



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

Monday, December 4, 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 the following requests to speak be added to Item 6.3.1:
 1. Brent Penner, dated December 2, 2017;
 2. Randy Pshebylo, dated December 3, 2017;
2. That the request to speak dated November 30, 2017 from Chanda Lockhart, The Saskatchewan Landlord Association be added to Item 7.2.4;
3. That the following letters submitting comments be added to Item 7.2.5:
 1. Erin McKay, dated December 1, 2017;
 2. Wendy Janzen, dated December 4, 2017;
 3. Sandy and Jim Jasieniuk, December 3, 2017;
 4. Lois Thorne, dated December 3, 2017;
 5. Joan Mclean, dated December 2, 2017;
 6. Joseph Blatz, dated November 29, 2017; and
4. That the agenda be confirmed as amended 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 October 30, 2017 be approved.

5. UNFINISHED BUSINESS

6. COMMUNICATIONS (requiring the direction of the Committee)

6.1 Delegated Authority Matters

- 6.1.1 Lindsay Herman, Nutana Community Association - Parking Patios [File No. CK 4350-017-001] 6 - 7**

A letter dated October 30, 2017 from Lindsay Herman, Nutana Community Association is provided.

Recommendation

That the information be received and forwarded to the Administration for inclusion in the file on this matter.

6.2 Matters Requiring Direction

6.3 Requests to Speak (new matters)

- 6.3.1 DeeAnn Mercier, Broadway Business Improvement District - Restricting Poster Locations within Business Improvement Districts 8 - 19**

A letter dated November 20, 2017 from Ms. DeeAnn Mercier, Executive Director, Broadway Business Improvement District is provided. A PowerPoint presentation will be provided.

Bylaw No. 7565, The Poster Bylaw, 1996, is provided for reference purposes.

The following requests to speak have been received:

1. Brent Penner, dated December 2, 2017; and
2. Randy Pshebylo, dated December 3, 2017.

Recommendation

That the information be received.

7. REPORTS FROM ADMINISTRATION

7.1 Delegated Authority Matters

- 7.1.1 Update on Amendments to The Planning and Development Act, 2007 [File No. CK 127-3 and PL 127-4-2 (BF 033-17)] 20 - 25**

A PowerPoint presentation will be provided.

Recommendation

That the information be received.

- 7.1.2 Denial of Proposed Subdivision - University Heights Development Area [File No. CK 4300-1 and PL 4300-15/17]** 26 - 30

Recommendation

That Subdivision Application No. 15/17 be denied as proposed Parcel C and the remainder of LS 13, as shown on Proposed Subdivision of all of Parcel A, Plan No. 97S53131 and part of LS 13 NW ¼ 24-37-5 W3, dated May 4, 2017, does not comply with the Development Standards of Zoning Bylaw No. 8770 regarding minimum site area for a one-unit dwelling and an agricultural operation in the FUD – Future Urban Development District.

7.2 Matters Requiring Direction

- 7.2.1 Neighbourhood Level Infill Development Strategy - Three- and Four-Unit Dwellings per Corner Site [File No. CK 4350-63 and PL 4350-28]** 31 - 56

A report from the Saskatoon & Region Home Builder's Association is provided for consideration with this item. Ms. Chris M. Guerette, CEO, has requested to speak.

Recommendation

That the report of the General Manager, Community Services Department, dated December 4, 2017, be forwarded to the Municipal Planning Commission and City Council for information.

- 7.2.2 Delegation of the Denial or the Imposition of Conditions on a Subdivision Application [File No. CK 4300-0 and PL 4115-1]** 57 - 59

Recommendation

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

1. That the denial or the imposition of conditions on a subdivision application be delegated to the Development Officer; and
2. That the City Solicitor be requested to prepare the necessary amendments to *Bylaw No. 6537, Land Subdivision Bylaw*, and *Bylaw No. 9170, Procedures and*

7.2.3 Public Notice Policy - Miscellaneous Amendments [File No. CK 366-1] 60 - 61

Recommendation

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

1. That the Public Notice Policy be amended as outlined in the December 4, 2017 report of the City Solicitor; and
2. That the City Solicitor be requested to prepare the appropriate bylaw amendment to *Bylaw No. 8171, The Public Notice Policy Bylaw, 2003.*

7.2.4 Licensing Rental Properties and Regulations of Nuisance Calls for Emergency Services [File No. CK 750-1, x4400-1] 62 - 73

A request to speak dated November 30, 2017 from Chanda Lockhart, The Saskatchewan Landlord Association is provided.

Recommendation

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that the Administration be directed to explore a licensing program for rental property businesses which includes provisions to regulate nuisance calls for emergency services and report back including recommendations to City Council through the Standing Policy Committee on Planning, Development and Community Services.

7.2.5 Residential Fire Pits/Revision of Open-Air Fire Bylaw [File No. CK 2500-1] 74 - 94

The following letters have been provided:

- Erin McKay, dated December 1, 2017;
- Wendy Janzen, dated December 4, 2017;
- Sandy and Jim Jasieniuk, December 3, 2017;
- Lois Thorne, dated December 3, 2017;
- Joan Mclean, dated December 2, 2017; and
- Joseph Blatz, dated November 29, 2017.

Recommendation

That the information be received.

7.2.6 Progress Update – South Caswell Redevelopment Project – Former Saskatoon Transit Sites [File No. CK 4110-43 and PL 4110-19-11]

95 - 102

Recommendation

That the report of the General Manager, Community Services Department, dated December 4, 2017, be forwarded to City Council for information.

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

From: City Council
Sent: Monday, October 30, 2017 2:43 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Monday, October 30, 2017 - 14:42
 Submitted by anonymous user: 69.11.46.57
 Submitted values are:

Date: Monday, October 30, 2017
 To: His Worship the Mayor and Members of City Council
 First Name: Lindsay
 Last Name: Herman
 Address: 705 Eastlake Avenue
 City: Saskatoon
 Province: Saskatchewan
 Postal Code: S7N 1A2
 Email: civics2@nutana.ca

Comments:

On behalf of the Nutana Community Association (NCA), I am writing in response to recent concerns expressed by a local business owner in the Broadway commercial area regarding the use of parking patios. The NCA board conducted an extensive conversation, wherein it was determined that the presence of parking patios are an important component to the core priorities expressed in the Broadway 360 Plan, and among many local residents. Our decision to reach out to City Council surrounding this issue is informed by our continual mission to represent the best interests of our community, and to ensure that existing plans and documents produced by the community itself are honoured in future planning and development decisions.

On Monday, August 14th Mr. Bannan - a local business manager - presented to the City's Standing Policy Committee on Planning, Development and Community Services, where he expressed concern over the presence and popularity of parking patios along Broadway Avenue. Here, he expressed concern that the frequency of parking patios along the Broadway corridor limits parking opportunities for neighbouring business patrons, and stands to negatively impact their profitability. Committee members noted an upcoming review of the Parking Patio program (initially emphasizing funding and fee programs), but have requested to Administration that a further review be included to accommodate density and parking considerations.

As a component to this process, the NCA would like to bring several considerations to light, that are intended to represent existing community priorities as expressed throughout the Broadway 360 Plan, and the more personal experiences of neighbouring residents in the area.

Firstly, it should be noted that during the time frame within which Mr. Bannan has experienced sales declines that he attributes to a lack of adjacent parking availability, the Broadway corridor has gained two new parking lots. These lots are located on the previous locations of the Farnham Block (11th St. & Broadway Ave) and the RBC Building (Main St. & Broadway Ave). As several residents of the surrounding area have noted, these lots are rarely full to capacity, and demonstrate a net surplus of parking in comparison to previous years. Though parking stalls were foregone in front of Museo Coffee, Nosh Eatery and Tap, and the Burning Beard over the Summer of 2017, there remained more parking in the Broadway area than had been available for many years.

Secondly, I would like to highlight the continual struggle that seems to plague our neighbourhood - that of pedestrians versus vehicles. While vehicular traffic is a primary means of transportation for a large majority of Saskatoon residents, a modern and 21st Century city must overcome the temptation to forego all place-making and people-centric development considerations in the name of vehicular accommodation. The Broadway 360

Plan, a prized community document developed between the City of Saskatoon, Nutana residents and the Broadway BID, recognizes 'pedestrians first' as one of its five key vision pillars. The loss of iconic buildings along the Broadway corridor, and their replacement with large parking lots has been a difficult pill to swallow for many Nutana residents and Broadway-shoppers alike. Luckily, our losses in terms of history and streetscape are being slowly recovered through new initiatives that seek to put pedestrians, walkability and street-level activity

first. The City's parking patio program has brought life to the Broadway corridor. While these patios may directly benefit food-service industries over their neighbouring retail or office outlets, it is important to consider the influence of these patios in creating the incentive to slow down, stay, and observe the neighbourhood. As world-renowned architect and public-life researcher Jan Gehl has recognized, providing a street with these characteristics improves a sense of belonging, a sense of place, and the overall 'health' of a public area. To quote the Broadway 360 Plan...

"Broadway Avenue... is by design a pedestrian-oriented environment. Indeed, its very appeal, charm and novelty are rooted in the fact that it is an inviting place to walk, stroll, meet and interact. That it is such a vibrant commercial area, despite the lack of any major parking facilities or surface lots, is a testament to people's willingness to park their cars at some distance and walk to their destination - because the walk is worth the perceived inconvenience. Therefore, making it even more worthwhile is probably a more appropriate and attainable objective, than ensuring an abundance of conveniently located parking lots or uninterrupted traffic movement (pg. 15)."

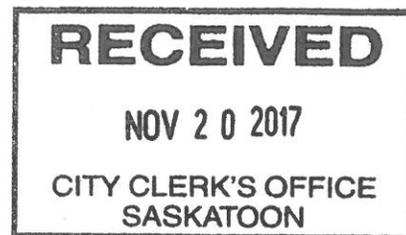
While the NCA recognizes that all programs and strategies require balance, it is our belief that Broadway is still 'out of balance', with vehicles remaining a priority in a pedestrian-oriented landscape. The parking patio program has introduced new life into the Broadway area during its warmer months, and has become something to be cherished by many adjacent residents and visitors to the area. In effect, we hope that parking patio density considerations introduced by the City's Administration will recognize the value of pedestrianism and street-life, over the convenience of a small number of lost parking stalls. While these considerations may differ from neighbourhood to neighbourhood, we hope to remind City Council and Administration of the importance of people-focused spaces. Re-prioritizing and attracting foot traffic may be one of the largest, but most important challenges to face core-neighbourhood commercial areas at this time. We hope to show our support for the people-centric Broadway area, and look forward to watching this neighbourhood continue to thrive and growth in the coming years.

Thank you very much for your consideration,

Lindsay Herman
Nutana Community Association - Civics Director

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/200869>

From: City Council
Sent: November 20, 2017 2:27 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Monday, November 20, 2017 - 14:27
Submitted by anonymous user: 207.47.245.128
Submitted values are:

Date: Monday, November 20, 2017
To: His Worship the Mayor and Members of City Council
First Name: DeeAnn
Last Name: Mercier
Address: 813 Broadway Ave
City: Saskatoon
Province: Saskatchewan
Postal Code: S7N 1B5
Email: deeannmercier@broadwayxe.com
Comments:
Hello,

I would like to request changes to Bylaw No. 7565 and I believe I would do that through SPC-PLANNING, DEVELOPMENT AND COMMUNITY SERVICES committee meetings. My request would be to restrict the postering locations within Business Improvement Districts on Schedule "B" to the designated postering locations and exclude street light poles, traffic signal poles, telephone and or power poles.

Please let me know if I could speak to this request at committee.
Thanks,
DeeAnn Mercier
Executive Director
Broadway BID

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/203547>

Bylaw No. 7565

The Poster Bylaw, 1996

**Codified to Bylaw No. 9353
(February 29, 2016)**

BYLAW NO. 7565

The Poster Bylaw, 1996

The Council of The City of Saskatoon enacts:

Part I General Matters

Short Title

1. This Bylaw may be cited as The Poster Bylaw, 1996.

Purpose

2. The purpose of this Bylaw is to regulate the placement of posters on public property so as:
 - (a) to afford the residents of Saskatoon an opportunity to communicate with others in a simple and affordable way;
 - (b) to improve safety for motorists and pedestrians using the streets and sidewalks;
 - (c) to minimize visual clutter;
 - (d) to prevent littering; and
 - (e) to facilitate necessary maintenance of public property.

Definitions

3. In this Bylaw,
 - (a) "City" means the City of Saskatoon;
 - (b) "community bulletin board" means a board or other space designated as a community bulletin board and depicted in Schedule "A" attached to and forming part of this Bylaw;

- (b.1) “Election Poster” means a poster which is designed or intended to be displayed in connection with the following:
 - (i) a federal election or referendum;
 - (ii) a provincial election, referendum or plebiscite;
 - (iii) a local government election; or
 - (iv) a district health board election.
- (c) “Poster” means any bill, notice or sheet of paper announcing or advertising any topic, event, election, referendum or plebiscite, but does not include any material required by Court order or Court process;
- (d) “public property” means any property owned or located on property owned by the City or under the City’s direction, management and control including, but not limited to, fences, benches, bus shelters, trees, street light poles, traffic signal poles, telephone poles, power poles, traffic signal boxes, utility service boxes, or community bulletin boards.

Part II Poster Locations

General

- 4. No person shall attach a poster to any public property except in accordance with this Bylaw.

Prohibited Locations

- 4.1 No person shall attach a poster to any public property situated on any centre median or traffic island.

Permitted Locations

- 5. (1) In any area of the City shaded grey on Schedule “B”, no person shall attach a poster to any public property except that portion of a community bulletin board available for posters.

- (2) In any area of the City not shaded grey on Schedule “B”, no person shall attach a poster to any public property except to a community bulletin board and, in addition to, a street light pole, traffic signal pole, telephone pole or power pole.

Community Bulletin Boards

6. (1) The community bulletin boards depicted in Schedule “A” shall be maintained in the designated locations outlined in Schedule “B” for the use of any member of the public.
- (2) Each side of a community bulletin board shall constitute a separate community bulletin board.

Part III Poster Requirements

Size of Poster

7. A poster must not exceed 11 inches by 17 inches in dimension.

Date

8. A poster must indicate the date upon which the poster is attached.

Fastening Devices

9. A poster may only be attached with clear packing tape or other easily removable tape.

Number of Posters

10. Only one poster for each event or advertisement may be attached at a permitted location at one time.

Duration of Placement

11. (1) A poster, other than an election poster, must be removed from a permitted location after the earlier of:

- (a) the completion of the advertised event, if any; or
 - (b) thirty (30) days after the date indicated on the poster as required by Section 8.
- (2) An election poster may be put up at the following times:
- (a) in the case of a federal or provincial election, after an election writ has been issued;
 - (b) in the case of a federal referendum, after a proclamation has been issued;
 - (c) in the case of a provincial referendum, after an order by the Lieutenant Governor in Council;
 - (d) in the case of a provincial plebiscite, after a direction by the Assembly or the Minister; and
 - (e) in the case of a local government or district health board election, forty-five (45) days before the election;

and must be removed within seven (7) days after the date of the election, referendum or plebiscite.

Removal of Posters

12. (1) A poster must be removed from a permitted location after the duration allowed in Section 11 by the person who attached the poster, or the authorized agent of such person.
- (2) A poster which is attached at a permitted location, conforms with all the poster requirements and has not expired, must not be removed by any person except the person who attached the poster, or the authorized agent of such person.
- (3) Posters which are not attached at a permitted location, do not conform with all the poster requirements, or have expired, may be removed immediately, and without notice, by any person at any time.

Covering of Posters

13. No person shall cover any portion of a poster which conforms with all the poster requirements and has not expired.

Repair of Facilities

14. The City or an authorized agent of the City may remove posters from permitted locations in order to repair or maintain public property or a community bulletin board.

Part IV Offences and Penalties

Offences

15. (1) Every person who contravenes a provision of this Bylaw is guilty of an offence and liable on summary conviction for the fines provided in this section.
 - (2) If the offence is committed by an individual, the individual is liable:
 - (a) for the first offence, to a fine not exceeding \$200.00; and
 - (b) for each subsequent offence, to a fine not exceeding \$500.00.
 - (3) If the offence is committed by a corporation, the corporation is liable:
 - (a) for the first offence, to a fine not exceeding \$500.00; and
 - (b) for each subsequent offence, to a fine not exceeding \$1,000.00.
 - (4) The Court may, in default of payment of a fine imposed under this Bylaw, order imprisonment of an individual for a term not exceeding one year.

Part V Commencement

Severability

16. If any section or portion of this Bylaw is for any reason held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, that section or portion shall be deemed severable and shall not affect the validity of the remaining portions of this Bylaw.

Coming into Force

17. This Bylaw comes into force on the day of its final passing.

Read a first time this 2nd day of December, 1996.

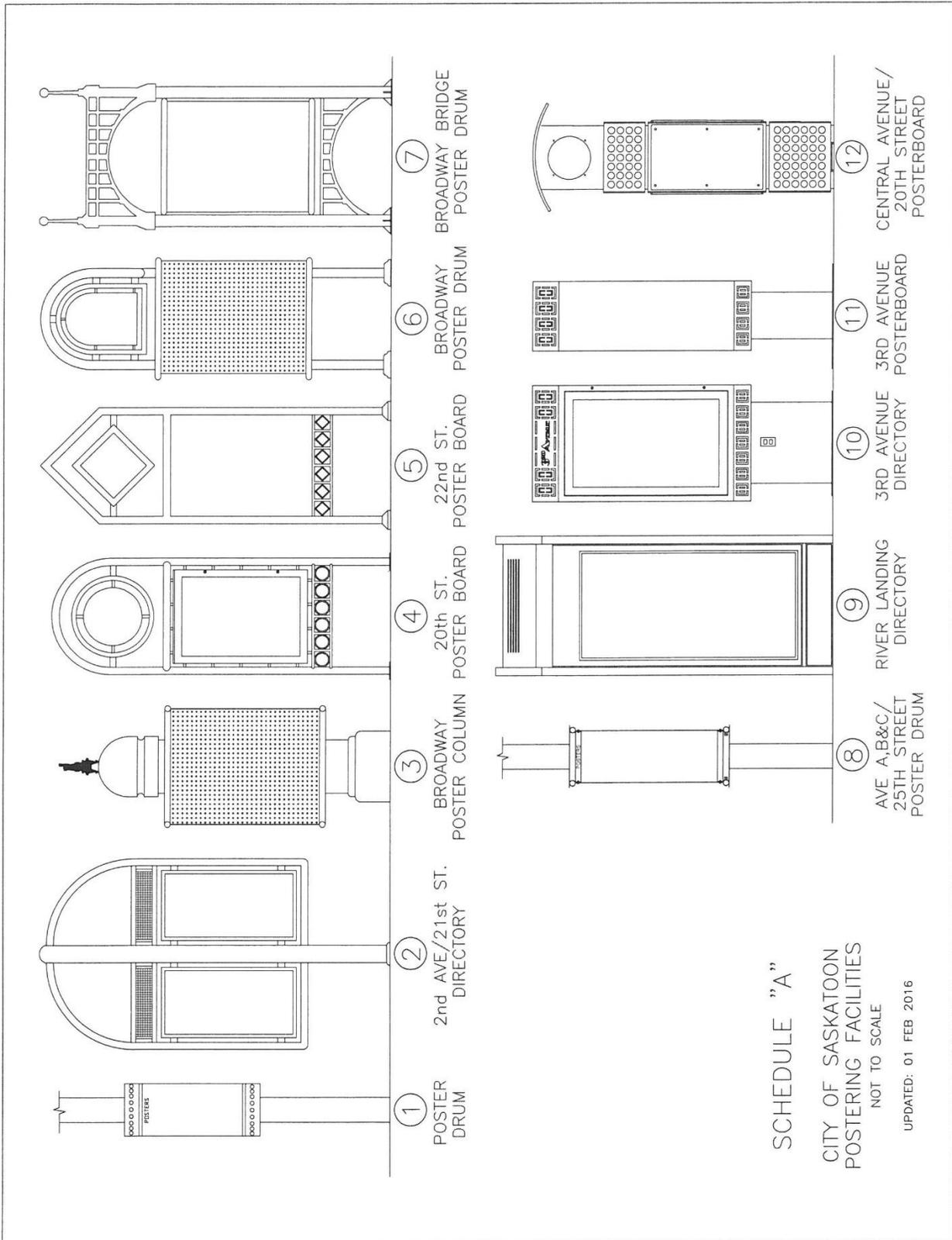
Read a second time this 2nd day of December, 1996.

Read a third time and passed this 2nd day of December, 1996.

