and Related Policy Change

Recommendation of the Committee

1. That a total of 32 affordable housing units to be built at 720 Baltzan Boulevard, 730 Baltzan Boulevard, 250 Akhtar Bend, and 315 Lewin Way (address still to be officially assigned) be designated under the Mortgage Flexibilities Support Program, as defined in Innovative Housing Incentives Policy No. C09-002, contingent upon these housing projects being fully approved for mortgage loan insurance flexibilities by Genworth Canada and/or Canada Mortgage and Housing Corporation;
2. That Innovative Housing Incentives Policy No. C09-002, be amended to facilitate the approval of bundled housing projects that include more than one location; and
3. That the City Solicitor be requested to prepare the necessary incentive and tax sponsorship agreements, and that His Worship the Mayor and the City Clerk be authorized to execute these agreements under the Corporate Seal.

History

At the March 7, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, was considered.

Attachment

March 7, 2016 report of the General Manager, Community Services Department.

Innovative Housing Incentives - Mortgage Flexibilities Support Program - Innovative Residential Investments Inc. - Application for a Bundled Project and Related Policy Change

Recommendation

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

1. That a total of 32 affordable housing units to be built at 720 Baltzan Boulevard, 730 Baltzan Boulevard, 250 Akhtar Bend, and 315 Lewin Way (address still to be officially assigned) be designated under the Mortgage Flexibilities Support Program, as defined in Innovative Housing Incentives Policy No. C09-002, contingent upon these housing projects being fully approved for mortgage loan insurance flexibilities by Genworth Canada and/or Canada Mortgage and Housing Corporation;
2. That Innovative Housing Incentives Policy No. C09-002 be amended to facilitate the approval of bundled housing projects that include more than one location; and
3. That the City Solicitor be requested to prepare the necessary incentive and tax sponsorship agreements, and that His Worship the Mayor and the City Clerk be authorized to execute these agreements under the Corporate Seal.

Topic and Purpose

The purpose of this report is to recommend that a bundled housing project that includes four separate sites be designated under the Mortgage Flexibilities Support Program and to recommend a policy change to facilitate the approval of bundled projects.

Report Highlights

1. Innovative Residential Investments Inc. (Innovative Residential) has applied for a bundled project, including four locations to be designated under the Mortgage Flexibilities Support Program (MFSP).
2. A policy change is proposed to facilitate the approval of bundled housing projects under the City of Saskatoon's (City) attainable housing programs.

Strategic Goal

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

Background

At its November 30, 2015 meeting, City Council set a target of 400 new attainable housing units for 2016, 50 units of which were to be affordable ownership units sold under the MFSP.

Report

Innovative Residential's Bundled Housing Project

On January 20, 2016, the Planning and Development Division received a bundled proposal from Innovative Residential requesting that 32 units be designated under the MFSP and be eligible for down payment grants. This project will include homes in four separate locations in the Evergreen and Stonebridge neighbourhoods. The homes will be modular-built with on-site construction beginning in the spring of 2016. There are a variety of one-, two-, and three-bedroom units at the four locations. Further information on these housing projects is found in Attachment 1.

Rather than applying for four separate projects under the City's MFSP, these four locations have been bundled into one large project. Innovative Residential is requesting that 32 of the 158 units be designated under the MFSP and be eligible for down payment assistance.

The bundled approach will allow some flexibility in assigning the units according to market demand for the different locations, sizes, and styles of units. The 32 units approved under the MFSP can be at any of the four locations; however, the following limitations will be applied to prevent an over concentration of the MFSP units:

- a maximum of 40% of the units at any one site will receive a down payment grant under the MFSP;
- a maximum of 7 one-bedroom units will receive a down payment grant under the MFSP; and
- a minimum of 7 three-bedroom units will receive a down payment grant under the MFSP.

Down payment grants equal to 5% of the purchase price will be made available for these 32 units. Households will need to have incomes below the Maximum Income Limits (MILs) and a net worth below \$25,000 to qualify for a down payment grant. Currently, the MILs are \$78,400 for households with dependents and \$70,900 for households without dependents.

The cost of financing the 5% down payment grants will be shared between Innovative Residential and the City; Innovative Residential will provide 3% and the City will provide 2%. The City's portion will be recovered through the redirection of property taxes back into the Affordable Housing Reserve over a period of approximately five years.

Innovative Residential, in partnership with the National Affordable Housing Corporation, may provide tax sponsorships to buyers who require some monthly assistance to qualify for a mortgage. These incentives will come from the builder's own resources. Administration of the tax sponsorship program will be provided by the City.

Proposed Policy Change to Allow for Bundled Housing Projects

The Administration is proposing an amendment to Innovative Housing Incentives Policy No. C09-002 (Policy) that will facilitate and encourage the bundling of various housing sites into larger housing projects. This will allow home buyers and tenants to choose from a larger variety of locations, sizes, and price points. It will also reduce the number of reports going to City Council.

It is recommended that the following sentence (underlined) be added to Section 2.8 of the Policy:

Approved Project – is a housing development which has been designated by City Council, via application, and approved for one or more of the incentives identified within this policy. An approved project may include more than one site in different locations of the city.

Options to the Recommendations

City Council could choose to not approve these recommendations. If this option were chosen, Innovative Residential would be free to submit four separate applications for these projects to be designated under the MFSP.

Public and/or Stakeholder Involvement

No public or stakeholder involvement is required.

Policy Implications

This report recommends a change to the Policy.

Financial Implications

The funding source for the 32 down payment grants, totalling approximately \$166,400, is the Affordable Housing Reserve. The full amount of the grants will be returned to the Affordable Housing Reserve through the redirection of municipal and property taxes over a period of approximately five years. These grants can be accommodated within approved reserve funding.

Other Considerations/Implications

There are no environmental, privacy, or CPTED implications or considerations; a communication plan is not required as builders are responsible for marketing MFSP projects.

Due Date for Follow-up and/or Project Completion

The housing projects are scheduled to be complete by December 31, 2016.

Public Notice

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

Attachment

1. Innovative Residential's Bundled Housing Project: Details, Renderings, and Maps

Report Approval

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

S/Reports/2016/PD/PDCS – Innovative Housing Incentives – Mortgage Flexibilities Support Program – Innovative Residential Investments Inc. – Application for a Bundled Project and Related Policy Change/lc

Innovative Residential's Bundled Housing Project: Details, Renderings, and Maps

Details:

The four housing sites are all good locations for multi-unit ownership housing with appropriate zoning and nearby amenities. The housing units will be modular-built by Grandeur Housing Ltd. and assembled on site by Innovative Residential. The homes will all include extensive upgrades to achieve energy efficiency and will meet or exceed all architectural requirements for the neighbourhoods.

Urban Flats Phase 1:

The Urban Flats Phase 1 project will be a three-storey apartment building with underground parking located at 720 Baltzan Boulevard in the Evergreen neighbourhood. It will include 27 two-bedroom units priced from \$237,900 to \$252,900 and 15 one-bedroom units priced from \$172,900 to \$203,900. The first units will be ready for occupancy by July 2016.

Urban Estates:

The Urban Estates project will be a stacked townhouse project located at 250 Akhtar Bend in the Evergreen neighbourhood. It will include 14 three-bedroom units priced from \$299,900 to \$302,900 and 14 two-bedroom units priced from \$221,900 to \$223,900. The first units will be ready for occupancy by July 2016.

Cory Flats:

The Cory Flats project will be a stacked townhouse project located at 315 Lewin Way (address subject to change) in the Stonebridge neighbourhood. It will include approximately 24 three-bedroom units priced from \$299,900 to \$302,900 and 14 two-bedroom units priced from \$221,900 to \$223,900. The first units will be ready for occupancy by December 2016.

Urban Flats Phase 2:

The Urban Flats Phase 2 project will include approximately 22 three-bedroom units priced from \$287,900 to \$297,900 and 22 two-bedroom units priced from \$211,900 to \$223,900. The first units will be ready for occupancy by December 2016.

Approximate Housing Costs by Unit Size:

Sample Unit	Selling Price	Monthly Costs	Minimum Income Required
One-Bedroom Apartment Style	\$172,900	\$1,330	\$45,000
Two-Bedroom Townhouse Style	\$211,900	\$1,605	\$55,000
Two-Bedroom Apartment Style	\$237,900	\$1,745	\$60,000
Three-Bedroom Townhouse Style	\$299,900	\$2180	\$70,000

Site Rendering of the Evergreen Projects:

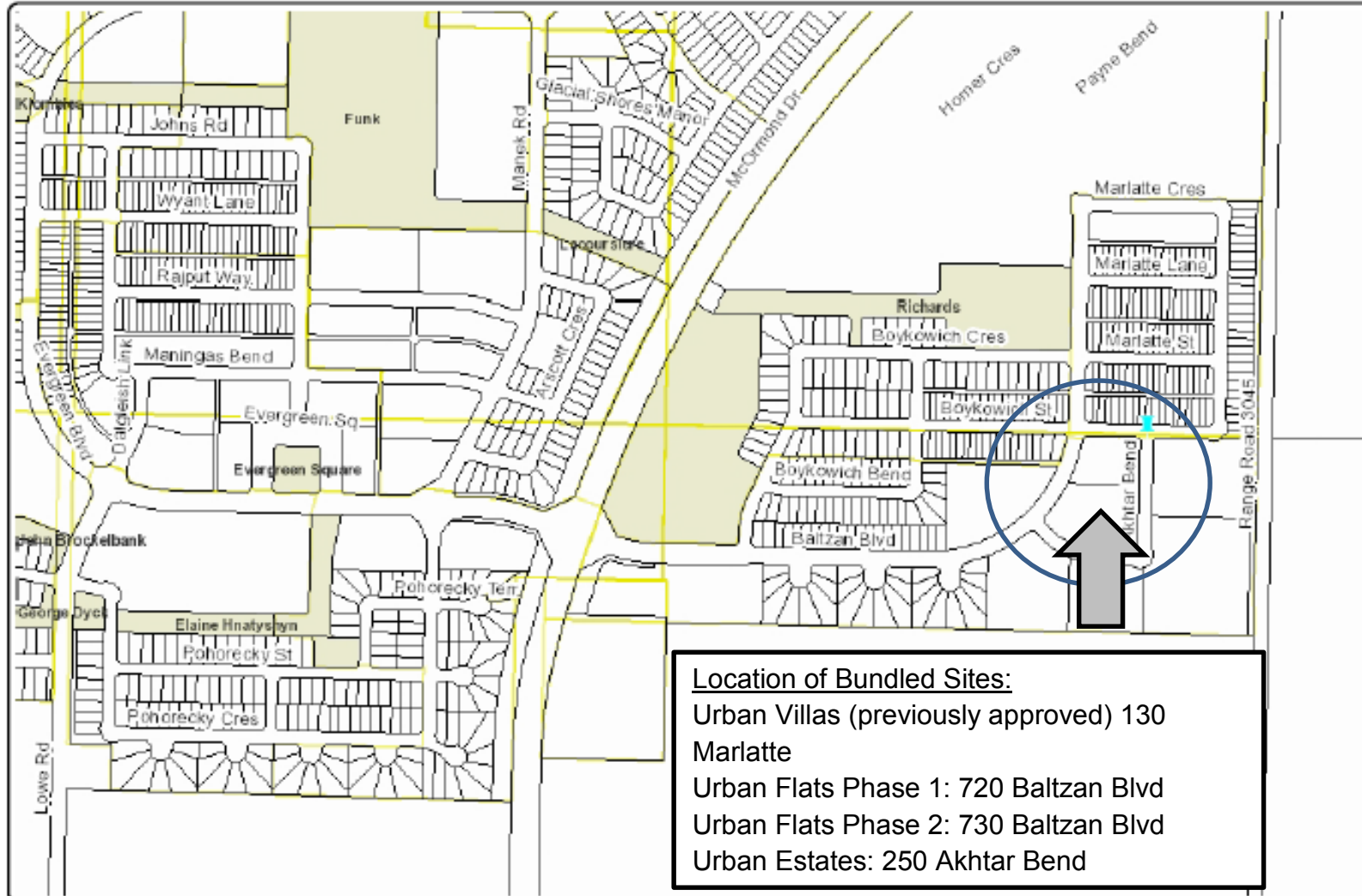


Typical Townhouse Rendering for Evergreen and Stonebridge Locations:



Evergreen Neighbourhood

Printed: February 2, 2016
Scale: 1:7,131

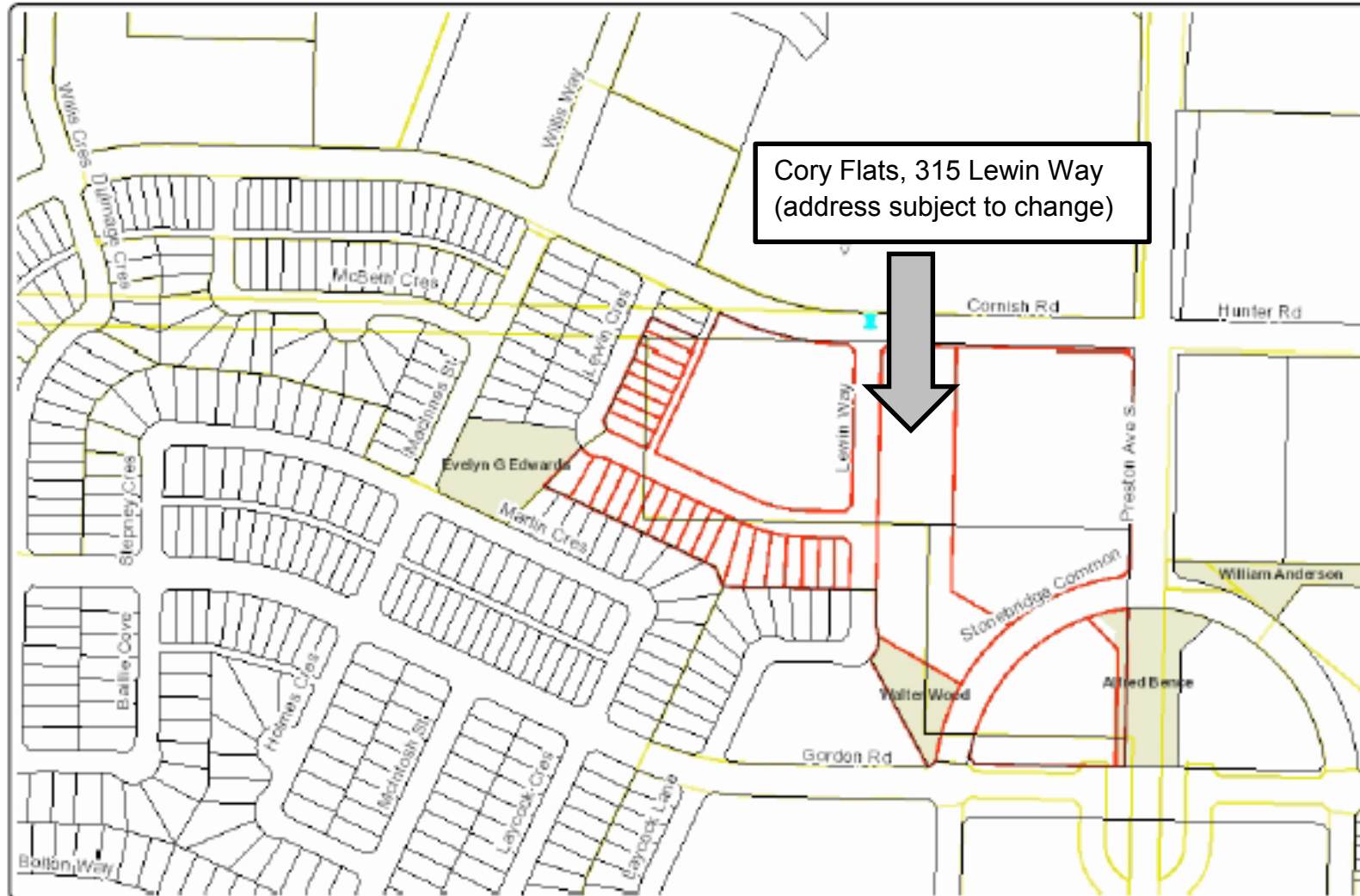


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Cory Flats Site

Printed: February 4, 2016
Scale: 1:3,566



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STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT and COMMUNITY SERVICES

Chief Whitecap Park Master Plan Update

Recommendation of the Committee

That the information be received.

History

At the March 7, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the Acting General Manager, Community Services Department, was considered.

During consideration of this matter, your Committee asked that a previous version of the map of the Chief Whitecap Park Master Plan, which was provided at the September 9, 2015 public open house, be provided for comparison purposes. It is provided as Attachment 4 to this report. The map of the Chief Whitecap Park Master Plan has since been updated, as set out under Attachment 2.

Attachment

March 7, 2016 report of the Acting General Manager, Community Services Department.

Chief Whitecap Park Master Plan Update

Recommendation

That the report of the General Manager, Community Services Department, dated March 7, 2016, be forwarded to City Council for information.

Topic and Purpose

The purpose of this report is to provide an update on the detailed design process for Chief Whitecap Park.

Report Highlights

1. The detailed design process for Chief Whitecap Park (CWP) is currently underway and will be completed in 2016. Prior to the final plan being approved in 2016, and construction completed in 2017 or 2018, the land will continue to be used as an active and passive recreation area.
2. Construction of a gravel parking lot at the north access of CWP is to begin in 2016, weather permitting.

Strategic Goal

This report supports the Strategic Goal of Quality of Life whereby citizens have access to facilities and programs that promote active living, and enjoy the natural beauty and benefits of parks, trails, and the river valley that brings people together.

Background

At its June 14, 2010 meeting, City Council approved the CWP Master Plan (Master Plan). The Master Plan provides direction on the future design and function of this City-owned land. It will include an off-leash dog area; improvements to pathways and park amenities, including the development of adequate parking areas for users; the naturalization of a large upland area; and an area for cultural, historical, and natural interpretation.

At its December 2012 meeting, City Council approved the Master Plan Capital Project No. 2353. The capital budget allocated \$140,000 to complete the detailed design for CWP.

The City submitted a discretionary use application to the Rural Municipality of Corman Park (RM) in 2013, requesting approval of the Master Plan. The City's discretionary use approval for CWP is still pending, subject to completing a detailed design and the City responding to a number of other RM Council conditions (see Attachment 1).

At its July 23, 2015 meeting, City Council approved \$60,000 in funding from the Animal Services Reserve to amend the scope of Capital Project No. 2353 to include the construction of a gravel parking lot at CWP.

At its February 8, 2016 meeting, the RM Council amended condition no. “v.” of the discretionary use response. In communication with the RM Administration, the amended condition now states:

“Condition ‘v.’ of the June 17, 2013 Chief Whitecap Park discretionary use approval be changed to read ‘the off leash area of the park being no less than 80 acres and fenced from the rest of the park and adjacent properties to Council’s satisfaction;”

Report

CWP Detailed Design Update

The City has partnered with Meewasin Valley Authority (Meewasin) to undertake the detailed design of the CWP site. This is based on the existing Master Plan and conditions of approval from the RM. On September 9, 2015, a public open house was held to present an updated Master Plan and gather feedback. Through this feedback, suggested amendments were:

- a) shifting the off-leash dog park to allow access to the riparian tree line and floodplain;
- b) shifting the proposed Meewasin/TransCanada Trail to the east to wrap around the proposed off-leash dog park;
- c) repositioning the north parking area further to the south to address safety concerns and provide adequate distance from residences to the north; and
- d) increasing the size of the proposed off-leash dog park.

In the fall of 2015, the Administration continued to work with Meewasin and Stantec to amend the Master Plan (see Attachment 2). The following changes are reflected in the updated Master Plan:

- a) off-leash dog park has shifted to the west side of the uplands to allow for river access;
- b) off-leash dog park remains at 80 acres of City-owned land but with the access to the river and flood plain area, it provides access to significantly more area than 80 acres;
- c) north portion of the Meewasin/TransCanada Trail has shifted to the east and wraps around the off-leash dog park;
- d) construction of a chain link fence to the north;
- e) page wire fencing along the north, east, and south perimeter; and
- f) additional gates along the east side of the off-leash dog park.

Below is a preliminary schedule of important dates in the process to complete CWP detailed design:

- a) March 17, 2016 - Meewasin Development Review Committee meeting (information only);
- b) March 21, 2016 - City Council meeting;
- c) April 7, 2016 – Crime Prevention Through Environmental Design (CPTED) Committee meeting; and

- d) May/June 2016 – RM Council for discretionary use.

Subject to RM discretionary use, the Administration will submit an application to the Meewasin Development Review Committee and Meewasin Board for approval.

In the meantime, until construction is complete, the land will continue to be used as a naturalized active and passive recreation area.

Construction of a Gravel Parking Lot at CWP

The RM has an on-going concern with the unofficial parking along the roadway adjacent to CWP, which at times, may block access to local roads and private property. The City Administration received quotes last fall; however, costs to construct the proposed parking lot were too high, and a decision was made to defer the construction until 2016. Construction to build a parking lot to alleviate parking concerns along Saskatchewan Crescent is expected to begin in Spring 2016, weather permitting.

Public and/or Stakeholder Involvement

The updated Master Plan was presented to the public at three information sessions held on January 26, 2016, at the German Cultural Centre. In total, 96 people attended the meetings, and 57 people provided comments. Of these responses, 40 people (70%) approved or were satisfied with the plan, 10 people (18%) disapproved, and 7 people (12%) listed maybe or not sure of the plan. The public also had an opportunity to submit comments to meewasin.com and/or shapingsaskatoon.ca. A summary of the responses is provided in Attachment 3.

At the public information sessions, the Administration received a petition from Riverside Estates residents, indicating that they are opposed to the changes to CWP. They want the park left in its natural state without the proposed updates (see Attachment 3).

On February 2, 2016, the Administration received a letter from a group called Chief Whitecap Park Alliance, submitting an online petition of comments regarding the proposed changes to CWP (see Attachment 3).

On February 4, 2016, the Administration received a letter from the Recreational Off-Leash Organization (ROLO), indicating that the updated plan for CWP has been met with general approval from a large portion of stakeholders. However, there are still some concerns with the south entrance (see Attachment 3).

Communication Plan

To ensure the safety of people that use CWP, both with and without pets, the Administration wishes to clearly communicate that CWP is not yet a fully approved off-leash dog park. The City Administration intends to install temporary signs at CWP, summarizing the following key themes:

- a) CWP is the future home of a permanent off-leash dog park;
- b) violators may be subject to dangerous animal prosecution;

- c) in the meantime, please follow the RM's Dogs Running at Large Bylaw; and
- d) the RM Police should be notified to report activities of concern.

Financial Implications

The Master Plan capital project is funded through Capital Project No. 2353. Capital budget estimates for this project are \$1.868 million. City Council approved \$60,000 in July 2015 to construct a gravel parking lot; and at its December 2015 meeting, City Council approved \$140,000 to begin the naturalization process of the uplands and for construction of fencing, waste receptacles, dog bag dispensers, and signage.

The total remaining cost to complete the Master Plan is \$1.668 million. Subject to available capital funding, the remainder of the Master Plan will be implemented in future phases.

Safety/Crime Prevention Through Environmental Design (CPTED)

An updated Master Plan will be presented to the CPTED Committee on April 7, 2016. All recommendations from the CPTED Committee will be considered and addressed prior to implementation of the Master Plan.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Construction of the north gravel parking lot will occur in 2016, weather permitting. The process to begin naturalization of the uplands and construction of the fencing, waste receptacles, dog bag dispensers, and signage will be subject to RM approval of the discretionary use conditions.

Subject to RM approval of the City's discretionary use application and once the RM has amended its Dogs Running at Large Bylaw, the Administration will be submitting another report recommending that the City Solicitor's Office amend Animal Control Bylaw No. 7860 to include Chief Whitecap Park off-leash dog park within the scope of the bylaw. This report will also provide an update on the process for applying Dangerous Animals Bylaw No. 8176.

Public Notice

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

Attachments

1. Discretionary Use Application – Chief Whitecap Park Letter, Dated July 16, 2013
2. Updated Chief Whitecap Park Master Plan
3. Summary of Public Information Session Comments

Report Approval

Written by: Kevin Ariss, Open Space Consultant, Recreation and Community Development

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

Approved by: Alan Wallace, Acting General Manager, Community Services Department

S/Reports/2016/RCD/PDCS – Chief Whitecap Park master Plan Update/ks

FINAL\APPROVED – A. Wallace – February 23, 2016

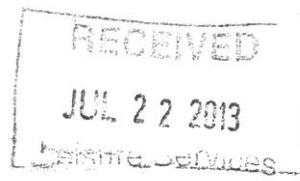
**Discretionary Use Application -
Chief Whitecap Park Letter, Dated July 16, 2013**

ATTACHMENT 1



July 16, 2013

Brad Babyak
Integrated Facility Supervisor
City of Saskatoon
222 3rd Avenue North
Saskatoon SK S7K 0J5



Dear Brad:

Re: Discretionary Use Application – Chief Whitecap Park

Council considered your application at its June 17, 2013 meeting and passed the following resolution:

"That the application of the City of Saskatoon to establish a Passive Recreation Use consisting of an off leash dog park, on leash park areas, natural, cultural and historical interpretive area, as outlined in the Chief Whitecap Park Master Plan, on E ½ 1 & SE 12-36-6-W3 be APPROVED as a discretionary use subject to:

- i. Council receiving and approval of detailed design;*
- ii. the City of Saskatoon to upgrade Cartwright Street and Saskatchewan Crescent as recommended in the November 2011 report prepared by AECOM at the sole cost of the City of Saskatoon;*
- iii. the road upgrades including corrections to the sharp curves on Cartwright Street and Saskatchewan Crescent as recommended in the AECOM report, or reduction of the speed limit so that the sharp curves are no longer a safety concern;*
- iv. the necessary amendments to RM policy to allow for the City of Saskatoon Animal Control Agency to enforce the City of Saskatoon Animal Control Bylaw in Chief Whitecap Park and to enforce and prosecute dangerous animals;*
- v. the off leash area of the park being reduced to no more than 80 acres and fenced from the rest of the park and adjacent properties to Council's satisfaction;*
- vi. entering into a development agreement to ensure that the use complies with all relevant requirements of the District Zoning Bylaw and conditions of approval; and*
- vii. the development agreement addressing ongoing contributions to infrastructure costs that are affected by the proposed development including initial upgrade and ongoing maintenance of the infrastructure."*

Rural Municipality of Corman Park No. 344

111 Pinehouse Drive, Saskatoon SK S7K 5W1 Phone: (306) 242-9303 Fax: (306) 242-6965

Email: rm344@rmcormanpark.ca Website: www.rm-cormanpark.ca

I am out of the office from July 18th-29th. Once back I will start working on the policy amendments required. I may need some information during this process so I may be contacting you, but if you have any questions or comments please contact me.

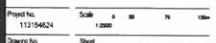
Yours truly,



Chad Watson, MCIP
Manager of Development
RM of Corman Park No. 344
Phone: (306) 975-1663
Email: cwatson@rmcormanpark.ca

Rural Municipality of Corman Park No. 344

111 Pinehouse Drive, Saskatoon SK S7K 5W1 Phone: (306) 242-9303 Fax: (306) 242-6965
Email: rm344@rmcormanpark.ca Website: www.rmcormanpark.ca

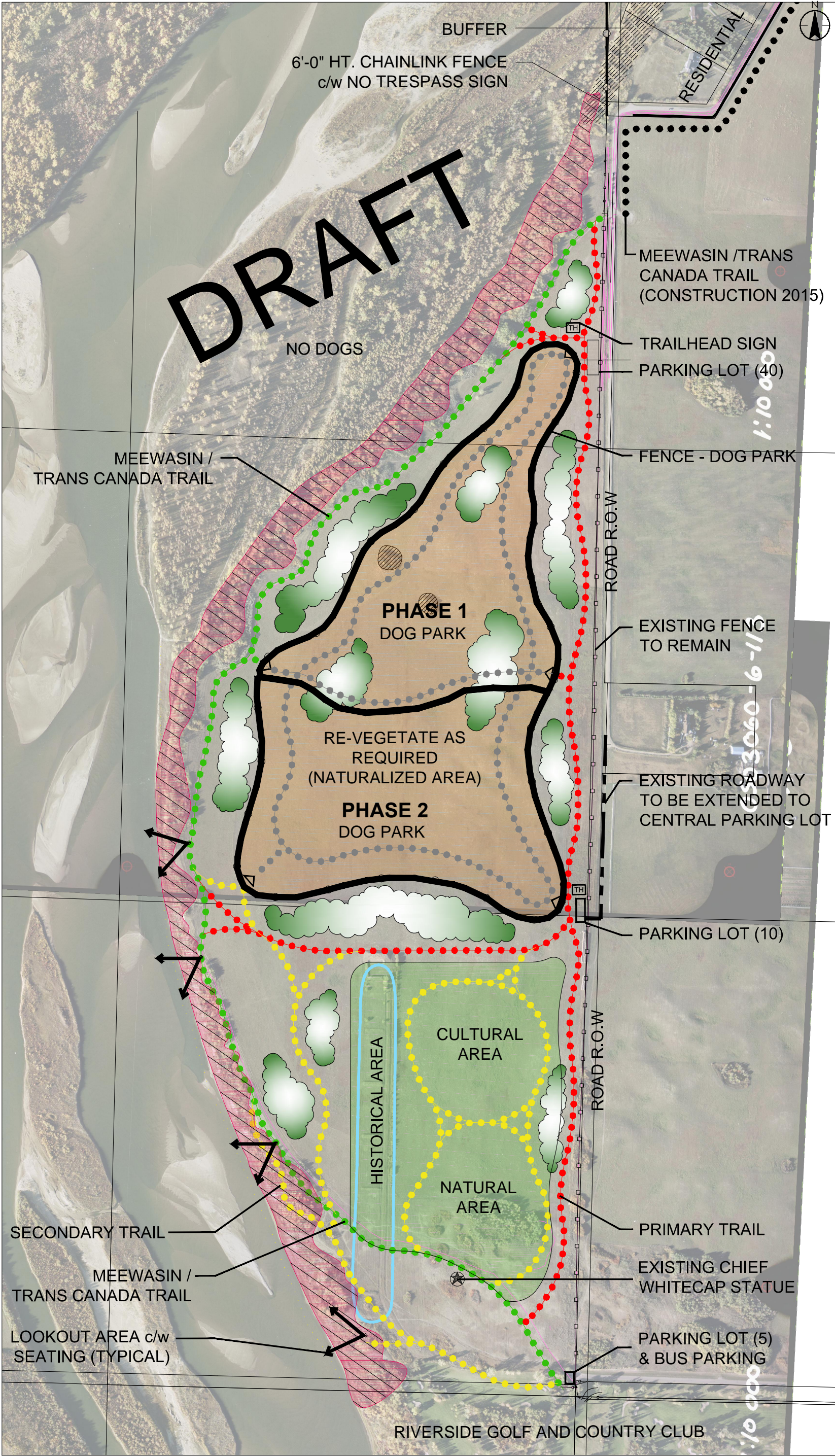


Summary of Public Information Session Comments

Concern	Administration's Response
Chief Whitecap Park (CWP) should be left in its natural state.	In 1961, the City of Saskatoon (City) purchased the land that is now CWP from the Federal Government with the condition that the land be made a public park. The current vision of CWP provides a balanced approach to current and future activities within the park while providing "Something for Everyone."
80 acres is not enough space.	In 2013, the City applied to the Rural Municipality of Corman Park (RM) for discretionary use of CWP. The application has been approved with conditions from the RM. The updated Master Plan describes the many programs that can coexist and with the access to the river and floodplain area, it provides access to significantly more area than 80 acres.
Why can the RM place conditions that the off-leash area only be 80 acres when the City owns the property?	CWP is owned by the City; however, it falls within the RM's jurisdiction; therefore, must comply with the RM's development regulations and conditions.
Why does there need to be fencing?	As part of the RM approval process, it is a condition of approval. Fencing is required to alleviate potential conflict between dog walkers and other users of the park.
Who is going to enforce the bylaw?	The City Administration submitted a discretionary use application in 2013 to the RM for CWP. Once the conditions of the RM have been met, the RM would have to amend their Dogs Running at Large Bylaw to allow for the City of Saskatoon Animal Control Officers to enforce its Animal Control Bylaw at CWP.
The parking lot is too small.	The proposed parking lot at the north end of CWP will be 43 stalls, with the intent to have two other parking lots constructed. One will be located at the south (5 stalls) and one just north of the interpretive areas (10 stalls). The north parking lot will be designed to have space for future expansion if the need is warranted and funding becomes available.
Will there be signage?	Yes. Temporary signage will be placed at CWP with the intent to have signage at the park entrances until the RM approves discretionary use.
Will there be washrooms?	At this time, washrooms are not within the scope of this project.
Why does there need to be a cultural area?	The cultural area is there to provide a place where groups and individuals can visit and learn about the area and its historical importance. CWP was named after Chief Whitecap of the Dakota First Nation in recognition of the importance he played in guiding John Lake in establishing the Temperance Colony (present Saskatoon). In recognizing this, the cultural area includes a statue to commemorate Chief Whitecap. The area also includes the significant World War II rifle training range that played an important role in training Canadian troops before going overseas.

Concern	Administration's Response
Will there be formal development and improved pathways down to the river?	The updated CWP Master Plan provides access to the flood plain. The updated plan does not include developing pathways down to the river.
Petition received from Nancy Keith on behalf of Riverside Estates signees: CWP should be left in its natural state.	In 1961, the City purchased the land that is now CWP from the Federal Government with the condition that the land be made a public park. The current vision of CWP provides a balanced approach to current and future activities within the park while providing "Something for Everyone."
Online petition received from Pat Thomas on behalf of Chief Whitecap Park Alliance: The MVA/TransCanada Trail be relocated back to the east side of the park as existed in the 2010 Master Plan.	The north portion of the MVA/TransCanada Trail has shifted to the east and wraps around the off-leash dog park.
Online petition received from Pat Thomas on behalf of Chief Whitecap Park Alliance: Some access provided from the south parking lot to the river for people with dogs, as it was in the 2010 Master Plan.	CWP was designed to reflect a balanced approach between off-leash users and other core program activities. Access to the river for those who wish to do so from the south parking lot are able, but dogs must be on-leash until they are on the floodplain.
Online petition received from Pat Thomas on behalf of Chief Whitecap Park Alliance: Any fencing required should be placed on the north and south end of the park to address concerns of concerns of local landowners.	Within the updated Master Plan presented January 26, 2016, fencing along the north end of the park has been added to address concerns of local landowners. The off-leash dog park has page wire fencing along the north, east, and south perimeter.
Online petition received from Pat Thomas on behalf of Chief Whitecap Park Alliance: A guarantee that motorized vehicles will not be allowed in the park in any season.	Once the RM approves discretionary use, the City's Facilities and Parks Usage Bylaw No. 7767 will apply. Motorized vehicles are not allowed in park space with the exception of maintenance vehicles or written or verbal permission from the City.
Online petition received from Michael Thompson for Rachelle Cameron and the Chief Whitecap Park Alliance: This is a very important off-leash dog park to many users. It is one of only two parks where dogs can cool off on a hot day. Restricting it to only on-leash serves a very few while ruining the park for dogs and dog owners.	CWP will not be restricted to only on-leash dog walking. Within the Master Plan, 80 acres along the northern portion of the park and riparian edge is provided for those who wish to walk off-leash. The updated Master Plan does not include fencing along the riparian edge; therefore, access to the floodplain and water is not restricted.

Concern	Administration's Response
<p>Letter from Recreational Off-Leash Organization (ROLO): Page wire fence be erected along the north border of the golf course.</p>	<p>Page wire fencing will be installed along the north, east, and south perimeter of the off-leash dog park. The Administration will investigate design options on the feasibility of this request.</p>
<p>Letter from ROLO: Within two years, provide a fenced bypass trail to be used by either the dog walking community or extension of the Meewasin Trail from the south parking area to the most southerly lookout point.</p>	<p>The south portion of CWP will remain on-leash. The Administration will investigate design options on the feasibility of this request.</p>
<p>Letter from ROLO: The potential to join the south parking area to the north off-leash area will provide a safe and compatible access for the many users who utilize this area to walk the full length of CWP.</p>	<p>The updated Master Plan includes a pathway along the west side of the park, a pathway along the east side, and proposed secondary paths within the park to allow for safe and compatible access for many users.</p>



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Saskatoon Saskatchewan S7N 0K3
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Consultants

LEGEND

- PRIMARY PATHWAY (3.0m WIDE)
- SECONDARY PATHWAY (2.4m WIDE)
- DOG PARK PATHWAY (2.4m WIDE)
- MEEWASIN / TRANS-CANADA TRAIL (3.0m WIDE)
- MEEWASIN / TRANS-CANADA TRAIL (CONSTRUCTION 2015)
- TRAILHEAD
- FENCE GATE
- SEATING/LOOKOUT AREAS
- BUFFER
- NATURALIZED PLANTING
- RIPARIAN AREA - STEEP SLOPES
- DOG PARK
- INTERPRETIVE AREA - NO ANIMALS
- DOG PARK FENCE
- EXISTING FENCE TO REMAIN
- 6'-0" CHAINLINK FENCE c/w SIGNAGE
- EXISTING CHIEF WHITECAP STATUE / INTERPRETIVE AREA

FOR DISCUSSION PURPOSES ONLY

CONCEPT ONLY
DETAILS MAY VARY

Seal

Client/Project
MEEWASIN VALLEY AUTHORITY

CHIEF WHITECAP
MASTER PLAN REVISION
Saskatoon SK Canada

Title
PRELIMINARY CONCEPT PLAN
REVISED MAY 2015

Project No.
113154624

Scale
1:2500

Drawing No.
Sheet

125m

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STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT and COMMUNITY SERVICES

Update on the Saskatoon Minor Football Field Project

Recommendation of the Committee

That the information be received.

History

At the March 7, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the Acting General Manager, Community Services Department, was considered.

Attachment

March 7, 2016 report of the Acting General Manager, Community Services Department.

Update on the Saskatoon Minor Football Field Project

Recommendation

That the report of the General Manager, Community Services Department, dated March 7, 2016, be forwarded to City Council for information.

Topic and Purpose

This report will provide an update on the 2015 operating season at the Saskatoon Minor Football Field; the name of the new clubhouse; construction of Phases 1, 2, and 3; and an update on the Friends of the Bowl Foundation fundraising campaign.

Report Highlights

1. The Saskatoon Minor Football (SMF) Field at Gordon Howe Park operated from mid-April to mid-November, 2015, for its first very successful full season.
2. The Friends of the Bowl Foundation (FOTBF) is pleased to announce the first two phases of construction upgrades to the SMF Field, including the field, lighting, sound system, and clubhouse, will be completed this spring.
3. With the construction of the new clubhouse nearing completion, the FOTBF Board has approved the name, Gordie Howe Sports Centre, for the clubhouse.
4. The FOTBF wishes to announce the third phase of the upgrade project, which is the plaza and ticket booth. Funding has been secured and the project will be completed this spring.
5. The FOTBF has successfully achieved its fundraising goal to complete the three phases of upgrades at SMF Field.

Strategic Goals

The upgrades to the SMF Field supports the City of Saskatoon's (City) Strategic Goal of Quality of Life, as this initiative supports the long-term strategy of ensuring facilities are accessible, both physically and financially, and meet the community needs. Under the Strategic Goal of Asset and Financial Sustainability, this initiative also supports the long-term strategy of increasing revenue and reducing reliance on property taxes.

Background

At its November 13, 2012 meeting, City Council declared the Gordon Howe Bowl upgrades as a municipal project in order to provide the issuance of charitable donation receipts for donations received from the community.

At its September 9, 2013 meeting, City Council approved the FOTBF's request to negotiate naming rights and sponsorships for assets and facilities (i.e. clubhouse) at Gordon Howe Bowl. This was subject to City Council having final approval of an agreement for the naming rights of the Gordon Howe Bowl.

At its May 20, 2014 meeting, City Council approved the new name of the Gordon Howe Bowl; Saskatoon Minor Football Field.

At its June 22, 2015 meeting, City Council approved the establishment of an SMF Field Stabilization Reserve. The Administration was to provide an update on the operation of the SMF Field in the winter of 2016.

Report

SMF Field Operation 2015

In 2015, Saskatoon Football Inc. (SFI) operated the SMF Field for its first full season. The field was in use from mid-April 2015 to mid-November 2015. During this time, the field was rented for a total of 1,010 hours. By contrast, when it was a natural grass field, the season was typically from mid-August to mid-November, and only 125 hours of field bookings.

In the 2015 season, the SMF Field hosted youth and adult football, professional football, training sessions for youth and adults, high school soccer, club soccer practices and games, and conditioning camps. The highlight of the season was the Canadian Bowl 2015, which is the Canadian Junior Football League Championship, hosted at SMF Field. There were 4,700 spectators at that game. The 2015 season was a great success, and SFI is looking forward to 2016, when the new clubhouse will be available for users of the field.

Construction for Phase 1 and Phase 2 – Field, Lights, Sound System, and Clubhouse

The upgrades to the SMF Field are being completed in phases. The project has progressed as funding has been available. Phase 1, which included the installation of artificial turf, a new score clock, lights, and a sound system, is now complete. Phase 2 is the construction of a new clubhouse, which will be completed by March 2016.

New Clubhouse to be Named Gordie Howe Sports Centre

The FOTBF received a donation to assist with the completion of the clubhouse project, and the donor requested that the new clubhouse be named the Gordie Howe Sports Centre. The FOTBF consulted with the Howe family to ensure they approved of the recognition. The Howe family was very pleased with the name chosen for the clubhouse and the FOTBF Board has subsequently approved the name.

Construction for Phase 3 – Ticket Booth and Plaza

The FOTBF is pleased to announce that Phase 3 of the upgrades at SMF Field, which is the design and construction of the plaza entrance and a new ticket booth, will begin in the spring of 2016 (see Attachment 1). The ticket booth will service both the SMF Field and Gordon Howe No. 1 Softball Diamond.

FOTBF Fundraising Campaign

To date, the FOTBF fundraising campaign has reached a total of \$8,500,000. The City's contribution toward the project is \$2,795,000, which brings the total project funding to \$11,295,000. The FOTBF achieved its fundraising goal to complete the SMF

Field upgrades and supporting facilities (clubhouse, plaza, and ticket booth). Upon completion of Phase 3 of the project, the FOTBF will assess the other assets at the Gordon Howe Complex and report back to City Council with a list of other potential projects to be undertaken in the Gordon Howe Complex.

Public and/or Stakeholder Involvement

The FOTBF has been actively engaged throughout the entire fundraising campaign for the SMF Field. The FOTBF includes representation from all groups using the Gordon Howe Complex, as well as representation from the Administration.

As the Gordon Howe Complex is within the Meewasin Valley Authority (Meewasin) jurisdiction area, Meewasin has also been consulted on the plaza and ticket booth project and has approved of the design as presented.

The Administration will continue to work with Saskatoon Football Inc. in the management and operation of the SMF Field to ensure the operation of the facility is a success.

Safety/Crime Prevention Through Environmental Design (CPTED)

A CPTED review was completed in April 2014; recommendations were incorporated into the final design of Phase 2 and Phase 3 of the project.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The Administration will provide an update to City Council in September 2016, with a list of potential projects from the FOTBF.

Public Notice

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

Attachments

1. Phase 3 Plaza and Ticket Booth Design

Report Approval

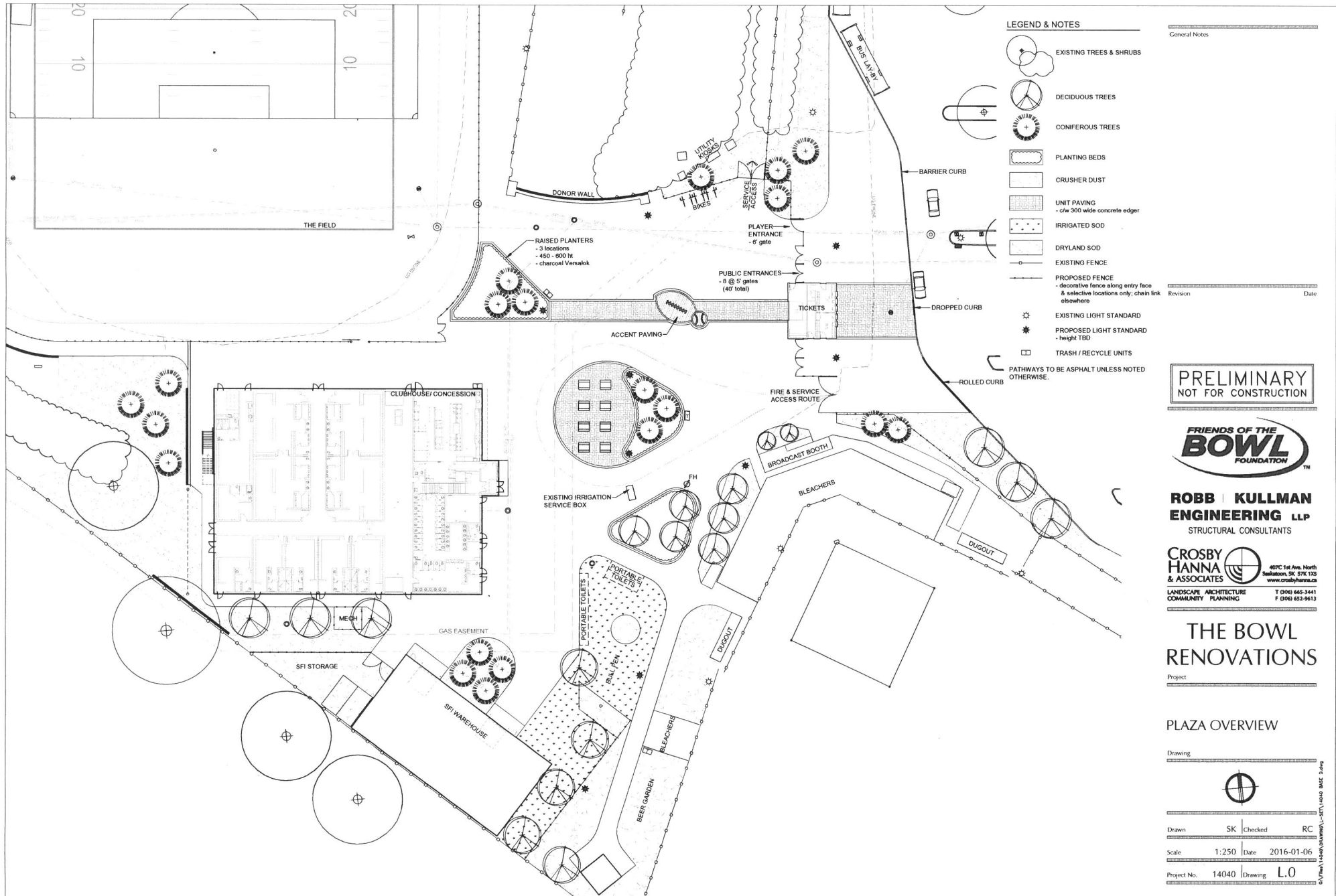
Written by: Roxane Melnyk, Facility Supervisor, Recreation and Community Development

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

Approved by: Alan Wallace, Acting General Manager, Community Services Department

S/Reports/2016/RCD/PDCS – Update on the Saskatoon Minor Football Field Project/lc

Phase 3 Plaza and Ticket Booth Design





STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT and COMMUNITY SERVICES

2016 Cultural Grant Capital Reserve Awards

Recommendation of the Committee

That the project funding recommended by the Cultural Grant Capital Reserve Adjudication Committee be approved.

History

At the March 7, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the Acting General Manager, Community Services Department, was considered.

Attachment

March 7, 2016 report of the Acting General Manager, Community Services Department.

2016 Cultural Grant Capital Reserve Awards

Recommendation

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that the project funding recommended by the Cultural Grant Capital Reserve Adjudication Committee be approved.

Topic and Purpose

The purpose of this report is to provide information on the funding of \$70,420 recommended for the 2016 Cultural Grant Capital Reserve Awards.

Report Highlights

1. The Cultural Capital Reserve Fund, administered by the Recreation and Community Development Division, provides funding to organizations that are currently in the City of Saskatoon's (City) Culture Grant Program. Funding is provided for periodic one-time capital projects.
2. The Cultural Grant Capital Reserve Adjudication Committee recommended funding for six eligible projects, with \$70,420 being allocated to approved projects.

Strategic Goals

This report supports the City's Strategic Goal of Quality of Life, specifically the long-term strategies of implementing the Municipal Culture Plan and supporting community-building through direct investment, community development expertise, and support to volunteers on civic boards, committees, and community associations. Supporting cultural institutions also supports the Strategic Goal of Sustainable Growth, as stable cultural institutions complement the work of the City Centre Plan.

Background

The City's Cultural Grant Capital Reserve was created in 2010 to provide funding for periodic one-time capital projects to organizations currently receiving funding under the Culture Grant Program. In 2013, City Council approved several amendments to the program. The annual provision to the reserve is authorized by City Council through the Operating Budget. Allocations of funds are to be made by the Cultural Grant Capital Reserve Adjudication Committee, in accordance with the criteria outlined in Reserves for Future Expenditures Policy No. C03-003.

Report

The Cultural Capital Reserve Fund has \$100,000 available for allocation in 2016. All project applications were reviewed by the Cultural Grant Capital Reserve Adjudication Committee, who recommended the following awards:

2016 Cultural Grant Capital Reserve Awards

Major Grant

- Persephone Theatre – digital sound system and console upgrade: \$40,000

Minor Grants

- 25th Street Theatre – replace festival banners: \$ 2,000
- La Troupe du Jour – five-year strategic plan development: \$ 3,920
- N.S.I. Children's Festival – strategic planning and organizational development: \$10,000
- PAVED Arts – Installation of secure card pass system: \$ 9,500
- Shakespeare on the Saskatchewan – website construction: \$ 5,000

Total \$70,420

Options to the Recommendation

City Council may choose to not approve the recommendations for funding made by the Cultural Grant Capital Reserve Adjudication Committee. In this case, further direction would be required.

Public and/or Stakeholder Involvement

There was no public or stakeholder involvement outside of the application and review process.

Communication Plan

The Recreation and Community Development Division will promote the results through posting on the City's website.

Financial Implications

Funding for the 2016 Cultural Grant Capital Reserve Awards is allocated from the Future Expenditures/Cultural Reserve. The uncommitted balance of the Future Expenditures/Cultural Reserve is \$36,160.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The six projects that have been awarded funding will be completed by March 31, 2018.

Public Notice

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

Report Approval

Written by: Kathy Allen, Arts and Grants Consultant, Recreation and Community Development
Reviewed by: Lynne Lacroix, Director of Recreation and Community Development
Approved by: Alan Wallace, Acting General Manager, Community Services Department

S/Reports/2016/RCD/PDCS - 2016 Cultural Grant Capital Reserve Awards/lc



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT and COMMUNITY SERVICES

Request for Temporary Street Renaming and Street Signage – 200 Block of Avenue M South

Recommendation of the Committee

1. That the request to temporarily rename the 200 block of Avenue M as “Sister Theodosia Lane” from April 15, 2016 to August 31, 2016 and to have honorary street signs placed above the Avenue M block face signs on both the north and south sides of the 200 block of Avenue M, with the name “Sister Theodosia Lane”, from April 10, 2016 to August 31, 2016, be approved and that the costs of installation and removal of the signs be apportioned to the applicants; and
2. That the Administration look into setting a policy for future special street naming requests for report back to the Committee and that the matter be referred to the Naming Advisory Committee as well.

History

At the March 7, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a letter from Ms. Nadia Prokopchuk, Member of St. George’s Cathedral and Mr. Martin Hryniuk, Member of Musee Ukraina Museum, dated March 1, 2016, was considered.

Your Committee has determined that the cost of the signage and installation would be the applicants’ responsibility. Your Committee is supporting this request for the duration requested. Your Committee is also recommending the establishment of a policy for special temporary naming requests to assist in addressing future requests.

Attachment

March 1, 2016 letter from Nadia Prokopchuk and Martin Hryniuk.

6310-1

To: Sproule, Joanne (Clerks)
Subject: RE: Request for Honourary Street Name - 200 Block of Ave. M

RECEIVED

MAR 01 2016

CITY CLERK'S OFFICE
SASKATOON

From: Nadia Prokopchuk [mailto:njprokopchuk@gmail.com]

Sent: Tuesday, March 01, 2016 9:49 AM

To: Sproule, Joanne (Clerks) <Joanne.Sproule@Saskatoon.ca>

Cc: Lorje, Pat (City Councillor) <Pat.Lorje@Saskatoon.ca>; Martin Hryniuk <hrymartin@yahoo.ca>; Iwanchuk, Ann (City Councillor) <Ann.Iwanchuk@Saskatoon.ca>

Subject: Request for Honourary Street Name - 200 Block of Ave. M

Hello Joanne,

Please accept the attached letter as our formal request to have the 200 block of Ave. M temporarily renamed "**Sister Theodosia Lane**". Background information and a rationale for the request are provided in the letter. If you require anything else in order to move this item forward to City Council, please let me know. Thank you very much for your attention to our request.

Regards,
Nadia Prokopchuk



March 1, 2016

Joanne Sproule, Clerk
City Hall
City of Saskatoon

Dear Joanne Sproule,

On behalf of a group of Pleasant Hill citizens interested in honouring the memory of a much-beloved community activist and spiritual leader, please accept this letter as our application to have the 200 block of Avenue M South temporarily renamed "Sister Theodosia Lane".

Sister Theodosia Papirnik was a Ukrainian Catholic sister of the Order of the Sisters of St. Joseph who passed away on April 14, 2015 after a brief battle with cancer. She was the Administrator of St. Joseph's Home on Valens Drive, member of the Board of Musee Ukraina Museum located on the 200 block of Ave. M, spiritual advisor to several community organizations linked to St. George's Cathedral and the Eparchy of Saskatoon, both located on Ave. M, and the architect of the Shrine to the Nun Martyrs of Olympia and Laurentia, also located on the 200 block of Ave. M South. In addition to her extraordinary gifts of leadership and community-building, Sister Theodosia was a much-beloved friend, guide, teacher and mentor to everyone who knew her. Our community continues to mourn her loss.

A one year memorial for Sister Theodosia is planned for April 16, 2016 at the Shrine of Nun Martyrs Olympia and Laurentia, located on Ave. M. South.

In keeping with the consideration for honorary street signs given to the Jazz Festival, we are asking for honorary street signs to be erected above the Ave. M block face sign with the name "Sister Theodosia Lane" on both the north and south side of the 200 block of Ave. M. We would ask that the signs be placed on the street during the week of April 10-15, so that they are ready to be unveiled immediately following the memorial service on April 16, 2016. We will be requesting that His Worship Mayor Don Atchison formally unveil the signs after the memorial service.

Thank you very much for considering our request. We look forward to your response.

Respectfully,

Nadia Prokopchuk

Nadia Prokopchuk, Member of St. George's Cathedral, 210 Ave. M. South
Email niprokopchuk@gmail.com

Martin Hryniuk

Martin Hryniuk, Member of Musee Ukraina Museum, 222 Ave. M. South
Email hrymartin@yahoo.ca



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT and COMMUNITY SERVICES

Special Events Policy Revisions and Rating Tools

Recommendation of the Committee

1. That the proposed revisions to Special Events Policy No. C03-007 and the event evaluation rating tools, as outlined in the March 7, 2016 report of the Acting General Manager, Community Services Department, be approved;
2. That the proposed revisions to Youth Sports Subsidy Program – Allocation Criteria Policy No. C03-034, as outlined in the March 7, 2016 report of the Acting General Manager, Community Services Department, be approved;
3. That the word “capital” be added to item 34.3 of Policy No. C03-003; and
4. That the proposed revisions to Reserves for Future Expenditures Policy No. C03-003, as outlined in March 7, 2016 report of the Acting General Manager, Community Services Department, be approved as amended above.

History

At the March 7, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the Acting General Manager, Community Services Department, was considered.

Your Committee was advised that Item 34.3 of Policy C03-003 on Attachment 4 should include capital expenditures as well as operating. Your Committee is recommending the addition of this to the proposed revisions to Policy C03-003. Your Committee is forwarding the above recommendations for Council’s consideration.

Attachment

March 7, 2016 report of the Acting General Manager, Community Services Department.

Special Events Policy Revisions and Rating Tools

Recommendation

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

1. That the proposed revisions to Special Events Policy No. C03-007 and the event evaluation rating tools, as outlined in this report, be approved;
2. That the proposed revisions to Youth Sports Subsidy Program - Allocation Criteria Policy No. C03-034, as outlined in this report, be approved; and
3. That the proposed revisions to Reserves for Future Expenditures Policy No. C03-003, as outlined in this report, be approved.

Topic and Purpose

This report provides a summary of the proposed revisions to Special Events Policy No. C03-007, including the use of event evaluation rating tools and an adjudication committee in the administration of the Reserve for Major Special Events funds.

This report also provides a summary of the proposed revisions to Youth Sports Subsidy Program - Allocation Criteria Policy No. C03-034 and Reserves for Future Expenditures Policy No. C03-003, which are required due to revisions to Special Events Policy No. C03-007.

Report Highlights

1. In an effort to improve efficiency and clarity, a number of revisions are proposed for Special Events Policy No. C03-007 (Special Events Policy), which includes the establishment of a Special Events Adjudication Committee (Adjudication Committee) to review event applications. As a result of these proposed revisions, amendments are also required for Youth Sports Subsidy Program - Allocation Criteria Policy No. C03-034 (Youth Sports Subsidy Program Policy) and Reserves for Future Expenditures Policy No. C03-003 (Reserves for Future Expenditures Policy).
2. Event evaluation rating tools (rating tools) will be used to assess funding requests. Each category of event, Major Special Events and Profile Saskatoon Events, will have a unique rating tool. The assessed event score will determine the maximum amount of funding to be approved for the event.
3. The process for applying for funding has been revised to improve efficiency.

Strategic Goals

Under the City of Saskatoon's (City) Strategic Goal of Quality of Life, this initiative supports the long-term strategy of supporting community building through direct investment, community development expertise, and support to volunteers on civic boards, committees, and community associations.

Special Events Policy Revisions and Rating Tools

Also, under the Strategic Goal of Continuous Improvement, this initiative supports the long-term strategy of ensuring that our approach to citizen and stakeholder communications is integrated, proactive, and professional.

Background

At its October 27, 2014 meeting, City Council resolved, in part, that:

“the Administration be requested to review the Profile Saskatoon and Special Events components of the Special Events Policy,...including consultation with other agencies and a review of best practices, to develop a formula for determining the level of support to be considered for these types of events.”

At its November 2, 2015 meeting, the Standing Policy Committee on Planning, Development and Community Services resolved, in part, that:

“the Administration report back outlining the final policy revisions and evaluation rating tool metrics for City Council approval.”

Report

Proposed Policy Revisions

The Administration is recommending a number of revisions to the existing Special Events Policy in order to provide clarity for organizations applying to this grant program and to incorporate the best practices identified through its consultation with other municipalities and agencies. The existing version of the Special Events Policy can be found in Attachment 1.

A complete overview of the proposed revisions to the Special Events Policy can be found in Attachment 2. Highlights of the revisions are as follows:

Adjudication Committee

The Administration is recommending the establishment of the Adjudication Committee to review and approve event applications, similar to the adjudication committees used for other grant funding programs such as Youth Sports Subsidy. The Adjudication Committee will consist of civic Administration and external stakeholders who have a vested interest in events taking place in the city. The Adjudication Committee will have the authority to approve funding requests to a maximum of \$100,000, based on the assessment of the event, using the rating tool. Funding requests over \$100,000 will require approval by City Council. The Adjudication Committee will report annually to the Standing Policy Committee on Planning, Development and Community Services on the amount of funding provided to events.

Use of Unexpended Youth Sports Subsidy Funds

The Administration has identified the need to separate the components related to the Unexpended Youth Sports Subsidy Funds from the Special Events Policy, as this funding program is specific only to those groups who are receiving the Youth Sports Subsidy. This funding program will be incorporated into the existing Youth Sports Subsidy Program Policy. The Administration is recommending renaming this policy the “Youth Sports Subsidy Program - Allocation Criteria and

Special Events Policy Revisions and Rating Tools

Special Events Policy” to capture both the subsidy and special event grant aspects of this program. Attachment 3 identifies the proposed revisions to be made to the Youth Sports Subsidy Policy with the revisions identified using italicized font and deletions using strikethroughs.

Reserves for Future Expenditures

Given the proposed revisions to the Special Events Policy and Youth Sports Subsidy Program Policy, revisions are also required to be made to the Reserves for Future Expenditures Policy. Attachment 4 identifies the proposed revisions to be made to the applicable sections within the Reserves for Future Expenditures Policy with the revisions identified using italicized font and deletions using strikethroughs.

The Administration is proposing that the existing Reserve for Special Events be renamed the “Reserve for Major Special Events” and that a new reserve entitled “Reserve for Unexpended Youth Sports Subsidy Funds” be created.

Annual Intake Dates

Annual intake dates occur two times per year. The Administration will set the dates in advance and put in place appropriate communication to the public and stakeholders via various methods, including using the City’s website.

There may be situations in which applications can be received outside of these intake periods if there are event bid timing requirements that need to be met.

Amount of Assistance

Maximum grant amounts have been identified for events based on the rating tools developed to assess event applications.

Rating Tools

The Administration has developed rating tools that have incorporated the best practices identified through its consultation with other municipalities and agencies. Major Special Events and Profile Saskatoon Events each have a unique rating tool (see Attachment 5). The rating tools will ensure that all applications are assessed in a fair, consistent, and transparent manner, and will be used by the Adjudication Committee to review and assess event applications to determine the level of funding assistance to be provided to the event. The Adjudication Committee will be responsible for making any required revisions to the rating tools as trends and/or strategic goals evolve and change.

Application Process

Appendix A of the Special Events Policy has been revised to streamline the process by which organizations apply for funding for an event. Attachment 6 outlines the proposed revisions with revisions identified using italicized font and deletions identified using strikethroughs.

