



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

**Monday, May 1, 2017, 9:00 a.m.**

**Council Chamber, City Hall  
Committee:**

**Councillor D. Hill, Chair, Councillor B. Dubois, Vice-Chair, Councillor T. Davies, Councillor H. Gough,  
Councillor Z. Jeffries, His Worship, Mayor C. Clark (Ex-Officio)**

**Pages**

**1. CALL TO ORDER**

**2. CONFIRMATION OF AGENDA**

**Recommendation**

1. That item 6.3.1, a request to speak, dated April 21, 2017 from Jake Buhler be removed from the agenda; and
2. That the agenda be confirmed as presented and the speakers be heard.

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. ADOPTION OF MINUTES**

**Recommendation**

That the minutes of Regular Meeting of the Standing Policy Committee on Planning, Development and Community Services held on April 3, 2017 be approved.

**5. UNFINISHED BUSINESS**

**6. COMMUNICATIONS (requiring the direction of the Committee)**

**6.1 Delegated Authority Matters**

**6.1.1 Saskatoon North Partnership for Growth Regional Plan - What We Heard Report [File No. CK 4250-1]**

**8 - 8**

A letter dated April 4, 2017 from Ms. Christine Gutmann, Project Manager P4G Regional Plan, Saskatoon North Partnership for Growth is provided.

### **Recommendation**

That the information be received.

#### **6.1.2 Richard St. Barbe Baker Afforestation Area [File No. CK 4000-1]**

9 - 10

The Board of Police Commissioners received the attached presentation from Ms. Julia Adamson regarding the above matter at its meeting held on April 20, 2017.

The Board expressed its concerns with respect to the amount of Police resources involved in controlling the activities in this area and subsequently resolved the Board's support for any measures undertaken by the Saskatoon Police Service and City Administration with a goal of reducing illegal activities and resources required in the area, be forwarded to the Standing Policy Committee on Planning, Development and Community Services.

### **Recommendation**

That the information be received.

#### **6.2 Matters Requiring Direction**

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

11 - 14

The Municipal Heritage Advisory Committee has reviewed and supports the recommendations outlined in the April 5, 2017 report of the General Manager, Community Services Department.

### **Recommendation**

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

1. That funding be approved, up to a maximum of \$6,006, through the Heritage Conservation Program for shingle replacement at the Mann House located at 1040 University Drive;
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement, under the Corporate Seal; and
3. That the General Manager, Community Services

Department, be authorized to remit payment of the grant following completion of the project.

**6.2.2 Application for Funding Under the Heritage Conservation Program - McLean Block (263 3rd Avenue South) [File No. CK 710-55 and PL 907-1]** 15 - 20

The Municipal Heritage Advisory Committee has reviewed and supports the recommendations outlined in the April 5, 2017 report of the General Manager, Community Services Department.

**Recommendation**

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

1. That funding be approved, to a maximum of \$64,630.69, through the Heritage Conservation Program for the windows, roof repairs, and brickwork of the McLean Block located at 263 - 3rd Avenue South;
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal; and
3. That the General Manager, Community Services Department, be authorized to remit payment of the grant following completion of the project.

**6.2.3 Proposed Heritage Resource Materials Strategy [File No. CK 710-1 and PL 710-28]** 21 - 27

The Municipal Heritage Advisory Committee has reviewed and supports the recommendation outlined in the April 5, 2017 report of the General Manager, Community Services Department. The Committee also recommends that the City explore the possibility of a Civic Museum that would act as a repository for artifacts.

**Recommendation**

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

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

**6.3.1 Jake Buhler - Urban Forestry/Meewasin Valley Authority [File No. CK 4200-1]** 28 - 28

A request to speak dated April 21, 2017 from Jake Buhler, was

received.

This item has been withdrawn.

- 6.3.2 Jeff Nattress, Laneway Suites Ltd. - Industry Feedback on Saskatoon's Garden and Garage Suite Program [File No. CK 4350-63] 29 - 43**

A request to speak from Jeff Nattress, Laneway Suites Ltd., along with background information, is provided.

**Recommendation**

That the information be received.

**7. REPORTS FROM ADMINISTRATION**

**7.1 Delegated Authority Matters**

- 7.1.1 2016 Year-End Report - Planning and Development Division [File No. CK 430-41 and PL 116-8] 44 - 79**

**Recommendation**

That the May 1, 2017 report of the General Manager, Community Services Department be received as information.

- 7.1.2 2017 Assistance to Community Groups Cash Grants Program, Social Services Category [File No. CK 1871-3 and RS 1870-2] 80 - 85**

**Recommendation**

1. That the recommended grants for 2017, totalling \$1,143,360 under the Social Services Category, Assistance to Community Groups Cash Grant Program, be approved; and
2. That the Administration continue to execute the three-year funding agreements with the flagship organizations.

- 7.1.3 2016 Year-End Report - Building Standards Division [File No. CK 430-32, PL 541-6, PL 4240-9 and PL 430-11] 86 - 98**

**Recommendation**

That the May 1, 2017 report of the General Manager, Community Services Department be received as information.

- 7.1.4 Land Use Applications Received for the Period from March 16, 2017 to April 10, 2017 [File No. CK 4000-5 and PL 4350-1] 99 - 104**

**Recommendation**

That the May 1, 2017 report of the General Manager,

Community Services Department be received as information.

- 7.1.5 2016 Annual Report - Recreation and Community Development Division [File No. CK 430-34 and RS 430-10]** 105 - 153

**Recommendation**

That the May 1, 2017 report of the General Manager, Community Services Department be received as information.

- 7.1.6 Proposed Elk Point Neighbourhood Concept Plan [File No. CK 4131-33 and PL 4131-42]** 154 - 181

**Recommendation**

That the May 1, 2017 report of the General Manager, Community Services Department be received.

**7.2 Matters Requiring Direction**

- 7.2.1 Appointment of 2017 Municipal Weed Inspectors and Dutch Elm Disease Inspectors [File No. CK 4200-8 and PK 4190-1]** 182 - 183

**Recommendation**

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

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

- 7.2.2 Saskatoon Fire Department Remembering When Program [File No. CK 2500-1, x 5500-1]** 184 - 187

**Recommendation**

That the Standing Policy Committee on Planning, Development and Community Services forward the May 1, 2017 report of the Acting Fire Chief to City Council for information and

consideration during the 2018 budget deliberations.

- 7.2.3 Proposed Amendments to Plan Review and Building Inspection Program Policy No. C09-029 [File No. CK 530-0 and 541-1] 188 - 205**

**Recommendation**

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

- 7.2.4 Innovative Housing Incentives - Request that Off-Site Levies be Waived - Jubilee Residences Inc. - Jubilee Heights [File No. CK 800-3, x750-4 and PL 952-6-27] 206 - 213**

**Recommendation**

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

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

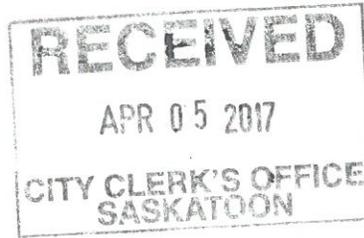
- 7.2.5 Growth Plan - Requests for Proposals Required for Public Transit Infrastructure Fund Projects [File No. CK 7300-1, x1860-1 and PL 4110-78] 214 - 222**

**Recommendation**

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

1. That the intended process for issuing Requests for Proposals for three components of the Growth Plan to Half a Million implementation, as described in the May 1, 2017 report of the General Manager, Community Services Department, be approved; and
2. That the Administration be given authorization to issue further Requests for Proposals for Growth Plan to Half a Million initiatives that fall under the Public Transit Infrastructure Funding program requirements.

8. MOTIONS (notice previously given)
9. GIVING NOTICE
10. URGENT BUSINESS
11. IN CAMERA SESSION (If Required)
12. ADJOURNMENT



April 4, 2017

Ms. Joanne Sproule  
City Clerk  
City of Saskatoon  
222 3rd Avenue North  
Saskatoon, Saskatchewan S7K 0J5

Dear Ms. Sproule:

**Re: Saskatoon North Partnership for Growth Regional Plan – What We Heard Report**

At the March 31, 2017 meeting of the Regional Oversight Committee (ROC) for the Saskatoon North Partnership for Growth (P4G), the ROC passed a resolution as follows:

“That a copy of the What We Heard Report as amended be forwarded to the Cities of Warman, Saskatoon and Martensville, the Town of Osler, and the Rural Municipality of Corman Park for information.”

A copy of the What We Heard Report and Appendix can be found at the following links:

- What We Heard Report - [http://www.partnershipforgrowth.ca/static/assets/P4G\\_WhatWeHeardReport\\_Ph3.pdf](http://www.partnershipforgrowth.ca/static/assets/P4G_WhatWeHeardReport_Ph3.pdf)
- What We Heard Report - Appendix - [http://partnershipforgrowth.ca/static/assets/P4G\\_WhatWeHeardReport\\_Ph3\\_APPENDIX.pdf](http://partnershipforgrowth.ca/static/assets/P4G_WhatWeHeardReport_Ph3_APPENDIX.pdf)

Thank you,

Christine Gutmann  
Project Manager, P4G Regional Plan  
Saskatoon North Partnership for Growth (P4G)  
Phone: 306-986-9734  
E-Mail: [Christine.Gutmann@saskatoon.ca](mailto:Christine.Gutmann@saskatoon.ca)

Cc: Randy Grauer, General Manager, Community Services

\* Ms. Darlene Brander, Chair \* His Worship Mayor Charlie Clark \* Councillor Darren Hill \* Councillor Mairin Loewen \* Ms. Carolanne Inglis-McQuay

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Requested the meeting with the Board of Police Commissioners to ensure all users of the Richard St. Barbe Baker Afforestation Area are respectful of the afforestation area preserved in perpetuity

The afforestation areas were bought by the city in 1960, afforested in 1972, preserved in perpetuity by City Council 1972, named 1978-1979, RSBBA received a dedication June 15, 1985, afforestation areas totally annexed into City of Saskatoon boundaries 2005 and received proactive community engagement since 2015.

In a nutshell, seeking to get the appropriate services to direct and educate the public to be respectful of the diverse flora and fauna of woodlands, grasslands and wetlands.

It is very easy to enjoy a semi-wilderness wildlife habitat nestled in a mixed deciduous and evergreen forest such as usually only seen north of the provincial treeline. Here in our native and modified Aspen Parkland ecosystem, and West Swale wetlands it is better if all users had an awareness and respect for the environment around them.

Quote by John L. Lonergan "Education not punishment is the solution. Education has a huge role to play to change things... Anybody that goes out and wrongs or damages another human being deserves to be punished. ...You cannot allow people to go out and damage other people and injure other people or to rob from other people or to destroy other people's property. That is not the point... The point is that once we look at the population and at the evidence; are there ways to reduce the number of people committing crime and if we can say yes to that we'll automatically reduce the numbers of victims and it is far better to prevent people becoming victims of criminality rather than responding to it which we do." John L. Lonergan TedX Dublin. Sept 2014

Several points follow; put forward by Jeff Hehn, Ambassador of the Fatlanders Fatbike Brigade and the various stewards / stakeholders of the Richard St. Barbe Baker Afforestation Area (as mentioned previously)

- 1) It is greatly appreciated the assistance being afforded by Air Support One and a request is humbly submitted for continued support until barriers are in place.
- 2) Better signage, awareness and education will allow police to act when called upon and hopefully less need for action. A defined knowledge of city land / park / open space / environmental bylaws or regulations which are extant if afforestation areas are owned by a/ land branch b/ parks department.
- 3) Response protocol is defined and understood - police know where to respond and how to get in (particularly if locked) To put into place education that the Richard St. Barbe Baker Afforestation Area is totally owned by the city and totally annexed in 2005 along with afforestation area formerly named George Genereux Urban Regional Park
- 4) An education or neighbourhood watch program implemented addressing safety for users of the afforestation area who personally step up as citizens in regards to protective services needs.
- 5) Agreement from the Police Commission and letter of support that better signage and vehicles restrictions to the area are necessary and will reduce resources needed to enforce the bylaws and thereby save the city money. Agreement from police board that restricting access will reduce the need to have go out there - costs less to fix problem at the root than to try and deal with symptoms.

The users of the afforestation areas realize this is not solved by the police alone. Education is the key, education at the citizen level to increase awareness of the afforestation area preserved in perpetuity, education for all users to respect the flora and fauna of the eco-system, education in the form of signage and education in the form of vehicle restrictions to mitigate illegal trespass.

With education, everyone's role at the afforestation area becomes easier. A safe, vibrant and active community life abounds, the environment benefits, time and money can be much better spent.

"I will have nothing to do with this destruction of life. I will play no part in this devastation of this land. I am destined to live and work for peaceful construction for I am morally responsible for the world of today and of **the generations of tomorrow.**

Let TAWAMHWE-pull together-be our motto " Richard St. Barbe Baker

South West Sector Afforestation Addresses:

1/ Richard St. Barbe Baker Afforestation Area (City of Saskatoon Urban Regional Park) Parts Section 22 and SW 23 township 36 range 6 west of the third meridian. (East of the CN overpass on SK Highway 7) SE 22 & SW 23-36-6 W3 under MVA conservation management.

2/ Un-named City of Saskatoon Afforestation Area. Part south of CN Chappell yards SE section 23-36-6-W3 preserved as afforestation area in perpetuity, under MVA conservation management- west of SW OLRA and east of COC.

3/ In 1960, part of NE 21-36-6 W3 (West of the CN overpass on SK Highway 7) was purchased by the City, planted in 1972, preserved as an afforestation area. Named in 1978-1979 George Genereux Park (Urban Regional Park), this namesake was removed at this afforestation area for use at a different city pocket park.

Thank you for any advice or assistance you may be able to profer in this regards.

Julia Adamson

Resident Meadowgreen, City of Saskatoon

210 Appleby Court, 306 380 5368

[djadamson@sasktel.net](mailto:djadamson@sasktel.net)

<https://stbarbebaker.wordpress.com/>

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

### **Recommendation**

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

1. That funding be approved, up to a maximum of \$6,006, through the Heritage Conservation Program for shingle replacement at the Mann House located at 1040 University Drive;
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement, under the Corporate Seal; and
3. That the General Manager, Community Services Department, be authorized to remit payment of the grant following completion of the project.

### **Topic and Purpose**

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

### **Report Highlights**

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

### **Strategic Goal**

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

### **Background**

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

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

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### **Report**

#### Mann House

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

#### Roof Repair and Reshingling

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

#### Grant

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

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

#### **Options to the Recommendation**

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

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

There is no public or stakeholder involvement.

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

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### **Financial Implications**

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

### **Other Considerations/Implications**

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

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

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

### **Public Notice**

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

### **Attachment**

1. Mann House - Cost Estimates

### **Report Approval**

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

Reviewed by: Lesley Anderson, Director of Planning and Development

Approved by: Kara Fagnou, Acting General Manager, Community Services Department

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

## Mann House - Cost Estimates

Item	Description of Work	Materials and Labour	Total (Including Tax)
Shingle Replacement	<ul style="list-style-type: none"> <li>• Supply and installation of IKO Cambridge fiberglass laminated shingles on main roof; and</li> <li>• Removal and disposal of existing shingles</li> </ul>	\$11,440	<b>\$12,012</b>

**Total Costs**

**\$12,012**

**City's Contribution (50% of Eligible Costs)**

**\$ 6,006**

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

### Recommendation

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

1. That funding be approved, to a maximum of \$64,630.69, through the Heritage Conservation Program for the windows, roof repairs, and brickwork of the McLean Block located at 263 - 3<sup>rd</sup> Avenue South;
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal; and
3. That the General Manager, Community Services Department, be authorized to remit payment of the grant following completion of the project.

### Topic and Purpose

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

### Report Highlights

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

### Strategic Goal

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

### Background

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

### Report

#### McLean Block

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

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

#### Windows, Roof Repairs, and Brickwork

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

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

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

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

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

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

#### **Options to the Recommendation**

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

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

Public and/or stakeholder consultations are not required.

#### **Policy Implications**

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

#### **Financial Implications**

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

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

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

**Other Considerations/Implications**

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

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

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

**Public Notice**

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

**Attachments**

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

**Report Approval**

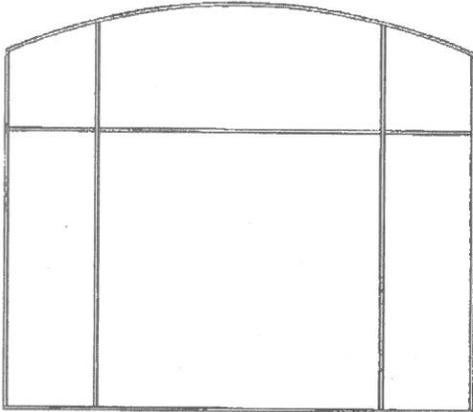
Written by: Catherine Kambeitz, Heritage and Design Coordinator, Planning and Development

Reviewed by: Lesley Anderson, Director of Planning and Development

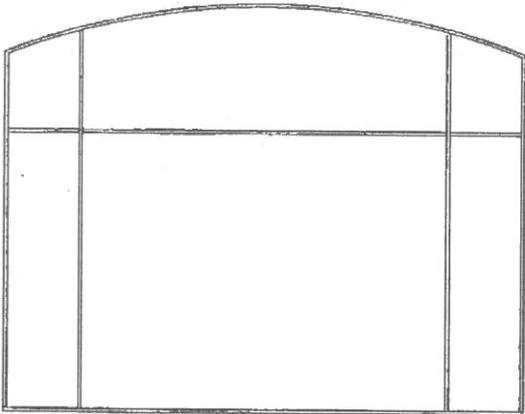
Approved by: Kara Fagnou, Acting General Manager, Community Services Department

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

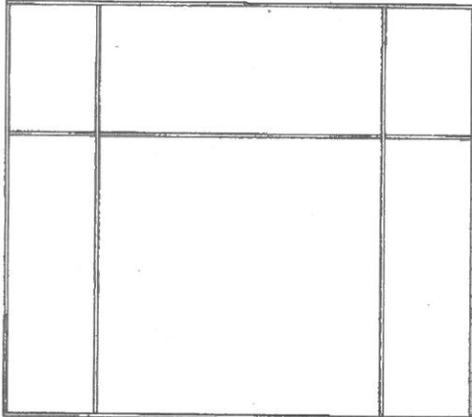
Replacement Window Shape and Size



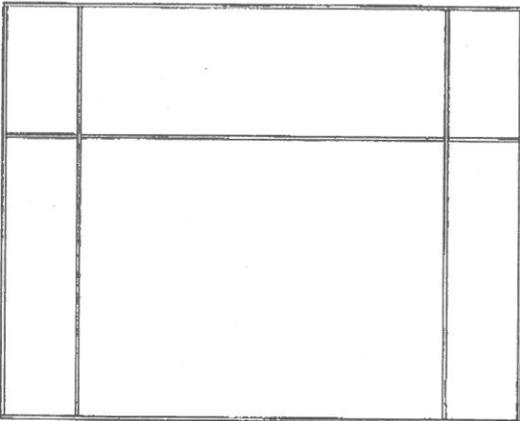
2 WINDOWS REQUIRED



2 WINDOWS REQUIRED



2 WINDOWS REQUIRED



2 WINDOWS REQUIRED

06/22/2015 11:17:28 AM



**McLean Block - Costs Estimates**

<b>Item</b>	<b>Description of Work</b>	<b>Estimate</b>
Windows (façade)	<ul style="list-style-type: none"> <li>• Supply and installation of eight custom windows</li> <li>• Removal of existing windows</li> </ul>	\$50,100.95
Windows (north side – 3 <sup>rd</sup> floor)	<ul style="list-style-type: none"> <li>• Supply and installation of seven custom windows</li> </ul>	\$12,680.95
Roof	<ul style="list-style-type: none"> <li>• Comprehensive roof repairs</li> <li>• Roof hatch with safety ladder</li> <li>• Duplicate new roof for 2<sup>nd</sup> window well (2<sup>nd</sup> floor north side)</li> </ul>	\$26,460.00
Brickwork	<ul style="list-style-type: none"> <li>• Repairs on north side 3<sup>rd</sup> floor, back side 3<sup>rd</sup> floor, and chimney</li> </ul>	\$28,268.45

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

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## Proposed Heritage Resource Materials Strategy

### Recommendation

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

### Topic and Purpose

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

### Report Highlights

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

### Strategic Goal

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

### Background

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

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

### Report

#### Materials and Artifacts in Storage

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

## **Proposed Heritage Resource Materials Strategy**

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### **Proposed Heritage Materials Strategy**

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

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

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

### **Options**

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

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

Public and/or stakeholder consultations are not required.

### **Other Considerations/Implications**

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

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

No follow-up is required.

### **Public Notice**

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

### **Attachments**

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

### **Report Approval**

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

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

## Inventory of Heritage Materials

### 1. Capitol Theatre (2<sup>nd</sup> Avenue South)

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

Storage Location: (202 Portage Avenue - Indoor)

Items stored include:

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

### 2. Labatt's Brewery (Herman Avenue)

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

Storage Location: (202 Portage Avenue - Indoor)

Items stored include:

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

### 3. Queen's Hotel (Corner of 20<sup>th</sup> Street West and 1<sup>st</sup> Avenue South)

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

Storage Location: (University of Saskatchewan - Indoor).

Note: the materials need to be relocated from the University of Saskatchewan to a City storage facility.

Items stored include:

- pediments.

### 4. Gathercole Building (19<sup>th</sup> Street)

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

Storage Location: (Nicholson Yards - Outdoor)

Items stored include:

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

5. City Gardener's Residence and Shed (16<sup>th</sup> Street and Avenue H South)

The Gardener's Residence was demolished in 2004, and the rear shed in 2009. Materials remaining from the City Gardener's Residence and shed were reused on site to create an entrance sign and to outline the foundation of the house.

Storage Location: (1101 Avenue P North - Outdoor)

Items stored include:

- porch columns and caps; and
- concrete blocks.

6. Sanatorium (Holiday Park, Avenue K South)

The Sanatorium was demolished in 1989. Items salvaged from the building have been stored by the City since that time.

Storage Location: (Nicholson Yards - Outdoor)

Items stored include:

- Tyndall stone.

7. Cobblestones (19<sup>th</sup> Street and Other Locations)

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

Storage Location: (Nicholson Yards - Outdoor)

Items stored include:

- cobblestones.

8. YWCA Building (24<sup>th</sup> Street East)

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

Storage Location: Nicholson Yards (Outdoor)

Items stored include:

- terra cotta pieces.

## PROPOSED HERITAGE RESOURCE MATERIALS STRATEGY

### 1. Introduction

#### 1.1 Background

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

#### 1.2 Purpose

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

#### 1.3 Objectives

The objectives of the Heritage Resource Materials Strategy are:

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

#### 1.4 Definitions

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

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

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

Reuse: To use again or further use.

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

## **2. Acquisition and Salvage**

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

### Guidelines and Criteria

1. The heritage resource material must possess heritage value;
2. The heritage resource material must be determined fit for reuse in other buildings, outdoor or indoor public spaces, or in educational and cultural displays;
3. The heritage resource material must be in a condition that makes it feasible for its salvage, transportation, storage, and reuse;
4. The City must be capable of storing the heritage resource material in an acceptable manner;
5. The costs associated with the transportation and storage of the heritage resource material must be deemed appropriate by the City;
6. The respective property owner(s) or owner(s) of the heritage resource material must agree to the salvage of the heritage resource material; and
7. A letter of understanding is required between the City and the organization or individual removing the heritage resource materials. This letter should contain:
  - a) a list of items to be removed;
  - b) a date on which the items will be removed;
  - c) identified location where the items will be stored/reused/displayed;
  - d) the name of the contractor/organization/individual removing the items; and
  - e) digital photographs (denoting condition) of the items being removed.

## **3. Storage**

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

### Storage Guidelines and Criteria

1. The City must prepare (and maintain) archival documentation of the heritage resource material that includes the following (if applicable):
  - a) drawings/photographs/maps, etc;
  - b) record of type and origin;

- c) record of condition;
  - d) site history and context; and/or
  - e) any other available material and information that is relevant to documenting the significance of the material.
2. The heritage resource material must be stored in a manner that is deemed appropriate for its type and condition.
3. The City shall maintain current information on the location of the heritage resource material, its condition, and reuse plans.

#### **4. Reuse**

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

##### Reuse Guidelines and Criteria

1. A heritage resource material should be considered for reuse on the original site from which it was retrieved;
2. Maintaining the integrity of the heritage resource material, in relation to its original context, must be considered;
3. The reuse of heritage resource material should be compatible with its new environment, in relation to scale, texture, and style;
4. The heritage resource material must undergo conservation treatments by a qualified professional prior to reuse when necessary;
5. Consideration must be given to the methodology of installation;
6. Documentation and/or interpretation is considered essential to ensure the heritage and the meaning of the material, in relation to the site, is not lost. This should include contextual information of the demolished structure (architect[s], date, cultural story, etc.); and
7. When no use has been identified for a heritage resource material by the City, the heritage resource material should be offered and distributed following a reuse priority:
  - a) use in a municipal or provincial designated heritage property, National Historic Site, or a property listed on the Saskatoon Register of Historic Places;
  - b) use by the Meewasin Valley Authority for interpretive programming;
  - c) use by a museum;
  - d) use by a local non-profit organization for community use or benefit; and
  - e) use by owners of private property with a connection to the heritage resource.

4500-1



JAKE BUHLER  
836 Main St  
S7H 0K3  
306 244 1392

I wish to make a 5 minute  
presentation to Council related to  
Urban Forestry / MVA

I will require assistance with  
A/V and will provide  
the technician with a USB  
stick. With thanks.

Jake Buhler

jakelouisebuhler@sasktel.net

4350-63

**From:** City Council  
**Sent:** April 25, 2017 10:58 AM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Tuesday, April 25, 2017 - 10:57  
Submitted by anonymous user: 184.69.58.74  
Submitted values are:

Date: Tuesday, April 25, 2017  
To: His Worship the Mayor and Members of City Council  
First Name: Jeff  
Last Name: Nattress  
Address: 1521 Empress Ave  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7K 3G4  
Email: jeff@lanewaysuites.com  
Comments:

Hello,  
I would like to request to speak at the upcoming meeting for the Standing Policy Committee on Planning, Development, and Community Services on May 1st, 2017. The topic I will be addressing is "Industry Feedback on Saskatoon's Garden and Garage Suite Program". This is a new issue which is not currently on the agenda, therefore I would like to request to have it included on the agenda. A group of Saskatoon's building and design professionals have compiled a short report which we would like to give to the committee members prior to the meeting (possibly as an attachment to the agenda). Since I am unable to attach the report to this form, I will send it with a separate email to City Clerks Office.  
Thank you in advance.  
Jeff Nattress

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/164595>



## **Industry Feedback on Saskatoon's Garden and Garage Suite Program**

**Prepared For:**

City of Saskatoon

**Prepared By:**

Laneway Suites Ltd.

and

Bldg Studio Inc.

March 2017

**Laneway Suites** 

**BLDG • STUDIO**

The following report was compiled with contributions from several industry representatives including:

Sherry Bentley of **Country by Design**

Krista Martens of **Beyond Measure Design**

Crystal Bueckert of **Bldg Studio Inc.**

Ian Loughran of **Vereco Homes**

Dustin Bueckert of **Haven Builders**

Trina Schmid, **Garage Suite Owner**

Josh Quintal, **Homeowner**

Anonymous architect

Mark Kelleher of **Black Rock Homes**

Jeff Nattress of **Laneway Suites**

A previous report was written and submitted to the City of Saskatoon Planning and Development department in 2015 which outlined a set of recommendations for the revisions to the Garden and Garage Suite Regulations. The report was received and select recommendations were considered by the City of Saskatoon. The original regulations from 2014 have been revised several times since they were first issued.

*This report was prepared by Laneway Suites Ltd. and Bldg Studio Inc. The material in it reflects their best judgment in light of the information available to it at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions made based on it, are the responsibilities of such third parties. Laneway Suites and Bldg Studio Inc. accept no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.*

City of Saskatoon  
City Council  
222 - 3rd Avenue South  
Saskatoon, SK S7K 0J5

**RE: Industry Feedback on Saskatoon's Garden and Garage Suite Program**

Date: March 2017

**Attention: Saskatoon City Council & Planning Committee**

This report is a compilation of feedback from Saskatoon's design and building specialists. The professionals who have contributed to this report have all been involved in designing and building garden and garage suites in Saskatoon over the past several years.

According to the Planning and Development department, the City of Saskatoon had planned to complete a review of the garden and garage suite program in early 2017; the purpose being to make any improvements or changes deemed necessary and report findings back to City Council. We are not aware if this review is being completed.

Working in this field, we have noticed a common theme from around the industry; the program needs improvement. Since it's inception in 2014, there has been a large interest from residents, but a slow uptake in actual building permits issued and construction starts.

In an attempt to determine what is contributing to this, a group of industry specialists were invited to give their feedback. The purpose of this report is to offer the feedback to Saskatoon City Council on the garden and garage suite program in the hopes that Council will guide the Administration to make positive changes to the bylaw.

After reading the report, if you have any further questions, please contact us.

Sincerely,

Crystal Bueckert and Jeff Nattress  
Crystal Bueckert | Arch. Tech., B.F.A.  
**BLDG STUDIO INC.**  
t: 306 241 6643 | [www.bldgstudio.ca](http://www.bldgstudio.ca)

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## INTRODUCTION

Garden and garage suites (GGS) present a unique opportunity: to create a hidden fabric of low impact infill housing within our City. Unfortunately, this opportunity is being lost due to factors which are hindering this type of development. To better understand areas where improvement is needed, we looked to Saskatoon's building and design industry for input.

The following is a report on feedback we've received from several Saskatoon building professionals regarding **Saskatoon's Garden and Garage Suite Regulations**.

The feedback is grouped into three main categories in order to be easily understood.

**The categories are as follows:**

1. TECHNICAL
2. PROCESS
3. COST

**Each feedback area is given the following format:**

 PROBLEM

 DID YOU KNOW

 WAYS TO IMPROVE

We have compiled the following information to support City Administration's review of and revisions to the current **Garden and Garage Suite Regulations**. This report outlines difficulties encountered and suggested areas of improvement by those who have endeavoured to design and build garden and garage suites in Saskatoon.

## RECOMMENDATIONS

The following is a summary of recommendations:

### **1. Remove the Discretionary Use Application process**

Apparently only 2% of DUA's are denied per year. This is inclusive of all zones and building classifications, not just the Garden and Garage Suites. The cost, effort, confusion, and broken neighbour relations have resulted in only a few GGS buildings being constructed. Removing the DUA process could have resulted in over 220 GGS built in the last three years with an annual increase of 30% property tax (an estimated \$232,000). This would also save many working hours for the Planning Department, Transportation and Utility Department and Building Standards. None of the items requested during the DUA process can prevent the construction of a GGS as long as the bylaw and requirements are followed, just like any other residential building. Removing the process is non-detrimental.

We suggest changing the requirement to a Development Permit. This would cost less time and money for both the City and the homeowner and would still ensure that all bylaws, requirements and building codes are followed.

### **2. Remove the size comparison to principal house**

This is an undemocratic requirement. Homeowners with small houses should not be penalized. Homeowners with large houses can build large GGS but their neighbours with small houses have to build small GGS. This is an unfair comparison. There are already nine restrictions in the bylaw that determine the size of the GGS, it is not necessary to add this requirement as well.

### **3. Remove requirement for a drainage plan**

Principal buildings (including residential and commercial) are not required to provide a drainage plan in order to get a building permit. Requiring this drawing is extra time and money and is a misplaced effort for such a small building.

# 1 TECHNICAL

The feedback received highlights that there are technical aspects being applied to garden and garage suites which don't necessarily match the intent of the **Infill Guidelines**. It has been suggested that there are too many bylaw calculations for the building. Reducing the amount of technical requirements would likely encourage and promote this type of building to the average Saskatoon person.

The following areas offer insight into technical feedback and ways to improve.

## Building Height

### PROBLEM

Architecturally, it is difficult to meet heritage value due to the requirement for limited building heights.

### DID YOU KNOW

Currently in Saskatoon, garages can be taller than one storey garden and garage suites. The opposite would make more sense considering there is a living space on one or both levels.

### WAYS TO IMPROVE

Consider increasing the building height, even slightly as this would allow for greater flexibility and improved design, both interior and exterior.

## Green Design

### PROBLEM

Energy efficient living spaces often consist of thicker walls to provide better insulation. It is suggested that the bylaw is too restrictive on a 25' lot for a GGS with thick, insulated walls.

### DID YOU KNOW

The way the bylaw is currently written, buildings with thicker walls are actually penalized because the square footage calculation includes walls. Basement suite calculations do not include the foundation wall.

### WAYS TO IMPROVE

Look to cities like Vancouver where they have taken steps to

encourage green building by changing the way square footage is calculated.

## Suite Size

### ✘ PROBLEM

Currently, the suite plus garage space must not be larger than the house. The consensus is that comparing the suite to the primary house is restrictive and it penalizes people with small houses. It is suggested that this comparison be removed and the suite size will be dictated by the other nine size constraints. Another suggestion is that the allowable area of the GGS should be a percentage of the lot.

### ? DID YOU KNOW

A two storey garage suite is by far the most popular building type as it satisfies the parking requirement (2 stalls) and allows living space above. To build a modest suite with 428 square feet of living area above 546 square feet of garage space, the primary residence must be at least 974 square feet (428+546=974 ft<sup>2</sup>). In this case, **the only way to have more living area in the suite is to have a larger primary residence.**

Having an upper floor setback of 24" is actually causing the main floor garage to be bigger, not the suite to be smaller.

### + WAYS TO IMPROVE

- Consider allowing lofts in garden suites while keeping building height consistent. This suggestion offers good "invisible" space.
- Remove the requirement for "suite + garage" to be smaller than house.
- Remove the 24" setback requirement on the second floor as the structural requirements for this are onerous and expensive.

## Neighbourhood

### ✘ PROBLEM

Currently, Saskatoon neighbourhoods are split into Category 1 and 2 (Pre + Post War). **Category 1 allows both one and two storey and Category 2 allows only single storey.**

### ? DID YOU KNOW

It has been seen in other cities that occupied residences on the lane improves neighbourhood safety and increases vibrancy. And there are both one and two storey houses in every neighbourhood.

- Consider removing the neighbourhood categories as it is arbitrary and causes resentment among citizens between categories.

### + WAYS TO IMPROVE

- Consider allowing basements under garden suites as this is considered “invisible” space in a neighbourhood.
- Put the emphasis on the lane and forming a lane community as this is a great way to improve safety. See **Regina’s Greens on Gardiner** neighbourhood for good examples.
- Look to the built neighbourhood for precedence.

## 2 PROCESS

The feedback on the development process revealed that there is a strong need for improvement when City Administration reviews applications.

It has become apparent that the intent of the infill guidelines has become lost in red tape. In particular, the feedback is that process should be more flexible, more consistent, and more positive. There are currently many obstacles to building GGS which deters many people from doing so.

The following areas offer insight into feedback on process and ways to improve.

### Discretionary Use Application (DUA)

#### PROBLEM

Currently, it costs \$1950 to submit a DUA application for a GGS to the City of Saskatoon. This is the fee for “complex” application and is only to find out if you can or cannot build a GGS.

#### DID YOU KNOW

- The DUA process is redundant because the GGS rules are written into the Zoning Bylaw. If the bylaw is followed, then there is no need for the DUA. Apparently only 2% of all DUA brought to the City (all buildings, not just GGS) are declined.

#### WAYS TO IMPROVE

- A concerned or complaining neighbour cannot halt a GGS development.

Consider changing to a Development Permit instead of DUA or allow GGS to become a standard permitted type of development.

## Letters to Neighbours

### PROBLEM

Currently, letters are sent to neighbours in a radius around the proposed GGS development.

### DID YOU KNOW

The feedback is that these letters are **written in a negative tone** and are creating nasty neighbours before the project even begins. Therefore, the process is creating frictions between neighbours at the outset, whereas it should be doing the opposite.

### WAYS TO IMPROVE

Instead of sending negative letters to the neighbours regarding the project or the DUA, **consider issuing positive communications** regarding GGS to a wider audience.

## Infill Design

### PROBLEM

Currently, there is a requirement for a **substantial amount** of drafting, design, and engineering work which must be completed before a GGS can be built.

It is much simpler and quicker to build house in a suburban green field site or an infill house than it is to build a GGS. The opposite should be true to encourage additional infill.

### DID YOU KNOW

The submission requirements for GGS is above and beyond what is required for an average home. The engineering and drainage drawings required for a GGS is not required for the exact same structure if it was the main house.

Drainage plans are standardized in new subdivisions yet require survey and engineering for GGS.

### WAYS TO IMPROVE

Consider standardizing the process to avoid extensive design and engineering. Provide standard drawings for grade beams, piles, drainage plan and water and sewer connection as is done in suburban development.

Suggest to only include a site plan and size of suite for preliminary approval much like a Development Permit. Then the Building Permit phase can contribute the rest of the information.  
Look to other cities such as Vancouver for good examples as laneway housing is very successful there.

### 3 COST

The financial aspect of garden and garage suites is possibly the most important consideration as it seems to be the main deterrent to developing GGS. Industry feedback has revealed that there are many ways to improve the affordability of these developments.

#### Construction Costs

##### PROBLEM

Designers, developers, and individuals have found the process too onerous and expensive (\$250,000) to build therefore very few people are building. Feedback includes the following

- Up front costs are too high and process takes too long (approximately \$4000 for all application requirements)
- The City raised the application fee from \$1,500 to \$1,950.
- The size is restrictive for the build costs (ie. high \$/sqft cost).
- The City requirements result in high construction costs.
- Solutions needed to reduce costs to make GGS attainable.
- The bylaw requirements are generating high initial costs.

##### DID YOU KNOW

- It costs more to build a garden or garage suite than it does to build the exact same building in the front yard.
- Basement suites are much easier and cost-efficient at \$50,000.

##### WAYS TO IMPROVE

- Consider changing height constraints as it increases costs.
- Consider removing the 24" setback requirement on the second floor as structural requirements are expensive.
- As Edmonton and Vancouver are doing, consider subdivision of lots between house and suite as this would improve affordability and promote increased density.
- Do a cost comparison between the same structure as a garage suite or the main house. It is assumed that a garage suite will cost more.

## Incentives to Build



### PROBLEM

Currently there is very little incentive to develop GGS besides people's own personal interest and patience with the process.

### DID YOU KNOW

Edmonton offers incentives of **up to \$20,000** for laneway housing. People choose to develop GGS for generational/family housing, rental income, and lifestyle choices.



### WAYS TO IMPROVE

- Offer green building and energy efficiency incentives.
- Remove the comparison to house size because it penalizes people with small houses. Rely only upon the other (9) size constraints.
- Allow properties with garden and garage suites to be eligible for tax abatement/exemption/deferral of 5 years as is done in Regina.
- Introduce affordable housing incentives for GGS.

## **CONCLUSION**

### **Implementation**

We suggest that feedback be received and the proposed changes be compiled into a report by City Administration to be used as a guide for implementation.

We feel it is important for Saskatoon's City Council to hold City Administration accountable to infill targets and the path that infill development will take in Saskatoon in the years to come.

The City of Saskatoon started the GGS process over nine years ago. It was initially conceived as a way to revitalize the lanes of Nutana with the intentions of paving the laneways and providing services to rear yards. The City hired Brook McIlroy (a planning firm) in 2013 to develop an Infill Strategy which included Garage and Garden Suites. Infill development is important to the City's growth and density and as such should be further encouraged by examining the short-comings of the bylaw and process.

### **Closing Remarks**

This report is written from the point of view of several industry professionals who have been heavily involved in both City and public consultations since Garden and Garage Suite Regulations came into place.

The community appreciates the City's willingness to continue to work with the industry for solutions to issues that have risen out of this first few years of garden and garage suite development. As such, the above recommendations reflect the opportunities to improve the program and create more affordable garden and garage suites. We look forward to further discussion with the City of Saskatoon on this topic.

## SASKATOON'S GARDEN & GARAGE SUITES BYLAW:

### Issues and Recommended Changes

The following is a summary of a few of the issues and suggestions around Saskatoon's bylaw for Garden and Garage suites.

#### DEFINITIONS:

GGS: Garden and Garage Suites  
DUA: Discretionary Use Application

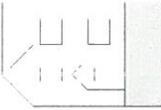
#### ISSUES:

- Homeowners want to build a house for **their elderly parents, or move into the garage suite** while they renovate, or **rent to students** for extra income.
- There are already nine restrictions on the size of a GGS**, this does not need to include size comparisons to the principle dwelling.
- A GGS is considered a COMPLEX DISCRETIONARY USE.** Apparently only 2% of Discretionary Use Applications are rejected per year. Is it necessary for the extended process and costs for a DUA?
- The DUA letter is sent out to the neighbours and is worded in the negative.** A neighbour cannot stop a building from being built, as long as it conforms to the bylaw. Therefore it is not necessary to give a letter to the neighbours.
- If you already have a basement suite, you have to rip it out BEFORE YOU CAN EVEN APPLY for a DUA for a GGS.** It would make sense to rip out the basement suite AFTER the GGS suite is built.
- Garage suites increase the tax base more than basement suites.** This is a direct financial incentive for The City of Saskatoon.

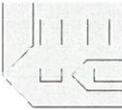
March 2017

## DID YOU KNOW?

Homeowners are deciding to do basement suites instead of garage suites due to the cost.

	<b>GARAGE SUITE</b> \$150,000		<b>BASEMENT SUITE</b> \$50,000		<b>TINY HOUSE PAD + HOOKUP</b> \$15,000
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GGs are compared to the principal dwelling for determining its size. This is not democratic. If Joe's house is large then he can build a full sized GGS and if his neighbour Jane's house is small, she is limited to 80m2.

	<b>JOE'S GGS</b>		<b>JOE'S HOUSE</b>
	<b>JANE'S GGS</b>		<b>JANE'S HOUSE</b>

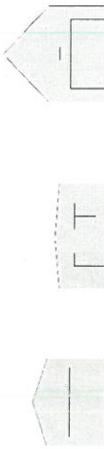
(C)

The required 24" step-back of the second floor was intended to reduce "massing". But it is creating structural expense, and people are actually just making the garages 48" wider to recover the lost 24". It isn't working as intended.



(D)

An accessory building (garage) can be taller than a Category 1 garden suite. A Category 2 garage suite is the largest a GGS can be.



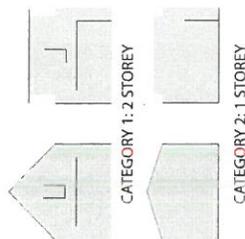
NORMAL ACCESSORY BUILDING HEIGHT

CATEGORY 1 GARDEN SUITE

CATEGORY 2 GARAGE SUITE

(E)

Height comparisons of Category 1 & 2 GGS. The Categories are arbitrary. Suggest only have one bylaw, the same as the bylaw for One Unit Dwellings.

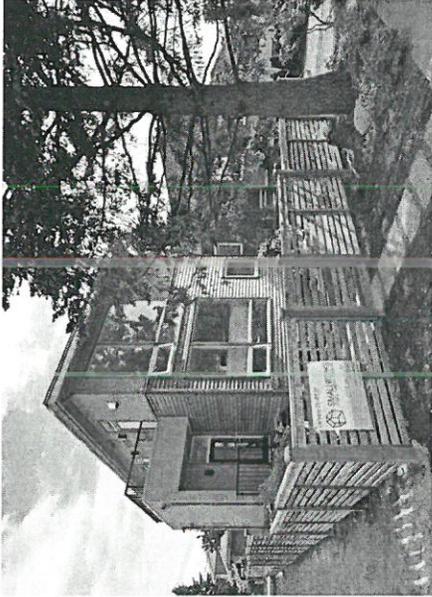


CATEGORY 1: 2 STOREY

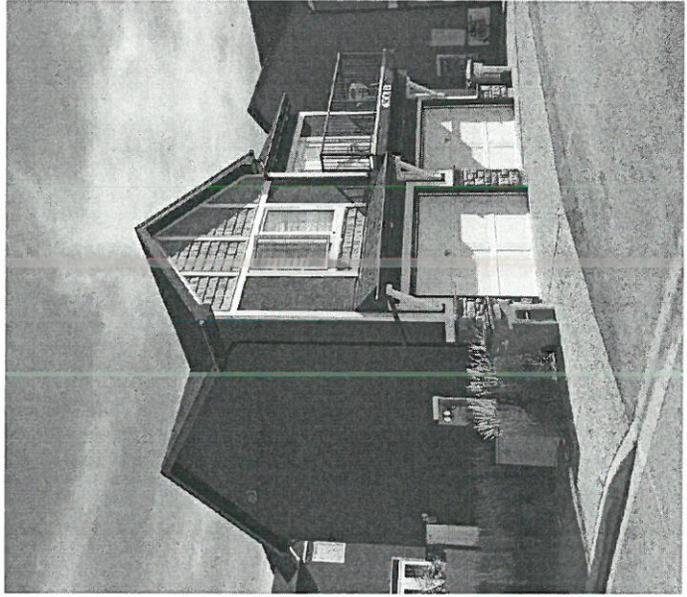
CATEGORY 2: 1 STOREY

## An Inter-City Snapshot

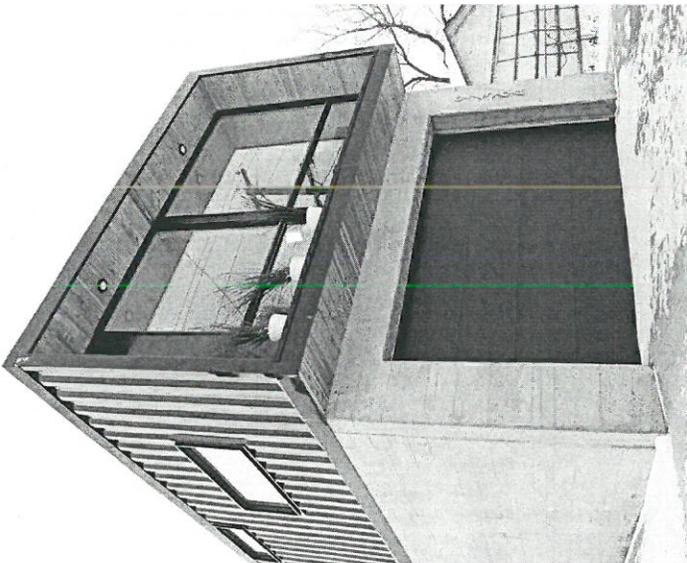
Laneway Housing, or Garage & Garden Suites (GGS) have been successfully implemented with higher uptake in Canadian cities like Vancouver, Edmonton, and even our friends in The City of Regina.