"Henry Dayday"
Mayor

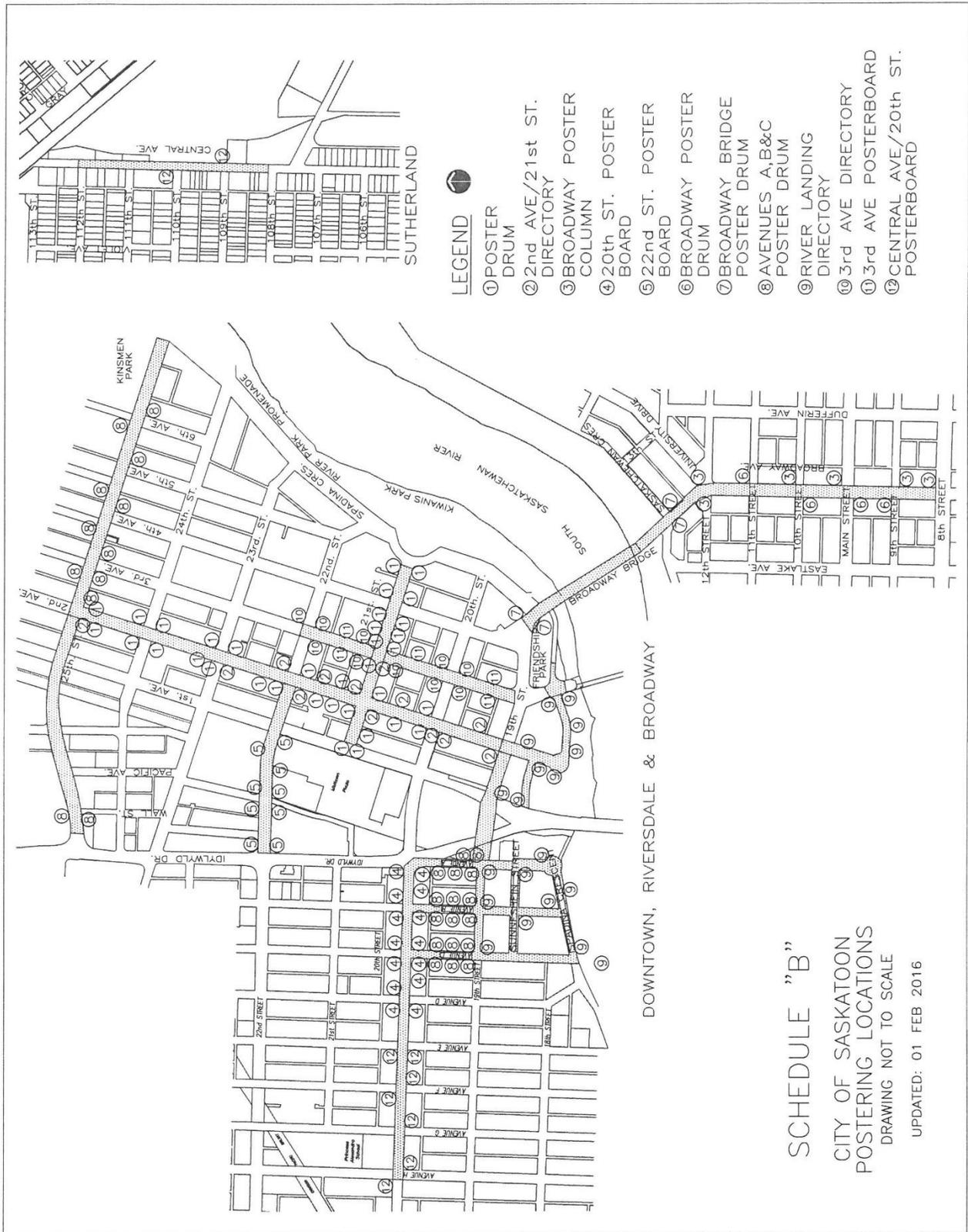
"Janice Mann"
City Clerk

Schedule "A"



SCHEDULE "A"
CITY OF SASKATOON
POSTERING FACILITIES
NOT TO SCALE
UPDATED: 01 FEB 2016

Schedule "B"



LEGEND

- ① POSTER DRUM
- ② 2nd AVE/21st ST. DIRECTORY
- ③ BROADWAY POSTER COLUMN
- ④ 20th ST. POSTER BOARD
- ⑤ 22nd ST. POSTER BOARD
- ⑥ BROADWAY POSTER DRUM
- ⑦ BROADWAY BRIDGE POSTER DRUM
- ⑧ AVENUES A,B&C POSTER DRUM
- ⑨ RIVER LANDING DIRECTORY
- ⑩ 3rd AVE DIRECTORY
- ⑪ 3rd AVE POSTERBOARD
- ⑫ CENTRAL AVE/20th ST. POSTERBOARD

DOWNTOWN, RIVERSDALE & BROADWAY

SCHEDULE "B"
 CITY OF SASKATOON
 POSTERING LOCATIONS
 DRAWING NOT TO SCALE
 UPDATED: 01 FEB 2016

From: City Council
Sent: December 02, 2017 5:22 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Saturday, December 2, 2017 - 17:22
Submitted by anonymous user: 71.17.219.142
Submitted values are:

Date: Saturday, December 02, 2017
To: His Worship the Mayor and Members of City Council
First Name: Brent
Last Name: Penner
Address: 242 3rd Av S
City: Saskatoon
Province: Saskatchewan
Postal Code: S7K 1L9
Email: brent.penner@dtnyxe.ca
Comments:
Good afternoon,

Would you please add me as a speaker on the matter being brought forward by the Broadway BID regarding potential amendments to The Poster Bylaw to Planning Development and Community Services meeting on December 4, 2017.

Thank you,

Brent Penner
Executive Director
Downtown Saskatoon BID

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/204721>

185-6

From: City Council
Sent: December 03, 2017 9:27 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Sunday, December 3, 2017 - 21:26
Submitted by anonymous user: 174.2.6.83
Submitted values are:

Date: Sunday, December 03, 2017
To: His Worship the Mayor and Members of City Council
First Name: Randy
Last Name: Pshebylo
Address: 344 20th Street West
City: Saskatoon
Province: Saskatchewan
Postal Code: S7M 0X2
Email: randy@riversdale.ca

Comments: The Executive Director of the Riversdale Business Improvement District requests permission to address the SPC on Planning, Development, and Community Services following the comments of the Broadway Business Improvement District. Item 6.3.1 Bylaw 7565 The Poster Bylaw, 1996

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/204772>

Update on Amendments to The Planning and Development Act, 2007

Recommendation

That the information be received.

Topic and Purpose

This report contains a summary of the proposed amendments to *The Planning and Development Act, 2007*, currently being considered in discussions with the Government of Saskatchewan.

Report Highlights

1. There are several amendments to *The Planning and Development Act, 2007* (Act), requested by the City of Saskatoon (City), to enable further progress on regional planning, funding growth, neighbourhood/school development, and infill development.

Strategic Goals

This report supports the City's Strategic Goals of Asset and Financial Sustainability and Sustainable Growth by supporting measures that provide for economically and socially sustainable community building.

Background

On February 19, 2009, March 18, 2013, and May 6, 2015, the City submitted formal written correspondence to the Saskatchewan Ministry of Government Relations (Ministry) requesting amendments to the Act. The requested amendments were related to infill development (design standards), regional planning (servicing agreement fees), funding growth (emergency services), and neighbourhood/school development.

At its August 28, 2017 meeting, City Council considered a report from the Administration regarding the Neighbourhood Level Infill Development Strategy – Review of Regulations and Design Guidelines for Primary Dwellings. City Council requested that the Administration report back to the Standing Policy Committee on Planning, Development and Community Services regarding the list of items being requested for consideration as part of the current amendment process for the Act.

Report

In August 2016, the Ministry began an initial process of stakeholder consultation regarding potential amendments to the Act. The four main themes raised for discussion included: regional planning, servicing, Municipal Reserve and school sites, and planning in proximity to railway operations. Attachment 1 is the report provided to Committee in March 2017 regarding the requests for amendments that have been submitted to the Ministry during this round of amendments to the Act.

It should be noted that the Saskatoon North Partnership for Growth partners made a specific request to the Ministry this past summer on issues related to regional planning.

The Ministry has been drafting the proposed amendments over the summer of 2017. The Government of Saskatchewan is planning to have first and second reading of *The Planning and Development Amendment Act, 2017* during the fall session of the Legislative Assembly of Saskatchewan, with a third reading in the spring of 2018. After this, training sessions will commence in late spring/summer of 2018. Additional consultation will occur if directed by the Legislative Assembly of Saskatchewan. At this time, the Administration is not aware of the exact amendments that are being proposed by the Ministry.

Public and/or Stakeholder Involvement

The Administration has consulted with other municipalities in the province, as well as Saskatchewan Urban Municipalities Association, related to the issues under consideration for inclusion in the Act and will continue to do so.

Communication Plan

Formal communication with the development industry will occur as specific amendments to the Act are proposed by the Ministry.

Policy Implications

Policy documents will be updated as necessary.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

A follow-up report will be provided following the conclusion of the formal consultation and amendment process.

Public Notice

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

Attachment

1. Amendments to The Planning and Development Act, 2007, March 6, 2017

Report Approval

Written by: Lesley Anderson, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department
Jeff Jorgenson, Acting City Manager

Amendments to The Planning and Development Act, 2007 - March 6, 2017

Amendments to The Planning and Development Act, 2007

Recommendation

That the information be received.

Topic and Purpose

This report contains a summary of the proposed amendments to *The Planning and Development Act, 2007*, currently being considered in discussions with the Government of Saskatchewan.

Report Highlights

1. There are several amendments to *The Planning and Development Act, 2007* (Act), requested by the City of Saskatoon (City), to enable further progress on regional planning, funding growth, neighbourhood/school development, and infill development.

Strategic Goals

This report supports the City's Strategic Goals of Asset and Financial Sustainability and Sustainable Growth by supporting measures that provide for economically and socially sustainable community building.

Background

On February 19, 2009, March 18, 2013, and May 6, 2015, the City submitted formal written correspondence to the Saskatchewan Ministry of Government Relations (Ministry) requesting amendments to the Act. The requested amendments were related to infill development (design standards), regional planning (servicing agreement fees), funding growth (emergency services), and neighbourhood/school development.

At its April 13, 2015 meeting, the Standing Policy Committee on Planning, Development and Community Services (Committee) considered a report outlining the amendments recommended by the Administration. The Committee resolved that the report be forwarded to all Members of the Legislative Assembly, as well as the Saskatchewan Urban Municipalities Association (SUMA), for information.

Report

In August 2016, the Ministry began an initial process of stakeholder consultation regarding potential amendments to the Act. The four main themes raised for discussion included: regional planning, servicing, Municipal Reserve (MR) and school sites, and planning in proximity to railway operations. To date, a series of three meetings with a variety of stakeholders have occurred, and written comments have been submitted by the Administration to the Ministry following each session.

The following specific requests for amendments have been made to the Ministry either via meetings and written correspondence since 2009, or are new proposals for consideration during this round of amendments to the Act.

Regional Planning

In a March 18, 2013 letter from the City to the Ministry concerning amendments to the Act, the issue of legislative tools necessary to accommodate growth in rural areas in the path of urban development was raised. Furthermore, the Saskatoon North Partnership for Growth (P4G) Regional Plan process has been underway and involved discussions regarding the existing legislation as it relates to regional planning.

In order to facilitate more growth in the region, the City must ensure that the extension of major urban infrastructure is financially sustainable. Developers of new subdivisions within the city are required to pay their full share of city-wide urban services through servicing agreement fees for off-site services. Rural subdivisions have paid for rural services through a rural servicing agreement. In order to accommodate a reasonable amount of rural-oriented growth within the path of future urban development, it is recommended that the Act be amended to ensure that service providers are able to recover the full cost of the services provided to new development.

The Ministry is also considering amendments for the various models of regional governance. At this time, the Administration is of the view that various models are required to deal with the variety of circumstances throughout the province. Further input on this topic will likely occur as the P4G moves into implementation following adoption of the Regional Plan.

Funding Growth

The Act provides for servicing agreement fees and development levies that may be charged to help pay for the extension of services in new developments. However, the provisions are generally limited to the following:

- a) sewage, water, or drainage works;
- b) roadways and related infrastructure;
- c) parks; and
- d) recreational facilities.

The City has identified many other services and facilities required for growth, but has no authority to recover costs from servicing agreement fees or development levies. Some of these include: transit, fire, police, bridges, and solid waste facilities. Discussion has occurred regarding adding libraries, transit, fire halls, and police stations to the list of eligible services, and the Administration is supportive of these additions.

Fire halls and police stations are proposed to be added to the list of eligible regional infrastructure as well, which would be of benefit to the City.

Neighbourhood/School Development

In the most recent round of school construction, the provincial government proposed that the new school sites be provided by the City, and/or placed on park or MR lands. According to the Act, schools are a permissible use on MR. However, it is the view of the Administration that this has negative implications on the available park space within the neighbourhood. In particular, at a time when the City is increasing density and providing more multi-unit dwellings with limited green space or play space, a decrease in usable park space to accommodate schools is not beneficial to the community. This is compounded by the size and enrollment of the new integrated schools, which precipitates the need for larger parks and maximum access to the adjacent parks.

Currently within the Act, MR land is required to be dedicated at a rate of 10% for residential subdivisions and 5% for non-residential subdivisions. The Administration is recommending that the Act be amended to establish a separate reserve requiring developers to dedicate land for schools (education reserve). In addition, the Administration has requested greater clarity around the ability to require a greater percentage of land dedication for MR purposes in areas of higher-density development.

Planning in Proximity to Rail

The Ministry is recommending that the use of the Federation of Canadian Municipalities (FCM)/Rail Association of Canada (RAC) Guidelines for New Development in Proximity to Railway Operations (Guidelines) be incorporated into Official Community Plans and/or the Statement of Provincial Interest Regulations. The City has used the Guidelines in recent sector planning work and intends to use them in future work. As a best practice, the City is supportive of a provincial standard for the use of these Guidelines.

Infill Development

Under Sections 56(3) and 69(1) of the Act, when dealing with Discretionary Use Applications and Contract Zoning, City Council may prescribe specific development standards or conditions addressing such things as landscaping, screening, open space, site layout, parking, and loading. The City would like to address other issues related to architectural style and character details to ensure infill development is compatible with existing neighbourhood character. Currently in the Act, there are provisions to address architectural elements within an Architectural Control District or a Direct Control District. However, these are process intensive and intended to be applied to wide areas. The City is interested in a smaller, more basic tool for site-specific application.

In past correspondence, the City had requested that the Act be amended to enable the City to address basic design issues of architectural style and design detail as a condition of discretionary use approvals and contract zoning agreements. To date, the Ministry has not been supportive of these discussions, and it does not appear to be a matter that will be addressed in this round of amendments.

Public and/or Stakeholder Involvement

The Administration has consulted with other municipalities in the province, as well as SUMA, related to these issues and will continue to do so.

Communication Plan

Formal communication with the development industry will occur as specific amendments to the Act are proposed by the Ministry.

Policy Implications

Policy documents will be updated as necessary.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Formal consultations by the Ministry are expected to occur between April and June 2017, with the amended legislation anticipated to be in place by the spring of 2018. A follow-up report will be provided following the conclusion of the formal consultation process.

Public Notice

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

Report Approval

Written by: Lesley Anderson, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department
Murray Totland, City Manager

S/Reports/2017/PD/PDCS – Amendments to The Planning and Development Act, 2007/lc
FINAL/APPROVED – R. Grauer – February 22, 2017

Denial of Proposed Subdivision – University Heights Development Area

Recommendation

That Subdivision Application No. 15/17 be denied as proposed Parcel C and the remainder of LS 13, as shown on Proposed Subdivision of all of Parcel A, Plan No. 97S53131 and part of LS 13 NW ¼ 24-37-5 W3, dated May 4, 2017, does not comply with the Development Standards of Zoning Bylaw No. 8770 regarding minimum site area for a one-unit dwelling and an agricultural operation in the FUD – Future Urban Development District.

Topic and Purpose

An application has been submitted by Webb Surveys Ltd. to subdivide all of Parcel A, Plan No. 97S53131 and part of LS 13 NW ¼ 24-37-5 W3 (the subject lands), as shown in Attachment 1. The purpose of the subdivision application is to create proposed Parcel C to remedy an encroachment of an existing quonset on concrete that was constructed across the existing boundary between the subject lands. Under the Future Urban Development District, the application does not comply with the minimum site area requirements for the existing uses. A denial of this subdivision allows the applicant to appeal the decision to the Development Appeals Board.

Report Highlights

1. The application to subdivide the subject lands does not comply with the minimum site area requirements under the Future Urban Development (FUD) District in Zoning Bylaw No. 8770 (Zoning Bylaw) for the existing uses. The property owners wish to appeal the decision, which requires the subdivision application to be denied by the Standing Policy Committee on Planning, Development and Community Services (Committee).

Strategic Goal

Subdivisions that comply with existing policies and regulations support the City of Saskatoon's (City) Strategic Goal of Sustainable Growth by ensuring that development is based on the long-term growth plans for the City.

Background

The subject lands are located in the University Heights Sector, as shown on Attachment 2. The lands were formerly located in the Rural Municipality of Corman Park and became part of the City with the boundary alteration that was approved by the Minister of Municipal Affairs in 2010.

At its May 23, 2017 meeting, City Council adopted proposed amendments to the Official Community Plan Land Use Map and the Zoning Bylaw regarding the 2010 boundary alteration, which resulted in the subject lands being redesignated from "Corman Park – Saskatoon Planning District" to "Urban Holding Area" under the Official Community Plan

and being zoned FUD District under the Zoning Bylaw. Approval by the Minister of Municipal Affairs for the Official Community Plan amendment was received in September 2017.

Report

An application was received by the Community Services Department on May 4, 2017, to subdivide the subject lands to remedy an encroachment of an existing quonset on concrete that was constructed across the existing boundary between the subject lands.

Parcel A contains an existing one-unit dwelling and accessory buildings, and LS 13 accommodates an existing agricultural operation. The subject lands are zoned FUD District under the Zoning Bylaw and are non-confirming with regard to the site area.

The application to subdivide proposes to adjust the boundary between the subject lands northward to create proposed Parcel C. Proposed Parcel C would be a new site for the existing one-unit dwelling and accessory buildings, and the remainder of the subject lands (LS 13) would continue to be used for the existing agricultural operation.

Section 12.2.2(1) of the Zoning Bylaw requires that the site area for a one unit-dwelling in the FUD District be a minimum of 32 hectares. Proposed Parcel C has a site area of 2.22 hectares, resulting in a site deficiency of 29.78 hectares.

Section 12.2.2(2) of the Zoning Bylaw requires that the site area for an agricultural operation in the FUD District be a minimum of 32 hectares. The remainder of the subject lands (LS 13), has a site area of 13.82 hectares, resulting in a site deficiency of 18.18 hectares.

As the application to subdivide does not meet minimum site area requirements for the existing uses, the City has no option except to deny the application. While the Zoning Bylaw provides for non-conforming sites based on a zoning amendment, it does not allow for non-conforming sites based on a subdivision proposal. The existing sites are deemed non-conforming uses as they existed lawfully when the subject lands were zoned FUD District in May 2017.

Under provisions of the Zoning Bylaw and in accordance with *The Planning and Development Act, 2007*, applicants for subdivision have the right to appeal to the Development Appeals Board if their application for subdivision has been denied. To file an appeal with the Development Appeals Board, applicants must first apply for the subdivision and, subsequently, the subdivision must be denied by the Committee. In this case, the applicant has advised intent to file an appeal.

Options to the Recommendation

There are no options to the recommendation.

Public and/or Stakeholder Involvement

Subdivision applications are referred to various internal and external stakeholders as part of the review process. No further issues were noted during this review process.

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. Plan of Proposed Subdivision
2. Location Plan

Report Approval

Written by: Dwayne Whiteside, Planner, Planning and Development

Reviewed and

Approved by: Lesley Anderson, Acting General Manager, Community Services Department

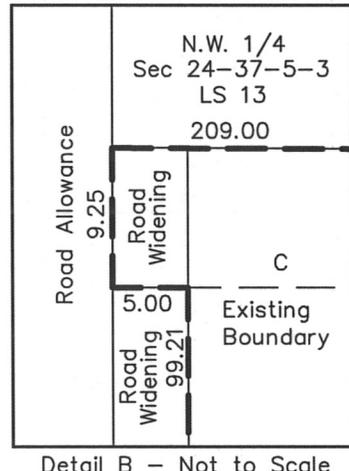
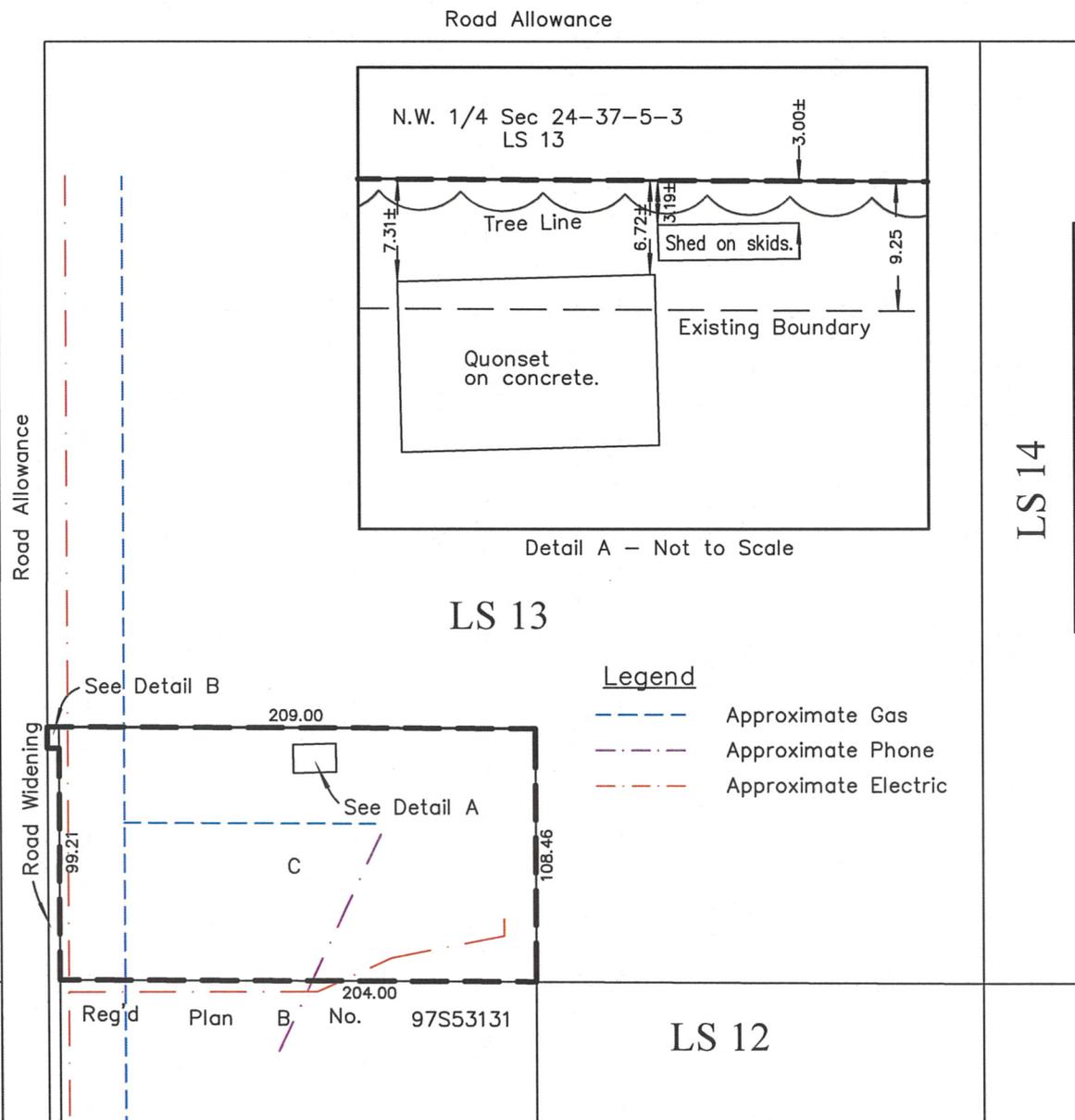
S/Reports/2017/PD/PDCS – Denial of Proposed Subdivision – University Heights Development Area/lc

Plan of Proposed Subdivision

S.W. 1/4 Sec 25-37-5-3
LS 4

PLAN OF PROPOSED
SUBDIVISION OF ALL OF
PARCEL A
REG'D PLAN NO. 97S53131 &
PART OF LS 13
N.W. 1/4 SEC. 24
TWP. 37, RGE. 5, W. 3RD MER.
SASKATOON, SASKATCHEWAN
BY T.R. WEBB, S.L.S.
SCALE 1:3000

N.E. 1/4 Sec 23-37-5-3
LS 16



Dimensions shown are in metres and decimals thereof.

Portion of this plan to be approved is outlined with a bold, dashed line and contains 2.22± ha (5.48± ac.).