The Administration has also developed an application form which will be used by organizations applying for special event funding. The rating tools will be included in the application form so organizations are aware of the criteria by which their event will be

Special Events Policy Revisions and Rating Tools

assessed. This application form will be available on the City's website and will include submission timelines.

Options to the Recommendation

The Standing Policy Committee on Planning, Development and Community Services may choose to further clarify the proposed Special Events Policy revisions and the criteria making up the rating tool.

Public and/or Stakeholder Involvement

On November 25, 2015, and February 11, 2016, the Administration met with Tourism Saskatoon representatives to review the proposed policy revisions and rating tool. Tourism Saskatoon supports the recommendations in this report.

Communication Plan

The Administration will advise relevant stakeholders of the policy changes. The updated policies will also be made available on the City's website.

Policy Implications

Upon City Council's approval, the Administration will make the applicable revisions to the Special Events Policy, the Youth Sports Subsidy Program Policy, and the Reserves for Future Expenditures Policy.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Upon City Council's approval of the recommendations in this report, policy revisions will be completed.

Public Notice

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

Attachments

1. Current Special Events Policy
2. Proposed Policy Amendments - Special Events Policy
3. Proposed Policy Amendments - Youth Sports Subsidy Program - Allocation Criteria Policy
4. Proposed Policy Amendments - Reserves for Future Expenditures Policy
5. Event Evaluation Rating Tools – Special Events Policy
6. Proposed Appendix A Amendments

Report Approval

Written by: Loretta Odorico, Facility Supervisor, Customer Service, Recreation and Community Development

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

Approved by: Alan Wallace, Acting General Manager, Community Services Department

S/Reports/2016/RCD/PDCS – Special Events Policy Revisions and Rating Tools/lc
FINAL/APPROVED – A. Wallace – February 24, 2016

Current Special Events Policy

CITY OF SASKATOON COUNCIL POLICY

NUMBER

C03-007

POLICY TITLE <i>Special Events</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>June 18, 1990</i>
		UPDATED TO <i>April 26, 2010</i>
ORIGIN/AUTHORITY <i>Legislation and Finance Committee Report 24-1990; Planning and Development Committee Reports 31-1991 and 2-1993; Administration and Finance Committee Reports 1-1994 and 5-2003; Executive Committee Report 5-2005; Planning and Operations Committee Report 13-2009; and Budget Committee Report 1-2010</i>	CITY FILE NO. <i>CK. 1870-15; and 205-1</i>	PAGE NUMBER <i>1 of 10</i>

1. PURPOSE

The objectives of this policy are:

- To attract visitors to the City of Saskatoon and, in so doing, generate significant economic benefit for the community;
- To enhance the profile and visibility of the City of Saskatoon, nationally and internationally;
- To enhance community spirit and pride; and
- To develop an awareness, understanding and appreciation of art, culture and recreation.

2. DEFINITIONS

- 2.1 Special Event - an event held in Saskatoon occurring with a frequency no greater than once every two years, lasting for a minimum of two consecutive days, which provides a high profile and significant economic benefit for the City through the large number of estimated spectators (including a significant percentage of tourists) and through the expected extent of publicity generated. A special event may be provincial, regional, national (representation from the majority of regions of Canada) or international (representation from one additional country). For the purposes of this policy, special events do not include conferences or trade exhibitions. Examples of special events that may be eligible include the following:

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- a) Sports Event - an event where the athletic skills of individuals or groups are showcased or where a champion for a level of competition (e.g. provincial, regional, national or international) is determined.
- b) Arts Event - an event that showcases or determines outstanding achievement in the arts (e.g. music, drama, dance, visual arts, literary arts, etc.).
- c) Multicultural Event - an event in which ethnic similarities and differences are respected and exchanged.
- d) Heritage Event - an event which has as its primary focus, the promotion of the understanding and appreciation of our heritage as citizens of Saskatoon, Saskatchewan, or Canada.
- e) Festival - an event which includes a significant performing arts or demonstrations component. It actively celebrates a theme, is primarily non-competitive, and provides fun and enjoyment for the public.

2.2 Profile Saskatoon Event – an event hosted in the City of Saskatoon, which puts the City in a position of prominence as a destination location and will attract external media attention to the City or region.

2.3 Special Event Adjudication Committee – This committee adjudicates only the Youth Sport Subsidy Special Event Hosting Grant Applications, not Special Event or Profile Saskatoon Event funding requests. This hosting grant is funded from unexpended Youth Sport Subsidy funds. This committee will include six member organizations receiving funding under the Youth Sport Subsidy Program and a representative from the Community Services, Leisure Services Branch.

2.4 Event Season – will be the twelve-month period following December 31 each year (January 1 to December 31).

2.6 Business Plan – A comprehensive planning document that describes the objectives of an event, the facility requirements and resources needed, the cost to stage the event, the economic impact, and the lasting benefit an event will have on the community.

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- 2.7 Legacy – a tangible bequest that will meet a lasting community need and will add value to the community as a result of the event taking place. A legacy may be a monetary contribution or it may be a physical entity (e.g. improvements to an existing facility, upgrading/replacing program equipment) that is left as a result of hosting an event.
- 2.8 Special Event Legacy Reserve – a reserve to which special events being hosted in Saskatoon may contribute a minimum of \$10,000 or ten percent of the grant request, whichever is greater, if they are not able to meet the legacy criteria of having a tangible and lasting community benefit, as outlined above.
- 2.9 Confidential Event – an event that if revealed or be made public, would jeopardize or otherwise put at risk an organization’s bid proposal and submission.

3. POLICY

The City of Saskatoon may extend assistance to community groups or organizations wishing to sponsor special events as defined in this policy.

3.1 General Eligibility Criteria

To be eligible under any of the above listed event types, the applicant must:

- a) Be registered under the Saskatchewan Non-Profit Corporations Act. Organizations or groups that exist primarily for political or sectarian purposes, or for the purpose of providing funding to other groups, are not eligible for assistance under this Policy.
 - b) Not have received assistance for the same purposes under any other program or policy of the City (e.g. Policy No. C03-018 “Assistance to Community Groups”).
- 3.1.1 Organizations or groups requesting seed money to host recurring events for the first time would be eligible to apply for funding on a one-time basis.

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3.1.2 The City of Saskatoon Policy C03-007 (Special Events) is not intended to provide financial support to professional sporting events in which prize purses are sponsored by the private sector and awarded to event participants.

3.1.3 Unless otherwise stated in this policy, only events that have an operation budget greater than \$100,000 will be considered for funding.

3.1.4 Unless otherwise stated in this policy, funds provided may be used for preparing bid proposals, operating expenses, and capital expenditures, conditional upon City Council's approval.

3.1.5 Unless otherwise stated in this policy, event applications are required to identify an event legacy based on the following legacy criteria:

- a) The legacy must have a value of a minimum of \$10,000 or ten percent of the requested grant, whichever is greater.
- b) If applicants are not able to meet the above legacy criteria, applicants shall be required to contribute the above value to the Special Event Legacy Reserve. This reserve is used to fund pre-determined equipment purchases that will benefit a variety of events being hosted in Saskatoon.

3.2 Specific Eligibility Criteria

3.2.1 Unexpended Youth Sports Subsidy Funds

The following additional criteria shall be used for grants made from the unexpended funds remaining in the Youth Sports Subsidy Program:

- a) Eligible applicants will be restricted to those organizations receiving funding under the Youth Sport Subsidy Program.
- b) As indicated in the special events definition, funding must be applied to events that are non-recurring on an annual basis. However, groups applying for seed money to host recurring events for the first time would be eligible to apply on a one-time basis. Events that are now held on an annual basis would not be eligible for this funding.

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- c) Funding must be used for the rental cost of facilities only.
- d) Events that have an operating budget of less than \$100,000 are eligible for funding.
- e) Youth Sport Subsidy Program events are not required to have an event legacy component and are not required to submit a business plan as outlined in Appendix B.

3.2.2 Profile Saskatoon Events

- a) Profile Saskatoon events are not required to have an event legacy component.

3.3 Application Process

3.3.1 Unexpended Youth Sport Subsidy Funds

An application form from sport organizations currently receiving the Youth Sport Subsidy must be submitted by October 15 each year for the next event season, and must include the following:

- a) A copy of certificate of incorporation;
- b) An estimated operating budget for the event (including total revenues and expenditures), as well as a tentative rental contract outlining rental costs for the event;
- c) A program of events;
- d) A description of the economic impact to Saskatoon in hosting the event; and
- e) Projections of the number of participants, spectators and volunteers expected to be involved in the event.

Applications received after the October 15 deadline may be considered by the committee based on available funding.

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3.3.2 Special Events

Applications for national events, where possible, shall be submitted a minimum two years in advance of the event start date. Applications for international events, where possible, shall be submitted a minimum of four years in advance of the event start date. Eligible applicants must:

- a) Follow the Request for Support Process, as outlined under Appendix A.
- b) Submit a detailed business plan, as outlined under Appendix B.

3.3.3 Profile Saskatoon Events

Applications shall be submitted to City Council a minimum of 6 months in advance of the event start date. Eligible applicants must:

- a) Follow the Request for Support Process, as outlined under Appendix A.
- b) Submit a detailed business plan, as outlined under Appendix C.

3.4 Type of Assistance

Assistance provided will be in the form of a grant or services or both. Where application is made for financial assistance for a type of service offered by the City of Saskatoon (e.g. bus service), the service must be provided by the City.

3.5 Amount of Assistance

The maximum grant payable shall not exceed 50% of the cost of the event.

3.6 Payment

Payment of grants will be conditional upon successful completion of the special event and will be made after the event upon presentation of the post event information required in Section 3.8 of this policy.

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Payment of grants for Special Events or Profile Saskatoon Events may occur in advance of the event, upon written request to City Council by the organizing committee, and is conditional upon City Council's approval.

3.7 Bid Proposals

In recognition of cash flow problems, applicants for major national or international events may receive, under this policy, repayable loans to facilitate preparation of bid proposals and associated bid presentations. Such loans will include payment of interest at prime and are conditional upon City Council's approval.

3.8 Post Event Information

The applicant must submit the following information within 90 days following the event:

- a) Audited financial statements for the event, together with an account of how the assistance provided by the City of Saskatoon was used. For Unexpended Youth Sport Subsidy Funds events with annual revenues of less than \$100,000, provision of financial statements approved by the governing body may be considered sufficient; and
- b) An evaluation of the event, which addresses each item from the business plan outline, including statistics on number of participants, spectators, volunteers, etc. and an assessment of the economic and social impact on the City of Saskatoon.

3.9 Funding

Assistance provided through this Policy will be financed through a "Special Events Reserve" established under City Policy No. C03-003 on "Reserves for Future Expenditures".

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3.10 Approval

City Council approval is required in all cases. City Council may, as required, attach conditions to the approval of assistance under this policy which will require the recipient to perform certain activities or provide additional information in connection with the special event receiving civic support.

4. RESPONSIBILITIES

4.1 Administration – shall provide an administrative support person to the Special Event Adjudication Committee to act as a liaison between the Administration and the Special Event Adjudication Committee and to perform such duties as may be required with regard to this policy.

4.1.1 Unexpended Youth Sport Subsidy Funds – City Administration, in consultation with the Special Event Adjudication Committee, will review special event applications from eligible Youth Sport Subsidy sport organizations and will present recommendations for funding assistance to the Planning and Operations Committee for their consideration.

4.1.2 Special Events – City Administration will review business plan submissions from organizations requesting funding to host an event and will present recommendations for funding assistance to the Planning and Operations Committee, or Executive Committee for confidential events, for their consideration.

4.1.3 Profile Saskatoon Events – City Administration will review business plan submissions from organizations requesting funding to host an event and will request direction from the Planning and Operations Committee, or Executive Committee for confidential events, as to whether the funding request is to be approved.

4.1.4 City Administration will recommend to City Council any changes to this policy required to reflect changing priorities or to correct inequities that may become apparent.

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4.2 Special Event Adjudication Committee

- a) Develop specific criteria for evaluation of Youth Sport Subsidy Special Event Hosting Grant requests in accordance with the intent and general criteria outlined in this policy.
- b) Receive and process applications for assistance.
- c) Review and evaluate each application to ensure that objectives of the policy are met.
- d) Conduct interviews with applicants (when necessary) to obtain or provide any additional information that may be required.
- e) Present recommendations for assistance to the Planning and Operations Committee for consideration.
- f) Monitor and evaluate effectiveness of those programs which were approved under this policy.
- g) Recommend to the Planning and Operations Committee any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.

4.3 Planning and Operations Committee

- a) Review recommendations submitted by the Special Event Adjudication Committee relating to Youth Sport Subsidy Special Event Hosting Grants, inform the Adjudication Committee of any amendments, and refer the final recommendations, as well as the Adjudication Committee's recommendations, to City Council for approval.
- b) Review recommendations submitted by the Administration for Special Event or Profile Saskatoon Event funding requests and refer the final recommendations to City Council for approval.
- c) Recommend to City Council any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.

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4.4 Executive Committee

Review applications for Special Events and Profile Saskatoon Events that are confidential in nature and refer the final recommendations to City Council for approval at the appropriate time.

- 4.5 City Council – shall approve applications for assistance based on recommendations from the Planning and Operations Committee or Executive Committee. City Council, at its discretion, will approve all funding requests for the Profile Saskatoon Event category, based on the host organization providing the required information as outlined in Appendix C.

APPENDIX A TO CITY OF SASKATOON
COUNCIL POLICY C03-007 – SPECIAL EVENTS

SPECIAL EVENT AND PROFILE SASKATOON EVENT

REQUEST FOR SUPPORT PROCESS

Process for Events that are Non-confidential in Nature:

- Step One: For those events that are non-confidential in nature, the host organization must submit a written request to City Council outlining the organization's desire to host an event. The information submitted to City Council must include a detailed business plan, as outlined in Appendix B for Special Events or Appendix C for Profile Saskatoon Events.
- Step Two: City Council will refer the funding request to the Administration to review the business plan submission based on current City of Saskatoon Policy C03-007 (Special Events) and report its recommendations to the Planning and Operations Committee of Council. This report will outline the sufficiency of funding and the eligibility of the event for funding based on the City of Saskatoon Policy C03-007 (Special Events).
- Step Three: The Planning and Operations Committee of Council recommends to City Council the approval of the funding request and any conditions that may be imposed on the event.
- Step Four: City Council approves the recommendations and any conditions recommended by the Planning and Operations Committee of Council.
- Step Five: The host organization submits a post event evaluation report to the Administration within 90 days of the completion of the event and the Administration submits a report to City Council summarizing the highlights of this event. This report will summarize how the objectives were met, the success of the event, and the final economic impact the event had on the city and region.

Payment of the approved funding is provided to the host organization upon submission of the post event evaluation report to the Administration.

Process for Events that are Confidential in Nature:

- Step One: For those events that are being bid on and/or are confidential in nature, the host organization must submit a written request to City Council's In-Camera Executive Committee outlining the organization's desire to host an event. The preliminary information submitted to the Executive Committee will be as follows:
- A description of the event;
 - When the event will occur;
 - What event organizers hope to achieve by hosting the event in Saskatoon;

- Proposed legacy component of hosting the event in Saskatoon;
- Preliminary economic impact to Saskatoon and tourism region;
- Anticipated support from the Provincial and Federal governments; and
- Estimated financial support being requested from the City of Saskatoon.

Note: Where new infrastructure will be developed in order to host an event, future use and operating agreements must be established prior to submission of the bid.

Step Two: Executive Committee will refer the funding request to the Administration to review the bid proposal and/or business plan submission based on current City of Saskatoon Policy C03-007 (Special Events) and report its recommendations to the Executive Committee of Council. This report will outline the sufficiency of funding and the eligibility of the event for funding based on the City of Saskatoon Policy C03-007 (Special Events).

For those events being bid on, the report should provide adequate information for City Council to make informed decisions based on sound business reasons and with the necessary justification that the event will have economic and lasting benefit to Saskatoon. In these cases, Executive Committee may recommend approval in principle for events being bid on.

Step Three: For events being bid on, the host organization and Administration will provide regular updates to the Executive Committee on key milestones and important checkpoints as they work through the bid process.

Step Four: If an event bid is successful, the Executive Committee recommends to City Council the approval of the funding request and any conditions that may be imposed on the event.

If an event bid is not successful, the host organization will submit a brief report to the Executive Committee outlining the main reasons why the bid was not successful.

Step Five: City Council approves the recommendations and any conditions recommended by the Executive Committee.

Step Six: The host organization submits a post event evaluation report to the Administration within 90 days of the completion of the event and the Administration submits a report to City Council summarizing the highlights of this event. This report will summarize how the objectives were met, the success of the event, and the final economic impact the event had on the city and region.

Step Seven: Payment of the approved funding is released to the host organization.

APPENDIX B TO CITY OF SASKATOON
COUNCIL POLICY C03-007 – SPECIAL EVENTS

SPECIAL EVENT – BUSINESS PLAN OUTLINE

- 1) Mission Statement – Describe the objective and purpose of the event and why Saskatoon should host the event.
- 2) Strategic Goals (Outcomes) – Describe what you are trying to achieve and how this will impact Saskatoon and the surrounding community.
- 3) Strategic Alliance – Outline the public and private partnership arrangements that have been made and how these partnerships will achieve the strategic goals through the sharing of resources.
- 4) Local Organizing Committee – Outline the event organizing committee structure, description of each key position, and identify key individuals, which should include organizational experience and leadership.
- 5) Infrastructure Requirements – What new facilities are needed, what facilities require upgrading and what is required, and what facilities currently meet standard?
- 6) Requested City Services – Detail what City services are being requested during the event and how much will it cost to provide these services.
- 7) Event Operating and Capital Budget – Provide an operating budget that details event expenditures and revenues. A capital budget will detail projected infrastructure costs to build event facilities (venues) and the upgrading of existing facilities. Describe how new facilities will be designed for multi-use programming by other organizations and the public after the event is held.
- 8) Post Event Operating Costs – Identify post operating budget costs for facilities that the City will operate. These ongoing operating costs should include potential revenue generation from additional programs and services, and operating expense increases such as utilities, insurance, staffing, maintenance, material and supplies, etc.
- 9) Legacy – Identify what lasting community needs will be met and the value added to the community as a result of the event. An event legacy must have a value of a minimum of \$10,000 or 10 percent of the requested funding assistance, whichever is greater, in order to meet legacy criteria. Examples of lasting benefits to the community, such as improvements to existing City-operated facilities, building of new facilities and infrastructure, development of a new activity in terms of coaching/teaching, participant skill development, organizational development, etc., and upgrading and/or replacement of aging program equipment. In the event that the organizing committee cannot identify a suitable legacy, they will be required to contribute the above legacy value to the Special Event Legacy Reserve.

- 10) Economic Impact – Provide economic impact based on a reliable economic assessment model. Major events should have significant economic impact on the city and region. Event organizers should be able to demonstrate that an event will be a significant tourism attraction/destination for visitors who reside outside the city or the region/province.
- 11) Past Event History – Provide past revenue and expenditure results and describe how the event benefited the community.
- 12) Non-Profit Certificate – Provide a copy of certificate of incorporation as a non-profit organization.
- 13) Prize Purses – Identify any prize purses (monetary prizes) involved in this event.
- 14) Event Profits – Describe how the organizing committee plans to use any profits made from the hosting of the event.

APPENDIX C TO CITY OF SASKATOON
COUNCIL POLICY C03-007 – SPECIAL EVENTS

PROFILE SASKATOON EVENT – BUSINESS PLAN OUTLINE

- 1) Mission Statement – Describe the objective and purpose of the event and why Saskatoon should host the event.
- 2) Strategic Goals (Outcomes) – Describe what you are trying to achieve and how this will impact Saskatoon and the surrounding community. Provide projections of the number of participants, spectators, and volunteers expected to be involved in the event.
- 3) Strategic Alliance – Outline the public and private partnership arrangements that have been made and how these partnerships will achieve the strategic goals through the sharing of resources.
- 4) Local Organizing Committee – Outline the event organizing committee structure, description of each key position, and identify key individuals, which should include organizational experience and leadership.
- 5) Infrastructure Requirements – What new facilities are needed, what facilities require upgrading and what is required, and what facilities currently meet standard?
- 6) Requested City Services – Detail what City services are being requested during the event and how much will it cost to provide these services.
- 7) Event Operating Budget – Provide an operating budget that details event expenditures and revenues.
- 8) Economic Impact – Provide economic impact based on a reliable economic assessment model. Events should have significant economic impact on the city and region. Event organizers should be able to demonstrate that an event will be a significant tourism attraction/destination for visitors who reside outside the city or the region/province. Provide projections of the number of hotel nights, meals, and special functions that will be involved in the event.
- 9) External Media Attention – Identify and provide a detailed description of the external media attention that this event will attract to the City and region, which put the City in a position of prominence as a destination location.
- 10) Past Event History – Provide past revenue and expenditure results and describe how the event benefited the community.
- 11) Non-Profit Certificate – Provide a copy of certificate of incorporation as a non-profit organization.

- 13) Prize Purses – Identify any prize purses (monetary prizes) involved in this event.
- 14) Event Profits – Describe how the organizing committee plans to use any profits made from the hosting of the event.

Proposed Policy Amendments – Special Events Policy

CURRENT ARTICLE	PROPOSED ARTICLE	ADMINISTRATIVE COMMENT
1. Purpose	Revision to third bullet: To enhance community spirit and pride and contribute to a feeling of community identity, inclusion, and cohesion provided through opportunities for spectator/audience experiences.	There is a need to enhance the language to ensure that emphasis is placed on the benefit gained by the community from events taking place in Saskatoon.
2.1 Special Event	Revision: An event held in Saskatoon occurring with a frequency no greater than once every two years, lasting a minimum of two consecutive days, which provides a high profile and significant economic benefit for the city through the large number of estimated spectators/ participants/audience (including a significant percentage of tourists), and through the expected extent of publicity generated.	
2.2 Profile Saskatoon Event	Revision: An event hosted in Saskatoon that puts the city in a position of prominence as a destination location and will attract national media attention or provides exposure within a specific industry to the city and/or region. Examples of events that may be eligible include conferences and tradeshow.	The exposure recognized through specific industry publications and social media platforms may not equate to national media attention, but, are of equitable value within that industry.
2.3 Special Event Adjudication Committee	Revision: A committee made up of a minimum of three and maximum of five relevant community members with the skills and experience to impartially adjudicate event grant applications. The committee will also consist of a representative from the Community Services Department.	There is a need for this committee to be made up of members reflective of the following areas: current executive level volunteer experience in hosting events, current knowledge and experience in business in Saskatoon, and current knowledge and experience in media and/or marketing in Saskatoon.
2.7 Legacy	Deletion.	As the legacy requirement has been a challenge for some organizations to meet, the event evaluation rating tool has incorporated criteria related to the community benefit to be gained by an event being held in Saskatoon.

CURRENT ARTICLE	PROPOSED ARTICLE	ADMINISTRATIVE COMMENT
2.8 Special Event Legacy Reserve	Deletion.	This article is related to the legacy article above.
3.1.2	Revision: For professional sporting events, the event-endorsing organization must be a provincial or national non-profit entity and must demonstrate budget allocations for prize purses awarded for the event.	There is community and economic benefit to be gained from professional events being held in Saskatoon.
3.1.3	Revision: Only events that have an operation budget greater than \$100,000 will be considered for funding.	
3.1.4	Revision: Funds provided may be used for event operating expenses and capital expenditures.	
3.1.5	Deletion.	This article can be deleted as it relates to the legacy article as per above.
3.2 Specific Eligibility Criteria	Deletion.	This article in its entirety relates to the Youth Sports Subsidy Special Events Grant which will now be included within the Youth Sports Subsidy Program - Allocation Criteria Policy No. C03-034.
3.3.1 Unexpended Youth Sports Subsidy Funds	Deletion.	This article in its entirety relates to the Youth Sports Subsidy Special Events Grant which will now be included within the Youth Sports Subsidy Program - Allocation Criteria Policy No. C03-034.
3.3.2 Major Special Events	Revision: Annual intake periods for applications to be submitted will occur twice per year. Event applications received outside of these annual intake periods will be accepted in situations in which bid timing requirements need to be met. Applications for national and international events shall be submitted a minimum of one year in advance of the event start date.	Annual intake periods have been identified for this grant, which was a common best practice of other municipalities and funding agencies.

CURRENT ARTICLE	PROPOSED ARTICLE	ADMINISTRATIVE COMMENT
3.3.3 Profile Saskatoon Events	Revision: Annual intake periods for applications to be submitted will occur twice per year. Event applications received outside of these annual intake periods will be accepted in situations in which bid timing requirements need to be met. Applications for national and international events shall be submitted a minimum of one year in advance of the event start date.	Annual intake periods have been identified; a common best practice of other municipalities and funding agencies.
3.4 Type of Assistance	Revision: Assistance provided will be in the form of a grant. Where City of Saskatoon services are requested for an event (eg. bus service), the cost of this service is to be identified in the event operating budget and grant funding used for the cost of such service.	Wording has been revised to ensure clarity that funding is provided as a grant and not sponsorship of an event. In addition, requested civic services are required to be identified in the event operating budget.
3.5 Amount of Assistance	Revision: The maximum grant payable shall be based on the event evaluation rating tools score assessment.	The event evaluation rating tools score assessment identifies the maximum grant payable based on the score scale.
3.6 Payment	Revision and New: Applicants may request, in writing, release of grant funds in advance of the event taking place. A maximum of 75% of the eligible grant may be released in advance of the event taking place, with the remaining 25% being released upon submission of a post event evaluation report.	Identifying maximum limits of grant funding to be released in advance of an event taking place is a best practice of other municipalities and funding agencies.
3.7 Bid Proposals	Deletion.	Over the past seven years, there have not been any instances in which grant funding was provided for the preparation of bid proposals, so this article is no longer required. The deletion of this article is supported by Tourism Saskatoon.
3.8 Post Event Information	Revisions and Additions: 3.8.1 The applicant must submit to the Administration the following information as a post event evaluation report within 180 days following the event: a) Board and/or governing body approved financial statements for the event, including an account of how the assistance provided by the City of Saskatoon was used.	The current post event evaluation timeline of 90 days is not a sufficient amount of time for event organizers to compile the required information based on feedback received from these groups.

CURRENT ARTICLE	PROPOSED ARTICLE	ADMINISTRATIVE COMMENT
3.8 Post Event Information (continued)	<p>b) An evaluation of the event, which addresses each item from the business plan submission, including statistics on the number of participants, audience, spectators, volunteers, visitors from outside Saskatoon, etc.</p> <p>c) This evaluation must also include an assessment of economic impact and/or a direct-spend assessment and community benefit from the event being held in Saskatoon.</p> <p>d) In addition, copies of event marketing and promotional tools acknowledging the financial support provided by the City of Saskatoon are to be included in the post event evaluation report.</p> <p>3.8.2</p> <p>a) The Administration will use the event evaluation rating tool to assess the post event evaluation report to determine if the event achieved a score similar to that of the original score.</p> <p>b) In the event that the post event score is significantly lower than the original score, the Special Event Adjudication Committee will review the post event evaluation and determine whether the approved grant amount is to be reduced to reflect the event's post event evaluation score.</p>	<p>It is prudent to assess the post event evaluation report against the original application in order to determine if the goals and objectives of the event were met in terms of participants/spectators/ audience, etc. Significant differences in such figures need to be reviewed to be fiscally responsible in the utilization of taxpayer funds.</p>
3.10 Approval	<p>Revision:</p> <p>a) Special Event Adjudication Committee approval is required in all cases. The Special Event Adjudication Committee may, as required, attach conditions to the approval of assistance under this policy, which will require the recipient to perform certain activities or provide additional information in connection with the special event receiving grant support.</p> <p>b) Standing Policy Committee on Planning, Development and Community Services approval is required for funding requests in excess of \$100,000.</p>	<p>Article revision is required given the utilization of a Special Event Adjudication Committee.</p> <p>Events requesting funding over \$100,000 will require approval of the Standing Policy Committee on Planning, Development and Community Services.</p>

CURRENT ARTICLE	PROPOSED ARTICLE	ADMINISTRATIVE COMMENT
3.11 New Article - Recognition of Support Provided by City of Saskatoon	New: Recipients must acknowledge the financial support provided by the City of Saskatoon in the marketing and promotional tools developed for the event. City of Saskatoon logos will be provided to recipients to be used in these tools.	It is important that events recognize the financial support providing by the City of Saskatoon. Tourism Saskatoon will manage the fulfillment benefits normally attributed to granting agencies.
4.1 Administration	Revisions: a) The Administration shall have the authority to establish the format of application forms and the minimum documentation required to be submitted by the applicant. b) The Administration shall have the authority to determine annual intake dates for applications to be submitted. c) The Administration will provide a representative to sit on the Special Event Adjudication Committee. d) The Administration shall have the authority to revise the event evaluation rating tools.	This will allow the Administration to revise the application forms to best meet the needs of the Special Event Adjudication Committee in reviewing applications. As trends and/or strategic priorities change, the Administration will be positioned to address these changes in a timely manner.
4.1.1 Unexpended Youth Sports Subsidy Funds	Deletion.	This article can be removed as it will be included in the Youth Sports Subsidy Program - Allocation Criteria Policy No. C03-034.
4.1.2 Major Special Events; 4.1.3 Profile Saskatoon Events; and 4.1.4	Deletion.	The Administration's responsibilities will change with the proposed policy revisions.
4.2 Special Event Adjudication Committee	Deletion of 4.2 a) and b). Revisions: c) Using the event evaluation rating tool, review and evaluate business plan submissions from organizations requesting funding to host an event (Major Special Event or Profile Saskatoon Event) to ensure that objectives of the policy are met.	Responsibilities associated with the utilization of a Special Event Adjudication Committee have been identified.

CURRENT ARTICLE	PROPOSED ARTICLE	ADMINISTRATIVE COMMENT
4.2 Special Event Adjudication Committee (continued)	<p>e) Approve funding requests for events based on the score assessed from the event evaluation rating tool.</p> <p>g) Recommend to the Standing Policy Committee on Planning, Development and Community Services any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.</p> <p>Additions:</p> <p>h) Recommend for approval to the Standing Policy Committee on Planning, Development and Community Services any grant application in excess of \$100,000, through in-camera or public forum, as is applicable.</p> <p>i) Report to City Council annually on approved funding applications.</p>	
4.3 Planning and Operations Committee	<p>Revision:</p> <ul style="list-style-type: none"> Article heading to be titled "Standing Policy Committee on Planning, Development and Community Services." <p>Deletion of 4.3 a).</p> <p>Revision to 4.3 b) as follows: Review recommendations for grant approvals in excess of \$100,000 as submitted by the Special Event Adjudication Committee.</p>	Article name change required to reflect new governance model.
4.4 Executive Committee	Deletion.	
4.5 City Council	Revision: Shall approve changes to this policy.	
Appendix A	See proposed revisions in Attachment 5.	
Appendix B and Appendix C	Deletion.	The Administration will develop an application form to be used to apply for event funding support for both Major Special Events and Profile Saskatoon Events. This application form will incorporate the event evaluation rating tool criteria as the information required to be included in the application.

Proposed Policy Amendments – Youth Sports Subsidy Program – Allocation Criteria Policy

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C03-034

POLICY TITLE <i>Youth Sports Subsidy Program - Allocation Criteria and Special Events</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>October 16, 2000</i>
ORIGIN/AUTHORITY <i>Planning and Development Committee Report Nos. 29-1991; 31-1991; and 6-1992; City Commissioner's Report No. 26-1995; Planning and Operations Committee Report No. 19-1996; and Administration and Finance Committee Report No. 14-2000</i>	CITY FILE NO. <i>CK. 1720-3 and 1720-3-3</i>	PAGE NUMBER <i>1 of 8</i>

1. PURPOSE

To ensure the equitable and fair allocation of rental subsidies, established in the Youth Sports Subsidy Program, to all eligible Sport Organizations *in providing programming and in hosting special events*. The complementary objectives include:

- a) To ensure that program funding to Sport Organizations does not discourage the provision of leisure sport facilities by outside organizations;
- b) To encourage the youth of Saskatoon to participate in sport activities by reducing the rental cost of facilities to eligible Sport Organizations;
- c) To ensure rental subsidies provided to Sport Organizations take into account the relative costs of the facilities that are used by the various Sport groups; and,
- d) To ensure that access to the funding of the Youth Sports Subsidy Program reflects and maintains the unique inherent differences between the various sports organizations.

2. DEFINITIONS

- 2.1 Schedule of Eligible Sport Organizations - a list of all Sport Organizations eligible to receive funding under the Youth Sport Subsidy Program. The list contains the name of the organization, the annual program hours per participant, participants per program hour, rental rates of the facilities they utilize, their membership, and their calculated subsidy points.
- 2.2 Sport Organization - an organization that delivers sport activity programs or services to youth age 18 or under living in Saskatoon.

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2.3 Subsidy - is the difference between the cost of the facility rental and the amount paid by the Youth Sport Organizations.

2.4 Subsidy Points - the weighting factor assigned to an eligible Sport Organization obtained by applying the following formula:

$$\frac{\text{Membership} \times \text{No. of annual program hours per participant} \times \text{Rental rate per hour}}{\text{Participants per program hour}}$$

a) Membership - the number of registered participants, 18 years and under, on December 31 of the year in which the subsidy is being calculated.

b) Annual Program Hours Per Participant - reflects the yearly amount of "regular" time (i.e.: in relation to the participation standards which have been established for the sport or program) which is scheduled by the organization for a participant for competitions or for the instruction/practice of the specific skills of the sport. Provincial, national, or international championship events do not qualify and will not be included in the specification of regular program time.

c) Participants per Program Hour - reflects the manner in which a particular sport utilizes a facility by how many people participate in the activity at the same time. It should be noted that this definition does not necessarily equate to the number of players per team or the ratio of athletes per coach.

d) Rental Rate - represents the City's landlord costs or the market value (for those activity spaces which are not provided by the City) and must reflect the smallest "bookable" space that a sport will generally require in order to deliver the specific program or activity. The rental rate is expressed on an hourly basis. The "bookable" space will be for the primary training facility and will not include the secondary training facilities (i.e. Hockey will be subsidized for ice rentals and not for weight room rentals).

2.5 Youth Sports Subsidy Program - a program that provides subsidies to minor non-profit Sport Organizations to reduce the rental cost of facilities required to deliver their programs. ~~The benefits of the Youth Sport Subsidy Program are defined in Program No. 34-012 – Youth Sports Subsidy of the City of Saskatoon Program Overview Manual.~~

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COUNCIL POLICY

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3. POLICY

Sport Organizations may receive financial assistance to reduce the rental cost of facilities required to deliver their programs, ~~and~~ services, **and events**, provided they meet the criteria and requirements outlined in this policy.

3.1 **Subsidy** Eligibility Criteria

The general criteria for determining groups eligible to receive funding under the Youth Sports Subsidy Program are as follows:

- a) The organization must be registered as a non-profit corporation or be a registered member of a Provincial sport-governing body which is recognized by Sask Sport.
- b) The organization must not be a public-sector agency.
- c) The primary mandate of the organization must be the delivery or development of a "specific" sport activity to youth aged 18 years and under living in Saskatoon.
- d) The organization must be based in Saskatoon and must have been providing youth programming in the city for at least two consecutive years prior to applying for support under the Youth Sports Subsidy Program.
- e) The organization must maintain a non-restrictive membership to the sector(s) of the community and the age group that it serves and must make its programs and/or services available to all suburban areas within Saskatoon.
- f) The organization must adhere to the rules and regulations governing all developmental stages of the specific sport activity, ranging from the beginner and recreational levels through to the high performance (pursuit of excellence) categories.
- g) The eligible sport activity, which includes all the developmental stages as specified in 3.1 f), must have a clearly-defined and commonly-accepted set of rules (usually contained in a rule book).

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- h) The program(s) must involve adults in teaching or coaching or in supervising participants to develop at least two of the following four skills:
 - i) Coordination;
 - ii) Strength;
 - iii) Stamina; and
 - iv) Concentration.

3.2 Unexpended Youth Sports Subsidy Funds For Hosting Special Events

The following criteria shall be used for grants made from the unexpended funds remaining in the Youth Sports Subsidy Program to host special events in Saskatoon:

- a) *Eligible applicants will be restricted to those organizations receiving funding under the Youth Sports Subsidy Program.*
- b) *Funding must be applied to provincial, national or international events that are non-recurring on an annual basis and lasting for a minimum of two (2) consecutive days, which provides a high profile and economic benefit for the city through the large number of estimated spectators and the expected extent of publicity generated.*
- c) *Groups applying for seed money to host recurring events for the first time would be eligible to apply on a one-time basis. Events that are now held on an annual basis would not be eligible for this funding.*
- d) *Funding must be used for the rental costs of facilities only.*

3.2.1 Special Events Adjudication Committee

The Special Events Adjudication Committee will consist of five (5) member organizations receiving funding under the Youth Sports Subsidy Program and a representative from the Community Services Department. The Committee will adjudicate and approve special event funding requests from eligible applicants and report to City Council annually on approved applications.

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3.2.2 Special Events Application Process

Applications for special event funding must be submitted by October 15 of each year for the next event season and shall include the following:

- a) A copy of certificate of incorporation in the form of a Corporate Registry Profile Report;*
- b) An estimated operating budget for the event, including total revenues and expenditures;*
- c) A program of events;*
- d) A description of economic impact to Saskatoon in hosting the event; and*
- e) Projections of number of participants, spectators and volunteers expected to be involved in the event.*

Applications received after the October 15 deadline will be considered by the Adjudication Committee based on available funding.

3.2.3 Type of Special Events Assistance

Assistance provided will be in the form of a grant.

3.2.4 Amount of Assistance for Special Events

The maximum grant payable shall not exceed 50% of the cost of the event.

3.2.5 Payment of Special Events Grant

Payment of the special event grant will be conditional upon successful completion of the special event and will be made after the event upon submission of a post event evaluation report to the Administration within 180 days following the event.

3.2.6 Special Events Post Event Evaluation Report

The applicant must submit the following within 180 days following the event:

- a) Provision of financial statements for the event approved by the governing board, together with an account of how the assistance provided by the City was used; and*

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- b) *An evaluation of the event, including statistics on the number of participants, spectators, volunteers, etc., and an assessment of the economic and social impact on the city.*

3.2.7 Special Events Funding

Assistance provided for special events will be financed through a “Reserve for Unexpended Youth Sports Subsidy Funds” established under City Policy No. 03-003 on “Reserves for Future Expenditures”.

3.3 Youth Sports Subsidy Rate

The subsidy rate is ~~37~~ **40** percent of the combined subsidy points, as determined per Section 2.4 of this Policy, for the organizations eligible for funding from the Youth Sports Subsidy Program.

3.4 Distribution of Youth Sports Subsidy Funds

- a) Subsidy points will be established and reviewed annually for each Sport Organization that is on the Schedule of Eligible Sport Organizations as defined in Section 2.1 of this policy.
- b) Each eligible sport organization, at the end of the year, will be eligible to receive funding in the following Youth Sports Subsidy Program year.
- c) The amount of financial assistance available to an eligible sport organization in each program year shall not exceed the organization's subsidy points assigned for that year multiplied by the Youth Sports Subsidy rate.

3.5 Method of Payment

- a) All Sport Organizations who rent City-owned facilities and are eligible to receive rental subsidies under the program will have the subsidy credited to their account based upon the organization's actual usage of the facility.
- b) All Sport Organizations who rent non-City owned facilities and are eligible to receive a rental subsidy under the program will be paid directly by the City based upon the organization's actual usage of the facility. The amount of the subsidy will be paid upon reviewing approved documentation that the facility rental has been paid by the eligible Sport Organization and the use of that facility was to provide eligible sport activities for youth.

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- c) Rental invoices for all rentals occurring within the subsidy year (July 1 to June 30) must be submitted no later than July 21 to be considered eligible for subsidy funding.

3.6 Appeals

Eligible Sport Groups that do not agree with the subsidy points established by the Community Services Department for their organization may appeal to the ~~Planning and Operations~~ **Standing Policy** Committee **on Planning, Development and Community Services.**

3.7 Administrative Authority

- a) The Administration shall have the authority to establish the format of application forms, the minimum documentation required to be submitted by the applicant, and application deadlines.
- b) The Community Services Department shall have the authority to authorize and pay subsidies according to the terms and conditions as outlined in this policy.

4. RESPONSIBILITIES

4.1 Community Services Department

- a) Assist groups in making application for facility rental assistance under the Youth Sports Subsidy Program.
- b) Approve applications, received from groups and organizations, for facility rental assistance under the Youth Sport Subsidy Program.
- c) Annually review the Schedule of Eligible Sport Organizations to ensure all organizations on the schedule remain eligible for assistance.
- d) Review, update and prepare recommendations for changes to this policy.

4.2 City Council

- a) Approve the amount of funding available in the Youth Sports Subsidy Program.
- b) Approve any and all amendments to this policy, where appropriate.

CITY OF SASKATOON

COUNCIL POLICY

NUMBER

C03-034

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Youth Sports Subsidy Program – Allocation Criteria and Special Events</i>	<i>October 16, 2000</i>	<i>8 of 8</i>

~~4.3 — Planning and Operations Committee~~

~~Recommend any and all amendments to this policy, where appropriate.~~

Proposed Policy Amendments – Reserves for Future Expenditures Policy

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C03-003

POLICY TITLE <i>Reserves For Future Expenditures</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>July 18, 1983</i>
		UPDATED TO <i>January 25, 2016</i>
ORIGIN/AUTHORITY <i>Clause C4, City Commissioner Report No. 27-1983 and as updated by City Council Resolutions up to and including Clause 1, Planning and Operations Committee Report No. 21-2013; Standing Policy Committee on Planning, Development and Community Services Item 8.1.7 – March 23, 2015, Item 8.1.6 – June 22, 2015, Item 8.1.4 – September 28, 2015, and Item 8.1.6 – January 25, 2016</i>	CITY FILE NO. <i>CK. 1815-1 and CK. 1860-19</i>	PAGE NUMBER <i>31 of 40</i>

34. RESERVE FOR MAJOR SPECIAL EVENTS

34.1 Purpose

To provide a source of funds for encouraging community groups and organizations to pursue and host major festivals and national and international events as per City Policy No. C03-007 entitled “Special Events”.

34.2 Source of Funds

Provisions to the **Reserve for Major** Special Events ~~Reserve~~ shall consist of:

- a) ~~Unexpended funds remaining in the operating budget of the City's Youth Sports Subsidy Program, plus~~
- b) ~~Any additional~~ **An annual** amount as authorized by City Council **for Major Special Events and Profile Saskatoon Events as categorized in City Policy No. C03-007 Special Events.**

34.3 Application of Funds

The Reserve may be used to finance eligible operating expenditures, incurred by community groups and organizations, to attract/sponsor **and host** major national and international events and major festivals pursuant to City Policy No. C03-007 on “Special Events”. ~~The Reserve may also be used to provide~~

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Reserves for Future Expenditures</i>	<i>July 18, 1983</i>	<i>January 25, 2016</i>	<i>32 of 40</i>

~~repayable loans (with interest) to such groups/organizations for the preparation of bid proposals and associated bid presentations.~~

34.4 Responsibility/Authority

~~The Administration and Finance Committee shall be responsible for reviewing all applications and for providing appropriate recommendations to City Council for approval. The reserve will be managed and applications adjudicated by the Community Services Department, which will establish detailed criteria for the adjudication of event grant applications.~~

36. RESERVE FOR UNEXPENDED YOUTH SPORTS SUBSIDY FUNDS

36.1 Purpose

To provide a source of funds for encouraging youth sport organizations receiving the Youth Sports Subsidy to pursue and host major provincial, national and international events as per City Policy No. C03-034 entitled "Youth Sports Subsidy Program - Allocation Criteria and Special Events."

36.2 Source of Funds

Provisions to the Reserve for Unexpended Youth Sports Subsidy Funds shall consist of:

- a) Unexpended funds remaining in the operating budget of the City's Youth Sports Subsidy Program, plus*
- b) Any additional amount as authorized by City Council.*

36.3 Application of Funds

The reserve may be used to finance eligible facility rental expenditures incurred by youth sport organizations receiving the Youth Sports Subsidy, to attract and host major provincial, national and international events, pursuant to City Policy No. C03-034 entitled "Youth Sports Subsidy Program - Allocation Criteria and Special Events."

36.4 Responsibility/Authority

The reserve will be managed and applications adjudicated by the Community Services Department, which will establish detailed criteria for the adjudication of event grant applications.

Event Evaluation Rating Tools - Special Events Policy

ATTACHMENT 5

Major Special Event Evaluation Rating Tool

	Criteria	Metric	Points Available	Points Awarded	Point Value Weighting Factor	Total Score Pre-Event	Total Score Post- Event
Strategic Goals and Outcomes	Meets Corporate Strategic Goals and/or Service Outcomes Strategic Goal: Service Outcomes: Note: Event must meet the Strategic Goal of Quality of Life and a minimum of one Service Outcome to qualify for grant funding Strategic Goal Information can be found here: https://www.saskatoon.ca/sites/default/files/documents/city-manager/city-managers-reports/2013-2023_strategic_plan.pdf	Quality of Life	1		15		
		1. Diversity: This event values and celebrates diversity and strengthens opportunities for cultural interaction and representation.	1				
		2. Special Events and Celebrations Connect Citizens in Saskatoon: This event encourages citizens to connect to all aspects of the Saskatoon community beyond their own neighborhood community.	1				
		3. Local Community Groups Thrive in Saskatoon: Local community groups benefit from opportunities in leadership training and skill development, for example, as a direct result of this event.	1				
		4. Residents will Experience, and are Motivated Through, Local Sporting, Arts, and Cultural Events: Community identity, spirit, and pride are fostered through the opportunity to experience this event, and citizens are motivated to participate more often in activities.	1				
		5. Social Interaction Connects Citizens of Saskatoon: This event develops community cohesion through the social interaction opportunities provided to citizens as participants/spectators of the event.	1				
		Point Rating				0	0
Financial Resources	Federal and/or Provincial Government Funding	Funding amount is equivalent to or greater than that requested of City	3		20		
		Funding amount is less than that requested of City	1				
		No Government funding	0				
		Government funding is confirmed	2				
		Government funding request submitted and not yet confirmed	1				
	Financial Support from Private/Other Sources (Examples of "Other Sources" may include ticket sales and registration fees)	High level of private/other financial support (15% of overall operating budget)	3				
		Medium level of private/other financial support (10% of overall operating budget)	2				
		Low level of private/other financial support (5% of overall operating budget)	1				
		No private/other financial support	0				
		Point Rating				0	0
Economic Impact	Economic Impact For sporting events, use Sport Tourism Economic Assessment Model [STEAM] as a guide for determining moderate, significant economic impact For non-sporting events, assess the direct-spending impact of hotels, restaurants, car rentals, etc.	Event will draw significant non-local spending into the city and give the community provincial, national and/or international exposure (over \$5 million)	3		20		
		Event will draw significant non-local spending into the city (over \$500,000 and under \$5 million)	2				
		Event will draw moderate non-local spending into the city (under \$500,000)	1				
		Event will not draw any significant non-local spending into the city	0				
		Point Rating				0	0

	Criteria	Metric	Points Available	Points Awarded	Point Value Weighting Factor	Total Score Pre-Event	Total Score Post-Event
Community Benefit	Community Benefit Opportunity for community to participate as volunteers, participants, and/or audience/spectators of the event and/or involvement in pre or post event workshops.	High level of community opportunities Medium level of community opportunities Low level of community opportunities No community opportunities	3		15		
			2				
			1				
			0				
			Point Rating			0	0
Media Exposure	Media Exposure	National media exposure Local/Provincial media exposure	3		5		
			1				
			Point Rating			0	0
Event Scope	Event Scope International Events: % of event participants from outside Canada National Events: % of event participants from other provinces Local Events	Minimum 15% participants from outside Canada Minimum 25% participants from outside Saskatchewan Participation is primarily from Saskatoon and surrounding area	4		10		
			3				
			1				
			Point Rating			0	0
Participation	Event Participation Numbers (Eg. athletes, officials, participants, audience, spectators, and volunteers)	5000+ 2500 - 5000 1000 - 2500 Under 1000	4		10		
			3				
			2				
			1				
			Point Rating			0	0
Event Season	Timing of Event Based on the actual trending for the specific event market and looking to fill off- or low-season times	Fills market off-season requirement Hosted during a typical season for the market	2		5		
			1				
			Point Rating			0	0
			0		100	0	0

Funding Amount Eligibility Based on Score Assessment:

Note: Only those applications assessed a score of over 350 may request funding in excess of \$100,000 and will require the approval of City Council

1. **Score over 350** considered meeting all criteria requirements to a high level and eligible for funding of 25% of total gross operating expenses to a **maximum of \$100,000 grant funding**
2. **Score between 200 - 350** considered meeting some criteria requirements to a moderate level and eligible for funding of 25% of total gross operating expenses to a **maximum of \$50,000 grant funding**
3. **Score between 80 - 200** considered meeting limited criteria requirements to a minimum level and eligible for funding of 25% of total gross operating expenses to a **maximum of \$25,000 grant funding**
4. **Score under 80** considered not eligible for funding

Profile Saskatoon Event Evaluation Rating Tool

	Criteria	Metric	Points Available	Points Awarded	Point Value Weighting Factor	Total Score Pre-Event	Total Score Post- Event
Strategic Goals and Outcomes	Meets Corporate Strategic Goals and/or Service Outcomes Strategic Goal information can be found here: https://www.saskatoon.ca/sites/default/files/documents/city-manager/city-managers-reports/2013-2023_strategic_plan.pdf	Economic Diversity and Prosperity	1		15		
			Point Rating			0	0
Financial Resources	Federal and/or Provincial Government Funding	Funding amount is equivalent to or greater than that requested of City	3		20		
		Funding amount is less than that requested of City	1				
		No Government funding	0				
		Government funding is confirmed	2				
		Government funding request submitted and not yet confirmed	1				
Financial Resources	Financial Support from Private/Other Sources (Examples of "Other Sources" may include ticket sales and registration fees)	High level of private/other financial support (15% of overall operating budget)	3		20		
		Medium level of private/other financial support (10% of overall operating budget)	2				
		Low level of private/other financial support (5% of overall operating budget)	1				
		No private/other financial support	0				
			Point Rating			0	0
Economic Impact	Economic Impact Assess the direct-spend impact of hotels, restaurants, car rentals, etc., to determine economic impact	Event will draw significant non-local spending into the city and give the community provincial, national and/or international exposure (over \$5 million)	3		20		
		Event will draw significant non-local spending into the city (over \$500,000 and under \$5 million)	2				
		Event will draw moderate non-local spending into the city (under \$500,000)	1				
		Event will not draw any significant non-local spending into the city	0				
			Point Rating			0	0
Media Exposure	Media Exposure	National Media Exposure	3		15		
		Business Development/Industry Exposure	2				
		Local/Provincial Media Exposure	1				
			Point Rating			0	0
Event Scope	Event Scope International Events: % of event participants from outside Canada National Events: % of event participants from other provinces Local Events	Minimum 15% participants from outside Canada	4		10		
		Minimum 25% participants from outside Saskatchewan	3				
		Participation is primarily from Saskatoon and surrounding area	1				
			Point Rating			0	0

	Criteria	Metric	Points Available	Points Awarded	Point Value Weighting Factor	Total Score Pre-Event	Total Score Post-Event
Participation	Event Participation Numbers (Eg. athletes, officials, audience, participants, spectators, and volunteers)	5000+ 2500 - 5000 1000 - 2500 Under 1000	4 3 2 1		10		
			Point Rating			0	0
Event Season	Timing of Event Based on the actual trending for the specific event market and looking to fill off- or low-season times	Fills market off-season requirement Hosted during a typical season for the market	2 1		10		
			Point Rating			0	0
				0	100	0	0

Funding Amount Eligibility Based on Score Assessment:

1. **Score over 195** considered meeting many criteria requirements to a high level and eligible for funding of 25% of total gross operating expenses to a **maximum of \$50,000 grant funding**
2. **Score between 60 - 195** considered meeting limited criteria requirements to a minimum level and eligible for funding of 25% of total gross operating expenses to a **maximum of \$25,000 grant funding**
3. **Score under 60** considered not eligible for funding

Proposed Appendix A Amendments

APPENDIX A TO CITY OF SASKATOON COUNCIL POLICY C03-007 – SPECIAL EVENTS

SPECIAL EVENT AND PROFILE SASKATOON EVENT

REQUEST FOR SUPPORT **APPLICATION** PROCESS

Process for Events that are Non-confidential in Nature:

- Step One: For those events that are non-confidential in nature, the host organization must submit a written request *in the form of an application package* to City Council *the Community Services Department by the pre-determined intake dates*, outlining the organization's desire to host an event. ~~The information submitted to City Council must include a detailed business plan, as outlined in Appendix B for Special Events or Appendix C for Profile Saskatoon Events.~~
- Step Two: ~~City Council will refer the funding request to the Administration to~~ *The Special Events Adjudication Committee will* review the *application package* submission based on current City of Saskatoon Policy C03-007 (Special Events) *and will determine approval of funding requests and any conditions that may be imposed on the event.* ~~and report its recommendations to the Planning and Operations Committee of Council. This report will outline the sufficiency of funding and the eligibility of the event for funding based on the City of Saskatoon Policy C03-007 (Special Events).~~
- Step Three: ~~The Planning and Operations Committee of Council recommends to City Council the approval of the funding request and any conditions that may be imposed on the event.~~ *The Administration will inform the host organization, in writing, of the Special Events Adjudication Committee's decision and any conditions imposed on the event.*
- Step Four: ~~City Council approves the recommendations and any conditions recommended by the Planning and Operations Committee of Council.~~
- Step Five **Four**: ~~The host organization submits a post event evaluation report to the Administration within 90~~ **180** ~~days of the completion of the event. and the Administration submits a report to City Council summarizing the highlights of this event. This report will summarize how the objectives were met, the success of the event, and the final economic impact the event had on the city and region.~~ *The Administration will assess the post event evaluation report based on current City of Saskatoon Policy C03-007 (Special Events) and will determine if any adjustment to the amount of grant payment is required. The Special Events Adjudication Committee will review and approve any situations where an adjustment to the amount of grant payment*

may be required.

Payment of the approved funding is provided to the host organization upon submission of *the Administration's assessment of* the post event evaluation report to the Administration.

Process for Events that are Confidential in Nature:

- Step One: For those events that are being bid on and/or are confidential in nature, the host organization must submit a written request *in the form of a preliminary application package or event bid proposal document* to the Community Services Department by the pre-determined intake dates, *whenever possible*, outlining the organization's desire to host an event. ~~to City Council's In-Camera Executive Committee outlining the organization's desire to host an event.~~ The preliminary *information* submitted to the *Administration* ~~Executive Committee~~ will be as follows:
- A description of the event;
 - When the event will occur;
 - What event organizers hope to achieve by hosting the event in Saskatoon *and a description of which of the City's strategic goals and service outcomes the event will meet;*
 - ~~Proposed legacy component of hosting the event in Saskatoon;~~
 - Preliminary economic impact to Saskatoon and tourism region;
 - Anticipated support from the Provincial and Federal governments; and
 - Estimated financial support being requested from the City of Saskatoon.

The preliminary application package or bid proposal document should provide adequate information for the Special Events Adjudication Committee to make informed decisions based on sound business reasons and with the necessary justification that the event will have economic and lasting community benefit to Saskatoon.

Note: Where new infrastructure will be developed in order to host an event, future use and operating agreements must be established prior to submission of the bid.

- Step Two: ~~Executive Committee will refer the funding request to the Administration to~~ *The Special Events Adjudication Committee will* review the bid proposal *document* and/or business plan *application package* based on current City of Saskatoon Policy C03-007 (Special Events) and ~~report its recommendations to the Executive Committee of Council.~~ *will determine approval, in principle, of funding requests and any conditions that may be imposed on the event.* ~~This report will outline the sufficiency of funding and the eligibility of the event for funding based on the City of Saskatoon Policy C03-007 (Special Events).~~

~~For those events being bid on, the report should provide adequate~~

~~information for City Council to make informed decisions based on sound business reasons and with the necessary justification that the event will have economic and lasting benefit to Saskatoon. In these cases, Executive Committee may recommend approval in principle for events being bid on.~~

Step Three: For events being bid on, the host organization and *will provide the Administration with* ~~will provide regular updates to the Executive Committee on key milestones and important checkpoints as they work through the bid process.~~

Step Four: If an event bid is successful, the ~~Executive Committee recommends to City Council the approval of the funding request~~ *host organization will submit a final and complete application package, which will be reviewed by the Special Events Adjudication Committee based on the current City of Saskatoon Policy C03-007 (Special Events) and will determine approval of funding request* and any conditions that may be imposed on the event.

If an event bid is not successful, the host organization will submit a brief report to the ~~Executive Committee~~ *Administration* outlining the main reasons why the bid was not successful.

~~Step Five: City Council approves the recommendations and any conditions recommended by the Executive Committee.~~

Step Six *Five*: The host organization submits a post event evaluation report to the Administration within 90 *180* days of the completion of the event ~~and the Administration submits a report to City Council summarizing the highlights of this event. This report will summarize how the objectives were met, the success of the event, and the final economic impact the event had on the city and region.~~ *The Administration will assess the post event evaluation report based on current City of Saskatoon Policy C03-007 (Special Events) and will determine if any adjustment to the amount of grant payment may be required. The Special Events Adjudication Committee will review and approve situations in which an adjustment to the amount of grant payment may be required.*

Payment of the approved funding is provided to the host organization upon the Administration's assessment of the post event evaluation report.

~~Step Seven: Payment of the approved funding is released to the host organization.~~



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT and COMMUNITY SERVICES

Application for Funding Under Heritage Conservation Program – Bottomley House (1118 College Drive)

Recommendation of the Committee

1. That the funding be approved, up to a maximum of \$3,357.50, through the Heritage Conservation Program for the restoration of the front verandah column bases and guardrails at the Bottomley House located at 1118 College Drive; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

History

At the March 7, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated February 3, 2016, was considered.

The above recommendations are supported by the Municipal Heritage Advisory Committee.

Attachment

February 3, 2016 report of the General Manager, Community Services Department.

Application for Funding Under the Heritage Conservation Program – Bottomley House (1118 College Drive)

Recommendation

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

1. That funding be approved, up to a maximum of \$3,357.50, through the Heritage Conservation Program for the restoration of the front verandah column bases and guardrails at the Bottomley House located at 1118 College Drive; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to request funding for the Bottomley House, located at 1118 College Drive, under the Heritage Conservation Program.

Report Highlights

1. The Bottomley House is a Designated Municipal Heritage Property in the neighbourhood of Varsity View. The property is valued for its Queen Anne Revival architectural style and its association with Saskatoon's economic prosperity in the early twentieth century.
2. At its October 7, 2015 meeting, the Municipal Heritage Advisory Committee (MHAC) approved the request of the current property owners of the Bottomley House to proceed with the restoration of the front verandah column bases and guardrails to address immediate concerns. The MHAC was also notified that following permission to proceed with the proposed work by the Committee, a request for funding would come forward at a later date.
3. The property owners are now requesting funding through the City of Saskatoon's (City) Heritage Conservation Program.

Strategic Goal

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

Background

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

Application for Funding Under the Heritage Conservation Program – Bottomley House (1118 College Drive)

Report

Bottomley House

Located in the neighbourhood of Varsity View, the Bottomley House at 1118 College Drive features a two-storey wood frame house built in 1912. The heritage significance of the property lies in its Queen Anne Revival architectural style with its bell-cast domed roof, curved windows, corner turret, and wrap-around verandah with Doric columns. The heritage value of the Bottomley House lies in its association with Saskatoon's economic prosperity in the early twentieth century. The property's original owner, Richard Bottomley, was a real estate developer who owned large tracts of land, and as such, required a prominent and distinct home that evoked a sense of affluence. The Bottomley House was designated as a Municipal Heritage Property in 2006 under City Bylaw No. 8485.

Column and Guardrail Restoration

The column bases and some of the guard rails of the front verandah of the Bottomley House have deteriorated. Restoration work is required on six column bases and some sections of the guardrail. All work completed will be sympathetic to the existing architecture and character of the home.

Section 4.1 of The Heritage Property (Approval of Alterations) Amendment Bylaw, 2015, Bylaw No. 9298 states that prior to granting approval of any application made pursuant to Section 23 of *The Heritage Property Act*, the General Manager of the Community Services Department or the person to whom the General Manager's authority has been delegated, must consult with the MHAC. At its October 7, 2015 meeting, the MHAC approved the request of the current property owners of the Bottomley House to proceed with the restoration of the front verandah column bases and guardrails to address immediate concerns. Following the approval of the MHAC, some of the restoration work was completed prior to the impending winter season.

At the time of its October 7, 2015 meeting, the MHAC was notified that a request for funding for this work under the Heritage Conservation Program would come forward at a later date. The property owners at 1118 College Drive have recently submitted their cost estimates and wish to proceed with their funding request at this time.

Tax Abatement

Civic Heritage Policy No. C10-020 provides financial incentives in the form of a tax abatement of 50% of the costs related to restoration of architectural elements and renovations to meet building code requirements where it affects heritage elements of the building (up to a maximum of \$150,000 over a ten-year period). The maximum amortization period is ten years. Within a ten-year period, an owner may make more than one application provided the total amount does not exceed \$150,000. The Bottomley House has been approved for, and is currently receiving a total of \$3,230.81 in tax abatements annually, which will amount to \$29,036.20 over ten years by the end of 2017. The tax abatements include:

Application for Funding Under the Heritage Conservation Program – Bottomley House (1118 College Drive)

- \$2,228.46/yr. Approved in 2007 for ten years (ends in 2016);
- \$368.75/yr. Approved in 2009 for eight years (ends in 2016); and
- \$633.60/yr. Approved in 2012 for six years (ends in 2017).

The estimated project cost of the restoration work of the Bottomley House is \$6,715.00. The tax abatement provides for 50% of the project's associated costs, which will amount to \$3,357.50. The Administration is proposing that the value of the abatement be paid out over a two-year period following project completion in equal amounts. A detailed breakdown of the cost estimates for the project is included in Attachment 1.