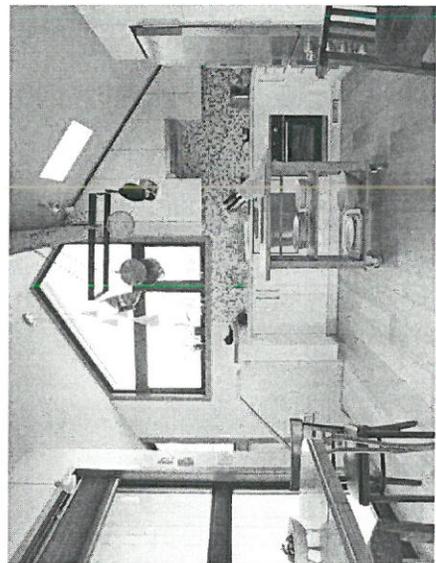
smallworks.ca | Vancouver



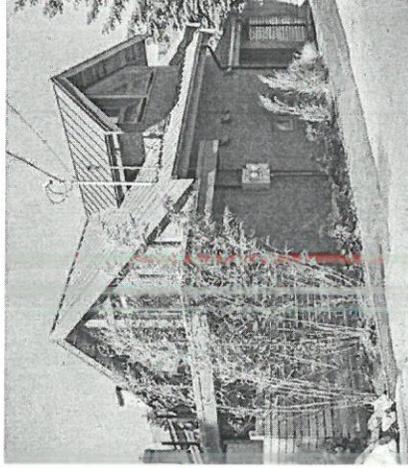
The City of Regina



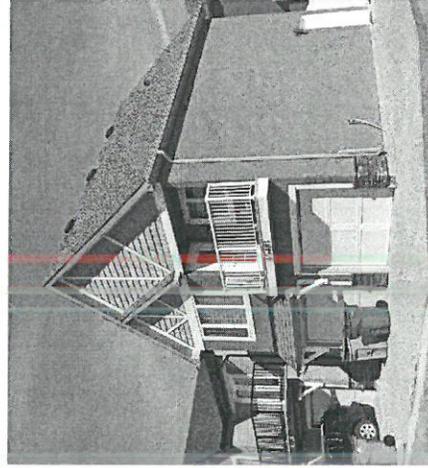
honomobo.com | Vancouver



lanefab.com | Vancouver



lanefab.com | Vancouver



The City of Regina

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## 2016 Year-End Report – Planning and Development Division

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to highlight work completed in 2016 by the Planning and Development Division.

### Report Highlights

1. The 2016 Year-End Report for the Planning and Development Division provides an overview of the initiatives undertaken throughout 2016, and highlights 2017 activities for the Division's four Sections: Regional Planning, Long Range Planning, Neighbourhood Planning, and Development Review.

### Strategic Goals

The mandate of the Planning and Development Division primarily relates to the City of Saskatoon's (City) Strategic Goals of Quality of Life, Sustainable Growth, and Moving Around. These goals are achieved through a variety of targeted programs, policies, and incentives, and involve a wide range of community partners, including housing providers, Business Improvement Districts, community associations, land developers, builders, Local Area Plan committees, and residents.

### Report

The Planning and Development Division is responsible for overall land use planning and long-range transportation planning for the City. The primary goal of the Division is to build an increasingly sustainable community over time, with an enhanced quality of life, consistent with the vision and core strategies of the City's Strategic Plan. Through community engagement and consultation, the Division seeks to understand the values of the community, and reflect those values through the implementation of development policies, programs, bylaws, and standards.

The 2016 Year-End Report for the Planning and Development Division provides an overview of the initiatives undertaken throughout 2016, and highlights 2017 activities (see Attachment 1).

### Other Considerations/Implications

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

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

The Planning and Development Division reports annually on its activities.

**Public Notice**

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

**Attachment**

1. 2016 Planning and Development Year-End Report

**Report Approval**

Written and

Reviewed by: Lesley Anderson, Director of Planning and Development

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

S/Reports/2017/PD/PDCS – 2016 Year-End Report – Planning and Development Division/ks



2016

Planning & Development

# YEAR-END REPORT



Urban Design - 21<sup>st</sup> Street



## WELCOME

Welcome to the 2016 Annual Report of the Planning and Development Division which highlights some of the important initiatives and projects from the past year, and provides a look ahead to 2017.

Planning and Development plays a lead role in guiding the growth and development of Saskatoon, through its programs and policies. From broad, city-wide initiatives, such as the Official Community Plan and the Growth Plan to Half a Million, to local projects such as public art interventions, the work of this Division has a significant impact on the city and its residents. The Planning and Development Division's work primarily supports the Strategic Goals of Sustainable Growth, Moving Around and Quality of Life.

As this report shows, the work program of the Division is multi-faceted. It is also a product of changing conditions in Saskatoon itself. There are many new trends and issues arising that have the potential to require changes to policies, programs and the work plan itself. Part of our task is sorting out which directions are important for us to move in; to address emerging trends that are going to stay with us and shape the community.

## WHAT'S INSIDE

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Development Review .....	28-32

# REGIONAL PLANNING

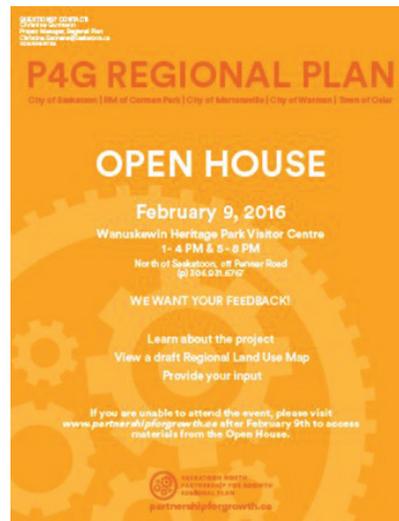
In keeping with the City of Saskatoon's Strategic Plan 2013-2023, the Regional Planning Section works collaboratively with a variety of regional partners, rights-holders and stakeholders with a focus on managing the challenges of growth through enhancing economic, community and planning partnerships on a regional scale. Regional Planning also includes a Mapping and Research group that provides geographic information systems (GIS), mapping, and research services and products to departmental, corporate and community clients.

Regional Planning operated in 2016 with a staff complement of 9.5 full-time employee positions consisting of Professional Planners, GIS specialists, and Planning Technologists. It also includes the Project Manager for the Saskatoon North Partnership for Growth (P4G), which is a shared position with the partnering municipalities. In addition, one staff member is shared with the Long Range Planning Section.

## P4G REGIONAL PLAN

The Saskatoon North Partnership for Growth (P4G) is a partnership established in 2014 between the Cities of Saskatoon, Martensville, and Warman, the Town of Osler, and the Rural Municipality (RM) of Corman Park. P4G includes an advisory representative from the Saskatoon Regional Economic Development Authority (SREDA).

P4G's primary goal is to complete a Regional Plan in 2017, and it has engaged O2 Planning+Design for this. The Regional Plan will include a land use plan for a region of one million people, along with strategies for regional servicing, financing, and governance and administration. Further information is available on the Regional Plan project website at [www.partnershipforgrowth.ca](http://www.partnershipforgrowth.ca).



The Saskatoon North Partnership for Growth's primary goal is to complete a Regional Plan in 2017.

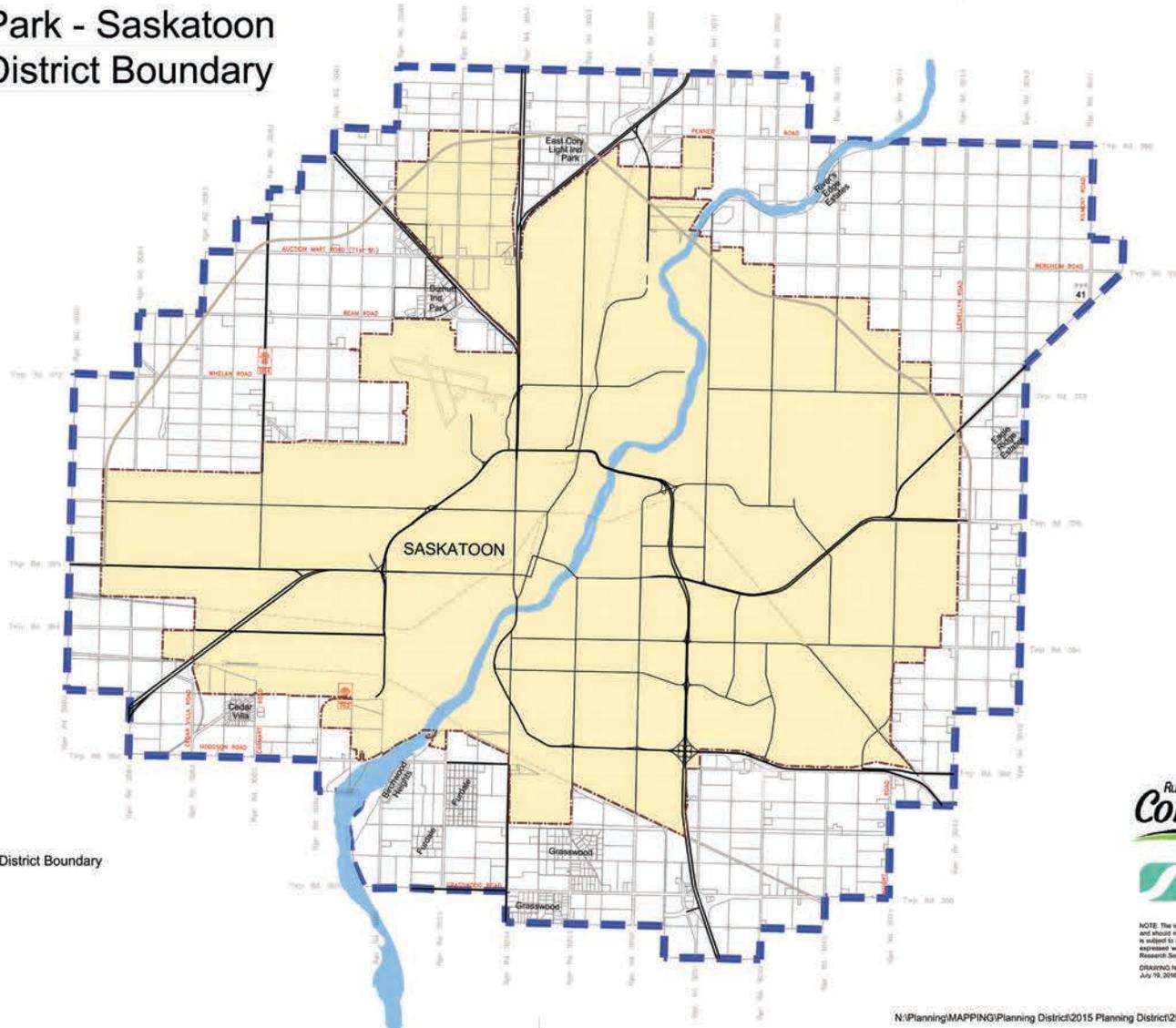
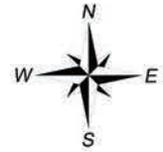
In February 2016, a public open house and meetings with rights-holders and stakeholders were held to get feedback on a draft land use plan and land use category descriptions. More than 250 people attended the open house and 84 online comments were provided.

## LOOKING AHEAD TO 2017

The next year will be particularly important for the P4G project. The scheduled completion of the Regional Plan will fundamentally change the way the region defines itself, and create a new template for collaborative relationships between the communities in the region.

- Another round of public, rights-holder and stakeholder engagement will be conducted to get feedback on a revised draft land use plan and land use category descriptions.
- The Regional Plan will be finalized, including a Land Use Map and policies, a Regional Servicing Strategy, and an Implementation Strategy including governance and administration.
- The Regional Plan will begin to be implemented by setting up new governance and administrative structures, drafting new bylaws, and securing funding.

# 2015 Corman Park - Saskatoon Planning District Boundary



**Legend**

- - - - - Corman Park - Saskatoon Planning District Boundary
- Saskatoon Freeway
- - - - - City of Saskatoon Boundary

Rural Municipality of  
**Corman Park**

**City of  
Saskatoon**  
Planning & Development

NOTE: The information contained on this map is for reference only and should not be used for legal purposes. All proposed work is subject to change. This map may not be reproduced without the expressed written consent of the Regional Planning, Mapping & Research Section.  
DRAWING NOT TO BE SCALED  
July 19, 2015

N:\Planning\MAPPING\Planning District\2015 Planning District\2015 Planning District Boundary Map.dwg



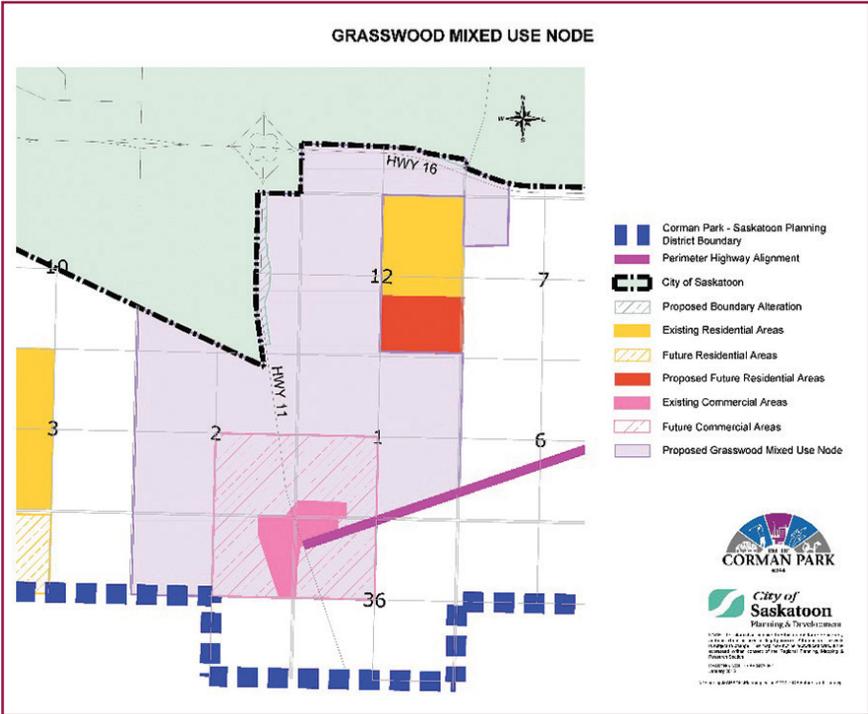
### CORMAN PARK–SASKATOON PLANNING DISTRICT

The City of Saskatoon jointly manages planning and development with the Rural Municipality of Corman Park (RM) in the Corman Park–Saskatoon Planning District, which surrounds City limits.

Regional Planning and the RM of Corman Park engaged CTA Architects Engineers to complete a Market Impact Study (Study) for the Grasswood Mixed Use Node. The Study, which is expected to be finalized in 2017, will help guide land use and development along Highway 11 south of Saskatoon, between City limits and Grasswood Road. The study area experiences significant development pressure given its proximity to Saskatoon, commercial and residential development in the RM, and major provincial highways.

In 2016, the District celebrated its 60th anniversary. This long standing relationship, which has been the basis for other regional partnerships, is an excellent example of how municipalities can work together cooperatively.

In 2016, Regional Planning processed 27 development application referrals for the District. Ten of these were discretionary use applications for developments such as community facilities, various utilities and a waste water treatment system. The remaining referrals consisted of residential and industrial park rezonings and subdivisions.



**LOOKING AHEAD TO 2017**

- The Market Impact Study for the Grasswood Mixed Use Node will be completed, and bylaw amendments and additional studies to implement the recommendations will be determined, in cooperation with the RM of Corman Park and other rights-holders and stakeholders in the area, including the English River First Nation and the Cowessess First Nation.
- While the new Regional Plan is in the early stages of being implemented, it will be necessary to determine if any more immediate changes are needed in the Planning District.

## ABORIGINAL PARTNERSHIPS AND INCLUSION

In 2016, the City committed to responding to the Truth and Reconciliation Commission of Canada's Calls to Action. This response began with the proclamation of a 'Year of Reconciliation' that concluded on July 1, 2016.



Regional Planning continued to work to enhance relationships with First Nations and other Aboriginal organizations, through a variety of initiatives intended to broaden the understanding and knowledge of aboriginal history and the role culture plays in building successful relationships.



## 'PROSPERITY THROUGH PARTNERSHIPS' CONFERENCE SERIES

Regional Planning continued its collaboration with Federation of Sovereign Indigenous Nations (FSIN), SREDA, the City of Regina, the Saskatoon Aboriginal Employment Partnership (SAEP), and Indigenous and Northern Affairs Canada (INAC) to host a series of conferences focused on enhancing First Nations economic opportunity through wealth creation and land claims. Conference workshops were held in January, March and December of 2016.

More than 500 representatives from First Nations, municipalities, the Provincial and Federal governments, private industry, economic development and educational institutions attended the conferences.



## INDIGENOUS RELATIONS & COMMUNICATIONS HANDBOOK

In 2016, the City and the Saskatoon Tribal Council (STC) partnered to create a summer planning intern placement at the City. The intern participated in a variety of reconciliation events and City-led planning initiatives, including the development of an 'Indigenous Relations & Communications Handbook', which will be a valuable corporate resource.

The Handbook is intended to increase understanding, respect, and awareness of First Nations culture and facilitate improved opportunities for discussion and working together. It will be a resource for City staff who are developing partnerships and programs with Aboriginal organizations; in turn, this will assist in enhancing economic, employment and training opportunities. The City worked with community partners including the Office of the Treaty Commissioner, Saskatchewan Indian Cultural Centre, an Elders Panel and Iron Wolf Consulting, to develop and review content. The Handbook is anticipated for release in June 2017 in both interactive digital and hard copy formats.



## TREATY LAND ENTITLEMENT AND URBAN RESERVES UPDATE

Regional Planning works with First Nations who are selecting land as Treaty Land Entitlement and transferring it to Reserve status.

Yellow Quill First Nation is seeking Reserve designation for their site at 224 4th Avenue South which houses the First Nations Bank. The City and the Yellow Quill First Nation are in the process of updating the Municipal Agreements that they signed in 1997 to address land use compatibility and municipal



services. The adjacent parking lot to the south of the bank is an existing Reserve also held by Yellow Quill First Nation.

Thunderchild First Nation acquired the 'Retro Petro Gas & Convenience Store' located at 33rd Street & Idylwyld Drive and is in the process of transferring it to Reserve status. The City and the Thunderchild First Nation are in the process of negotiating Municipal Agreements.

## LOOKING AHEAD TO 2017

- Regional Planning will continue to assist in planning the 'Prosperity through Partnerships' conference series. Conferences are scheduled for January and March.
- The 'Indigenous Relations & Communications Handbook' is scheduled for completion and release in June 2017.
- The First Nation Community Profiles will be updated, and new profiles will be completed for First Nations who have recently acquired land in the Saskatoon region including Fishing Lake First Nation, Sweetgrass First Nation, and Thunderchild First Nation. Profiles will be available on the Regional Planning website.
- Regional Planning will begin work on an interactive tool to make information about the land development process more accessible to First Nations and Aboriginal groups.

## MAPPING AND RESEARCH

The Mapping and Research group undertakes key land use planning, strategic planning, and demographic and quality of life research for the City. It produces the Saskatoon Strategic Trends report, provides population estimates and regular population projections, assists with developing and measuring the Corporate Performance Targets, assists with creating and maintaining the central Data Directory for corporate monitoring, and develops customized information to support policy and programming. It also collaborates with partners in other agencies such as the Saskatoon Health Region and the University of Saskatchewan, in the development of key strategic information sources and analyses.

The Mapping and Research group also provides mapping and specialized GIS services, and plays a key role in developing and maintaining corporate information through the City's Site Database. Mapping services are provided to the Division and include neighbourhood planning, sector and concept planning, subdivisions, and civic addressing. Mapping services are also provided on a fee-for-service basis to other corporate units such as the Saskatoon Fire Department, Saskatoon Transit, and the Saskatoon Police Service.

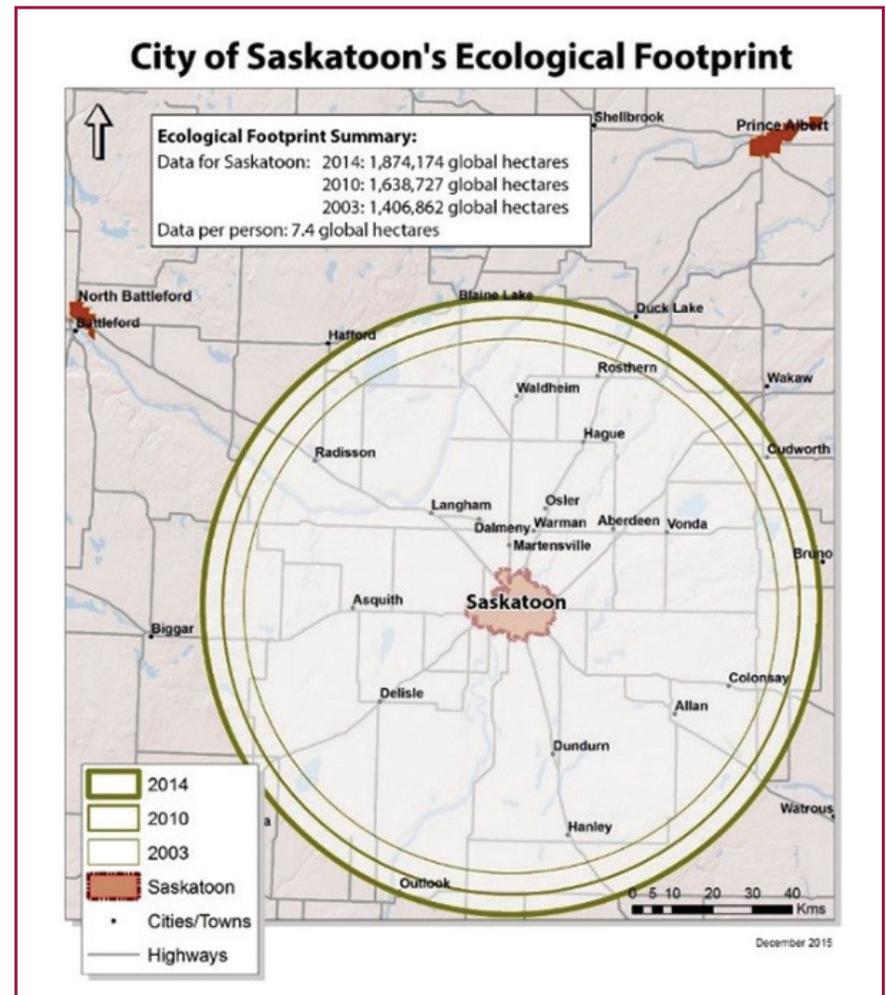
## QUALITY OF LIFE SURVEY

The City is a partner in the Community University Institute for Social Research (CUISR), which facilitates partnerships between the University of Saskatchewan and the community to conduct relevant social research. CUISR has completed 6 rounds of research into the quality of life of Saskatoon residents. The data from the 2016 survey is being analyzed and preliminary results show that citizens in Saskatoon continue to rate their quality of life highly. Final results will be shared in the Saskatoon Strategic Trends document.

## ECOLOGICAL FOOTPRINT

In 2015-2016, the Environmental and Corporate Initiatives Division and Mapping and Research engaged a consultant to update Saskatoon's ecological footprint to 2014. This work is used to monitor the progress of the Strategic Goal of Environmental Leadership.

The ecological footprint measures the ecological impact of a population, expressing it as the amount of land required to produce the resources consumed. In 2014, the ecological footprint for Saskatoon was 7.38 global hectares per person or a total of 1.88 million global hectares. This was an increase from 7.28 global hectares per person in 2010, but it was less than the growth of the city's population and economy over the same time period.



## POPULATION PROJECTION 2015-2035

In 2016, research staff began work on the 2015-2035 Population Projection. Population projections are done regularly to assist the City in developing its policy framework and long-range plans, and forecasting future municipal servicing needs and land acquisition. Population projections are also useful to community agencies planning for future service provision.

A main focus of the 2015-2035 Population Projection was the renewal of the model. Working with the original author of the program, research staff reviewed the “demographic math” of the model, added three population cohorts to better describe the oldest population in Saskatoon, and added input, output and graphics screens to make the model easier to use. The updated projection will be released in early 2017.

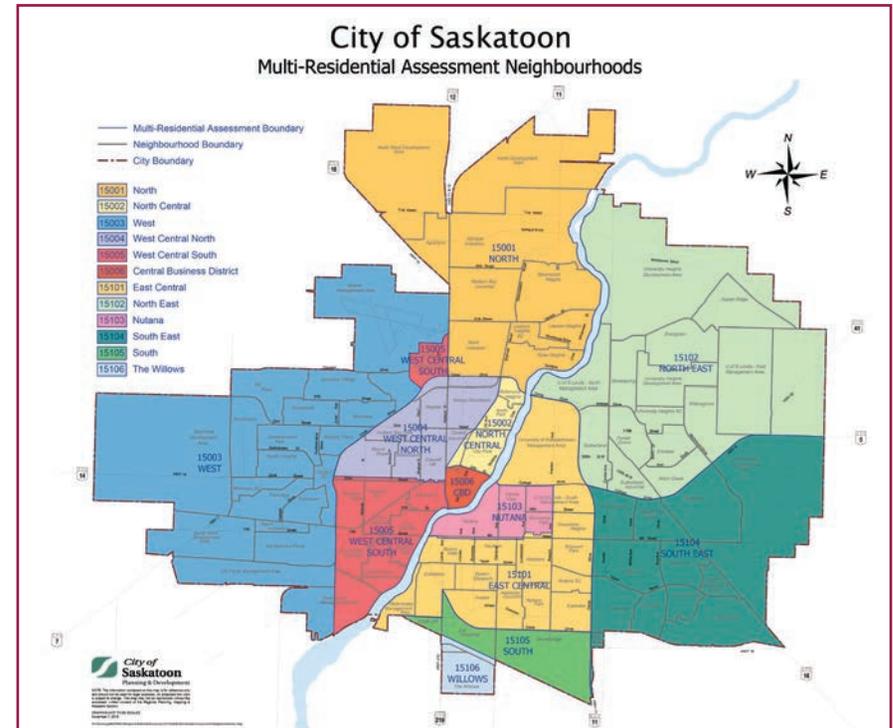
## COMMUNITYVIEW COLLABORATION

The City is a partner in CommunityView Collaboration (CVC) along with the Saskatoon Health Region, Saskatoon Public Schools, Greater Saskatoon Catholic Schools, and the University of Saskatchewan. The CVC website shares community data and provides tools for use of the data by the community. City staff coordinate the CVC by organizing data acquisition, training and support for the community. In 2016, the CVC reviewed options for renewing the mapping engine to improve accessibility on mobile devices.

## CUSTOM MAPPING

Key custom mapping products in 2016 were:

- More than 200 site and location plans in support of planning bylaw processes
- Response area maps for the Saskatoon Fire Department
- Transit route maps for Saskatoon Transit
- Assessment valuation maps for Corporate Revenue
- Protected bike lane graphics
- City street map for the Saskatoon and District Chamber of Commerce



## LOOKING AHEAD TO 2017

- The 2015-2035 Population Projection will be released in early 2017.
- Work will be undertaken with the CommunityView Collaboration toward renewing the mapping engine, which will allow the tool to be available to modern internet browsers and mobile devices.
- 2016 was a Census year, so research staff will extract data from the Census surveys and update data and indicator products and planning analysis with this important new information.

# LONGRANGEPLANNING

The Long Range Planning Section leads planning initiatives that are city-wide or long-range in nature within the realm of land use and transportation for the fulfillment of the City's strategic goals of Sustainable Growth and Moving Around.

The Long Range Planning Section includes three major streams of activities:

- Stewardship of the City's Official Community Plan;
- Development of Sector Plans for growth areas; and
- Development and implementation of the Growth Plan to Half a Million and related projects.

In order to effectively plan for the long-term or across the entire city, the involvement of many civic departments, external stakeholders and the community are required. This integrated planning approach is vital to the successful development of policy, plans and initiatives that have substantial and positive impacts.

The Long Range Planning Section also acts as the City's administrative liaison with the Meewasin Valley Authority with respect to planning and development issues and is the liaison with the Ministry of Highways and Infrastructure with respect to long range infrastructure planning and location studies – primarily the planning and location of the Saskatoon Freeway (formerly Perimeter Highway) project.

Long Range Planning had a staff of 7.5 employees in 2016, including Professional Planners and Professional Engineers.

## OFFICIAL COMMUNITY PLAN STEWARDSHIP

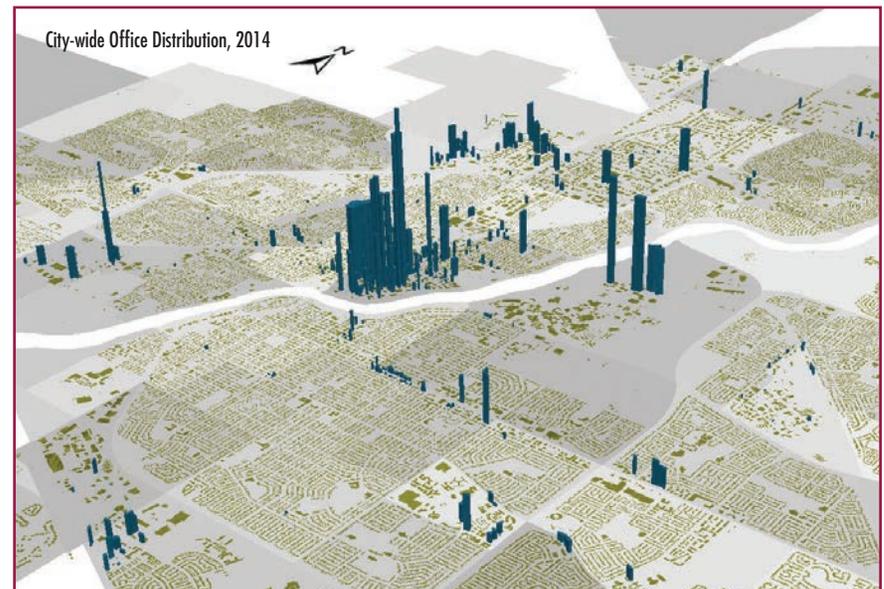
The Official Community Plan (OCP) provides the policy framework to define, direct and evaluate development in the City of Saskatoon. The OCP ensures that development takes place in an orderly and rational manner, balancing the environmental, social and economic needs of the community. All other plans related to land use and development are secondary to the OCP.

The OCP needs to keep pace with policy directions adopted by City Council and as such amendments to the OCP are necessary on an ongoing basis. Several studies and reports were undertaken in 2016 in order to determine policy alignment with the OCP and to develop new policy.

Additionally, the OCP was first enacted almost 20 years ago and, with the adoption of the Growth Plan to Half a Million, is in need of overall renewal to ensure that it remains relevant to all civic departments that rely on its guidance. The development of a project charter for renewal of the OCP was completed in 2016.

## POLICY REVIEW AND UPDATES

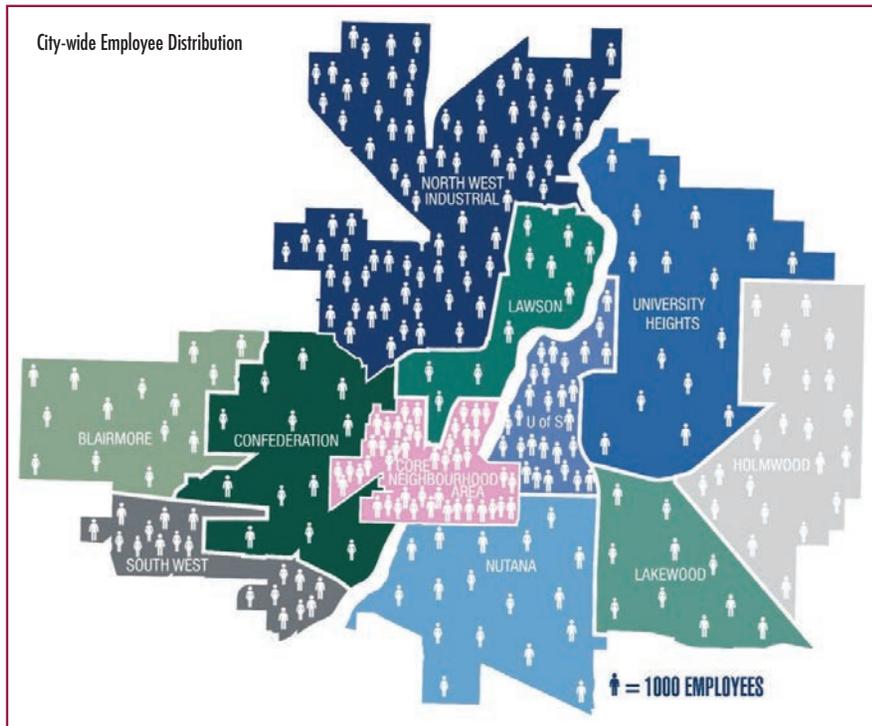
In 2016, research and development of potential policy options for office locations in Saskatoon was undertaken. The goal of reviewing the policies around office locations is to support a strong City Centre, ensure land use conflicts are minimized and encourage transit-supportive office development. This builds on the analysis done in the Employment Areas Study, as part of the Growth Plan.





In 2016, the groundwork for the Green Infrastructure Strategy was laid. This project will include establishing a vision, development and management guidelines, as well as a framework and policies to support the City's ecological network in alignment with an integrated storm water management system.

Support for the Regional Planning Section was also provided throughout the year in the review of submissions for the Saskatoon North Partnership for Growth Regional Plan (P4G) as well as development proposals within the Corman Park – Saskatoon Planning District. These applications were reviewed for alignment with the applicable plans and policies and the City's long-term growth interests.



### LOOKING AHEAD TO 2017

- A supplemental report on Office Location Policy will be presented to City Council.
- Long Range Planning is leading the policy review portion of the Green Infrastructure Strategy in 2017 and will remain involved through the policy development portion of the project that extends into 2018.
- It is anticipated that substantial progress will be made in 2017 on the renewal of the Official Community Plan.
- A review of policies around Food Access is being undertaken in partnership with Environment and Corporate Initiatives and Neighbourhood Planning.

## SECTOR PLANNING

- In 2016, the initial review and base work was completed for future amendments to the Holmwood Sector Plan.
- Additionally in 2016, work on revising the Concept Plan Submission Requirements was started with the Development Review Section. This looks to establish a new process for the review and approval of Area Concept Plans (ACP), including a comprehensive guide on what is required in an ACP, and how the City reviews them.

### LOOKING AHEAD TO 2017

- Amendments to the both the Holmwood and Blairmore / South West Sector Plans will be undertaken.
- Work will continue to refine the Concept Plan Submission Requirements with further internal review.

## GROWTH PLAN TO HALF A MILLION

2016 was a big year for the Growth Plan to Half a Million (Growth Plan). The Growth Plan was developed over two and a half years through a five-phase public engagement process called Growing Forward! Shaping Saskatoon. The Growth Plan is about making choices to proactively manage the changes associated with growth, creating a city that is vibrant and attractive to future generations. The Growth Plan is made



up of several themes that, when pieced together, form a new growth model for Saskatoon:

- Corridor Growth – Encouraging growth and development near our existing major corridors;
- Transit – Making transit more attractive to more people as we grow;
- Core Area Bridges – Making the most of our existing road infrastructure;
- Employment Areas – Ensuring we have the right amount of employment in the right areas;
- Active Transportation – Providing more choices for how people move around the city; and
- Financing Growth – Planning ahead for the costs of growth.



The Growth Plan was presented to City Council at their April 25, 2016, meeting and received approval in principle.

In late 2016 the City's application to the Government of Canada's Public Transit Infrastructure Fund was accepted and funded, which supports the implementation of the core initiatives identified in the Growth Plan.

Also in 2016, the Active Transportation Plan was approved in principle by City Council and protected bike lanes were implemented on 4th Avenue as part of the Protected Bike Lane Demonstration Project.



A Project Charter was developed for the Transportation Master Plan and work continued on the development of a Complete Streets Policy and Toolkit.

## LOOKING AHEAD TO 2017

- With the approval in principle of the Growth Plan to Half a Million there is a shift underway from plan development to plan implementation. The focus for the immediate year will be on the creation of a Corridor Planning Program and the initiation of the first Corridor Plan as well as functional planning for Bus Rapid Transit (BRT) service with funding support from the Public Transit Infrastructure Fund.
- The Active Transportation Plan moves into the implementation phase with a working group with members from Community Services and Transportation & Utilities taking leadership roles.
- The development of a Transportation Master Plan has begun with a Project Charter. This project will be continue in 2017 and will be led by the Transportation Division.
- The completion of the Complete Streets Policy work will set the stage for a review and redesign of street design standards for new streets and design guidance for corridor renewal projects.

# NEIGHBOURHOOD PLANNING

The Neighbourhood Planning Section includes a diverse range of programs:

- Attainable Housing;
- Neighbourhood Revitalization;
- Local Area Planning;
- Neighbourhood Safety and Safe Growth; and
- Urban Design.

The Neighbourhood Planning Section also provides planning assistance to the Business Improvement Districts (BID's), collaborates on major projects with other agencies and civic departments, and offers educational opportunities to the public about the planning and development process.

In 2016, Neighbourhood Planning operated with a staff complement of 15.5 full-time employee positions, including Professional Planners, Landscape Architects, an Architect, a Housing Analyst and a Design Assistant.

## ATTAINABLE HOUSING

Housing is a non-traditional role for most municipalities. However, the City of Saskatoon, plays an important role in encouraging and facilitating the creation of attainable housing. The tools to increase the range and supply of attainable housing include policy, incentives, research, partnerships and education.

Attainable housing ranges from transitional units for those at risk of homelessness to entry-level ownership units. The City supports four broad categories of attainable housing:

- Affordable Rental – subsidized units for low income households.
- Purpose-Built Rental – market priced units protected from condo conversions.
- Affordable Ownership – modest units with down payment grants.
- Entry-Level Ownership – modest units for first time buyers.

## 2013 – 2022 Housing Business Plan

In 2013, City Council made a commitment to continue supporting the creation of new housing units across the attainable housing continuum for the next ten years through the adoption of the 2013 – 2022 Housing Business Plan. An important priority of the Plan is to create attainable housing in all areas of the city and achieve the vision of the Official Community Plan that all neighbourhoods should provide a mix of housing types reflective of the city's population profile.

City Council approves the target for new attainable housing units on an annual basis, normally during approval of the City's budget in December.

## 2016 Results

In 2016, the City exceeded its target with 525 new units of attainable housing created. The table below shows that most of these new units were on the east side of the river in areas that previously lacked housing choices:

HOUSING TYPE	2016 TARGET	EAST	WEST	TOTAL
Purpose Built Rental	178	300	0	300
Affordable Ownership	50	22	30	52
Affordable Rental	32	8	24	32
Secondary Suites (Purpose Built Rental)	40	35	21	56
Entry Level Ownership	100	33	52	85
Total Units	400	398	127	525

*Saskatoon Housing Coalition:* The Saskatoon Housing Coalition opened 20 new affordable rental units at 323 Camponi Place. These units are targeted at individuals with complex needs including mental health issues. Supports are provided to help these tenants stay housed and live as independently as possible.

*Stewart Properties:* Stewart Properties, in partnership with the Core Neighbourhood Youth Coop, completed a transitional housing project for young adults who are at risk of homelessness. This home provides mentorship and support for young men as they learn life skills and transition into adulthood.

*Luther Care Communities:* The Luthercare Village at Stonebridge is a purpose built rental project with 159 units targeted at seniors. The building also houses the Round Prairie Branch of the Saskatoon Public Library. This is the second housing project in Saskatoon that includes a public library.

*Saskatoon's Homelessness Action Plan:* On National Housing Day, November 22, 2016, Saskatoon's Homelessness Action Plan was released by a number of community partners who together have created a coordinated response to homelessness. The vision of the plan is that 'Homelessness in Saskatoon is rare, brief and does not reoccur'. The City of Saskatoon will fund the Saskatoon Housing Initiatives Partnership to start implementing the plan in early 2017.

## LOOKING AHEAD TO 2017

- The Government of Canada plans to announce a National Housing Strategy in 2017 that is expected to create a new vision and strategic direction for housing programs in Canada. The Neighbourhood Planning Section provided input into this National Strategy and shared information on our housing programs that are considered best practices for a municipality of our size.
- A mid-term review of the City's 2013-2022 Housing Business Plan will be conducted in 2017. There may be changes to the Business Plan in response to the priorities of City Council, Saskatoon's Homelessness Action Plan and to align with programs in the National Housing Strategy.

## RENTAL HOUSING BY THE NUMBERS

**14,062** Number of Purpose Built Rental Units in Saskatoon

Number of Affordable Housing Providers in Saskatoon **30**

**4,500** Approximate number of affordable rental units in Saskatoon

Approximate number of condominium units in the rental market **2,472**



## NEIGHBOURHOOD REVITALIZATION

The Neighbourhood Revitalization program supports growth and development in established neighbourhoods by providing development incentives, and participating in projects intended to enhance the quality of life in these neighbourhoods.

### Vacant Lot and Adaptive Reuse Incentive Program

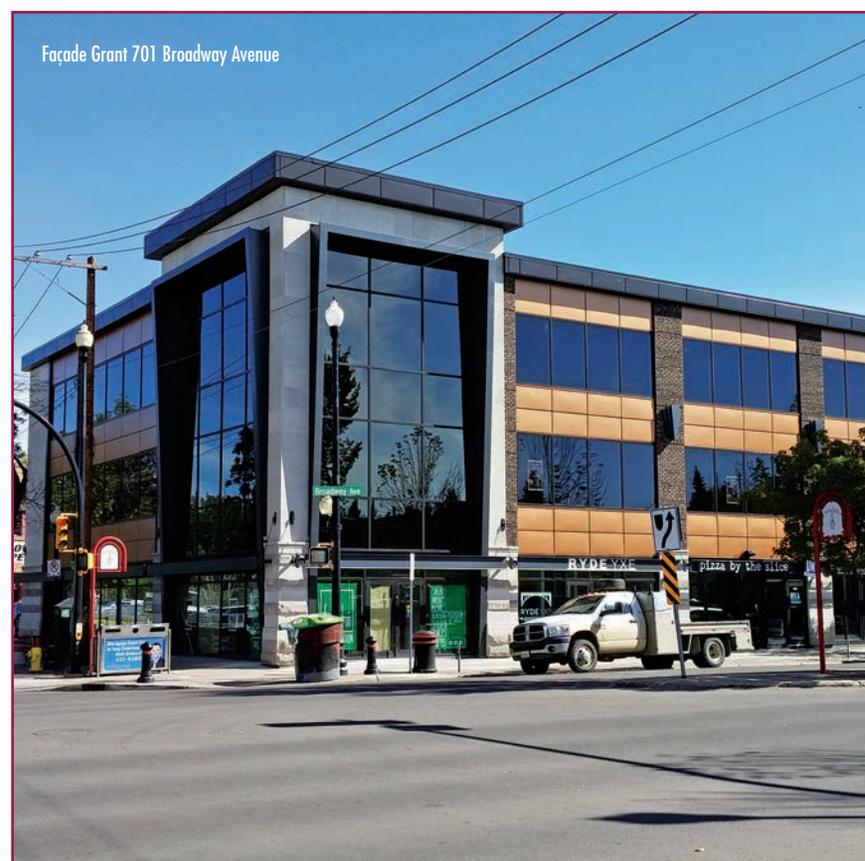
Since 2011, the Vacant Lot and Adaptive Reuse Incentive (VLAR) Program has approved 51 applications, with three new applications in 2016. The total amount committed to VLAR incentives is over \$1,500,000, and there has been over \$77,000,000 worth of investment from the approved projects.

