

## **ORDER OF BUSINESS**

### **REGULAR MEETING OF CITY COUNCIL**

**MONDAY, NOVEMBER 7, 2011 AT 6:00 P.M.**

**1. Approval of Minutes** of meeting held on October 24, 2011.

**2. Public Acknowledgements**

**3. Hearings (6:00 p.m.)**

**a) Discretionary Use Application  
Bed and Breakfast Home  
46 Harvard Crescent – R1 Zoning District  
College Park Neighbourhood  
Applicant: William and Deborah Judd  
(File No. CK. 4355-011-7)**

The purpose of this hearing is to consider the above-noted discretionary use application.

The City Planner has advised that notification posters have need placed on site and letters have been sent to all adjacent landowners within 150 metres of the site.

Attached is a copy of the following material:

- Report of the General Manager, Community Services Department dated September 26, 2011, recommending that the application submitted by William and Deborah Judd requesting permission to use the property located at 46 Harvard Crescent for the purpose of a bed and breakfast home be approved subject to the following conditions:
  - 1) the bed and breakfast home containing a maximum of three guest bedrooms;
  - 2) the applicant obtaining a Development Permit and all other relevant permits (such as Building and Plumbing Permits) and licenses; and
  - 3) the final plans submitted being substantially in accordance with the plans submitted in support of this Discretionary Use Application.
- Letter dated October 13, 2011, from the Secretary of the Municipal Planning Commission advising that the Commission supports the above-noted recommendation; and

- Letter dated October 22, 2011, from Bruno Schiefer submitting comments regarding the above matter.

**b) Discretionary Use Application  
Bed and Breakfast Home  
1515 Edward Avenue  
North Park Neighbourhood  
Applicant: Lorraine Sadler  
(File No. CK. 4355-011-6)**

The purpose of this hearing is to consider the above-noted discretionary use application.

The City Planner has advised that notification posters have need placed on site and letters have been sent to all adjacent landowners within 75 metres of the site.

Attached is a copy of the following material:

- Report of the General Manager, Community Services Department dated September 9, 2011, recommending that the application submitted by Lorraine Sadler requesting permission to use the property located at 1515 Edward Avenue for the purpose of a bed and breakfast home be approved subject to the following conditions:
  - 1) the bed and breakfast home containing a maximum of two guest bedrooms;
  - 2) the applicant obtaining a Development Permit and all other relevant permits (such as Building and Plumbing Permits) and licenses, as well as meeting all requirements of the Building Standards Branch; and
  - 3) the finals plans submitted being substantially in accordance with the plans submitted in support of this Discretionary Use Application.
- Letter dated October 3, 2011, from the Secretary of the Municipal Planning Commission advising the Commission supports the above-noted recommendation.

c) **Discretionary Use Application**  
**Residential Care Home – Type II (Ten Residents)**  
**163 Dulmage Crescent – R1A Zoning District**  
**Stonebridge Neighbourhood**  
**Applicant: Saskatoon Downtown Youth Centre (EGADZ)**  
**(File No. CK. 4355-011-8)**

The purpose of this hearing is to consider the above-noted discretionary use application.

The City Planner has advised that notification posters have need placed on site and letters have been sent to all adjacent landowners within 150 metres of the site, as well as to those who attended the public meeting.

Attached is a copy of the following material:

- Report of the General Manager, Community Services Department dated October 11, 2011, recommending that the application submitted by the Saskatoon Downtown Youth Centre (EGADZ) requesting permission to use 163 Dulmage Crescent for the purpose of a Residential Care Home – Type II, with a maximum of ten residents, be approved subject to the following conditions:
  - 1) that the applicant obtain a Development Permit and all other relevant permits and licenses (such as Building and Plumbing Permits); and
  - 2) that the final plans submitted be substantially in accordance with the plans submitted in support of this Discretionary Use Application.
- Report of the General Manager, Community Services Department dated November 3, 2010, submitted for information only regarding findings of the residential care homes study;
- Letter dated October 28, 2011, from the Secretary of the Municipal Planning Commission advising the Commission supports the above-noted recommendation; and
- Letters from the following:
  - Don Meikle, dated October 27, 2011, requesting to speak to Council; and
  - Mandy and Kyle Robinson, dated October 31, 2011, submitting comments.

**4. Matters Requiring Public Notice**

**a) Proposed Closure of Portion of Public Right-of-Way - Hampton Village  
Portion of 37<sup>th</sup> Street lying east of Ross Crescent and Adjacent to Senator J.  
Gladstone Park (North) and Portion of Glenwood Avenue  
(File No. 6295-1)**

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The following is a report of the General Manager, Infrastructure Services Department dated October 27, 2011:

- “RECOMMENDATION:**
- 1) that Council consider Bylaw 8980;
  - 2) that the Administration be instructed to take all necessary steps to bring the intended closure forward and to complete the closure;
  - 3) that upon closure of the portion of right-of-way, as shown in Plan 240-0010-009r001 and Plan of Proposed Subdivision, as prepared by Meridian Surveys Ltd., dated October 14, 2011, the land be consolidated and retained by the City of Saskatoon for re-subdivision;
  - 4) that the direct sale of a portion of the right-of-way located directly to the west of Lot L, Block 664, Plan 69S08033 to SaskEnergy, in the amount of \$80,000, plus G.S.T., for the purpose of constructing a natural gas regulator station, be approved; and
  - 5) that all costs associated with this closure be paid by the applicant.

**BACKGROUND**

In February 2011, SaskEnergy identified that they require an additional regulator station in order to complete the servicing of Hampton Village. The site identified as a potential location for the station is an historical right-of-way that was never constructed to a roadway standard. Infrastructure Services has determined that the right-of-way is surplus to the City’s needs. The Land Branch has determined it to be an appropriate location that will not interfere with the development of the neighborhood, as per the Neighbourhood Concept Plan.

## **REPORT**

An application has been received from the Community Services Department, Land Branch to close a portion of Glenwood Avenue and a portion of 37<sup>th</sup> Street, as shown on attached Plan No. 240-0010-009r001 (Attachment 1), for further development in the Hampton Village Area. Further to this development, a cul-de sac will be created to avoid a dead-end situation. The right-of-way will be transferred to the Community Services Department, Land Branch in exchange for future development of the turnaround and other roadways in the area.

SaskEnergy wishes to secure a direct sale of a 0.047 acre portion of the right-of-way located directly to the west of Lot L, Block 664, Plan 69S08033, as shown on Attachment 2, to install a regulator station in order to complete the servicing of Hampton Village. SaskEnergy has agreed to a purchase price of \$80,000 (plus G.S.T.), which represents full market value. SaskEnergy will be responsible for all costs relating to registration under the Land Titles Act.

In order to accommodate SaskEnergy's request, a road closure and subsequent subdivision is required. Any easements required by other utilities will be placed upon the title.

If the sale of the site is approved, the cost of the road closure and subdivision will be the Land Branch's responsibility. The Land Branch will subdivide the remainder of the site, which is not needed by SaskEnergy, at a later date to compliment the adjacent Residential Care Home site.

## **OPTIONS**

No other options were considered.

## **POLICY IMPLICATIONS**

Secton 3.2 of Policy C09-033, Sale of Serviced City-owned Lands, states:

“Administration may pursue or entertain direct sale or long-term leases under the City's Industrial Land Incentives Program of civic lands when one or more of the following conditions are present:

- i) A situation where a utility company or government agency requires a site for a specific purpose.”

### **FINANCIAL IMPLICATIONS**

The proceeds from the sale of this land will be transferred to the Property Realized Reserve. Upon completion of the subdivision, Infrastructure Services will be compensated for the land value of the closed roadway.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

### **PUBLIC NOTICE**

Public Notice is required for consideration of this matter, pursuant to Section 3b) of Policy No. C01-021, The Public Notice Policy. The following notice was given:

- Advertised in the StarPhoenix on Saturday, October 29, 2011;
- Posted on the City Hall Notice Board on Friday, October 28, 2011;
- Posted on the City of Saskatoon website on Friday, October 28, 2011; and
- Flyers distributed to affected parties on Thursday, October 27, 2011.

### **ATTACHMENTS**

1. Plan 240-0010-009r001;
2. Map Showing Subject Property;
3. Copy of Proposed Bylaw 8980; and
4. Copy of Public Notice.”

**b) Proposed Closure of Portion of Lane Right-of-Way  
Adjacent to 620 Weldon Avenue  
(File No. CK. 6295-011-8)**

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The following is a report of the General Manager, Infrastructure Services Department dated October 27, 2011:

- “RECOMMENDATION:**
- 1) that City Council consider Bylaw 8977;
  - 2) that the City Solicitor be instructed to take all necessary steps to bring the intended closure forward and to complete the closure;

- 3) that upon closure of the right-of-way, as described in Plan of Proposed Lane Closure and Consolidation, as prepared by Calvin W.A. Bourassa, it be sold to Jack Flaksman, 1366866 Alberta Ltd., 620 Weldon Avenue, for \$13,131.58 plus G.S.T.; and
- 4) that all costs associated with the closure be paid by the applicant, including Solicitors' fees and disbursements.

### **REPORT**

An application has been received from Jack Flaksman, 1366866 Alberta Ltd., to close and purchase a portion of the public right-of-way as shown on the Plan of Proposed Lane Closure and Consolidation as shown on Schedule "A" to Bylaw 8977. Jack Flaksman, 1366866 Alberta Ltd., is the current owner of the adjacent property and would like to purchase and consolidate the portion of the public lane right-of-way to increase the size of his property and to improve the ability to better maintain the property.

The lane right-of-way in question is currently not used by the public. SaskTel, Shaw Cablesystems and Saskatoon Light & Power require easements. All other agencies have no objections or easement requirements with respect to the closure.

The lane serves no future use to the City of Saskatoon. Therefore, the Administration is in agreement with the closure of the lane.

### **OPTIONS**

There are no other options.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPACT**

There is no financial impact. All costs associated with the closure will be paid by the purchaser.

### **PUBLIC NOTICE**

Public Notice is required for consideration of this matter, pursuant to Section 3b) of Policy No. C01-021, Public Notice Policy. The following notice was given:

- Advertised in the StarPhoenix on Saturday, October 29, 2011;
- Posted on the City Hall Notice Board on Thursday, October 27, 2011; and
- Posted on the City's website on Thursday, October 27, 2011.

### **ATTACHMENTS**

1. Copy of Proposed Bylaw 8977; and
2. Copy of Public Notice.”

## **5. Unfinished Business**

## **6. Reports of Administration and Committees:**

- a) Administrative Report No. 20-2011;
- b) Legislative Report No. 14-2011;
- c) Report No. 16-2011 of the Planning and Operations Committee;
- d) Report No. 12-2011 of the Administration and Finance Committee;
- e) Report No. 9-2011 of the Land Bank Committee; and
- f) Report No. 17-2011 of the Executive Committee.

## **7. Communications to Council – (Requests to speak to Council regarding reports of Administration and Committees)**

**8. Communications to Council (Sections B, C, and D only)**

**9. Question and Answer Period**

**10. Matters of Particular Interest**

**11. Enquiries**

**12. Motions**

**13. Giving Notice**

**14. Introduction and Consideration of Bylaws**

Bylaw No. 8977 - The Street Closing Bylaw, 2011 (No. 11)

Bylaw No. 8978 - The Residential Parking Program Amendment Bylaw, 2011 (No. 5)

Bylaw No. 8980 - The Street Closing Bylaw, 2011 (No. 12)

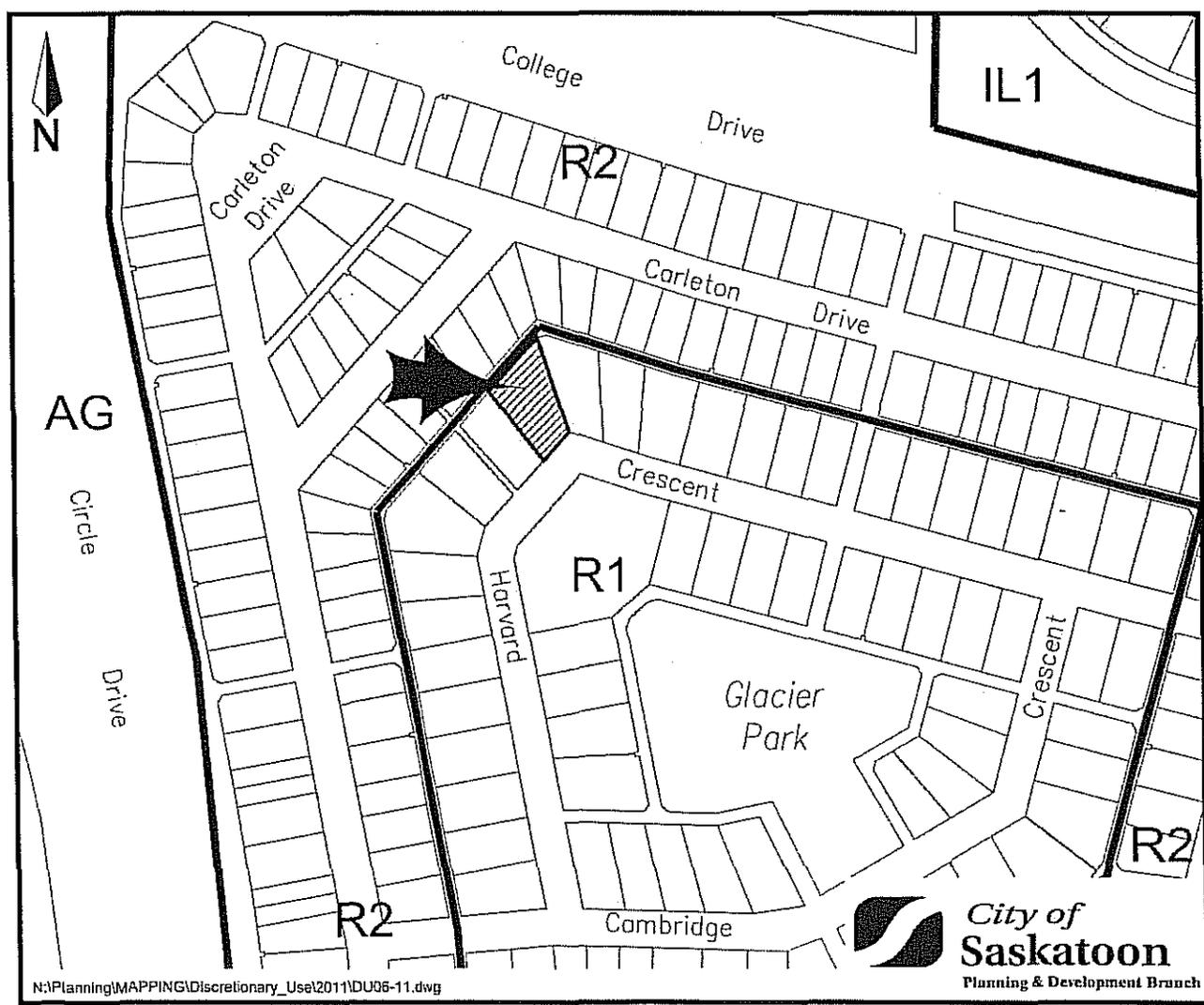
**15. Communications to Council – (Section A - Requests to Speak to Council on new issues)**

4355-011-7  
3a

# COMMUNITY SERVICES DEPARTMENT

<b>APPLICATION NO.</b> D6/11	<b>PROPOSAL</b> Discretionary Use – Bed and Breakfast Home	<b>EXISTING ZONING</b> R1 SEP 29 2011 CITY CLERK'S OFFICE SASKATOON
<b>LEGAL DESCRIPTION</b> Part of Lot 11 and All of 12, Block 609, Plan 66S19386		<b>CIVIC ADDRESS</b> 46 Harvard Crescent  <b>NEIGHBOURHOOD</b> College Park
<b>DATE</b> September 26, 2011	<b>APPLICANT</b> William Judt and Deborah Judt 46 Harvard Crescent Saskatoon SK S7H 3R1	<b>OWNER</b> William and Deborah Judt 46 Harvard Crescent Saskatoon SK S7H 3R1

## LOCATION PLAN



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**A. COMMUNITY SERVICES DEPARTMENT RECOMMENDATION:**

That a report be forwarded to City Council at the time of the public hearing recommending that the application submitted by William and Deborah Judt requesting permission to use the property located at 46 Harvard Crescent for the purpose of a bed and breakfast home be approved subject to the following conditions:

- 1) the bed and breakfast home containing a maximum of three guest bedrooms;
- 2) the applicant obtaining a Development Permit and all other relevant permits (such as Building and Plumbing Permits) and licenses; and
- 3) the final plans submitted being substantially in accordance with the plans submitted in support of this Discretionary Use Application.

**B. PROPOSAL**

An application has been submitted by William and Deborah Judt requesting City Council's approval to use the property located at 46 Harvard Crescent for the purpose of a bed and breakfast home with three guest bedrooms. The Administration notes there is a licensed home-based business at this address, Woodcarvings by Judt, which has been in operation since 1999. If approved, the proposed bed and breakfast would operate in conjunction with this home-based business.

This property is zoned R1 District in the Zoning Bylaw No. 8770 and as a consequence, a bed and breakfast home may only be permitted by City Council at its discretion.

**C. REASON FOR PROPOSAL (BY APPLICANT)**

To provide stay-at-home income for Deborah Judt.

**D. JUSTIFICATION**

1. Community Services Department Comments

a) Introduction

A "bed and breakfast home" means a dwelling unit in which the occupants use a portion of the dwelling unit for the purpose of providing, for remuneration, sleeping accommodations, and one meal per day to members of the general public for periods of one week or less, and in which:

- i) not more than three bedrooms within the dwelling unit are used to provide such sleeping accommodations;
- ii) the dwelling unit is the principal residence of the person or persons receiving the remuneration and providing the sleeping accommodations and one meal per day; and
- iii) the meal which is provided is served before noon each day.

b) Official Community Plan Bylaw No. 8769

The Official Community Plan Bylaw No. 8769 permits a range of complementary uses within neighbourhoods provided that they are compatible with, and accessory to, a residential environment. The Administration is of the view that the proposed bed and breakfast home is consistent with this policy.

c) Roadway Access

Access to the site is available via Harvard Crescent, which connects to Cambridge Crescent to the west and Carlton Drive to the east. Harvard Crescent is designated as a local street. The proposed bed and breakfast home is not expected to have an impact on traffic flows in the area.

d) Parking Requirements

Off-street parking for a bed and breakfast home is required at a rate of one space, plus at least one space for visitors. This results in a minimum requirement of two onsite parking spaces. Two off-street parking spaces have been provided in the driveway. A total of four spaces are provided in the driveway if the vehicles are parked in tandem.

e) Zoning Bylaw No. 8770 Requirements

The side yard setbacks at this site are legal non-conforming. In all other relevant aspects, this proposal is in conformance with the Zoning Bylaw No. 8770.

f) Compatibility with Adjacent Land Uses

The subject site is surrounded by low-density residential land uses. Glacier Park is directly across the street. There is currently a home-based business operating at 46 Harvard Crescent that has been in operation since 1999. There have been no complaints filed against the existing home-based business and there are typically no complaints that stem from bed and breakfast homes. In this respect, your Administration is of the belief that any land use impacts resulting from the proposal would be negligible.

g) Building Standards Branch

The Building Standards Branch has no objection to the proposal provided that a Building Permit is obtained to satisfy the following conditions:

- i) Ensure that bedroom windows, in rooms that will be allocated for guests, are functioning so that when opened the escape size is 0.35 metres squared in area with no dimension less than 380 mm;
- ii) If there are any restrictions in regard to which exits will be used by the guests, please identify this on the plans that will be required for building permit approval;
- iii) Ensure the electrically wired smoke alarms are functional on each level and interconnected; and
- iv) A handrail is required on the stair to the upper level.

2. Comments by Others

a) Infrastructure Services Department

The proposed bed and breakfast home is acceptable to the Infrastructure Services Department.

b) Transit Services Branch

At present, Transit's closest bus stop is approximately 500 metres from the above referenced property on the north side of Acadia Drive, just west of Carleton Drive.

Bus service is at 30 minute intervals, Monday to Saturday, and at 60 minute intervals, after 6 p.m., Monday to Friday, early Saturday mornings, Sundays and statutory holidays.

**E. COMMUNICATION PLAN**

The Co-President of the College Park Community Association was notified of this application by letter. In addition, the Planning and Development Branch also sent out notification letters to assessed property owners within a 75 metre radius of the site to inform residents of the proposal and to request feedback regarding the proposed bed and breakfast home.

Three residents of Harvard Crescent notified our office of their concerns regarding the application. One resident submitted a letter (see Attachment 3). The residents were concerned that a bed and breakfast home at this location would increase the amount of activity already occurring at the site, and a concern was raised that the operation of businesses in the neighbourhood would decrease the residential quality of the crescent.

A public meeting was held September 6, 2011, to provide residents with an opportunity to comment on the proposed discretionary use. Notices advertising the meeting were sent to 113 households; there were 11 residents in attendance. The comments received at the meeting were generally in support of the proposal. One individual expressed a general concern regarding the operation of businesses in residential districts. Please see Attachment 4 for more details on our public consultation process.

Once the Municipal Planning Commission has considered this application, it will be advertised in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. Advertising will consist of sending notices to those who attended the public meeting, all residents within a 150 meter radius of the site, and to the Co-President of the College Park Community Association. The applicant will also place a notice sign on site as prepared by the Community Services Department.

**F. ATTACHMENTS**

1. Location Facts
2. Site Plan
3. Letter from Resident
4. Community Engagement Project Summary

Written by: Danae Lockert, Planner 13  
Planning and Development Branch

D6/11  
46 Harvard Crescent  
September 26, 2011

Reviewed by:

  
\_\_\_\_\_  
Randy Grauer, Manager  
Planning and Development Branch

Approved by:

  
\_\_\_\_\_  
Paul Gauthier, General Manager  
Community Services Department  
Dated: September 29, 2011

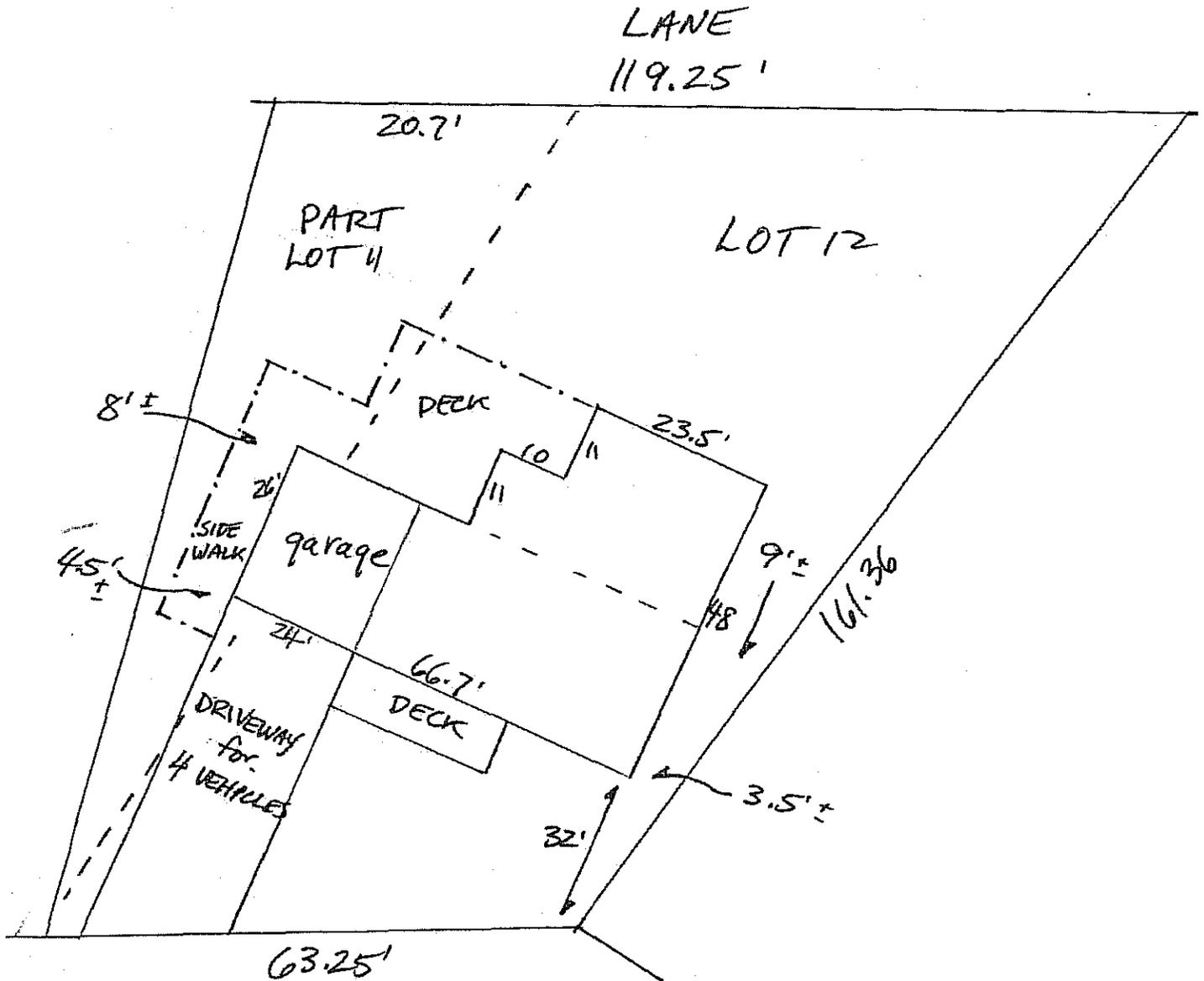
cc: Murray Totland, City Manager

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## Attachment 1

<b>FACT SUMMARY SHEET</b>	
<b>A. <u>Location Facts</u></b>	
1. Municipal Address	46 Harvard Crescent
2. Legal Description	Part of Lot 11 and All of 12, Block 609, Plan 66S19386
3. Neighbourhood	College Park
4. Ward	8
<b>B. <u>Site Characteristics</u></b>	
1. Existing Use of Property	One-Unit Dwelling
2. Proposed Use of Property	Bed and Breakfast Home
3. Adjacent Land Uses and Zoning	
North	One-Unit Dwelling – R2
South	Glacier Park – R1
East	One-Unit Dwelling – R1
West	One-Unit Dwelling – R1
4. No. of Existing Off-Street Parking Spaces	2
5. No. of Off-Street Parking Spaces Required	2
6. No. of Off-Street Parking Spaces Provided	2
7. Site Frontage	19.28 meters
8. Site Area	836.133 meters squared
9. Street Classification	Local
<b>C. <u>Development Policy</u></b>	
1. Existing Official Community Plan Designation	Residential
2. Existing Zoning District	R1

DISCRETIONARY USE APPLICATION - BED + BREAKFAST  
WILLIAM JUDT 306-381-0910.



46 HARVARD CRES. SASKATOON - S7H3R1  
A HOUSE ON A CONCRETE FOUNDATION  
WITH AN ATTACHED GARAGE

*José F. López, MD.  
Matilde López  
61 Harvard Crescent.  
Saskatoon, SK. S7H 3R2*

Saskatoon, 15 July, 2011

Danae Lockert, Planner 13  
Planning and development Branch  
Community Services Department  
222 3<sup>rd</sup> Ave. North, Saskatoon, SK. S7K0J5

Dear Ms. Lokert:

**re: Discretionary Use Application- PL 4355 D6/11  
Bed and Breakfast Home at 46 Harvard Crescent**

The operation of a Bed and Breakfast Home at this address is contrary to the objectives of a Residential District. We purchased our home in 1972 with the understanding that Harvard Crescent will be a quiet residential area, where no business was permitted.

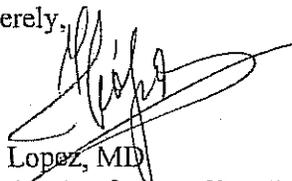
We are not blaming Mr. Judt for requesting to operate a Bed and Breakfast Home; we blame the City Hall for allowing the development of any type of business in the Crescent. Mr. Judt is already conducting some kind of business, or teaching enterprise, with 5 to 7 people visiting his house almost on a daily basis, and parking their vehicles in the street. Nobody from City Hall had the courtesy to ask for our opinion on the establishment of a School across the street. A Bed and Breakfast Home will increase the noise and the traffic difficulties, particularly in the winter, since up to 10 cars may be parked, at one time, in the street. A Bed and Breakfast Home is a small hotel. Even when business may be conducted indoors, having any type of business nearby depreciates the value of our property; and not only of the houses 75 meters from the business, but of the entire Crescent. All property owners in this Crescent should be notified, and should have the right to express their opinion.

Harvard Crescent used to be a quiet, clean and peaceful area. For the past few years, we have two houses, next to each other, conducting business in the Crescent. The appearance of one of the front yards is most of the time deplorable; not what you expect in a residential area. The perception of prospective purchasers of properties in this area will be very negative.

We have a great respect for our neighbours but we oppose their request. You have mentioned that the bylaws have recently been changed. We were not asked for an opinion and the result is that two families, in the Crescent, are now conducting business, contrary to what it was promised when we purchased our house.

We want to keep our Crescent as residential, clean, quiet and peaceful.

Sincerely,



J. F. Lopez, MD  
Emeritus Professor of Medicine



# Community Engagement Project Summary

**Project Name:** Public Information Meeting for Discretionary Use –  
Proposed Bed & Breakfast Home in College Park

**Applicant:** William & Deborah Judt

**File:** PL 4355 – D6/11

## Community Engagement Project Summary

### Project Description

A public information meeting was held regarding a proposed bed and breakfast at 46 Harvard Crescent in College Park. The applicant proposed to operate a 3 bedroom bed and breakfast. The meeting provided residents of College Park, specifically those within 150 meters of the subject site, the opportunity to comment on the proposal and ask any questions that they may have.

Meeting was held at College Park School Tuesday September 6, 2011 at 6 PM.

### Community Engagement Strategy

- Purpose: To inform and consult. Residents provided with overview of applicant's proposal and provided opportunity to ask questions and provide comments. Written comments will be accepted for the next few weeks.
- What form of community engagement was used: Public Information meeting, with an opportunity to listen to a presentation by the applicant and speak directly with the applicant and/or City staff following the presentation. City staff also provided overview of the discretionary use process, and the next steps following the meeting.
- Level of input or decision making required from the public – comments and opinions were sought from the public.
- Who was involved
  - Internal stakeholders: The standard referral process was implemented. The following Departments were contacted for comments: Building Standards Branch, Transit Services, & Infrastructure Services Department. Councillor Penner and Community Consultant were also contacted.
  - External stakeholders: College Park Community Association, Ward Councillor & Community Consultant contacted in addition to mailouts to residents. Eleven people attended the meeting.

### Summary of Community Engagement Input

- Key milestones, significant events, stakeholder input  
This community engagement initiative provided interested & concerned individuals with an opportunity to learn more about the proposed use and to provide perspective and comments which will be considered by both the proponent and municipal staff in further analysis of this proposal.

- Timing of notification to the public including dates of mailouts, psa's, newspaper advertisements, number of flyers delivered, who was targeted/invited

#### Notification Processes

Notification Method /Date Issued	Details	Target Audience / Attendance	Attendance / Contact
Initial Notification Letter regarding proposed use  June 28, 2011	Letters outlining the details of the proposal were sent to residents, Community Association, Ward Councillor and Community Consultant.	As per public notice policy, notices were sent to property owners within 75 meter radius of subject site	3 phone calls were received regarding the letter
Public Information Meeting Notice  September 6, 2011	113 flyers delivered by mail to residents, Community Association, Ward Councillor and Community Consultant.	Residents within 150 meters of the site, as well as any residents of Harvard Crescent not identified within that 150 meter radius.	11 people signed in

- Analysis of the feedback received, provide a brief summary of the comments to capture the flavour of the feedback received:
  - In general feedback and comments received at the public meeting were positive. Those in attendance felt that the impacts on the neighbourhood would be minimal. Specific comments included: increased security in neighbourhood (having neighbour home during day) and that traffic coming and going would not be overly increased by this use. One individual asked that the City continue to monitor where this type of use locates to ensure that the aggregate affects do not become negative.
- Impact of community engagement on the project/issue:
  - the feedback at the meeting was overall supportive
- How will input be used to inform the project/issue:
  - Input received from the community will be used to measure the support of the neighbourhood for this proposal and to highlight any major concerns
- Any follow up or reporting back to the public/stakeholders
  - Participants at the meeting were advised that they will receive direct notice of the Public Hearing if they provided their name and mailing address on the sign in sheet.

## Next Steps

Action	Anticipated Timing
Internal Review to be completed with municipal departments	September/October 2011
Planning and Development Report prepared and presented to Municipal Planning Commission. MPC reviews proposal and recommends approval or denial to City Council	October 25, 2011
Public Notice - report prepared and Public Hearing date set. College Park Community Association, Community Consultant, Ward Councillor as well as all participants at Public Meeting will be provided with direct notice of Public Hearing, as well as all residents who were notified previously. A notification poster sign by applicant will be placed on site.	October 24, 2011 to November 8, 2011
Public Hearing – Public Hearing conducted by City Council, with opportunity provide for interested persons or groups to present. Proposal considered together with the reports of the Planning & Development Branch, Municipal Planning commission, and any written or verbal submissions received by City Council.	November 7, 2011
Council Decision - may approve or deny proposal.	November 7, 2011

## Attachments

Written Comments Submitted  
 Notice of Public Information Meeting  
 Attendance Sheet

Completed by: Danae Lockert, Planner 13, 975-7889

Date: Sept. 16, 2011

Please return a copy of this summary to  
 Lisa Thibodeau, Community Engagement Consultant  
 Communications Branch, City Manager's Office  
 Phone: 975-3690 Fax: 975-3048 Email: [lisa.thibodeau@saskatoon.ca](mailto:lisa.thibodeau@saskatoon.ca)

Written Comments Submitted

I understand a bed and breakfast falls under the discretionary use provisions for R1 zones under the zoning bylaws. The question becomes one of what criteria would be used for granting approval. As for neighbourhood affects, I believe such a business would have little effect on neighbouring property. However, in aggregate, approval of a series of such discretionary uses could change the nature of the block. Thus, while I agree with the approval of this request, I ask that the Community Services Department maintain an inventory of such use so that the individual requests can be adjudged in a context of this description. Again, knowing the individuals & current setting, I recommend approval.

Murray Scharf – 34 Harvard Crescent

I am supportive of the proposed b & b for Bill and Debbie Judt at 46 Harvard Cres in Saskatoon.

Marjorie Scharf – 34 Harvard Crescent

Nice Proposal sheet by applicant – great in color, good photos just right level of detail. Good explanation of discretionary use in a residential area – appreciate it. Very informative and positive. I am 100% behind the proposal because of what it will bring to our community. i.e. security, meeting of amazing North Americas.

Gisele Piche – 50 Harvard Crescent

I am a big fan of B&B's – it is my preferred place to stay when travelling. Therefore appreciate the neighbourhoods that have made that possible. It is a different clientele – clientele who are quiet and respectful. Bill & Deb are wonderful neighbours- community minded, thoughtful, & respectful, considerate. I support their application.

Barb Robinson – 54 Harvard Crescent

Hey, Bill & Deb are great neighbours, very family & neighbourhood minded – Deb grew up in the neighbourhood and cares deeply for it so I trust that they will have the well being of the community foremost in their business decisions. I commend them and their initiative and wish them the best (it's been a great place to live and I'm sure it will continue that way)

Perry Robinson – 54 Harvard Crescent

B&B is a wonderful idea for Harvard Cres. Bill and Debbie are surely ideal people to run one.

Elizabeth Dimmock – 78 Harvard Crescent

No problems with this application.

J.R. Dimmock – 78 Harvard Crescent

I think the idea of a bed & breakfast on Harvard Crescent is acceptable. The presentation provided by the owners and the City of Saskatoon was good. Judging from the reaction of the meeting attendees, I don't believe there would be any opposition to this proposal.

Bob Cowan – 2 Harvard Crescent

## PUBLIC INFORMATION MEETING

A meeting will be held:

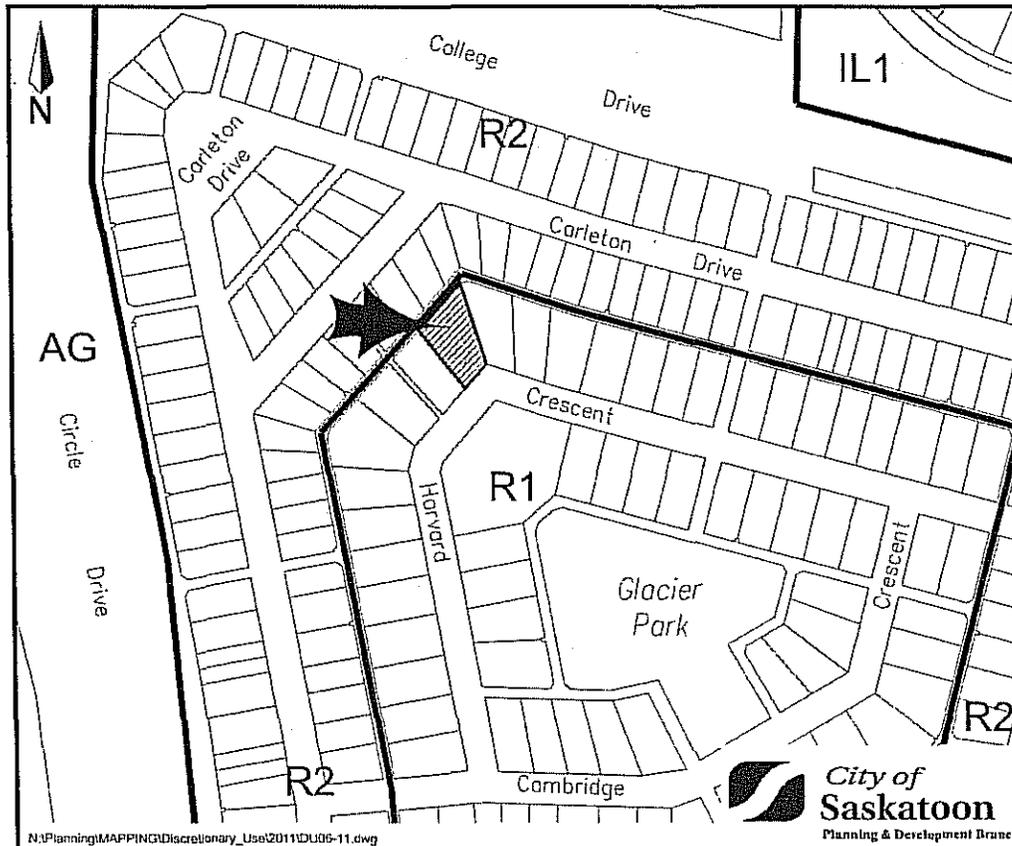
**Tuesday, September 6, 2011**

**Location: College Park School – Multipurpose Room  
(3440 Harrington Street)**

**6:00PM**

Residents are invited to review the proposed discretionary use. William & Deborah Judt have submitted a discretionary use application in order to operate a Bed and Breakfast Home, with three guest bedrooms at 46 Harvard Crescent. This property is zoned R1 District. In this district, a Bed and Breakfast Home may only be approved at the discretion of City Council.

The purpose of the meeting is to provide neighbouring residents the opportunity to find out the details of the proposal, and for the applicant to obtain public input on this matter. The City of Saskatoon will also be in attendance to provide details on the discretionary use process.



**For more information, please contact:**

Danae Lockert, Planning and Development Branch  
City of Saskatoon, Community Services Department,  
Phone: 975-7889 or email: [danae.lockert@saskatoon.ca](mailto:danae.lockert@saskatoon.ca)

## ATTENDANCE SHEET

**NAME (Please Print)**

**ADDRESS**

NAME (Please Print)	ADDRESS
JONATHAN DIMMOCK	78 HARVARD CRESCENT
Elizabeth Dimmock	78 HARVARD CRESC
BOB COWAN	2 HARVARD CRES
Murray Scharf	34 Harvard Cres.
Mary Scharf	34 Harvard Cres.
Alice Chyka	65 Harvard Cres.
Maigdale Lepay	61 Harvard Cres.
J. Rele	50 Harvard Crescent
Aaron Judd	1-28 Summers Place
Perry + Bent Robinson	54 Harvard Cres



*City of*  
**Saskatoon**  
Office of the City Clerk

---

222 - 3rd Avenue North    ph 306•975•3240  
Saskatoon, SK S7K 0J5    fx 306•975•2784

October 13, 2011

City Clerk

Dear City Clerk:

**Re:    Municipal Planning Commission Report for Public Hearing  
      Discretionary Use – Bed and Breakfast Home  
      46 Harvard Crescent – R1 Zoning District  
      College Park Neighbourhood  
      Applicant: William Judt and Deborah Judt  
      (File No. CK. 4355-011-7)**

The Municipal Planning Commission, at its meeting held on October 11, 2011, considered the September 26, 2011 report of the General Manager, Community Services Department, with respect to a Discretionary Use Application submitted by William and Deborah Judt requesting approval to use the property located at 46 Harvard Crescent for the purpose of a bed and breakfast home with three guest bedrooms. As noted in the report, a licensed home-based business, Wood Carvings by Judt, is located at this address and has been in operation since 1999. If approved by City Council, the proposed bed and breakfast home would operate in conjunction with the existing home-based business.

The Commission has reviewed the report with the Administration and the Applicant. The following is a summary of further clarification provided:

- The side yard setbacks for this property are deemed legal non-conforming. The house was built prior to the Zoning Bylaw change requiring side yard setbacks of 1.5 metres in the R.1 Zoning District.
- With respect to the communication plan, a second letter will be sent to residents within a 150 meter radius of the site, including all residents of Harvard Crescent, in light of calls the Community Services Department has received regarding the proposal.
- The City does not have a policy to limit the number of bed and breakfast homes within a certain distance. The nearest bed and breakfast home is approximately 3.5 km away.
- The maximum number of vehicles that would be parked at the Applicant's home would be seven relating to their current home based business but that would only be during their wood carving classes (Tuesday evening and Thursday afternoon for a three-hour time period). There have been no complaints from their neighbours in the past.

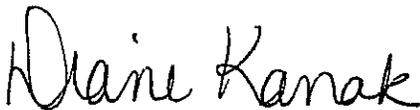
Following consideration of the above Discretionary Use Application, the Commission is supporting the following recommendation of the Community Services Department:

“that the application submitted by William and Deborah Judt requesting permission to use the property located at 46 Harvard Crescent for the purpose of a bed and breakfast home be approved subject to the following conditions:

- 1) the bed and breakfast home containing a maximum of three guest bedrooms;
- 2) the applicant obtaining a Development Permit and all other relevant permits (such as Building and Plumbing Permits) and licenses; and
- 3) the final plans submitted being substantially in accordance with the plans submitted in support of this Discretionary Use Application.”

The Commission respectfully requests that the above report be considered by City Council at the time of the public hearing with respect to the above Discretionary Use Application.

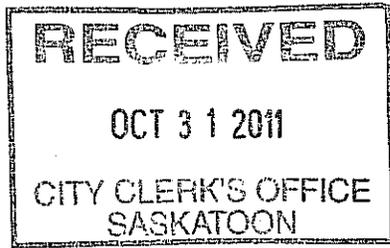
Yours truly,



**Diane Kanak, Deputy City Clerk**  
Municipal Planning Commission

:dk

4355-011-7



October 22, 2011

H. Bruno Schiefer  
69 Harvard Crescent  
Saskatoon, SK  
S7H 3R2

Ms. D. Lockert  
City of Saskatoon  
Community Services Department  
222 3rd Ave North  
Saskatoon, SK.  
S7K 01S

Re: Discretionary Use Application -- PL 4355 D6/11

Dear Ms. Lockert:

With respect to the above mentioned application, I hereby want to speak against the application.

I came to the City in 1969, and I enjoy the pleasure of the R1 ruling very much.

I am quite aware of the fact, that with my children now all over the country, I am presently alone in the house, but I can expect a visit from time to time.

On top of it, I suffered a stroke some years ago, and I really like the quiet environment..

As far as I am concerned, the arrival of the Bed and Breakfast facility will cause unforeseeable problems.

With kind regards,

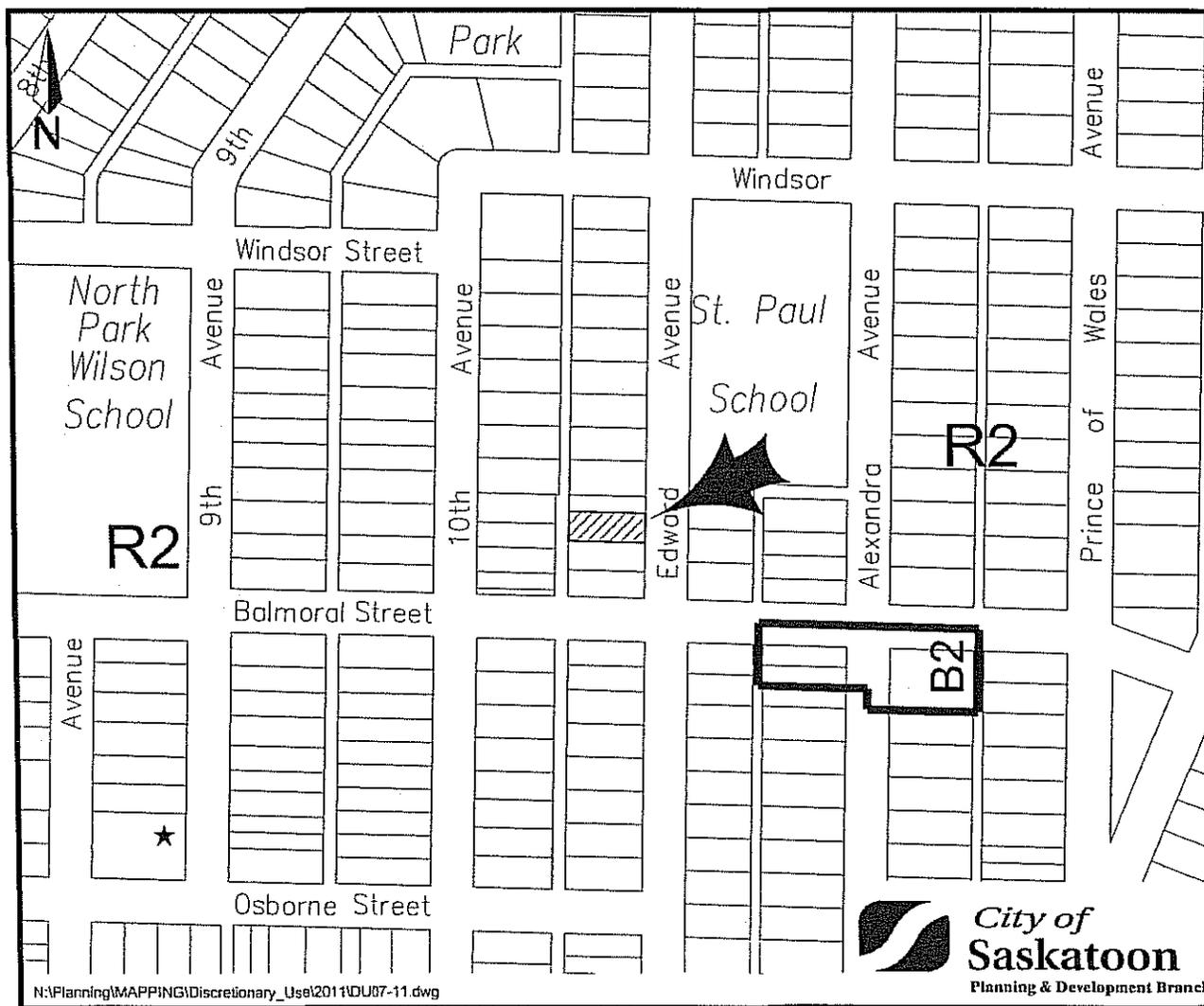
Bruno Schiefer

# COMMUNITY SERVICES DEPARTMENT

<b>APPLICATION NO.</b> D7/11	<b>PROPOSAL</b> Discretionary Use - <del>Bed and Breakfast Home</del>	<b>EXISTING ZONING</b> R2
<b>LEGAL DESCRIPTION</b> Lots 45 and 46 Ex N 25 ft, Block 1, Plan G107		<b>CIVIC ADDRESS</b> 1515 Edward Avenue
		<b>NEIGHBOURHOOD</b> North Park
<b>DATE</b> September 9, 2011	<b>APPLICANT</b> Lorraine Sadler 1515 Edward Avenue Saskatoon SK S7K 3B3	<b>OWNER</b> Lorraine Sadler 1515 Edward Avenue Saskatoon SK S7K 3B3

**RECEIVED**  
 SEP 14 2011  
 CITY CLERK'S OFFICE  
 SASKATOON

## LOCATION PLAN



**A. COMMUNITY SERVICES DEPARTMENT RECOMMENDATION**

That a report be forwarded to City Council at the time of the public hearing recommending that the application submitted by Lorraine Sadler requesting permission to use the property located at 1515 Edward Avenue for the purpose of a bed and breakfast home be approved subject to the following conditions:

- 1) the bed and breakfast home containing a maximum of two guest bedrooms;
- 2) the applicant obtaining a Development Permit and all other relevant permits (such as Building and Plumbing Permits) and licenses, as well as meeting all requirements of the Building Standards Branch; and
- 3) the final plans submitted being substantially in accordance with the plans submitted in support of this Discretionary Use Application.

**B. PROPOSAL**

An application has been submitted by Lorraine Sadler requesting City Council's approval to use the property located at 1515 Edward Avenue for the purpose of a bed and breakfast home with two guest bedrooms. This property is zoned R2 District in the Zoning Bylaw No. 8770 and as a consequence, a bed and breakfast home may only be permitted by City Council at its discretion.