Distances shown are approximate and may vary from the final plan of survey by ± 5.0 m

T.R. Webb
T.R. Webb
Saskatchewan Land Surveyor
MAY 4th, 2017

Seal

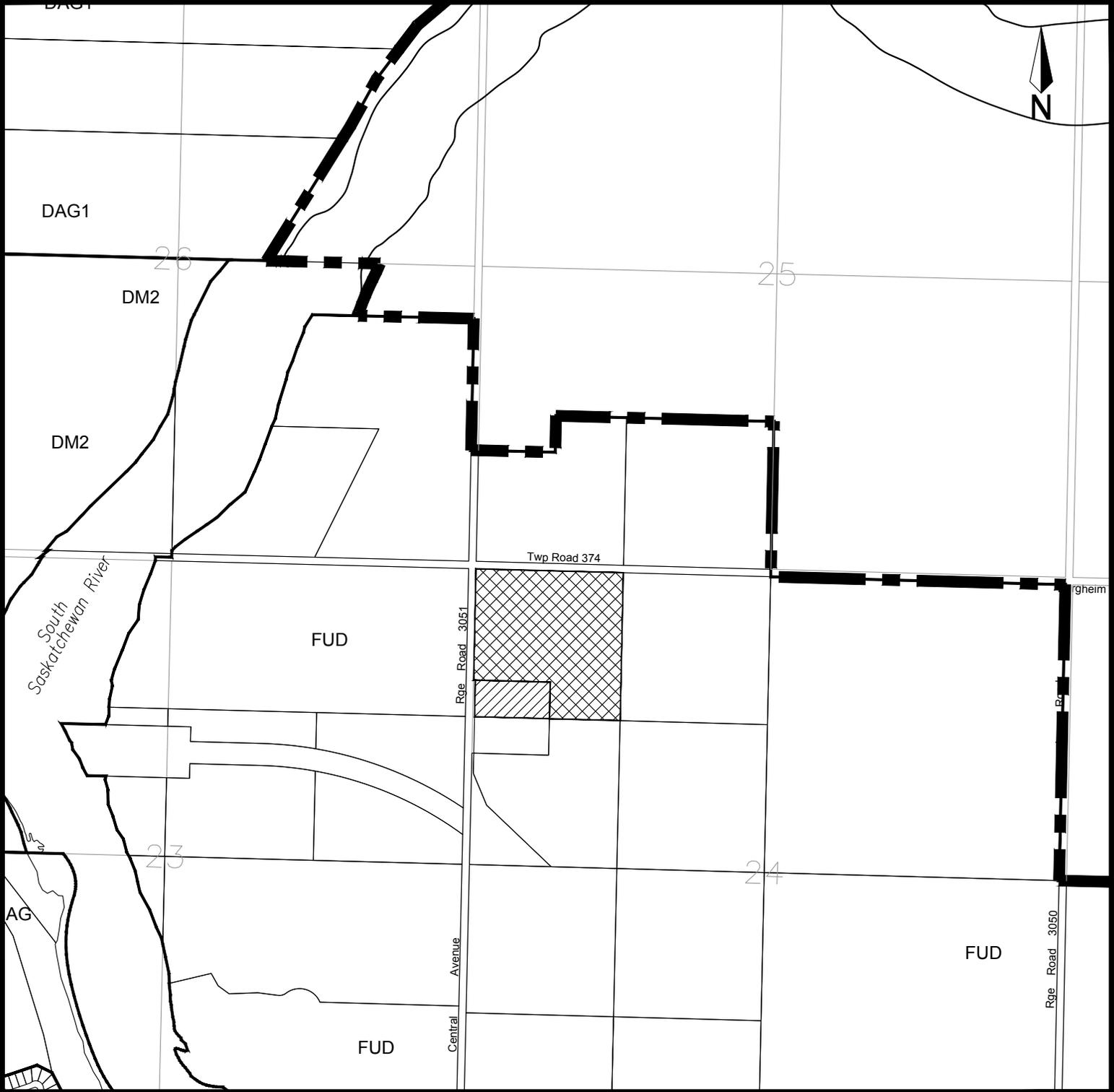
Approved under the provisions of
Bylaw No. 6537 of the
City of Saskatoon

Date

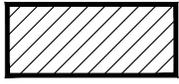
Director of Planning & Development Division

Prepared by
Webb Surveys
© 2017
17-3106sh NLD

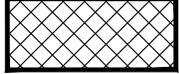
Location Plan



Location Plan



Parcel A



LSD 13 NW $\frac{1}{4}$ Sec 24-37-5 W3M

Neighbourhood Level Infill Development Strategy – Three- and Four-Unit Dwellings per Corner Site

Recommendation

That the report of the General Manager, Community Services Department, dated December 4, 2017, be forwarded to the Municipal Planning Commission and City Council for information.

Topic and Purpose

The purpose of this report is to provide an update on implementation of the Neighbourhood Level Infill Development Strategy, specific to the development of three- and four-unit dwellings on corner sites in established neighbourhoods.

Report Highlights

1. The Neighbourhood Level Infill Development Strategy (Strategy) provided recommendations to facilitate the development of three- and four-unit dwellings on corner sites in low-density residential areas in established neighbourhoods.
2. Consultation with the selected established neighbourhoods indicated that those communities did not support the development of three- and four-unit dwellings on corner sites. Significant concerns were expressed by residents and the community associations regarding the potential effects that increased density through this form of development would have on established residential areas.
3. The development of three- and four-unit dwellings on corner sites in established neighbourhoods, on appropriate sites, can be evaluated and accommodated through the rezoning process on a case-by-case basis.
4. The Corridor Planning initiative of the Growth Plan to Half a Million (Growth Plan) may identify opportunities for the development of three- and four-unit dwellings.

Strategic Goal

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

Background

At its December 16, 2013 meeting, City Council endorsed the Strategy. The Strategy was completed to address growing concerns with residential infill development in established neighbourhoods. The Strategy outlined best practices, design guidelines, and regulations that provide design flexibility and minimize the impact of neighbourhood level infill development on neighbouring property owners.

A report was considered by the Planning and Operations Committee on March 25, 2014, that identified four main items for implementation: garden and garage suites, development standards and design guidelines for primary dwellings, corner lot

infill development, and site drainage requirements. The status of these items are as follows:

1. Zoning Bylaw No. 8770 (Zoning Bylaw) regulations to allow for garden and garage suites when accessory to a one-unit dwelling were adopted by City Council in May 2014.
2. Zoning Bylaw regulations for primary dwellings in the established neighbourhoods were adopted by City Council in March 2015.
3. The Community Standards Division is currently undertaking a project to develop a regulatory compliance model to control drainage. The project is being funded by Capital Project No. 2604 – CY Drainage Regulation. The project is expected to be completed in 2019 and the Community Standards Division will report at that time.

This report provides an update on corner lot infill development consisting of three- and four-unit dwellings.

Report

Corner Site Development

The Strategy identified corner site infill development that may be appropriate in established neighbourhoods. Corner site development is a unique opportunity that could include increased density and affordable housing options in these areas. The Strategy recommended that this form of development be accommodated, subject to site suitability, location, and servicing capacity. As well, the Strategy provided regulations and design guidelines for development of three- and four-unit dwellings on corner sites in established neighbourhoods. Most of the low-density residential areas in established neighbourhoods are in the R2 – One- and Two-Unit Dwelling Zoning District that provides for the development of one- and two-unit dwellings.

Corner sites are characterized by their exposure to two street frontages. Those sites suitable for corner site development must have a rear lane and be of adequate size to accommodate buildings containing three to four units, landscaping, and on-site parking. The Strategy proposed that suitable sites have a width of at least 15 metres (49.21 feet) and an area of 570 square metres (6,135.40 square feet). The development would address both street frontages and provide entrances to individual units. Attachment 1 provides an example elevation and a site plan for a townhouse-style development.

Consultation

There was significant community engagement during the development of the Strategy, including public information meetings, a community advisory committee who met throughout the duration of the project, and a project website with online feedback. In general, the feedback received supported allowing for new infill development in the forms of garden and garage suites and three- and four-unit dwellings on corner sites.

In the spring of 2016, the Planning and Development Division (Planning and Development) met with several community associations in established neighbourhoods

that have experienced infill development. The purpose of the consultation was to present proposed regulations and obtain feedback for this form of development. Planning and Development met with community association executives from the Nutana, Caswell Hill, King George, Buena Vista, City Park, and Pleasant Hill neighbourhoods. In addition, the Varsity View Community Association organized a wider community meeting to discuss this topic, and it was attended by approximately 75 people. Those in attendance at the Varsity View meeting were not in support of allowing the development of three- or four-unit dwellings on corner sites to occur in that neighbourhood. Attachment 2 contains a full summary of the consultation.

The feedback received indicated that corner site development is generally not supported. The main issues that were identified are as follows:

1. Concerns that sites with a 15 metre (49.21 feet) site width are not large enough to accommodate the building along with adequate vehicular and bicycle parking, recycling and garbage containers, snow storage, and amenity space.
2. Adjacent properties would experience a loss of privacy and solar access as the structure would likely be two storeys high and shade the rear yard of adjacent properties.
3. There is inadequate separation distance provided between adjacent properties, which could affect privacy.
4. Concerns that increased density could affect site drainage and stormwater collection on adjacent properties.
5. Adequate parking cannot be provided on site and the increased density could cause increased parking pressure on nearby streets.
6. Additional traffic would cause deterioration of rear lanes.

Following the consultation, Planning and Development determined that Zoning Bylaw amendments would not be brought forward to allow this form of development on corner sites as either a permitted or discretionary use, as it was evident by the outcome of the consultation that corner site development is not acceptable to neighbourhood residents in established neighbourhoods. Subsequent to the consultation, information was provided to the community associations that took part, indicating that the Administration would not be recommending amendments to the Zoning Bylaw to accommodate corner site development.

Approval Process

Not all corner sites are suitable for the development of three- and four-unit dwellings; however, developments could be accommodated through the rezoning process. As such, each proposal would require evaluation based on its merits, including site size, location, and adjacent land uses. The Administration would not support any application where the physical attributes of the site or infrastructure do not accommodate infill development of this scale. As part of the rezoning application process, community engagement would occur for each proposal.

A rezoning application of this type has an application fee of \$3,750, and the process takes from 8 to 12 months depending on the complexity of the application.

Growth Plan

A key direction of the Growth Plan, approved in principle by City Council in April 2016, was to balance growth between infill and greenfield locations. The Growth Plan recommends 35% of new growth be dedicated to strategic and neighbourhood infill sites, and an additional 15% be targeted to corridor growth as the city grows to a population over 500,000 people. Corridor Planning is a key initiative of the Growth Plan and outlines the long-term vision and possibilities for growth along the city's major corridors. This initiative may provide more opportunity for development of three- and four-unit dwellings, particularly in the transition areas between corridors and established low-density residential areas.

Public and/or Stakeholder Involvement

There was significant community engagement during the development of the Strategy.

Specific to corner site development, the Administration met with community association executives from the Nutana, Caswell Hill, King George, Buena Vista, City Park, Varsity View, and Pleasant Hill neighbourhoods. A public information meeting was organized in the Varsity View neighbourhood by its community association.

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

A report will be provided by the Community Standards Division following completion of the review of drainage regulations in 2019.

Public Notice

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

Attachments

1. Example Site Plan and Elevation of Four-Unit Dwelling
2. Community Engagement Summary

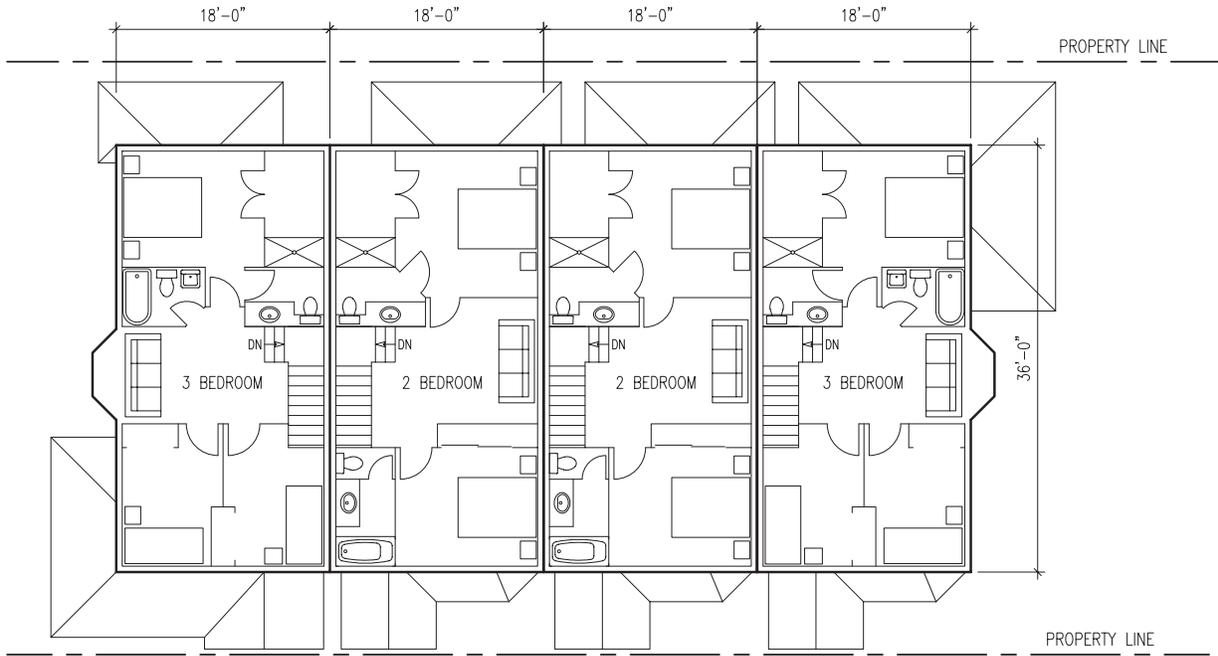
Report Approval

Written by: Paula Kotasek-Toth, Senior Planner, Planning and Development

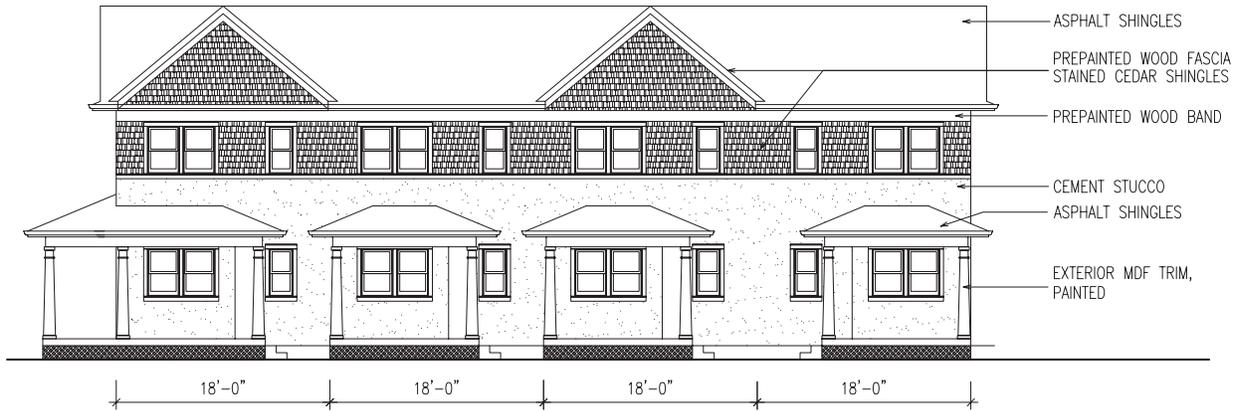
Reviewed and

Approved by: Lesley Anderson, Acting General Manager, Community Services Department

S/Reports/2017/PD/PDCS – Neighbourhood Level Infill Development Strategy – Three- and Four-Unit Dwellings per Corner Site/lc

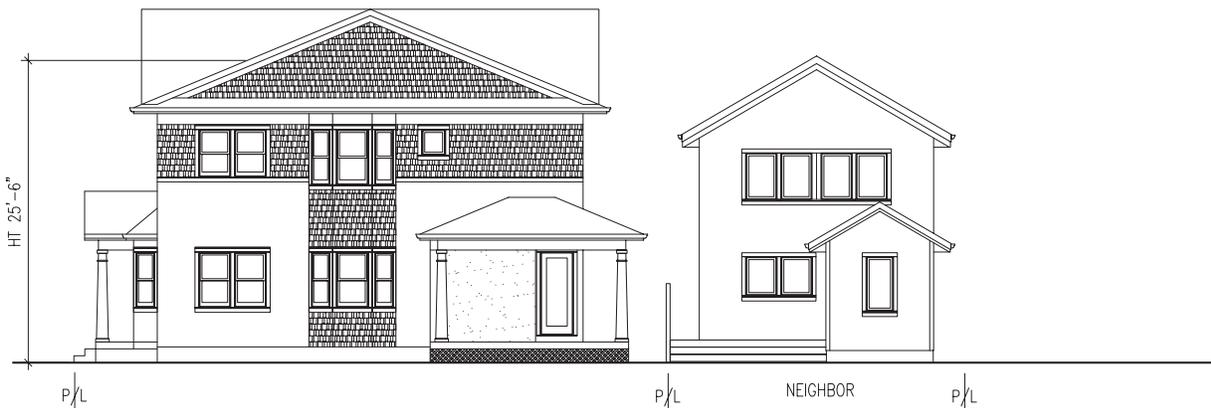


Sample 2nd Floor Plan, 2-3 Bedrooms @ 650 s.f.



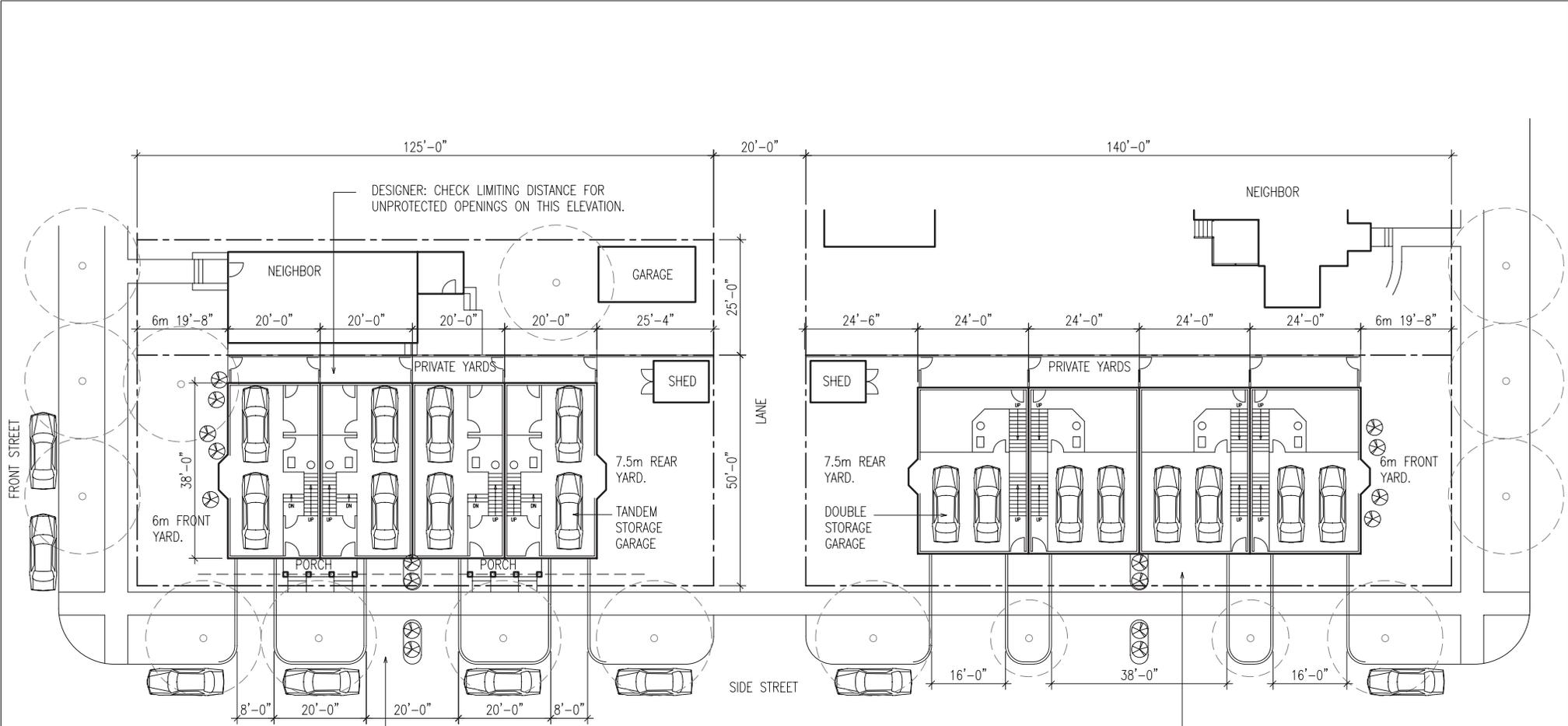
Interior Side Yard

CODE NOTE, APPROXIMATE LIMITING DISTANCE: 33m² PER FIRE COMPARTMENT @ 2.1m FROM PROPERTY LINE = 12% ALLOWABLE UNPROTECTED OPENINGS



Rear Yard facing Lane





Narrow curb cuts: more desirable

Wide curb cuts: undesirable

NOT MORE THAN THREE CURB CUTS SHOULD BE CONSIDERED FOR THE SIDE STREET. AT LEAST 20'-0" SHOULD BE PROVIDED BETWEEN CURB CUTS FOR ON-STREET PARKING.

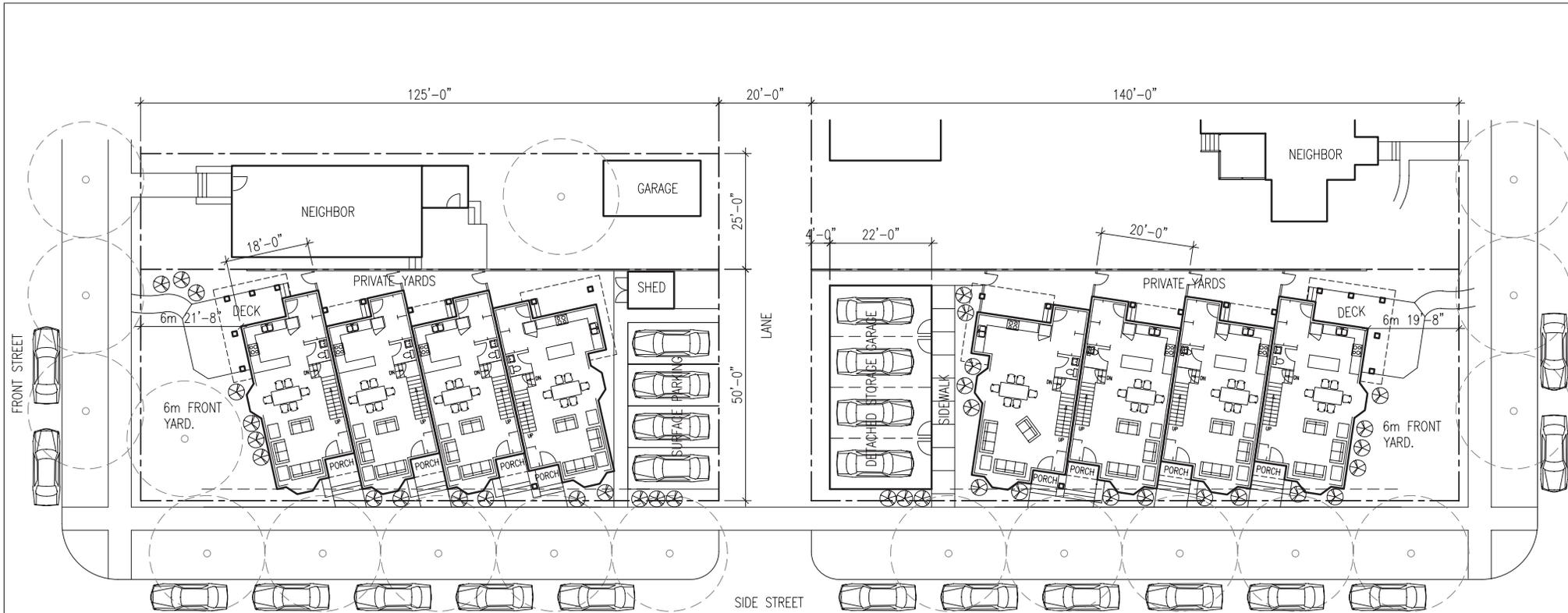
NUMBER, WIDTH AND LOCATION OF CURB CUTS ARE SUBJECT TO APPROVAL BY THE CITY OF SASKATOON INFRASTRUCTURE SERVICES DEPARTMENT.