Options to the Recommendation

The project qualifies for funding under Civic Heritage Policy No. C10-020; the only option would be for City Council to deny the funding request.

Public and/or Stakeholder Involvement

There is no public/stakeholder involvement.

Financial Implications

The balance of the Heritage Reserve is \$138,149.14; \$58,904.19 of which is available for financial incentives under the Heritage Conservation Program. The tax abatement will be funded through the Heritage Reserve and will not impact the funding of new and existing projects.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The tax abatement will be executed following the satisfactory completion of the project (as determined by the Director of Planning and Development, Community Services Department).

Public Notice

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

Attachment

1. Bottomley House - Cost Estimates

Report Approval

Written by: Catherine Kambeitz, Heritage and Design Coordinator, Planning and Development
Reviewed by: Alan Wallace, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department

S:\Reports\2016\PD\MHAC – AFF Under the HCP – Bottomley House (1118 College Dr)\kb

Bottomley House - Costs Estimates

Item	Description of Work	Materials	Labour	Total
Column No., 3, 6, 7, 8, 10, and 11	9" attic base (clear pine) and square bases	\$3,090.00	\$1,850.00	\$4,940.00
Guardrails	Removal of deteriorated sections of guardrails and laminate in new material (fir)	\$500.00	\$300.00	\$800.00
Miscellaneous Materials and Supplies	Jack, timbers, construction glue, caulking, and paint	\$200.00	\$0.00	\$200.00
Deteriorated Deck Boards	Replacement of rotted deck boards under the column bases and replacement of deck boards facing trim	\$775.00	\$0.00	\$775.00

Total Costs **\$6,715.00**

City's Contribution (50% of Eligible Costs) **\$3,357.50**



STANDING POLICY COMMITTEE ON FINANCE

Trans Canada Yellowhead Highway Association - Membership

Recommendation of the Committee

That the 2016 membership in the Trans Canada Yellowhead Highway Association, in the amount of \$34,994.77, be paid.

History

At the March 7, 2016 Standing Policy Committee on Finance meeting, a letter dated February 4, 2016, was considered.

Attachment

February 4, 2016 letter of the Trans Canada Yellowhead Highway Association.

155-5.

TRANS CANADA YELLOWHEAD HIGHWAY ASSOCIATION

#3, 9343 - 50 STREET, EDMONTON, ALBERTA, T6B 2L5

TEL: 780 761 3800 admin@goyellowhead.com

INVOICE

RECEIVED

FEB 10 2016

CITY CLERK'S OFFICE
SASKATOON

City of Saskatoon
Attn: Donald J. Atchison, Mayor
222 Third Avenue North
Saskatoon, SK S7K 0J5

4 February 2016

As you prepare your renewal we would like to remind you that you can take advantage of our consumer website to promote your municipality's attractions, amenities, events and activities. Just go to www.goyellowhead.com to add the information ... free of charge - all a part of being a TCYHA Member.

INVOICE NUMBER: 16154

SERVICE	POPULATION	ANNUAL CONTRIBUTION (\$)
Municipal Contribution for 2016		
\$0.15 per head of population per annum - from 2011 Canadian Census	222,189	33,328.35
	TOTAL	33,328.35
	GST @ 5% (#122028137)	1,666.42
	TOTAL INVOICE	34,994.77

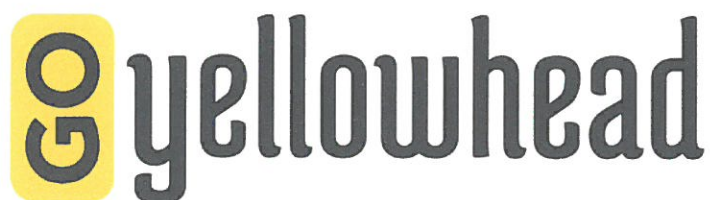
*Please make cheques payable to: Trans Canada Yellowhead Highway Association.
Please note any changes to your billing information when returning payment.*



As a collective voice of communities on and along the Yellowhead Highway we have been able to continue influencing governments to invest in the highway and to promote travel and the resulting economic activity that accompanies those efforts.

- Communication with Provincial Transportation Departments shows that total investment in the four Western Provinces exceeded \$125million and indications are that the investment will surpass that significantly over the next few years:
 - ✓ **Manitoba:** *"... plan includes \$100million to improve driving conditions, including passing lanes, on over 100 kilometers of PTH16. PTH16 is one of MIT's highest regional priorities..."*
 - ✓ **Saskatchewan:** *"... Highway 16 twinning east of Saskatoon, subgrade of new lanes currently under construction, resurfacing planned for completion by 2017 ..."*
 - ✓ **Alberta:** *"... Highway improvements will increase by 40% in 2016 ..."; "... TCYHA advocating to Infrastructure Canada to allocate \$100million from the New Building Canada Fund for improvements to the Yellowhead Highway going through Edmonton ..."*
 - ✓ **British Columbia:** *"... Yellowhead Highway is the major north-south corridor through the interior, connecting Vancouver with Edmonton. It is key to supporting the provincial economy ...along with upgrading bridges and making intersection safety improvements, increasing passing opportunities to ease driver frustration ... road efficiency are keys to ensuring the northwest transportation system is ready for the economic opportunities ahead ..."*
- Federal Ministry of Transportation has accepted the offer from the TCYHA to be engaged in the Canada Transportation Act Review.
- Over 70,000 Travel Guides distributed throughout Western Canada and into the USA.
- A revamped consumer website, www.goyellowhead.com, and Social Media campaigns that encourage interactivity and promotion of amenities, attractions and activities.

Your renewal ensures that your voice will continue to be heard, that Provincial and Federal governments respond to highway improvement matters, and that the Yellowhead Highway continues to be a major economic driver in Western Canada.





STANDING POLICY COMMITTEE ON FINANCE

Tourism Saskatoon 2015 Un-audited Financial Statement

Recommendation of the Committee

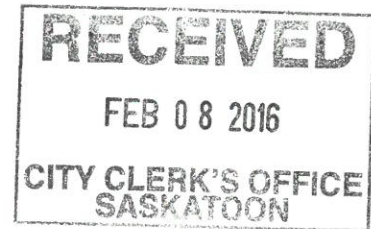
That the Tourism Saskatoon 2016 Un-audited Financial Statement be received as information.

History

At the March 7, 2016 Standing Policy Committee on Finance meeting, a letter from Angela Wallman, Finance and Personnel Officer, Tourism Saskatoon dated February 3, 2016, was considered.

Attachment

February 3, 2016 letter from Tourism Saskatoon.



February 3, 2016

Mayor Don Atchison & City Council
Mayor's Office
City of Saskatoon
222 – 3rd Avenue North
Saskatoon, SK S7K 0J5

Dear Mayor Atchison:

Re: Tourism Saskatoon 2015 Un-Audited Financial Statement

Please find enclosed our un-audited financial statement for the year 2015 as required by our Fee for Service Agreement.

You may contact Todd Brandt at (306) 931-7574 or myself at (306) 931-7570 should you have any questions pertaining to the enclosed information.

Sincerely,



Angela Wallman
Finance and Personnel Officer

Enclosure

cc: Kerry Tarasoff

Saskatoon Visitor & Convention Bureau
Consolidated Statement of Income and Expenses
1 month period ending December 31, 2015

	<i>December 31, 2015</i>	<i>YTD</i>	<i>2015 Budget</i>	<i>% Used</i>	<i>Prior Year</i>
REVENUE					
0100 Administration	39,584	434,681	425,315	102%	435,518
0200 Membership & eCommerce	7,738	114,044	113,380	101%	103,869
0400 Leisure Marketing	19,500	58,427	30,000	195%	20,020
0500 Visitor Services	-9,386	9,537	27,500	35%	27,566
0600 Conventions	0	13,989	59,000	24%	29,448
0900 Destination Marketing Program	213,765	2,942,783	3,232,492	91%	2,620,509
TOTAL REVENUE	271,201	3,573,461	3,887,687	92%	3,236,930
EXPENSES					
0100 Administration	14,339	191,059	186,476	102%	189,840
0200 Membership & eCommerce	160	22,116	16,700	132%	14,145
0400 Leisure Marketing	0	0	0		5,219
0500 Visitor Services	580	27,184	29,570	92%	26,110
0600 Conventions	0	7,062	27,400	26%	7,000
Core Staff Costs	42,738	450,628	428,269	105%	428,515
0900 DMP - Travel Trade	0	28,155	45,195	62%	55,172
0900 DMP - Travel Media	-93	151,474	187,201	81%	133,644
0900 DMP - Convention Marketing - National	20,834	456,865	534,664	85%	322,859
0900 DMP - Convention Marketing - International	18,960	333,306	446,848	75%	245,508
0900 DMP - Strategic Marketing	9,846	45,157	36,100	125%	56,477
0900 DMP - Independent & Group Travel	21,264	832,122	862,165	97%	833,410
0900 DMP - Event Production	10,696	123,901	130,190	95%	108,795
0900 DMP - Joint Marketing Fund	17,550	175,000	164,000	107%	157,753
0900 DMP - Administrative	-34,696	-34,696	-33,220	104%	-36,107
0900 DMP - Staff Costs	47,342	505,477	571,365	88%	525,939
0900 DMP - SSTP	102,062	291,326	254,764	114%	180,952
TOTAL EXPENSES	271,582	3,606,136	3,887,687	93%	3,255,231
EXCESS REVENUE OVER EXPENDITURES	-381	-32,675	0		-18,301

2015 YTD
Core only
630,678

2015 YTD
Core only
663,353

-32,675



STANDING POLICY COMMITTEE ON FINANCE

Notice of Annual General Meetings – Saskatoon Centennial Auditorium & Convention Centre and Saskatoon Centennial Auditorium Foundation

Recommendation of the Committee

1. That the City of Saskatoon, being a member of the Saskatoon Centennial Auditorium & Convention Centre Corporation Board of Directors, appoint Donald Atchison, or in his absence, Tiffany Paulsen or Ann Iwanchuk, of the City of Saskatoon, in the Province of Saskatchewan, as its proxy to vote for it on its behalf at the Annual General Meeting of the members of the Saskatoon Centennial Auditorium & Convention Centre Corporation, to be held on the 28th day of April, 2016, or at any adjournment or adjournments thereof; and
2. That the City of Saskatoon, being a member of the Saskatoon Centennial Auditorium Foundation Board of Directors, appoint Donald Atchison, or in his absence, Tiffany Paulsen or Ann Iwanchuk, of the City of Saskatoon, in the Province of Saskatchewan, as its proxy to vote for it on its behalf at the Annual General Meeting of the members of the Saskatoon Centennial Auditorium Foundation, to be held on the 28th day of April, 2016, or at any adjournment or adjournments thereof.

History

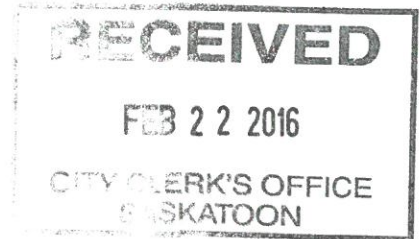
At the March 7, 2016 Standing Policy Committee on Finance meeting, a letter from Pam Kilgour, Director of Finance, TCU Place – Saskatoon's Arts & Convention Centre, dated February 22, 2016, was provided.

Attachment

February 22, 2015 letter of Pam Kilgour, Director of Finance, TCU Place – Saskatoon's Arts & Convention Centre.



SASKATOON'S
ARTS & CONVENTION
CENTRE



February 22, 2016

To: City Council

Re: Notice of Meeting

The Annual General Meeting of the Saskatoon Centennial Auditorium & Convention Centre **Corporation** Membership will be held on Thursday April 28, 2016 at 12:00 noon at TCU Place.

The Annual General Meeting of the Saskatoon Centennial Auditorium **Foundation** Membership will be held on Thursday April 28, 2016 at 12:15 pm at TCU Place.

Sincerely,

Pam Kilgour

Pam Kilgour, BA, CPA, CMA
Director of Finance
TCU Place – Saskatoon's Arts & Convention Centre
pkilgour@tcuplace.com
306.975.7778



STANDING POLICY COMMITTEE ON FINANCE

Preliminary Year-End Financial Results – December 31, 2015

Recommendation of the Committee

1. That the fuel surplus amount of \$2.441 million not be transferred to the Fuel Stabilization Reserve;
2. That the transfer of the Snow Removal and Ice Management Program allowable surplus amount of \$0.622 million into the Snow and Ice Management Reserve be approved; and
3. That the transfer of the preliminary civic surplus of \$1.436 million to the Fiscal Stabilization Reserve be approved.

History

At the March 7, 2016 Standing Policy Committee on Finance meeting, a report from the CFO/General Manager, Asset & Financial Management Department, dated March 7, 2016, was considered. It was clarified that the proposed transfer of the Snow Removal and Ice Management Program allowable surplus amount of \$0.622 million was into the Snow and Ice Management Reserve not from the Reserve as noted in the submitted report.

Attachment

March 7, 2016 Report of the CFO/General Manager, Asset & Financial Management.

Preliminary Year-End Financial Results - December 31, 2015

Recommendation

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

1. That the fuel surplus amount of \$2.441 million not be transferred to the Fuel Stabilization Reserve;
2. That the transfer of the Snow Removal and Ice Management Program allowable surplus amount of \$0.622 million from the Snow and Ice Management Reserve be approved; and
3. That the transfer of the preliminary civic surplus of \$1.436 million to the Fiscal Stabilization Reserve be approved.

Topic and Purpose

The purpose of this report is to inform City Council of the preliminary year-end financial results for the 2015 fiscal year, which reflects an estimated net surplus of \$1.436 million (0.33% variance) subject to the approval of the above recommendations and the confirmation by the external audit.

Report Highlights

1. Preliminary civic year-end results indicate a net surplus of \$1.436 million (0.33%) which is subject to an external audit.
2. The Water, Wastewater and Storm Water Management Utilities posted surpluses of \$1.609 (2.52%), \$2.967 (5.16%) and \$0.097 (1.57%) million respectively, while Saskatoon Light & Power (SL&P) and the Waste Services Utility posted net deficits of \$0.872 (0.56%) and \$0.775 (10.75%) million.
3. The City of Saskatoon's (City) Boards and Commissions all reported preliminary surpluses in 2015.
4. The actual to budgeted fuel expenditures for mill-rate programs resulted in a surplus of \$2.441 million. The Administration is recommending a non-transfer of the surplus to the Fuel Stabilization Reserve due to a sufficient balance within the reserve.
5. The Snow Removal and Ice Management Program posted a \$0.622 million surplus.
6. Subject to approval of the recommendations, the remaining surplus of \$1.436 million will be transferred to the Fiscal Stabilization Reserve which has a current balance of \$6.552 million.

Strategic Goal

This report supports the Strategic Goal of Asset and Financial Sustainability by demonstrating how the City of Saskatoon (City) invests in what matters to the City, and demonstrates openness, accountability and transparency in the allocation of resources.

Background

Prior to the external audit of the City's year-end financial statements, the Administration tables a report with City Council to inform Councillors and the public on the preliminary year-end financial results.

The external audit of the financial statements is expected to be completed in May 2016, at which time the finalized audited financial statements will be tabled with the Standing Policy Committee on Finance and then City Council for approval. At that point, the year-end financial results will be confirmed or adjusted based on the external audit.

Report

Civic Year-End Results – Summary

Attachment 1 is a summary of the preliminary year-end financial results. Attachment 2 is the preliminary financial results by business line for the year-ended December 31, 2015.

The preliminary results indicate a surplus of \$1.436 million subject to confirmation by the external auditor. There were a number of factors that contributed to the overall surplus, most notably:

- Lower than anticipated fuel and oil prices produced a favourable variance of \$2.441 million related to corporate fuel costs.
- The results of growth in 2015 were higher than anticipated resulting in a favourable variance of \$1.097 million in Taxation and General Revenues. This surplus was the result of higher than expected municipal payments from the Provincial Utility Crowns, supplementary property taxes and property tax penalties. These positive results were offset by lower fines and penalties due to the transition to the new parking meter system and reduced traffic fines due to increased compliance.
- Transportation realized a surplus of \$1.116 million largely due to:
 - road maintenance savings in relation to wages, utility costs and contractual services;
 - a relatively mild winter and snow removal season produced a \$0.622 million surplus which is recommended to be transferred to the stabilization reserve; and
 - an offset by an improved service level in Street Cleaning and Sweeping which was completed three weeks sooner than the previous year, however, produced an unfavourable variance of \$0.544 million
- Increased landfill competition in 2015 resulted in some lost commercial customers and a \$0.520 million deficit in Environmental Health which was partially offset by decreased contributions to reserve.

- The Water, Wastewater and Storm Water Management Utility posted surpluses of \$1.609, \$2.967 and \$0.097 million respectively, while SL&P and the Waste Services Utility posted deficits of \$0.872 and \$0.643 million. The Waste Services Utility (Multi-unit Recycling, Compost and Leaves and Grass) deficit has been covered by a general transfer from mill-rate supported operations while all other utilities subsequently transferred funds to and from their respective Utility Stabilization Reserves.
- The City's Boards and the Saskatoon Police Service (SPS) all posted surpluses in 2015. SPS posted a surplus of \$0.534 million which is incorporated within the civic year-end results. SaskTel Centre has a preliminary surplus of \$1.22 million, while TCU Place reported a \$1.1 million surplus. The Remai Modern/Mendel Art Gallery had a surplus of \$0.201 million.

Fuel Stabilization Reserve

The Fuel Stabilization Reserve was established to accumulate funds for the purpose of offsetting any over-expenditure in the City's tax-supported fuel budget attributable to variations in fuel pricing.

The actual to budgeted fuel expenditures for mill-rate programs resulted in a surplus of \$2.441 million. The allowable maximum in the Reserve, as per Council Policy No. C03-003, Reserves for Future Expenditures, is \$2.0 million. The Administration considers the reserve balance of \$1.325 million to be sufficient based on current fuel trends and is recommending that this amount not be transferred to the Fuel Stabilization Reserve.

Snow and Ice Management Reserve

The operating results for this program in 2015 indicate a \$0.622 million surplus due to a relatively mild winter and snowfall from October to December 2015.

The Snow and Ice Management Reserve is used to stabilize this program in fiscal years where deficits occur. The balance in the Reserve of \$0.977million will be increased to \$1.6 million after transfer.

Fiscal Stabilization Reserve

The Fiscal Stabilization Reserve was established to mitigate mill-rate impacts from fluctuations in operating results from year to year and has a balance of \$6.552 million.

Assuming City Council approves the recommendations, the net surplus would be \$1.436 million which would be transferred to the Fiscal Stabilization Reserve.

Options to the Recommendation

City Council can choose to transfer \$0.675 million of the Fuel Expenditure Surplus of \$2.441 million to the Fuel Stabilization Reserve which would bring the reserve balance to its maximum allowable limit of \$2.0 million. This would reduce the overall civic surplus from \$1.436 million to \$0.761 million.

City Council could also choose not to transfer the Snow and Ice surplus of \$0.622 million to the Stabilization Reserve. This would increase the overall civic surplus to \$2.058 million, while maintaining the Snow and Ice Stabilization Reserve at its current balance of \$0.977 million.

Communication Plan

The year-end financial results for the fiscal year 2015 will be communicated to the public with a news release and annual report which will be issued subsequent to the year-end audit.

Policy Implications

As per Council Policy No. C03-003, the funding for the Fuel Stabilization Reserve is to be “any year-end surplus in the City’s tax-supported fuel budget”. Since the recommendation is to not transfer the 2015 surplus due to sufficiency in the Reserve, City Council must approve the recommendation to not transfer the fuel surplus.

Financial Implications

The financial implications are identified under the options section of the report.

Other Considerations/Implications

There are no environmental, privacy, or CPTED considerations or implications, and public and/or stakeholder involvement is not required.

Due Date for Follow-up and/or Project Completion

The external audit is currently underway and will be completed in May at which time the Standing Policy Committee on Finance will review the preliminary financial statements and forward the approved Consolidated Financial Statements and other reports to City Council in June 2016.

Public Notice

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

Attachments

1. Summary of Preliminary Year-end Financial Results
2. Preliminary Financial Results by Business Line - Year Ended December 31, 2015

Report Approval

Written by: Clae Hack, Director of Finance & Supply
Reviewed by: Kerry Tarasoff, CFO/General Manager, Asset & Financial
Management Department
Approved by: Murray Totland, City Manager

2015PrelimYERResults2015.docx

Summary of Preliminary Year-End Financial Results

City of Saskatoon General Fund
2015 Summary

	2015 Budget	2015 Actuals	Variance	Percent
Revenues	\$439,052,500	\$438,107,115	(\$945,385)	(0.22%)
Expenditures	\$439,052,500	\$436,048,626	\$3,184,715	0.68%
Preliminary Surplus (Deficit)	\$ -	\$2,058,489	\$2,058,489	0.47%
Transfer to Snow & Ice Stabilization	\$ -	\$622,111	\$622,111	
Surplus (Deficit)	\$ -	\$1,436,378	\$1,436,378	0.33%

Mill Rate Year-End Results – Summary

- The preliminary surplus for the City's mill rate operations is \$2.239 million. The Administration is recommending non-transfers related to the Fuel Stabilization Reserve (\$2.441 million surplus) and transfers of \$0.622 million to the Snow and Ice Stabilization Reserve. The net surplus of \$1.436 million is recommended to be transferred to the Fiscal Stabilization Reserve.
- The main contributors to the civic surplus in 2015 are as follows:
 - Corporate fuel expenditures had a \$2.441 million favourable variance (29.33%) due to low oil and fuel prices in 2015.
 - Facilities Management realized a \$0.273 million surplus (3.47%) due to lower than anticipated utility billings due to a mild winter and increased management of expenses within the Energy and Sustainability Engineering Section.
 - General Revenue had a \$1.495 million positive variance (2.75%) due to higher than anticipated municipal payments from the Provincial Utility Crowns due to rate and consumption increases.
 - The Property Levy realized a \$0.845 million surplus (0.44%) due to higher than anticipated Supplemental Property Taxes due to historical growth.
 - Saskatoon Police had a \$0.535 million surplus (0.67%) from higher than anticipated Provincial Recoveries for overtime related to a major investigation, as well as increased funding for a number of government programs.
 - Road Maintenance finalized a \$1.262 million surplus due to savings in wages, lower utility costs and savings in contractual services.

These favorable variances were offset by the following service line deficits:

- Fines and Penalties cost centre experienced a \$1.755 million (21.3%) deficit mainly due to reduced parking ticket revenue for reduced volumes and parking enforcement associated with the transitioning to the new parking system (\$1.07 million).
- There is a \$0.544 million variance (16.41%) in Street Cleaning & Sweeping due to increased cost of pre-sweep (started one week sooner) and City-wide sweep (completed three weeks sooner), for additional trucking assistance, increased salary costs of four crews as opposed to three and increased sweeper material costs.
- Parking had a \$0.497 million unfavourable variance (15.42%) from reduced meter revenue from delayed parking system implementation, partially offset by decreased transfers to reserve.
- Recreational Competitive Facilities realized a \$0.423 million negative variance (11.51%) attributable to reduced revenues in LeisureCard and regular admission revenue prior to the September 1, 2015 price change and increased staffing costs. LeisureCard and admission revenue have been strong since the September launch of the new marketing and rate program.
- Waste Handling Services realized a \$0.559 million deficit mainly due to reductions in landfill revenue (\$1.178 million) from losses of commercial customers to competitors offset by reductions to reserve.

Utility Year-End Results – Summary

- **Saskatoon Light & Power** recorded a year-end deficit result of \$0.872 million due to a 1.38% reduction in year-to-date sales, 2.76% lower consumption and increased salaries, and equipment and material costs due to additional maintenance. This deficit will be covered off by the Electrical Stabilization Reserve which will have a balance of \$0.06 million after the transfer.
- The **Storm Water Management Utility** posted a surplus of \$0.097 million due to savings in storm sewer maintenance and drainage from a relatively dry summer and no major storm events. This surplus will be transferred to the Storm Water Management Stabilization Reserve which will have a balance of \$1.197 million after the transfer.
- The **Wastewater Utility** posted a surplus of \$2.967 million due to revenues realized in excess of budget of \$1.16 million due to slightly higher volumetric sales than budgeted. Expenditures were also \$1.807 million under budget due to fewer inspections than anticipated, less heavy grit disposal fees, decreased sludge handling and disposal costs and deferred equipment purchases. A portion (\$0.476 million) of this surplus will be transferred to the Water and Wastewater Stabilization Reserve, which will maximize allowable contributions (balance of \$6.532 million) with the remainder (\$2.49 million) to be transferred to the Wastewater Capital Projects Reserve and Water Capital Projects Reserve which will increase the balance from \$6.535 to \$9.026 million.

- The **Water Utility** posted a surplus of \$1.609 million due to higher metered and other revenue than originally budgeted. A portion (\$0.828 million) of this surplus will be transferred to the Water and Wastewater Stabilization Reserve (current balance is \$6.532 million), with the remainder (\$0.780 million) to be transferred to the Water Capital Projects Reserve which will increase the balance from \$4.388 to \$5.168 million.
- The **Waste Services Utility** recognized a net deficit of \$0.643 million made up of the following categories:
 - Curbside Recycling posted a surplus of \$0.194 million due to lower than customer billing and collection charges than anticipated. This surplus will be transferred to the Recycling Stabilization Reserve.
 - Multi-Unit Recycling recognized a deficit of \$0.837 million mainly due to the absence of the Multi-Material Recycling Program funding which was expected to Launch in January, 2015 and the repayment of a 2014 loan from RCE for the initial start-up deficit. This deficit was covered by a general transfer to the utility from mill-rate supported operations.
 - The Compost Depot program recognized a negative variance of \$0.117 million due to budgeted revenue not being realized. The landfill management fee was increased in order to offset this deficit to \$0.

Boards and Commissions Year-End Results – Summary

- **The Saskatoon Police Service** ended 2015 with a budget surplus of \$0.535 million from higher than anticipated Provincial Recoveries for overtime related to a major investigation, as well as, increased funding for a number of government programs.
- **TCU Place** is reporting a preliminary surplus of \$1.1 million which will be transferred to its Equipment Replacement Reserve and Capital Expansion Reserve respectively.
- **SaskTel Centre** has posted a preliminary surplus of \$1.22 million and will be transferred to its Stabilization Reserve, Equipment Replacement Reserve, and the Capital Enhancement Reserve.
- The preliminary result for the **Remai Modern/Mendel Art Gallery** indicates a year-end surplus of \$0.201 million.

Preliminary Financial Results by Business Line
Year Ended December 31, 2015

2015 Preliminary Year End Results (In 000's)			
Mill Rate Programs	2015 Total Budget	2015 Year End Actuals	2015 Variance Budget vs. Actuals
Community Support	13,448	13,603	154
Corporate Asset Management	7,444	6,983	(461)
Corporate Governance & Finance	53,033	52,349	(684)
Environmental Health	12,979	13,499	520
Fire Services	44,985	45,382	397
Land Development	0	0	0
Art, Culture & Event Venues (Remai/Mendel, TCU Place, SaskTel Centre)	5,842	5,841	0
Policing	80,066	79,532	(535)
Recreation & Culture	26,394	26,728	334
Taxation & General Revenues	(337,690)	(338,787)	(1,097)
Transportation	88,014	86,898	(1,116)
Urban Planning & Development	5,485	5,078	(407)
General Transfer to Offset Waste Services Utility Deficit	-	-	837
Mill Rate Operating Surplus Surplus	0	(2,895)	(2,058)
Transfer to Reserve (Snow & Ice)			622
TOTAL MILL RATE SURPLUS			(1,436)

Utility Programs	2015 Total Budget	2015 Year End Actuals	2015 Variance Budget vs. Actuals
Saskatoon Light & Power	0.0	(872)	(872)
Saskatoon Storm Water Management	0.0	97	97
Saskatoon Waste Services	0.0	(643)	(643)
Saskatoon Waste Water Utility	0.0	2,967	2,967
Saskatoon Water Utility	0.0	1,609	1,609
General Transfer from Mill Rate to Offset Waste Services Utility Deficit			837
Utility Rate Deficit/(Surplus)	0.0	3,158	3,995
Transfer to Applicable Utility Reserve			3,995
TOTAL UTILITY SURPLUS			0.0



STANDING POLICY COMMITTEE ON FINANCE

HBI Office Plus – Supply of Haworth Office Furnishings – Blanket Purchase Order

Recommendation of the Committee

1. That the Administration prepare a blanket purchase order with HBI Office Plus, the exclusive Saskatchewan supplier of Haworth Office Furnishings, for the next five (5) years for an estimated cost of \$250,000 (not including taxes) per year; and
2. That Purchasing Services issue the appropriate blanket purchase order.

History

At the March 7, 2016 Standing Policy Committee on Finance meeting, a report from the CFO/General Manager, Asset & Financial Management Department, dated March 7, 2016, was considered.

Attachment

March 7, 2016 Report of the CFO/General Manager, Asset & Financial Management.

HBI Office Plus – Supply of Haworth Office Furnishings – Blanket Purchase Order

Recommendation

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

1. That the Administration prepare a blanket purchase order with HBI Office Plus, the exclusive Saskatchewan supplier of Haworth Office Furnishings, for the next five (5) years for an estimated cost of \$250,000 (not including taxes) per year; and,
2. That Purchasing Services issue the appropriate blanket purchase order.

Topic and Purpose

The purpose of this report is to obtain City Council approval of a blanket purchase order for HBI Office Plus (HBI).

Report Highlights

1. A blanket purchase order is recommended to ensure compatibility with existing furniture chosen as a corporate standard.
2. HBI is the exclusive supplier of Haworth Office Furnishings (Haworth) in Saskatchewan.
3. It is recommended that the Administration negotiate a multi-year blanket purchase order with HBI.

Strategic Goal

This report supports the four-year priority of identifying targeted opportunities to implement specific continuous improvement tools under the Strategic Goal of Continuous Improvement.

Background

City Council, at its meeting held on October 27, 2008, considered Administrative Report No. 20-2008, and resolved that the Haworth panel based system furniture line “Premise” be accepted as the standard for open office furnishings, for use in City Hall and other civic facilities.

Report

Blanket Purchase Order Recommended

The Administration recommends that a blanket purchase order be put in place for the following reasons:

- Haworth furniture has been used as the corporate standard since 2009. Using this proprietary furniture will guarantee compatibility for future reconfigures and renovations.

- Furniture from Haworth will continue to replace discontinued furniture for which available parts are becoming increasingly scarce. As the Corporation replaces the previous furniture standard established over 35 years ago, reconfigurations will become more streamlined.
- An inventory of replacement components has been growing annually allowing for faster turn-around on reconfigurations and renovations. Storing furniture from a single manufacturer allows for greater organization and more efficient use of storage space.
- There will be increased administrative efficiencies by obtaining a multi-year blanket purchase order rather than annual blanket purchase orders.

Negotiate a Blanket Purchase Order

As HBI is the only authorized supplier in Saskatchewan of Haworth, the Administration is recommending that the City of Saskatoon negotiate directly with HBI to obtain a blanket purchase order for Haworth Office Furnishings to be used by the Project Services Section, Facilities & Fleet Management Division, by combining purchases into one, multi-year contract.

Options to the Recommendation

Individual tenders could be prepared for each renovation or reconfiguration. The Administration does not recommend this option due to reduced purchasing leverage, increased administrative costs, unavailability of parts, and the loss of efficiencies gained from the standardization of furniture.

Policy Implications

As HBI is the only authorized supplier in Saskatchewan of Haworth, the recommendation complies with Administrative Policy No. A02-027, Corporate Purchasing Procedure, Section 5.6(b), and Council Policy No. C02-030, Purchase of Goods, Services and Work, Section 4.3(b). These sections state that sole source procurement is permitted when supply is available from only one vendor due to the compatibility with existing equipment or services that have been established as a standard within the City.

Financial Implications

All furniture purchases related to this blanket purchase order are funded through the approved budgets of Project Service's customers.

Other Considerations/Implications

There are no environmental, privacy or CPTED implications or considerations. Public and/or stakeholder involvement or a communication plan is not required.

Due Date for Follow-up and/or Project Completion

If approved, the blanket purchase order will be in place for a period of five (5) years, provided HBI provides acceptable pricing annually and maintains status as the sole supplier of Haworth Office Furnishings.

Public Notice

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

Report Approval

Written by: Natalie Scott, Interior Design Consultant

Reviewed by: Linda Leedahl, Manager, Purchasing Services
Gord Hundebly, Manager, Project Services
Tim Halstead, Director of Facilities & Fleet Management
Kerry Tarasoff, CFO/General Manager, Asset & Financial
Management Department

Approved by: Murray Totland, City Manager

HBI_Haworth_Blanket PO.docx



STANDING POLICY COMMITTEE ON FINANCE

Annual Status Report – Non-Policy Tax Incentive Agreements

Recommendation of the Committee

That the report of the CFO/General Manager, Asset & Financial Management, dated March 7, 2016, be received as information.

History

At the March 7, 2016 Standing Policy Committee on Finance meeting, a report from the CFO/General Manager, Asset & Financial Management Department, dated March 7, 2016, was considered.

Attachment

March 7, 2016 Report of the CFO/General Manager, Asset & Financial Management.

Annual Status Report – Non-Policy Tax Incentive Agreements

Recommendation

That the report of the CFO/General Manager, Asset and Financial Management Department, dated March 7, 2016, be forwarded to City Council for information.

Topic and Purpose

The purpose of this report is to present City Council with the annual status of the non-policy tax incentives.

Report Highlights

1. Three organizations have received a total of \$976,129 in non-policy tax abatements in 2015.

Strategic Goal

The Business Development Incentives Policy supports the long-term strategy of working collaboratively with economic development authorities under the Strategic Goal of Economic Diversity and Prosperity.

Background

City Council approves non-policy tax incentives as part of an overall agreement to facilitate specific development projects. The Administration attempts to provide City Council with an indication of the value associated with each non-policy incentive agreement at the time of approval. However, these estimates are often based on preliminary information. This report summarizes the actual value of these non-policy incentives for 2015.

Report

Each non-policy incentive agreement is unique in its objective and is site-specific. The following table lists the properties that have received non-policy tax incentives for 2015 and the total taxes abated (includes City, library, and education taxes).

Recipient	Term	End Date	2015 Incentive
Saskatoon Ideas Inc.	5 years	Dec. 31, 2016	\$7,885
Saskatoon Soccer Centre Inc.	5 years	Dec. 31, 2015	\$635,710
Saskatoon Airport Authority	5 years	Dec. 31, 2018	\$332,534
Total 2015 Non-Policy Incentives			\$976,129

- The incentive to Saskatoon Ideas Inc. is related to development in the south downtown and River Landing.
- Saskatoon Soccer Centre Inc. received the abatement on the condition that it contributes funds toward the Dedicated Capital Reinvestment Fund in order to ensure the timely repair or replacement of major capital components of the two soccer facilities.

- The Saskatoon Airport Authority (SAA) agreement allows taxes to be paid based on a per-passenger rate (rather than assessment based taxes). In 2015 the SAA paid taxes of \$1,024,992.

Financial Implications

Property tax abatements approved result in the deferral of taxes based on the increase in the taxable assessment of the property. As a result, there is no immediate financial implication, other than deferral.

Other Considerations/Implications

There are no environmental, privacy, policy, or CPTED implications or considerations. Public and/or stakeholder involvement and a communication plan are not required.

Due Date for Follow-up and/or Project Completion

A report for the 2016 non-policy tax incentive agreements will be presented to the Standing Policy Committee on Finance and City Council in February 2017.

Public Notice

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

Report Approval

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

NonPolicyTaxIncentReoprt2015.docx



STANDING POLICY COMMITTEE ON FINANCE

Renewal of Listing Agreement – Former Saskatoon Police Service Headquarters – 130 4th Avenue North

Recommendation of the Committee

That the existing listing agreement with ICR Commercial Real Estate (ICR) for the marketing and sale of the former Saskatoon Police Service Headquarters properties be extended for a period of six months at list prices as directed by the Administration.

History

At the March 7, 2016 Standing Policy Committee on Finance meeting, a report from the CFO/General Manager, Asset & Financial Management Department, dated March 7, 2016, was considered.

Attachment

March 7, 2016 Report of the CFO/General Manager, Asset & Financial Management.

Renewal of Listing Agreement – Former Saskatoon Police Service Headquarters – 130 and 140 4th Avenue North

Recommendation

That the Standing Policy Committee on Finance recommend to City Council that the existing listing agreement with ICR Commercial Real Estate (ICR) for the marketing and sale of the former Saskatoon Police Service Headquarters properties be extended for a period of six months at list prices as directed by the Administration.

Topic and Purpose

The purpose of this report is to obtain City Council approval to extend the current listing agreement on the former Saskatoon Police Service Headquarters properties situated at 130 and 140 4th Avenue North with ICR for an additional six month period at list prices as directed by the Administration.

Report Highlights

1. The Sale Listing Agreement for 130 and 140 4th Avenue North with ICR has expired and would be renewed for six months.

Strategic Goal

The sale of 130 and 140 4th Avenue North supports the City's four-year priority of developing a funding strategy for expenses related to new capital expenditures under the Strategic Goal of Asset and Financial Sustainability.

Background

A listing agreement with ICR was first approved by City Council at its meeting held on December 15, 2014. At its meeting held on July 23, 2015, City Council resolved that the listing agreement with ICR for the marketing and sale of the former Saskatoon Police Service Headquarters properties situated at 130 and 140 4th Avenue North, be extended for a period of six months with the list prices of \$11.5M and \$5.0M respectively.

Report

The Listing Agreement with ICR expired January 23, 2016. ICR has marketed the property extensively, both locally and throughout the country. Considerable interest has been expressed and numerous discussions have been held with a number of interested parties, with increasing interest in the past number of months.

Options to the Recommendation

The only other option would be to not renew the listing agreement with ICR and open up the marketing opportunity to other brokerage firms. In consideration of the continued interest being garnered through ICR's marketing efforts, the Administration does not recommend this option.

Public and/or Stakeholder Involvement

Ongoing negotiations and discussions with ICR are being completed in consultation with the Administration.

Financial Implications

Commission fees payable upon the sale of the property would remain the same in the renewed agreement as set out in the current agreement with ICR. That being 2% of the selling price, with 1% going to ICR as the listing agent, and 1% going to the selling agent. The 50/50 split is considered beneficial in attracting interest from agents from other brokerage firms. Based on the list prices of \$11.5M for 130 4th Avenue North and \$5.0M for 140 4th Avenue North, the total commission payable would amount to \$330,000.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

In the event the property does not sell within the relisting period, a subsequent report will be tabled requesting direction as to how to proceed with continued marketing of the property.

Public Notice

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

Report Approval

Written by:	Scott McCaig, Real Estate Services
Reviewed by:	Brad Murray, Acting Director of Saskatoon Land
Approved by:	Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department

ListingRenewal_ICR_SPS Bldg.docx



STANDING POLICY COMMITTEE ON TRANSPORTATION

Capital Project #2236 – Stonebridge & Highway 11 – Budget Adjustment

Recommendation of the Committee

That a budget adjustment in the amount of \$832,000 be approved for Capital Project #2236 – Stonebridge & Highway 11 Interchange from the Interchange Reserve.

History

At the March 8, 2016 Standing Policy Committee on Transportation meeting, a report of the General Manager, Transportation & Utilities Department dated March 8, 2016 was considered.

Attachment

March 8, 2016 Report of the General Manager, Transportation & Utilities

Capital Project #2236 – Stonebridge & Highway 11 – Budget Adjustment

Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:
That a budget adjustment in the amount of \$832,000 be approved for Capital Project #2236 – Stonebridge & Highway 11 Interchange from the Interchange Reserve.

Topic and Purpose

This report provides an update on the status of Capital Project #2236 – Stonebridge & Highway 11 Interchange. Additional funding of \$832,000 is estimated to be required to cover the City's contribution to the projected final cost.

Report Highlights

1. Construction of the Stonebridge & Highway 11 interchange is in accordance with the Neighbourhood Concept Plan. Construction began in 2015 with completion estimated for fall 2016.
2. The estimated cost to complete the project is \$22,525,570.
3. The interchange design has been modified to address concerns raised by adjacent residents.

Strategic Goal

This project supports the Strategic Goal of Moving Around by providing adequate access to newly developed neighbourhoods that contributes to the overall development of an integrated transportation network.

Background

Dream Development (Dream) publicly tendered the construction of the interchange at Stonebridge & Highway 11 in accordance with the Development and Servicing Agreement approved by City Council. Through a contract with Dream, the engineering design and construction is being managed by AECOM. The tender closed on March 26, 2015 with six bids submitted, and with City Council approval of the City's portion of funding, Dream awarded the project to the lowest qualified bid, Graham Construction and Engineering LP.

The total estimated project cost, at the time the tender was awarded, was \$20,862,000.

Report

Construction Update

As of February 2016, the installation of the piles, piers, concrete girders and embankment construction required for ground settlement has been completed, the

overall project progress is at approximately 55%. The outstanding work to be completed in 2016 includes: lighting, embankment construction, concrete deck installation and road construction. The project is estimated to be complete and open to the public in fall of 2016, barring unforeseen circumstances or weather delays.

Increased Project Cost

During embankment construction, a design error was detected which underestimated the quantity of embankment material in the original tender. Revised quantity estimates will add \$1,758,775 to the project cost.

The design requires the height of a portion of the sound attenuation berm along Highway 11 to be modified to construct the southbound ramp into Stonebridge. The ramp itself is designed to provide sound attenuation from the highway traffic, and the design of the Jersey barrier along the ramp has been modified to mitigate the tire noise from vehicles on the ramp. Additional funding is also required for a higher level of traffic accommodation during construction to ensure safe and efficient passage of vehicles.

The total increase of construction cost is projected to be \$1,998,570. The project had an original contingency of \$1,000,000, to be used for differentiations in quantities or unforeseen construction costs. Based on the construction progress to date and the remaining risks, the contingency will be reduced to \$665,000, allowing \$335,000 of the contingency to be used toward the increased construction costs identified to date.

The increase cost of the overall project is estimated to be \$1,663,570, for a total projected project cost of \$22,525,570. This increase will be jointly funded by Dream and the City, and Dream has acknowledged and agreed to fund their portion of this increase.

Resident Concerns

Some residents of the east side of the 700 and 800 blocks of Sutter Crescent have expressed concern with the form and nature of the interchange. Particular concerns include:

1. Visual impact of the interchange ramp upon their privacy, particularly the fear of vehicle occupants looking in residents' windows;
2. Visual impact of the interchange ramp from their windows and rear yards, especially the high-slope embankments and the aesthetics of the finished ground treatment;
3. Loss of the berm height adjacent to the highway and the potential for increased highway noise;
4. Increased traffic noise and vibration during construction; and
5. Unaware that an interchange was planned for construction at this location.

The following measures have been undertaken to address residents' concerns:

- The 810 millimetre Jersey barrier curb has been extended further north along the ramp an additional 40 metres.

- Sound modelling was completed for existing and projected traffic volumes upon completion of the interchange. The final design meets all current policy thresholds for noise mitigation and is consistent with other interchange designs throughout the city.
- Confirmation that the Neighbourhood Concept Plan, as presented to the public and approved by City Council, included plans for an interchange to be constructed to connect Victor Road and Highway 11.

Profiles were also developed to evaluate the visual impact of the interchange based on the line of sight from rear yards on Sutter Crescent (Attachment 1) to simulate the visual impact of a vehicle on the ramp. The most significant visual impact was identified near the south east corner of Sutter Crescent where the elevation of the ramp will be approximately 5 metres above the elevation of the rear property line. In this area, the ramp will be approximately 40 metres to 55 metres away from the rear property line.

Options to the Recommendation

The Administration and Dream investigated alternatives for the final ground treatment between the rear property lines of a portion of Sutter Crescent, and the ramp embankments to address concerns from adjacent residents regarding the aesthetics of the interchange. Approximately 180 spruce trees that are approximately 3 metres in height and can reach 10 metres, planted in two rows, is an option to mitigate the visual impact of the interchange for the residents of Sutter Crescent. The estimated capital cost is \$150,000 and there would be a Parks' operating impact.

This option is not recommended for the following reasons:

- Salt spray from wheels of ramp traffic and winter snow removal may kill some trees, requiring ongoing replacement;
- Trees planted on embankment slopes are easily stressed in dry years, requiring ongoing replacement; and
- Trees planted in ditch bottoms are stressed by poor drainage, requiring ongoing replacement.

Public and/or Stakeholder Involvement

Extensive public consultation regarding the Stonebridge neighbourhood was undertaken at the time the Neighbourhood Concept Plan was being considered. This consultation included neighbourhood discussion on access and the configuration of the Stonebridge & Highway 11 interchange.

Since construction began, some residents on Sutter Crescent voiced concerns. Consultation has occurred with these residents throughout the construction phase of the project. Residents were invited to participate at two events held (Wednesday, July 29, 2015 and Monday, November 2, 2015), and ongoing project updates were emailed to residents as project milestones were reached.

A final meeting with residents will be organized near to the start of construction in the spring.

Communication Plan

Communication plan will provide regular updates to the neighbourhood Community Association and residents during the construction phase of the project, and will be available on social media and the City's website.

Financial Implications

An additional allocation of \$832,000 is required from the Interchange Reserve for the City's share of the project in order to complete construction in 2016.

The Interchange Levy, with this additional allocation, is forecast to be in a deficit position by \$19,000,000. This is being offset by previously City Council approved funding from the Neighbourhood Land Development fund, to cash flow the pre-paid requirements until lot sales can replenish these reserves. This period is dependent on the absorption rates of lots likely to be in the range of ten years.

Below is a detailed breakdown of the projected project costs:

Costs	Itemization
\$22,525,570	Total Projected Project Cost
\$ 763,746	<ul style="list-style-type: none">100% COS portion to provide flexibility for future access to the east
\$21,761,824	Net Projected Project Cost to be split between COS and Dream
\$10,880,912	<ul style="list-style-type: none">Interchange Levy funding (50%) required
\$10,049,254	<ul style="list-style-type: none">Current budget
\$ 831,658	<ul style="list-style-type: none">Budget adjustment required

Environmental Implications

The construction phase of this project will result in consumption of natural resources (fuel) and generation of greenhouse gas emissions. The overall impact on greenhouse gas emissions has not been quantified at this time, but will be included in annual reporting by the Administration.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Completion of the interchange is planned for fall 2016.

Public Notice

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

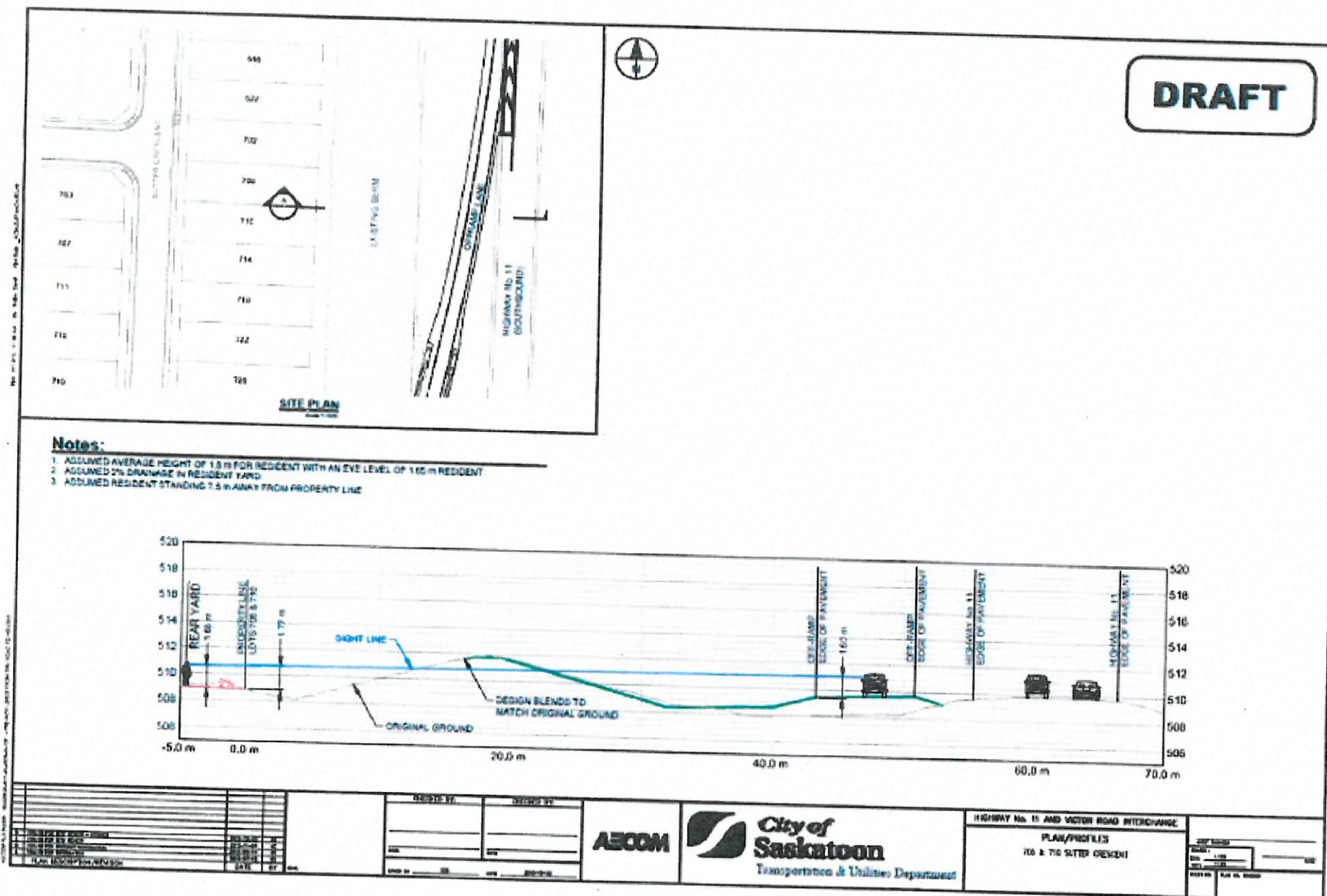
Attachments

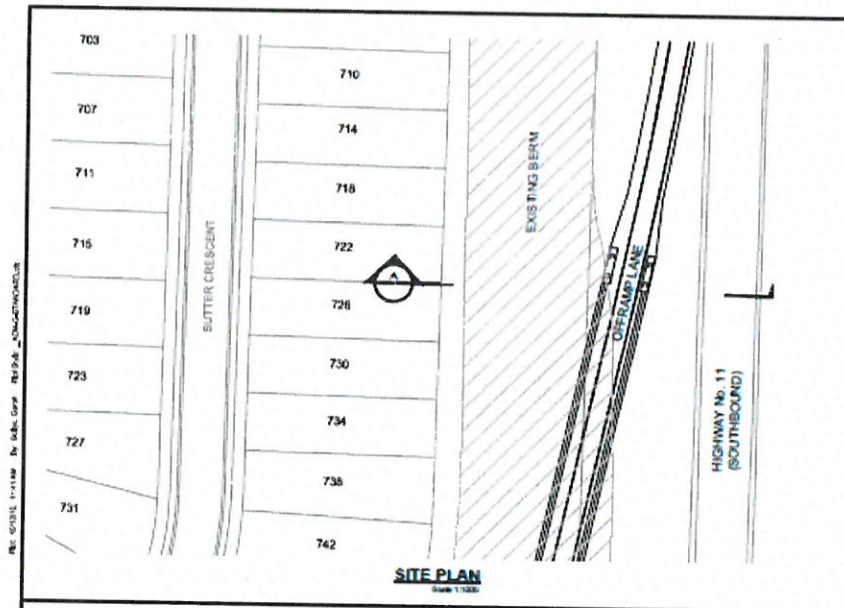
1. Highway No. 11 and Victor Road Interchange – Plan/Profiles

Report Approval

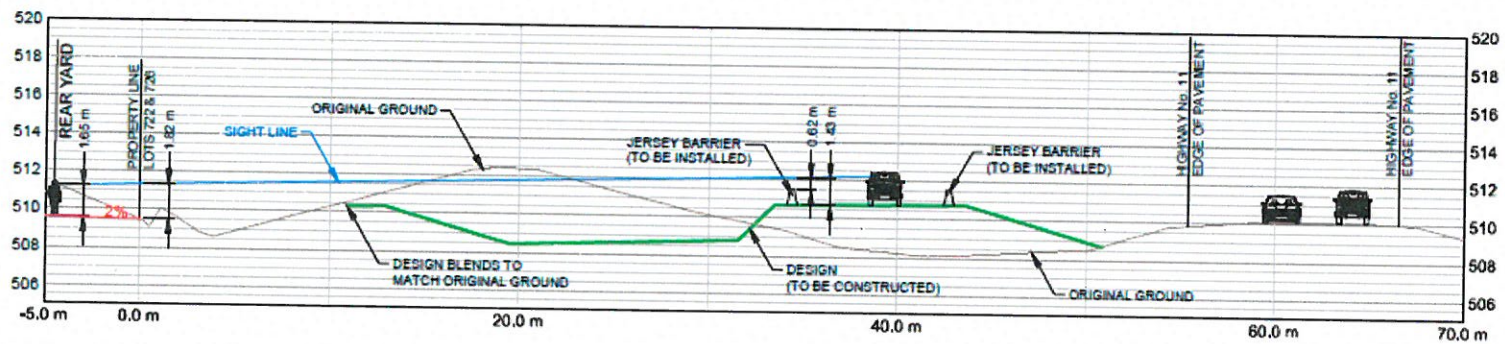
Written by: David LeBoutillier, Planning and Design Engineer, Transportation
Todd Grabowski, Manager, Asset Preservation for Bridges
Reviewed by: Angela Gardiner, Director of Transportation
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities
Department

TRANS DL – CP2236 – Stonebridge & Highway 11 – Budget Adjustment.docx





1. ASSUMED AVERAGE HEIGHT OF 1.8 m FOR RESIDENT WITH AN EYE LEVEL OF 1.65 m RESIDENT.
2. ASSUMED 2% DRAINAGE IN RESIDENT YARD
3. ASSUMED RESIDENT STANDING 7.5 m AWAY FROM PROPERTY LINE

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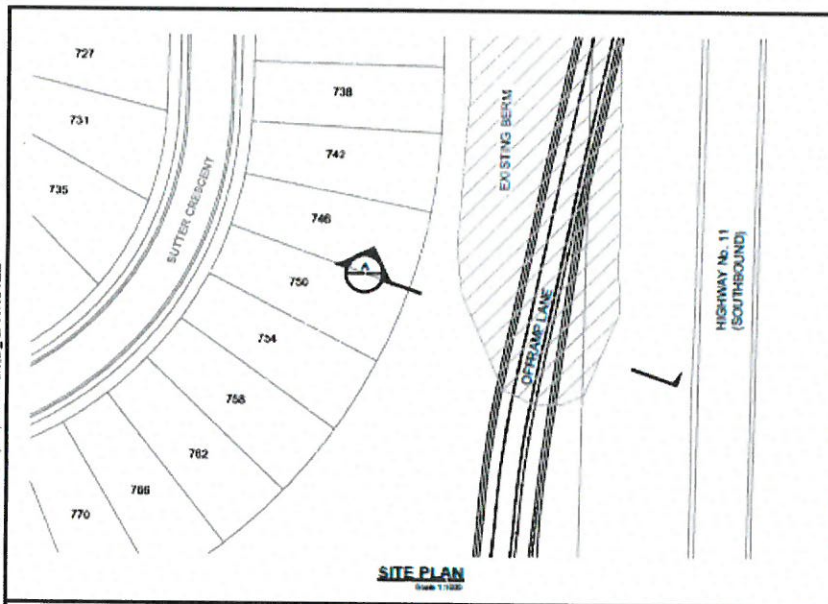


HIGHWAY No. 11 AND VICTOR ROAD INTERCHANGE
 PLAN/PROFILES
 722 & 726 SUTTER CRESCENT

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FBI - NEW YORK

FILE: 00211, 1-14-AM, D, 64th Cross, RUS-6, 03-12-2008

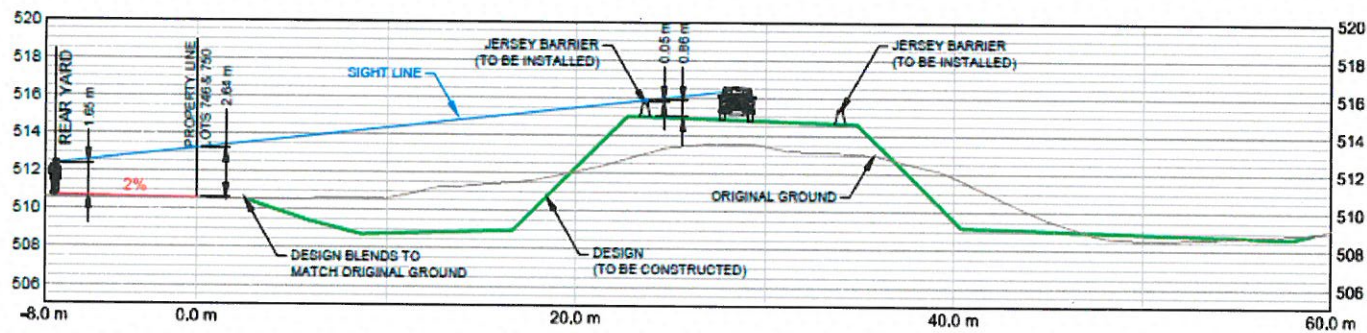
ACCOUNT NAME: 64TH CROSS ROADWAY - PRELIMINARY FROM THE ROAD TO HOUSE



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Notes:

1. ASSUMED AVERAGE HEIGHT OF 1.8 m FOR RESIDENT WITH AN EYE LEVEL OF 1.65 m RESIDENT.
2. ASSUMED 2% DRAINAGE IN RESIDENT YARD
3. ASSUMED RESIDENT STANDING 7.5 m AWAY FROM PROPERTY LINE



PLAN DESCRIPTION/REVISION	DATE	BY	CHK
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2. PRELIMINARY DESIGN - ROAD	03-12-08	JS	
3. PRELIMINARY DESIGN - ROAD	03-12-08	JS	
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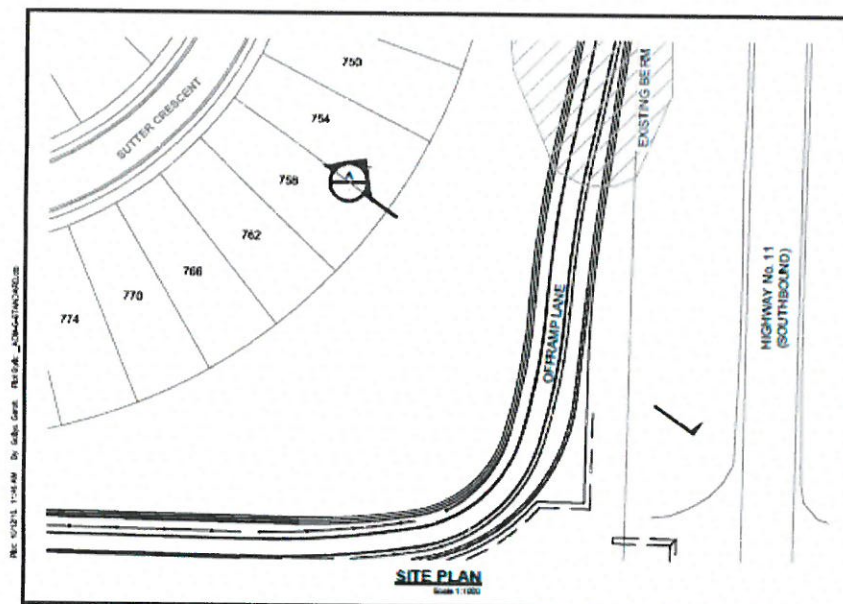
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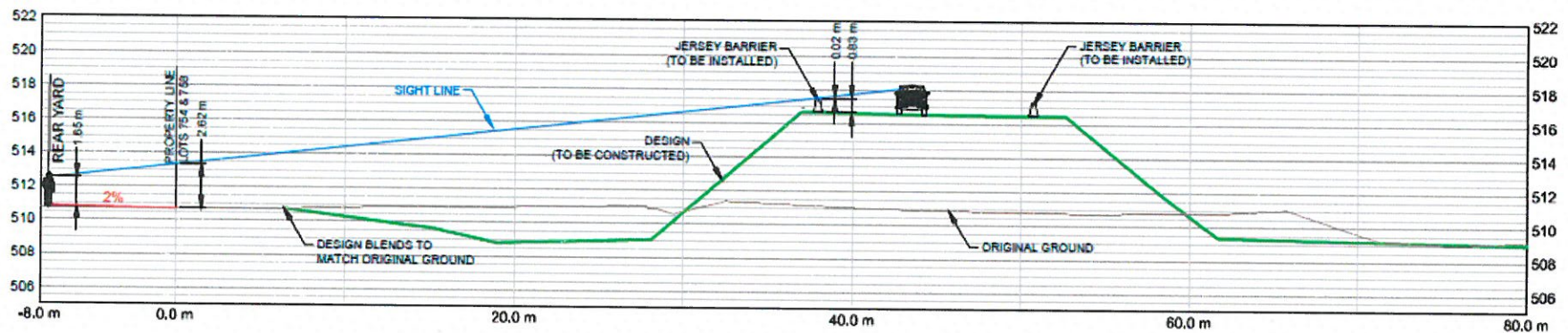
HIGHWAY No. 11 AND VICTOR ROAD INTERCHANGE
PLAN/PROFILES
746 & 750 SUTTER CRESCENT