**C. REASON FOR PROPOSAL (BY APPLICANT)**

I would like a Bed and Breakfast to help people in need of a room and for people with sick children in the hospital who live out of town. I work at a hospital and know there is a need for affordable places to stay. Also for people who would love to visit our fair city.

**D. JUSTIFICATION**

1. Community Services Department Comments

a) Introduction

A "bed and breakfast home" means a dwelling unit in which the occupants use a portion of the dwelling unit for the purpose of providing, for remuneration, sleeping accommodations, and one meal per day to members of the general public for periods of one week or less, and in which:

- i. not more than three bedrooms within the dwelling unit are used to provide such sleeping accommodations;
- ii. the dwelling unit is the principal residence of the person or persons receiving the remuneration and providing the sleeping accommodations and one meal per day; and
- iii. the meal that is provided is served before noon each day.

b) Official Community Plan Policy

The Official Community Plan Bylaw No. 8769 permits a range of complementary uses within neighbourhoods provided that they are compatible with, and accessory to, a residential environment. Your Administration is of the view that the proposed bed and breakfast home is consistent with this policy.

c) Roadway Access

Access to the site is available via Edward Avenue. Edward Avenue is designated as a local street and is accessible off Balmoral Street, which is designated as a collector street. The proposed bed and breakfast home is not expected to have an impact on traffic flows in the area.

d) Parking Requirements

Off-street parking for a bed and breakfast home is required at a rate of one space, plus at least one space for visitors. This results in a minimum requirement of two off-street parking spaces. Two off-street parking spaces have been provided in the driveway.

e) Zoning Bylaw Requirements

The front yard setback at this site is legal non-conforming. This proposal is in conformance with all other relevant aspects of the Zoning Bylaw No. 8770.

f) Compatibility with Adjacent Land Uses

The subject site is surrounded by low-density residential land uses, with the exception of Saint Paul School located north-east of the property. A corner store and beauty salon are located approximately 75 meters from

the site. It is noted that there are several bed and breakfast homes operating in the City of Saskatoon (City) within similar neighbourhoods. There are typically no complaints that stem from these bed and breakfast homes. In this respect, your Administration is of the belief that any land use impacts resulting from the proposal would be negligible.

g) Building Standards Branch

The Building Standards Branch has no objection to the proposal provided that a Building Permit is obtained to satisfy the following conditions:

- i. Both interior stairs within the dwelling require a full-length handrail, and there is a small section of guardrail missing at the top of the main to second floor stairs.
- ii. Ensure that bedroom windows, in rooms that will be allocated for guests, are functioning so that when opened the escape size is 0.35 metres squared in area with no dimension less than 380 mm. In the proposed guest bedroom where the opening size is slightly smaller than required, install (wire in) an additional smoke alarm within the room and interconnect it to the other alarms.
- iii. Each floor level within the dwelling requires electrically wired smoke alarms that are interconnected. A carbon monoxide detector/alarm is also required on the guest bedroom level.
- iv. Build up the grade around the perimeter of the existing deck a minimum distance of 1 meter out so the grade level to top of deck is 600 mm or modify the guards to 900 mm high and non-climbable.
- v. Handrails are required on the main front entry exterior stair.

2. Comments by Others

a) Infrastructure Services Department

The proposed bed and breakfast home is acceptable to the Infrastructure Services Department.

b) Transit Services Branch

At present, Transit Services Branch's closest bus stop is located across the street, on the east side of Edward Avenue just north of Balmoral Street. This falls within Transit Services Branch's 450 metres walking distance service standard for this type of development.

Bus service is at 30 minute intervals, Monday to Saturday, and at 60 minute intervals, after 6 p.m., Monday to Friday, early Saturday mornings, Sundays, and statutory holidays.

**E. COMMUNICATION PLAN**

The President of the North Park Community Association was notified of this application. In addition, the Planning and Development Branch also sent out notification letters to assessed property owners within a 75 metre radius of the site to inform residents of the proposal and to request feedback regarding the proposed bed and breakfast home. No comments have been received.

Once the Municipal Planning Commission has considered this application, it will be advertised in accordance with the Public Notice Policy No. C01-021, and a date for a Public Hearing will be set. Advertising will consist of sending notices to all assessed property owners within a 75 metre radius of the site and to the President of the North Park Community Association. The applicant will also place a notice sign on site as prepared by the Community Services Department.

**F. ATTACHMENTS**

1. Location Facts
2. Site Plan
3. Location Plan

Written by: Danae Lockert, Planner 13  
Planning and Development Branch

Reviewed by:   
Randy Grauer, Manager  
Planning and Development Branch

D7/11  
1515 Edward Avenue  
September 9, 2011

Approved by:

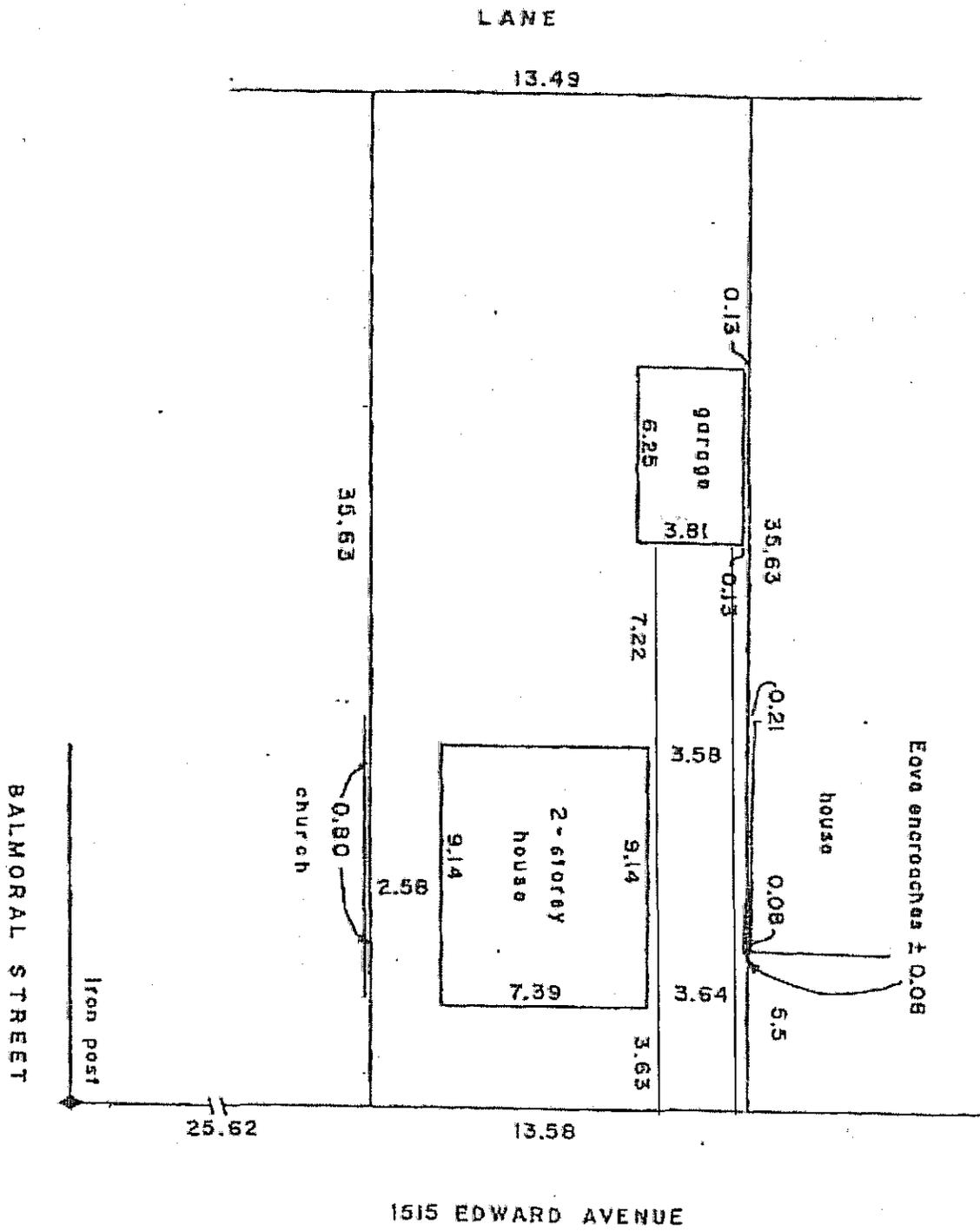
  
\_\_\_\_\_  
*for* Paul Gauthier, General Manager  
Community Services Department  
Dated: Sept 13/11

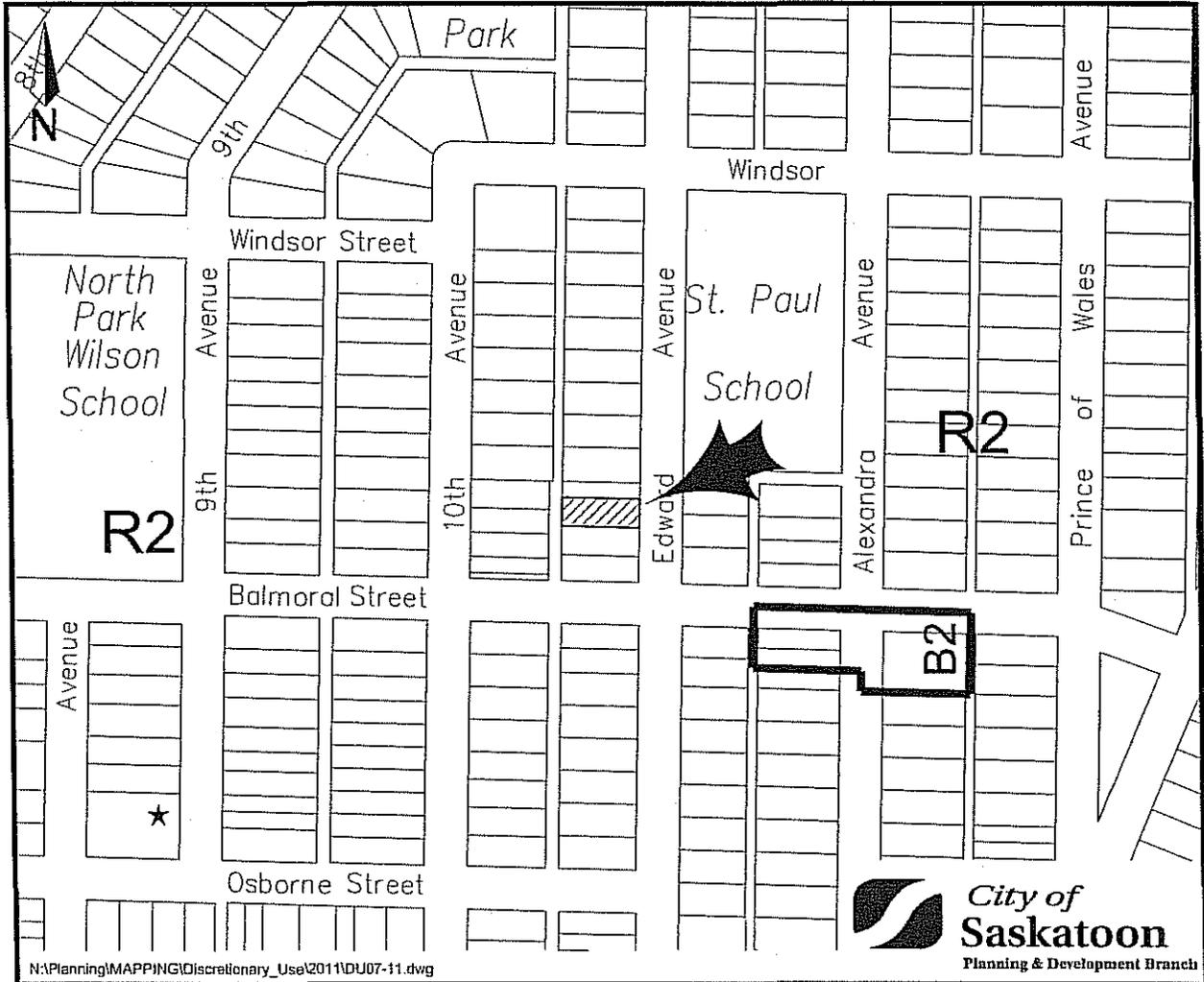
cc: Murray Totland, City Manager

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**Attachment 1**

<b>FACT SUMMARY SHEET</b>	
<b>A. <u>Location Facts</u></b>	
1. Municipal Address	1515 Edward Avenue
2. Legal Description	Lots 45 and 46 Ex N 25 ft, Block 1, Plan G107
3. Neighbourhood	North Park
4. Ward	1
<b>B. <u>Site Characteristics</u></b>	
1. Existing Use of Property	One-Unit Dwelling
2. Proposed Use of Property	Bed and Breakfast Home
3. Adjacent Land Uses and Zoning	
North	One-Unit Dwelling – R2
South	Vacant Lot – R2
East	One-Unit Dwelling and St. Paul School – R2
West	One-Unit Dwelling – R2
4. No. of Existing Off-Street Parking Spaces	2
5. No. of Off-Street Parking Spaces Required	2
6. No. of Off-Street Parking Spaces Provided	2
7. Site Frontage	13.58 meters
8. Site Area	483.855 meters squared
9. Street Classification	Local
<b>C. <u>Development Policy</u></b>	
1. Existing Official Community Plan Designation	Residential
2. Existing Zoning District	R2







*City of*  
**Saskatoon**  
Office of the City Clerk

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222 - 3rd Avenue North    ph 306•975•3240  
Saskatoon, SK S7K 0J5    fx 306•975•2784

October 3, 2011

City Clerk

Dear City Clerk:

**Re:    Municipal Planning Commission Report for Public Hearing  
      Discretionary Use Application – Bed and Breakfast Home  
      1515 Edward Avenue – North Park Neighbourhood  
      Applicant: Lorraine Sadler  
      (File No. CK. 4355-011-6)**

The Municipal Planning Commission, at its meeting held on September 27, 2011, considered the September 9, 2011 report of the General Manager with respect to a Discretionary Use Application requesting approval to use the property located at 1515 Edward Avenue for the purpose of a bed and breakfast home with two guest bedrooms. This property is zoned R2 District in Zoning Bylaw No. 8770 and as a consequence, a bed and breakfast home may only be permitted by City Council at its discretion.

The Commission has reviewed the report with the Administration and the Applicant. The following is summary of the issues reviewed and clarification provided:

- Two-off street parking spaces are required and are being provided in the garage and on the driveway.
- No calls were received with respect to the proposal. There are 17 bed and breakfast homes in the city.
- Since lawn signs are not permitted for bed and breakfast homes in residential districts, the Applicant will be advertising through the internet and, if possible, through posters at the hospital.

Following review of this matter, the Commission is supporting the following recommendation of the Community Services Department:

“that the application submitted by Lorraine Sadler requesting permission to use the property located at 1515 Edward Avenue for the purpose of a bed and breakfast home be approved subject to the following conditions:

- 1)    the bed and breakfast home containing a maximum of two guest bedrooms;
- 2)    the applicant obtaining a Development Permit and all other relevant permits (such as Building and Plumbing Permits) and licenses, as well as meeting all requirements of the Building Standards Branch; and

October 3, 2011  
Page 2

- 3) the finals plans submitted being substantially in accordance with the plans submitted in support of this Discretionary Use Application.”

The Commission respectfully requests that the above report be considered by City Council at the time of the public hearing with respect to the above Discretionary Use Application.

Yours truly,



**Diane Kanak, Deputy City Clerk**  
Municipal Planning Commission

DK:sj

Attachment

4355-011-8

3c)

# COMMUNITY SERVICES DEPARTMENT

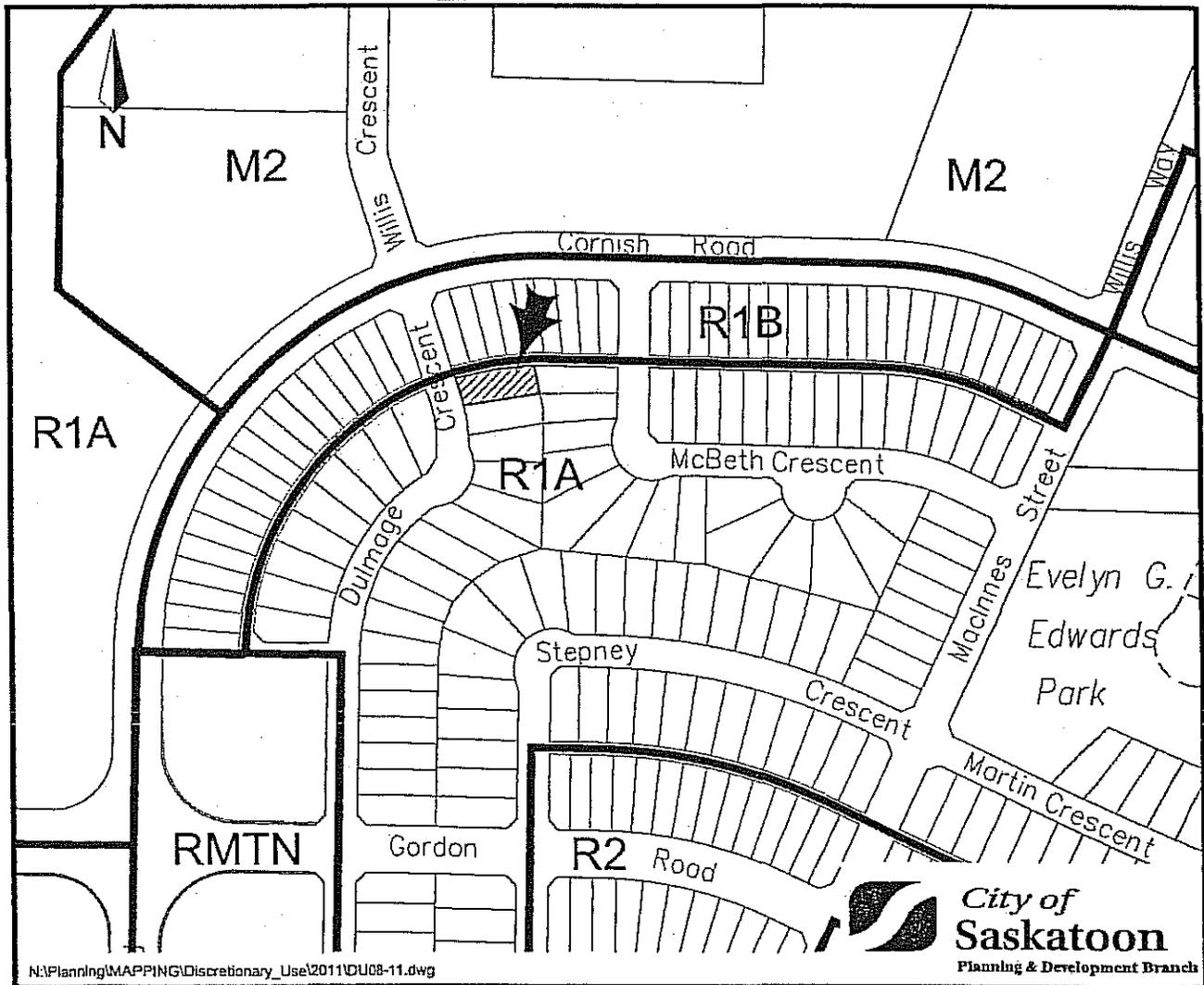
<b>APPLICATION NO.</b> D8/11	<b>PROPOSAL</b> Discretionary Use Residential Care Home - Type II (Ten Residents)	<b>EXISTING ZONING</b> R1A
<b>LEGAL DESCRIPTION</b> Lot 55, Block 188, Plan 102033032		<b>CIVIC ADDRESS</b> 163 Dulmage Crescent
		<b>NEIGHBOURHOOD</b> Stonebridge
<b>DATE</b> October 11, 2011	<b>APPLICANT</b> Saskatoon Downtown Youth Centre (EGADZ)	<b>OWNER</b> 101099047 Saskatchewan Ltd. Box 638 Saskatoon SK S7K 3L7

**RECEIVED**

OCT 13 2011

CITY CLERK'S OFFICE  
SASKATOON

## LOCATION PLAN



**A. COMMUNITY SERVICES DEPARTMENT RECOMMENDATION:**

that a report be forwarded to City Council at the time of the public hearing recommending that the application submitted by the Saskatoon Downtown Youth Centre (EGADZ) requesting permission to use 163 Dulmage Crescent for the purpose of a Residential Care Home – Type II, with a maximum of ten residents, be approved subject to the following conditions:

- 1) that the applicant obtain a Development Permit and all other relevant permits and licenses (such as Building and Plumbing Permits); and
- 2) that the final plans submitted be substantially in accordance with the plans submitted in support of this Discretionary Use Application.

**B. PROPOSAL**

An application has been submitted by the Saskatoon Downtown Youth Centre (EGADZ) requesting City Council's approval to use the property located at 163 Dulmage Crescent for the purpose of a Residential Care Home – Type II, with a maximum of ten residents under care. This property is zoned R1A District in the Zoning Bylaw No. 8770. In this district a Residential Care Home – Type II is a discretionary use.

The proposed residential care home would facilitate the operation of the Baby Steps Program, a reunification home for mothers and their children. The proposed home would accommodate eight children under the age of five, with the opportunity for two mothers to live at the residence with their babies, as well as two full-time staff persons.

The Administration notes the original application submitted was for 161 Dulmage Crescent. In order to accommodate more onsite parking, the applicant relocated to 163 Dulmage Crescent (one lot north). Residents who attended the public meeting were informed of this change in proposal, and subsequent notifications and advertising will also reflect this change.

**C. REASON FOR PROPOSAL (BY APPLICANT)**

The Baby Steps Program is a reunification home for mothers and their children. This home is a voluntary program for mothers with their children in care (or about to be put into the care of the Ministry of Social Services - mothers that are going to have their children apprehended at birth). This home provides an opportunity for mothers with children that are the ages of zero to five.

This is a home where the parents participate in the care of their children while they are in the care of the Ministry of Social Services. Parents are offered an opportunity to have access to their children 24 hours a day to begin and continue the bonding process for mother and child. The parents are measured on how much time they spend with their child as an outcome to the bonding process. If it is found that the mothers are not able to care for their children, the children are not moved until an appropriate family member or long-term placement is found. This keeps the children from being moved from foster home to foster home.

The parents that have children in the Baby Steps Program are offered access to specialized programming that is measured and monitored on a weekly basis so that necessary changes can be made.

The Baby Steps Program also offers an ongoing assessment of the mother's and child's needs, and the parent's ability to have the necessary skills that assist in the transition to the long-term care of their child.

#### **D. JUSTIFICATION**

##### 1. Community Services Department Comments

###### a) Introduction

A "Residential Care Home" means a licensed or approved group care home governed by Provincial regulations that provides, in a residential setting, 24 hour care of persons in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual.

A "Residential Care Home – Type II" means a residential care home in which the number of residents, excluding staff, is more than 5 and not more than 15.

###### b) Official Community Plan Bylaw No. 8769

The City of Saskatoon's (City's) Official Community Plan Bylaw No. 8769 (OCP) considers complementary community facilities, such as residential care homes, to be an acceptable use in a residential area provided that they appropriately address issues of transportation, parking, and land use conflicts.

The OCP also notes that the City shall continue to promote and facilitate the development of supportive housing forms in all areas of the city.

c) Parking

The off-street parking requirement for a residential care home is one space for every five residents, plus 0.75 spaces per staff member on duty. Approval for a care home with ten residents and two full-time staff requires four off-street parking spaces.

Based upon the plans submitted by the applicant, three off-street parking spaces are proposed in the front yard and one space in the rear, off the lane flanking the north property line.

d) Roadway Access

Access to the site is via Dulmage Crescent. In the City's Roadway Classification System, Dulmage Crescent is designated as a local street.

The site is located near the corner of Dulmage Crescent and Cornish Road. Cornish Road is classified as a major collector. This proposal is not expected to have a significant impact on traffic flows in the area.

e) Zoning Bylaw No. 8770 Requirements

This proposal meets all relevant Zoning Bylaw No. 8770 requirements.

f) Compatibility with Adjacent Land Uses

The land use pattern in the vicinity of the subject site is residential. The Administration is of the view that the proposal is compatible with the surrounding land uses.

According to the City's Residential Care Home Database, this would be the first Residential Care Home in the Stonebridge Neighbourhood.

g) Pre-Designated Care Home Sites

The subject site was not specifically identified in the Stonebridge Neighbourhood Concept Plan as a residential care home site.

In neighbourhoods developed and marketed by the Land Branch, care home sites are pre-designated, signed appropriately and specifically marketed. The Stonebridge Neighbourhood Concept Plan identified a number of locations for residential care homes, however, the developers of

the neighbourhood have not specifically signed or marketed these designated lots.

h) Building Standards Branch Comments

The Building Standards Branch has no objection to the proposal provided that:

- i. a Building Permit is obtained for the construction of the Residential Care Home – Type II;
- ii. a residential care home is permitted to be classified as a residential occupancy provided that the home does not provide sleeping accommodations for more than ten persons including care givers; and
- iii. only residential care homes which are located in detached single family homes or one-unit dwellings can qualify for the exceptions in Article 3.1.2.5 and 9.10.2.2.

Please note that plans and documentation submitted in support of this application have not been reviewed for compliance with the requirements of the 2005 National Building Code.

2. Comments by Others

a) Infrastructure Services Department Comments

The proposed discretionary use application is acceptable to the Infrastructure Services Department.

b) Transit Services Branch

Transit Services has no concerns with the proposal.

At present, Saskatoon Transit's closest bus stop is located approximately 135 meters from the above referenced property on the northwest side of Cornish Road, just west of the west leg of Willis Crescent.

Bus service is at 30 minute intervals Monday to Saturday and at 60 minute intervals after 6 p.m. Monday to Saturday, early Saturday morning, Sundays, and statutory holidays.

**E. COMMUNICATION PLAN**

The President of the local Community Association was notified of this application by letter dated September 9, 2011. In addition, the Planning and Development Branch sent out notification letters to all assessed property owners within a 150 metre radius of the site to inform residents of the proposal, request feedback on the proposed care home, and advertise a public information meeting.

Four phone calls were received from nearby property owners who expressed concern over the potential for an increase in traffic in the neighbourhood, a decline in property values resulting from the proposed care home, and the potential for the type of residents at the home to change over time.

A public information meeting was held on September 28, 2011. There were 101 notices sent out; 97 to individuals, and 4 to developers who owned lots within the 150 meter radius. Twenty-two individuals who attended the meeting signed in. At the meeting, the Administration presented an overview of the discretionary use process, the recent residential care home research conducted, and Don Meikle of EGADZ provided an overview of their proposal. Following the presentations, the session was opened up for a question and answer period.

The majority of those who attended the meeting were strongly opposed to this proposal. The most commonly quoted reasons included: a decline in property values, an increase in traffic in the area, inability to determine who lives in the home, transient population in the neighbourhood, and insufficient notification process.

The notices were sent by regular post to the assessed property owner at the time of the mail out. The concerns raised at the meeting regarding our notification process centered around two points. Firstly, residents felt this site should have been identified prior to the purchasing of their home in order to provide prospective buyers with an opportunity to choose for themselves if they would like to live near a residential care home. The Administration would like to note that a Residential Care Home – Type II is a discretionary use in all residential districts, with the exception of those residential districts where it is fully permitted and RMHC - Mobile Home Court District, where it is prohibited.

Secondly, the concern was raised that not all property owners received the public notice that was posted. The standard public notice policy for a Discretionary Use Application is to notify all assessed property owners within 75 metres of the site. With applications that may be controversial, the Administration doubles this notification standard to include all assessed property owners within 150 meters of the site. It is noted that some of the lots in Stonebridge may have been sold after the notices were mailed out. Notices are mailed out

two weeks prior to the meeting to provide adequate time for residents to make arrangements to attend the meeting.

The concerns regarding property values, traffic and parking issues, and ability to regulate who is permitted within a residential care home were recently addressed in the comprehensive review of the zoning bylaw regulations for residential care homes. This review found that residential care homes do not negatively affect the property values of nearby properties, nor do they increase the length of time it takes to sell a neighbouring property. The review recommended an increase in onsite parking and outlined that regulating who resides in a home is a violation of the Charter of Rights and Freedoms. A concern was raised at the meeting that the studies were not conducted in Saskatoon; therefore, did not accurately reflect Saskatoon's market. To date, three comment sheets were submitted (see Attachment 5).

Once the Municipal Planning Commission has considered this application, it will be advertised in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. Advertising will consist of sending notices to all assessed property owners within a 150 metre radius of the site and to the President of the local Community Association. The applicant will also place a notice sign on site as prepared by the Community Services Department.

**F. ATTACHMENTS**

1. Location Facts
2. Site Plan
3. Floor Plan
4. Community Engagement Summary
5. Written Comments Submitted

Written by: Danae Lockert, Planner 13  
Planning and Development Branch

Reviewed by:   
Randy Grauer, Manager  
Planning and Development Branch

Approved by:   
Paul Gauthier, General Manager  
Community Services Department  
Dated: October 12, 2011

cc: Murray Totland, City Manager

**FACT SUMMARY SHEET**

**A. Location Facts**

1.	Municipal Address	163 Dulmage Crescent
2.	Legal Description	Lot 55, Block 188, Plan 102033032
3.	Neighbourhood	Stonebridge
4.	Ward	7

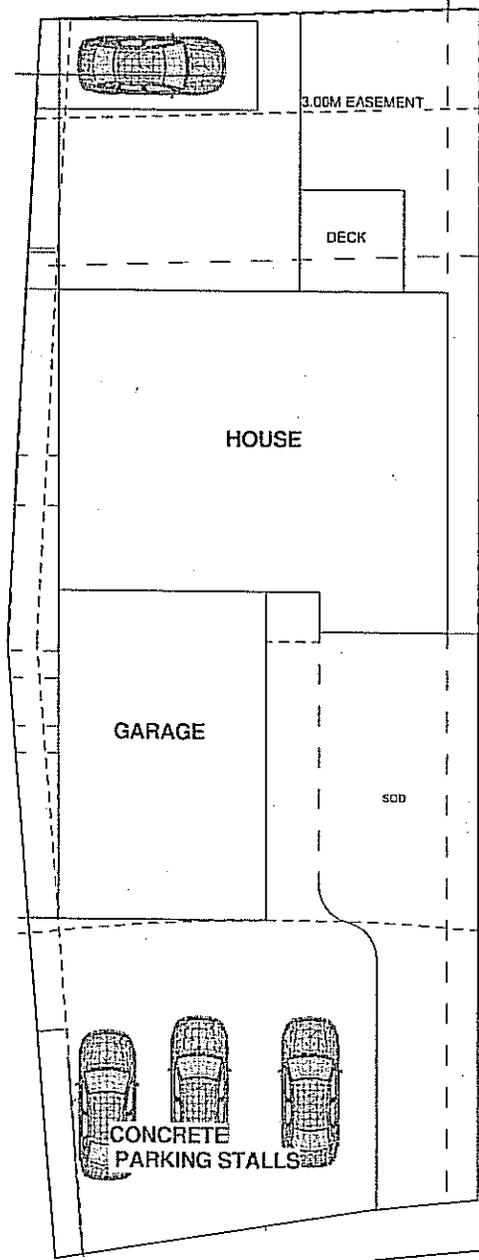
**B. Site Characteristics**

1.	Existing Use of Property	Vacant Lot
2.	Proposed Use of Property	Residential Care Home – Type II
3.	Adjacent Land Uses and Zoning	
	North	One Unit Dwellings -- R1B
	South	Vacant Lot – R1A
	East	One-Unit Dwelling – R1A
	West	One-Unit Dwelling – R1A
4.	Number of Existing Off-Street Parking Spaces	4
5.	Number of Off-Street Parking Spaces Required	4
6.	Number of Off-Street Parking Spaces Provided	4
7.	Site Frontage	13.07 metres
8.	Site Area	509.789 square metres
9.	Street Classification	Local Street

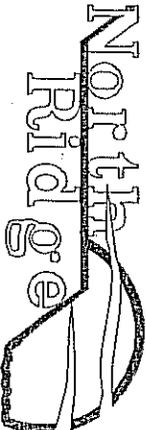
**C. Official Community Plan Policy**

1.	Existing Official Community Plan Designation	Residential
2.	Existing Zoning District	R1A

SIBABY STEPS-WORKING DRAWINGS SEPT 27, 2011 BC.MI



NO.	DATE	REVISION	C.O.#



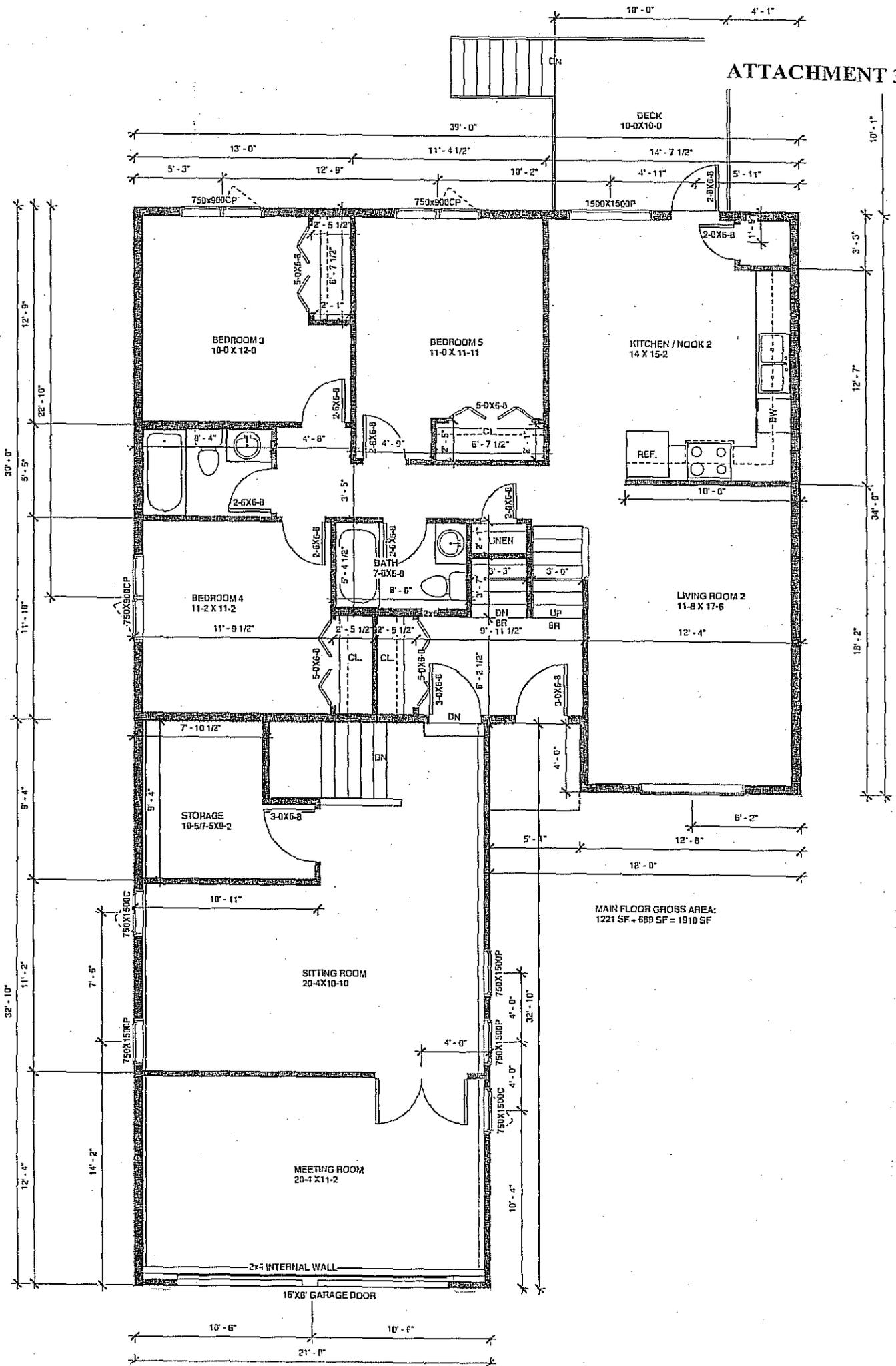
3037 FAIRHILL AVENUE, SASKATOON, SASK S7K 6S3  
 Phone (306) 242-2431 or Fax (306) 242-9987

**BABY STEPS**  
**SCALE 1 : 200**  
**LOT 55**  
**BLOCK 188**  
**PLAN 102 033 032**  
**ADDRESS 163 DULMAGE CRESCENT**  
**SUBDIVISION STONEBRIDGE**

**SITE AREA : 509.789 m2**  
**BUILDING AREA: 177.463 m2**  
**SITE COVERAGE: 34.81 %**

PROJECT	
ADDRESS	
SCALE	1:
DATE	SI

# ATTACHMENT 3







## Community Engagement Project Summary

**Project Name:** Public Information Meeting for Discretionary Use –  
Proposed Residential Care Home – Type II in Stonebridge

**Applicant:** Saskatoon Downtown Youth Centre (EGADZ)  
**File:** PL 4355 – D8/11

### Community Engagement Project Summary

#### Project Description

A public information meeting was held regarding a proposed Residential Care Home – Type II with ten residents at 163 Dulmage Crescent in Stonebridge. The applicant proposed to operate a residential care home with a maximum of 10 residents under care- 8 children under the age of 5, and two mothers of the children. The meeting provided residents of Stonebridge, specifically those within 150 meters of the subject site, to learn more about the proposed care home, have the opportunity to comment on the proposal and ask any questions that they may have.

The meeting was held at Circle Drive Alliance Church on Wednesday, September 28, 2011 at 7 PM.

#### Community Engagement Strategy

- Purpose: To inform and consult. Residents were provided with an overview of applicant's proposal and provided the opportunity to ask questions and provide comments. Written comments will be accepted for the next few weeks.
- What form of community engagement was used: Public Information meeting, with an opportunity to listen to a presentation by the applicant and speak directly with the applicant and/or City staff following the presentation. City staff also provided overview of the discretionary use process, recent research completed on residential care homes, and the next steps following the meeting.
- Level of input or decision making required from the public – comments and opinions were sought from the public.
- Who was involved
  - Internal stakeholders: The standard referral process was implemented. The following Departments were contacted for comments: Building Standards Branch, Transit Services, & Infrastructure Services Department. Councillor Loewen and the Community Consultant for the ward were also contacted.
  - External stakeholders: Stonebridge Community Association, Ward Councillor & Community Consultant contacted in addition to mail-outs to residents. Twenty-two people signed in at the meeting.

#### Summary of Community Engagement Input

- Key milestones, significant events, stakeholder input  
This community engagement initiative provided interested & concerned individuals with an opportunity to learn more about the proposed use and to provide perspective and comments which will be considered by both the proponent and municipal staff in further analysis of this proposal.

- Timing of notification to the public including dates of mailouts, psa's, newspaper advertisements, number of flyers delivered, who was targeted/invited

#### Notification Processes

Notification Method /Date Issued	Details	Target Audience / Attendance	Attendance / Contact
Initial Notification Letter regarding proposed use (also contained Public Information Meeting notice)  September 9, 2011	101 letters outlining the details of the proposal were sent to registered property owners, Community Association, Ward Councillor and Community Consultant. The public meeting notice was also included in this mail-out.	As per public notice policy, notices were sent to property owners within 150 meter radius of subject site (increased from standard of 75 meters).	4 phone calls were received regarding the public meeting

- Analysis of the feedback received, provide a brief summary of the comments to capture the flavour of the feedback received:
  - Feedback and comments received at the public meeting were strongly opposed to the proposal. Those in attendance felt that the impact of this development would be detrimental to the neighbourhood for the following reasons: a decrease in property values, an increase in transient population in the neighbourhood (mothers, boyfriends, family members), increase in traffic and parking within the vicinity of site, insufficient notification of proposal. Other comments included:
    - Individuals should have known about the proposal prior to purchasing their home;
    - Studies conducted on the affect of residential care homes on property values that demonstrate no impact are not valid as none of the case studies were completed in Saskatoon;
    - There is no guarantee that the home may change to a youth home in the future;
    - Residents were sold a different image of the type of development they were buying into;
    - Residents were deprived of their right to know what type of development would be going up around them;
  - The attendees posed the idea that the care home relocate to an area of Stonebridge that is undeveloped so that the future purchasers can be made aware of this development prior to purchasing.
- Impact of community engagement on the project/issue:
  - the feedback at the meeting will provide MPC and Council with opinions and comments of the surrounding community.
- How will input be used to inform the project/issue:
  - Input received from the community will be used to measure the support of the neighbourhood for this proposal and to highlight any major concerns.

- Any follow up or reporting back to the public/stakeholders
  - Participants at the meeting were advised that they will receive direct notice of the Public Hearing if they provided their name and mailing address on the sign in sheet.

### Next Steps

Action	Anticipated Timing
Internal Review to be completed with municipal departments	September/October 2011
Planning and Development Report prepared and presented to Municipal Planning Commission. MPC reviews proposal and recommends approval or denial to City Council	October 25, 2011
Public Notice - report prepared and Public Hearing date set. Stonebridge Community Association, Community Consultant, Ward Councillor as well as all participants at Public Meeting will be provided with direct notice of Public Hearing, as well as all residents who were notified previously. A notification poster sign by applicant will be placed on site.	October 24, 2011 to November 8, 2011
Public Hearing – Public Hearing conducted by City Council, with opportunity provide for interested persons or groups to present. Proposal considered together with the reports of the Planning & Development Branch, Municipal Planning commission, and any written or verbal submissions received by City Council.	November 7, 2011
Council Decision - may approve or deny proposal.	November 7, 2011

### Attachments

Notice of Public Information Meeting  
Attendance Sheet

Completed by: Danae Lockert, Planner 13, 975-7889  
Date: Sept. 29, 2011

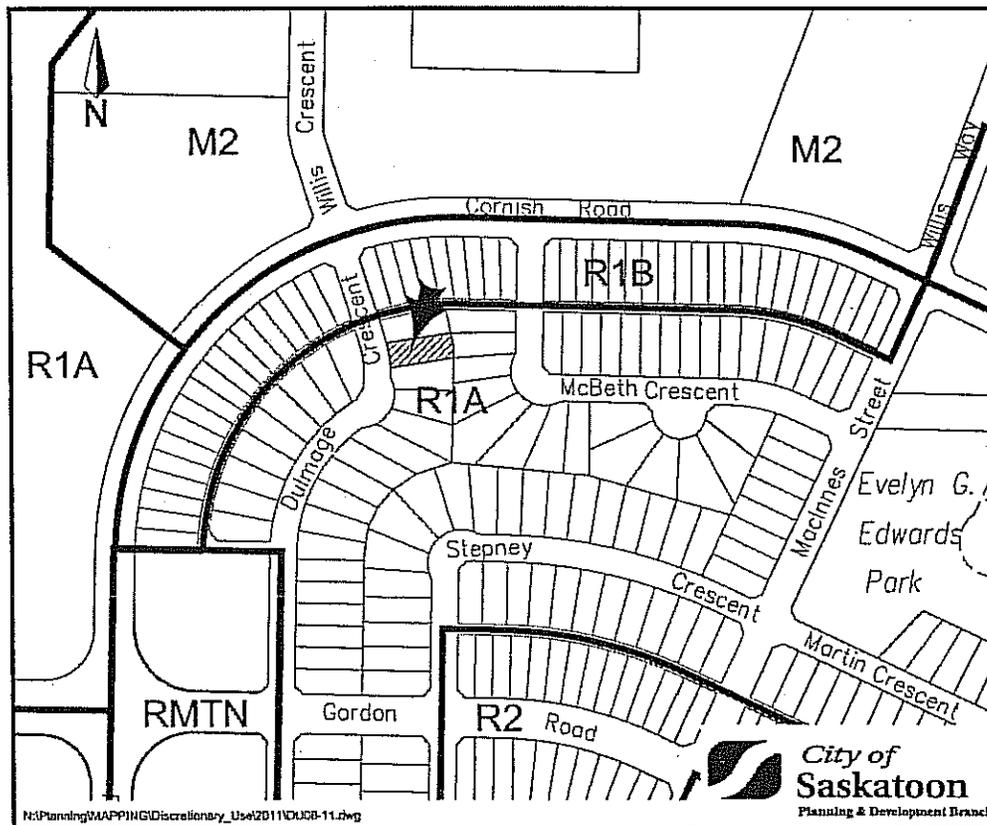
Please return a copy of this summary to  
Lisa Thibodeau, Community Engagement Consultant  
Communications Branch, City Manager's Office  
Phone: 975-3690 Fax: 975-3048 Email: [lisa.thibodeau@saskatoon.ca](mailto:lisa.thibodeau@saskatoon.ca)

## PUBLIC INFORMATION MEETING

A meeting will be held:  
**Wednesday September 28, 2011**  
**Location: Circle Drive Alliance Church**  
**(3035 Preston Avenue South)**  
**7:00PM**

Residents are invited to review the proposed discretionary use. The Saskatoon Downtown Youth Centre (EGAD) has submitted a discretionary use application in order to operate a Residential Care Home – Type II at 161 Dulmage Crescent. This property is zoned R1A District. In this district, a Residential Care Home – Type II may only be approved at the discretion of City Council.

The purpose of the meeting is to provide neighbouring residents the opportunity to find out the details of the proposal, and for the applicant to obtain public input on this matter. The City of Saskatoon will also be in attendance to provide details on the discretionary use process.



For more information, please contact:  
Danae Lockert, Planning and Development Branch  
City of Saskatoon, Community Services Department,  
Phone: 975-7889 or email: [danae.lockert@saskatoon.ca](mailto:danae.lockert@saskatoon.ca)

## ATTENDANCE SHEET

**NAME (PLEASE PRINT)**

**ADDRESS**

NAME (PLEASE PRINT)	ADDRESS
MYA ROBINSON	105 LYND CRES.
* RUDY PASTUCHA	202 MARTIN CR.
Mairin Loewen	CoS.
BRIAN BACHGWIJAL	1238 ENLWOOD CRES
MIKE DUNPHY	Min of Social Services
Peter Young	155 Dulmage Cres.
Polly Young	155 Dulmage Cres
JULIA YOUNG	155 Dulmage Cres
Allan Young	155 Dulmage Cres.
Brie Dolger	<del>301 - 1st Ave NW</del> 301 - 1st Ave. NW
Bill TURBODAN	301 - 1st Ave NW
Jae-Anne Peac	206 Stepmen Cres
Hai Ying Yun Tao Chun	150 Dulmage Cres.
* John + Curtis Seckinger	159 Dulmage Cres. 974-3973
Elizabeth Hooper	143 Dulmage Cres.
Shenna Friesen	139 Dulmage Cres.
Charmaine Dumont-Budd	
Lin Seckinger	11 Bewling Cre.





Public Information Meeting  
Discretionary Use  
Residential Care Home Type II

September 28, 2011

COMMENT SHEET

We do not support the care home on Dulmage Cres.  
for the following reasons:

- Extra traffic / parking / police visits
  - Property value decreasing
  - blind-sided by this proposal - some neighbour  
were not notified
  - Safety - mother's family visiting, i.e. irate boyfriend/husband, etc
  - Want my daughter to grow up with kids in the neighbourhood,
- ★ Please consider moving this home to this home  
will be a  
renting day  
a new area / ~~lot~~ lot in Stonebridge where  
people can decide if they want to buy a home  
by this Egadz home ★

(Optional)

Your Name: Shanna Friesen Your Phone: 933-1252

Your Address: 139 Dulmage

If you wish to hand in at a later date, please send to City of Saskatoon, Community Services Department, Attn: Danae Lockert, City Hall, 222-3<sup>rd</sup> Avenue North, Saskatoon, SK S7H 0J5 or you can fax to: 975-7712. You may also email to [danae.lockert@saskatoon.ca](mailto:danae.lockert@saskatoon.ca) or call 975-7889 if you have any further questions.

Comments will be accepted until October 12, 2011

September 28, 2011

**COMMENT SHEET**

I think that moving to an area just starting development is a good idea. You will need more parking and people will have a choice.

(Optional)

Your Name: \_\_\_\_\_ Your Phone: \_\_\_\_\_

Your Address: \_\_\_\_\_

If you wish to hand in at a later date, please send to City of Saskatoon, Community Services Department, Attn: Danae Lockert, City Hall, 222-3<sup>rd</sup> Avenue North, Saskatoon, SK S7H 0J5 or you can fax to: 975-7712. You may also email to [danae.lockert@saskatoon.ca](mailto:danae.lockert@saskatoon.ca) or call 975-7889 if you have any further questions.

**Comments will be accepted until October 12, 2011**

September 28, 2011

COMMENT SHEET

Regarding the proposal of residential care home - Type II on 163 Dulmage Crescent,

Here are our comments: ① We have the right to know this before we decided to buy the house here. Stonebridge is a new area still undergoing development. As part of the city development plan, sites for residential care home should be chosen first and let the owner decide if they would like to be the neighbour of it or not. However, in our case, just two weeks before we moved in, we were notified that a Type II residential care home is going to be built just 15 metres away from our home. We can not go away because we have already paid our downpayment. So, it is unacceptable by neglecting our right to know the truth. ② With 14 different usages of the residential care home, nobody can predict what it will be used in the future, maybe kids under 5 now, maybe teenagers years later. The potential outcome of this would be over-crowded parking on a supposed quiet crescent, increased possibility of property damage, which would (Optional) finally bring down the value of our property. It is unfair to us to know

Your Name: Hai Ying Yuan & Tao Chen Your Phone: 371-8576

Your Address: 150 Dulmage Crescent

this after the fact that we have already bought our house.

If you wish to hand in at a later date, please send to City of Saskatoon, Community Services Department, Attn: Danae Lockert, City Hall, 222-3<sup>rd</sup> Avenue North, Saskatoon, SK S7H 0J5 or you can fax to: 975-7712. You may also email to [danae.lockert@saskatoon.ca](mailto:danae.lockert@saskatoon.ca) or call 975-7889 if you have any further questions.