BUILDING ELEVATIONS: SEE FIGURE 3.2

- PARALLEL STALLS UNDESIRABLE:
1. BECAUSE MORE THAN 50% OF THE BOULEVARD WILL BE CONVERTED TO CURB CUT. STREET PARKING SHOULD NOT BE MONOPOLIZED BY THE PRIVATE HOMEOWNERS.
 2. BECAUSE CURB CUTS FOR SHARED DRIVEWAY WILL EXCEED 20' IN WIDTH.
 3. BECAUSE DRIVEWAYS MAY PUT MATURE TREES AT RISK.
 4. BECAUSE VEHICLE DOORS WILL TOTAL >50% THE WIDTH OF THE STREET ELEVATION.
 5. BECAUSE PRINCIPAL ENTRANCES WILL BE AT GRADE, TREATED WITH LESS IMPORTANCE THAN THE VEHICLE DOORS.



Figure 3.1: Vehicle doors on Principal Building 1:250



- UNITS NEED NOT BE SQUARE TO TO PROPERTY LINES.
- LAYOUTS CAN BE SKEWED TO ARTICULATE INDIVIDUAL BAYS AND TO PRESENT AN INTERESTING SAWTOOTH ELEVATION TO THE STREET.
- NOTICE THE SIMPLE ROOF GEOMETRY OF THE VANCOUVER EXAMPLE AT LEFT. PRINCIPAL ENTRANCES HAVE BEEN TREATED AS RECESSED ALCOVES, AS SHOWN AT LEFT.
- UNITS AT THE ENDS CAN BE ENLARGED INTO THE TRIANGLE BETWEEN THE SETBACK LINE AND THE BUILDING LINE. SKEWED UNITS CAN BE A BIT LONGER THAN IF PARALLEL TO THE FRONT STREET.



Figure 4 Site Arrangements: Skewed Bays 1:250



Shaping Saskatoon

Bridging to Tomorrow... for a 21st Century City



Community Engagement Summary Implementation of Neighbourhood Level Development Strategy Three- and Four-Unit Dwellings per Corner Site

Project Description

The Neighbourhood Level Infill Development Strategy (Strategy) provided regulations and design guidelines for development of three- and four-unit dwellings on corner sites in established neighbourhoods. The Strategy identified corner lots as unique development opportunities to increase density and provide for affordable housing options in established neighbourhoods.

In May and June 2016, Planning and Development met with several community associations regarding implementation of the Strategy; specifically, the recommendation to allow for small multiple-unit dwellings on corner sites in established neighbourhoods.

Consultation occurred with the Nutana, Caswell Hill, King George, Buena Vista, City Park, Pleasant Hill, and Varsity View Community Associations.

Community Engagement Strategy

Planning and Development contacted the community association executives and requested to meet with community associations that had experienced infill development and contain zoning that could accommodate small multiple-unit dwellings.

The purpose of these meetings was to consult with members of the community associations regarding corner lot development and ascertain whether development of three- and four-unit dwellings on corner sites would be suitable in these areas.

In the Nutana, Caswell Hill, King George, Buena Vista, City Park, Varsity View, and Pleasant Hill neighbourhoods, Planning and Development staff attended a regular meeting of each community association executive. These meetings provided an opportunity to discuss the Strategy and present a sample development and proposed regulations. Renderings of typical developments and photos of corner lot developments were presented, and the proposals were discussed. Further conversation followed and comments were summarized.

The Varsity View Community Association arranged a public information meeting and distributed notices to residents in the Varsity View and Grosvenor Park neighbourhoods. Approximately 75 people attended the meeting. Planning and Development staff made a presentation with a sample development and proposed regulations. A question and answer period followed and those in attendance spoke against allowing corner lot development to



proceed. At the end of the meeting, those in attendance voted that they were not in favour of the proposal to allow for corner lots to be rezoned for four-unit dwellings.

Summary of Community Engagement Feedback

May 4, 2016 – Nutana

- concerns with loss of privacy and sunlight;
- site plan does not have room to accommodate garden space or solar panels;
- sites not large enough to accommodate individual garbage or recycling bins;
- drainage and stormwater collection will occur due to greater site coverage - need to have stormwater storage mechanism on site;
- developments could provide increased density and affordable housing options in the community;
- loss of privacy for neighbours who would have four units looking at their property;
- suggestion for a bigger setback from the neighbourhood's yard;
- valuable because works within the existing pattern examples, but current examples have deeper lots than in Nutana;
- value of land will increase for the corner site development, but the value of the next door property goes down;
- Nutana has good transit access and developments could provide a more affordable set of housing stock; and
- pattern of tearing down smaller older homes and putting in larger new homes eliminates affordable housing over time. Suggestion to have a requirement to create affordable homes (e.g., no bigger than 1,200 square feet).

May 10, 2016 – Caswell Hill

- already allows for four-unit dwellings in the R2A Zoning District on corner sites;
- many vehicles associated with a multi-unit building;
- many people who live in Caswell Hill do not have cars;
- developments should fit within the character of existing houses; and
- there should be a requirement for locked secure bike parking.

May 11, 2016 – King George

- multiple-unit dwellings are already permitted on corner lots in the R2A District – this area should be rezoned to R2 so that they are not allowed;
- Local Area Plan stated that the zoning be maintained and not changed;
- there are already parking concerns, especially for the development across from the Royal Canadian Legion Hall on Spadina Crescent;
- need to provide adequate parking on site and no front yard driveways;
- amenities in the neighbourhoods are substandard in terms of recreational activities in the core;



- any bylaw allowing for infill should be shaped where permission of the neighbourhood is required; and
- developments should be built in good taste and architectural style.

May 18, 2016 – Buena Vista

- there is an illegal four-unit dwelling already in the neighbourhood;
- developments could work well - design and how the space is utilized is key;
- issue of boulevard encroaching (people use the boulevard to park and for storage);
- parts of the neighbourhood do not have sidewalks; and
- alleys need to be repaired after an infill development.

May 19, 2016 – City Park

- the zoning that is in place is appropriate as it - does not currently allow for four-unit dwellings in a large area of City Park;
- this type of development would provide more affordable housing options for young families that wish to move into the neighbourhood - the current demographic that is moving in is older couples with no small kids;
- discussion of some larger duplexes that have been built, particularly along Spadina Crescent;
- there are lots of rental properties - concerns were parking pressure and no room for garbage containers;
- rezoning process (and public consultation) for projects that may want to go into City Park is reasonable and the neighbourhood can work the process; and
- developments should fit architecturally.

June 15, 2016 – Varsity View

- Varsity View should be rezoned as R1 to be exempt from allowing corner site development;
- regarding townhouses on Temperance Street - if a similar development was allowed on corner lots, the kitchen window at the back would look out on a parking lot;
- City has done nothing about existing drainage problems - these will be worsened by new infill and should be dealt with first;
- developer who has lived in Varsity View for 25 years was concerned that decision has already been made and that consultation is not meaningful;
- every year, many students return to University and park their cars in Varsity View. This makes parking very difficult. In winter, snow plowing restricts the width of the roads. The combination of snow and parking makes movement very difficult. One parking stall per dwelling is inadequate;
- City should exempt Varsity View from this plan;
- concerns about decrease in property values;
- existing rental duplexes are not maintained;

Shaping Saskatoon



- following previous redevelopment in Varsity View, had to personally pay for sewer improvements;
- property values - value of corner lot will increase; adjacent houses will see a decrease in value - how much will these changes be?;
- young children that walk to school along streets that do not have sidewalks. The City will need to make traffic improvements to keep kids safe as the amount of local traffic increases due to four-unit dwellings;
- at present, a developer can apply on a case-by-case basis to have a corner lot rezoned as a four-unit dwelling. This will still be the case if the proposal allows corner lots to be rezoned for a four-unit dwelling;
- if units are developed on several corners, the result would be greater use of the back alleys. These are already in poor shape and will require more maintenance;
- in favour of allowing development as duplexes;
- parking issues are very important to Varsity View and rezoning will have a tremendous impact as it will worsen parking problems;
- condo development on Clarence Avenue and 14th Street has made it very hard to park - this is a big problem for visitors. Also, there are garbage problems;
- why are you looking at infill in a highly sought after neighbourhood? Why not develop new neighbourhoods so that they are like Varsity View and will be highly sought after?;
- a two-storey townhouse with stairs in the proposed new dwellings on rezoned corner lots would make them unsuitable for use by people looking to move out of their existing home;
- recent infill is not in keeping with character on neighbourhood. Little faith that infill on rezoned corner lots will be any better. Varsity View should be rezoned as R1;
- Varsity View is a unique neighbourhood, partly because it is next to the University and will be disproportionately affected by these changes. Varsity View is already 60% rental and the proportion could increase further. The proposed rezoning changes could go ahead even if we are against it. There should be a process in place to reflect the views of the neighbourhood if individual rezoning applications come up;
- City objective is to allow infill to keep the neighbourhood vital. We already have houses with illegal suites, leading to problems with parking, including cars that obstruct driveways, and maintenance. Varsity View already has one of the highest densities of people in the City. Much of recent infill has had poor esthetics and the new houses are very tall;
- not in favour of duplexes with suites;
- Varsity View is not in favour of having corner lots rezoned to allow for four-unit dwellings on corner lots. A vote was taken on this question and all but three people in attendance agreed; and
- the report to City Council will state that Varsity View is not in favour of allowing a zoning change to allow for corner lot development.



June 15, 2016 - Pleasant Hill

- multiple-unit dwellings are not appropriate mid-block;
- do not like it when back doors face Avenue P; and
- may be a need to re-examine existing zoning.

Next Steps

Feedback from the engagement will be summarized and presented as part of the report to the Standing Policy Committee on Planning, Development and Community Services.

ACTION	ANTICIPATED TIMING
Planning and Development Division prepares and presents an information report to the Standing Policy Committee on Planning, Development and Community Services	December 4, 2017
Planning and Development Division presents the information report to Municipal Planning Commission	December 19, 2017

Prepared by:
Paula Kotasek-Toth, Senior Planner
Planning and Development
November 10, 2017

INFILL ROUNDTABLE >> removal of barriers

>>> THE CITY OF SASKATOON & THE SASKTOON & REGION HOME BUILDERS' ASSOCIATION

PHASE 1 REPORT >> November 29 2017

"This is the last time my company will work on an infill project needing rezoning. It's just not worth the hassle. Actually, we would love to do nothing but infill, but it's severely limiting at the moment, so we will be forced to do more greenfield."

- Comment received in fall 2017 from an experienced local developer/builder.

"We've done infill work before, but we likely won't again. It's simply much easier to work on greenfield. Why do something that is ten times harder to make the same profit? You pick the path of least resistance."

- Comment received in summer 2017 from a local builder.

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EXECUTIVE SUMMARY >>

This report describes the results of the first phase of the Infill Roundtable discussions designed to address challenges to infill development in Saskatoon and level the playing field between greenfield and infill development. While there are many challenges to infill development that may take some time to address, the development community is well-positioned to provide feedback on a multitude of barriers and ideas which can be addressed relatively quickly as an important first step to increase opportunities for infill development in Saskatoon.

Process >

Phase one focused on identifying barriers to growth and recommending solutions to these issues, making an effort to move forward on items which can have a quick turnaround so as not to delay improvements any longer than necessary. The main organizational team represented a balanced core, including Director of Planning and Development Lesley Anderson (representing City of Saskatoon staff), Chief of Staff Michelle Beveridge (representing the Mayor's Office), and Saskatoon & Region Home Builders' Association CEO Chris Guérette (representing the residential construction and development industry). The remaining 24 participants were a mix of stakeholders who were carefully chosen to represent a wide range of builders and developers (small and large, infill and greenfield, single and multi-family), consultants, City staff, and elected officials.

Barriers & Recommendations >

At the initial meeting, the group worked together to identify barriers and ideas for solutions, which were organized into subcategories (Planning, Transportation & Utilities, Water & Sewer, and Communications). Each barrier and its corresponding ideas for solutions were then further organized by priority level and degree of complexity. A detailed description of these discussions can be found in the tables on pages 5-11 of this report. From these discussions, a list of 21 recommendations were drafted and reviewed at a second meeting on August 3, including:

1 > Access to Information

- Make info within the City's control readily available
- Identify which data can be readily shared
- Determine a process to house information and make it easily accessible
- Clearly and quickly disclose process and project status

2> Communications

- Develop a consistent message which is made available to all players (e.g., developers)
- Facilitate Internal communications between departments
- Recognize and manage NIMBYism
- Make the Mayor's Infill Roundtable a long-term commitment
- Create infill sub-committee of Developers' Liaison Committee

3> Organizational Change & Coordination

- Neighbourhood by neighbourhood study on infrastructure
- Conduct organizational review of the rezoning process
- Prioritize infrastructure requirements
- Re-evaluate the zoning process
- Develop tree policy or bylaw to better support infill development
- Allow for innovation and flexibility where possible

4> Financial

- Reduce weigh of deposits
- Remove offsite levies and/or infrastructure upgrades
- Use levies in the neighbourhood for which they were collected
- Review parking requirements
- Give tax incentive to developer instead of future homeowner
- Seize opportunities with other policies to remove costs to infill development

Next Steps >

The current timeline for phase one proposes to finish with a presentation to City Council on December 18th, 2017. Overall, there is optimism about the impacts that the Infill Roundtable can have in addressing barriers to infill development in Saskatoon, and the participants look forward to continuing to work with the City toward our common goal of healthy, balanced growth in Saskatoon.

CURRENT LANDSCAPE >>

Following the delivery of the City of Saskatoon's recent Growth Plan, there have been many discussions surrounding the goals and objectives focused on increasing infill development in our city. In fact, one of the great debates in today's Canadian cities has been in regards to infill vs. greenfield development, where picking sides on the debate has been more important than finding a solution tailored for one's city. In fact, infill and greenfield developments are not mutually exclusive silos that operate independently from one another where if you have one, you can't have the other. Rather, cities should have a solid, balanced plan as to not hinder development and erode affordability, while still offering homeowners a choice in price and style. With the right plan, both infill and greenfield development can co-exist in a way that's much more beneficial than choosing one or the other.

There are debates within the development community surrounding the goals of infill development for the City of Saskatoon, about whether they are reasonable or attainable; and although there are a variety of opinions on this, many can agree that more needs to be done to ensure a level playing field exists between infill and greenfield development.

It is well known within the development community that there are far more challenges and barriers in developing infills compared to greenfield developments. Although difficult to measure the degree of missed opportunities due to these challenges, one can still argue that infill development has had a slow growth in Saskatoon. This is not for lack of opportunity, but because of high resistance to bring projects to market.

Before incentivising infill development and conducting more studies, the City may want to analyse what "quick wins" it can provide as a first step so as to make faster progress on the issue. The development community is well positioned to provide feedback and ideas to identify barriers within the City's control that can be removed relatively quickly and would increase opportunities for the development community to work on infill projects.

Although a boxed-in or limited approach to such a large issue, this analysis is a small and important piece of the conversation on improving our city's delivery of infill development and an excellent starting point. A roundtable discussion was led in partnership by both the Saskatoon & Region Home Builders' Association and the City of Saskatoon, to bring the expertise from both groups to the table to identify and move forward on quick improvements, an objective all stakeholders have in common.

ROUNDTABLE PROCESS >>

The Saskatoon & Region Home Builders' Association in partnership with the Mayor's office of the City of Saskatoon, will coordinate the following process in order to bring the Infill Roundtable Discussion to fruition and kick-start the discussion on infill development in our city.

Barriers to infill growth >

Phase 1: Identifying barriers and make recommendations.

Phase 2: Attach timeline and resources required for each recommendation.

Phase 3: Following implementation, record comments and track permits to determine degree of progress.

Phase 4: Evaluate, report. Continue with additional or ongoing removal of barriers and/or start similar process with topic of incentivising infill growth.

Phase 1 >

The first few steps of phase 1 moved very quickly, after which the SRHBA took a pause in order to properly consult and provide the highest credibility to the report. The original deadline to complete the project was in September but we are hopeful that with this new timeline, 2018 will be off to a good start on this file. It is important to note that all businesses involved in the process were very keen in finishing Phase 1 and presenting this report.

Initial meeting >> July 18 2017 (2-6PM)

SRHBA drafts recommendations and submits to group >> July 31 2017
 Second meeting to review draft recommendations >> August 3 2017
 Provided verbal update to City Council >> September 25 2017
 Present to Planning & Development Committee >> December 4 2017 (external presentation)
 Third meeting to discuss next steps >> December 15 2017
 Potentially present to City Council >> December 18 2017 (potentially)

Objectives of the process >

The objectives of the day were purposefully limited. Challenges in infill development are not unique to Saskatoon and are very complex. In order to start the discussion, we argued that we have to take smaller bites and build on small successes regularly. We will not be able to fix everything overnight, but we have to start the discussion. It was thus important to only identify barriers and ideas that were within the City's direct control, and nothing else. This is not to say that other points are not a priority or important, but they are to be considered in a different process. The day's objectives were to:

- > Identify barriers
- > Think of ideas for solutions
- > Determine order of priority (quick wins)
- > Gauge level of difficulty or complexity
- > Discuss next steps in the process

Values of the process >

The participants of the Infill Roundtable decided amongst themselves of the values that would guide their discussions and work together. All participants were committed to working for common objectives and although many of them do not regularly work with one another, they wanted to start an ongoing relationship of having an openness as a group to work together, putting the elephants on the table and continuing the dialogue. The values agreed upon were:

- > Focus on barriers
- > Forward looking, not dwell on the past and challenging experiences
- > Focus on process & potential to improve, not people

Stakeholders involved >

Stakeholders were carefully chosen to have a mix of small to large builders and developers, infill and greenfield, single to multi family, consultants, City staff and elected officials. The main organizational team was comprised of a balanced core: Lesley Anderson (City of Saskatoon staff), Michelle Beveridge (for the elected side from the Mayor's office) and Chris Guérette (industry lead). The stakeholders selected are:

Jim Siemens	Oxbow Architecture
Karl Miller	Meridian Development
Mark Boby	Design Build
Andrew Williams	North Prairie Development
Curtis Olson	CEO, Shift Development
Lee Torvik Smith	Development Manager, Shift Development
Ron Olson	GM, Boychuk Construction
Cam Skoropat	CEO, Lexis Homes
Alan Wallace	V3 Group of Companies of Canada
Brent Penner	Executive Director, Downtown YXE BID
Darla Lindbjerg	President & CEO, Saskatoon Chamber of Commerce
Alex Miller	CEO, Innovative Residential
Mark Kelleher	BlackRock Developments

Cynthia Block	Councillor for Ward 6, City of Saskatoon
Charlie Clark	Mayor, City of Saskatoon
Kara Fagnou	Building Standards, City of Saskatoon
Darryl Dawson	Planning and Development, City of Saskatoon
Darren Crilly	Parks, City of Saskatoon
Jeff Jorgenson	City of Saskatoon
Murray Totland	General Manager, City of Saskatoon
Daryl Schmidt	Land Development, City of Saskatoon
Jay Magus	Transportation, City of Saskatoon
Galen Heinrichs	Saskatoon Water, City of Saskatoon
Rob Dudiak	Construction and Design, City of Saskatoon
Lesley Anderson	Director of Planning, City of Saskatoon
Michelle Beveridge	Chief of Staff, City of Saskatoon
Chris Gu�rette	CEO, Saskatoon & Region Home Builders' Association

SUB CATEGORIES ANALYSED >>

The following box details the group's discussion in categories by first identifying the barriers, then matching it with potential ideas for solutions. A level of priority was also given to each barrier identified (1 through 3, with 1 being of highest importance) and matched where possible with a degree of complexity (easy, medium or hard). The feedback provided were categorized in four categories reflective of the development process:

- | | | | |
|------|----------------------------|------|----------------|
| 1 >> | Planning | 3 >> | Water & Sewer |
| 2 >> | Transportation & Utilities | 4 >> | Communications |

1 >> Planning

Barriers identified	Ideas for solutions	Priority & complexity
<p>1.1 Timelines. Not knowing timelines and their impacts adds to much risk to projects. Must have a more predictable zoning process that takes risk out of it.</p> <p>One determinant impacting the speed of a timeline is the rezoning process, which is too slow due to resistance in up-zoning. Many have experienced a timeline of 1 year, which is too long.</p> <p>Business does not stop because of an election, summer or vacation. How to keep the process going 12 months of the year, every year?</p> <p>Local area plan process could benefit from an adjustment. Can the developer community be engaged here with residents as well? It's a matter of getting input early. The City needs to articulate public direction better. Is public consultation also always necessary?</p>	<p>Some say more human resources will help to shorten the whole process but until you look at the whole problem as a whole, it is hard to determine if lack of staff is the issue. This is also about understanding the process and where the sticking points are. Conducting a process review with the developer community and city staff could determine pain points and how to power through improvements to timelines. If an operational review is already under way or planned, how can we ensure developers can contribute or take part where opportune?</p> <p>Internal champion within City of Saskatoon staff could help.</p> <p>Overlay districts could also be a solution so residents and developers already know what an area can potentially be up-zoned to, accelerating the process of public consultations or even avoiding the possibly of going to council in some cases. If the requirements of the</p>	<p>1 > easy but process evaluation is medium</p>

	<p>overlay district are met with the proposal, the land could then re-zoned immediately. This could cut timelines down as quickly as the process for a building permit. The public would already be aware of the public consultation that would have taken place when the overlay districts were originally put in place.</p> <p>All building permits go through same three individuals but the City has grown beyond that model. New process required.</p> <p>City could help with the communication piece of rezoning. This is an investment in time but could assist in lowering the temperature with community. Relying on the developer to send the message and lead the process is not the best route. Some cities have best practices on this and their processes could be evaluated to see what would work for Saskatoon.</p>	
<p>1.2 Lack of conversation between departments. Consultation between departments at the beginning would identify surprises and variables.</p>	<p>Designated infill coordination to decrease the culture of silos, increase communications and increase efficiency.</p>	<p>1 > medium</p>
<p>1.3 Inefficiencies. The work has to be repeated if going through rezoning, subdivision or condo applications, even without changes.</p>	<p>Evaluate the administrative process to reduce redundancy and increase efficiency.</p> <p>Developers with a proven track record are fast-tracked through certain steps and processes when there would be changes. Although this could be seen as providing preferential treatment, a clear process could be put into place to determine how to get such status.</p> <p>Not piecemeal zoning, a clear direction, vision and strategy for corridors and communities. With a clear laid out plan(s), this would provide certainty to not only developers but for community members as well. It is important to not get too much into the details however as to hinder the process; Broader scoped visions and values can also provide the guidance required.</p> <p>Clarity of vision is required for a comprehensive zoning strategy in the City. Mesh layers of City with developers.</p> <p>Education session with development community when new or improved processes in place.</p>	<p>2 > easy because in process already</p> <p>1 > medium</p>