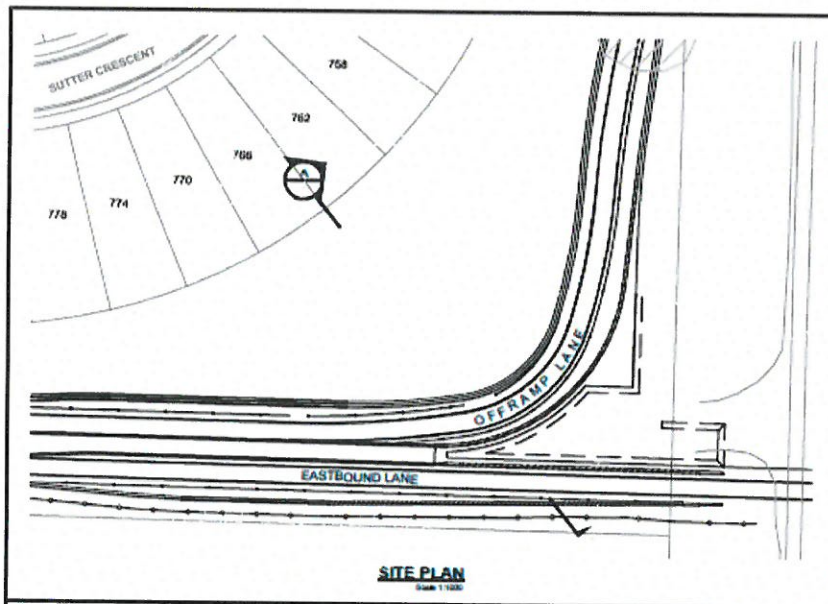
DATE	PLAN NO.	REVISION



Notes:

1. ASSUMED AVERAGE HEIGHT OF 1.8 m FOR RESIDENT WITH AN EYE LEVEL OF 1.65 m RESIDENT.
2. ASSUMED 2% DRAINAGE IN RESIDENT YARD
3. ASSUMED RESIDENT STANDING 7.5 m AWAY FROM PROPERTY LINE

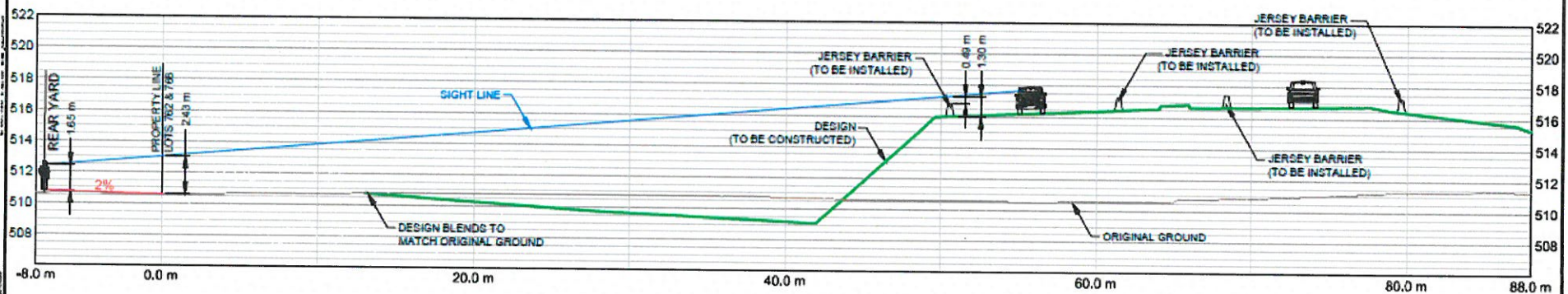




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2. ASSUMED 2% DRAINAGE IN RESIDENT YARD
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PLAN DESCRIPTION/REVISION	DATE	BY	CHK
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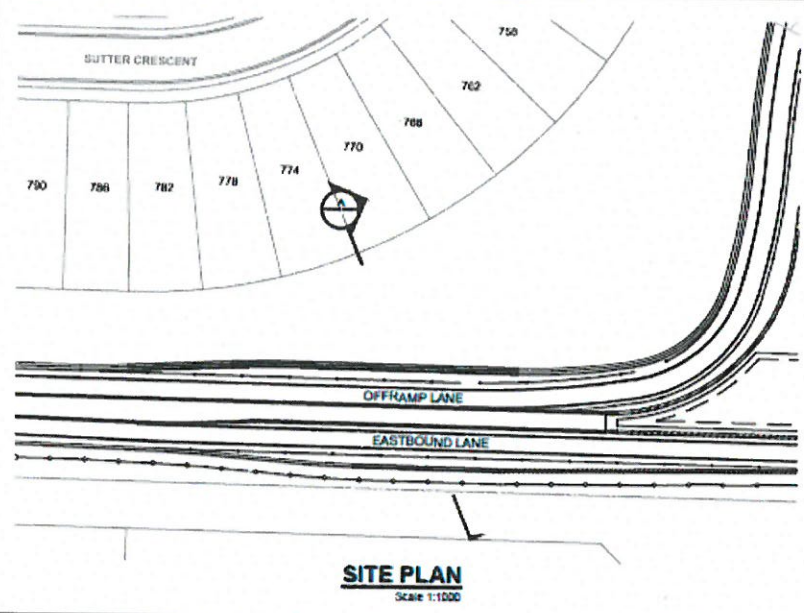
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HIGHWAY No. 11 AND VICTOR ROAD INTERCHANGE
PLAN/PROFILES
762 & 765 SUTTER CRESCENT

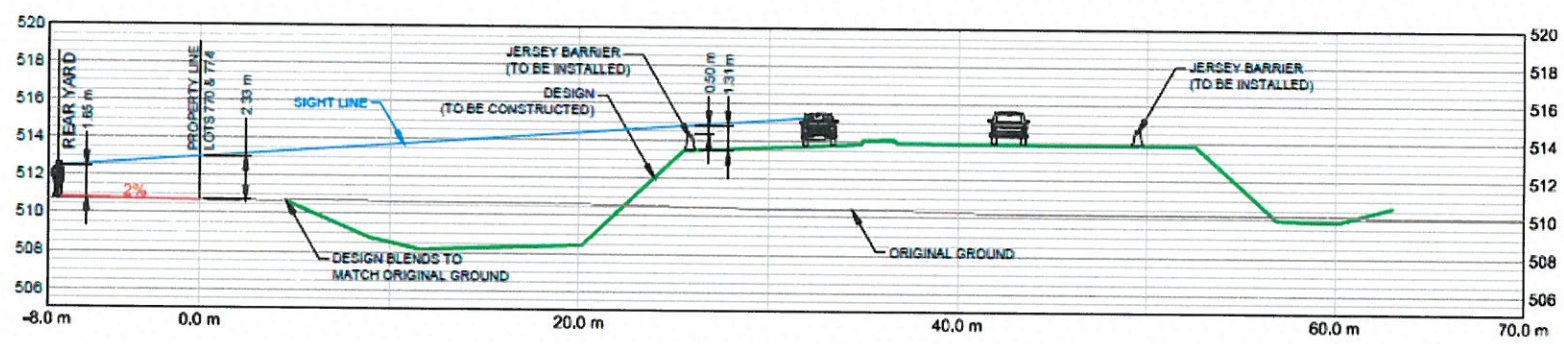
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Notes:

1. ASSUMED AVERAGE HEIGHT OF 1.5 m FOR RESIDENT WITH AN EYE LEVEL OF 1.65 m RESIDENT.
2. ASSUMED 2% DRAINAGE IN RESIDENT YARD
3. ASSUMED RESIDENT STANDING 7.5 m AWAY FROM PROPERTY LINE



NO.	DESCRIPTION/REVISION	DATE	BY	CHK.
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4	DESIGN FOR ROAD - BRIDGE	2015-11-10	SP	
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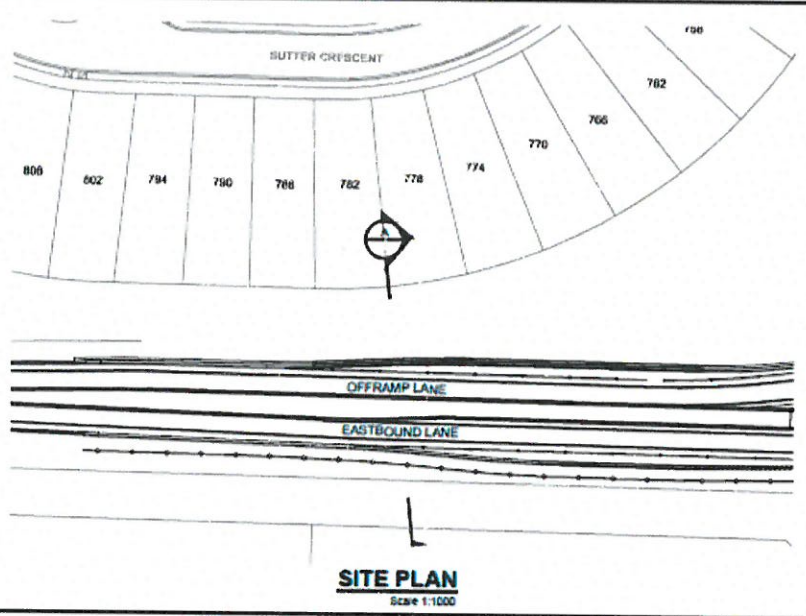
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City of Saskatoon
Transportation & Utilities Department

HIGHWAY No. 11 AND VICTOR ROAD INTERCHANGE
PLAN/PROFILES
770 & 774 SUTTER CRESCENT

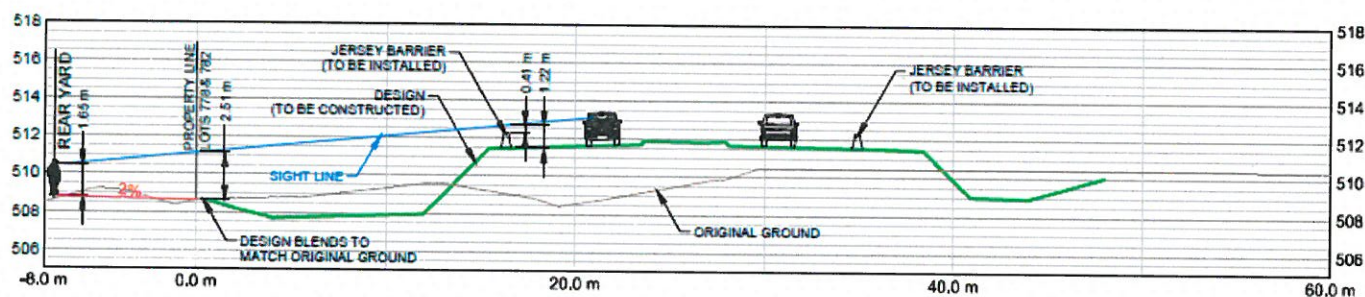
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PLAN DESCRIPTION/REVISION	DATE	BY	CHK
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4. INITIAL PLAN BY DESIGN - DESIGN	2018-11-14	SK	
5. INITIAL PLAN BY DESIGN - DESIGN	2018-11-14	SK	

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City of Saskatoon
Transportation & Utilities Department

HIGHWAY No. 11 AND VICTOR ROAD INTERCHANGE
PLAN/PROFILES
778 & 782 SUTTER CRESCENT

DATE	BY	CHK
2018-11-14	SK	
2018-11-14	SK	
2018-11-14	SK	



STANDING POLICY COMMITTEE ON TRANSPORTATION

Protected Bike Lane Demonstration Project Update

Recommendation of the Committee

1. That the 2016 contract for snow clearing in the protected bike lanes and transit terminal be increased by \$48,114 to a total of \$125,000 (including taxes); and
2. That the Administration bring forward a report on other options for the maintenance of bike lanes to provide additional information for 2017 Business Plan and Budget deliberations, as well as future budget deliberations.

History

At the March 8, 2016 Standing Policy Committee on Transportation meeting, a report of the General Manager, Community Services Department dated March 8, 2016 was considered.

Attachment

March 8, 2016 Report of the General Manager, Community Services Department

Protected Bike Lane Demonstration Project Update

Recommendation

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

- 1) That the 2016 contract for snow clearing in the protected bike lanes and transit terminal be increased by \$48,114 to a total of \$125,000 (including taxes).

Topic and Purpose

The purpose of this report is to provide the Standing Policy Committee on Transportation with an update on the status of the Protected Bike Lane Demonstration Project.

Report Highlights

1. The protected bike lane demonstration project is underway, with the first phase (23rd Street) implemented in 2015.
2. Design, installation, and communications (capital) costs for the first phase (23rd Street) are as expected and there is sufficient funding to proceed with the second phase (4th Avenue).
3. Street maintenance costs (operating) are higher than anticipated and will be included in the 2017 operating budget.

Strategic Goal(s)

Improving the comfort and safety of cycling in the Downtown supports the City of Saskatoon's (City) strategic Goal of Moving Around by creating a more cycling-friendly Downtown and promoting active transportation. The City Centre Plan identified the need for improved facilities for cycling within the City Centre, which includes the Downtown.

Background

City Council at its meeting held on March 23, 2015 adopted a report entitled Bicycle Program Update – Feasibility of Protected Bike Lanes. At that meeting, City Council resolved:

- “1. That the protected bike lanes be installed on 23rd Street (from Spadina Crescent to Idylwyld Drive) as a demonstration project in 2015;
2. That protected bike lanes be installed on 4th Avenue (from 19th Street to 24th Street) as a demonstration project in 2016; and
3. That the curb parking be installed on the north side of 24th Street between Ontario Avenue and Idylwyld Drive.”

Protected Bike Lane Demonstration Project Update

In regard to the projected costs for design, construction and communications of the project the following information was provided by the Administration:

“It is estimated that the cost of undertaking the trial project will be \$225,000.... This project will be accommodated within the \$375,000... budget available for cycling infrastructure construction in the 2014 Capital Budget.”

With respect to operational costs, the following information was provided by Administration:

“Snow removal and street sweeping operations will be evaluated during the demonstration project. These streets are currently swept and cleared but the operation with protected bike lanes will be different, and therefore, there will be an incremental cost. That incremental cost has not been calculated as a part of this feasibility study.”

Report

First Phase of Bike Lane Implemented

Protected bike lanes were approved for installation in downtown Saskatoon as a demonstration project. The demonstration project intends to assess the feasibility of installing permanent protected bike lanes, including understanding the construction and maintenance costs.

The first phase of the demonstration project (23rd Street) was implemented in 2015 and is currently being evaluated.

Capital Costs

At the time of the March 2015 report, costs for construction had been estimated at \$225,000 for all aspects of the demonstration project. The total costs for design, installation and communication of the first phase (23rd Street) of the project implemented in 2015 was \$120,000. Based on these costs, it is estimated that the installation of protected bike lanes on 4th Avenue will be approximately \$105,000 for a total construction cost of \$225,000. There are sufficient capital funds to proceed with the 4th Avenue protected bike lanes in 2016.

Maintenance Costs

At the time of project approval, street maintenance costs for the project had not been determined. Administratively it was decided that the best approach to quantifying costs was to contract the service through a competitive bidding process. The contract was structured so that the bidder was required to provide a price for snow removal for a light, moderate and heavy snow event. The level of service was established to mirror the street snow removal standards and the number of each type of event was estimated from previous years' snow event data. Funding for street maintenance was not included in either the project budget or street maintenance budgets.

Protected Bike Lane Demonstration Project Update

A tender package was prepared for the removal of snow in the bike lanes and the work was bundled with snow clearing and removal from the downtown transit terminal. Pricing was separated in order to clearly identify the costs of each task. The contract was awarded to the low bidder, however at the time of the first snow event, the contractor failed to perform any work and the contract was terminated. City forces performed the work for that first snow event as a contract was formed with the next lowest bidder.

The level-of-service standard for the clearing of bike lanes was originally proposed to mirror that of the adjacent roadway. After the first snow event, it became clear that a standard that more closely resembled sidewalk clearing was needed because people needed to walk across the bike lanes to access their parked vehicles. Maintaining the bike lanes to a clear pavement standard (no tolerance for packed snow or snow accumulation) increased the frequency of cleaning to each snowfall rather than being discretionary based on the amount of snowfall.

Snow removal costs for the bike lanes are estimated to total \$80,000 to the end of winter 2016. Additionally, there will need to be a street sweeping contract for 2016 which is estimated to be \$30,000. These costs can be funded from the 2016 Public Works street maintenance budgets, based on a lower than average expenditures year to date in the Snow and Ice Program, but will need to be budgeted for in subsequent years.

The current contract for snow removal in the protected bike lanes and transit terminal was awarded at a value of \$76,886. Policy A02-027 – Corporate Purchasing Policy requires that all contract extensions that exceed 25% of the original contract price be approved by City Council. The current estimate of costs for both bike lane and transit terminal clearing is \$125,000. Administration is requesting that this contract be extended to \$125,000 including taxes.

Options to the Recommendation

The Committee could recommend not to proceed with the second phase of the bike lanes (4th Avenue). This is not being recommended as this would only serve to provide a partial evaluation of the benefits of bikelanes in the Downtown and would not provide a north-south route.

Public and/or Stakeholder Involvement

Extensive consultation and engagement has occurred with the community and stakeholders with respect to this project.

Communication Plan

Additional communication will occur prior to the installation the protected bike lanes on 4th Avenue. Engagement with the downtown stakeholders will also be undertaken to ensure open communication with stakeholders and City staff.

Protected Bike Lane Demonstration Project Update

Financial Implications

Now that actual costs for maintenance are known, in order to fully account for maintenance costs, the 2017 operating budgets for street maintenance will include an increase of \$150,000 for snow removal and street sweeping in 2017.

Other Considerations/Implications

There are no policy, financial, environmental, Privacy, or CPTED implications or consideration.

Due Date for Follow-up and/or Project Completion

The evaluation period will conclude at the end of 2016. At that time, a report will be prepared to outline the learnings of the project and to recommend next steps.

Public Notice

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

Report Approval

Written by: Don Cook, Long Range Planning Manager, Planning and Development Division, Community Services Department

Reviewed by: Alan Wallace, Planning and Development Director, Community Services Department
Angela Gardiner, Transportation Director, Transportation and Utilities Department

Approved by: Alan Wallace, Acting General Manager, Community Services Department
Jeff Jorgenson, General Manager, Transportation and Utilities Department

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STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Winter City Strategy Preparations

Recommendation of the Committee

That the report of the General Manager, Corporate Performance Department dated March 8, 2016, be received as information.

History

At the March 8, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated March 8, 2016 was considered.

Attachment

March 8, 2016 Report of the General Manager, Corporate Performance.

Winter City Strategy Preparations

Recommendation

That the report of the General Manager, Corporate Performance Department dated March 8, 2016, be forwarded to City Council for information.

Topic and Purpose

The purpose of this report is to outline opportunities for activities in a winter city through a Winter City Strategy.

Report Highlights

1. There is a growing Winter City movement in North America that is drawing city leaders, community groups and the creative sector together to address specific winter problems as well as developing supportive plans and policies for the vitality of cities in winter.
2. Edmonton's Winter City Strategy offers many lessons for the City of Saskatoon (City), including how to integrate a wide range of topic areas, how to share responsibilities with community partners and focus on quick-wins as well as long term actions.
3. Existing City plans and policies already identify many opportunities for improving the local response to winter. Some of these will be acted on immediately as quick-wins in the lead-up to the launch of proposed public engagement to develop a Winter City Strategy in Saskatoon. The strategy will ultimately provide a roadmap for making Saskatoon as vibrant in winter as it is in summer.

Strategic Goal

This report supports the Strategic Goal of Quality of Life by providing opportunities for activities in a winter city.

Background

At its meeting on August 14, 2013, City Council adopted the 2013-2023 Strategic Plan. In support of the Quality of Life strategic goal, the Plan specified a set of four-year priorities, including for the City to "provide opportunities for activities in a winter city".

Report

Growing Interest in the Winter City Concept

In North America, the topic of winter design received significant attention from academics and officials in the 1990s, less so in the following decade. In recent years, a Winter City movement has been growing rapidly based on factors such as:

- a) The idea of a strategy: In addition to design, an expanded focus including mobility, recreation, culture and vibrancy. In place of one-off actions,

- integrating actions into a co-ordinated strategy and raising the profile of winter-specific needs and opportunities.
- b) A broad movement: No longer limited to academics and officials, ideas and actions are now being generated by community groups, neighbourhoods, the creative sector as well as leading cities.
- c) The Prairies as a leading region: Key events such as the 2nd annual international Winter Cycling Congress (Winnipeg, 2014) and international Winter Cities Shake-Up Conference (Edmonton, 2015) attended by staff and Councillors.

In Saskatoon, this movement is already evident in events and initiatives such as the Optimist Hill recreation park campaign and Guinness World Record snowball fight at PotashCorp WinterShines 2016.

Edmonton's Winter City Strategy

Edmonton's 2012 Winter City Strategy has generated significant interest both for its engagement process and its creative actions. It is built around four pillars:

- a) Outdoor life - activities and getting around.
- b) Design - safety, comfort and beauty.
- c) Economy - festivals, commercial activity
- d) Story - communications and shifting attitudes about winter

Saskatoon can benefit from the Edmonton plan by using it as a basis for establishing a Strategy here. More information about the Edmonton Winter City Strategy is provided in Attachment 1.

Saskatoon's State-of-Readiness

Edmonton's Strategy framework and timeline is a valuable reference for Saskatoon. However, the City already has a number of existing plans that identify winter actions (Attachment 2). There is an opportunity and need to review other plans and policies to ensure they also work through a winter-lens.

A variety of winter-related actions are also already in-process. Communication of these initiatives, along with building greater public awareness of recently completed winter initiatives can help build interest in the lead-up to the launch of a process that will develop a more comprehensive strategy and greater enthusiasm for winter life in Saskatoon.

Currently, an inter-departmental staff working group has been formed with representatives from Facilities, Parks, Communications, Urban Design, Finance, Saskatoon Light & Power, Recreation & Community Development, Corporate Initiatives, and Community Standards. This group has generated an initial list of potential quick-win actions and will be pursuing the most feasible of these in the next months and reported on in June.

Although the shape of a Winter City Strategy for Saskatoon cannot be known until after public engagement, based on work-to-date and existing City priorities, some guiding

factors are known already. Attachment 3 shows possible Strategy content and vision areas as well as anticipated program and process outcomes.

Public and/or Stakeholder Involvement

An initial breakfast presentation and discussion is planned for March 15 at Le Relais to raise awareness of the potential a Winter City Strategy could have in Saskatoon and identify key stakeholders that can also play a significant role in the Strategy. Results of this event will be reported to City Council in June along with a proposed process for intensive public involvement that could begin in January 2017.

Communication Plan

The success of the Winter City Strategy will hinge on the level of support and participation we have from citizens, businesses and other stakeholders. The program is anticipated to encompass programs and initiatives that inspire activity by many organizations, not simply those run by the City. As such, this plan will focus on communicating the potential benefits of successfully implementing a winter city strategy, and seek to motivate these audiences to engage with the City to help build the strategy that will benefit us all.

To achieve this success, a multi-channeled communications campaign will be used to raise awareness of this project and inspire participation in the pre-launch phase. The planned campaign will reach our target audiences through the kick-off event on March 15th, progressing to private and public engagement opportunities, citywide awareness initiatives through business and stakeholder groups, a social media campaign, postcards and printed communication materials, leveraging content on our website and the Shaping Saskatoon online engagement webpage, as well as news releases, PSA's and media coverage for key events.

A more detailed communications and engagement plan is being developed to support the various development stages of the Winter City Strategy.

Financial Implications

Edmonton's strategy was developed by Stantec Consulting at a cost of \$362,000. Its implementation plan detailed added capital and operating costs of \$2.75 million over a 10-year period (including \$1.5 million for free transit during extreme weather). At present, no funds are designated for a Winter City Strategy in Saskatoon.

The Administration is developing the Saskatoon strategy in-house and is looking for ways to deliver identified 'quick-win' actions by re-allocating existing resources. Additional resources will be required for the public engagement phase. A funding request for this component will be brought forward for the consideration of City Council as part of the 2017 Business Plan and Budget deliberations.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Attachment 4 shows a proposed project timeline that would lead to the adoption of a Winter City Strategy for Saskatoon. A report requesting capital funding for public engagement will be provided to the Standing Policy Committee on Environment, Utilities & Corporate Services in June 2016. A report later in 2016 will also be provided to outline detailed plans for public engagement that could begin in January 2017 and provide an update on quick win actions to be implemented in winter 2016/17.

Attachments

1. Edmonton Winter City Strategy Framework
2. Existing City Plans and Policies Related to Winter Actions
3. Guiding Factors for a Saskatoon Winter City Strategy
4. Draft Winter City Strategy Timeline

Public Notice

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

Report Approval

Written by: Eric Westberg, Project Manager, Corporate Initiatives
Reviewed by: Brenda Wallace, Director of Environmental & Corporate Initiatives
Randy Grauer, General Manager, Community Services Department
Kerry Tarasoff, CFO and General Manager, Asset & Financial
Management Department
Jeff Jorgenson, General Manager, Transportation & Utilities
Department
Approved by: Catherine Gryba, General Manager, Corporate Performance
Department

Administrative Report – Winter City Strategy Preparations.docx

Edmonton Winter City Strategy Framework

The Winter City Strategy developed in Edmonton has been identified as a best practice approach due to its engagement process and its creative actions. The four pillars of the Strategy have been expanded into 10 goals and 64 actions, examples of which are shown below. A particular emphasis is on quick-win actions which involve re-allocated rather than new funds. Edmonton's strategy is a city-community partnership. Its Implementation Plan details which actions are City led vs. led by community partners with the City in a supportive role.

High-profile creative actions resulting from Edmonton's strategy include:

- a) River Valley freeway, a 400m wooded skating trail with artistic lighting.
Pilot project to be expanded to 800m next winter.
- b) Official winter drink competition (alcoholic and non-alcoholic).

Pillar	Goal	Quick Win Actions	Longer Term or Foundational Actions
Winter Life	More outdoor activity opportunities	Free skates; outdoor fire locations	Winter commercial anchors in parks
	Improvements for active transportation and transit.	Snow clearing on more park walkways	Transit shelters
Winter Design	Improved safety and comfort		Design guidelines
	Urban design for fun, beauty and interest	Colourful lighting of public spaces and buildings	
Winter Economy	Improve capacity and sustainability of festivals		Facilitating agency for festivals
	Develop a four-season patio culture	Simplify process & regulations for patios	Winter patio development program
Winter Story	Celebrate winter and embrace winter daily living	Winter beautification program	Edmonton in Winter smartphone app
	Promote City's winter story locally and externally	Share images & digital assets between partners	Create a winter brand

NOTE: Table above shows excerpts from Strategy's complete list of 64 actions. Of all these, 28 are Quick Wins (44% of total).

Timeline Edmonton Followed to Develop Their Strategy:

- Mid-late 2011: Pre-launch engagement of community partners; formation of City/community Steering Committee; and planning public engagement.
- Jan to June 2012: Intensive public engagement.
- June to Oct 2012: Writing the Winter City Strategy and final adoption by Council. Strategy included 64 actions.
- Jan to Sept 2013: Prioritizing and costing of actions in consultation with stakeholders, resulting in a Winter City Strategy Implementation Plan adopted by Council.

Existing City Plans and Policies Related to Winter

Winter-Related Actions or Standards Already Defined
Saskatoon Speaks
Official Community Plan
Local Area Plans: 11+ neighbourhoods
Junction Improvement Strategy
Mendel Gallery Neighbourhood Safety Report
Nutana Neighbourhood Safety Report
Optimist Park Neighbourhood Safety Report
North Downtown Master Plan
City Centre Plan
DCD1 Zoning District
Broadway 360 Design Guidelines
Children's Museum Business Plan
Kinsmen Park & Area Master Plan
Culture Plan
River Landing Interpretive Plan
Accessibility Action Plan
Winter Level of Service: Roadways
Winter-Related Actions or Standards Not Yet Defined
Recreation and Parks Master Plan
Winter Level of Service: Sidewalks
Winter Level of Service: Trails
Park Development Guidelines
Landscape Design and Development Standards
Other plans and policies TBD

Guiding Factors for a Saskatoon Winter City Strategy

Although the content of the strategy will depend on outcomes from public engagement, key content areas are likely to include:

- a) Recreation and sport
- b) Active transportation
- c) Arts, culture and festivals
- d) Local-serving as well as tourism-related actions
- e) Indoor activities and events as well as outdoors
- f) Neighbourhood-based and city-wide actions

The strategy will need to communicate a vision and be clear about outcomes on the ground. Because all citizens are winter stakeholders, the success of the strategy will also be closely linked to the success of public engagement in its creation.

Examples of vision components:

- a) Envisioning Saskatoon as vibrant in winter as it is in summer.
- b) Ensuring equitable access to winter opportunities.
- c) Creating more opportunities to gather as well as pursue individual passions.
- d) Encouraging an entrepreneurial culture of experimenting with new winter ideas.

Examples of program success:

- a) Moving towards an attitude of embracing rather than escaping winter
- b) Improved knowledge of the range of winter activities available and improved ways of accessing facility, program and event information.
- c) Improved event attendance and economic activity.
- d) Increased pedestrian counts as a result of improved safety and mobility
- e) Increased number of community-led winter events and programs
- f) Reducing barriers to newcomers for participating in winter life

Examples of process success:

- a) Key stakeholders engaged, motivated and contributing resources
- b) Broad and representative citizen input and awareness
- c) New partnerships formed to act on ideas
- d) Visionary and small-scale practical ideas generated
- e) Consensus on priority actions and readiness to move on quick-wins

Draft Winter City Strategy Timeline

Steps to Date

- Staff and Councillors attend February 2015 Edmonton winter conference
- City joins Winter City Institute networking group
- Formation in January 2016 of staff working group; identification of potential quick wins

March – June 2016

- Staff working group continues to identify and advance quick win actions.
- March 15: first public engagement at awareness-raising breakfast event
- June: capital funding request for 2017 to Council for public engagement.

June – Dec 2016

- Formation of stakeholder project Steering Committee.
- Planning of public engagement phase.
- Staff working group prepares for roll out of quick win actions in January.
- (November/December): Preparation of logo and campaign graphics, and targeted communications ahead of engagement.

Jan – June 2017

- Intensive winter/spring public engagement in developing the Strategy
- Staff working group begins roll out of quick win actions.

June – Dec 2017

- Staff analyze engagement process results and draft Strategy
- Fall 2017: Strategy presented to Council for approval
- Continuing roll out of quick win actions.

Jan – Sept 2018

- Staff consult with stakeholders to prepare Strategy Implementation Plan.
- Continuing roll out of quick win and foundational actions.
- September 2018: Implementation Plan presented to Council for approval.



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

MS Project Online Implementation Services and Support – Request for Proposal Award

Recommendation of the Committee

1. That a contract with Agora Consulting Partners Inc. be approved for the design and deployment of a comprehensive enterprise Project and Portfolio Management solution utilizing Microsoft Project Online within the City of Saskatoon's IT Division, with the contract running for approximately a 6 month project engagement at an estimated fee of \$156,600, plus applicable taxes; and
2. That Materials Management be authorized to issue the necessary Purchase Order.

History

At the March 8, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated March 8, 2016 was considered.

Attachment

March 8, 2016 Report of the General Manager, Corporate Performance.

MS Project Online Implementation Services and Support – Request for Proposal Award

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That a contract with Agora Consulting Partners Inc. be approved for the design and deployment of a comprehensive enterprise Project and Portfolio Management solution utilizing Microsoft Project Online within the City of Saskatoon's IT Division. The contract would run for approximately 6 month project engagement at an estimated fee of \$156,600, plus applicable taxes; and
2. That Materials Management be authorized to issue the necessary Purchase Order.

Topic and Purpose

The purpose of this report is to request approval to proceed with a contract to engage Agora Consulting Partners Inc. for the design and deployment of a comprehensive enterprise Project and Portfolio Management solution utilizing Microsoft Project Online within the City of Saskatoon's IT Division.

Report Highlights

1. Agora Consulting Partners will work with the IT Division to design and develop a project and portfolio management system within MS Project Online to enable and support our Project management office.
2. On November 18, 2015, the City issued a Request for Proposal (RFP) for MS Project Online Implementation Services and Support (RFP #15-0939).
3. In partnership with the Strategic & Business Planning Division, Corporate IT will provide the Proof of Concept (POC) for an enterprise wide project management solution. Once MS Project Online and enterprise project management processes are implemented in IT through this project we will leverage our knowledge along with tools and processes to provide a solid integrated Project management platform for the remainder of the corporation.
4. The recommendation is that Agora Consulting Partners, the Preferred Proponent, be awarded the contract for the design and deployment of the system along with training, change management.

Strategic Goal

This initiative supports the strategic goal of Continuous Improvement by introducing better process, structure, consistency and organization in the Project Management area for the IT Division. It also aligns with the short term Continuous Improvement priority as an opportunity to modernize the way that we select, focus and align with key strategic initiatives through modern portfolio management practices imbedded in this solution.

Background

The IT Division has been using MS Project 2007 for a number of years to manage IT related projects.

In 2014, IT started looking at improving our Project Management practices and introducing Portfolio Management to improve project selection, project tracking, business alignment, and resource capacity planning.

In 2015, we formalized the implementation of a Project Management Office (PMO) in the IT Division and assessed our business requirements. It was determined that our existing project management software and processes are insufficient for the needs of IT and the corporation. A thorough business process review and software upgrade were recommended. The implementation of an enterprise-wide project and portfolio management strategy and tool is the next step in our evolution of providing professional services to the corporation.

Report

With the reorganization and refocus of the IT function within the corporation we require modern tools and improved processes to manage projects. Currently, we license MS Project software and require assistance to implement the current cloud-based version of project management software. This project is a one-time cost to support the implementation of Project On-Line software and ensure the City implements best-practice business processes for project management.

This expertise is not currently available within our staff complement. This service will provide support and guidance to our staff so that they will have capacity and the expertise to provide sustainable and ongoing support to the corporation.

Upon completion of the project, the IT Division will be fully trained in all functionality of the software, and will support the implementation of the application and processes across the corporation.

In addition to the technical implementation, this contract includes the following services:

- Build the necessary capacity in the IT team to foster innovation in the implementation of new software.
- Implementation of all project management features to improve project delivery and team collaboration.
- Implementation of portfolio management processes to improve project gating, business alignment, and resource capacity planning.
- Implementation of enhanced resource management and related decision making by capturing demand and measuring capacity with time tracking.
- Development of a project intake process and centralized project hub for better communication including project team sites, project detail pages, and project workflow.

-
- Staff training and development provided to implement and support this environment for IT and into other corporate divisions.

RFP for MS Project Online Implementation Services and Support

An RFP for MS Project Online Implementation Services and Support for the IT Division was issued on November 18, 2015, with a closing date of December 17, 2015.

Responses were received from:

- Western Principles
- Agora Consulting Partners
- Horizon Computer Solutions
- EPM Solutions
- Tri-Global
- Arbutus

The RFP Review Team is composed of the IT Manager of Business Strategy and Support, the IT Manager of Technology, IT Coordinator from the Business Solutions – Operations Team, the Director of Strategic and Business Planning and Purchasing Services Staff. The team evaluated the proposals based on the following criteria detailed in the RFP

Category	Points
General quality of proposal, including completeness, readability, grammar and technical merit	5
Overall Assessment of Understanding and Fulfilment of RFP Requirements	15
Content, Approach and Implementation Roadmap	25
Project schedule, milestones and control	15
Price	30
Qualifications and Experience	10
TOTAL	100

Preferred Proponent

Upon completion of the evaluation, the RFP Review Team determined that the proposal submitted by Agora Consulting Partners achieved the highest score and met the requirements of the RFP. Therefore, the recommendation is to award the RFP to Agora Consulting Partners as detailed below:

The design and deployment of a comprehensive enterprise Project and Portfolio Management solution utilizing Microsoft Project Online within the City of Saskatoon's IT Division. The contract would run for the approximately 6 month project engagement at an estimated fee of \$156,600, plus applicable taxes.

Financial Implications

The cost of \$156,600 (plus taxes) will be billed at various stages throughout the 6 month project. The entire project is within the approved 2016 Operating Budget for the IT Division.

Privacy Implications

We are proceeding through the privacy impact assessment with the City Clerk's Office to address any potential privacy implications of this cloud implementation.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The project will be 6 months in duration. The first phase - Planning and Design – April to June, Configuration and Pilot through the summer, with migration and project completion by October of 2016.

Public Notice

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

Report Approval

Written by:	Kevin Shewchuk, Manager, IT Business Strategy & Support
Reviewed by:	Paul Ottmann, Director, Information Technology
Approved by:	Catherine Gryba, General Manager, Corporate Performance Department

Administrative Report - MS Project Online.docx



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Progress Report on the Truth and Reconciliation Commission of Canada Calls to Action

Recommendation of the Committee

1. That the report of the General Manager, Corporate Performance Department dated March 8, 2016, be received as information;
2. That the language around public acknowledgments, as set out at the bottom of page 7 of the information report, be circulated to all members of City Council; and
3. That a copy of the report be sent from City Council to the Saskatoon Tribal Council, Metis Nation of Saskatchewan, Central Urban Metis Federation Inc., Office of the Treaty Commissioner and the Truth and Reconciliation Commission.

History

At the March 8, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated March 8, 2016 was considered.

Attachment

March 8, 2016 Report of the General Manager, Corporate Performance.

Progress Report on the Truth and Reconciliation Commission of Canada Calls to Action

Recommendations

That this report be forwarded to City Council for information.

Topic and Purpose

The following report summarizes progress made by the City of Saskatoon (City) in responding to the Truth and Reconciliation Commission (TRC) Calls to Action.

Report Highlights

1. The City has made progress on initiatives that respond to the TRC “Calls to Action”.
2. A City priority is to develop a long-term plan for increased Aboriginal awareness training for all civic employees.
3. The City is working with several community partners on a “Community Action Plan.”

Strategic Goals

The report supports the long-term strategy under our “Quality of Life” strategic goal to strengthen relations with local Aboriginal organizations. The 4-year priority to develop partnerships and programs with Aboriginal organizations that will assist in enhancing economic, employment and training opportunities is also supported.

Background

City Council, at its meeting held on June 22, 2015, resolved:

- “1. That the Administration report back to City Council about what will be required to adopt and implement the relevant calls to action highlighted in the Truth and Reconciliation Committee report of June 2, 2015, including any financial implications and that any implementation costs be included in the 2016 budget deliberations.
2. That the City of Saskatoon declare July 1, 2015 – June 30, 2016 the year of reconciliation and that the Administration work with the Office of the Treaty Commission (OTC), and other community groups, leaders and institutions in Saskatchewan, to promote reconciliation in our province.”

On October 19, 2015, Administration reported on its progress and committed to bring a report to City Council on an action plan for reconciliation in collaboration with the OTC and other partners in Spring 2016. The Executive Committee resolved, in part:

- “1. That the Administration provide Executive Committee with regular updates outlining successes as well as outstanding items, along with an update of events occurring in Saskatoon throughout the year recognizing the Year of Reconciliation.
2. That the Administration report to Executive Committee with a plan for increased professional development and training for employees, with a long-term target of 100 percent participation.”

Report

Highlights of Progress of City Activities in Response to TRC Calls to Action:

Details of City activities to increase Aboriginal inclusion are in Attachment 1: City of Saskatoon's Response to the Truth and Reconciliation Commission's Calls to Action and Responsibilities: March 2016 Update. Highlights include the following:

- Community engagement and economic development forums hosted by the Saskatoon Aboriginal Employment Partnership (SAEP) managed by Saskatoon Regional Economic Development Authority (SREDA)
- Partnering to produce a three-part conference series called 'Prosperity Through Partnerships', focusing on creating wealth through land claims
- Supporting the “Wichitowin Speaker Series” for community-based organizations that provide services to Aboriginal citizens. Representatives of City of Saskatoon Boards and Commissions are encouraged to attend.
- Improving the process to make the “Master Names List” more inclusive of Aboriginal names. Louis Riel Industrial Park was recently named.
- Encouraging Saskatoon dignitaries to utilize opening remarks recognizing Aboriginal people at all events.

Aboriginal Awareness Training for Civic Employees

The Administration has prepared a plan to increase professional development and training for employees (see Attachment 2).

Several options are being explored to support the TRC recommendations for Aboriginal awareness training including the following:

- Inclusion in the corporate orientation for new hires
- Leadership Forum with 400 managers, supervisors, and union executives
- Online training options
- Group training with other municipalities, community organizations and corporations

A mandatory program on the education of the history of Aboriginal people and intercultural competency will be prepared and included in the 2017 Business Plan and Budget.

Community Action Plan:

The City is partnering with the United Way, Saskatoon Tribal Council, Central Urban Metis Federation Inc. (CUMFI), Saskatoon Health Region, SREDA, Aboriginal Friendship Centres of Saskatchewan (AFCS), and other community partners in the

Saskatoon Community Action Partnership (SACAP). The organizations are working with "urban matters", a social enterprise organization, and expect to have the following by March 31, 2016:

- Vision and Goals
- Community Action Plan Framework
- Summary of State of the Environment
- Community Priorities
- Framework Document

The action plan will include a set of measures to evaluate progress and to report to Aboriginal citizens and the community-at-large. The process to achieve full reconciliation will involve ongoing efforts to embed best practices for Aboriginal inclusion in how we provide programs and services.

Public and/or Stakeholder Involvement

The City has been working closely with Aboriginal and other community organizations that support Aboriginal Inclusion to develop the Community Action Plan.

Communication Plan

The City and its partners have developed a Communication Framework to engage the public in open discussions on the nature of reconciliation. Planned communication activities include the following:

- Development of a reconciliation brand/identity
- Staged media event
- Social media campaign
- Stakeholder meetings
- Information on the City's website
- Collection of videos of what reconciliation means
- Materials on reconciliation activities for organizations to use with their employees and constituents
- News releases and media scrums
- Radio and print ads

Financial Implications

The City's initiatives to respond to the TRC Calls to Action are within the approved 2016 budget.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

A report will be brought to City Council on further progress on the Action Plan for Reconciliation in collaboration with OTC and other partners in Fall 2016.

Public Notice

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

Attachments

Attachment 1: City of Saskatoon's Response to the Truth and Reconciliation Commission's Calls to Action and Responsibilities: March 2016 Update.

Attachment 2: City of Saskatoon – Professional Development and Training Plan for Aboriginal Inclusion

Report Approval

Written by: Gilles Dorval, Director of Aboriginal Relations
Angela Schmidt, Consultant, Transportation and Utilities
Department

Reviewed by: Catherine Gryba, General Manager, Corporate Performance
Department

Approved by: Catherine Gryba, General Manager, Corporate Performance
Department

Administrative Report – The Truth and Reconciliation Commission of Canada Calls to Action and the City of Saskatoon's Response.docx

**City of Saskatoon's Response to the Truth and Reconciliation Commission's Calls to Action and Responsibilities
March 2016 Update**

Summary of Applicable Recommendations Directed to Municipal Governments or All Levels of Government

RELATED CITY INITIATIVE	OPTIONS - 2015	INITIATIVES - 2016
Action #3: Fully implement Jordan's Principle. <p>Jordan's Principle is a "child first" principle to resolve jurisdictional disputes between governments regarding payment for government services provided to First Nations children. Jordan's principle is mainly applicable to federal and provincial government services for children.</p> <p>The City does not consider First Nation status as a factor in providing services to its residents. Some recreational and cultural programs are targeted to all Aboriginal people. Some City services, such as discounted leisure access and transit passes, are offered to all low-income people.</p> <p>When Saskatoon recently hosted northern Saskatchewan residents who were displaced from their homes by the 2015 wild fires, the City provided Aboriginal children and their families with culture, recreation and sports activities and linkages to Saskatoon's Aboriginal community and corporate sector.</p>		
<p>The City does not have direct responsibility for health-care services in the Saskatoon region. However, we collaborate with the Saskatoon Health Region (SHR) on common Aboriginal inclusion initiatives.</p>	<p>The City will continue to implement a "child first" principle in providing City programs and services, without consideration of First Nation status.</p> <p>Continue collaborations with the Saskatoon Health Region.</p>	<p>The City will continue to implement a "child first" principle in providing City programs and services, without consideration of First Nation status. City recreation programs and facilities are open to all Saskatoon residents. For those residents that face cost as a barrier the Leisure Access Program for Low-Income Residents provides free access to civic centre drop-in programs, outdoor pools and one free registered program. Applications are available to individuals at all of our civic centres. Applications are also available to agencies that work with low-income clients.</p> <p>Continue collaborations with the Saskatoon Health Region.</p>
Action #23: Increase the number and retention of Aboriginal health-care professionals and provide cultural competency training for all health-care professionals.		
<p>The City does not issue official identity documents. If citizens would like to change the legal name displayed on the Assessment Notice and Property Tax Notice, they submit an application and an affidavit to Information Services Corporation (ISC). No fee is charged.</p>	<p>Action #17: Enable residential school survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years</p> <p>No changes.</p>	<p>No changes.</p>
Action #40: Create Aboriginal-specific victim services		
<p>The SPS currently has Aboriginal program components for victim services.</p>	<p>Continue Aboriginal components of victim services.</p>	<p>Continue Aboriginal components of victim services</p>
Action #43: Adopt the United Nations Declaration on the Rights of Indigenous Peoples supporting Aboriginal rights to culture, employment, health, education and other issues, and		
<p>The General Manager of Community Services co-chairs the Saskatoon Regional Inter-sectoral Committee (SRIC) which addresses barriers to services.</p>	<p>Implement actions identified in response to recommendations from the Kitaskinaw Report and Urban Aboriginal Community Gathering.</p>	<p>Continue to implement recommendations from the Kitaskinaw Report. The Saskatoon Collaborative Funders Partnership is continuing the work on outcomes and evaluations and providing educational sessions to community-based organizations including Aboriginal</p>

RELATED CITY INITIATIVE	OPTIONS - 2015	INITIATIVES - 2016
<p>The Kitaskinaw Project was conducted to discover the “lay of the land” for programs and services for Saskatoon’s First Nations, Métis, and Inuit people. Kitaskinaw was a collaborative effort led by the City, Saskatoon Tribal Council (STC), the United Way of Saskatoon and Area, and Gabriel Dumont Institute (GDI). The project, the first of its kind in Saskatoon, took a holistic approach to better understand Saskatoon’s Aboriginal community in relation to programs and services.</p>	<p>Partner with the United Way, Saskatchewan Association of Indian and Metis Friendship Centres, SHR, and other community-based organizations to host Wicihitowin – “Working Together” provincial conference on November 17 and 18, 2015, focusing on Aboriginal engagement and service delivery. A concurrent Aboriginal Elders/Old People workshop will focus on appropriate and respectful incorporation of Aboriginal values within program and service delivery.</p> <p>Engage with Aboriginal citizens through an urban Aboriginal gathering with our partners in 2016 to report on progress towards the Kitaskinaw and Gathering recommendations and obtain feedback on future direction.</p>	<p>organizations. The Wicihitowin Speaker Series, a partnership with the Saskatoon Health Region, United Way, and Aboriginal Friendship Centres of Saskatchewan, was initiated. The series targets community-based organizations that provide services to Aboriginal citizens in Saskatoon. All representatives from City of Saskatoon Boards and Commission are invited to attend. Examples of speakers include John Lagimodiere, and potentially Ashley Callingbull (Miss Universe 2016), and previous Prime Minister Paul Martin.</p>
<p>The Urban Aboriginal Community Gathering was organized by the City in partnership with STC and the Central Urban Métis Federation Inc. (CUMFI) in June, 2014. The Gathering had 132 people in attendance with a good cross-section of Saskatoon’s Aboriginal community. The Gathering had two primary outcomes:</p> <ul style="list-style-type: none"> - Helped better inform Aboriginal people living in Saskatoon about City programs, services and partnerships; and - Obtained input from Aboriginal residents about City programs and services to inform future policy, program and service delivery. 	<p>Assess opportunities to deliver programs and services targeted to Aboriginal people in partnership with First Nation and Metis organizations.</p> <p>Actively seek Aboriginal representation on City Boards and Committees.</p> <p>Collaborate with other community organizations to provide workshops and training for Aboriginal organizations’ staff and boards to develop capacity and encourage partnerships.</p>	
<p>City Senior Management participated in an information session on Duty to Consult presented by a University of Saskatchewan expert on Duty to Consult</p>		
<p>The City is consulting Aboriginal people in planning and program development (e.g. Regional Planning for Growth) to ensure Aboriginal voices are heard when making decisions that impact them.</p>		
<p>The City provides capacity building supports to Aboriginal community-based organizations including the work of the Saskatoon Collaborative Funders Partnership on outcomes and evaluation. The City works with the United Way on community-based leadership development for Aboriginal and other under-represented groups.</p>		
Action #47: Reform laws and policies based on European sovereignty over Indigenous peoples and lands.		
	<p>Review policies, programs, and services with an Aboriginal diversity and inclusion lens to identify any areas of systemic or institutional discrimination.</p>	<p>Funding has been approved to employ an analyst to complete a review of City of Saskatoon policies, programs, and services with an Aboriginal lens. The Cultural Diversity and Race Relations Policy also will be reviewed and updated.</p>

RELATED CITY INITIATIVE	OPTIONS - 2015	INITIATIVES - 2016
	In collaboration with OTC and community partners, report data requested by the NCR and report on progress towards the Action Plan.	The City is collaborating with OTC and community partners, to develop an Action Plan, and will jointly report data as requested by the NCR and report on progress towards the Action Plan.
Action #57: Educate public servants on the history of Aboriginal peoples, inter-cultural competency, conflict resolution, human rights, and anti-racism.		
<p>Corporate cultural awareness workshops are held every year. In 2014, approximately 2.5% (80) of City employees attended Aboriginal cultural awareness and general cultural competency workshops. Corporate training workshops include the following:</p> <ul style="list-style-type: none"> - Conversations for Aboriginal Inclusion (2/year available for all employees) - Fundamentals of Cultural Competency Workshop (1/year available for all employees) - Intercultural Problem Solving Strategies (1/year available for managers) <p>Corporate training is also offered on Resolving Conflicts Constructively (2/year available for managers)</p>	<ul style="list-style-type: none"> • Promote existing cultural education and awareness programs and actively encourage staff to attend. • Hold "TRC Calls to Action" educational workshops for Executive and Leadership teams in 2015 and 2016, specifically addressing the recommended topics: history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations, skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism. 	<p>*Continued promotion through Strategic and Business Planning Division Corporate wide emails, communication to Division Directors. The following are corporate training opportunities:</p> <p>Conversations for Aboriginal Inclusion includes the following TRC learning objectives: history of Aboriginal peoples, including the history and legacy of residential schools, Treaties and Aboriginal rights, Aboriginal-Crown relations.</p> <p>-A workshop is planned for May 26, 2016</p> <p>Fundamentals of Cultural Competency Workshop includes intercultural competency, conflict resolution, human rights and anti-racism</p> <p>-A workshop is planned for April Intercultural Problem Solving Strategies includes intercultural competency, conflict resolution, human rights, and anti-racism.</p> <p>-Newly added in 2016 .</p> <p>Resolving Conflicts Constructively includes conflict resolution.</p> <p>*Aboriginal Cultural Awareness Training is being planned for the 2016 Fall Leadership Forum. A mandatory program on the education of the history of Aboriginal people and intercultural competency will be prepared and included in the 2017 Business Plan and Budget.</p>
<p>Anti-racism initiatives have been identified as a new focus beginning in 2015, and the Race Relations and Cultural Diversity Committee and Coordinator developed new corporate and community initiatives to reduce racism:</p> <ul style="list-style-type: none"> - Anti-racism print resources were developed for staff and interested groups; and - "Understanding Racism" sessions were developed and are accessible to staff 	<ul style="list-style-type: none"> • Develop an anti-racism implementation and communication plan that includes internal anti-racism awareness sessions and public education. Expand the public anti-racism campaign: "I am the Bridge" and host an "anti-racism" community forum. 	<p>Implement anti-racism training sessions for Civic staff. Implement the public education component of the communications plan.</p>
	Incorporate presentations on Aboriginal culture at regularly scheduled employee meetings by Aboriginal and community organizations (e.g. OTC, Saskatchewan Human Rights Commission (SHRC), etc.)	Incorporate presentations on Aboriginal culture at regularly scheduled employee meetings by Aboriginal and community organizations (e.g. OTC, Saskatchewan Human Rights Commission (SHRC), etc.)

RELATED CITY INITIATIVE	OPTIONS - 2015	INITIATIVES - 2016
	Incorporate a section under professional development in the Individual Development Plan template to allow for self-directed diversity education including Aboriginal cultural awareness. Incorporate a section under professional development in the Individual Development Plan template to allow for self-directed diversity education including Aboriginal cultural awareness.	Including section in Individual Development Plan template and Business Planning template.
	Start a voluntary corporate "diversity book club" with Aboriginal-based content books.	Working on selection of Aboriginal content for the book club started by Strategic and Business Planning
	Work with City of Saskatoon Workplace Inclusion Champions and other internal groups and union executives to devise future plans based on how to respond to the calls to action in a collaborative way.	Added Reconciliation to agenda for regular meetings with Inclusion Champions and Union Executives in 2016.
	Report to Executive Committee with a plan for increased professional development and training for employees, with a long-term target of 100 percent participation.	Conversations for Aboriginal Inclusion, Fundamentals of Cultural Competency Workshop, and Intercultural Problem Solving Strategies were reviewed based on the TRC education recommendations. All TRC education recommendations are not covered in current Corporate Training. Parts of the TRC education recommendations are covered, as stated above. Further development of a plan to establish training that addresses all of the TRC education recommendations is occurring.
Action #75: Collaborate with the federal government and other partners to develop and implement strategies for the ongoing identification, documentation, maintenance, commemoration, and protection of sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative		
Residential schools were not located in Saskatoon and residential school children are not believed to be buried within Saskatoon. • No action required.	No action required.	No action required.
Action #77: Work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation.		
	Work with the City Archivist to identify any relevant material and forward these to the National Centre for Truth and Reconciliation.	Work with the City Archivist to identify any relevant material and forward these to the National Centre for Truth and Reconciliation.
Actions #87 and #88: Support the development and recognition of Aboriginal athletes.		

RELATED CITY INITIATIVE	OPTIONS - 2015	INITIATIVES - 2016
The City's Aboriginal Lifeguard Program and Fitness Leader Certification Program help Aboriginal people gain lifeguard and fitness certifications leading to employment with the City and other organizations.	<ul style="list-style-type: none"> Evaluate the Lifeguard and Fitness Leader Certification programs to ensure they are meeting their objectives. 	<p>Evaluate the Aboriginal Lifeguard program</p> <p>Implement the Fitness Leader Certification Partnership with the U of S</p> <ul style="list-style-type: none"> Support Aboriginal organizations in hosting major sports events, such as the North American Indigenous Games, in Saskatoon
Summary of Recommendations not Directed but Applicable to Municipal Governments		
Actions #30 & #38: Eliminate over-representation of Aboriginal people, particularly youth, in custody.		
Saskatoon Police Services (SPS) has made reconciliation efforts with Aboriginal people a priority. All recommendations from the Neil Stonechild Inquiry were implemented.	Reduce recidivism through social enterprise opportunities for Aboriginal people to gain work experience as an alternative to crime, in public works activities.	Meetings have been held with Str8Up and the Saskatoon Fire Department to discuss social enterprise opportunities for participants to gain work experience.
The Saskatoon Board of Police Commissioners includes Aboriginal representation to provide an Aboriginal lens in governance.		
The City participates in the Housing First Initiative with the United Way and other partners. Since its launch in April 2014, 28 of Saskatoon's most vulnerable citizens have been housed. A 2013 Simon Fraser University study found that housing the homeless in market rental apartments can reduce interaction with the justice system.	Continue to work with community partners to reduce homelessness in Saskatoon.	The Saskatoon Housing Initiatives Partnership (SHIP) and the United Way are producing a new Community Action Plan to Address Homelessness for Saskatoon. The Plan, which is nearly complete, will combine the housing and homelessness plans of SHIP and the United Way. The governance structure - a broad community-based organization to lead and "own" the Plan - is being determined. The City has committed to enter into a contract with a service in the community to ensure that the Plan's recommendations are carried out. It is expected that the new Plan will be delivered to City Council in March.
The City partners with STC, Potash Corp. and other community organizations in the Urban Aboriginal Leadership program which provides healthy alternatives for youth to participate in the community and economy. This includes the "Wanska" program which contributes to prevention and re- integration of youth that are involved with justice issues.	<ul style="list-style-type: none"> Increase outreach to Aboriginal youth to increase integration in the community through positive recreation opportunities. Enhance and develop new partnerships and programs for the Urban Aboriginal Leadership Program including Wanska. 	<p>Delivery of the Atoske and Wanska youth leadership programs.</p> <p>Development of an implementation strategy for the yxe youthspeaks recommendations.</p>
Action #53: Collaborate to develop and implement an action plan, promote public dialogue for reconciliation, and monitor and report annually on reconciliation efforts		

RELATED CITY INITIATIVE	OPTIONS - 2015	INITIATIVES - 2016
The Mayor of Saskatoon participated with the Federation of Canadian Municipalities' decision to support the TRC Call to Action.	Participate with OTC and other partners to develop a multi-year action plan for reconciliation with a set of measurables to respond to the TRC recommendations and enhance the lives of Aboriginal people living in Saskatoon.	The City is partnering with United Way, Saskatoon Tribal Council, Central Urban Metis Federation Inc. (CUMFI), Saskatoon Health Region, SREDA, Aboriginal Friendship Centres of Saskatchewan (AFCS), and other community partners in the Saskatoon Community Action Partnership (SACAP). The organizations are working with "urban matters" a social enterprise organization and expect to have the following by the end of March: *Vision and Goals *Community Action Plan Framework *Summary of State of the Environment *Community Priorities *Framework Document
The City of Saskatoon has partnered with Saskatoon Tribal Council, Gabriel Dumont Institute, CUMFI, OTC, and faith- based groups in various initiatives to promote dialogue on reconciliation and Aboriginal inclusion (e.g. Urban Aboriginal Gathering, Kitsakinaw, Weechitewin Conference, etc.)	Develop a communication plan to inform Saskatoon residents about the proclamation of July 1, 2015 to June 30, 2016 as the Year of Reconciliation and promote events and other initiatives that contribute to reconciliation.	The City and its partners have a Communication Framework with the theme: "Reconciliation Begins with Me". Examples of components include *Development of Reconciliation brand * Shared development of OTC website focusing on Reconciliation *Collection of videos of What Reconciliation means *Materials for organizations to use with their employees *News releases and media scrums *Radio and print ads *Social media *Stakeholder meetings
	Report on the City's annual progress in contributing to increasing the well-being and inclusion of Aboriginal people living in Saskatoon, including progress on the Kitsakinaw Report and Urban Aboriginal Community Gathering recommendations.	Report on the City's annual progress in contributing to increasing the well-being and inclusion of Aboriginal people living in Saskatoon, including progress on the Kitsakinaw Report and Urban Aboriginal Community Gathering recommendations.
	Enhance activities for youth to increase positive race relations and civic engagement among the young adult community.	Follow up on the feedback from the YXE youth speaks event to address racism. Encourage youth involvement/ voting in the municipal election
	Collaborate with the OTC, Conference Board of Canada, and Saskatchewan leaders in a December 3, 2015 event to discuss best practices and opportunities for further advances in reconciliation.	City representatives attended the December 3, 2015 event hosted by the Conference Board of Canada to discuss best practices to advance reconciliation. The Conference Board is preparing a report on the proceedings.
Action #69: Call upon Library and Archives Canada to make information available on Aboriginal peoples and residential schools.		

RELATED CITY INITIATIVE	OPTIONS - 2015	INITIATIVES - 2016
The Saskatoon Public Library (SPL) has a significant collection of books and films and programming related to Aboriginal history, culture, and residential schools. SPL provided programming to the City's northern guests during the 2015 wildfires.	Continue to update the collection of books and films related to Aboriginal history, culture, and residential schools, and offer related programming.	Continue to update the collection of books and films related to Aboriginal history, culture, and residential schools, and offer related programming.
Action # 79: Participate in a strategy to commemorate Aboriginal peoples' history and contributions to Canada.		
Chief Darcy Bear Park was named in recognition of Chief Bear's accomplishments and our longstanding relationship with Whitecap Dakota First Nation.	Educate the Aboriginal community-at-large on City naming processes and continue to identify opportunities for Aboriginal names for City streets, parks, etc.	A report was presented to Council in December 2015 detailing how Planning and Development will work to improve the diversity of names on the Names Master List. A total of 1,200 brochures will be distributed to First Nation and Métis housing organizations including the Saskatoon Tribal Council, Central Urban Métis Federation Inc., Sask Native Rentals, and Camponi Housing. Further collaborations will be made with identified community and educational organizations, including presentations at public events. The composition of the Naming Advisory Committee has changed to include a Diversity Inclusion Consultant. Louis Riel Industrial Park was recently named.
The City provided a Profile Saskatoon Grant and in-kind organizational support for the International Indigenous Music and Cultural Festival (IIMCF) to be held in Saskatoon in August 2016.	Continue to provide organizational support for the IIMCF.	Continue to provide organizational support for the IIMCF.
Public art installations recognize Aboriginal culture and contributions including Chief Whitecap and John Lake statue, Gabriel Dumont statue, Land of Berries, and Spirit of Alliance, War of 1812 Monument (gifted from Whitecap Dakota First Nation in 2014). In 2015, the City and SPS partnered with the STC on developing the Missing and Murdered Aboriginal Women's commemoration artwork.	Continue to partner to ensure that public art in Saskatoon recognizes Aboriginal peoples' history and contributions.	Continue to partner to ensure that public art in Saskatoon recognizes Aboriginal peoples' history and contributions. The City is applying for funding from Heritage Canada for public art that would recognize Aboriginal Peoples' history and contributions to Saskatoon.
The City helped build capacity for Aboriginal artists by supporting the 2014 Aboriginal Artists Symposium.		
Aboriginal contributions to Saskatoon's development are acknowledged through the raising of the Treaty Six flag and Metis Nation of Saskatchewan flag which fly in Civic Square on a permanent basis.		
The City contributes annual funding for the operation of Wanuskewin Heritage Park and participates in its board governance.	Continue support of Wanuskewin.	Continue support of Wanuskewin.
		Saskatoon dignitaries are encouraged to utilize opening remarks recognizing Aboriginal people, and developed in a process led by the University of Saskatchewan Teaching, Learning, and Academic Resources Committee of Council: <i>As we gather here today, I would like to welcome you to Treaty 6 Territory and Homeland of the Metis .We pay our respects to the First Nations and Metis ancestors of this place and we reaffirm our relationship with one another.</i>

RELATED CITY INITIATIVE	OPTIONS - 2015	INITIATIVES - 2016
Action #92: Ensure Aboriginal peoples have access to jobs, training and education opportunities; and they benefit from economic development.		
Senior Management participated in a workshop on "Duty to Consult" and what that means for the City's developments.	Partner with the federal government and First Nations in land development opportunities that fit in with Saskatoon's growth plans.	Planning and Development is reviewing the Official Community Plan to enhance wording regarding voluntary engagement with First Nations and Métis in the planning process.
The City has consulted with Aboriginal people in regional planning discussions. First Nations with land holdings in Saskatoon and area have been engaged in the City's planning discussions.	Collaborate with Saskatoon North Partnership for Growth (P4G) to continue efforts to increase First Nations' input into the Regional Plan project. • Collaborate with SREDA to continue efforts to increase First Nations' representation on the Broader Regional Committee (BRC).	* P4G, in which the City is a partner, continues to engage with First Nations and provide opportunities for input into the Regional Plan. Engagement with specific First Nations is being undertaken in addition to stakeholder and public engagement. * The BRC, which is led by SREDA, continues to engage with First Nations and encourage collaboration in the broader region. * Planning and Development continues to engage with First Nations and provide information relating to planning and land development considerations within the City and the region.
First Nation Community Profiles highlighting 11 First Nations with land holdings within the City were published through a partnership with SREDA. The two-page profiles are intended to promote economic development opportunities and highlight key attributes of each First Nation including leadership, strengths and assets.	<ul style="list-style-type: none"> • Work with partners to identify workshop themes and deliver components to educate Aboriginal development corporations on opportunities and City processes for development in Saskatoon. Participate in forums to further engage and develop partnerships with the Aboriginal business community. • Hold informational sessions on City Procurement opportunities. 	<ul style="list-style-type: none"> * Additional First Nation Community Profiles are being created for new First Nations land holdings within the City and the region. * The City is partnering with the Federation of Saskatchewan Indian Nations, Indigenous & Northern Affairs Canada, the Ministry of Government Relations, the City of Regina, and SREDA to produce a three-part conference series called 'Prosperity Through Partnerships', focusing on creating wealth through land claims. Events were held December 2015 and January 2016. The last event is scheduled for March 2016.
The City of Saskatoon is a SHRC Employment Equity Partner and in 2014 adopted SHRC's new recommended target for Aboriginal employees to comprise 14% of the City's workforce. A Human Resources Diversity and Inclusion Action Plan and a Human Resources Aboriginal Employment Action Plan have been developed and various initiatives have been implemented by the City to increase job readiness, training, and employment of Aboriginal people.	Implement the Diversity and Inclusion Action Plan and Aboriginal Employment Action Plan to increase Aboriginal employment.	Continue work identified in the Diversity and Inclusion Action Plan and Aboriginal Employment Action Plan. Reporting to Council for information in 2016.