Comments will be accepted until October 12, 2011

In short, we respect the decision from the city council, but we would like the city council to re-consider this proposal and pre-designate another undeveloped site in stonebridge area and give the potential owners the right to choose.

Best regards,

Hai Ying Yuan, Tao Chen

**Eckel, Kristina (CY - Business Administration)**

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**From:** Lockert, Danae (CY - Planning and Development)  
**Sent:** October 13, 2011 9:31 AM  
**To:** Eckel, Kristina (CY - Business Administration)  
**Subject:** FW: 161 Dulmage Cr.

-----Original Message-----

**From:** [g.schriemer@sasktel.net](mailto:g.schriemer@sasktel.net) [mailto:[g.schriemer@sasktel.net](mailto:g.schriemer@sasktel.net)]  
**Sent:** September 30, 2011 9:44 AM  
**To:** Lockert, Danae (CY - Planning and Development)  
**Subject:** 161 Dulmage Cr.

Dear Ms. Lockert,

I was unable to make the September 28 meeting regarding the discretionary use application for 161 Dulmage Cres. I have lived here since 2009 and have seen tremendous growth in the area and now numerous high density residences and more business along Cornish Road. This has impacted the noise and congestion in the area. Traffic and parking on Dulmage is already an issue. I am against allowing a residential care home on our street and hope that this proposal does not go through on our street.

Please feel free to contact me if you have any questions.

Regards,

Gerald Schriemer  
16-110 Dulmage Cres.  
221-9989

**FOR INFORMATION ONLY  
REGARDING FINDINGS OF  
RESIDENTIAL CARE HOMES  
STUDY**

**ATTACHMENT 1**

**TO:** Secretary, Planning and Operations Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** November 3, 2010  
**SUBJECT:** Capital Project No. 2167 – Review of Residential Care Homes  
**FILE NO.:** PL 4350-Z2/10 and PL 1702-9

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**RECOMMENDATION:** that a report be submitted to City Council recommending:

- 1) that City Council approve the advertising regarding the proposal to amend the City of Saskatoon Bylaw 8770 (Zoning Bylaw), as indicated in the attached report;
- 2) that the General Manager, Community Services Department, be requested to prepare the required notice for advertising the proposed amendments;
- 3) that the City Solicitor be requested to prepare the required bylaw;
- 4) that the report be referred to the Municipal Planning Commission for review and comment on this matter at the time of the Public Hearing; and
- 5) that at the time of the Public Hearing, City Council be asked to consider the Administration's recommendation that the proposed City of Saskatoon Bylaw 8770 (Zoning Bylaw) amendments be approved.

**EXECUTIVE SUMMARY**

There are currently over 200 residential care homes in the City of Saskatoon (City) providing care for over 1,500 residents. These care homes are licensed by the province with the majority providing care for seniors, youth, persons with mental illnesses, and persons with cognitive disabilities.

Residential care homes provide an alternative to traditional institutional housing choices for persons in need of 24-hour supervision. Based upon the City's demographics and population projections, your Administration anticipates a growing need for senior care spaces. Furthermore, recent publications from the Saskatchewan Children's Advocate Office suggest that the need for youth care spaces will also remain strong over the next several years.

In response to a motion from City Council, your Administration undertook an extensive review

of the City of Saskatoon Bylaw 8770 (Zoning Bylaw) requirements for residential care homes. The review focused on the following issues:

- i) the maximum number of residents in a Type I Residential Care Home;
- ii) differentiating between types of care homes;
- iii) the concentration and disposition of residential care homes in a neighbourhood;
- iv) development standards applicable to residential care homes, including off-street parking, landscaping, site area, and site width requirements;
- v) impact on property values; and
- vi) addressing neighbourhood concerns.

For this review, your Administration undertook consultation with multiple stakeholder groups, including provincial agencies responsible for licensing residential care homes, residential care home operators, and the Saskatoon Police Service. Administration also worked with a consulting firm, Inshtrix Research Inc., which facilitated two focus group discussions and a telephone survey. The focus groups were comprised of one group of property owners within a 50-metre radius of a Type II Residential Care Home and one group from the general public. Telephone surveys were also conducted with these two groups on a broader scale.

The results of the focus groups and the phone survey showed that those that do not currently live near a residential care home are far more concerned about potential issues associated with the development of a residential care home than people currently living near an existing Type II Residential Care Home. The focus group and telephone survey findings formed an overarching theme in which feelings of uncertainty, held by the neighbours' over potential development of a residential care home, resulted in concern.

Overall, the research and consultation indicated that current regulations and policies are appropriate to ensure that Type I and II Residential Care Homes are compatible with residential neighbourhoods, and that they are encouraged to locate throughout the city. Recommendations to address concerns over parking, concentration, and site amenities, such as landscaping, are outlined in the report, as well as tools that allow the City and developers to be proactive in addressing concerns with the potential development of residential care homes.

## **BACKGROUND**

During its June 1, 2009 meeting, City Council resolved that:

“As part of the second phase of the Zoning Bylaw review, would the administration please review and report on the zoning requirements for residential care homes, including whether a maximum of five residents in a Type I care home, which is a fully permitted use home, remains appropriate; and differentiating between seniors' care homes and other types of care homes.”

The purpose of this report is to provide the results of the review of residential care homes and provide recommendations for amendments to the City of Saskatoon Bylaw 8770 (Zoning Bylaw). This report also addresses other issues that have consistently come up in the review of

applications for residential care homes, including impact on property values and strategies for addressing stakeholder concern.

## REPORT

### A. Consultation Process

As part of the review process, your Administration looked at alternative methods to obtain input from the general public. Conventional means of obtaining public input, such as an Open House or a “town-hall” style meeting, typically work well when there is a specific development proposal. However, Open Houses and “town-hall” style meetings that focus on regulatory amendments have typically been poorly attended. In this respect, Administration enlisted the services of a consultant, Inshtrix Research Inc., who developed and facilitated two focus group sessions and conducted a telephone survey on the topic of residential care homes.

Telephone and online surveys have been utilized in the past by Administration for other planning related matters, while the use of focus groups to obtain public input on planning related matters was a new approach. The focus groups provided a great opportunity to gain higher level insight into community values and to obtain qualitative data on the topic of residential care homes.

The focus groups were comprised of one group of nine individuals who are property owners who were known to reside within a 50-metre radius of a Type II Residential Care Home and one group of eight individuals from the general public that do not live near a residential care home. Telephone surveys were also conducted with these two groups on a broader scale. The telephone survey was completed by 156 respondents who are property owners within a 50-metre radius of a Type II Residential Care Home and 152 respondents consisting of members of the general public. Focus group and telephone survey findings are contained throughout the body of this report.

Stakeholder consultation also included meetings with the provincial agencies responsible for licensing residential care homes. In particular, meetings were held with Mental Health and Addiction Services, Social Services, the Community Care Branch (the Branch responsible for licensing personal care homes), and the Community Living Division. A meeting was held with residential care home operators who operate in the City, as well as consultation with Saskatoon Police Service. The findings of these meetings are contained throughout the body of this report.

A summary of the comments and results from the consultation process are provided on Attachment No. 1.

### B. Current Policy

The City of Saskatoon Bylaw 8769 (Official Community Plan) states that neighbourhoods shall permit a range of complementary institutional and community related facilities,

including supportive housing forms, provided that they present a needed service and issues of land-use conflict are appropriately addressed. Supportive housing forms will be facilitated in all areas of the City. The Zoning Bylaw will contain the densities, locations, and development standards under which these uses may be established.

Residential care homes are defined in the City of Saskatoon Bylaw 8770 (Zoning Bylaw) as a licensed or approved group care home governed by Provincial regulations that provides, in a residential setting, 24-hour care of persons in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual.

The City of Saskatoon Bylaw 8770 (Zoning Bylaw) provides for two categories of residential care homes within low-density residential neighbourhoods. A Type I Residential Care Home provides care for no more than 5 persons and a Type II Residential Care Home provides care for 6 to 15 persons. A Type I Residential Care Home is a permitted use in all residential areas, except the mobile home districts. A Type II Residential Care Home is only permitted in low-density residential districts at the discretion of City Council. On predesignated sites in new neighbourhoods, consideration of discretionary use approval for Type II Residential Care Homes is delegated to Administration.

#### C. Provincial Legislation

The City of Saskatoon Bylaw 8770 (Zoning Bylaw) definition of a residential care home encompasses a variety of different types of care homes and care facilities that are licensed by Provincial agencies. The most common types of residential care homes are as follows:

- i) **Approved Homes:** These types of care homes accommodate persons with severe and persistent mental illnesses and are licensed pursuant to *The Mental Health Services Act*. Mental Health and Addiction Services generally does not license care homes for more than five residents. Approximately 30 percent of all residential care homes in the city are licensed as Approved Care Homes.
- ii) **Personal Care Homes:** These types of care homes typically accommodate seniors in need of care and supervision and are licensed pursuant to *The Personal Care Homes Act*. Approximately 35 percent of all residential care homes in the city are licensed as Personal Care Homes.
- iii) **Private Services Homes:** These types of care homes accommodate persons with intellectual disabilities and are often privately operated. These care homes are licensed pursuant to *The Residential Services Act*. Approximately 22 percent of all residential care homes in the city are licensed as Private Services Homes.
- iv) **Residential Service Facilities:** These types of care homes may accommodate persons with intellectual disabilities or youth under the care of the Ministry of Social Services. These types of care homes are characteristically operated by an

agency or organization. These care homes are licensed pursuant to *The Residential Services Act*. Approximately 13 percent of all residential care homes in the city are licensed as Residential Service Facilities.

D. Residential Care Home Distribution by Neighbourhood

The Planning and Development Branch, Community Services Department, monitors the distribution of residential care homes in Saskatoon. The neighbourhoods with the highest total number of residential care homes (Type I and Type II combined) are Eastview with 17, Silverwood Heights with 15, and Fairhaven, Meadowgreen, Westview and Willowgrove each with 10. The total number of Type I and Type II Residential Care Homes for each Ward and neighbourhood are provided in the table on Attachment No. 2. The table also provides the numbers for each type of residential care home (i.e. youth, mental illness, senior or cognitive disability) for each neighbourhood as well as the ratio of residential care homes to dwelling units. A map showing the total number residential care homes (Type I and Type II combined) for each neighbourhood is provided on Attachment No. 3.

Another measure of the residential care home activity is the total number of care spaces in a neighbourhood. This measure is relevant to consider since the number of persons under care, or care spaces, varies between the Type I and Type II Residential Care Homes. The total number of care spaces for a neighbourhood is determined by adding the total number of care spaces for all residential care homes in a neighbourhood. The total number of care spaces for each neighbourhood does not directly relate to the total number of residential care homes per neighbourhood. The neighbourhoods with the highest number of care spaces are Silverwood Heights and Willowgrove with 126, Silverspring with 108, Eastview with 102, and Fairhaven with 64. The total number of care spaces for each neighbourhood is also provided in the table on Attachment No. 2 and shown on the map on Attachment No. 4.

The majority of residential care homes in the city are the sole care home operations on the block in which they are located. Table 1 provides the number of blocks having one, two, three, or four residential care home operations. It should be noted that in 2003, the Land Branch began predesignating sites for Type II Residential Care Homes in new neighbourhood Concept Plans. It is typical that two or three adjacent sites are predesignated resulting in an increase in situations where there is more than one care home on a block.

**Table 1: Residential Care Homes Per Block Relationship**

Blocks Having One Residential Care Home	188
Blocks Having Two Residential Care Homes	13
Blocks Having Three Residential Care Homes	5
Blocks Having Four Residential Care Homes	1

E. Future Demand for Residential Care Homes

Population projections provided by the Planning and Development Branch, Community Services Department, show that with a moderate growth rate of 1 percent, the population of Saskatoon will reach 257,178 by 2026. With a 1 percent growth rate, the total population of the 65+ age cohort is expected to rise from 26,413 in 2006 to 44,875 in 2026, a 70 percent increase. The population projections for the 65+ age cohort is contained in Table 2 below. With the projected population increase for this age cohort, it is anticipated that housing for this age group, including senior residential care homes, will be a challenge.

**Table 2: City of Saskatoon Population Projections for 65+ Age Cohorts**

Age Cohort	Year				
	2006	2011	2016	2021	2026
65+	26,413	26,527	31,537	37,624	44,875

Regarding the youth of our City, concerns with the overcrowding of foster homes in Saskatoon, and Saskatchewan in general, was identified in the Saskatchewan Children's Advocate Office publication, A Breach of Trust, an Investigation into Foster Home Overcrowding in the Saskatoon Service Centre. In November 2009, the Saskatchewan Children's Advocate Office issued a progress report on foster home overcrowding in Saskatchewan. According to the progress report, significant overcrowding of foster homes in Saskatoon still remains a strong concern. At the time of the progress report, it was noted that, of the 216 foster homes in the Saskatoon Centre, 52 were overcrowded. The overcrowded foster homes generally had 5 to 15 children.

While foster homes are not typically considered a residential care home, the shortage of foster homes has had an impact on the residential care home landscape in Saskatoon. Residential care homes that provide care for youth under the care of social services are becoming more common. Unlike the typical foster home, where youth under the care of Social Services are placed with a family, residential care homes for youth are staffed and provide accommodations and typically provide programming and counselling for the residents. In 2009, Administration processed four discretionary use applications for Type II Residential Care Homes that provided care to youth. Given the high number of overcrowded foster homes and the growing population, your Administration anticipates a demand for youth care spaces that will continue to grow.

The provincial agencies responsible for licensing care homes have also indicated that they anticipate being faced with the challenge of dealing with the demand and quality of residential care homes over the next several years.

F. Permitted Number of Residents under Care

In lower density residential zoning districts, the City of Saskatoon Bylaw 8770 (Zoning Bylaw), currently permits for the care of up to five residents in a building that functions as a one-unit dwelling. These are referred to as a Type I Residential Care Home. In each unit of a building that functions as a two-unit dwelling or semi-detached dwelling, the City of Saskatoon Bylaw 8770 (Zoning Bylaw) permits the keeping of two residential care home residents.

Your Administration is of the view that a Type I Residential Care Home has land use impacts comparable to that of a conventional family home. That is, land use impacts such as traffic, parking, and noise generated by a residential care home with five persons would be comparable to the impacts of a conventional family home.

In lower density residential zoning districts, residential care homes with more than five, but no more than 15 residents, are considered a Type II Residential Care Home and are only permitted at the discretion of City Council. On predesignated sites in new neighbourhoods, consideration of discretionary use approval for Type II Residential Care Homes is delegated to Administration. Consideration of discretionary use approval on predesignated sites has been delegated to Administration, since the sites are identified on neighbourhood Concept Plans and signs are placed on the predesignated sites so developers and future property owners are aware of the potential development of a residential care home. Since developers and future property owners are aware of potential development of a residential care home on these sites, approvals are typically less contentious.

The City of Saskatoon Bylaw 8770 (Zoning Bylaw) does provide for residential care homes with more than 15 residents as a permitted or discretionary use in medium to high-density residential and institutional zoning districts. These types of care homes are referred to as a Type III Residential Care Home. This report only addresses Type I and Type II Residential Care Homes in low-density residential zoning districts.

1. Comparison with Other Municipalities

The method of classifying residential care homes on the basis of the number of residents cared for is an approach commonly used by other Canadian municipalities. Table 3 shows the thresholds for the number of residents in permitted and discretionary residential care facilities in other Canadian municipalities.

**Table 3: Residential Care Home Standards for Select Canadian Municipalities**

Municipality	Number of Residents	
	For Permitted Use	For Discretionary Use
Winnipeg	6	≥7
Edmonton	6	≥7
Calgary	4	5 - 10
Ottawa	10	NA <sup>1</sup>
Red Deer	5	≥6
Kelowna	6	≥7
Lethbridge	4	5 - 10

1. Ottawa has no provision for residential care homes with more than ten residents in lower density residential zoning districts.

2. Comments from Provincial Licensing Agencies

All of the provincial agencies responsible for licensing residential care homes expressed the opinion that providing for up to five residents as a permitted use was still appropriate.

In particular, Mental Health and Addiction Services noted that they do not license their homes for more than five residents. It is their mandate to seamlessly integrate their facilities into a neighbourhood. They felt that having more than five residents in a home would make this goal difficult. They also noted that lowering the number of residents permitted in a Type I Residential Care Home would draw undue attention to these homes if they had to apply for discretionary use approval to care for up to five residents.

The Community Care Branch also felt strongly that permitting five residents remains appropriate. They claimed that five residents was a good barometer for distinguishing between the levels of commitment needed, operationally and financially, by the residential care home operators.

3. Comments from Residential Care Home Operators

The question of what is an appropriate number of residents to permit in a residential care home was discussed at a public meeting held with residential care home operators. Of the approximately 30 residential care home operators in attendance, only two operators/organizations felt this number should be increased. These two operators/organizations expressed their opinion that neighbourhoods, as a whole, have a social responsibility to fulfil and that Type I and Type II Residential Care Homes should both be outright permitted.

#### 4. Focus Group and Telephone Survey Results

Those participating in the focus groups and the telephone surveys were asked whether or not five residents was an appropriate number for the maximum number of permitted residence in a residential care home.

From the two focus groups, several points were made with respect to what is an appropriate number of residents to permit. Some participants felt that the number of residents permitted should be based upon the type of residents under care and others expressed that more than five residents should be fully permitted. In general, it was expressed by the participants from both focus groups that five residents was appropriate.

For the telephone survey, respondents were asked, "Do you feel the maximum of five persons for a Type I Residential Care Home is appropriate". Approximately 79 percent of the survey respondents who are property owners within a 50-metre radius of a Type II Residential Care Home indicated that permitting five residents is appropriate. Approximately 78 percent of the survey respondents consisting of members of the general public indicated that permitting five residents is appropriate.

#### 5. Recommendation for Permitted Number of Residents Under Care

In view of the general consensus expressed by the provincial agencies, residential care home operators, focus group participants, and telephone survey respondents for the current threshold of five residents, no change is recommended to the current maximum of five residents in a Type I Residential Care Home. In addition, the City's current threshold is comparable to other cities as shown in Table 3.

Your Administration does recommend amendments to the R2, M1, M2, M3, and M4 Districts to allow as a permitted use, the keeping of three residential care home residents in each unit of a building that functions as a two-unit dwelling or semi-detached dwelling. As noted previously in this report, only two residents are permitted per side. Two-unit dwelling and semi-detached dwellings have a site width of 15 metres and a minimum site area of 450 square metres which would accommodate off-street parking on these sites.

#### G. Differentiating Between the Various Types of Residential Care Homes

The current City of Saskatoon Bylaw 8770 (Zoning Bylaw) definition of a residential care home applies broadly to several different types of care homes and only distinguishes between residential care homes on the basis of the number of residents cared for (i.e. Residential Care Home Type I, II, and III). Defining care homes based on the number of

residents ensures that the City of Saskatoon Bylaw 8770 (Zoning Bylaw) regulates residential care homes based on the land use and not the land user.

1. Legal Issues Associated with Regulating Residential Care Homes

Where other Canadian municipalities have attempted to distinguish residential care homes based on the people under care (such as youth or elderly), challenges from human rights tribunals has resulted in litigation. Zoning Bylaws which enact different regulations on the basis of the type of resident in a home have historically been quashed by the courts as they have been found to be in violation of Section 15 of the Charter of Rights and Freedoms, which reads:

“Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.”

2. Comments from Provincial Licensing Agencies

The provincial agencies responsible for licensing care homes did not provide comment on this issue.

3. Comments from Residential Care Home Operators

The residential care home operators did not show support for differentiating care homes based on the type of residents being cared for.

4. Focus Group and Telephone Survey Results

Both the focus groups and telephone surveys addressed public perception over the different types of care homes.

The participants in the focus group, comprised of property owners who reside within a 50-metre radius of an approved Type II Residential Care Home, discussed issues regarding residential care home types. Participants who live near a youth care home commented that they hear noise from time to time, but stated that this was not a significant issue. Participants in this focus group, that are near a senior care facility, stated that these neighbours are no different from others on their block. For the focus group that was made up of individuals that do not live near a care home, participants noted that they had concerns with residential care homes for youth and homes for those with intellectual disabilities, in terms of safety for others in the area.

Among focus group participants who live near other types of residential care homes or do not live near any residential care home, it is clear that there is a

heightened sensitivity to youth care homes. It appeared that while most were accepting of such establishments, some participants from both focus groups expressed concern over the uncertainty of behaviour that they feel could be displayed by the residents. However, it is important to note that those who do live near such care homes convey less concern over such matters.

Respondents to the telephone survey were asked questions related to potential concerns about living near a residential care home and how prevalent the concern was. When asked about concerns with the type of care home (i.e. youth, senior, intellectual disabilities), the respondents who currently live near a residential care home showed minimal concern, with 16.7 percent noting it as an issue and 75.3 percent stating that they have no issue at all with the type of care home. For those who do not live near a residential care home, concern with the type of care home was much greater, with 67.1 percent noting it as an issue and 30.4 percent stating that they have no issue at all with the type of care home.

#### 5. Comments from Saskatoon Police Service

Proposals for residential care homes that provide for the care of youth often result in concerns being expressed by nearby property owners over a potential increase in crime and perceptions that such a care home will have a negative impact on neighbourhood safety.

As part of this review, Saskatoon Police Service was consulted to determine if there is any correlation between the establishment of a residential care home for youth and an increase in crime in a neighbourhood. Saskatoon Police Service reviewed police calls received for all blocks that contain a residential care home for youth. This review included looking at the calls received for at least one year prior to the inception of a residential care home on the block. From this review the following conclusions were made:

- Calls from neighbouring properties, on the block, in which a residential care home for youth is located were consistent before and after the residential care home was established;
- Calls to the site where the residential care home was established are definitely higher once the home started operating and, in many cases, the number of police calls generated by the care home sites were higher than other properties on the block;
- The increase in calls to these residential care homes reflects how these homes are operated. The calls received by police are typically from the owner/operator and reflects a "zero tolerance" policy in which any breach of curfew or missing persons is immediately reported to the police;
- Police calls to care home sites, other than curfew breaches and missing persons, typically involved internal conflicts that occur in the home between the care home residents or staff and residents; and

- No police calls were noted in which property damage of a non-care home site was linked to care home residents.

In conclusion, the establishment of a residential care home for youth will result in a higher police presence in the neighbourhood; however, this is directly related to police attending to internal issues at the care home. While a higher police presence may be alarming to some neighbours, there is no correlation that there is an increase in crime or reduced public safety due to the establishment of a residential care home for youth.

6. Recommendation for Differentiating Between Various Types of Residential Care Homes

Your Administration does acknowledge that certain types of care homes elicit more concern from the general public than other types of care homes. This is particularly true for residential care homes for youth, in which nearby neighbours often express concerns over the potential for vandalism, frequent uncivil behaviour, noise, and loss of property values. However, information provided by Police and feedback from the focus groups and surveys demonstrate that these concerns are perceptions only. Based on this information and the legal concerns that could arise by differentiating care homes on the basis of the type of resident, no changes are recommended to the current definition of a residential care home.

H. Disposition of Residential Care Homes

Concern over the number of residential care homes that have been established on a block or the proximity of other residential care home operations are often expressed. Concerns expressed relate to the cumulative impact these operations have on a residential setting, including increased traffic from passenger and emergency service vehicles, problems with parking on the street, and impact on the character of the neighbourhood.

1. Comparison with Other Municipalities

In regulating care homes, some municipalities have adopted land use regulations that prescribe a separation distance between care home sites. Some municipalities also limit the number of care homes in a neighbourhood or the number of residents under care on a block face. Other municipalities do not prescribe distances between care home sites but do typically address the distribution of care homes in their Official Community Plan or Municipal Development Plan. These policies encourage an equitable distribution of residential care homes or discourage a concentration of them. Table 4 provides details on provisions for separation between residential care homes for other municipalities.

**Table 4: Distance Requirements Between Care Homes**

<b>Municipality</b>	<b>Zoning Bylaw Regulations</b>
<b>Winnipeg</b>	Care homes with six or less residents must be at least 100 metres from the nearest care home site.
	Care homes with seven or more residents must be at least 300 metres from the nearest care home site.
<b>Toronto</b>	Care homes with more than three residents must be at least 300 metres from the nearest care home site
<b>Ottawa</b>	Care homes with more than three residents must be at least 300 metres from the nearest care home site.
	Two care homes may be permitted within this distance if the total number of residents under care does not exceed ten.
<b>Regina</b>	No more than 30 care home residents shall be allowed on a given block face and no more than two care homes shall be permitted on a given block face.
	No more than 15 care homes shall be permitted in a district (the City of Regina has been divided into 67 different districts).
<b>Edmonton</b>	Has no specific distance requirement between care home sites.
<b>Calgary</b>	Has no specific distance requirement between care home sites.
<b>Vancouver</b>	Has no specific distance requirement between care home sites.
<b>Lethbridge</b>	Has no specific distance requirement between care home sites.
<b>Red Deer</b>	Has no specific distance requirement between care home sites.

While there are examples of municipalities adopting regulations that prescribe separation distances between residential care home sites, your Administration is of the opinion that there would be adverse effects in implementing such regulations in Saskatoon.

Regulations that prescribe separation distances between residential care home sites may have an impact on the availability of affordable care home spaces. In 2003, the Land Branch began predesignating sites for Type II Residential Care Homes in new neighbourhood Concept Plans. To date, this initiative has been successful in terms of providing a more efficient approval process for Type II Residential Care Homes. However, the Community Care Branch has indicated that newer, purpose built care homes typically have vacancy rates around 20 percent. This may be associated with the higher costs for residential care at these locations. Care homes developed in established neighbourhoods, which have often been converted from a one or two-unit dwelling, typically have vacancy rates ranging between 5 and 10 percent, due in part to the lower rates charged. In this respect, restricting certain areas from having a care home may limit the availability of affordable care spaces.

Furthermore, establishing regulations pertinent to separation distances between residential care home sites or limiting the number of residential care homes in a

neighbourhood would create non-conforming situations for some of the 200 plus residential care homes already operating in the city. This could result in some residential care homes not being able to expand and not being able to rebuild, in the event of any substantial damage to the property. In the event that a residential care home became non-conforming and were to be sold, a prospective purchaser may also have difficulties getting financing for a non-conforming use.

In addition, having prescriptive regulations pertinent to separation distances between residential care homes may unnecessarily rule out sites that may function well as a care home, such as a large corner site. In some locations, having multiple Type II Residential Care Homes on a block may have little impact on the neighbourhood. For example, there are several Type II Residential Care Homes located along Preston Avenue. Due to the high traffic volumes inherent in this area (or on any collector or arterial street in general), the impacts of multiple Type II Residential Care Homes are negligible. However, in some cases, having multiple Type II Residential Care Homes on a block would have larger impacts. Examples may include having multiple Type II Residential Care Homes on a cul-de-sac or crescent, where the cumulative impacts of increases in traffic and on-street parking would be more pronounced.

2. Comments from Provincial Licensing Agencies

The provincial agencies responsible for licensing care homes did not comment on this issue.

3. Comments from Residential Care Home Operators

The residential care home operators have noted that care homes are often developed in close proximity for administrative and operational efficiency.

4. Focus Group and Telephone Survey Results

Some participants in the focus group, comprised of property owners who reside within a 50-metre radius of an approved Type II Residential Care Home, admitted they were initially concerned by the number of residential care homes nearby. However, most noted that their concerns regarding traffic, parking, noise, etc. have been diminished due to the minimal impacts noted. When asked how many residential care homes there should be on one city block, the consensus amongst this group was three, although some noted that one youth care home should be considered the maximum per block.

For the focus group that was made up of participants that do not live near a care home, concerns on this issue appear to be more pronounced. Many participants conveyed some concern about the potential for several residential care homes to establish in a neighbourhood, both in terms of impact on the community and population density.

In the telephone survey conducted by Inshgtrix Research Inc., the following question was asked, "Should there be a maximum number of residential care homes on a city block?"

Approximately 71 percent of the respondents who are property owners within a 50-metre radius of a Type II Residential Care Home indicated that there should be a maximum number of residential care homes on a block. Approximately 78 percent of the respondents consisting of members of the general public also indicated that there should be a maximum number of care homes on a block.

Survey participants were also asked, "What should be the maximum number of residential care homes allowed on a block?"

Approximately 52 percent of the respondents who are property owners within a 50-metre radius of a Type II Residential Care Home, indicated that only one care home per block should be allowed. Approximately 43 percent of this group felt that a maximum of two residential care homes should be allowed per block. Approximately 72 percent of the respondents consisting of members of the general public advised that only one care home should be allowed per block. Approximately 21 percent of this group advised that only two residential care homes should be allowed per block.

The telephone surveys and focus group sessions did show that there is some concern with the number of residential care homes that should be established on a block. However, there is more acceptance of a higher number of residential care homes on a block by those that already live near one.

##### 5. Recommendations for Disposition of Residential Care Homes

In evaluating the cumulative land use impacts of residential care homes, it is important to consider the location and type of home. In new neighbourhoods, on pre-designated sites, residential care homes are typically larger, purpose-built homes designed to accommodate the maximum number of residents (15 residents). It is important to note that once pre-designated sites are developed, discretionary use applications for Type II Residential Care Homes may be considered at other locations in the neighbourhood. Type II Residential Care Homes that are developed in existing neighbourhoods are typically smaller and provide for the care of six to ten residents. This is due to the size of the existing one or two-unit dwelling being converted and the building upgrades required to accommodate additional residents being cost prohibitive. For example, residential care homes that provide sleeping accommodations for more than ten residents require a two inch water connection in order to accommodate required sprinklers. Sites pre-designated for Type II Residential Care Homes are initially serviced with these larger connections, while water connections for sites that are not pre-designated are typically an inch to an inch and a half in diameter.

As noted in this report, staffing of homes also varies depending on the type of home being proposed.

The number of residents under care, as well as staffing requirements, directly relates to the amount of traffic and parking that a residential care home will generate. Since there are variations in number of residents and staffing requirements between Type II Residential Care Homes, as well as consideration that needs to be given to the location of the home, your Administration is of the view that a flexible approach is necessary in the review and approval of Type II Residential Care Homes. Such an approach provides an objective approach to evaluating the location of a proposed residential care home and the cumulative land use impacts, as opposed to a prescriptive evaluation that may arbitrarily rule out sites that may function well as a residential care home simply due to the location of another residential care home.

It is recommended that the policies in the City of Saskatoon Bylaw 8769 (Official Community Plan) for supportive housing (which include residential care homes) be amended to include that residential care homes are to be compatible with the neighbourhood in which they are located and that concentration of these facilities shall be discouraged. It is also recommended that the general regulation for residential care homes contained in Section 5.34 of the City of Saskatoon Bylaw 8770 (Zoning Bylaw) be amended to provide a general regulation that would state that in the review of discretionary use applications for Type II Residential Care Homes, consideration shall be given to the proximity of other Type II Residential Care Homes, location of the residential care home on the block and in the neighbourhood, and the type of street(s) serving the proposed Type II Residential Care Home to ensure that the cumulative land use impacts of such uses would not be inconsistent with the neighbourhood in which the proposed residential care home is to be located.

To minimize the cumulative land use impacts of residential care homes located beside one another in new neighbourhoods, your Administration also recommends that in new neighbourhoods, generally no more than two predesignated sites be allowed to locate adjacent to one another.

#### I. Residential Care Homes – Parking Impacts

Once residential care homes are operational, Administration typically receives few complaints relating to the operation of a residential care home. If complaints are received they are most often related to issues over parking.

The City of Saskatoon's Bylaw 8770 (Zoning Bylaw) current off-street parking requirement for all residential care homes is one space, plus one space for every five residents. For example, a residential care home with ten residents would require three off-street parking spaces.

1. Comparison with Other Municipalities

The following table contains the required off-street parking rates for other Canadian Municipalities.

**Table 5: Off-Street Parking Requirements in other Canadian Municipalities**

<b>Municipality</b>	<b>Residential Care Home Off-Street Parking Requirement</b>
Edmonton	One space per three beds, plus one space per staff
Calgary	One space per three residents
Winnipeg	One space per ten residents plus one space per staff
Kelowna	One space plus one space per three residents, plus one space per staff
Red Deer	.4 spaces per bed
Regina	Two spaces plus one space per staff

Based upon the above examples, the City of Saskatoon's Bylaw 8770 (Zoning Bylaw) current rate is relatively consistent with other municipalities. The current rate does not address the staffing needs for residential care homes as the regulations for other municipalities such as Edmonton, Winnipeg, Kelowna, and Regina have done.

From information gathered from residential care home operators in the City, a residential care home typically has one to four staff members on duty at any given time. The number of staff needed depends upon a variety of factors, including the number of residents under care, the care needs of the residents, the type of residents, and the programs and services provided in the residential care home.

An increase in parking requirements should be considered to accommodate staff of residential care homes. However, any increase in parking requirements needs to be cognizant of the impact increasing parking would have on the site. Particularly, any increase in parking requirements may result in larger driveways and loss of landscaped areas.

2. Comments from Provincial Licensing Agencies

The provincial agencies responsible for licensing care homes noted that larger sites are desirable to provide site amenities, including parking.

3. Comments from Residential Care Home Operators

The residential care home operators did not have any concerns with parking.

#### 4. Focus Group and Telephone Survey Results

Most of the participants in the focus group session comprised of those that live within a 50-metre radius of a Type II Residential Care Home did not express any major issues with parking, although it was the most common concern brought forward.

For the focus group that was made up of participants that do not live near a care home, participants did express some concern over the availability of parking if a residential care home were to open in their neighbourhood. However, while this concern was noted among participants, it did not appear to be an alarming issue.

From the telephone surveys, respondents who are property owners within a 50-metre radius of a Type II Residential Care Home, 30 percent identify on-street parking as being an issue while 68 percent noted it was no issue at all. Among the respondents from the general public, 76.6 percent identify on-street parking as being a potential issue while 21.5 percent noted it was not perceived as an issue at all. In both groups, on-street parking was the most frequently identified issue in the phone survey.

As with other issues, those participants in both the focus group sessions and telephone survey that live near a care home have less concern than those that do not currently live near a residential care home.

#### 5. Recommendations for Parking Requirements

In order to better manage the parking demand for residential care homes and the corresponding effect on a site's appearance, your Administration recommends that the current off-street parking requirement of one space, plus one space for every five residents be amended to provide for 0.75 spaces per staff member, plus one space per five residents.

Table No. 6 demonstrates the number of required parking spaces under the current and proposed parking rates based upon given staffing and resident scenarios.

**Table No. 6: Off-Street Parking Requirement for Residential Care Homes  
(Current versus Proposed)**

Number of Residents	Number of Staff	Number of Spaces Required	
		Current Rate	Proposed Rate
5	1	2	2
5	2	2	3
10	2	3	4
10	3	3	4
15	3	4	5
15	4	4	6

To deal with community opposition to certain forms of development, your Administration is developing a NIMBY strategy. This strategy is intended to develop resources and tools to help overcome community opposition in situations where a development is well designed and suitably located. A NIMBY strategy is not intended to dismiss community concerns; rather it is intended to clarify what elements of opposition should be considered and responded to during the review and approval process. In other words, the strategy is intended to help focus community input on land use impacts versus the end users of the product or 'people zoning'.

## 2. Good Neighbour Agreements

The use of good neighbour agreements has also become more prevalent in many municipalities. A good neighbour agreement is a tool that provides an opportunity for individuals or groups to mutually acknowledge the needs and concerns of each other and document how these needs and concerns will be addressed. The agreement is not legally binding, it is voluntary, and encourages accountability of actions, cooperation, and mutual understanding amongst neighbours. Good neighbour agreements are designed to cover the issues that are important to those involved and may include a wide range of topics.

Many concerns that are typically raised by neighbouring property owners and operators over the potential development of a residential care home may be addressed in a good neighbour agreement. For example, a good neighbour agreement for a residential care home could address issues such as use of off-street and on-street parking, visiting hours to a site, when outdoor activities occur, and contacts and processes to address concerns that may arise. Your Administration will be designing a process for the implementation and use of good neighbour agreements so that this tool may be used when necessary in Saskatoon.

## 3. Providing Information on Proposed Residential Care Homes

Along with the formal consultation process, residential care home owners and operators are encouraged to be pro-active and informally consult with neighbouring properties when looking at potential new locations or expansion of existing operations. It has been the experience of your Administration that operators and organizations, who are pro-active and work to provide information, are often able to alleviate the concerns held by neighbouring residents.

Feedback obtained during the consultation process also indicated that providing more information to nearby property owners, on residential care home proposals, would be beneficial in reducing the level of concerns held by the nearby neighbours. To facilitate this, a frequently asked questions (FAQ) sheet on residential care homes will be prepared and will be distributed with all notices to

nearby property owners, upon receipt of an application for all Type II Residential Care Homes. A presentation to stakeholders will also be prepared that can be delivered at Public Information Meetings that will address known concerns of stakeholders. The FAQ sheet and presentation will provide information based on the research and details covered in this report.

### **PROPOSED RECOMMENDATIONS AND ACTIONS**

The following is a summary of the recommendations and actions by Administration that are contained in this report:

- No change is recommended to the current maximum of five residents in a Type I Residential Care Home;
- That the City of Saskatoon Bylaw 8770 (Zoning Bylaw) be amended to allow, as a permitted use, the keeping of three residential care home residents in each unit of a building that functions as a two-unit dwelling or semi-detached dwelling in the R2, M1, M2, M3, and M4 Districts;
- No change is recommended to the current definition of a residential care home and that the City of Saskatoon Bylaw 8770 (Zoning Bylaw) does not distinguish between the types of residential care homes based on type of resident cared for;
- That the policies contained in City of Saskatoon Bylaw 8769 (Official Community Plan) for supportive housing (which include residential care homes) be amended to include that residential care homes are to be compatible with the neighbourhood in which they are located and that concentration of these facilities shall be discouraged;
- That Section 5.34 of the City of Saskatoon Bylaw 8770 (Zoning Bylaw) be amended to provide that in the review of discretionary use applications for Type II Residential Care Homes, consideration shall be given to the proximity of other Type II Residential Care Homes, location of the residential care home on the block and in the neighbourhood, and the type of street(s) serving the proposed Type II Residential Care Home to ensure that the cumulative land use impacts of such uses would not be inconsistent with the neighbourhood in which the proposed residential care home is to be located;
- That the City of Saskatoon Bylaw 8770 (Zoning Bylaw) be amended to clarify the development standards for residential care homes to ensure that the location of other residential care homes, and that the cumulative land use impact of these residential care homes, be considered in the review and approval process;
- That no more than two pre-designated sites be allowed to locate adjacent to one another in new neighbourhoods to minimize the cumulative land use impacts of residential care homes locating beside one another;
- That the City of Saskatoon Bylaw 8770 (Zoning Bylaw) requirement for off-street parking of one space, plus one space for every five residents, be amended to provide for 0.75 spaces per staff member, plus one space per five residents;

- That the City of Saskatoon Bylaw 8770 (Zoning Bylaw) be amended to ensure that no more than three off-street parking spaces be permitted in a required front yard;
- That the City of Saskatoon Bylaw 8770 (Zoning Bylaw) be amended to require a 15 metre minimum site width and a minimum site area of 450 square metres for Type II Residential Care Homes in all residential and institutional zoning districts where a Type II Residential Care Home is a permitted or discretionary use;
- Develop a NIMBY strategy that will provide resources and tools to help address community opposition in situations where a development is well designed and suitably located. A NIMBY strategy would clarify what elements of opposition should be considered, and responded to, during the approval process, such as valid land use concerns. Such a strategy is also intended to help focus community input on land use impacts versus the end users of the product or 'people zoning';
- Design process for, and implement the use of, good neighbour agreements; and
- Develop a FAQ sheet and presentation that will address known concerns of stakeholders.

Your Administration is of the opinion that the above recommended City of Saskatoon Bylaw 8770 (Zoning Bylaw) amendments and actions by Administration will continue to ensure that Type I and Type II Residential Care Homes are appropriately located and operated throughout the City.

City Council has the option of recommending consideration of all, some, or none of the above recommendations.

### **POLICY IMPLICATIONS**

Amendments to the text of City of Saskatoon Bylaw 8770 (Zoning Bylaw) will be required to incorporate the recommendations noted in this report.

### **FINANCIAL IMPACT**

There is no financial impact.

### **STAKEHOLDER INVOLVEMENT**

Stakeholder involvement has been outlined in the report.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse gas implications.

### **PUBLIC NOTICE**

If the proposed recommendations are approved for advertising by City Council, a notice will be placed in The StarPhoenix once a week for two consecutive weeks. Upon completion of the

required notice period, City Council will hold a Public Hearing to consider all written and oral submissions.

Written notification of the Public Hearing will also be provided to all Type I and Type II Residential Care Home Operators in the City, and to the provincial representatives, responsible for licensing residential care homes.

### ATTACHMENTS

1. Summary of Comments and Results from the Consultation Process
2. City of Saskatoon Residential Care Home Statistics by Ward and Neighbourhood
3. Map – 2010 Care Homes
4. Map – Care Home Spaces

Written by: Matt Grazier, Planner 13  
Planning and Development Branch

Darryl Dawson, Senior Planner II  
Planning and Development Branch

Reviewed by: “Tim Steuart” for  
Randy Grauer, MCIP, Manager  
Planning and Development Branch

Approved by: “Paul Gauthier”  
Paul Gauthier, General Manager  
Community Services Department  
Dated: “December 2, 2010”

Approved by: “Murray Totland”  
Murray Totland, City Manager  
Dated: “December 3, 2010”

**Attachment 1: Summary of Consultation Conducted by Insightrix Research Inc.**

The services of the consulting firm Insightrix Research Inc. were used to develop and facilitate two focus group discussions pertaining to residential care homes. One focus group session included nine individuals, who are assessed property owners living within 50 metres of a Type II Residential Care Home. The other focus group was comprised of 8 individuals from the general public that do not live near a residential care home. Key findings of the focus group are summarized in the following table:

**Table 1: Key Findings from the Focus Groups**

<b>Participants Living within 50 metres of a Type II Care Home</b>	<b>Participants from the General Public (not next to care home)</b>
Majority felt that care homes had a positive impact on the residents and on others living nearby.	Most believed that there would be positive quality of life benefits to the neighbourhood, some individuals appeared to be more cautious. Some believe that communities may not be welcoming to the opening of a residential care home or that concerns over such operations can overshadow potential benefits of such operations.
Parking issues was the most common complaint associated with living next to a care home.	Tended to express slightly higher anxiety in relation to concerns over availability of parking, increased traffic, concentration of facilities, and landscaping and building design.
Those that lived near a youth care home did not express any significant concerns.	Expressed heightened concern to youth care homes, mainly over uncertainty of behaviour of residents.
Expressed that establishment of a residential care home has no impact on property values.	Expressed concern that establishment of a residential care home would impact property values.
Minor concern was expressed over large concrete driveway for parking in front yard and lack of landscaping resulting in the home not blending in with residential setting.	Thoughts surrounding landscaping and building design centred on ensuring that the property adequately blends in with the neighbourhood. Concerns were raised about the care home maintaining appropriate upkeep of the landscaping on the lot.
Consensus was that there should be no more than three residential care homes per block, although some noted that there should be only one youth care home permitted per block.	Many participants conveyed some concern about the potential for several residential care homes to appear in a neighbourhood, both in terms of impact on the community and population density.

Administration and the consultant also developed a questionnaire, based upon the prevalent themes of this review. This questionnaire was used by the consultant to conduct a telephone survey with two different groupings for data collection purposes. The telephone survey was completed by 156 assessed property owners within a 50 metre radius of a Type II Residential Care Home and by 152 members of the general public. A summary of the findings from the telephone surveys is as follows:

Table 2: Key Findings from Telephone Surveys

Participants Living within 50 metres of a Type II Care Home	Participants from the General Public
Of the 156 participants that were contacted that are known to live near a type II Residential Care Home, 20.7% did not know that they lived near a care home.	Respondents were asked about issues perceived with care homes, in terms of number of care homes in the area, landscaping and building maintenance, type of care home, traffic and on-street parking. Of these issues, those identified as having the most concerns were on-street parking (76.6%), traffic (67.1%), Type of care home (61.5%) and the number of care homes in the neighbourhood (59%) landscaping and building maintenance (20.7%). Results of the survey show that those that do not currently live near a residential care home see these issues more as major or moderate issues.
Among the 71 respondents who currently live near a residential care home and have done so since before the home opened, a majority (60.6%) claim they were not at all concerned when the care home opened. An additional 15.5% were not very concerned, while a total of 22.6% admit they were at least somewhat concerned with a residential care home being opened on their block.	
Among the 16 respondents who previously indicated that they were somewhat or very concerned with a residential care home moving into the neighbourhood, 56.3% indicate that their concerns have subsided, while 6.3% indicate that their concerns have somewhat subsided. Only four concerned respondents (25.0%) indicate that their concerns have not subsided. This constitutes an extremely small sample size. However, directionally, this finding is supported by the focus group findings and subsequent questions asked in the telephone study, during which those who live near a residential care home express fewer concerns than those who do not.	
In living next to a care home, the issues that were identified as having the most concerns were on-street parking (30%), traffic (28%), safety of those living near the care home (22%) and landscaping and building maintenance (20.7%). While these issues were of concern, most noted that there concerns were minimal.	
Nearly four in ten (38.7%) believe that having a residential care home in their neighbourhood does not negatively impact property values at all.	
78.7% of respondents support the current maximum of five persons in a Type I residential care home.	
45.6% believe that a residential care home will have some negative impact on property values for homes nearby, while another 15.2% believe that they will have a lot of impact on negatively affecting property values (a total of 60.8%).	
77.8% of respondents support the current maximum of five persons in a Type I residential care home.	

**Summary of Input Received from Provincial Licensing Agencies**

- 1) What deterrents do the current zoning regulations pose for the operation of residential care homes? What works well with the current regulations? Are there any changes that are needed?**

**Ministry of Health – Community Care Branch:**

Larger care home sites are needed. With much of the area devoted to parking, little room is left for amenity space and programming activities. The municipal approval process for care homes is sometimes quite onerous. The notion of pre-designated care home sites has been great for our operators. Permitting administration to approve these applications has greatly increased efficiencies in timeframes. Permitting five residents (as a Type I Residential Care Home) still remains appropriate.

**Saskatoon Health Region - Mental Health and Addiction Services:**

Part of mandate involves the seamless integration of our homes into a neighbourhood. For this reason, we do not license our homes for more than five residents. In this respect, the current zoning method of permitting five residents remains appropriate. Outside of the operator, who resides in the dwelling, there are no additional, non-resident staff members. As a result, we do not believe that our homes have any negative impact on parking or traffic.

**Ministry of Social Services – Family Services and Community Living Division:**

It is often confusing dealing with all the zoning, building code and fire regulations pertinent to care homes. Permitting five residents in a home is an appropriate number. We have several homes that were approved for higher numbers than this, but it is our intention to gradually move closer to five. This contributes to a more home like atmosphere.

- 2) What areas of the City do you see demand for care spaces being the highest?**

**Ministry of Health - Personal Care Home Branch:**

The highest demand for residential care homes will continue to be for the more affordable care homes. Newer purpose built care homes in the suburbs will continue to have higher vacancy rates.

**Saskatoon Health Region – Mental Health and Addiction Services:**

Difficulties with financial accessibility and increasing housing prices greatly impact the location of our homes, necessitating operators to located in more affordable neighbourhoods. Our homes do tend to cluster in close proximity to civic services and amenities.

**Ministry of Social Services – Family Services and Community Living Division:**

Transportation and proximity to services are extremely important for our homes. In this respect, core neighbourhoods are ideal. Our facilities tend to concentrate in close proximity to our more institutional facilities, which can make staffing more efficient.

- 3) What is the future outlook for residential care homes and what challenges do you anticipate?**

**Personal Care Home Branch:**

We expect an evolution from residential care homes providing “lighter” to “heavier” care as waiting lists for nursing homes continue to grow. Accessibility standards may need to change. Starting a

residential care home will always be a major financial commitment and issues over financial accessibility will continue to be a problem. There is a growing trend to "age in place".

**Saskatoon Health Region – Mental Health and Addiction Services:**

The biggest challenge relates to an aging population and not being able to move clients into homes that appropriately meet their needs. Vacancy rates will continue to remain lower than desired, which forces clients into homes which may not be the best fit.

**Ministry of Social Services – Family Services and Community Living Division:**

We expect an evolution from "lighter" to "heavier" care due to long waiting lists for long term facility placements. This will result in our care homes having to bring in more staff. There is a growing trend to "age in place". We have an extreme long wait list for our community living facilities (400 province wide), thus demand will remain strong in the nearby future.