<p>1.4 Inflexibility. Models are applied to infill and greenfield as though they would be the same (eg.,: parking). Lack of flexibility in applying regulations to infill, existing conditions not considered.</p>	<p>If infill is truly to be reflected in growth plan, we need to have more transparency to bylaws and policies as to bring focus to this objective in a way that will not hinder growth.</p> <p>The Planning Officer should have more flexibility to make trades on items, not everything has to go through council. For example, a density bonus could be given should more parking be provided or a parking relaxation should a public amenity or green spaces be provided.</p> <p>Review of bylaws impacting infill with new lens. Nothing was written for purpose of infill development, only greenfield, we need to tailor bylaws to infill development.</p>	<p>1 > medium to hard</p>
<p>1.5 Green infrastructure. Value and requirement of tree protection not communicated early enough in the process and sometimes challenging with infill realities.</p>	<p>Communication & consideration during design phase so identification of conflict between development and trees can be identified and resolved early in the process.</p> <p>Develop tree policy or bylaw to better support infill. Council policy currently mandates the protection of all healthy city trees but this policy was not developed with infill in mind and does not consider the business case of infill vs. environmental (mature tree canopy) vs. citizens' quality of life. These aspects should be considered in a new tree policy or bylaw to ensure that the rules that govern tree protection around infill development sites are balanced and applied consistently at early stages of development. Trees need to be protected but removal should not be so punitive (barrier) that it affects a project.</p>	<p>3 > easy</p> <p>3 > medium</p>
<p>1.6 Parking requirements. Parking policy requirements creates a significant reoccurring barrier in infill. A lot of infill developments do not require the amount of parking required by the bylaw. Inefficient use of space and dollars.</p>	<p>Increase flexibility in negotiating zoning restrictions.</p> <p>Parking requirement needs to be re-written from top to bottom. A trade-off option might be the walkability ratio and off-street parking where appropriate.</p>	<p>3 > hard</p>

2 >> Transportation & Utilities

Barriers identified	Ideas for solutions	Priority & complexity
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<p>2.1 Deposits. Currently deposits are perceived as a penalty. They are also not clear and consistent in their process, timing and application.</p>	<p>Establish clear, consistent application and communication of process.</p> <p>Look at other mechanisms (bonds and other guarantees) or if available, communicate options clearly as a service to provide.</p> <p>Ask for realistic amounts of deposits and release deposits in a timely matter. Developers increasingly require deeper pockets to operate.</p> <p>Recognition or rating system for good developers who have proven themselves over time. There might be an opportunity of a good pilot project with multi-unit sidewalk deposits which could be replicated elsewhere.</p> <p>Global management for all deposits, as opposed to a continual and uncoordinated accumulation of several deposits that impacts cash flow.</p> <p>It was noted that that the sewer and water connection deposits work well.</p>	<p>2 > easy</p> <p>3 > medium to hard</p> <p>3 > medium</p>
<p>2.2 Cost of lane paving. The reasoning for this requirement is not always clear and understood, appears arbitrary in some cases. This is a large barrier that is also difficult to anticipate and the innovation and capital can be spent more effectively elsewhere.</p>	<p>Create a city-wide program to pave or address all lanes, not picking here and there depending on development. Maybe include in the community strategy mentioned in category 1. Would also be more cost effective to aggregate a number of small projects. Developers willing to work together if they know of each other's works and common city requirements.</p> <p>Analyse if gravel lanes are acceptable. Decide and research (storm water liability?). The practice should be discontinued until proven necessary.</p>	<p>1 > medium</p>
<p>2.3 Cost of Traffic Impact Assessments. Inconsistent when it is required and overlapping between nearby properties and other servicing reports.</p>	<p>City shares TIAs and other reports with developers through a portal and vice versa. The City however, does not own all/most TIAs and reports so they cannot release them. There may be an opportunity in creating a system between participating developers and the SRHBA and City to share such reports and information in a single-point portal.</p>	<p>3 > hard</p>
<p>2.4 Administration of land development accounting. Access to key staff challenging, hard to get information and creates delays.</p>	<p>Single point of contact at the City.</p> <p>Could there be a champion internally for infill? Unsure if this is viable but worth looking at.</p>	<p>2 > medium</p>

2.5 Fees and levies. They are discovered too late in the process, creating more unpredictability.	Give some control to the developer to figure out levies and calculations on their own so they can determine the level of opportunity for a project. Better communications by creating an infill single-point of access online with calculators and all data. The data is available now, just make it easily accessible.	1 > medium
2.6 No right to appeal conditions of rezoning. Lack of servicing agreement.	Put standards online, not applied consistently.	2 > medium
2.7 List of smaller items but they add up: Access for staging, closing right of ways, meter hooding.	No charge for meters, right of ways etc. if projects are labelled for infill growth. The history of hooding fees was punitive in nature to recover damages. As an incentive, the City could initiate a change here.	2 > easy

3 >> Water & Sewer

Barriers identified	Ideas for solutions	Priority & complexity
3.1 New storm capacity requirements. These requirements are now impacting infill as well; Developers are blind on the infrastructure needs and unable to anticipate cost in advance. What triggers an infrastructure upgrade? Subdivision, design, rezoning, service agreement etc. It's the element of surprise because of the lack of communication. The intent is appropriate but the implementation is problematic.	Look closely at limitations, come up with a city-wide solution and fund it properly. Neighborhood by neighborhood. There will not be a "one solution fits all" across the city but downtown might be a relatively easy one to start with as well as corridors highlighted on the growth plan.	1 > hard
3.3 Inconsistencies in overlapping policies. From planning to water & sewer, policies between departments overlap and created inconsistencies that often only the developer will see and have to work around.	Review administrative policies to align departments. Maybe an infill champion internally could assist with this? Find best practices in other cities.	2 > easy in pinpoint, medium to modify.
3.4 Investment in existing infrastructure. Currently, the onus is on the future home owner, via the developer, to make up for the short fall yet charging offsite levies on infill creates a double hit: paying the tax and paying for the upgrades.	Track offsite levies for infills and where they go. Who gets them? How are they tracked? How do we understand this infrastructure accounting better? Infill might be more popular with the public if they knew levy dollars were to be used to improve their community.	1 > consultation required with City staff.
3.5 Lack of openness to creative solutions. Some examples around this relate to potential solutions to address challenges in storm/sewer capacity.	City to take a broader approach to addressing infrastructure impacts for a particular area.	3 >
3.7 Acquiring data. Getting data on what capacity is available at a given location is challenging and time consuming.	Find a model to share information and models of storm, water etc. The City of Kelowna is one of those good examples.	3 > easy

4 >> Communications

Barriers identified	Ideas for solutions	Priority & complexity
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<p>4.1 Lack of access to basic information. Information required is within the City's hands, but very difficult if not impossible sometime, to access. They are:</p> <p>Are offsite levies owing or not? If owing, information about those levies is very difficult to find and impacts success of a project.</p> <p>Servicing agreements can't be found.</p> <p>How are the rates calculated? Why can't one calculate themselves online?</p> <p>Not all land development constraints are known at time of land purchase, but can be.</p>	<p>Create info hub for developers (or anyone), a one-stop-shop, an app maybe? Keep it high level (processes & costs) with status for each application/development. Service agreements can be make available, online calculator, map, guide. Let the user calculate and search on their own without having to depend on a response from a staff person. Access to basic development information, made easy.</p> <p>Let developers know implication of future actions e.g.,if you subdivide, you will have off-site levies).</p> <p>Levies and how they are calculated are a bit of a mystery. Clarify and be transparent.</p> <p>Look at the City of Kelowna's website as a best practice.</p>	<p>1 > City staff consultation required.</p>
<p>4.2 NIMBYism: Not In My Back Yard. We all want to talk growth and infill until it is in our own back yard. How can we get to a less polarizing language and process? NIMBYism can make or break a project.</p>	<p>Manage the issue: Publicise strategic plans broadly. City promotion could help change residents' attitudes.</p> <p>Develop communication strategy. Communicate plainly. Articulate the cost of not having infill. Signage for example, could be installed in a neighborhood around upgrades to infrastructure to identify how projects were funded. If infill had a part in paying for such things, support for infill might not be as challenging, decreasing NYMBism.</p> <p>Change city's narrative from unlimited expansion to vibrant density. Density and suburbs can co-exist.</p> <p>All players need to be involved but in coordination.</p>	<p>1 > hard</p>
<p>4.3 Information is scattered. Different departments and individuals do not talk to each other and collecting required information is time consuming and navigating the City staff structure is challenging.</p>	<p>Communication between departments. Sometimes there is conflicting information. City staff as a unit could benefit from understanding the benefits of infill. Engagement from within.</p> <p>Can the SRHBA lead some part of this? Willing to sit down with the City and determine what role we could play without stepping on toes.</p>	<p>1 ></p>

<p>4.4 Timeframe for review. Trying to find out a project's status at any given time creates delays. Some things can get addressed faster while other aspects are still being evaluated. Making the entire process transparent also makes it more efficient in terms of using time wisely meaning items can be prepared while others are being processed.</p>	<p>Provide real-time information via online system or portal.</p>	<p>1 > hard in terms of getting set up and operational through IT</p>
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RECOMMENDATIONS >>

Following the details of the discussion above, the following 21 recommendations are being made to the City of Saskatoon, grouped into the following themes:

- 1 >> Access to information
- 2 >> Communications
- 3 >> Organizational changes & coordination
- 4 >> Financial

1 >> Access to information

1.1 Identify what data and information can readily be shared without access to City staff. The SRHBA can assist with some options should some information not be within the City's scope to share, such as with general industry and developer reports.

1.2 Make information within the City of Saskatoon's control readily available. All the information required to determine a business case and develop infill already exists, it's a matter of making it either easy to find for the development community or publicly available. If the development community has access to the information it requires, it can mean less staff required for the City. The development community will do the work and prepare ahead of time, before issues or questions arise at the City's level. This might also help allay residents' concerns as they can find information or do the research themselves.

1.3 Determine infrastructure or process to house information and make it easily accessible. The City could have this available online such as a website, an application or an internal portal, a sort of one-stop-shop. Additional tools could eventually be integrated such as a calculator and search function.

1.4 Clearly & quickly disclose processes and status of projects. The City can also disclose information such as policies, requirements, expected timelines, status of applications, status of approvals or requested changes in real time or with minimal delays. This could also eventually be included in an internal portal mentioned above, or at the very least, continual electronic communication throughout the process.

2 >> Communications

2.1 Create overlay districts on neighborhoods targeted for infill growth. The intent would be a public consultation with a larger scope, but that only needs to be done once for a neighborhood instead of for one lot. Then residents and developers already know what an area can potentially be up-zoned to once approved, and if the requirements of the overlay district are met with the proposal, the land could then re-zoned immediately, cutting timelines significantly.

2.2 Make one consistent message available for all players. One consistent message (a strategy) from the City would be better than developers going around the area they wish to develop. Residents can be educated on the benefits of infill and that it is something that the City is promoting and will be doing now and in the future. Each developer does this differently with different messages and it's not always well received by the community. Again, the City is better placed to take the lead on this, and the development community can utilize it consistently. Language and process must be changed as to be less polarizing.

2.3 Facilitate internal communications between departments. Current communication between departments is very compartmentalized. Information and policies can be conflicting and very rigid in nature. An internal infill champion might be the solution.

2.4 Make the Mayor's Infill Roundtable a long-term commitment. An important and successful partnership was created where dialogue was productive and efficient. The SRHBA is willing to play a supportive role in continuing the dialogue with this Roundtable until we can get it right for Saskatoon.

2.5 Create an infill sub-committee of the Developers' Liaison Committee. City staff have already moved ahead with this recommendation.

3 >> Organizational change & coordination

3.1 Neighborhood by neighborhood study on infrastructure. Select a few core neighborhoods to conduct engineering studies and then release the information. The development community can then know what service & utility capacities exist prior to development. This will help make investment decisions but could also allow the project costs to be lowered, making entire projects more viable.

3.2 Prioritize infrastructure requirements. The City requires a way to communicate its priorities clearly so developers can assist and plan.

3.3 Conduct an organizational review of the rezoning process in order to make it more efficient and foster opportunities.

3.4 Re-evaluate the zoning process. Once a plan for a community is in place, does every situation have to go back to council? Some cities have mastered this and best practices should be evaluated.

3.5 Develop a tree policy or bylaw to better support infill development considering the business case vs. environmental case vs. quality of life for citizens. Current policy was not developed with infill in mind.

3.6 Allow for innovation and flexibility where possible, such as offering the ability to trade-in certain options or gaining credits for others. Certain members of the development community have been pioneers in infill development, how can we create pioneers within the City of Saskatoon, allowing policies and ideas to breath their intent?

4 >> Financial

4.1 Reduce the weight of deposits, both in terms of process and monetary value. The process, in its current format, is far too heavy and creates constraints on business that far outweigh its intent. The deposit is too large, and when several departments collect individual deposits, the sum is unreasonable. The timeline for their return is too long and some processes are not transparent and well understood.

4.2 Remove offsite levies and/or infrastructure upgrades (paving of alleys, storm or sewer storage, etc). Tax incremental financing should be the principal mechanism for the City to finance Infrastructure upgrades in infill neighborhoods, not offsite levies. Also, having both these being charged at the same time creates a double tax but also puts an unfair weight on the future homeowner of that project. It also provides a lack of transparency and understanding as to what offsite levies are being used for.

4.3 Use levies for the neighborhood they were collected for. By being able to track offsite levies to see where they go, this could also assist a neighborhood in understand why infill is viable and desired.

4.4 Review parking requirement to make it more flexible and allow for innovation.

4.5 Give the tax incentive to the developer instead of the future homeowner. Many anecdotes provided confirmation that the tax incentive as it is designed is not providing an incentive for homeowners to buy, it is simply a nice add-on at the end. The true benefit would be to give this to the developer to conduct the work.

4.6 Seize the opportunities with other policies, to remove costs to infill development. Many small items add up to a lot. From right of ways to meter hooding, if these expenses were removed for infill development, the cost of projects would go down.

PARKING LOT >>

The following items were identified as either challenges that were not necessarily barriers that could be removed by the City, or challenges that require more attention and analysis than what was within the scope of the Roundtable discussions. These points could certainly be included into a future phase of work on infill development, but are purposefully not included in this report due to the scope being smaller than what these points required:

- 1 >> Cost of surface servicing
- 2 >> Timing of servicing (re: gas, winter increases in fees based on date)
- 3 >> Land Bank priorities meshing with the Growth Plan

CONCLUSION >>

The results produced by the Infill Roundtable are an important first step in attaining a balance between infill and greenfield in Saskatoon. This process was such an instrumental initiative to start the conversation on infill development that many want it to continue.

We look forward to the discussions surrounding the delivery of the recommendations and continuing this collaborative work for the benefit of our city.

Delegation of the Denial or the Imposition of Conditions on a Subdivision Application

Recommendation

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

1. That the denial or the imposition of conditions on a subdivision application be delegated to the Development Officer; and
2. That the City Solicitor be requested to prepare the necessary amendments to Bylaw No. 6537, Land Subdivision Bylaw, and Bylaw No. 9170, Procedures and Committees Bylaw, 2014.

Topic and Purpose

The purpose of this report is to consider amendments to the Subdivision Regulations that are attached to and form part of Bylaw No. 6537, Land Subdivision Bylaw and Bylaw No. 9170, Procedures and Committees Bylaw, 2014, to delegate the denial or the imposition of conditions on a subdivision application to the Development Officer.

Report Highlights

1. The denial of a subdivision currently has to be issued by the Standing Policy Committee on Planning, Development and Community Services (Committee). The process requires that a report and recommendation for denial be prepared by Administration for consideration by the Committee.
2. Amendments to the Subdivision Regulations that are attached to and form part of Bylaw No 6537, Land Subdivision Bylaw and Bylaw No. 9170, Procedures and Committees Bylaw, 2014, are being recommended to delegate the denial of a subdivision application or the imposition of conditions on a subdivision application to the Development Officer.
3. Denial of a subdivision is typically pursued by an applicant for appeal purposes. Delegating authority to the Development Officer to deny subdivisions will provide for a more efficient process.

Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Continuous Improvement by increasing productivity by being more efficient in the way we do business.

Background

As per Section 2.1 of Bylaw No 6537, Land Subdivision Bylaw, City Council has delegated the approval of subdivision applications and approval of an application subject to conditions to the Development Officer. The denial of subdivision applications has not been delegated and if the Development Officer concludes that an application for

subdivision should be denied, the application is to be referred to City Council, who shall act as the approving authority with respect to that application; however, Bylaw No. 9170, Procedures and Committees Bylaw, 2014 delegates the final review of a denial or the imposition of conditions on a subdivision application to the Standing Policy Committee on Planning, Development and Community Services.

Report

Denial of Subdivision

An application for subdivision is recommended for denial in the situation where the proposed subdivision would not comply with requirements of provincial or municipal regulations.

The current process to have a subdivision denied requires that a report to the Standing Policy Committee on Planning, Development and Community Services be prepared by the Administration. The report would contain a recommendation for denial of the subdivision and an explanation for the denial. As a recommendation to deny a subdivision application will be based on non-compliance with either provincial or municipal regulations, the Standing Policy Committee on Planning, Development and Community Services does not have any option other than to deny the subdivision application. The process to prepare a report and have it considered by the Committee takes approximately two months.

The denial of a subdivision application is typically requested by an applicant so that they can pursue their right to appeal the denial to the Development Appeals Board.

To facilitate a more efficient process of appealing the denial of a subdivision application, the Administration is recommending that the Bylaw No 6537, Land Subdivision Bylaw and Bylaw No. 9170 Procedures and Committees Bylaw, 2014, be amended to delegate the denial of a subdivision application or the imposition of conditions on a subdivision application to the Development Officer.

Bylaw No 6537, Land Subdivision Bylaw delegates approval of a subdivision application subject to conditions to the Development Officer as permitted by the Planning and Development Act while Bylaw No 9170, Procedures and Committees Bylaw, 2014 delegates review of these same conditions to the Committee. To provide consistency between the Bylaws and the delegation and practice of Administration, it is recommended that the delegation in Bylaw No. 9170, Procedures and Committees Bylaw, 2014 be removed. This would mean that the following would be delegated to the Development Officer:

- a) approval of subdivision applications;
- b) approval of subdivision applications subject to conditions; or
- c) denial of subdivision applications.

This would allow for the applicant to proceed to the appeal process without delay.

Definition of Development Officer

Bylaw No. 6537, Land Subdivision Bylaw currently defines the Development Officer as the General Manager of the Planning and Building Department. It is recommended that the definition of the Development Officer be updated to be the General Manager, Community Services Department or an employee of the City of Saskatoon appointed to act on his or her behalf.

Options to the Recommendation

City Council could choose to deny the proposed amendments. This option is not recommended as the denial of a subdivision or the imposition of conditions on a subdivision application is a technical matter based on provincial or municipal regulations. In these cases, Committee does not have any option but to deny the subdivision application.

Public and/or Stakeholder Involvement

No public or stakeholder involvement is required at this time.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Additional amendments will be pursued to update Bylaw No 6537, Land Subdivision Bylaw.

Public Notice

Public notice, pursuant to Section 3 and Section 11 of Public Notice Policy No. C01-021, is not required. Should City Council approve the recommendations, Public Notice will be required for the Bylaw amendments when they are brought forward.

Report Approval

Written by: Darryl Dawson, Manager, Development Review, Planning and Development

Reviewed by: Lesley Anderson, Director of Planning and Development

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

S/Reports/2017/PD/PDCS – Delegation of the Denial or the imposition of Conditions on a Subdivision Application/gs

Public Notice Policy – Miscellaneous Amendments

Recommendation

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

1. That the Public Notice Policy be amended as outlined in this report; and
2. That the City Solicitor be requested to prepare the appropriate bylaw amendment to Bylaw No. 8171, *The Public Notice Policy Bylaw, 2003*.

Topic and Purpose

The purpose of this report is to recommend amendments to the Public Notice Policy.

Report Highlights

1. City Council Policy No. C01-021, Public Notice Policy currently references the Saskatoon Star Phoenix.
2. Administration is recommending the removal of this reference to allow for more flexibility in delivery provider.
3. Administration is also recommending two other amendments to ensure consistency between the Public Notice Policy and the provisions of *The Planning and Development Act, 2007*.

Strategic Goal

This report supports the strategic goal related to Continuous Improvement and being the best managed city in Canada providing high-quality services to meet the dynamic needs and high expectations of our citizens.

Background

At its Regular Business Meeting held on March 27, 2017, City Council resolved: “That the Administration review the Public Notice Policy and report back with criteria for assessing RFPs for public advertising that is non-specific to a particular vendor”.

Report

City Council Policy No. C01-021, Public Notice Policy (the “Policy”) currently requires a notice be published in the Saskatoon Star Phoenix. It is recommended that the reference to Saskatoon Star Phoenix be removed and replaced with the more generic word “newspaper”. Newspaper will be defined as “a newspaper that is printed in sheet form, published at regular intervals of a week or less, and circulated to the general public and consists primarily of news of current events”.

A Request for Proposals (“RFP”) will then be issued for provision of City Page/Weekly Public Notice Advertising for 2018 and beyond. In order to meet our public notice requirements, the criteria under the RFP will have to include a newspaper of at least weekly distribution that is printed, circulation to the general public (number of copies it

distributes), sufficient readership (number of people who read or thought to read the newspaper), and primarily consists of news or current events. The methods of which the general public can obtain the newspaper will be considered (availability for pick up and/or home delivery).

Two other changes to the Policy are also being recommended. *The Planning and Development Act, 2007* (the “Act”) provides that no notice or hearing is required before the passing of an interim development control bylaw. However, the Policy currently provides at section 11(e) that notice be provided before the adoption, amendment or repeal of an interim development control bylaw. It is recommended that the Policy be amended to provide consistency with the Act.

Similarly, the Act provides that public notice or participation is not required when an amendment to a zoning bylaw is simply to remove the holding symbol “H”. The City uses the holding symbol “H” on certain properties along with another zoning designation. The land may then be developed according to the zoning designation once the holding symbol “H” is removed. The City typically uses the holding symbol “H” for issues related to subdivision and servicing, and once the issue is addressed, the holding symbol “H” is removed. The Act does not require these amendments to be publicly advertised as they are largely housekeeping amendments. The Policy, however, currently requires the public advertising of these amendments. It is recommended that the Policy be amended to provide consistency with the Act.

The Policy is passed by bylaw. A bylaw amendment will be required to implement changes to the Policy.

Policy Implications

City Council Policy No. C01-021, Public Notice Policy will require amendment to implement these changes.

Other Considerations/Implications

The current contract with Postmedia Network Inc. will be extended by two months to allow for the RFP process. The current contract expires December 31, 2017.

Public Notice

Public Notice is not required.

Report Approval

Written by: Cindy Yelland, Director of Planning & Development Law
Approved by: Patricia Warwick, City Solicitor

Licensing Rental Properties and Regulation of Nuisance Calls for Emergency Services

Recommendation

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that the Administration be directed to explore a licensing program for rental property businesses which includes provisions to regulate nuisance calls for emergency services and report back including recommendations to City Council through the Standing Policy Committee on Planning, Development and Community Services.