NEIGHBOURHOOD	APPLICATIONS (Approved)	TOTAL INVESTMENT
Avalon	2	\$ 700,000
Buena Vista	1	\$ 375,000
Central Business District	5	\$ 23,050,000
City Park	1	\$ 7,000,000
Haultain	1	\$ 600,000
Holiday Park	1	\$ 375,000
Hudson Bay Park	1	\$ 425,000
Kelsey-Woodlawn	1	\$ 430,000
King George	4	\$ 1,255,000
Montgomery Place	1	\$ 400,000
Mount Royal	1	\$ 450,000
North Park	3	\$ 2,163,000
Nutana	3	\$ 3,652,246
Pleasant Hill	3	\$ 1,122,000
Riversdale	14	\$ 16,060,316
Sutherland	2	\$ 800,000
Varsity View	1	\$ 8,000,000
Westmount	4	\$ 1,060,300
West Industrial	2	\$ 9,890,000
<b>Total</b>	<b>51</b>	<b>\$77,807,862</b>

### The Façade Conservation and Enhancement Grant Program

The Façade Conservation and Enhancement Grant Program, which launched in 2014, assists commercial property owners with the rejuvenation of their building façade. It functions to conserve the built heritage and to enhance the city's public profile and urban design.

In 2016, there were eleven applications received under the Façade Conservation and Enhancement Grant Program. Ten of the eleven applications were eligible for the program, and the Adjudication Committee committed over \$89,000 in grants to applicants to improve and enhance their building façades.



## PLEASANT HILL VILLAGE

The Pleasant Hill Village revitalization project began in 2006 and is in its final phase of development.

**The final stage of Pleasant Hill Village will see the City complete its role in the project.**

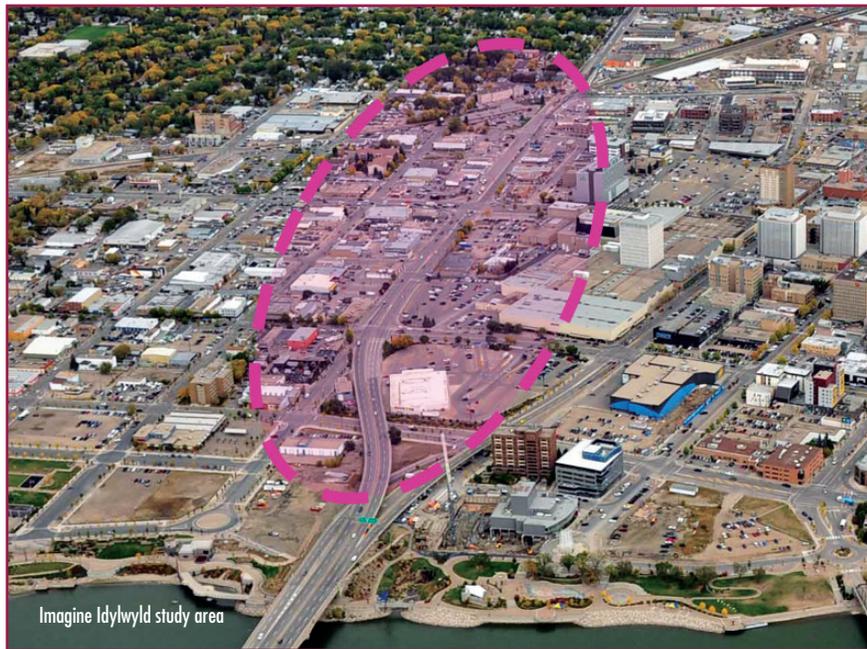
Since its inception, the Pleasant Hill Village project has been led by the City, in partnership with the community, other levels of government, non-profit and institutional organizations, and members of the development community. The final stage of Pleasant Hill Village will see the City complete its role in the project. With ten years of project momentum behind it, the torch will pass to the development community to purchase and develop the last three parcels.



In 2016 there was continued progress in Pleasant Hill Village, including completion of land assembly for one of the remaining development parcels, Parcel A. A new neighbourhood entryway sign, built with bricks from the old St. Mary's School, was installed at the southwest corner of the site. Additional storm servicing requirements for Parcels A and C were also planned and designed to ensure that future development can meet the intent of the Pleasant Hill Village Concept Plan.

### LOOKING AHEAD TO 2017

- A new land sales approach will be launched for Parcels A, C and F in Pleasant Hill Village and proposals will be reviewed with the Community Review Committee, consisting of neighbourhood stakeholders, on-site residents and a local architect.
- Servicing for the remaining development parcels will be completed in the summer.



Imagine Idylwyld study area



Imagine Idylwyld study area schematic

## IMAGINE IDYLWYLD

The purpose of Imagine Idylwyld is to develop a vision and conceptual plan to improve the function, safety, connectivity and quality of the roadway and public realm along Idylwyld Drive, between 20th Street and 25th Street. The project will examine existing and future transportation movement patterns, current and future zoning and land use, and existing and proposed built form to gain an understanding of Idylwyld Drive's role as a major urban arterial roadway now and in the future. The project will also examine gateway opportunities to the Downtown and Riversdale business districts.

A consulting team, led by HOK working with Neighbourhood Planning, the Transportation Division and key stakeholders, will create the Plan. The first phase of Imagine Idylwyld began in October 2016 with a detailed analysis of the site and background material. In November 2016 a stakeholder workshop was held to obtain input on corridor challenges and opportunities. The project was publically launched with an online survey which received over 2,800 responses. The input and feedback from this phase of engagement will be used to prepare a vision for the corridor and inform the next stages of the project.



Imagine Idylwyld Stakeholder Workshop

## LOOKING AHEAD TO 2017

- Key findings will be presented to stakeholders in early 2017 and will help to identify preliminary directions for the new design of the corridor.
- The final plan will be delivered to City Council in late 2017 or early 2018.

## THE JUNCTION IMPROVEMENT STRATEGY

The Junction Improvement Strategy was adopted by City Council in 2014, and implementation of the Strategy's recommendations continues. In 2016, the Transportation Division began work on a functional design for the West/Central Multi-use Corridor which will provide a multi-use pathway adjacent to the railway line from Avenue D to Avenue W. Pedestrian and cyclist counts were conducted in June 2016 at various locations along the Corridor to help inform the functional design of the pathway.



**Pedestrian and cyclist counts were conducted in June 2016 at various locations along the Corridor to help inform the functional design of the pathway.**

A process has also been undertaken to help address maintenance concerns identified in the Junction area, including vegetation overgrowth in rear lanes, as well as dilapidated buildings and fences.

### LOOKING AHEAD TO 2017

- Transportation Division will be seeking City Council approval of the functional design for the West/Central Multi-use Corridor, with construction projected to begin in 2018.
- Further development of an owner-oriented strategy to help address property maintenance concerns in the Junction area will also occur in 2017.

## SOUTH CASWELL REDEVELOPMENT PROJECT

The Concept Plan for the redevelopment of the former transit barns proposes a mixed-use format with residential, commercial, community, open space, and employment uses. The Expression of Interest (EOI) process that began in late 2015 demonstrated that there is interest in the South Caswell Redevelopment area from the development community but also highlighted the need for funding to facilitate the redevelopment, as there are considerable site preparation costs associated with the area. The EOI process was closed in spring 2016 as it was identified that the City needed additional time to obtain funding to address the preparation costs.

### LOOKING AHEAD TO 2017

- The South Caswell Redevelopment Project will continue, with the movement of Saskatoon Transit operations out of the neighbourhood in January.
- A detailed Phase II Environmental Site Assessment (ESA) will occur in early 2017 and will provide a high level risk assessment and remediation alternative evaluation. The findings will play a significant role in determining the future site use and redevelopment options.
- Remediation activities as well as potential servicing upgrades and/or site preparation activities are also expected to start in 2017.

## LOCAL AREA PLANNING

Local Area Planning is a community-based approach to developing comprehensive neighbourhood plans. It provides residents, business owners, property owners and other stakeholders direct input into the future of their community. Participants work to develop a vision, identify issues, develop goals, and outline strategies to ensure the long-term success of their neighbourhood. Once completed, a Local Area Plan (LAP) sets out objectives and policies to guide the growth and development of the neighbourhood.

### Meadowgreen Local Area Plan

The Meadowgreen LAP information sharing/gathering meetings have wrapped up and the project is in the report writing phase. Discussions with various divisions are underway to identify effective strategies in addressing the local issues brought forward by Meadowgreen stakeholders.

### Montgomery Place Local Area Plan

Throughout 2016, information sharing/gathering meetings were held, as well as a come-and-go Public Open House that provided the community with information regarding the Montgomery Place LAP and provided City representatives with feedback on concerns, issues and potential improvements the neighbourhood would like to see. In addition to the information meetings, a number of safety audits were undertaken.

Through the LAP process, noise from surrounding land uses was acknowledged as a top concern for neighbourhood residents. To assist with identifying potential noise mitigation recommendations for the LAP, the first phase of a Noise Study was conducted in 2016. In the spring/summer of 2017, an additional Noise Study will take place to measure the noise levels from the Civic Operations Centre, once it is fully operational.

### Local Area Plan Implementation

There were 23 LAP recommendations completed in 2016. One of the more significant recommendations to be completed in 2016 from the Mayfair and

Kelsey-Woodlawn LAP was the renaming of Industrial Park. The park was formally renamed Szumigalski Park in recognition of local poet Anne Szumigalski who lived just south of the park, and a new sign was installed in October 2016. An additional completed recommendation of note from Mayfair and Kelsey-Woodlawn was the installation of recycling bottle baskets in all of the neighbourhood parks.

Several other recommendations made significant progress in 2016, including work to determine the feasibility of an Architectural Control District and/or a Built Heritage Committee in City Park; installation of the first phase of new signage at Woodlawn Cemetery in Kelsey-Woodlawn; and the start of a multi-year strategy to place a speed watch trailer on 29th Street West at the beginning of each of the next four school years.

To date, there are 365 total LAP recommendations that are not related to safety. Of these, 233 (64%) have been completed. Of the remaining 132 recommendations, 68 (19%) have yet to begin, and 64 (17%) have been started and are moving towards completion.

## LOOKING AHEAD TO 2017

- Both the Meadowgreen and Montgomery Place LAPs will be completed. After community open houses are held, the final reports will be presented to City Council for approval.
- The completion of the Hampton Village Neighbourhood Traffic Review is expected to address the final outstanding recommendation from the Airport Business Area LAP by assessing traffic monitoring data and developing an action plan to address the impact of Hampton Village traffic on the Airport Business Area.
- Implementation of outstanding LAP recommendations will be a major focus in 2017.

## NEIGHBOURHOOD SAFETY AND SAFE GROWTH

Since the Safe Growth and Crime Prevention Through Environmental Design (CPTED) philosophy was adopted by City Council in 2008, the application of CPTED principles have evolved to become a standard part of Neighbourhood Safety Reviews and the review process for all municipal developments, facilities, and structures, as well as private Neighbourhood Concept Plans. The purpose of the program is to add value to the existing civic programs and help make our City safer.

The Neighbourhood Safety program consists of five parts:

1. Creation of neighbourhood safety plans in conjunction with Local Area Plans;
2. Neighbourhood Safety recommendation implementation;
3. Safe Growth/CPTED Review Committee;
4. Ad hoc requests for assistance from neighbourhoods, administration and referrals from City Council; and
5. Program support.

### Neighbourhood Safety in Local Area Planning

The Neighbourhood Safety team spent considerable time with the Montgomery Place neighbourhood in 2016. As part of the Local Area Planning process a community wide safety meeting was held in early April. An action plan was developed, based on community information, crime statistics, resident's perceptions of safety, and any other appropriate supplementary studies. The residents also participated in a CPTED workshop to learn more about the principles of CPTED in advance of the safety audits.

Five safety audits were conducted in the neighbourhood: Montgomery Park and Montgomery School grounds; St. Dominic School grounds and Gougeon Park; Lt Col D. Walker Park; Lt Gen G G Simonds Park; and, the residential and commercial area in the north west corner of Montgomery. Aside from some reoccurring graffiti

vandalism, no major safety concerns were identified. Recommendations will be included in the final LAP.



### 2016 BY THE NUMBERS

**15** Neighbourhood Safety recommendations completed in 2016

Neighbourhood Safety recommendations completed **77%**

**34** CPTED Reviews completed

CPTED Practitioners trained **14**

**200** Reviews completed since the program became formalized in September 2008



## Neighbourhood Safety Recommendation Implementation

Neighbourhood Safety recommendations are implemented through the LAP Implementation Capital Project. At the end of 2016, there were 214 neighbourhood safety recommendations identified through the LAPs. To date, 164 neighbourhood safety recommendations have been implemented, 15 of which were completed in 2016. 76% of all neighbourhood safety recommendations have been completed.

### Implementation Highlights

- A brand new picnic table was installed in St. Andrew's Park in the King George Neighbourhood. In partnership with the King George Community Association, a memorial plaque, to commemorate and honour the dedication of the Community Associations Newsletter Editor, was placed in the concrete pad. The new table enhances the park's appeal as a destination and shows that the neighbourhood honours its volunteers.
- A series of garbage cans located in Leif Eriksson Park, Pierre Radisson Park and Scott Park, in the Mount Royal neighbourhood, were either refurbished with bottle baskets, replaced with a new contemporary design, and/or relocated to more convenient locations within the parks.
- Additional No Parking signs were installed at both the Aird Street and Colony Street accesses to President Murray Park in Varsity View. These signs increase sightlines along the park pathway, minimize potential conflict among user groups, and renew access control by making the pathway visible.



St Andrews Park Picnic Table



New Garbage Can Design



New Bottle Baskets



President Murray Park

## Safe Growth and CPTED Reviews

Safe Growth and CPTED reviews are an important part of the Neighbourhood Safety program. The core CPTED Review Committee consists of trained staff from various civic departments, including Community Services, Saskatoon Light and Power and Police Services. The Review Committee reviews all applications for new construction or major renovations affecting City of Saskatoon structures, facilities, and developments with any public access.

In 2016 the Neighbourhood Safety team completed its 200th review. This is a big milestone in the program and averages out to more than 25 CPTED reviews annually since the program began in 2008. Congratulations, and thank you, to everyone who has been involved in the Program.

There were a total of 34 CPTED reviews completed in 2016. Projects reviewed included: 3 Neighbourhood Concept Plans/Master Plans, 11 parks, 2 dog parks or miscellaneous projects, 2 facilities, 4 public art installations, one each of a parking lot, a structure, and a streetscape project, and 4 Meewasin Valley Authority projects. There were also 6 reviews that were conducted by the CPTED Review Chair due to time or confidentiality constraints.

The Neighbourhood Safety Program also provides Safe Growth/CPTED training opportunities to civic staff and those who are interested but outside of the corporation. Since training began, 188 civic staff, and 65 external people have been trained in Safe Growth/CPTED.

## Ad Hoc Requests of the Neighbourhood Safety Program

The Neighbourhood Safety Program managed a number of ad hoc requests for assistance in 2016. One of the most interesting and potentially impactful projects was the comprehensive safety review of the Saskatoon Public Libraries. An action plan, including surveys, training, safety audits, and education, has been established and is being carried out. A second interesting request was from the owners and property managers of a local shopping plaza. The request was for

help from the Neighbourhood Safety Team to discuss options for minimizing the amount of illegitimate activity occurring on site. Neighbourhood Safety met with property managers, maintenance staff, and security, to discuss concerns and incidents as well as tour the site. An action plan, detailing next steps, is in progress.

## Street Activity Steering Committee

The Neighbourhood Safety Coordinator participates in the Street Activity Steering Committee (SASC). This Committee was established by City Council in 2012 and oversees the management and operations of the Community Support Program (CSP). The CSP became permanent in 2015 and has become a welcome sight in the Business Improvement Districts they serve. In 2016 the CSP identified an increasing trend in aggressive and group panhandling. The SASC reported out to Committee and a report recommending changes to the Panhandling Bylaw was approved in 2016.

## LOOKING AHEAD TO 2017

- 2017 will be a busy year with the completion of the Meadowgreen and Montgomery Place Local Area Plans. This will add a significant number of neighbourhood safety recommendations.
- A Request for Proposals will go out in 2017 to address issues in a number of neighbourhoods around the conflict between residential areas and liquor licensed establishments. The project will help identify actions and tools that will help residents and businesses live and work side by side.
- A Safe Growth/CPTED training course is scheduled for 2017 for both City staff and interested external individuals.

## URBAN DESIGN

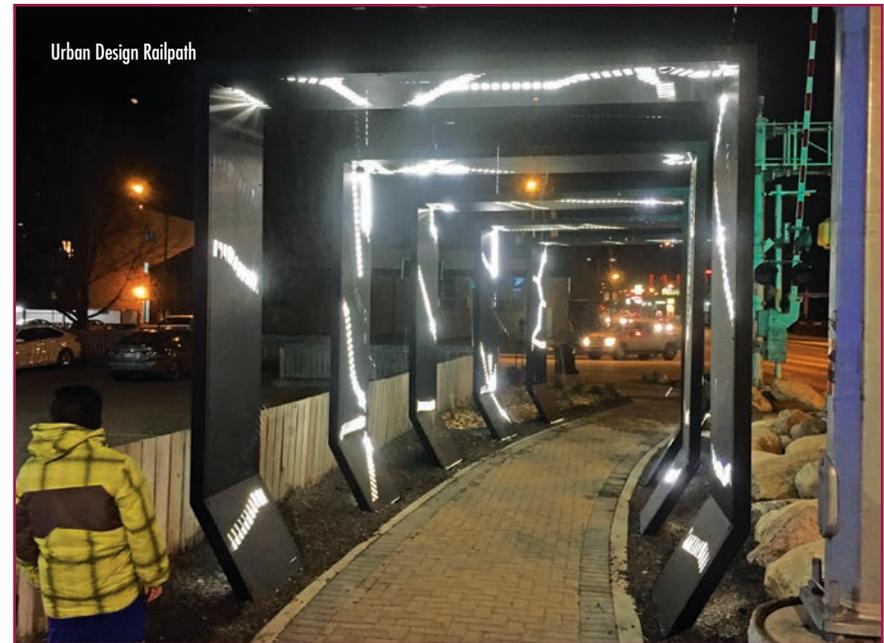
Streetscape development projects are complex and require the collaboration and cooperation of numerous work groups across the corporation, as well as local businesses and the Business Improvement Districts (BIDs) to be completed successfully. The goal is to transform public places in key commercial districts by accentuating Saskatoon's distinct identity and by bringing out the area's sense of place. Streetscape improvements include corner bulbs and extended bus bulbs, sidewalk remediation with amenity strip, street trees, sidewalk lighting, street furniture, public art and special place-making features.

### 25<sup>th</sup> Street Gateway

Gateway features at the intersection of 25<sup>th</sup> Street and Idylwyld Drive are part of the 25<sup>th</sup> Street extension project. The gateway features include arbours, seating elements, marker lights, natural rock boulders and landscaping. The arbours, known as "Railpath" are a key aspect of this new public installation. "Railpath" consists of five decorative arbours that allude to the outline of a train car. The distinctive perforation pattern throughout these arbours and seating elements were derived from a map of Saskatchewan from 1932 showing the Canadian National Railway and Canadian Pacific Railway lines. Located adjacent to an active rail crossing, railyards and historic train station, the installation recognizes the importance of the rail system in the development of the city and region. A plaque at the site describes the piece and includes a map of the 1932 railway system in Saskatchewan.

### 21<sup>st</sup> Street Streetscape Improvement Project

As one of the City's original streetscape projects, 21<sup>st</sup> Street in Downtown is one of the city's most recognizable streets. However, after a quarter century of service, the streetscape elements were in need of attention. In 2016, work began to renew the aging streetscape elements and help maintain the street's prominence. In 2016, improvements such as the installation of new street benches, decorative lights, new painted cross walks, new recycled bottle bins, recycled paper baskets, and new bike racks were provided.



## Urban Design Maintenance Work

Equally important to installing new street furniture and sidewalk treatments, is the maintenance of these assets. An urban environment is a demanding place, and repairs and maintenance are continually required due to collisions from vehicles, vandalism, and the wear and tear from weather and use. The Urban Design team maintains its inventory of street furniture, which includes benches, trash receptacles, poster boards, lamp posts, bollards, paving stones, decorative lighting features, public art and unique pieces, such as the chess boards in the Broadway BID area.

In 2016, the following maintenance activities helped re-invigorate the public realm and make the City safer and more enjoyable for everyone:

- 568 pieces of street furniture were repainted in the BID areas;
- 128 calls about damaged street furniture were received and responded to, of which 6 were from vehicle collisions. Some of damaged pieces were fixed on site, but others, including art work that was damaged, require considerable work to restore;
- Aging and damaged paving stones were replaced along 1st Avenue, 20<sup>th</sup> and 22<sup>nd</sup> Streets, Central Avenue and in the River Landing area;
- Empty tree wells were replaced with paving stones, and sidewalks were repaired to resolve trip hazards throughout the BID areas; and
- Tree trimming was conducted in areas where trees could interfere with pedestrians.

## LOOKING AHEAD TO 2017

- In 2017, streetscape improvements along 21<sup>st</sup> Street will include new paved amenity strips, new drain curbs for tree watering, a new water supply connection for the street trees, new public art and additional decorative lights.
- Maintenance of streetscape amenities will continue to be a high priority in 2017.



**In 2016, Urban Design worked with 20 different groups to install 453 banners throughout Saskatoon.**

## Urban Design Programs

Urban Design oversees a number of programs that enhance the city's commercial districts beyond the streetscape development projects.

### Flower Pot Program

The Flower Pot Program adds a welcome splash of colour to the city during the summer. In cooperation with the Parks Division, 700 flower pots were installed in the Downtown, Broadway, Riversdale and Sutherland BID's, as well as River Landing and the Downtown Transit Mall.

### Street Banner Program

In cooperation with Saskatoon Light & Power, Urban Design administers the Street Banner Program which brings colour and animation to numerous streets in the city and helps community organizations promote themselves and their events. Urban Design accepts the applications, reviews graphics for compliance with the City's Banner Policy, and schedules the installation. Saskatoon Light & Power installs, maintains and removes the banners. In 2016, Urban Design worked with 20 different groups to install 453 banners throughout Saskatoon.

## Central Avenue Public Art

In 2016, a new public art sculpture, entitled “Spheres of Confluence”, was installed on Central Avenue in the Sutherland Business Improvement District. Designed and built by artist and blacksmith Paul Reimer, the sculpture was unveiled as part of the Sutherland Culture Fair and Saskatoon’s Culture Days.

The artwork is made from railway track manufactured in 1912. The track came from the Canadian Pacific’s Sutherland rail yard, and was donated to the artist by the railway company specifically to create this piece. The base of the sculpture represents the historic importance of the railroad in Sutherland. The sculpture’s large ring symbolizes the strength of community and the contribution of rail to Saskatoon, the middle section represents the neighbourhood of Sutherland, and the small, inner ring speaks to the individuals and families at the community’s core. Pointing skyward, the entire sculpture evokes Sutherland’s evolving spirit.



## Placemaker Program

The City of Saskatoon partners with the Business Improvement Districts (BIDs), to deliver the Placemaker Program. The purpose of the Placemaker Program is to add significance to civic spaces, and to promote an appreciation for art through temporary public art installations. There were seven public art installations completed in 2016, including:

- Birdo, River Reflection, at River Landing
- Craig Campbell, Priscilla, Queen of the Prairies, on Broadway Avenue
- Heike Fink, Catch YOUR Dream, on 33rd Street
- Cate Francis, The Paper Wildlife Conservancy, located throughout the BID areas
- Jason Gress, Coming Soon, on Broadway Avenue & Downtown
- Josh Jacobson, Habitual Synthesis, Downtown
- Jeremy Tsang, An Eastern Dream of the West, Riversdale

## LOOKING AHEAD TO 2017

- In early 2017, a catalogue of the first 20 years of the Placemaker Program will be unveiled.
- The 2017 Placemaker Program Call for Submissions will be open in early 2017.

## MAJOR PROJECTS

### Comprehensive Downtown Parking Strategy

The Comprehensive Downtown Parking Strategy was launched in 2014 and was a key initiative of the City Centre Plan. As outlined in the City Centre Plan, in order for the Downtown to grow, development will be required to take place on the existing vacant lots. However, these vacant lots account for a high percentage of parking needs in the Downtown. In order for these sites to be developed, the existing parking, as well as the additional parking needs of the new building occupants, must be accommodated.

Completed in May 2016 by the consultants at BA Group, the Parking Strategy recommends actions to address existing conditions and challenges, presents a long-term vision for the City's parking system, determines future needs, and provides an action plan that will lead to achieving the vision. The Strategy also identified funding strategies, incentives, and partnership options that will lead to the development of structured parking facilities in the Downtown and help provide an appropriate supply of parking over the long term.



**Phase 4 of the City Centre Plan is expected to be completed in 2018, but some implementation items may begin prior to completion.**

### City Centre Plan Phase 4 – The Civic Precinct Master Plan

Phase 4 of the City Centre Plan got underway in 2016. This final phase involves the development of the Civic Precinct Master Plan, which includes approximately five city blocks centred around 23<sup>rd</sup> Street. The project will design a new Civic Plaza at City Hall, redesign 23<sup>rd</sup> Street, and integrate recommendations from the City Centre Plan and the Growth Plan to Half a Million, including the Bus Rapid Transit lines. The project will also incorporate the outcomes from the Protected Bike Lane Demonstration Project which is currently operating along 23<sup>rd</sup> Street and 4<sup>th</sup> Avenue. Phase 4 of the City Centre Plan is expected to be completed in 2018, but some implementation items may begin prior to completion.

# DEVELOPMENT REVIEW

The Development Review Section is responsible for facilitating the orderly use and development of land and property in Saskatoon, in accordance with accepted community standards, as outlined in the Official Community Plan, Zoning Bylaw, Subdivision Bylaw, as well as Council and Administrative Policies. The Section serves as a resource to individuals, businesses, government agencies, and community groups seeking to pursue development proposals, interpretations on bylaws and policies, and information on land-use approval processes and timelines.

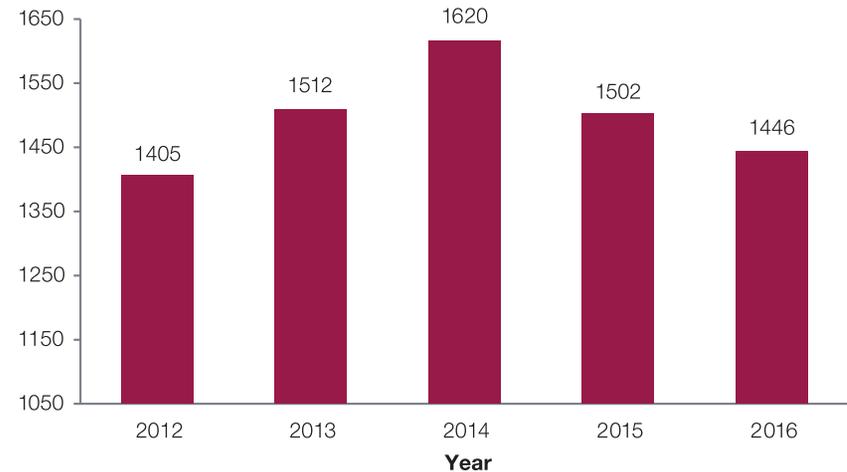
Development Review is responsible for the review of neighbourhood concept plans and direct control district applications, architectural reviews and design standards, subdivision, rezoning, discretionary use and development permit applications, and applications for both new and converted condominiums. The Section also administers the Heritage Program and the Naming of Civic Property and Development Areas. The Section facilitates the community's ability to understand and amend development standards, in accordance with appropriate public consultation processes.

In 2016, Development Review operated with a staff complement of 9 full-time employees, including 6 Professional Planners and 3 Development Officers.

## DEVELOPMENT PERMITS

The Section reviews all development proposals, with the exception of one- and two-unit dwellings in new neighbourhoods, to ensure compliance with the Zoning Bylaw. In 2016, Development Review reviewed 1,446 development permits, as compared to 1,502 in 2015, and a five year average of 1,497 development permits per year. Significant projects included the proposal for the mixed use development on Parcel YY in River Landing, a proposal for two residential towers at the Market Mall site in the Nutana Suburban Centre, and a Hotel and Parkade at the University of Saskatchewan College Quarter that is currently under construction.

Development Permits



## REZONING APPLICATIONS

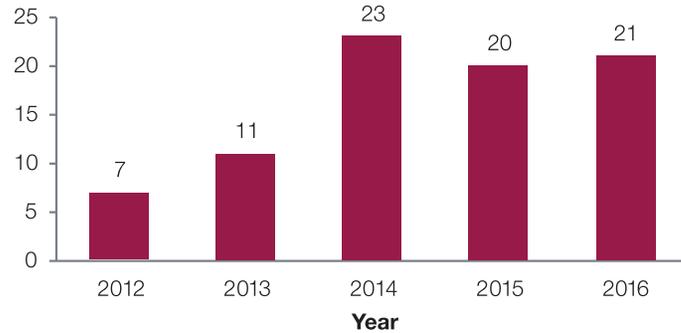
Development Review is also responsible for review, consultation, and recommendation on applications to amend provisions of the Official Community Plan and Zoning Bylaw. These applications are ultimately considered by City Council, who makes the final decision on bylaw amendments.

In 2016, the Section received 33 Zoning Bylaw amendment applications and 18 Official Community Plan amendment applications, for a total of 51 applications. 22 of these applications are related to ongoing work by the Section to apply land use designation and zoning to lands brought into the City through recent boundary alterations. The five-year average for applications is 39 per year.

## DISCRETIONARY USE APPLICATIONS

Land uses in the City of Saskatoon may be permitted, prohibited, or discretionary. Discretionary uses are generally appropriate for their zoning district, but may require additional scrutiny to ensure they fit in their specific context. These land use activities are only permitted at the discretion of City Council, or delegated to Administration for certain uses.

### Discretionary Use Applications



In 2016, the Section received 21 Discretionary Use applications, as follows:

- 6 Garden or Garage Suites,
- 6 Residential Care Homes - Type II,
- 2 Parking Stations,
- 1 Commercial Parking Lot,
- 1 Tavern,
- 1 Bed and Breakfast,
- 1 Private School,
- 1 Special Needs Housing Complex,
- 1 Multiple-Unit Dwelling, and
- 1 One-Unit Dwelling.

This compares to 20 Discretionary Use applications received in 2015, and a five-year average of 16 applications per year.

### SUBDIVISION APPLICATIONS

The Section reviews all applications for subdivision of land to ensure compliance with municipal and provincial requirements and to coordinate utility requirements for newly created properties.

In 2016, the Section received 67 subdivision applications, compared to 82 applications received in 2015, and a five-year average of 90 applications per year.

### CONDOMINIUM APPLICATIONS

The Section reviews all applications for the creation of condominium parcels to ensure compliance with various municipal and provincial requirements.

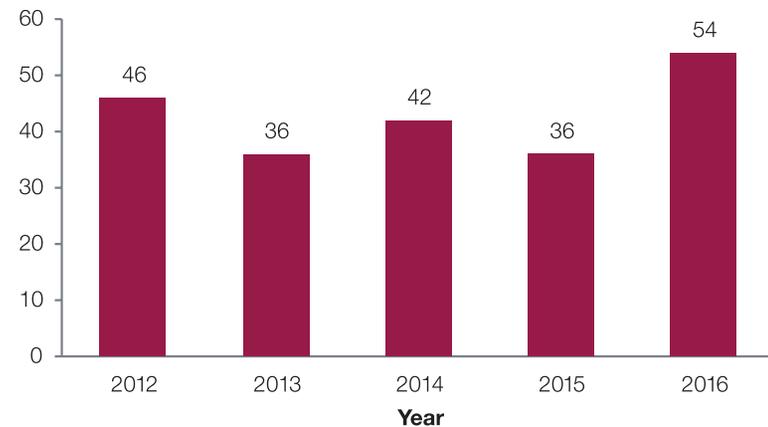
In 2016, the Section received 15 condominium applications, compared with 21 applications received in 2015, and a five-year average of 17 applications per year.

### DEVELOPMENT APPEALS

Individuals have the right to appeal to the Development Appeals Board over the denial of an application for a Development Permit or when an Order to Remedy Contravention is issued. Development Review represents the City for those appeals.

In 2016, the Development Appeals Board heard 54 such appeals. This compares to 36 appeals in 2015, and a five-year average of 43 development appeals per year. The Section also represents the City at the Planning Appeals Committee of the Saskatchewan Municipal Board. In 2016, there were four such appeals.

### Development Appeals



## LOOKING AHEAD TO 2017

The following activities are expected to occur in 2017 regarding development and concept plans:

- Ongoing review of the proposed mixed use development in the Direct Control District will continue for Parcel YY – River Landing.
- Review and consideration will occur for the Brighton Village Centre – a proposed mixed-use Direct Control District containing office, residential and retail development in the Brighton neighbourhood.
- Development will continue on College Quarter, including the new sports complex.
- The Elk Point Neighbourhood Concept Plan is expected to be approved. Elk Point is the second proposed residential neighbourhood in the Blairmore Sector.
- The Holmwood Suburban Centre proposal is expected which is a proposed employment area and suburban development consisting of residential, institutional, and commercial uses, located east of the Brighton neighbourhood.
- The Hampton Employment Area concept is also expected to be approved which will provide an employment area consisting of light industrial and commercial uses located east of the Hampton Village neighbourhood.
- A review of zoning regulations related to bonusing for environmental initiatives and alternatives to hard surfacing parking will also begin in 2017.

## NAMING SASKATOON

Development Review administers the Naming of Civic Property and Development Areas Policy. Members of the public or developers can apply to have names added to the Names Master List, which is used by His Worship the Mayor to name civic property and development areas, when requested by a land developer. In 2016, 13 new names were added to the Names Master List. At year end, a total of 126 names were available to be applied to future developments.

Names Applied in 2016		
Names Applied	Roadway, Park, Other	Location
Blairmore Station	Neighbourhood	Blairmore Sector
Eidem	Roadway	Marquis Industrial
Gordie Howe Sports Complex	Park	Gordie Howe Management Area
Riel Industrial	Sector	Riel Industrial Sector
Szumigalski	Park	Kelsey-Woodlawn
Vic	Roadway	Stonebridge

## HERITAGE AND DESIGN

In 2016, the City continued the implementation of the Civic Heritage Policy and Heritage Plan.

The following chart identifies the number of documented heritage properties in Saskatoon at the end of 2016.

Listing Type	Number of Properties
Properties on the Built Heritage Database	1,452
Saskatoon Register of Historic Places	188
Holding Bylaw	34
Municipal Designated Properties	40
Provincial Designated Properties	3
National Historic Sites	6

## Municipal Heritage Designation

The following historic places were designated as a Municipal Heritage Property in 2016:

- Mann Residence at 1040 University Drive,
- Pendygrasse House at 1919 St. Henry Avenue, and
- Tupper House at 518 11th Street East.

## Heritage Conservation Program

The following conservation work and financial incentives were approved:

- Bottomley House at 1118 College Drive – Re-shingling of the roof and repair of the chimneys; wood skirting and parging. Funding was approved in the form of 2 grants for a total of \$29,921.88.
- Arrand Block at 422 11th Street East – Balcony Repair. Funding was approved in the form of a maintenance grant for \$4,200.



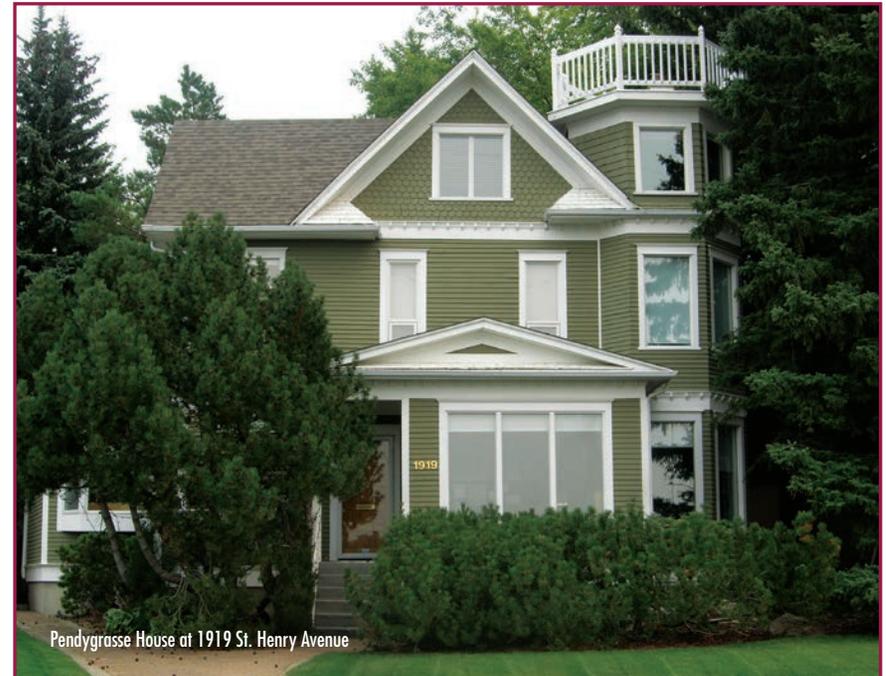
## Façade Conservation and Enhancement Program

The following heritage financial incentives were approved to support exterior conservation and enhancement efforts:

- Connaught Block at 247 3rd Avenue South - Funding was approved in the form of a grant for \$4,000.
- Sutherland Memorial Hall at 1112 Central Avenue - Funding was approved in the form of a grant for \$3,500.
- Saskatoon Club at 417 21st Street East - Funding was approved in the form of a grant for \$2,500.

## EDUCATION AND AWARENESS

The annual Heritage Festival of Saskatoon took place on February 7, 2016, at the Western Development Museum. The City and Municipal Heritage Advisory Committee collaborated on a display for the event.



## HERITAGE PLAN IMPLEMENTATION

The Civic Heritage Policy was amended to address a number of minor housekeeping items, which included text revisions and clarification of definitions and policy goals. The Heritage Conservation Program Incentives section of the Civic Heritage Policy was also amended to simplify the administration of the program, provide for a more equitable incentive package to non-taxable Municipal Heritage Properties, and allow greater access to the Maintenance Grant for both taxable and non-taxable Municipal Heritage Properties.

**The Register is an official listing of heritage resources identified by the City of Saskatoon as having significant heritage value or interest.**



## Design Highlights

In 2016, two Architectural Control District Applications were received in the Direct Control District (DCD1- AC1) at 200 Spadina Crescent East for Parcel YY in River Landing:

- Phase I of the large-scale mixed used development of Parcel YY will include a hotel and a condo tower.
- Phase 2 of the Parcel YY project will include an office tower.

Both applications were reviewed and approved by the Architectural Design Review Committee.

## LOOKING AHEAD TO 2017

Continued implementation of the Heritage Plan will occur with amendments to the Official Community Plan and Zoning Bylaw to integrate heritage initiatives with broader civic goals and plans, and provide a provision to relax certain development standards for designated Municipal Heritage Properties. The amendments will also introduce a Heritage Impact Statement to evaluate the impact of developments on heritage resources.

The Saskatoon Register of Historic Places was approved by City Council and published online. The Register is an official listing of heritage resources identified by the City of Saskatoon as having significant heritage value or interest. It includes buildings, structures, monuments, memorials and natural and cultural landscapes that have helped shape our community and tell the story of Saskatoon.





Prepared by:  
Planning & Development,  
Community Services Department

Printed April 2017

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## 2017 Assistance to Community Groups Cash Grants Program, Social Services Category

### Recommendation

1. That the recommended grants for 2017, totalling \$1,143,360 under the Social Services Category, Assistance to Community Groups Cash Grant Program, be approved; and
2. That the Administration continue to execute the three-year funding agreements with the flagship organizations.

### Topic and Purpose

The Social Services Subcommittee has completed the adjudication process for the 2017 Assistance to Community Groups Cash Grant, Social Services Category, and respectfully submits recommendations for approval.

### Report Highlights

1. The Social Services Subcommittee (Subcommittee) recommends support totalling \$1,143,360, which represents funding to 46 agencies. The total support is made up of \$523,300 in cash and \$620,060 in tax credits.
2. It is recommended that the flagship agencies continue with the three-year funding cycle of 2016 to 2018, inclusive.
3. Participation in the Saskatoon Collaborative Funders Partnership (Collaborative Funders) allows the funders to collaboratively address the community's needs and encourages a more effective use of funds.

### Strategic Goal

This document reports on the Administration's long-term support of the City of Saskatoon's (City) Quality of Life Strategic Goal to support community building through direct investment.

### Background

The Subcommittee is appointed by City Council through recommendation of the Governance and Priorities Committee. It consists of Judy Shum, Chairperson, United Way of Saskatoon and Area (United Way); Carol McInnis, Greater Saskatoon Catholic Schools Board; Janet Simpson, Saskatoon Public Schools Board; Peter Wong, The Ministry of Social Services; and Heather Trischuk, Member at Large. The Subcommittee reviews applications from not-for-profit social service organizations, pursuant to Assistance to Community Groups Policy No. C03-018, ensuring objectives of the policy are met.

The 2017 Assistance to Community Groups Cash Grant, Social Services Category (Social Services Grant Program) is administered as part of the Collaborative Funders.

The Collaborative Funders is a collaboration between two Saskatoon organizations that provide grants to community groups. The partners and the associated grants are as follows:

- a) City of Saskatoon – Social Services Grant Program; and
- b) United Way – Community Initiatives Fund.

The Collaborative Funders is organized so that partners use the same application form. However, each partner retains their own funding priorities, eligibility criteria, and review processes. The partners collaborate for the benefit of the community; however, they maintain autonomous decision-making processes and control of funds.

## **Report**

### The Subcommittee Recommends Support to 46 Saskatoon Agencies

The Subcommittee reviewed the requests for funds, following the guidelines set out by Assistance to Community Groups Policy No. C03-018. Funding support is provided via cash and tax abatements.

The Subcommittee evaluated the proposals, giving priority to projects and programs providing a direct service to enhance the quality of life for vulnerable residents of Saskatoon, and where the need was clearly demonstrated by the applicant. The Social Services Grant Program criteria were carefully applied in each case.

The Subcommittee reviewed 72 applications requesting a total of \$1,981,764 in funding.

The 2017 recommendations include support totalling \$1,143,360, which represents funding to 46 community agencies, including \$523,300 in cash and \$620,060 in tax credits (see Attachment 1).

### Flagship Agencies Currently Engaged in Funding Agreements

In 2009, City Council approved criteria to identify flagship organizations that were eligible for multi-year funding agreements (see Attachment 2). The multi-year funding agreements:

- reduce administrative workload with applicant agencies; and
- provide agencies with a stable funding source to assist them in strategically meeting the needs of vulnerable people in Saskatoon.

The Subcommittee recommends that funding for the flagship organizations be continued for the next two years of the 2016 to 2018 three-year cycle. The funding for each organization is included in Attachment 1.

### The Collaborative Funders Participation Addresses the Needs in the Community

The Subcommittee was pleased to participate in the Collaborative Funders, which allows the funders to address the needs in the community in shared ways and encourages the effectual use of funds. Through the funding process, the Subcommittee

successfully cross-referenced grants with other funders to ensure as many agencies as possible would receive assistance.

**Options to the Recommendation**

The option exists to not accept the recommendations of the Subcommittee as presented. In this case, further direction would be required.

**Public and/or Stakeholder Involvement**

There was no public or stakeholder involvement. An annual application and adjudication process occurred, which was carried out by a City Council-appointed subcommittee.

**Communication Plan**

All applicants will be advised of the Subcommittee’s recommendations as approved by Committee.

**Financial Implications**

This program is funded through the operating budget in the Community Support Business Line.

**Other Considerations/Implications**

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

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

Final notification of funding decisions will be sent to all applicants by June 16, 2017.