**Attachment 2: City of Saskatoon Residential Care Home Statistics by Ward and Neighbourhood**

Ward	Neighbourhood	Youth		Mental Illness		Senior		Cognitive Disability		N'hood Totals			# of OUDs <sup>1</sup>	Care Home to OUD Ratio	# of Dwelling Units <sup>2</sup>	Care Home to Dwelling Unit Ratio	# of Care Spaces <sup>3</sup>
		Type I	Type II	Type I	Type II	Type I	Type II	Type I	Type II	Type I	Type II	All					
1	City Park	1	1							1	1	2	615	1 : 308	2,793	1 : 1,397	15
	North Park	1							3	4		4	655	1 : 164	940	1 : 235	18
	Mayfair	1						2		1	2	3	790	1 : 263	1,105	1 : 368	22
	Sutherland			1				1		1	1	2	875	1 : 438	2,357	1 : 1,179	15
	Richmond Heights			2				1	3	5	1	6	240	1 : 40	411	1 : 69	37
	Kelsey-Woodlawn		1								1	1	290	1 : 290	374	1 : 374	6
	<b>Ward Totals</b>										<b>12</b>	<b>6</b>	<b>18</b>				
2	Caswell Hill			1						1		1	1,065	1 : 1,065	1,622	1 : 1,622	3
	Riversdale											0	570	NA <sup>4</sup>	800	NA	NA
	Montgomery			2			2	1		3	2	5	670	1 : 134	895	1 : 179	32
	Pleasant Hill	2	1	2						4	1	5	665	1 : 133	1,770	1 : 354	27
	Meadowgreen		1	4		1	2	2		7	3	10	725	1 : 73	1,420	1 : 142	59
	King George						1				1	1	625	1 : 625	755	1 : 755	12
	Holiday Park											0	420	NA	740	NA	NA
<b>Ward Totals</b>										<b>15</b>	<b>7</b>	<b>22</b>					<b>133</b>
3	Confederation Park			2				3		5		5	1,650	1 : 330	2,170	1 : 434	21
	Fairhaven			1		1	4	3	1	5	5	10	780	1 : 78	1,650	1 : 165	64
	Pacific Heights			4						4		4	1,170	1 : 293	1,309	1 : 327	17
	Parkridge			2			2			2	2	4	1,090	1 : 273	1,480	1 : 370	38
<b>Ward Totals</b>									<b>16</b>	<b>7</b>	<b>23</b>					<b>140</b>	
4	Hampton Village	3					1			3	1	4	913	1 : 228	1,078	1 : 270	25
	Dundonald	2		2			1	2		6	1	7	1,230	1 : 176	1,725	1 : 246	36
	Westview	2		3		2	1	2		9	1	10	830	1 : 83	995	1 : 100	45
	Massey Place			1						1		1	795	1 : 795	1,271	1 : 1,271	4
	Hudson Bay Park			2		1				3		3	545	1 : 182	915	1 : 305	12
	Mount Royal			3		3	2	1		7	2	9	1,125	1 : 125	1,876	1 : 208	56
	Westmount							2		2		2	760	1 : 380	938	1 : 469	6
<b>Ward Totals</b>									<b>32</b>	<b>4</b>	<b>36</b>					<b>184</b>	
5	River Heights			3			3	1		4	3	7	1,160	1 : 166	1,710	1 : 244	50
	Lawson Heights			1			2	1		2	2	4	995	1 : 249	1,959	1 : 490	29
	Silverwood Heights	2		1		3	9			6	9	15	2,510	1 : 167	3,652	1 : 243	126
	<b>Ward Totals</b>									<b>12</b>	<b>14</b>	<b>26</b>					<b>205</b>

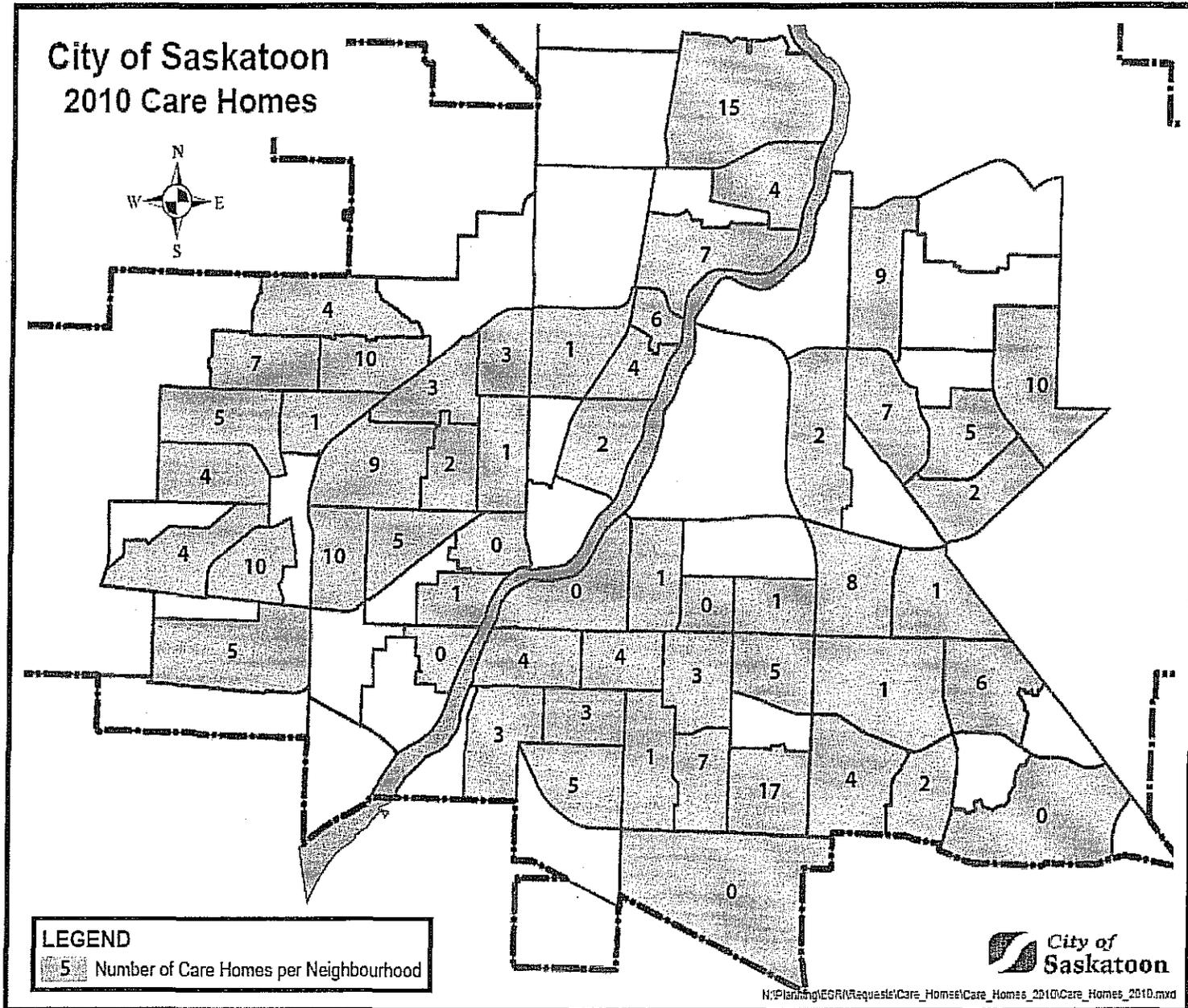
Ward	Neighbourhood	Youth		Mental Illness		Senior		Cognitive Disability		N'hood Totals			# of OUDs	Care Home to OUD Ratio	# of Dwelling Units	Care Home to Dwelling Unit Ratio	# of Care Spaces
		Type I	Type II	Type I	Type II	Type I	Type II	Type I	Type II	Type I	Type II	All					
6	Nutana											0	1,215	NA	3,430	NA	NA
	Varsity View						1				1	1	595	1 : 595	1,790	1 : 1,790	15
	Grosvenor Park											0	305	NA	748	NA	NA
	Buena Vista			1				2	1	3	1	4	1,045	1 : 261	1,451	1 : 363	21
	Haultain			2			1	1		3	1	4	895	1 : 224	1,294	1 : 324	23
	Holliston			1				2		3		3	865	1 : 288	1,487	1 : 496	9
	<b>Ward Totals</b>								9	3	12						68
7	Exhibition			2				1		3		3	705	1 : 235	1,279	1 : 426	15
	Queen Elizabeth	1		2						3		3	685	1 : 228	1,010	1 : 337	15
	Avalon	3		1		1				5		5	1,035	1 : 207	1,365	1 : 273	23
	Adelaide Churchill			1						1		1	1,130	1 :	1,279	1 : 1,279	3
	Nutana Park			2		1	1	2	1	5	2	7	870	1 : 124	1,031	1 : 147	32
	Eastview	1		5			3	5	3	11	6	17	850	1 : 50	1,459	1 : 86	102
	Stonebridge											0	1,082	NA	1,871	NA	NA
	<b>Ward Totals</b>								28	8	36						190
8	Greystone Heights			1						1		1	690	1 : 690	1,028	1 : 1,028	3
	College Park					1	3	4		5	3	8	1,060	1 : 133	2,051	1 : 256	43
	College Park East			1						1		1	1,240	1 :	1,770	1 : 1,770	5
	Brevoort Park			1				3	1	4	1	5	765	1 : 153	1,442	1 : 288	20
	Briarwood			4			2			4	2	6	965	1 : 161	1,386	1 : 231	45
		<b>Ward Totals</b>								14	6	20					
9	Wildwood			1						1		1	920	1 : 920	3,599	1 : 3,599	3
	Lakeview						1	3		3	1	4	1,600	1 : 400	2,830	1 : 708	19
	Lakeridge			2						2		2	1,200	1 : 600	1,204	1 : 602	8
	Rosewood											0	55	NA	55	NA	NA
		<b>Ward Totals</b>								6	1	7					
10	Silverspring						9			9	9	9	1,260	1 : 140	1,496	1 : 166	108
	Forest Grove			3			3	1		4	3	7	1,120	1 : 160	2,146	1 : 307	44
	Erindale			2			1	2		4	1	5	1,095	1 : 219	1,410	1 : 282	29
	Arbor Creek			1				1		2		2	1,240	1 : 620	1,468	1 : 734	7
	Willowgrove						10				10	10	1,615	1 : 162	1,889	1 : 189	136
	<b>Ward Totals</b>								10	23	33						324

1 & 2: The figures for one-unit dwellings and total dwelling units have been derived from the 2008 City of Saskatoon Neighborhood Profiles, except for the Stonebridge, Willowgrove, Hampton Village and Rosewood Neighbourhoods which are based upon Building Permit figures.

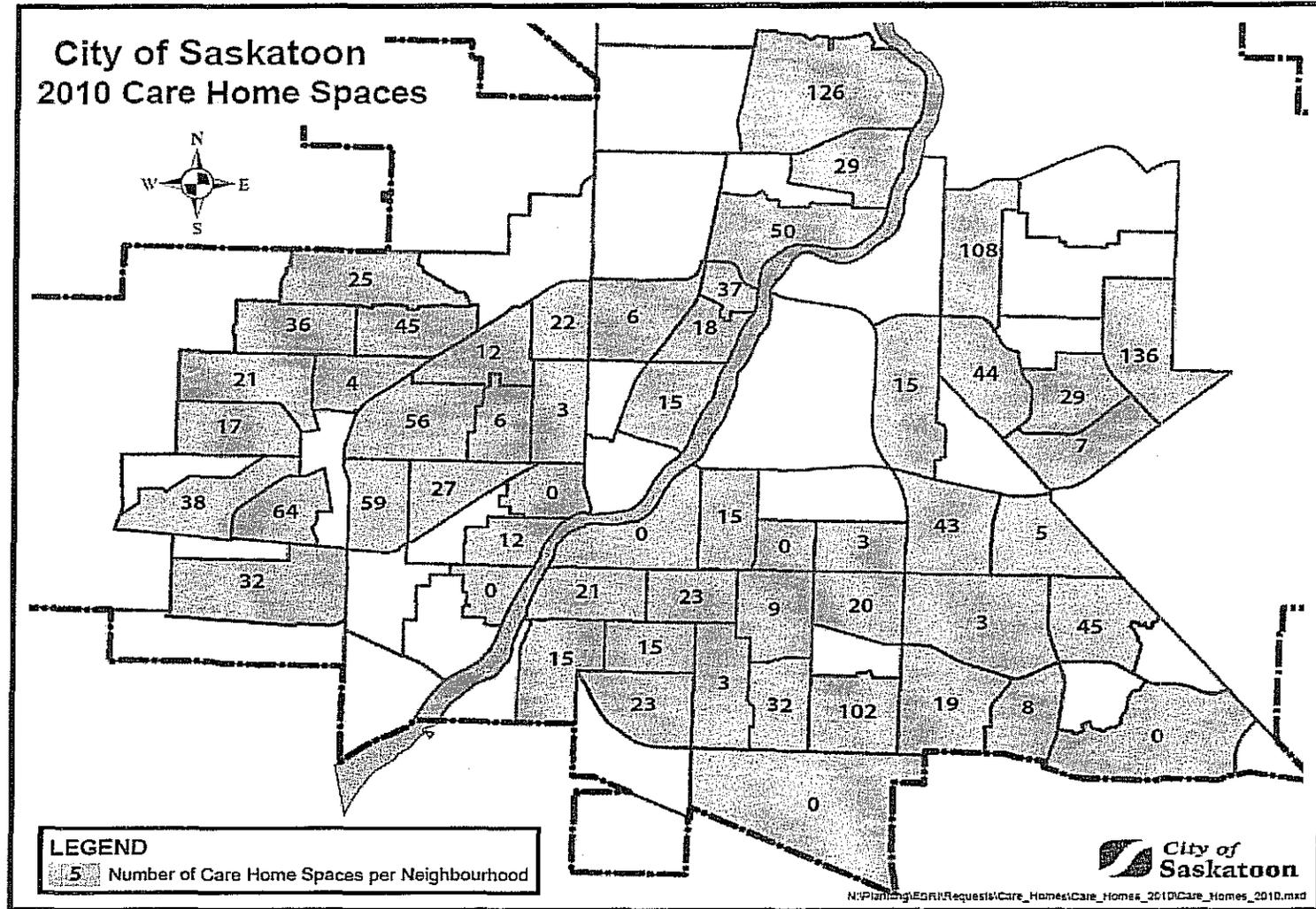
3: Denotes number of care spaces per neighbourhood based upon zoning approval.

4: Denotes not applicable.

Attachment 3: Residential Care Homes by Neighbourhood



Attachment 4: Residential Care Spaces by Neighbourhood





*City of*  
**Saskatoon**  
Office of the City Clerk

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222 - 3rd Avenue North    ph 306•975•3240  
Saskatoon, SK S7K 0J5    fx 306•975•2784

October 28, 2011

City Clerk

Dear City Clerk:

**Re:    Municipal Planning Commission Report for Public Hearing  
      Discretionary Use Application  
      Residential Care Home – Type II (Ten Residents)  
      163 Dulmage Crescent – R1A Zoning District  
      Stonebridge Neighbourhood  
      Applicant: Saskatoon Downtown Youth Centre (EGADZ)  
      (File No. CK. 4355-011-8)**

The Municipal Planning Commission, at its meeting held on October 25, 2011, considered a report of the General Manager, Community Services Department, dated October 11, 2011, with respect to the above Discretionary Use Application.

The Commission has reviewed the application with the Administration and the Applicant, as summarized below:

- This would be the first residential care home in the Stonebridge neighbourhood.
- Although the developers did not specifically identify this site in the Stonebridge Neighbourhood Concept Plan as a residential care home site, the concept plan had identified a number of locations for residential care homes within the neighbourhood. The developers have not signed this site. The Administration will be discussing appropriate signage for this and future sites with the developer of this neighbourhood.
- Residential care homes are addressed in terms of land use issues not relating to who resides in the homes.
- Concerns were outlined in the report regarding property values, traffic and parking issues relating to residential care homes. The Administration reviewed a recent in-depth study that found that residential care homes do not negatively affect the property values of nearby properties, nor increase the length of time to sell a neighbouring property. (See Attachment 1 - November 3, 2010 report from the Community Services Department, which included these findings.)
- With respect to additional parking provided on site, the applicant had applied for discretionary use approval for 161 Dulmage Crescent and changed this to 163 Dulmage Crescent to accommodate additional onsite parking. Three parking spaces are provided on the front driveway and one in the rear, off the lane.

October 28, 2011

Page 2

- Further information was reviewed by the Applicant on the Baby Steps Program, which provides the opportunity for mothers and their children to be reunified and spend time bonding. It is a voluntary program, with supports provided for mothers, including life skills training and other educational opportunities. The Baby Steps Program has been around for about a year, with another home in the Exhibition area, and arose through discussions with Social Services about the need for this type of program.
- With respect to other homes operated by EGADZ throughout the city, no concerns have been identified once the homes are in operation. The only time police would be notified or at the home would be if one of the youth was missing. There have been no nuisance issues. They have strict guidelines for their residents, including not allowing visitors.
- There are two staff members at the facility, 24 hours per day. There are also parent support workers that take the residents to appointments. The mothers live at another home but have 24 hour/7-day a week access to their children, if necessary, to support the bonding process, particularly during times when the children are ill.
- The homes are designed to blend in with the neighbourhood and residents are encouraged to become part of the community.
- The Applicant also discussed availability and affordability of lots throughout the city, particularly in new neighbourhoods, and the impact of this on choosing locations for these homes.

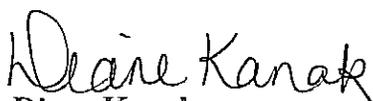
Following review of the application, the Commission is supporting the following recommendation of the Community Services Department:

“that the application submitted by the Saskatoon Downtown Youth Centre (EGADZ) requesting permission to use 163 Dulmage Crescent for the purpose of a Residential Care Home – Type II, with a maximum of ten residents, be approved subject to the following conditions:

- 1) that the applicant obtain a Development Permit and all other relevant permits and licenses (such as Building and Plumbing Permits); and
- 2) that the final plans submitted be substantially in accordance with the plans submitted in support of this Discretionary Use Application.”

The Commission respectfully requests that the above report be considered by City Council at the time of the public hearing with respect to the above Discretionary Use Application.

Yours truly,



**Diane Kanak**  
Deputy City Clerk

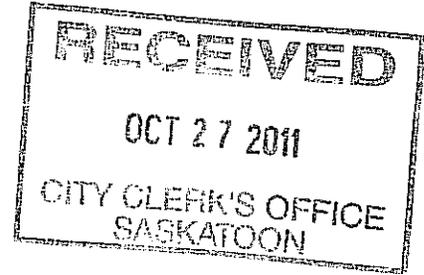
DK:sj

From: CityCouncilWebForm  
Sent: October 27, 2011 5:00 PM  
To: City Council  
Subject: Write a Letter to City Council

TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Don Meikle  
301 1st ave North  
Saskatoon  
Saskatchewan  
S7K 1X5



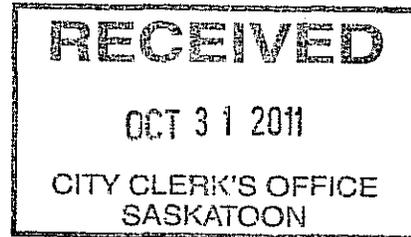
EMAIL ADDRESS:

[don@egadz.ca](mailto:don@egadz.ca)

COMMENTS:

I would like to speak to His Worship and Members of City Council on November 7, 2011 regarding our discretionary use application on behalf of Saskatoon Downtown Youth Centre Inc. for 163 Dulmage Cres. Thank You.

**From:** CityCouncilWebForm  
**Sent:** October 31, 2011 9:18 AM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Mandy & Kyle Robinson  
170 Cornish Road  
Saskatoon  
Saskatchewan  
S7T 0K4

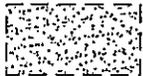
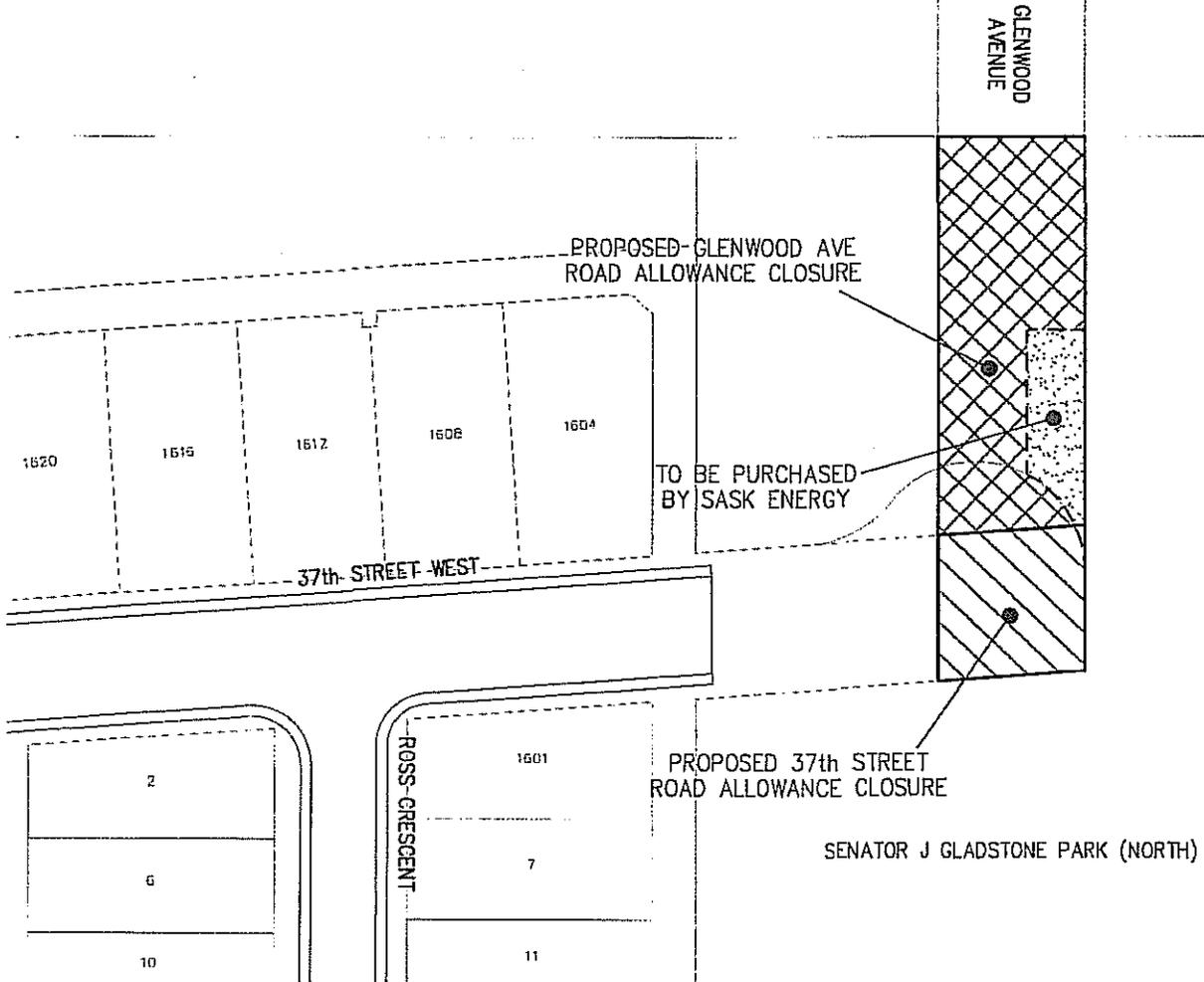
EMAIL ADDRESS:

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

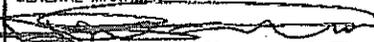
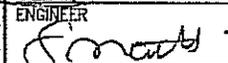
COMMENTS:

We are very concerned about this residential "baby steps" care home that is potentially being built behind our house. We are first time home buyers and are now concerned with where we built our home. We built in StoneBridge thinking it was a safe new community to raise our family in. Now we have to be concerned with the type of people this is going to bring into our neighborhood as well as crime more traffic and vandalism, and less parking for residents. We suggest that these homes should be put up on streets or areas where there are no houses yet, so then people can build around it not it be thrown into a developed street. This also then leaves us with the concern of our property value dropping drastically. As a final note we DO NOT want this home being built on Dulmage Crescent, if it is our house will be up for sale. Thank you for your time.

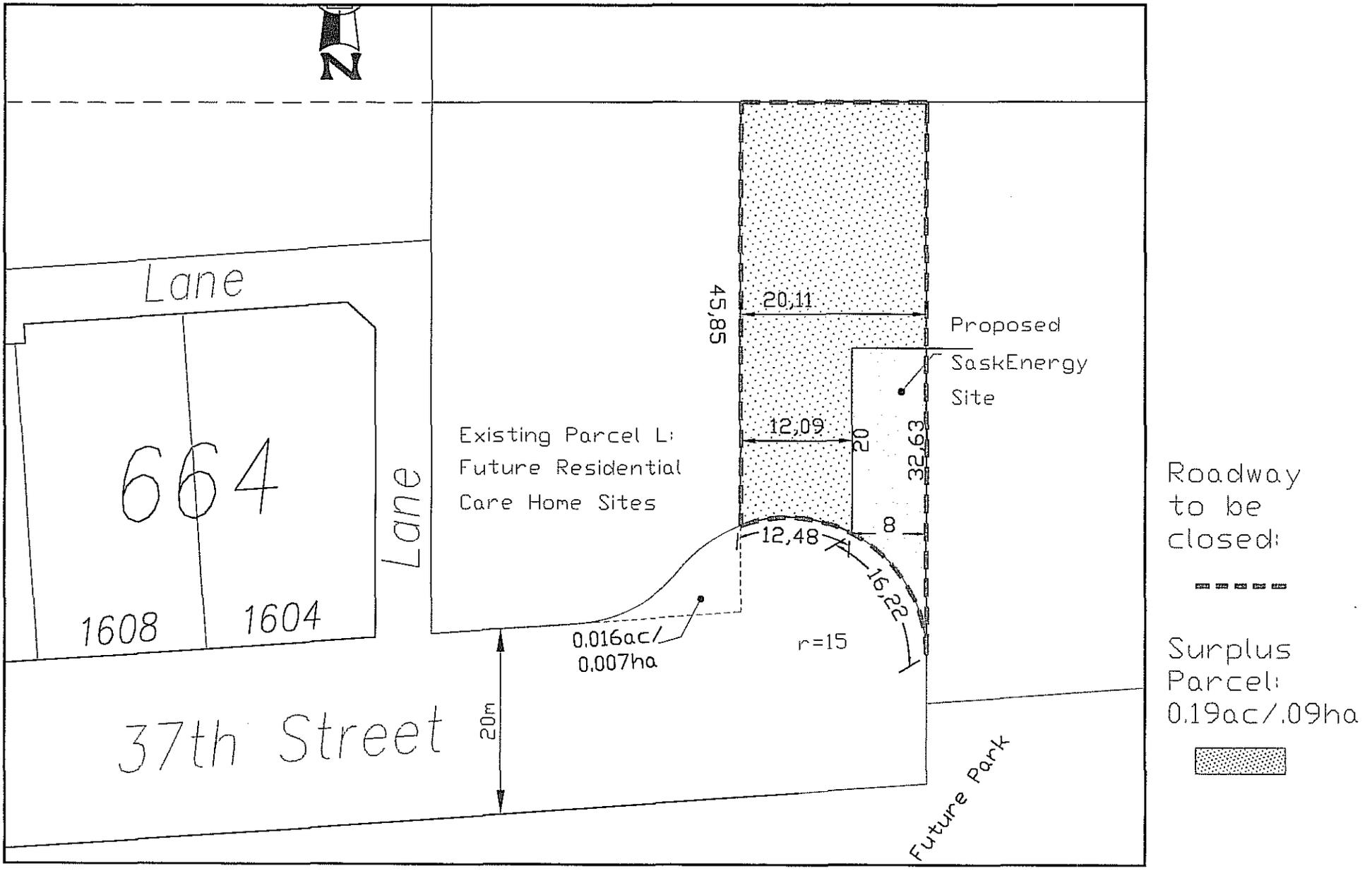
4a)



PROPOSED SASKENERGY PURCHASE AREA = 190.46m<sup>2</sup> (2050.16ft<sup>2</sup>)

PLAN DESCRIPTION/REVISIONS	 <p><b>City of Saskatoon</b> Infrastructure Services Department</p>	APPROVED
4		GENERAL MANAGER
3		
2		ENGINEER
1		
DRAWN BY <u>JMR</u> DATE <u>2011-OCT-24</u>	PROPOSED ROAD ALLOWANCE CLOSURE 37TH STREET & GLENWOOD AVENUE AT SENATOR J GLADSTONE PARK (NORTH)	ENGINEER
SCALE: HOR. <u>1:1000</u> VERT. _____		PLAN NO. <u>240-0010-009r001</u>

# Proposed SaskEnergy Site & Road Closure



Lane

664

1608

1604

37th Street

20m

Lane

Existing Parcel L:  
Future Residential  
Care Home Sites

0.016ac/  
0.007ha

45.85

20.11

12.09

20

32.63

8

12.48

16.22

$r=15$

Proposed  
SaskEnergy  
Site

Roadway  
to be  
closed:



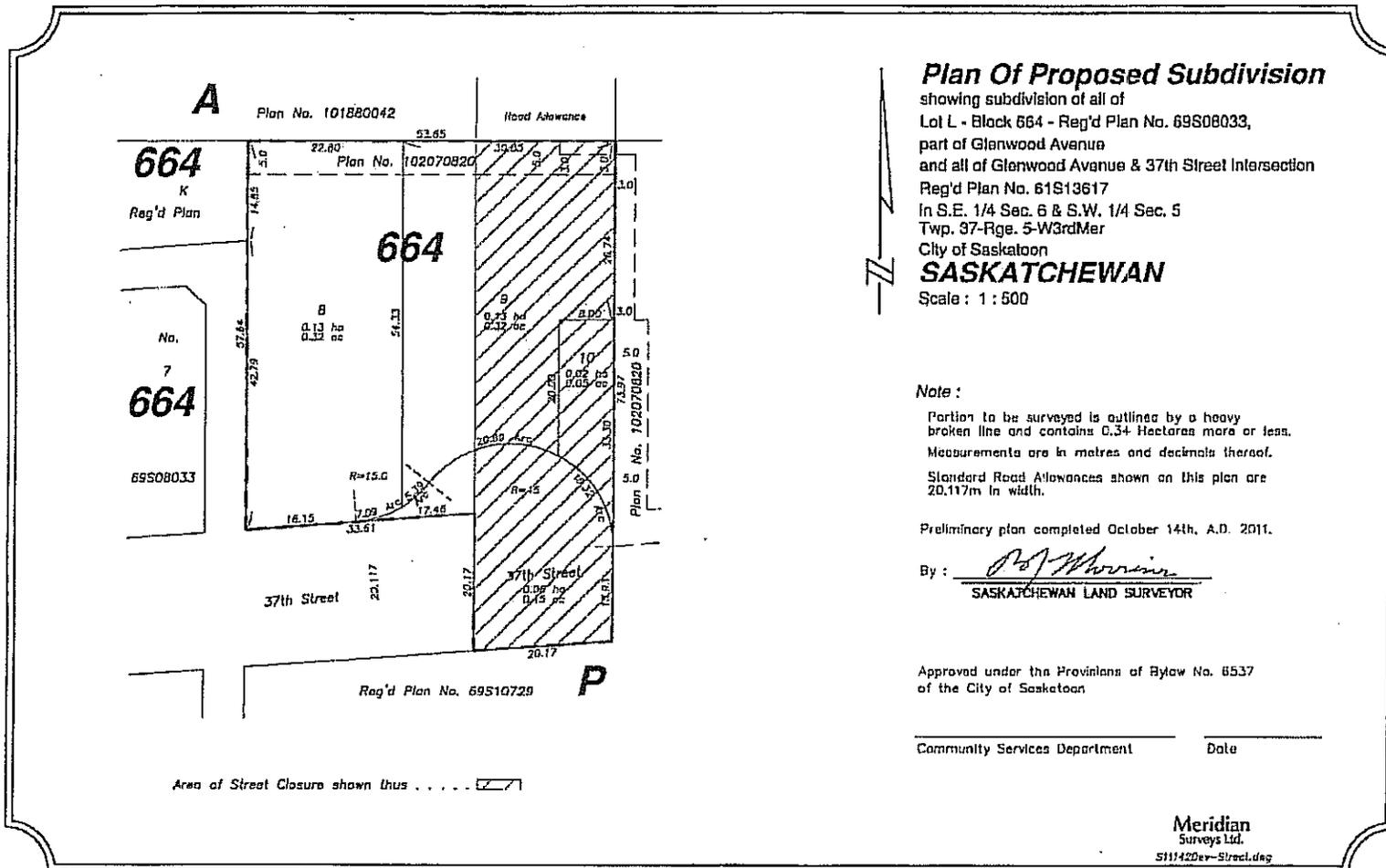
Surplus  
Parcel:  
0.19ac/.09ha



Future Park



Schedule "A" to Bylaw No. 8980





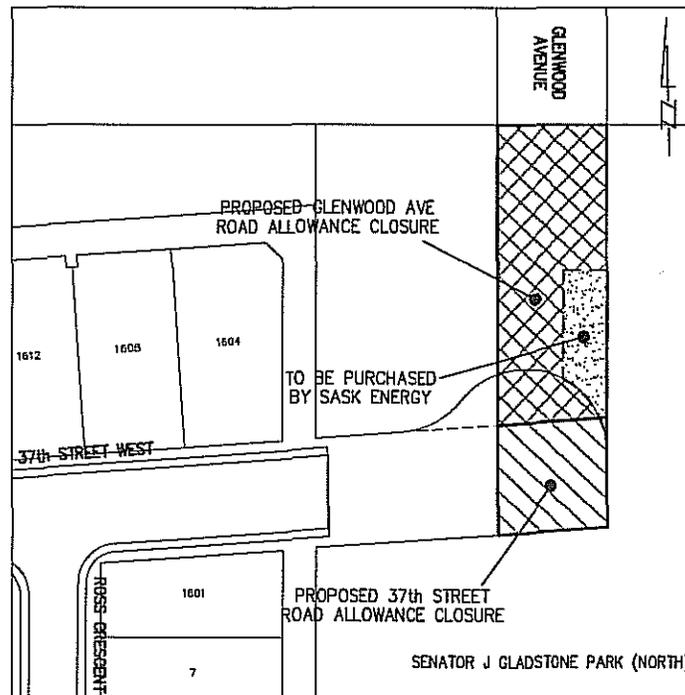
## Public Notice



**PERMANENT CLOSURE: HAMPTON VILLAGE – PORTION OF 37TH STREET LYING EAST OF ROSS CRESCENT AND ADJACENT TO SENATOR J GLADSTONE PARK (NORTH) AND PORTION OF GLENWOOD AVENUE.**

A request has been received from Community Service Department, Land Branch to close a portion of Glenwood Avenue and portion of 37th Street. The proposed closure is for further development of Hampton Village. Further, a portion of the closed right-of-way will be sold to SaskEnergy for \$80,000 (plus GST) for the purpose of constructing a natural gas regulator station.

Notices have been sent to parties affected by this closure.



**INFORMATION** -- Questions regarding the proposal may be directed to the following:

Infrastructure Services Department, Transportation Branch  
Phone: 975-3145 (Shirley Matt)

**PUBLIC MEETING** – City Council will consider and vote the above matter Monday, November 7, 2011, at 6:00 p.m. in the Council Chambers, City Hall, Saskatoon, Saskatchewan. City Council will hear all written submissions on the proposed closure and all persons who are present at the Council meeting and wish to speak.

Written submissions for City Council's consideration must be forwarded to:  
His Worship the Mayor and Members of City Council  
c/o City Clerk's Office, City Hall  
222 Third Avenue North, Saskatoon, SK S7K 0J5

All written submissions received by the City Clerk by 10:00 a.m. on Monday, November 7, 2011, will be forwarded to City Council.







## Public Notice

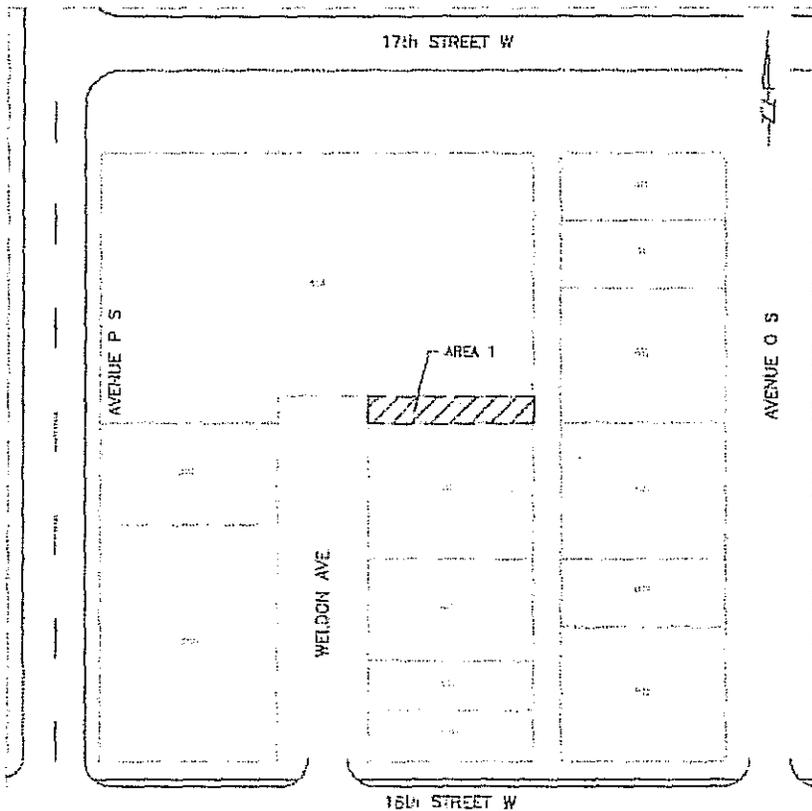


### PROPOSED LANE RIGHT-OF-WAY CLOSURE – 620 WELDON AVENUE

City Council will consider and vote on a proposal from Infrastructure Services to close the lane right-of-way adjacent to 620 Weldon Avenue.

Should this closure be approved by City Council, the right-of-way will be sold for \$13,131.58 plus GST and consolidated with the adjacent property.

Notices have been sent to parties affected by this closure.



**INFORMATION** - Questions regarding the proposal may be directed to the following:

Infrastructure Services Department, Transportation Branch,  
City Hall, 222 Third Avenue N., Saskatoon, SK  
8:10 a.m. to 5:00 p.m. Monday to Friday (except holidays)  
Phone: 975-2464 (Leslie Logie-Sigfusson)

**PUBLIC MEETING** - City Council will consider and vote on the above matter on Monday November 7, 2011, at 6:00 p.m. in the Council Chambers, City Hall, Saskatoon, Saskatchewan.

All written submissions for City Council's consideration must be forwarded to:

His Worship the Mayor and Members of City Council  
c/o City Clerk's Office, City Hall  
222 Third Avenue North, Saskatoon SK S7K 0J5

All submissions received by the City Clerk by 10:00 a.m. on Monday November 7, 2011 will be forwarded to City Council. City Council will also hear all persons who are present at the meeting and wish to speak to the matter.

His Worship the Mayor and City Council  
The City of Saskatoon

## ADMINISTRATIVE REPORTS

### Section A – COMMUNITY SERVICES

**A1) Land-Use Applications Received by the Community Services Department  
For the Period Between October 13, 2011 and October 26, 2011  
(For Information Only)  
(Files CK. 4000-5, PL. 4132, PL. 4355-D and PL. 4350)**

**RECOMMENDATION:** that the information be received.

The following applications have been received and are being processed:

#### Condominium

- Application No. 5/11: 103 Klassen Crescent (12 new units)  
Applicant: Webb Surveys for CCL Classic Communities SK Ltd.  
Legal Description: Unit 2, Condominium Plan No. 102070932  
Current Zoning: RMTN1  
Neighbourhood: Hampton Circle  
Date Received: October 17, 2011

#### Discretionary Use

- Application No. D11/11: 1426 Acadia Drive  
Applicant: Rose John  
Legal Description: Lot 7, Block 824, Plan 76S15167  
Current Zoning: R1A  
Proposed Use: Bed and Breakfast  
Neighbourhood: Wildwood  
Date Received: October 17, 2011

#### Rezoning

- Application No. Z14/11: 702/704 14<sup>th</sup> Street East  
Applicant: Jim Siemens  
Legal Description: Lots 9 to 12, Block C, Plan Q26  
Current Zoning: B2  
Proposed Zoning: B1 by Agreement  
Neighbourhood: Nutana  
Date Received: October 13, 2011

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse gas implications.

### **PUBLIC NOTICE**

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

### **ATTACHMENTS**

1. Plan of Proposed Condominium No. 5/11
2. Plan of Proposed Discretionary Use No. D11/11
3. Plan of Proposed Rezoning No. Z14/11

### **A2) Naming Report – “Rosewood Street Name” (Files CK. 6310-1 and PL. 4001-5)**

**RECOMMENDATION:** that the information be received.

### **REPORT**

The street name plan for the Rosewood neighbourhood was provided to the Naming Advisory Committee Administrator from Arbutus Meadows Partnership (see Attachment 1).

Arbutus Meadows Partnership requested that names from the Names Master List be applied to the subject roadways in Rosewood. His Worship Mayor Donald Atchison has selected the following names:

- a) Sinclair Crescent – Charles D. Sinclair – Member of Imperial Lodge No. 60 Ancient Free and Accepted Masons, the Saskatoon Chapter No. 4 GRS Royal Arch Masons, the Saskatoon Preceptory and Priory No. 55, the Wa Wa Shrine Temple, Saskatoon Shrine Club, and the Kiwanis Club.
- b) Pritchard Crescent, Terrace, and Lane – John Pritchard – A Métis man who helped save the lives of Theresa Delaney and Theresa Gowanlock, who personally called him a hero in the book Two Months in the Camp of Big Bear. His heroics were also noted in the book Blood Red the Sun.

According to the Naming of Civic Property and Development Areas Policy No. C09-008 all requests for street names from the Names Master List will be selected by the Mayor. All of the names on the Names Master List have been previously screened by the Naming Advisory Committee and meet City Council's guidelines for name selection.

His Worship Mayor Donald Atchison notified the Naming Advisory Committee Administrator of the names selected. The selections of His Worship Mayor Donald Atchison were forwarded to Arbutus Meadows Partnership and the families have been notified.

#### **ENVIRONMENTAL IMPLICATION**

There are no environmental and/or greenhouse gas implications.

#### **PUBLIC NOTICE**

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

#### **ATTACHMENT**

1. Map of Rosewood Street Names

## **Section B – CORPORATE SERVICES**

### **B1) Book-Entry-Only Debenture Issuance (Files CK. 1750-1 and CS.1750-1)**

- RECOMMENDATION:**
- 1) that City Council approve the use of the Book-Entry-Only Service Agreement relating to future debenture issuance; and,
  - 2) that City Council authorize the General Manager, Corporate Services Department and the City Treasurer to execute the Book-Entry-Only Service Agreement on behalf of the City.

### **BACKGROUND**

In the late 1990's, the Canadian Depository for Securities Limited (CDS) introduced a method to facilitate the settlement of securities transactions in an electronic form as opposed to a physical form. The primary objectives of this initiative were to reduce costs and enhance operating efficiencies within the financial community. These cost savings/efficiencies would be realized through a significant reduction in securities certificates and minimal re-registration requirements.

The first City debenture issue that utilized the book-entry-only system was the \$17,000,000 one to ten-year serial debenture issue dated August 20, 2002. The City executed a Letter of Representation with CDS to make the debentures eligible for CDS's book-based system. The City realized some substantial benefits by utilizing this book-entry-only process: (1) One global debenture certificate is required to be held in safekeeping at CDS; previous debenture issuance required debenture certificates to be prepared and delivered to each individual investor. (2) A minimal number of debt service payments are electronically transferred to a specific bank account as designated by CDS and CDS is responsible for the allocation of the lump sum debt service payments to the beneficial owners; the previous debt service process required the City to prepare and issue several cheques directly to the registered holders of the debentures. (3) All debenture re-registrations are handled electronically by CDS; with reference to previous issues, the City was responsible for completing all re-registration requests.

Since 2002, three additional serial debenture issues were launched by the City in a book-entry-only format. Book-entry eligibility was confirmed by an issue-specific Letter of Representation as executed by the City and CDS.

### **REPORT**

CDS has recently revised the required documentation and process relating to the issuance of book-entry-only securities. CDS has developed a Book-Entry-Only (BEO) Service Agreement that outlines the aggregate terms and conditions for book-based securities issuance. The BEO Service Agreement is intended to serve as an umbrella document and will replace the issue-specific Letter of Representation. The provisions of the BEO Service Agreement are very similar to the terms and provisions contained in the Letter of Representation. This change in

documentation and process benefits the City by reducing the amount of documentation required for debenture issuance and allows the City to complete and upload the required documentation through the CDS website.

Your Administration reviewed the documentation and forwarded a copy of same to the reviewing solicitors for an opinion. Our reviewing solicitors provide independent legal opinions with respect to all external borrowings undertaken by the City. The reviewing solicitors stated that the BEO Service Agreement is a standard form agreement for all issuers of book-entry-only securities, including cities and municipalities, and is not subject to re-negotiation of any provisions inherent in the document. A fully executed BEO Service Agreement supersedes all Letters of Representations currently outstanding with CDS. The BEO Service Agreement must be executed with CDS before any future book-entry-only debenture issuance can take place.

Your Administration recommends that City Council authorize the execution of the BEO Service Agreement to pave the way for future debenture issuance.

### **OPTIONS**

If a BEO Service Agreement is not executed by the City and CDS, the City will not be able to issue debentures to finance capital projects. The only alternative method of external borrowing available to the City is a BA loan\interest rate swap. Depending upon the market conditions at time of borrowing, the all-in-cost of a BA loan\interest rate swap may be favourable or unfavourable relative to a debenture borrowing cost.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse gas implications.

### **PUBLIC NOTICE**

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

**B2) Updates to Capital Reserve Bylaw No. 6774 and  
Policy No. C03-003 - Reserve for Future Expenditures  
(Files CK. 1815-1, CK. 1860-1, CS.1815-1 and CS.1860-1-1)**

- RECOMMENDATION:**
- 1) that City Council authorize the creation of the Federal Gas Tax Reserve to finance the cost of eligible approved capital projects and the cost of debt issued for approved Federal Gas Tax funded projects; and,
  - 2) that the City Solicitor update Capital Reserve Bylaw No. 6774 and Policy No. C03-003 – Reserve for Future Expenditures, as outlined in this report.

**BACKGROUND**

The Capital Reserve Bylaw No. 6774 and Policy No. C03-003 - Reserve for Future Expenditures, require updates resulting from past resolutions of City Council. In addition, your Administration is recommending that a reserve be created to allow federal gas tax funds to accumulate until such time as eligible capital projects require funding.

**REPORT**

**Reserve for Gas Tax Capital Expenditure**

This reserve is required to provide for a tracking mechanism for the flow of federal gas tax revenues. Flowing all gas tax transactions (both receipts and expenditures) through one reserve will allow for an efficient way of tracking the history of how much funding was received and where the funding was allocated. The federal gas tax revenues will become a permanent funding source in 2014.

The following clause should be included within the Capital Reserve Bylaw No. 6774:

**Purpose**

- (1) The purpose of the Gas Tax Capital Expenditure Reserve is to finance eligible costs of approved capital projects and the cost of debt issued for approved Gas Tax funded projects.

**Funding**

- (2) The source of funds for this Reserve shall be:
  - a) The transfer of Federal Gas Tax Revenue under the *New Deal for Cities and Communities* program;

- b) Disbursements from the Water/Wastewater Utilities by an amount equal to the gas tax funds received for eligible projects; and
- c) Interest earned on this Reserve shall be credited to this Reserve.

**Expenditures**

- (3) Funds from this Reserve shall only be used for:
  - a. Debt payments on borrowing of approved Gas Tax Funded capital projects; and
  - b. Funding of eligible projects.

**Bridge Major Repair Reserve**

City Council, at its meeting held on March 26, 2007, created the Bridge Major Repair Reserve to repair the City's bridges and overpasses. An initial provision was provided in the 2008 Operating Budget. This was subsequently increased by transferring an amount equivalent to the debt payments previously made on funds borrowed for a major repair to the University Bridge. The 2011 budget also provided additional funds, for a total contribution of \$520,900. Your Administration has a target of a \$2.5 million annual contribution to this reserve.

The following clause should be included in the Capital Reserve Bylaw No. 6774:

**Purpose**

- (1) The purpose of the Bridge Major Repair Reserve is to finance the cost of major repairs to the City's bridges and overpasses.

**Funding**

- (2) This Reserve shall be funded annually from an authorized provision in the City's Operating Budget.

**Expenditures**

- (3) Funds from this Reserve shall be used only for capital expenditures related to major repairs to the City's bridges and overpasses.

**Property Realized Reserve**

There have been a number of changes to this reserve. The most significant relates to the introduction of the Neighbourhood Land Development fund, which has changed the flow of funds. In addition, the Affordable Housing Reserve is no longer funded directly from profits deposited into this reserve; rather, specific allocations are made from the dividends resulting from the residential developments.

Accordingly, the Property Realized Reserve description included within Capital Bylaw No. 6774 requires the following updates:

**Purpose**

- (1) The purpose of the Property Realized Reserve is to finance the purchase of real property for resale by the City.

**Funding**

- (2) This Reserve shall be funded from the sale of all City-owned properties which were acquired for and are held for resale by the City, after deducting:
  - a) Proceeds from the sale of land that the City acquired through tax enforcement proceedings;
  - b) Proceeds received as prepaid service charges;
  - c) ~~10% of the value of the land component from the sales of residential, commercial and industrial land;~~ and
  - d) Land administration fees.

**Expenditures**

- (3) Unless otherwise specified, Funds in this Reserve shall only be used for:
  - a) The purchase of land for resale;
  - b) For expenditures made to prepare land for resale, excluding expenditures financed by prepaid service charges;
  - c) For loans for purchases of property required by the City for future capital expansions such as road widening projects. Interest shall not be charged on loans for this purpose;
  - d) For loans to finance the acquisition of land other than land held for resale;
  - e) For Productivity Improvement loans; and
  - f) For such other loans as Council may specifically authorize
  - g) **The transfer of funds to the Reserve for Capital Expenditures when the Reserve exceeds an unencumbered cash value of \$24 million immediately prior to the current annual budget process. (A resolution of City Council from the mid 1990s.)**
- (4) Notwithstanding any provision of this Bylaw, expenditures from this Reserve may be less than \$25,000.
- (5) The total outstanding loans from this Reserve cannot, in any year, reduce the projected unallocated year-end balance within the Reserve below the amount which is required for the next projected five-year period.
- (6) In order to determine the extent to which the Reserve is able to finance any loans, the Manager of the Land Department shall, prior to the preparation of the Capital Plan, provide a detailed estimate of the Reserve's source of funds and expenditures for the next five years.
- (7) **In the case of specific neighbourhood land development projects where the Land Bank Committee has adopted a pro forma financial statement, the Administration shall submit annual pro forma updates in subsequent years at which time Council may elect to transfer net proceeds from the land development projects to fund**

**various capital projects, or loans to finance other capital works, provided that a minimum of 10% of such declared net proceeds are re-assigned for land acquisition funds (reflects current practice).**

### **CIS Systems Development**

This reserve was established in 1984 through Policy A02-024, Management Information Systems Development. This policy was subsequently eliminated; however, the reserve definitions and authorizations should have been transferred to Policy C03-003, Reserves for Future Expenditures. The majority of the withdrawals from this reserve follow the Capital Budget process and require approval from City Council. There are occasions, however, when withdrawals from this reserve are made outside of the Capital Budget process to address urgent IT development initiatives.