Topic and Purpose

This report provides the initial identification of issues related to the regulation of properties which generate repeated calls for emergency services when no emergency exists. Also, this report recommends that additional work be undertaken by the Administration on this issue for consideration and decision by City Council.

Report Highlights

1. Properties with repeated calls for emergency services where no emergency situation actually exists continue to be an issue in the City of Saskatoon.
2. Two main options exist to address these issues:
 - a. the licensing of rental property businesses; and
 - b. regulation of nuisance calls for emergency services within the City.
3. Both options raise practical, policy and legal issues.
4. Exploring these options would require additional work which may ultimately lead to a City Council decision to implement a new program to address this issue, which would include a policy and regulatory scheme.

Strategic Goals

This report supports the Strategic Goal of Quality of Life as it makes recommendations to help keep the City of Saskatoon a safe and welcoming people place.

Background

On May 24, 2016, City Council considered the 2015 Annual Report of the Crime Free Multi-Housing Advisory Committee, including a report authored by the Chief of Police entitled "Information Report on CFMH Best Practices and Nuisance properties – a review of programs in Canada" (the "Best Practices Report"). City Council resolved that the Best Practices Report be forwarded to the City Solicitor for comment.

Licensing Rental Properties and Regulation of Nuisance Calls for Emergency Services

The City of Saskatoon currently has *The Property Maintenance and Nuisance Abatement Bylaw, 2003* (the “Property Maintenance Bylaw”). The Property Maintenance Bylaw sets out minimum standards for structures and yards in the City. The Property Maintenance Bylaw regulates nuisances; however, nuisance is defined as the condition of a property or a thing that affects the amenity of a neighbourhood. The Property Maintenance Bylaw does not regulate behavioural nuisance i.e. the regulation of repeated human activity which may affect the amenity of a neighbourhood or interfere with the enjoyment of another’s property. Also, the Property Maintenance Bylaw does not address nuisance calls for emergency services.

Report

Properties with repeated calls for emergency services where no emergency situation exists (“nuisance calls”) continue to create issues for the City of Saskatoon. These issues include emergency services being taken away from actual emergency calls which impacts the safety of the community and has budgetary impacts.

If City Council wishes to regulate in this area, there are two main options available:

1. a licensing program for rental property businesses; and
2. regulation of nuisance calls for emergency services.

Both of the options would have to clearly define the concept of nuisance calls (as opposed to an emergency or Criminal Code calls) and outline the threshold at which the demand on emergency services exceeds the level paid for through taxes.

Attachment 1 to this report briefly summarizes the types of nuisance call bylaws and landlord regulatory bylaws in effect in other parts of Canada.

Licensing Rental Property Businesses

City Council could direct the Administration to look into the implementation of a business licensing program for all rental property businesses or a specific sub-set of rental property businesses in Saskatoon. The idea is that owners of rental properties would be licensed and regulated. Provisions of such a system could include clearly defined acceptable maintenance standards and mechanisms to address repeated nuisance behaviour in rental properties. This appears to be the approach in several jurisdictions in British Columbia, and Toronto has newly enacted a bylaw which licenses and regulates owners of apartment buildings with three or more stories and ten or more rental units.

If implemented, this would be a major undertaking for the Community Services Department, Saskatoon Police Service, Saskatoon Fire and the City Solicitor’s Office requiring significant time and additional resources to both get the program in place and to deliver it on an ongoing basis.

If City Council directs the Administration to pursue a business licensing scheme, the following considerations would need to be explored and ultimately decisions would need to be made:

Licensing Rental Properties and Regulation of Nuisance Calls for Emergency Services

- determination of the type of properties and the nature of the businesses that fall under a licensing bylaw (previous estimates indicate there are 12,000 rental units in 590 multi-unit buildings and 10,000 rental units in one unit, two-unit and row house units);
- consideration of the setting of a threshold number for single-unit properties operated by the same owner or distinguishing between types of rental properties so that only some require business licenses;
- consideration of the setting of conditions that must be met before a license is issued. For example, it could be required that rental premises must pass a property maintenance inspection and follow Crime Prevention Through Environmental Design and Crime Free Multi-Housing Advisory Committee principles;
- consideration of the imposition of terms and conditions on a license, including the concept of a nuisance fee. Licenses could be cancelled if conditions are not met, or the City could refuse to renew a license for this reason. Also, further consideration would have to be given to the best model to regulate repeat nuisance calls;
- a licensing program could serve to determine a baseline of the condition of rental properties and it could target fee rebates, tax increase caps or grants to encourage landlords to upgrade their properties to meet the need for good rental accommodation. This level of oversight is significantly more than is currently provided in the City's business licensing program; and
- consideration of a mechanism to identify and address existing illegal dwelling units within the City.

A policy implication associated with enacting this type of bylaw includes the possibility of unintended consequences on vulnerable persons. Without an amendment to *The Cities Act* allowing costs associated with emergency services responses or inspections to be added to the tax roll, enforcement would be limited to cancelling or refusing to re-issue a license to property owners who did not pay assessed fees. If the landlord continued to operate the rental property business, the City could prosecute for operation without a license. The logical end point of this process is shutting down the rental property business, which would result in all of its residents being obligated to find new housing.

Creation of New Nuisance Call Regulation

The second option is the enactment of provisions which regulate nuisance calls for emergency services. City Council could choose to establish thresholds for "excessive nuisance calls" after which the fees for subsequent emergency services attendances on nuisance matters could be charged to the property owner. The bylaw could establish an offence for "permitting a nuisance to occur". This would allow for prosecution of landlords whose property is the constant cause of complaints. However, this type of enforcement does not encourage application of Crime Prevention Through Environmental Design and Crime Free Multi-Housing Advisory Committee protocols. This is because this type of enforcement is not considering or dealing with any underlying conditions which may or may not be present.

Some other policy issues associated with this option include:

- nuisance call regulation would apply to all properties which generate “excessive nuisance calls”;
- jurisdictions with this type of bylaw have reported that offloading of costs of “nuisance” calls to landlords results in eviction of tenants. In some cases, these tenants created the nuisance; however, others, for example, may have been victims themselves. In order to avoid eviction, tenants may choose not to call emergency services when they legitimately need help.
- again, there is no mechanism to enforce payment of fees for excessive nuisance calls without an amendment to *The Cities Act* to allow these fees to be added to the tax roll; and
- enforcement of such a bylaw would have to be considered further.

While a few jurisdictions have a model where they simply regulate nuisance calls, the jurisdictions which have had more success incorporate both options into their model. If Committee and Council direct further work on this issue, the recommendation is that a licensing program for rental property businesses which includes a mechanism to regulate nuisance calls be explored. The Saskatoon Police Service is strongly in favour of this model as prefers the regulatory framework of the New Westminster *Business Regulations and Licensing (Rental Units) Bylaw No. 6929, 2004*.

Public and/or Stakeholder Involvement

If the Administration is directed to explore the options outlined in this report, a public and stakeholder engagement plan will be developed.

Communication Plan

If the Administration is directed to explore the options outlined in this report, a communication plan will be developed.

Policy Implications

The various policy implications are as discussed throughout this report.

Privacy Implications

If the Administration is directed to explore the options outlined in this report, privacy implications will be explored.

Safety/Crime Prevention Through Environmental Design (CPTED)

If the Administration is directed to explore the options outlined in this report, CPTED implications will be examined.

Financial Implications

Additional exploration of these options by the Community Services Department, Saskatoon Police Service, Saskatoon Fire and the City Solicitor's Office would be a significant research project and would require staffing resources, particularly in the Community Services Department, along with significant communications support. Depending on further reporting deadlines imposed by Council, other work of the Community Services Department would have to be moved further into the future or additional resources would be required.

Should a program be recommended, the financial implications of the program will be outlined.

Due Date for Follow-up and/or Project Completion

Administration would target 12 months to report back to the Standing Policy Committee on Planning, Development and Community Services. The Community Services Department would be able to achieve this deadline without additional resources but would have to push forward other matters. Interim reports may be necessary and would be provided.

Public Notice

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

Attachments

1. Canadian Jurisdictions Regulation of Nuisance and Rental Properties

Report Approval

Written & Approved by: Patricia Warwick, City Solicitor
Reviewed by: Randy Grauer, General Manager of Community Services
Morgan Hackl, Fire Chief
Mark Chatterbok, Acting Police Chief

**Canadian Jurisdictions
Regulation of Nuisance and Rental Properties**

City	Bylaw	Summary
Abbotsford	Good Neighbour Bylaw, 2003	<ul style="list-style-type: none"> • bylaw recently amended • has a requirement for landlords to keep property to a certain standard • has a requirement for owners of vacant property to not allow them to become a nuisance • has provision for repeat nuisance calls: <ul style="list-style-type: none"> ○ if Police or City officials must respond to a property for more than 1 nuisance call within a 24 hour period, or more than 3 nuisance calls within a 12 month period, the property owner is liable to pay an “Excessive Nuisance Abatement Fee” ○ other steps are taken before fees being charged (treated as sort of a last-resort option) ○ written notice must be served on the property owner (personally or by registered mail) by the City official describing nature of the nuisance conduct, activity or condition and advising that the fees will be imposed for each additional service call to the same property and that these fees are in addition to other legal remedies sought ○ if fees are charged and remain unpaid by the 31st day of December in the year received, written notice is provided to the property owner that these fees may be added to the tax roll ○ owners may, within 30 days of receiving an invoice for fees, request Council to reconsider and may have the opportunity to be heard by Council ○ fees range as follows for nuisance calls: <ul style="list-style-type: none"> ▪ Police Nuisance call - \$195/call ▪ Bylaw Services Nuisance call - \$175/call
Penticton	Good Neighbour Bylaw No. 2012-5030	<ul style="list-style-type: none"> • requires that owners of vacant buildings maintain appearance of said buildings, maintain insurance on the property, and apply with the City for a Vacant Building Registration Permit (various regulations as stipulated in the Bylaw regarding these permits such as the buildings are subject to inspection without notice along with monitoring inspections, permit fees are charged, may be subject to a demolition order if owner does not comply with the provisions, etc.) • has provision for repeat nuisance calls: <ul style="list-style-type: none"> ○ if there is more than 1 nuisance call within a 24 hour period, or more than 3 nuisance calls within a 12 month period, the property owner is liable to pay an “Excessive Nuisance Abatement Fee” ○ other steps are taken before fees being charged (treated as sort of a last-resort option) ○ written notice must be served on the property owner (personally or by registered mail) by the City official describing nature of the nuisance conduct, activity or condition and advising that the fees will be imposed for each additional service call to the same property and that these fees are in addition to other legal remedies sought ○ if fees are charged and remain unpaid by the 31st day of December in the year received, written notice is provided to the property owner that these fees may be added to the tax roll ○ owners may, within 30 days of receiving an invoice for fees, request Council to reconsider and may have the opportunity to be heard by Council ○ fees are as follows: Fire Department: \$100/hour for re-inspection after Order

<p>Vernon</p>	<p>Good Neighbour Bylaw #4980</p>	<ul style="list-style-type: none"> • has provision for repeat nuisance calls: <ul style="list-style-type: none"> ○ if there is more than 1 nuisance call within a 24 hour period, or more than 3 nuisance calls within a 12 month period, the property owner is liable to pay an “Excessive Nuisance Abatement Fee” ○ other steps are taken before fees being charged (treated as sort of a last-resort option) ○ written notice must be served on the property owner (personally or by registered mail) by the City official describing the nature of the nuisance conduct, activity or condition and advising that the fees will be imposed for each additional service call to the same property and that these fees are in addition to other legal remedies sought ○ if fees are charged and remain unpaid by the 31st day of December in the year received, written notice is provided to the property owner that these fees may be added to the tax roll ○ owners may, within 30 days of receiving an invoice for fees, request Council to reconsider and may have the opportunity to be heard by Council ○ fees range as follows: <ul style="list-style-type: none"> ▪ RCMP response: \$125 ▪ Fire response: actual cost ▪ City bylaw enforcement staff: \$100
<p>Surrey</p>	<p>Rental Premises Standard of Maintenance Bylaw 17686</p>	<ul style="list-style-type: none"> • onus is on the property owners to ensure bylaw compliance • regulates the following in rental properties: <ul style="list-style-type: none"> ○ running water must be supplied and must be adjustable within a certain temperature range ○ property must be heated to a specified minimum temperature and owners must ensure heating equipment is maintained ○ adequate artificial lighting must be supplied and in good working order ○ owners must ensure all services are connected and will not disconnect services while occupied by a tenant, however, tenants are responsible to ensure all services fees are paid otherwise it will be deemed as the tenant willfully disconnecting the services ○ elevators must be maintained pursuant to provincial legislation • City inspectors are authorized to enter at all reasonable times to conduct an inspection • inspectors have the jurisdiction to set the time for compliance in a written notice to the owner • contraventions may result in fines to the owner
	<p>Nuisance Bylaw 12883</p>	<ul style="list-style-type: none"> • has provision for repeat nuisance calls: <ul style="list-style-type: none"> ○ 3 or more calls at the same property within a 12 month period, City may impose fees for additional service calls for the next 24 months after ○ to charge for repeat nuisance calls, City must serve a notice on the property owner (personally or registered mail) describing the particulars of the nuisance and that it must be remedied within 30 days ○ if fees remain unpaid as of December 31st of the year in which they were imposed, they may be added to the tax roll ○ nuisance abatement fees may be imposed even if no person has been charged with a nuisance offence or was acquitted of a charged offence ○ fees range as follows: <ul style="list-style-type: none"> ▪ nuisance service call response: \$765.25/response ▪ Administration/overhead fee: \$408.00/response • inspectors have the authority to enter the premises to conduct inspections at any reasonable time

<p>North Vancouver</p>	<p>Rental Premises Standards of Maintenance and Prevention of Nuisances Bylaw, 2008, No. 7931</p>	<ul style="list-style-type: none"> • bylaw applies to all rental properties and lodging houses • the inspector has the authority to enter the premises at any reasonable time to carry out an inspection • bylaw requires every person who is issued a license to maintain a current record of tenants for each rental accommodation and must be able to produce this at the request of the inspector • licenses may be issued to landlords on conditions (examples: proper tenant screening must be done, ongoing competent property management) • bylaw sets out minimum maintenance standards with respect to structural integrity of buildings, foundations, walls, doors, windows, roofing, fire escapes, stairs, balconies, porches, landings, basements, floors, ceilings, plumbing, gas appliances/systems, heating, electrical, lighting/ventilation, kitchens, fire/health safety hazards, pest control, garbage collection/accumulation, elevators and parking • bylaw sets certain standards for lodging houses including what each sleeping unit shall contain (i.e. furniture, linens, sanitary areas) and size of each unit including the size of storage areas • has a provision for repeat nuisance service calls: <ul style="list-style-type: none"> ○ if City officials need to respond to 3 or more nuisance service calls for a single property within a 12 month period, the City may impose upon the property owner an excessive nuisance abatement fee ○ for each additional nuisance call thereafter within a 24 month period, additional fees may be added ○ imposition of fees requires service of a notice on the property owner by the inspector ○ if fees are unpaid as of December 31st in the year that the fees were imposed, the outstanding fees may be added to the tax roll ○ fees range as follows: <ul style="list-style-type: none"> ▪ police nuisance response/abatement call: \$195/call ▪ City staff nuisance response/abatement call: \$50/hr ▪ Administration fee: 10% on total service call fees
<p>New Westminster</p>	<p>Business Regulations and Licensing (Rental Units) Bylaw No. 6929, 2004</p>	<ul style="list-style-type: none"> • bylaw applies to all residential property and rental units • the inspector has the authority to enter the premises at any reasonable time to carry out an inspection, grant/refuse a business license to landlords and has the ability to suspend a business license for reasonable cause as determined by the inspector • all persons to have property available for rent must obtain an applicable business license • licenses may be issued to landlords on conditions (examples: proper tenant screening must be done, ongoing competent property management) • bylaw sets out minimum maintenance standards with respect to pest control, garbage storage, debris storage/deposal, structural integrity of buildings including foundations, walls, doors, windows, ventilation, roofing, stairs, balconies, porches, basements, floors, ceilings (including a set minimum height), plumbing, gas, heating, electrical, laundry, elevators, parking, fire/health and safety hazards, room sizes, food storage/cooking facilities and sanitary facilities • has a provision for repeat nuisance service calls: <ul style="list-style-type: none"> ○ if City officials need to respond to 3 or more nuisance service calls for a single residential property within a 12 month period, the City may impose upon the property owner an excessive nuisance abatement fee ○ for each additional nuisance service call thereafter within a 24 month period, additional fees may be added ○ imposition of fees requires service of a notice by the inspector on the property owner ○ if nuisance abatement fees are not paid by December 31st of the year in which they were issued, unpaid amounts may be added to the property's tax roll ○ fees range as follows: <ul style="list-style-type: none"> ▪ police nuisance/abatement service call: \$250/call ▪ City staff nuisance response/abatement service call: \$100/hr ▪ Administration fee: 10% on total service call fees

<p>Victoria</p>	<p>Nuisance (Business Regulation) Bylaw No. 05-069</p>	<ul style="list-style-type: none"> • nuisance includes any activity that interferes with another person’s enjoyment of a public area or of land occupied by that person which includes excessive noise, fighting, littering, trespassing • requires that persons who have a business property obtain a business license, which appears to include residential rental property • holder of a “business license” must not permit activity on property or adjacent public property that is a nuisance or violates the Noise Bylaw • must take steps to abate noise if activity is directly related to that person’s business • written notice provided to business license holder if 6 incidents of nuisance violations have occurred at the same property within a 12 month period • license inspector must determine reasonableness of complaints and were not related to attendance of emergency services personnel (police, fire, ambulance) • written notice must describe the nuisance activity and the license inspector’s decision as to reasonableness • license holder must provide license inspector with a 24 hour phone contact number to notify of incidents • license holder must maintain a register of tenants • license holder must pay the City on invoice or when license is renewed • charges in connection with an investigation are as follows: <ul style="list-style-type: none"> ○ \$200/hour for police attendance (based on 2 officers and 1 vehicle) plus 15% for administration fee ○ \$75/hour for City employees plus 15% for administration fee • notice and charges no longer apply after a 12 month period in which there have been less than 6 qualifying investigations • within 30 days of receiving a notice, the business license holder may, by written notice to the City’s Administrator, request that Council reconsider the decision of the license inspector and shall be provided an opportunity to be heard by Council • to continue to hold the business license, the license holder must comply with the Property Maintenance Bylaw and must pay any charges laid under the Nuisance Bylaw • Council may suspend/cancel a business license or it may order that the business may not operate before 6:00 a.m. or after 11:00 p.m. if the problems were caused during those hours and in contravention of the Noise Bylaw • license holders must also keep a register of tenants/occupiers and must have accessible to the license inspector • license inspector authorized to enter the premises at all reasonable times to conduct an inspection
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	<p>Abandoned Properties Bylaw No. 08-058</p>	<ul style="list-style-type: none"> • abandoned property is defined as a building, structure or improvement which has remained unoccupied by an owner/tenant or other occupier for a continuous period of 30 days • property owners of an abandoned property are required to secure the property against unauthorized entry/occupation, vandalism or other intentional damage or fire hazard by affixing structural barriers to the windows and other points of entry, installation of security fencing or other such perimeter barriers, security lighting, security alarm system or employment of security guards, and if any damage is sustained from unlawful entry/occupation/vandalism, the property owner is responsible for the repair • inspectors are authorized to enter the premises at any reasonable time to conduct an inspection and to notify the property owner of any requirement to secure or repair the property • if a property owner receives notification from the inspector to install security measures or make repairs, the property owner must fulfill the notice's requirements within 10 days of receiving the notice or request a hearing with the City's Private Property Maintenance Committee within 14 days of receipt of the notice • fees are charged for attendance as follows: <ul style="list-style-type: none"> ○ initial investigation/inspection of property: \$250 ○ initial building inspection: \$250 • if the property owner defaults on securing/repairing the property or fails to request a hearing within the 14 day period, the City may perform the required work and the property owner would be required to reimburse the City for its costs to do the work • any fees which remain unpaid by December 31st of the year in which they are issued may be added to the property tax roll • fines/penalties for contravention of this bylaw range from \$2,000 - \$10,000
<p>Toronto (Municipal Code Chapter)</p>	<p>Apartment Buildings, Chapter 354</p>	<ul style="list-style-type: none"> • came into effect July 1, 2017 • provides regulations for apartment buildings with 3 or more storeys and 10 or more rental units, but does not include a long-term care home, licensed retirement home or housing co-operative • owners of property for rent must register with the City (c/o the Executive Director of Municipal Licensing and Standards) each property every year and must pay an annual business license fee • registration for each property must include the property owner's name and contact information, the property operator's (ie. the property manager, if there is one) name and contact information, list of existing security features of the building (locking systems, cameras, etc.), and any other pertinent information required by the Executive Director • if there is any change to the information pertinent to the registration during the license year, the property owner has 30 days to provide the update to the Executive Director • if an owner files false or misleading information in the registration form, the Executive Director shall notify the owner and the owner must correct such information within 30 days of receipt of the notice. If the owner fails to update the information, the property registration may be revoked without further notice • property owners/operators have the following obligations: <ul style="list-style-type: none"> ○ have a process to track and receive tenant service requests: date/time of request, description of request, rental unit number, name/contact information of tenant making request, including how to identify urgency of requests and tracking of completion of requests ○ respond to urgent requests within 24 hours (defined as discontinuance of fuel, electricity, gas, heat and water, breach of security) ○ respond to non-urgent requests within 7 days ○ supply a tenant notification board of any planned or unplanned service disruptions, major capital projects being undertaken, cleaning plans, emergency contact information, map to the nearest location of publicly accessible air conditioned area and City orders/notices regarding issues such as property maintenance, graffiti, etc., notice of any appeal to an order under the Building Code, scheduled audit of the City's Licensing Division and any pest treatment activities

		<ul style="list-style-type: none"> ○ inspect the premises for the presence of pests at least once every 30 days and any area within 72 hours of the receipt of any information indicating that pests are present. If pests are present, steps must be taken to prevent the spread of pests to other areas of the property and to exterminate the pests. No person may attempt to prevent the extermination of the pests or hide/obscure the presence of pests ○ have a waste management plan and post it in the common areas of the building ○ inspect common areas for cleanliness once per day, have a cleaning plan and post the plan in the common areas of the building ○ retain the services of certified tradespersons (i.e. plumber, HVAC Technician) ○ prepare and maintain a state of good repair capital plan (i.e. when certain fixtures will be replaced, etc.) ○ keep records of activity logs and pest inspection logs ● prohibits rental of a suite if there is a current property standards order issued related to the rental unit, if there is a discontinuance of services (water, heat, etc.) to the building or if there is the presence of pests in the suite ● fines for contravention of the bylaw could be up to \$100,000 with additional charges for persons who gain an economic advantage for contravention of the bylaw ● continuance of a contravention results in a charge of up to \$10,000 for each day that the offence continues ● bylaw officers may enter the premises at any reasonable time to carry out an inspection, may request production of various documents related to completion of an inspection, and may take samples or photographs as required ● there are inspector fees for re-inspection services in an apartment building which are \$108.80/inspector/hour ● service of orders may be done personally or by registered mail on the owner or occupier. If service cannot be effected in those ways, a placard may be placed in a conspicuous place on the land on or near the property
<p>Calgary</p>	<p>Bylaw No. 32M98, A Bylaw to License and Regulate Businesses</p>	<ul style="list-style-type: none"> ● classification for a business license for “Apartment Building Operator” and requires any person who carries on business under the various classifications to obtain a license ● requirements to obtain a license are: contact information of business and applicant (corporate or individual), satisfactory proof that the place of business complies with all health and safety bylaws, liability insurance (as determined by the Chief License Inspector) and payment of fee ● license fees for Apartment Building Operator are as follows: <ul style="list-style-type: none"> ○ new licenses: \$184 for 2017 to increase to \$191 in 2018 ○ license renewals: \$141 for 2017 to increase to \$146 in 2018 ● penalties for various contraventions of this bylaw range from \$300 - \$3,000 (some examples of contraventions would be: operating without a license, contravention of a condition of the license, failing to provide updated required information, false information being provided, failing to post the license, etc.)