**Public Notice**

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

**Attachments**

1. 2017 to 2018 Assistance to Community Groups – Cash Grant Social Program
2. City of Saskatoon Assistance to Community Groups Grant Program – Social Services Category - Flagship Category Multi-Year Agreements

Respectfully Submitted,



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Judy Shum, Chairperson  
Social Services Subcommittee

**2017 to 2018 Assistance to Community Groups - Cash Grant Social Program**

Organization	Project	Total Grant Approved	Cash	Taxes (2017 Estimate)
AIDS Saskatoon Inc.	601 Drop-In Supervisor	\$15,950	\$15,950	
Canadian National Institute for the Blind (CNIB)	Post Vision Loss Rehabilitation Therapy Program	\$11,000	\$11,000	
Canadian Red Cross (Canadian Red Cross, North Central Saskatchewan Region, Saskatoon Office)	Red Cross Programs and Services in Saskatoon	\$12,800		\$12,800
Central Urban Metis Federation (1993) Inc. (CUMFI)	10-Year Celebration of the CUMFI Wellness Centre	\$30,300		\$30,300
Community Legal Assistance Services for Saskatoon Inner City Inc. (CLASSIC)	Walk-in Advocacy Clinic	\$16,500	\$16,500	
Community Living Association Saskatoon Inc. (CLASI)	CLASI's Programs and Services for Individuals with Intellectual Disabilities	\$16,500	\$16,500	
Core Neighbourhood Youth Co-op	Healthy Transitions Program	\$21,600	\$15,400	\$6,200
Crocus Co-operative	Body, Mind, and Soul	\$20,000		\$20,000
Elizabeth Fry Society of Saskatchewan Inc.	Client Care and Volunteer Services Coordinator	\$20,000	\$20,000	
Fetal Alcohol Spectrum Disorder (FASD) Network of Saskatchewan Inc.	FASD Child and Family Worker	\$6,000	\$6,000	
Frontier College	Free Summer Literacy Programming	\$11,000	\$11,000	
Girl Guides of Canada - Guides du Canada, Bridging Rivers Area Council	Girl Guides of Canada - Empowering Girls in the Community	\$7,700		\$7,700
Global Gathering Place Inc.	Global Gathering Place	\$16,500	\$16,500	
Lung Association of Saskatchewan Inc.	Health Promotions	\$11,400		\$11,400
Mennonite Central Committee Saskatchewan (MCCS)	MCCS Restorative Justice, Refugee, and Poverty Strategic Plan	\$21,300		\$21,300
OUTSaskatoon	Ongoing Programs and Services	\$17,600	\$17,600	
Saskatchewan Association for the Rehabilitation of the Brain Injured (SARBI)	SARBI Rehabilitation Services	\$2,500	\$2,500	
Saskatchewan Association of Rehabilitation Centres (SARC)	Provision of Administrative and Training Support to Organizations in the Disability Services Sector	\$10,000		\$10,000
Saskatoon and District Labour Council (SDLC) Summer Snack Program	SDLC Summer Snack Program	\$7,500	\$7,500	
Saskatoon Community Services Village Inc. (The Village)	Providing Affordable Space to Community-Based Organizations in the Village	\$13,300		\$13,300
Saskatoon Community Youth Arts Programming Inc. (SCYAP)	SCYAP Inner City After School and Community Drop-In Program	\$11,000	\$11,000	
Saskatoon Council on Aging Inc.	Saskatoon Council on Aging Outreach	\$11,000	\$11,000	

Organization	Project	Total Grant Approved	Cash	Taxes (2017 Estimate)
Saskatoon Indian and Metis Friendship Centre	Saskatoon Indian and Metis Friendship Centre	\$21,000		\$21,000
Saskatoon Services for Seniors	Home Support Services	\$16,500	\$16,500	
Saskatoon Sexual Assault and Information Centre, Inc. (SSAIC)	Saskatoon Sexual Violence Response	\$17,600	\$17,600	
Saskatoon Society for the Protection of Children Inc.	Saskatoon Crisis Nursery	\$11,000	\$11,000	
Saskatoon Student Wellness Initiative Toward Community Health, Inc.	Student Wellness Initiative Towards Community Health	\$22,000	\$22,000	
Sexual Health Centre Saskatoon	Health, Education, and Clinical Care Support Services	\$16,500	\$16,500	
Spectrum Core Community Services SCCS Inc.	Relief of Poverty and Homelessness: Free Laundry Service	\$9,950	\$5,450	\$4,500
STR8 UP - 10,000 Little Steps to Healing Inc.	Personal Healing Project	\$11,000	\$11,000	
The Lighthouse Supported Living Inc.	Emergency Shelter Case Worker	\$28,800		\$28,800
Saskatoon Collaborative Funding Partnership		\$10,960	\$10,960	
<b>Flagships</b>				
Big Brothers Big Sisters of Saskatoon and Area Inc.	Flagship Funding	\$44,100	\$28,700	\$15,400
Catholic Family Services of Saskatoon	Flagship Funding	\$36,000	\$36,000	
CHEP Good Food Inc.	Flagship Funding	\$34,800	\$34,800	
Cosmopolitan Industries Ltd.	Flagship Funding	\$102,700		\$102,700
Family Service Saskatoon Inc.	Flagship Funding	\$33,000	\$33,000	
READ Saskatoon	Flagship Funding	\$22,000	\$22,000	
Saskatchewan Abilities Council	Flagship Funding	\$222,000		\$222,000
Saskatoon Food Bank & Learning Centre	Flagship Funding	\$33,600	\$20,500	\$13,100
Saskatoon Friendship Inn	Flagship Funding	\$36,850	\$27,840	\$9,010
The Saskatoon Downtown Youth Centre Inc. - EGADZ - (tax credit)	Flagship Funding	\$12,240		\$12,240
YWCA Saskatoon	Flagship Funding	\$31,000	\$31,000	
<b>TOTAL</b>		<b>\$1,085,050</b>	<b>\$523,300</b>	<b>\$561,750</b>
<b>Seniors Groups</b>				
Fairfield Senior Citizens Corporation	Ongoing Programs and Services	\$15,500		\$15,500
Senior Citizens' Service Association of Saskatoon	Ongoing Programs and Services	\$17,140		\$17,140
St. George's Senior Citizens' Club	Ongoing Programs and Services	\$25,670		\$25,670
<b>TOTAL</b>		<b>\$58,310</b>		<b>\$58,310</b>
<b>GRAND TOTAL</b>		<b>\$1,143,360</b>	<b>\$523,300</b>	<b>\$620,060</b>

## **City of Saskatoon Assistance to Community Groups Grant Program – Social Services Category Flagship Category Multi-Year Agreements**

### **Purpose**

The purpose of a multi-year funding agreement is:

- a) to reduce administrative workload, both internally within the City of Saskatoon (City) and externally within the agencies; and
- b) to provide agencies with a stable funding source to better enable them to strategically meet the needs of vulnerable populations with the city.

### **Criteria**

Organizations that will be considered for multi-year funding must meet the following criteria:

- a) be eligible for funding under the Assistance to Community Groups Cash Grant Program, Social Services Category;
- b) have a long-term funding relationship with the City and currently receive a significant funding contribution provision of programs and services targeted to vulnerable populations that support access to clearly identified needs and basic service;
- c) demonstrate track record for service delivery, including quantity, scope, and quality;
- d) effective management practises;
- e) evidence of a collaborative approach with other community organizations; and
- f) diversity in funding base, including support by other major funders (i.e. Government of Saskatchewan, United Way of Saskatoon and Area).

### **Conditions and Reporting**

All agencies in receipt of multi-year funding will be required to abide by the following conditions:

- a) all multi-year funding agreements will be for a period of three years in length;
- b) financial and program reporting will occur on an annual basis. The proposed reporting requirement will include the submission of the organization's annual financial statement and annual program report that is normally prepared for each organization's annual general meeting;
- c) payments to agencies will be based on the same timing and procedures as those receiving ongoing annual funding, through the cash grant social component;
- d) the agencies will not be eligible for increases, outside the terms of their current agreement, for the duration of the multi-year agreement unless significant, additional funds become available or there is a significant change in their operations; and
- e) any increases considered will be based on available funding and would only be for the duration of the current agreement.

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## 2016 Year-End Report – Building Standards Division

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to highlight work completed in 2016 by the Building Standards Division, and to provide an update on the status of the Plan Review and Inspection Service Stabilization Reserve.

### Report Highlights

1. The Building Standards Division offers a range of programs and services related to the building construction industry, ensuring individuals have safe and healthy places to live and work.
2. The year-end balance for the Plan Review and Inspection Service Stabilization Reserve (Building Standards Reserve) decreased by \$175,906 from the 2015 reserve balance. As a result, the balance in the Building Standards Reserve was \$7,866,306 as of December 31, 2016.

### Strategic Goals

The mandate of the Building Standards Division relates to the City of Saskatoon's (City) Strategic Goal of Quality of Life by providing timely reviews of building permit and development applications, and performing building and plumbing inspections to ensure the health and safety of owners and occupants.

### Background

The Community Services Department Building Standards Reserve was approved by City Council in 1997. Its purpose is the accumulation of funds to offset any deficits in the division's operations due to revenue shortfalls from the decline in the number and/or type of building permits issued and unexpected program expenditures.

During its March 16, 2004 meeting, the Planning and Operations Committee instructed the Administration to provide an annual update on the status of the Building Standards Reserve.

### Report

#### The Building Standards Division Programs and Services

The Building Standards Division offers a variety of programs and services related to the building construction industry, including the following:

- a) Residential Building Permit Program;
- b) Commercial Building Permit Program;

- c) Building Inspection Program;
- d) Plumbing Permit and Inspection Program; and
- e) Property Information Disclosure Program.

The 2016 Building Standards Year-End Report provides an overview of the initiatives undertaken throughout 2016 (see Attachment 1).

#### Building Standards Reserve Status

Final operating revenues and expenditures for the building and plumbing programs in 2016 are outlined in Attachment 2. Program revenues for 2016 were lower than forecasted, and operating expenditures were slightly less than the budgeted amount. As a result, in 2016, \$294,574 was transferred from the Building Standards Reserve to operating expenditure accounts. Taking into account capital spending, the net draw from the reserve to cover operating expenses was \$175,906. The balance in the Building Standards Reserve on December 31, 2016, was \$7,866,306.

#### **Other Considerations/Implications**

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

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

The Building Standards Division reports annually on its activities.

#### **Public Notice**

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

#### **Attachments**

1. 2016 Building Standards Year-End Report
2. The Community Services Department Plan Review and Inspection Service Stabilization Reserve Sufficiency Report

#### **Report Approval**

Written by: Kara Fagnou, Director of Building Standards

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

S/Reports/2017/BS/PDCS – 2016 Year-End Report – Building Standards Division/ks

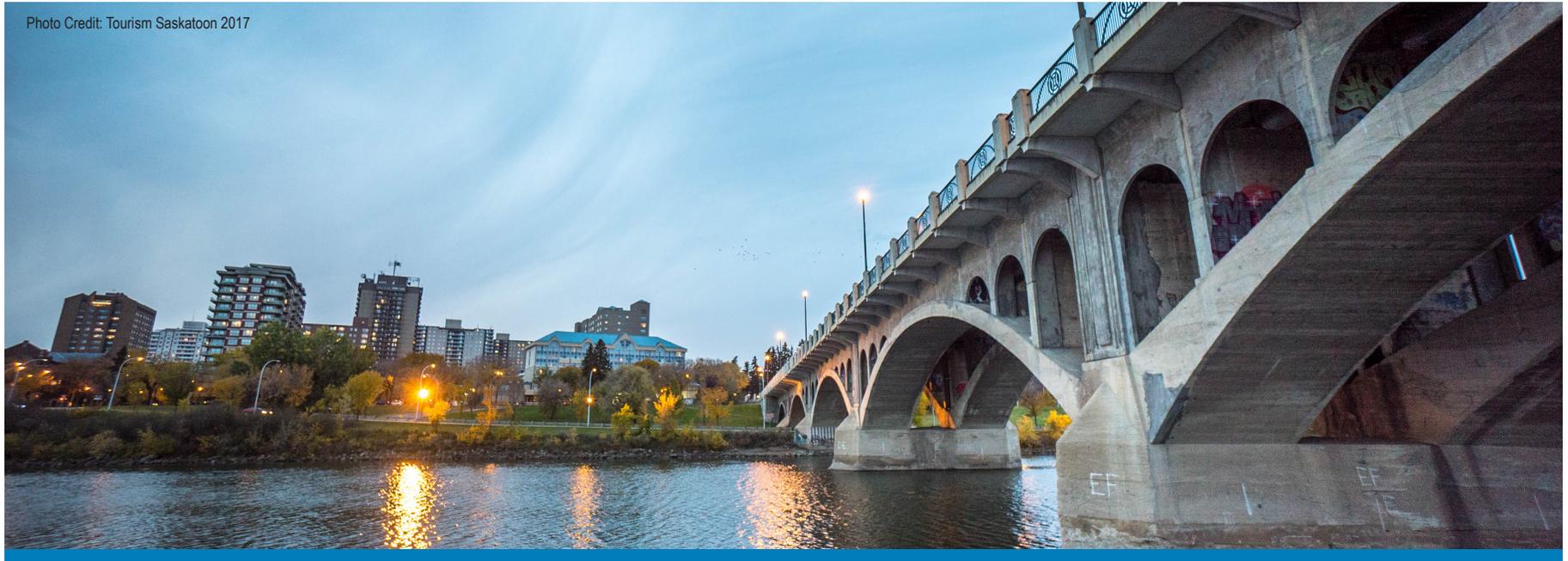


2016

Building Standards

# YEAR-END REPORT





**Welcome** to the 2016 Year End Report for the Building Standards Division. The 2016 report is intended to provide an overview on the year past and information about the programs and services offered by the Building Standards Division, highlight how industry performed, and look ahead to 2017.

## WHAT'S INSIDE

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# WHOWEARE

Building Standards issues building and plumbing permits and administers inspection programs related to regulations contained in the Building Bylaw, the Swimming Pool Bylaw, the Uniform Building and Accessibility Standards Act (UBASA), the National Building Code (NBC), and the Plumbing Regulations.

Building permits are issued and inspections performed to ensure individuals have safe and healthy places to live and work. Plumbing permits are issued and inspections performed to ensure individuals are not at risk due to contamination of the potable water supply or subjected to disease through exposure to sanitary waste. The extent of compliance assurance provided by the residential inspection program is governed through City Council policy that establishes the parameters of inspections and resources to be applied.

Building Standards also processes requests from property owners, solicitors, and realtors for Property Information Disclosures, Encroachment Agreements, and Civic Addresses.



- ▶ 3,950 building permits were issued, with an associated value of construction of \$727.6M.
- ▶ 31,600 building and plumbing inspections performed in 2016.
- ▶ Building permits issued in 2016 represent the creation 1,517 residential units compared to 2,347 in 2015. The difference is associated with the creation of fewer apartment residential units.
- ▶ Issued 797 building permits for new one-unit dwellings (value includes dwellings on both single and group dwelling sites).
- ▶ Issued 2,796 Property Information Disclosures.
- ▶ Introduced framework for acceptance of 6 storey wood frame buildings in advance of provincial adoption of 2015 NBC.
- ▶ Stabilization reserve was reduced by \$295K, leaving a balance of \$7.86M

# OUR BUSINESS

Building Standards prides itself on providing high quality customer service. We take initiative to identify the needs of our changing community and align our programs and services to meet the needs of our customers and stakeholders. Our key programs and services include:

## RESIDENTIAL BUILDING PERMIT REVIEW PROGRAM

Residential building plans are reviewed and building permits issued to ensure compliance with regulations contained in the Building Bylaw, Zoning Bylaw, Swimming Pool Bylaw, UBASA, and NBC. The extent of compliance assurance provided by the program is governed through City Council policy that establishes the parameters of plan review.

Building Standards issued 2,997 residential permits in 2016. The average turnaround time for a one-unit dwelling residential building permit application was 2.9 days, 2.1 days lower than the performance target of 5 business days. Overall, Building Standards met the turnaround time 90% of the time with only 77 applications (10%) exceeding the 5 day performance target.



## COMMERCIAL BUILDING PERMIT REVIEW PROGRAM

Commercial building plans are reviewed and building permits issued to ensure compliance with life, fire, health, and construction safety requirements of the NBC, Building Bylaw, and UBASA, and to advise the owner, designer, or contractor of any deficiencies within the plans.

In 2016, in addition to reviewing commercial plans, the commercial plan review section coordinated the issuance of 953 commercial permits with various internal program requirements and external organizations, including:

- Planning and Development Division
- Saskatoon Light and Power
- Transportation Division
- Construction and Design Division
- Saskatoon Fire Department
- Saskatoon Land
- Saskatoon Health Region

The average turnaround time for Building Standards to review commercial building permit applications, and to coordinate reviews associated with internal requirements is 4 to 6 weeks. The average turnaround time increases depending on project type and required circulation.

**4-6 weeks**

Average turnaround time to review commercial building permit applications and to coordinate reviews associated with internal requirements.



...in addition to reviewing commercial plans, the Commercial Plan Review Section coordinated the issuance of 953 commercial permits with various internal program requirements and external organizations.

## BUILDING PERMIT INSPECTION PROGRAM

Building inspections are completed for all issued building permits to administer and enforce residential and commercial construction related to regulations contained in UBASA, the NBC, the Building Bylaw, the Swimming Pool Bylaw, and other applicable standards and regulations.

Inspections are performed to ensure individuals have safe and healthy places to live and work, by ensuring issues of structural sufficiency, life safety, fire safety, health and barrier-free accessibility are addressed. The Residential Inspection Program continues to offer next day inspections; while inspections falling within the Commercial Inspection Program occur every three to four weeks until the permit is closed.

Building Standards guarantees next day building inspections for residential building permits, a performance target we strive to meet 100% of a time. In 2016, our Building Inspectors completed 26,194 on-site inspections, of which 99% were completed next day.

Customers can book their residential building inspection and access inspection reports online 24/7.



## PLUMBING PERMIT AND INSPECTION PROGRAM

The Plumbing Permit and Inspection Program receives plumbing permit applications, issues plumbing permits, and administers the enforcement of the Saskatchewan Plumbing Regulations.

In 2016, our staff issued approximately 2,000 plumbing permits and completed 5,413 inspections.

## PROPERTY INFORMATION DISCLOSURES

Building Standards issues Property Information Disclosure reports which provide historical property information pertaining to civic addresses in Saskatoon. Reports

are commonly requested by realtors, homeowners, purchasers, or lawyers during a purchase or sale of a property, and contain information relating to: building and plumbing permit history; occupancy permits for existing suites in one-unit dwellings; outstanding deficiencies or orders related to building and plumbing permits; outstanding fire orders; as well as heritage and zoning designations.

The average turnaround time for Property Information Disclosure applications is 3 business days. Throughout 2016, our customer service staff issued 2,796 Property Information Disclosure reports, of which 119 (4%) exceeded the targeted turnaround time.



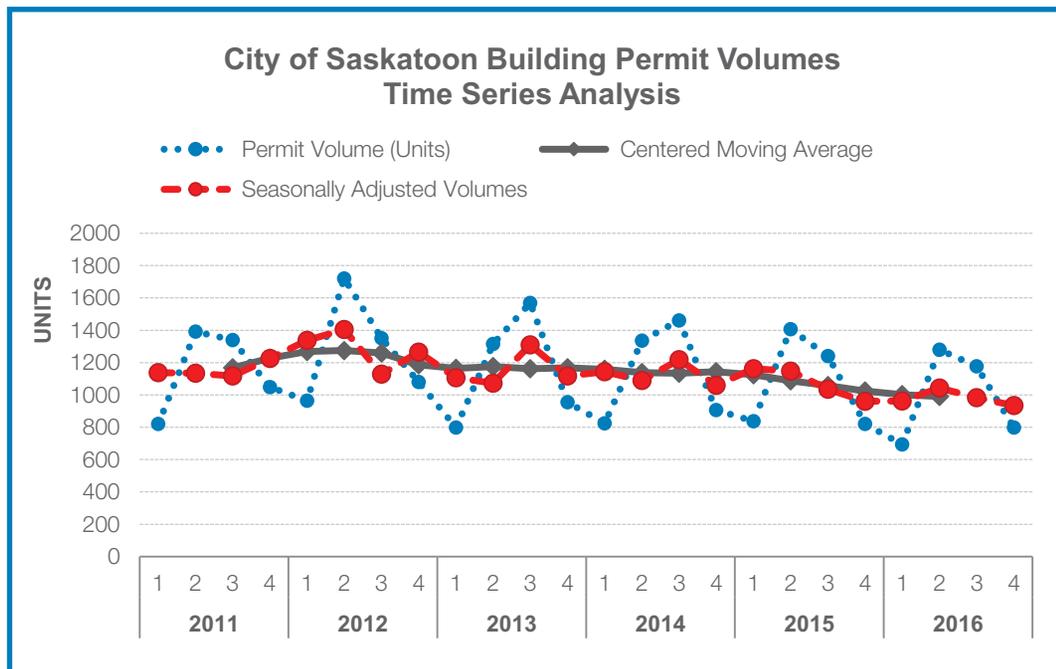
**3 days** Average turnaround time for Property Information Disclosure applications.

# of Property Information Disclosure reports prepared in 2016. **2,796**

## 2016 BY THE NUMBERS: CONSTRUCTION ACTIVITY

In 2016, Building Standards issued 3,950 building permits with an associated construction value \$727.6 million. Overall Building Standards has seen a higher permit volume activity in 2016 compared to 2015 for single family dwellings and commercial construction (which includes hotels, motels, standalone stores, shopping centres, strip malls, restaurants, service stations, car dealers, offices, and government buildings), which increased by 17% and 81% respectively; while permits issued for apartment and industrial construction decreased by 14% and 17% respectively.

In 2016, Building Standards has seen an 8% downward trend in the volume of building permits, as indicated in the graph below. The downward trend is expected to stabilize as we move into 2017 and 2018.



Building Standards strives to provide valuable information for the citizens of Saskatoon.

**BEFORE YOU BUILD...**

The City of Saskatoon offers many resources to guide you through your construction or renovation project. **BEFORE YOU BUILD**, visit [saskatoon.ca/buildingpermits](http://saskatoon.ca/buildingpermits) for information such as:

- Asbestos Removal**  
Structures constructed before 1983 may contain asbestos. Learn about asbestos in your home and the steps for keeping the safe.
- Basement Suites Handbook**  
Provides information to aid the homeowner, designer and contractor in the design and construction of a secondary suite.
- Building a Deck**  
Your deck is built to code. A building permit is required for decks to obtain.
- Inspections Handbook**  
Serves as a guideline for understanding the City's inspection process.

**HOW TO BUILD A DECK**

**BUILDING PERMITS**

City of Saskatoon Building Standards

**BEFORE YOU BUILD...**

Don't forget, you require a permit in order to construct, demolish, or renovate buildings on your property.

**BUILDING PERMITS**

For information on Building Permit requirements or to obtain a permit, contact City of Saskatoon Building Standards at 306-975-2645 or visit [www.saskatoon.ca/buildingpermits](http://www.saskatoon.ca/buildingpermits).

City of Saskatoon Building Standards

## MANAGING FISCAL RESPONSIBILITY

Building Standards continues to be financially responsible by evaluating programs and services to ensure fees are aligned with Building Standards' cost recovery model.

A review of the fee structures associated with the building and plumbing permit programs is underway. Fee changes, if identified, will be presented for consideration during the 2019 budget process.

## BUILDING STANDARDS STABILIZATION RESERVE

The Building Standards Stabilization Reserve was approved by City Council for the purpose of accumulating funds to offset any deficits in the divisions operations due to revenue shortfalls from the decline in the number and/or type of permits issued and unexpected program expenditures.

Program revenues were lower than the 2016 forecast, resulting in a \$295K transfer from the Building Standards Stabilization reserve. Revenue received in 2016 from building and plumbing permits was approx. \$1.3 million or 20% lower than projected, due to lower than expected permit volumes and associated construction values. The shortfall in revenue was offset by combined FTE savings of approx. \$567K and operating savings of approx. \$91K, resulting in \$295K transfer from the reserve.



**Building Standards continues to be fiscally responsible by evaluating programs and services to ensure fees are aligned with Building Standards' cost recovery model.**

## LOOKING AHEAD TO 2017

**2015 Code Adoptions:** Preparations are underway to review and communicate Code changes related to the NBC, Subsection 9.36 Energy Efficiency, and National Energy Code, that are expected to occur summer of 2017.

**Building Bylaw Rewrite:** Continue work towards the completion and implementation of an updated Building Bylaw to support current customer and program needs.

**Residential Permits Online:** Preparations are underway to offer an online portal for customers to submit residential applications, view permit history, book inspections, and to pay for permits online.

**Website Updates:** Updates to provide relevant information and better communication on our programs, what customers can expect, and how they can help the permit process.







*City of*  
**Saskatoon**

Prepared by:  
Building Standards,  
Community Services Department

Printed March 2017

## Community Services Department Plan Review and Inspection Service Stabilization Reserve Sufficiency Report as of December 31, 2016

	2016 Actual	2017 Budget	2018 Projections	2019 Projections	2020 Projections	2021 Projections
<b>REVENUES</b>						
Plumbing Permit and Inspection Program	\$ 590,824	\$ 845,900	\$ 634,400	\$ 634,400	\$ 634,400	\$ 634,400
Residential Building Permit Program	1,281,929	1,800,000	1,350,000	1,350,000	1,350,000	1,350,000
Commercial Building Permit Program	3,357,700	4,002,500	3,402,100	3,402,100	3,402,100	3,402,100
Other Revenue	107,714	101,200	105,000	105,000	105,000	105,000
<b>Total Revenue</b>	<b>\$5,338,167</b>	<b>\$6,749,600</b>	<b>\$5,491,500</b>	<b>\$5,491,500</b>	<b>\$5,491,500</b>	<b>\$5,491,500</b>
<b>EXPENSES</b>						
Plumbing Permit and Inspection Program	\$ 725,868	809,800	834,100	859,100	884,900	911,400
Building Permit Program	4,906,873	5,499,300	5,664,300	5,834,200	6,009,000	6,189,000
<b>Total Program Expenses</b>	<b>\$5,632,741</b>	<b>\$6,309,100</b>	<b>\$ 6,498,400</b>	<b>\$ 6,693,300</b>	<b>\$ 6,893,900</b>	<b>\$ 7,100,400</b>
<b>Balance to Transfer to Building Standards Reserve Account</b>	<b>\$ (294,574)</b>	<b>\$ 440,500</b>	<b>\$(1,006,900)</b>	<b>\$(1,201,800)</b>	<b>\$(1,402,400)</b>	<b>\$(1,608,900)</b>
Capital Projects Expenditure	\$ (150,000)	\$(263,000)	\$ (238,000)	\$ (175,000)	\$ (75,000)	
Estimated Return to Source from Capital Projects	268,668					
<b>Net Change</b>	<b>(175,906)</b>	<b>177,500</b>	<b>(1,244,900)</b>	<b>(1,376,800)</b>	<b>(1,477,400)</b>	<b>(1,608,900)</b>
Previous Year's Balance	8,042,212	7,866,306	8,043,806	6,798,906	5,422,106	3,944,706
<b>Year-End Building Standards Reserve Balance</b>	<b>\$ 7,866,306</b>	<b>\$8,043,806</b>	<b>\$ 6,798,906</b>	<b>\$ 5,422,106</b>	<b>\$ 3,944,706</b>	<b>\$ 2,335,806</b>
<b>Year-End Building Standards Reserve Capital</b>	<b>\$ 8,549,112</b>	<b>\$9,563,650</b>	<b>\$ 9,847,600</b>	<b>\$10,139,950</b>	<b>\$10,440,850</b>	<b>\$10,750,600</b>

**Assumptions:**

- Building permit and plumbing permit revenues are projected to stabilize in 2018 and beyond to levels consistent with activity seen in 2016.
- Revenue projections do not take into account future building and plumbing permit fee increases. Fee review is underway to assess a possible fee increase in 2019.
- Building permit and plumbing permit expenses are assumed to increase at an annual rate of 3%.

---

## Land Use Applications Received for the Period from March 16, 2017 to April 10, 2017

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to provide detailed information on land use applications received by the Community Services Department for the period from March 16, 2017 to April 10, 2017.

### Report

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

### Public Notice

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

### Attachment

1. Land Use Applications

### Report Approval

Reviewed by: Lesley Anderson, Director of Planning and Development

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

S/Reports/2017/PD/Land Use Apps/PDCS – Land Use Apps – May 1, 2017/lc

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## Land Use Applications Received for the Period from March 16, 2017 to April 10, 2017

The following applications have been received and are being processed:

### Discretionary Use

- Application No. D5/17: 102 Hargreaves Green  
 Applicant: Barinder Randhawa  
 Legal Description: Lot 7, Block 977, Plan No. 101962010  
 Proposed Use: Care Home  
 Current Zoning: R1A  
 Neighbourhood: Hampton Village  
 Date Received: March 21, 2017
  
- Application No. D6/17: 1016 Avenue B North  
 Applicant: Jean-Louis Blanchette  
 Legal Description: Lot 22, Block 21, Plan No. G4296  
 Proposed Use: Garden Suite  
 Current Zoning: R2A  
 Neighbourhood: Caswell Hill  
 Date Received: March 28, 2017

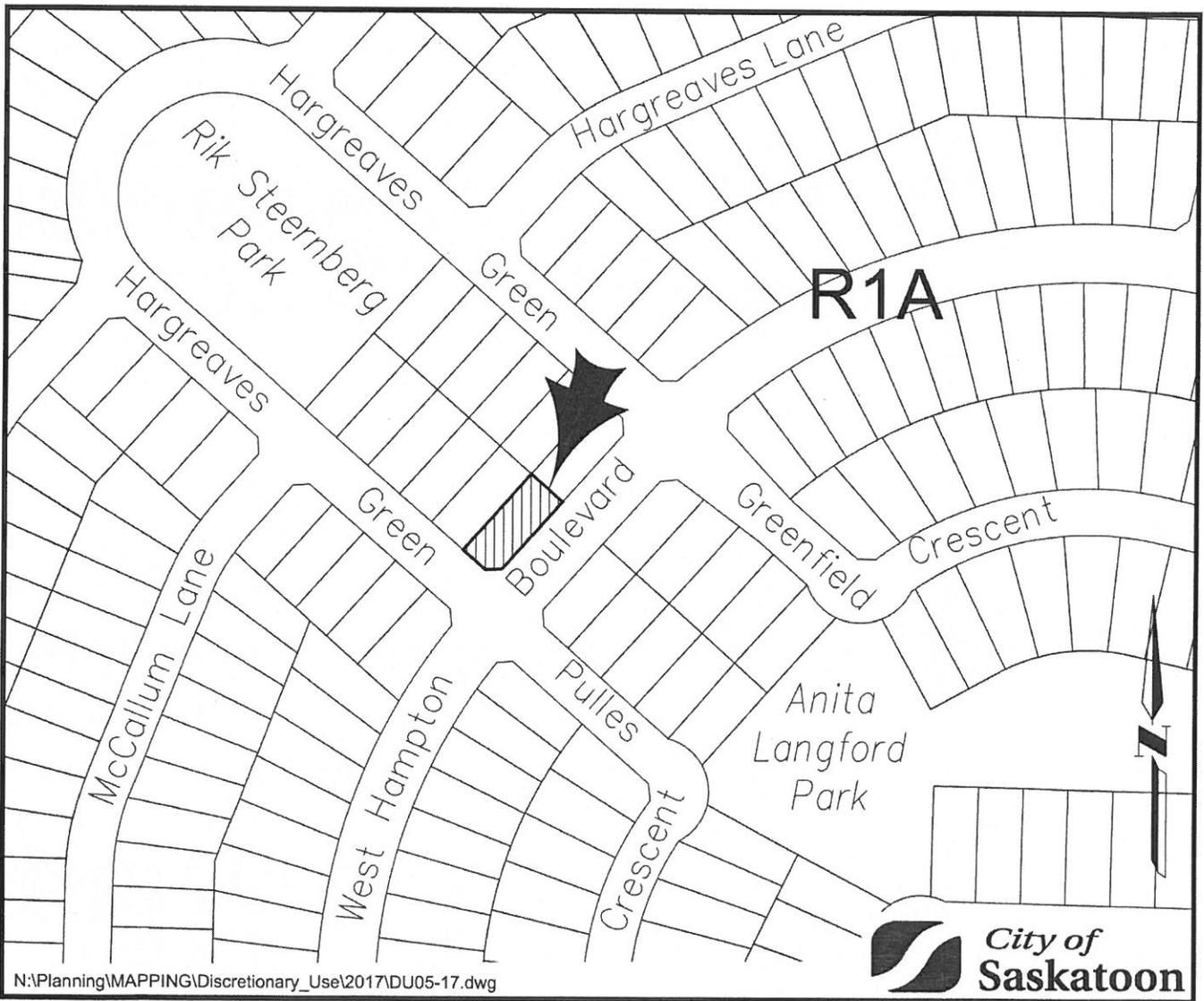
### Subdivision

- Application No. 11/17: Municipal Reserve on Stilling Lane in Rosewood  
 Applicant: Casablanca Holdings Ltd.  
 Legal Description: Part of the NW ¼ 17-36-4 W3  
 Proposed Use: To create a parcel for municipal reserve  
 Current Zoning: Not applicable  
 Neighbourhood: Rosewood  
 Date Received: March 22, 2017
  
- Application No. 12/17: 127 108<sup>th</sup> Street West  
 Applicant: Webb Surveys for O Casa Properties Inc.  
 Legal Description: Lots 25 and 26, Block 1, Plan No. G122  
 Proposed Use: To accommodate new single-dwelling units  
 on each lot  
 Current Zoning: R2  
 Neighbourhood: Sutherland  
 Date Received: March 23, 2017

### Attachments

1. Plan of Proposed Discretionary Use No. D5/17
2. Plan of Proposed Discretionary Use No. D6/17
3. Plan of Proposed Subdivision No. 11/17
4. Plan of Proposed Subdivision No. 12/17

Proposed Discretionary Use No. D5/17



Proposed Discretionary Use No. D6/17





**ROSEWOOD**  
**PROPOSED PLAN OF SURVEY**  
 SHOWING  
**SURFACE SUBDIVISION**

OF PART OF  
**N.W. 1/4 SEC. 17-TWP. 36-RGE. 4-W. 3Mer.**  
**CITY OF SASKATOON**  
**SASKATCHEWAN**  
 BY: Murray G. Raboux, S.L.S.  
 SCALE: 1:1000

*MGR*  
 Saskatchewan Land Surveyor

**LEGEND**  
 Dimensions shown are in meters and decimals thereof.  
 Distances are approximate and may change upon completion of survey.  
 Areas shown are approximate and may change upon completion of survey.  
 Portion of the plan proposed for subdivision is confined with a heavy broken line,  
 and contains 1.534 hectares (3.794 acres).  
 Distances on curves are arc lengths.  
 : Existing easements are shaded gray  
 : 3m SaskEnergy  
 : 3m SaskPower, SaskTel, and Shaw CableSystems  
 : 5m SaskEnergy, SaskPower, SaskTel, and Shaw CableSystems  
 : 2.0m x 2.0m SaskPower easement for transformer  
 : 2.75 x 2.0m SaskPower easement for pedestal  
 : indicates Mail Box location.  
 Proposer easements shown on this plan outside of proposal area are for reference  
 purposes only.

EXAMINED: CASABLANCA HOLDINGS INC. (Owner)

SEAL

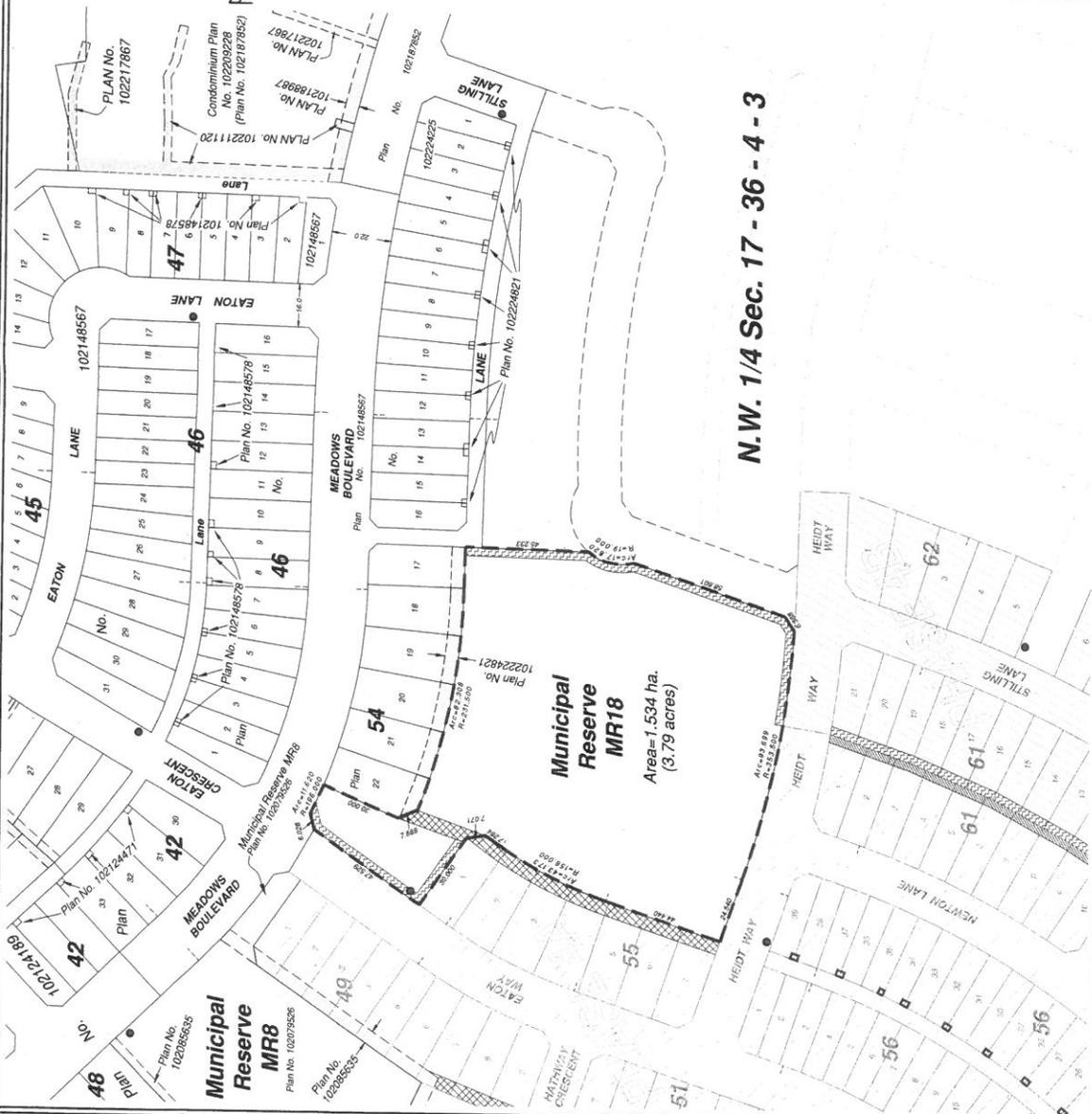
EXAMINED: CITY OF SASKATOON  
 Approved under the provisions of Bylaw No. 6527 of the City of Saskatoon.

General Manager of the Community Services Department  
 Date: \_\_\_\_\_, A.D. 20\_\_



MURRAY G. RABOUX  
 100 - 312 Wilton Lane  
 Saskatoon, Saskatchewan  
 Phone: (306) 653-2143  
 Fax: (306) 653-1024

No.	Date	Description	Drawn By	Checked By	Scale
1	Feb/2017	1. Adjusted East boundary to match with adjacent developments	gmm	gmm	
2	Mar/2017	2. Address renumbering	gmm	gmm	
3	Mar/2017	3. Addressed 3m joint use easement renumbering	gmm	gmm	
4	Oct/2019	4. Checked Name	gmm	gmm	
5	Oct/2019	5. Checked Name	gmm	gmm	
6	Oct/2019	6. Checked Name	gmm	gmm	
7	Oct/2019	7. Checked Name	gmm	gmm	
8	Oct/2019	8. Checked Name	gmm	gmm	
9	Oct/2019	9. Checked Name	gmm	gmm	
10	Oct/2019	10. Checked Name	gmm	gmm	
11	Oct/2019	11. Checked Name	gmm	gmm	
12	Oct/2019	12. Checked Name	gmm	gmm	
13	Oct/2019	13. Checked Name	gmm	gmm	
14	Oct/2019	14. Checked Name	gmm	gmm	
15	Oct/2019	15. Checked Name	gmm	gmm	
16	Oct/2019	16. Checked Name	gmm	gmm	
17	Oct/2019	17. Checked Name	gmm	gmm	
18	Oct/2019	18. Checked Name	gmm	gmm	
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20	Oct/2019	20. Checked Name	gmm	gmm	
21	Oct/2019	21. Checked Name	gmm	gmm	
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23	Oct/2019	23. Checked Name	gmm	gmm	
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29	Oct/2019	29. Checked Name	gmm	gmm	
30	Oct/2019	30. Checked Name	gmm	gmm	
31	Oct/2019	31. Checked Name	gmm	gmm	
32	Oct/2019	32. Checked Name	gmm	gmm	
33	Oct/2019	33. Checked Name	gmm	gmm	
34	Oct/2019	34. Checked Name	gmm	gmm	
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58	Oct/2019	58. Checked Name	gmm	gmm	
59	Oct/2019	59. Checked Name	gmm	gmm	
60	Oct/2019	60. Checked Name	gmm	gmm	
61	Oct/2019	61. Checked Name	gmm	gmm	
62	Oct/2019	62. Checked Name	gmm	gmm	



**N.W. 1/4 Sec. 17 - 36 - 4 - 3**



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## 2016 Annual Report – Recreation and Community Development Division

### Recommendation

That the information be received.

### Topic and Purpose

This report provides a summary of initiatives carried out in 2016 by all sections within the Recreation and Community Development Division (Division). The Division oversees the provision of a wealth of opportunities for citizens to participate in and enjoy the benefits of sport, culture, recreation, community development, social development, and wellness activities. To help encourage as many citizens as possible to take advantage of the activities available, the Division operates a number of facilities, provides direct services and programs, and provides support to community-based organizations involved in delivering programs and services. The Division also facilitates partnerships, information sharing, and collaboration that strengthens groups, promotes inclusion, and addresses racism.

### Report Highlights

1. The Division is a multi-disciplinary team involved in a wide variety of programs, services, and supports intended to achieve a high quality of life in Saskatoon. Attachment 1 showcases the many highlights for 2016 and previews the priorities for 2017.

### Strategic Goals

The work of the Division supports many aspects of the City of Saskatoon's (City) Strategic Goal of Quality of Life, specifically:

- i) ensuring existing and future leisure centres and other recreational facilities are accessible, physically and financially, and meet community needs;
- ii) strengthening relations with local Aboriginal organizations;
- iii) developing partnerships and programs with Aboriginal organizations that assist in enhancing economic, employment, and training opportunities;
- iv) supporting community building through direct investment, community development expertise, and support to volunteers on civic boards, committees, and community associations;
- v) building capacity within the community to address a broad range of issues and building consensus around collaborative responses;
- vi) providing opportunities for activities in a winter city;
- vii) implementing the Immigration Action Plan;
- viii) implementing the Municipal Culture Plan;

## 2016 Annual Report – Recreation and Community Development Division

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- ix) reducing and preventing crime and providing protective services in the Downtown core and neighbourhoods; and
- x) developing age-friendly initiatives to enhance quality of life as people age.

Furthermore, the Division supports the Strategic Goal of Sustainable Growth, in the four-year priority of establishing the City Centre as a cultural and entertainment district. As well, the Strategic Goal of Continuous Improvement is supported through initiatives that work to ensure an inclusive workplace that embraces diverse backgrounds.

### Background

At the beginning of 2016, the Recreation and Community Development Division was formed with the amalgamation of two former divisions: Recreation and Sport, and Community Development. This process brought together a great team overseeing the provision of opportunities for citizens to participate in and enjoy the benefits of sport, culture, recreation, community development, social development, and wellness activities. Within the current Division, four Sections deliver an array of programs and services. The four Sections are:

- i) Community Development;
- ii) Recreation Facilities and Programs;
- iii) Special Use Facilities and Capital Planning; and
- iv) Saskatoon Forestry Farm Park and Zoo.

### Report

The Division is a multi-disciplinary team involved in a wide variety of programs, services, recreation/sport facilities, and supports intended to help contribute to achieving a quality of life in Saskatoon.

### Highlights of 2016

- 1) 47 Community Associations offered 1,200 programs over 34,600 hours for 14,000 registrants; supported by \$127,500 in funding from City grants and \$354,000 in funding from community contribution;
- 2) “I am the Bridge” anti-racism public education campaign encouraged residents to talk about racism and ways to eliminate it;
- 3) The Prairie Prism multicultural event brought together 1,100 community members and 20 community agency collaborators to celebrate interculturalism in Saskatoon;
- 4) Leisure Centre admission volumes increased by 117,316 (14.7%), and admission revenues increased by \$139,100 (2.9%) as compared to 2015;
- 5) The total number of visits to Leisure Centres through admissions, registrations, and rental participants was approximately 1,568,200;
- 6) Customer Service staff provided support for program registrations, facility bookings, and staff scheduling, including 17,286 total registrations and approximately 23,500 LeisureCard sales and renewals; an increase over 11,050 renewals in 2015;

## 2016 Annual Report – Recreation and Community Development Division

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- 7) Over 134,000 visits were recorded for the 45 weekday playground program sites, 16 weekend paddling pool program sites, and 12 youth centres;
- 8) During the 120-day season, approximately 210,781 PotashCorp Playland ride tickets were used, resulting in an average of 1,750 ride tickets per day;
- 9) The Fred Mendel and Pierre Radisson off-leash dog parks were developed, bringing the total number of dog parks to 10;
- 10) 441 outdoor special event contracts were created, 3,772 event dates were allocated, and approximately 465,000 people attended various outdoor special events in 2016;
- 11) A \$1.5 million capital redevelopment project was undertaken at Holiday Park Golf Course;
- 12) Sport fields allocated approximately 45,100 hours (22,550 games) on outdoor sport fields from May to November;
- 13) A new clubhouse (Gordie Howe Sports Complex) and a new entrance plaza and ticket booth was built at the Saskatoon Minor Football Field at Gordie Howe Park;
- 14) Saskatoon Forestry Farm Park and Zoo admission attendance from April 1 to October 31 was 137,242 people; and
- 15) Over \$3.08 million in grants was awarded to various sport, culture, social services, community groups, and Community Associations.

Further detail can be found in the 2016 Recreation & Community Development Year-End Report (see Attachment 1).

### **Other Considerations/Implications**

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

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

The Recreation and Community Development Division reports annually on its activities.