#### **Purpose**

- (1) The purpose of the CIS Systems Development Reserve is to provide a source of funding for IT system development work, funding for a proof of concept, small system acquisitions and partial funding for major system acquisitions within the corporation.

#### **Source of Funds**

- (2) This Reserve shall be funded annually from an authorized provision in the City's Operating Budget.

#### **Application of Funds**

- (3) a) Unless otherwise specified, the funds from this Reserve shall be used for small capital expenditures related to IT systems development or system acquisition projects.  
b) Notwithstanding any provision in this Bylaw, expenditures from this Reserve may be less than \$25,000.

#### **Responsibility**

- (4) Direct expenditures for expenditures that do not qualify as a capital project as defined in this policy, are authorized by the City Manager or his designate. All expenditures qualifying as capital projects are reflected in the City's Capital Budget/Capital Plan and require City Council approval.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

### **PUBLIC NOTICE**

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

**B3) Fiscal Stabilization Reserve  
and  
Fuel Stabilization Reserve  
(Files CK. 1815-1 and CS.1815-1)**

- RECOMMENDATION:**
- 1) that the Revenue Stabilization Reserve scope be revised as outlined in the body of this report and that the name be changed to the Fiscal Stabilization Reserve;
  - 2) that the Fiscal Stabilization Reserve have a targeted minimum balance of 5% of the current year's tax-supported expenditures and that this balance be obtained over the next five years;
  - 3) that a Fuel Stabilization Reserve be approved as outlined in the body of this report; and,
  - 4) that \$1,000,000 be transferred to the Fuel Stabilization Reserve from the Fiscal Stabilization Reserve.

**BACKGROUND**

At its meeting held on July 12, 2011, the Executive Committee, at its special service review meeting, resolved:

“that the City establish a Fuel Stabilization Reserve to mitigate the impact of varying fuel rates on the City's annual budgeting and actual results process.”

The intent was to review the scope and name of the Revenue Stabilization Reserve to acknowledge that it is used to offset year-end deficits regardless of the reason. Variances related to fuel would be isolated separately from other variances and funded from a Fuel Stabilization Reserve. Initial seed funding would be transferred from the Revenue Stabilization Reserve.

**REPORT**

**Fiscal Stabilization Reserve**

A review of other municipalities, as well as best practices identified by the Government Finance Officers Association (GFOA), recommends the requirement of some type of unrestricted balance within the general fund. The City of Saskatoon has had a Revenue Stabilization Reserve for quite

some time, which meets this recommendation. However, there has never been a minimum or maximum balance set on this reserve, other than a goal of 1% of the City's total budgeted revenues (currently \$3.25 million).

The GFOA suggests a minimum of two months of regular general fund operating revenues or regular general fund operating expenditures. For the City of Saskatoon, this translates into approximately \$20 million. The following identifies practices of other cities:

- the City of Calgary has established a minimum balance of 5% of tax-supported gross expenditures (net of recoveries) with a target of 15%;
- the City of Winnipeg has established a minimum balance of 5% of budgeted expenditures as a minimum, with a 10% target;
- the City of Edmonton has established a minimum balance of 5% of expenditures with a target of one month of expenditures (approximately 8.3% of expenditures) with a strategy developed to achieve the minimum level over a period of three years.

It is your Administration's opinion that establishing a minimum balance target of 5% of tax-supported expenditures is reasonable. This would equate to \$6.8 million. Any target in excess of this can be reviewed at a future date. The current balance is \$3.7 million. It will be increased through the transfer of any year-end operating surplus, however, to reduce the risk associated with only operating surpluses funding the reserve, the reserve balance should also be increased through the use of one-time revenue opportunities. These opportunities include the transfer of sinking fund surpluses (currently estimated at \$200,000), other operating/stabilization reserve surpluses, and any unplanned one-time revenues (e.g. Workers Compensation Board rebate).

For City Council's information, Attachment 1 provides information on the past activity of the current Revenue Stabilization Reserve.

#### Fuel Stabilization Reserve

As identified in the attached decision item (Attachment 2) tabled at the Special Executive Committee meeting this past summer, the City has used both contracted pricing and futures pricing for the supply of unleaded gas and diesel. However, fuel prices continue to fluctuate. A Fuel Stabilization Reserve will assist in mitigating variances and will assist in stabilizing the budgeting process. The 2011 current anticipated fuel shortfall is \$1 million. Therefore, it is recommended that \$1,000,000 be transferred from the existing Revenue Stabilization Reserve leaving a balance of \$2.7 million. Future years' fuel budgets will be based on the best estimate of the annual cost; however, in years where it is less than the previous year's base, a provision will be made to the Reserve. Any year-end fuel variances will be adjusted through this reserve.

## **OPTIONS**

The Fiscal Stabilization Reserve can be used to fund any variances from fuel, thereby eliminating the need to establish a Fuel Stabilization Reserve. However, budgeting will continue to be difficult for fuel and any opportunity to budget for future variances will be lost.

## **POLICY IMPLICATIONS**

Policy C03-003, Reserve for Future Expenditures, will need to be updated to reflect the revised Fiscal Stabilization Reserve and the Fuel Stabilization Reserve as follows:

### **FISCAL STABILIZATION RESERVE**

#### **Purpose**

To accumulate funds for the purpose of offsetting any tax-supported operating deficits incurred in any year.

#### **Source of Funds**

- a) Any year-end surpluses realized in excess of budget.
- b) Sinking fund surpluses and other operating/stabilization reserve surpluses.
- c) One-time revenue opportunities.

#### **Reserve Balance Limitation**

- a) The minimum balance of the Fiscal Stabilization Reserve shall be 5% of the current year's tax-supported expenditures.

#### **Application of Funds**

- a) To the extent that a balance exists in the Fiscal Stabilization Reserve, it shall be used to finance any tax-supported operating year-end deficits incurred.
- b) Subject to City Council approval, available funds in excess of the minimum balance may be used to fund any operational or capital one-time requirements.

### **FUEL STABILIZATION RESERVE**

#### **Purpose**

To accumulate funds for the purpose of offsetting any over-expenditures in the City's tax-supported fuel budget attributable to variations in fuel pricing, thereby stabilizing the effect on the mill rate and on the City's year-end financial position.

Source of Funds

- a) An annual provision will be made from the City's Operating Budget in those years that the reserve is not at the maximum.
- b) Any year-end surplus in the City's tax-supported fuel budget.
- c) The balance of the Fuel Stabilization Reserve shall not exceed \$2 million. Any amounts in excess shall flow to the Fiscal Stabilization Reserve.

Application of Funds

- a) The reserve shall only be used to finance unanticipated over-expenditures arising from fuel prices that are over and above the current year's budget.

Responsibility/Authority

The Finance Manager shall have authority to effect a year-end transfer of unexpended tax-supported fuel funds to the Fuel Stabilization Reserve.

**FINANCIAL IMPLICATIONS**

The financial implications are outlined within the body of this report.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**PUBLIC NOTICE**

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

**ATTACHMENTS**

1. City of Saskatoon Surplus/Deficit Summary.
2. Decision Item on the Establishment of a Fuel Stabilization Reserve.

## Section E – INFRASTRUCTURE SERVICES

### **E1) Capital Project 1357 – Replacement Vehicles and Equipment Request for Sole Source Vibratory Pneumatic Tire Roller (Files CK. 1395-1 and IS. 1390-1)**

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- RECOMMENDATION:**
- 1) that post budget approval, in the amount of \$124,000, to Capital Project 1357 – Replacement Vehicles and Equipment, to be funded from the 2012 allocation to the Vehicle and Equipment Replacement Reserve, for the purchase of a Vibratory Pneumatic Tire Roller, be approved;
  - 2) that the sale agreement submitted by Moody's Equipment, for the sole source purchase of a Vibratory Pneumatic Tire Roller, at a total cost of \$123,090.25 (including G.S.T. and P.S.T.) be approved; and
  - 3) that the Corporate Services Department, Purchasing Services Branch be requested to issue the appropriate purchase order.

### **REPORT**

In the summer of 2010, the Infrastructure Services Department, Public Works Branch, Roadways Section rented a Sakai Vibratory Pneumatic Tire Roller for roadway repair projects. This roller develops a gyratory action that combines the dynamic kneading action of a pneumatic tire roller with the high forces generated by a vibratory roller. Moody's Equipment is the only local dealer for this type of equipment.

In May 2011, the Public Works, Roadways Section determined that further evaluation of this piece of equipment was warranted, and Vehicle and Equipment Services entered into a six-month rental agreement, with an option to purchase, with Moody's Equipment for a new Sakai GW750 Vibratory Pneumatic Tire Roller. This agreement will expire at the end of October 2011.

After evaluating the tire roller for the past two summers, it has proven to provide superior compaction in fewer passes and consumed less fuel in comparison to standard tire rollers. The Roadways Section has determined there is an essential operational requirement for this piece of equipment, and is, therefore, requesting that the City exercise the rent to purchase option. As the rental agreement with Moody's Equipment expires at the end of October 2011, funding is required immediately.

Moody's Equipment has offered to apply 90% of the six-month rental payments as credit towards the purchase of the unit. In addition, an existing compaction roller, unit 2604, which is due for replacement in 2012, will be used as a trade-in unit.

**FINANCIAL IMPACT**

The net cost to City of Saskatoon for the sole source purchase of the Vibratory Pneumatic Tire Roller from Moody's Equipment, is as follows:

Vibratory Pneumatic Tire Roller - Sakai GW750	\$145,800.00
Additional Holding Interest	\$2,400.00
Trade-in allowance (Unit 2604)	(\$4,000.00)
Rental deducted (at 90%)	(\$32,400.00)
Subtotal	\$111,800.00
Tire Recycling Fee	\$105.00
G.S.T.	\$5,595.25
P.S.T.	\$5,590.00
<b>Contract Price</b>	<b>\$123,090.25</b>
Less G.S.T. Rebate	(\$5,595.25)
<b>Net Cost to City of Saskatoon</b>	<b>\$117,495.00</b>

The Administration is requesting post budget approval be granted in the amount of \$124,000 to Capital Project 1357 – Replacement Vehicles and Equipment, to be funded from the 2012 allocation to the Vehicle and Equipment Replacement Reserve, in order to purchase this equipment immediately. The additional \$6,500 of funding requested is to accomplish “fit up” of the equipment for use on public right-of-way.

**POLICY IMPLICATIONS**

There are no policy implications.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**PUBLIC NOTICE**

Public Notice pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

**E2) Award of Contracts**  
**Snow Removal - Areas 1 and 2 Winter Maintenance Contracts**  
**(Files CK. 6290-1 and IS. 6000-4)**

- RECOMMENDATION:**
- 1) that the proposal submitted by ASL Paving Ltd. for the 2011/2012 Area 1 Winter Maintenance Contract, at a total estimated cost of \$614,764, including G.S.T. and P.S.T., be accepted;
  - 2) that the proposal submitted by Central Asphalt and Paving for the 2011/2012 Area 2 Winter Maintenance Contract, at a total estimated cost of \$406,875, including G.S.T. and P.S.T., be accepted; and
  - 3) that His Worship the Mayor and the City Clerk be authorized to execute the contract documents, as prepared by the City Solicitor, under the corporate seal.

**BACKGROUND**

In 2010, the snow removal operating budget received an increase in funding in the amount of \$1,000,000 in order to achieve the following objectives:

1. Improve our existing capacity by continuing to optimize utilization of existing City forces.
2. Improve our snow removal capacity with additional equipment and staff, either City-owned/employed or contracted, to significantly assist in achieving approved service level response times.
3. Improve service to developing areas and perimeter neighbourhoods during severe blizzards with snow accumulation above 150 millimetres (mm), or drifting events, with prearranged contracts with private companies to make residential roads reasonably passable.
4. Arrange with the school boards' contractors to clear school frontages during severe blizzards with snow accumulation above 150 mm, or drifting events.
5. Tender, award and utilize a bus stop clearing contract when there is a snow storm with 150 mm or more accumulation.

In 2010, two Area Maintenance Contracts were awarded to improve capacity and performance within the first 72 to 96 hours of a snowstorm, and afterwards. The blend of City and industry resources worked well, and the Administration is confident that the citizens' expectations were more reasonably met with the additional investment provided.

### **REPORT**

The City of Saskatoon's 2011/2012 Snow and Ice Program includes the following internal resources:

- 112 staff, working ten-hour shifts, day and night, 7 days a week;
- 16 graders equipped with snow rids (wings);
- 7 loaders (3 of which are equipped with a snow blower attachment);
- 7 high speed front plow trucks;
- 6 under slung plow trucks; and
- 8 sidewalk plows.

Staff will be assigned to work 10-hour shifts, day and night, 7 days a week, clearing roads, walkways and pedestrian tunnels. If a winter storm is forecasted, shifts will be extended to 12 hours to ensure 24-hour coverage, and staff will be called in to work on their regularly scheduled days off on overtime to provide fully resourced shifts.

On October 1, 2011 two Request for Proposals (RFP) were issued for winter street maintenance and cleanup of the Priority 1, 2 and 3 streets during and after a winter storm. The City was divided into two manageable areas; one on the west side, and one on the east side (as shown in Attachment 1).

The proposals were reviewed based on the following criteria:

- |                         |     |
|-------------------------|-----|
| • Overall cost          | 50% |
| • Program Methodology   | 25% |
| • Contractor Experience | 20% |
| • Proposal Presentation | 5%  |

The RFP for Area 1 closed on October 20, 2011, with proposals being received from ASL Paving Ltd. and Central Asphalt and Paving Ltd.

Upon evaluation, it was determined that the optimal bid was from ASL Paving Ltd. The proposal includes a retainer of \$303,790 and secures 12 operators (3 for days on 10-hour shifts and 9 for nights on 12-hour shifts) during the months of December through to the end of March; as well as charges for equipment in the amount of \$156.50 per hour worked per grader.

Based on an estimated 1,800 hours of grader time, the final cost would be approximately \$614,764.50, including G.S.T. and P.S.T. This will allow for approximately four storm events through the course of the winter (414 grader hours of service per event over three days).

The RFP for Area 2 closed on October 19, 2011, with proposals being received from ASL Paving Ltd. and Central Asphalt and Paving Ltd.

Upon evaluation, it was determined that the optimal bid was from Central Asphalt and Paving. The proposal includes a retainer of \$207,500, and secures 9 operators (3 for days and 6 for nights, both on 12-hour shifts) during the months of December through to the end of March; as well as charges for equipment in the amount of \$120 per hour worked per grader. Based on an estimated 1,500 hours of grader time, the final cost would be approximately \$406,875 including G.S.T. and P.S.T. This will also allow for four storm events through the course of the winter (306 grader hours of service per event over three days).

To meet the goal of improved response time and capacity, the Administration is recommending that ASL Paving Ltd. be awarded the contract for Area 1, and that Central Asphalt and Paving Ltd. be awarded the contract for Area 2. Awarding these contracts will increase the graders on the road by 6 during the day and 15 during the night and will increase grader production capacity by 38% or more during the day, and 100% or more at night.

The 2011 snow budget is \$5.4 million, and the proposed 2012 Operating Budget for snow removal is approximately \$5.5 million. The cost of a winter with four major storms is estimated as follows:

Area Contract #1 – Retainer + 1,800 grader hours	\$585,490
Area Contract #2 – Retainer + 1,500 grader hours	\$387,500
School Snow Removal and Blizzard Loader Service	\$95,000
Hired Semis for Removal (Average Year)	\$200,000
Snow Dump Pushing at Snow Dumps	\$150,000
Neighbourhood Loaders for Blizzard (7 @ 25 hours ea)	\$30,000
Bus Stop Snow Removal for Blizzard	\$50,000
Snow Route Towing	\$30,000
Snow Fence	\$50,000
Consumables (ice blades)	\$100,000
Equipment and Fuel	\$1,183,000
City Labour (Straight Time – 16 weeks – 112 workers)	\$2,428,125
City Overtime premium dollar costs (3- 4 day call-ins)	<u>\$525,000</u>
<b>Total Cost of Winter with 3-4 Major Storms</b>	<b>\$5,814,115</b>

Once the program is completed, if a surplus exists, a contribution will be made to the Snow and Ice Stabilization Reserve, as per policy.

As of September 2011, approximately \$4 million of the \$5.4 million budgeted for 2011 has been spent.

**FINANCIAL IMPACT**

The net cost to the City for the optimal proposal submitted by ASL Paving Ltd. for Area 1 is as follows:

Base Quotation	\$585,490.00
G.S.T.	<u>\$29,274.50</u>
<b>Total Contract Price</b>	<b>\$614,764.50</b>
G.S.T. Rebate	<u>\$29,274.50</u>
<b>Net cost to City</b>	<b><u>\$585,490.00</u></b>

The net cost to the City for the optimal proposal submitted by Central Asphalt and Paving for Area 2 is as follows:

Base Quotation	\$387,500.00
G.S.T.	<u>\$19,375.00</u>
<b>Total Contract Price</b>	<b>\$406,875.00</b>
G.S.T. Rebate	<u>\$19,375.00</u>
<b>Net cost to City</b>	<b><u>\$387,500.00</u></b>

There is sufficient funding being requested within the 2011-2012 Operating Budget to award these contracts with a reasonable amount of risk, depending on the amount of snowfall experienced.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **PUBLIC NOTICE**

Public Notice pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

### **ATTACHMENT**

1. Street Maintenance Contract Area Boundaries.

**E3) Proposed Land Acquisition for Claypool Drive Extension  
and Blairmore Force Main  
South Portion of LSD 3-12-37-06-3 Ext 73, Surface Parcel 135944657  
in the RM of Corman Park No. 344  
(Files CK. 4020-1 and IS. 4020-011-4)**

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- RECOMMENDATION:**
- 1) that the City purchase 6.16 acres from Leona and Henry Strelloff for the extension of Claypool Drive, as shown on Schedule "A" – Land Required for Claypool Drive Extension and Blairmore Force Main (Attachment 1), at a purchase price of \$92,400;
  - 2) that the City Solicitor be requested to prepare the necessary purchase agreements for execution by His Worship the Mayor and City Clerk under the corporate seal; and
  - 3) that the cost of acquisition and related expenses be charged to the Property Realized Reserve, as an interim source of financing.

## **BACKGROUND**

At its meeting held March 7, 2011, City Council approved the amended Blairmore Sector Plan, which included the following excerpt from the Executive Summary:

- “3) The Claypool Drive Extension (formerly known as Cynthia Street Extension) is realigned so that it continues straight west to Dalmeny Road, rather than deflecting south.”

Land is required for the routing of the Blairmore Sanitary Sewage Force Main. Funding for the construction of this project falls under approved Capital Projects 1417 – Trunk Sewers – Blairmore; and 1678 – Flood Protection in the amount of \$19,753,000 and \$2,694,000 respectively, for a total of \$22,447,000. This essential project will provide sanitary trunk sewer servicing for the future Kensington and Blairmore 2 neighbourhoods. It will also provide flood protection for the Confederation neighbourhood and the area west of 33<sup>rd</sup> Street. In addition, by re-routing sanitary sewage loadings from the Confederation neighbourhood, the main sewage interceptor will be relieved to allow for future downtown development.

## **REPORT**

Property encompassing 6.16 acres in size, situated on the south portion of LSD 3-12-37-06-3 Ext 73, Surface Parcel 135944657, in the RM of Corman Park No. 344 is required to accommodate the roadway alignment as identified in the Blairmore Sector Plan for the future extension of Claypool Drive, and for the routing of the Blairmore Force Main as set forth in Capital Projects 1417 and 1678. Schedule “A” is attached for reference.

The City of Saskatoon, Land Branch, Real Estate Section has negotiated a purchase agreement with Leona and Henry Strelloff for the required land. Significant terms and conditions of the Offer to Purchase agreement are as follows:

1. Purchase Price  
\$92,400, with an initial deposit of \$10,000. The balance of the Purchase Price to be paid on the Closing Date.
  
2. Conditions Precedent
  - a) Approval of Saskatoon City Council by November 7, 2011.
  - b) The City will be responsible for surveying the land, registration of the plan with ISC, and transfer of title.

3. Other Terms

Fence

Within 15 days of receiving City Council approval to acquire the subject property, the City agrees to pay the Seller an additional sum of \$5,600 to supply and install a fence of the Seller's choosing on their remaining parcel.

Topsoil

At the time of Claypool Drive construction, the City agrees to strip and relocate the topsoil from the subject property onto the Seller's remaining parcel.

4. Legal Costs and Disbursements

Each party shall be responsible for its own legal costs.

5. Possession Date

Immediately upon approval by City of Saskatoon City Council.

6. Closing Date

The earliest date acceptable to both parties, subsequent to the subdivision approval and registration of the subject property with ISC.

**OPTIONS**

There are no options.

**POLICY IMPLICATIONS**

There are no policy implications

**FINANCIAL IMPLICATIONS**

The costs associated with this acquisition will be funded from the Property Realized Reserve as an interim source of funding until suitable financial assessments can be established against future west sector development lands.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**PUBLIC NOTICE**

Public Notice pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

## **ATTACHMENT**

1. Schedule A: Land Required for Claypool Drive Extension

**E4) Proposed Land Acquisition for Claypool Drive Extension  
and Blairmore Force Main  
South Portion of LSD 4-12-37-06-3 Ext 80, Surface Parcel 135944714  
in the R.M. of Corman Park No. 344  
(Files CK. 4020-1 and IS. 4020-1)**

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- RECOMMENDATION:**
- 1) that the City of Saskatoon purchase 6.16 acres from Elaine and Joseph Sikora for the extension of Claypool Drive, as shown on Schedule "A" – Land Required for Claypool Drive Extension and Blairmore Force Main (Attachment 1), at a purchase price of \$92,400;
  - 2) that the City Solicitor be requested to prepare the necessary purchase agreements for execution by His Worship the Mayor and the City Clerk under the corporate seal; and
  - 3) that the cost of acquisition and related expenses be charged to the Property Realized Reserve, as an interim source of financing.

## **BACKGROUND**

At its meeting held March 7, 2011, City Council approved the amended Blairmore Sector Plan, which included the following excerpt from the Executive Summary:

- "3) The Claypool Drive Extension (formerly known as Cynthia Street Extension) is realigned so that it continues straight west to Dalmeny Road, rather than deflecting south."

Land is required for the routing of the Blairmore Sanitary Sewage Force Main. Funding for the construction of this project falls under approved Capital Projects 1417 – Trunk Sewers – Blairmore; and 1678 – Flood Protection in the amount of \$19,753,000 and \$2,694,000 respectively, for a total of \$22,447,000. This essential project will provide sanitary trunk sewer servicing for the future Kensington and Blairmore 2 neighbourhoods. It will also provide flood protection for the Confederation neighbourhood and the area west of 33<sup>rd</sup> Street. In addition, by

re-routing sanitary sewage loadings from the Confederation neighbourhood, the main sewage interceptor will be relieved to allow for future downtown development.

## **REPORT**

Property encompassing 6.16 acres in size, situated on the south portion of LSD 4-12-37-06-3 Ext 80, Surface Parcel 135944714, in the R.M. of Corman Park No. 344 is required to accommodate the roadway alignment as identified in the Blairmore Sector Plan for the future extension of Claypool Drive, and for the routing of the Blairmore Force Main as set forth in Capital Projects 1417 and 1678. Schedule "A" is attached for reference.

The City of Saskatoon, Land Branch, Real Estate Section has negotiated a purchase agreement with Elaine and Joseph Sikora for the required land. Significant terms and conditions of the Offer to Purchase agreement are as follows:

1. Purchase Price  
\$92,400, with an initial deposit of \$10,000. The balance of the Purchase Price to be paid on the Closing Date.
2. Conditions Precedent
  - a) Approval of Saskatoon City Council by November 7, 2011.
  - b) The City will be responsible for surveying the land, registration of the plan with ISC, and transfer of title.
3. Other Terms
  - Fence  
Within 15 days of receiving City Council approval to acquire the subject property, the City agrees to pay the Seller an additional sum of \$5,600 to supply and install a fence of the Seller's choosing on their remaining parcel.
  - Topsoil  
At the time of Claypool Drive construction, the City agrees to strip and relocate the topsoil from the subject property onto the Seller's remaining parcel.
  - Interim Lease  
Until such time as the construction of Claypool Drive occurs, the Seller may continue to occupy and farm the subject property upon entering into a separate lease agreement with the City at an annual lease rate of \$1.00.
4. Legal Costs and Disbursements  
Each party shall be responsible for its own legal costs.

5.     Possession Date  
Immediately upon approval by City of Saskatoon City Council.
  
6.     Closing Date  
The earliest date acceptable to both parties, subsequent to the subdivision approval and registration of the subject property with ISC.

### **OPTIONS**

There are no options.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

The costs associated with this acquisition will be funded from the Property Realized Reserve as an interim source of funding until suitable financial assessments can be established against future west sector development lands.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

### **PUBLIC NOTICE**

Public Notice pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

### **ATTACHMENT**

1.     Schedule A: Land Required for Claypool Drive Extension

**E5) Capital Project 2285 – Rehabilitation of Interceptor North of Lenore Drive  
Capital Project 1618 – Sanitary Sewer Trunks Preservation Program  
Capital Project 1616 – Waste Water Collection Preservation Program  
2011 Interceptor Rehabilitation Project  
Request for Award of Tender  
(Files CK. 7820-4, CK. 1702-1 and IS. 7820-52)**

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- RECOMMENDATION:**
- 1) that \$210,769 be returned from Capital Project 1616 – Sanitary Sewer Trunks Preservation Program to the Infrastructure Reserve – Water and Waste Water;
  - 2) that \$142,380 be returned from 2011 Capital Project 1618 – Sanitary Sewer Trunks Preservation Program to the Infrastructure Reserve – Water and Waste Water;
  - 3) that \$353,149 be transferred from the Infrastructure Reserve - Water and Waste Water to Capital Program 2285 – Rehabilitation of Interceptor North of Lenore Drive;
  - 4) that post budget approval in the amount of \$1,374,500, to be funded from the 2012 allocation to the Infrastructure Reserve - Water and Wastewater, be approved for Capital Project 2285 – Rehabilitation of Interceptor North of Lenore Drive;
  - 5) that the tender submitted by Insituform Technologies Ltd. for the 2011 Interceptor Rehabilitation project, at a total cost of \$3,142,973.57, including G.S.T., be accepted; and
  - 6) that His Worship the Mayor and the City Clerk be authorized to execute the contract documents, as prepared by the City Solicitor, under the Corporate Seal.

**BACKGROUND**

Constructed between 1912 and 1970, the Interceptor Trunk Sewer (Interceptor) conveys wastewater from all areas of Saskatoon to the City's Wastewater Treatment Plant. The Interceptor is generally aligned along the west/north bank of the South Saskatchewan River and varies in size from 600 millimetres (mm) in diameter (at Avenue H) to 2,100 mm (at the Wastewater Treatment Plant).

Due to the critical importance of this trunk sewer within the City's wastewater collection network, the City retained Andrews Infrastructure in 2006 to complete an inspection and assessment of the Interceptor to determine its current structural condition and to formulate a rehabilitation program to address any structural problems. As a result of the findings and recommendations of the study, two major Interceptor rehabilitation projects have already been completed, one in 2007 (downstream of the Spadina Lift Station), and the other in 2009 (between the Sid Buckwold Bridge and the Traffic Bridge).

Among the study's findings was the discovery that the downstream portion of the Interceptor, between approximately Lenore Drive and the Wastewater Treatment Plant, exhibits moderate corrosion in the form of surface softening and spalling. This section, which was constructed in 1971, is a 2,100 mm diameter reinforced concrete pipe, approximately 307 metres in length. All of the city's wastewater traverses this portion of the Interceptor.

This section of the Interceptor is the most important component of the City's wastewater collection system, and a catastrophic pipe failure of this portion has the potential to cause appreciable citywide impacts, including massive citywide interruption of wastewater service; substantial basement flooding due to backups into sub-trunk sewers which tie into the Interceptor; spilling of significant wastewater volumes into the South Saskatchewan River; and costly emergency repairs, including major temporary pumping systems and deep excavations in Meewasin Park.

Due to the extreme criticality of this portion of the Interceptor and the potentially disastrous effects that a pipe failure at this location would impose, the Administration began planning for rehabilitation of this pipe section. In 2009, this project was awarded funding under the Provincial-Territorial Base Funding Agreement based on an estimated project cost of \$1,400,000, with the provincial contribution being to a maximum of \$700,000. As a provision to the grant funding, the project must be completed by March 31, 2013.

## **REPORT**

Capital Project 2285 – Rehabilitation of Interceptor North of Lenore Drive, includes funding in 2011 in the amount of \$1,400,000.

The project was designed in July/August 2011 and consists of cleaning and cured-in-place pipe (CIPP) lining; rehabilitation of the inlet chamber; and installation of a new channel gate, complete with temporary sewer bypass pumping to facilitate construction of the rehabilitation works.

The CIPP lining method is primarily conducted within the pipe, with only limited access required at each end of the pipe section being lined. This method is uniquely suited for buried utility pipeline repair since extensive and costly trench excavations are not required. The CIPP liner, which is constructed of corrosion resistant materials, will reinstate the structural integrity of this section of the Interceptor and will address future structural deterioration due to corrosive attack.

Due to the large diameter of the pipe and the high base flows through it, there is a high level of difficulty and risks associated with executing this project. Therefore, key contractor specialties were required to pre-qualify for the construction contract to ensure they had sufficient experience and expertise. The pre-qualification process was issued through a competitive, public Request for Qualifications process, in August 2011. Two contractors were pre-qualified for the CIPP component of the work, and four companies were pre-qualified for the sewer bypass component of the work.

The tender was issued on September 15, 2011 and closed on October 7, 2011. Two tenders were received as follows:

- Insituform Technologies Ltd; and
- Michels Canada Co.

Based on Administration's review of the tenders, the low bid submitted by Insituform Technologies Ltd. (Insituform) in the amount of \$3,142,973.57 is complete and comprehensive, and appears fair in consideration of the detailed scope of work outlined in their work plan. Rejecting the tenders and retendering the project in the future is not expected to result in more competitive pricing from prospective bidders. In addition, delays in awarding the tender would result in loss of the funding for the project under the Provincial-Territorial Base Funding Agreement.

The original estimated project cost of \$1,400,000 is significantly less than the low bid of \$3,142,973.57. A major reason for this discrepancy is the unique nature of the project itself. Projects of this size and scope are very rare in North America, and accurate comparative cost databases do not exist. For example, this project requires a temporary sewer bypass pumping system capable of conveying over 1,725 L/s (27,340 USgpm), which will result in the need to employ five 450 mm diesel pumps at the primary bypass location (near Lenore Drive) and three 450 mm diameter above-ground discharge lines from the pump site to the Wastewater Treatment Plant. Insituform's daily rate for bypass pumping is approximately \$39,000, of which daily fuel costs alone are estimated to exceed \$7,000. The City has never undertaken a bypass pumping project of this magnitude; in fact, this is the first temporary sanitary sewer bypass pumping project of this magnitude in Western Canada.

**ENVIRONMENTAL IMPACT**

There is no environmental impact.

**FINANCIAL IMPACT**

Due to the level of complexity of this project, a minimum 10% contingency allowance is recommended for this work. Insituform's base price includes \$150,000 for a contingency allowance, as stipulated in the original tender documents. The Administration is recommending that the budget be increased by an additional \$134,330.82 to increase the available contingency allowance to 10% to account for additional unforeseen work or costs that may be required in the execution of the project.

Details of the financial proposal from Insituform, including the recommended increase to the contingency allowance, are as follows:

Base Price	\$2,993,308.16
Additional Contingency Allowance	\$ 134,330.82
G.S.T.	\$ 156,381.95
Sub-Total	\$3,284,020.93
Less G.S.T. Rebate	<u>(\$ 156,381.95)</u>
<b>Net Cost to the City</b>	<b>\$3,127,638.98</b>

The proposed funding sources for this project are summarized as follows:

Capital Project 1618 – 2011 Sanitary Sewer Trunks Preservation Program	\$ 142,380
Capital Project 1616 – 2011 Waste Water Collection Preservation Program	\$ 210,769
<b>Total Returned to Infrastructure Reserve - Water and Waste Water</b>	<b>\$ 353,149</b>
Capital Project 2285 – Rehabilitation of Interceptor North of Lenore Drive	\$1,400,000
2012 Allocation to Infrastructure Reserve - Water and Waste Water	<u>\$1,374,500</u>
	<b>\$3,127,649</b>

The budget for Capital Project 2285 – Rehabilitation of Interceptor North of Lenore Drive includes the \$700,000 grant funding contribution from the Provincial-Territorial Base Funding Agreement. The 2011 allocation from Capital Project 1616 and 1618 in the amount of \$210,769 and \$142,380, respectively, is based on funds remaining in those projects. It is proposed that the remaining \$1,374,500 be funded from the 2012 allocation to the Infrastructure Reserve - Water and Waste Water.

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Insituform's construction schedule proposes construction to commence in November 2011, however, the bulk of the major work will be undertaken between January and April 2012, access to 2012 funds will not be necessary until 2012.

**PUBLIC NOTICE**

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

## **Section F – UTILITY SERVICES**

### **F1) 2012 Capital Budget – Transit Replace/Refurb Buses Request to Pre-spend (Files CK. 1402-1 and WT. 1402-1)**

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- RECOMMENDATION:**
- 1) that City Council authorize Transit to over-spend Capital Project #583 - Transit Replace/Refurb Buses by \$105,000 in order to purchase six used buses from the City of Ottawa; and,
  - 2) that the Administration reduce planned expenditures in 2012 for this Project by \$105,000 in order to balance the project budget.

### **BACKGROUND**

The City's Transit Vehicle Replacement Reserve, the Federal Transit Funding Program, and the City's Capital Reserve combined, has adequate funds to replace three aged buses with three new low-floor 40' diesel buses and refurbish two to three buses annually. In 2012 and subject to receiving City Council approval, the Administration plans on purchasing two new buses at a cost of approximately \$450,000 each and refurbish three buses for a cost of \$30,000 to \$60,000 per unit. Further, the Administration has negotiated the 2012 purchase of six used articulating buses from New Flyer Industries (2002 – 2005 vintage) for approximately \$39,000 each plus shipping and preparation costs.

Most recently, the Administration has become aware of six used 1997 Nova low-floor 40' diesel buses available for immediate purchase from the City of Ottawa.

### **REPORT**

Recently, the Administration has been notified that the City of Ottawa is selling six used 1997 Nova low-floor 40' diesel buses. New power trains (i.e. engine and transmission) have recently been replaced in these buses (mileage between 10K and 200K) and the complete buses have been driven for approximately 600K. As a comparison, the City of Saskatoon's 1997 low-floor buses have been driven over 900K and have been refurbished at a cost of \$45,000 per unit plus installation of a new engine (\$30K) and transmission (\$20K).

Your Administration has tentatively offered to pay the City of Ottawa \$5,000 per bus and they have accepted this offer. Additional shipping costs of approximately \$5,000 per bus and minor painting and mechanical costs of approximately \$7,500 per bus will be required to road-ready these units for Saskatoon's Transit service.

### **OPTIONS**

Alternatively, the City could not purchase these buses from the City of Ottawa. Currently, Transit has sixteen (16) buses that are ready to be decommissioned. These buses are over 30 years of age and have been driven for approximately 1.5 million kilometres. Each year Transit spends money on refurbishing these units in order to pass Government inspections. Due to limited capital reserve funding, Transit is unable to keep pace with replacing its aging fleet with new buses. An opportunity to purchase good used equipment and then refurbish the buses has proven to be an extremely cost effective way to put aesthetically pleasing and mechanically sound buses on the road.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPACT**

The cost to purchase, ship and road-ready six used 1997 Nova low-floor 40' diesel buses will cost approximately \$105,000. The Administration is requesting City Council's authorization to pre-spend these funds out of its 2012 Capital Budget – Project #583 – Transit Replace/Refurb Buses. This accelerated purchase will mean that one less new bus will be purchased in 2012 and the difference in cost between buying six used buses and one new bus (i.e. \$450,000 - \$105,000 = \$345,000) will be used to refurbish existing buses, or purchase and refurbish buses from other municipalities.

### **PUBLIC COMMUNICATION PLAN**

The Administration is not required to undertake any initiatives to communicate this contract amendment to the general public.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse gas implications.

### **PUBLIC NOTICE**

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

**F2) 2009 Capital Budget**  
**Capital Project #1245 - WWT - Grit & Screen Facility**  
**Heavy Grit Dewatering Facility**  
**Contract No. 11-0733 Tender Award**  
**(Files CK. 7800-1 and WT. 7970-44)**

- RECOMMENDATION:**
- 1) that the tender submitted by VCM Construction Ltd. for the Waste Management Centre Heavy Grit Dewatering Facility, Contract No. 11-0733, at a total estimated cost of \$1,883,700.00 including PST and GST be accepted;
  - 2) that the City Solicitor be instructed to prepare the necessary contract documents for execution by His Worship the Mayor and the City Clerk under the Corporate Seal.

**BACKGROUND**

Capital Project #1245 – WWT – Grit & Screen Facility included funding for an expansion of the existing grit and screen facility at the Wastewater Treatment Plant which was completed in 2009. The project also included funding for a Heavy Grit Dewatering Facility at the Regional Waste Management Centre (Landfill) where heavy grit loads, including the City's sewer flushing trucks, hydrovac spoil, and car wash sump removals, are dewatered and dried allowing the material to be used as landfill cover. The Ministry of Environment has identified that the current practice of dumping the material in areas adjoining the Wastewater Treatment Plant (WWTP), allowing it to dry naturally, and then hauling material to the landfill is no longer acceptable. The new facility will allow for the water to be separated from the heavy grit, and then processed by the sanitary sewer system. The dewatered grit will be landfilled at the Regional Waste Management Centre.

**REPORT**

Contract Number 11-0733 was issued for the construction of the Heavy Grit Dewatering Facility as designed by Stantec Consulting Ltd. The tender was opened publicly on October 14, 2011 with three bids received from the following firms:

- |   |                |
|---|----------------|
| • V.C.M. Construction Ltd. (Saskatoon, SK)                  | \$1,883,700.00 |
| • Stuart Olson Dominion Construction Ltd. (Saskatoon, SK)   | \$1,997,452.00 |
| • Graham Construction and Engineering, a JV (Saskatoon, SK) | \$2,004,450.00 |

### OPTIONS

The Ministry of Environment requires the City to halt the current heavy grit handling practices. Any delay to the construction of the Heavy Grit Dewatering Facility will endanger meeting strict timelines as set out by the Ministry of Environment.

### POLICY IMPLICATIONS

There are no policy implications.

### FINANCIAL IMPLICATIONS

The construction tender price, and the net cost to the City would be as follows:

Heavy Grit Dewatering Facility Lump Sum	\$1,769,000.00
Cash Allowance – Materials Testing	10,000.00
Electrical Allowance	<u>15,000.00</u>
Subtotal	\$1,794,000.00
G.S.T. @ 5%	<u>89,700.00</u>
<b>Total Cost</b>	<b>\$1,883,700.00</b>
G.S.T. Rebate @ 5%	<u>(89,700.00)</u>
<b>Net Cost to the City</b>	<b><u>\$1,794,000.00</u></b>

Outside of this construction contract, there remain significant capital requirements related to this project. Other capital requirements will include the construction of water and sanitary sewer connections, a small sanitary lift station, gating, and a client interface system. Administration will finalize construction estimates and bring forward a future report outlining the funding strategy. At this time, Administration estimates additional funding of \$885,000 will be required, which will be funded through reallocation of project funding from the Sewage Treatment Capital Reserve.

Capital Project #1245 – WWT – Grit & Screen Facility has \$2,310,000 of remaining funding, so is sufficient to award this contract.

### ENVIRONMENTAL IMPLICATIONS

This facility is intended to replace the current practice of dumping the heavy grit material in areas adjoining the WWTP, thus protecting the river and groundwater from possible contamination due to runoff and soil infiltration.

## **PUBLIC NOTICE**

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

### **F3) Recycling Request For Proposals (Files CK. 7830-5 and WT. 7832-19)**

- RECOMMENDATION:**
- 1) that the Draft Recycling Request For Proposals (RFP) documents included in this report be finalized for issuance through the City of Saskatoon Purchasing Department in accordance with the identified time-lines; and,
  - 2) that the Evaluation Committee report back to City Council with a recommendation related to award of contract.

## **BACKGROUND**

At its August 17, 2011 meeting, City Council provided direction to Administration regarding preparation of the draft RFP as follows:

“that the evaluation of proposals submitted under the Recycling RFP be based on complete proposals including both collections and processing components or proposals on collections alone or proposals on processing alone.”

## **REPORT**

The current draft Requests For Proposals (RFPs) have been updated based on Council direction, and are included with this report as Attachments 1 and 2. Attachment 1 is the draft Collections Services RFP; Attachment 2 is the draft Processing and Marketing Services RFP.

The RFPs have been written to maximize flexibility such that both competition and innovation from industry may be the focus rather than prescriptive terms. The RFPs contain a mere three Mandatory Requirements: 1) the submission must be received on time; 2) the bidder must include an executed Consent of Surety; and 3) the proposal must include pricing for the provision of unsorted fibre to Cosmopolitan Industries.

It is anticipated this flexible approach will minimize the rejection of proposals. Besides compliance with the three Mandatory Requirements, there remains the potential that a submission may be rejected if it proposes an orphan service (e.g. a commingled collections proposal is received, but no commingled processing and marketing proposal).

Greater detail has been provided in the technical requirements section of the RFPs to more clearly illustrate to proponents the desired information requested by the City through its RFP process.

Administration conducted a second public Bidders' Information Meeting on September 14, 2011 at TCU Place. The Bidders' Information Meeting was held to receive input from the private sector on any potential challenges the new direction from Council may pose. Seven companies and organizations participated in the meeting.

Draft versions of the technical requirements for Collections and Processing/Marketing were provided to attendees and feedback was sought on the content therein. Opportunities to discuss the fundamentals of the RFP, proposed evaluation method, payment method (per household vs. per tonne), exclusion of glass, and the No Harm (provision of fibre) clause to Cosmopolitan Industries were also provided. The majority of questions from attendees were of a general nature; however, feedback from attendees provided further clarity to the Administration on a suitable fee structure for contractors.

The draft Collections RFP now stipulates that services would be charged on a per household basis as this is the manner in which a Collections contractor would incur costs – by travelling from household to household. In the original RFP, the entire residential curbside recycling program contract would have been paid on a per tonne of recycled material basis.

The Processing and Marketing RFP will charge on a per tonne material *recycled* basis. Payment on per tonne *recycled* provides incentive to the Processor in achieving the required specifications for downstream markets and minimizing residuals/wasted recyclables.

### **Evaluation**

An evaluation process, which aligns with the RFP Fundamentals outlined in May, has been adjusted to account for a separated proposal process, as well as to provide proponents with greater detail on the information being requested.

The Evaluation Committee will consider whether a Proposal substantially satisfies the requirements of the RFP and demonstrates that the Proponent is capable of performing and will perform the obligations and responsibilities of an Agreement. A three-envelope system will form the basis of the evaluation process.

The first sealed envelope will contain the Mandatory Requirements: the Submission must be received at the Delivery Address no later than the Closing Time; the Proponent must include an executed Consent of Surety from the Proponent's surety; and, the Proponent must include pricing

for the Provision of unsorted fibre to Cosmopolitan Industries. This package will be reviewed prior to consideration of the Technical Submission.

The second sealed envelope will contain the Technical Proposal Requirements. These include the various performance-based objectives for which points are awarded (to a maximum of 65) based on the quality of the Submission. This package will be reviewed prior to consideration of the Financial Submission.

The third sealed envelope will contain the Financial Proposal Requirements. A maximum of 35 points may be awarded based on the quality of the Submission. For the purposes of comparing Submissions, the Evaluation Committee will use a net present value approach to the pricing provided for each year of the seven year term.

Composition of the Evaluation Committee is proposed as follows:

- Jeff Jorgenson, General Manager, Utility Services Department
- Brenda Wallace, Manager, Environmental Services Branch
- Linda Andal, Finance Branch, Corporate Services Department
- One Representative from the City's Internal Auditor, Garman Weimer & Associates Ltd.
- One Representative from **exp** Services Inc., Consultant

The Evaluation Committee anticipates selecting as Preferred Proponent(s), the Proponent(s) submitting the Proposal(s) achieving the highest score based on a detailed evaluation. The following tables summarize the maximum points available through evaluation.

### Collections Evaluation Matrix

<b>Evaluation Criteria</b>	<b>Maximum Available Points</b>
EFFICIENCY: Management and Track Record	10 points
EFFICIENCY: Quality Control/Quality Assurance	5 points
EFFICIENCY: Communication Plan	5 points
EFFICIENCY: Reporting	5 points
SUSTAINABILITY: Economic Viability	15 points
SUSTAINABILITY: Environmental Impact	2 points
CONVENIENCE TO RESIDENTS: Participation	15 points
CONVENIENCE TO RESIDENTS: Implementation	1 point
CONVENIENCE TO RESIDENTS: Interruption/Contingency Plan	1 point
DIVERSION OF MATERIALS: Range of Materials	2 points
DIVERSION OF MATERIALS: Material Capture	4 points
<b>Financial Submission (Package 3)</b>	<b>35 points</b>
<b>TOTAL</b>	<b>100 points</b>

**Processing & Marketing Evaluation Matrix**

<b>Evaluation Criteria</b>	<b>Maximum Available Points</b>
EFFICIENCY: Management and Track Record	10 points
EFFICIENCY: Quality Control/Quality Assurance	5 points
EFFICIENCY: Communication Plan	5 points
EFFICIENCY: Reporting	5 points
SUSTAINABILITY: Economic Viability	20 points
SUSTAINABILITY: Environmental Impact	2 points
CONVENIENCE TO RESIDENTS: Participation	4 points
CONVENIENCE TO RESIDENTS: Implementation	1 point
CONVENIENCE TO RESIDENTS: Interruption/Contingency Plan	1 point
DIVERSION OF MATERIALS: Range of Materials	2 points
DIVERSION OF MATERIALS: Material Capture	10 points
<b>Financial Submission (Package 3)</b>	<b>35 points</b>
<b>TOTAL</b>	<b>100 points</b>

Evaluation of Proposals will follow a three stage process:

**Stage 1**

Each category of bid will be evaluated against its peers as follows:

- commingled collections
- commingled processing & marketing
- multi-stream collections
- multi-stream processing & marketing
- ‘complete proposals’ (combined collections/processing)

A technical evaluation will occur independent of the review of the financial submissions such that the financial evaluation formula applies to each category of bid in the first evaluation round.

**Stage 2**

The highest scoring collections proposals will be matched with the highest scoring processing & marketing proposals from each category. Orphan proposals will be rejected (e.g. commingled collections proposal that cannot be matched to a commingled processing proposal). The goal of the evaluation process is to identify the highest-scoring proposal(s) for the delivery of a curbside recycling program. This requires both collections and processing services. A maximum of 130 points (i.e. 65 points awarded for collections + 65 points awarded for processing & marketing) may be identified through the technical evaluation.

A new financial score will be assigned based on the combined collections/processing services. The result of the financial evaluation will identify curbside recycling service proposal scores out of a maximum of 70 points (i.e. 35 points awarded for collections + 35 points awarded for processing & marketing).

### **Stage 3**

The highest scoring curbside recycling program (out of a maximum of 200 points) will be selected as the Preferred Proposal(s).

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

The City has identified a budget of \$27,407,140 over the term of the seven-year contract for the collection, processing and marketing of recyclable materials for all single-family dwellings as defined by the RFP.

<b>Affordability Ceiling</b>							
<b>Year</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Annual Total Cost	\$3,800,000	\$3,820,816	\$4,021,059	\$4,209,964	\$4,408,390	\$4,616,817	\$4,835,751

If the annual cost to the City provided by the Preferred Proponent(s) is equal to or lower than each and every annual cost shown above, the Evaluation Committee will recommend to City Council award of the Contract.

If the highest scoring Proposal(s) costs more than any annual amount above, negotiations will occur with the Preferred Proponent(s) in an attempt to match the level of service to the available budget. If this is not possible, the results will be presented to City Council for a decision on whether or not to award.

### **ENVIRONMENTAL IMPLICATIONS**

Environmental impacts will be reported on in subsequent reports outlining program specifics derived from the highest scoring Proposal.