750-1 x 4400-1

From: City Council
Sent: Thursday, November 30, 2017 3:39 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Thursday, November 30, 2017 - 15:39
Submitted by anonymous user: 70.64.71.4
Submitted values are:

Date: Thursday, November 30, 2017
To: His Worship the Mayor and Members of City Council
First Name: Chanda
Last Name: Lockhart
Address: 132-2002 Quebec Avenue
City: Saskatoon
Province: Saskatchewan
Postal Code: S7K 1W4
Email: eo@skla.ca
Comments: Requesting to be at council meeting on Monday December 4th to read a letter on behalf of The Saskatchewan Landlord Association in regards to item 7.2.4 Licensing Rental Properties and Regulations of Nuisance Calls for Emergency Services

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/204578>

Residential Fire Pits/Revision of Open-Air Fire Bylaw

Recommendation

That the information be received.

Topic and Purpose

The purpose of this report is to provide additional background information regarding open-air fires in the City of Saskatoon and provide the Committee with possible options to the status quo.

Report Highlights

1. SFD has researched other jurisdictions' bylaw and provided an overview.
2. Outline of 2016 burning complaints and bylaw enforcement options.
3. Health effects of smoke emissions from open-air fires and cleaner burning alternatives.
4. Feedback obtained from citizens and various stakeholders.

Strategic Goals

This report supports the City of Saskatoon Strategic Goals of Continuous Improvement and Quality of Life by providing information on open-air fires that directly or indirectly impacts residents and providing a level of fire safety in the use of open-air fires so as to prevent the spread of fire.

Background

The Standing Policy Committee on Planning, Development and Community Services, at its meeting held on May 29, 2017, received a report from Administration regarding the above item and resolved:

“That the Administration report further on the matter, including:

1. Limiting open air fires between certain hours and certain days of the week;
2. Permit process including costs to set up such a process and the cost of a permit;
3. What other jurisdictions in Canada regulate, including all of the matters identified in this request for further information;
4. Option for leaner versions to burn;
5. A phase out process;
6. Proper enforcement;
7. Outline out of the 192 complaints how many are repeats, how many are unresolved and how penalties might be structured for repeat offenders; and
8. Limitations on the duration of backyard fires.”

Report

Other Jurisdictions

A review was conducted of burning bylaws from 23 major cities across Canada. This review found that 15 prohibit the burning of wood entirely or without consent from the local fire chief. Jurisdictions that allow open fires often have additional requirements that further regulate burning, such as Ottawa and Halifax permitting burning in rural areas of their municipalities while prohibiting similar fires in urban districts. Other centres such as Calgary, Regina and Mississauga restrict open air fires to specific dates and times. Further, the jurisdictions of Kamloops, Hamilton and Markham have variations of permitting and inspections for open fires.

Of the jurisdictions reviewed, all either approved the use of gas fueled appliances or were silent on the matter. A brief summary of each jurisdiction is contained in Attachment 1.

Hours of Operation

Limiting the hours of operation for open air fires would be a change from the current guidelines which allow fires to burn 24 hours per day. Designating specified times during the day would provide guidance to property owners or occupants for the enjoyment of their property while lessening the potential for negative impact on neighbours. Limiting burning to between the hours of 5:00 p.m. and 11:00 p.m. would provide for the cooking of food and extinguishing the fire at a time that coincides with the Noise Bylaw.

Although consideration could be given to limiting days of the week where burning is permitted, this was not a trend in other municipalities, although some who do allow open air burning have different hours of allowable operation on various days of the week.

Permit to Burn

As shown in Attachment 1, a number of municipalities require homeowners to obtain a permit for fire pits or devices that are not used for the sole purpose of cooking food. Natural gas or propane appliances are exempt from the permit processes, and no permit is required in order for homeowners to utilize these devices.

Establishing a permit system for open air fires would provide the Saskatoon Fire Department an opportunity to inspect a fire pit ensuring all elements of the bylaw are met with respect to the construction of a pit used for burning wood.

If Saskatoon were to adopt a permit process, the permit could be an annual or multi-year permit. The permit process would allow the Fire Department the opportunity to inspect the proposed location and confirm that the fire pit is appropriate. Municipalities typically charge a fee for these types of permits, and a separate process would be required for public and private property. If a permit process were to be implemented, the current inspection fee of \$90.00 in the bylaw could be utilized.

Costs associated with implementation include the need to establish an online portal that provides for permit application and payment. The City already has permit and payment options such as business licencing which can be used as a model for burning permits.

Options for Cleaner Burning

Open air fire pits come in five basic types: wood-burning, natural gas, propane, ethanol and charcoal briquettes. Wood burning is typically conducted in either an open pit or vessel and brings with it smoke, floating embers and ash. Natural gas or propane fire pits have become more common, and propane fire pits are now commonly available at a relatively low cost. From an ecological standpoint, both fuels are clean-burning and do not emit emissions that can be harmful to people.

A Phase Out Process

A means to move citizens away from the burning of wood could include a combination of enhanced restrictions to burning wood and providing alternatives that would be more flexible. This includes allowing those property owners who currently have a wood burning fire pit to obtain a permit within a specified time period. The issuance of a permit would allow for burning during certain time periods. Any instances where the fire pit is being used improperly would result in the permit being revoked and future burning of wood prohibited.

Burning Complaints - 2016

During 2016 there were 192 complaints of smoke or improper burning. Of these incidents, 16 locations received two complaints, four locations received three complaints, and one location had a total of 10 complaints. Single complaint locations totaled 138. Of the 192 complaints attended by the Saskatoon Fire Department, the following conditions were identified: Unattended - 8, On civic land - 6, Illegal pit or container - 38, Burning improper materials - 62, Acceptable 78. Also of the 192 complaints, a total of 126 fires were extinguished, 100 property owners/occupants were provided open air fire brochures, 10 were issued warning tickets.

Enforcement

The Saskatoon Fire Department has three enforcement options for dealing with non-compliant open air burning: Warning Ticket, Violation Ticket and Order to Remedy. The Warning Ticket is a non-punitive means to articulate the seriousness of any type of contravention to the Fire and Protective Services Bylaw. The Violation Ticket can impose fines of \$250.00 for a first offence, and \$500.00 for a second offence. The Order to Remedy will direct a property owner to remedy a non-compliant condition and should they fail to do so, the City can take any action as necessary to remedy the contravention and/or submit to the City Solicitor for a charge to be laid for failing to comply with the Order to Remedy.

Health

There are segments of the population susceptible to the negative health effects of smoke emissions from open-air fires primarily young children and older adults, especially those with existing respiratory conditions, cardiovascular diseases, or

vascular complications from diabetes. Studies of wood smoke have linked short-term exposure with acute bronchitis, asthma attacks, aggravation of lung diseases and increased susceptibility to respiratory infection. This smaller particulate matter can collect in the lungs. Other toxic or cancer causing compounds can attach to the particulate matter and be transported into the lungs. The use of gas fueled appliances substantially reduces the amount of emissions compared to wood fuel, thus reducing the health impacts on those susceptible to the above conditions.

Environmental

Smoke emissions from open-air fires contain black carbon (soot) which is part of a group of substances called short-lived climate forcers. Black carbon will remain in the atmosphere for a lesser time than long-lived greenhouse gases like carbon dioxide, but are considered to be responsible for a significant portion of global warming. Black carbon absorbs solar radiation, thereby directly warming the surrounding air. When deposited on snow and ice surfaces, it reduces the reflection of solar radiation which leads to accelerated melting. Properly functioning gas fueled appliances produce little or no black carbon.

Options

The following options may be considered by the Committee for possible bylaw amendment:

1. That the Fire and Protective Services Bylaw be amended to limit open-air fires to specific days and time frames.
2. That the Fire and Protective Services Bylaw be amended to require a property owner to obtain a permit to construct or maintain an open air fire pit for the purpose of burning wood.
3. That the Fire and Protective Services Bylaw be amended to limit the period of time to which a permit may be issued so as to prevent future growth of open air fire pits for the burning of wood.

Public and/or Stakeholder Involvement

Your Administration has met with the Lung Association and has received citizen feedback regarding backyard fire pits. The Saskatoon Fire Department is working with the Lung Association to identify partners willing to offer an incentive to convert from wood burning to gas fueled appliances.

Communication Plan

The Saskatoon Fire Department continues to inform citizens through social media, website, PSAs, and media events. If the Fire and Protective Services Bylaw is amended related to any of the options above, then a revised communication plan would be required. The SFD would work with the Communications Branch on a campaign to educate the public and enforcement staff about changes to the Fire and Protective Services Bylaw.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Expected completion is spring 2018.

Public Notice

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

Attachment

1. Summary of Open Air Fire Regulations in Canadian Cities.

Report Approval

Written by: Wayne Rodger, Assistant Chief
Reviewed by: Morgan Hackl, Fire Chief
Approved by: Jeff Jorgenson, Acting City Manager

Admin Report – Open Air Fire Bylaw Nov 2017.docx

Fire Bylaws – Canadian Cities

Vancouver

Open air fires are permitted on private property provided the fire is used for cooking of food, and the fire is contained in an approved (CSA, for example) outdoor cooking appliance, or outdoor fireplace, and is fueled by only butane, propane, natural gas, gel fuel, charcoal, or other clean-burning briquettes, and clearance to combustibles is maintained in accordance with appliance manufacturer's specifications. The burning of paper, wood, or other combustible material is not permitted. All fires on public property require a permit from the Fire Chief.

Richmond

No permit is required for open air fires burning natural gas, charcoal, or propane fueled heaters, fireplaces, barbeque or other appliances designed for cooking food. Every person must obtain a permit to light, ignite, start or burn, or cause, suffer or allow to be lighted, ignited, started or burned, any fire in the open air or within any portable incinerator, chiminea or other portable appliance or device for any purpose.

Burnaby

No person shall light, ignite, or start any fire in the open air in any portable incinerator, outdoor fireplace or other portable burner without first obtaining a permit from the Fire Chief. This does not apply to charcoal, natural gas, or propane fires contained within barbecues, grills or other outdoor appliance for the sole purpose of cooking food. Natural gas and propane fueled outdoor heating appliances do not require a permit provided they are approved by either the Canadian Standards Association or Underwriters Laboratory of Canada, and used in accordance with the manufacturer's instructions.

Surrey

There is no open burning in the City of Surrey. This means back yard fires, fire pits, chimineas, and any other type of outdoor burning is prohibited. Propane or natural gas fire pits are allowed.

Kamloops

Where, in the opinion of the Fire Chief, an open air fire would be safe, the Fire Chief may issue an open air permit with any conditions or requirements he deems necessary for the protection of life and property. Open cooking fires in non-combustible containers using only briquettes or CSA approved propane or natural gas cooking appliances are exempt. An annual permit at a cost of \$50.00 which includes an inspection may be issued for open air fires using wood for cooking on residential property with a maximum duration of three hours and extinguished by 22:00 hours. A permit is not required for CSA, ULC or CGA approved appliances fueled by natural gas or propane.

Kelowna

No person shall start or permit a fire of any kind whatsoever in the open air within the City of Kelowna. A permit is not required for CSA, ULC or CGA approved appliances fueled by natural gas, propane gel or charcoal briquettes.

Calgary

Allows the burning of seasoned fire wood in residential yards in a non-combustible container with a mesh screen or spark guard. Fire pits may only be used between 10:00 a.m. and midnight, Monday to Friday, or between 10:00 a.m. and 1:00 a.m. on Saturday and Sunday. A person shall not engage in any activity that is likely to allow smoke, dust or other airborne matter that may disturb any other person to escape the premises without taking reasonable precautions to ensure that the smoke, dust or other airborne matter does not escape the premise.

Edmonton

Fire pits are permitted on a property provided it is located at least three metres from a building, property line or combustible material, constructed of non-combustible material and covered with a screen with openings no greater than 1.25 centimetres. A person shall not cause or permit an outdoor fire on land they own or occupy that is likely to disturb the peace of any other individual.

Regina

Regulations for open air fires in Regina are very similar to those in Saskatoon. Fire pits or outdoor fireplaces shall not be used between the hours of 1:00 a.m. and 12:00 p.m.

Winnipeg

An open air fire permit is required for any burning other than in an approved receptacle, located on residential property, and located a minimum of three metres from any combustible buildings, structures, fences, trees and overhead wires.

Windsor

Use of devices such as chimineas, outdoor fireplaces, fire pits, bonfires etc. are considered open air burning and therefore not permitted. The use of appliances designed for outdoor cooking such as gas fires, propane, or charcoal barbecues is allowed.

London

Allows the use of outdoor fire pits and recreational burning between 11:00 a.m. and midnight with restrictions on the size and construction of the container and materials that can be burned. A permit may be issued where burning is to eclipse the allowances prescribed within their bylaw.

Kitchener

Fire pits, fireplaces, and small, self-contained and fully enclosed outdoor fireplaces including chimineas are called recreational fires. These recreational fires may only be used in accordance with Kitchener's Municipal Code. Recreational fires may only be operated between 6:00 p.m. and 11:00 p.m. The fire must not create a nuisance, be

located at least five metres from any building, structure, property line, tree, hedge, fence, roadway, or overhead wire.

Hamilton

Open air burning is permitted only in areas of the city of Hamilton that are designated as rural and an annual permit is required for all open air burning at a cost of \$10.00.

Mississauga

Open air burning is legal in Mississauga without a permit provided it is operational within an outdoor fireplace or suitable container between sunrise and 11:00 p.m., is located at least five metres from any building, structure, property line, tree, hedge, fence, roadway, overhead wire or other combustible article.

Brampton

No person shall set or maintain a fire in the open air unless the fire is to be used for the purpose of cooking and providing that a distance of not less than five metres is maintained between the fire and any building structure, fence, hedge, vehicular roadway or overhead wire or obstruction of any kind or nature whatsoever. The fire cannot be more than 0.5 square metres in area and not more than 0.5 metres in height, and is set and confined in a metal or masonry container with a metal screen on top having a mesh of not larger than one-half inch.

Vaughan

A permit must be issued for any burning provided the open air fire is at a distance at least 60 metres from any building, structure, hedge, fence, vehicular roadway of any kind, or overhead wire. These limiting distances would prohibit an open fire on most urban residential properties.

Toronto

Open air burning is not permitted including bonfires, fire pits, sky lanterns and the use of various types of outdoor fireplaces and chimineas.

Markham

A burn permit for fire in open air is required for each burn whether on public or private property and is subject to an inspection. The fee to apply for a permit is \$50.00 and specifies date and time.

Ottawa

Open air burning is allowed in the rural areas of the region and prohibited in the urban areas. Where burning is allowed in rural areas, a permit at a cost of \$13.00 is issued for each calendar year. The permit holder will notify the fire department for permission on the day of each proposed open air fire.

Gatineau

Open air fires in a fire place are permitted provided they burn only dry wood, dry wood products, charcoal, briquettes and other products intended for heating, and must be 16 metres from a main building, 6 metres from an accessory structure, 20 metres from a property line and 3 metres from a tree, bush or hedge. These distances would prohibit an open air fire on a typical residential lot.

Montréal

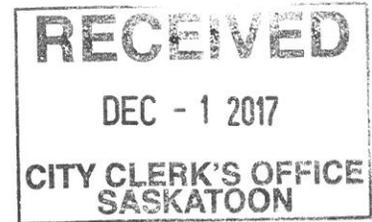
Outdoor fires are prohibited across the Montréal agglomeration by several bylaws (bonfires, fireplaces, burning branches or green waste, burning garbage, burning construction debris, garden fires, etc.). However, a permit may be issued for special authorization of temporary activities involving fire outdoors.

Halifax

Allows burning of seasoned fire wood on urban residential property between the hours of 2:00 p.m. and midnight. Fire burning appliances must be placed more than 15 metres from any building. No restrictions on propane or natural gas appliances provided they are CSA or ULC approved and installed as per manufacturer's instructions.

2500-1

From: City Council
Sent: Friday, December 01, 2017 1:59 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Friday, December 1, 2017 - 13:59
Submitted by anonymous user: 67.225.49.2
Submitted values are:

Date: Friday, December 01, 2017
To: His Worship the Mayor and Members of City Council
First Name: Erin
Last Name: McKay
Address: 603 Ave K S
City: Saskatoon
Province: Saskatchewan
Postal Code: S7M2E4
Email: erin.mckay@suncorpvaluations.com
Comments:
Residential Fire Pits/ Revision of Open Air Fire Bylaw.

I am requesting that council not approve a fee for permit model for backyard fires in Saskatoon. This puts in another barrier to access for a lot of our residents who are already feeling the crunch of increasing taxes and cost of living. Backyard fires are one of the low cost things families and neighbours can enjoy together. The fee for permit is a blatant tax grab that leaves the poor even more destitute, please stop taxing everything we do.

There are already regulations for the distance of fire pits to buildings. Fire and Protective Services Bylaw No. 7990. If amendments need to be made to this bylaw to deal with some of the concerns brought up by the complainants, than that is what I suggest you do.

Regards,

Erin McKay

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/204643>

2500-1

From: Wendy Janzen <janzen99@shaw.ca>
Sent: December 04, 2017 12:56 AM
To: Web E-mail - City Clerks
Subject: URGENT: FIRE PITS



Submitted on Monday, December 4, 2017 - 00:55
Submitted by user: Anonymous
Submitted values are:

First Name: Wendy
Last Name: Janzen
Email: janzen99@shaw.ca
Confirm Email: janzen99@shaw.ca
Neighbourhood where you live: Lakeview
Phone Number: (306) 373-3989

==Your Message==

Service category: Bylaws & Policies

Subject: URGENT: FIRE PITS

Message: I apologize for this letter being late. I hope you have time to read it before the Monday 9 am. meeting. Here is my comment: It's time to phase in propane fire pits. They are affordable. Costco sells them. The city could create an incentive for people to exchange their wood burning fire pit and receive a credit towards a propane fire pit. It's not only people with asthma that suffer. There are a variety of health issues that are affected by smoke intolerance. Smoke pollutes and causes breathing difficulties and stress for many. Wood burning fire pits make life complicated and isolating for people. Gardening becomes impossible. It pins neighbor against neighbor creating a hostile relationship. There is nothing stopping my neighbor's smoke from contaminating my airspace. I can't afford to replace all my windows right now. A 24 hour burning policy is unreasonable. Those who suffer are scared to speak out because they become the target of anger. We are not taking anyone's rights away. We just want our right back to breathe smoke free air.

Attachment:

Would you like to receive a short survey to provide your feedback on our customer service? The information you share will be used to improve the service we provide to you and all of our customers.:
Yes

For internal use only :
<https://www.saskatoon.ca/node/405/submission/204785>

From: Sandy and Jim Jasieniuk <sjasieniuk@hotmail.com>
Sent: December 03, 2017 1:42 PM
To: Web E-mail - City Clerks
Subject: Backyard fire pit bylaw



Submitted on Sunday, December 3, 2017 - 13:42
Submitted by user: Anonymous
Submitted values are:

First Name: Sandy and Jim
Last Name: Jasieniuk
Email: sjasieniuk@hotmail.com
Confirm Email: sjasieniuk@hotmail.com
Neighbourhood where you live: Varsity View
Phone Number: (306) 292-2426

==Your Message==

Service category: City Council, Boards & Committees

Subject: Backyard fire pit bylaw

Message: We have a fire pit in our backyard as we have had for the past 25 years. Sometimes when we skate on our backyard rink, we enjoy cooking hotdogs and marshmallows and other foods over the fire. It is a place where we can warm our hands and toes! We have had many memorable skating and wiener roast get togethers with our neighbours and new comers to Canada from over 20 countries. We have a neighbour who mow their lawn every second day with a loud gas mower, spray pesticides and herbicides on their lawn multiple times a year and use noisy leaf blowers pressure washers, and shop vacs, many times a week all year long. Besides that he is a smoker who doesn't smoke inside their home. We have to put up with his second hand smoke drifting into our yard whether we are quietly working in our garden, or having friends, neighbours and family over. Our question is, would all these environmentally offensive tools and habits be controlled in some way as well?

Attachment:

Would you like to receive a short survey to provide your feedback on our customer service? The information you share will be used to improve the service we provide to you and all of our customers.:
No

For internal use only :
<https://www.saskatoon.ca/node/405/submission/204744>

2500-1

From: City Council
Sent: December 03, 2017 11:14 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Sunday, December 3, 2017 - 23:14
Submitted by anonymous user: 204.83.117.44
Submitted values are:

Date: Sunday, December 03, 2017
To: His Worship the Mayor and Members of City Council
First Name: Lois
Last Name: Thorne
Address: 415 3rd Street East
City: Saskatoon
Province: Saskatchewan
Postal Code: S7H 1L6
Email: lois.thorne@gmail.com

Comments:
Re: Residential Fire Pits/Revision of Open-Air Fire Bylaw [File No. CK 2500-1]
415 3rd St. East
Saskatoon, Sk
S7H 1L6
December 2, 2017

Office of the Mayor
222 - 3rd Avenue North
Saskatoon SK S7K 0J5

To His Worship Mayor Charlie Clark, Members of City Councillors.

Re: Residential Fire Pits/Revision of Open-Air Fire Bylaw [File No. CK 2500-1]

I am unable to take time off work to attend the meeting but would very much like my comments heard with regard to the above mentioned FirePit meeting. I would like to see a complete ban on this type of fire pit. I am one of the individuals in the city who has health issues related to fire pits and wood burning. I realize this is a contentious issue. I would like to share my concerns with you.

I appreciate that people love to enjoy their time around a fire. I used to enjoy it myself. However, I have developed allergies; smoke is the biggest problem for me. My throat becomes extremely sore and, within minutes, I develop laryngitis that can turn to bronchitis easily. I have the other symptoms of headaches and sinus issues. I have to go inside, close all windows and stay inside. If I have company we have to go inside. I do not have air conditioning and, as it is not good for me, you can imagine how uncomfortable it can be.

I realize this is my personal health issue and I have been very considerate to my neighbours. However, I should also be able to enjoy my backyard, gardening, visiting, sitting in my gazebo etc. I cannot go to the lake or camping anymore. I should be able to enjoy my summers outdoors. I should not be in a position where I need to lock myself up in my home or create conflict with my neighbours and community.

We all have the right to enjoy the clean air that this city has. There may not have been a large number of complaints from people but that should not be an issue in my opinion. Health matters to all of us and this is an easy solution. Propane outdoor fire pits let everyone enjoy the outdoors. Aside from environmental concerns that I have, but will not mention since it is a factor in the City Hall discussions, I would also like to express my concerns about community.