### **Public Notice**

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

### **Attachment**

1. 2016 Recreation & Community Development Year-End Report

### **Report Approval**

Written by: Lynne Lacroix, Director of Recreation and Community Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/2017/RCD/PDCS – 2016 Annual Report – Recreation and Community Development Division/ks



2016

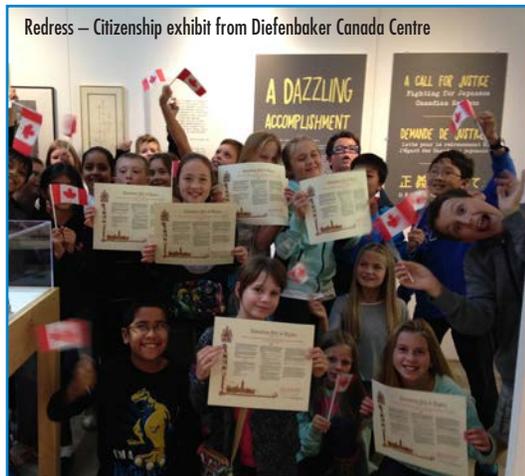
Recreation & Community Development

# YEAR-END REPORT





Off-leash Dog Park



Redress – Citizenship exhibit from Diefenbaker Canada Centre



Lynx – Saskatoon Forestry Farm Park & Zoo



Lakewood Civic Centre



ACT Arena

**Welcome** to the 2016 Year-end Report of the Recreation and Community Development Division. At the start of 2016, the Recreation and Community Development Division was formed with the amalgamation of the two former Divisions of Recreation and Sport, and Community Development. This process brought together a great team overseeing the provision of a wealth of opportunities for citizens to participate in and enjoy the benefits of sport, culture, recreation, community development, social development and wellness activities. To help encourage as many citizens as possible to take advantage of the activities available, the Division operates a number of facilities, provides direct services and programs, and provides support to community-based organizations involved in delivering programs and services. The Division also facilitates partnerships, information sharing and collaboration that strengthens groups, promotes inclusion, and addresses racism.

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- ▶ 47 Community Associations offered 1200 programs over 34,600 hours for 14,000 registrants. Supported by \$127,500 City grants and \$354,000 community contribution.
- ▶ “I am the Bridge” anti-racism public education campaign encouraged residents to talk about racism and ways to eliminate it.
- ▶ Prairie Prism event brought 1,100 community members and 20 community agency collaborators together to celebrate inter-culturalism in Saskatoon
- ▶ Leisure Centres Admission volume increased by 117,316 (14.7%) and Admission revenues increased by \$139,100 (2.9%) compared to 2015.
- ▶ Total number of visits to Leisure Centres through admissions, registrations and rental participants was approximately 1,568,200.
- ▶ Customer Service staff provided support for program registration, facility booking and staff scheduling, including 17,286 total registrations, approximately 23,500 LeisureCard sales and renewals, an increase over 11,050 in 2015.
- ▶ 45 weekday playground programs, 16 weekend paddling pool programs and 12 youth centres. Over 134,000 visits were recorded for these programs.
- ▶ PotashCorp Playland, during the 120-day season, approximately 210,781 ride tickets were used, an average of 1,750 ride tickets per day.
- ▶ Development of Fred Mendel and Pierre Radisson off-leash dog parks, bringing the total number of dog parks to 10.
- ▶ 441 outdoor special event contracts created, 3,772 event dates allocated and approximately 465,000 people attended an outdoor special event in 2016.
- ▶ \$1.5 million capital redevelopment project at Holiday Park Golf Course.
- ▶ Sports Fields - allocated approximately 45,100 hours (22,550 games) on outdoor sport fields from May to November.
- ▶ Completed the new clubhouse (Gordie Howe Sports Complex) and a new entrance plaza and ticket booth at Saskatoon Minor Football Field at Gordie Howe Park.
- ▶ Zoo Admission attendance from April 1 through October 31 was 137,242 people.
- ▶ Over \$3.08 Million in various grants awarded to various sport, culture, social services, community groups and Community Associations.

# COMMUNITY DEVELOPMENT SECTION

Community Development Section provides a supportive environment to help build capacity and empower people to organize themselves for planning and action. Its mandate includes supports to community associations, community grants, accessible no-cost, low-cost programming opportunities, Aboriginal leadership initiatives, support for public art and cultural organizations, immigration initiatives, cultural diversity race relations initiatives, anti-racism initiatives and community partnerships.

## ARTS & CULTURE

The City recognizes the important role Saskatoon's vibrant arts and culture scene plays in building a healthy, sustainable city. Community Development supports arts, culture, and creativity in several ways.

### Culture Days

Every year during the last weekend in September, the City facilitates opportunities for residents to take part in Culture Days. Culture Days is a national event that gives the public hands-on, behind-the-scenes experiences on how art is made. In 2016, the City curated five Culture Days activities that attracted 607 residents, including the popular "I am the Bridge" film screenings under the Senator Sid Buckwold Bridge, which returned for its third year.



### Investing in Arts & Culture

The City continues to see an excellent return on its investment in the arts and culture sector. In 2016, the 17 major cultural organizations funded by the City:

- generated over \$14 million in revenues
- had 633,207 visits
- hired 1,781 artists
- held 1,126 public activities
- worked with 1,874 volunteers for an estimated total of 54,543 volunteer hours

Through the Cultural Capital Grant Program, the City also awarded a total of \$70,420 to six projects, which in turn generated over \$146,300 from the community.

### Public Art

Public art reflects the culture of our city and makes public spaces more welcoming. The City has over 40 works of public art in its collection and in 2016 invested over \$7,000 on public art conservation and maintenance. The City also acquired two sculptures and one mural:

- "Cougar" by artist Kevin Quinlan, located on 19th Street
- "Pamana Filipino Mural" by artist Emmanuel Jarus, located on 3rd Avenue
- "Spheres of Confluence" by artist Paul Reimer, located on Central Avenue



## DIVERSITY AND SOCIAL DEVELOPMENT

### Aboriginal Leadership Program

The Aboriginal Leadership Program provides members of the Aboriginal community with opportunities to build leadership skills and participate as leaders in the community. The 2016 program included several initiatives:

- *Aboriginal Fitness Certification Program*: Seven urban Aboriginal people received bursaries to pursue training as nationally certified fitness leaders.
- *Aboriginal Lifeguard Program*: Three urban Aboriginal youth received bursaries to take the courses necessary to become a lifeguard for the City or other agencies. Over the past several years, the City has hired five program graduates as lifeguards.



- *Atoske Skill Development Training*: provided 39 Aboriginal youth with opportunities to strengthen their leadership and life skills, while exploring careers with the City and other agencies.
- *Atoske Alumni*: 48 Atoske alumni were involved in leadership development workshops covering topics from business etiquette and self-branding to anti-racism.
- *Wicihitowin (“Working Together”) Conference*: Community Development staff participated on the organizing committee of Wicihitowin, an Aboriginal engagement conference focussed on service delivery issues.
- *YOUthSPEAKyxe*: The City, Saskatoon Tribal Council, United Way and Prairieland Park partnered to host a YOUthSPEAKyxe Forum to determine service delivery gaps for youth.
- *Travelling Aboriginal Culture Van*: Provided an employment opportunity to two First Nation and Métis youth to visit summer playgrounds and youth centres in order to showcase Aboriginal culture. In total this travelling cultural program reached over 1,000 children in Saskatoon.

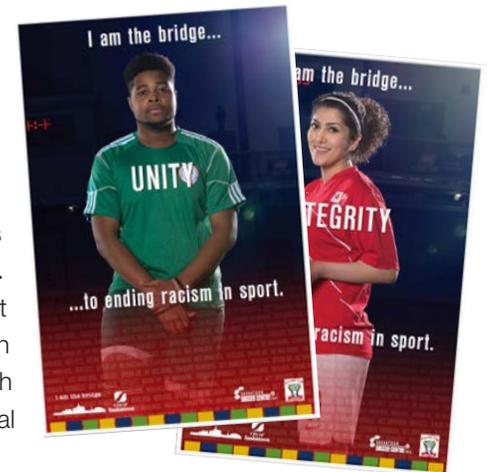
### Cultural Diversity Race Relations Initiatives

The Cultural Diversity Race Relations (CDRR) office continued to focus on anti-racism education and awareness initiatives, engaging practitioners and community

leaders in discussion of anti-racism practices and networking.

The 2016 highlights include the following:

- Anti-Racism public presentations were made at conferences (e.g. Wicihitowin Conference, Contact Conference) and education sessions (e.g. Saskatoon Health Region, City of Saskatoon internal working groups).
- Cultural Diversity and Race Relations Month events included opening ceremony in Council Chambers on March 1st and the annual Living In Harmony (LIH) Awards on March 21st (International Day for the Elimination of Racial Discrimination) in partnership with both Public and Catholic school divisions.
- In recognition of the City’s work and as a signatory of the Canadian Coalition of Municipalities Against Racial Discrimination (CMARD), the CDRR office was invited to sit on a panel of the International Coalition of Inclusive and Sustainable Cities (ICCAR) at the Habitat III Conference, in Quito, Ecuador.
- “Ending Racism in Sport” poster campaign was expanded to include large banners at Saskatoon Kinsmen/Henk Ruys Soccer Centre as well as the SaskTel Sports Centre. The poster campaign complements the larger “I am the Bridge” public education campaign (above).
- “I am the Bridge” anti-racism public education campaign encouraged residents to talk about racism and ways to eliminate it by sharing their videos of experiences and messages of inclusion.



### Social Development Initiatives

2016 saw the development of a Social Development Scan framework to identify current City and community partnerships and collaborations with social serving stakeholder groups.

### External Community Partnerships in Social Development

The City is represented on several community partnerships and initiatives, including:

- Downtown Youth Centre (EGADZ)
- Saskatoon Collaborative Funders Partnership
- Saskatoon Poverty Reduction Partnership
- Strengthening Families Program
- White Buffalo Youth Lodge
- Youth Speaks Strategy Committee

### **Immigration Initiatives**

As part of an ongoing focus on creating a welcoming environment for newcomers, 2016 immigration initiatives aligned with the “I am the Bridge” anti-racism public education campaign, including:

- “I am the Bridge” to City Services:
  - *Welcome to Saskatoon* bus tours introduced 250 newcomers to Saskatoon, its services, cultural highlights and events.
  - Recycling outreach workshops were delivered to 250 members of the newcomer community
  - City of Saskatoon Now and Then events were coordinated to introduce newcomer youth to Saskatoon’s rich history, diversity and City services.
- “I am the Bridge” to the Immigrant and Refugee Community:
  - Prairie Prism event brought 1,100 community members and 20 community agency collaborators together to celebrate inter-culturalism in Saskatoon
  - Moving Stories event shared stories of indigenous, immigrant and refugee youth in Saskatoon
  - Building New Relationships workshop included Aboriginal Cultural Awareness Train the Trainer for frontline staff working with newcomers and refugees.
- “I am the Bridge” to Students:
  - Participated on advisory committee for cultural sharing programs at the University of Saskatchewan
  - Made presentations to 200 students at educational institutions in the community

## **CORPORATE INITIATIVES**

### **Leisure Access Program**

The Leisure Access Program ensures all residents have access to recreation and leisure. A one-year, no-cost Leisure Card is provided to qualifying low income Saskatoon residents for access to drop-in programs and one free registered program at civic Leisure Centres.

#### **2016 HIGHLIGHTS**

- 7,556 Leisure Access Cards issued
- 105,974 visits from Leisure Access Cards
- 4,567 Child Minding visits
- 339 Registered Programs accessed
- \$654,255 – value of Leisure Access visits - calculated at 85% of cash value of visits

### **Age Friendly Initiatives**

The City continued to work with the Saskatoon Council on Aging (SCOA) to formalize evaluation and outcomes of the Saskatoon Age Friendly Initiative and also to connect City Divisions on implementation of plan recommendations. The Age Friendly Saskatoon: Implementation and Evaluation report was presented to City Council in November, and the City was approved to become a member of the World Health Organization’s Age Friendly Global Network.

### **Accessibility for Peoples with Disabilities Initiatives**

The City continued to implement the Accessibility Action Plan, including corporate-wide education and awareness of the plan.

### **Graffiti Management Program**

The Graffiti Management Program focuses on education, eradication and enforcement to address the negative impact of graffiti vandalism. In 2016, the City received 859 reports of graffiti vandalism on private and public property; 613 of these reports were addressed by the City, the remaining 246 reports were on private property or duplicate reports for the same property.

## NEIGHBOURHOOD SERVICES

### Supporting Saskatoon Community Associations

Saskatoon's neighbourhood-based programming continues to be a source of pride for residents. The City's decentralized program delivery model continues to be successful in:

- creating affordable neighbourhood recreation programs across the city
- defining contact/process points within each neighbourhood
- providing an evolving community engagement model that has earned national recognition

Saskatoon's 47 Community Associations are a critical component of the model—and supporting their efforts is an important aspect of Community Development's work. Community Associations provide quality, affordable, neighbourhood-based sport, culture, recreation and parks programs. They partner with city-wide minor sport groups (predominantly soccer and softball) on outdoor spring programs and offer special events throughout the year (e.g., fun days in the park, soccer tournaments, community social events). They connect residents to their community through a variety of communication channels, from printed newsletters dropped in mailboxes to emails, social media sites and websites.

**Saskatoon's neighbourhood-based programming continues to be a source of pride for residents.**

### Community Consultants

The City's eight Community Consultants provide an important liaison between Community Associations and City departments. Consultants attend Community Association executive meetings, providing advice and updates on City initiatives, while also listening to community concerns. They play a unique role in fostering trust and respect between community and City.

In 2016, Community Consultants participated on committees and led public meetings in neighbourhoods across the city. They dealt with a wide range of issues, including park development, facility development, rezoning applications, community gardens, Local Area Plans and park safety. Community Consultants also worked with individual Community Associations to provide board orientations, planning sessions and one-on-one training for specific board positions (e.g. treasurer, secretary, president, volunteer coordinator, indoor coordinator).



## Supporting Community Association Volunteers

Volunteers are the backbone of Saskatoon's Community Associations, serving on Community Association boards, coaching sports teams and organizing neighbourhood events. In 2016, staff offered volunteer training to over 112 volunteers. Community Consultants led workshops on indoor program coordinator, rink coordinator, president and treasurer positions. A number of printed resources were updated to reflect current trends in volunteerism.

Community Consultants also organized a Volunteer Appreciation event at PotashCorp Playland at Kinsmen Park. Over 200 volunteers and their families, representing 45 of the 47 Community Associations, spent a beautiful morning participating in family oriented activities, finishing with a barbecue picnic. The Mayor, City Councillors and City staff were on hand to celebrate and acknowledge the work of Community Association volunteers.

## Outdoor Rinks

Community Associations operated 48 outdoor rinks and two pond rinks during the winter season of 2015-2016. Community Associations are eligible for a matching grant from the City to assist with the operating costs. The graphic below demonstrates shared operating costs and City-Community Association partnership for operating and carrying out improvements to outdoor rinks.

COMMUNITY ASSOCIATION OUTDOOR RINKS/POND: 50

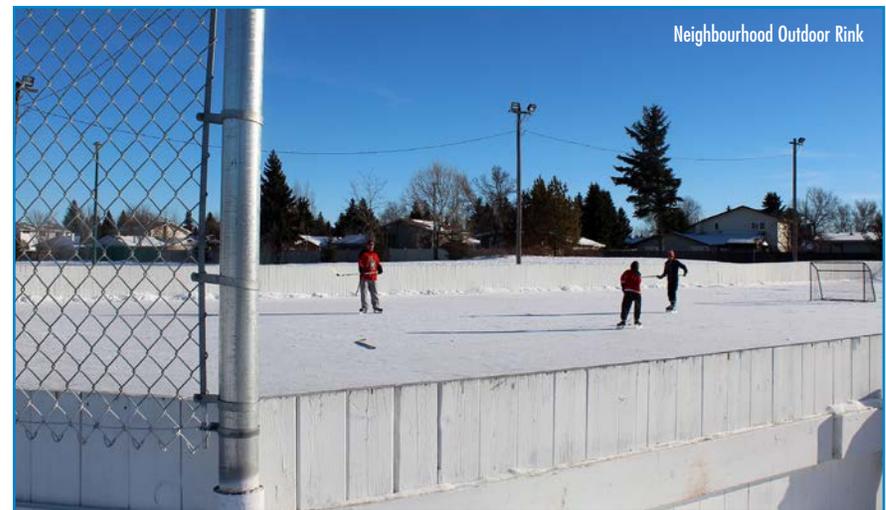
TOTAL CITY RINK OPERATING GRANT: \$30,500

COMMUNITY CONTRIBUTION TO RINK OPERATING COSTS: \$25,440

CITY RINK IMPROVEMENT GRANT: \$29,800

COMMUNITY CONTRIBUTION TO RINK IMPROVEMENTS: \$44,128

Combined total costs  
for outdoor rinks **\$129,868**



An on-line interactive map was created showing all outdoor rinks in the city, including locations and hours of operation.

## Community Gardens

Community gardens provide residents with an opportunity to engage in a healthy recreation activity while growing nutritious food, meeting neighbours, building community and beautifying open spaces. In 2016, City staff facilitated the development of two new community gardens:

- Hampton Garden (Al Anderson Park)
- Lakewood Park Garden (Lakewood Civic Centre)

This brings the number of community gardens on City-owned property to 23, for a total of more than 671 garden plots.

## Park Enhancements

The Park Enhancement Reserve was established to help fund enhancements to neighbourhood parks. Projects are cost-shared with Community Associations. In 2016, Community Associations pledged \$144,909 towards \$167,776 worth of new park program amenities in the Briarwood, Caswell Hill, Lakeview and Silverwood Heights neighbourhoods.

## Grants to Support Neighbourhood Programming

The City provides four primary grants to help support Saskatoon's 47 Community Associations and their neighbourhood programming.

*Annual Operating Grant:* Provides financial assistance for annual operating expenses (e.g., communications, financial review, liability insurance); essentially, the overhead costs Community Associations incur in delivering programs. A grant of \$2,100 per year is available to each association, with an additional \$200 available to those serving more than one neighbourhood or in special circumstances designated by the City.

*Annual Program Grant:* Provides financial assistance for the delivery of sport, culture and recreation programs. A grant of up to \$1,200 per year is available to deliver organized activities (i.e. specified time, place, instructor/coach).

*Cost-as-a-Barrier Funding:* Provides financial assistance to ensure cost is not a barrier to participation in neighbourhood sport, culture and recreation programs. Funding is formula-driven and based on the number of Low Income Cut-Off (LICO) families in each neighbourhood, as reported in the most recent Canada Census. Available funding ranges from \$0 to \$3,550 per year. To ensure registered programs are as accessible as possible, Community Associations may subsidize individual registration fees in part or in full, operate programs at lower than the cost, or provide free programs.

In addition, program funding (\$15,000) was distributed equally to the King George, Pleasant Hill, Riversdale and Westmount neighbourhoods to assist in the development of new recreation programs for younger children and families, as well as neighbourhood community events.

*Annual Rink Operating Grant:* Provides financial assistance for day-to-day operation of outdoor rinks. A matching grant of up to \$1,400 per year is available to any Community Association operating one or two outdoor rinks, while a matching grant of up to \$2,400 per year is available to those operating three or more outdoor rinks. Eligible expenses range from labour and supervision, to utilities and snow removal, to hoses, shovels, nets and board repairs.

In addition, the City provides a Rink Improvement Grant to refurbish existing outdoor rink facilities. The minimum grant is \$750; the maximum is \$7,500. This is a cost-shared program between the City and the Community Association.

## COMMUNITY DEVELOPMENT SECTION: LOOKING AHEAD TO 2017

- Complete final research and data for an Equity and Inclusion framework document.
- Continue to examine ways to better support targeted communities and Community Associations.
- Develop framework for social development program within Community Development, including the role Community Development can play in social development.
- Develop partnerships and programs with Aboriginal organizations, including implementing initiatives to address recommendations in Kitaskinaw Report and TRC Calls to Action, and enhancing Aboriginal Leadership and MeTaWeTan programs.
- Implement Anti-Racism education strategy and communication plan.
- Implement Immigration Action Plan initiatives to continue to support Saskatoon as a welcoming community.
- Review and refresh the 2011 Culture Plan to set the priorities for the years ahead.
- Review the model of support for Community Association-operated outdoor rinks to ensure adequate levels of funding and support for ongoing maintenance and operation.

# RECREATION FACILITIES & PROGRAMS SECTION

Recreation Facilities and Programs Section is responsible for the management, operation, programming and provision of customer services at the City's Leisure Centres, outdoor pools, playground program sites, and PotashCorp Playland. These facilities provide a wealth of opportunities for citizens to participate in sport, recreation, health/wellness programs and cultural activities. Activities are delivered by the City of Saskatoon, non-profit groups, health/wellness organizations and other leisure service providers, including those in the private sector.

Recreation Facilities and Programs section is also responsible for the design and delivery of a variety of programs, from swimming lessons and fitness classes, to summer playground and youth programs.

## LEISURE CENTRES

The City operates six Leisure Centres: Cosmo Civic Centre, Harry Bailey Aquatic Centre, Lakewood Civic Centre, Lawson Civic Centre, Saskatoon Field House and Shaw Centre. These facilities operate 363 days a year and offer a variety of programs and rental opportunities. In 2016, approximately 1.57 million people visited the Leisure Centres.

### Leisure Centre Programs and Services

To encourage residents to participate in healthy activities, Leisure Centres offer a variety of program opportunities in recreation, aquatics (e.g. swimming lessons, public swims), fitness and wellness (e.g. weight training, yoga) and life skills (e.g. cooking, photography). The programs and services offered are based on the changing needs and demands of Saskatoon citizens. Participants pay admission and/or program fees to recover a portion of the costs. Some programs require pre-registration, while others are drop-in programs. The wide variety of activities offered at Leisure Centres give participants opportunities to learn new skills, meet new friends, be more active and enjoy a healthy lifestyle.

**2016 admission volumes at Leisure Centres increased by 14.7% compared to 2015.**

### General Admissions

General admissions provide the public with access to Leisure Centre facilities and instructor-led classes (e.g. aerobics, aqua fitness) on a drop-in basis. Pre-registration is not required.

2016 admission volumes at Leisure Centres increased by 117,316 (14.7%) compared to 2015.

ADMISSION VOLUMES Indoor Leisure Centres	2015 Actual	2016 Actual	2015-2016 Difference	% Change Previous Year
Cosmo Civic Centre	6,485	7,124	639	9.9%
Harry Bailey Aquatic Centre	98,968	119,867	20,899	21.1%
Lakewood Civic Centre	176,757	194,392	17,635	10.0%
Lawson Civic Centre	98,148	109,281	11,133	11.3%
Saskatoon Field House	156,269	190,343	34,074	21.8%
Shaw Centre	261,818	294,754	32,936	12.6%
<b>Total Attendance</b>	<b>798,445</b>	<b>915,761</b>	<b>117,316</b>	<b>14.7%</b>

2016 admission revenues at Leisure Centres increased by \$139,100 (2.9%) compared to 2015.

ADMISSION REVENUES Indoor Leisure Centres	2015 Actual	2016 Actual	2015-2016 Difference	% Change Previous Year
Cosmo Civic Centre	\$48,700	\$53,200	\$4,500	9.2%
Harry Bailey Aquatic Centre	\$600,600	\$651,400	\$50,800	8.5%
Lakewood Civic Centre	\$1,000,300	\$972,100	(\$28,200)	(2.8%)
Lawson Civic Centre	\$564,800	\$562,600	(\$2,200)	(0.4%)
Saskatoon Field House	\$1,050,600	\$1,070,700	\$20,100	1.9%
Shaw Centre	\$1,478,800	\$1,572,900	\$94,100	6.4%
<b>Total Admission Revenue</b>	<b>\$4,743,800</b>	<b>\$4,882,900</b>	<b>\$139,100</b>	<b>2.9%</b>



## Registered Programs

Registered programs are scheduled, instructor-led classes that lead participants through a predefined set of activities. Swimming lessons are the primary registered programs at Leisure Centres, and they continue to be well-attended. Other popular registered programs include:

- *Block swimming lessons*: registration of several children in swimming lessons at the same time
- *Cooking classes*: practical cooking skills and various cuisines
- *Private and semi-private swimming lessons*: 30-minute, instructor-led lessons available in 1, 3 or 5-lesson packages
- *Sport and Splash Camps*: one-week summer camps for children (7–12 years) and young teens (10–13 years)
- *Teddy Bear's Picnic*: songs, crafts and pool time for preschool-aged children (3–5 years)

The number of participants in registered aquatic and recreation programs at Leisure Centres in 2016 was generally consistent with 2015. There were 17,400 participants in 2015 and 17,286 in 2016.

Registration revenue at Leisure Centres in 2016 was also generally consistent with 2015.

REGISTRATION REVENUES Indoor Leisure Centres	2015 Actual	2016 Actual	2015-2016 Difference	% Change Previous Year
Cosmo Civic Centre	\$28,900	\$25,400	(\$3,500)	(12.1%)
Harry Bailey Aquatic Centre	\$227,200	\$232,300	\$5,100	2.2%
Lakewood Civic Centre	\$397,300	\$391,500	(\$5,800)	(1.5%)
Lawson Civic Centre	\$327,900	\$329,500	\$1,600	0.5%
Saskatoon Field House	\$54,700	\$50,600	(\$4,100)	(7.5%)
Shaw Centre	\$228,100	\$231,200	\$3,100	1.4%
<b>Total Registration Revenue</b>	<b>\$1,264,100</b>	<b>\$1,260,500</b>	<b>(\$3,600)</b>	

Indoor Leisure Centres provide safe, well-maintained, attractive, accessible spaces, making them a popular choice for private, school, corporate, community and sport group rentals.



## Leisure Centre Rentals

Indoor Leisure Centres provide safe, well-maintained, attractive, accessible spaces, making them a popular choice for private, school, corporate, community and sport group rentals. Flexible rental plans allow groups to rent an entire building or just the spaces within the facilities they need. Rental rates recover a portion of operating costs and are based on fair market value.

## Rental Revenue

Rental revenue is earned from external community groups and organizations renting or leasing space for the delivery of various programs and services.

In 2016, Leisure Centre rental revenue increased by \$34,800 (2.6%) compared to 2015.

RENTAL REVENUES	2015 Actual	2016 Actual	2015-2016 Difference	% Change Previous Year
<b>Indoor Leisure Centres</b>				
Cosmo Civic Centre	\$175,000	\$191,700	\$16,700	9.5%
Harry Bailey Aquatic Centre	\$195,400	\$194,100	(\$1,300)	(0.7%)
Lakewood Civic Centre	\$73,500	\$80,200	\$6,700	9.1%
Lawson Civic Centre	\$16,300	\$15,500	(\$800)	(4.9%)
Saskatoon Field House	\$476,100	\$489,800	\$13,700	2.9%
Shaw Centre	\$417,300	\$417,100	(\$200)	0.0%
<b>Total Rental Revenue</b>	<b>\$1,353,600</b>	<b>\$1,388,400</b>	<b>\$34,800</b>	<b>2.6%</b>

The City's Leisure Centres host thousands of rental bookings every year, including the pools, meeting rooms and gymnasiums. In 2016, a combined total of 15,760 rental bookings at the six Leisure Centres attracted 521,026 individual participants. The number of participants is based on estimated number of participants at time of booking.

Leisure Centres	Rental Bookings	Participants
Cosmo Civic Centre	1,975	70,111
Harry Bailey Aquatic Centre	3,200	70,530
Lakewood Civic Centre	950	23,500
Lawson Civic Centre	260	6,860
Saskatoon Field House	6,835	231,425
Shaw Centre	2,540	118,600
<b>Total</b>	<b>15,760</b>	<b>521,026</b>

## Special Events

In 2016, Shaw Centre and Saskatoon Field House hosted 29 local, provincial and national special events from a variety of sports disciplines, including:

- Canada West Track and Field Championships: 2-day event at the Saskatoon Field House attracted 200 participants
- Water Polo Nationals: 4-day event at the Shaw Centre attracted 360 participants
- Western Canada Fencing Championship: 4-day event at the Saskatoon Field House attracted 100 participants
- Saskatoon Field House: local track meets throughout the year with approximately 3,600 youth participating
- Shaw Centre: local swim meets throughout the year with approximately 1,175 athletes participating

In 2016, the Division hired a permanent part-time Special Events Coordinator to assist community groups and organizations with managing and coordinating the logistics for hosting special events at the indoor Leisure Centres.

## Leases

In 2016, 12 non-profit and private organizations leased space in the Leisure Centres. Lease holders included such organizations as the Saskatchewan Track and Field Association, Saskatoon Health Region and Complete Care and Wellness. The programs offered by these leaseholders complement the services and activities offered by the Division.

## Development of Rental Guide

In 2016, the Division produced a new Rental Guide to market the City's recreation facilities and amenities, as well as the many service offerings they provide to the public.





### Facility Upgrades

In 2016, Lakewood Civic Centre underwent a facility upgrade that included installation of durable gym flooring capable of accommodating a variety of rentals and programs.

### Leisure Centre Volumes and Participation

Through activities delivered by the City of Saskatoon, non-profit groups and health/wellness organizations, Leisure Centres encourage participation in healthy activities. In 2016 the number of visits to Leisure Centres totaled 1,568,144.

**1,568,144**  
TOTAL VISITS  
TO LEISURE  
CENTRES

**RECREATION REGISTRATIONS 11,565**  
*Based on 5 visits per participant*

**AQUATIC REGISTRATION 119,792**  
*Based on 8 visits per participant*

**ADMISSIONS PARTICIPATION 915,761**

**RENTALS 521,026**  
*Based on an estimated number of participants at time of booking.*

### Support Services

A significant amount of work happened behind the scenes at the Leisure Centres in 2016.

- Brand Ambassador continued to reach out to the community at various events and public gathering places to promote programs and services offered by Recreation and Community Development.
- City-wide Leisure Needs survey was conducted in the fall of 2016. The survey is conducted every five years to collect data on recreation participation patterns and factors that influence recreation activity choices.
- Comprehensive Fitness Service Review continued in 2016, with a focus on recruitment and retention strategies for contract fitness instructors, fitness trends, population distribution in suburban areas, and yoga.
- The Customer Service Section provided the administrative support for program registration, facility booking and staff scheduling, including 17,286 total registrations.
- Customer Service staff processed approximately 23,500 LeisureCard sales and renewals in 2016, an increase over 11,050 in 2015.
- Implementation of Pricing and Marketing Strategy continued, focussing on bulk tickets, two-week trial passes, Summer Indoor LeisureCard and Last Hour Promotion; Pick Your Perk program was launched to gear up for the one-year anniversary of new LeisureCard pricing.





## OUTDOOR POOLS

The City operates four outdoor pools: George Ward, Lathey, Mayfair and Riversdale. The pools are scheduled to operate a combined total of 300 days a year. In 2016, days of operation were extended at Riversdale and Lathey pools in anticipation of a warm September long weekend.

### 2016 Operating Days

- George Ward Pool: June 20 – August 28
- Lathey Pool: June 15 – September 5
- Mayfair Pool: June 20 – August 28
- Riversdale Pool: June 15 – September 5

### Admissions

Admission volumes at the four outdoor pools decreased by 4,904 participants (5.9%) compared to 2015.

ADMISSION VOLUMES Outdoor Pools	2015 Actual	2016 Actual	2015-2016 Difference	% Change Previous Year
4 Outdoor Pools	83,657	78,753	(4,904)	(5.9%)

Participation at outdoor pools is obviously affected by the weather. In 2016, the overall average temperature during outdoor pool operation days was 24°C. A total of 78,753 patrons visited the outdoor pools: 82% of visits occurred on days with a temperature above 24°C and 18% on days with a temperature below 24°C.

Overall general admission revenues at the four outdoor pools decreased \$23,300 (7.3%) compared to 2015.

ADMISSION REVENUES Outdoor Pools	2015 Actual	2016 Actual	2015-2016 Difference	% Change Previous Year
George Ward Pool	\$60,900	\$55,100	(\$5,800)	(9.5%)
Lathey Pool	\$71,700	\$68,900	(\$2,800)	(3.9%)
Mayfair Pool	\$65,800	\$64,100	(\$1,700)	(2.6%)
Riversdale Pool	\$118,900	\$105,900	(\$13,000)	(10.9%)
<b>Total Revenue</b>	<b>\$317,300</b>	<b>\$294,000</b>	<b>(\$23,300)</b>	<b>(7.3%)</b>

### Registered Programs

Registration in swimming lessons in 2016 was consistent with 2015 levels, although fewer classes were offered. Revenue from registered programs at outdoor pools increased \$3,300 (3.7%) compared to 2015.

REGISTERED PROGRAM REVENUES Outdoor Pools	2015 Actual	2016 Actual	2015-2016 Difference	% Change Previous Year
George Ward Pool	\$34,100	\$31,500	(\$2,600)	(7.6%)
Lathey Pool	\$26,400	\$26,900	\$500	1.9%
Mayfair Pool	\$9,600	\$17,300	\$7,700	80.2%
Riversdale Pool	\$18,300	\$16,000	(\$2,300)	(12.6%)
<b>Total Revenue</b>	<b>\$88,400</b>	<b>\$91,700</b>	<b>\$3,300</b>	<b>3.7%</b>

### Special Events

- Approximately 192 dogs and their owners participated in the third annual Dog Day of Summer at Mayfair Pool.
- Approximately 50 participants took part in the annual Kids of Steel Triathlon, held on the opening weekend of Riversdale Pool.



## SUMMER PLAY AND TARGETED PROGRAMS

The City provides outdoor summer recreation programs for children and youth on a neighbourhood and district level.

### Summer Play Program

The Summer Play Program provides low-cost/no-cost programs for children and youth at the neighbourhood level. In 2016, the City provided programming to children and youth at 45 weekday playground programs, 16 weekend paddling pool programs and 12 youth centres. Over 134,000 visits were recorded to these programs. The success of the Summer Play Program can be attributed to over 150 staff who plan and implement the programs and to 14 external partner agencies that support the program.

### Targeted Programs

During non-summer months, low-cost/no cost programs are offered to youth by the City and by community agencies with funding support provided by the City. Throughout the fall, winter and spring seasons in 2016, eight targeted programs reached over 1,000 participants, employed 38 young adults and resulted in 11 different partnerships:

- *3 on 3 Basketball Tournament:* Annual event brought Youth Centre participants together in a friendly competition.
- *Fall Freestyle:* A free, fun and safe event for families, children and youth to learn more about skateboarding from the skateboarding community and summer program leaders.
- *Family Day Skate:* Provided an opportunity for individuals and families to participate in free physical activity while learning more about opportunities to lead a healthy, active lifestyle.
- *Girls in Motion:* Annual one-day event provided opportunities for girls ages 10-14 to try a variety of sport and physical activities in an environment that is safe and welcoming of uniqueness and diversity.
- *Huskies Basketball Camp:* Two skills camps were held in partnership with the University of Saskatchewan Women's Huskies Basketball team. Younger girls worked on fundamental movement skills, while older girls worked on specific skills to improve their game.



- *Play like a Girl:* The City and Sask Sport Inc. partnered for a half-day event for girls ages 10 to 14. Past Olympic, international and nationally ranked female athletes and coaches provided skill development, shared personal stories and promoted the benefits of physically active lifestyles.
- *Taking to the Court:* Annual one-day event provided opportunities for boys ages 10 to 14 to work on functional fitness, agility and sport-specific skill development.
- *Winter Play Program:* Saskatoon is a Winter City! Program leaders and Learn to Skate instructors were on hand at various sites to lead outdoor winter games and activities.



## POTASHCORP PLAYLAND AT KINSMEN PARK

In 2016, PotashCorp Playland completed a successful first full season of operation, welcoming thousands of visitors from across the province. The new facility is a one-of-a-kind attraction that offers activities for families and kids of all ages. Popular attractions include the miniature locomotive train with expanded train loop and train platform, refurbished animal carousel and new, larger Ferris wheel. The rides are supported by a new entranceway and plaza as well as water features, sand play and natural elements.

During the 120-day 2016 operating season, approximately 210,781 ride tickets were used, which is an average of approximately 1,750 ride tickets per day. PotashCorp Playland also had 105 private daytime rentals by schools, daycares and other groups, which increased attendance by an additional 10,000 people.

Revenues from PotashCorp Playland rides and rental admissions recover 100% of operating expenditures. Expenditures include yearly operating costs as well as contributions to reserves for future expenditures. These reserves are used to finance the cost of replacing or performing major overhauls on facility assets, as well as offsetting any operating deficits.

## RECREATION FACILITIES & PROGRAM SECTION: LOOKING AHEAD TO 2017

- A partnership with SUM Theatre will bridge arts, recreation and water safety through swim education to newcomers and First Nations communities and an interactive aquatic theatre performance.
- Complete a Leisure Services Equipment inventory and evaluate existing recreation, aquatic and fitness equipment within indoor Leisure Centres; initiate plans to ensure sufficient equipment replacement reserve dollars are allocated for future replacement.
- Continue the process of defining program service levels at facilities through the use of the formal Program Planning Cycle. This initiative will continue through 2017 and beyond.
- Introduce dedicated Wi-Fi and networking services in Leisure Centre meeting rooms.
- Investigate a new registration and facility booking software system to replace the existing system, which is being decommissioned by the vendor.
- Review and identify recruitment and retention strategies for lifeguards and contract instructors.
- Review available software systems to identify a more effective, efficient product to replace the existing Staff Scheduling System.
- Review the efficiency and effectiveness of the delivery of the Summer Youth Centre and Playground programs.
- Review the Pick Your Perk program and continue implementation of the Pricing and Marketing Strategy, including investigation of a Corporate LeisureCard.
- Undertake a continuous improvement initiative to develop a text notification system to communicate available work shifts to staff.
- Update Emergency Social Services (ESS) planning for recreation facilities, including procedures for local emergencies and response protocol for provincial evacuations.

# SPECIAL USE FACILITIES & CAPITAL PLANNING SECTION

## ANIMAL SERVICES

The Animal Services Program is responsible for the collection of pet license revenue, marketing to encourage the purchase of pet licenses, bylaw enforcement through the management of Saskatoon SPCA and Saskatoon Animal Control Agency contracts, program development (including subsidized spay and neuter program) and the development and maintenance of off-leash dog parks.

### 2016 HIGHLIGHTS

- 9.0% increase in pet licensing revenue compared to 2015.
- 317 pet owners used the Subsidized Spay and Neuter Program, an increase of 53% (or 100 pet owners) from 2015.
- Approximately 192 dogs attended the third annual Dog Day of Summer at Mayfair Pool.
- Development of Fred Mendel and Pierre Radisson off-leash dog parks, bringing the total number of dog parks to 10.

### Saskatoon SPCA

The SPCA has been providing safe shelter and finding homes for companion animals in Saskatoon since 1968. The City and the Saskatoon SPCA have a long-standing relationship for the provision of pound services, including lost and found, adoptions and investigation of animal abuse, neglect or hoarding.

### Saskatoon Animal Control Agency

The Saskatoon Animal Control Agency (SACA) is under contract to the City to provide animal control services, including reports of animals at large, reports of barking and howling, complaints regarding defecation and reports of dangerous animals. SACA's experience is a valuable resource for the City, as consistent enforcement and bylaw knowledge are important factors in the continued effectiveness of the Animal Services Program.

### Subsidized Spay and Neuter Program

The Subsidized Spay and Neuter Program is an initiative of the City, the Saskatoon Academy of Veterinary Practitioners and the Western College of Veterinary Medicine, who have joined forces to address the issue of numerous unwanted

cats and dogs in Saskatoon. Significantly discounted veterinary services and financial resources assist low income pet owners who could not otherwise afford to have their pets spayed or neutered. In 2016, 317 pet owners used the program.

### Off-Leash Dog Park Development

Since the Animal Services Program began in 2004, 10 off-leash dog parks have been established in Saskatoon. Off-leash dog parks are open spaces where dogs are legally permitted to be off-leash. These parks allow both owners and dogs to be physically active, while enjoying exercising together and socializing with other dog owners. Development of future off-leash dog parks is dependent on availability of suitable City-owned land or park space and subject to public consultation, consistent with the dog park program plan review completed in 2012.

**(Off-leash dog parks) allow both owners and dogs to be physically active, while enjoying exercising and socializing with other dog owners.**



## Pet Licensing

In 2016, an online survey was conducted with 741 pet owners in Saskatoon. Based on analyzed data, a marketing plan was developed to effectively communicate the relevancy of the City's pet licensing program, increase awareness of pet licensing and fines, and grow pet licensing revenues.

In 2016, there were 1,784 more pet licenses sold than in 2015.

PET LICENSING VOLUMES	2015 Volumes	2016 Volumes	2015-2016 Difference
Not Spayed/Neutered Dog	1,022	2,311	1,289
Spayed/Neutered Dog	14,484	14,862	378
Not Spayed/Neutered Cat	79	74	(5)
Spayed/Neutered Cat	5,765	5,953	188
Service Dogs	26	15	(11)
Spay/Neuter Program	138	137	(1)
Juvenile Dog	871	831	(40)
Juvenile Cat	298	284	(14)
<b>Total</b>	<b>22,683</b>	<b>24,467</b>	<b>1,784</b>

In 2016, revenue increased by \$52,100 (9.0%) from 2015 as a result of an increase in pet license volumes.



## COMMUNITY PARTNERSHIPS

Ensuring sport and recreation facilities are available to the community is important. The City accomplishes this through partnership and joint use agreements and working with external sport and community organizations in the development of outdoor sport and recreation facilities, park programming and special event coordination.

### 2016 HIGHLIGHTS

- 441 outdoor special event contracts created, 3,772 event dates allocated and approximately 465,000 people attended an outdoor special event in 2016
- Completed the Special Event Internal Process Review
- Constructed two new multi-purpose sport fields in Kate Waygood Park
- Developed a cricket pitch in Pierre Radisson Park
- Developed a nine-basket disc golf course in Donna Birkmaier Park
- Finalized the Willowgrove and Holy Family Schools Memorandum of Agreement
- Hosted the first annual Outdoor Special Event Workshop; 40 special event organizers attended
- Implemented a lease and license management software program to assist with the management of 95 agreements within the Division.

### Outdoor Sport and Recreation Facilities/Park Programming

Creating supportive environments for recreation and parks activity means having appropriate facilities. As the primary provider of public sector recreation and parks services, the City currently owns and operates a vast array of outdoor sport, recreation and parks facilities and spaces. The 2016 inventory included:

- 283 sport fields
- 213 parks
- 44 tennis courts
- 16 pickle ball courts
- 8 skateboard sites
- 2 disc golf courses
- 2 lawn bowling rinks

- 2 picnic shelters
- 1 equestrian bridle path
- 1 bike polo court

These facilities and spaces accommodate a wide variety of park programming, including baseball, cricket, cross country skiing, football, lacrosse, lawn bowling, pickleball, rowing, soccer, softball, slo-pitch, tennis, ultimate Frisbee, walking/jogging/running and water skiing. Some park programming is directly offered by the City, but the majority is offered by community-based interest groups, Community Associations, private sector organizations and allied stakeholders.

### Park Enhancement Program

The Park Enhancement Program is an opportunity for the City to partner with sport organizations and associations to meet demonstrated need and accommodate various outdoor sport and recreation programs and activities. In 2016, the City partnered with Saskatoon Ultimate Disc Society to install signage at the new disc golf course in Donna Birkmaier Park and with Saskatoon Baseball Council to improve the batting cages in Kilburn Park.

### Seasonal Commercial Enterprise in Parks

The City created the Seasonal Commercial Enterprise in Parks policy in 2015 to enhance enjoyment and use of civic parks. The policy provides opportunities to seasonal commercial enterprises (SCE) engaged in the sale of goods or services through sport, recreation and cultural events or opportunities. In 2016, the City approved EcoGuide as a SCE. EcoGuide operates small group Segway tours on the Meewasin Trail from the middle of May to the middle of October.

### Special Event Coordination

Special events (e.g. festivals, carnivals, fairs) contribute to a sense of community identity, spirit, inclusion and cohesion, which is why the City supports neighbourhood, community and city-wide events. Such events not only encourage residents to connect to their communities of geography (neighbourhood) and special interest, but also to relate to other aspects of community in Saskatoon.

The City processed 441 outdoor special event application requests for events, which attracted approximately 465,000 people to an outdoor special event in Saskatoon in 2016.

The City completed a Special Event Internal Process Review (IPR) in 2016. The IPR focused on improving service to citizens and creating efficiency in special event administration. The following IPR improvements were implemented in 2016:

- Created a single point of contact for event organizers.
- Updated special event application form, removing redundant questions and information to help reduce customer “time spent” on completing event applications.
- Created a separate “how to” guide to accompany the application to help those who are new to the process and ensure all applicants understand what information is required to complete the full application.
- Created and implemented special event user group workshops where event organizers and citizens receive face to face information about changes to special events application and approval process, ask questions or receive personalized assistance.

### Partnership and Joint Use Agreements

The Division has 95 partnership and joint use agreements in place with various delivery partners, including facility ownership and operating agreements and use of land and access to site amenity agreements. In 2016, the City implemented a lease and license management software program to assist in the management of these diverse partnerships.