### **PUBLIC NOTICE**

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

**ATTACHMENTS**

1. Draft Request For Proposals for Collection Services for a Single-Family Residential Curbside Recycling Program
2. Draft Request For Proposals for Processing and Marketing Services for a Single-Family Residential Curbside Recycling Program

Respectfully submitted,

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Paul Gauthier, General Manager  
Community Services Department

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Marlys Bilanski, General Manager  
Corporate Services Department

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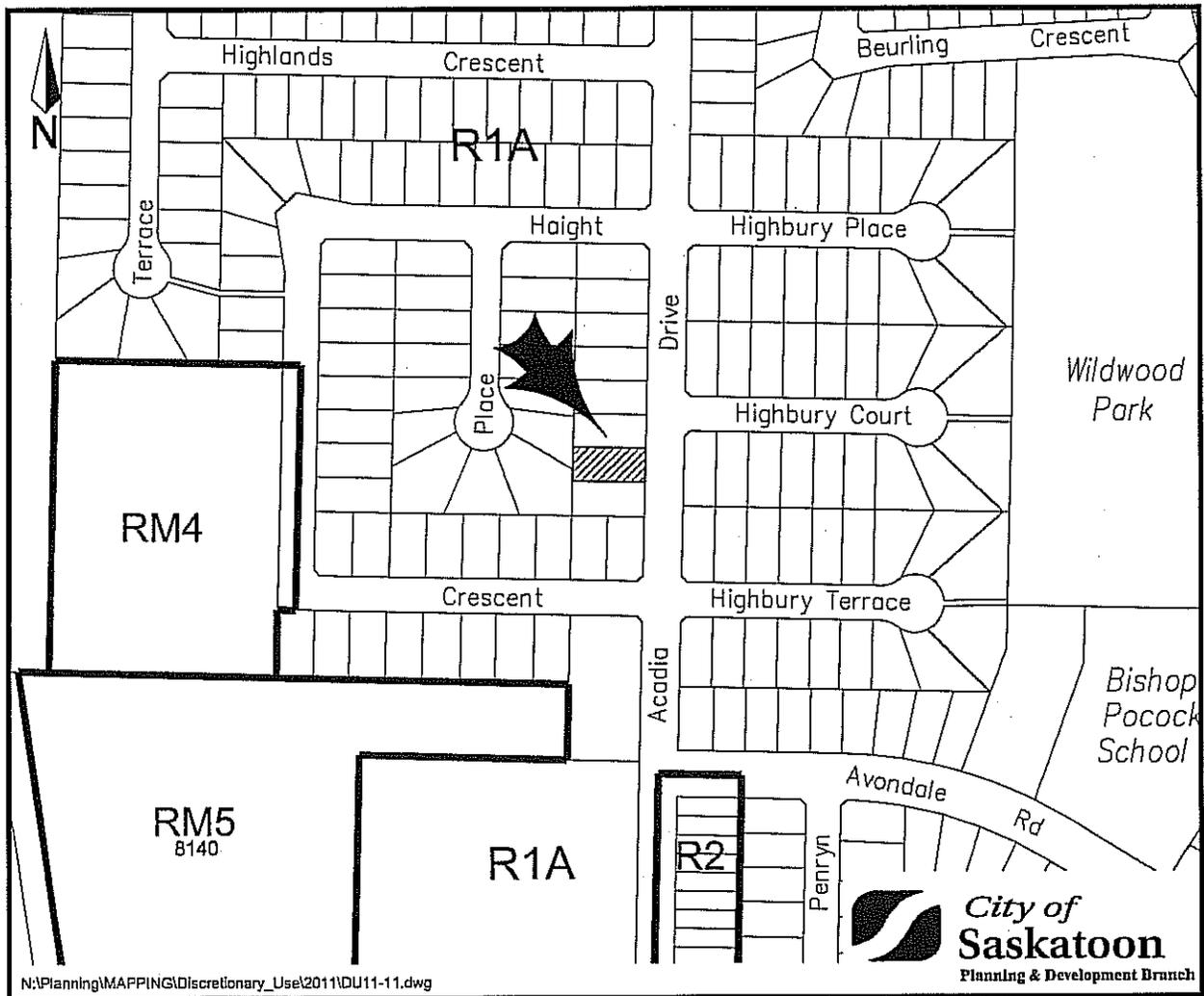
Mike Gutek, General Manager  
Infrastructure Services Department

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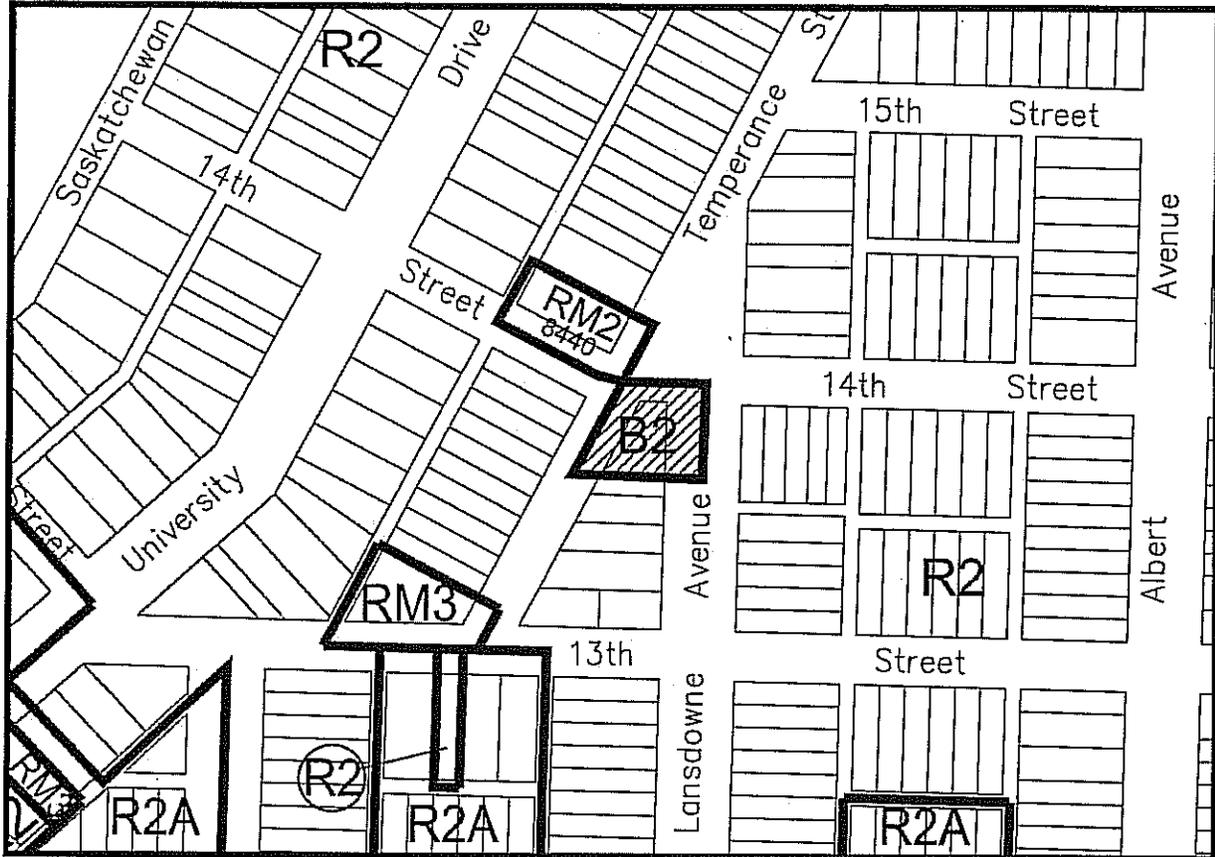
Jeff Jorgenson, General Manager  
Utility Services Department



# Proposed Discretionary Use D11/11

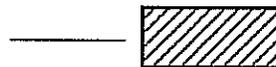


Proposed Rezoning No. Z14/11



PROPOSED REZONING

From B2 to B1 by Agreement





B3

City of Saskatoon  
Surplus/Deficit Summary  
1996 to 2010

Year	Surplus/(Deficit)	Use of Funds
2010	420,315	To Stabilization Reserve
2009	3,663,871	\$243,992 Capital projects; \$89,166 to IT software licenses; remainder to Stabilization Reserve
2008	(1,244,863)	Funded by Stabilization Reserve & Building Permit/Inspection Stabilization Reserve
2007	(1,432,578)	Funded by Stabilization Reserve
2006	(1,843,307)	Funded by Stabilization Reserve
2005	2,706,130	} Three years of cumulative surpluses distributed as follows: \$166,2000 to Access Transit; \$239,700 to Landfill Reserve; \$1,862,506 to Snow & Ice Reserve; \$1,000,000 to the City's Share of the UDA; \$250,000 to WDM; \$1,000,000 to Persephone Theatre; \$100,000 for the SPCA Building; \$100,000 to Pleasant Hill; \$500,000 for the Enterprise Zone.
2004	1,334,898	
2003	1,177,408	
2002	1,842,097	
2001	913,206	
2000	1,871,160	\$163,000 to Access Transit; remainder to Stabilization Reserve
1999	573,764	To Stabilization Reserve
1998	428,973	To Stabilization Reserve
1997	(1,654,747)	Funded by Stabilization Reserve & Sinking Fund Surplus
1996	(1,960,283)	Funded by Stabilization Reserve

**BUSINESS PLAN AND BUDGET DECISION ITEM****Business/Service Line: Corporate Governance and Finance****Efficiencies/Savings/Redistribution: Establishment of a Fuel Stabilization Reserve****1. Recommendation**

That the City establish a Fuel Stabilization Reserve to mitigate the impact of varying fuel rates on the City's annual budgeting and actual results process.

**2. Problem or Opportunity (Issue Statement)**

The 2011 Operating Budget is currently projecting a \$1.1 million shortfall due to actual fuel costs being higher than budget. This will not only impact our year-end actual results, it will also impact the 2012 Operating Budget, assuming the price of fuel remains high. It is very difficult to predict fuel prices as proven by past budgets where Administration has been both high and low.

**3. Background Rationale**

The City currently has a contract in place with PetroCanada for unleaded gas and diesel requirements. The City has also used futures pricing. Both methods have proven successful in the past; however it is impossible to predict fuel prices with any certainty. Your Administration currently has a Revenue Stabilization Reserve. The intent of this reserve is to stabilize future operating revenues as they are usually more unpredictable than expenditures. However, the reserve has consistently been used to offset year-end deficits regardless of the reason. Your Administration plans to review the scope and name of this reserve.

In addition, your Administration is recommending the establishment of a Fuel Stabilization Reserve. This reserve will be used specifically to offset fuel fluctuations and will have a balance sufficient to cover the City's risk. This level is currently being examined. The intent is to transfer an equivalent amount from the existing Revenue Stabilization Reserve which currently has a balance of \$3.7M. Future contributions to this reserve will either be through actual year-end results, or a planned contribution.

**4. Implications of the Recommendation**

A Fuel Stabilization Reserve will mitigate any negative or positive impact on year-end results resulting from a fuel price variance.

**5. Alternatives to the Recommendation**

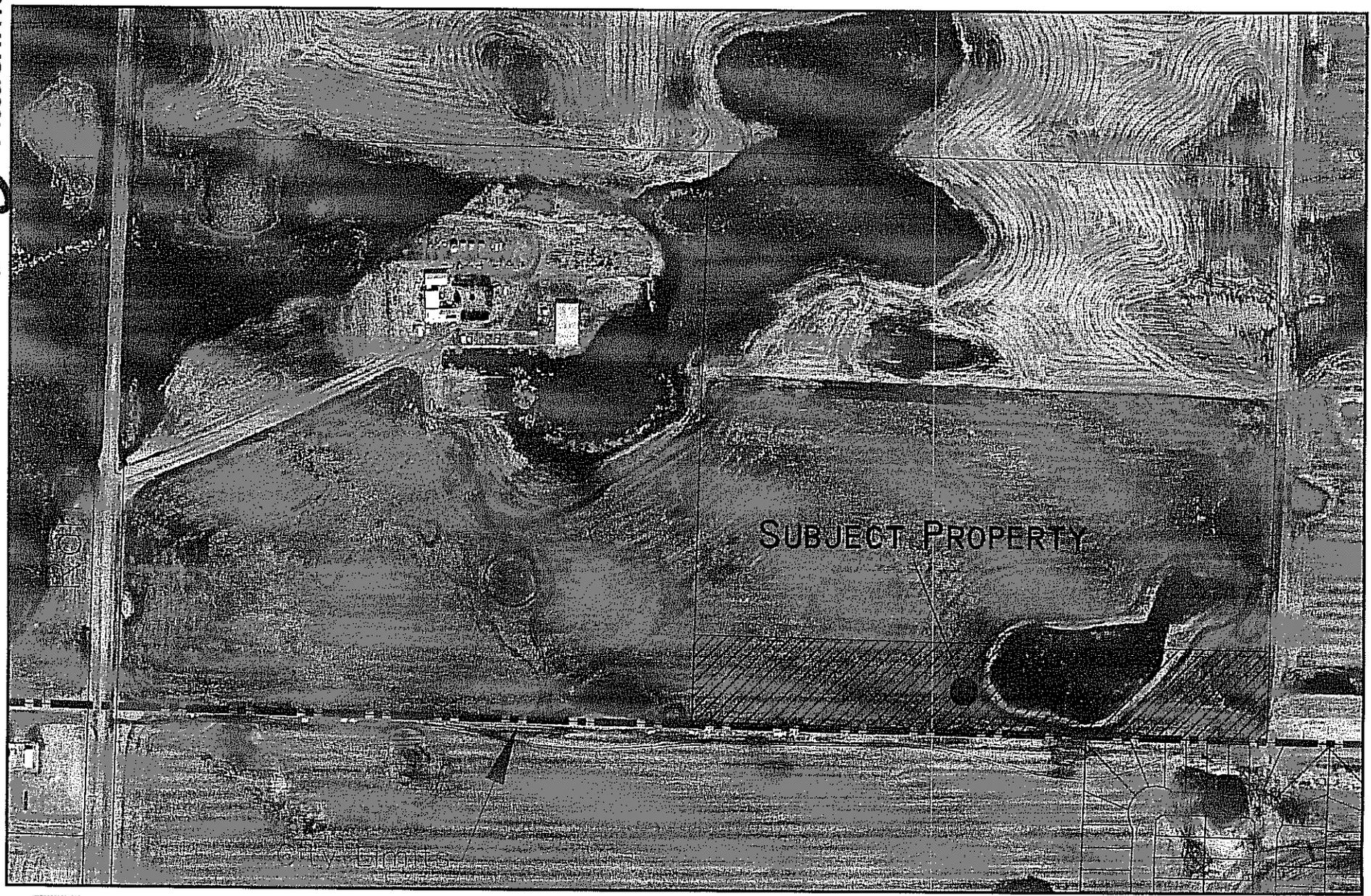
Continue to budget to the best of Administration's ability and let any variances flow through to the Revenue/Fiscal Stabilization Reserve.

## 6. Communications Approach

There is limited need for a communications strategy for this decision item.



# Schedule A - Land Required for Claypool Drive Extension and Blairmore Force Main



Corporate Projects - Real Estate Section - October 2011  
Note: The City does not guarantee the accuracy of this plan. To ensure accuracy, please refer to the Registered Plan of Survey. This plan is not to scale. Distances are in metres unless shown otherwise. Do not scale.

Land Area Required = 24,928.63sqm or 6.16ac



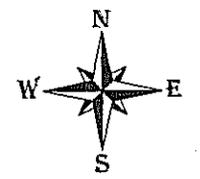
# Schedule A - Land Required for Claypool Drive Extension and Blairmore Force Main



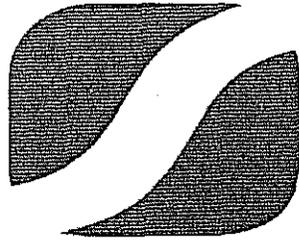
Corporate Projects - Real Estate Section - October 2011

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

## Land Area Required = 24,928.63sqm or 6.16ac



F3



*City of*  
**Saskatoon**

**DRAFT – October 26, 2011**  
**Request For Proposals for**  
**Single-Family Residential Curbside Recycling Program**  
**Collection Services**

Closing Time: 4:00 p.m. (CST), February 3, 2012

Delivery Address:  
330 – 350 3<sup>rd</sup> Ave. North  
Saskatoon, Sk.  
S7K 6G7

Contact Person: Kelly G. Goyer

E-mail address: [kelly.goyer@saskatoon.ca](mailto:kelly.goyer@saskatoon.ca)

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## **1 INTRODUCTION**

### **1.1 Purpose of this Request for Proposal**

The purpose of this Request for Proposals (RFP) is to invite interested Proponents to prepare and submit competitive Proposals for the Collection of common Recyclable Materials for all single-family dwellings as well as townhouses or other buildings currently receiving individual solid waste collection services from the City of Saskatoon.

### **1.2 Eligibility to Participate in this RFP**

Any interested party or parties, may submit a Proposal to this RFP. Proponents may be corporations, cooperatives, joint ventures, partnerships, associations, sole proprietorships, or any other legal entity eligible to conduct business within the Province of Saskatchewan.

## **2 THE PROJECT**

### **2.1 Scope of the Successful Proponent's Responsibility**

This RFP and the Proposal submitted by the Successful Proponent(s) will be combined with any subsequent negotiated items between the two parties to form the basis for an Agreement between the City and the Successful Proponent(s). The basic responsibilities of the Proponent are outlined in Appendix B, and are summarized as follows:

- Provide, deliver, and maintain for the duration of the Agreement suitable Recycling Container(s) for all Serviced Units.
- Provide Collection services to all identified residential properties including approximately 66,000 residences, primarily consisting of single family dwellings but also some townhouses or other buildings currently receiving individual solid waste collection services within the City of Saskatoon. Collection to occur on a minimum semi-monthly basis and be appropriately coordinated with garbage collection days.
- Transporting collected Recyclable Materials to a designated Processing facility.
- Provide ongoing customer service to residents as the main point of contact for customers utilizing the city-wide curbside recycling service.
- Educate and provide outreach services in collaboration with the City and Processor.
- Undertake regular monitoring and reporting to the City.
- Provide quantities, on a regular basis and during normal business hours, of unsorted fibre in good condition to Cosmopolitan Industries in approximately the following proportions: 76% ONP, 16% OCC, 8% Mixed Waste Fibre. Quantities would be established annually by the City of Saskatoon.

### **2.2 Additional Services**

In order to determine future interest for private sector provision of recyclables collection and processing for multi-family dwellings, Proponents may include these additional services in their proposal, but are not required to do so for successful submission.

PLEASE NOTE: no additional points will be awarded for proposals that include additional services, and any costs submitted will not form part of the cost evaluation process. The City may, at its sole discretion, further discuss and enter into an agreement with any Proponent for the provision of multi-family solutions

whether or not the Proponent was the Successful Proponent for single-family curbside recycling services.

- Provide, deliver, and maintain for the duration of the Agreement suitable Recycling Container(s) for all identified serviced units.
- Provide collection service to all identified multi-unit residential properties including approximately 22,000 multi-family dwellings.
- transporting collected Recyclable Materials to a designated Processing Facility
- Undertake regular monitoring and reporting as defined in the Proposal Requirements outlined in Appendix B.
- Provide customer service to residents.
- Educate and provide outreach services in collaboration with the City.

### 2.3 Agreement

The City and the Successful Proponent(s) will enter into an Agreement for the provision of the single-family curbside recycling program which will set out the terms and conditions applicable to the Project. The following are some of the key commercial terms that the City anticipates will be included in the Agreement:

Term: The term of the Agreement will be for seven (7) years commencing on the first day of provision of services.

Payment: Payment shall be made monthly based on the provision of required reports and an invoice. Monthly fees will be assessed on a per-household basis.

Insurance: Collector to provide \$5 million commercial general liability insurance and \$5 million automobile liability insurance for the Term of the Agreement.

## 3 PROCUREMENT PROCESS

### 3.1 Estimated Timeline

The following is the City's estimated timeline for the Project:

Activity	Timeline
RFP Issued	November 28, 2011
Introductory Project Meeting	December 14, 2011
RFP Closing Time	4:00 p.m. (CST), February 3, 2012
Selection of Preferred Proponent	February 17, 2012
Contract Award	March 26, 2012

This estimated timeline is subject to change at the sole discretion of the City

### 3.2 Introductory Project Meeting

The City intends to hold an Introductory Project Meeting to introduce the Project to Proponents, who have completed, signed and delivered the Proponent Registration Form referenced as Appendix C. Attendance will not be mandatory. Minutes will not be prepared or circulated.

Any issues arising that require clarification will be included in this RFP by way of Addendum.

Any statements made by the City or any of their respective advisors or representatives at the Introductory Project Meeting shall not and will not be relied upon in any way by the Proponents, except as included in this RFP by way of Addendum.

### **3.3 Inquiries**

All Inquiries and communications regarding any aspect of this RFP should be directed to the Contact Person by email and the following applies to any Inquiry:

- a) responses to an Inquiry will be in writing;
- b) all Inquiries, and all responses to Inquiries from the Contact Person, will be recorded by the City;
- c) the City is not required to provide a response to any Inquiry;
- d) a Proponent may request that a response to an Inquiry be kept confidential by clearly marking the Inquiry "Commercial in Confidence" if the Proponent considers the Inquiry to be a matter of proprietary commercial interest;
- e) if the City decides that an Inquiry marked "Commercial in Confidence", or the City's response to such an Inquiry, must be distributed to all Proponents, then the City will permit the inquirer to withdraw the Inquiry rather than receive a response and if the Proponent does not withdraw the Inquiry, then the City may provide its response to all Proponents;
- f) notwithstanding Section 3.3(d) and 3.3(e):
  - i. if one or more other Proponents submits an Inquiry on the same or similar topic to an Inquiry previously submitted by another Proponent as "Commercial in Confidence", the City may provide a response to such Inquiry to all Proponents; and
  - ii. if the City determines there is any matter which should be brought to the attention of all Proponents, whether or not such matter was the subject of an Inquiry, including an Inquiry marked "Commercial in Confidence", the City may, in its discretion, distribute the Inquiry, response or information with respect to such matter to all Proponents.

Information offered from sources other than the Contact Person with regard to this RFP is not official, may be inaccurate, and should not be relied on in any way, by any person for any purpose.

### **3.4 Addenda**

The City may, in its absolute discretion through the Contact Person, amend this RFP at any time by issuing a written Addendum. Written Addenda are the only means of amending or clarifying this RFP, and no other form of communication whether written or oral, including written responses to Inquiries as provided by Section 3.3, will be included in, or in any way amend, this RFP. Only the Contact Person is authorized to amend or clarify this RFP by issuing an Addendum. No other employee or agent of the City is authorized to amend or clarify this RFP. The City will provide a copy of all Addenda to all Proponents, who have completed, signed and delivered the Proponent Registration Form referenced as Appendix C.

### **3.5 Provision of Information**

The City will supply relevant supporting information to Proponents when Appendix C has been completed, signed and delivered to the Contact Person. The City does not make any representation as to the relevance, accuracy or completeness of any of the information made available except as the City may advise with respect to a specific document.

This supplied information may be supplemented or updated from time to time. Although the City will

attempt to notify Proponents of all updates, Proponents are solely responsible for ensuring they check with the Contact Person frequently for updates and to ensure the information used by the Proponents is the most current, updated information.

**4 FINANCIAL REQUIREMENTS**

**4.1 Affordability Ceiling**

The City has identified an Affordability Ceiling of **\$27,407,140** in as spent dollars for the collection, processing and marketing of recyclable materials for all single-family dwellings as well as townhouses or other buildings currently receiving individual solid waste collection services within the City of Saskatoon. Project approvals will be based on the Affordability Ceiling.

Affordability Ceiling							
Year	2012	2013	2014	2015	2016	2017	2018
Annual Total Cost	\$3,800,000	\$3,820,816	\$4,021,059	\$4,209,964	\$4,408,390	\$4,616,817	\$4,835,751

The Evaluation Committee will evaluate, select, and where necessary match, the highest scoring Proposal or Proposals in the manner set out in Appendix A. If the annual cost to the City provided by the Preferred Proponent(s) is equal to or lower than each and every annual cost shown above, the Evaluation Committee will recommend to City Council award of the Contract.

If the highest scoring Proposal(s) costs more than any annual amount above, the results will be presented to City Council for a decision on whether or not to award.

The Evaluation Committee reserves the right to consider only those Proposals that are under the Affordability Ceiling.

**4.2 Performance Bonding**

Under the Contract, the successful Proponent will be required to provide the City with a 50% performance bond issued by a surety company acceptable to the Owner and authorized to transact the business of suretyship in Saskatchewan. Each Proponent must provide with the Proposal a Consent of Surety executed by the Proponent’s surety.

**5 PROPOSAL REQUIREMENTS**

**5.1 Proponent Registration Form**

As a condition of participating in this RFP each Proponent must complete, sign and deliver to the Contact Person, the Proponent Registration Form, substantially in the form attached as Appendix C. Proponents will not be provided with access to the website, receive Addenda, be invited to participate in the Introductory Project Meeting, or participate further in the Competitive Selection Process unless and until they have completed, signed and delivered Appendix C as required by this Section.

**5.2 Proposal Format and Content**

Proposals should be in the format and include the content described in Appendices A and B.

## **6 SUBMISSION INSTRUCTIONS**

### **6.1 Closing Time and Delivery Address**

Proposals must be received at the Delivery Address before the Closing Time. Proposals received after the Closing Time will not be considered and will be returned unopened.

### **6.2 Number of Copies**

A Proponent should submit Proposals as described in Appendix A – Proposal Guidelines and Evaluation. The electronic copy should be on CD or DVD, with a label on each CD or DVD describing its contents.

### **6.3 No Fax or Email Submission**

Proposals submitted by fax or email will not be accepted.

### **6.4 Language of Proposals**

Proposals should be in English. Any portion of a Proposal not in English may not be evaluated.

### **6.5 Receipt of Complete RFP**

Proponents are responsible to ensure that they have received the complete RFP, as listed in the table of contents of this RFP, plus any Addenda. A submitted Proposal will be deemed to have been prepared on the basis of the entire RFP issued prior to the Closing Time. The City accepts no responsibility for any Proponent lacking any portion of this RFP.

### **6.6 Electronic Communication**

Proponents should not communicate with the Contact Person by fax. The Contact Person will not respond to any communications sent by fax. The following provisions will apply to any email communications with the Contact Person, or the delivery of documents to the Contact Person by email where such email communications or deliveries are permitted by the terms of this RFP.

The City does not assume any risk or responsibility or liability whatsoever to any Proponent:

- a) for ensuring that any electronic email system being operated for the City is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Proponent's transmission cannot be received; or
- b) if a permitted email communication or delivery is not received by the City or, or received in less than its entirety, within any time limit specified by this RFP; and
- c) all permitted email communications with, or delivery of documents by email to, the Contact Person will be deemed as having been received by the Contact Person on the dates and times indicated on the Contact Person's electronic equipment.

### **6.7 Inconsistency between Paper and Electronic Form**

If there is any inconsistency between the paper form of a document issued by or on behalf of the City to Proponents and the digital, electronic or other computer readable form, the paper form of the document will prevail.

## **6.8 Amendments to Proposal**

A Proponent may amend any aspect of its Proposal at any time prior to the Closing Time by delivering written notice, or written amendments, to the Delivery Address prior to the Closing Time.

## **6.9 Revisions Prior to the Closing Time**

A Proponent may amend or withdraw its Proposal at any time prior to the Closing Time by delivering written notice to the Contact Person at the Delivery Address prior to the Closing Time.

## **6.10 Validity of Proposals**

By submitting a Proposal, each Proponent agrees that its Proposal, including all prices, will remain fixed and irrevocable from the Closing Time until midnight at the end of the 90th day following the Closing Time (the Proposal Validity Period).

## **6.11 Material Change after RFP Closing Time**

A Proponent will give immediate notice to the City of any material change that occurs to a Proponent after the Closing Time, including a change to its membership or a change to financial capability.

# **7 EVALUATION**

## **7.1 Mandatory Requirements**

The City will review Proposals on a preliminary basis to determine whether they comply with the Mandatory Requirements. Proposals which do not comply with the Mandatory Requirements will be rejected and not considered further in the evaluation process.

The City has determined that the following are Mandatory Requirements:

- a) the Submission must be received at the Delivery Address no later than the Closing Time;
- b) the Proponent must include an executed Consent of Surety from the Proponent's surety; and
- c) the Proponent must include pricing for the Provision of unsorted fibre to Cosmopolitan Industries.

The other requirements of this RFP, even if stated in mandatory terms, are not included in the Mandatory Requirements.

## **7.2 Evaluation Committee**

The City will appoint a committee (Evaluation Committee) to evaluate Proposals and identify the Preferred Proponent(s). The Evaluation Committee may be assisted by other persons as the Evaluation Committee may decide it requires, including technical, financial, legal and other advisers or employees of the City.

## **7.3 Evaluation of Proposals**

The Evaluation Committee will evaluate Proposals in the manner set out in Appendix A and may consider any criteria it considers relevant.

The Evaluation Committee may, in its sole and absolute discretion, but is not required to:

- a) conduct reference checks relevant to the Project with any or all of the references cited in a Proposal, or with any other person not listed in a Proposal, to verify any and all information regarding a Proponent, including its directors, officers and the Key Individual;
- b) conduct any background investigations that it considers necessary in the course of the Competitive Selection Process;
- c) seek clarification or rectification of a Proposal or supplementary information from any or all Proponents;
- d) request interviews or presentations with any, all or none of the Proponents to clarify any questions or considerations based on the information included in Proposals during the evaluation process, with such interviews or presentations conducted in the discretion of the City, including the time, location, length and agenda for such interviews or presentations; and
- e) the Evaluation Committee may in its sole and absolute discretion rely on and consider any information received as a result of such reference checks, background investigations, requests for clarification or supplementary information and interviews/presentations in the evaluation of Proposals.

The Evaluation Committee may decide not to complete a detailed evaluation of a Proposal if the Evaluation Committee concludes having undertaken a preliminary review of the Proposal as compared to other Proposals, the Proponent of the Proposal is not in contention to be selected as the Preferred Proponent.

## **8 SELECTION OF PREFERRED PROPONENT(S) AND AWARD**

### **8.1 Selection and Award**

If the City selects a Preferred Proponent(s), the City will invite the Preferred Proponent(s) to enter into discussions to settle all terms of the Agreement, based on the Preferred Proponent's Proposal, including any clarifications that the Preferred Proponent(s) may have provided during the evaluation of Proposals.

The City also reserves the right to negotiate changes to the Proposal.

If for any reason the City determines that it is unlikely to reach final agreement with the Preferred Proponent, then the City may terminate the discussions with the Preferred Proponent and proceed in any manner that the City may decide, in consideration of its own best interests, including:

- a) terminating the procurement process entirely and proceeding with some or all of the Project in some other manner, including using other Collectors; or
- b) inviting one of the other Proponents to enter into discussions to reach final agreement for completing the Project.

Final approval of City Council will be a condition precedent to the final execution or commencement of the Contract.

### **8.2 No Partial Compensation for Participation in this RFP**

The City will not provide any compensation to Proponents for participating in this RFP Competitive Selection Process.

### **8.3 Debriefs**

The City will, following Contract Award, upon request from an unsuccessful Proponent, conduct a debriefing for that Proponent. In a debriefing the City may discuss the relative strengths and weaknesses of that Proponent's Proposal, but the City will not disclose or discuss any Confidential Information of another Proponent.

## **9 CONFLICT OF INTEREST AND RELATIONSHIP DISCLOSURE**

### **9.1 Reservation of Rights**

The City reserves the right to disqualify any Proponent that in the City's opinion has a conflict of interest or an unfair advantage (including access to any Confidential Information not available to all Proponents), whether real, perceived, existing now or likely to arise in the future, or may permit the Proponent to continue and impose such conditions as the City may consider to be in the public interest or otherwise required by the City.

### **9.2 Conflict of Interest Declaration**

Each Proponent should fully disclose all relationships they may have with the City or any other person providing advice or services to the City with respect to the Project or any other matter that gives rise, or might give rise, to an unfair advantage:

- a) by submission of the completed Conflict of Interest Declaration with its Proposal; and
- b) thereafter during the Competitive Selection Process by written notice addressed to the Contact Person promptly after becoming aware of any such relationship.

At the time of such disclosure, the Proponent will include sufficient information and documentation to demonstrate that appropriate measures have been, or will be, implemented to mitigate, minimize or eliminate the actual, perceived or potential conflict of interest or unfair advantage, as applicable. The Proponent will provide such additional information and documentation and implement such additional measures as the City may require in its discretion in connection with the City's consideration of the disclosed relationship and proposed measures.

## **10 RFP TERMS AND CONDITIONS**

### **10.1 No Obligation to Proceed**

This RFP does not commit the City to select a Preferred Proponent(s) or enter into an Agreement and the City reserves the complete right to at any time reject all Proposals, or to otherwise terminate this RFP and the Competitive Selection Process and proceed with the Project in some other manner.

Further, Project approvals will be based on the Affordability Ceiling as set out in Section 4.1.

### **10.2 No Contract**

This RFP is not an agreement between the City and any Proponent nor is this RFP an offer or an agreement to purchase work, goods or services. No contract of any kind for work, goods or services whatsoever is formed under, or arises from this RFP, or as a result of, or in connection with, the

submission of a Proposal, unless the City and the Preferred Proponent(s) execute an Agreement, and then only to the extent expressly set out in the Agreement.

### **10.3 Confidentiality**

All documents and other records in the custody of, or under the control of, the City are subject to the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) and other applicable legislation. Except as expressly stated in this RFP, and subject to LAFOIP or other applicable legislation, all documents and other records submitted in response to this RFP will be considered confidential. The City will keep all documents and other records submitted in response to this RFP strictly confidential and will not disclose or allow any of its representatives to disclose, in any case whatsoever, in whole or in part, or use, or all allow any of its representatives to use, directly or indirectly, any documents and other records submitted in response to this RFP, subject to the provisions of LAFOIP.

### **10.4 Cost of Preparing the Proposal**

Subject to Section 8.2, each Proponent is solely responsible for all costs it incurs in the preparation of its Proposal, including all costs of providing information requested by the City, attending meetings and conducting due diligence.

### **10.5 Reservation of Rights**

The City reserves the right, in its discretion, to:

- a) amend the scope of the Project, modify, cancel or suspend the Competitive Selection Process at any time for any reason;
- b) accept or reject any Proposal based on the Evaluation Committee's evaluation of the Proposals in accordance with Appendix A, and in particular the City is not obliged to select the Proposal with the lowest contract price;
- c) waive a defect or irregularity in a Proposal and accept that Proposal;
- d) reject, disqualify or not accept any or all Proposals without any obligation, compensation or reimbursement to any Proponent or any of its team members;
- e) re-advertise for new Proposals, call for tenders, or enter into negotiations for this Project or for work of a similar nature;
- f) make any changes to the terms of the business opportunity described in this RFP;
- g) negotiate any aspects of a Preferred Proponent's Proposal; and
- h) extend, from time to time, any date, time period or deadline provided in this RFP, upon written notice to all Proponents who have completed, signed and delivered Appendix C.

### **10.6 No Collusion**

Proponents will not discuss or communicate, directly or indirectly, with any other Proponent or any director, officer, employee, consultant, adviser, agent or representative of any other Proponent regarding the preparation, content or representation of their Proposals. Nothing in this section will prevent any interested party from talking to other interested parties for the purpose of forming a team to submit a Proposal to this RFP.

### **10.7 No Lobbying**

Proponents, Proponent Team members and the Key Individual, and their respective directors, officers, employees, consultants, agents, advisers or any other representatives will not engage in any form of

political or other lobbying whatsoever in relation to the Project, this RFP, or the Competitive Selection Process, including for the purpose of influencing the outcome of the Competitive Selection Process. The use of the media for these purposes is also prohibited. Further, no such person (other than as expressly contemplated by this RFP) will attempt to communicate in relation to the Project, this RFP, or the Competitive Selection Process, directly or indirectly, with any representative of the City (including any member of the Council), or any employee of City, any Restricted Parties, or any director, officer, employee, agent, adviser, consultant or representative of any of the foregoing, or the media, as applicable, for any purpose whatsoever, including for purposes of:

- a) commenting on or attempting to influence views on the merits of the Proponent's Proposal, or in relation to Proposals of other Proponents;
- b) influencing, or attempting to influence, the evaluation, scoring and ranking of Proposals, the selection of the Preferred Proponent, or any negotiations with the Preferred Proponent;
- c) promoting the Proponent or its interests in the Project, including in preference to that of other Proponents; and
- d) criticizing the Proposals of other Proponents.

In the event of any lobbying or communication in contravention of this Section, the City in its discretion may at any time, but will not be required to, reject any and all Proposals submitted by that Proponent without further consideration.

### **10.8 Ownership of Proposal**

All Proposals submitted to the City become the property of the City and will be received and held in confidence by the City, subject to the provisions of LAFOIP and this RFP.

### **10.9 Limitation of Damages**

Each Proponent on its own behalf and on behalf of the Proponent Team and any member of a Proponent Team:

- a) agrees not to bring any Claim against the City or any of its employees, advisers or representatives for damages in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal for any matter in respect of this RFP or Competitive Selection Process, including:
  - i. if the City accepts a non-compliant proposal or otherwise breaches (including breach of material terms) the terms of this RFP or the Competitive Selection Process; or
  - ii. if the Project or Competitive Selection Process is modified, suspended or cancelled for any reason (including modification of the scope of the Project or modification of this RFP or both) or the City exercises any rights under this RFP; and
- b) waives any and all Claims against the City or any of its employees, advisers or representatives for loss of anticipated profits or loss of opportunity if no agreement is made between the City and the Proponent for any reason, including:
  - i. if the City accepts a non-compliant proposal or otherwise breaches (including breach of material terms) the terms of this RFP or the Competitive Selection Process; or
  - ii. if the Project or Competitive Selection Process is modified, suspended or cancelled for any reason (including modification of the scope of the Project or modification of this RFP or both) or the City exercises any rights under this RFP.

## 11 INTERPRETATION

### 11.1 Definitions

In this RFP:

**Addendum** means an addendum to this RFP issued by the Contact Person as described in Section 3.4;

**Affordability Ceiling** has the meaning set out in Section 4.1;

**Claim** means any claim, demand, suit, action, or cause of action, whether arising in contract, tort or otherwise, and all costs and expenses relating thereto;

**Closed Loop** means the process whereby recyclable materials are made into new goods or products that can themselves be readily recycled at their end of life, creating an ongoing process/feedstock 'loop'.

**Closing Time** means the time indicated as such on the cover page of this RFP;

**Collection** means the gathering of Recyclable Materials as specified by this RFP;

**Collector** means the successful Proponent providing Collections service for the City of Saskatoon as outlined in this RFP;

**Competitive Selection Process** means the overall process for the selection of a Preferred Proponent for the Project including, but not limited to, this RFP stage;

**Contact Person** means the person identified as such on the cover page of this RFP;

**Contract Award** means the time when the Agreement related to the Project has been executed and delivered and all conditions to the effectiveness of the Agreement have been satisfied;

**Delivery Address** means the delivery address identified as such on the cover page of this RFP;

**End Market Specifications** means the specifications for marketing Recyclable Materials as designated by the purchaser of the Recyclable Materials.

**GST/HST** at any given time means the tax imposed at that time pursuant to Section IX of the Excise Tax Act (Canada);

**HHW** means items of Household Hazardous Waste that may appear in the Recyclable Materials stream from time to time, including, but not limited to:

- syringes and sharps;
- batteries including all types AA, AAA, C, D, 9 volt sizes and lead-acid automotive batteries; and,
- compressed gas cylinders such as propane, helium, freon, and refrigerant up to 10 kilogram sizes

**Inquiry** has the meaning set out in Section 3.3;

**Introductory Project Meeting** has the meaning as set out in Section 3.2;

**Evaluation Committee** has the meaning set out in Section 7.2;

**Financial Submission** means the documentation and information as described in the Financial Submission section of Appendix B.

**LAFOIP** has the meaning set out in Section 10.3;

**Key Individual of a Proponent** means the specific firm and person, exclusive to the Proponent, filling the following roles (or equivalent) in the Proponent's Proposal:

- Collector's Project Director;

**Mandatory Requirements** means the Proposal requirements described in Section 7.1;

**Markets** means persons, corporations, organizations or partnerships willing to purchase or accept, in exchange for a fee, Recyclable Material processed through or at the facility but does not include a landfill, transfer station or any other disposal facility.

**Marketing** means locating the optimum markets, arranging for transportation and sale of materials, and providing accounts receivable function.

**Material Recovery Facility or MRF** means a building which is equipped and operated for the acceptance, sorting, packaging and marketing of Recyclable Materials and is under contract to the Corporation and/or a transfer facility which receives and transports Recyclable Material to either another MRF or directly to an end market.

**Multi-family Dwelling** means a residential building housing greater than four attached units;

**Preferred Proponent** means the Proponent selected pursuant to this RFP to enter into negotiations with the City

**Processor** means the successful Proponent of this RFP performing receiving, sorting, baling and storing of all recyclable materials collected in the City curbside recycling program and delivered to the MRF including the loading, transport and sale of these materials to market.

**Processing** means the receiving, sorting, baling and storing of all recyclable materials delivered to the MRF including the loading, transport and sale of material to market

**Project** means the provision of collection, processing and marketing recycling services to single-family residences (as defined in section 1.1) for the City of Saskatoon;

**Proponent** means the party that submits a Proposal;

**Proponent Registration Form** means the form attached as Appendix C to this RFP;

**Proponent's Representative** means identified below is an officer of the company and is fully authorized to represent the Proponent in any and all matters related to its Proposal.

**Proponent Team** means a Proponent and Key Individual;

**Proposal** means a proposal submitted in response to this RFP;

**Proposal Requirements** means the requirements described in Appendix B;

**Proposal Validity Period** has the meaning set out in Section 6.10;

**Recyclables or Recyclable Materials** means materials such as aluminium and tin cans; corrugated cardboard; mixed paper; newspaper; polycoat, fine paper, magazines, boxboard; recyclable plastic #1-7 containers that have contained non-hazardous products; plastic film; all provincially legislated beverage containers excluding glass; milk cartons/jugs. Both household glass and legislated glass beverage containers are excluded from this RFP.

**Recycling Container** means any container provided or designated by the City or Proponent for the collection of Recyclables, which includes, but may not be limited to, wheeled carts, blue boxes, clear bags or tote bags. Qualifying containers must have sufficient volume, ability to address issues such as windblown material and seasonal fluctuations in weather (e.g. rain, snow, freezing temperatures), and provide convenience for a variety of residential property configurations.

**Remanufacture** means the process whereby recyclable materials are made into usable feedstocks for new goods or products, not necessarily with the original function of the source commodity.

**RFP** means this request for proposals;

**Serviced Units** means all identified residential properties including approximately 66,000 single family dwellings including townhouses or other buildings currently receiving individual solid waste collection services within the City of Saskatoon;

**Technical Submission** means the documentation and information as described in the Technical Submission section of Appendix B.

**Waste Electronics** means small computer peripherals and printers; telecom equipment such as cell phones; audio equipment such as radios, receivers and speakers; and video players and recorders.

## **11.2 Interpretation**

In this RFP:

- a) the use of headings are for convenience only and are not to be used in the interpretation of this Agreement;
- b) a reference to a Section or Appendix, unless otherwise indicated, is a reference to a Section of or Appendix to this RFP;
- c) words imputing any gender include all genders, as the context requires, and words in the singular include the plural and vice versa;
- d) the word "including" when used in this RFP is not to be read as limiting; and
- e) each Appendix attached to this RFP is an integral part of this RFP as if set out at length in the body of this RFP.

**APPENDIX A  
PROPOSAL GUIDELINES AND EVALUATION**

The Evaluation Committee will evaluate the Proposal submissions in accordance with this Appendix A.

**A1 PROPOSAL GUIDELINES**

Proposals should:

- a) Include all of the information requested in this Appendix A;
- b) Be submitted as follows:

<b>Package</b>	<b>Content</b>	<b>Number of Copies</b>
Package 1 (sealed envelope #1 includes Mandatory Requirements)	<ol style="list-style-type: none"> <li>1. Transmittal Letter</li> <li>2. Consent of Surety</li> <li>3. Pricing for Provision of Unsorted Fibre Materials for Delivery</li> <li>4. Conflict of Interest Declaration (see Appendix D of the RFP) signed by the Proponent</li> </ol>	<p>One</p> <p>One</p> <p>One</p> <p>One</p>
Package 2 (sealed envelope #2 includes Technical Proposal Requirements)	<p><b>Technical Submission</b> excluding the Financial Information provided in Package 3.</p> <ol style="list-style-type: none"> <li>1. Proponents must submit to the Delivery Address by the Closing Time the technical portion of the Proposal, which should be made up of the following:               <ul style="list-style-type: none"> <li>(a) the cover letter (and all attachments) to the Technical Submission as described at the beginning of the Technical submission section of Appendix B; and</li> <li>(b) the portion of the Proposal Requirements described as the Technical Submission in Appendix B.</li> </ul> </li> </ol>	<p>One unbound copy marked "Technical Proposal - Master", and 4 bound copies and one electronic copy.</p>

<b>Package</b>	<b>Content</b>	<b>Number of Copies</b>
Package 3 (sealed envelope #3 includes Financial Proposal Requirements)	<b>Financial Submission</b> 1. Proponents must submit to the Delivery Address by the Closing Time the financial portion of the Proposal, which should be made up of the following:  (a) the cover letter (and all attachments) to the Financial Submission as described at the beginning of the Financial Submission section of Appendix B;  (b) the forms described as the Financial Submission in Appendix B.	One unbound copy marked "Financial Proposal - Master", and 4 bound copies and one electronic copy.
Package 4 (sealed envelope)	<b>Optional Technical Submission</b> for provision of service to multi- family residential properties.	One

(c) Be clearly marked with the words, "City of Saskatoon Request For Proposals Collection of Recyclable Materials From Single Family Dwellings" to the Delivery Address.

## **A2 EVALUATION PROCESS**

### **A2.1 Evaluation By Committee**

Subject to the terms of this RFP, the evaluation will consider whether the Proposal substantially satisfies the requirements of this RFP, including the requirements set out in Appendix B and demonstrates to the satisfaction of the City, that the Proponent is capable of performing and will perform the obligations and responsibilities of the Agreement and that the Proponent has a good understanding of the Project referenced in Section 1.1 and the Scope of the Collector's Responsibility as referenced in Section 2.1.

Mandatory Requirements (Package 1) will be reviewed prior to consideration of Technical Submissions (Package 2). Technical Submissions (Package 2) will be evaluated prior to consideration of Financial Submissions (Package 3).

The Evaluation Committee anticipates selecting as Preferred Proponent(s) the Proponent(s) submitting the Proposal(s) achieving the highest score based on detailed evaluation in the manner set out in Appendix B.

The Evaluation Committee reserves the right to consider only those Proposals that are under the Affordability Ceiling.

Evaluation of Proposals will follow a three stage process:

Stage 1:

Each category of bid will be evaluated against its peers as follows:

- commingled collections
- commingled processing & marketing
- multi-stream collections
- multi-stream processing & marketing
- 'complete proposals' (combined collections/processing)

A technical evaluation will occur independent of the review of the financial submissions such that the financial evaluation formula applies to each category of bid in the first evaluation round.

Stage 2:

The highest scoring collections proposals will be matched with the highest scoring processing & marketing proposals from each category. Orphan proposals will be rejected (eg. commingled collections proposal that cannot be matched to a commingled processing proposal). The goal of the evaluation process is to identify the highest-scoring proposal(s) for the delivery of a curbside recycling program. This requires both collections and processing services. A maximum of 130 points (ie. 65 points awarded for collections + 65 points awarded for processing & marketing) may be identified through the technical evaluation.

A new financial score will be assigned based on the combined collections/processing services. The result of the financial evaluation will identify curbside recycling service proposal scores out of a maximum of 70 points (ie. 35 points awarded for collections + 35 points awarded for processing & marketing).

Stage 3:

The highest scoring curbside recycling program (out of a maximum of 200 points) will be selected as the Preferred Proposal(s).

## **A2.2 Technical Submission**

Subject to the terms of this RFP, the Technical Submission evaluation will consider whether the Technical Submission substantially satisfies the requirements of this RFP, including the requirements set out in Appendix B.

If the Evaluation Committee determines that the Technical Submission does not substantially satisfy the above requirements, the Evaluation Committee may decide not to complete a detailed evaluation of the Proposal.

### **A2.3 Financial Submission**

Proposals will be examined to determine whether the Financial Submission substantially satisfies the requirements of this RFP including the requirements set out in Appendix B.

If the Evaluation Committee determines that the Financial Submission does not substantially satisfy the above requirements, the Evaluation Committee may decide not to complete a detailed evaluation of the Proposal.

### **A2.4 Disqualification of Proposals**

Without limitation, the City may, in its sole discretion, disqualify a Proposal if:

- a) Background investigations reveal any criminal affiliations or activities by the Proponent or a member of the Proponent Team and such affiliations or activities would, in the sole opinion of the City, interfere with the integrity of the Competitive Selection Process; or
- b) It includes a false or misleading statement, claim or information; or
- c) An unbalanced bid price has been submitted.

Proponents and Project Teams may be required to undertake a criminal records check in order to participate in the Project.