RELATED CITY INITIATIVE	OPTIONS - 2015	INITIATIVES - 2016
<p>The Director of Aboriginal Relations chairs the Saskatoon Aboriginal Employment Partnership (SAEP) to engage a wide range of stakeholders in Aboriginal inclusion initiatives. Through this initiative, the partnership with SREDA, STC, GDI, SIIT, the private sector, and community- based organizations connects Aboriginal people with employment and business opportunities.</p>	<p>Implement Phase 2 of the partnership with SREDA to connect Aboriginal people with employment. Partner to promote the positive aspects for businesses utilizing the Aboriginal labour pool prior to engaging in the Temporary Foreign Worker Program.</p>	<p>Phase two of the Saskatoon Aboriginal Employment Partnership is underway with a new governance model. Key activities include</p> <ul style="list-style-type: none"> *Community engagement with government, businesses, education and training institutions, service providers *Three forums with First Nation and Metis Economic Development Corporations *Networking forum to develop partnerships in the business community *Creation of a Community Action Plan with partners *Developing an evaluation framework with measures *Developing economic development toolkits for Aboriginal Economic Development Corporations *Showcasing Saskatoon's Progress
<p>A "Profile Saskatoon Grant" of \$150,000 and in-kind organizing support was provided in 2015 for the World Indigenous Business Forum (WIBF) to be held in Saskatoon in 2016.</p>	<p>Continue to provide organizational support for the WIBF.</p>	<p>Reporting to Council on results of WIBF in Fall, 2016.</p>
<p>Action #93: Provide inclusive information about Aboriginal peoples to newcomers</p>		
<p>The City of Saskatoon, in partnership with OTC offered a two-day train the trainer program "Building New Relationships Program: First Nations and Newcomers" in February of 2015. Fifty-one participants who work with newcomers and from across many sectors took part. This information helped to address the shortfall in information provided by the federal government in citizenship kits.</p>	<p>In partnership with the federal government, OTC, and other Aboriginal and community organizations, identify how the City can provide information about Aboriginal people to newcomers to Canada through, for instance, making brochures available at City facilities and linking information to our website. The City will not develop its own material, but rather, will utilize its networks to make the information available to newcomers.</p>	<p>Partner with Institute for Canadian Citizenship (ICC) and OTC to host a citizenship ceremony that includes a focus of First Nations and Metis peoples and their contributions.</p> <p>Ongoing work on the One Story and Moving Stories projects</p>

City of Saskatoon – Professional Development and Training Program for Aboriginal Inclusion

The TRC Call to Action includes a recommendation that the following educational components be included in educational training for public service employees: history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal – Crown relations, and skill – based training in intercultural competency, conflict resolution, human rights, and anti – racism.

Plan for 2016:

1. Review the current corporate training that is offered to establish if content contains components of curriculum recommended as described above. Include, where possible, as many of the recommended components in current training. The following corporate training will be reviewed: Conversations for Aboriginal Inclusion, Fundamentals of Cultural Competency Workshop, Intercultural Problem Solving Strategies, and Resolving Conflicts Constructively.
2. Include the recommended curriculum in orientation for new employees.
3. Include the recommended curriculum in the orientation for seasonal employees.
4. Include portions of curriculum into presentation at Leadership Forum in Fall 2016. (Leadership Forum has approximately 500 managers, supervisors, and union executives.)
5. Include the recommended curriculum at currently planned divisions and departments meetings that provide professional development and training that already cover general topics (i.e. safety, customer service, etc.). These meetings include staff at a variety of levels.
6. Include curriculum into existing employee volunteer initiatives such as Tuesdays with Ted and Corporate Book Club.
7. Monitor attendance to corporate training through online tracking system.

Preliminary Elements for 2017:

1. Mandatory Tracking
 - a. Phase in mandatory tracking with training that occurs with TRC curriculum
2. Include the resource plan for mandatory training to begin to be phased in for the 2017 Business Planning & Budget as a sustainable long term solution.



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

St. Mary's Church Storm Water Drainage – 211 Avenue O South

Recommendation of the Committee

That the Administration provide in-kind engineering assistance to St. Mary's Church to design effective water drainage for their property.

History

At the March 8, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Transportation & Utilities Department dated March 8, 2016 was considered.

Attachment

March 8, 2016 Report of the General Manager, Transportation & Utilities.

St. Mary's Church Storm Water Drainage – 211 Avenue O South

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

That the Administration provide in-kind engineering assistance to St. Mary's Church to design effective storm water drainage for their property.

Topic and Purpose

The purpose of this report is to report back on options for storm water drainage solutions for the general area around St. Mary's Church located at 211 Avenue O South.

Report Highlights

1. The closure of the east half of the east-west lane in 1964 by St. Mary's Church restricted the lane's originally intended surface drainage route, and measures subsequently implemented were inadequate to maintain drainage for the area.
2. City in-house engineering staff could survey the area and design a new catch basin, piping, and/or open channel swale on the former lane that is now part of the St. Mary's Church site. St. Mary's Church would be responsible for construction costs.

Strategic Goal

This report supports the Strategic Goal of Sustainable Growth by ensuring appropriate infrastructure is in place for infill development and addressing issues related to neighbourhood quality and character.

Background

On September 29, 2014, a public hearing was held to consider a rezoning application for 210 Avenue P South to facilitate the construction of a new four-storey medical office building. At the public hearing, Fr. Jon Hansen expressed concerns regarding the impact the proposed development may have on surface water drainage and flooding on the St. Mary's Church property located at 211 Avenue O South (Attachment 1). Fr. Hansen supported the new development, in principle, but was looking for assurance that the church would not be further impacted by surface water drainage and flooding resulting from the proposed development.

During the public hearing, City Council further discussed surface water drainage in the general area and resolved:

"That the Administration be directed to develop a comprehensive drainage solution for the general area."

Report

Site History and Description

St. Mary's Church was initially constructed in 1920 and was reconstructed in 1930 after a fire. The east half of the east-west lane, immediately north of the church, was closed and incorporated as part of the church property in 1964. The lane was closed to allow water and sanitary sewer services from the existing church structure to be extended to the Administration Building directly north and on the other side of the former lane. This allowed the church to service their new building without constructing pipe connections to the main lines in the street.

Prior to the lane closure, surface water from the south portion of the north-south lane and all of the east-west lane flowed to Avenue O and south to the catch basins that feed into the 20th Street storm sewer system. Closure of the east half of this lane intercepted the originally intended surface drainage route. When a lane or sidewalk is closed and incorporated into a private property, the City creates a drainage easement on the property to allow storm water from the City right-of-way to continue to flow across the property, thereby continuing the existing drainage pattern. The private property owner normally has the responsibility to maintain this drainage path to allow adequate flow as a condition of the closure.

In an attempt to maintain a drainage path to Avenue O, a small catch basin, piping, and swale were installed by the church at the time of the closure. The catch basin and piping are substandard and, over time, the swale has become less distinctive through various alterations, such as landscaping and installation of sidewalks and concrete stairs. Because St. Mary's buildings are not directly connected to the City storm water sewers, run-off from the property flows over sidewalks on Avenue O and 20th Street.

The location of storm mains and the direction of surface water flow are shown in Attachment 2. Storm water from the lanes and adjacent properties in the St. Mary's Church area (the 200 block of Avenue O South and Avenue P South) is directed to storm mains that run east and west along 20th Street West and 21st Street West.

Approximately 80% of the new development drains storm water to the north portion of the north-south lane which flows to the 21st Street storm sewer system. A portion of the new paved parking lot on the south side of the development will contribute slightly more flow to the swale on St. Mary's Church property, flowing to Avenue O and 20th Street.

Storm Water Management Evaluation

Options were reviewed to mitigate concerns of surface water drainage and flooding for the subject block. All options to address both the minor and major storms require that St. Mary's Church re-establish the drainage path through the east-west lane that is now part of the church site. Construction costs on private property are the responsibility of the property owner.

The church's construction costs are estimated to be \$22,000 (excluding GST) to regrade the open channel swale, and up to \$32,000 (excluding GST) for a larger catch

basin, new drainage pipe, and re-grading the swale to Avenue O. In-house City engineering services, valued at approximately \$5,000, would provide more detailed design for the drainage solution to be chosen by St. Mary's Church. The Administration would also seek approval from the owner to register a drainage easement.

Options to the Recommendation

1. City Council may choose to recommend that the City not provide in-kind engineering assistance, based on the premise that the cost for these services is the responsibility of the property owner and a precedent should not be set.
2. The Administration assessed the option of adding a storm sewer from 20th Street West up Avenue O South; however, the cost would be significantly higher for both the City and St. Mary's Church and still would not address its major storm drainage issues.

Public and/or Stakeholder Involvement

Options to address surface water drainage and flooding in the general area were discussed with a St. Mary's Church Committee in December 2015. Committee members asked about the potential for improving 20th Street sidewalk grading and drainage. The sidewalk is not on the reconstruction list based on the prioritization criteria.

Financial Implications

Sufficient funding from the Operating Budget of Storm Water Engineering is available to fund the estimated \$5,000 to provide in-kind engineering design assistance. The option to add a storm sewer would require an additional allocation from the Storm Water Capital Reserve of about \$215,000.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Should the option to provide engineering assistance in the design of the open channel swale be adopted, Saskatoon Water will provide design by the spring of 2016.

Public Notice

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

Attachments

1. Aerial Map of 200 Block, Avenue O South
2. Storm Water Flow Map

Report Approval

Written by: Darryl Dawson, Manager, Development Review Section
Angela Schmidt, Manager, Storm Water Utility

St. Mary's Church Storm Water Drainage – 211 Avenue O South

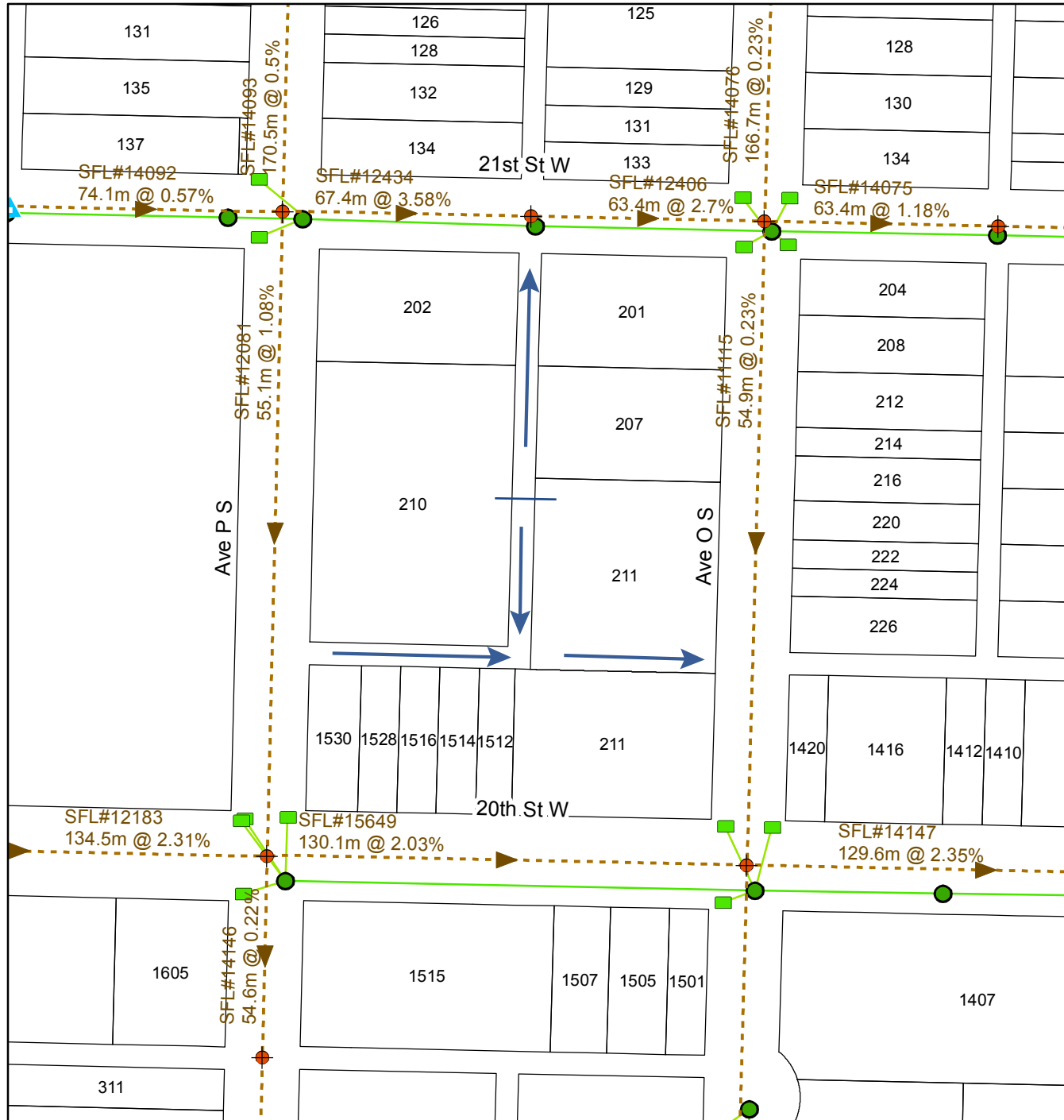
Reviewed by: Reid Corbett, Director of Saskatoon Water
Reviewed by: Alan Wallace, Acting/General Manager, Community Services
Department
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities
Department

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Aerial Map of 200 Block, Avenue O South



Stormwater Flow



- Surface Flow - Low Point
 - Surface Flow - Sag
 - Surface Flow - Crest
 - Surface Flow - High Point
 - Surface Flow Node - Other
 - Surface Flow - Line
 - Storm Manhole
 - Storm Catch Basin Manhole
 - Storm Force Main Discharge Manhole
 - Storm Lift Station
- Storm Inlet / Outlet / Outfall**
- Type**
- Inlet
 - Outlet
 - Outfall
 - Storm Catch Basin
 - Storm Catch Basin - Const. Status Unknown
 - Storm Manhole - Const. Status Unknown
 - Storm Catch Basin Lead - Const. Status Unknown
 - Storm Main Pipes - Const. Status Unknown
 - Storm Trunk
 - Storm Main
 - Storm Force Main
 - Storm Catch Basin Lead
 - Storm Bypass Main
 - Storm SubDrainage Main
 - Storm Culvert
 - Storm Flow Arrows - Force
 - Storm Flow Arrows - SubDrainage
 - Storm Flow Arrows - Gravity
- Street Names





STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

2016 Lead Service Line Replacement Funding

Recommendation of the Committee

1. That \$750,000 be transferred from the Water & Wastewater Stabilization Reserve to the Infrastructure Replacement Reserve – Water and Sanitary Sewers; and
2. That funding from the Infrastructure Replacement Reserve for Capital Project #1615 – Water Distribution be increased by \$750,000, to facilitate an accelerated 2016 Lead Service Line Replacement program as outlined in the March 8, 2016 report of the General Manager, Transportation & Utilities.

History

At the March 8, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Transportation & Utilities Department dated March 8, 2016 was considered.

Attachment

March 8, 2016 Report of the General Manager, Transportation & Utilities.

2016 Lead Service Line Replacement Funding

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That \$750,000 be transferred from the Water & Wastewater Stabilization Reserve to the Infrastructure Replacement Reserve – Water and Sanitary Sewers; and
2. That funding from the Infrastructure Replacement Reserve for Capital Project #1615 – Water Distribution be increased by \$750,000, to facilitate an accelerated 2016 Lead Service Line Replacement program as outlined in this report.

Topic and Purpose

The purpose of this report is to update City Council on developments relating to the Home Owner Requested Lead Service Line (LSL) Replacement waiting list and to request City Council approval to transfer funds, in the amount of \$750,000, to accelerate the Lead Service Line Replacement Program.

Report Highlights

1. Saskatoon's approved Level of Service for Lead Service Line (LSL) Replacements includes an annual program replacing LSL's at the request of homeowners.
2. In 2015, there was a sharp increase in homeowner requests, creating a six-to-seven year backlog of replacements at current funding levels.
3. Administration requests City Council approval to transfer funds in the amount of \$750,000 from the Water & Wastewater Stabilization Reserve to the Infrastructure Replacement Reserve – Water and Sanitary Sewers.
4. A request to fund an additional \$750,000 from the Infrastructure Replacement Reserve – Water and Sanitary Sewers to increase the LSL's replaced in 2016 by 100.

Strategic Goal

The information presented in this report supports the City's Strategic Goal of Quality of Life as residents with lead service lines will benefit directly from an accelerated replacement cycle.

Background

On June 13, 2014, a report providing information on the City's current Level of Service for Lead Service Line (LSL) replacements was received by City Council.

The cost to the City for this level of service was estimated to be \$1,500,000 annually, using an estimated unit cost of \$7,500 per connection which includes the City's portion of the replacement costs (60% of the contracted bid price), the City's internal costs, and road restoration.

2016 Lead Service Line Replacement Funding

The Level of Service, estimated annual replacement quantities, and costs are summarized in the following table:

Program	Level of Service	Estimated # of LSL Replaced per year	Annual Cost
Emergency	LSL's requiring emergency replacement are scheduled in a timely manner with no backlog accumulating.	75	\$ 562,500
Road Reconstruction	LSL's in the right-of-way of road reconstruction are replaced prior to road work with no backlog accumulating.	25	\$ 187,500
Homeowner Requested	That 100 homeowner requested LSL replacements will be completed per year, with a backlog remaining at a steady state of approximately 200 requests.	100	\$ 750,000
Totals		200	\$1,500,000

Report

The Level of Service goal for homeowner requested LSL replacements is to keep the backlog steady over time. With the backlog remaining steady, new entries onto the homeowner replacement list will have an approximate two-year wait time until their connection is replaced.

In 2014, it was estimated that replacing 100 homeowner requested LSL's per year would achieve this goal; however, this amount would need to be reviewed annually to adjust to fluctuations in the number of new requests per year.

The following table summarizes the number of new homeowner requests per year from 2010 to 2015.

Year	# of new requests
2010	10
2011	35
2012	70
2013	137
2014	89
2015	543

With the significant increase in homeowner requests experienced in 2015, the current backlog is 647 requests. At current funding and replacement rates, Level of Service

goals are not being met; the backlog is increasing over time and new entries to the request queue can expect a six to seven year wait before their LSL is replaced.

Policy C03-003 S11.4d allows for the transfer of funds from the Water & Sewer Utilities Stabilization Reserve to the Infrastructure Replacement Reserve – Water and Sanitary Sewers with City Council approval.

As of December 31, 2015, Saskatoon Water had a positive year-end operating variance of \$4,575,370.48 which was transferred to the Water & Sewer Utilities Stabilization Reserve, of which, \$554,975.00 was used to maximize the reserve balance. From the remaining \$4,020,395.48, a total of \$3,270,395.48 has been allocated to Water and Wastewater Capital reserves, per policy, in order to reduce the need for new debt. The Administration requests approval from City Council to transfer the remaining \$750,000 to the Infrastructure Replacement Reserve – Water and Sanitary Sewers, as per the above policy and use the \$750,000 to accelerate the Lead Service Line Replacement Plan, as proposed in this report.

The increased funding will allow an additional 100 homeowner requested LSL's to be replaced in 2016. This represents a 50% increase in funding over the initially submitted 2016 budget and is the upper limit of work that administration feels can be properly planned for and executed in the 2016 construction season.

Recommended 2016 program:

Program	Projected 2016 LSL Replacements	Cost
Emergency	75	\$ 562,500
Road Reconstruction	25	\$ 187,500
Homeowner Requested	200	\$1,500,000
Totals	300	\$2,250,000

Options to the Recommendation

The \$750,000 could be allocated to the Waterworks Capital Projects Reserve and/or the Sewage Treatment Capital Reserve.

Public and/or Stakeholder Involvement

This report details data and initiatives that were developed in conjunction with the Public Works, Construction & Design, and Saskatoon Water divisions.

Communication Plan

The City has a communication plan to educate residents about lead connections and provide information about the LSL Replacement Program. If the recommendation is approved, communication tactics within the plan will be updated.

Current communication tools include a page on the City's website, a letter mailed periodically to property owners and occupants with lead service connections advising them of the replacement program, a brochure, and a letter to residents who request a new utility account at a property known to have an LSL.

Policy Implications

The recommendation is in accordance with Policy C03-003 S11.4d.

Financial Implications

Saskatoon Water experienced a positive operational result in 2015 which allows for this funding to be available for transfer to the Infrastructure Replacement Reserve – Water and Sanitary Sewers.

The Saskatoon Water Stabilization Reserve has a balance of \$750,000 over the maximum allowed by policy that will fund this transfer.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

This report is submitted annually. The Administration is working on a report for Committee that will recommend a substantial re-think of the way the City rehabilitates water main infrastructure for 2017 and beyond. An aggressive program will consolidate LSL replacements, water main break history and capacity improvements, and will consider roadway condition as well in a comprehensive program aimed at accelerating the replacement of the City's water main system. Although originally anticipated in March, the report is expected to be ready for Committee's consideration in May.

Public Notice

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

Report Approval

Written by: Stephen Wood, Manager, Water & Sewer Preservation
Beverly Stanley, Accounting Coordinator II

Reviewed by: Rob Frank, Manager, Asset Preservation Section
Reid Corbett, Director of Saskatoon Water
Mike Gutek, Director of Major Projects

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

EUCS SW – 2016 Lead Service Line Replacement Funding

Inquiry – Councillor P. Lorje (January 25, 2016) Controlled Corporations – Out-of-Province Travel Expenses for 2015 and Budgeted for 2016

Recommendation

That the information be received.

Topic and Purpose

The purpose of this report is to provide City Council with information on out-of-province travel for 2015 and budgeted travel for 2016 for the City of Saskatoon's (City) three controlled corporations – Remai Modern Art Gallery of Saskatchewan (Remai Modern Art Gallery), TCU Place, and SaskTel Centre.

Report Highlights

1. The Remai Modern Art Gallery, TCU Place and SaskTel Centre allocated \$55,601, \$6,734 and \$47,817 respectively to out-of-province travel in 2015. Planned travel in 2016 for the Remai Modern Art Gallery, TCU Place and SaskTel Centre is estimated at \$87,950, \$8,600 and \$41,000 respectively.

Strategic Goal

This report supports the Strategic Goal of Asset and Financial Sustainability through open, accountable, and transparent reporting of the City's resource allocation.

Background

At the January 25, 2016, meeting of City Council, the following inquiry was made by Councillor Lorje:

“Saskatoon has three controlled corporations – SaskTel Centre, TCU Place, and the Remai Modern Art Gallery of Saskatchewan. One of these (SaskTel Centre) presented Council with an itemized budget and detailed overhead expenses, including travel costs. Will the Boards of all three City of Saskatoon controlled corporations please report to Council their out-of-province travel expenses for staff and board members for 2015, and budgeted travel expenses for 2016. This report should include the general nature and purposes of the trips, as well as, an indication of out-of-province travel expenses as a percentage of the overall budget.”

Report

The Remai Modern Art Gallery, TCU Place and SaskTel Centre are all controlled corporations of the City. These controlled corporations travel out-of-province for a variety of reasons, including conferences, training, and program development amongst others.

**Inquiry – Councillor P. Lorje (January 25, 2016) –
Controlled Corporations - Out-of-Province Travel Expenses for 2015 and Budgeted for 2016**

Attachments 1, 2, and 3 provide a detailed listing of 2015 actual out-of-province travel and 2016 budgeted travel for the three controlled corporations. A summary of 2015 and 2016 out-of-province travel is as follows:

2015 Actual Out-of-Province Travel		
Board	Travel Cost	% of Budget
Remai Modern Art Gallery	\$55,601	1.30%
TCU Place	\$6,734	0.07%
SaskTel Centre	\$47,817	0.26%

2016 Budgeted Out-of-Province Travel		
Board	Travel Cost	% of Budget
Remai Modern Art Gallery	\$87,950	1.79%
TCU Place	\$8,600	0.08%
SaskTel Centre	\$41,000	0.25%

Due Date for Follow-up and/or Project Completion

Follow-up is not required.

Public Notice

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

Attachments

1. Remai Modern Art Gallery - 2015 and 2016 Out-of-Province Travel
2. TCU Place - 2015 and 2016 Out-of-Province Travel
3. SaskTel Centre - 2015 and 2016 Out-of-Province Travel

Report Approval

Written by: Clae Hack, Director of Finance

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

Inquiry_Lorje_Boards_Travel Expenses.docx

Remai Modern Art Gallery - 2015 and 2016 Out-of-Province Travel

ATTACHMENT 1

Remai Modern Art Gallery - 2015 and 2016 Out-of-Province Travel

Remai Modern Art Gallery - 2015 and 2016 Out-of-Province Travel

2015 Out-of-Province Travel Expenses				
Month	Position of Traveler	Destination	Total Cost*	General Nature & Purpose of Trip
Jan.	Director & CEO	Vancouver	\$ 2,155	Market Development
Feb.	Director & CEO	Los Angeles	\$ 2,745	Donor Stewarding
Feb.	Director & CEO	New York	\$ 1,750	Market Development
May	Director & CEO	New York	\$ 3,274	Program Development
May	Director & CEO	Venice	\$ 2,216	Institutional and Program Development
June	Director & CEO	Calgary	\$ 759	Meeting with Mendel Family
July	Director & CEO	San Francisco	\$ 1,279	Institutional Development
Aug.	Director & CEO	Toronto	\$ 1,119	Meetings with KPMB Architects, CIBC, and Business Partners
Oct.	Director & CEO	London & Berlin	\$ 5,563	Program Development
Oct.	Director & CEO	Toronto & New York	\$ 3,501	Institutional Donor & Program Development
Dec.	Director & CEO	Miami	\$ 2,178	Program Development
Sept.	Communications Manager	Chicago	\$ 1,260	Museum Next Conference
Jan.	Director of Marketing	Vancouver	\$ 2,195	Market Development
Feb.	Director of Marketing	Vancouver	\$ 2,091	Market Development
Feb.	Director of Marketing	New York	\$ 1,774	Market Development
Oct.	Director of Marketing	Edmonton/Calgary	\$ 1,153	Market Development
Oct.	Curator-Collections	Calgary	\$ 738	Thauberger Exhibition at Glenbow Museum; costs covered by Glenbow
Oct.	Assistant Registrar	Calgary	\$ 740	Thauberger Exhibition at Glenbow Museum; costs covered by Glenbow
May	Acting Chief Curator	Venice	\$ 5,330	Professional & Program Development
Oct.	Director of Programs/Chief Curator	Chicago	\$ 1,300	Program Development
Oct.	Director of Programs/Chief Curator	London	\$ 4,245	Program Development
Oct.	Director of Programs/Chief Curator	Berlin	\$ 4,039	Program Development
Dec.	Director of Programs/Chief Curator	New York/Miami	\$ 4,198	Program Development
TOTAL			\$55,601	
% of Total Operating Budget			1.30%	

*Total cost = flight, hotel, meals, car rental, taxi, misc.

2016 Budgeted Out-of-Province Travel Expenses				
Month	Position of Traveler	Destination	Total Cost*	General Nature & Purpose of Trip
Jan.	Director & CEO	Europe	\$ 4,500	Institutional and Program Development
Feb.	Director & CEO	Ottawa	\$ 1,750	Indigenous Relations Development
Apr.	Director & CEO	Toronto	\$ 2,000	Institutional and Program Development
May.	Director & CEO	Whistler	\$ 1,750	Canadian Museums Directors meeting
June	Director & CEO	Europe	\$ 3,500	Institutional and Program Development
Aug.	Director & CEO	Asia	\$ 4,500	Institutional and Program Development
Oct.	Director & CEO	Toronto	\$ 2,000	Institutional and Sponsor Development
Nov.	Director & CEO	TBA	\$ 3,500	International Council of Museums Meeting
Dec.	Director & CEO	U.S.	\$ 2,500	Institutional, Program, and Sponsor Development

2016 Budgeted Out-of-Province Travel Expenses				
Month	Position of Traveler	Destination	Total Cost*	General Nature & Purpose of Trip
Oct.	Accounting Manager	Ottawa	\$ 2,300	CPA Public Sector Conference
Mar.	Development Manager	Boston	\$ 2,700	AFP International Fundraising Conference
Apr.	Development Manager	Calgary	\$ 1,200	Donor Prospect Stewardship
June	Development Manager	Vancouver	\$ 1,350	Donor Prospect Stewardship
Sept.	Development Manager	Toronto	\$ 2,550	Donor Prospect Stewardship
Apr.	Director of Development	Calgary	\$ 1,200	Donor Prospect Stewardship
June	Director of Development	Vancouver	\$ 1,350	Donor Prospect Stewardship
Sept.	Director of Development	Toronto	\$ 2,550	Donor Prospect Stewardship
Mar.	Curator-Collections	Charlottetown	\$ 3,000	Thauberger Exhibition - Funded by MAP grant
May	Curator-Collections	Houston	\$ 2,200	Association of Art Museum Curators Conference
July	Curator-Collections	Toronto	\$ 2,000	Program Development
June	Preparators (2)	Ottawa	\$ 4,000	Training for Art Conservation and Handling
Apr.	Learning & Engagement Coordinator	Vancouver	\$ 1,550	Canadian Art Educators Symposium
May	Curator-Exhibitions	U.S.	\$ 2,000	Program Development
Sept.	Curator-Exhibitions	Vancouver	\$ 2,000	Program Development
July	Associate Curator-Live Programs	London	\$ 2,500	Tate Intensive: Making Tomorrow's Art Museum
May	Associate Curator-Live Programs	U.S.	\$ 2,000	Program Development
Sept.	Associate Curator-Live Programs	Toronto	\$ 2,000	Program Development
Jan.	Director of Programs/Chief Curator	Europe	\$ 3,000	Institutional and Program Development
Apr.	Director of Programs/Chief Curator	Europe	\$ 3,000	Program Development
Sept.	Director of Programs/Chief Curator	Brazil	\$ 3,000	Program Development
May	Director of Programs/Chief Curator	U.S.	\$ 3,000	Program Development
Oct.	Director of Programs/Chief Curator	Montreal	\$ 2,000	Program Development
Apr.	Director of Marketing	New York	\$ 3,500	Market Development
June	Director of Marketing	Vancouver	\$ 2,000	Market Development
Sept.	Director of Marketing	Calgary	\$ 1,500	Market Development
Nov.	Director of Marketing	Montreal	\$ 2,500	Market Development
TOTAL			\$ 87,950	
% of Total Operating Budget			1.79%	

*Total cost = flight, hotel, meals, car rental, taxi, misc.

TCU Place - 2015 and 2016 Out-of-Province Travel

2015 Out-of-Province Travel Expenses				
Month	Position of Traveler	Destination	Total Cost *	General Nature & Purpose of Trip
Sept.	Theatre Manager	Halifax	\$ 2,403	Cdn Country Music Awards - Meeting with Promoters for Theatre Shows
Oct.	CEO, National Sales Manager	Calgary	\$ 1,800	Convention Centres of Canada Meetings & CSAE Convention (prospecting)
Nov.	National Sales Manager	Toronto	\$ 1,973	PCMA - Meeting planners convention - National Sales Prospecting
Dec.	Director of Sales	Montreal	\$ 558	Convention Centres of Canada Directors of Sales Meetings (2 days)
TOTAL			\$ 6,734	
% of Total Operating Budget			0.07%	

*Total cost = flight, hotel, meals, car rental, taxi, misc.

2016 Budgeted Out-of-Province Travel Expenses				
Month	Position of Traveler	Destination	Total Cost *	General Nature & Purpose of Trip
Apr.	National Sales Manager	Ottawa	\$ 1,500	Meetings with Nat. Assoc. to Prospect City Wide Convention Business
Aug.	National Sales Manager	Toronto	\$ 2,000	Incentive Works. Convention Sales Tradeshow
Sept.	Theatre Manager	London ON	\$ 2,000	Canadian Country Music Awards - Meeting with Promoters for Theatre Shows
Nov.	National Sales Manager	St Johns Nfld	\$ 2,300	PCMA - Meeting planners convention - National Sales Prospecting - not confirmed
Dec.?	Director of Sales	Ottawa	\$ 800	Convention Centres of Canada - 2-day meeting w/Director's of Sales. (Date and destination not confirmed; will be Toronto or Ottawa.)
TOTAL			\$ 8,600	
% of Total Operating Budget			0.08%	

*Total cost = flight, hotel, meals, car rental, taxi, misc.

SaskTel Centre - 2015 and 2016 Out-of-Province Travel

ATTACHMENT 3

2015 Out-of-Province Travel Expenses				
Month	Position of Traveler	Destination	Total Cost *	General Nature & Purpose of Trip
Jan.	CEO and Director of Business Development and Director of Operations and Exec. Director	Calgary	\$ 4,668	WHL Meeting
Jan.	Box Office Manager	Denver	\$ 1,539	INTIX Conference
Feb.	CEO and Director of Business Development	Las Vegas	\$ 1,535	trip with Blades Management and UFC Meetings
Feb.	Executive Director	Nashville	\$ 3,073	Pollstar Conference
Mar.	Director of Operations	Dallas	\$ 1,261	Conference
Mar.	CEO	Calgary	\$ 690	WHL Meeting
Apr.	Sponsorship & Communications Manager	New York City	\$ 4,085	Live Entertainment Venue Excellence & Leadership Conference
May	CEO	Ithaca, NY	\$ 4,063	Senior Executive Symposium/IAAM
May	CEO and Executive Director and General Manager of Western Concessions	Las Vegas	\$ 4,711	UFC Meeting and Observe Event
June	CEO and Executive Director	Edmonton	\$ 885	Rush Lacrosse Game/Meet with Rush Owner
June	Director of Finance & Ticketing	Virginia	\$ 3,988	Oglebay Venue Management Course
June	Events Manager	Virginia	\$ 3,988	Oglebay Venue Management Course
July	Director of Business Development	San Francisco	\$ 3,621	ALSD Conference
July	Director of Finance & Ticketing and Assistant Controller	St. Louis	\$ 5,081	Ungerboeck Conference
July	CEO	Baltimore	\$ 3,120	IAVM Conference
Sept.	CEO	Toronto	\$ 629	Ticketmaster
Oct.	Executive Director	Winnipeg	\$ 605	Cavalria
Nov.	CEO	Calgary	\$ 273	WHL Meeting
TOTAL			\$ 47,817	
% of Total Operating Budget			0.26%	

*Total cost = flight, hotel, meals, car rental, taxi, misc.

2016 Budgeted Out-of-Province Travel Expenses				
Month	Position of Traveler	Destination	Total Cost *	General Nature & Purpose of Trip
Jan.	Box Office Manager	Anaheim	\$ 3,000	INTIX
Feb.	Executive Director	San Francisco	\$ 3,000	Pollstar Live! Concert Industry Symposium
Feb.	Director of Operations and Events Manager	Dallas	\$ 3,000	AVSS 2nd Year; Crowd Management
April	Building Operator	TBD	\$ 4,000	Ice School
April	Director of Business Development and Sponsorship & Communications Manager	Chicago	\$ 3,000	IEG Sponsorship Conference
May	Chief Executive Officer	New York	\$ 3,000	IAVM Senior Executive Symposium
June	Executive Director	Nashville	\$ 3,000	Event & Arena Marketing Conference

2016 Budgeted Out-of-Province Travel Expenses				
Month	Position of Traveler	Destination	Total Cost *	General Nature & Purpose of Trip
June	Director of Business Development and General Manager of Western Concessions	Pittsburgh	\$ 3,000	Association of Luxury Suite Directors Conference & Tradeshow
July	Chief Executive Officer	Minneapolis	\$ 3,000	IAVM VenueConnect Annual Conference & Trade Show
Aug.	Director of Operations and Events Manager	TBD	\$ 3,000	AVSS 2nd Year; Crowd Management
Sept.	Director of Finance & Ticketing PLUS ONE	St. Louis	\$ 4,000	Ungerboeck Conference
Oct.	Executive Director	Nashville	\$ 3,000	International Entertainment Buyer's Association Conference
Nov.	Executive Director	New York	\$ 3,000	Billboard Conference
TOTAL			\$ 41,000	
% of Total Operating Budget			0.25%	

*Total cost = flight, hotel, meals, car rental, taxi, misc.

Sproule, Joanne (Clerks)

From: Verity, Scott D <sdverity@kpmg.ca>
Sent: Tuesday, March 15, 2016 1:28 PM
To: Sproule, Joanne (Clerks)
Cc: Gryba, Catherine (Corporate Performance); Gregory Burke
Subject: City Council Presentation on Travel

Good afternoon Joanne – if the agenda is such that I can make it work into my work schedule, I would like to address council on travel costs for the Gallery. Our budget, as submitted in the administrative report, contemplated travel of \$87,950 for 2016 as we continued fundraising efforts and program development. In keeping with initiatives aimed at managing project costs leading to the opening of the Gallery, our management team has undertaken to reduce 2016 travel to under \$50,000 with any savings going to transition and / or project costs.

I look forward to receiving the agenda and hope I am able to attend.

Regards,

Scott

Scott Verity, CPA, CA

Managing Partner, Saskatoon

KPMG LLP
500 - 475 2nd Avenue South
Saskatoon, SK S7K 1P4

T 306 934 6232
M 306 227 7739

sdverity@kpmg.ca

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Our lawyers have recommended that we provide certain disclaimer language with our messages. Rather than including them here, we're drawing your attention to the following links where the full legal wording appears.

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Gordon Howe Park Upgrades – Capital Budget Approval for Emergency Sewer Line Replacement Project

Recommendation

1. That a capital project for the replacement of a section of the sewer line within the Gordon Howe Park area, at a cost of up to \$100,000, be approved;
2. That the funding source, in the amount of up to \$100,000, as outlined in this report, be approved; and
3. That this sewer line replacement project be designated as part of the overall Gordon Howe Park Upgrades and that the Friends of the Bowl Foundation be designated to manage all required activities of this project.

Topic and Purpose

The purpose of this report is to request approval of a capital project for the replacement of a section of the sewer line in the Gordon Howe Park area, to be funded from both the Gordon Howe Campground Reserve and existing funding available within the capital project for the Gordon Howe Park Upgrades.

Report Highlights

1. A recent assessment of the sewer lines in the area of the new clubhouse for Saskatoon Minor Football (SMF) Field revealed extensive collapsing of a section of the sewer line. It is beyond further repair and must be replaced.
2. The on-site project manager for the SMF Field has received cost estimates of \$90,000 to \$100,000 to complete the project. The Administration has identified sources of funding for the sewer line replacement project.

Strategic Goal

Under the City of Saskatoon's (City) Strategic Goal of Quality of Life, this report supports the long-term strategy to ensure existing and future leisure centres and other recreation facilities are accessible, physically and financially, and meet community needs. The replacement of the sewer line will minimize the risk of service disruptions in the Gordon Howe Park.

Background

Upgrades to the Gordon Howe Park have been underway for the past two years, with Phase 1 (turf, sound system, lighting, and score clock) complete, Phase 2 (clubhouse facility named the Gordie Howe Sports Complex) nearing completion this spring, and Phase 3 (ticket booth and entrance plaza) beginning this spring. The Friends of the Bowl Foundation (FOTBF) has been the lead party in handling all renovations and completion of construction projects at SMF Field at Gordon Howe Park.

Gordon Howe Park Upgrades – Capital Budget Approval for Sewer Line Replacement Project

Report

Emergency Sewer Line Replacement

The Community Services Department is responsible to maintain all roadways and underground utilities in Gordon Howe Park, which are within the designated municipal reserve lands. The Public Works Division, Transportation and Utilities Department, has been working with the Recreation and Community Development Division, Community Services Department, to assess and clean the pipes in the area. Through this process, the sewer line east of the new clubhouse and within the plaza area of the SMF Field, was discovered to be collapsed in four locations. The clay pipe has been repaired a number of times over the years, and is now at the point of needing to be replaced.

The FOTBF is the lead party handling all aspects of construction at SMF Field. As they are currently working on completing the clubhouse, the project manager on site requested, and received, a cost estimate to complete the replacement of the sewer line for \$90,000 to \$100,000.

The FOTBF is also in the process of awarding the tender for the upgrade to the plaza area and construction of the ticket booth. Since the sewer line runs directly under the plaza area, proceeding with the sewer line replacement project now ensures the old sewer lines are replaced prior to the plaza upgrade. The FOTBF has requested to manage all activities of the replacement of the sewer lines and to also have this component of the project designated as part of the overall municipal project (see Attachment 1). The FOTBF will coordinate between the contractor for the plaza and the contractor for the sewer replacement, and will ensure invoices are directed to the City to ensure GST cost savings within the project.

The new clubhouse at SMF Field is scheduled to open at the end of March 2016. This building should not be opened until this sewer line replacement is completed.

Once the replacement of the pipe is completed, the plaza upgrade will be completed. Recreation and Community Development is also working with Public Works and Major Projects to put a plan in place to proactively address the condition of all sewer lines in the area, and will be preparing a capital project for consideration during the 2017 capital budget review.

Source of Funding for the Sewer Line Replacement

The estimated cost for the project is between \$90,000 and \$100,000. Within the current capital budget for the Gordon Howe Upgrades, there is approximately \$47,000 available for the sewer line project and given the proximity to and potential impact on the Gordie Howe Campground, the remaining \$53,000 will be funded from the Gordon Howe Campground Reserve.

The Administration is requesting approval for a capital project for the emergency replacement of a section of the sewer line to be funded, as noted above.

Gordon Howe Park Upgrades – Capital Budget Approval for Sewer Line Replacement Project

Financial Implications

The Campground Reserve has sufficient funds available to cover the \$53,000 expense and the \$47,000 within the Gordon Howe Upgrades capital project is available to cover underground utility costs.

Policy Implications

All capital projects, which because of their urgent nature cannot follow the normal budget cycle, must be approved by a City Council resolution.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The sewer line replacement would begin immediately and take approximately two to three weeks to complete.

Public Notice

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

Attachment

1. Email From Bryan Kosteroski, Chair of FOTBF, dated March 4, 2016

Report Approval

Written by: Lynne Lacroix, Director of Recreation and Community Development
Approved by: Randy Grauer, General Manager, Community Services Department
Approved by: Murray Totland, City Manager

S:\Reports\2016\RCD\CITY COUNCIL – Gordon Howe Park Upgrades – Capital Budget Approval for Emergency Sewer Line Replacement Project\kb

E-mail From Bryan Kosteroski, Chair of FOTBF, Dated March 4, 2016**From:** Bryan Kosteroski [<mailto:kosteroskib@agcouncil.ca>]**Sent:** Friday, March 04, 2016 12:21 PM**To:** Lacroix, Lynne (CY - Community Development); Melnyk, Roxane (CY - Recreation & Sport); Roberts, Andrew (CY - Recreation & Sport)**Cc:** msmysk@outlook.com; Johnny Marciniuk**Subject:** Friends of the Bowl Foundation - Plaza Project /Sewer Line Repairs**Importance:** High**Sensitivity:** Confidential

Good afternoon Lynne , please be advised the Friends of the Bowl Foundation is requesting to move forward with the required construction requirements to repair the broken sewer lines within the area of the new Gordie Howe Sports Centre. I would request we collaborate to move this project forward in a timely manner and the Friends of the Bowl Foundation will request this project be titled

Friends of the Bowl Foundation

Phase 5- Gordie Howe Sports Plaza Underground Utilities Upgrade Project

Project Budget: Total Dollar value of project will be forwarded within the next 3 Business Days

I would request this project be part of our ongoing partnership designate and all required activities are managed by the Friends of the Bowl Foundation. We would request same designation as previous projects and invoices will be directed to your Finance Designate to ensure GST cost savings within project

Please advise if you have any questions regarding this request and I look forward to another successful project

Thanks



Bryan Kosteroski
 Chairperson
 Friends of the Bowl Foundation
 1624 -33rd Street West
 PO Box 30032 Westview
 Saskatoon Saskatchewan
 Canada S7I 0X3
 Office 306 975 6851
 Cellular 306 229 8986
kosteroskib@agcouncil.ca

Remediation Plan for 16th Street Riverbank Slope Instability – Award of Contract

Recommendation

1. That the proposal submitted by Golder Associates Ltd., for the supply of engineering services for slope stability along the riverbank in the area of Saskatchewan Crescent and 16th Street, on a time and expense basis, at an estimated total cost of \$409,090.50 (including GST and PST), be approved; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to award Golder Associates Ltd. (Golder) with a contract for engineering services outlined in their proposal for the remediation of the riverbank along Saskatchewan Crescent near the intersection of Saskatchewan Crescent and 16th Street.

Report Highlights

1. The riverbank along Saskatchewan Crescent, near the intersection of 16th Street, has had a history of instability. Slumping over the past two years has closed the Meewasin Valley Authority (Meewasin) trail and raised concerns about the stability of Saskatchewan Crescent and adjacent sidewalk.
2. A Request for Proposal (RFP) was advertised on February 16, 2016 and six proposals were received. The evaluation team determined the proposal from Golder as being the most favourable.

Strategic Goals

This report supports the Strategic Goal of Asset and Financial Sustainability by preserving City infrastructure that is at risk due to slope instability. This report also supports the Quality of Life through preserving and maintaining the walking trails along the riverbank.

Background

During the 2016 Preliminary Business Plan and Budget meeting held on November 30 and December 1, 2015, City Council approved a 2016 Capital Budget for the Storm Water Utility to fund the remediation of the east riverbank slope failure. Stabilizing the slope now is expected to be more cost effective than waiting until further damage occurs.

Report

Slope Instability

In June 2012, signs of slope instability were noted along the Meewasin pathway between the 15th Street and 16th Street intersections. In May 2014, tension cracks were noticed along the lower Meewasin trail northeast of the 16th Street intersection, and in June 2014, a tension crack developed on the upper Meewasin trail along Saskatchewan Crescent.

The area of slope instability along the riverbank near Saskatchewan Crescent and 16th Street has continued to show signs of movement over that past two years. This slope failure has resulted in the closure of the lower Meewasin trail, as well as closure to a portion of sidewalk along Saskatchewan Crescent. Cracks appeared on the roadway in 2015 and if conditions worsen, the road will need to be closed.

Request for Proposal

An RFP for engineering investigation, analysis, design, and construction oversight of the site was advertised February 16, 2016 on SaskTenders website and closed on March 8, 2016. Six proposals were received from the following consultants:

- Clifton Associates Ltd. (Saskatoon, SK)
- Golder Associates Ltd. (Saskatoon, SK)
- KGS Group (Winnipeg, MB)
- Sarafinchin Associates Ltd. (Toronto, ON) [joint venture with PINTER & Associates Ltd. (Saskatoon, SK)]
- SNC-Lavalin Inc. (Saskatoon, SK)
- Thurber Engineering Ltd. (Saskatoon, SK)

Following a systematic review, the evaluation team determined Golder to be the most favourable.

The Administration's plan for remediation of the 16th Street slope failure is to use Golder to investigate, analyze, and provide three remedial options, including cost benefit analysis.

Options to the Recommendation

One option would be to not award this RFP and monitor the situation until the failure condition changes and requires action to be taken.

Public and/or Stakeholder Involvement

Residents in the area will be informed with notices when equipment will be on site, including information on the slope instability and plan for remediation.

Meewasin will play a role in this project as a regulatory body for the river valley in Saskatoon.

Communication Plan

A communication plan will be developed in conjunction with the investigation.

Financial Implications

2016 Capital Project #1493 – TU – East Riverbank Stability has sufficient funding designated for investigation, analysis, design, and engineering services during construction. The total bid includes a \$200,000 provisional sum to cover engineering services from the consultant during construction, which may only be used in part, depending on availability of City resources, if construction goes ahead. The net cost to the City for the proposal, submitted by Golder, is as follows:

Base Bid	\$383,852.20
PST (5% of 30%)	5,757.80
GST (5%)	<u>19,480.50</u>
Total Bid	\$409,090.50
GST Rebate	<u>(19,480.50)</u>
Net Cost to the City	<u>\$389,610.00</u>

Environmental Implications

The investigation and possible actions will involve the consumption of non-renewable resources and the creation of greenhouse gases. The overall greenhouse gas emissions are not known at this time.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Upon award of engineering services, conceptual design options from the consultant are expected to be completed in June 2016.

Public Notice

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

Report Approval

Written by: Lowell Reinhart, Storm Water Engineer, Saskatoon Water
Reviewed by: Mike Gutek, Director of Major Projects
Angela Schmidt, Manager, Storm Water Utility
Reid Corbett, Director of Saskatoon Water
Approved by: Jeff Jorgenson, General Manager, Transportation and Utilities
Department

Council LR – Remediation Plan for 16th Street Riverbank Slope Instability - AOC.docx

Net Metering Program – Amendment to Bylaw No. 2685

Recommendation

That City Council consider Bylaw No. 9348, *The Electric Light and Power Amendment Bylaw, 2016*.

Topic and Purpose

The purpose of this report is to provide City Council with Bylaw No. 9348, *The Electric Light and Power Amendment Bylaw, 2016*, which implements City Council's decision to include the addition of the Net Metering Program to the electrical rates.

Report

At its meeting on June 22, 2015, City Council resolved, in part:

- "3. That the City Solicitor be requested to prepare the necessary revisions to Bylaw No. 2685 regulating the sale of electric light and power, to reflect the change to a Net Metering Program;"

The changes proposed match a revised Administrative Policy for the Net Metering Program, which Policy has been finalized.

In accordance with the instructions from City Council, we are pleased to submit Bylaw No. 9348, *The Electric Light and Power Amendment Bylaw, 2016*, for City Council's consideration.

Attachment

1. Bylaw No. 9348, *The Electric Light and Power Amendment Bylaw, 2016*.

Report Approval

Written by: Blair Bleakney, Solicitor, Director of Corporate Law

Approved by: Patricia Warwick, City Solicitor

Admin Report – Net Metering Amendment to Bylaw No. 2685.docx
210-0342-bpb-2.docx

BYLAW NO. 9348

The Electric Light and Power Amendment Bylaw, 2016

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Electric Light and Power Amendment Bylaw, 2016*.

Purpose

2. The purpose of this Bylaw is to amend Bylaw No. 2685, *A bylaw to regulate the sale of electric light and power in the City of Saskatoon and fixing the rates and deposits therefor*, by adding new subsections to establish clear charges for customers enrolled in either the Net Metering Program or the Small Power Producer Program.

Bylaw No. 2685 Amended

3. Bylaw No. 2685, *A bylaw to regulate the sale of electric light and power in the City of Saskatoon and fixing the rates and deposits therefor* is amended in the manner set forth in this Bylaw.

Section 6 Amended

4. Section 6 is amended by:
 - (a) adding the following after clause 6.(1.1)(b):

"6.(1.2)(a) Charges for the consumption of electrical current supplied by The City of Saskatoon to the customer shall be in accordance with the rate class under which the customer is receiving service from The City of Saskatoon. Electrical energy generated by the customer and delivered to the City's electrical power distribution system shall be valued at the same rate class; and
 - (b) For customers enrolled in the Small Power Producer Program, energy generated through the calendar year shall be purchased at 10.601 ¢/kWh."; and

- (b) adding the following to the list in subsection 6.(3) entitled "During Normal Working Hours":

"Verification test of self-generation system	\$100.00
Polyphase bi-directional meter for self-generation system	actual cost
Preliminary interconnection study	\$300.00".

Coming Into Force

5. This Bylaw comes into force on the day of its final passing.

Read a first time this	day of	, 2016.
Read a second time this	day of	, 2016.
Read a third time and passed this	day of	, 2016.

Mayor

City Clerk

The Anti-Bullying Bylaw, 2016

Recommendation

That City Council consider Version 1 (includes definitions for “school” and “school site”) of Bylaw No. 9343, *The Anti-Bullying Bylaw, 2016*.

Topic and Purpose

The purpose of this report is to provide City Council with two versions of Bylaw No. 9343, *The Anti-Bullying Bylaw, 2016*, containing two different definitions of “public place”, for its consideration.

Report Highlights

Highlights of the Bylaw as drafted include:

1. Prohibitions against bullying in a public place and aiding, abetting or encouraging the bullying of another person;
2. Recognition of the Chief of Police as the authority responsible for enforcement;
3. The requirement that a parent or guardian appear in court with a young person (defined as between the ages of 12 and 18 years) charged under the Bylaw;
4. The ability to participate in mediation to deal with charges as an alternative to the court process; and
5. A definition of “public place” that includes any place to which the public has access as of right or by express or implied invitation. One draft includes schools and school sites in its definition. The other specifically excludes these places except outside of school hours.

Report

On February 10, 2014, at its Regular Business Meeting, City Council directed that the City Solicitor draft an anti-bullying bylaw. In addition, City Council directed that the Administration consult with community partners and provide it with options respecting education and awareness programs.

The intent of the Bylaw is to recognize the role of all levels of government and community agencies in combatting bullying and creating a positive environment. To that end, one of the Bylaw’s purposes is to compliment the education, prevention and awareness initiatives administered through the school system.

Following City Council’s meeting, on May 28, 2014, the Administration met with representatives from the Saskatoon Public School Board, the Greater Saskatoon Catholic School Board, the Restorative Action Plan, Saskatoon Police Service (“SPS”) and the Saskatoon Health Region to discuss aspects of the Bylaw and opportunities for joint education and awareness programming.

The SPS is generally supportive of the Bylaw in its current form. In particular, the SPS sees merit in requiring a parent or guardian to attend court and to divert charges from the court process to mediation. The Bylaw will be used by SPS as another tool in bullying awareness and prevention.

Representatives from the School Boards and the Restorative Action Plan expressed that they already have sufficient tools and safeguards in place to address bullying behaviour in schools. Both our Office and the Chief of SPS firmly believe that in order for the Bylaw to be effective, it must have general application, including schools and school property. Absent general application, we see much less utility in the Bylaw.

In accordance with City Council's instructions, we are pleased to submit two versions of Bylaw No. 9343, *The Anti-Bullying Bylaw, 2016*, for City Council's consideration, one defining "public place" as including school property and another defining "public place" as excluding school property except for outside school hours. Representatives of the School Boards were invited to attend City Council's meeting.

The proposed effective date of the Bylaw is September 1, 2016, which will permit implementation of an education/awareness campaign leading into the 2016/2017 school year. Further, this delayed implementation will provide time for an appropriate mediation program to be developed to handle the diversion of matters from the court process.

At the May 28, 2014 consultation meeting, suggestions for contributions the City could make to the School Boards' initiatives included increased funding from the City, the addition of more community liaison officers and a declaration by City Council that Saskatoon is a bully-free zone. At its February 10, 2014 meeting, City Council already resolved to make the requested declaration.

Public and/or Stakeholder Involvement

There has been involvement with the public/stakeholders as discussed in this report:

- Administration met with representatives from the Saskatoon Public School Board, the Greater Saskatoon Catholic School Board, the Restorative Action Plan, SPS and the Saskatoon Health Region on May 28, 2014;
- Various follow-up telephone discussions and written communications with representatives of the Saskatoon Public School Board and Greater Saskatoon Catholic School Board; and
- Various follow-up discussions with the Chief of Police.

Communication Plan

There would be a phased approach to communications for *The Anti-Bullying Bylaw, 2016*. The first phase of communications would include a news release and media briefing on the draft Bylaw being considered by City Council. This would provide an opportunity to highlight what is in the draft Bylaw and address questions that may be on

the minds of the media and public. This information would be shared on City-owned assets including the website and social media channels.

Upon approval of *The Anti-Bullying Bylaw, 2016* by City Council, the City would communicate the final Bylaw to the media, public and community organizations through a news release, possible media interviews and by using City-owned assets including the website and social media channels. In addition, the City would work with the SPS and any other appropriate community representatives to identify joint opportunities to create educational and awareness material such as posters and electronic advertisements.

Public Notice

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

Attachments

1. Version 1 - Proposed Bylaw No. 9343, *The Anti-Bullying Bylaw, 2016* which includes definitions for “school” and “school site”; and
2. Version 2 – Proposed Bylaw No. 9343, *The Anti-Bullying Bylaw, 2016*.

Report Approval

Written by: Christine G. Bogad, Solicitor, Director of Administrative Law
Approved by: Patricia Warwick, City Solicitor

Admin Report – Anti-Bullying Bylaw.docx
102-0416-cgb-6.docx

BYLAW NO. 9343**The Anti-Bullying Bylaw, 2016**

Whereas, under the provisions of clause 8(1)(b) of *The Cities Act*, S.S. 2002, c. C-11.1, bylaws may be passed by a city in relation to the safety, health and welfare of people and the protection of people and property;

Whereas, under the provisions of clause 8(1)(c) of *The Cities Act*, bylaws may be passed by a city in relation to people, activities and things in, on or near a public place or place that is open to the public;

Whereas, all levels of government (federal, provincial and municipal) recognize and acknowledge that bullying is a serious problem in Canada, which jeopardizes the safety, health and well-being of all Canadians, but particularly young people;

Whereas, The City of Saskatoon strives to create a safe, inclusive and accepting environment for all residents, regardless of race, ancestry, place of origin, colour, ethnicity, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;

Whereas, The City of Saskatoon believes that a safe and inclusive environment where all persons feel accepted is a necessary condition for the success and prosperity of its residents;

Whereas, The City of Saskatoon strives to promote positive and healthy relationships and to ensure that public places are safe and enjoyable for the benefit of all of its residents;

Whereas, The City of Saskatoon recognizes that everyone – government, police, educators, parents and the wider community has a role to play in creating a positive environment and preventing inappropriate behaviour of all kinds, including bullying.

Now therefore, the Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Anti-Bullying Bylaw, 2016*.

Definitions

2. In this Bylaw:
 - (a) **“bullying”** means any unprovoked, repeated and inappropriate comment or conduct by a person which causes, is intended to

cause or which the person ought reasonably to know will cause harm, fear or physical or psychological distress to another person, and includes:

- (i) taunting, tormenting, name calling, ridiculing, insulting, mocking and directing slurs towards another person;
 - (ii) kicking, pushing, hair pulling or pinching another person; and
 - (iii) shunning, ostracizing, excluding another person and gossiping or rumour mongering about another person;
- (b) **“Chief of Police”** means the Chief of Police of the Saskatoon Police Service and anyone authorized to act on his behalf;
- (c) **“City”** means The City of Saskatoon;
- (d) **“court”** means a presiding justice of the peace or judge of the Provincial Court;
- (e) **“guardian”** means a person lawfully invested with the power and charged with the duty to care for and manage the property and rights of a young person;
- (f) **“mediation”** means a mechanism, other than judicial proceedings, to deal with a person alleged to have committed an offence under this Bylaw;
- (g) **“Notice to Appear”** means a document requiring the attendance in court of the parent or guardian of a young person charged with an offence under this Bylaw, and to which a copy of the summons ticket issued to the young person is attached;
- (h) **“park”** means Municipal Reserve or other lands owned by The City of Saskatoon and maintained for outdoor recreational purposes and includes any public park or square;
- (i) **“peace officer”** means a sworn member of the Saskatoon Police Service;
- (j) **“public place”** means any place or conveyance within the City of Saskatoon to which the public has access as of right or by express or implied invitation and includes:
 - (i) any building or structure;
 - (ii) any vehicle used for public transportation;

- (iii) any commercial vehicle for hire;
- (iv) any street, sidewalk, boulevard, ditch or other public right of way;
- (v) any restaurant, store, shopping mall, movie theatre or bar;
- (vi) any parking lot;
- (vii) any recreation facility;
- (viii) any park or other open space; and
- (ix) any school or school site;
- (k) **“school”** means a school as defined in *The Education Act, 1995*;
- (l) **“school site”** means a school site as defined in *The Education Act, 1995*;
- (m) **“street”** means a street as defined in *The Cities Act*;
- (n) **“young person”** means a person who is or, in the absence of evidence to the contrary appears to be 12 years of age or older but less than 18 years of age.