**Special events contribute to a sense of community, identity, spirit, inclusion and cohesion, which is why the City supports neighbourhood, community and city-wide events.**

## GOLF COURSES

The City operates three unique, affordable golf courses in Saskatoon: Holiday Park Golf Course, Silverwood Golf Course and Wildwood Golf Course.

### 2016 HIGHLIGHTS

- The major highlight of 2016 was the \$1.5 million capital redevelopment project at Holiday Park Golf Course. The new holes are expected to open in 2017.

### Golf Course Revenue

The City's golf courses derive revenue from:

- Green fees from daily fees and pass sales (71.5%)
- Power cart, locker and pull cart rentals at Holiday Park and Wildwood Golf Courses (16.7%)
- Lounge services at Holiday Park Golf Course (7.2%)
- Driving range services at Holiday Park Golf Course (2.7%)
- Retail golf shop and club rentals at Wildwood Golf Course (1.2%)
- Concession and clubhouse leases (0.7%)

### Green Fees

2016 was the final year of a three-year green fee rate plan approved by City Council in December 2013. The approved green fee rate plan continued to position municipal golf courses as the most affordable facilities in Saskatoon.

**GOLF COURSE REVENUES \$3,497,300**

**GOLF COURSE EXPENDITURES \$3,072,600**

**RESERVE TRANSFERS \$549,000**

**100%**  
**ANNUAL**  
**COST RECOVERY**  
**GOAL**

### Attendance

Overall attendance at the three municipal golf courses in 2016 was 110,687. This was 12.2% below projected levels and, as a result, revenues were below budget by 10.2%. Several factors significantly impacted attendance, including the Holiday Park Redevelopment Project which closed the Executive 9 for a portion of the summer, and an early fall snowfall, which led to the golf courses closing three to four weeks early.

THREE-YEAR ATTENDANCE BY COURSE	2014 Attendance	2015 Attendance	2016 Attendance
Holiday Park	52,505	53,846	46,061
Silverwood	21,894	23,498	22,824
Wildwood	40,687	43,852	41,802
<b>Totals</b>	<b>115,086</b>	<b>121,196</b>	<b>110,687</b>

### Financial Overview

The financial objective of municipal golf courses is 100% cost recovery, where user revenues are sufficient to fund all ongoing operating costs, capital and equipment replacements and future redevelopment. To achieve this objective, total golf course expenditures are controlled based on cost benefit and end-user value.

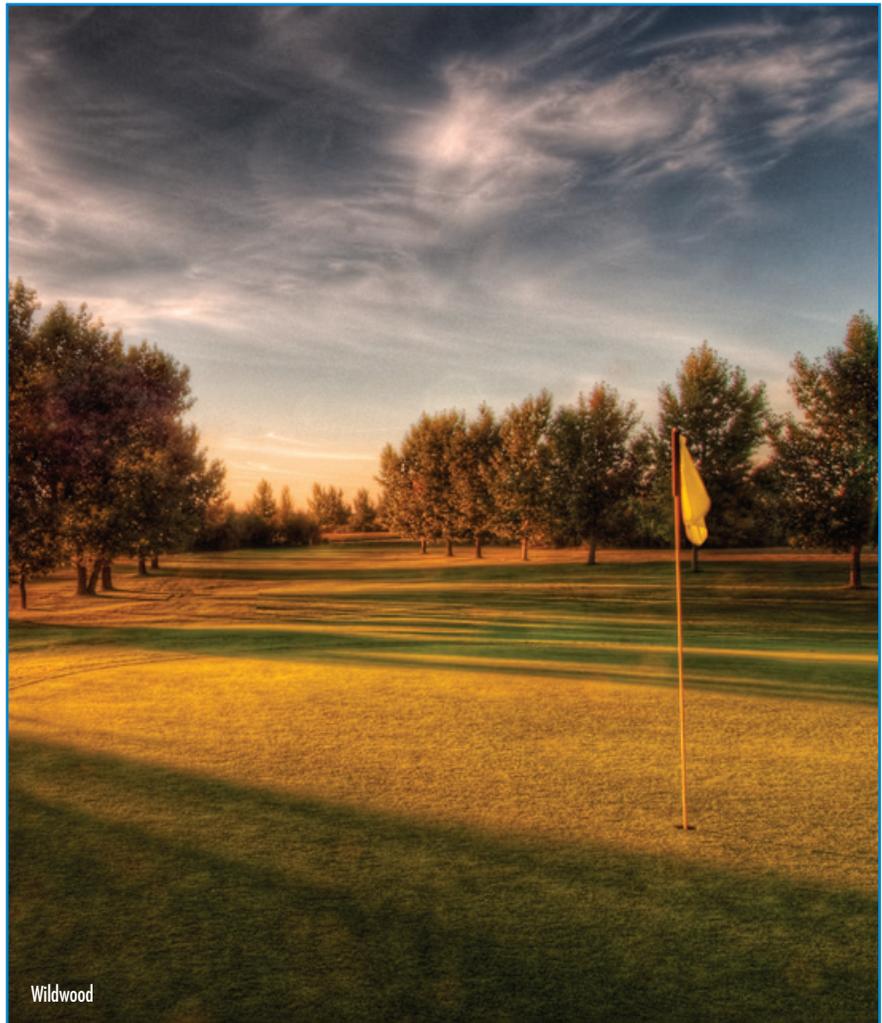
The City's golf courses continued to meet the 100% cost recovery goal and have a zero impact on the mill rate. 2016 golf course revenues were \$3,497,300, expenditures were \$3,072,600 and transfers to reserves were \$549,000.

THREE-YEAR OPERATING COMPARISON <i>\$ Rounded to nearest hundred</i>	2014	2015	2016
Total Revenues	\$3,524,800	\$3,788,900	\$3,497,300

The lower than budgeted revenues and corresponding budgeted transfers to reserves resulted in a reduction to the Golf Course Stabilization Reserve (GCSR). In 2016, the GCSR had a starting balance of \$200,000. The net result of golf course operations, required a transfer of \$124,300 from the GCSR, leaving a year-end balance of \$75,700.



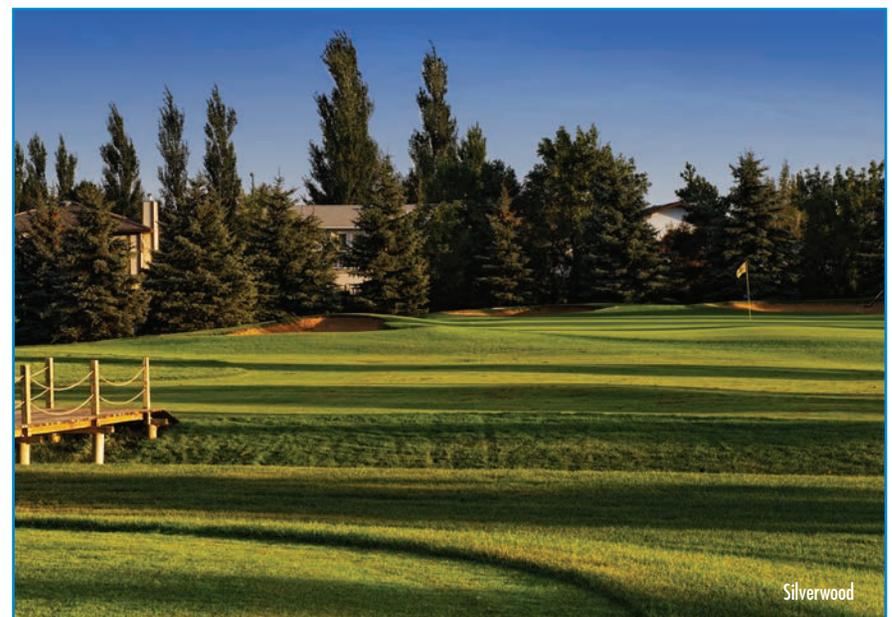
The approved green fee rate plan continued to position municipal golf courses as the most affordable facilities in Saskatoon.



Wildwood



Holiday Park



Silverwood

### Capital Overview

In 2016, \$200,000 was allocated to address capital equipment replacement and \$630,000 to golf course renovation and cart path redevelopment. Accounting for the 2016 capital work, the Golf Course Capital Reserve (GCCR) has a year-end balance of \$557,400 for future projects.

### Holiday Park Redevelopment Reserve

The redevelopment plan for Holiday Park Golf Course is based on a 1994 master plan. In 2016, the renovation project was tendered and awarded, and the \$1.5 million capital redevelopment project began in mid-August. It was funded by \$968,000 from the redevelopment reserve and the previously mentioned \$630,000 from the capital reserve.

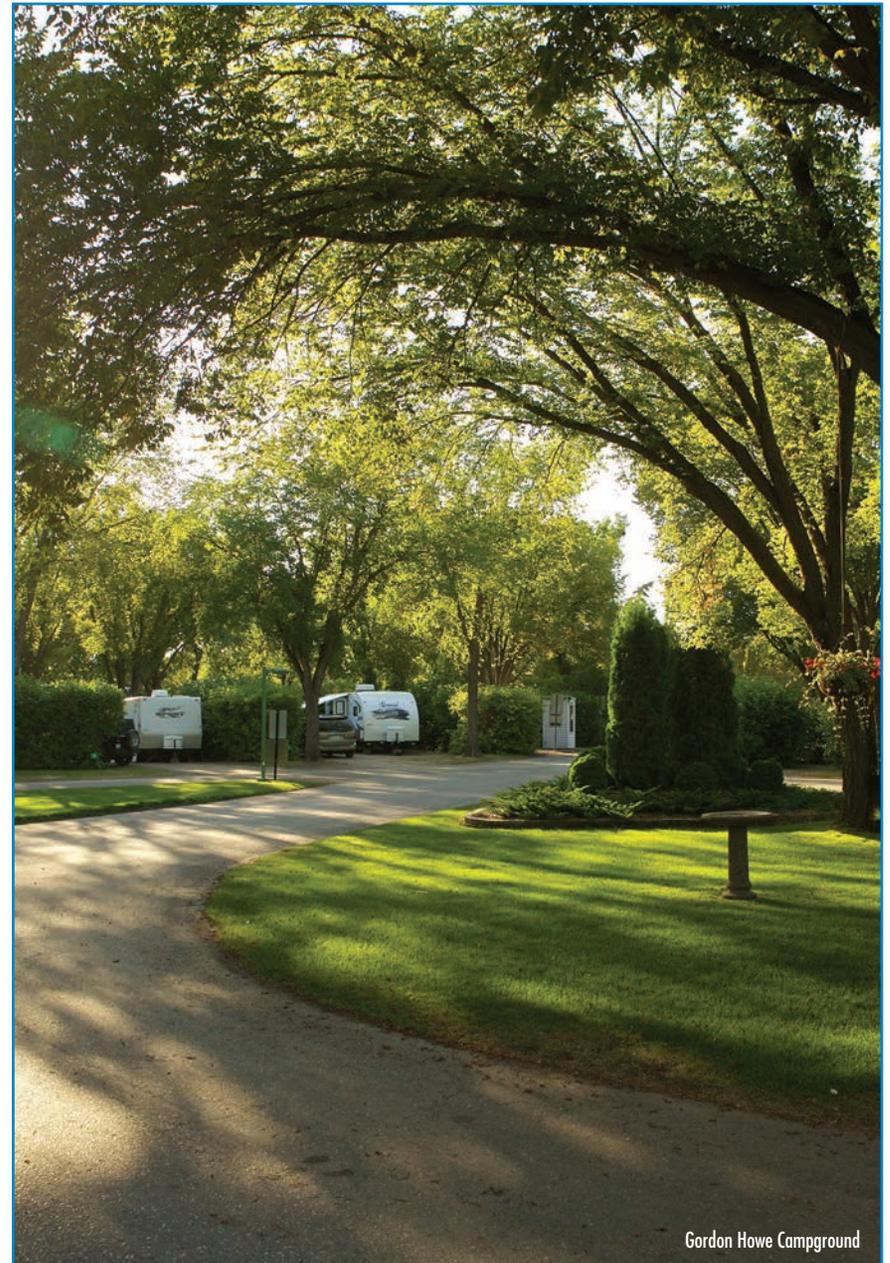
The project involved the construction of new greens and tees on five holes, an expanded water feature, new irrigation controllers and the transplant of 77 trees. The Executive 9-hole course was closed to accommodate construction while continuing to offer a full 18 holes of play to patrons. The new holes are expected to open for play in mid-season of 2017. The redevelopment will improve the quality and challenge of the Holiday Park Golf Course and help retain its market share.

### GORDON HOWE CAMPGROUND

The Gordon Howe Campground (GHC) is a mature, beautifully landscaped campground located in the heart of the city. GHC has 135 serviced sites to accommodate motorhomes and camper trailers, 12 tenting sites and a variety of support services, including barbeque, laundry, washroom and shower facilities, picnic tables and a confectionery. The popular campground is located near shopping centres, Holiday Park Golf Course, Riversdale Pool and various parks.

### Financial Overview

Gordon Howe Campground operates on a full cost recovery basis, meaning the operation has zero impact on the mill rate. The annual contribution to the Campsite Reserve is the difference between revenues and operating expenditures.



Gordon Howe Campground

In 2016, GHC generated \$583,400 in revenue and achieved full cost recovery with 19,300 visitor days allocated. The contribution to the Campsite Reserve was \$20,300, bringing the year-end balance to \$163,200.

In 2016, a \$250,000 capital project funded from the Campsite Reserve was initiated to replace the east washroom building. The old building had reached the end of its useful life and was demolished in the spring of 2016. Design and construction of a new building is projected for 2017.

The sewer infrastructure required emergency repairs in 2016, resulting in an unbudgeted operating expense of \$55,400. This led to a decrease in the year-end contribution to the Campsite Reserve.

## INDOOR ARENAS

The City operates a total of six sheets of ice at five indoor arenas: Gordie Howe Kinsmen Arena, Cosmo Arena, Archibald Arena, Lions Arena and ACT Arena. These facilities are home to hockey, ringette, figure skating and speed skating clubs, as well as public skating and Learn-to-Skate programs. During the summer months, indoor arenas are used for special events, youth and adult lacrosse and ball hockey.



One of the highlights of 2016 was the tremendous success of a “Summer Ice Rental Program” at ACT Arena. With the Saskatoon Figure Skating Club no longer requiring the second ice surface at ACT during the summer months, the City rented the ice at the non-prime rate of \$150 per hour on a trial basis. Revenue from the summer ice campaign exceeded budget by \$20,000.

### 2016 HIGHLIGHTS

- Allocated 95% of available prime time ice
- New energy efficient LED lighting at Gordie Howe Kinsmen and Lions Arenas.
- Replacement of two ice resurfacing machines
- Replacement of players’ benches at Lions Arena
- Successful “Summer Ice Rental Program” at ACT Arena

### Indoor Arena Financial Overview

The financial objective of Saskatoon’s municipal indoor arenas is to recover the majority of the operating costs (net of contribution to Building and Maintenance reserves and Public Skating operations), where revenues are sufficient to fund all ongoing operating costs, capital and equipment replacements. To achieve this objective, total arena expenditures are controlled based on cost benefit and end-user value.

The City’s indoor arenas derive revenue from:

- External hourly rentals (74.3%)
- External lease revenue at ACT (14.4%)
- Joint use and internal rental revenue (7.2%)
- Public skating revenue (1.7%)
- Board advertising revenue (1.5%)
- Concession leases (0.9%)

THREE-YEAR REVENUE COMPARISON <i>\$ Rounded to nearest hundred</i>	2014	2015	2016
Revenues (net of Public Skating)	\$1,992,000	\$2,029,600	\$2,122,500



## OUTDOOR SPORT FACILITIES AND SPECTATOR BALLFIELDS

To support minor and adult sport organizations, the City maintains a number of outdoor sport fields in parks throughout the city. The City also provides a speed skating oval, an artificial turf field and spectator ball facilities in the Gordie Howe Complex.

### 2016 HIGHLIGHTS

- Allocated approximately 45,100 hours (22,550 games) on outdoor sport fields from May to November.
- Hosted approximately 50 local, provincial and national tournaments, including the National Western Baseball Championship.
- Completed Phase 2 of Saskatoon Minor Football Field, including a 24,000 sq. ft. clubhouse.
- Completed Phase 3 of Saskatoon Minor Football Field SMF Field, including a new entrance plaza and ticket booth.

## Outdoor Sport Fields

The Division allocates over 280 sport fields, including 103 charge fields. City sport fields accommodate a variety of outdoor sporting activities and programs, which are organized by various youth and adult sport organizations. The sport fields are located in neighbourhood, district, multi-district and special-use parks, and serve both regular league and tournament play, including provincial and national competitions.

In 2016, the City allocated approximately 45,100 hours of outdoor sport fields from the beginning of May to mid-November, the majority in the peak season between the months of May and July. Approximately 24,300 hours (12,150 games) were allocated on the 103 charge sport fields and 20,800 hours on the no charge fields. The graphic on the following page illustrates the hourly allocation by sport field.

Multi-purpose fields are those used for soccer, football, field lacrosse, ultimate Frisbee and/or cricket. The City works with respective sport organizations and associations to address evolving programming needs.

## Hourly Allocation by Sport Field

**BASEBALL DIAMONDS: 3,300 HOURS**  
*(Charge)*

**SOFTBALL DIAMONDS: 9,800 HOURS**  
*(Charge)*

**MULTI-PURPOSE FIELDS: 11,200 HOURS**  
*(Charge)*

**NEIGHBOURHOOD SOFTBALL DIAMONDS: 9,800 HOURS**  
*(No charge)*

**NEIGHBOURHOOD MULTI-PURPOSE FIELDS: 11,000 HOURS**  
*(No charge)*

### Clarence Downey Speed Skating Oval

The 400-metre Clarence Downey Speed Skating Oval offers an exciting change of pace for skating enthusiasts. Different lanes for different speeds accommodate every level of skater. The facility includes a modern warm-up building with vending machine, change rooms and public washrooms. The Saskatoon Lions Speed Skating Club is the major lease holder, using the oval for the long track speed skating season as well as other events. The operating season is from mid-December to the first week of March, open for public skating six days a week and offering the option for private rentals.



### Saskatoon Minor Football Field at Gordie Howe Park

Led by the Friends of the Bowl Foundation, a partnership between the City and a group of dedicated volunteers, the former Gordie Howe Bowl was revitalized into a CFL regulation size artificial turf football field equipped with lighting, score clock and sound system.

The new Saskatoon Minor Football (SMF) Field (Phase 1) opened on September 6, 2014; Phases 2 and 3 were completed in 2016. Phase 2 included the 24,000 sq. ft. clubhouse (Gordie Howe Sports Complex) with four football and four softball dressing rooms, referees' and officials' rooms, concession, public washrooms, equipment storage, meeting rooms, office and event space. Phase 3 included the new entrance plaza and ticket booth.

The SMF Field has facilitated an increase in hours of play from approximately 130 hours per year to over 1,200 hours. With the increased hours, more teams were welcomed to the facility and the number of athletes using the field increased from 1,500 to over 6,000. The City has an agreement with Saskatoon Football Incorporated to operate the football field and the Gordie Howe Sports Complex.

### Spectator Ballfields

To support minor and adult softball and baseball organizations, the City provides outdoor spectator softball and baseball facilities in the Gordie Howe Complex. These facilities are also used for tournament play at the provincial, national and international levels. In 2016, the City renewed the lease agreement at Cairns Field with the Saskatoon Baseball Council. The user groups undertake and fund all day-to-day operating costs, while the City funds costs related to the infrastructure.

**The City works with respective sport organizations and associations to address evolving programming needs.**

## SPECIAL USE FACILITIES & CAPITAL PLANNING SECTION: LOOKING AHEAD TO 2017

### Animal Services

- Paul Mostoway (Hampton Village) off-leash dog park to open in late 2017.
- Begin construction of Avalon off-leash dog park expansion and complete accessible pathway enhancement.
- Finalize discretionary use for Chief Whitecap Park (including off-leash dog park) with Rural Municipality of Corman Park.
- Continue to promote Dog Day of Summer event.

### Community Partnerships

- Development of new 18 tee-pad, nine-basket disc golf course in W.A. Reid Park.
- Development of new festival site in Kinsmen Park.
- Construction of Saskatoon Hilltops Club House in Kilburn Park.
- Development of Special Event Administration Policy.

### Golf Courses

- Completion of renovation plan at Holiday Park Golf Course, with newly constructed holes opening mid-season.
- Implement new green fee rates approved by City Council, including reduction in Junior rates at Holiday Park and Wildwood Golf Courses and introduction of new Junior-Junior rates for children 12 and under.
- Implement lease for a new fleet of 120, more fuel efficient golf carts for Holiday Park and Wildwood Golf Courses.

### Indoor Arenas

- Replace one ice resurfacing machine that is scheduled for lifecycle replacement.
- Expand “Summer Ice Rental Program” to run from May 1 to August 31.

### Outdoor Sport Facilities and Spectator Ballfields

- The City will host the 2017 Canadian Ultimate Disc Championship, 2017 Field Lacrosse Nationals, 2017 National Long Track Speed Skating Event and four provincial speed skating competitions.
- Continue working with the Friends of the Bowl Foundation on upgrades to the Clarence Downey Speed Skating Oval, including new timing board, safety mats, track grading and paving of surrounding areas.
- The Grey Cup Legacy Project will see the addition of approximately 4,600 seats and corporate boxes to the Saskatoon Minor Football Field from Mosaic Stadium (value of approximately \$4.1 million).

# SASKATOON FORESTRY FARM PARK & ZOO



Red Panda



Forestry Farm House



Grizzly Bear



Fishing Pond

The Saskatoon Forestry Farm Park and Zoo (SFFP&Z) remains one of Saskatchewan's top tourist attractions. The 58-hectare site is owned and operated by the City. The facility is home to a variety of native Saskatchewan mammals, birds, trees and shrubs as well as non-native ornamentals and fruit trees. It provides a setting for picnics, fishing, walking and other unstructured recreational activities. Rental facilities include a hall, south booth with ball diamond and cricket pitch, gazebo (semi-private picnic site), wedding garden, outdoor stage, Lions Event Pavilion and Forestry Farm House.

## 2016 HIGHLIGHTS

- 2016 Zoo Admission attendance from April 1 through October 31 was 137,242 people.
- John Moran retired after 12 years as manager of the SFFP&Z; Tim Sinclair-Smith was introduced as the new manager in July.
- Grizzly bears successfully hibernated for the first time, which allowed the animals to live a more natural life and indirectly led to savings in winter food expenditures.
- Facility improvements included refurbishment of public washroom in Zoo, refurbishment of signage (Forestry Farm House, park wayfinding, and updated map signs), replacement of major equipment (e.g. mower, sweeper, and golf carts), emergency sewer line repairs in Zoo and continuation of LED lighting replacement program.
- Efficiency improvements included implementation of electronic people counter at Zoo gate (to improve accuracy of winter numbers), implementation of new facilities and exhibit auditing system as well as cost-saving initiatives and efficiency programs.

## Attendance and Revenues

Zoo attendance was down in 2016. This is largely attributable to a wet summer (rainfall on 49% of days from April to September), early snowfall in October and three-day park closure due to safety concerns about falling trees.

3-YEAR ATTENDANCE & REVENUE COMPARISON <i>\$ Rounded to nearest hundred</i>	2014	2015	2016
Zoo Gate Attendance	142,253	145,420	137,242
Park Only Attendance <i>Not including special events, Zoo Society programs or Enchanted Forest. Includes pre-school children entering free.</i>	36,746	30,658	12,159
Admission Revenues <i>Collected April 1 - October 31</i>	\$673,200	\$713,900	\$722,800
Revenues (all)	896,200	\$946,800	\$949,500

## Reserves

In 2016 emergency repairs to the sewer line in the Zoo were completed at a cost of \$235,000. This was funded from the Forestry Farm Capital reserve.

Rental facilities include a hall, booth with ball diamond and cricket pitch, gazebo (semi-private picnic site), wedding garden, outdoor stage, Lions Event Pavilion and Forestry Farm House.

## PARTNERSHIP AGREEMENTS AND PROGRAM SUPPORTS

The SFFP&Z is fortunate to have the support of four volunteer based, non-profit organizations: Saskatoon Zoo Foundation, Saskatoon Zoo Society, Friends of the Forestry Farm House and Saskatoon Perennial Society.

## SASKATOON ZOO FOUNDATION

*Report submitted by Dawn Woroniuk, Executive Director, Saskatoon Zoo Foundation*

The Saskatoon Zoo Foundation (Foundation) is a non-profit organization operated by a volunteer Board of Directors. Its mission is to raise capital funds for new animal exhibits and improvements at the SFFP&Z.

The Foundation bases its fundraising goals on needs identified by the City, and the manager of the SFFP&Z is the spokesperson for the facility.



### 2016 HIGHLIGHTS

- In February 2016, Dawn Woroniuk was named the new executive director of the Foundation. Dawn has been working in the community for over 25 years and specializes in marketing.
- The 19th annual ZOOGALA sponsored by Christopher Moore Financial Services Ltd. attracted 435 people and raised \$46,000.
- The BHP Billiton Enchanted Forest attracted 69,768 visitors.
- Refurbished the Donor Recognition Pavilion.

### ZOOGALA

In June 2016, 435 people attended the popular ZOOGALA fundraising event in the Lions Event Pavilion. The event raised a record \$46,000. For the first time, a video was created for the event and posted on the Foundation's website and Facebook page.

### 18th Annual BHP Billiton Enchanted Forest

The Enchanted Forest enjoyed another great year in 2016, attracting 69,768 visitors between November 19 and January 8, 2017. It was one of the highest attendance rates in the event's 18-year history, despite warm weather and little



snow in November and early December, followed by a cold period with wind-chills below minus 30°C in late December and early January.

The 2016 event featured two successful walk-through nights, with over 2,500 walkers attending the first and 500 attending the second. The new Nutcracker Ballet display proved to be a visitor favourite. The Foundation and Saskatoon City Hospital Foundation shared more than \$200,000 in net proceeds.

### Festival of Trees

The Foundation participated in the 2016 Saskatoon City Hospital Festival of

Trees. Nature's Magical Christmas was the theme of the Foundation's tree, decorated by Carriage House Florists. The event provided was great exposure for the Foundation.

### **Donor Recognition Pavilion**

Donor support allowed the Foundation to refurbish the donor recognition pavilion in 2016, at no cost to the Foundation. The remarkable transformation, which has already received a number of compliments, will be officially unveiled during a donor tea in the spring of 2017.



### **Kinsmen Express Train**

The Foundation also partnered with Saskatchewan Polytechnic and the Kinsmen Club to refurbish the Kinsmen Express Train.

### **Carnivore Trail**

The Foundation is working with the SFFP&Z manager on refreshing the Carnivore Trail concept to meet current and future requirements. This is as a result of changes in animal enclosure requirements that have come into effect since the campaign was first launched over 5 years ago.

### **2016 Zoo Foundation Donors**

#### Providers Category \$5,000 - \$24,999

Kinsmen Club of Saskatoon  
Gerald Grandey  
PotashCorp - Billboard Sponsorship  
Laser Impressions Inc.

#### Partners Category \$1,000 – 4,999

Rob and Kristie Boyle  
One Mouse Graphic Design

#### Supporters \$100 - \$999

Bremner Family  
Jean and Grant Currie  
Rodney Katchorek  
Barrie Meissner  
United Way of Saskatoon

#### Exhibit Sponsorship Program

A1 Accounting Group  
Affinity Credit Union  
Assante Wealth Management – Briske Brothers  
Bill Peterson & Paul Lavoie  
Cherry Insurance  
Christopher Moore Financial Services Corp  
Early's Farm and Garden Centre  
HyGrade Millwork  
Nordic Industries  
PIC Investments Group  
Robertson Stromberg  
Rock Creek Tap & Grill  
Heather Ryan & David Dubé Foundation  
Saskatoon Fastprint  
Star Egg  
Sherwood Chevrolet  
Victory Majors Investments Corp.

## SASKATOON ZOO SOCIETY

Report submitted by Claire Bullaro,  
President, Saskatoon Zoo Society



Founded in 1976 by a group of educators, veterinarians and animal-loving citizens, the Saskatoon Zoo Society (SZS) is a non-profit organization dedicated to fostering respect for nature through environmental education. Through a long-term partnership with the SFFP&Z, the Saskatoon Zoo Society provides quality educational, interpretive, environmental, and zoological programs as well as other visitor services.

Support for SZS programs and projects depends on public donations, membership fees and grants from outside agencies. The success of these programs is attributed to a very dedicated group of volunteers, guided by the society's three full-time programming/education staff and one full-time office support person.

In 2016, the City contracted the SZS for delivery of educational programs and the collection of admissions at the Zoo gate. Various grants and sponsorships help cover seasonal staff for Summer Zoo Camps.

### 2016 Education Programs

Education continues to be the focus of SZS efforts. During the year, the SZS invested over 9,000 hours of staff and volunteer time in organizing and delivering 523 educational programs and special events to over 32,000 children and adults on site at SFFP&Z. Many education programs were delivered at the Affinity Learning Centre.

- Adopt-a-Critter program
- Agriculture in the Zoo (partnership with Agriculture in the Classroom)
- Animal Antics Pre-School program
- Bio-fact Boxes
- Family Day at the Zoo fundraiser
- Full Day programs
- Information programs for university students (teacher candidates)
- Investigation Stations



- Outreach Programs
- Professional Development Day Camps
- Public Drop-in programs
- Story Time at the Zoo (July, August and December)
- Summer and Winter Camps
- Wild Weekend Summer program
- Young Naturalists' programs (in conjunction with Saskatoon Nature Society)
- Zoo Run
- Zoo Tours

### Forestry Farm Gate and Kinsmen Express

The SZS is contracted to manage and schedule staff at the SFFP&Z park gate booth and the Kinsmen Express Zoo Train. The SZS staffed the Kinsmen Express with six drivers in 2016. The train provided tours for 34,675 Zoo patrons.

### Concession and Gift Shop

The SFFP&Z contracts the SZS to provide concession and gift shop services. The SZS retains profits from the concession (Buckeye Café) and gift shop (Paws Inn) to offset the costs of delivering programming and special events onsite and in the community. It has been challenging to generate profits over the past two years due to the start-up costs and increased staffing requirements of a standalone gift shop. It is anticipated that 2017 will return both the Buckeye Café and Paws Inn to a level of profitability that will once again contribute funds to offset educational program costs.

To improve customer service, SZS operates two onsite beverage vending machines as well as a satellite ice cream on summer weekends, weather permitting. With the opening of the new gift shop and admission gate, any new exhibits and continued increase in attendance will help contribute to increased sales for both units and improve profitability.

### Saskatoon Zoo Society Donor Support

Donors contributed \$6,500 to the SZS in 2016. The funds were used to support the many programs offered by the SZS.

## FRIENDS OF THE FORESTRY FARM HOUSE

*Report submitted by Bernie Cruikshank, President,  
Friends of the Forestry Farm House*

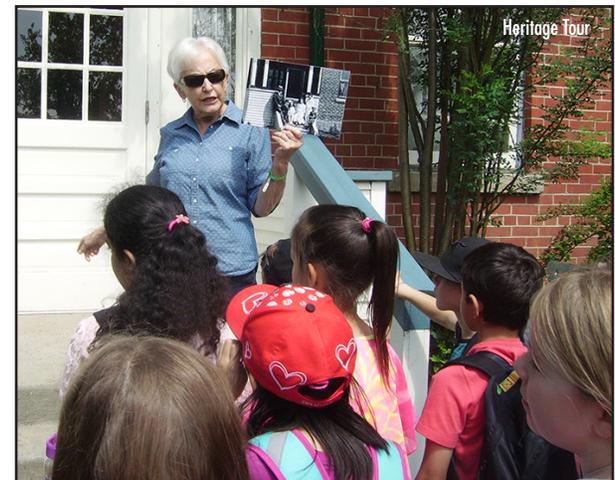


In 2016, the Friends of the Forestry Farm House (FFFH) reviewed its mandate and mission statement as part of redeveloping its strategic plan to ensure its goals were pertinent to providing stewardship for the intrinsic heritage value of the entire park and delivering interpretation of the former Sutherland Forestry Farm Park to various groups.

After the passing of long time member Lynn McLean (grandson to James McLean), FFFH became the fortunate recipients of several artifacts, including several photos that prompted an update to the pictorial displays on the main floor. The collection is currently being assessed and archived.

### Programs, Tours and Events

- FFFH hosted four open houses in 2016. A total of 126 individuals toured the house and 54 individuals enjoyed a park walking tour.
- Over 300 students and 50 parents and teachers took part educational tours in the spring and fall. The tours tell the story of the trees, the people and the house of the Sutherland Forest Nursery Station.
- The 2016 annual fall supper was once again a sell-out.
- “Saskatoon Forestry Farm Park and Zoo: A Photographic History” continues to sell well at local book stores and at FFFH events.



## Special Visit

The highlight of the year was a visit from Mark Wilde and his family from England. Mark's father, Peter, was the child who lived with Les and Blanche Kerr at the Sutherland Nursery Station during the Second World War. The story is online at [www.equipoiselife.wordpress.com](http://www.equipoiselife.wordpress.com) under August 2016 post, "The Ripple Effect of War". It's a fascinating read about the intertwining effects of war on one family and the impact outside of their world.



## SASKATCHEWAN PERENNIAL SOCIETY

*Report submitted by Kathleen Chipperfield, President,  
Saskatchewan Perennial Society*

The Saskatchewan Perennial Society (SPS) had another successful year, due in large part to the enthusiasm and dedication of Board members and volunteers who contribute their time to different activities. At the end of December 2016, the SPS had 240 members.

### Spring and Fall Plant Exchanges

The Spring Plant Exchange hosted in the hall at the SFFP&Z is one of the society's most popular events. Over 126 people attended in 2016, and extra tables were needed to accommodate the abundance of plants members brought to share.



## Labour and Learn

Bernadette Vangool coordinates the Labour and Learn program, which is scheduled on Saturdays every three weeks during the spring and summer. During these sessions, volunteers weed and spruce up the Heritage Rose Garden and Robin Smith Meditation Garden. It is an ideal opportunity for members to hone their skills and for other gardeners to join in and help at the SFFP&Z.

## Other Community Initiatives

- Garden Tours were held in June and July. The beautiful weather contributed to great turnout for both events. Thank you to the gardeners who opened up their gardens to share with members on these tours. The gardens were spectacular, each one different, showing a variety of gardening styles.
- The Gardening Column written by Erl Svendsen is published in Bridges and other small community newspapers in the province as well as on the SPS Facebook page. Erl continues to volunteer his time and editing skills to write and coordinate others to write.

- Public education presentations held at Emmanuel Anglican Church on Dufferin Avenue offered a variety of topics and presenters, including Bernadette Vangool (“Tulips from Amsterdam”), Heather Brenneman (“Dividing Perennials the YouTube Way”), Brian Porter (“Irises”), June Flanagan (Cultivating Natures Palette with Native Prairie Perennials”) and Sara Williams (“Two Canadian Gardens; One in the East, One in the West”).
- Gardenscape brings excitement to many of us as we herald the arrival of spring. We use this venue to publicize the benefits and activities of the Society and to sell memberships.

## SASKATOON FORESTRY FARM PARK & ZOO: LOOKING AHEAD TO 2017

- Zoo Review, new Canada’s Accredited Zoos and Aquariums (CAZA) policies require an in depth report on deficiencies that need to be addressed over the next three years.
- SFFPZ Master Plan refresh process begins.
- New Komodo Island exhibit, opening April 1st 2017.
- Park entrance road refurbishment.
- New interpretive signage in the zoo.
- New community partnership development with conservation and research.
- New butterfly exhibit in the Forestry Farm Park.



# INVESTING IN COMMUNITY

## FUNDING AND GRANTS

- Through the Culture Grant Program, the City provided \$441,500 to major arts, heritage and festival organizations in Saskatoon.
- The Cultural Capital Grant Program awarded \$70,420 in funding to six major cultural organizations for one-time capital projects.
- The Sask Lotteries Community Grant Program, in partnership with Saskatchewan Lotteries, provides funding to non-profit groups offering sport, culture and recreation programs for the citizens of Saskatoon. In 2016, \$362,000 was awarded to 65 projects.
- The Sports Participation Grant Program provides funding to non-profit organizations offering sports programs in Saskatoon. Funding is provided for

Coaching programs and Access and Explore projects. In 2016, \$54,500 was awarded to 14 projects and \$10,000 was allocated to KidSport™ in Saskatoon.

- The Youth Sport Subsidy Program subsidizes the rental cost of facilities required to deliver sports programs to youth 18 years and under and also provides special event funding for eligible youth sport organizations hosting events in Saskatoon. In 2016, \$1,598,969 in rental subsidies were allocated to 31 eligible youth sport organizations and \$20,654 was awarded to five youth sport organizations hosting events in Saskatoon.
- The Special Event Grant Program provides grants to non-profit groups and/or organizations hosting major events in Saskatoon. In 2016, \$275,000 was awarded to six events hosted in Saskatoon by various organizations.

## 2016 GRANT AWARDS

2016 CULTURAL CAPITAL GRANT PROGRAM AWARDS	
25th Street Theatre	\$2,000.00
La Troupe du Jour	\$3,920.00
N.S.I. Children's Festival	\$10,000.00
Paved Arts	\$9,500.00
Persephone Theatre	\$40,000.00
Shakespeare on the Saskatchewan	\$5,000.00
<b>TOTAL</b>	<b>\$70,420.00</b>

STAND ALONE GRANT PROGRAM	
Restorative Action Program	\$75,000.00
Saskatoon Crisis Intervention Services	\$125,200.00
Saskatoon Downtown Youth Centre (EGADZ)	\$120,000.00
Saskatoon Health Region/Detox Centre	\$100,000.00
Wanuskewin Heritage Park	\$184,000.00
<b>TOTAL</b>	<b>\$604,200.00</b>

2016 SASK LOTTERIES COMMUNITY GRANT PROGRAM AWARDS	
Alzheimer Society of Saskatchewan	\$3,500.00
Autism Services of Saskatoon	\$6,000.00
Boys & Girls Clubs of Saskatoon	\$10,000.00
Briarwood Community Association	\$3,000.00
Building Bridges for Future Saskatoon	\$4,500.00
Canadian Mental Health Association	\$3,500.00
Caswell Community Association	\$10,000.00
Children's Discovery Museum on the Saskatchewan	\$8,100.00
Conseil Culturel Fransaskois	\$7,000.00
Federation des Francophones de Saskatoon	\$10,000.00
FiddlyNess Fiddle Camp Inc	\$6,000.00
Friends of the Broadway Theatre Inc	\$5,000.00
Global Gathering Place	\$10,000.00
India-Canada Cultural Association	\$8,000.00
International Women of Saskatoon	\$7,000.00
John Arcand Fiddle Fest Inc	\$10,000.00
King George Community Association Corp	\$800.00
Learning Disabilities Association of Saskatchewan	\$3,500.00
Meadowgreen Community Association	\$1,360.00
Mount Royal Community Association	\$4,825.00
North Park/Richmond Heights Community Association	\$1,400.00
Northern Saskatchewan International Children's Festival	\$10,000.00
Nuit Blanche Saskatoon Contemporary Art Festival	\$5,000.00
Nutana Community Association	\$10,000.00
On the Boards Staging Company	\$8,000.00
OUTSaskatoon	\$3,075.00
PAVED Arts	\$10,000.00

*Continued on page 38*

2016 SASK LOTTERIES COMMUNITY GRANT PROGRAM AWARDS (Continued)	
Pavlychenko Folklorique Ensemble	\$10,000.00
Pleasant Hill Community Association	\$8,000.00
Queen Elizabeth Exhibition Haultain Community Association	\$2,200.00
Radius Community Centre for Education and Employment Training	\$3,000.00
Ritornello Chamber Music Festival	\$5,000.00
Riversdale Community Association	\$700.00
Sage Hill Writing Experience	\$1,500.00
Saskatchewan Abilities Council	\$9,000.00
Saskatchewan Archaeological Society	\$5,000.00
Saskatchewan Choral Federation	\$3,600.00
Saskatchewan Deaf & Hard of Hearing Services	\$2,750.00
Saskatchewan Intercultural Association	\$7,200.00
Saskatchewan Jazz Festival Inc	\$9,000.00
Saskatchewan Professional Art Galleries Association Inc	\$4,000.00
Saskatchewan Senior Fitness Association	\$2,000.00
Saskatchewan Wheelchair Sports Association	\$4,800.00
Saskatchewan Writers' Guild	\$3,000.00
Saskatoon Blues Society	\$6,400.00
Saskatoon Community Youth Arts Programming	\$9,000.00
Saskatoon Council on Aging	\$4,000.00
Saskatoon Diversity Network	\$8,000.00
Saskatoon Downtown Youth Centre EGADZ	\$4,900.00
Saskatoon Fireworks Festival Inc	\$5,000.00
Saskatoon Indian and Metis Friendship Centre	\$9,000.00
Saskatoon Symphony Orchestra	\$5,000.00
Shakespeare on the Saskatchewan Festival	\$5,000.00
Sistema Saskatoon	\$4,000.00

*Continued on page 39*

2016 SASK LOTTERIES COMMUNITY GRANT PROGRAM AWARDS (Continued)	
South Nutana Park Community Association	\$880.00
St. John Bosco Camp	\$2,155.00
Sum Theatre Corp	\$8,000.00
Tamarack Foundation (Camp Tamarack)	\$4,000.00
The Optimist Club of Saskatoon Inc	\$9,000.00
The Word on the Street Saskatoon	\$4,000.00
Ukrainian Canadian Congress - Saskatoon Branch	\$8,000.00
Wanuskewin Heritage Park	\$4,000.00
Wide Open Children's Theatre	\$2,155.00
Yellow Quill Urban Services Inc	\$6,000.00
YWCA Saskatoon, Fitness on 25th	\$3,200.00
<b>TOTAL</b>	<b>\$362,000.00</b>

2016 SPORTS PARTICIPATION GRANT PROGRAM AWARDS		
Care and Share	Access and Explore	\$6,000.00
Global Gathering	Access and Explore	\$6,000.00
India-Canada Cultural Association	Access and Explore	\$1,000.00
Mayfair Lawn Bowling Club	Access and Explore	\$3,250.00
Nutana Lawn Bowling Club	Access and Explore	\$4,000.00
Saskatchewan Athletics	Access and Explore	\$7,000.00
Saskatchewan Athletics	Coaching II	\$750.00
Saskatchewan Rugby	Access and Explore	\$6,000.00
Saskatchewan Wheelchair Sports Association	Coaching II	\$2,000.00
Saskatoon Cricket Association	Access and Explore	\$4,500.00
Saskatoon Minor Basketball	Coaching II	\$1,000.00
Saskatoon Youth For Christ	Access and Explore	\$3,500.00
Saskatoon Youth Soccer	Access and Explore	\$5,000.00
Share the Wake	Access and Explore	\$4,500.00
<b>TOTAL</b>		<b>\$54,500.00</b>

2016 CULTURE GRANT PROGRAM AWARDS	Total Support Approved	Cash Component	Tax Credits/Services in Kind*
<b>Major Arts Institutions Category A</b>			
Persephone Theatre	\$220,455.56	\$60,000.00	\$160,455.56
Saskatoon Symphony Society	\$60,000.00	\$60,000.00	
<b>Major Arts Institutions</b>			
Friends of the Broadway Theatre	\$47,435.41	\$20,470.83	\$26,964.58
Gordon Tootoosis Nīkāntwin Theatre	\$20,470.83	\$20,470.83	
La Troupe du Jour	\$45,773.00	\$20,470.83	\$25,302.17
PAVED Art and New Media	\$24,848.87	\$20,470.83	\$4,378.04
Saskatchewan Craft Council	\$35,759.86	\$20,470.83	\$15,289.03
Saskatoon Jazz Society	\$20,470.83	\$20,470.83	
<b>Major Heritage or Museum Institutions</b>			
Diefenbaker Canada Centre	\$20,603.33	\$20,603.33	
Ukrainian Museum of Canada	\$74,911.04	\$20,603.33	\$54,307.71
Western Development Museum	\$20,603.33	\$20,603.33	
<b>Major Festivals</b>			
25th Street Theatre	\$36,406.15	\$25,165.50	\$11,240.65*
N.S.I. Children's Festival	\$30,279.28	\$25,165.50	\$5,113.78*
Saskatchewan Jazz Festival	\$28,557.61	\$25,165.50	\$3,392.11*
Saskatoon Folkfest Inc.	\$25,165.50	\$25,165.50	
Shakespeare on the Saskatchewan Festival	\$26,917.80	\$25,165.50	\$1,752.30*
<b>Cultural Participation</b>			
Creative Kids	\$10,000.00	\$10,000.00	
<b>TOTAL</b>	<b>\$748,658.40</b>	<b>\$440,462.47</b>	<b>\$308,195.93</b>