## APPENDIX B

### COLLECTIONS PROPOSAL REQUIREMENTS

#### Technical Proposal Requirements (Package 2)

PRINCIPLE	INFORMATION REQUESTED
<b>B 1.0 EFFICIENCY</b>	
<p><b>B 1.1 Management &amp; Track Record (10 points)</b></p> <p>Information demonstrating the Proponent has the necessary experience and resources to implement and provide the services requested in this RFP.</p>	<ul style="list-style-type: none"> <li>• Company details, including but not limited to, officers, number of employees, office locations</li> <li>• Number of years in business</li> <li>• Subcontractor (if any) company details, including but not limited to, officers, number of employees, office locations</li> <li>• Subcontractor (if any) number of years in business</li> <li>• Annual financial statements (including auditor's opinion) for the past two years</li> <li>• Articles of Incorporation</li> <li>• Experience undertaking curbside recycling collection</li> <li>• Value and size of past and current contracts</li> <li>• Duration, location and collection methods (ie. vehicles / number of streams collected etc.) utilized for past and current contracts</li> <li>• Contact persons and phone numbers for three or more past clients</li> <li>• Provide confirmation of compliance with all relevant bylaws, statutes, and regulations</li> <li>• Describe any orders, charges, or violations to your company by relevant regulatory bodies over the past five (5) years, including but not limited to, the Ministry of Environment, Ministry of Labour Relations and Workplace Safety, or City of Saskatoon</li> </ul> <p><i>NOTE: Specific to financial statements, in the event that the Proponent is a private company and are not willing to provide the requested information, a statement from the Proponent's auditor attesting to the Proponent's financial capability to carry out the project may be provided instead. The Proponent is asked to provide satisfactory evidence to demonstrate that the legal entity proposing to undertake the contract is in sound financial position and has the economic capacity to complete the contract. In the event that a parent or affiliate company proposes to guarantee the obligations of the contracting entity, similar evidence should be provided in respect of that parent or affiliate. Such evidence may include audited or accountant-reviewed financial statements, as well as bank or trade references. Proponents will be evaluated based on the quality of the evidence provided.</i></p>

PRINCIPLE		INFORMATION REQUESTED
<b>B 1.0 EFFICIENCY</b>		
<b>B 1.2</b>	<p><b>Quality Control / Quality Assurance (5 points)</b></p> <p>An overall contamination rate of not more than 5% is preferred.</p>	<ul style="list-style-type: none"> <li>• Method to determine tonnes of Recyclable Materials collected under the Agreement</li> <li>• Outline of methods to minimize residuals or unacceptable items (e.g. items not included in the recycling program). For example, recycling container audits, staff incentive programs, etc.</li> <li>• Plans for handling Waste Electronics or Household Hazardous Waste (not part of the program)</li> <li>• Plans to ensure adequate staff training, and ongoing communication to ensure quality control</li> <li>• Plans to liaise with the Processor and achieve win-win scenarios</li> <li>• Demonstrated commitment to quality assurance certifications (i.e. ISO or other)</li> <li>• Details on how the quantities for payment under the Agreement will be assured</li> </ul>
<b>B 1.3</b>	<p><b>Communication Plan (5 points)</b></p> <p>The Collector will be the main point of contact for customers utilizing the City curbside recycling program.</p> <p>The City will be responsible for the development of all content and materials for education and promotion of the curbside program (in collaboration with the Collector).</p> <p>In addition to any promotion undertaken by the City, the Collector will be responsible for all program communication dealing with operational issues including but not limited to the following:</p> <ul style="list-style-type: none"> <li>(a) customer service and complaint follow-up and resolution;</li> <li>(b) contamination notices;</li> <li>(c) notification of any disruption of service;</li> <li>(d) late set-out or other service compliance notices;</li> <li>(e) change in collection schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Method of regular communication with the City, including but not limited to, how the City will stay informed about collection matters arising, intended routing changes, other service changes, alterations, etc.</li> <li>• Customer service plan for meeting the requirements of program communications, including contingencies</li> <li>• Procedures and communication flows, including but not limited to, response to a direct complaint by a resident made either to a recyclables collection driver or to a customer service/dispatch or other office</li> <li>• After-hours response procedure</li> </ul>

PRINCIPLE		INFORMATION REQUESTED
<b>B 1.0 EFFICIENCY</b>		
<b>B 1.4</b>	<p><b>Reporting (5 points)</b></p> <p>How the Proponent will meet requirements for ad hoc, monthly and annual reporting.</p>	<ul style="list-style-type: none"> <li>• Complaints and resolutions (with residents and Processor)</li> <li>• Set-out and customer participation rates</li> <li>• Monthly and annual tonnages collected for the City program</li> <li>• Collections characterization audit (curbside audits)</li> <li>• Education and promotion activities</li> <li>• Contract performance review</li> <li>• Compliance with delivery of fibre to Cosmopolitan Industries on a regular an ongoing basis</li> </ul>
<b>B2.0 SUSTAINABILITY</b>		
<b>B 2.1</b>	<p><b>Economic Viability (15 Points)</b></p> <p>Description of the proposed management for the collection program described in the RFP.</p>	<ul style="list-style-type: none"> <li>• Proposed organizational structure, including but not limited to, the name and resumes for the following key individuals as they would relate to the Agreement: <ul style="list-style-type: none"> <li>- district/regional manager(s)/senior executive staff;</li> <li>- senior administration staff;</li> <li>- fleet management;</li> <li>- supervisory staff;</li> <li>- any other management staff</li> </ul> <p><i>NOTE: If a specific person is not named for any of the above positions, the Proponent shall identify the position by title and description and list the key qualifications of the person who would ultimately hold the position.</i></p> </li> <li>• Describe how the Agreement would be directly supervised and how personnel will be allocated to ensure daily performance</li> <li>• Technical specifications for all equipment and assets to be used for the provision of expected services</li> <li>• Outline and schedule of the staff training plan and procedures for contract start-up and implementation</li> <li>• A detailed list of efficiency measures (ie. standard operating procedures) to be adhered to in the provision of expected services</li> <li>• Rationale and calculations to support the number of vehicles routinely required, calculations to support management of seasonable tonnage increases and population growth over the term of the Agreement</li> </ul>
<b>B 2.2</b>	<p><b>Environmental Impact (2 points)</b></p> <p>Description of the proposed methods for minimizing the potential for environmental issues.</p>	<ul style="list-style-type: none"> <li>• Plans and policies that address fleet emissions or other resource consumption associated with the provision of Collections services as outlined in this RFP</li> <li>• Any alternative fuels/green fleet initiative(s) to be used in the provision of services as outlined in this RFP</li> <li>• A Spill Response Plan to address mechanical failures (e.g. hydraulic) and any liquids escaping containment from collection vehicles</li> <li>• Anticipated travel time to facilities and contingency plans for collection delays</li> </ul>

PRINCIPLE		INFORMATION REQUESTED
<b>B 3.0 CONVENIENCE TO RESIDENTS</b>		
<b>B 3.1</b>	<p><b>Participation (15 points)</b></p> <p>Description of the proposed methods for maximizing citizen participation in the recycling program.</p>	<ul style="list-style-type: none"> <li>Plans for serving citizens with a range of physical abilities and property configurations/sizes. For example: estimated weight of Recycling Container(s) when full, estimated physical size of container(s), total overall volume of container(s).</li> <li>Plans for coordinating with existing City waste collections. For example: collections from both front street and rear laneways; routing/scheduling.</li> <li>Minimization of windblown material from Recycling Container(s).</li> <li>Minimization of rain/snow contact with Recyclable Materials</li> <li>Proposed days for collection and approach to statutory holidays</li> <li>Plans to accommodate changes in population and the number of properties to be serviced</li> </ul>
<b>B 3.2</b>	<p><b>Implementation (1 point)</b></p> <p>The Collector will provide, for the duration of the contract, suitable Recycling Container(s) for residents utilizing the City recycling program. Sufficient spare Recycling Container(s) will be stored by the Collector.</p>	<ul style="list-style-type: none"> <li>Based on the anticipated award date identified, indicate the earliest possible service commencement date</li> <li>Outline intended communications, equipment and staffing procurement scheduling (including Recycling Containers), staff training schedules, facility siting (if required) and other implementation plans</li> <li>Schedule (tasks and time) from Award of Contract to full implementation of the expected services</li> </ul>
<b>B 3.3</b>	<p><b>Business Interruption/Contingency Plan (1 point)</b></p>	<ul style="list-style-type: none"> <li>Describe any circumstance(s) where your company would be unable to deliver any/some of the expected services (e.g., winter storm conditions)</li> <li>Contingency plan for circumstance(s) described, including any past experience(s)</li> <li>Contingency plan for a larger scale or longer term business interruption (e.g., work stoppage)</li> </ul>
<b>B 4.0 DIVERSION OF MATERIALS</b>		
<b>B 4.1</b>	<p><b>Range of Materials (2 points)</b></p> <p>Bids may be rejected if substantially fewer than the items specified as Recyclable Materials are proposed for collection.</p>	<ul style="list-style-type: none"> <li>Range of materials collected includes: <ul style="list-style-type: none"> <li><i>aluminum and tin cans; aluminum foil and pie plates, corrugated cardboard; mixed paper; newspaper; polycoat, fine paper, magazines, boxboard; recyclable plastic #1-7 containers that have contained non-hazardous products; all provincially legislated beverage containers excluding glass; milk cartons/jugs</i></li> </ul> </li> <li>Both household glass and legislated glass beverage containers are excluded from this RFP.</li> <li>Ability to accept additional materials (please specify which additional materials) for Collection</li> </ul>
<b>B 4.2</b>	<p><b>Material Capture (4 points)</b></p>	<ul style="list-style-type: none"> <li>Plans (in collaboration with the City) to monitor and achieve high participation rates among customers</li> </ul>

PRINCIPLE		INFORMATION REQUESTED
<b>B 5.0 COSMOPOLITAN INDUSTRIES (MANDATORY REQUIREMENT)</b>		
<b>B 5.1</b>	<p><b>Pricing for Provision of Unsorted Fibre For Delivery</b></p> <p>The City may, in its sole discretion, disqualify a Proposal if a price per tonne for unsorted fibre in good condition delivered to Cosmopolitan Industries is not provided.</p>	<p>The City will continue to supply unsorted fibre to Cosmopolitan Industries on a regular basis. Because the volume of fibre collected at the existing depots is expected to decrease with the implementation of a curbside recycling program, the City will need to divert some paper from the Successful Proponent(s) to Cosmopolitan Industries, which may be up to 4,000 tonnes per year. As part of the financial evaluation, the City is requesting a price per tonne for unsorted fibre in good condition delivered to Cosmopolitan Industries. The fibre must be in approximately the following proportions: 76% ONP, 16% OCC, 8% Mixed Waste Fibre.</p> <p>a) Provide details on the method(s) for providing unsorted fibre for delivery to Cosmopolitan Industries located at 28 Thirty-Fourth Street East, Saskatoon, Saskatchewan, Canada S7K 3Y2.</p> <p>b) Provide pricing in the Financial Submission submitted in a separate sealed envelope as per Appendix A Package 3.</p>

## B6 EVALUATION POINTS SUMMARY

Evaluation Criteria	Maximum Available Points
EFFICIENCY: Management and Track Record	10 points
EFFICIENCY: Quality Control/Quality Assurance	5 points
EFFICIENCY: Communication Plan	5 points
EFFICIENCY: Reporting	5 points
SUSTAINABILITY: Economic Viability	15 points
SUSTAINABILITY: Environmental Impact	2 points
CONVENIENCE TO RESIDENTS: Participation	15 points
CONVENIENCE TO RESIDENTS: Implementation	1 point
CONVENIENCE TO RESIDENTS: Interruption/Contingency Plan	1 point
DIVERSION OF MATERIALS: Range of Materials	2 points
DIVERSION OF MATERIALS: Material Capture	4 points
<b>Financial Submission (Package 3)</b>	<b>35 points</b>
<b>TOTAL</b>	<b>100 points</b>

## Financial Submission (35 points)

The Financial Proposal must be submitted in a separate sealed envelope as per Appendix A Package 3.

Price will be assigned a maximum of 35 evaluation points. The lowest cost acceptable proposal will be given 35 points, with lesser points awarded to more expensive proposals on a proportional basis.

Example: Consider two proposals; A and B. Proposal A has the lowest price of \$100,000. Proposal B's price is \$125,000. Proposal A, having the lowest price will be awarded the full 30 points, while points earned by proposal B will be calculated on this formula:

Example:  $\text{Earned Points} = 35 - [35(125,000 - 100,000)/100,000] = 35 - 8.75 = 26.25$

For the purposes of evaluating proposals, the annual tonnage used will be 24,000 tonnes for 2012 increasing incrementally by 3% each subsequent year.

The Financial Proposal shall be presented in the forms provided herewith.

## Financial Proposal Requirements (Package 3)

### YEAR ONE

#### COLLECTION SERVICES 'ONLY' PROPOSAL

Item	Pricing
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL</b>	<b>\$ /household</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

#### 'COMPLETE' PROPOSAL

Item	Pricing
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL Collections</b>	<b>\$ /household</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL Processing and Marketing</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**YEAR TWO**

**COLLECTION SERVICES 'ONLY' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL</b>	<b>\$ /household</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**'COMPLETE' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL Collections</b>	<b>\$ /household</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL Processing and Marketing</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**YEAR THREE**

**COLLECTION SERVICES 'ONLY' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL</b>	<b>\$ /household</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**'COMPLETE' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL Collections</b>	<b>\$ /household</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL Processing and Marketing</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**YEAR FOUR**

**COLLECTION SERVICES 'ONLY' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL</b>	<b>\$ /household</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**'COMPLETE' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL Collections</b>	<b>\$ /household</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL Processing and Marketing</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**YEAR FIVE**

**COLLECTION SERVICES 'ONLY' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL</b>	<b>\$ /household</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**'COMPLETE' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL Collections</b>	<b>\$ /household</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL Processing and Marketing</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**YEAR SIX**

**COLLECTION SERVICES 'ONLY' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL</b>	<b>\$ /household</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**'COMPLETE' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL Collections</b>	<b>\$ /household</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL Processing and Marketing</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**YEAR SEVEN**

**COLLECTION SERVICES 'ONLY' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL</b>	<b>\$ /household</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**'COMPLETE' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL Collections</b>	<b>\$ /household</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL Processing and Marketing</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**NOTE: The Evaluation Committee will calculate the total bid price using a Net Present Value for each of the annual prices provided over the seven year term of the Project. A discount rate of five percent (5%) will be used to calculate this Value.**

<b>OPTIONAL Item</b>	<b>Pricing</b>
Collection of Recyclables from Multi-Unit Dwellings	\$
Processing of collected Recyclables	\$
<b>TOTAL</b>	<b>\$</b>

**APPENDIX C  
PROPONENT REGISTRATION FORM**

(To be submitted by the Authorized Representative of the Proponent)

**REQUEST FOR PROPOSALS**

**Submission Time:** 4:00 p.m. (CST), December 13, 2011

To receive any further distributed information about this Request for Proposals, and to apply for access to the electronic Data Room of the Project, please return this completed form, as soon as possible, to:

**Contact Person : Kelly Goyer**  
**Email: [kelly.goyer@saskatoon.ca](mailto:kelly.goyer@saskatoon.ca)**

**PROPONENT CONTACT INFORMATION**

<b>NAME OF PROPONENT:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY POSTAL CODE:</b>	
<b>CITY:</b>	
<b>MAILING ADDRESS, IF DIFFERENT:</b>	
<b>FAX: ( )</b>	
<b>TELEPHONE: ( )</b>	
<b>CONTACT PERSON:</b>	
<b>E-MAIL ADDRESS:</b>	

In consideration of the City's agreement to allow the undersigned (Proponent) to participate in the Request for Proposal (RFP), issued November 28, 2011, the Proponent hereby agrees that:

**1. Understanding of Proposal Call Process**

The Proponent acknowledges and agrees:

- a) This is not a tender process. An RFP has been issued seeking Proposals from Proponents. The Preferred Proponent will be selected based on a number of mandatory and non-mandatory criteria detailed in the RFP;
- b) The proposal call process will include opportunities to discuss aspects of the Proponent's proposal with project management representatives that are either employed, or appointed, by the City;
- c) That it will commit to providing a Proposal which includes the full scope of services required for this Project as indicated in the RFP; and
- d) That it will comply with the procedures and process detailed in the RFP.

**2. Limitation of Damages**

The Proponent:

- a) agrees not to bring any Claim against the City or any of its employees, Advisers or representatives for damages in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal for any matter in respect of this RFP or Competitive Selection Process, including:
  - i. if the City accepts a non-compliant proposal or otherwise breaches (including breach of material terms) the terms of this RFP or the Competitive Selection Process; or
  - ii. if the Project or Competitive Selection Process is modified, suspended or cancelled for any reason (including modification of the scope of the Project or modification of this RFP or both) or the City exercises any rights under this RFP; and
- b) waives any and all Claims against the City or any of its employees, advisers or representatives for loss of anticipated profits or loss of opportunity if no agreement is made between the City and the Proponent for any reason, including:
  - i. if the City accepts a non-compliant proposal or otherwise breaches (including breach of material terms) the terms of this RFP or the Competitive Selection Process; or
  - ii. if the Project or Competitive Selection Process is modified, suspended or cancelled for any reason (including modification of the scope of the Project or modification of this RFP or both) or the City exercises any rights under this RFP.

**3. Proponent's Representative**

The Proponent's Representative identified below is an officer of the company and is fully authorized to represent the Proponent in any and all matters related to its Proposal.

<b>PROPONENT</b>	<b>PROPONENT REPRESENTATIVE</b>
Name of Firm	Name
Address	E-mail Address

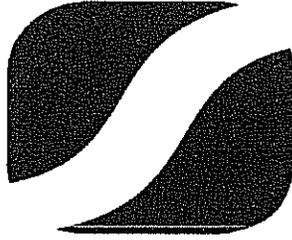
**APPENDIX D  
CONFLICT OF INTEREST DECLARATION FORM**

**[RFP Proponent's Letterhead]**

To: **[Insert client and submission location]**

Attention: **[Insert contact person]**

In consideration of the City's agreement to consider our Proposal in accordance with the terms of the RFP, the Proponent acknowledges that:



*City of*  
**Saskatoon**

**DRAFT – October 26, 2011**  
**Request For Proposals for**  
**Single-Family Residential Curbside Recycling Program**  
**Processing & Marketing of Recyclable Materials**

Closing Time: 4:00 p.m. (CST), February 3, 2012

Delivery Address:  
330 – 350 3<sup>rd</sup> Ave. North  
Saskatoon, Sk.  
S7K 6G7

Contact Person: Kelly G. Goyer

E-mail address: [kelly.goyer@saskatoon.ca](mailto:kelly.goyer@saskatoon.ca)

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## **1 INTRODUCTION**

### **1.1 Purpose of this Request for Proposal**

The purpose of this Request for Proposals (RFP) is to invite interested Proponents to prepare and submit competitive Proposals for the Processing and Marketing of common Recyclable Materials for all single-family dwellings as well as townhouses or other buildings currently receiving individual solid waste collection services from the City of Saskatoon.

### **1.2 Eligibility to Participate in this RFP**

Any interested party or parties, may submit a Proposal to this RFP. Proponents may be corporations, cooperatives, joint ventures, partnerships, associations, sole proprietorships, or any other legal entity eligible to conduct business within the Province of Saskatchewan.

## **2 THE PROJECT**

### **2.1 Scope of the Successful Proponent's Responsibility**

This RFP and the Proposal submitted by the Successful Proponent(s) will be combined with any subsequent negotiated items between the two parties to form the basis for an Agreement between the City and the Successful Proponent(s). The basic responsibilities of the Proponent are outlined in Appendix B, and are summarized as follows:

- Receiving, handling and Processing all Recyclable Materials received from the City's residential curbside recycling program;
- Monitoring, shipping and selling all Recyclable Materials received;
- Accurately reporting all materials received, program data and finances; and
- Educate and provide outreach services in collaboration with the City and Collector (e.g. tours of facility; recyclables life-cycle).

### **2.2 Additional Services**

In order to determine future interest for private sector provision of recyclables collection and processing for multi-family dwellings, Proponents may include these additional services in their proposal, but are not required to do so for successful submission.

PLEASE NOTE: no additional points will be awarded for proposals that include additional services, and any costs submitted will not form part of the cost evaluation process. The City may, at its sole discretion, further discuss and enter into an agreement with any Proponent for the provision of multi-family solutions whether or not the Proponent was the Successful Proponent for single-family curbside recycling services.

- Provide, deliver, and maintain for the duration of the Agreement suitable Recycling Container(s) for all identified serviced units.
- Provide collection service to all identified multi-unit residential properties including approximately 22,000 multi-family dwellings.

- transporting collected Recyclable Materials to a designated Processing Facility
- Undertake regular monitoring and reporting as defined in the Proposal Requirements outlined in Appendix B.
- Provide customer service to residents.
- Educate and provide outreach services in collaboration with the City.

**2.3 Agreement**

The City and the Successful Proponent will enter into an Agreement for the provision of Processing and Marketing for the single-family curbside recycling program which will set out the terms and conditions applicable to the Project. The following are some of the key commercial terms that the City anticipates will be included in the Agreement:

Term: The term of the Agreement will be for seven (7) years commencing on the first day of provision of services.

Payment: Payment shall be made monthly based on the provision of required reports and an invoice. Monthly Processing fees will be based on actual monthly tonnage of Recyclable Materials shipped to and accepted by end markets. The Proponent will retain all revenue from the sale of commodities.

Insurance: Contractor to provide \$5 million commercial general liability insurance and \$5 million automobile liability insurance for the Term of the Agreement.

**3 PROCUREMENT PROCESS**

**3.1 Estimated Timeline**

The following is the City’s estimated timeline for the Project:

<b>Activity</b>	<b>Timeline</b>
RFP Issued	November 28, 2011
Introductory Project Meeting	December 14, 2011
RFP Closing Time	4:00 p.m. (CST), February 3, 2012
Selection of Preferred Proponent	February 17, 2012
Contract Award	March 26, 2012

This estimated timeline is subject to change at the sole discretion of the City

**3.2 Introductory Project Meeting**

The City intends to hold an Introductory Project Meeting to introduce the Project to Proponents, who have completed, signed and delivered the Proponent Registration Form referenced as Appendix C. Attendance will not be mandatory. Minutes will not be prepared or circulated.

Any issues arising that require clarification will be included in this RFP by way of Addendum.

Any statements made by the City or any of their respective advisors or representatives at the Introductory Project Meeting shall not and will not be relied upon in any way by the Proponents, except as included in

this RFP by way of Addendum.

### **3.3 Inquiries**

All Inquiries and communications regarding any aspect of this RFP should be directed to the Contact Person by email and the following applies to any Inquiry:

- a) responses to an Inquiry will be in writing;
- b) all Inquiries, and all responses to Inquiries from the Contact Person, will be recorded by the City;
- c) the City is not required to provide a response to any Inquiry;
- d) a Proponent may request that a response to an Inquiry be kept confidential by clearly marking the Inquiry "Commercial in Confidence" if the Proponent considers the Inquiry to be a matter of proprietary commercial interest;
- e) if the City decides that an Inquiry marked "Commercial in Confidence", or the City's response to such an Inquiry, must be distributed to all Proponents, then the City will permit the inquirer to withdraw the Inquiry rather than receive a response and if the Proponent does not withdraw the Inquiry, then the City may provide its response to all Proponents;
- f) notwithstanding Section 3.3(d) and 3.3(e):
  - i. if one or more other Proponents submits an Inquiry on the same or similar topic to an Inquiry previously submitted by another Proponent as "Commercial in Confidence", the City may provide a response to such Inquiry to all Proponents; and
  - ii. if the City determines there is any matter which should be brought to the attention of all Proponents, whether or not such matter was the subject of an Inquiry, including an Inquiry marked "Commercial in Confidence", the City may, in its discretion, distribute the Inquiry, response or information with respect to such matter to all Proponents.

Information offered from sources other than the Contact Person with regard to this RFP is not official, may be inaccurate, and should not be relied on in any way, by any person for any purpose.

### **3.4 Addenda**

The City may, in its absolute discretion through the Contact Person, amend this RFP at any time by issuing a written Addendum. Written Addenda are the only means of amending or clarifying this RFP, and no other form of communication whether written or oral, including written responses to Inquiries as provided by Section 3.3, will be included in, or in any way amend, this RFP. Only the Contact Person is authorized to amend or clarify this RFP by issuing an Addendum. No other employee or agent of the City is authorized to amend or clarify this RFP. The City will provide a copy of all Addenda to all Proponents, who have completed, signed and delivered the Proponent Registration Form referenced as Appendix C.

### **3.5 Provision of Information**

The City will supply relevant supporting information to Proponents when Appendix C has been completed, signed and delivered to the Contact Person. The City does not make any representation as to the relevance, accuracy or completeness of any of the information made available except as the City may advise with respect to a specific document.

This supplied information may be supplemented or updated from time to time. Although the City will attempt to notify Proponents of all updates, Proponents are solely responsible for ensuring they check with the Contact Person frequently for updates and to ensure the information used by the Proponents is the most current, updated information.

## 4 FINANCIAL REQUIREMENTS

### 4.1 Affordability Ceiling

The City has identified an Affordability Ceiling of **\$27,407,140** in as spent dollars for the Collection, Processing and Marketing of Recyclable Materials for all single-family dwellings as well as townhouses or other buildings currently receiving individual solid waste collection services within the City of Saskatoon. Project approvals will be based on the Affordability Ceiling.

Affordability Ceiling							
Year	2012	2013	2014	2015	2016	2017	2018
Annual Total Cost	\$3,800,000	\$3,820,816	\$4,021,059	\$4,209,964	\$4,408,390	\$4,616,817	\$4,835,751

The Evaluation Committee will evaluate, select, and where necessary match, the highest scoring Proposal or Proposals in the manner set out in Appendix A. If the annual cost to the City provided by the Preferred Proponent(s) is equal to or lower than each and every annual cost shown above, the Evaluation Committee will recommend to City Council award of the Contract.

If the highest scoring Proposal(s) costs more than any annual amount above, the results will be presented to City Council for a decision on whether or not to award.

The Evaluation Committee reserves the right to consider only those Proposals that are under the Affordability Ceiling.

### 4.2 Performance Bonding

Under the Contract, the successful Proponent will be required to provide the City with a 50% performance bond issued by a surety company acceptable to the Owner and authorized to transact the business of suretyship in Saskatchewan. Each Proponent must provide with the Proposal a Consent of Surety executed by the Proponent's surety.

## 5 PROPOSAL REQUIREMENTS

### 5.1 Proponent Registration Form

As a condition of participating in this RFP each Proponent must complete, sign and deliver to the Contact Person, the Proponent Registration Form, substantially in the form attached as Appendix C. Proponents will not be provided with access to the website, receive Addenda, be invited to participate in the Introductory Project Meeting, or participate further in the Competitive Selection Process unless and until they have completed, signed and delivered Appendix C as required by this Section.

### 5.2 Proposal Format and Content

Proposals should be in the format and include the content described in Appendices A and B.

## 6 SUBMISSION INSTRUCTIONS

### 6.1 Closing Time and Delivery Address

Proposals must be received at the Delivery Address before the Closing Time. Proposals received after the Closing Time will not be considered and will be returned unopened.

## **6.2 Number of Copies**

A Proponent should submit Proposals as described in Appendix A – Proposal Guidelines and Evaluation. The electronic copy should be on CD or DVD, with a label on each CD or DVD describing its contents.

## **6.3 No Fax or Email Submission**

Proposals submitted by fax or email will not be accepted.

## **6.4 Language of Proposals**

Proposals should be in English. Any portion of a Proposal not in English may not be evaluated.

## **6.5 Receipt of Complete RFP**

Proponents are responsible to ensure that they have received the complete RFP, as listed in the table of contents of this RFP, plus any Addenda. A submitted Proposal will be deemed to have been prepared on the basis of the entire RFP issued prior to the Closing Time. The City accepts no responsibility for any Proponent lacking any portion of this RFP.

## **6.6 Electronic Communication**

Proponents should not communicate with the Contact Person by fax. The Contact Person will not respond to any communications sent by fax. The following provisions will apply to any email communications with the Contact Person, or the delivery of documents to the Contact Person by email where such email communications or deliveries are permitted by the terms of this RFP.

The City does not assume any risk or responsibility or liability whatsoever to any Proponent:

- a) for ensuring that any electronic email system being operated for the City is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Proponent's transmission cannot be received; or
- b) if a permitted email communication or delivery is not received by the City or, or received in less than its entirety, within any time limit specified by this RFP; and
- c) all permitted email communications with, or delivery of documents by email to, the Contact Person will be deemed as having been received by the Contact Person on the dates and times indicated on the Contact Person's electronic equipment.

## **6.7 Inconsistency between Paper and Electronic Form**

If there is any inconsistency between the paper form of a document issued by or on behalf of the City to Proponents and the digital, electronic or other computer readable form, the paper form of the document will prevail.

## **6.8 Amendments to Proposal**

A Proponent may amend any aspect of its Proposal at any time prior to the Closing Time by delivering written notice, or written amendments, to the Delivery Address prior to the Closing Time.

### **6.9 Revisions Prior to the Closing Time**

A Proponent may amend or withdraw its Proposal at any time prior to the Closing Time by delivering written notice to the Contact Person at the Delivery Address prior to the Closing Time.

### **6.10 Validity of Proposals**

By submitting a Proposal, each Proponent agrees that its Proposal, including all prices, will remain fixed and irrevocable from the Closing Time until midnight at the end of the 90th day following the Closing Time (the Proposal Validity Period).

### **6.11 Material Change after RFP Closing Time**

A Proponent will give immediate notice to the City of any material change that occurs to a Proponent after the Closing Time, including a change to its membership or a change to financial capability.

## **7 EVALUATION**

### **7.1 Mandatory Requirements**

The City will review Proposals on a preliminary basis to determine whether they comply with the Mandatory Requirements. Proposals which do not comply with the Mandatory Requirements will be rejected and not considered further in the evaluation process.

The City has determined that the following are Mandatory Requirements:

- a) the Submission must be received at the Delivery Address no later than the Closing Time;
- b) the Proponent must include an executed Consent of Surety from the Proponent's surety; and
- c) the Proponent must include pricing for the Provision of unsorted fibre to Cosmopolitan Industries.

The other requirements of this RFP, even if stated in mandatory terms, are not included in the Mandatory Requirements.

### **7.2 Evaluation Committee**

The City will appoint a committee (Evaluation Committee) to evaluate Proposals and identify the Preferred Proponent(s). The Evaluation Committee may be assisted by other persons as the Evaluation Committee may decide it requires, including technical, financial, legal and other advisers or employees of the City.

### **7.3 Evaluation of Proposals**

The Evaluation Committee will evaluate Proposals in the manner set out in Appendix A and may consider any criteria it considers relevant.

The Evaluation Committee may, in its sole and absolute discretion, but is not required to:

- a) conduct reference checks relevant to the Project with any or all of the references cited in a Proposal, or with any other person not listed in a Proposal, to verify any and all information regarding a Proponent, including its directors, officers and the Key Individual;
- b) conduct any background investigations that it considers necessary in the course of the Competitive Selection Process;
- c) seek clarification or rectification of a Proposal or supplementary information from any or all Proponents;
- d) request interviews or presentations with any, all or none of the Proponents to clarify any questions or considerations based on the information included in Proposals during the evaluation process, with such interviews or presentations conducted in the discretion of the City, including the time, location, length and agenda for such interviews or presentations; and
- e) the Evaluation Committee may in its sole and absolute discretion rely on and consider any information received as a result of such reference checks, background investigations, requests for clarification or supplementary information and interviews/presentations in the evaluation of Proposals.

The Evaluation Committee may decide not to complete a detailed evaluation of a Proposal if the Evaluation Committee concludes having undertaken a preliminary review of the Proposal as compared to other Proposals, the Proponent of the Proposal is not in contention to be selected as the Preferred Proponent.

## **8 SELECTION OF PREFERRED PROPONENT(S) AND AWARD**

### **8.1 Selection and Award**

If the City selects a Preferred Proponent(s), the City will invite the Preferred Proponent(s) to enter into discussions to settle all terms of the Agreement, based on the Preferred Proponent's Proposal, including any clarifications that the Preferred Proponent(s) may have provided during the evaluation of Proposals.

The City also reserves the right to negotiate changes to the Proposal.

If for any reason the City determines that it is unlikely to reach final agreement with the Preferred Proponent(s), then the City may terminate the discussions with the Preferred Proponent(s) and proceed in any manner that the City may decide, in consideration of its own best interests, including:

- a) terminating the procurement process entirely and proceeding with some or all of the Project in some other manner, including using other contractors; or
- b) inviting one of the other Proponents to enter into discussions to reach final agreement for completing the Project.

Final approval of City Council will be a condition precedent to the final execution or commencement of the Contract.

### **8.2 No Partial Compensation for Participation in this RFP**

The City will not provide any compensation to Proponents for participating in this RFP Competitive Selection Process.

### **8.3 Debriefs**

The City will, following Contract Award, upon request from an unsuccessful Proponent, conduct a debriefing for that Proponent. In a debriefing the City may discuss the relative strengths and weaknesses of that Proponent's Proposal, but the City will not disclose or discuss any Confidential Information of another Proponent.

## **9 CONFLICT OF INTEREST AND RELATIONSHIP DISCLOSURE**

### **9.1 Reservation of Rights**

The City reserves the right to disqualify any Proponent that in the City's opinion has a conflict of interest or an unfair advantage (including access to any Confidential Information not available to all Proponents), whether real, perceived, existing now or likely to arise in the future, or may permit the Proponent to continue and impose such conditions as the City may consider to be in the public interest or otherwise required by the City.

### **9.2 Conflict of Interest Declaration**

Each Proponent should fully disclose all relationships they may have with the City or any other person providing advice or services to the City with respect to the Project or any other matter that gives rise, or might give rise, to an unfair advantage:

- a) by submission of the completed Conflict of Interest Declaration with its Proposal; and

- b) thereafter during the Competitive Selection Process by written notice addressed to the Contact Person promptly after becoming aware of any such relationship.

At the time of such disclosure, the Proponent will include sufficient information and documentation to demonstrate that appropriate measures have been, or will be, implemented to mitigate, minimize or eliminate the actual, perceived or potential conflict of interest or unfair advantage, as applicable. The Proponent will provide such additional information and documentation and implement such additional measures as the City may require in its discretion in connection with the City's consideration of the disclosed relationship and proposed measures.

## **10 RFP TERMS AND CONDITIONS**

### **10.1 No Obligation to Proceed**

This RFP does not commit the City to select a Preferred Proponent(s) or enter into an Agreement and the City reserves the complete right to at any time reject all Proposals, or to otherwise terminate this RFP and the Competitive Selection Process and proceed with the Project in some other manner.

Further, Project approvals will be based on the Affordability Ceiling as set out in Section 4.1.

### **10.2 No Contract**

This RFP is not an agreement between the City and any Proponent nor is this RFP an offer or an agreement to purchase work, goods or services. No contract of any kind for work, goods or services whatsoever is formed under, or arises from this RFP, or as a result of, or in connection with, the submission of a Proposal, unless the City and the Preferred Proponent(s) execute an Agreement, and then only to the extent expressly set out in the Agreement.

### **10.3 Confidentiality**

All documents and other records in the custody of, or under the control of, the City are subject to the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) and other applicable legislation. Except as expressly stated in this RFP, and subject to LAFOIP or other applicable legislation, all documents and other records submitted in response to this RFP will be considered confidential. The City will keep all documents and other records submitted in response to this RFP strictly confidential and will not disclose or allow any of its representatives to disclose, in any case whatsoever, in whole or in part, or use, or all allow any of its representatives to use, directly or indirectly, any documents and other records submitted in response to this RFP, subject to the provisions of LAFOIP.

### **10.4 Cost of Preparing the Proposal**

Subject to Section 8.2, each Proponent is solely responsible for all costs it incurs in the preparation of its Proposal, including all costs of providing information requested by the City, attending meetings and conducting due diligence.

### **10.5 Reservation of Rights**

The City reserves the right, in its discretion, to:

- a) amend the scope of the Project, modify, cancel or suspend the Competitive Selection Process at any time for any reason;
- b) accept or reject any Proposal based on the Evaluation Committee's evaluation of the Proposals in accordance with Appendix A, and in particular the City is not obliged to select the Proposal with the lowest contract price;
- c) waive a defect or irregularity in a Proposal and accept that Proposal;
- d) reject, disqualify or not accept any or all Proposals without any obligation, compensation or reimbursement to any Proponent or any of its team members;
- e) re-advertise for new Proposals, call for tenders, or enter into negotiations for this Project or for work of a similar nature;
- f) make any changes to the terms of the business opportunity described in this RFP;
- g) negotiate any aspects of a Preferred Proponent's Proposal; and
- h) extend, from time to time, any date, time period or deadline provided in this RFP, upon written notice to all Proponents who have completed, signed and delivered Appendix C.

### **10.6 No Collusion**

Proponents will not discuss or communicate, directly or indirectly, with any other Proponent or any director, officer, employee, consultant, adviser, agent or representative of any other Proponent regarding the preparation, content or representation of their Proposals. Nothing in this section will prevent any interested party from talking to other interested parties for the purpose of forming a team to submit a Proposal to this RFP.

### **10.7 No Lobbying**

Proponents, Proponent Team members and the Key Individual, and their respective directors, officers, employees, consultants, agents, advisers or any other representatives will not engage in any form of political or other lobbying whatsoever in relation to the Project, this RFP, or the Competitive Selection Process, including for the purpose of influencing the outcome of the Competitive Selection Process. The use of the media for these purposes is also prohibited. Further, no such person (other than as expressly contemplated by this RFP) will attempt to communicate in relation to the Project, this RFP, or the Competitive Selection Process, directly or indirectly, with any representative of the City (including any member of the Council), or any employee of City, any Restricted Parties, or any director, officer, employee, agent, adviser, consultant or representative of any of the foregoing, or the media, as applicable, for any purpose whatsoever, including for purposes of:

- a) commenting on or attempting to influence views on the merits of the Proponent's Proposal, or in relation to Proposals of other Proponents;
- b) influencing, or attempting to influence, the evaluation, scoring and ranking of Proposals, the selection of the Preferred Proponent, or any negotiations with the Preferred Proponent;
- c) promoting the Proponent or its interests in the Project, including in preference to that of other Proponents; and
- d) criticizing the Proposals of other Proponents.

In the event of any lobbying or communication in contravention of this Section, the City in its discretion may at any time, but will not be required to, reject any and all Proposals submitted by that Proponent without further consideration.

## 10.8 Ownership of Proposal

All Proposals submitted to the City become the property of the City and will be received and held in confidence by the City, subject to the provisions of LAFOIP and this RFP.

## 10.9 Limitation of Damages

Each Proponent on its own behalf and on behalf of the Proponent Team and any member of a Proponent Team:

- a) agrees not to bring any Claim against the City or any of its employees, advisers or representatives for damages in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal for any matter in respect of this RFP or Competitive Selection Process, including:
  - i. if the City accepts a non-compliant proposal or otherwise breaches (including breach of material terms) the terms of this RFP or the Competitive Selection Process; or
  - ii. if the Project or Competitive Selection Process is modified, suspended or cancelled for any reason (including modification of the scope of the Project or modification of this RFP or both) or the City exercises any rights under this RFP; and
- b) waives any and all Claims against the City or any of its employees, advisers or representatives for loss of anticipated profits or loss of opportunity if no agreement is made between the City and the Proponent for any reason, including:
  - i. if the City accepts a non-compliant proposal or otherwise breaches (including breach of material terms) the terms of this RFP or the Competitive Selection Process; or
  - ii. if the Project or Competitive Selection Process is modified, suspended or cancelled for any reason (including modification of the scope of the Project or modification of this RFP or both) or the City exercises any rights under this RFP.

## 11 INTERPRETATION

### 11.1 Definitions

In this RFP:

**Addendum** means an addendum to this RFP issued by the Contact Person as described in Section 3.4;

**Affordability Ceiling** has the meaning set out in Section 4.1;

**Claim** means any claim, demand, suit, action, or cause of action, whether arising in contract, tort or otherwise, and all costs and expenses relating thereto;

**Closed Loop** means the process whereby recyclable materials are made into new goods or products that can themselves be readily recycled at their end of life, creating an ongoing process/feedstock 'loop'.

**Closing Time** means the time indicated as such on the cover page of this RFP;

**Collection** means the gathering of Recyclable Materials as specified by this RFP;

**Collector** means the successful Proponent providing Collections service for the City of Saskatoon as outlined in this RFP;

**Competitive Selection Process** means the overall process for the selection of a Preferred Proponent for the Project including, but not limited to, this RFP stage;

**Contact Person** means the person identified as such on the cover page of this RFP;

**Contract Award** means the time when the Agreement related to the Project has been executed and delivered and all conditions to the effectiveness of the Agreement have been satisfied;

**Contractor** means the entity that enters into the Agreement with the City;

**Delivery Address** means the delivery address identified as such on the cover page of this RFP;

**End Market Specifications** means the specifications for marketing Recyclable Materials as designated by the purchaser of the Recyclable Materials.

**GST/HST** at any given time means the tax imposed at that time pursuant to Section IX of the Excise Tax Act (Canada);

**HHW** means items of Household Hazardous Waste that may appear in the Recyclable Materials stream from time to time, including, but not limited to:

- syringes and sharps;
- batteries including all types AA, AAA, C, D, 9 volt sizes and lead-acid automotive batteries; and,
- compressed gas cylinders such as propane, helium, freon, and refrigerant up to 10 kilogram sizes

**Inquiry** has the meaning set out in Section 3.3;

**Introductory Project Meeting** has the meaning as set out in Section 3.2;

**Evaluation Committee** has the meaning set out in Section 7.2;

**Financial Submission** means the documentation and information as described in the Financial Submission section of Appendix B.

**LAFOIP** has the meaning set out in Section 10.3;

**Key Individual of a Proponent** means the specific firm and person, exclusive to the Proponent, filling the following roles (or equivalent) in the Proponent's Proposal:

- *Contractor's Project Director*;

**Mandatory Requirements** means the Proposal requirements described in Section 7.1;

**Markets** means persons, corporations, organizations or partnerships willing to purchase or accept, in exchange for a fee, Recyclable Material processed through or at the facility but does not include a landfill, transfer station or any other disposal facility.

**Marketing** means locating the optimum markets, arranging for transportation and sale of materials, and providing accounts receivable function.

**Material Recovery Facility or MRF** means a building which is equipped and operated for the acceptance, sorting, packaging and marketing of Recyclable Materials and is under contract to the Corporation and/or a transfer facility which receives and transports Recyclable Material to either another MRF or directly to an end market.

**Multi-family Dwelling** means a residential building housing greater than four attached units;

**Preferred Proponent(s)** means the Proponent(s) selected pursuant to this RFP to enter into negotiations with the City

**Processor** means the successful Proponent of this RFP performing receiving, sorting, baling and storing of all recyclable materials collected in the City curbside recycling program and delivered to the MRF including the loading, transport and sale of these materials to market.

**Processing** means the receiving, sorting, baling and storing of all recyclable materials delivered to the MRF including the loading, transport and sale of material to market

**Project** means the provision of collection, processing and marketing recycling services to single-family residences (as defined in section 1.1) for the City of Saskatoon;

**Proponent** means the party that submits a Proposal;

**Proponent Registration Form** means the form attached as Appendix C to this RFP;

**Proponent's Representative** means identified below is an officer of the company and is fully authorized to represent the Proponent in any and all matters related to its Proposal.

**Proponent Team** means a Proponent and Key Individual;

**Proposal** means a proposal submitted in response to this RFP;

**Proposal Requirements** means the requirements described in Appendix B;

**Proposal Validity Period** has the meaning set out in Section 6.10;

**Recyclables or Recyclable Materials** means materials such as aluminium and tin cans; corrugated cardboard; mixed paper; newspaper; polycoat, fine paper, magazines, boxboard; recyclable plastic #1-7 containers that have contained non-hazardous products; plastic film; all provincially legislated beverage containers excluding glass; milk cartons/jugs. Both household glass and legislated glass beverage containers are excluded from this RFP.

**Recycling Container** means any container provided or designated by the City or Proponent for the collection of Recyclables, which includes, but may not be limited to, wheeled carts, blue boxes, clear bags or tote bags.

**Remanufacture** means the process whereby recyclable materials are made into usable feedstocks for new goods or products, not necessarily with the original function of the source commodity.

**RFP** means this request for proposals;

**Serviced Units** means all identified residential properties including approximately 66,000 single family

dwellings including townhouses or other buildings currently receiving individual solid waste collection services within the City of Saskatoon;

**Technical Submission** means the documentation and information as described in the Technical Submission section of Appendix B.

**Waste Electronics** means small computer peripherals and printers; telecom equipment such as cell phones; audio equipment such as radios, receivers and speakers; and video players and recorders.

## **11.2 Interpretation**

In this RFP:

- a) the use of headings are for convenience only and are not to be used in the interpretation of this Agreement;
- b) a reference to a Section or Appendix, unless otherwise indicated, is a reference to a Section of or Appendix to this RFP;
- c) words imputing any gender include all genders, as the context requires, and words in the singular include the plural and vice versa;
- d) the word "including" when used in this RFP is not to be read as limiting; and
- e) each Appendix attached to this RFP is an integral part of this RFP as if set out at length in the body of this RFP.

**APPENDIX A  
PROPOSAL GUIDELINES AND EVALUATION**

The Evaluation Committee will evaluate the Proposal submissions in accordance with this Appendix A.

**A1 PROPOSAL GUIDELINES**

Proposals should:

- a) Include all of the information requested in this Appendix A;
- b) Be submitted as follows:

<b>Package</b>	<b>Content</b>	<b>Number of Copies</b>
Package 1 (sealed envelope #1 includes Mandatory Requirements)	<ol style="list-style-type: none"> <li>1. Transmittal Letter</li> <li>2. Consent of Surety</li> <li>3. Pricing for Provision of Unsorted Fibre Materials for Delivery</li> <li>4. Conflict of Interest Declaration (see Appendix D of the RFP) signed by the Proponent</li> </ol>	One  One  One  One
Package 2 (sealed envelope #2 includes Technical Proposal Requirements)	<p><b>Technical Submission</b> excluding the Financial Information provided in Package 3.</p> <ol style="list-style-type: none"> <li>1. Proponents must submit to the Delivery Address by the Closing Time the technical portion of the Proposal, which should be made up of the following:               <ul style="list-style-type: none"> <li>(a) the cover letter (and all attachments) to the Technical Submission as described at the beginning of the Technical submission section of Appendix B; and</li> <li>(b) the portion of the Proposal Requirements described as the Technical Submission in Appendix B.</li> </ul> </li> </ol>	One unbound copy marked "Technical Proposal - Master"; and 4 bound copies and one electronic copy.

Package	Content	Number of Copies
Package 3 (sealed envelope #3 includes Financial Proposal Requirements)	<b>Financial Submission</b> 1. Proponents must submit to the Delivery Address by the Closing Time the financial portion of the Proposal, which should be made up of the following:  (a) the cover letter (and all attachments) to the Financial Submission as described at the beginning of the Financial Submission section of Appendix B;  (b) the forms described as the Financial Submission in Appendix B.	One unbound copy marked "Financial Proposal - Master", and 4 bound copies and one electronic copy.
Package 4 (sealed envelope)	<b>Optional Technical Submission</b> for provision of service to multi- family residential properties.	One

(c) Be clearly marked with the words, "City of Saskatoon Request For Proposals for Residential Curbside Recycling, Processing and Marketing" to the Delivery Address.

## A2 EVALUATION PROCESS

### A2.1 Evaluation By Committee

Subject to the terms of this RFP, the evaluation will consider whether the Proposal substantially satisfies the requirements of this RFP, including the requirements set out in Appendix B and demonstrates to the satisfaction of the City, that the Proponent is capable of performing and will perform the obligations and responsibilities of the Agreement and that the Proponent has a good understanding of the Project referenced in Section 1.1 and the Scope of the Contractor's Responsibility as referenced in Section 2.1.

Mandatory Requirements (Package 1) will be reviewed prior to consideration of Technical Submissions (Package 2). Technical Submissions (Package 2) will be evaluated prior to consideration of Financial Submissions (Package 3).

The Evaluation Committee anticipates selecting as Preferred Proponent(s) the Proponent(s) submitting the Proposal(s) achieving the highest score based on detailed evaluation in the manner set out in Appendix B.

The Evaluation Committee reserves the right to consider only those Proposals that are under the Affordability Ceiling.

Evaluation of Proposals will follow a three stage process:

Stage 1:

Each category of bid will be evaluated against its peers as follows:

- commingled collections
- commingled processing & marketing
- multi-stream collections
- multi-stream processing & marketing
- 'complete proposals' (combined collections/processing)

A technical evaluation will occur independent of the review of the financial submissions such that the financial evaluation formula applies to each category of bid in the first evaluation round.

Stage 2:

The highest scoring collections proposals will be matched with the highest scoring processing & marketing proposals from each category. Orphan proposals will be rejected (eg. commingled collections proposal that cannot be matched to a commingled processing proposal). The goal of the evaluation process is to identify the highest-scoring proposal(s) for the delivery of a curbside recycling program. This requires both collections and processing services. A maximum of 130 points (ie. 65 points awarded for collections + 65 points awarded for processing & marketing) may be identified through the technical evaluation.

A new financial score will be assigned based on the combined collections/processing services. The result of the financial evaluation will identify curbside recycling service proposal scores out of a maximum of 70 points (ie. 35 points awarded for collections + 35 points awarded for processing & marketing).

Stage 3:

The highest scoring curbside recycling program (out of a maximum of 200 points) will be selected as the Preferred Proposal(s).

#### **A2.2 Technical Submission**

Subject to the terms of this RFP, the Technical Submission evaluation will consider whether the Technical Submission substantially satisfies the requirements of this RFP, including the requirements set out in Appendix B.

If the Evaluation Committee determines that the Technical Submission does not substantially satisfy the above requirements, the Evaluation Committee may decide not to complete a detailed evaluation of the Proposal.

### **A2.3 Financial Submission**

Proposals will be examined to determine whether the Financial Submission substantially satisfies the requirements of this RFP including the requirements set out in Appendix B.

If the Evaluation Committee determines that the Financial Submission does not substantially satisfy the above requirements, the Evaluation Committee may decide not to complete a detailed evaluation of the Proposal.

### **A2.4 Disqualification of Proposals**

Without limitation, the City may, in its sole discretion, disqualify a Proposal if:

- a) Background investigations reveal any criminal affiliations or activities by the Proponent or a member of the Proponent Team and such affiliations or activities would, in the sole opinion of the City, interfere with the integrity of the Competitive Selection Process; or
- b) It includes a false or misleading statement, claim or information; or
- c) An unbalanced bid price has been submitted.

Proponents and Project Teams may be required to undertake a criminal records check in order to participate in the Project.