Principles and Purposes of Bylaw

3. (1) This Bylaw recognizes that:
- (a) Parliament has jurisdiction to regulate in the field of Criminal Law and that the City has limited jurisdiction to deal with such matters;
 - (b) bullying is a pressing and substantial problem which requires an immediate comprehensive response, including education, awareness and prevention;
 - (c) all levels of government (federal, provincial and municipal) must address bullying behaviour using a multi-dimensional approach;
 - (d) efforts are being undertaken by Parliament to address the criminal aspects of bullying, most recently to prohibit cyberbullying;
 - (e) efforts are being undertaken by the Saskatchewan Legislature through its responsibility for education to provide awareness campaigns, develop prevention and reporting strategies and implement educational initiatives through the schools; and

- (f) in addition to educational institutions, social organizations and government initiatives, parents and guardians of young people have a responsibility to recognize, address and prevent bullying behaviour.
- (2) Having regard to the principles mentioned in subsection (1), the purposes of this Bylaw are to:
 - (a) address and prevent bullying behaviour in public places that is worthy of sanction, but which is not tantamount to criminal behaviour;
 - (b) supplement the mechanisms for addressing bullying behaviour contained in the *Criminal Code*, R.S.C. 1985, c. C-46; and
 - (c) compliment the educational, prevention and awareness initiatives being administered through the school system.

Bullying Prohibited

- 4. (1) No person shall bully another person in any public place.
- (2) No person shall aid, abet, encourage or promote the bullying of another person in any public place.

Administration and Enforcement

- 5. (1) The administration and enforcement of this Bylaw is delegated to the Chief of Police.
- (2) The Chief of Police is authorized to further delegate the administration and enforcement of this Bylaw, in whole or in part, to an employee of the Saskatoon Police Service.

Summons Tickets

- 6. Offences under this Bylaw are designated as offences for which proceedings may be commenced pursuant to Part III of *The Summary Offences Procedure Act, 1990* by the issuance of a summons ticket.

Offences by a Young Person

7. (1) No person under the age of 12 years is liable to be convicted of an offence under this Bylaw.
- (2) Where a young person is to be charged with an offence pursuant to this Bylaw, the peace officer who issues the summons ticket shall make reasonable efforts to serve a Notice to Appear on the parent or guardian of a young person.
- (3) A Notice to Appear shall be substantially in the form shown in Schedule "A" to this Bylaw.
- (4) Upon serving the Notice to Appear on a parent or guardian of a young person, the peace officer who served the Notice to Appear shall complete an affidavit of service.
- (5) Failure to serve the Notice to Appear on a parent or guardian of a young person does not invalidate any proceedings.
- (6) Where a young person appears in court unaccompanied by his or her parent or guardian, the court may:
 - (a) proceed with the charge in the absence of the parent or guardian after having allowed the parties an opportunity to present evidence relating to the efforts made to serve the Notice to Appear; or
 - (b) adjourn the proceedings to permit further efforts to be made to serve the Notice to Appear on the young person's parent or guardian.

Parents and Guardians of Young Persons

8. (1) Upon being served with a Notice to Appear, a parent or guardian of a young person charged with an offence under this Bylaw shall appear in court with the young person on the date specified on the summons ticket and thereafter as required by the court.
- (2) It shall be an offence for a parent or guardian to fail to appear in court when required to do so pursuant to subsection (1).

Obstruction

9. (1) A person to whom a summons ticket is being issued pursuant to section 6 shall, upon the request of the peace officer issuing the summons ticket, provide his or her name, address and date of birth. A person who fails to

provide this information or provides false information is guilty of an offence and liable on summary conviction to the penalties set out in section 11.

- (2) Upon the request of the peace officer, a young person to whom a summons ticket is being issued pursuant to section 7 shall, in addition to providing his or her own name, address and date of birth, also provide the name, address and telephone number of a parent or guardian of the young person. A young person who fails to provide this information or provides false information is guilty of an offence and liable on summary conviction to the penalties set out in section 11.

Service

10. (1) A summons ticket issued under this Bylaw shall be served by delivering it personally to any person charged with an offence under this Bylaw.
- (2) A Notice to Appear issued under this Bylaw shall be served by delivering it personally to a parent or guardian of a young person who is charged with an offence under this Bylaw.

Offences and Penalties

11. (1) No person shall fail to comply with any provision of this Bylaw.
- (2) A person who contravenes subsection (1) is guilty of an offence and liable on summary conviction:
 - (a) in the case of a first offence to a fine of not more than \$300.00; and
 - (b) in the case of a second or subsequent offence to a fine of not less than \$300.00 and not more than \$2,500.00.
- (3) For the purposes of this Bylaw, an offence shall be deemed to be a first offence if the offender has not been convicted of the same offence within the 12 months immediately preceding the commission of the alleged offence.

Mediation

12. (1) Notwithstanding section 11, on the recommendation of the prosecutor, a court may authorize that mediation be used to deal with a person alleged to have committed an offence under this Bylaw where:

- (a) mediation would not be inconsistent with the purposes of this Bylaw, and in particular would not compromise the safety, health and welfare of the citizens of the City in public places;
 - (b) the person alleged to have committed the offence consents to participate in mediation;
 - (c) in the case of a young person alleged to have committed the offence, the parent or guardian of the young person consents to and facilitates the young person's participation in mediation;
 - (d) the person alleged to be the subject of the bullying consents to participate in mediation; and
 - (e) in the case of a young person alleged to be the subject of the bullying, the parent or guardian of the young person consents to the young person's participation in the mediation.
- (2) Where the prosecutor is satisfied that the person alleged to have committed the offence has fulfilled his or her obligation to participate in mediation and that the mediation has successfully resolved the matter, the prosecutor may withdraw the charge.

Severability

13. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any provision of this Bylaw shall not affect the validity of the remaining parts of this Bylaw.

Coming Into Force

14. This Bylaw comes into force on the 1st day of September, 2016.

Read a first time this _____ day of _____, 2016.

Read a second time this _____ day of _____, 2016.

Read a third time and passed this _____ day of _____, 2016.

Mayor

City Clerk

Schedule "A"

Notice to Appear

Provincial Court (Municipal Matters)
Judicial Centre of Saskatoon

To:
of

Summons Ticket #:

Whereas on _____, _____, being a young person under
(date) (name)
The Anti-Bullying Bylaw, 2016 was charged with an offence pursuant to section _____
of the Bylaw;

And whereas, a copy of the summons ticket served on _____ is
(name)
attached to this Notice to Appear;

And whereas, you have been identified as the parent or guardian of _____;
(name)

And whereas, pursuant to section _____ of the Bylaw, as the parent or guardian of
_____, you are required to attend court on _____ at
(name)
_____ o'clock at The Provincial Court, Court Room #____, 220 19th Street East,
Saskatoon, Saskatchewan, before any justice for the said province who is there, and to
attend thereafter as required by the court.

Take notice that failure to attend court in accordance with this Notice to Appear, without
lawful excuse is an offence under section 9 of *The Anti-Bullying Bylaw, 2016*.

Dated this _____ of _____,
At Saskatoon in the Province of Saskatchewan.

A Justice of the Peace in and for the Province of
Saskatchewan or Judge

BYLAW NO. 9343**The Anti-Bullying Bylaw, 2016**

Whereas, under the provisions of clause 8(1)(b) of *The Cities Act*, S.S. 2002, c. C-11.1, bylaws may be passed by a city in relation to the safety, health and welfare of people and the protection of people and property;

Whereas, under the provisions of clause 8(1)(c) of *The Cities Act*, bylaws may be passed by a city in relation to people, activities and things in, on or near a public place or place that is open to the public;

Whereas, all levels of government (federal, provincial and municipal) recognize and acknowledge that bullying is a serious problem in Canada, which jeopardizes the safety, health and well-being of all Canadians, but particularly young people;

Whereas, The City of Saskatoon strives to create a safe, inclusive and accepting environment for all residents, regardless of race, ancestry, place of origin, colour, ethnicity, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;

Whereas, The City of Saskatoon believes that a safe and inclusive environment where all persons feel accepted is a necessary condition for the success and prosperity of its residents;

Whereas, The City of Saskatoon strives to promote positive and healthy relationships and to ensure that public places are safe and enjoyable for the benefit of all of its residents;

Whereas, The City of Saskatoon recognizes that everyone – government, police, educators, parents and the wider community has a role to play in creating a positive environment and preventing inappropriate behaviour of all kinds, including bullying.

Now therefore, the Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Anti-Bullying Bylaw, 2016*.

Definitions

2. In this Bylaw:
 - (a) **“bullying”** means any unprovoked, repeated and inappropriate comment or conduct by a person which causes, is intended to

cause or which the person ought reasonably to know will cause harm, fear or physical or psychological distress to another person, and includes:

- (i) taunting, tormenting, name calling, ridiculing, insulting, mocking and directing slurs towards another person;
 - (ii) kicking, pushing, hair pulling or pinching another person; and
 - (iii) shunning, ostracizing, excluding another person and gossiping or rumour mongering about another person;
- (b) **“Chief of Police”** means the Chief of Police of the Saskatoon Police Service and anyone authorized to act on his behalf;
- (c) **“City”** means The City of Saskatoon;
- (d) **“court”** means a presiding justice of the peace or judge of the Provincial Court;
- (e) **“guardian”** means a person lawfully invested with the power and charged with the duty to care for and manage the property and rights of a young person;
- (f) **“mediation”** means a mechanism, other than judicial proceedings, to deal with a person alleged to have committed an offence under this Bylaw;
- (g) **“Notice to Appear”** means a document requiring the attendance in court of the parent or guardian of a young person charged with an offence under this Bylaw, and to which a copy of the summons ticket issued to the young person is attached;
- (h) **“park”** means Municipal Reserve or other lands owned by The City of Saskatoon and maintained for outdoor recreational purposes and includes any public park or square, but does not include any park which serves as a playground or serves other recreational needs of an elementary school between the hours of 7:00 a.m. and 5:00 p.m.;
- (i) **“peace officer”** means a sworn member of the Saskatoon Police Service;
- (j) **“public place”** means any place or conveyance within the City of Saskatoon to which the public has access as of right or by express or implied invitation and includes:
 - (i) any building or structure;

- (ii) any vehicle used for public transportation;
- (iii) any commercial vehicle for hire;
- (iv) any street, sidewalk, boulevard, ditch or other public right of way;
- (v) any restaurant, store, shopping mall, movie theatre or bar;
- (vi) any parking lot;
- (vii) any recreation facility; and
- (viii) any park or other open space;
- (k) **“street”** means a street as defined in *The Cities Act*;
- (l) **“young person”** means a person who is or, in the absence of evidence to the contrary appears to be 12 years of age or older but less than 18 years of age.

Principles and Purposes of Bylaw

3. (1) This Bylaw recognizes that:
- (a) Parliament has jurisdiction to regulate in the field of Criminal Law and that the City has limited jurisdiction to deal with such matters;
 - (b) bullying is a pressing and substantial problem which requires an immediate comprehensive response, including education, awareness and prevention;
 - (c) all levels of government (federal, provincial and municipal) must address bullying behaviour using a multi-dimensional approach;
 - (d) efforts are being undertaken by Parliament to address the criminal aspects of bullying, most recently to prohibit cyberbullying;
 - (e) efforts are being undertaken by the Saskatchewan Legislature through its responsibility for education to provide awareness campaigns, develop prevention and reporting strategies and implement educational initiatives through the schools; and
 - (f) in addition to educational institutions, social organizations and government initiatives, parents and guardians of young people

have a responsibility to recognize, address and prevent bullying behaviour.

- (2) Having regard to the principles mentioned in subsection (1), the purposes of this Bylaw are to:
 - (a) address and prevent bullying behaviour in public places that is worthy of sanction, but which is not tantamount to criminal behaviour;
 - (b) supplement the mechanisms for addressing bullying behaviour contained in the *Criminal Code*, R.S.C. 1985, c. C-46; and
 - (c) compliment the educational, prevention and awareness initiatives being administered through the school system.

Bullying Prohibited

4.
 - (1) No person shall bully another person in any public place.
 - (2) No person shall aid, abet, encourage or promote the bullying of another person in any public place.

Administration and Enforcement

5.
 - (1) The administration and enforcement of this Bylaw is delegated to the Chief of Police.
 - (2) The Chief of Police is authorized to further delegate the administration and enforcement of this Bylaw, in whole or in part, to an employee of the Saskatoon Police Service.

Summons Tickets

6. Offences under this Bylaw are designated as offences for which proceedings may be commenced pursuant to Part III of *The Summary Offences Procedure Act, 1990* by the issuance of a summons ticket.

Offences by a Young Person

7.
 - (1) No person under the age of 12 years is liable to be convicted of an offence under this Bylaw.

- (2) Where a young person is to be charged with an offence pursuant to this Bylaw, the peace officer who issues the summons ticket shall make reasonable efforts to serve a Notice to Appear on the parent or guardian of a young person.
- (3) A Notice to Appear shall be substantially in the form shown in Schedule "A" to this Bylaw.
- (4) Upon serving the Notice to Appear on a parent or guardian of a young person, the peace officer who served the Notice to Appear shall complete an affidavit of service.
- (5) Failure to serve the Notice to Appear on a parent or guardian of a young person does not invalidate any proceedings.
- (6) Where a young person appears in court unaccompanied by his or her parent or guardian, the court may:
 - (a) proceed with the charge in the absence of the parent or guardian after having allowed the parties an opportunity to present evidence relating to the efforts made to serve the Notice to Appear; or
 - (b) adjourn the proceedings to permit further efforts to be made to serve the Notice to Appear on the young person's parent or guardian.

Parents and Guardians of Young Persons

8. (1) Upon being served with a Notice to Appear, a parent or guardian of a young person charged with an offence under this Bylaw shall appear in court with the young person on the date specified on the summons ticket and thereafter as required by the court.
- (2) It shall be an offence for a parent or guardian to fail to appear in court when required to do so pursuant to subsection (1).

Obstruction

9. (1) A person to whom a summons ticket is being issued pursuant to section 6 shall, upon the request of the peace officer issuing the summons ticket, provide his or her name, address and date of birth. A person who fails to provide this information or provides false information is guilty of an offence and liable on summary conviction to the penalties set out in section 11.
- (2) Upon the request of the peace officer, a young person to whom a summons ticket is being issued pursuant to section 7 shall, in addition to

providing his or her own name, address and date of birth, also provide the name, address and telephone number of a parent or guardian of the young person. A young person who fails to provide this information or provides false information is guilty of an offence and liable on summary conviction to the penalties set out in section 11.

Service

10. (1) A summons ticket issued under this Bylaw shall be served by delivering it personally to any person charged with an offence under this Bylaw.
- (2) A Notice to Appear issued under this Bylaw shall be served by delivering it personally to a parent or guardian of a young person who is charged with an offence under this Bylaw.

Offences and Penalties

11. (1) No person shall fail to comply with any provision of this Bylaw.
- (2) A person who contravenes subsection (1) is guilty of an offence and liable on summary conviction:
 - (a) in the case of a first offence to a fine of not more than \$300.00; and
 - (b) in the case of a second or subsequent offence to a fine of not less than \$300.00 and not more than \$2,500.00.
- (3) For the purposes of this Bylaw, an offence shall be deemed to be a first offence if the offender has not been convicted of the same offence within the 12 months immediately preceding the commission of the alleged offence.

Mediation

12. (1) Notwithstanding section 11, on the recommendation of the prosecutor, a court may authorize that mediation be used to deal with a person alleged to have committed an offence under this Bylaw where:
 - (a) mediation would not be inconsistent with the purposes of this Bylaw, and in particular would not compromise the safety, health and welfare of the citizens of the City in public places;
 - (b) the person alleged to have committed the offence consents to participate in mediation;

- (c) in the case of a young person alleged to have committed the offence, the parent or guardian of the young person consents to and facilitates the young person's participation in mediation;
 - (d) the person alleged to be the subject of the bullying consents to participate in mediation; and
 - (e) in the case of a young person alleged to be the subject of the bullying, the parent or guardian of the young person consents to the young person's participation in the mediation.
- (2) Where the prosecutor is satisfied that the person alleged to have committed the offence has fulfilled his or her obligation to participate in mediation and that the mediation has successfully resolved the matter, the prosecutor may withdraw the charge.

Severability

13. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any provision of this Bylaw shall not affect the validity of the remaining parts of this Bylaw.

Coming Into Force

14. This Bylaw comes into force on the 1st day of September, 2016.

Read a first time this _____ day of _____, 2016.

Read a second time this _____ day of _____, 2016.

Read a third time and passed this _____ day of _____, 2016.

Mayor

City Clerk

Schedule "A"

Notice to Appear

Provincial Court (Municipal Matters)
Judicial Centre of Saskatoon

To:
of

Summons Ticket #:

Whereas on _____, _____, being a young person under
(date) (name)
The Anti-Bullying Bylaw, 2016 was charged with an offence pursuant to section _____
of the Bylaw;

And whereas, a copy of the summons ticket served on _____ is
attached to this Notice to Appeal; (name)

And whereas, you have been identified as the parent or guardian of _____;
(name)

And whereas, pursuant to section _____ of the Bylaw, as the parent or guardian of
_____, you are required to attend court on _____ at
(name)
_____ o'clock at The Provincial Court, Court Room #____, 220 19th Street East,
Saskatoon, Saskatchewan, before any justice for the said province who is there, and to
attend thereafter as required by the court.

Take notice that failure to attend court in accordance with this Notice to Appear, without
lawful excuse is an offence under section 9 of *The Anti-Bullying Bylaw, 2016*.

Dated this _____ of _____,
At Saskatoon in the Province of Saskatchewan.

A Justice of the Peace in and for the Province of
Saskatchewan or Judge

SASKATOON BOARD OF POLICE COMMISSIONERS

Evaluation of Adult Services Bylaw, No. 9011

Recommendation of the Board

That the information be received and permission be granted to Chief Weighill to speak to the report.

History

City Council, at its meeting held on October 26, 2015, discussed Proposed Adult Services Licensing Bylaw amendments and resolved, in part, that the Board of Police Commissioners report to City Council regarding an evaluation of how well the bylaw has been working in order to meet its desired objectives from the perspective of the Saskatoon Police Service.

The Board of Police Commissioners considered a report of the Chief of Police in this regard at its meeting held on February 17, 2016 and resolved that the Saskatoon Police Service continue to use and enforce Bylaw 9011, The Adult Services Bylaw and that the report be forwarded to City Council and Chief Weighill speak to the report.

Attachment

Report of the Chief of Police dated January 6, 2016.

“PUBLIC AGENDA”

TO: Darlene Brander, Chairperson
Board of Police Commissioners

FROM: Clive Weighill
Chief of Police

DATE: January 6, 2016

SUBJECT: Evaluation of the Adult Services Bylaw No. 9011

FILE: 8005



ISSUE:

To provide information on the impact of the Adult Services Bylaw 9011 (amendment Bylaw 9321) since its inception in 2012 from the perspective of Saskatoon Police Service.

RECOMMENDATION:

The Adult Services Bylaw has given members of the Saskatoon Police Service (SPS) a tool to connect with escorts, agencies, employees, and adult industry performers to a greater degree. Not only has it opened up the door of communication with these individuals, but a positive working relationship has been established with most of them. Our main concern for the workers is that they are engaged in adult services voluntarily, they are not being exploited, and that they are of legal age.

It is recommended that the SPS continues using and enforcing Bylaw 9011.

BACKGROUND:

In July of 2012 members of the SPS Vice Unit began educating individuals that would be affected by the Adult Services Bylaw of the new requirements.

Over the course of the next few years the SPS Vice Unit and the City of Saskatoon Business Licensing Program began issuing licenses (a licensing summary for 2012 to 2015 is included in this report). Licenses were issued to persons involved in the industry who chose to comply with the program and met all the requirements. The information required for licensing included personal data, proof of identity by valid government documents, written proof of Canadian citizenship, a criminal record check, as well individuals were required to be 18 years of age.

The program gives the police the ability to use the Bylaw as a tool to monitor who is coming to and working in the city limits. The Bylaw allows police to actually meet the individuals when they are applying for a license to ensure they are of age and not being exploited. For the individuals who had not applied for a license, the police make contact through their ads for escort services. The police then spend time with that individual to ensure they are of age and not being

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exploited. The police also look for signs that could help to indicate whether or not the individual was involved in human trafficking and/or in Canada working illegally. The police then present a brochure on the Bylaw and explain how to apply for proper licensing.

2012 Adult Services Licensing Summary

License Type	New Licenses	Renewed Licenses	Closed/Withdrawn Licenses
Adult Service Agency	3	0	0
Independent Adult Service Agency	5	0	1
Adult Service Performer	6	0	0
Adult Service Worker	2	0	0
Total	16	0	1

2013 Adult Services Licensing Summary

License Type	New Licenses	Renewed Licenses	Closed/Withdrawn Licenses
Adult Service Agency	2	1	1
Independent Adult Service Agency	7	2	1
Adult Service Performer	57	4	9
Adult Service Worker	10	1	1
Total	76	8	12

2014 Adult Services Licensing Summary

License Type	New Licenses	Renewed Licenses	Closed/Withdrawn Licenses
Adult Service Agency	2	3	3
Independent Adult Service Agency	14	4	5
Adult Service Performer	51	11	53
Adult Service Worker	10	3	12
Total	77	21	73

2015 Adult Services Licensing Summary

License Type	New Licenses	Renewed Licenses	Closed/Withdrawn Licenses
Adult Service Agency	2	2	1
Independent Adult Service Agency	6	4	15
Adult Service Performer	46	12	55
Adult Service Worker	5	2	8
Total	59*	20	79

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*Note: Adult Service Licensing was suspended from early December 2014 to late March 2015 to ensure *Bylaw No. 9011, Adult Services Licensing Bylaw, 2012* complied with Federal legislation.

DISCUSSION:

The Saskatoon Police Service has used Bylaw 9011 as a tool to monitor escorts in the city and issue corresponding tickets for failing to comply with the rules and regulations associated to this Bylaw. The agencies that the performers work for are also monitored. This has enabled SPS to observe who is coming into the city. Those involved with the adult services industry also feel more comfortable coming to police with issues that arise in their industry. They have voiced that they feel a greater sense of trust when dealing with police.

A total of 143 tickets have been issued to individuals operating without a business license and/or in a residential area in 2015. The Bylaw from the perspective of the SPS has been a great “tool” to help achieve part of the Vice Unit’s mandate. That mandate is to help ensure that the working individuals are of legal age, doing the business voluntarily and are not being exploited.

An example of the effectiveness of Bylaw 9011 is an investigation from September of 2015 where members of the SPS Vice Unit were able to charge an individual with two counts of human trafficking along with numerous other charges. These were the first charges to be laid in Saskatchewan under the new federal legislation. This all stemmed from an initial investigation that started with using the Bylaw as a tool to communicate with two individual workers/escorts that were being exploited.

Another example of where Bylaw 9011 proved to be valuable was in January 2016 when members of the Vice Unit were conducting operations aimed at the adult services industry. Contact was made with a specific individual offering adult services and an investigation was initiated. The Vice Unit spent time with this female individual at a hotel in the city. The information that was presented to police did not seem believable and further investigation was conducted.

This investigation led to a multi-agency police response that eventually determined that the girl was only 16 years of age and had been reported missing in Toronto in September of 2015. The mother of this young girl was contacted and she indicated that over this five month period she didn’t know whether or not her daughter was dead or alive. The ability to enforce this Bylaw has helped the police by providing them with another tool to assist in detecting these types of circumstances. Without the enforcement of the Bylaw this vulnerable individual may have gone undetected.

The Bylaw has also been used as a tool to help keep certain types of businesses, such as businesses that discreetly offer sexual services, out of residential areas. The Bylaw has enabled different City of Saskatoon departments to work together to help move or shut down certain businesses that were not complying with the Bylaw. In the past, City Councillors have received complaints of these types of businesses operating in residential areas. The Bylaw has enabled

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the Saskatoon Police Service, the Business License Program Department and the Bylaw Inspector to work together to help solve these issues.

CONCLUSION:

Bylaw 9011 is an effective tool to help regulate the adult services industry. It provides the Saskatoon Police Service with the necessary authority for enforcement action, and sets out rules and regulations for all adult services participants.


It is recommended that the SPS continues using and enforcing Bylaw 9011.

Written by: **Detective Sergeant Brent Kuemper**
 Vice Unit

Detective Staff Sergeant Dave McKenzie
Targeted Enforcement Section


Approved by: **Detective Inspector Rick Penny**
 Investigative Services Division

Submitted by:



Clive Weighill
Chief of Police

Dated:



SASKATOON BOARD OF POLICE COMMISSIONERS

Public Intoxication

Recommendation of the Board

That the information be received.

History

City Council, at its meeting held on September 28, 2015, considered a report of the Standing Policy Committee on Planning, Development and Community Services dealing with the Community Support Program Pilot Project and a review for permanent status. City Council approved the recommendations of the Committee, which included a recommendation that the matter of public intoxication in Saskatoon be referred to the Board of Police Commissioners and Street Activity Steering Committee for a review.

The Board of Police Commissioners considered a report of the Chief of Police in this regard at its meeting held on February 17, 2016, and resolved that the information be received and forwarded to City Council for information.

Attachment

Report of the Chief of Police dated February 3, 2016.

“PUBLIC AGENDA”

TO: Darlene Brander, Chairperson
Board of Police Commissioners

FROM: Clive Weighill
Office of the Chief

DATE: 2014 February 03

SUBJECT: Public Intoxication

FILE #: 2011



ISSUE:

During City Council's discussion regarding the continued funding for the Community Support Officer Program, the Police Administration was asked to prepare a report detailing the manner in which public intoxication is enforced.

RECOMMENDATION:

This report is received as information.

BACKGROUND:

Dealing with public intoxication is a concern for the City, the Business Improvement Districts (BID's) and police. In addition to the police intervention, the Community Support Program (CSP) was introduced in mid-2012, with a staff of five, to patrol and respond to calls for service in the city centre where police are not necessarily required. Nonviolent intoxicated individuals are one of the calls for service the Community Support Officers (CSO) respond to.

DISCUSSION:

Community Support Program- Response

The CSO's patrol and respond to calls for service in the three BID's. They are either dispatched by the Police, called directly by the BID's or generate occurrences by way of on views. CSO's are not Peace Officers and do not carry use of force options. CSO's most often deal with:

- Intoxicated persons
- Panhandling
- Injured persons or those requiring medical care
- Suspicious persons/loiterers
- Bylaw infractions

CSO's have the time and resources, the police do not have, to deal with many of the social issues in the BID's.

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Since its inception in mid-2012 the CSP has kept detailed statistical data on calls for service, responses and referrals. Lesley Prefontaine, CSO Supervisor, provided the following statistical data and narrative, where indicated in *italics*, on the Community Support Program for the past three years.

TABLE 1: CSP calls for service by call type (2013):

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Addictions	16	14	16	14	18	39	29	34	45	18	9	7	259
Disturbance	12	17	27	24	10	9	26	9	25	13	19	6	197
Suspicious Person	14	7	20	36	33	36	20	22	32	12	16	8	256
Total	42	38	63	74	61	84	75	65	102	43	44	21	712

TABLE 2: CSP calls for service by call type (2014):

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Addictions	38	28	106	48	91	58	73	45	56	81	24	34	682
Disturbance	25	19	15	36	48	11	31	29	35	16	17	36	318
Suspicious Person	23	27	32	40	61	15	51	8	51	25	13	10	356
Total	86	74	153	124	200	84	155	82	142	122	54	80	1356

TABLE 3: CSP calls for service by call type (2015):

Call Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Addictions	44	133	62	83	92	97	102	101	82	74	71	79	1020
Disturbance	42	73	64	48	49	40	45	59	23	32	58	39	572
Suspicious Person	20	39	14	31	23	26	25	25	42	25	21	24	315
Total	106	245	140	162	164	163	169	185	147	131	150	142	1904

The above tables (1, 2 & 3) are a representation of the number of incidents that the Community Support Program (CSP) staff attended as they relate to the issue of public intoxication. The table includes calls coded as Addictions, Disturbance and Suspicious Persons because these call types most often involve some type of substance use element to them. CSO's saw an increase in calls for service relative to Addictions, Disturbances and Suspicious Persons of 90.4% from 2013 to 2014 and 40.4% from 2014 to 2015 with an overall increase of 167.4% from 2013 compared to 2015.

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TABLE 4: Responses generated by the CSP staff:

Bylaw Type	2013	2014	2015	TOTAL
Defecation or Urination	3	8	12	23
Panhandling (Bus)	1	0	13	14
Panhandling (Clear Access)	4	18	22	44
Panhandling (Coercive)	5	5	14	24
Panhandling (Intoxicated)	3	8	2	13
Panhandling (Motor Vehicle)	2	4	4	10
Traffic (Jaywalking)	1	1	3	5
Spitting	3	0	1	4
Waste (Litter)	0	1	1	2
TOTAL	22	45	72	139

The above Table references additional factors that were taken into consideration ranging from informational or educational conversations to warnings and even issuing bylaw tickets for an infraction. This table speaks specifically to when CSP officers are at any intoxication call and are then confronted with a subsequent offence such as Defecation/Urination or Panhandling. Additional offences encountered by CSO's upon arrival at a dispatched call for an intoxicated client have risen substantially in the three years represented; 2013 to 2014 increase of 104.5%, 2014 to 2015 an increase 60% with an overall increase from 2013 to 2015 of 227.3%.

Tables 5 and 6 refer to CSO's calling on other service providers/agencies for assistance when dealing with an intoxicated person(s). The CSO determines the appropriate referral agency, such as Police, EMS etc. Table 5 indicates a first referral and/or involvement. Table 6 refers to subsequent referrals such as the police arriving to assist the CSO and then transporting the client to the Lighthouse. In this instance the Police are the first referral and the Lighthouse the subsequent or second referral. It is important to remember clients going to the Lighthouse do so voluntarily and often walk out shortly after arriving resulting in the possibility CSO's and Police will deal with them again, shortly after dropping them off there.

TABLE 5: First Referral and/or Involvement:

First Referral	2013	2014	2015	TOTAL
City Police	92	190	221	503
EMS	14	23	50	87
Housing	2	2	0	4
Larson House	74	97	39	210
Lighthouse shelter	1	3	26	30
Lighthouse Stabilization	15	103	120	238
Lighthouse Mobile Outreach	N/A	55	242	297
Mobile Crisis	4	4	6	14
MSS Income Security	1	3	0	4
Other	11	25	23	59
Salvation Army Shelter	6	3	1	10

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Saskatoon Transit	18	11	13	42
TOTAL	238	519	741	1498

Table 5 illustrates the top three initial referral agencies called upon by CSO's are the Police - 503, Lighthouse – 565 and Larson House (Brief Detox) – 210. CSO's use of the referral agencies rose over the three years studied. From 2013 to 2014 the increase was 118.1%, 2014 to 2015 the increase was 42.8% and an overall increase from 2013 to 2015 of 211.3%. This steady increase is indicative of the increase in the number of clients the CSO's encounter from one year to the next.

TABLE 6: Subsequent Referrals and/or Involvement:

Subsequent Involvement	2013	2014	2015	TOTAL
City Police	29	72	68	169
EMS	15	8	17	40
Housing	0	2	0	2
Larson House	30	40	52	122
Lighthouse Shelter	3	1	4	8
Lighthouse Stabilization	3	44	71	118
Lighthouse Mobile Outreach	N/A	31	57	88
Mobile Crisis	9	10	5	24
MSS Income Security	9	3	0	12
Other	10	22	21	53
Salvation Army Shelter	2	1	4	7
Saskatoon Transit	14	12	9	35
TOTAL	124	246	308	678

Table 6 details the subsequent referral agencies most often used by the CSO's. Again there is a steady increase in this type of referral with the Police, the Lighthouse and Larson House (Brief Detox) the most common subsequent referral. Second or subsequent referrals rose by 98.4% from 2013 to 2014 and 25.2% from 2014 to 2015, with an overall increase of 148.4% from 2013 to 2015.

With every call that the CSP staff attend there is always the potential to encounter multi-faceted issues. There is often a need to take into consideration the option of incorporating multiple agencies on any occurrence that is attended. Not all referrals are immediate or on scene responses and clients may be advised to seek further support once prepared and in an appropriate position to do so. The CSP is also not made aware of whether or not intended plans or recommendations are followed through once they disengage from a call or the individual(s) are taken into the care of another service provider.

The most notable numbers on these tables include the references for SPS and EMS. Both of these numbers have represented a steady increase. The referrals to EMS are particularly concerning as the CSP staff have witnessed and intervened in occurrences where the level of intoxication is so dangerous that individuals are not even conscious when they leave the scene. From 2013 to 2015 there was an increase of 257.1% in first referrals (14-50) to EMS by the

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CSO's. Preceding an incident like this many potential risks are imminent for both the individual and the general public. As such the matter of public intoxication and the measures that are currently being utilized need to be reviewed for potential efficiencies for the safety of everyone in our community.

Police Response

The Saskatoon Police Service deals daily with intoxicated individuals. If the intoxicated individual is nonviolent and is not in medical distress officers are required to determine if there is a satisfactory alternative to arrest and detention. To this end officers seek out;

- A responsible family member or friend (Must attempt to contact three) who can/will care for the individual.
- Determine if there is another agency - the Lighthouse or Brief Detox at Larson House that might take the individual in.

As a last resort an intoxicated individual will be brought to the SPS Detention Centre in order to have a safe place to sober up. Prior to being held in a police cell the individual is checked by the on duty EMS in the Detention Centre to ensure there are no medical concerns. This process for with an intoxicated person routinely can take the police one and a half to two hours. Once in a police cell the individual is physically checked every ten minutes by Detention staff. Some of the individuals who end up in police custody are repeat customers, often being arrested on a near daily basis.

The SPS prioritizes calls for service in six categories:

- Priority 1 –are “in progress” calls where life or personal safety is in jeopardy and an immediate police response is required.
- Priority 2 – calls which require a police response as soon as possible, such as a Break & Enter in progress.
- Priority 3 – calls where there is value in a timely police response but no need for a rapid response.
- Priority 4 – calls requiring a police response for information gathering and need for possible subsequent investigation.
- Priority 5 – all other calls.
- Priority 6 – Police generated calls.

Intoxicated persons are categorized as Priority 3 calls. Communications staff is aware of the need for a timely response to these calls in the three BIDS. The Beats and Bikes are the primary responders to intoxication calls in the BIDS. Depending on the circumstance, if a more rapid response than the Beats or Bikes can provide is required, a car will be sent. It is important to remember the cars in the BID areas (Central Division) are utilized for all calls for service outside the city core and all higher priority calls in the entire Division. Their availability to attend intoxicated persons calls will be dictated by other events/incidents occurring in the Division.

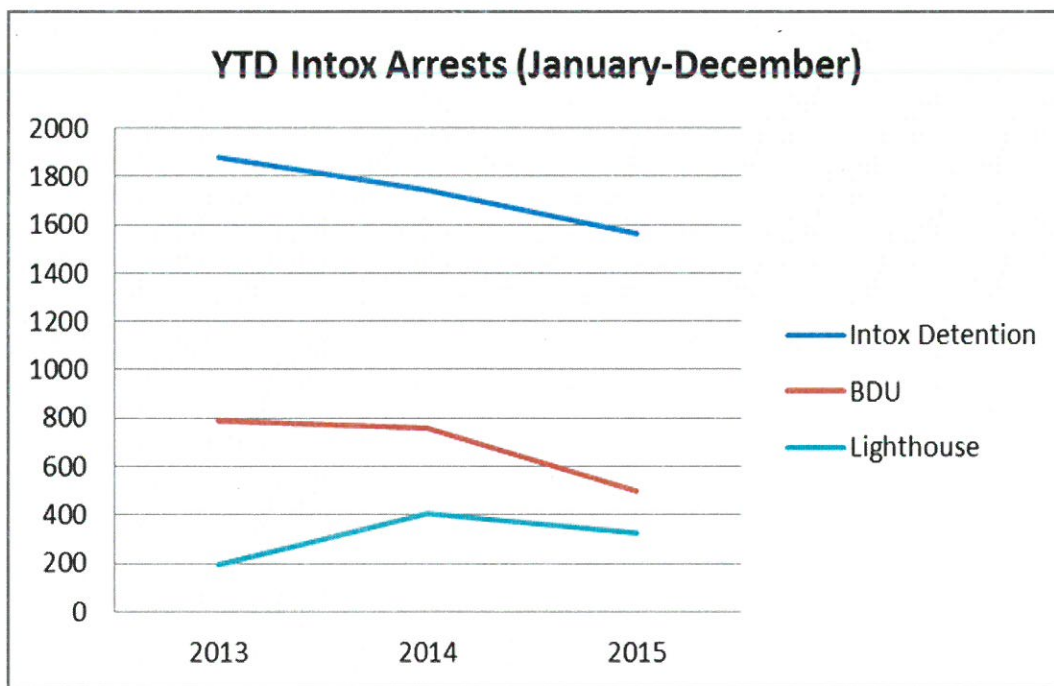
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Once on scene of an intoxicated person whether by dispatch or on view the police make a subjective decision about what type of approach is best suited for each situation. Prior to the police arresting an individual, for intoxication, there are criteria set out in the Summary Offence Procedure Act (SOPA), giving police the authority to take a person into custody, Section 52(2) of the Act deals with alcohol and Section 52(3) deals with drugs.

Section 52(2)

- (a) a police officer finds in a public place a person who the police officer reasonably believes:
 - (i) Is intoxicated due to the use of alcohol; and
 - (ii) If not detained, is likely to cause injury to himself or herself or be a danger or disturbance to others; and
- (b) there is, in the opinion of the police officer, no other person capable of and willing to take care of the person mentioned in clause (a);

the police officer may take the person into custody and deal with that person in accordance with this section in lieu of proceeding pursuant to section 139 of the *The Alcohol and Gaming Regulations Act, 1997* (AGRA) with respect to an offence against section 26 or 127 of that Act or a provision respecting intoxication in a bylaw.



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Year to Date Arrests (January - December)				
	Intoxication Arrests Detention	Sent To BDU	BDU Turned Away	Lighthouse
2013	1879	788	1049	192
2014	1742	761	420	404
2015	1566	498	656	325

The above chart and graph illustrate how many intoxication arrests were held in the SPS Detention Centre, how many individuals the BDU and Lighthouse accepted from the police and how many individuals the police took to the BDU that the BDU would not, for what ever reason, accept for the years 2013, 2014 and 2015. There has been a slight decline in the number of intoxicated clients the police have arrested and held in the Detention Centre. The drop from 2013 to 2014 was 7.3% and from 2014 to 2015 10.1%. There was a decrease of 16.7% in the number of intoxicated people held in the Police Detention Centre from 2013 to 2015.

CONCLUSION:

The number of intoxicated clients held in the Police Detention Centre has declined in the past three years as has the number of intoxicated clients the Police have dealt with. However, there are still 1566 arrests that require being placed in our Detention Centre because there is no other facility to which they can be taken where they will be safe until sober.

There is no apparent easy or quick solution to the intoxicated person prevalence in Saskatoon. Individuals who suffer from alcoholism must be cared for in a humane manner and provided a safe sanctuary in which to rest until sober. It is impossible to arrest the problem of intoxication away. Unfortunately the Police Detention Centre, although not ideally designed for this, is often the only available facility to offer a safe surrounding for intoxicated individuals to sober up, receive much needed nourishment and be protected from the elements of nature while in an intoxicated state.

Written by: Grant Foster, Superintendent
Patrol Division

Approved by: Mark Chatterbok
Deputy Chief of Administration

Submitted by: 
Clive Weighill
Chief of Police

Dated:


FEB 08/16

SASKATOON BOARD OF POLICE COMMISSIONERS

2016 Capital Budget Adjustment Request FLIR Replacement – Air Support Unit

Recommendation of the Board

That a 2016 Capital Budget expenditure adjustment of \$312,823.00 for the purchase of an Electro-Optic/Infrared (EO IR) camera, be approved.

History

The Board of Police Commissioners considered the attached report of the Chief of Police dated March 9, 2016 at its meeting held on March 17, 2016, and approved a 2016 Capital Budget expenditure adjustment of \$312,823.00 for the purchase of an Electro-Optic/Infrared (EO IR) camera.

The CFO/General Manager of Asset and Financial Management has recommended City Council consider this matter at this meeting as it is an important matter related to police operations as well as vendor-related procurement timelines. The budget adjustment of \$312,823.00 for the purchase of the specialized camera requires Council approval. The project is funded by the Government of Saskatchewan.

Attachment

Report of the Chief of Police dated March 9, 2016.

“PUBLIC AGENDA”

TO: Ms. Darlene Brander, Chairperson
Board of Police Commissioners

FROM: Clive Weighill
Chief of Police

DATE: 2016 March 09

SUBJECT: 2016 Capital Budget Adjustment Request
FLIR Replacement – Air Support Unit

FILE NO.: 2012-2

ISSUE:

Police Service capital projects are typically approved as part of a corporate wide process with City Council approval coming in December of each year. On occasion, urgent matters will arise necessitating the need to consider the approval of capital projects outside of the normal timelines.

The Saskatoon Police Service has a unique opportunity to replace its aging FLIR camera used by the Air Support Unit with a fully funded replacement camera. The funding for the replacement Electro-Optic/Infrared (EO IR) camera has been authorized by the Civil Forfeiture Committee of the Ministry of Justice, Policing and Community Safety Services at a meeting held on February 26, 2016.

The offer to fund the replacement camera and the timing of the project fall outside the timelines of the normal capital project approval process.

RECOMMENDATION:

1. That the Board approves a 2016 Capital Budget expenditure adjustment of \$312,823.00 for the purchase of an Electro-Optic/Infrared (EO IR) camera.
2. That the Board forwards the capital budget adjustment request to City Council for approval.

“PUBLIC AGENDA”

BACKGROUND:

The Seizure of Criminal Property Act, 2009 authorizes the government to take ownership of property which has been acquired through unlawful activity or used in unlawful activity. Under the law, the Director of Saskatchewan's Civil Forfeiture Program may initiate civil forfeiture proceedings when property is believed to be proceeds or an instrument of unlawful activity.

Civil forfeiture proceedings are independent of criminal forfeiture proceedings allowed pursuant to the *Criminal Code of Canada*. A criminal proceeding or conviction is not required to achieve civil forfeiture. The civil forfeiture proceeding is against property, not individuals. Civil forfeiture does not result in a criminal conviction.

The Act requires officials to follow certain steps to ensure fairness in the process. When an application for civil forfeiture of property is brought before the court, a judge of the Court of Queen's Bench determines whether or not to order forfeiture of the property.

Examples of property forfeited:

- Buildings used to house marihuana grow operations;
- Currency resulting from the sale of illicit drugs; and
- Vehicles used to sell illicit drugs

DISCUSSION

The Civil Forfeiture Committee within the Ministry of Justice, Policing and Community Safety Services, meets to discuss how forfeited property, including currency, should be used to enhance policing initiatives within the Province of Saskatchewan.

The Saskatoon Police Service requested the Committee consider funding the replacement of its aging FLIR camera used by the Air Support Unit. The Committee met on February 26, 2016, and has authorized the purchase of an Electro-Optic/Infrared (EO IR) camera. The camera mounting system authorized for the police aircraft limits the type of camera which can be affixed to the aircraft. One quote from a supplier identified the availability of a demonstration camera with additional features included at a cost of \$297,927.00 CDN plus tax. Other quotes for a similar camera are as high as \$450,000.00 CDN.

Funding for this capital project is already in place. The Government of Saskatchewan has authorized \$312,823.00.

"PUBLIC AGENDA"

CONCLUSION

The offer by the Civil Forfeiture Committee to fully fund a replacement camera for the Air Support Unit is a great opportunity for the Saskatoon Police Service to replace an aging capital equipment item without incurring any additional capital costs. The Saskatoon Police Service is grateful to the Ministry of Justice, Policing and Community Safety Services for their continued support of policing initiatives in the City of Saskatoon.


Written by: Mitch Yuzdepski
Inspector, Specialized Uniform Operations Division

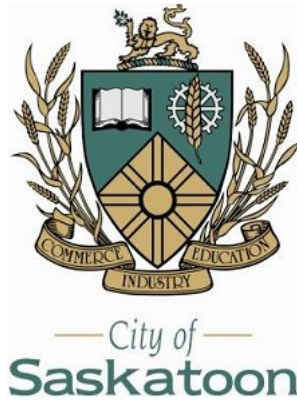
Approved by: Bernie Pannell
Deputy Chief, Administration

Submitted by:

for 
Clive Weighill
Chief of Police

Dated:





AGENDA

PUBLIC HEARING MEETING OF CITY COUNCIL

Monday, March 21, 2016, 6:00 p.m.
Council Chamber, City Hall

Pages

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

Recommendation

That the agenda be confirmed as presented.

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

Recommendation

That the minutes of Public Hearing meeting of City Council held on February 29, 2016 be approved.

5. PUBLIC HEARINGS

5.1 Land Use, etc.

5.1.1 Discretionary Use Application – Tavern (Brew Pub) – 229 20th Street West [File No. CK. 4355-016-001 and PL. 4355 D16/15]

6 - 18

Copies of the following have been provided:

- Report of the General Manager, Community Services Department dated February 23, 2016; and
- Letter from the Committee Assistant, Municipal Planning

Commission dated March 8, 2016.

Recommendation

That the application submitted by 9 Mile Legacy Brewing requesting permission to operate a tavern at 229 20th Street West be approved, subject to the following conditions:

1. That the applicant obtain a Development Permit and all other relevant permits and licenses (including a building permit and business license); and
2. That the final plans submitted be substantially in accordance with the plans submitted in support of this Discretionary Use Application.

5.1.2 Proposed Amendments to Brighton Neighbourhood Concept Plan [File No. CK. 4110-46 and PL. 4131.40-1]

19 - 47

Copies of the following are provided:

- Report of the General Manager, Community Services Department dated February 23, 2016;
- Letter from the Committee Assistant, Municipal Planning Commission dated March 8, 2016; and
- Notice that appeared in the local press on March 11 and 12, 2016.

Recommendation

That City Council consider the Administration's recommendation that the proposed amendments to the Brighton Neighbourhood Concept Plan be approved.

5.2 Public Notice Matters

5.2.1 Proposed Municipal Reserve Redesignation [File No. CK. 4125-1 and CK. 4205-1]

48 - 50

Copies of the following have been provided:

- Report of the City Solicitor, dated March 21, 2016; and
- Proposed Bylaw No. 9324; and
- Notice that appeared in the local press on March 4, March 5, March 11, and March 12, 2016.

Recommendation

That City Council consider Bylaw No. 9324, *The Municipal*

5.2.2 Leasing of Civic Property – Bowerman House - 1328 Avenue K South [File No. CK. 710-10, x - 600-3 and PL. 907-1] 51 - 55

Copies of the following have been provided:

- Report of the General Manager, Community Services Department, dated March 7, 2016;
- Notice that appeared in the local press on March 11, and March 12, 2016.

Recommendation

1. That a new Lease and Operating Agreement be entered into with the Meewasin Valley Authority for the City of Saskatoon-owned property known as the Bowerman House, located at 1328 Avenue K South;
2. That the Meewasin Valley Authority, in lieu of paying rent, maintain the premises in accordance with the terms of the Lease and Operating Agreement, for a period of five years; and
3. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

5.2.3 Proposed Closure of Right-of-Way – 300 Block Avenue P South – Pleasant Hill [File No. CK. 6295-016-002 and TS. 6295-1] 56 - 65

Copies of the following are provided:

- Proposed Bylaw No. 9355;
- Proposed Bylaw No. 9356;
- Report of the General Manager, Transportation and Utilities Department dated March 21, 2016; and
- Notices that appeared in the local press on March 4 and March 5, 2016.

Recommendation

1. That City Council consider Bylaw No. 9355, The Street Closing Bylaw, 2016 (No. 2);
2. That the proposed closure be consolidated with the adjacent Parcel A owned by the City of Saskatoon; and
3. That City Council consider Bylaw No. 9356, The Municipal Reserve Redesignation and Exchange Amendment Bylaw,

2016, that amends Bylaw No. 9140, The Municipal Reserve Redesignation and Exchange Bylaw, to reduce Municipal Reserve Land in Pleasant Hill Village, MR2, by 0.01 acres to facilitate a lane turnaround.

5.2.4 Proposed Closure of Right-of-Way – Portion of 14th Street East – Nutana Neighbourhood

This matter has been postponed to the Public Hearing Meeting of City Council scheduled for April 25, 2016. Public notice will be provided prior to the meeting.

Recommendation

That the information be received.

6. PROCLAMATIONS AND FLAG RAISINGS

Recommendation

1. That City Council approve all proclamations and flag raising requests as set out in Section 6; and
2. That the City Clerk be authorized to sign the proclamations, in the standard form, on behalf of City Council.

- | | | |
|-----|---|---------|
| 6.1 | Sharon Schneider - Autism Services of Saskatoon - April 2016 - 'Autism Awareness Month' [File No. CK. 205-5] | 66 - 70 |
| | Proclamation request | |
| 6.2 | Mayor Naheed Nenshi - City of Calgary - April 2016 - 'National Poetry Month' and March 21, 2016 - 'World Poetry Day' [File No. CK. 200-1] | 71 - 72 |
| | Proclamation request | |
| 6.3 | Dr. W.P. Olszynski - May 2, 2016 - Polish Flag Raising [File No. CK. 205-1] | 73 - 74 |
| | Flag raising request | |
| 6.4 | Stephen Covey - Operation Lifesaver - April 25 to May 1, 2016 - 'Public - Rail Safety Week' [File No. CK. 205-5] | 75 - 76 |
| | Proclamation request | |
| 6.5 | Kelly Harrington - Saskatoon and District Labour Council - April 28, 2016 - 'Annual Day of Mourning' [File No. CK. 205-5] | 77 |
| | Proclamation request | |
| 6.6 | Emmy Neuls - Saskatoon Norwegian Cultural Society - May 17, 2016 - | 78 |

'Norwegian National Day' - Flag Raising - May 17, 2016 [File No. CK. 205-1]

Flag raising request

- | | | |
|------------|--|-----------|
| 6.7 | Fire Chief Morgan Hackl - Saskatoon Fire Department - May 1 to May 7, 2016 - 'Emergency Preparedness Week' [File No. CK. 205-5] | 79 |
|------------|--|-----------|

Proclamation request

- | | | |
|------------|--|-----------|
| 6.8 | Christine Spetz - Saskatoon Health Region - April 18 - April 25, 2016 - 'National Organ and Tissue Donation Awareness Week' - Flag Raising [File No. CK. 205-1] | 80 |
|------------|--|-----------|

Flag raising request

7. URGENT BUSINESS

8. ADJOURNMENT

Discretionary Use Application – Tavern (Brew Pub) – 229 20th Street West

Recommendation

That a copy of this report be forwarded to City Council recommending that at the time of the public hearing, the application submitted by 9 Mile Legacy Brewing requesting permission to operate a tavern at 229 20th Street West be approved, subject to the following conditions:

1. That the applicant obtain a Development Permit and all other relevant permits and licenses (including a building permit and business license); and
2. That the final plans submitted be substantially in accordance with the plans submitted in support of this Discretionary Use Application.

Topic and Purpose

The purpose of this report is to consider a Discretionary Use Application from 9 Mile Legacy Brewing to operate a tavern at 229 20th Street West. The tavern will be operated as a brew pub that will manufacture and serve alcohol in accordance with the Alcohol Control Regulations under the Saskatchewan Liquor and Gaming Authority.

Report Highlights

1. The tavern (brew pub), proposed at 229 20th Street West, meets all relevant Zoning Bylaw No. 8770 (Zoning Bylaw) requirements.
2. The proposal is not anticipated to significantly impact the surrounding land uses.

Strategic Goal

This application supports the City of Saskatoon's (City) Strategic Goal of Economic Diversity and Prosperity as it provides an opportunity for business growth in an existing commercial building.

Background

The property located at 229 20th Street West is a commercial building located in the Riversdale neighbourhood and is zoned B5C – Riversdale Commercial District under the Zoning Bylaw (see Attachment 1). A tavern (brew pub) is considered a discretionary use in the B5C District. 9 Mile Legacy Brewing has submitted an application requesting City Council's approval to develop a tavern (brew pub) in an existing commercial building.

Report

Zoning Bylaw Requirements

The Zoning Bylaw defines a tavern as an establishment, or portion thereof, where the primary business is the sale of alcohol for consumption on the premises, with or without food, and where no live entertainment or dance floor is permitted. A brew pub may be considered a tavern if alcohol is manufactured and consumed onsite under a valid manufacturer's permit, in accordance with Alcohol Control Regulations.

Discretionary Use Application – Tavern (Brew Pub) – 229 20th Street West

This brew pub intends to operate as a microbrewery with retail sales of beer manufactured on site and a public assembly area for patrons. The approximate space for retail and public assembly area will be 95 m² (1,023 ft²), and space for the brewery and production will be approximately 75 m² (807 ft²).

This property is zoned B5C – Riversdale Commercial District under the Zoning Bylaw. Surrounding properties consist of neighbourhood commercial uses that include retail, restaurants, and a commercial parking lot. There are no approved taverns or night clubs within the immediate area of this application. The nearest property that is zoned residential is approximately 100 m away and contains one-, two-, and multiple-unit dwellings.

Section 4.7.3 (3) of the Zoning Bylaw contains criteria to evaluate discretionary use applications for nightclubs and taverns. This tavern has been evaluated and meets the criteria contained in this section. The Zoning Bylaw does not require on-site parking for nightclubs and taverns in the B5C Zoning District; however, there is sufficient space for two parking spaces on the site (see Attachment 2).

9 Mile Legacy Brewing has been operating from Ideas Inc. (business incubator). This application will facilitate a move to a larger location where a tavern can be developed in conjunction with the microbrewery.

Conclusion

The proposed brew pub at 229 20th Street West meets all relevant Zoning Bylaw provisions and is not anticipated to have any significant impact on surrounding land uses.

Comments from Other Divisions

No concerns were noted by other divisions that would preclude this application from proceeding; refer to Attachment 3 for the full remarks.

Options to the Recommendation

City Council could deny this Discretionary Use Application. This option is not recommended, as the proposal complies with all relevant Zoning Bylaw requirements and has been evaluated as a discretionary use, subject to the provisions of Section 4.7 of the Zoning Bylaw.

Public and/or Stakeholder Involvement

Notices to property owners within a 75 m radius of the site, the Riversdale Community Association (RCA), and Riversdale Business Improvement District (RBID), were mailed out in November 2015 to solicit feedback on the proposal. To date, all responses received have been supportive of this proposal.

A public information meeting was held at Princess Alexandra School on January 6, 2016. The meeting was attended by approximately 25 people, including the Ward 2 Councillor, representatives from the RCA and the RBID. 9 Mile Legacy Brewing made a short presentation and responded to questions. Discussion included questions about the number of employees, number of deliveries, and business operation. No major concerns about the proposal were identified at the meeting. See Attachment 4 for a full summary of the meeting.

Communication Plan

No further communication is planned beyond the stakeholder involvement noted above and the required notice for the public hearing.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

No follow-up is required.

Public Notice

Public notice is required for consideration of this matter, pursuant to Section 11 (b) of Public Notice Policy No. C01-021.

Once this application has been considered by the Municipal Planning Commission, a date for a public hearing will be set. The Community Services Department will give notice, by mail, to assessed property owners within 75 m of the subject site along with the RCA and the RBID. Notification posters will also be placed on the subject site.

Attachments

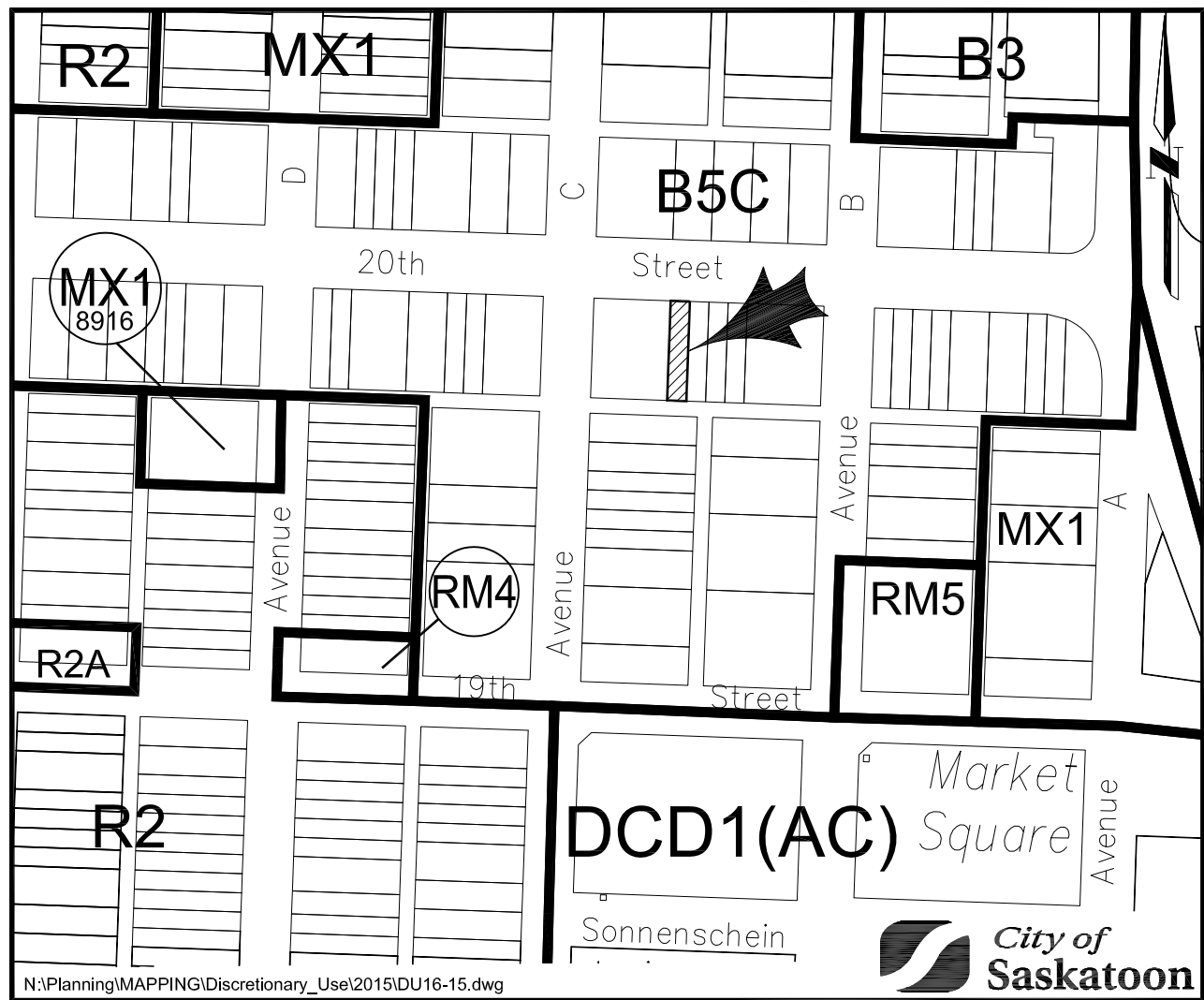
1. Location Plan – 229 20th Street West
2. Floor and Site Plan – 229 20th Street West
3. Comments from Other Divisions
4. Community Engagement Summary
5. Riversdale Business Improvement District Letter of Endorsement

Report Approval

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

S/Reports/2016/PD/MPC – Discretionary Use Application – Tavern (Brew Pub) – 229 20th St W/kb
FINAL/APPROVED – R. Grauer – Feb 7/16

Location Plan - 229 20th Street West



Floor and Site Plan - 229 20th Street West



Fig 1: Main Floor

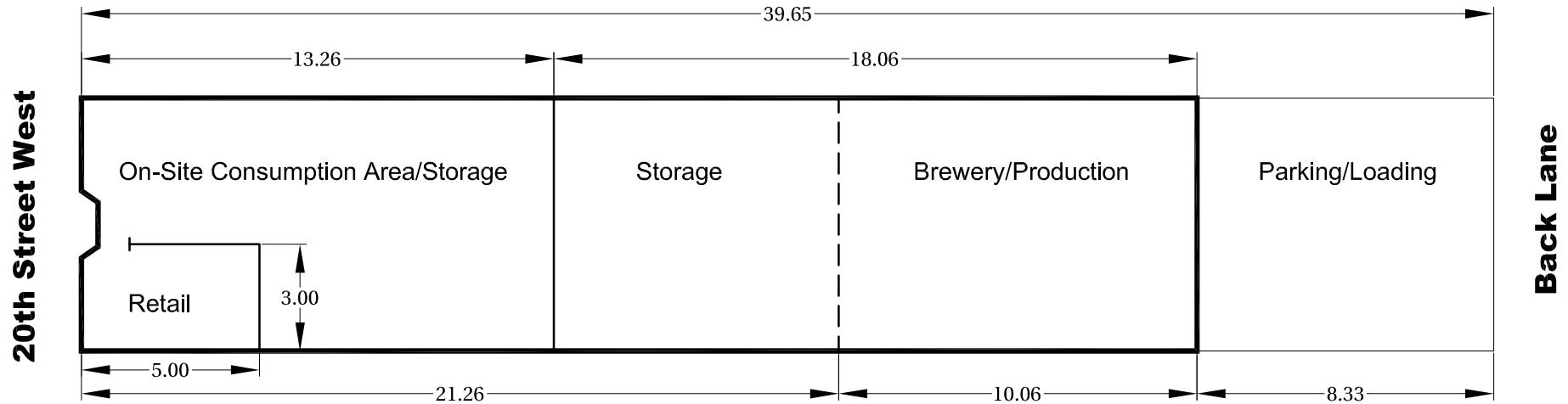
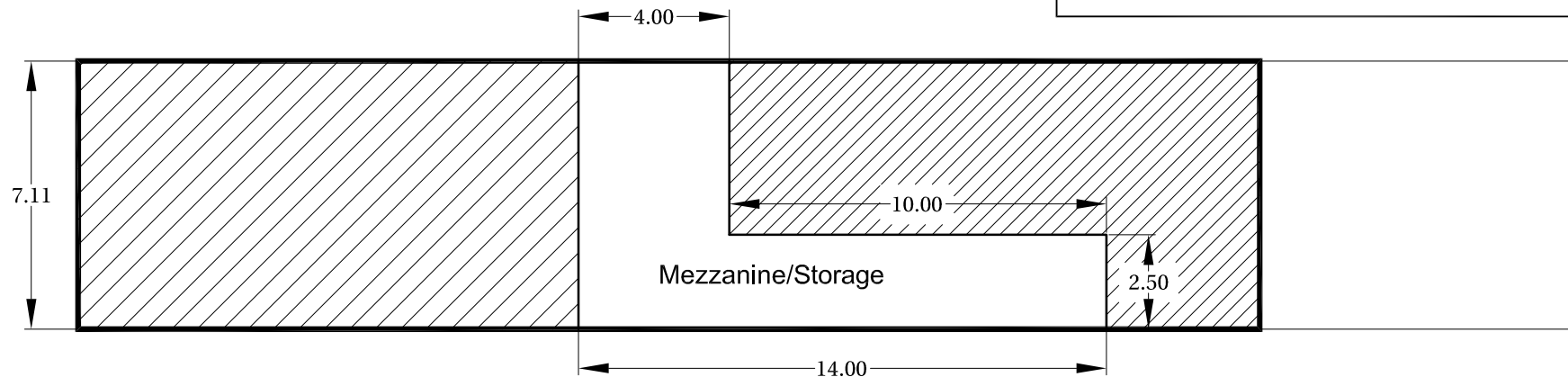


Fig 2: 2nd Level - Mezzanine

On-site Consumption Area/Retail/Storage: 204.6m²
 Brewery/Production: 71.53m²
 Total: (Main Floor & 2nd Level): 276.13m²



Comments From Other Divisions

1. **Transportation and Utilities Department Comments**

The proposed Discretionary Use Application is acceptable to the Transportation and Utilities Department. Following are requirements after discretionary use approval and prior to Building Permit approval:

- The minimum required fire flow for this zoning district is 220 L/s and our water distribution model shows that the available fire flow at the hydrant close to this site is only 149 L/s. Therefore, it is required that a professional engineer calculate the actual required fire flows based on the acceptable fire codes to determine if the available fire flow is adequate.
- The adjacent storm sewer does not have additional capacity. Therefore, if the applicant intends to change the site grading or imperviousness of the site, then onsite storage would be required for any increase in the imperviousness of the site.