2016 ASSISTANCE TO COMMUNITY GROUPS - CASH GRANT SOCIAL	Total Support Approved	Cash Component	Tax Credits
AIDS Saskatoon Inc.	\$14,500.00	\$14,500.00	
Canadian Mental Health Association	\$4,000.00	\$4,000.00	
Canadian National Institute for the Blind (CNIB)	\$10,000.00	\$10,000.00	
Canadian Red Cross Society (Canadian Red Cross, North Central Saskatchewan Region, Saskatoon Office)	\$12,800.00	\$12,800.00	
Central Urban Metis Federation Inc.	\$30,300.00		\$30,300.00
Community Legal Assistance Services for Saskatoon Inner City Inc. (CLASSIC)	\$11,000.00	\$11,000.00	
Community Living Association Saskatoon Inc. (CLASI)	\$15,000.00	\$15,000.00	
Core Neighbourhood Youth Co-op	\$20,300.00	\$14,000.00	\$6,300.00
Crocus Co-operative	\$21,669.95		\$21,669.95
Elizabeth Fry Society of Saskatchewan Inc.	\$20,000.00	\$20,000.00	
FASD Network of Saskatchewan Inc	\$10,000.00	\$10,000.00	
Frontier College	\$12,500.00	\$12,500.00	
Girl Guides of Canada - Guides du Canada, Bridging Rivers Area Council	\$7,700.00		\$7,700.00
Global Gathering Place Inc.	\$14,200.00	\$14,200.00	
John Howard Society of Saskatchewan, Saskatoon Office	\$10,000.00	\$10,000.00	
Lung Association of Saskatchewan Inc.	\$11,400.00		\$11,400.00
Mennonite Central Committee Saskatchewan	\$21,300.00		\$21,300.00
OUTSaskatoon	\$16,000.00	\$16,000.00	
Saskatchewan Association for the Rehabilitation of the Brain Injured	\$2,500.00	\$2,500.00	
Saskatchewan Association of Rehabilitation Centres (SARC)	\$10,000.00		\$10,000.00
Saskatoon and District Labour Council (SDLC) Summer Snack Program	\$7,500.00	\$7,500.00	
Saskatoon Community Service Village Inc (The Village)	\$13,300.00		\$13,300.00
Saskatoon Community Youth Arts Programming Inc. (SCYAP)	\$10,000.00	\$10,000.00	
Saskatoon Council on Aging Inc.	\$12,000.00	\$12,000.00	
Saskatoon Indian and Metis Friendship Centre	\$21,000.00		\$21,000.00
Saskatoon Services for Seniors	\$15,000.00	\$15,000.00	
Saskatoon Sexual Assault and Information Centre, Inc. (SSAIC)	\$16,000.00	\$16,000.00	

*Continued on page 42*

2016 ASSISTANCE TO COMMUNITY GROUPS - CASH GRANT SOCIAL (Continued)	Total Support Approved	Cash Component	Tax Credits
Saskatoon Student Wellness Initiative Toward Community Health, Inc.	\$22,000.00	\$22,000.00	
Sexual Health Centre Saskatoon	\$18,000.00	\$18,000.00	
Spectrum Core Community Services SCCS Inc.	\$8,300.00	\$3,700.00	\$4,600.00
STR8-UP - 10,000 Little Steps to Healing Inc.	\$10,000.00	\$10,000.00	
The Lighthouse Supported Living Inc.	\$28,800.00		\$28,800.00
Saskatoon Collaborative Funders Partnership	\$10,360.00	\$10,360.00	
<b>Flagship Funding</b>			
Big Brothers Big Sisters of Saskatoon and Area Inc.	\$44,100.00	\$28,700.00	\$15,400.00
Catholic Family Services of Saskatoon	\$36,000.00	\$36,000.00	
CHEP Good Food Inc.	\$34,800.00	\$34,800.00	
Cosmopolitan Industries Ltd.	\$118,057.25		\$118,057.25
Family Service Saskatoon Inc.	\$33,000.00	\$33,000.00	
READ Saskatoon	\$22,000.00	\$22,000.00	
Saskatchewan Abilities Council	\$222,000.00		\$222,000.00
Saskatoon Downtown Youth Centre (EGADZ)	\$15,100.00		\$15,100.00
Saskatoon Food Bank Inc.	\$33,600.00	\$20,500.00	\$13,100.00
Saskatoon Friendship Inn	\$36,850.00	\$27,840.00	\$9,010.00
YWCA	\$31,000.00	\$31,000.00	
<b>Seniors Groups</b>			
Fairfield Senior Citizens Corporation	\$9,820.00		\$9,820.00
Senior Citizen's Service Association of Saskatoon	\$13,700.00	\$13,700.00	
St. Georges Senior Citizens Club	\$14,210.00		\$14,210.00
<b>TOTAL</b>	<b>\$1,131,667.20</b>	<b>\$512,100.00</b>	<b>\$619,567.20</b>

2016 YOUTH SPORT SUBSIDY PROGRAM – RENTAL SUBSIDY	
Can Am Gymnastics Club	\$61,370.74
Curl Saskatoon	\$13,167.00
Hub City Track Council	\$13,053.00
Lions Speed Skating Club	\$14,344.32
Marian Gymnastics Club	\$30,141.62
Myracles Baton Twirling Club	\$1,029.00
Optimist Twirling Connection	\$10,477.51
Riverside Badminton and Tennis Club	\$3,181.01
Saskatoon Aqualenes Synchronized Swim Club	\$20,914.33
Saskatoon Baseball Council	\$16,031.85
Saskatoon Box Lacrosse	\$11,348.27
Saskatoon Diving Club	\$16,887.45
Saskatoon Fencing Club	\$10,356.59
Saskatoon Figure Skating Club	\$101,400.02
Saskatoon Freestyle Skiing	\$247.62
Saskatoon Goldfins Swim Club	\$69,122.83
Saskatoon Lasers Swim Club	\$15,102.05
Saskatoon Minor Basketball Association	\$16,282.27
Saskatoon Minor Hockey Association	\$814778.58
Saskatoon Minor Softball League	\$8,084.50
Saskatoon Ringette Association	\$35,034.51
Saskatoon South Zone Tae Kwon Do	\$1,555.20
Saskatoon International Tae Kwon Do West Inc.	\$42,73.30
Saskatoon Triathlon Club	\$4,043.32
Saskatoon Youth Soccer Inc.	\$269,747.46

*Continued on page 44*

2016 YOUTH SPORT SUBSIDY PROGRAM – RENTAL SUBSIDY (Continued)	
Taiso Gymnastics Club	\$28,452.61
Volleyball Saskatoon Inc.	\$6,801.26
Water Polo Saskatoon	\$1,113.94
Living Skies Pony Club	\$627.20
	\$1,598,969.36

2016 YOUTH SPORT SUBSIDY PROGRAM – SPECIAL EVENT HOSTING GRANT	Event	Grant Provided
Saskatoon Aqualenes Synchronized Swim Club	Sadie Caulder Knight Provincial Stream Championship	\$3,940.90
Saskatoon Box Lacrosse	Canadian Bantam Nationals Championship	\$3,925.93
Saskatoon Diving Club	Novice Diving Championships	\$1,312.73
Saskatoon Fencing Club	Canadian Western Fencing Championship	\$2,788.94
Saskatoon Goldfins Swim Club	Man Sask Provincial Championships	\$8,685.91
		\$20,654.41

2016 SPECIAL EVENT GRANT	Event	Grant Provided
Saskatoon Amateur Softball Association	U14 Boy's Canadian Fast Pitch Championships	\$10,000
Saskatoon Amateur Softball Association	U18 Men's Canadian Fast Pitch Championships	\$15,000
Saskatchewan Volleyball Association	Federation Internationale de Volleyball World League Event	\$50,000
Saskatoon Highland Games Association Inc.	Saskatoon Highland Games Festival	\$25,000
Professional Ice Carving Society of Saskatoon	Frosted Gardens	\$25,000
Saskatchewan First Nations Economic Development Network	World Indigenous Business Forum	\$150,000
		\$275,000





Prepared by:  
Recreation & Community Development,  
Community Services Department

Printed April 2017

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## Proposed Elk Point Neighbourhood Concept Plan

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to provide information on a future application from the Saskatoon Land Division, on behalf of the ownership group, for the proposed Elk Point Neighbourhood Concept Plan.

### Report Highlights

1. The Elk Point Neighbourhood Concept Plan (Concept Plan) is consistent with the approved Blairmore Sector Plan. Upon completion, the neighbourhood will be home to approximately 10,000 residents.
2. The Concept Plan meets the principles of the Growth Plan to Half a Million.

### Strategic Goal

Under the City of Saskatoon's (City) Strategic Goal of Sustainable Growth, this proposal supports the strategies of creating complete communities within new neighbourhoods that feature employment opportunities, main streets, and greater connectivity, both internally and externally. The ownership group (developer) has prepared a summary of performance targets related to strategic goals (see Attachment 1).

### Report

#### Concept Plan

Elk Point will be the second neighbourhood to be developed in the Blairmore Sector (see Attachment 2). The proposed residential neighbourhood consists of a total land area of 233.25 ha/571.69 acres. Upon completion, the neighbourhood will be home to approximately 10,000 residents (see Attachment 3).

Preparation of the Concept Plan began in 2013, as part of the City's accelerated land development program, in order to ensure an adequate supply of serviced land for the market. Since that time, market demand has decreased and the inventory of serviced land has stabilized. Approval of the Concept Plan will formalize the design and preliminary servicing work that has gone into preparing the Concept Plan, and will allow for development of the neighbourhood to begin quickly once the Kensington neighbourhood is substantially built out, in accordance with the phasing provision of Official Community Plan Bylaw No. 8769.

The Concept Plan has been designed to provide a walkable neighbourhood with amenities, transit, and recreational open space in close proximity to residences. Neighbourhood elements will include constructed wetlands, a linear park system, and a

centrally-located core park and school site. The Concept Plan will accommodate a number of significant neighbourhood planning principles, including:

- i) a variety of housing, such as one-unit and semi-detached dwellings, low-density townhouses, and medium-density multiple-unit dwellings;
- ii) mixed-use development and medium-density residential development located along collector roadways;
- iii) district retail located along Neault Road, in order to provide goods and services to those traveling by active transportation and by vehicle;
- iv) a neighbourhood core park and school site located centrally within the neighbourhood. The developer has designed an option for providing a 10-acre school site if a larger site is necessary. This option would be the subject of a Concept Plan amendment, if needed (see Attachment 4); and
- v) constructed wetlands used for stormwater management integrated with the linear park system. The constructed wetlands are identified in the new Airport Zoning Regulations, as required by the Saskatoon Airport Authority.

### Growth Plan to Half a Million

The Concept Plan meets the principles of the Growth Plan to Half a Million. Some of the key components incorporated into the neighbourhood design include:

- i) mixed-use and higher-density land uses along collector roadways;
- ii) collector roadways built to support an effective and robust transit system; and
- iii) a variety of residential land uses from single-family to multi-unit in order to promote affordability.

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

Comments from internal divisions and outside agencies were solicited twice throughout the review process and are outlined in Attachment 5. The developer is working directly with the Administration and stakeholders to ensure technical requirements are fulfilled.

A public open house was held on May 27, 2014, and on February 11, 2015. The Community Engagement Summary is included as Attachment 6.

### **Financial Implications**

The financial implications for the Concept Plan are outlined in Attachment 7.

### **Other Considerations/Implications**

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

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

Following the information report, the Standing Policy Committee on Planning, Development and Community Services will submit the Concept Plan to the Municipal Planning Commission for consideration. The Concept Plan would then proceed to a public hearing at City Council in due course.

### **Public Notice**

Once this application has been considered by the Municipal Planning Commission, it will be advertised in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. Public notice will include an advertisement placed in The StarPhoenix at least seven days prior to the public hearing date.

### **Attachments**

1. Elk Point Performance Targets Summary
2. Elk Point Land Use Concept Plan
3. Elk Point Neighbourhood Concept Plan Quick Facts
4. Optional School Site
5. Comments from Internal Departments and Outside Agencies
6. Community Engagement Summary
7. Financial Implications

### **Report Approval**

Written by: Dwayne Whiteside, Senior Planner, Development Review Section

Reviewed by: Lesley Anderson, Director of Planning and Development

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

S/Reports/2017/PD/PDCS – Proposed Elk Point Neighbourhood Concept Plan/lc



## Elk Point Performance Targets Summary



## Quality of Life

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- The Elk Point Neighbourhood includes a range of recreational amenities through its diverse park network, including opportunities for passive and active recreation and extensive alternative transportation network. **(Perceived Quality of Life)**
- The grid-based roadway pattern in Elk Point and multiple neighbourhood exit/entry points contribute to a high level of external and internal connectivity. **(Perceived Quality of Life)**
- Elk Point includes a range of residential land uses, which are capable of accommodating a diverse mixture of housing types, including opportunities for affordable and entry-level ownership units. **(New Attainable Housing Units)**
- A proposed fire hall site has been designated in Elk Point which will help provide comprehensive coverage to the City's west side and improved fire response times. **(Fire Response Time)**



## Environmental Leadership

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- The Elk Point Neighbourhood Concept Plan includes three constructed wetlands which form part of the neighbourhood's storm water management strategy. Natural wetlands and restored wetlands are viewed as an efficient storehouse for atmospheric carbon, allowing for the long-term storage of carbon dioxide (carbon sequestration). **(Reduction in Greenhouse Gas Emissions)**
- In recent suburban neighbourhoods, Saskatoon Land has offered programs aimed at reducing greenhouse gas emissions and diverting waste from the landfill. This included providing lot purchasers with vouchers for composters and rain barrels and rebates for green-building certification programs. Saskatoon Land will review the participation rate for these programs offered for past neighbourhoods and look at possible programs to implement for Elk Point. **(Waste Diverted from the Landfill, Reduction in Greenhouse Gas Emissions)**



# Sustainable Growth

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- Development and build-out of Elk Point will help ensure a continual supply of serviced residential land to accommodate population growth in a balanced east side/west side manner. **(Population Growth and Rate of Change)**
- At a broader level, the land development industry is a significant part of the supply chain to facilitate economic growth, as well as an integral part of demand side for economic growth. The land use pattern in Elk Point will help address the needs of a variety of customers in the residential, commercial and institutional sectors. **(Population Growth and Rate of Change)**
- At full build-out, Elk Point is projected to house 8.15 dwelling units per gross acre, making it one of the densest communities in the City. **(Population Growth and Rate of Change)**



# Moving Around

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- The grid-based street network coupled with the central corridor was designed with public transit in mind. This transit-oriented design places the majority of neighbourhood residents within 450 metres of an anticipated transit stop. Additionally, the design of the neighbourhood places the majority of the medium-density multi-family sites along the central corridor, within 250 metres of an anticipated transit stop. **(Transit Rides per Capita)**
- Elk Point's grid-based street pattern was designed to provide a safe and comfortable pedestrian and bicycle network with an enhanced level of connectivity. To further enhance pedestrian and cyclist movement, the linear, core and pocket parks are located to increase the number of biking and walking routes available. The linear park system within the central corridor runs in an east-west direction through the centre of the neighbourhood, linking various housing forms, amenities and services. **(Transportation Choices)**



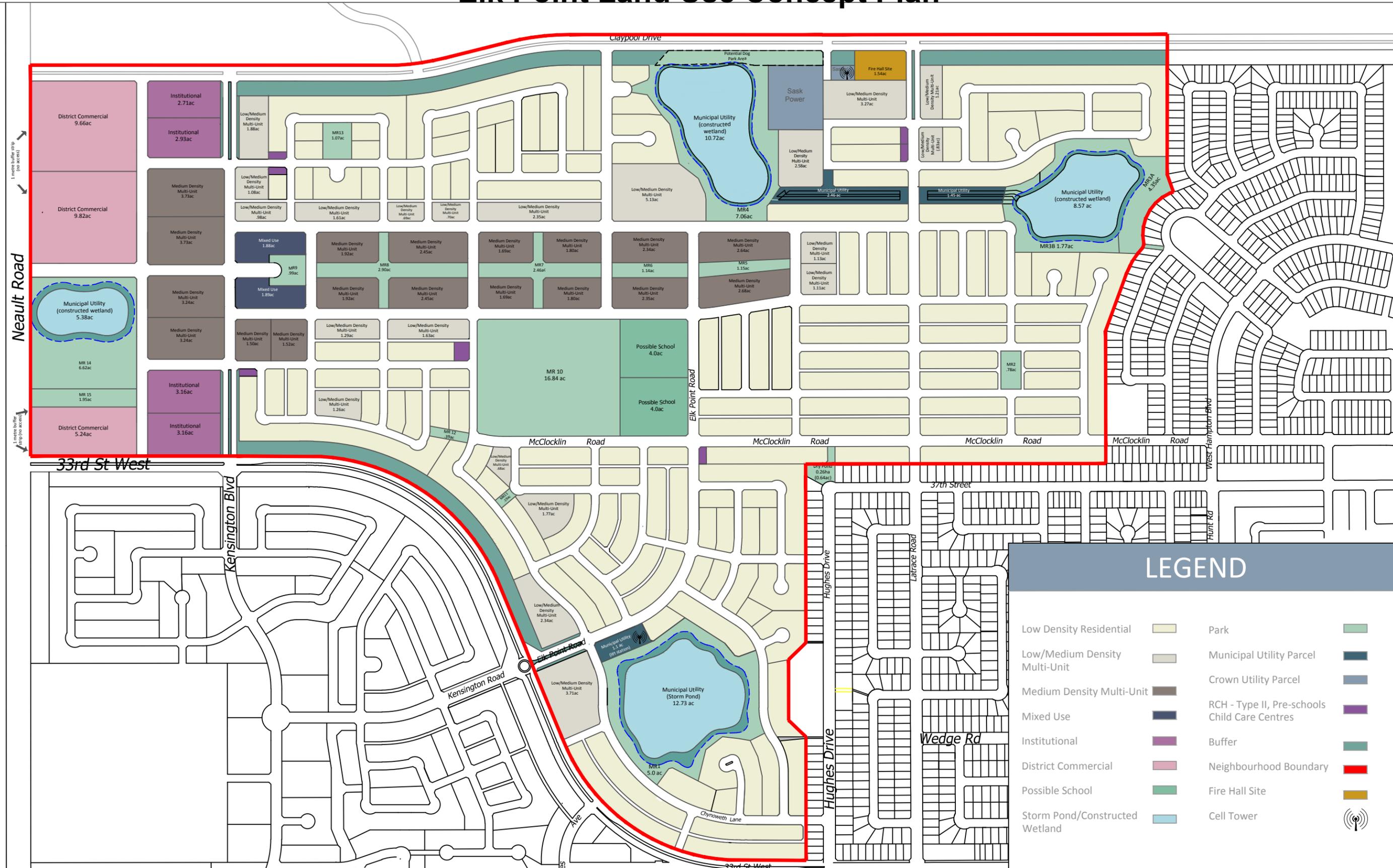
# Economic Diversity and Prosperity

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- Elk Point includes a variety of land uses including, single-family and multi-family residential lands, commercial and institutional lands. The lots and parcels offered through the various neighbourhood phases will provide a solid land base for sustained building permit activity on the City's west side. **(Amount and Value of Building Activities)**
- The construction activity associated with neighbourhood servicing and the build-out of Elk Point will help create employment opportunities in the construction industry and in construction-related fields. **(Business Growth)**
- Inventory sufficiency requirements for land developers in Saskatoon have been set at a minimum one-year supply of single-family lots and a two-year supply for multi-family parcels. Land servicing in Elk Point will ensure that these inventory requirements are maintained. **(Supply of Residential Land)**



# Elk Point Land Use Concept Plan



### LEGEND

Low Density Residential		Park	
Low/Medium Density Multi-Unit		Municipal Utility Parcel	
Medium Density Multi-Unit		Crown Utility Parcel	
Mixed Use		RCH - Type II, Pre-schools Child Care Centres	
Institutional		Buffer	
District Commercial		Neighbourhood Boundary	
Possible School		Fire Hall Site	
Storm Pond/Constructed Wetland		Cell Tower	

Land Use Concept Plan  
Figure 3

REVISIONS			DATE			BY		

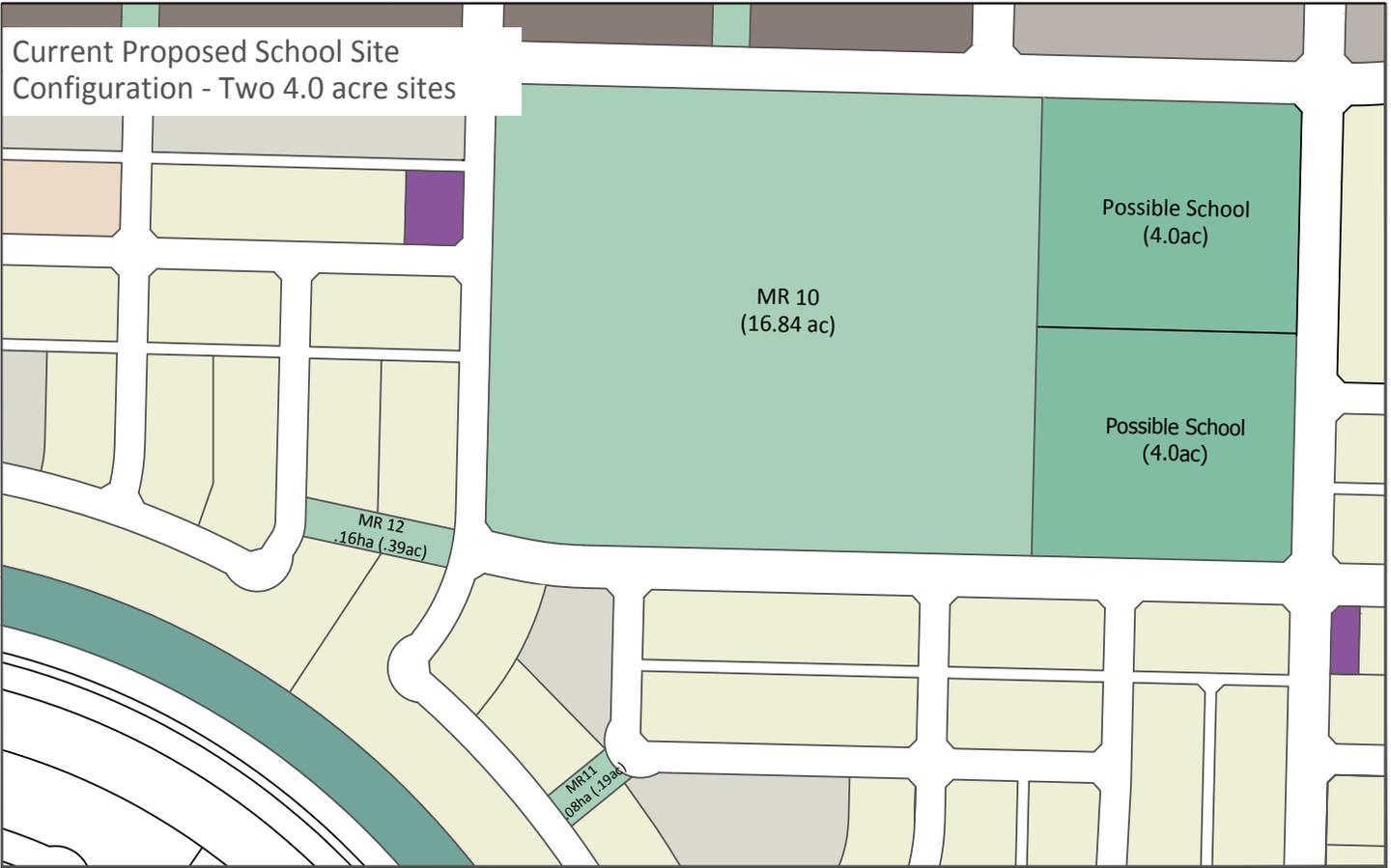
LAND DEVELOPMENT		Saskatoon Land	
Kelle Grant	PLANNER 21	Brad Murray	PROJECT MANAGER
Brad Murray	PROJECT MANAGER	Frank Long	Director
DRAWN BY: KG		DRAWN BY: Kelle Grant	
DATE:		DATE:	161
CHECKED BY:		CHECKED BY:	
DATE:		DATE:	

<p>City of Saskatoon Saskatoon Land</p>	<p>dream D development</p>	<p>elk point January 16, 2017</p>	
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## Elk Point Neighbourhood Concept Plan Quick Facts

<b>Residential</b>	
Total Land Area	233.35 ha/571.69 ac
Net Developable Area	126.86 ha/313.47 ac
Projected Population at Maximum Build Out	10,008
Projected Peak Elementary School Population at Maximum Build Out	1,397
Neighbourhood Density	17.51 persons per gross ac; and 31.93 persons per net ac
Estimated Total Number of Units	4,626 residential units
Low-Density Residential Dwellings	1,790 units
Low-/Medium-Density Multi-Unit Residential Dwellings	558 units
Medium-Density Multi-Unit Residential Dwellings	1,447 units
Mixed-Use and Institutional Multi-Unit Residential Dwellings	831 units
Neighbourhood Dwelling Split	39% low-density residential dwellings/ 61% multi-unit dwellings
<b>Retail</b>	
Total Land Area	9.45 ha/23.36 ac
<b>Mixed Use</b>	
Total Land Area	1.56 ha/3.90 ac
<b>Institutional</b>	
Office/Retail	12.18 ha/4.93 ac
<b>Open Space</b>	
Neighbourhood Park	14.11 ha/34.87 ac
District Park	8.01 ha/19.80 ac
Multi-District Park	0.696 ha/1.72 ac – previously allocated to Morris T. Chernesky Park, located outside the neighbourhood.
Total	22.12 ha/54.67 ac

### Optional School Site



## Comments from Internal Departments and Outside Agencies

**Note:** The comments below are based on the review of two early versions of the complete concept plan submission. Committee members will be emailed a link to view the final concept plan submission, as the document is large.

Agency	Comments	Response
Canada Post	<p>Mail delivery to all new subdivisions is through community mailboxes. Locations of the sites are determined when more detailed plans are received. Community mailbox sites are wheelchair accessible so curbs must be either rolled or cut at the site locations by the developer.</p> <p>All multi-level buildings with three or more tenants are required to have postal lockboxes installed at the developer's expense in the main lobby of the building according to Canada Post specifications.</p>	None required.
Saskatoon Light & Power (SL&P)	<p>The Blairmore Sector is not within the area where SL&amp;P provides electrical distribution and services. No easement will be requested.</p> <p>The street lighting will be provided by SL&amp;P. There will be multiple locations where SL&amp;P will take an electrical service point from SaskPower for the community lighting system. Locations will be determined once more detailed plans are available.</p> <p>The park and pathway lighting will be provided by the Parks Division.</p>	None required.
Saskatoon Health Region	<p>Figure 6 shows 33<sup>rd</sup> Street West (an arterial road) with a shared on-road cycling lane. This will be a high volume, higher speed road, and a shared cycling lane (i.e. one that is not protected or dedicated) is not ideal. Some suggested options are:</p> <ol style="list-style-type: none"> <li>1) an on-road protected bike lane; or</li> <li>2) a wider multi-use pathway along 33<sup>rd</sup> Street to accommodate pedestrians and cyclists with minimal conflicts.</li> </ol> <p>What other options for cycling facilities (instead of a shared on-road cycling lane) can be incorporated on 33<sup>rd</sup> Street West?</p> <p>Please ensure an adequate width of multi-use pathways throughout the neighbourhood. The park network was cited as a key component of the cycling infrastructure. If this is the intent (along with the shared lanes for cyclists and motor vehicles on the neighbourhood streets), ensure the multi-use pathways are constructed wide enough to minimize conflict between pedestrians and cyclists.</p> <p>The attention to traffic calming at intersections with higher potential for conflict between vehicles and vulnerable road users (e.g. pedestrians, cyclists, etc.) is appreciated.</p> <p>Lighting was a focus for the parks. Please incorporate other age-friendly considerations throughout the design, as well as rest areas/benches, shade, and end-of-trip facilities.</p>	The developer acknowledges the comments and will work with the Administration at the detailed design stage to ensure appropriate facilities for active transportation are constructed.

Agency	Comments	Response
CPTED	There are no outstanding CPTED recommendations for this neighbourhood concept plan.	None required.
Saskatoon Fire Department	The Saskatoon Fire Department has determined that the corner of Latrace Road and Claypool Drive within the Elk Point neighbourhood is a more strategic location for potential No. 10 Fire Hall.	The proposed fire hall has been identified on the Concept Plan.
Saskatoon Police Service	No concerns.	None required.
SaskEnergy	<p>The specific concerns consist of pipeline right-of-way (ROW), system reliability, and system isolation zones.</p> <p>Primarily, pipeline ROWs are a significant area of concern. As the development of a neighbourhood can be dynamic over its servicing period, concerns about lot, block, and roadway ROWs may result in a major impact on pipeline routing. SaskEnergy tries to anticipate and mitigate potential routing problems, but in past neighbourhoods, changes in lot and block orientations have caused either dead-ends or the need to run the gas mains in the roadway ROWs. Installing mains in the roadway ROWs can be very constricting and costly. In the past, the utilities have voiced concerns regarding lack of boulevard space for even two utilities. The provision of a 2.5 m wide green space within boulevards or allowing parallel installation under proposed sidewalks will create sufficient space to install and maintain the facilities. On a go forward basis, and if the need arises due to safety and maintenance concerns, SaskEnergy may require 3.0 m wide side yard easements to complete its routing.</p> <p>The point of importance is providing system reliability through system redundancy. This redundancy will be accomplished initially by tying the Kensington and Hampton Village systems together with interconnects through Elk Point. Future redundancies will be attained by additional subdivisions as Saskatoon grows.</p> <p>As part of the reliability process, SaskEnergy develops isolation zones in order to valve off and localize system failures to an area or allow for scheduled maintenance. These zones depend on pipeline routing and may be affected when subdivision plans are changed as stated above.</p>	The developer will work with SaskEnergy to achieve desirable outcomes with regards to utility design and servicing schemes.
SaskPower	<p>There is currently three-phase distribution running along the northern boundary of the subdivision of proposed Claypool Drive. The overhead distribution line will need to be relocated to the future ROW or berm. A buffer space or easement may be required along the north edge of the apartment and commercial sites in the northwest corner.</p> <p>There is a double-circuit overhead three-phase line running south from the Dundonald Substation. One circuit goes northwest just north of 37<sup>th</sup> Street, while the other circuit continues down Hughes Drive. Both circuits will need to be</p>	<p>The developer acknowledges the need to relocate and reservice for the development. The developer will work with SaskPower to coordinate the required utility servicing.</p> <p>The developer will work with SaskPower and the</p>

Agency	Comments	Response
SaskPower cont'd	<p>relocated. It is SaskPower's requirement that both circuits remain overhead.</p> <p>With regard to the overhead power line running along Hughes Drive, it is requested that the proposed dry pond be widened, or shifted, to accommodate the existing line location.</p> <p>There is an existing overhead transmission line that runs east-west along the future Claypool Drive. SaskPower will require the existing transmission ROW to be maintained. Any changes to the ROW or any line relocation requests will need to be coordinated with SaskPower's Transmission Department.</p> <p>SaskPower requires adequate space to bring a mobile substation into the current substation in the event of an emergency. SaskPower will also require access from Claypool Drive, as well as extending the access along the east side of the substation. SaskPower will work with the City/developer to determine exact access requirements. The overall tractor trailer length is 88 ft., and the weight is 30,500 kg (on the heaviest axle).</p>	<p>Transportation and Utilities Department at the detailed design stage to determine appropriate roadway standards to the existing substation and provide for access off of Claypool Drive.</p> <p>The developer has shifted the Hughes Drive dry pond to accommodate the routing of the existing overhead line. Prior to subdivision, the developer will discuss with SaskPower the possibility of placing this line underground.</p>
SaskTel	<p><u>SaskTel Cellular (Cell) Tower Sites</u></p> <p>One of the biggest challenges SaskTel has faced as a wireless provider has been finding suitable locations for cell towers and the public backlash when they are installed within existing neighbourhoods. Ideally, SaskTel Wireless would like towers to be in place prior to lots being sold. An insufficient number of towers will lead to poor connections, dropped calls, and slow data. SaskTel is making a significant investment and would like to work with the City and the developers to achieve reliable cell service.</p> <p>Our Wireless planners have determined that an additional new radio communication tower will be required to service Elk Point. A location has been discussed and reviewed by the Saskatoon City Cell Tower Committee. The location of this potential tower is next to the City's lift station south of Elk Point Road. Please include a figure within the Concept Plan identifying this as a potential future SaskTel tower location.</p>	<p>The developer has identified the proposed cell tower location on the Concept Plan. It is noted that the tower proposed for Elk Point in the southerly storm pond was proposed to be a 35 m stealth pole. Conversations with SaskTel indicate that a taller tower in Kensington (45 m) may negate the need for a tower in southern Elk Point. Discussions will be held with SaskTel to confirm the proposed location.</p>
Parks Division	<p>The boulevards illustrated within the central boulevard are 1.70 m in width. Median tree planting requires a minimum width of 2.0 m. It should also be noted that if the utilities are located within the medians, tree planting will not be possible.</p> <p>Active transportation linkages between Elk Point and its adjacent communities should be clearly illustrated, if existing, and if not, should be required.</p> <p>The two linear parks that extend between the two storm ponds on the north side of the neighbourhood are designated MR, but will also convey stormwater. From past similar experience, stormwater management requirements supersede the MR function (i.e. the final design leaves room for a path and nothing else). The Parks Division will require input of the design of these areas in subsequent development phases.</p>	<p>The developer has revised the Concept Plan accordingly and will work with the Parks Division to review the integration of Municipal Reserve (MR) parcels and constructed wetlands at the detailed design stage.</p> <p>The parcel of land between the two ponds has now been allocated as a Municipal Utility Parcel, instead of MR.</p>

Agency	Comments	Response
<p>Greater Saskatoon Catholic School Division</p>	<p>Assuming this neighbourhood will build out to between 12,000 and 15,000 residents, the size of the required schools will be similar to the current P3 planned facilities. That being stated, two 4-acre sites are not adequate. As a suggestion, two 6-acre sites would be more appropriate.</p> <p>Please ensure one of the two circumstances below is possible:</p> <ol style="list-style-type: none"> <li>1. Buses will be permitted to drop students off curb-side. The bus drop will be on the road.</li> <li>2. Create a bus drop-off zone off the street, but not part of the school's designated acreage.</li> </ol> <p>The Greater Saskatoon Catholic School Division would consider an option to build two individual schools separated by MR rather than two joint schools. This has always been the position of the board. Saying that, with the pending success of the current Willowgrove-Holy Family model and the new P3 schools, this desire may not be as strong as it was in the past. Either way, an option to build separate facilities would be preferred.</p>	<p>Based on the current P3 model for joint-use facilities, it appears that a school site exceeding 8 acres is required. The province is currently reviewing <i>The Planning and Development Act, 2007</i>, to address the designation of school sites, and discussions regarding land acquisition and a funding source are ongoing. The developer, the City Administration, and school boards will work toward determining the appropriate school site size and design based on this review.</p> <p>The developer has designed an option for providing a 10-acre school site if it is decided a larger site is necessary (see Attachment 4). The larger school site would be the subject of an amendment to the Concept Plan at a future date.</p> <p>It is noted that the school site is located adjacent to collector streets on three sides. In accordance with the provisions of Official Community Plan Bylaw No. 8769, the design of the school site will facilitate adequate pick-up and drop-off zones for students, including a separate service road for sites fronting onto a collector street. The design of appropriate bus drop-off zones will be addressed prior to subdivision.</p>

Agency	Comments	Response
Saskatoon Public School Board	<p>The Saskatoon Public School Board concurs with the Greater Saskatoon Catholic School Division regarding site size and bus accommodation.</p> <p>The Saskatoon Public School Board continues to support the joint-school model with other willing partner(s), whether it is another school division and/or some other organization(s) with similar community focus. It is believed that with the right partners, the whole is greater than the sum of the parts.</p>	<p>Based on the current P3 model for joint-use facilities, it appears that a school site exceeding 8 acres is required. The province is currently reviewing <i>The Planning and Development Act, 2007</i>, to address the designation of school sites, and discussions regarding land acquisition and a funding source are ongoing. The developer, the City Administration and school boards will work toward determining the appropriate school site size and design based on this review.</p> <p>The developer has designed an option for providing a 10-acre school site if it is decided a larger site is necessary (see Attachment 4). The larger school site would be the subject of an amendment to the Concept Plan at a future date.</p> <p>It is noted that the school site is located adjacent to collector streets on three sides. In accordance with the provisions of Official Community Plan Bylaw No. 8769, the design of the school site will facilitate adequate pick-up and drop-off zones for students, including a separate service road for sites fronting onto a collector street. The design of appropriate bus drop-off zones will be addressed prior to subdivision.</p>
Shaw Cable	No objections.	None required.

Agency	Comments	Response
<p>Long Range Planning Section</p>	<p><u>Walking Distance to Commercial District</u>  Consider a transit route to reduce walking distance to the commercial district. Provide adequate sidewalks and crossings for the walk between the route and commercial developments.</p> <p>Section 5.1.2 e) of Official Community Plan Bylaw No. 8769 requires that the street layout promote traffic safety and connectivity for all modes. The Long Range Planning Section has been researching theories and methods for objectively measuring the level of connectivity of urban development. Two measures of connectivity for the Concept Plan have been calculated. Based on these measures, it is clear that Elk Point demonstrates a more-than-adequate level of general connectivity and a high degree of external connectivity, particularly in comparison with recent new neighbourhoods.</p> <p>The Long Range Planning Section supports the vision for the mixed-use sites and the approach proposed by the Saskatoon Land Division to tender these sites via Request for Proposals in order to obtain the desired outcome.</p> <p><u>Hughes Drive Dry Pond</u>  It is suggested that the portion of the access to the dry pond located in the proposed neighbourhood be reoriented to align more closely with the crosswalk to the west.</p> <p><u>Wetlands</u>  According to Wetland Policy No. C09-041, the Elk Point neighbourhood area contains 33.39 ha of wetlands rated either major or significant, based on the functional classification system used by the Saskatoon Land Division’s consultant. It should be noted that this functional classification method is not consistent with Wetland Policy No. C09-041, which calls for the use of the Minnesota Routine Assessment Method. However, since the Elk Point neighbourhood is part of the Wetland Policy Demonstration Project, and the Concept Plan was submitted to the City prior to the approval of the policy, the Long Range Planning Section does not object to the functional classifications provided.</p> <p>Based on the information provided in Wetland Policy No. C09-041, a total of 20.64 ha of wetland area will be completely lost and 12.75 ha of original wetlands will be retained, but with major modifications (essentially lost and reconstructed in place). The Concept Plan includes 15.94 ha of drainage parcel, which the Long Range Planning Section is interpreting to mean constructed wetland at normal water level, plus adjacent lands up to the high water level. Based on these assumptions, the Long Range Planning Section has calculated that approximately 47.7% of the existing high value wetlands will be retained or replaced with constructed wetlands that mimic their function.</p> <p>In addition, the Saskatoon Land Section is proposing to mitigate impacts by including a number of cultural and educational amenities that will be incorporated into the design of the</p>	<p>The developer will work with the Saskatoon Transit Division to finalize transit routes.</p> <p>The design of the Hughes Drive dry pond accommodates an existing overhead power line. Prior to subdivision, the developer will work with the utility to determine the feasibility of placing the line underground at this location, allowing for a better alignment of the dry pond with the crosswalk.</p> <p>The developer will work with the Administration at the detailed design stage to achieve the recommendations pertaining to the wetlands.</p>

Agency	Comments	Response
<p>Long Range Planning Section cont'd</p>	<p>constructed wetlands, including boardwalks with viewing areas, educational signage, entry features, etc. The Saskatoon Land Division is also observing best practices for the development of constructed wetlands by using existing seedbanks retained from excavated wetland areas that will include a combination of emergent vegetation, naturalized grass mixes, naturalized shrubs, and tree stands.</p> <p>The Long Range Planning Section recommends that, in consultation with the Parks Division and any other applicable divisions, any unprogrammed park space adjacent to the constructed wetlands be naturalized to enhance run-off filtration, provide high quality habitat, and serve as a buffer to adjacent “manicured” park and urban development.</p> <p>In addition to the proposed signage, education materials for property owners explaining why constructed wetland areas do not look like traditional parks is a critical component of ensuring the success of constructed wetlands in an urban setting.</p> <p>It is acknowledged that significant wetland areas will be lost as a result of the neighbourhood development; however, the Long Range Planning Section recognizes that, in addition to preserving significant wetlands areas, the developer is also required to meet the objectives of achieving compact, sustainable, and economically viable growth patterns. The proposed constructed wetlands will be permanent, and it is anticipated that the mitigation measures proposed, adjacent to the wetlands and throughout the neighbourhood, will ensure that a high degree of function over the long-term will be maintained. Based on the commitments made in Wetland Policy No. C09-041 and the recommendations listed above, the Long Range Planning Section supports the approval of the Concept Plan.</p>	
<p>Recreation and Community Development Division (RCD)</p>	<p>There have been a few adjustments made to the Concept Plan based on prior comments from the RCD and a subsequent meeting with the developer. The RCD appreciates seeing the core neighbourhood park now around the optimal size of 16 acres. The core neighbourhood park is now 16.84 acres, and a dog park area has been identified in the north part of the neighbourhood adjacent to the wet pond, which is a good location for such an activity space.</p> <p>A parcel of land between two storm ponds was previously labeled as MR related to being a linear park. This has now been adjusted on the plan and designated as Utility parcel. The RCD is pleased to see this adjustment, so that all MR can actually be dedicated for the intended purpose of public recreation. Another change noted is that as opposed to allocating many smaller parcels of MR around the storm ponds and designating them as part of the District park allocation, the RCD is pleased to see the revised park system now includes approximately 10.25 acres of District and Multi-District park space at the west end of the neighbourhood. This 10-acre parcel allows the RCD</p>	<p>The developer will work with the Administration to accommodate the appropriate design for the passive recreational activities within the Multi-District park around the storm ponds at the detailed design.</p> <p>The Long Range Planning Section has confirmed the appropriate allocation of Multi-District MR dedication for the neighbourhood based on the Blairmore Sector Plan. The developer has revised the plan and</p>

Agency	Comments	Response
RCD cont'd	<p>to design some active play amenities for older youth and adults, which is consistent with the purpose of District parks outlined in the Park Development Guidelines. There is also District park dedication for a potential dog park (1.5 to 2.0 acres in size). This is also an activity consistent with the intent of District parks. There are, however, still a number of parcels of District park MR (collectively about 12 acres) allocated around the high water level on storm ponds, which is not consistent with the primary purpose of District parks; although it does meet with the function of “accommodating passive recreational activities”.</p> <p>In the response letter, there is a note from the Saskatoon Land Division that says that a large District and Multi-District park area is also envisaged for the third neighbourhood in the Blairmore Sector, which will help fulfill the need for programmable park space within the Blairmore Sector. In recent discussions with the Director of Business Administration, it is the RCD’s understanding that the multi-district portion of Elk Point has already been allocated with the 38.5 acre Morris T. Chernesky Park. The Blairmore Sector Plan shows 20.05 acres of over dedication allocated to Phase 2 of the development (Kensington, Elk Point and Yarrow Farms). Based on the Sector Plan, the multi-district portion of the park is already built. With this, the neighbourhood is also over dedicated by 1.67 acres of Multi-District park. 1.67 acres + 1.35 acres = 3.02 acres of over dedication that should be addressed. The staff in the Long Range Planning Section should be tracking the acres for the multi-district allocation and, thus, should be asked for comments on this.</p> <p>The RCD is pleased to see that SaskTel has requested that a second cell tower in this area be denoted on the plan upfront, which will help with managing expectations in the community when the cell tower is installed.</p> <p>The developer’s overall active transportation plan, including the park linkages for this neighbourhood, has done a great job related to connectivity of the area (e.g. cycle paths and sidewalks on both sides).</p> <p>Related to the Village Centre, the Saskatoon Land Division commented that any capital costs associated with the construction of the Village Square above the levy money collected will be incurred by the developers, but that funding for future operating costs is not provided. There needs to be some discussions with the developers about a service agreement or maintenance cost agreement if the developers are designing and constructing/building the core park above the current standards, as the RCD does not have operating funds available to maintain and replace spaces and amenities above the basic standard. Perhaps the Parks Division will have additional comments related to any above.</p>	<p>eliminated the over dedication of MR land within the neighbourhood.</p> <p>The detailed design of the Village Square is several years away. The RCD, the Parks Division, and the developer have agreed that any capital costs associated with enhancements over the standard collected by development levies will be the responsibility of the developer. The parties have also agreed that a funding strategy for the maintenance of any enhancements over the levy standards will be discussed during the detailed design stage.</p> <p>Based on the current P3 model for joint-use facilities, it appears that a school site exceeding 8 acres is required. The province is currently reviewing <i>The Planning and Development Act, 2007</i>, to address the designation of school sites, and discussions regarding land acquisition and a funding source are ongoing. The developer, the City Administration and school boards will work towards determining the appropriate school site size and design based on this review.</p> <p>The developer has designed an option for providing a 10-acre school site if it is decided a larger site is necessary (see Attachment 4). The larger school site would</p>

Agency	Comments	Response
RCD cont'd	<p>School parcels are currently showing as a total of 8 acres and, based on recent conversations with the Ministry of Education about the new integrated school designs and the recent difficulties in designing the four new integrated schools with all the requirements for the schools including the expanded parking requirements for schools into the current 8 acres size parcels, it has been suggested that these parcels should be at least 10 acres in size. The provincial government is currently doing a review of <i>The Planning and Development Act, 2007</i>, including a conversation about parcels of land dedicated for future schools, and there may be impending changes coming to that Act. The RCD would suggest checking with the Planning and Development Division to see how adjustments should be made to this Concept Plan as a proactive step.</p>	<p>be the subject of an amendment to the Concept Plan at a future date.</p>
Transportation and Utilities Department	<p>Comments from the Transportation and Utilities Department are included below.</p>	<p>The developer will continue to work directly with the Transportation and Utilities Department to fulfill the departmental requirements as detailed design and servicing plans are prepared.</p> <p>It is noted that the significant issue of downstream traffic impacts resulting from the Concept Plan has been dealt with, and required improvements have been identified for 33<sup>rd</sup> Street and Circle Drive. The Transportation and Utilities Department and the developer have agreed to the amount of the developer's share of the cost for the improvements.</p>

## **A. Transportation and Utilities Department Comments**

### **1. Neighbourhood Concept Plan**

#### **a) External and Internal Connectivity**

It is noted that traffic calming to be installed is for pedestrians and cyclists. However, in the context of Latrace Road and McClocklin Road, traffic calming is also to mitigate short-cutting.