With regard to the city's Fire and Protective Services bylaw and the six conditions that must be followed when using pits, I can assure you these rules are broken constantly. On my block alone, I am know of three fire pits that are being used with the following. I am not comfortable giving addresses but one affects me regularly throughout spring, summer and into autumn.

a) Improper wood

b) Refuse burning

c) Improper pits (a metal fire pit placed on lawn with no screen, a barrel being used with no screen, etc.

d) Not properly watched as the wood is burned to dispose of it but not to enjoy a fire.

Several years ago, my neighbours dug a large pit, started a huge fire and hours later when the logs were burned down to coals, they buried and roasted a pig for a party. A friend in Eastlake was burning painted wood, leaves and paper documents. Someone at the corner of Victoria Avenue and 4th Street was burning yard waste for several years.

I love to walk and I do find it more difficult on some occasions due to backyard fires so I know these incidents occur regularly throughout the city.

The bylaw states if smoke causes unreasonable interference with the use and enjoyment of another's property, it "must be extinguished immediately". However, I can tell you that I do not feel I should be put in the position of phoning the Fire Department to report my neighbours. I can state with certainty it would be the end of a decent relationship with them. I am not alone in this. At the opposite end of my street, two years ago, a young couple renting a house moved out because their next-door neighbour was burning yard waste between 5-6 a.m.. The odor and smoke was coming in their bedroom windows. Like me, they did not want to cause discord and draw attention to themselves. Two years ago, someone did call the Fire Department and a couple down the street was asked to put out their fire. I was asked if I called it in. I had not. I was horrified. I will not put myself in that position and I should not have to be.

Please do consider the healthy choice for all of us, the environment and the community as whole.

Thank you.

Respectfully,

Lois Thorne

The results of this submission may be viewed at:

<https://www.saskatoon.ca/node/398/submission/204783>



415 3rd St. East
Saskatoon, Sk
S7H 1L6
December 2, 2017

Office of the Mayor
222 - 3rd Avenue North
Saskatoon SK S7K 0J5

To His Worship Mayor Charlie Clark, Members of City Councillors.

**Re: Residential Fire Pits/Revision of Open-Air Fire Bylaw
[File No. CK 2500-1]**

I would like to see a complete ban on this type of fire pit. I am one of the individuals in the city who has health issues related to fire pits and wood burning. I realize this is a contentious issue. I would like to share my concerns with you.

I appreciate that people love to enjoy their time around a fire. I used to enjoy it myself. However, I have developed allergies; smoke is the biggest problem for me. My throat becomes extremely sore and, within minutes, I develop laryngitis that can turn to bronchitis easily. I have the other symptoms of headaches and sinus issues. I have to go inside, close all windows and stay inside. If I have company we have to go inside. I do not have air conditioning and, as it is not good for me, you can imagine how uncomfortable it can be.

I realize this is my personal health issue and I have been very considerate to my neighbours. However, I should also be able to enjoy my backyard, gardening, visiting, sitting in my gazebo etc. I cannot go to the lake or camping anymore. I should be able to enjoy

my summers outdoors. I should not be in a position where I need to lock myself up in my home or create conflict with my neighbours and community.

We **all** have the right to enjoy the clean air that this city has. There may not have been a large number of complaints from people but that should not be an issue in my opinion. Health matters to **all** of us and this is an easy solution. Propane outdoor fire pits let everyone enjoy the outdoors.

Aside from environmental concerns that I have, but will not mention since it is a factor in the City Hall discussions, I would also like to express my concerns about community.

With regard to the city's *Fire and Protective Services* bylaw and the six conditions that must be followed when using pits, I can *assure* you these rules are broken constantly. On my block alone, I am know of three fire pits that are being used with the following.

- a) Improper wood
- b) Refuse burning
- c) Improper pits (a metal fire pit placed on lawn with no screen, a barrel being used with no screen, etc.
- d) Not properly watched as the wood is burned to dispose of it but not to enjoy a fire.

Several years ago, my neighbours dug a large pit, started a huge fire and hours later when the logs were burned down to coals, they buried and roasted a pig for a party. A friend in Eastlake was burning painted wood, leaves and paper documents. Someone at

the corner of Victoria Avenue and 4th Street was burning yard waste for several years.

I love to walk and I do find it more difficult on some occasions due to backyard fires so I know these incidents occur regularly throughout the city.

The bylaw states if smoke causes unreasonable interference with the use and enjoyment of another's property, it "must be extinguished immediately". However, I can tell you that I do not feel I should be put in the position of phoning the Fire Department to report my neighbours. I can state with certainty it would be the end of a decent relationship with them. I am not alone in this. At the opposite end of my street, two years ago, a young couple renting a house moved out because their next-door neighbour was burning yard waste between 5-6 a.m.. The odor and smoke was coming in their bedroom windows. Like me, they did not want to cause discord and draw attention to themselves. Two years ago, someone did call the Fire Department and a couple down the street was asked to put out their fire. I was asked if I called it in. I had not. I was horrified. I will not put myself in that position and I should not have to be.

Please do consider the healthy choice for all of us, the environment and the community as whole. Thank you.

Lois Thorne

2500-1

To: Walter, Penny (Clerks)
Subject: RE: Notice of Meeting - Residential Fire Pits/Revision of Open-Air Fire Bylaw



From: Joan Mclean [mailto:joan.mclean@shaw.ca]
Sent: Saturday, December 02, 2017 11:47 PM
To: Walter, Penny (Clerks) <Penny.Walter@Saskatoon.ca>
Subject: Re: Notice of Meeting - Residential Fire Pits/Revision of Open-Air Fire Bylaw

Unable to download response form re fire pits. Please pass this on to the committee. It is unthinkable that the committee would even consider granting permits for the continuation of air pollution in our city.. it is well known the dangers of wood smoke in close proximities. Our city already lags behind other cities in any effort to control our air quality! I pay property taxes and cannot even enjoy my yard or house as this smoke permeates my house and I have to keep doors and windows shuttered. This starts up in early spring and continues till late fall. The health of our residents should be considered over fire pit owners who burn wood and scraps every day at anytime. Permits or hours of burning should not even be considered. There were no open fires permitted here years ago. Please return to sensible management. Joan McLean, 508 Wilson Cr., Saskatoon

Sent from my iPad

On Nov 29, 2017, at 4:01 PM, Walter, Penny (Clerks) <Penny.Walter@Saskatoon.ca> wrote:

Re: Residential Fire Pits/Revision of Open-Air Fire Bylaw [File No. CK 2500-1]

This is to advise that the attached report of the Saskatoon Fire Department dated December 4, 2017 regarding the above matter will be considered by the Standing Policy Committee on Planning, Development and Community Services:

- DATE: Monday, December 4, 2017
- TIME: 9:00 a.m.
- PLACE: Council Chamber
Main Floor, City Hall, Saskatoon, SK

If you wish further information on the report, please contact the Fire Chief at (306) 975-2575.

If you wish to speak to the Committee or provide comments regarding this matter, you are required to submit a letter to the City Clerk's Office. Letters must be received online at <https://www.saskatoon.ca/write-letter-councilcommittees> by 8:00 a.m. on the day of the meeting, or delivered in writing to the City Clerk's Office no later than 5:00 p.m. of the business day preceding the meeting. You are asking to limit your comments to five minutes. Please include your mailing address in your submission.

If the Committee adopts the recommendation set out in the report, you will not receive a letter from the Deputy City Clerk. You will only be notified if the Committee takes action different from that recommended in the report. If you have any questions, please contact me at (306) 975-3240.

Yours truly,

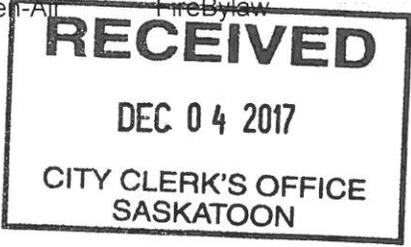
pw/for Diane Kanak
Deputy City Clerk

Attachment

<Report - Open Air Fire Bylaw Nov 2017 - complete.pdf>

25007

To: Walter, Penny (Clerks)
Subject: RE: Notice of Meeting - Residential Fire Pits/Revision of Open-Air FireBylaw



From: blatz.j@sasktel.net [mailto:blatz.j@sasktel.net]
Sent: Wednesday, November 29, 2017 5:44 PM
To: Walter, Penny (Clerks) <Penny.Walter@Saskatoon.ca>
Subject: Re: Notice of Meeting - Residential Fire Pits/Revision of Open-Air FireBylaw

Thanks for notifying me of this meeting. I have only one point to make. I would hope that outdoor fire pits and indoor fire-places be treated on an equal basis. Both are equally bad for our environment. So please do not give in to the basically higher income people who can afford to have an indoor fireplace. Smoke is smoke no matter where it comes from. Joseph Blatz

On Wed, 29 Nov 2017 22:01:19 +0000, "Walter, Penny (Clerks)" <Penny.Walter@Saskatoon.ca> wrote:

Re: Residential Fire Pits/Revision of Open-Air Fire Bylaw [File No. CK 2500-1]

This is to advise that the attached report of the Saskatoon Fire Department dated December 4, 2017 regarding the above matter will be considered by the Standing Policy Committee on Planning, Development and Community Services:

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If the Committee adopts the recommendation set out in the report, you will not receive a letter from the Deputy City Clerk. You will only be notified if the Committee takes action different from that recommended in the report. If you have any questions, please contact me at (306) 975-3240.

Yours truly,

pw/for Diane Kanak

Deputy City Clerk

Attachment

Progress Update – South Caswell Redevelopment Project – Former Saskatoon Transit Sites

Recommendation

That the report of the General Manager, Community Services Department, dated December 4, 2017, be forwarded to City Council for information.

Topic and Purpose

This report provides an update on the progress of the redevelopment plans for the South Caswell Redevelopment Project (former Saskatoon Transit sites).

Report Highlights

1. A detailed Phase II Environmental Site Assessment (ESA) and Risk Assessment took place on all sites owned by the City of Saskatoon (City) within the South Caswell Hill Redevelopment Area from January to June 2017.
2. Additional environmental work began in November 2017 on all City-owned sites to mitigate potential unacceptable risks, and to gather additional information to further understand possible land use options for redevelopment.
3. The Roadways and Operations Division began utilizing 301 24th Street West (former bus barns) for passive winter storage of heavy equipment the week of October 23, 2017.
4. The Saskatoon Land Division (Saskatoon Land) will be leading the next step in the South Caswell Redevelopment Project by determining and managing a sale process for the City-owned properties.

Strategic Goals

This project supports the City's Strategic Goals of Environmental Leadership, Sustainable Growth, and Economic Diversity and Prosperity. The elimination of risks associated with site contamination corresponds to the long-term strategy of addressing soil quality issues on properties owned by the City. The redevelopment process that is underway for the former Saskatoon Transit sites corresponds to the long-term strategy of increasing and encouraging infill development.

Background

During its May 30, 2016 and January 30, 2017 meetings, the Standing Policy Committee on Planning, Development and Community Services (Committee) received information reports that provided an update on the South Caswell Redevelopment Project, including:

- a) the planning process and community engagement aspects;
- b) costs associated with site preparation and potential revenue from land sales;

- c) environmental conditions of the City-owned sites and the condition of existing buildings (former Saskatoon Transit facilities);
- d) plans to undertake a detailed Phase II ESA and Risk Assessment of the City-owned sites to better understand the environmental contamination and risks;
- e) security measures for vacant buildings and outdoor storage areas to avoid unwanted access and/or vandalism; and
- f) short-term strategies being explored to determine whether the existing structures could be utilized as holding buildings for inactive equipment and vehicles, and whether City staff could utilize the office space.

Following a Request for Proposals (RFP) process and evaluation of RFP No. 16-0876, the Administration awarded SNC-Lavalin Inc. (SNC-Lavalin) the contract on December 22, 2016, for a detailed Phase II ESA and Risk Assessment for the City-owned sites in the South Caswell Hill Redevelopment Area (see Attachment 1).

The Administration indicated in the January 30, 2017 report, that a further report with an update on the redevelopment project would be forthcoming once the detailed Phase II ESA and Risk Assessment was completed. This report provides an update on the results of the detailed Phase II ESA and Risk Assessment, as well as additional environmental work taking place to address the requirements laid out within the Risk Assessment and Corrective Action Plan for the City-owned sites. See Attachment 2 for a summary of completed ESAs and further details on the additional environmental work underway.

Report

Detailed Phase II Environmental Site Assessment and Environmental Work on City-Owned Sites

From January to June 2017, SNC-Lavalin completed a detailed Phase II ESA and Risk Assessment on the City-owned sites within the South Caswell Hill Redevelopment Area. The results of the 2017 detailed Phase II ESA determined there was no contamination risk at 301 24th Street West, 230 Avenue C North, or 316 Avenue C North. However, soil samples exceeded the residential criteria for lead at 232 Avenue C North and 321 Avenue C North and for petroleum hydrocarbon at 321 Avenue C North. A Risk Assessment and Corrective Action Plan was prepared for the impacts on 232 Avenue C North and 321 Avenue C North.

An RFP was issued on September 14, 2017, (closed October 3, 2017) for the purpose of hiring an interdisciplinary environmental team for additional environmental work required to mitigate potential unacceptable risks on the former Saskatoon Transit sites, as identified in the detailed Phase II ESA, and to gather additional information to further understand possible land use options for redevelopment. City Council awarded the contract to SNC-Lavalin for the limited excavations, vapour well installation, and groundwater and vapour well monitoring program.

Vapour well installation and commencement of the well monitoring program are scheduled for December 2017. Completion of the limited excavations may occur by the end of 2017, but will be dependent on weather and soil conditions. If weather and/or soil conditions do not permit for remedial work to proceed before the end of the year, it will begin in the spring of 2018.

Interim Uses

At its October 10, 2017 meeting, the Standing Policy Committee on Transportation received a report from the Roadways and Operations Division outlining that passive storage for heavy equipment and potential staff would occupy the former bus barns and administration area at the former Saskatoon Transit sites over the winter, until March 2018. With the pending sale of the Saskatoon Transportation Company maintenance facility and termination of a lease for an external space, the Administration was seeking indoor, heated space for storage of weather-sensitive equipment. The Roadways and Operations Division began moving equipment into the building the week of October 23, 2017. Also, some staff have moved into the administrative offices, on a temporary basis.

South Caswell Redevelopment Project Lead and Sale of City-Owned Sites

The next step in the South Caswell Redevelopment Project is to determine a sale process for the City-owned properties. Saskatoon Land will be leading this next phase, and the Planning and Development Division will assist by developing zoning and development standards that meet the community values and vision for the area, as outlined in the 2010 South Caswell Concept Plan.

As a portion of the City-owned sites are now being utilized by civic departments and divisions, the Facilities and Fleet Management Division is managing the short-term use and access of the sites. Civic divisions utilizing the buildings for storage or staff are responsible for their portion of operating and managing costs.

A number of options are being reviewed by Saskatoon Land for the sale of the former Saskatoon Transit sites. In 2018, Saskatoon Land will report to the Standing Policy Committee on Finance regarding the various sale process options. The timing of when the City-owned sites could be sold is undetermined, as it will be dependent on completion of the environmental remediation and the sale option that is supported going forward. In addition, rezoning of the site from Light Industrial to a district that complements the expected redevelopment should be considered before disposing of the land parcels.

Municipal Development Corporation

The concept of a Municipal Development Corporation is being explored as a potential vehicle for the development and sale of some City-owned assets. A report will be presented to the Standing Policy Committee on Finance and City Council in December, 2017. A Municipal Development Corporation could be a potential vehicle to develop and sell the City-owned sites within the South Caswell Redevelopment Area. However, this would require a detailed business case to ensure that such a model would be viable. It

should also be noted that the formation of a Municipal Development Corporation could take 24 to 36 months, so this approach would delay the sale process by a minimum of two years.

Public and/or Stakeholder Involvement

To date, the Caswell Hill Community Association and South Caswell neighbourhood stakeholders have been involved with the redevelopment and engagement process. The Neighbourhood Planning Section has been working with a South Caswell stakeholder group, made up of three community members, to act as a liaison between the community and the City for the redevelopment project processes and updates. As the redevelopment project moves forward, they will continue to be engaged.

Prior to the Roadways and Operations Division moving equipment into 301 24th Street West, information regarding the interim use for passive equipment storage over the winter months was provided to the Caswell Hill Community Association.

Once the award of contract for an environmental consultant was confirmed by City Council on November 20, 2017, and initial discussions commenced, the Planning and Development Division notified the Caswell Hill Community Association and nearby property owners of the on-site environmental work schedule that would be occurring.

Financial Implications

Capital Project No. 1584 – Civic Operations Centre provides funding to cover the environmental consulting services costs for the limited excavations, vapour well installation, and the well monitoring program related to the South Caswell Redevelopment Project.

Operating and management costs associated with the former Saskatoon Transit buildings being kept in a vacant state were charged to the Civic Operations Centre Capital Budget until October 23, 2017. As the Civic Operations Centre Capital Budget is to be used for the purposes of the South Caswell Redevelopment Project, civic divisions now utilizing the buildings are responsible for operating and managing costs.

Environmental Implications

Remediation of lead-contaminated materials, installation of vapour wells, and implementation of the well monitoring program on City-owned sites will meet or exceed Saskatchewan Ministry of Environment regulations, as the City is addressing the requirements laid out within the Risk Assessment and Corrective Action Plan. Seasonal groundwater and vapour well data obtained through the well monitoring program will provide the City with additional environmental information regarding vapour inhalation risk and the potential mitigation options and costs that can then be passed on to the potential purchaser(s) of the former Saskatoon Transit sites for their consideration when redeveloping the City-owned sites.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Commencement of environmental work to address the requirements laid out within the Risk Assessment and Corrective Action Plan for the City-owned sites is scheduled for 2017. Completion of the well monitoring program is anticipated to conclude in 2019.

In 2018, Saskatoon Land, supported by the Neighbourhood Planning Section, will report to Committee regarding various sale process options for the City-owned sites.

Public Notice

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

Attachments

1. South Caswell Hill Redevelopment Area
2. Environmental Site Assessment and Environmental Work Summary

Report Approval

Written by: Melissa Austin, Senior Planner, Planning and Development

Reviewed by: Lesley Anderson, Director of Planning and Development
Frank Long, Director of Saskatoon Land

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

S/Reports/2017/PD/PDCS – Progress Update – South Caswell Redevelopment Project – Former Transit Facility Site/lc/dh

South Caswell Hill Redevelopment Area



- City Owned (4.9ac)
- South Caswell Hill Concept Plan Boundary (19.06ac)

2015 Aerial Photography

Environmental Site Assessment and Environmental Work Summary

Phase I Environmental Site Assessment and Limited Phase II Environmental Site Assessment

In the spring of 2014, a Phase I Environmental Site Assessment (ESA) and a limited Phase II ESA was completed for the City-owned sites within the South Caswell Hill Redevelopment Area. The results of the 2014 Phase II ESA identified several areas of petroleum hydrocarbon and lead impacts above applicable Saskatchewan Ministry of Environment criteria for both soil and groundwater located across the 321 Avenue C North property and beneath the transit maintenance building. Five test holes were advanced in the northwest parking lot of the 301 24th Street West property; no petroleum hydrocarbons were identified. No other test holes were advanced beneath the building or anywhere else on the property. Two test holes were advanced on the 240 Avenue C North property with negative results. No test holes were advanced on 230, 232, or 316 Avenue C North.

Detailed Phase II Environmental Site Assessment and Risk Assessment

A Request for Proposals (RFP) was issued on November 9, 2016, (closed November 30, 2016) for the purpose of hiring an environmental consultant for completion of a detailed Phase II ESA and Risk Assessment of the contamination on the City-owned sites within the South Caswell Hill Redevelopment Area.

The Administration awarded SNC-Lavalin Inc. (SNC-Lavalin) the environmental contract on December 22, 2016. A detailed Phase II ESA and Risk Assessment was completed between January and June 2017 to fully delineate the contamination and determine the exact level of environmental risk. The results of the 2017 detailed Phase II ESA determined there was no contamination risk at 301 24th Street West, 230 Avenue C North, or 316 Avenue C North. Soil samples exceeded the residential criteria for lead at 232 Avenue C North and 321 Avenue C North, and for petroleum hydrocarbons at 321 Avenue C North. A Risk Assessment and Corrective Action Plan was prepared for the impacts for 232 Avenue C North and 321 Avenue C North.

Environmental Work to Address Risk Assessment and Corrective Action Plan

An RFP was issued on September 14, 2017, (closed October 3, 2017) for the purpose of hiring an interdisciplinary environmental team in order to address the requirements laid out within the Risk Assessment and Corrective Action Plan for the former Saskatoon Transit sites.

Following the evaluation, the proposal with the highest score was submitted by SNC-Lavalin. As SNC-Lavalin worked with the City for the environmental work completed between January and June 2017, the overall project intent moving forward is fully understood. SNC-Lavalin's proposed comprehensive approach to the environmental work required to address the Risk Assessment and Corrective Action Plan for the sites demonstrated a capacity to successfully deliver on this project. SNC-Lavalin's team expertise includes site assessments and remediation projects, as well as extensive knowledge and experience applying risk assessment and management processes to address complicated sites.

At its November 20, 2017 meeting, City Council approved the award of contract to SNC-Lavalin for RFP No. 17-0698 - Environmental Consulting Services at the Former Saskatoon Transit Sites for Limited Excavations, Vapour Well Installation, and Groundwater and Vapour Well Monitoring Program.

The following is a breakdown of the intended scope of work:

SCOPE OF WORK	GENERAL TASKS	PURPOSE	ANTICIPATED COMMENCEMENT
Project Information Review and Development of Field Investigation Program	Review historical site information and establish field program	<ul style="list-style-type: none"> • Ensure field program and data collected will be sufficient to assess potential risks to human health • Evaluate redevelopment or risk management options 	November 2017
Soil Vapour Well Installation, Baseline Sampling and Testing	Installation of three vapour wells on the southwest corner of 321 Avenue C North; initial samples to be obtained and submitted for analysis	<ul style="list-style-type: none"> • Determine actual vapour inhalation risk using data collected from vapour wells • Determine applicable remedial options 	December 2017
Remedial Excavations and Completion of Site Activities Reports	Remedial excavations and confirmatory sampling for two lead impact locations (northwest corner of 321 Avenue C North and 232 Avenue C North)	<ul style="list-style-type: none"> • Remove identified lead-impacted soil and confirm impacted soil has been removed from area 	December 2017
Groundwater/Soil Vapour Monitoring Plan	Groundwater and soil vapour well monitoring (sampling, testing, and reporting) for two years	<ul style="list-style-type: none"> • Obtain seasonal groundwater and soil vapour data • Monitor any natural attenuation of groundwater impacted • Collect data for statistical analysis of groundwater plume status 	<p>First samples to be obtained in December 2017</p> <p>Samples will be collected every six months for two years</p>
Environmental Report Updating	Updating current Risk Assessment and Corrective Action Plan with new data; completion of a site-specific Health and Safety Plan	<ul style="list-style-type: none"> • Provide an update on site activities and soil analysis • Evaluate mitigation options and costs 	Spring/summer 2019; once well monitoring program is complete

The environmental consulting services costs for the 2017 detailed Phase II ESA and Risk Assessment, and for the upcoming limited excavations, vapour well installation, and the well monitoring program related to the South Caswell Redevelopment Project are funded from Capital Project No. 1584 – Civic Operations Centre Capital Budget.