2. **Building Standards Division, Community Services Department, Comments**

The Building Standards Division of the Community Services Department has no objection to the proposed Discretionary Use Application provided that a building permit is obtained to convert the existing mercantile occupancy (retail) tenant space into a brewpub space. The tenant space shall meet the 2010 National Building Code of Canada requirements.

Please note that plans and documentation submitted in support of this application have not been reviewed for compliance with the requirements of the 2010 National Building Code of Canada.

Note: The applicant has been informed of, and agrees to, the above requirements.



Shaping Saskatoon

Bridging to Tomorrow... for a 21st Century City



Community Engagement Summary Public Information Meeting for Proposed Discretionary Use 229 20th Street West to be Used for a Brewpub

Project Description

A public information meeting was held regarding a proposed brew pub, located at 229 20th Street West. The meeting provided property owners in Riversdale, specifically those within 75 metres of the subject site, the opportunity to learn more about the proposed development and the discretionary use process, and to have the opportunity to comment on the proposal and ask any questions that they may have.

The meeting was held at Princess Alexandra School on January 6, 2016, at 7 p.m.

Community Engagement Strategy

Notice to property owners within a 75 metre radius of the subject site were sent out on December 7, 2015. Letters, along with the public meeting notice, were also sent to the Riversdale Community Association, Riversdale Business Improvement District, the Ward Councillor, and the Community Consultant.

The purpose of the meeting was to inform, and consult with, the nearby residents and commercial business owners. Interested or concerned individuals were provided with an opportunity to learn more about the proposal and to provide perspective and comments for consideration.

The public information meeting provided an opportunity to listen to a presentation by the applicant and create a dialogue between the applicant and nearby community members. City of Saskatoon (City) staff were also available to answer questions regarding the discretionary use process and general zoning regulations.

Summary of Community Engagement Feedback

The meeting was attended by about 25 people including the Ward Councillor, representatives from the Riversdale Community Association and from the Riversdale Business Improvement District. 9 Mile Legacy Brewing provided a brief summary of their operation plan and then opened up the floor for questions. The following is a summary of the questions and responses:

- Question regarding the number of deliveries and the size of trucks
Response: Deliveries would be done during regular business hours, with more at the onset of operation than once the business is running normally. A local farmer will also pickup 'spent barley'.
- Will a smell or odour be emitted from the brewing facility?
Response: The smell emitted during brewing is similar to baking bread or cooking porridge. Many people do not notice a smell, and the brewing will be done over a few hours during the day.
- Will the product continue to be sold in growlers?
Response: Patrons will be able to purchase beer in growlers. Some small batches may be bottled.



- How many seats will the tavern have?

Response: The design has not been finalized, the estimated number of seats is 30-50. Snacks will be served but patrons will be allowed to bring in food from other restaurants. The brewpub likely won't be operated past 10 pm.

- What will be the number of employees?

Response: We currently have 4 employees. We hope to grow to more than 20 at this location.

- Will there be tours of the facility and beer nights?

Response: The tours will be for small groups and last about an hour and a half. There is no plan to host beer nights similar to larger breweries.

Next Steps

Feedback from the meeting will be summarized and presented as part of the report to the Municipal Planning Commission and City Council.

Once this application has been considered by the Municipal Planning Commission, a date for a public hearing will be set, and notices will be sent to property owners within 75 metres of the subject site to the Riversdale Community Association and the Riversdale Business Improvement District. Notification posters will also be placed on the subject site. No other public engagement is planned.

ACTION	ANTICIPATED TIMING
Planning and Development Division prepares and presents to Municipal Planning Commission (MPC). MPC reviews proposal and recommends approval or denial to City Council.	February 23, 2016
Public Notice - Community Consultant, Ward Councillor, and all participants that attended the Public Information Meeting, will be provided with direct notice of the Public Hearing, as well as all residents who were notified previously. A notification poster sign will be placed on site.	February 23 – March 21, 2016
Public Hearing – Public Hearing conducted by City Council, with an opportunity provided to interested persons or groups to present. Proposal considered together with the reports of the Planning and Development Division, Municipal Planning Commission, and any written or verbal submissions received by City Council.	March 21, 2016
Council Decision - may approve or deny proposal.	March 21, 2016

Prepared by:
Daniel McLaren, Planner
Planning and Development
January 18, 2015



December 10, 2015

Daniel McLaren, Planning and Development
City of Saskatoon, Community Services Department
City Hall
222 3rd Avenue North
Saskatoon, SK S7K 0J5

RE: 9 MILE LEGACY BREWING COMPANY DISCRETIONARY USE APPLICATION

Dear Mr. McLaren:

This timely application by 9 Mile Legacy Brewing Co. to locate to a permanent location on 20th Street West in the Riversdale Business Improvement District (RBID) meets several criteria as established by the RBID Board of Management and several planning documents supported by the City of Saskatoon.

The RBID Board of Management discussed this application at its meeting December 9, 2015 and unanimously passed a motion endorsing 9 Mile Legacy Brewing Co..

The RBID would respectfully ask for City Council's support for this application in consideration of the following points:

- The property will house an **owner-occupied business** joining several others in this area.
- The building itself **was to be demolished**. While not an imposing heritage-designated property, it **does maintain the architectural language and scale of the street**, has housed many businesses over the years, and will appear inviting when completed as opposed to barren and periodically occupied.
- The 9 Mile Legacy Brewing Co. will be an **example of the success from the RBID initiative to establish a business incubator in 2007 which generates start up businesses that graduate to this area.**
- **It meets the strategy objectives of the RBID Board of Management Strategic Plan.**

Riversdale Business Improvement District
[Facebook](#) | [Twitter](#) | [Web](#) | P 306.242.2711 | F 306.242.3012
Riversdale Business Improvement District
344 20th Street West, Saskatoon, SK, S7M 0X2



- 9 Mile Legacy Brewing Co. already exists and is currently serving the District and expanding its network from this area and has become a community partner and good corporate citizen.
- The synergy and plan for the District fits within the goals of the City Centre Plan.
- The adaptive re-use of this property will permit a recognition of the many previous businesses once located here and allow for it to be a true Historic Commercial Area.
- An addition of this type of niche-market business, suits the distinctive brand of the District that is beginning to emerge.
- River Landing will benefit with the proximity of this business located here.
- The City of Saskatoon Planning Department and RBID have closely worked together to create Zoning Policy for a viable applicant to emerge and demonstrate compliance. 9 Mile Legacy does.

Attachments to this letter identify points of reference supporting the RBID Board's decision.

As Executive Director for the RBID, this is a pleasure to support an application created within existing bylaws, zoning requirements, and regulatory framework which have been carefully drafted over many years, that allow this type of quality establishment to consider locating here. I look forward to continually growing the mix of businesses that attract and serve residents and tourists, and rightfully take our place among other successful Downtowns offering such unique experiences.

On behalf of the RBID Board of Management

A handwritten signature in black ink, reading 'Randy Pshebylo'.

Randy Pshebylo BDM
Executive Director
Riversdale Business Improvement District

-2-



Points of Reference

The Riversdale Local Area Plan, May 2008 has items which have contributed in some ways to the success of Riversdale today.

Many of the recommendations that were identified at the time needed to be completed to attract business and investment here, in order for Council to consider such an application at this time with 9 Mile Legacy's timely Discretionary Use Application. The plan is unfolding and working as it should.

The Riversdale Business Development and Revitalization Plan, November 2012, while falling short of a comprehensive list of recommendations and strategies, correctly published the RBID concepts and realities at that time:

"Building Stock Condition: The physical condition of the building stock in the District is extremely distressed due to a lack of investment and the enforcement of property standards and tenant protection by City officials. The dilapidated condition of the building stock in the area may render private investment risky." (p.16)

7.3.7 Suggestions for Moving Forward

"Strengthening the connection among businesses to support each other." (p.69)

8.3.3 Opportunities

"Riversdale is forming a unique identity among the different neighbourhoods in the city" (p.72)

8.3.1 Strengths

"There are a growing number of owner-occupied businesses and residences in the area" (p.72)

The Riversdale Business Improvement District Board of Management Strategic Plan and Work Plan, June 2013 cites:

1) Develop a targeted business attraction Strategy;

1a) Identify list of *targeted businesses that would complement existing businesses* and are successful in comparative areas

1d) Target development of a pub *to extend traffic into the evening*



The City of Saskatoon Official Community Plan (Bylaw 8769) touches on precisely what 9 Mile Legacy is proposing to do with this application.

6.4 Special Area Commercial Areas

6.4.1 Policies:

Special Area Commercial a) The Special Area Commercial designation is intended for commercial areas that, **because of unique attributes such as location, type of use, or development history**, do not readily fit into the normal hierarchy of commercial land use designations.

The underlying zoning pattern may vary according to the existing or proposed land use for the area.

Land Allocation b) The amount of land allocated to the Special Area Commercial designation shall be determined by the anticipated need for retail and commercial space on a City-wide basis, the potential effect on the viability of retail and commercial activity in the downtown, **the compatibility with surrounding uses of land**, and the ability of the area to be served by transportation, public transit, and public utilities.

Historic Commercial Areas

c) The Special Area Commercial designation has been applied to certain commercial lands along 20th Street, 33rd Street, Central Avenue and Broadway Avenue, primarily due to their long and unique development history. In general, **these areas contain a built form which is oriented to pedestrians**, with limited front or side yard setbacks, and with a relatively high density of development. As a consequence, **the Zoning Bylaw shall prescribe development standards for these areas which reflect their unique character**, while also promoting compatibility with surrounding residential land use.

Specific local area plans or design studies may also be undertaken in these areas to further define future land use patterns and design and development standards.

March 8, 2016

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing
Discretionary Use Application – Tavern (Brew Pub)
229 20th Street West [File No. CK. 4355-016-001]**

The Municipal Planning Commission, at its meeting held on February 23, 2016, considered a report of the General Manager, Community Services Department, dated February 23, 2016, on the above.

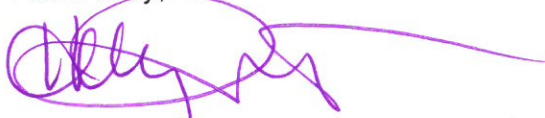
Following consideration of the matter, the Commission supports the following recommendation of the Community Services Department:

that the application submitted by 9 Mile Legacy Brewing requesting permission to operate a tavern at 229 20th Street West be approved, subject to the following conditions:

1. That the applicant obtain a Development Permit and all other relevant permits and licenses (including a building permit and business license); and
2. That the final plans submitted be substantially in accordance with the plans submitted in support of this Discretionary Use Application.

The Commission respectfully requests that the above report be considered by City Council at the time of the public hearing with respect to the above proposed application.

Yours truly,



Holly Thompson, Committee Assistant
Municipal Planning Commission

HT:sj

Proposed Amendments to Brighton Neighbourhood Concept Plan

Recommendation

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 amendments to the Brighton Neighbourhood Concept Plan be approved.

Topic and Purpose

An application has been submitted by Dream Development requesting amendments to the Brighton Neighbourhood Concept Plan related to the following:

- (i) additional neighbourhood access from College Drive and corresponding changes to the street and block layout in the affected area;
- (ii) reconfiguration and addition of rear lanes in select areas;
- (iii) changes to the land use designation of certain parcels;
- (iv) expansion of the neighbourhood school sites; and
- (v) other revisions of a minor nature.

Report Highlights

1. Since the adoption of the Brighton Neighbourhood Concept Plan (Concept Plan) in 2014, further study has determined the need for an additional access point into Brighton. A new access from College Drive into the neighbourhood was approved by City Council in 2015.
2. The amendments to the Concept Plan proposed in this report accommodate the additional access, as well as other changes to neighbourhood layout, land uses, parks, and community facilities.
3. Overall, the amendments result in a more refined Concept Plan going forward as its implementation progresses.

Strategic Goal

Under the Strategic Goal of Sustainable Growth, this report supports the creation of complete communities that feature a mix of housing types, land uses, community amenities, employment opportunities, and internal and external connectivity.

Background

The Concept Plan was originally approved by City Council on May 20, 2014. Brighton is the first neighbourhood to be developed in the Holmwood Sector. With a total land area of 350.83 hectares (866.87 acres), its projected population at maximum build-out when approved in 2014 was 15,505 people within 6,432 residential dwelling units.

During initial review of the Concept Plan in 2014 and corresponding public engagement, it was identified that an additional access into the neighbourhood from College Drive may be required and that after further consideration of the option, a future concept plan

amendment may be brought forward for this purpose. The Concept Plan approved by City Council identifies this possible future access point (see Attachment 1).

On March 23, 2015, City Council considered a report from the Administration identifying the need to accommodate increased traffic demands from the Holmwood Sector. The report's recommendation to reclassify College Drive from a Rural Highway to an Urban Expressway, allowing for additional access points into the sector, was approved.

On September 28, 2015, City Council approved the configuration of the additional access point into the Brighton neighbourhood to be located on College Drive between the Canadian Pacific overpass and McOrmond Drive. The approved configuration at full build-out will consist of an at-grade intersection with an eastbound right-turn and a northbound left-turn that maintains free flow westbound traffic.

Report

Proposed Concept Plan Amendments

The amendments to the Concept Plan proposed by Dream Development incorporate changes related to the additional neighbourhood access, as well as other revisions made in collaboration with relevant stakeholders, including civic departments and the local school boards. Attachment 2 shows the proposed revised Concept Plan, Attachment 3 highlights the changes, Attachment 4 shows the existing roadway classifications, Attachment 5 shows the proposed new roadway classifications, and Attachment 6 is a written submission from the proponent regarding the requested amendments, which are summarized as follows:

1. **New Access from College Drive:** The additional neighbourhood access from College Drive necessitates a redesign of the northwest portion of the neighbourhood. This includes a reconfiguration of the street and block design in the area while maintaining a modified grid design, as well as the introduction of street townhouses fronting the new access road.
2. **Additional Lanes:** Rear lanes have been added to a total of four blocks identified for single-unit residential development, which are located along collector roadways, including two blocks adjacent to the school sites. The addition of the lanes allows for front driveway access to be eliminated along these higher traffic roadways.
3. **Lane Reconfigurations:** The approved Concept Plan includes street townhouse sites that front McOrmond Drive and are serviced by a lay-by from that roadway, with rear lanes also servicing these sites that terminate in the lay-by. The lanes have been reconfigured to be connected internally to the neighbourhood such that no lane access is provided directly onto McOrmond Drive which would have created short-cutting opportunities to and from the arterial roadway.
4. **Street Reconfiguration:** A local street located adjacent to the west side of the wetland complex originally featured a meandering design that facilitated deep

single family residential lots. This street has been straightened to create standardized lots, and adds to the adjacent municipal reserve area.

5. **Expanded School Sites:** The local school boards requested increasing each school site from 4.0 acres to 5.0 acres, each, to properly accommodate the current joint-use facility model being utilized. While the school sites were expanded into the neighbourhood core park, the park is still larger than the minimum 16.0 acre standard.
6. **Reduction of Group Townhouse Parcels:** The two group townhouse parcels located directly east of the wetland complex have been reduced in size and the municipal reserve increased to make up for the area lost due to the expansion of the school sites.
7. **Redesignation of Village Centre Parcels:** The Village Centre, located in the east-central portion of the neighbourhood, includes two parcels designated for medium-density multiple-unit residential and retail. They have been redesignated as Mixed Use to accommodate a combination of residential, retail, and institutional uses. Providing for horizontal and vertical mixed uses instead of segregated uses will help ensure the future vibrancy of the Village Centre.
8. **Redesignation of Mixed Use Parcel:** The mixed use parcel located in the northern corner of the neighbourhood, adjacent to College Drive (Highway 5), is redesignated for retail use. This will accommodate a neighbourhood garden centre at this location.
9. **Eliminated Buffer Strip:** A buffer strip and associated berm are not required between retail land use and College Drive. Therefore, the buffer has been removed for the portion of the roadway adjacent to the retail parcels in the northern corner of the neighbourhood. However, a 0.1 metre buffer will be dedicated at the time of subdivision to ensure that no access to the sites from College Drive will be permitted.

Planning and Development supports these amendments as they enhance neighbourhood access, support a viable and appropriate mix of land uses and community amenities, and accommodate minor revisions that refine the Concept Plan as its implementation progresses. The above amendments are highlighted in Attachment 3.

Impacts

The cumulative impacts on projected neighbourhood population and density, resulting from the proposed amendments, are minimal. Population is projected to increase slightly from 15,505 to 15,633 people; number of dwelling units from 6,432 to 6,496; and density from 7.4 to 7.5 units per gross acre. The total dedication of park space remains unchanged at 82.58 acres, as area lost due to the expansion of the school sites has

been made up for through the reconfiguration of a local street and reduction in area of two group townhouse sites.

Comments from Divisions and Agencies

Comments identified by internal and external stakeholders are outlined in Attachment 7.

Options to the Recommendation

City Council could choose to deny the proposed amendments; further direction to the Administration would then be required.

Public and/or Stakeholder Involvement

Extensive public engagement was undertaken during the original Concept Plan review. These amendments are principally internal to the neighbourhood, within which, there is no existing development or population affected, and with no effect on adjacent neighbourhoods. It is expected that public engagement, as part of forthcoming amendments to the Holmwood Sector, will include further information regarding additional access points for all neighbourhoods in the sector.

Financial Implications

The additional access point into Brighton is being jointly funded by Dream Development (70.8%) and the City (29.2%), as stipulated by the servicing agreement for the neighbourhood, which was approved by City Council on September 28, 2015. The City will administer a charge for the proportional share of the approximate costs of the access point from all saleable lands not owned by Dream Development and will make reimbursement payments to Dream Development each year upon proportional staged construction of the improvements.

There are no additional financial impacts to the City for the changes proposed.

Safety/Crime Prevention Through Environmental Design (CPTED)

The proposed amendments were reviewed by the CPTED Review Committee on January 13, 2016. Comments and recommendations are outlined in Attachment 5.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

No follow-up is required.

Public Notice

Public notice is required for consideration of this matter, pursuant to Section 11(a) of Public Notice Policy No. C01-021. Once this application has been considered by the Municipal Planning Commission, a notice will be placed in The StarPhoenix one week prior to the public hearing, in accordance with Public Notice Policy No. C01-021.

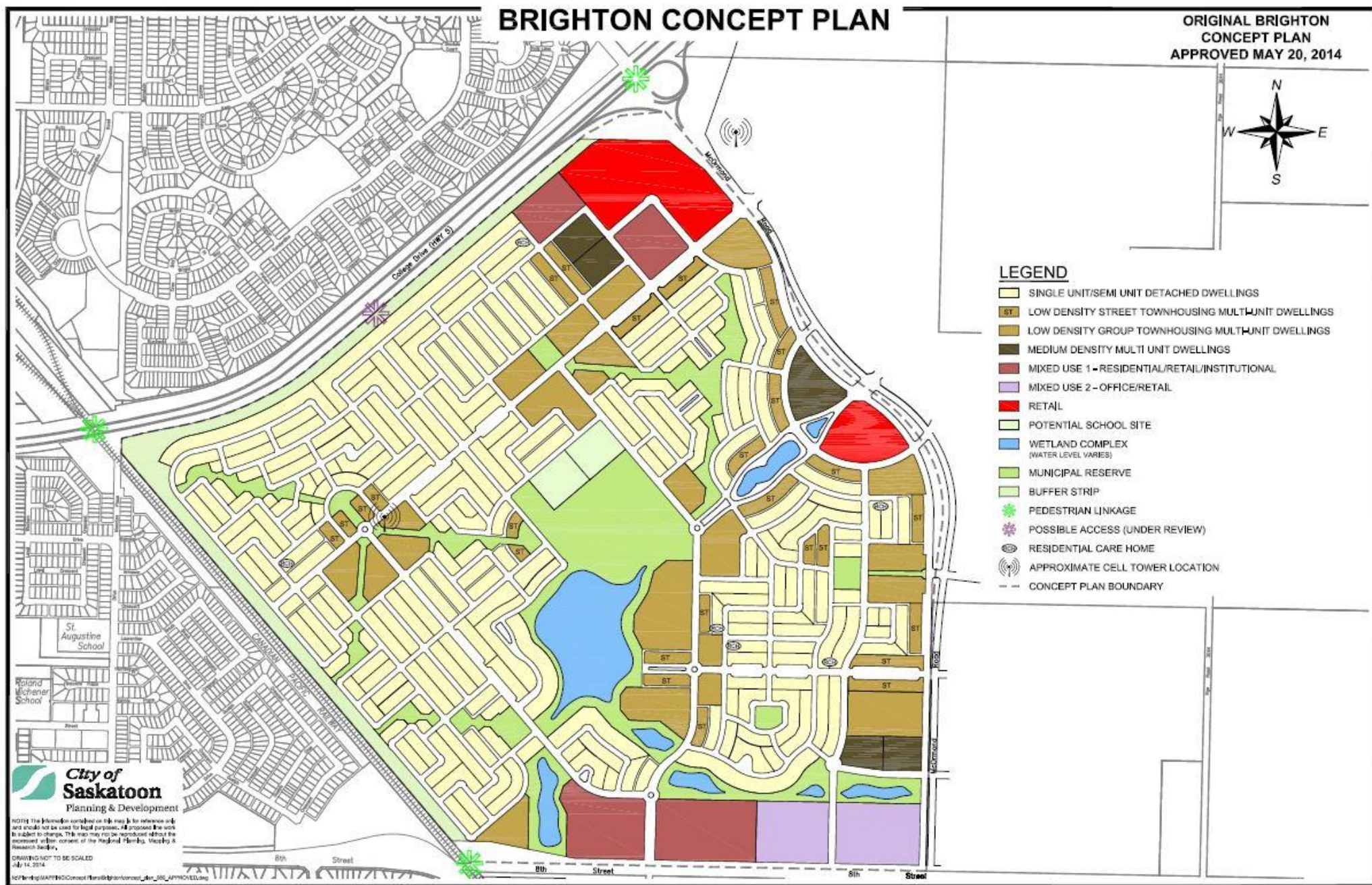
Attachments

1. Brighton Concept Plan
2. Proposed New Concept Plan
3. Changes to Concept Plan
4. Existing Roadway Classifications
5. Proposed Roadway Classifications
6. Written Submission from Proponent
7. Comments from Other Divisions and Agencies
8. Report to City Council on September 28, 2015: College Drive Classification

Report Approval

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

S/Reports/2016/PD/MPC - Proposed Amendments to Brighton Neighbourhood Concept Plan/lc
FINAL/APPROVED – R. Grauer – February 15, 2016



Proposed New Concept Plan

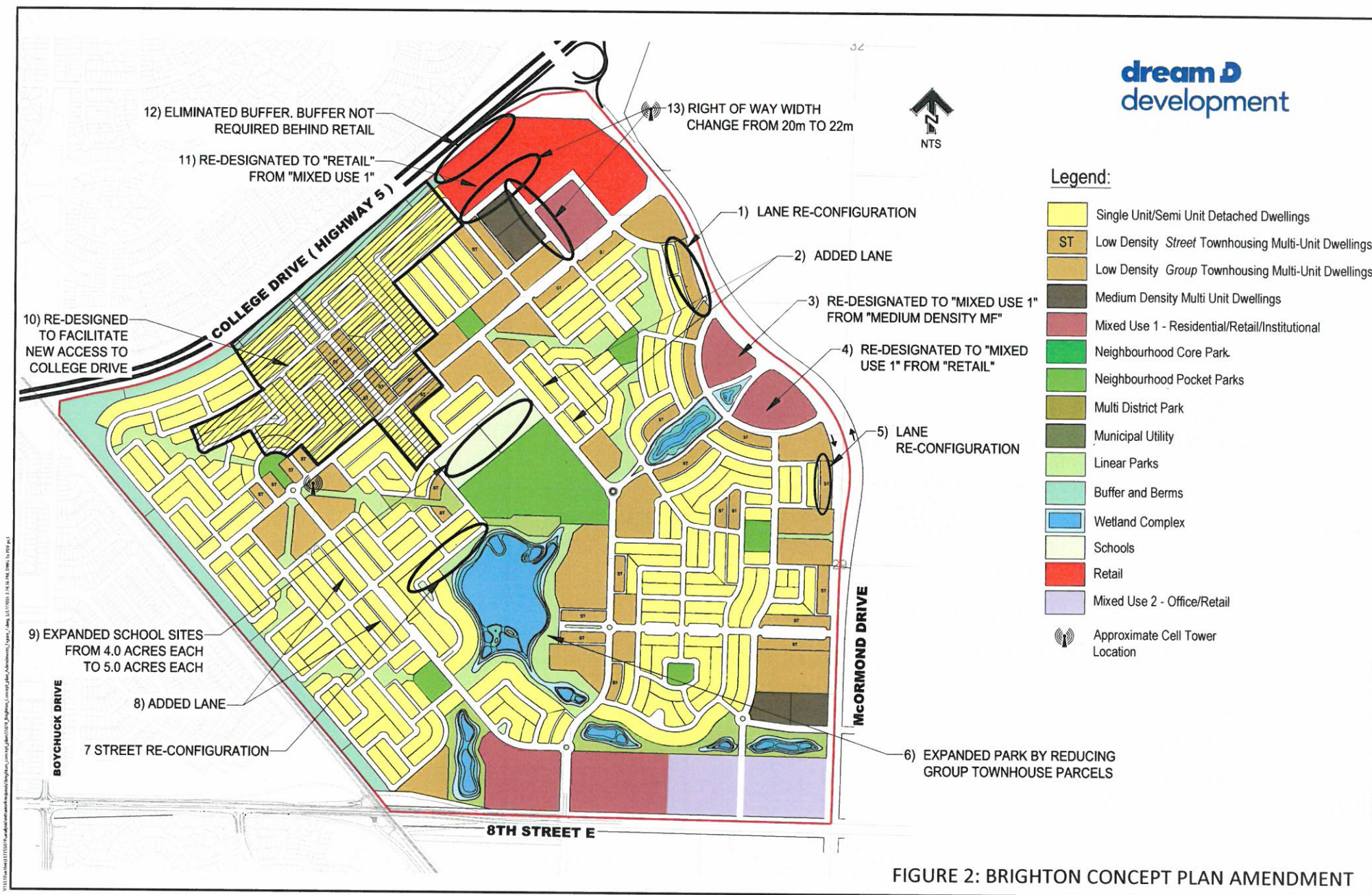
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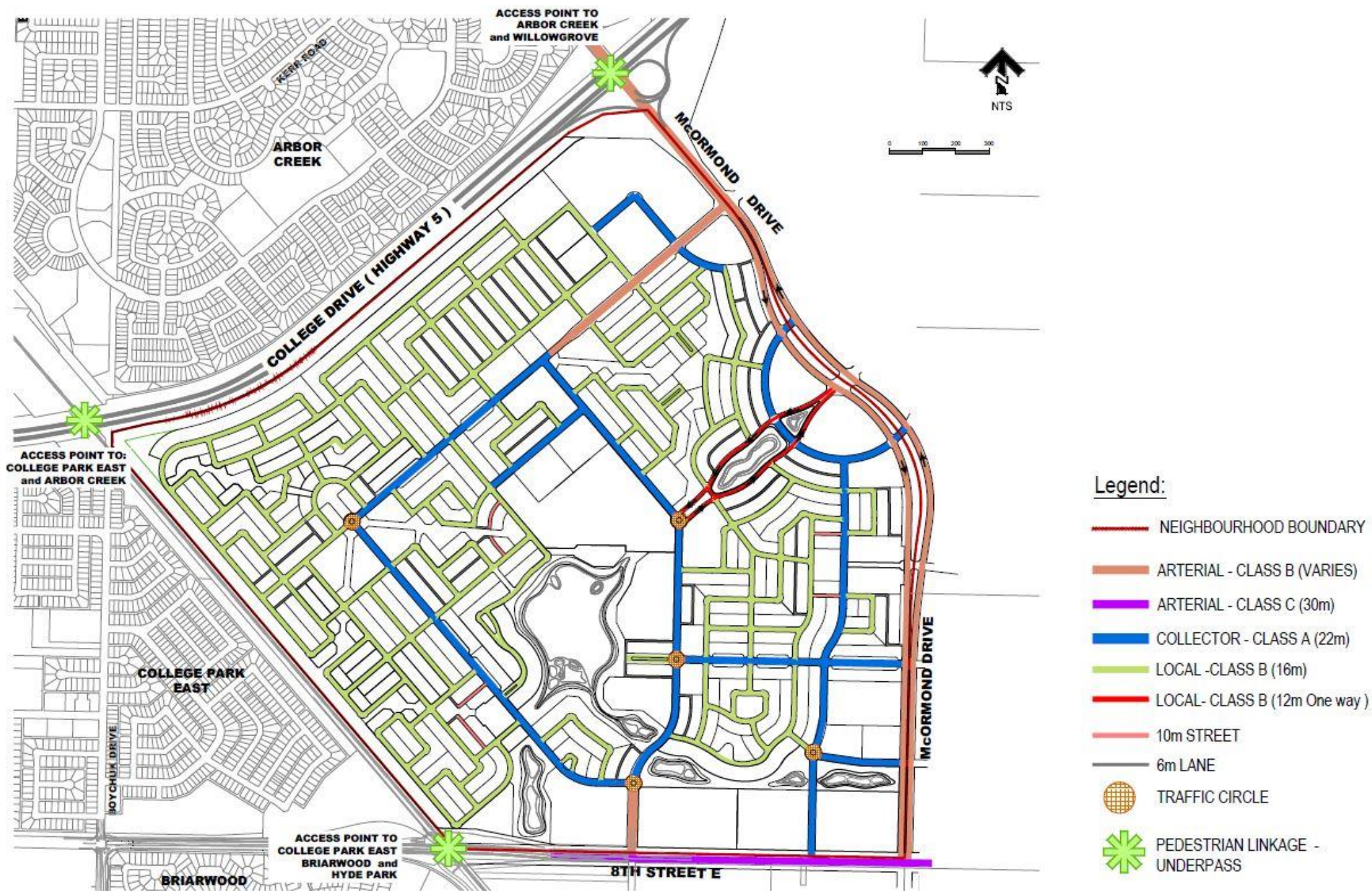
Legend:

- Single Unit/Semi Unit Detached Dwellings
- ST Low Density Street Townhousing Multi-Unit Dwellings
- Low Density Group Townhousing Multi-Unit Dwellings
- Medium Density Multi Unit Dwellings
- Mixed Use 1 - Residential/Retail/Institutional
- Neighbourhood Core Park
- Neighbourhood Pocket Parks
- Linear Parks
- District Park
- Multi District Park
- Buffer and Berms
- Municipal Utility
- Wetland Complex
- Schools
- Retail
- Mixed Use 2 - Office/Retail
- Approximate Cell Tower Location

Changes to Concept Plan



Existing Roadway Classifications



Proposed Roadway Classifications



Stantec

Stantec Consulting Ltd.
100 - 75 24th Street East
Saskatoon SK Canada
S7K 0K3
Tel. 306.667.2400
Fax. 306.667.2500
www.stantec.com

Legend

	ARTERIAL - CLASS B (32m)		LANE (10m)
	ARTERIAL - CLASS C (30m)		LANE (6m)
	COLLECTOR - CLASS A (22m)		COLLECTOR - ONE WAY (12m)
	LOCAL - CLASS B (16m)		

Client/Project
DREAM DEVELOPMENTS
HOLMWOOD NEIGHBOURHOOD 1

Figure No.
6

Title
ROADWAYS CLASSIFICATION

Written Submission from Proponent



Stantec Consulting Ltd.
100-75 24th Street East, Saskatoon SK S7K 0K3

November 27, 2015
File: 113155028

Attention: Brad Zurevinski, Land Development Manager, Dream Development

Dear Brad,

Reference: Brighton Concept Plan Amendment

The Dream Development Corporation (Dream) initiated Stantec Consulting Ltd. (Stantec) to prepare a concept plan amendment for the Brighton Neighbourhood. We understand the City of Saskatoon Development Review Section instructed Dream to prepare a new concept plan appended with land use calculations and identification/rationale for each change.

The new Brighton Land Use Plan is appended and labelled as Figure 1. The below text and numbers correspond to Figure 2: Brighton Concept Plan Amendment.

1) Lane Re-Configuration

In the original concept plan, the street townhouses fronting McOrmond Drive had lanes accessing/egressing McOrmond Drive, which is not typical construction practice on major arterial roadways. The new configuration displays one lane accessing on the interior of the neighbourhood and the second terminating in a turnaround consistent with the City's standard detail for dead ending a lane.

2) Added Lane

Rear lanes are now added to two blocks east of the school sites. This amendment will change the streetscape across from the schools and park in a way that brings housing units closer to the street while eliminating driveway access on the collector roadway across from the school sites.

3) Re-Designated to "Mixed Use 1" from "Medium Density Multi Unit Dwellings"

This parcel was originally designated as "Medium Density Multi Unit Dwellings", however, the amendment proposes designating this parcel as "Mixed Use 1" due to market demand.

Design with community in mind



Reference: Brighton Concept Plan Amendment

4) Re-Designated to “Mixed Use 1” from “Retail”

This parcel was originally designated as “Retail”, however, the amendment proposes designating this parcel as “Mixed Use 1” due to market demand.

5) Lane Re-Configuration

In the original concept plan, the lane at this location displayed a ‘z’ configuration for the back lane in which one terminus would access McOrmond Drive while the other access is internal to the neighborhood. Similar to 1) above, both accesses will now connect internally to the neighborhood such that no lane access is provided directly onto McOrmond.

6) Expanded park by reducing group townhouse parcels

Other adjustments in the neighbourhood caused a slight reduction in Municipal Reserve dedication. The proposed amendment reduces the two large Group Townhouse parcels and accommodates a balanced Municipal Reserve dedication by the subsequent park expansion in this area.

7) Street Re-configuration

The original concept plan proposed a meandering street at this location which facilitated excessively deep single family residential lots. The amendment proposes straightening the street in order to create standard sized lots. This also increased the MR space to the south.

8) Added Lane

Rear lanes are now added to two blocks along the collector road west of the large pond. This amendment will bring houses closer to the street and eliminate safety concerns of vehicles backing out of driveways onto a busy collector road.

9) Expanded School Sites from 4.0 acres each to 5.0 acres each

The amendment proposes the school sites be 10 acres in total, as per recommendations from the local school boards.

10) Re-designed to facilitate new access to College Drive

This amendment proposes a re-designed area in the northwest part of the neighbourhood. The focal point of the re-design is a new access proposed directly onto College Drive which enters



November 27, 2015
Brighton Concept Plan Amendment
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Reference: Brighton Concept Plan Amendment

the neighbourhood from the north and is routed directly towards the schools and park. The new access road is lined with street townhouses and single family housing with rear lane. The surrounding block orientations have changed but maintain a modified grid design.

11) Re-Designated to "Retail" from "Mixed use 1"

This parcel was originally designated as "Mixed Use 1 – Residential/Retail/Institutional", however, the amendment proposes designating this parcel as "Retail" due to market demand.

12) Eliminated buffer which is not required behind retail.

As per 9), the originally proposed buffer is not required behind a retail land use, and has therefore been removed. The buffer extends past the single family lots and slopes down until terminating at grade level.

Please contact the undersigned should you have any questions.

Regards,

STANTEC CONSULTING LTD.

Devin Clarke
Planner
Phone: (306) 667-2485
Fax: (306) 667-2500
Devin.Clarke@stantec.com

Attachment: Table 1 – Brighton Land Use Statistics
Figure 1 – Brighton Land Use Concept Plan
Figure 2 – Brighton Concept Plan Amendment

c. Jayden Schmiess (Stantec) via Email

Design with community in mind



November 27, 2015
Brighton Concept Plan Amendment
Page 4 of 4

Reference: Brighton Concept Plan Amendment

Table 1.0 Brighton Land Use Statistics

Brighton Land Use Statistics									
Land Use	Hectares	Acres	%	Frontage (m)	Units/acre	Units by frontage	People per Unit	Population	Elementary Student Population 0.48 SU and 0.19 MU
RETAIL	12.33	30.46	3.7%						
MIXED USE 1 - RESIDENTIAL/RETAIL/INSTITUTIONAL	17.92	44.26	5.4%		25	1107	1.3	1,439	210
MIXED USE 2 - OFFICE/RETAIL	8.48	20.95	2.5%						
RESIDENTIAL									
Single Unit Detached Dwellings (12m lots)	83.71	206.76	25.1%	22,612	8	1,884	2.8	5,276	904
Single Unit Detached Dwellings with Lanes (9m lots)	29.17	72.05	8.7%	8,139	11	904	2.8	2,532	434
Low Density Street Townhousing (6.7m lots)	14.44	35.67	4.3%	3,869	15	577	2.2	1,270	110
Low Density Group Townhousing (20 UPA)	31.68	78.25	9.5%		20	1,565	2.8	4,382	297
Medium Density Multi Unit Dwellings (40 UPA)	4.64	11.46	1.4%		40	458	1.6	733	87
TOTAL RESIDENTIAL	163.64	404.19	49.0%			6,496		15,633	2,043
PARKS									
Neighbourhood Core Park (1)	9.00	22.23	2.7%						
Neighbourhood Pocket Parks (6)	3.97	9.81	1.2%						
Neighbourhood Linear Parks (8)	7.42	18.33	2.2%						
District Park (8)	12.03	29.71	3.6%						
Multi District Park (1)	1.00	2.47	0.3%						
TOTAL PARKS	33.42	82.55	10.0%						
SCHOOLS	4.05	10.00	1.2%	346					
ROADS									
Arterial Roads (half of McOrmond & portion of 8th St)	7.88	19.46	2.4%						
Arterial Median (McOrmond)	2.40	5.93	0.7%						
Other Medians	0.41	1.01	0.1%						
Collector Roads	21.99	54.32	6.6%						
Local Roads	42.56	105.12	12.7%						
Lanes	4.63	11.44	1.4%						
TOTAL ROADS	79.87	197.28	23.9%						
BUFFER & BERMS	11.96	29.54	3.6%						
ROAD WIDENING - 8th Street	0.97	2.40	0.3%						
INTERCHANGE - McOrmond/College Drive	1.47	3.63	0.4%						
GRAND TOTAL	350.83	866.55							
Drainage Parcels	16.72	41.30							
Neighbourhood Area (GDA)	334.11	825.25	100.0%						
Neighbourhood Density									
units per gross acre		7.5							
persons per gross hectare		44.6							
Population		15,633							
Neighbourhood Dwelling Type Split	43% Single / 57% Multi								

Comments From Other Divisions and Agencies

Agency	Comments and Responses (where required)	
Long Range Planning	Comment No. 1	Two sites are proposed to be redesignated to “Mixed Use 1,” which we support, in principle. However, we have concerns that the residential components of these sites may not be retained at build out without appropriate zoning designation to ensure that it does occur. Should both sites (3 and 4) be developed as commercial only, they would effectively comprise an additional District Commercial location within Brighton, given the combined size of the two sites. An additional District Commercial location is not supported by the Holmwood Sector Plan.
	Response	The vision of sites 3 and 4 is that of a true mixed use that will incorporate retail, office, institutional, and residential uses rather than an additional commercial-only node. The intent of the site is to promote horizontal and vertical mixes of uses in a concise manner that creates a vibrant village center. The site will also include amenity spaces for all residents of the area. Once complete, site plans and visioning documents will be submitted to the City of Saskatoon (City) as support for a zoning-by-agreement application.
	Comment No. 2	While lane access points to McOrmond Drive have been removed as noted in items Nos. 1 and 5, it appears that one lane access remains, as indicated on Figure 2: Brighton Concept Plan Amendment below.
	Response	The lane identified on the above is located on City-owned lands and is outside of the concept plan amendment area. It is our understanding that Saskatoon Land may be working on a subsequent concept plan amendment which may encompass this area in the future.
Greater Saskatoon Catholic Schools Saskatoon Public Schools	Comment No. 1	We appreciate increasing the size of the school sites from 4 acres to 5 acres. This will go a long way to resolve some of the current challenges experienced with the four P3 sites where the two school divisions are building eight new elementary schools.
	Comment No. 2	Further to above, the revised plans show three sides of the property's perimeter bounded by roadways. This is a significant improvement over the original concept plan.
	Comment No. 3	The roadway on the west side of the property appears narrow. It is critical that these schools have roadway widths sufficient to handle bus drop off. As the City continues to design larger and larger neighbourhoods, the elementary school age population increases and school divisions are compelled to bus a higher percentage of students than in smaller neighbourhoods. Without doing detailed projections, I would estimate the two school divisions would require bus drop off areas for 18 to 22 buses. Please ensure perimeter roadways can accommodate on-street bus drop-off areas.
	Response	The roadway on the west edge of the school site does transition from a collector roadway to a local roadway which leads further into the residential portion of Brighton. A total of 346.5 m of frontage on the north collector and 117 m of frontage on the east collector for a total 463.5 m of school frontage on collector roadways. Using 10.2 m per bus with a 2.2 m gap in between (12.4 m) from the current school site design a total number of 37 buses could be parked adjacent to the school sites.

Agency	Comments and Responses (where required)	
Greater Saskatoon Catholic Schools Saskatoon Public Schools	Comment No. 4	The City is estimating 2,043 elementary students. This translates into two schools with a total of 82 classrooms plus core amenities (science room, gymnasium, library, etc). Neither school division has designed elementary facilities with this capacity. Rather than have 2,043 students within one facility, I am quite certain Greater Saskatoon Catholic School's Board of Trustees will want to explore separate facilities. Is the parcel of land on the southeast corner of the Municipal Reserve (MR) appropriate for a school site?
	Response	As discussed previously with the school boards, the parcel in the southeast corner of the park is not appropriate for a school site. During our meetings with the school boards last year, it was determined that another school site would be shown on the west portion of the neighbourhood/Suburban Centre east of Brighton to alleviate concerns of capacity within the area as the neighbourhood is built out.
	Comment No. 5	Finally, as mentioned in previous meetings with the City, if the City is planning to continue to design large neighbourhoods, we would request a design where the MR is split within the neighbourhood. This would facilitate the creation of two school sites (four schools). The advantage to this configuration would be less dense schools, less bus transportation, and an increased opportunity to find efficiencies in joint facilities. The larger each school becomes, the less opportunity there is to share a component of a facility (gym by way of example) as the demand for use increases with the student population.
	Response	The City and Dream Development are reviewing future neighbourhood sizes, which will, in turn, consist of a review of how schools are planned for.
CPTED Review Committee	Rec. No. 1	That the proponent provide detailed drawings of the lane turnaround to clarify the design and address concerns.
	Response	These drawings have been provided as requested.
	Rec. No. 2	That the section of the lane with the turnaround be eliminated.
	Response	It's not possible to eliminate this section, as it provides rear-yard access for street townhouse sites to the east.
	Rec. No. 3	That if the turnaround remains, bollards be added around the perimeter of the turnaround to ensure no vehicles enter or exit onto McOrmond Drive.
	Response	The detailed drawings confirm the required bollards in the turnaround design.
	Rec. No. 4	That the contract zoning process for the new retail site (neighbourhood greenhouse) include: a) a sound wall, screening, and/or creating a site plan where the loading areas are set as far from the single unit residential as is reasonable to minimize issues related to noise and/or dust. b) a combination of access control and sufficient parking and loading is important in order to reduce conflicts with residential uses. If it's too convenient to access the site from the adjacent street with residential or there's a lack of parking, customers may park in front of homes, causing conflicts.

Agency	Comments and Responses (where required)	
CPTED Review Committee	Rec. No. 4 (cont'd)	<p>c) to address issues regarding image and maintenance, Wilson's Greenhouse could use landscaping features to clearly separate the retail and single-unit residential units, while also creating an inviting space for both users.</p> <p>d) ensure any fencing put up in Wilson's is visually permeable in order to increase natural surveillance.</p>
	Response	Development Review is overseeing the rezoning process for this site and will consider these recommendations in collaboration with the proponent on final site layout and provisions of the Rezoning Agreement.
	Rec. No. 5	That appropriate wayfinding signs be added to the buffer strip to ensure users know it is a dead end.
	Response	Pedestrian access is prohibited on the buffer strip adjacent to College Drive and should not be encouraged. To supplement this, "no entry – dead end" signs will be put in place in areas where potential berm access may exist (i.e.: at the northwest corner of Brighton and at the intersection with College Drive).
	Rec. No. 6	That the most easterly end of the buffer strip be connected to the retail site or residential street to the south so that it is not a complete dead end and entrapment area.
	Response	Pedestrians will be prohibited from the berm on College Drive. In speaking with the proponent of the retail site, pedestrian access from the buffer to their private property will not be provided. Additional signage as detailed above can be placed close to these locations to inform residents.
Transportation and Utilities Department Transportation Division Comments	Comment No. 1	Lane Reconfiguration: The lane turnaround cannot be accommodated in the McOrmond Drive Right-of-Way.
	Response	The lane configuration, which removes direct access to the lanes within Brighton to McOrmond Drive, was completed in consultation with the Transportation and Utilities Department, which also included consultation regarding the turnaround. This turnaround has been designed to City standards and provides access to street townhouse units, which front onto Brighton Circle. This turnaround is provided in its own right-of-way and is separate from McOrmond Drive.
	Comment No. 2	Redesignated to "MX1 - Mixed Use District 1" from "Medium Density Multi Unit Dwellings" and "Retail": This is an increase in land use density which will increase traffic to and from these parcels and adversely impact the operation of the surrounding street network. This land use could permit office and retail use. A Transportation Impact Assessment (TIA) is required. Driveways to/from McOrmond Drive will not be permitted.
	Response	A TIA for the above-noted sites will be tied to the development of the sites and will be provided prior to development. It is anticipated that the sites will be under a contract zoning with the Planning and Development Division. It is understood that driveways on McOrmond Drive are not permitted.
	Comment No. 3	Redesign to facilitate new access to College Drive: This access is a significant increase to the traffic volume and pattern within the neighbourhood. The Brighton TIA posed a roundabout at this location.

Agency	Comments and Responses (where required)	
<p>Transportation and Utilities Department</p> <p>Transportation Division Comments</p>	Comment No. 3 (cont'd)	A TIA is required to determine the appropriate traffic control and calming measures in the neighbourhood due to the new access.
	Response	The at-grade intersection provided in the concept plan amendment between Brighton and College Drive was completed at the request of the City and was included in their report to City Council dated September 28, 2015. The proponent will work with the City in a subsequent update to the original TIA to address traffic control and traffic calming of the downstream intersections from the connection to College Drive.
	Comment No. 4	Redesignated to "Retail" from "MX1 - Mixed Use District 1": This is a significant increase in land use density that will increase traffic to and from this parcel. This change will adversely impact the operation of the surrounding street network and eliminate the built form transition from retail to residential. A TIA is required.
	Response	The above noted site is currently under review with the Planning and Development Division and will be tied to a contract zoning, which addresses the transition to the residential uses. The land uses proposed for this site will not significantly increase traffic above the approved mixed-use site. A TIA for the above noted site is currently underway. In addition, the roadway directly south of the site has been modified to a collector classification.
	Comment No. 5	Eliminated buffer which is not required behind retail: A municipal buffer is required. Municipal buffers serve as a means of access control along arterial and collector roadways and are used at the discretion of Transportation.
	Response	To control access to the site via College Drive in the future, a 0.1 m buffer will be registered at the time of subdivision.
	Comment No. 6	A municipal buffer is required for all properties along 8th Street East.
	Response	Access to properties along 8th Street will be assessed at the time of rezoning and subdivision.
<p>Transportation and Utilities Department</p> <p>Water, Sewer, and Storm Comments</p>	Comment No. 1	Lane Reconfiguration: There are no water or sewer concerns; however, lot line grade adjustments will be required.
	Response	Acknowledged.
	Comment No. 2	Added Lane: As a result of the added lane, the imperviousness will be higher and will increase the per-hectare densities and corresponding sanitary loadings. Confirmation by an engineer is needed on the possible impact to the proposed storm and sanitary systems.
	Response	Dream Development has discussed the above noted item with the Transportation and Utilities Department and will work with them to provide subsequent updates to the storm/sanitary models.
	Comment No. 3	Redesignated to "MX1 - Mixed Use District 1" from "Medium Density Multi Unit Dwellings" and "Retail": This change will need to be checked against the percentage of imperviousness proposed for Mixed Use 1 and Medium Density Multi Unit Dwellings for impact on proposed sewer capacities and to confirm if on-site storage with controlled outflow will be required.
	Response	Dream Development will work with Transportation and Utilities to provide subsequent updates to the storm/sanitary models.

Agency	Comments and Response (where required)	
<p>Transportation and Utilities Department</p> <p>Water, Sewer, and Storm Comments</p>	Comment No. 4	Expanded park by reducing group townhouse parcels: This will reduce imperviousness percentages and will not create any water or sewer concerns.
	Comment No. 5	Street Reconfiguration: There are no water or sewer concerns; however, this may impact road grades.
	Comment No. 6	Expanded School Sites from 4 acres to 5 acres, each: An increase in school site areas means increased imperviousness percentages. This shall be modelled in XPSWMM to see the impact on proposed sewer capacities and to confirm if on-site storage will be required. The increase in school parcels (catchments) may have an increase in equivalent populations and a check of sanitary flow is required.
	Response	The increase in the size of the school sites was completed at the request of the School Boards and the City. Dream Development has discussed the above noted item with the Transportation and Utilities Department and will work with them to provide subsequent updates to the storm/sanitary models.
	Comment No. 7	Redesignated to facilitate new access to College Drive: The proposed street townhouses will result in increased imperviousness percentages and density; storm and sanitary flow checks will be required. A check will also be required if the proposed new access to College Drive will result in increased flow and will determine if the flow is picked up at this location by the previously proposed minor system in the neighbourhood.
	Response	Dream Development has discussed the above noted item with the Transportation and Utilities Department and will work with them to provide subsequent updates to the storm/sanitary models.
	Comment No. 8	Redesignated to "Retail" from "MX1 - Mixed Use 1"; Eliminated buffer which is not required behind retail: The proposed change from "Mixed Use 1" to "Retail" may increase imperviousness percentages. Dream Development had proposed to drain part of their retail parcel toward the future interchange at College Drive/McOrmond Drive and will submit an XPSWMM model showing how this drainage will be managed. The proposed change may impact sanitary loadings from this parcel and sanitary flow calculations shall be checked and confirmed by the proponent. The densities used by Stantec are as follows: Retail - 160 ppl/ha; and Mixed Use 1 - 96.4 ppl/ha.
	Response	Dream Development has discussed the above noted item with the Transportation and Utilities Department and will work with them to provide subsequent updates to the storm/sanitary models.
<p>Transportation and Utilities Department</p> <p>Financial Comment</p>	Comment No. 1	The proposed new access must align with the College Drive Corridor and Interchange.
	Response	Funding of the new access to College Drive will be consistent with the Development and Servicing Agreement between the City and Dream Development.
<p>Recreation and Community Development</p>	Comment No. 1	Clarification is required regarding the allocation of district park in Brighton and its implications on the rest of the sector.
	Response	It was confirmed that the allocation of district park has no effect on the rest of the sector.

College Drive Classification

Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:
That the additional access point from College Drive into the Brighton neighbourhood be configured as outlined in this report.

Topic and Purpose

The purpose of this report is to outline the transportation access strategy for the Brighton neighbourhood, including information on whether a grade separation is required at the Brighton neighbourhood access on College Drive, located between the Canadian Pacific Railway (CPR) overpass and McOrmond Drive. A revised configuration for the interchange at McOrmond Drive and College Drive, along with a cost estimate, is included.

Report Highlights

1. The Administration uses forecasted population horizons of 400,000 and 500,000 to design future infrastructure needs. Individual intersection operation is evaluated in terms of the Level of Service (LOS) and volume to capacity for the operations of an intersection.
2. The proposed at-grade intersection on College Drive will provide an important connection to the Brighton neighbourhood now and in the future, without the need for a grade separation.
3. Traffic signal control technology is used to maximize the efficiency and safety of signalized intersections.
4. The configuration of the McOrmond Drive and College Drive interchange has been revised to provide a higher level of service to neighbourhoods north of College Drive.
5. A funding plan has been developed for the revised interchange which results in development paying for 100% of the interchange.

Strategic Goals

This report supports the Strategic Goal of Moving Around by creating “complete communities” in new neighbourhoods that feature greater connectivity, both internally and externally. It also supports the long-term goal to develop an integrated transportation network that is practical and useful for vehicles, transit, bikes and pedestrians.

Background

Access to the Holmwood Sector is limited by the CPR line that runs the length of the southwest sector boundary and the future perimeter highway alignment which currently bounds the east and southeast edge of the sector. The approved Holmwood Sector Plan specifies seven access/egress locations for Holmwood which is estimated, at full

build-out, to have a population that exceeds 73,000 people and employ nearly 18,500 people.

Since the Holmwood Sector Plan was developed, the City adopted a Strategic Plan and initiated the Growing Forward! Shaping Saskatoon project. Both of these initiatives and the Official Community Plan Bylaw No. 8769 promote a high degree of connectivity within and between neighbourhoods.

City Council at its meeting held on March 23, 2015, approved a report from the General Manager, Transportation & Utilities Department to change the classification of College Drive, between the CPR tracks and the city limits, to Urban Expressway in order to improve connectivity into the Holmwood Sector and resolved, in part:

- “3. That, before the intersection goes forward with respect to the additional access point into the Brighton neighbourhood, the matter be referred to the Standing Policy Committee on Transportation to look at whether a grade separation is required.”

City Council, at its meeting held on June 22, 2015, approved a report from the Chief Financial Officer/General Manager of Asset and Financial Management which outlined the funding plans for interchanges at Highway 16/Boychuk Drive and McOrmond Drive/College Drive. Council resolved, in part:

- “3. That the funding strategy for the interchange at McOrmond Drive and College Drive be approved in principle and details brought forward once negotiations with Dream Developments have been completed.”

Report

Transportation Planning Approach

Transportation planning work is ongoing for the segment of College Drive between the CPR overpass and Zimmerman Road. This work is being completed in conjunction with the Owner's Engineer work on the McOrmond Drive interchange and the developer's work planning the Brighton neighbourhood including the remainder of the Holmwood Sector. Traffic forecasts based on population and employment projections have been generated for future city populations of 400,000 and 500,000, which are being used to design infrastructure to accommodate future needs. Opportunities to stage future needs are also considered.

The transportation access strategy for the Brighton neighbourhood includes an additional access point along College Drive, construction of an interchange at McOrmond Drive and College Drive, and extension of 8th Street East as a six-lane Arterial roadway, including the construction of an overpass across the CPR tracks. A high level of connectivity is also planned within the Holmwood Sector.

Intersection Analysis Results

Transportation engineering practice measures the capacity of an intersection in terms of LOS, and volume to capacity (v/c ratio). The LOS is based on average delay to a driver,

the longer a driver has to wait, the poorer the LOS. LOS can be expressed for either the entire intersection, or an individual movement.

The v/c ratio is a mathematical equation with the 'volume' representing either actual or forecasted traffic volumes, and the 'capacity' representing a hard number based on the width of lane, speed of the road, grade of the road, etc. The v/c ratio is expressed for an individual movement only, and a value of 1.0 represents 'at capacity' and, although other considerations must be considered before recommendations are generated, it does provide an excellent method to measure the operations of an intersection.

An evaluation of the projected traffic volume at the Brighton neighbourhood access point along College Drive has been completed. The table below shows the projected operations at three different planning horizons:

Intersection: Brighton Access / College Drive	Weekday Peak Hour			
	AM		PM	
	LOS ¹	v/c ratio ²	LOS	v/c ratio
Opening Day	A	0.80	B	0.95
400k Scenario	B	0.86	B	0.75
500k Scenario	C	0.95	B	0.97

¹ The LOS shown represents the entire intersection

² The v/c ratio shown is for the movement at the highest capacity

The intersection into the Brighton neighbourhood will provide an eastbound right-turn and in the future, will require a northbound left-turn. The intersection may also be used to provide access during construction of the interchange at McOrmond Drive. The intersection will be designed to maintain free flow westbound traffic as shown in Attachment 1. When the northbound left-turn out of Brighton is put into operation in the future, eastbound traffic on College Drive will be subject to a new traffic signal which will enable the left-turn out of Brighton. Peak eastbound traffic occurs in the PM, while the peak left-turn traffic out of Brighton will occur in the AM.

Based on the projected traffic demands, an at-grade intersection will operate adequately and a grade separation is not warranted.

Intersection Control Technology

The current approach to signal timings, which adheres to accepted traffic engineering practices, includes designing traffic signal timings based on existing traffic volumes. Intersection traffic counts are conducted, and traffic engineering software is used to determine the appropriate signal timings for a specific location. Weekday peak hour traffic volumes vary slightly from day to day, but typically not enough to warrant specific timing settings for different week days. However, it is common practice to change signal timing plans throughout the day (AM, PM, and off-peak times) and on weekends as the peak hours' shift. Real-time vehicle sensors that advise and guide signal timing plans is an existing technology, and the City commonly uses this technology to activate the left-turn arrows and green light on side streets. As an example, vehicle detectors on the minor street will input a call for minimum green time and subsequently extend the green

interval for additional vehicles. As soon as traffic on the minor street clears, the signal reverts back to green on the major street. The objective is to minimize the interruption of traffic on the major street while providing adequate service to the minor street. All signals outside the downtown core, including all the intersections on College Drive, operate on this principle.

As development progresses, the Administration will continue to monitor and implement traffic signal control technology where appropriate, with a goal of maximizing the westbound and eastbound traffic flow on College Drive.

Interchange Configuration

As the design of the Holmwood Sector progresses, more detailed information of the traffic demands has become available to update the projected operation of the interchange at McOrmond Drive and College Drive. As a result, a modification to the previously approved configuration is being recommended. The revised configuration includes a free flow loop in the south east quadrant as shown in Attachment 2. This loop provides a superior connection for vehicles traveling eastbound, who wish to access McOrmond Drive north of College Drive.

Funding Plan

The original phasing of the transportation infrastructure for the Holmwood Sector was to construct an overpass across the CPR tracks on 8th Street, followed by construction of an interchange at McOrmond Drive and College Drive. Given the growth in the University Heights Sector, the need for an interchange at McOrmond Drive and College Drive has become a priority, resulting in a change in strategy, with the McOrmond Drive interchange now proceeding before the CPR overpass.

The estimated cost of the revised interchange at McOrmond Drive and College Drive is \$52.5 Million. The original funding plan, as outlined in the neighbourhood concept plan, included contributions from the developers of Brighton and the Holmwood Suburban Centre, the Interchange Levy, leaving the City responsible for contributing up to 22% of the cost of the interchange. The Administration has negotiated a revised funding plan which eliminates the City's direct contribution, funding the interchange completely from development. The revised funding plan is outlined below:

- 23.73% Brighton Developers
- 16.78% west portion of Holmwood Suburban Centre Developers
- 30.39% remaining Holmwood Sector Developers
- 29.1% Interchange Levy

Dream Asset Management Corporation (Dream), which represents 60% of the lands within the Brighton development and 100% of the western portion of the Suburban Centre will pay the City 31.01% of the costs of the interchange (\$16.28 Million) upon construction of the interchange, up to a maximum of \$17.91 Million. If the costs of the interchange exceed \$57.75 Million once tendered, the remaining portion of the Suburban Centre will be responsible for the excess costs, up to 40.5% of the total cost

of the interchange. In addition, Dream will also pay the City their portion of the costs of the CPR overpass (\$5.46 Million), to be used for construction of the McOrmond Drive and College Drive interchange. This arrangement will result in a minimum of \$21.74 Million of the \$52.5 Million interchange cost available from the developers upon construction. Since the remaining costs are funded through levies from future development, the City will borrow funds to provide the necessary cash flow, to be repaid as development in the sector progresses.