#### **b) Sustainable Neighbourhood Design Elements**

##### Neighbourhood Layout

There is no external trail network in the adjacent neighbourhoods. This is referring to multi-use pathways and walkways.

#### **c) Neighbourhood Safety Considerations**

Please ensure that all park pathways (except within the linear park) have trailheads at intersections to allow safe crossing opportunities. Midblock crossings should be avoided where possible.

#### **d) Infrastructure**

##### Transportation

There really should be four main entry points: North-South Collector and Latrace Road from/to Claypool Drive, and Elk Point Road and North-South Collector from/to 33<sup>rd</sup> Street. On the Concept Plan, all of the entry points have the same entrance treatment. According to the Traffic Impact Statement (TIS), entering and exiting volumes are similar. The proposed ROW treatment (Collector A with a 28 m ROW and a 5 m centre median) is the same for all four entry points. The latest drawing, the Traffic Calming Plan, however, does not show this treatment at the Latrace Road entry point.

The traffic calming along Latrace Road and McClocklin Road will be applied specifically to address shortcutting and adversely impacted existing neighbourhood streets.

The results of the TIS indicate that downstream impacts of the Elk Point neighbourhood are expected to be “minimal”. This is incorrect. Downstream impacts are substantial. The TIS explicitly states that Claypool Drive and 33<sup>rd</sup> Street require signal and geometric improvements (Pages 6.7 and 10.2, Elk Point Traffic Study, October 1, 2014). The nature of these recommended improvements must be included in the Concept Plan text.

##### Pedestrian Walkways

The Transportation Division strongly advises that the addition of a walkway to provide an active transportation connection to 33<sup>rd</sup> Street from the core park is needed.

**e) Figure 4: Transportation Plan**

- i. Neault Road collector access to commercial district - the previous Concept Plan (September 2013) did not include this entrance. During preliminary discussions, the Transportation Division stated that access from Neault Road would not be permitted. Further, the TIS does not address the need for this access to the commercial district. Revise the plan drawings to remove this intersection.
- ii. Local Class B is to be used for street lengths of less than 500 m. Please provide a drawing with a scale and street lengths. It appears that the east-west street directly north of McClocklin Road on the west side is longer than 500 m.
- iii. The north-south street intersecting Claypool Drive with a right-in/right-out access must be designated a collector with an appropriate cross-section. Local streets must not connect with arterial roadways.

**f) Figure 6: Active Transportation Plan**

- i. Remove crosswalk details because they have not been placed in accordance with City policy by a Transportation Engineer.
  - Pavement markings are used at all-way stops, otherwise, they are not used when there is any type of traffic control (e.g. stop/yield sign). Since there is no signing plan yet for this neighbourhood, crosswalk marking is premature. See additional comment with respect to the Traffic Calming Plan regarding pedestrian facilities.
- ii. Park pathways (except within the linear park) must have trailheads at intersections to allow safe crossing opportunities. Midblock crossings must be avoided where possible. Pathways should be redrawn.
- iii. The linear park (dry pond at Hughes Drive and 37<sup>th</sup> Street) should be relocated so that the walkway aligns with the Elk Point intersection.

**2. Traffic Impact Study (October 2014 and January 2015 addendum)**

**a) School Sites**

When school sites are to be developed, the City requires a TIS, as well as a School Transportation Operations Plan. Contact the Transportation Engineering Section for details.

**b) Transit**

Option 1 is not desired. The new neighbourhood should not introduce another transit route in addition to Elk Point neighbourhood traffic onto an existing neighbourhood's street. Shortcutting, even by buses, is not to be promoted.

**c) Traffic Calming Plan**

The Traffic Calming Plan is approved with modifications and is to be revisited during street design and construction. The Traffic Calming Plan should identify locations for active pedestrian corridors. Six locations have been highlighted on Figure 10.2 (marked-up plan provided). Additional crossing locations and the school zone have been extended to include several important pedestrian crossings.

**d) Neault Road Access**

This road must be built to collector standard and allow right-in/right-out movements. No median opening on Neault Road will be permitted.

**e) Required Intersection Treatments for the Neighbourhood's Adjacent Streets:**

- i. Claypool Drive and North-South Collector 1 - 100% developer funded
  - signalization;
  - dedicated eastbound right turn lane (50 m);
  - dedicated westbound left turn lane (100 m); and
  - northbound left turn lane (50 m).
- ii. Claypool Drive and Latrace Road - Funded by Signing and Signals Levy
  - signalization;
  - dedicated eastbound right turn lane (50 m);
  - dedicated westbound left turn lane (75 m); and
  - northbound left turn lane (50 m).
- iii. 33<sup>rd</sup> Street and Neault Road - Previously paid for by Kensington Signing and Signals Levy
  - signalization;
  - dedicated northbound right turn lane (50 m);
  - dedicated southbound left turn lane (50 m); and
  - westbound right turn lane (75 m).
- iv. 33<sup>rd</sup> Street and Kensington Boulevard/North-South Collector 1 - Funded by Signing and Signals Levy
  - signalization;
  - dedicated eastbound left and right turn lanes (50 m);
  - dedicated westbound left and right turn lanes (60 m);
  - dedicated southbound left turn lane (50 m); and
  - single northbound all-directional lane.

**f) Required Improvements to Downstream Roadways:**

- i. Claypool Drive and Airport Drive
  - addition of a southbound right free-flow lane and an additional westbound lane on Claypool Drive to terminate at McClockin Road; however, this has already been constructed, therefore, improvements will not be implemented.
- ii. Claypool Drive and McClocklin Road
  - longer turning lanes (180 m westbound left turn lane); however, this intersection has already been constructed, therefore, improvements will not be implemented.

- iii. 33<sup>rd</sup> Street and Circle Drive – Substantial improvements required due to development. Southbound and northbound dual left turn lanes require additional deceleration lanes from Circle Drive. Cost estimate of \$655,000 to be funded by the developer.
  - west intersection:
    - additional eastbound through lane (50 m); and
    - additional southbound left turn lane.
  - east intersection:
    - additional westbound through lane (50 m); and
    - additional northbound left turn lane.

## **B. Water and Sewer Comments**

### **1. Sanitary Sewer Collection Plan**

Figure 7 – the Sanitary Sewer Collection Plan must be changed in accordance with the plans provided by the City.

## **C. Financial Comments**

### **1. Frontage Ratios**

The residential front metre per hectare calculation for this neighbourhood indicates a value of approximately 137, which is lower than the current average of approximately 144. Normally, neighbourhoods with a lower ratio tend to cost more to develop. Although this neighbourhood has a considerable multi-residential component that normally would generate less roadway length, a greater number of roadways appear to be required and the overall percentage of roadways to gross area, excluding the storm ponding area, is about 25%. This percentage is somewhat higher than other neighbourhoods.

### **2. Buffer Strips and Fencing**

The Buffer Strip Reserve funds the construction of berming as well as fine grading and seeding adjacent to railways, arterial roadways, and freeways. Berming and fencing will be utilized where necessary along arterial roadways for this neighbourhood. The City's standard berming height is 2.5 m. If sound attenuation is required above this level, the cost will be borne by the developer. Fencing will be provided to a chain-link standard.

### **3. Signing and Signals**

A reserve has been established for the installation of traffic signals for residential neighbourhoods. Normally, two pedestrian corridors and two signalized intersections are funded from the reserve. This submission indicates that a combination of four signalized intersections will be necessary, two signals along Claypool Drive, and one on both 33<sup>rd</sup> Street and Neault Road. Two of the intersections must be funded by the developers.

**4. Power Lines**

A number of power lines bisect the neighbourhood and reconstruction of overhead major lines will be required along Claypool Drive and Neault Road. The cost of these alterations and abandonment must be borne by the developers of the neighbourhood.

**5. Claypool Drive and Neault Road**

Neither of these roadways has been included within the red line of the neighbourhood and consideration should be given to include them within the proposed plan.



# Shaping Saskatoon

Bridging to Tomorrow... for a 21st Century City



## Community Engagement Summary

**Project Name:** Public Open House and Shaping Saskatoon  
**Proposed Elk Point Neighbourhood Concept Plan**  
**Applicant:** Saskatoon Land  
**File:** PL 4131-42

### Project Description

A public open house was held for the proposed Elk Point Concept Plan (Concept Plan). Information about the proposed Concept Plan was also posted on the Shaping Saskatoon online engagement tool (Shaping Saskatoon).

Elk Point is a new proposed residential neighbourhood, consisting of 233.25 ha/571.69 acres, and is the next neighbourhood to be developed in the Blairmore Suburban Development Area. The neighbourhood is bounded by Neault Road to the west, Claypool Drive to the north, and 33<sup>rd</sup> Street on the south, and is abutting the existing Hampton Village and Dundonald neighbourhoods to the east and south.

The open house was held in the Multi-Purpose Room at the Hampton Village Free Methodist Church on February 11, 2015, from 5 p.m. to 8 p.m.

### Community Engagement Strategy

Purpose	To inform and consult. Participants were provided an overview of the proposal and an opportunity to ask questions of both City staff and the developer. Written comments were accepted at the open house and on Shaping Saskatoon for two weeks following the open house.
How information will be used	Comments gathered from the open house and on Shaping Saskatoon will be used to inform the decision-making process about the proposal.
Tools used	Information boards were presented at the public open house and were posted on Shaping Saskatoon. Participants were given the opportunity to discuss the proposal with City staff and the developer. Comment sheets were provided at the open house. Comments could be provided on Shaping Saskatoon for two weeks following the open house. Individuals could provide comments to the Planning and Development Division directly (contact information was included on the public notices and on Shaping Saskatoon).
Notification	5,600 public open house notices outlining the details of the proposal were sent to surrounding property owners using Canada Post targeted mail. Notices were provided to the Dundonald and Hampton Village Community Associations. The open house and the Shaping Saskatoon website were advertised in <u>The StarPhoenix</u> for two weeks prior to the open house.



## Summary of Community Engagement Feedback

Public Open House Attendees: 24 residents signed in.

The following is a summary of written comments received at the open house and on Shaping Saskatoon:

- Would like see Claypool Drive extended and improvements to existing Claypool Drive and McClocklin Drive. Current temporary construction of a section of McClocklin Drive is dangerous for walking and cycling;
- Need to integrate cycling infrastructure and transit into the community; and
- Need “privacy” for existing residents on the west side of Hampton Village. Need to consider separating new housing from existing housing with wetlands.

## Next Steps

Action	Anticipated Timing
The Planning and Development Division presents to the Standing Policy Committee on Planning, Development and Community Services (Committee). The Committee reviews the proposal and recommends approval to City Council, or defers the item for further consideration.	May 1, 2017
The Planning and Development Division presents a report to the Municipal Planning Commission (MPC). The MPC reviews the proposal and recommends approval or denial to City Council.	May 30, 2017
Public Notice – Report is prepared and public hearing date set. The Hampton Village and Confederation Park Community Associations, the community consultant, and the Ward Councillor will be provided with direct notice of the public hearing.	June 8, 2017
Public Hearing – Public hearing conducted by City Council, with the opportunity provided for interested persons or groups to present. The proposal is considered, together with the reports of the Planning and Development Division, the MPC, and any written or verbal submissions received by City Council.	June 26, 2017
City Council Decision – May approve, deny, or defer the proposal.	June 26, 2017

Prepared by:

Dwayne Whiteside, Senior Planner  
Planning and Development Division  
January 30, 2017

Attachments: Notice of Public Open House



## PUBLIC OPEN HOUSE

### Proposed Elk Point Neighbourhood Concept Plan

Wednesday, February 11, 2015

5:00 - 8:00 PM (Come & Go)

Location: Hampton Village Free Methodist Church  
(Multi-Purpose Room) – 2930 McClockin Road

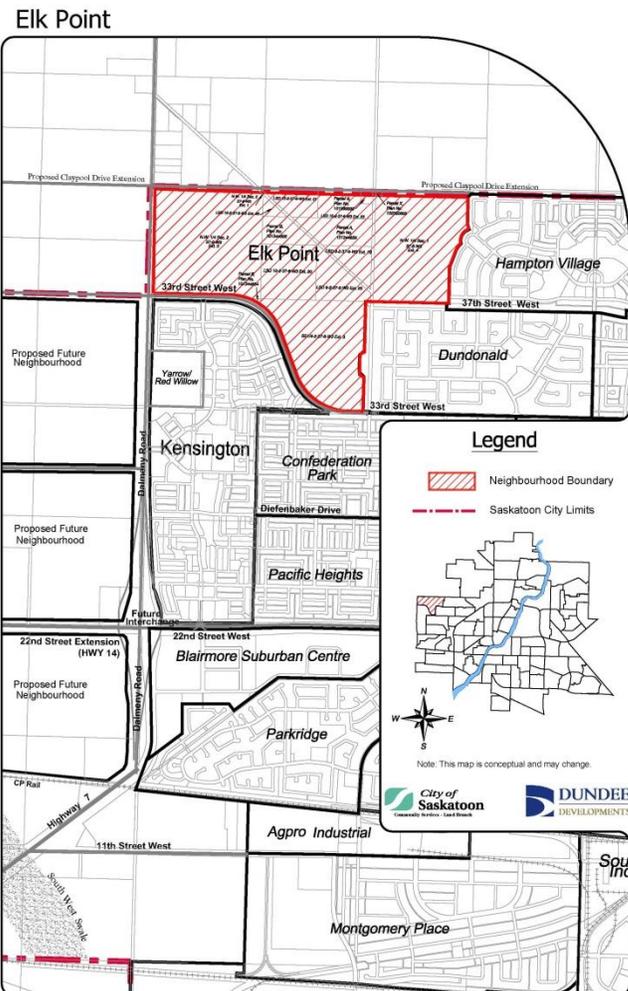
Elk Point is a new proposed residential neighbourhood, consisting of 572 acres, and is the second neighbourhood to be developed in the City of Saskatoon's Blairmore Sector. The proposed neighbourhood is bound on the west by Neault Road, on the north by Claypool Drive and on the south by 33<sup>rd</sup> Street West. It is bound on the southeast by the Dundonald neighbourhood and on the east by the Hampton Village neighbourhood.

The design of the Elk Point neighbourhood has been undertaken with the aim of creating a walkable, well-connected, mixed-use neighbourhood that meets the goals of the City of Saskatoon's Strategic Plan 2013-2023.

The neighbourhood design includes a central corridor, roadway and pedestrian network, a village centre and village square offering a mix of commercial and higher density residential land uses, and open spaces to create a liveable and vital neighbourhood. The neighbourhood will accommodate a mix of housing options while supporting connectivity for all modes of transportation. Upon completion, the neighbourhood will be home to approximately 10,000 residents.

The open house will provide an opportunity to view the proposed Neighbourhood Concept Plan and to ask questions to City of Saskatoon staff and development partners.

**Can't make the open house?** Visit [www.shapingsaskatoon.ca/discussions](http://www.shapingsaskatoon.ca/discussions) to view details of the proposals and to share your thoughts. Details of the proposal will be made available online February 4th.



**For more information, please contact:**

Ian Williamson, Planner

Saskatoon Land, City of Saskatoon

201-3<sup>rd</sup> Avenue North Saskatoon, S7K 2H7

Email: [ian.williamson@saskatoon.ca](mailto:ian.williamson@saskatoon.ca) PH: (306) 975-2893 Fax: (306) 975-3070

## Financial Implications

Buffer Strip and Fencing	The Buffer Strip Reserve will fund external buffer strips and earth berms along arterial roads adjacent to this neighbourhood to a height of 2.5 metres. If sound attenuation is required above this level, the cost is the responsibility of the developer.
Signals and Signage	A reserve has been established for the installation of traffic signalization for residential neighbourhoods. This submission indicates that a combination of four signalized intersections will be necessary, two signals along Claypool Drive, and one on both 33 <sup>rd</sup> Street and Neault Road. One of the intersections has been covered by the Kensington Signing and Signals Levy. The fourth intersection (Claypool and the North-South Collector) will be fully funded by the developer.
Power Line Alterations and Reconstruction	Several power lines bisect the neighbourhood. Costs for alterations and reconstruction of the lines will be the full responsibility of the developer.
Roadways Adjacent to the Neighbourhood: Neault Road and Claypool Drive	Portions of these two roads are adjacent to the neighbourhood, but are identified outside the neighbourhood boundary in the approved Blairmore Sector Plan. The Concept Plan shows the neighbourhood boundary has been aligned to include Claypool Drive but not Neault Road. This boundary alignment is consistent with the previous approval for the Hampton Village neighbourhood, where a portion of Claypool Drive was included based on ownership. The exclusion of Neault Road is consistent with the previous approval of the Kensington neighbourhood. The construction of both roadways will be to City standards. Any cost over the City standards will be the responsibility of the developer.
Downstream Roadway Improvements	Required improvements have been identified for 33 <sup>rd</sup> Street and Circle Drive. The Transportation and Utilities Department and the developer have agreed to the amount of the developer's share of the cost for the improvements.
School Site Size and Acquisition	Based on the current P3 model for joint-use facilities, it appears that a school site exceeding 8 acres is required. The province is currently reviewing <i>The Planning and Development Act, 2007</i> , to address the designation of school sites, and discussions regarding land acquisition and a funding source are ongoing.
Funds in Lieu of Municipal Reserve Dedication for Multi-District Park	Under the approved Blairmore Sector Plan, some of the park dedication attributable to the Elk Point neighbourhood was previously accounted for in the establishment of Morris T. Chernesky Park. As a result, the developer is required to pay funds in lieu of MR land dedication for the land used to establish this park. The payments will be to be collected at the time of subdivision.
Village Square Park, District Park, and Utility Parcels	The detailed design of these neighbourhood components is several years away. The Recreation and Community Development Division, Parks Division, and the developer have agreed that any capital costs associated with enhancements over the standard collected by development levies will be the responsibility of the developer. The parties have also agreed that a funding strategy for the maintenance of any enhancements over the levy standards will be discussed during the detailed design stage.

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## Appointment of 2017 Municipal Weed Inspectors and Dutch Elm Disease Inspectors

### Recommendation

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

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

### Topic and Purpose

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

### Report Highlights

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

### Strategic Goal(s)

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

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

### Background

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

### **Report**

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

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

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

Public and/or stakeholder involvement is not required.

### **Environmental Implications**

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

### **Other Considerations/Implications**

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

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

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

### **Public Notice**

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

### **Report Approval**

Written by: Darren Crilly, Director of Parks

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

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

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## **Saskatoon Fire Department Remembering When Program**

### **Recommendation**

That the Standing Policy Committee on Planning, Development and Community Services forward the report to City Council for information and consideration during the 2018 budget deliberations.

### **Topic and Purpose**

This report provides an update on the work being done by the Saskatoon Fire Department (SFD) together with the Saskatoon Council on Aging (SCOA) to make Saskatoon an age-friendly city.

### **Report Highlights**

1. SFD has partnered with the SCOA to ensure the fire department is responsive to the older adults in our community and is an age-friendly city.
2. As part of that partnership, we are delivering the Remembering When Program together. The Remembering When Program addresses fire safety and fall prevention. Our goal is to eventually reduce the number of lift assists SFD responds to as well as the number of fires in homes of Saskatoon's older adults.
3. In collaboration with the Saskatoon Police Service (SPS), a video is being produced that will train firefighters and police officers to interact with and respond to older adults in an age appropriate way.

### **Strategic Goal(s)**

This report supports the City of Saskatoon Strategic Goal of Quality of Life. Providing older adults with the information they need to ensure their fire safety and prevent falls will help them remain in their own homes longer thereby improving their quality of life. Training firefighters on how to interact with older adults in an age appropriate way will also improve the quality of life experienced by older adults throughout our city.

### **Background**

After the age of 65, older adults are twice as likely to be killed or injured by a fire as the rest of the population. To address that issue, SFD has educated groups of older adults on the fire safety measures that are in their homes (smoke alarms, fire alarms, sprinklers etc.) and explained how they should leave their home and/or condo in the case of a fire. Included in those presentations were discussions about how to avoid some of the most common causes of fires. Seniors groups and seniors condominiums were targeted for these fire safety presentations.

In 2014, SFD met with the Saskatoon Council on Aging with regards to Phase II of their Age-friendly Saskatoon Initiative. As a direct result of that meeting, SFD and SPS hosted a Seniors Forum which allowed us to actively listen to older adults and hear their concerns regarding our prospective services and how they felt those concerns could be rectified.

Two projects were undertaken as a result of our Age-friendly Saskatoon discussions with SCOA and the Seniors Forum – Remembering When and a training video for front line staff on how to interact with older adults in a respectful and age-friendly way.

## **Report**

### Remembering When Program

Remembering When is a program designed by the National Fire Protection Association (NFPA) that uses nostalgia to promote eight fire safety and eight fall prevention messages through group presentations and home visits. The goal of the program is to help older adults eliminate fire and fall hazards in their environment so that they can stay in their homes if they would like. Through the program, we also teach what to do in the event of a fire and how to get up from the floor if you have fallen and are not hurt.

Statistics show that the likelihood of either a fire or fall increases as we age. A person is four times as likely as the regular population to be injured or killed in a fire after 85 and have a one in two chance of falling. SFD does not keep statistics on the age of individuals who had a fire but in 2016 picked up 732 people who had fallen and were unable to get up.

In March of 2016, the Saskatoon Fire Department formed a partnership with the SCOA to deliver the Remembering When Program. SCOA agreed to provide a volunteer to assist with the presentations, training of volunteers, developing and implementing the program.

In November of 2016, a team from Saskatchewan, which included a member from SFD, SCOA and the Office of the Fire Commissioner, received a scholarship from the NFPA to attend a training course on how to deliver the Remembering When Program. The plan is to establish a vibrant program in Saskatoon and then expand it throughout the province working with the Office of the Fire Commissioner.

The team returned home excited to implement the program and immediately began the process of promoting the program, finding volunteers and establishing partnerships so any concerns found during a home visit could be referred to the appropriate organization.

To date, we have completed 13 group presentations and seven home visits with 10 pending. We have also trained three SFD volunteers as well as staff from Saskatoon Services for Seniors to complete the home visits.

As part of our evaluation process we give each participant a pen and sticky note pad and ask them to write an "I will ...." statement indicating one action they will take as a result of the program. In the last three months we have reached more than 350 people and collected 135 "I will ..." statements.

## **Saskatoon Fire Department Remembering When Program**

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On June 13, 2017, our first Safety Style Down the Aisle Fashion Show will be performed at McClure United Church. The fashion show promotes the eight fire safety and eight fall prevention messages in a fun and engaging way. Two more fashion shows are planned for this year, one in October at the Spotlight on Seniors Tradeshow and one in December for the Century Club. Members of the Meri Misfits will be our models.

SFD and SCOA are excited about the Remembering When Program and the support they have received from the community. This program has the ability to dramatically impact the quality of life experienced by older adults in our community.

### Training Video

The purpose of the video is to train firefighters and police officers on appropriate ways to approach and interact with older adults during an emergency. Information shared is designed to help emergency workers put themselves in the older adult's shoes and offers tips on actions that can be taken that are both respectful and calming.

On March 23, 2017, SPS, SFD and SCOA filmed a short training video using a volunteer from SCOA, older adults who live at Preston Park I, and SPS and SFD employees as our talent. We expect the editing of that video will be completed shortly. Once the video is available, all SFD firefighters will be required to view it as part of their training schedule.

### **Financial Implications**

Remembering When – The anticipated costs of administration, supplies and training is anticipated to be \$32,000. Operating costs to support the program will be ongoing.

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

- Saskatoon Council on Aging – partnership to provide a volunteer organizer and presenter.
- Saskatoon Health Region (Seniors First, Home Care and CPAS) – establish a process for referring older adults with more complex needs.
- Saskatoon Health Region (Forever in Motion and Staying on Your Feet) – promoting their older adult exercise programs.
- Saskatoon Health Region Injury Reduction and Fall Prevention Coordinator – ensuring consistent messaging and resources.
- Saskatoon Services for Seniors – facilitating needed construction upgrades and promoting safety messages during home service visits such as house cleaning.
- Targeted Volunteers – making home visits.
- Alsask Fire Equipment Ltd. – providing smoke alarms when an outdated smoke alarm is identified during a home visit.
- Meri Misfits – providing talent for the Safety Style Down the Aisle Fashion Show.
- Habitat for Humanity – providing a construction expert to evaluate the project and provide a detailed description and material list for the construction volunteers.
- Saskatoon Public Schools – volunteering for construction upgrades.
- SGI/ABI – provided a grant to purchase fall prevention items to give away during home visits.

- The Canadian Red Cross – exploring the possibility of promoting the Remembering When fire safety and fall prevention messages during their Saskatchewan Friendly Visiting Program that they are piloting in the Yorkton area.

### **Communication Plan**

Our communication plan includes articles in the SCOA and SSFS newsletters, hand delivered letters to specific condo buildings promoting the program, posters for community events displayed on public billboards and delivered to Forever ... in motion exercise instructors.

The SCOA newsletter is delivered electronically to 1200 people three times a year. Articles about the Remembering When Program are also being featured in Enews which reaches about 1100 people each month.

The SSFS quarterly newsletter reaches approximately 1200 people and is distributed electronically, mailed or hand delivered.

### **Other Considerations/Implications**

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

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

Your administration is seeking ongoing support for the Remembering When program during the 2018 budget process.

### **Public Notice**

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

### **Report Approval**

Written by: Dori Krahn, Community Relations Coordinator  
Approved by: Anthony Tataryn, Acting Fire Chief  
Approved by: Murray Totland, City Manager

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

### Recommendation

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

### Topic and Purpose

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

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

### Report Highlights

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

### Strategic Goals

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

### Background

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

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

## **Report**

### Proposed Policy Amendments

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

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

### Garden and Garage Suite Inspections

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

### Key Items Remain Unchanged

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

### National Energy Code

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

## **Options to the Recommendation**

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

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

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

### **Communication Plan**

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

### **Policy Implications**

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

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

### **Other Considerations/Implications**

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

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

No follow-up report will be required.

### **Public Notice**

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

### **Attachment**

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

### **Report Approval**

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

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

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

**CITY OF SASKATOON**  
**COUNCIL POLICY**

NUMBER  
C09-029

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

1. PURPOSE

The purpose of this policy is to:

- a) define the City's role with respect to the administration and enforcement of *The Uniform Building and Accessibility Standards Act*;
- b) adopt the list of building code items that will be reviewed and inspected for each of the building types covered by this policy under the City's Building Permit Inspection and Plan Review Programs;
- c) establish mandatory inspection stages for building types covered by this policy; and
- d) outline the powers of inspectors to confirm compliance with the Building Code where work to be inspected at a mandatory inspection stage or follow-up inspection has been covered up.

2. APPLICATION

This policy applies to:

- a) new one-unit dwellings;
- b) new one-unit dwellings with secondary suites;
- c) new secondary suites in existing one-unit dwellings;
- d) new two-unit dwellings;
- e) **new garden/garage suites;**

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C09-029

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>The Plan Review and Building Inspection Program</i>	<i>November 19, 2001</i>	<i>October 12, 2010</i>	<i>2 of 5</i>

- f) new ground-oriented residential buildings;
- g) new residential garages and other accessory buildings serving the above-noted occupancies; and
- h) additions and alterations to, and relocation or demolition of existing buildings indicated in Section 2 a) to g) above.

### 3. POLICY

#### 3.1 General

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

- a) reviewing the building plans for Code items listed in this policy for each respective building type;
- b) inspecting a representative sample of each of the Code items listed in this policy for each respective building type;
- c) enforcing compliance with the Code respecting items listed in this policy for each respective building type; and
- d) inspecting each respective building type at the stages of construction provided in this policy.

#### 3.2 Background

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

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C09-029

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>The Plan Review and Building Inspection Program</i>	<i>November 19, 2001</i>	<i>October 12, 2010</i>	<i>3 of 5</i>

- b) The Building Permit Inspection and Plan Review Program is not intended to inspect for compliance with all aspects of *The Uniform Building and Accessibility Standards Act*, but rather is designed to provide for inspection of only those Code items listed in this policy.
- c) In determining the Code items that the City will review and inspect and the scope of building inspections, City Council has balanced the City's financial and human resources with its obligation to provide an adequate level of assurance to the public that buildings in the City will meet the following objectives: structural sufficiency, health safety, life safety, fire safety and barrier free access.

### 3.3 Mandatory Inspection Stages

#### a) General

Mandatory inspections stages are identified as the following:

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

#### b) Applicable Mandatory Inspection Stages

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

- i) Mandatory inspection stages applicable to each specific project will be identified at the Plan Review Stage; and
- ii) The building or project will be inspected at each mandatory inspection stage as identified at the Plan Review Stage.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C09-029

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>The Plan Review and Building Inspection Program</i>	<i>November 19, 2001</i>	<i>October 12, 2010</i>	<i>4 of 5</i>

## 3.4 Building Plan Review

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

## 3.5 Building Inspections

- a) Buildings and projects will be inspected for the Code items outlined in Appendix B.
- b) Where, at the time of a mandatory inspection stage or a follow-up inspection, work required to be inspected has been covered, the owner may be ordered to:
  - i) uncover any or all of the work to permit a visual inspection;
  - ii) provide acceptable evidence to provide assurance that the construction meets the requirements of the Code, including but not limited to letters from the builder or engineer associated with the project, CSA labels, and testing reports.
- c) Buildings and projects may be inspected for the building code items outlined in Appendix C where, during the course of a mandatory or follow-up inspection, the inspector has concerns with on site conditions or it is apparent that construction pertaining to one of these items is, or may be, in contravention of the Code.

## 4. RESPONSIBILITIES

### 4.1 Community Services Department, Building Standards Branch

- a) Review the building plans for the Code items listed in this policy for each respective building type or project;
- b) Inspect the Code items listed in this policy for each respective building type or project;
- c) Inspect each respective building type or project at the construction stages outlined in this policy; and

# CITY OF SASKATOON COUNCIL POLICY

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NUMBER

C09-029

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<b>POLICY TITLE</b>	<b>EFFECTIVE DATE</b>	<b>UPDATED TO</b>	<b>PAGE NUMBER</b>
<i>The Plan Review and Building Inspection Program</i>	<i>November 19, 2001</i>	<i>October 12, 2010</i>	<i>5 of 5</i>

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

4.2 City Council

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

**APPENDIX A – POLICY C09-029**

**CODE ITEMS CHECKED AT PLAN REVIEW STAGE**

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

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

**NOTES:**

Incorrect Information

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

Professional Structural Alternatives

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

Factory-Built and Mobile Homes

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

Engineer and Architect Drawings

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

Scope of Plan Review Limited for Building Relocation or Post-fire Repair

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

Shop Drawings

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

Insulation, Air Barrier and Vapour Barrier on Detached Garages

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

Flame Spread Rating

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

Attic and Crawl Space Access Dimensions

Dimensions will only be checked if there is a significant Code or bylaw contravention.

**APPENDIX B – POLICY C09-029**

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

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

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

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

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

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

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

**NOTES:**

Engineer and Architect Drawings

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

Engineered Products

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

Factory-Built and Mobile Homes

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

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

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

**LIMITATIONS:**

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

Nailing Patterns and Nailing

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

Steel Beams and Columns

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

Fire Separations

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

Wall & Floor Insulation

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

Attic Insulation

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

Air Barrier

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

Attic and Crawl Space Access

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

Concrete Fill

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

**APPENDIX C - POLICY C09-029**

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

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

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

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

**NOTES:**

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

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

### **Recommendation**

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

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

### **Topic and Purpose**

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

### **Report Highlights**

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

### **Strategic Goal**

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

### **Background**

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

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

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

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

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

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

### **Report**

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

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

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

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

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

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

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

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

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

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

### Alternate Sources of City Funding for Jubilee Residences

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

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

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

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

### **Options to the Recommendation**

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

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

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

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

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

### **Other Considerations/Implications**

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

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

No follow-up is required.

### **Public Notice**

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

### **Attachments**

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

### **Report Approval**

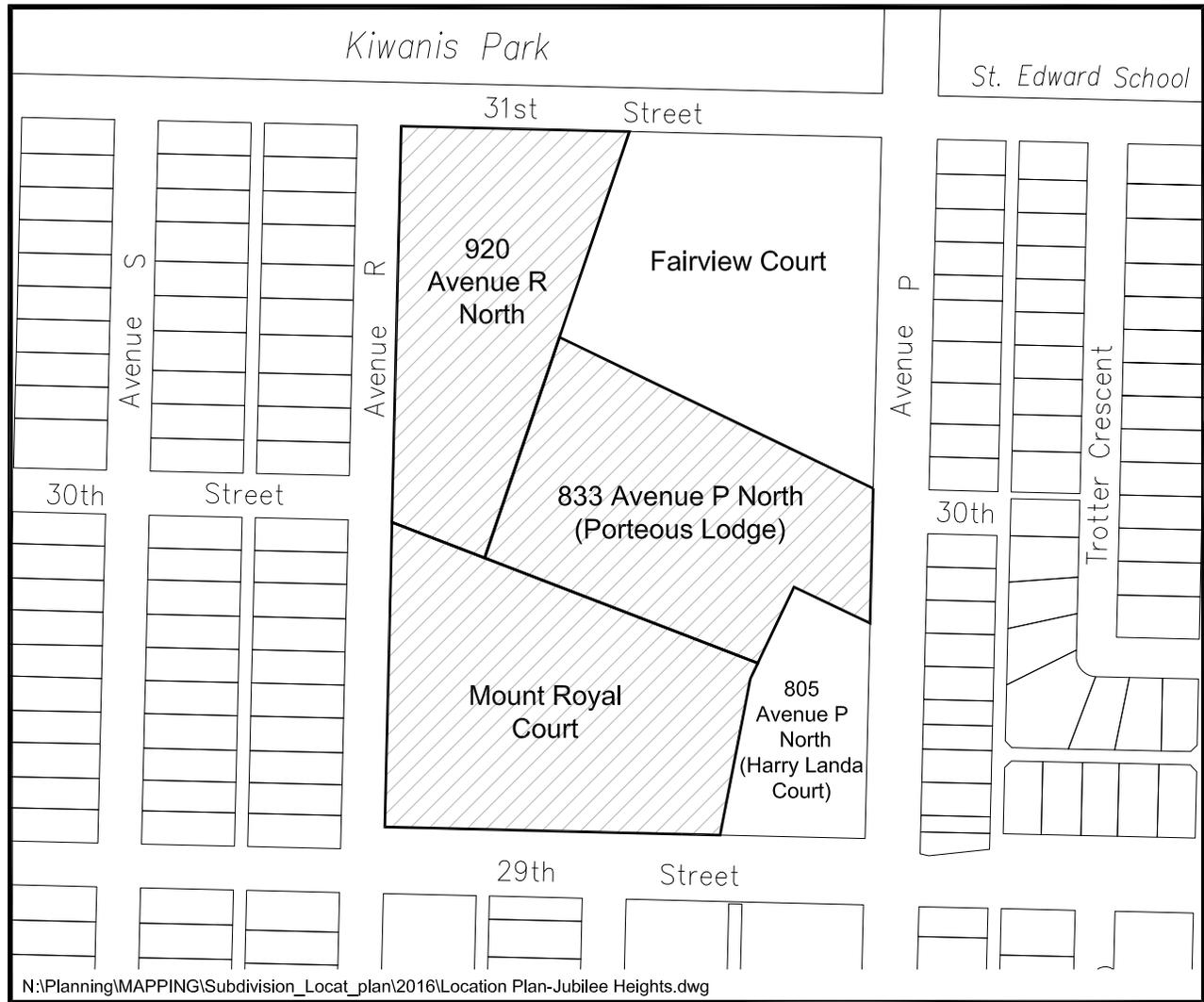
Written by: Daryl Sexsmith, Housing Analyst, Planning and Development

Reviewed by: Lesley Anderson, Director of Planning and Development

Approved by: Randy Grauer, General Manager, Community Services Department  
Jeff Jorgenson, General Manager, Transportation and Utilities Department

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

# Jubilee Heights Affordable Housing Sites



 - Owned by Jubilee Residences

## Letter from Jubilee Residences



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

November 1, 2016

Dear Lesley,

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

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

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

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

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

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

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

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

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

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

Sincerely,



R.J. Cowan, Board Chair

cc. Daryl Sexsmith, Housing Analyst, City of Saskatoon

## Policy Section on Waiving Off-Site Levies

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

#### 4.4 Waiving Offsite Levies for Affordable Housing

- a) City Council, at its discretion, may waive the payment of offsite levies payable as the result of the development of affordable housing in very specific circumstances.
- b) Eligible housing projects must meet all eligibility criteria for affordable housing projects as listed in section 3.1 of this Policy.
- c) Eligible housing projects must meet the needs of low-income households as defined in Section 2.2 of this Policy.
- d) The following criteria have been developed to identify specific circumstances where the payment of offsite levies may be waived by resolution of City Council:
  - i) only registered non-profit organizations will be considered, including faith based groups;
  - ii) only that portion of off-site levies related to affordable housing will be waived (this will allow collection of levies for market units in mixed projects which contain market and affordable units);
  - iii) only neighbourhood revitalization and major redevelopment projects as designated by resolution of City Council will be considered;
  - iv) the value of the off-site levies is payable if affordable units become market units within ten years (e.g., through sale); and
  - v) the waiver of off-site levies does not include capacity expansion costs. All costs for capacity expansion, as a result of redevelopment, must still be paid by the developer.

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

### **Recommendation**

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

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

### **Topic and Purpose**

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

### **Report Highlights**

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

### **Strategic Goals**

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

## **Background**

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

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

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

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

## **Report**

### Growth Plan Implementation Initiatives Requiring RFPs

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

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

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

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

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

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

#### Rationale for RFPs

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

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

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

#### Authorization to Issue Additional RFPs Under PTIF

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

#### **Options to the Recommendation**

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

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

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

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

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

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

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

### **Financial Implications**

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

### **Other Considerations/Implications**

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

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

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

### **Public Notice**

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

### **Attachments**

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

### **Report Approval**

Written by: Chris Schulz, Growth Plan Manager, Planning and Development

Reviewed by: Lesley Anderson, Director of Planning and Development

James McDonald, Director of Saskatoon Transit

Carla Blumers, Director of Communications

Jeff Jorgenson, General Manager, Transportation and Utilities Department

Catherine Gryba, General Manager, Corporate Performance Department

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

## **Request for Proposals Overview**

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

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

#### **RFP Purpose and Approach**

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

#### **Summary of Scope**

Scope of Works:

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

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

#### **Expected Contract Time Frame**

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

#### **Estimated Contract Value**

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

## Request for Proposals Overview

### Transit Village Concept Plans

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

#### RFP Purpose and Approach

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

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

#### Summary of Scope

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

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

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

#### Expected Contract Time Frame

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

#### Estimated Contract Value

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

## Request for Proposals Overview

### Growth Plan Engagement

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

#### RFP Purpose and Approach

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

#### Expected Contract Time Frame

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

#### Estimated Contract Value

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

#### Summary of Scope – What types of services does the RFP include?

Requested services will vary project by project, depending on engagement requirements as defined by the City. The proponent may be asked to provide engagement services including, but not limited to, those listed below:

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

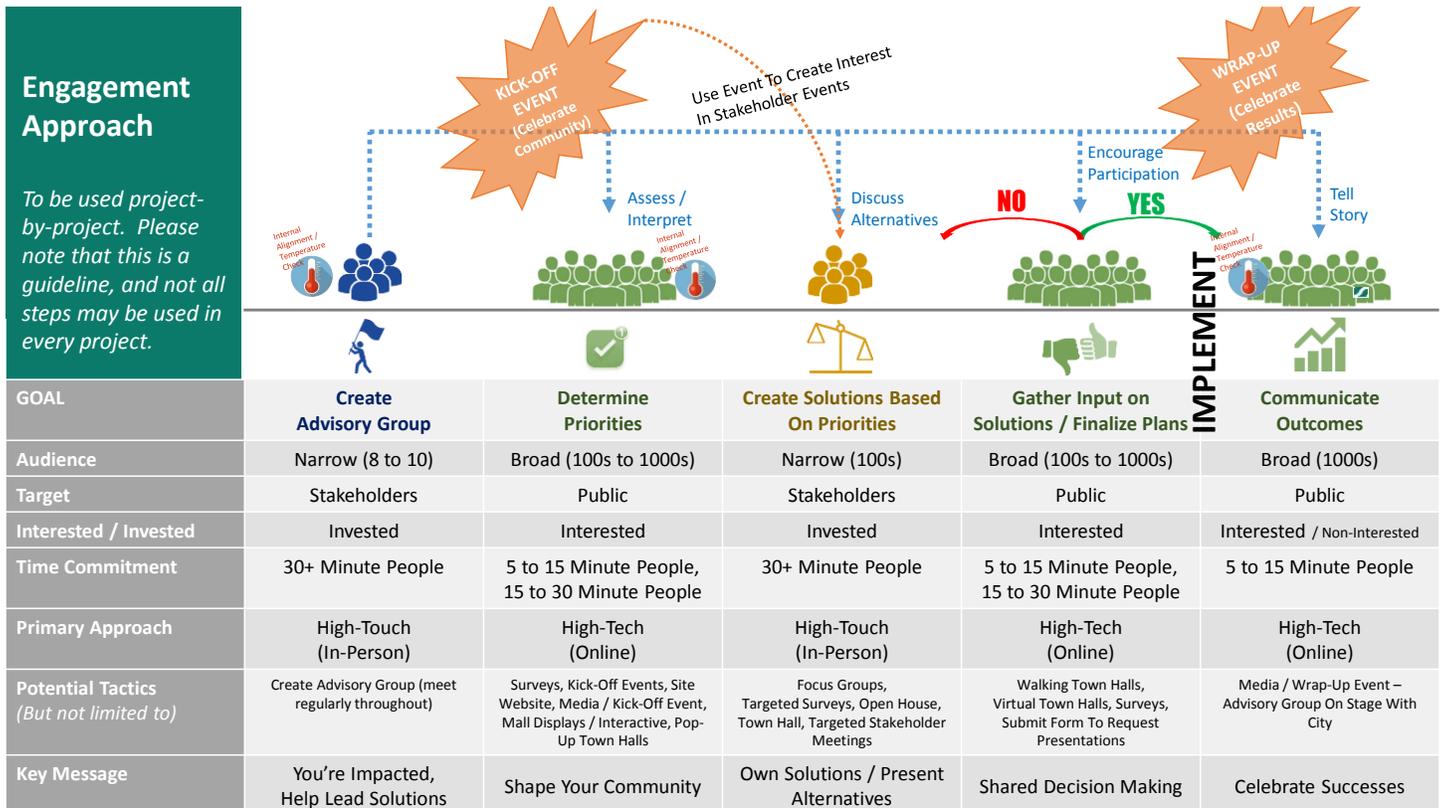
#### Preliminary Direction on Growth Plan Implementation Engagement Projects

*May include, but are not limited to:*

Projects (2017 to 2018)	Anticipated Events	Possible Tactics
<p><u>Starting Fall 2017:</u></p> <ol style="list-style-type: none"> <li>1) Corridor Planning Program;</li> <li>2) Transit Village Concept Plans (for 12 months); and</li> <li>3) Transit station design (for 12 months).</li> </ol> <p><u>Starting 2017 to 2018:</u></p> <ol style="list-style-type: none"> <li>4) Bus Rapid Transit – functional planning;</li> <li>5) Brownfield Renewal Strategy;</li> <li>6) Transit Reconfiguration Plan;</li> <li>7) Park and Ride Strategy; and</li> <li>8) Strategic Infill Strategy.</li> </ol>	<ul style="list-style-type: none"> <li>- Major Growth Plan Implementation Kick-Off Event (Fall 2017): Launch Growth Plan Implementation Phase - identify the projects/conversations the City will be having over the coming year or two.</li> <li>- Major Review Options Event (February 2018): Bring the community together to review options/alternatives for multiple projects.</li> <li>- Individual engagement activities for the eight projects identified.</li> </ul>	<ul style="list-style-type: none"> <li>- Advisory/focus groups;</li> <li>- Town halls (in-person/virtual/walking);</li> <li>- Competitions;</li> <li>- Kick-off/wrap-up events;</li> <li>- Neighbourhood canvassing;</li> <li>- Online discussion forums;</li> <li>- Physical space displays;</li> <li>- Pop-up town halls/info booths;</li> <li>- Presentations;</li> <li>- Stakeholder meetings; and</li> <li>- Surveys/questionnaires.</li> </ul>

## STEP 1: Project-By-Project Engagement Approach

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



**Rationale for Request for Proposals for Growth Plan Initiatives**

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