Options to the Recommendation

Should City Council wish to ensure flexibility in constructing an interchange at this intersection in the future, both the Brighton neighbourhood and McOrmond Drive interchange will need to be re-designed. The Administration does not recommend this option since the projected traffic volumes at the 500k population indicate that the intersection will operate sufficiently. The impacts of pursuing this option are as follows:

- The grade required for the structure would extend further into the Brighton neighbourhood than the first intersection triggering the re-design of at least two crescents inside the neighbourhood;
- The development of ramps and side-slopes would have private property impacts in the Arbor Creek neighbourhood;
- The grade of the interchange would be above the existing berms and walls increasing the traffic noise in the Arbor Creek neighbourhood;
- The eastbound and westbound McOrmond Drive interchange ramps would not be adequately separated from the proposed ramps to function acceptably, this could be mitigated by introducing a collector-distributor configuration along College Drive for the McOrmond Drive and Brighton neighbourhood interchanges, increasing costs;
- Implementing a collector-distributor configuration would delay the delivery of the McOrmond Drive interchange while the segment of College Drive from the CPR overpass to Zimmerman Road is re-planned and designed, increasing costs; and
- The westbound ramp from an interchange at this location would terminate on the upslope of the CPR rail overpass triggering significant upgrades to that overpass and embankment, increasing costs.

Constructing an interchange would have significant financial implications with limited benefits to traffic flows compared to the operation of an at-grade intersection.

A partial interchange may cost upwards of \$30 Million given the physical constraints at this location.

Public and/or Stakeholder Involvement

In 2013, the functional plan for the College Drive and McOrmond Drive interchange was presented at a public open house. The feedback at that time focused on the desire to expedite the construction of the interchange and the desire to retain a free flow movement for southbound traffic. No information related to the re-classification of College Drive was presented at that time. Additional stakeholder and public involvement would occur as a result of the Holmwood Sector Plan and Brighton Neighbourhood Concept Plan amendment process.

Communication Plan

Information regarding the McOrmond Drive interchange will be made available on the City's website. As that project progresses, specific information, including any construction or traffic flow impacts, will be shared via the City's Daily Road Report, the City Service Alerts (saskatoon.ca/service-alerts), the online construction map (saskatoon.ca/constructionmap) and through advertisements and public service announcements as appropriate.

Financial Implications

The estimated cost of the McOrmond Drive and College Drive interchange is \$52.5 Million and will be fully funded by development. However, due to the timing of the collection of development levies based on lot sales and the corresponding developer contributions to the project, borrowing will be required to provide the necessary cash flow to complete the project and repaid using the future developer contributions.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The amendment to the Holmwood Sector Plan is planned for mid-2016. The timing of construction of the McOrmond Drive and College Drive interchange is dependent on approval of senior government funding for the interchange at Boychuk Drive and Highway 16, as the two projects will be combined into one contract. If funding approval is obtained by the end of 2015, procurement will begin in early 2016, with contract award by fall 2016. The two interchanges will be operational in 2018.

Public Notice

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

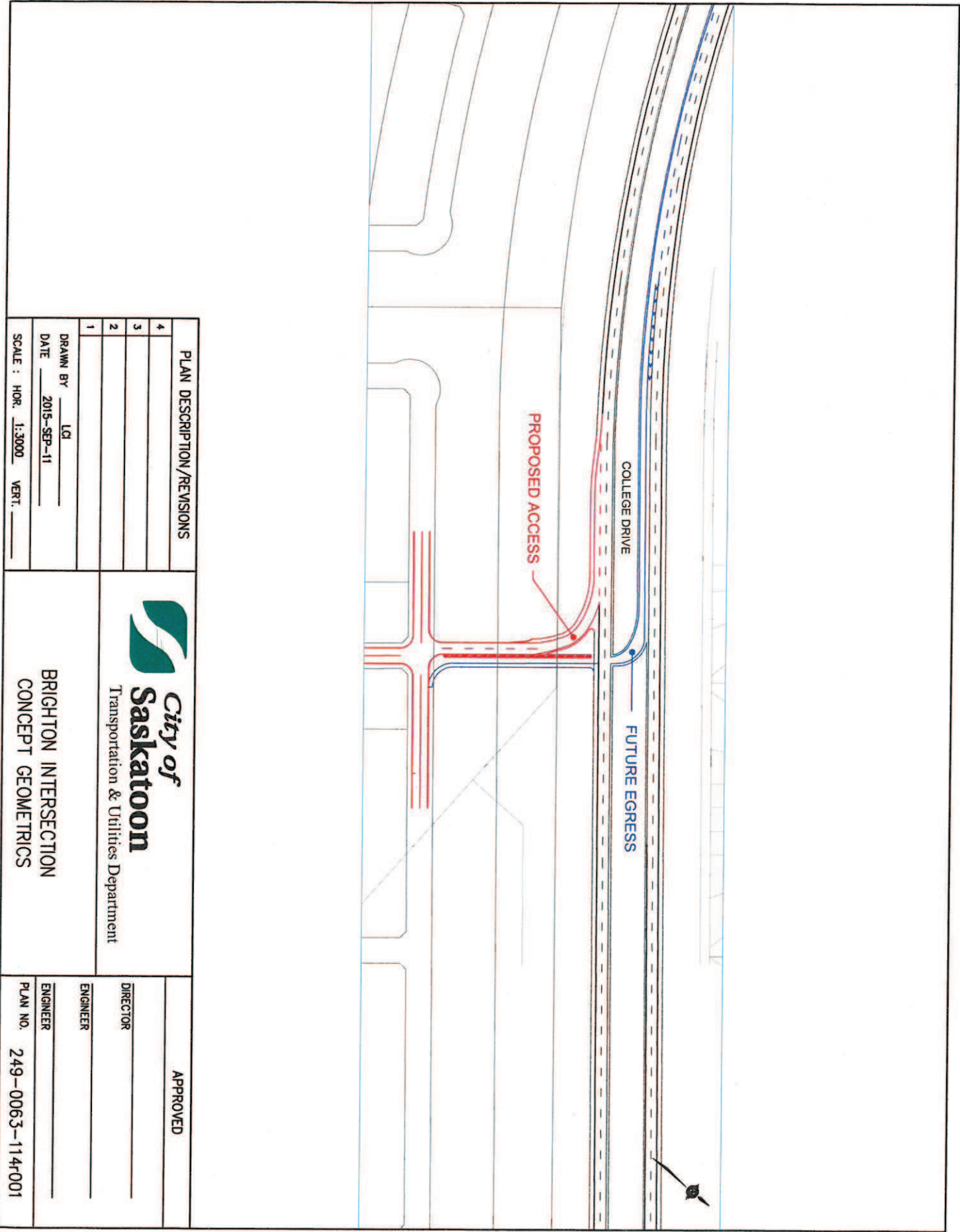
Attachments

1. Brighton Intersection Concept Geometrics
2. McOrmond Drive and College Drive Interchange Configuration

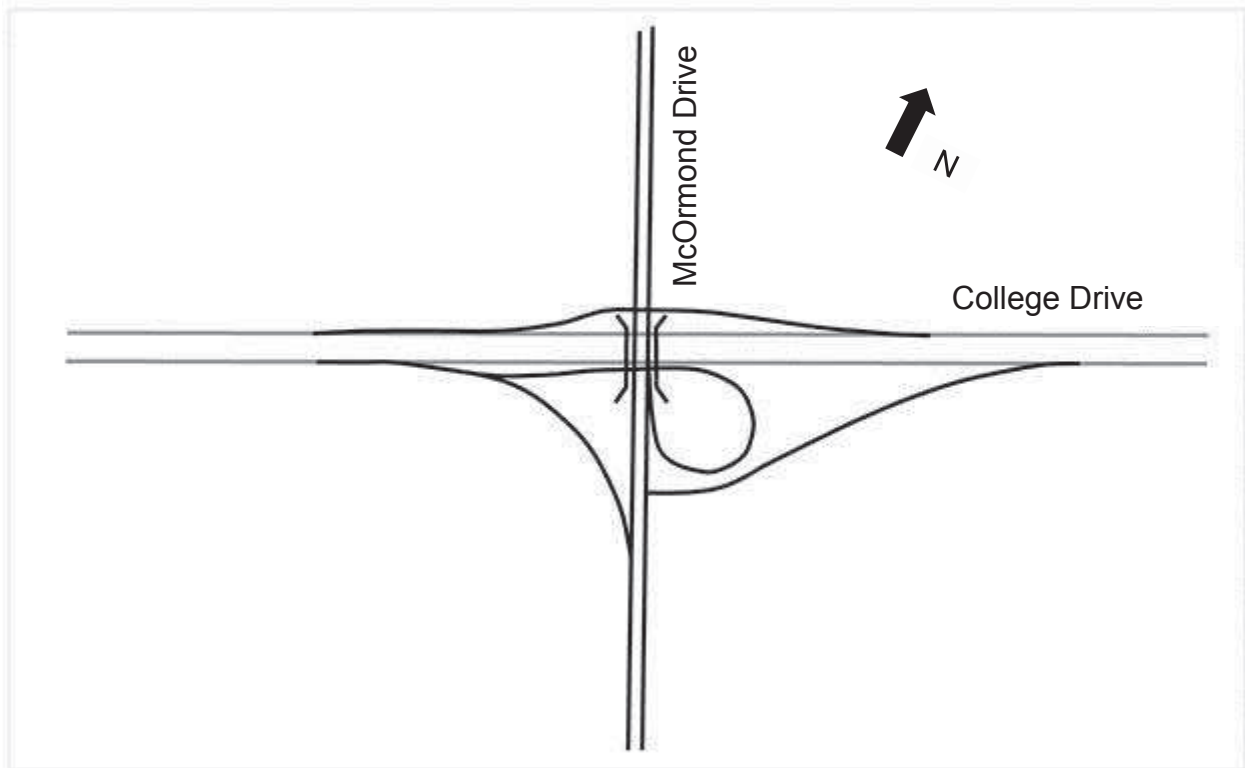
Report Approval

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

TRANS JM – College Drive Classification.docx



McOrmond Drive and College Drive Interchange Configuration



March 8, 2016

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing
Proposed Amendments to Brighton Neighbourhood Concept Plan
[File No. CK. 4110-46]**

The Municipal Planning Commission, at its meeting held on February 23, 2016, considered a report of the General Manager, Community Services Department, dated February 23, 2016 on the above.

Concerns were raised regarding the size of the school site and the estimated population for Brighton.

Following consideration of the matter, the Commission supports the following recommendation of the Community Services Department:

that the proposed amendments to the Brighton Neighbourhood Concept Plan be approved.

The Commission respectfully requests that the above report be considered by City Council at the time of the public hearing with respect to the above proposed application.

Yours truly,



Holly Thompson, Committee Assistant
Municipal Planning Commission

HT:sj

BRIDGES, FRIDAY, MARCH 11, 2016 and
THE STARPHOENIX, SATURDAY, MARCH 12, 2016

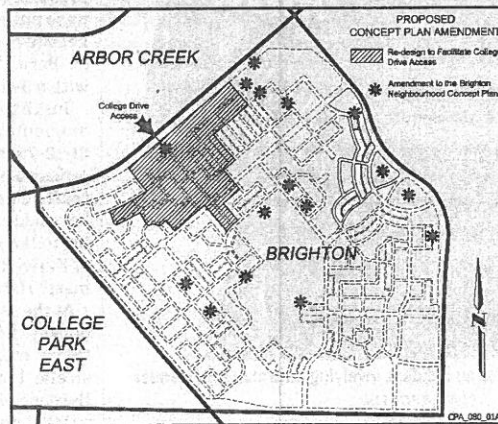
PUBLIC NOTICE

PROPOSED BRIGHTON NEIGHBOURHOOD CONCEPT PLAN AMENDMENT

Saskatoon City Council will consider amendments to the Brighton Neighbourhood Concept Plan, submitted by Dream Development. The requested changes relate to the following:

- (i) An additional neighbourhood access from College Drive and corresponding changes to the street and block layout, road classification, and land use pattern in the northwest portion of the neighbourhood;
- (ii) Eliminate the buffer strip between the retail land located in the northwest corner of the neighbourhood and College Drive
- (iii) Reconfigure lanes on certain sites adjacent to McOrmond Drive and addition of rear lanes to four blocks identified for single-unit residential development in the neighbourhood;
- (iv) Change the land use designation of the Village Centre, located in the east-central portion of the neighbourhood adjacent to McOrmond Drive, to mixed use to provide for future development of the parcels consisting of residential, retail, and office/institutional uses;
- (v) Change the land use designation of a mixed use parcel, located in the northern corner of the neighbourhood, adjacent to College Drive, to retail use to accommodate a garden centre;
- (vi) Expansion of the neighbourhood school sites from 4.0 acres to 5.0 acres each; and
- (vii) Other revisions of a minor nature

REASON FOR THE AMENDMENT – Amending the Brighton Neighbourhood Concept Plan is necessary to accommodate the additional access point for the neighbourhood that was approved by City Council in September 2015. Other changes have been made in collaboration with civic departments and the local school boards to refine the concept plan as implementation progresses.



INFORMATION – Questions regarding the proposed amendment may be directed to the following:

Community Services Department, Planning and Development
Phone: 306-986-0902 (Brent McAdam)

PUBLIC HEARING – City Council will hear all submissions on the proposed amendment, and all persons who are present at the City Council meeting and wish to speak on **Monday, March 21, 2016 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.**

All written submissions for City Council's consideration must be forwarded to:
His Worship the Mayor and Members of City Council
c/o City Clerk's Office, City Hall
222 Third Avenue North, Saskatoon, SK S7K 0J5.

All submissions received by the City Clerk by **10:00 a.m. on Monday, March 21, 2016** will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposal.

Proposed Municipal Reserve Redesignation

Recommendation

That City Council consider Bylaw No. 9324, *The Municipal Reserve Redesignation Bylaw, 2016*.

Topic and Purpose

The purpose of this report is to provide City Council with Bylaw No. 9324, *The Municipal Reserve Redesignation Bylaw, 2016*. If passed this Bylaw would implement City Council's decision to remove the Municipal Reserve Designation from 2.59 acres of land in the South West Industrial Area – SED Industrial Park #1.

Report

City Council, at its meeting on January 25, 2016, considered a report of the Standing Policy Committee on Finance dated January 4, 2016, requesting approval to remove the Municipal Reserve Designation from 2.59 acres of land in the South West Industrial Area – SED Industrial Park #1.

City Council resolved that the necessary bylaw related to the sale of the Municipal Reserve, which includes a bylaw to remove the Municipal Reserve Designation from 2.59 acres of land in the South West Industrial Area – SED Industrial Park #1, be prepared.

In accordance with City Council's instructions, we are pleased to submit Bylaw No. 9324, *The Municipal Reserve Redesignation Bylaw, 2016*, for City Council's consideration.

Public Notice

Public Notice is required for consideration of this matter, pursuant to Section 11, Subsection C, of Public Notice Policy No. C01-021. Public Notice was advertised on March 5, 2016 in the *Saskatoon Star Phoenix*.

Attachment

1. Proposed Bylaw No. 9324, *The Municipal Reserve Redesignation Bylaw, 2016*.

Report Approval

Written by: Jodi Manastyrski, Solicitor

Approved by: Patricia Warwick, City Solicitor

Admin - RedesignationSED.docx
194-0572-jlm-2.docx

BYLAW NO. 9324

The Municipal Reserve Redesignation Bylaw, 2016

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Municipal Reserve Redesignation Bylaw, 2016*.

Purpose

2. The purpose of this Bylaw is to redesignate the land described in the Bylaw from Municipal Reserve to surface parcel generic status.

Redesignation of Municipal Reserve

3. The land described as:

Surface Parcel No. 131579635

Legal Land Description: Blk/Par MR2, Plan 80S31338, Ext 0

As described on Certificate of Title 91S13124;

is redesignated as surface parcel generic.

Sale of Land

4. Upon redesignation the parcel will be offered for sale and the net proceeds of the sale shall be deposited into The Dedicated Lands Account.

Coming into Force

5. This Bylaw shall come into force on the day of its final passing.

Read a first time this _____ day of _____, 2016.

Read a second time this _____ day of _____, 2016.

Read a third time and passed this _____ day of _____, 2016.

Mayor

City Clerk

**BRIDGES, FRIDAY, MARCH 4, 2016 AND MARCH 11, 2016 AND
THE STARPHOENIX, SATURDAY, MARCH 5, 2016 AND MARCH 12, 2016**

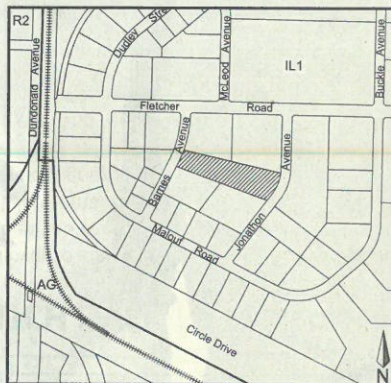
PUBLIC NOTICE

**Change in Municipal Reserve Designation -
SED Industrial Park #1**

Saskatoon City Council will consider a request made by Recreation and Community Development to change designation of 2.59 acres of Municipal Reserve land in the South West Industrial area with future intentions to sell the land.

LEGAL DESCRIPTION – M.R. 2 designation roll number:
534608600 ISC number: 131579635

CIVIC ADDRESS – 131 Jonathon Avenue



INFORMATION – Questions regarding the proposal may be directed without charge:

Community Services Department,
Recreation and Community Development
Phone: 306-975-3485 (Kevin Ariss)

PUBLIC HEARING – City Council will consider all submissions on the proposed designation and hear all persons who are present at the City Council meeting and wish to speak on **Monday, March 21st, 2016 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.**

All written submissions for City Council's consideration must be forwarded to:

His Worship the Mayor and Members of Council
c/o City Clerk's Office, City Hall
222 Third Avenue North, Saskatoon, Saskatchewan S7K 0J5

All submissions received by the City Clerk by **10:00 a.m. on Monday, March 21st, 2016** will be forwarded to City Council.



STANDING POLICY COMMITTEE ON FINANCE

Leasing of Civic Property – Bowerman House – 1328 Avenue K South

Recommendation of the Committee

1. That the new Lease and Operating Agreement be entered into with the Meewasin Valley Authority for the City of Saskatoon-owned property known as the Bowerman House, located at 1328 Avenue K South;
2. That the Meewasin Valley Authority, in lieu of paying rent, maintain the premises in accordance with the terms of the Lease and Operating Agreement, for a period of five years; and
3. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

History

At the March 7, 2016 Standing Policy Committee on Finance meeting, a report from the Acting General Manager, Community Services Department, was considered.

Attachment

March 7, 2016 Report of the Acting General Manager, Community Services Department.

Leasing of Civic Property – Bowerman House - 1328 Avenue K South

Recommendation

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

1. That a new Lease and Operating Agreement be entered into with the Meewasin Valley Authority for the City of Saskatoon-owned property known as the Bowerman House, located at 1328 Avenue K South;
2. That the Meewasin Valley Authority, in lieu of paying rent, maintain the premises in accordance with the terms of the Lease and Operating Agreement, for a period of five years; and
3. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to receive City Council's approval for the lease and operation of the Bowerman House by the Meewasin Valley Authority for a five-year term.

Report Highlights

1. The Meewasin Valley Authority (Meewasin) has requested to continue to lease the Bowerman House from the City of Saskatoon (City).
2. In lieu of paying rent, Meewasin will continue to assume management and operation of the property.

Strategic Goals

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

Background

The Bowerman House was built in 1907 as a private hunting lodge and summer residence for Allan Bowerman (a member of Saskatoon's first town council). The building was acquired by the Saskatchewan Anti-Tuberculosis League in 1924, serving thereafter, as a residence for sanatorium doctors until 1987.

The Bowerman House, and a portion of its surrounding grounds, was designated as a Municipal Heritage Property in 1986. The City purchased the property from the Province of Saskatchewan (Province) in 2004, and leased the house to Meewasin. Meewasin had previously managed the Bowerman House on behalf of the Province.

Report

Property Lease to Meewasin

The previous Lease and Operating Agreement between the City and Meewasin expired on October 31, 2015, and did not include an option for renewal. Previous lease agreements have specified that Meewasin, in lieu of paying rent, maintain the premises during the lease term. The City has permitted the Bowerman House to be sublet as a personal residence, providing the use is consistent with Meewasin's mandate to conserve the property, and that the City and Meewasin continue to have access to the Bowerman House. The same terms would be outlined in the new agreement.

New Operating and Lease Agreement

Meewasin has requested to continue to lease the Bowerman House for the purpose of performing its conservation mandate, and will continue the maintenance, repairs, and management of the property, as will be outlined in the terms of the Operating and Lease Agreement.

A new lease agreement is required and would carry a five-year term, expiring on March 20, 2021.

Options to the Recommendation

The Standing Policy Committee on Finance can reject the lease of the Bowerman House to Meewasin. The Administration does not recommend this option, as Meewasin has been a long-term steward of the property.

Public and/or Stakeholder Involvement

Meewasin has had discussion with the Planning and Development Division regarding the desire to continue the current management and operation arrangement of the Bowerman House.

Financial Implications

Meewasin must establish a reserve fund for any rent or donations it receives from the premises. The reserve fund will be used to pay for operating, maintenance, repair, and replacement expenses associated with the property. In the event of a shortfall in the reserve fund when capital cost expenditures are required, Meewasin may apply to the City for excess costs to be covered through the Heritage Reserve Fund.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

If approved, the proposed lease agreement would expire on March 20, 2021.

Public Notice

Public notice is required for consideration of this matter, pursuant to Section 3(i) of Public Notice Policy No. C01-021, which states that public notice is required when selling or leasing land for less than fair market value and without a public offering.

Report Approval

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

Reviewed by: Lesley Anderson, Acting Director of Planning and Development

Approved by: Alan Wallace, Acting General Manager, Community Services Department

S/Reports/2016/PD/FINANCE – Leasing of Civic Property – Bowerman House – 1328 Avenue K South/lc

BRIDGES, FRIDAY, MARCH 11, 2016 and
THE STARPHOENIX, SATURDAY, MARCH 12, 2016

PUBLIC NOTICE

**BOWERMAN HOUSE, 138 AVE K S – INTENT TO LEASE FOR LESS
THAN FAIR MARKET VALUE WITHOUT PUBLIC OFFERING**

The current Lease and Operating Agreement between the City of Saskatoon and the Meewasin Valley Authority for the Bowerman House has expired. City Council will consider a report from the Administration at a meeting at City Council to be held on **Monday, March 21, 2016 at 6:00 p.m., Council Chambers, City Hall** recommending:

That City Council authorize the lease of the Bowerman House located at 138 Avenue K South to the Meewasin Valley Authority for a period of five years. In lieu of paying rent, Meewasin Valley Authority would assume the maintenance, repairs and management of the property as outlined in the terms of the Operating and Lease Agreement.

The Cities Act and Public Notice Bylaw No. 8171 require that City Council give public notice for leases below fair market value and without a public offering.

For more information, contact:
Community Services Department,
Planning and Development Division
Phone: 306-975-2993 (Catherine Kambeitz)

Proposed Closure of Right-of-Way – 300 Block Avenue P South – Pleasant Hill

Recommendation

1. That City Council consider Bylaw No. 9355, The Street Closing Bylaw, 2016 (No. 2);
2. That the proposed closure be consolidated with the adjacent Parcel A owned by the City of Saskatoon; and
3. That City Council consider Bylaw No. 9356, The Municipal Reserve Redesignation and Exchange Amendment Bylaw, 2016, that amends Bylaw No. 9140, The Municipal Reserve Redesignation and Exchange Bylaw, to reduce Municipal Reserve Land in Pleasant Hill Village, MR2, by 0.01 acres to facilitate a lane turnaround.

Topic and Purpose

This report requests approval to close portion of a north-south lane adjacent to and east of the 300 block of Avenue P South. The lane will be consolidated with the adjacent Parcel A.

This report also provides City Council with Bylaw No. 9356, The Municipal Reserve Redesignation and Exchange Amendment Bylaw, 2016, and if passed, this Bylaw would implement City Council's decision to amend Bylaw No. 9140, The Municipal Reserve Redesignation and Exchange Bylaw, 2013. The amendment would serve to reduce Municipal Reserve Land in Pleasant Hill Village, MR2, by 0.01 acres to facilitate a lane turnaround for a portion of lane that would remain open subject to the closure of the north-south land adjacent to and east of the 300 block of Avenue P South.

Report Highlights

The closed portion of the lane adjacent to the 300 block of Avenue P South will be retained by the City of Saskatoon. The portion of the lane adjacent to and east of the 300 block of Avenue P South is not required for traffic purposes. The proposed lane closure will be consolidated with the adjacent lands and developed in accordance with the Pleasant Hill Village Concept Plan.

The lane closure and turnaround will have minimal impacts on Municipal Reserve land in the Pleasant Hill neighbourhood or Pleasant Hill Village.

Strategic Goal

This report supports the Strategic Goal of Sustainable Growth as the closure will allow development in the Pleasant Hill neighbourhood in accordance with the Pleasant Hill Village Concept Plan.

Background

City Council at its meeting held on September 29, 2014, approved changes to the Pleasant Hill Village Concept Plan. Changes of land use and zoning designations for Parcels A and CC were specifically approved in order to accommodate the types of developments envisioned by the amended Concept Plan and to allow for medium-density low-rise housing.

The area of lane being closed is 0.05 acres which will be consolidated with Parcel A, increasing its size from 0.41 to 0.46 acres, making it more viable for the development of medium-density low-rise housing as per the amended Pleasant Hill Village Concept Plan.

Report

The process for closure of right-of-way is illustrated in Table 1.

Table 1 – Proposed Closure of Right-of-Way Process Summary

Date	Action	Comments
December 17, 2015	Received review comments from Ministry of Highways and Infrastructure (MHI)	Saskatoon Land Surveyors initiated the circulation of the Plans of Proposed Road Closure to MHI, a required action under Section 13 of <i>The Cities Act</i> .
December 22, 2015	Received a memo dated December 1, 2015, indicating that the proposed Subdivision No. 12/14 was approved by the General Manager, Community Services	None
February 2, 2016	Received Plan of Proposed Road Closure dated February 2016, from Saskatoon Land Surveyors	The area to be closed and remain in the name of City of Saskatoon is 0.05 acres.
March 2016	Public Notice, Bylaw and Council Report	

To complete this transaction, the Administration requires City Council to approve Bylaw No. 9355, The Street Closing Bylaw, 2016 (No. 2) (Attachment 1) and Bylaw No. 9356, The Municipal Reserve Redesignation and Exchange Amendment Bylaw, 2016 (Attachment 2).

A dead end situation will be created as a result of this proposed closure of right-of-way; however, a new turnaround area will be constructed behind 320 Avenue P South to address this issue. The Municipal Reserve Land, MR2, is being reduced by 0.01 acres to create the lane turnaround configuration, which will have minimal impacts on MR2 lands. The Administration will be required to relocate one tree in Grace Adam Metawewinhk Park as a result of the lane turnaround.

In 2004, the east-west lane adjacent to the north side of the former St. Mary's schoolyard was blocked to vehicular traffic to improve pedestrian safety in the area. With the relocation of the school and the Active Pedestrian Corridor on Avenue P, this lane will be open to vehicular traffic to provide access to the adjacent properties from the south.

Public and/or Stakeholder Involvement

Utility agencies have been contacted with respect to the closure and have no objections to the closure subject to the following conditions: that Saskatoon Light & Power require an easement, and SaskEnergy, SaskTel and Shaw Cablesystems G.P have existing easements in the lane.

All adjacent property owners have been provided with notice and no objection has been raised.

The Ministry of Highways and Infrastructure has confirmed that no compensation is required to the Crown.

Ministerial approval from the Province of Saskatchewan is not required for the Municipal Reserve Land Exchange.

Communication Plan

Communication activities are included with the requirement for Public Notice. No other communication activities are required.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

There will be no follow-up report.

Public Notice

Public Notice is required for consideration of this matter, pursuant to Section 3 of Policy No. C01-021, The Public Notice Policy. The following notice was given:

- Advertised in The StarPhoenix on the weekend of March 5, 2016 (Attachment 3 and Attachment 4);
- Posted on the City Hall Notice Board on Thursday, March 3, 2016;
- Posted on the City of Saskatoon website on Thursday, March 3, 2016; and
- Notices were mailed to the adjacent land owners on March 4, 2016.

Attachments

1. Bylaw No. 9355, The Street Closing Bylaw, 2016 (No. 2)
2. Bylaw No. 9356, The Municipal Reserve Redesignation and Exchange Amendment Bylaw, 2016
3. Copy of Public Notice – Lane Closure
4. Copy of Public Notice – Municipal Reserve Designation

Report Approval

Written by: Shirley Matt, Senior Transportation Engineer, Transportation
Written by: Chris Helt, Special Projects Manager, Transportation
Reviewed by: Jay Magus, Engineering Manager, Transportation

Proposed Closure of Right-of-Way – 300 Block Avenue P South – Pleasant Hill

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

Council – CH – Proposed CI of Right-of-Way – 300 Block Ave P South - Pleasant Hill

BYLAW NO. 9355

The Street Closing Bylaw, 2016 (No. 2)

The Council of The City of Saskatoon enacts:

Short Title

- 1. This Bylaw may be cited as *The Street Closing Bylaw, 2016 (No. 2)*.

Purpose

- 2. The purpose of this Bylaw is to close a portion of the north-south lane adjacent to and east of the 300 block of Avenue P South in the Pleasant Hill Neighbourhood, Saskatoon, Saskatchewan.

Closure of Portion of Street

- 3. A portion of the north-south lane adjacent to and east of the 300 block of Avenue P South in the Pleasant Hill Neighbourhood, Saskatoon, Saskatchewan, more particularly described as the most northerly 34.0 metres of the lane L10 in Block 24, Plan F 5554, lying south of the easterly production of the North boundary of Lot 24, Block 24, Plan F 5554, Saskatoon, Saskatchewan, by M. Marien, S.L.S., dated February, 2016, and attached as Schedule "A" to this Bylaw, is closed.

Coming into Force

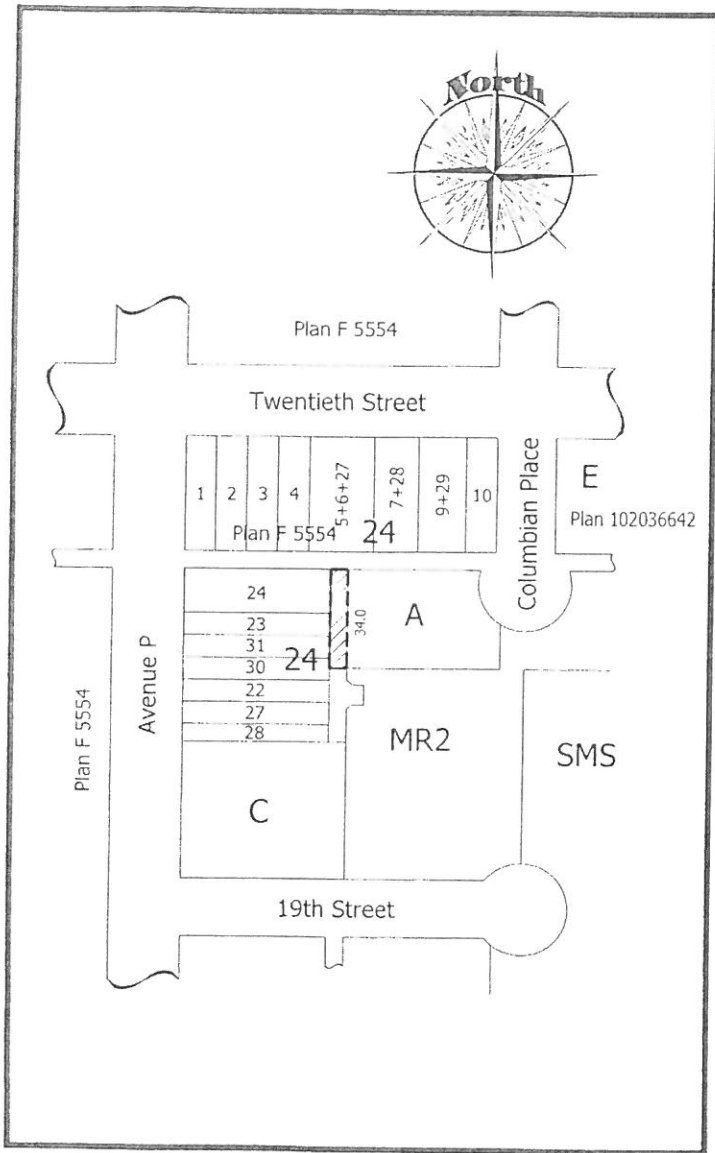
- 4. This Bylaw comes into force on the day of its final passing.

Read a first time this	day of	, 2016.
Read a second time this	day of	, 2016.
Read a third time and passed this	day of	, 2016.

Mayor

City Clerk

Schedule "A"



Pleasant Hill - Phase III Plan of Proposed Road Closure of part of Lane L10 - Block 24 - Plan F 5554 NW 1/4 Sec 29 Twp 36 Rge 5 West 3 Mer in Saskatoon, Saskatchewan

February 2016 AD Scale 1:2000

20 0 20 50 100 200 metres

Notes:

All dimensions are in metres and decimals thereof.
Portion to be closed is outlined in heavy broken line and contains 0.02 ha.

Land Surveyor

mmurien

Saskatchewan Land Surveyor

Saskatoon
Land Surveyors
Digital Mapping Systems

Computer Aided Drafting (CAD)

BYLAW NO. 9356

The Municipal Reserve Redesignation and Exchange Amendment Bylaw, 2016

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Municipal Reserve Redesignation and Exchange Amendment Bylaw, 2016*.

Purpose

2. The purpose of this Bylaw is to amend Bylaw No. 9140, *The Municipal Reserve Redesignation and Exchange Bylaw, 2013*, to reduce Municipal Reserve Land in Pleasant Hill Village, MR2, by 0.01 acres to allow for a lane turnaround.

Bylaw No. 9140 Amended

3. *The Municipal Reserve Redesignation and Exchange Bylaw, 2013*, is amended in the manner set forth in this Bylaw.

Schedule "A" Amended

4. Schedule "A" is amended by repealing the diagram illustrating the proposed Pleasant Hill MR Exchange and substituting the updated diagram attached and marked as Schedule "A" to this Bylaw.

Coming into Force

5. This Bylaw comes into force on the day of its final passing.

Read a first time this _____ day of _____, 2016.

Read a second time this _____ day of _____, 2016.

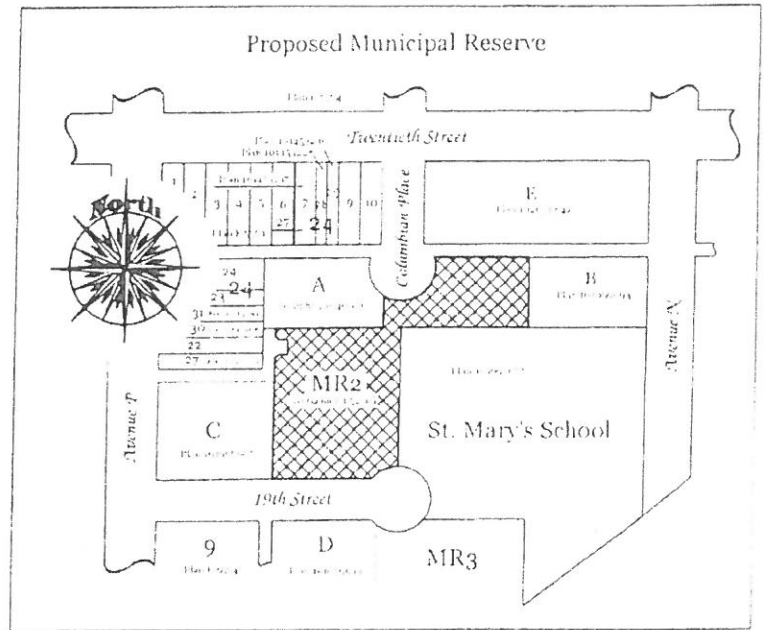
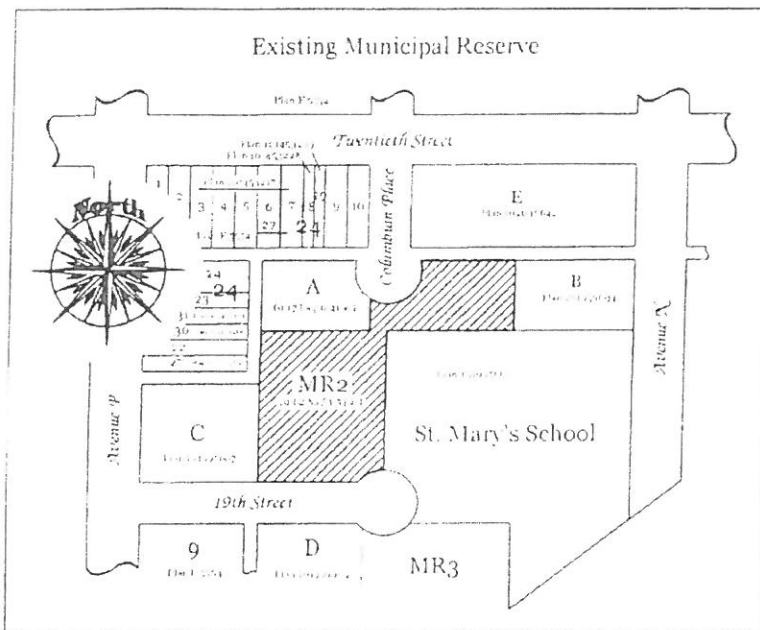
Read a third time and passed this _____ day of _____, 2016.

Mayor

City Clerk

Schedule "A"

Pleasant Hill MR Exchange



Legend: Existing Municipal Reserve
MR2 - 0.62 ha / 1.53 ac



Proposed Municipal Reserve
MR2 - 0.62 ha / 1.52 ac

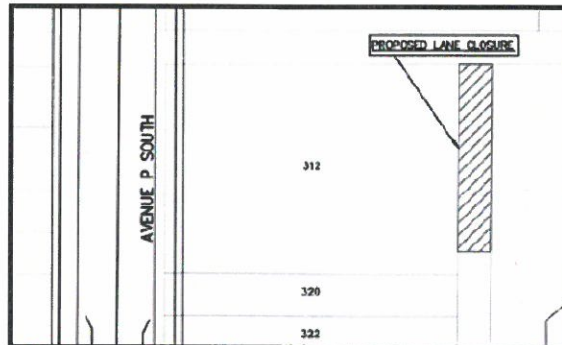


PUBLIC NOTICE

PROPOSED CLOSURE OF RIGHT-OF-WAY

The City of Saskatoon is proposing the following closure of Right-of-Way – 300 Block Avenue P South – Pleasant Hill

Location: Portion of a north-south lane adjacent to and east of the 300 Block of Avenue P



PUBLIC HEARING - City Council will consider the above matter and hear all persons present at the City Council meeting and wish to speak on Monday, March 21, 2016, at 6:00 p.m. in the Council Chambers, City Hall, Saskatoon, Saskatchewan.

WRITTEN SUBMISSIONS – If you wish to submit a letter on this matter for City Council's consideration, it must be received by Monday March 21, 2016 at 10:00 a.m. Mail to:
His Worship the Mayor and Members of City Council
c/o City Clerk's Office, City Hall
222 Third Avenue North, Saskatoon, SK S7K 0J5

INFORMATION - Questions regarding the proposal may be directed to:
Chris Helt, Transportation Division
Phone: 306-975-1457

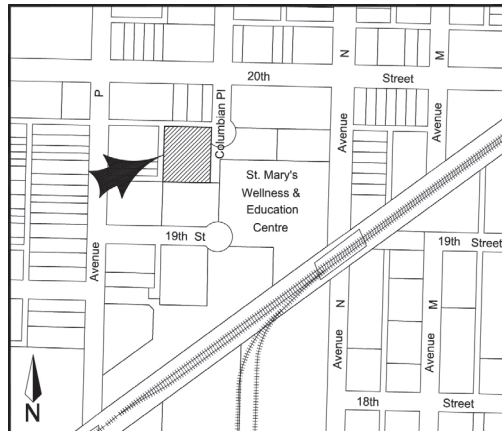
PUBLIC NOTICE

Change in Municipal Reserve Designation - Pleasant Hill Neighbourhood

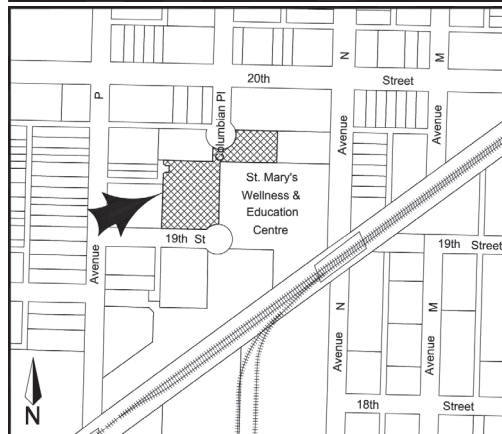
Saskatoon City Council will consider a request made by Planning and Development to increase Municipal Reserve land by 0.78 acres, from "Existing" to "Proposed".

LEGAL DESCRIPTION – M.R. 1, designation roll number: 504839960
ISC number: 145588955

CIVIC ADDRESS – 315 Ave O S



Existing Municipal Reserve



Proposed Municipal Reserve



INFORMATION – Questions regarding the proposal may be directed without charge:
Community Services Department, Planning and Development
Phone: 306-975-7886 (Vicky Reaney)

PUBLIC HEARING – City Council will consider all submissions on the proposed designation and hear all persons who are present at the City Council meeting and wish to speak on **Monday, March 21, 2016 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.**

WRITTEN SUBMISSIONS for City Council's consideration must be forwarded to:
His Worship the Mayor and Members of Council
c/o City Clerk's Office, City Hall
222 Third Avenue North, Saskatoon, Saskatchewan S7K 0J5

All submissions received by the City Clerk by Monday, March 21, 2016 at 10:00 a.m. will be forwarded to City Council.

205-5

x 205-1

RECEIVED

FEB 24 2016

CITY CLERK'S OFFICE
SASKATOON

From: Sharon Schneider <sschneider@autismservices.ca>
Sent: February 24, 2016 2:54 PM
To: Web E-mail - City Clerks
Subject: World Autism Awareness Day/Month and "Light It Up Blue"
Attachments: cover- City of Saskatoon Proclamation 2016.docx; City of Saskatoon - Proclamation Request 2016.docx; Prairie Wind LIUB request 2016.docx

Good afternoon,

Please find attached two separate requests, one for City Council (Proclamation) and the other (request) to be forwarded on our behalf to the appropriate contact.

- ✓ 1. Proclamation request for April 2016 as Autism Awareness Month in Saskatoon.
2. We are requesting that "Prairie Wind" again shine "blue" as part of World Autism Day on April 2nd and for the remainder of April as Autism Awareness month. Please forward this request on to the appropriate contact (Kara Lackie or David Hude).

We appreciate your consideration and assistance for both requests.

If you require further information please contact Lynn Latta, Executive Director, at llatta@autismservices.ca or myself at either sschneider@autismservices.ca or 306-665-4292.

Sharon Schneider
Office Administrator



209 Fairmont Drive, Saskatoon, SK S7M 5B8
Direct Dial: 306.665.4292 T 306.665.7013 x 292 F 306.665.7011
sschneider@autismservices.ca www.autismservices.ca

Autism Services continuously strives to deliver the highest standard of support, advocacy, and service to individuals with autism, and their families and caregivers.

CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information or otherwise protected by law. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.



**Autism
Services**
of Saskatoon

209 Fairmont Dr
Saskatoon, SK S7M 5B8
(306) 665-7013 fax (306) 665-7011
autismservices.ca

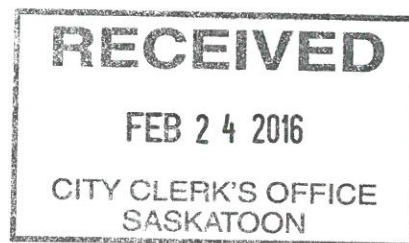
805-5



Memorandum

To: The Honorable Mayor Don Atchison, City of Saskatoon
From: Lynn Latta, Executive Director
Date: February 24, 2016
Subject: April Autism Awareness Month

On April 2, 2008 the United Nations General Assembly declared the day World Autism Awareness day. In keeping with the increasing need to spread awareness about Autism, Autism Services of Saskatoon is requesting the City of Saskatoon proclaim the month of April as Autism Awareness Month in Saskatoon.



205-5

Proclamation Request

Autism Services (Saskatoon) is requesting the City of Saskatoon to proclaim April 2016 as Autism Awareness Month.

Background

As the prevalence of Autism Spectrum Disorders (ASD) continues to increase in our community and around the globe, Autism Services want to increase awareness and education about ASD to residents of Saskatoon and area by expanding awareness through World Autism Awareness Day and International Autism Awareness Month.

In 2007, the United Nations General Assembly declared April 2 as World Autism Awareness Day (WAAD), with the goal of bringing the world's attention to autism, a pervasive disorder that affects tens of millions.

World Autism Awareness Day shines a bright light on autism as a growing global health concern. WAAD activities help to increase and develop world knowledge of the autism crisis and impart information regarding the importance of early diagnosis and early intervention. Additionally, WAAD celebrates the unique talents and skills of people with autism, and features community events around the world where individuals with autism and their families are warmly welcomed and embraced.

World Autism Awareness Day activities are held all over the world, from Argentina to Vietnam. There are a variety of ways communities mark the day, from art auctions, to family walks, community barbeques, seminars and film showings.

World Autism Awareness Day on April 2 and International Autism Awareness Month, Autism Services will further promote awareness to the public and also raise much needed financial support to help provide programming and assistance to individuals with autism and their families.

Autism Services of Saskatoon

Autism Services is a Saskatoon based charitable organization, dedicated to providing advocacy, support, education, recreational, social and residential programs and services to individuals with autism spectrum disorder, and their families.

Autism Services current membership is presently over 1500 individuals and families.

Autism Services is supported by the Saskatoon Health Region and the provincial government Ministries of Health, Social Services, and Housing. Fundraising and philanthropic giving are also critically important in ensuring Autism Services' professional staff are able to deliver a broad range of services, supports and therapeutic intervention to people living with and impacted by ASD.

Whether it's a center based, intensive Little Tots program, the home based therapeutic Autism Intervention Program, Residential Programs within five homes for 20 adults with ASD, Adult day program with 11 participants (5 of whom do not reside with us), or Family and Group Programs with over 40 on-going recreational and social programs; Autism Services remains committed and focused on delivering quality, timely and relevant services and supports that improve lives in our community.

Vision

Our vision for Autism Awareness Day and the entire month of April is to build awareness of Autism and the people and lives it impacts within our community. We are hosting a variety of activities and awareness campaigns throughout the month of April, coordinated by our office staff and volunteer fundraising committee. We hold our major fundraiser event in April - **Gatsby Night for Autism** - as well as other promotional activities, awareness and a donation drive with local businesses. We hope everyone has an opportunity to participate and learn more about Autism Spectrum Disorder. There are also numerous national and international events held each year and we are honoured to be a part of a global initiative.

Proclamation

- Whereas autism affects all persons regardless of race, relation, socio-economic status or geography.
- The latest statistics from the CDC's Autism and Developmental Disabilities Monitoring (ADDM) Network indicate that as many as 1 in 68 children have been identified with an autism spectrum disorder (ASD), an increase of 600% in the past 10 years and 1000% in the past 40 years respectively. What was once viewed as a rare disorder is now recognized as the most common neurological disorder affecting children.
- Whereas on December 18, 2007 the United Nations General Assembly adopted resolution 62/139 World Autism Awareness Day by unanimous consent, encouraging UN Member States to take measures to raise awareness about autism throughout society and to promote early diagnosis and early behavior intervention.
- Whereas the resolution designates World Autism Awareness Day as a United Nations day to be observed every year starting in 2008 to raise global awareness of autism.
- Whereas the aims for World Autism Awareness Day are to inform the general public about the global health crisis of autism, stress the importance of early diagnosis and early intervention, and to celebrate the unique talents and qualities of individuals with autism.
- Whereas autism is a lifelong condition in which the bulk of cost falls in adulthood, creating an enormous economic impact.
- Whereas the consequent development challenges of autism threaten to undermine the achievement of the United Nations Millennium Development Goals and other internationally agreed development goals.

Now, therefore, let it be resolved that the City of Saskatoon implements the ideals of World Autism Awareness Day in Canada on April 2nd in perpetuity, while also declaring the month of April Autism Awareness month.

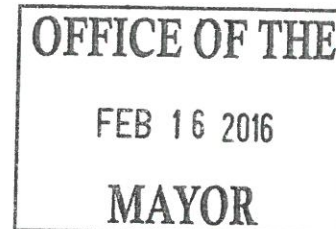
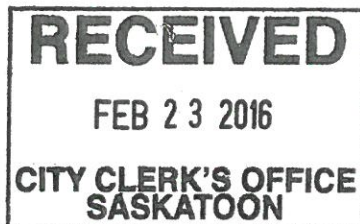
Signed

Date



2/9/2016

Donald J. Atchison
Mayor
City of Saskatoon
222 Third Avenue North
Saskatoon, SK S7K 0J5



Dear Mayor Atchison

Re: Mayor's Poetry City Challenge: A Celebration of Poetry, Writing and Publishing

Last year, for the first time, I initiated a nationwide challenge to Mayors across Canada to participate in the annual Mayor's Poetry City Challenge. The torch was passed to me from Regina Mayor Michael Fougere, and I am honoured to once again be challenging you to some friendly literary competition.

The purpose of the Challenge is to recognize both UNESCO's World Poetry Day on March 21 as well as National Poetry Month, which is celebrated in Canada and the United States for the month of April. Last year, 71 communities from Whitehorse and Dawson City to Victoria and St. John's took part. Eighty-five established, emerging and student poets read or performed in English, French and Arabic.

In this spirit, I would like to issue this Challenge: to have a local poet read a poem at the start of one of your Council meetings in March or April. In addition to ensuring that Calgary's Poet Laureate is provided with an opportunity to open a Council meeting with a reading, I also undertake to declare March 21 as World Poetry Day and April as National Poetry Month in Calgary. I hope you will join me in making a similar declaration.

A confirmation form and guide, FAQ and list of communities that participated in 2015 are attached. Please confirm your intention to participate by completing the confirmation form and returning it to the League of Canadian Poets at the address provided. The League is the lead organization for day-to-day management of this initiative and any questions you may have. I am sure you will find that the municipal requirements are easily managed. Participating communities will be promoted through traditional and social media as part of National Poetry Month campaign, and will be recognized in special promotion for the Mayor's Poetry City Challenge.

All Canadian cities are encouraged to meet the Challenge, but yours is one of those identified as a strong supporter of culture in your region. If you have participated before, thank you for your support and leadership. If this is a new undertaking, I am excited to see you join this initiative which touches artists and citizens alike.

Calgary is proud of its support for the literary arts, and of the many poets and writers in our community. Calgary is pleased to lead the charge this year, with our partners, the League of Canadian Poets (LCP) and the Writers' Guild of Alberta (WGA). With this challenge, we are pleased to be supporting local artists, while raising awareness and profile on a national level.

I hope you will take up the Mayor's Poetry City Challenge for 2016.

Sincerely,

A handwritten signature in black ink, appearing to read 'Naheed Nenshi', with a horizontal line underneath.

Mayor Naheed Nenshi
The City of Calgary

Attachments: 5

From: Donna Lingnau <donna.lingnau@sasktel.net>
Sent: March 07, 2016 10:50 AM
To: Web E-mail - City Clerks
Subject: FW:
Attachments: Mayor's letter January 27, 2016.pdf



To Whom It May Concern:

Please find attached the letter regarding the request to display the Polish Flag at City Hall on May 2nd.

Best regards,
Donna

From: Donna Lingnau [mailto:donna.lingnau@sasktel.net]
Sent: January-27-16 2:25 PM
To: mayors.office@saskatoon.ca
Subject:

Hi Charlene,

Please find attached a personal letter to the Mayor from Dr. Olszynski.

Best regards,
Donna

Donna Lingnau
Administrative Assistant to:
Dr. W.P. Olszynski
Suite 103, 39-23rd St. E.
Saskatoon, SK S7K 0H6
Ph (306) 244-2277
Fax(306) 244-6755
donna.lingnau@sasktel.net



Dr. Wojciech Pniewnia Olszynski
 Honorary Consul of the Republic of Poland
 Midtown Professional Centre
 103 - 39, 23rd Street East
 Saskatoon, SK S7K 0H6
 Ph: 306 244 - 2277
 Email: wpolszynski@sasktel.net



January 27, 2016

Honourable Mayor Atchison
 Office of the Mayor
 222 Third Avenue North
 Saskatoon, SK S7K 0J5

Your Worship:

Thank you very much for opening the first Polish Film Festival in Saskatoon in the Broadway Theatre. Your very warm and kind words made a big difference and created applause right from the beginning. Initially, our film presentation did have difficulties, but eventually we did present the whole movie with success. There were almost 200 people in the audience, and I expect at least the same amount of people tonight.

As discussed, I would very much appreciate the possibility of having the Polish Flag displayed in front of City Hall on May 2nd. I expect that a separate letter should be addressed to you with this request.

Finally, I would strongly recommend that Judy Dyck become an honorary member of your team. Hopefully, our partnership will continue with discussions about the future of honorary consuls from different countries localized in Saskatoon.

Yours very truly,

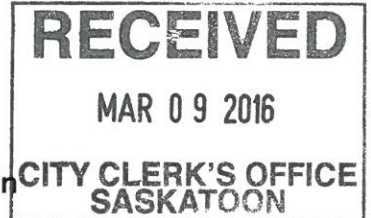
Dr. Wojciech Pniewnia Olszynski
 Honorary Consul of the Republic of Poland

WPO/dml

Notice of Confidentiality

This transmission is intended for the recipient(s) listed above and may contain information that is confidential or time sensitive. If you are not the recipient, any use, disclosure, copying or communication of the contents of this transmission is prohibited!

Look Listen Live!
Regardez Écoutez Restez en Vie!



NE12-28

Operation Lifesaver
901 - 99 Bank Street
Ottawa, Ontario K1P 6B9
Telephone (613) 564-8094
Fax (613) 567-6726
e-mail
admin@operationlifesaver.ca

Opération Gareautrain
901 - 99, rue Bank
Ottawa, Ontario K1P 6B9
téléphone (613) 564-8094
télécopieur (613) 567-6726
courriel
admin@operationlifesaver.ca

March 4, 2016

Office of the Clerk
City of Saskatoon
222 Third Avenue North
Saskatoon, SK S7K 0J5

Dear Sir / Madam:

Canada's 14th annual national **Public - Rail Safety Week** will be held from April 25 to May 1, 2016. The purpose of this significant event is to raise rail safety awareness among all Canadians and to highlight the ongoing commitment of communities such as yours, along with the rail industry, its member companies and their employees, in order to make Canada's rail network even safer.

Once again this year, **Operation Lifesaver** is proud to support the various activities and events that will be taking place throughout **Public - Rail Safety Week** across the country to raise public awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens.

Your City Council can be a powerful ally for our public awareness campaign by adopting the enclosed draft resolution to support **Public - Rail Safety Week** in your community. Should you require additional information about Operation Lifesaver and rail safety, please consult www.operationlifesaver.ca.

Thank you in advance for supporting this request and **Public - Rail Safety Week**. We would greatly appreciate it if you would send us a copy of your resolution and please tell us how you will be promoting rail safety in your community this year.



Stephen Covey
President
Operation Lifesaver

Mike Regimbal
National Director
Operation Lifesaver

Encl.

Draft Resolution

RESOLUTION IN SUPPORT OF PUBLIC - RAIL SAFETY WEEK

Whereas *Public - Rail Safety Week* is to be held across Canada from April 25 to May 1, 2016;

Whereas it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness;

Whereas Operation Lifesaver has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor

seconded by Councillor

It is hereby **RESOLVED** to support national *Public - Rail Safety Week*, to be held from April 25 to May 1, 2016.



Saskatoon & District LABOUR COUNCIL

Making a difference since 1909

205-5

February 29, 2016

Mayor and City Council
c/o City Clerk and City Council
City Hall
222 Third Avenue North
SASKATOON, SK S7K 0J5

RECEIVED

MAR 09 2016

**CITY CLERK'S OFFICE
SASKATOON**

Your Worship and City Council,

April 28th is recognized by the labour movement across Canada as the day when we mourn the victims of workplace accidents or disease and remember their sacrifice. It is also a time for the renewal of our pledge to continue to urge governments to improve health and safety standards and workers' compensation benefits in the workplace.

The Saskatoon and District Labour Council is holding a commemorative service at the Frances Morrison Library on April 28, 2016 starting at 7:00 p.m. It would be greatly appreciated if the City of Saskatoon would proclaim April 28th as an Annual Day of Mourning in recognition of workers killed, injured or disabled on the job.

We thank you for your attention to our request.

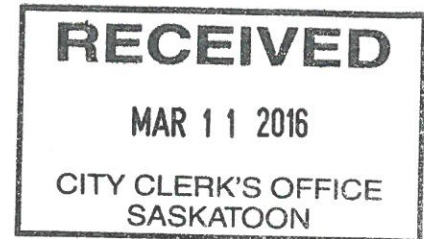
In solidarity,
SASKATOON AND DISTRICT LABOUR COUNCIL

For: Kelly Harrington
President

TG/tlg
USW 5917

From: Emmy Neuls <esneuls@gmail.com>
Sent: Friday, March 11, 2016 11:57 AM
To: City Council
Subject: Form submission from: Write a Letter to Council

Submitted on Friday, March 11, 2016 - 11:56
Submitted by anonymous user: 71.17.36.188
Submitted values are:



Date: Friday, March 11, 2016
To: His Worship the Mayor and Members of City Council
First Name: Emmy
Last Name: Neuls
Address: 507 Smoothstone Cres
City: Saskatoon
Province: Saskatchewan
Postal Code: S7J 4S9
Email: esneuls@gmail.com
Comments:
Dear His Worship and Members of City Council,

The Saskatoon Norwegian Cultural Society would like to request the Norwegian flag to be raised in the honour of Norwegian National day May 17 2016 in city of Saskatoon.

The Norwegian heritage is strong in Saskatoon, and there are two active cultural group in Saskatoon with an membership over 200 people. We would like to invite the heritage groups to the flag raising, to be followed by a celebratory event at a Western Development a museum the evening of May 17. We sincerely hope you approve our request. We look forward to hear from you soon.

Sincerely,

Emmy Neuls

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/75222>



March 15, 2016

His Worship the Mayor and
Members of City Council

**Re: Request for Proclamation
Week of May 1 to 7, 2016 as
Emergency Preparedness Week in Saskatoon**

The Saskatoon Fire Department respectfully requests that City Council proclaim the week of May 1 to 7, 2016, as Emergency Preparedness Week in Saskatoon.

Emergency Preparedness Week is an annual, national event coordinated by Public Safety Canada that takes place during the first full week of May to raise awareness of the importance of having an emergency kit, making an emergency plan, and identifying risks in specific regions.

The Saskatoon Emergency Measures Organization (EMO) has planned activities throughout the week to raise awareness for the citizens of Saskatoon and test the City's own resources. A city-wide emergency messaging test will be performed on Wednesday, May 4, using the mass communication system **notifynow**. This will allow citizens to confirm they are registered and will show them what a message sounds like, or looks like, on their registered devices. In addition to testing the emergency notification system EMO will emphasize the importance of personal preparedness.

Citizens can ensure they are prepared at any time throughout the year by calling Saskatoon EMO at 306-975-3210 or visiting www.saskatoon.ca.

Thank you for considering this request for proclamation.

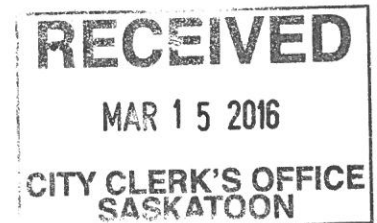
Sincerely,



Morgan Hackl
Fire Chief

/bjs

From: Christine Spetz <christine.spetz@saskatoonhealthregion.ca> on behalf of Christine Spetz
<christine.spetz@saskatoonhealthregion.ca>
Sent: March 15, 2016 1:52 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Tuesday, March 15, 2016 - 13:52
Submitted by anonymous user: 207.195.114.48
Submitted values are:

Date: Tuesday, March 15, 2016
To: His Worship the Mayor and Members of City Council
First Name: Christine
Last Name: Spetz
Address: 715 Queen Street
City: Saskatoon
Province: Saskatchewan
Postal Code: S7K 4X4
Email: christine.spetz@saskatoonhealthregion.ca
Comments:

Every year in Saskatchewan, the lives of hundreds of people are saved or improved through organ and tissue donation. One organ donor can save up to eight people, and one tissue donor can improve the lives of an additional 75. But the need for organs and tissue far outweighs their availability. About 190 people in Saskatchewan are waiting for a transplant. Unfortunately, some will never receive the transplant they need because a donor cannot be found.

This year, the Saskatchewan Transplant Program would like to raise an organ and tissue donation awareness flag at City Hall during National Organ and Tissue Donation Awareness Week (NOTDAW) from April 18 to 25.

We feel that raising a flag for organ and tissue donation is an excellent opportunity for the Saskatchewan Transplant Program and the City of Saskatoon to join together to raise awareness not only about organ and tissue donation but also about the importance of talking to our families about our decision to donate – the theme of last year's organ and tissue donation awareness campaign, which can be found at www.saskatoonhealthregion.ca/transplant.

Together we can save and improve the lives of those in need of a transplant.

We look forward to hearing from you.

Sincerely,

Christine Spetz
Communications Consultant
Saskatoon Health Region

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/75794>