## APPENDIX B

### PROCESSING & MARKETING PROPOSAL REQUIREMENTS

#### Technical Proposal Requirements (Package 2)

PRINCIPLE	INFORMATION REQUESTED
<b>B 1.0 EFFICIENCY</b>	
<p><b>B 1.1 Management &amp; Track Record (10 points)</b></p> <p>Information demonstrating the Proponent has the necessary experience and resources to implement and provide the services requested in this RFP.</p>	<ul style="list-style-type: none"> <li>• Company details, including but not limited to, officers, number of employees, office locations</li> <li>• Number of years in business</li> <li>• Subcontractor (if any) company details, including but not limited to, officers, number of employees, office locations</li> <li>• Subcontractor (if any) number of years in business</li> <li>• Annual financial statements (including auditor's opinion) for the past two years</li> <li>• Articles of Incorporation</li> <li>• Experience undertaking curbside recycling processing and marketing</li> <li>• Value and size of past and current contracts</li> <li>• Duration, location and processing/marketing methods (ie. number of streams collected/ number and grade of sorts etc.) utilized for past and current contracts</li> <li>• Contact persons and phone numbers for three or more past clients</li> <li>• Provide confirmation of compliance with all relevant bylaws, statutes, and regulations</li> <li>• Describe any orders, charges, or violations to your company by relevant regulatory bodies over the past five (5) years, including but not limited to, the Ministry of Environment, Ministry of Labour Relations and Workplace Safety, or City of Saskatoon</li> <li>• Demonstrated revenue generation from the marketing of Recyclable Commodities for at least 2 years during the past 4 years</li> </ul> <p><i>NOTE: Specific to financial statements, in the event that the Proponent is a private company and are not willing to provide the requested information, a statement from the Proponent's auditor attesting to the Proponent's financial capability to carry out the project may be provided instead. The Proponent is asked to provide satisfactory evidence to demonstrate that the legal entity proposing to undertake the contract is in sound financial position and has the economic capacity to complete the contract. In the event that a parent or affiliate company proposes to guarantee the obligations of the contracting entity, similar evidence should be provided in respect of that parent or affiliate. Such evidence may include audited or accountant-reviewed financial statements, as well as bank or trade references. Proponents will be evaluated based on the quality of the evidence provided.</i></p>

PRINCIPLE		INFORMATION REQUESTED
<b>B 1.0 EFFICIENCY</b>		
<b>B 1.2</b>	<p><b>Quality Control / Quality Assurance (5 points)</b></p> <p>An overall contamination rate of not more than 5% is preferred.</p>	<ul style="list-style-type: none"> <li>• Method to determine tonnes of Recyclable Materials processed and marketed under the Agreement</li> <li>• Outline of methods to minimize residuals or unacceptable items (e.g. items not included in the recycling program). For example, staff incentive programs, audits, etc.</li> <li>• Plans for handling Waste Electronics or Household Hazardous Waste (not part of the program)</li> <li>• Plans to ensure adequate staff training, and ongoing communication to ensure quality control</li> <li>• Plans to liaise with the Collector and achieve win-win scenarios</li> <li>• Demonstrated commitment to quality assurance certifications (i.e. ISO or other)</li> <li>• Details on how the quantities for payment under the Agreement will be assured</li> </ul>
<b>B 1.3</b>	<p><b>Communication Plan (5 points)</b></p> <p>The Collector will be the main point of contact for customers utilizing the City curbside recycling program.</p> <p>The City will be responsible for the development of all content and materials for education and promotion of the curbside program (in collaboration with the Collector and Processor).</p>	<ul style="list-style-type: none"> <li>• Method of regular communication with the City, including but not limited to, how the City will stay informed about processing and marketing, matters arising, shutdowns, planned facility maintenance, other service changes, alterations, etc.</li> <li>• Customer service plan for meeting the requirements of program communications, including contingencies</li> <li>• Procedures and communication flows, including but not limited to, response to a direct complaint by the Collector made either to the City or the Processor directly</li> <li>• After-hours response procedure</li> <li>• Accommodate public tours of the MRF, and in that regard keep the MRF and surrounding areas presentable, including providing washroom facilities for visitors and keeping them in a clean and presentable state</li> </ul>
<b>B 1.4</b>	<p><b>Reporting (5 points)</b></p> <p>How the Proponent will meet requirements for ad hoc, monthly and annual reporting</p>	<ul style="list-style-type: none"> <li>• Complaints and resolutions (with residents and Collector)</li> <li>• Legal weight receipts Recyclable Materials received for the City program;</li> <li>• Monthly and annual tonnages (per commodity) marketed for the City program</li> <li>• Rejected loads and contamination issues</li> <li>• Education and promotion activities</li> <li>• Contract performance review</li> <li>• Compliance with delivery of fibre to Cosmopolitan Industries on a regular an ongoing basis</li> </ul>

PRINCIPLE	INFORMATION REQUESTED
<b>B2.0 SUSTAINABILITY</b>	
<p><b>B 2.1 Economic Viability (20 Points)</b></p> <p>The Proponent shall describe their proposed management of the processing and marketing program described in the RFP.</p>	<ul style="list-style-type: none"> <li>• Proposed organizational structure, including but not limited to, the name and resumes for the following key individuals as they would relate to the Agreement: <ul style="list-style-type: none"> <li>– district/regional manager(s)/senior executive staff;</li> <li>– senior administration staff;</li> <li>– supervisory staff;</li> <li>– any other management staff</li> </ul> <p><i>NOTE: If a specific person is not named for any of the above positions, the Proponent shall identify the position by title and description and list the key qualifications of the person who would ultimately hold the position.</i></p> </li> <li>• Describe how the Agreement would be directly supervised and how personnel will be allocated to ensure daily performance</li> <li>• Technical specifications for all equipment and assets to be used for the provision of expected services</li> <li>• Outline and schedule of the staff training plan and procedures for contract start-up and implementation</li> <li>• A detailed list of efficiency measures (ie. standard operating procedures) to be adhered to in the provision of expected services</li> <li>• Rationale and calculations to support management of seasonable tonnage increases and population growth over the term of the Agreement</li> <li>• Demonstrated reliability and profitability in the Processing and Marketing of Recyclable Materials</li> </ul>
<p><b>B 2.2 Environmental Impact (2 points)</b></p> <p>Description of the proposed methods for minimizing the potential for environmental issues.</p>	<ul style="list-style-type: none"> <li>• Plans and Corporate policies that address facility energy consumption or other resource consumption associated with the provision of Processing and Marketing services as outlined in this RFP</li> <li>• Location of MRF (existing or proposed)</li> <li>• A Spill Response Plan to address mechanical failures</li> <li>• Age of all equipment to carry out Processing and Marketing services identified in the RFP</li> </ul>
<b>B 3.0 CONVENIENCE TO RESIDENTS</b>	
<p><b>B 3.1 Participation (4 points)</b></p> <p>Description of the proposed methods for facilitating citizen participation in the recycling program.</p>	<ul style="list-style-type: none"> <li>• Maintain a Recycling Depot located at the MRF and make available for the public's use on a 24-hour a day basis. Removal of any non-recyclables left at this depot will be the full responsibility of the Processor</li> <li>• Maintenance of the Depot and the Containers and clearing of all recyclable materials shall be the responsibility of the Processor</li> <li>• Proposed approach to Processing &amp; Marketing services to accommodate stat holidays</li> </ul>

PRINCIPLE	INFORMATION REQUESTED
<b>B 3.0 CONVENIENCE TO RESIDENTS</b>	
<b>B 3.2</b>	<p><b>Implementation (1 point)</b></p> <ul style="list-style-type: none"> <li>Based on the anticipated award date identified, indicate the earliest possible service commencement date</li> <li>Outline intended communications, equipment and staffing procurement scheduling (including Recycling Containers), staff training schedules, facility siting (if required) and other implementation plans</li> <li>Schedule (tasks and time) from Award of Contract to full implementation of the expected services</li> </ul>
<b>B 3.3</b>	<p><b>Business Interruption/Contingency Plan (1 point)</b></p> <ul style="list-style-type: none"> <li>Describe any circumstance(s) where your company would be unable to deliver any/some of the expected services (e.g., winter storm conditions)</li> <li>Contingency plan for circumstance(s) described, including any past experience(s)</li> <li>Contingency plan for a larger scale or longer term business interruption (e.g., work stoppage)</li> </ul>
<b>B 4.0 DIVERSION OF MATERIALS</b>	
<b>B 4.1</b>	<p><b>Range of Materials (2 points)</b></p> <p>Bids may be rejected if substantially fewer than the items specified as Recyclable Materials are proposed for Processing and Marketing</p> <ul style="list-style-type: none"> <li>Range of materials collected includes: <ul style="list-style-type: none"> <li><i>aluminum and tin cans; aluminum foil and pie plates, corrugated cardboard; mixed paper; newspaper; polycoat, fine paper, magazines, boxboard; recyclable plastic #1-7 containers that have contained non-hazardous products; all provincially legislated beverage containers excluding glass; milk cartons/jugs</i></li> </ul> </li> </ul> <p>Both household glass and legislated glass beverage containers are excluded from this RFP.</p> <ul style="list-style-type: none"> <li>Ability to accept additional materials (please specify which additional materials) for Processing and Marketing</li> <li>Efforts to expand Processing and Marketing to include additional recyclables suitable to a residential curbside program</li> </ul>
<b>B 4.2</b>	<p><b>Material Capture (10 points)</b></p> <ul style="list-style-type: none"> <li>Details on how Recyclable Materials will be processed and the specifications that will be achieved for each material type</li> <li>List of buyers for each commodity type</li> <li>Details on how recovered materials will be marketed</li> </ul>

PRINCIPLE	INFORMATION REQUESTED
<b>B 5.0 COSMOPOLITAN INDUSTRIES (MANDATORY REQUIREMENT)</b>	
<p><b>B 5.1 Pricing for Provision of Unsorted Fibre For Delivery</b></p> <p>The City may, in its sole discretion, disqualify a Proposal if a price per tonne for unsorted fibre in good condition delivered to Cosmopolitan Industries is not provided.</p>	<p>The City will continue to supply unsorted fibre to Cosmopolitan Industries on a regular basis. Because the volume of fibre collected at the existing depots is expected to decrease with the implementation of a curbside recycling program, the City will need to divert some paper from the Successful Proponent(s) to Cosmopolitan Industries, which may be up to 4,000 tonnes per year. As part of the financial evaluation, the City is requesting a price per tonne for unsorted fibre in good condition delivered to Cosmopolitan Industries. The fibre must be in approximately the following proportions: 76% ONP, 16% OCC, 8% Mixed Waste Fibre.</p> <p>a) Provide details on the method(s) for providing unsorted fibre for delivery to Cosmopolitan Industries located at 28 Thirty-Fourth Street East, Saskatoon, Saskatchewan, Canada S7K 3Y2.</p> <p>b) Provide pricing in the Financial Submission submitted in a separate sealed envelope as per Appendix A Package 3.</p>

#### B6 EVALUATION POINTS SUMMARY

Evaluation Criteria	Maximum Available Points
EFFICIENCY: Management and Track Record	10 points
EFFICIENCY: Quality Control/Quality Assurance	5 points
EFFICIENCY: Communication Plan	5 points
EFFICIENCY: Reporting	5 points
SUSTAINABILITY: Economic Viability	20 points
SUSTAINABILITY: Environmental Impact	2 points
CONVENIENCE TO RESIDENTS: Participation	4 points
CONVENIENCE TO RESIDENTS: Implementation	1 point
CONVENIENCE TO RESIDENTS: Interruption/Contingency Plan	1 point
DIVERSION OF MATERIALS: Range of Materials	2 points
DIVERSION OF MATERIALS: Material Capture	10 points
<b>Financial Submission (Package 3)</b>	<b>35 points</b>
<b>TOTAL</b>	<b>100 points</b>

## **Financial Submission (35 points)**

The Financial Proposal must be submitted in a separate sealed envelope as per Appendix A Package 3.

Price will be assigned a maximum of 35 evaluation points. The lowest cost acceptable proposal will be given 35 points, with lesser points awarded to more expensive proposals on a proportional basis.

Example: Consider two proposals; A and B. Proposal A has the lowest price of \$100,000. Proposal B's price is \$125,000. Proposal A, having the lowest price will be awarded the full 30 points, while points earned by proposal B will be calculated on this formula:

Example:  $\text{Earned Points} = 35 - [35(125,000 - 100,000)/100,000] = 35 - 8.75 = 26.25$

For the purposes of evaluating proposals, the annual tonnage used will be 24,000 tonnes for 2012 increasing incrementally by 3% each subsequent year.

The Financial Proposal shall be presented in the forms provided herewith.

## Financial Proposal Requirements (Package 3)

### YEAR ONE

#### PROCESSING AND MARKETING 'ONLY' PROPOSAL

Item	Pricing
Processing of collected Recyclables	\$ /tonne recycled
Public Education & Promotion (Tours etc.)	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

#### 'COMPLETE' PROPOSAL

Item	Pricing
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL Collections</b>	<b>\$ /household</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL Processing and Marketing</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**YEAR TWO**

**PROCESSING AND MARKETING 'ONLY' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Education & Promotion (Tours etc.)	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**'COMPLETE' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL Collections</b>	<b>\$ /household</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL Processing and Marketing</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**YEAR THREE**

**PROCESSING AND MARKETING 'ONLY' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Education & Promotion (Tours etc.)	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**'COMPLETE' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL Collections</b>	<b>\$ /household</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL Processing and Marketing</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**YEAR FOUR****PROCESSING AND MARKETING 'ONLY' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Education & Promotion (Tours etc.)	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**'COMPLETE' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL Collections</b>	<b>\$ /household</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL Processing and Marketing</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**YEAR FIVE**

**PROCESSING AND MARKETING 'ONLY' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Education & Promotion (Tours etc.)	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**'COMPLETE' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL Collections</b>	<b>\$ /household</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL Processing and Marketing</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**YEAR SIX**

**PROCESSING AND MARKETING 'ONLY' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Education & Promotion (Tours etc.)	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**'COMPLETE' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL Collections</b>	<b>\$ /household</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL Processing and Marketing</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**YEAR SEVEN**

**PROCESSING AND MARKETING 'ONLY' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Education & Promotion (Tours etc.)	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**'COMPLETE' PROPOSAL**

<b>Item</b>	<b>Pricing</b>
Collection of Recyclables from Serviced Units (minimum semi-monthly)	\$ /household
Public Education & Promotion	\$ /household
Customer Call Centre & Customer Service	\$ /household
<b>TOTAL Collections</b>	<b>\$ /household</b>
Processing of collected Recyclables	\$ /tonne recycled
Public Recycling Depot	\$ /tonne recycled
<b>TOTAL Processing and Marketing</b>	<b>\$ /tonne recycled</b>
Provision of unsorted fibre to Cosmopolitan Industries	\$ /tonne provided

**NOTE: The Evaluation Committee will calculate the total bid price using a Net Present Value for each of the annual prices provided over the seven year term of the Project. A discount rate of five percent (5%) will be used to calculate this Value.**

<b>OPTIONAL Item</b>	<b>Pricing</b>
Collection of Recyclables from Multi-Unit Dwellings	\$
Processing of collected Recyclables	\$
<b>TOTAL</b>	\$

**APPENDIX C  
PROPONENT REGISTRATION FORM**

(To be submitted by the Authorized Representative of the Proponent)

**REQUEST FOR PROPOSALS**

**Submission Time:** 4:00 p.m. (CST), December 13, 2011

To receive any further distributed information about this Request for Proposals, and to apply for access to the electronic Data Room of the Project, please return this completed form, as soon as possible, to:

**Contact Person : Kelly Goyer**  
**Email: [kelly.goyer@saskatoon.ca](mailto:kelly.goyer@saskatoon.ca)**

**PROPONENT CONTACT INFORMATION**

<b>NAME OF PROPONENT:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY POSTAL CODE:</b>	
<b>CITY:</b>	
<b>MAILING ADDRESS, IF DIFFERENT:</b>	
<b>FAX: ( )</b>	
<b>TELEPHONE: ( )</b>	
<b>CONTACT PERSON:</b>	
<b>E-MAIL ADDRESS:</b>	

In consideration of the City's agreement to allow the undersigned (Proponent) to participate in the Request for Proposal (RFP), issued November 28, 2011, the Proponent hereby agrees that:

**1. Understanding of Proposal Call Process**

The Proponent acknowledges and agrees:

- a) This is not a tender process. An RFP has been issued seeking Proposals from Proponents. The Preferred Proponent will be selected based on a number of mandatory and non-mandatory criteria detailed in the RFP;
- b) The proposal call process will include opportunities to discuss aspects of the Proponent's proposal with project management representatives that are either employed, or appointed, by the City;
- c) That it will commit to providing a Proposal which includes the full scope of services required for this Project as indicated in the RFP; and
- d) That it will comply with the procedures and process detailed in the RFP.

**2. Limitation of Damages**

The Proponent:

- a) agrees not to bring any Claim against the City or any of its employees, Advisers or representatives for damages in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal for any matter in respect of this RFP or Competitive Selection Process, including:
  - i. if the City accepts a non-compliant proposal or otherwise breaches (including breach of material terms) the terms of this RFP or the Competitive Selection Process; or
  - ii. if the Project or Competitive Selection Process is modified, suspended or cancelled for any reason (including modification of the scope of the Project or modification of this RFP or both) or the City exercises any rights under this RFP; and
- b) waives any and all Claims against the City or any of its employees, advisers or representatives for loss of anticipated profits or loss of opportunity if no agreement is made between the City and the Proponent for any reason, including:
  - i. if the City accepts a non-compliant proposal or otherwise breaches (including breach of material terms) the terms of this RFP or the Competitive Selection Process; or
  - ii. if the Project or Competitive Selection Process is modified, suspended or cancelled for any reason (including modification of the scope of the Project or modification of this RFP or both) or the City exercises any rights under this RFP.

**3. Proponent's Representative**

The Proponent's Representative identified below is an officer of the company and is fully authorized to represent the Proponent in any and all matters related to its Proposal.

PROPONENT	PROPONENT REPRESENTATIVE
Name of Firm	Name
Address	E-mail Address

**APPENDIX D  
CONFLICT OF INTEREST DECLARATION FORM**

**[RFP Proponent's Letterhead]**

**To: [Insert client and submission location]**

**Attention: [Insert contact person]**

In consideration of the City's agreement to consider our Proposal in accordance with the terms of the RFP, the Proponent acknowledges that:

His Worship the Mayor and City Council  
The City of Saskatoon

## **LEGISLATIVE REPORTS**

### **Section B – OFFICE OF THE CITY SOLICITOR**

#### **B1) Proposed Expansion of the City Park Residential Parking Program Boundary (File No. CK. 6120-4-4)**

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**RECOMMENDATION:** that City Council consider proposed Bylaw No. 8978.

City Council, at its meeting held on October 11, 2011, adopted Clause 7, Report No. 14-2011 of the Planning and Operations Committee and instructed the City Solicitor to prepare an amendment to Bylaw No. 7862, The Residential Parking Program Bylaw, 1999, Schedule "A", to include the south side of the 700 block of Duke Street.

The attached Bylaw makes the required amendment to Schedule "A".

#### **PUBLIC NOTICE**

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

#### **ATTACHMENT**

1. Proposed Bylaw No. 8978, The Residential Parking Program Amendment Bylaw, 2011 (No. 5).

#### **B2) Enquiry - Councillor T. Paulsen (December 20, 2010) Bylaw Enforcement Fines re: *The Animal Control Bylaw, 1999* and *The Dangerous Animals Bylaw, 2003* (File No. CK. 185-1 and CK. 152-1)**

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**RECOMMENDATION:** (1) that the specified fines for all offences listed in Schedule No. 7 of *The Animal Control Bylaw, 1999*, be set as follows:

- (a) for failure to license cat or dog - \$250 first offence, \$300 second offence and \$350 subsequent offence;

- (b) for failure to attach valid license tag when a cat or dog is off the premises of the owner - \$50 first offence, \$100 second offence and \$150 subsequent offence; and
  - (c) for all other offences listed in Schedule No. 7 - \$100 first offence, \$200 second offence and \$300 subsequent offence;
- (2) that minimum mandatory fines be established for all offences listed in Schedule No. 7 of *The Animal Control Bylaw, 1999*, and that such fines be set at the same level as the specified fines for voluntary payment;
  - (3) that for all offences listed in Schedule No. 7 of *The Animal Control Bylaw, 1999*, the Bylaw provides that if three years have elapsed since the date of the last conviction, a subsequent offence shall be treated as a first offence;
  - (4) that the maximum value of the Pet-at-Large Card be set at the total of the specified fine in the Bylaw for a first offence running-at-large violation plus the pound fee for one impoundment;
  - (5) that the minimum mandatory fines be established in *The Dangerous Animals Bylaw, 2003*, as follows:
    - (a) for the offence of owning or harbouring an animal that attacks another animal or person - \$250 first offence, \$500 second offence and \$750 subsequent offence; and
    - (b) for the offence of failing to comply with an order respecting a dangerous animal - \$500 first offence, \$1,000 second offence and \$1,500 subsequent offence.

## **Introduction**

Through an enquiry made in December, 2010, Councillor Paulsen asked our Office to review the adequacy of fines in various City bylaws with particular emphasis on repeat offenders. This report compares the fines under *The Animal Control Bylaw, 1999* and *The Dangerous Animals Bylaw, 2003*, with similar bylaws from other western Canadian cities. The purpose is to determine whether Saskatoon's fines are adequate at their current levels or whether changes are warranted. (Reports on other bylaws will be forthcoming in the next several months.)

## **Animal Control**

Bylaws from Calgary, Edmonton, Regina and Winnipeg were reviewed. Fines for the four most common offences were compared with Saskatoon's fine levels. These offences were:

- (a) failure to license;
- (b) running-at-large;
- (c) barking; and
- (d) failure to wear a valid licence tag.

Details of the comparison in chart form are attached as Attachment 1 to this report. The right-hand column shows the current fines under Saskatoon's Bylaw.

Under Saskatoon's Bylaw, the fine for failure to license is specified at \$250 for every offence. The specified fine for permitting an animal to be at large is \$50 for a first offence, \$100 for a second offence and \$250 for a subsequent offence. The specified fine for barking is \$50 for a first offence, \$100 for a second offence and \$250 for a subsequent offence. The specified fine for failure to wear a valid licence tag is \$30 for a first offence, \$100 for a second offence and \$125 for a subsequent offence.

Except for the offence of failure to license, all other offences have no minimum fines. The specified fines for these offences may be paid voluntarily in order to avoid prosecution. If the offender does not pay the fine voluntarily, the offence proceeds to court and if convicted, the justice may impose in the case of an individual a fine of not more than \$2,000 and, in the case of a corporation, a fine of not more than \$5,000. The justice has complete discretion to fine the person any amount up to and including the prescribed limits. The justice may impose a fine which exceeds or is less than the specified fines.

The offence of failure to license an animal is different. The voluntary fine to avoid prosecution is \$250. The fine under the Bylaw is also \$250. The justice has no discretion to impose any other fine.

In addition to the offences contained in the comparison, there are many other offences under the Bylaw. Schedule No. 7 of the Bylaw is attached as Attachment No. 2 to this report. The Schedule contains the specified fines for the various offences under the Bylaw.

#### *Fine Amounts*

Our review indicates that Saskatoon's fines are generally lower than those in other western Canadian cities. Saskatoon's fines start at \$50 for first offences, and increase to \$100 and \$250 for second and subsequent offences. In other cities, fines typically start at \$100 for first offences, and double or triple for second or subsequent offences. In our opinion, an increase in fines is warranted.

Fines can be set at any level Council considers appropriate. We would recommend that the specified fines for first offences be set at \$100, for second offences at \$200 and for subsequent offences at \$300. These fines would be similar to those in other cities.

Further we would recommend that the specified fines for failure to license be increased. We recommend that the fine for a first offence remain at \$250, but that the second offence increase to \$300 and for a subsequent offence to \$350.

With respect to the offence of failure to display a valid licence tag, we recommend that the fine be set at \$50 for a first offence. The specified fine is now \$30. For a second offence, we would recommend the fine remain at \$100. For a subsequent offence, we recommend that the fine be increased from \$125 to \$150. These fines would be comparable to those in other cities and would reflect the relative seriousness of the offence.

#### *Minimum Fines*

In addition to the level of fines, we also examined the bylaws from other western Canadian cities to determine if minimum penalties were imposed. We found that, in most cases, other cities do impose minimum penalties for contraventions of their bylaws. The purpose of mandatory minimum fines is to set a base fine for the justice when a matter goes to court. A justice can award a fine higher than the base fine, but not lower.

We would recommend that Council impose minimum mandatory fines, and that they be set at the same level as the specified fines under the bylaw. This would mean that a person charged with

an offence would have the option to pay the specified fine voluntarily to avoid prosecution. If the person elects not to pay the fine voluntarily, the matter would proceed to court. If convicted, the person would be fined an amount not less than the specified minimum fine. The justice hearing the case would not be able to lower the fine below the specified minimum fine but could impose a higher fine.

The bylaws of other western Canadian cities also treat persons as first-time offenders if a specified period of time has elapsed since their last conviction. This provision encourages compliance with the bylaw and rewards responsible owners. This provision has merit and we would recommend a similar provision in our Bylaw. We would recommend that if three years have elapsed since the date of the last conviction, a subsequent offence be treated as a first offence.

#### *Pet-at-Large (P.A.L.) Card*

In 2005, Saskatoon introduced a new Pet-at-Large Card Program. Every pet owner who purchases a pet licence receives a P.A.L. Card. The Card is valid for that licence year. The P.A.L. Card can be used once per year to waive fines for running-at-large (can only be used once for this purpose in the lifetime of the pet), pound fees or both running-at-large and pound fees if incurred at the same time.

The P.A.L. Card does not specify that it must only be used for a first offence for running-at-large. Under the current bylaw, if the pet owner uses the P.A.L. Card for a first offence, the fine to be waived amounts to \$50. If the pet owner chooses to use the P.A.L. Card for a second or subsequent offence, the fines to be waived would amount to \$100 and \$250 respectively. The value of the P.A.L. Card varies depending upon when it is used by the pet owner. We believe that this disparity is inherently unfair and should be addressed. It will only get worse if the specified fines are increased as recommended in this report.

Originally, we recommended that the P.A.L. Card value be set at \$100, the amount of a first offence running-at-large fine. However, the Animal Control Advisory Committee informed us that the original purpose of the P.A.L. Card was to waive pound fees and running-at-large fines, once, within the lifetime of the pet, both of which may be incurred at the same time. Therefore we now recommend that the P.A.L. Card should be of equal value whether used for a first, second or subsequent offence, and that this value be set at \$100 plus pound fees for one impoundment. This amount would be the same as the specified penalty for first offences for running-at-large plus associated pound fees. It would not matter if the pet owner uses the P.A.L. Card for a first, second or subsequent offence. When presented, the P.A.L. Card would be applied to the running-at-large fines or pound fees to a maximum of this value.

## **Dangerous Animal**

The animal control bylaws from the other western Canadian cities also deal with dangerous animals. In Saskatoon, the regulation of dangerous animals is contained in a separate bylaw, *The Dangerous Animals Bylaw, 2003*. As part of our review, we included a comparison of these dangerous animal provisions. Details of the comparison in chart form are attached as Attachment 3 to this report. The right hand column shows the current fines under Saskatoon's Bylaw. The right-hand column shows the current fines under *The Dangerous Animals Bylaw, 2003*.

### *Fine Amounts*

In Saskatoon, the Bylaw does not permit a person to pay a voluntary fine to avoid prosecution. The person is required to attend in court to answer the charge. If convicted, the person is liable, in the case of an individual, to a fine not exceeding \$10,000, and, in the case of a corporation, to a fine not exceeding \$25,000. There are no minimum penalties prescribed in the Bylaw.

We are not recommending that Saskatoon adopt a system of voluntary payments to avoid prosecution in the case of dangerous animals. These are serious offences, and we recommend that the owner should continue to be required to attend in court to answer the charges. It is crucially important for the offender to appear so that the court can issue an order when appropriate. The order may contain terms about muzzling and leashing the animal when off the premises of the owner, inoculating the animal against rabies, keeping the animal in a proper enclosure, maintaining liability insurance for any bodily injury or damage caused by the animal, spaying or neutering the animal, and/or displaying signs warning of the presence of the animal on the owner's property.

We are, however, recommending that minimum fines for the various offences be prescribed in the Bylaw. We also recommend that the fines reflect the seriousness and danger to the public of dangerous animal offences. This is in accordance with the fines set by other western Canadian cities.

For the offence of owning or harbouring an animal that attacks another animal or person, we would recommend the following minimum penalties:

- first offence - \$250
- second offence - \$500
- subsequent offence - \$750

For the offence of failing to comply with an order respecting a dangerous animal, we would recommend the following minimum penalties:

- first offence - \$500
- second offence - \$1,000
- subsequent offence - \$1,500

This report has been reviewed by the City Treasurer and by the Animal Control Advisory Committee. The comments of the Animal Control Advisory Committee have been incorporated into this report and are attached.

#### **PUBLIC NOTICE**

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

#### **ATTACHMENTS**

1. Animal Control Penalty Comparison Chart;
2. Schedule No. 7 of *The Animal Control Bylaw, 1999*;
3. Dangerous Animal Penalty Comparison Chart; and
4. Memo from Secretary of the Animal Control Advisory Committee dated October 31, 2011.

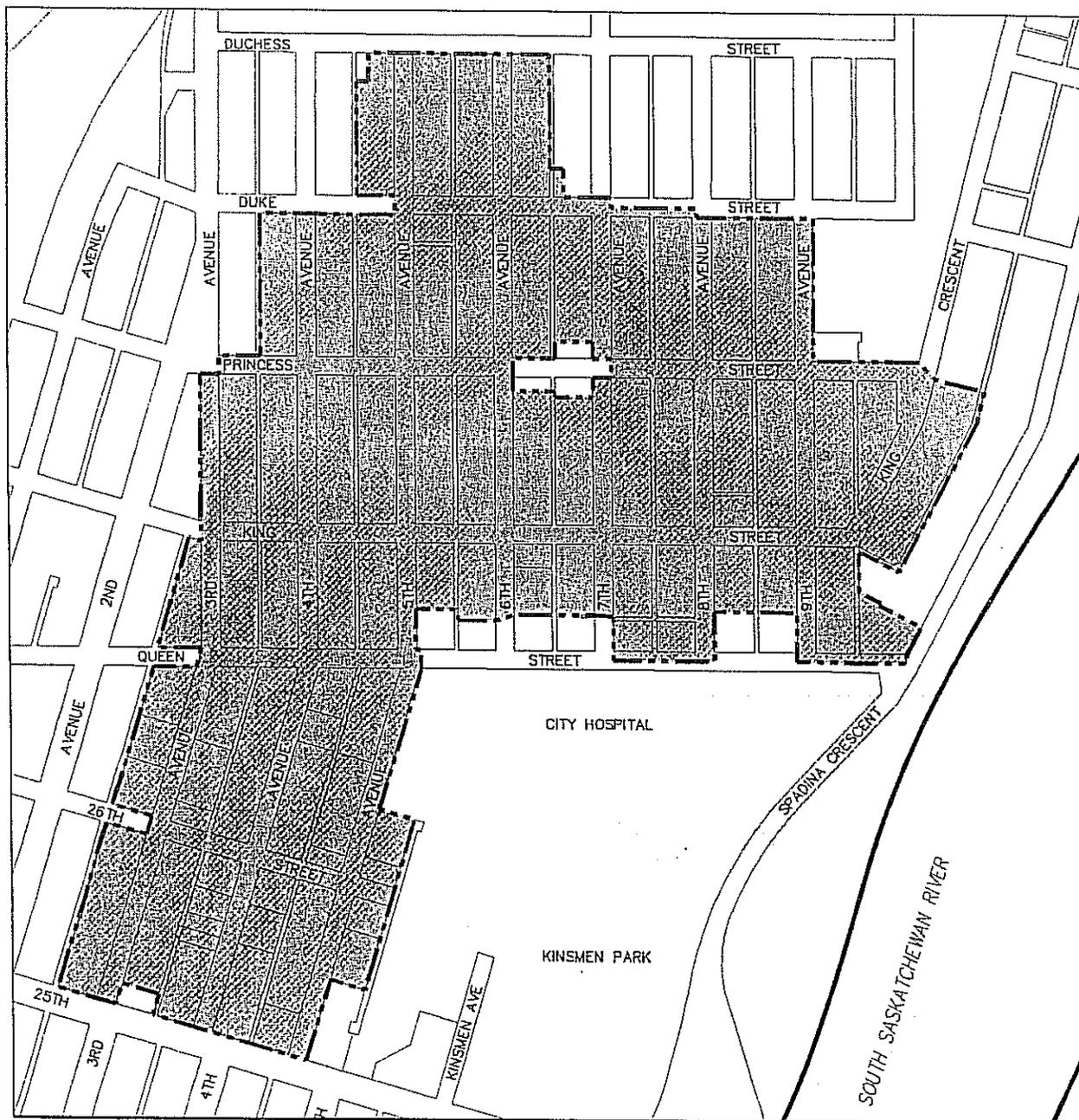
Respectfully submitted,

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Theresa Dust, City Solicitor



Schedule "A" to Bylaw No. 8978



**City Park Residential Parking Permit Zone**

Streets Designated as the City Park Residential Parking Zone

- 3rd Avenue North: 400, 500, 600 & 700 (east side) Blocks
- 4th Avenue North: 400, 500, 600, 700 & 800 Blocks
- 5th Avenue North: 400, 500 (west side), 600, 700, 800 & 900 Blocks
- 6th Avenue North: 600, 700, 800 & 900 Blocks
- 7th Avenue North: 800 (from the lanes to King St), 700 & 800 Blocks
- 8th Avenue North: 800, 700 & 800 Blocks
- 9th Avenue North: 600, 700 & 800 (west side) Blocks



- One and two hour time restrictions
- Effective Monday to Friday
- Parking Permits expire April 30 of each year

- 26th Street East: 300 & 400 Blocks
- Duke Street: 500, 600 & 700 (south side) Blocks
- Princess Street: 300, 400, 500, 700, 800 & 900 Blocks
- Queen Street: 300, 400, 700 (north side) & 900 (north side) Blocks
- King Street: 300, 400, 500, 600, 700 & 800 Blocks
- King Crescent: 1000 Block



260-0038-0011006  
Revised: 2011-07-22

Schedule A - Bylaw # 7862



### Animal Control Penalty Comparisons

Offence	Calgary	Edmonton	Regina		Winnipeg	Saskatoon
			Sterilized	Unsterilized		
Unlicensed Dog or Cat	Specified Penalty \$250	Specified Penalty \$250	Specified Penalty \$150	Specified Penalty \$250	-	Specified Penalty \$250
	Minimum Penalty \$100	Minimum Penalty \$250	Minimum Penalty \$150	Minimum Penalty \$250	Minimum Penalty \$250	-
	<b>Reoccurrence</b>		<b>Reoccurrence</b>	<b>Reoccurrence</b>	Discounted Fine \$125 plus costs to avoid prosecution	
	All penalties double or triple if person has 2 or 3 convictions in one 12-month period		2 <sup>nd</sup> Offence \$200 3 <sup>rd</sup> Offence \$250	2 <sup>nd</sup> Offence \$300 3 <sup>rd</sup> Offence \$350		
Animal at Large	Specified Penalty \$100	Specified Penalty \$100	Specified Penalty \$100		-	Specified Penalty \$50
	Minimum Penalty \$50	Minimum Penalty \$100	Minimum Penalty \$100		Minimum Penalty \$100	-
	<b>Reoccurrence</b>		<b>Reoccurrence</b>		Maximum Penalty \$1,000	<b>Reoccurrence</b>
	All penalties double or triple if person has 2 or 3 convictions in one 12-month period		2 <sup>nd</sup> Offence \$200 3 <sup>rd</sup> Offence \$300			2 <sup>nd</sup> Offence \$100 3 <sup>rd</sup> Offence \$250
Barking	Specified Penalty \$100	Specified Penalty \$100	N/A		-	Specified Penalty \$50
	Minimum Penalty \$50	Minimum Penalty \$100			Minimum Penalty \$100	-
	<b>Reoccurrence</b>				<b>Reoccurrence</b>	<b>Reoccurrence</b>
	All penalties double or triple if person has 2 or 3 convictions in one 12-month period				2 <sup>nd</sup> Offence \$100 3 <sup>rd</sup> Offence \$250	2 <sup>nd</sup> Offence \$100 3 <sup>rd</sup> Offence \$250
Failure to Wear I.D. Tag	Specified Penalty \$75	Specified Penalty \$100	Specified Penalty \$50		-	Specified Penalty \$30
	Minimum Penalty \$50	Minimum Penalty \$100	Minimum Penalty \$50		Minimum Penalty \$50	-
	<b>Reoccurrence</b>		<b>Reoccurrence</b>		Maximum Penalty \$1,000	<b>Reoccurrence</b>
	All penalties double or triple if person has 2 or 3 convictions in one 12-month period		2 <sup>nd</sup> Offence \$100 3 <sup>rd</sup> Offence \$150			2 <sup>nd</sup> Offence \$100 3 <sup>rd</sup> Offence \$125

B2

## Schedule No. 7

### Penalties Payable Pursuant to Section 25

Offence	Penalty (Fine)		
	1st Offence	2nd Offence	Subsequent
(a) failure to license cat or dog [Section 4]	\$250 for each and every offence		
(b) failure to attach valid license tag when a cat or dog is off the premises of the owner [Section 6]	\$ 30	\$100	\$125
(c) cat or dog being at large [Section 9]	\$ 50	\$100	\$250
(d) prohibited dog in off-leash area [Section 10(2)]	\$ 50	\$100	\$250
(e) allow dog to become nuisance in off-leash area [Section 10(3)(a)]	\$ 50	\$100	\$250
(f) fail to accompany dog in off-leash area [Section 10(3)(c)(i)]	\$ 50	\$100	\$250
(g) fail to carry leash in off-leash area [Section 10(3)(c)(ii)]	\$ 50	\$100	\$250
(h) fail to restrain and remove nuisance dog from off-leash area [Section 10(3)(d)]	\$ 50	\$100	\$250
(i) operate a motor vehicle in an off-leash area [Section 10.2]	\$100	\$200	\$300
(j) cat or dog in prohibited areas [Section 11]	\$ 50	\$100	\$250

**Schedule No. 7**  
(continued)

Offence	Penalty (Fine)		
(k) failure to immediately remove a dog or cat's excrement (defecation) from public or private property other than the property of the dog or cat's owner [Section 13]	\$ 50	\$100	\$250
(l) allow animal feces to accumulate on private property [Section 14]	\$ 50	\$100	\$250
(m) cat or dog creating a nuisance by barking or howling [Section 15]	\$ 50	\$100	\$250
(n) pigeon on other person's property [Section 19]	\$ 50	\$100	\$250
(o) failure to obey order of Animal Protection Officer [Section 20]	\$ 50	\$100	\$250
(p) pigeon improperly at large [Section 21]	\$ 50	\$100	\$250
(q) failure to adequately maintain bees [Section 21.1]	\$50	\$100	\$250

## Dangerous Animal Penalty Comparisons

Offence	Calgary	Edmonton	Regina	Winnipeg	Saskatoon
<b>Animal Attack on Another Animal</b>	-	Specified Penalty \$500	General Penalty up to \$10,000 for an individual and \$25,000 for a corporation	Specified Penalty \$350	General Penalty up to \$10,000 for an individual and \$25,000 for a corporation
	-	Minimum Penalty \$500		Minimum Penalty \$350	
	<b>Bite Another Animal</b>				
	Specified Penalty \$200				
	Minimum Penalty \$50				
	<b>Cause Death to Animal</b>				
	Specified Penalty \$1,000				
	Minimum Penalty \$500				
<b>Reoccurrence (includes both offences)</b>					
All penalties double or triple if person has 2 or 3 convictions in one 12-month period					
<b>Attack a Person</b>	-	Specified Penalty \$500	General Penalty up to \$10,000 for an individual and \$25,000 for a corporation	Specified Penalty \$350	General Penalty up to \$10,000 for an individual and \$25,000 for a corporation
	-	Minimum Penalty \$500		Minimum Penalty \$350	
	<b>Injure a Person</b>				
	Specified Penalty \$300				
	Minimum Penalty \$100				
	<b>Bite a Person</b>				
	Specified Penalty \$350				
	Minimum Penalty \$200				
	<b>Attack a Person</b>				
	Specified Penalty \$750				
	Minimum Penalty \$500				
	<b>Attack Causing Severe Injury</b>				
	Specified Penalty \$1,500				
Minimum Penalty \$750					
<b>Reoccurrence (includes all offences)</b>					
All penalties double or triple if person has 2 or 3 convictions in one 12-month period					

### Dangerous Animal Penalty Comparisons

Offence	Calgary	Edmonton	Regina	Winnipeg	Saskatoon
<b>Fail to Comply with Order</b>	<b>Improper Pen</b>			<b>Improper Pen</b>	General Penalty up to \$10,000 for an individual and \$25,000 for a corporation
	Specified Penalty \$1,500			-	
	Minimum Penalty \$1,000			Minimum Penalty \$1,000	
	<b>Fail to Muzzle</b>	<b>Fail to Muzzle</b>		<b>Fail to Muzzle</b>	
	Specified Penalty \$1,500	Specified Penalty \$500		-	
	Minimum Penalty \$1,000	Minimum Penalty \$500		Minimum Penalty \$1,000	
	<b>Failure to Post Sign</b>			<b>Failure to Post Sign</b>	
	Specified Penalty \$1,500			-	
	Minimum Penalty \$1,000			Minimum Penalty \$250	
	<b>Failure to Confine</b>	<b>Failure to Confine</b>			
	Specified Penalty \$1,500	Specified Penalty \$500			
	Minimum Penalty \$1,000	Minimum Penalty \$500			
		<b>Failure to Insure</b>			
		Specified Penalty \$500			
	Minimum Penalty \$500				
			<b>Failure to Tattoo</b>		
			-		
			Minimum Penalty \$1,000		

## CITY OF SASKATOON

**Office of the City Clerk**

To: City Solicitor,  
Attn: K. Bodnarchuk

Date: October 31, 2011

Phone: 8006

Our File: CK. 152-4

From: Kathy O'Brien, Secretary  
Advisory Committee on Animal Control

Your File:

**Re: Fines – The Animal Control Bylaw 1999 and  
The Dangerous Animals Bylaw, 2003**

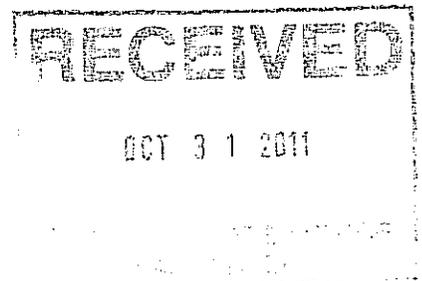
Further to our email conversation, the following is what the Advisory Committee on Animal Control, at its meeting held on October 27, 2011, requested be forwarded to City Council with respect to the above:

That the wording of the section in the Solicitor's report pertaining to discounted fine fees using the P.A.L. card be changed to read: "that the maximum value of the Pet- at -Large card be set at the total of the specified fine in the Animal Control Bylaw, 1999 for a first offence running at large violation plus the pound fee for one impoundment."

Also, the Committee passed a motion that the bylaws in question be reviewed annually and report any comments or suggested changes to Administration and Finance Committee; and that the Committee will discuss the possibility of implementing a license specific to animals that have been declared dangerous and forward its recommendation to Administration and Finance Committee.

/ko

cc: Diane Bentley, Chair, Advisory Committee on Animal Control



**Memorandum**

His Worship the Mayor and City Council  
The City of Saskatoon

**REPORT**

of the

**PLANNING AND OPERATIONS COMMITTEE**

Composition of Committee

Councillor P. Lorje, Chair  
Councillor C. Clark  
Councillor R. Donauer  
Councillor B. Dubois  
Councillor M. Loewen

**1. Leisure Services Admission Fees**  
**(Files CK. 1720-3 and LS. 1720-1)**

- RECOMMENDATION:**
- 1) that the long-term cost recovery objective for general admissions remain at 65 percent of the total cost of providing the service, and this objective continue to be achieved by increasing the base for the general admission rate for adults by \$0.50 annually on January 1 of each year;
  - 2) that once cost recovery is achieved, the rate be increased annually to keep up with inflation; and
  - 3) that the implementation of a discount rate across all months in the LeisureCard pricing scale be consistent (a discounted rate be applied to the cost of a LeisureCard when purchased for longer terms).

Attached is a report of the General Manager, Community Services Department dated October 18, 2011, with respect to admission rates and fees for the six indoor leisure centres.

The above report also provides information in response to the attached communication dated March 1, 2011, from Mr. Marcus Davies, which was referred by City Council to the Administration for review of the family pricing policy and report to the Planning and Operations Committee.

Your Committee has reviewed the report with the Administration and is supporting the above recommendations.

**2. Application for Funding – Youth Subsidy Program  
Special Events Policy No. C03-007  
(Files CK. 1870-15 and LS. 1720-8-1)**

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**RECOMMENDATION:** that the Saskatoon Fencing Club, an eligible Youth Sport Subsidy Program sport organization, receive a grant of up to \$6,320 to host the Canadian Fencing Canadian Selection No. 1 event, November 18 to 20, 2011.

Attached is a report of the General Manager, Community Services Department dated October 7, 2011 with respect to an application from the Saskatoon Fencing Club for a Youth Sport Subsidy Special Event Hosting Grant.

Your Committee has reviewed and is supporting the above recommendation.

**3. Communication to Council**  
**From: Richard Weishaupt, Manager of Health and Safety  
BHP Billiton**  
**Date: November 4, 2010**  
**Subject: Request to Re-Direct Alley traffic**  
**(File No. CK. 6320-2)**

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**RECOMMENDATION:** that the information be received.

Attached is a report of the General Manager, Infrastructure Services Department dated October 19, 2011, with respect to the above referral from City Council. Also attached is a copy of the above communication.

Your Committee has reviewed the matter with the Administration and is forwarding the report to City Council for information.

4. **Riversdale Local Area Plan (LAP)  
Spadina Crescent West (Avenue C to Avenue E) Traffic Calming and  
Pedestrian Crosswalks  
(Files CK. 6150-1, x CK. 6320-1, IS. 6150-1 and IS. 6350-1)**

**RECOMMENDATION:** that the information be received.

Attached is a report of the General Manager, Infrastructure Services Department dated October 18, 2011, providing information on traffic calming measures being implemented along Spadina Crescent West, from Avenue C to Avenue E.

Your Committee has reviewed the report with the Administration and is forwarding the report to City Council as information.

5. **Request for Post Budget Approval  
Capital Project 1552 – IS – Remote Data Entry  
Remote Data Entry Project  
(Files CK. 261-1, x CK. 1702-1, and IS. 261-1)**

- RECOMMENDATION:**
- 1) that \$40,000 be transferred from Capital Project 1557 – IS – Office Modifications/Furniture Replacement Upgrades to the Infrastructure Services Capital Reserve;
  - 2) that a post budget adjustment in the amount of \$40,000 be approved for Capital Project 1552 – Remote Data Entry; and
  - 3) that the \$40,000 post budget adjustment be funded from the Infrastructure Services Capital Reserve.

Attached is a report of the General Manager, Infrastructure Services Department dated October 19, 2011, with respect to the above matter.

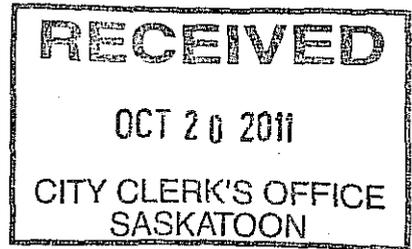
Your Committee has reviewed the matter with the Administration and is supporting the above recommendations.

Respectfully submitted,

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Councillor P. Lorje, Chair

1720-3 /



TO: Secretary, Planning and Operations Committee  
FROM: General Manager, Community Services Department  
DATE: October 18, 2011  
SUBJECT: Leisure Services Admission Fees Report  
FILE NO: LS 1720-1

**RECOMMENDATION:** that a report be submitted to City Council recommending:

- 1) that the long-term cost recovery objective for general admissions remain at 65 percent of the total cost of providing the service, and this objective continue to be achieved by increasing the base for the general admission rate for adults by \$0.50 annually on January 1 of each year;
- 2) that once cost recovery is achieved, the rate be increased annually to keep up with inflation; and
- 3) that the implementation of a discount rate across all months in the LeisureCard pricing scale be consistent (a discounted rate be applied to the cost of a LeisureCard when purchased for longer terms).

**EXECUTIVE SUMMARY**

The Leisure Services Branch operates six indoor leisure centres (Cosmo Civic Centre, Harry Bailey Aquatic Centre, Lakewood Civic Centre, Lawson Civic Centre, Saskatoon Field House, and Shaw Centre) that provide a wide variety of fitness, aquatic, and recreation activities. These facilities are also used by local sport organizations for competitive sports training and competitions.

Admission rates and fees for the indoor leisure centres are established based on balancing the need to subsidize with the cost that should be paid by the users of the service. Our challenges have been, and remain, in trying to achieve a balance between good business and what is good for the community, and maintaining a level playing field (private/public).

In the past five years, cost recovery rates have been close to achieving the targets (65 percent) established by City Council. Cost recovery rates dropped in 2009 when Shaw Centre Phase II was opened. Now that the Shaw Centre has been completely open for one full year, cost recovery rates have improved. Based on the current \$0.30 annual admission increase to the base rate, the Leisure Services Branch achieved a cost recovery rate of 61 percent in 2010.

This report requests City Council to confirm that the Administration continue its long-term cost recovery objective for general admissions and implement a consistent monthly discount rate for LeisureCards.

In order to achieve a 65 percent cost recovery rate, your Administration is recommending the base general admission rate for adults continue to increase by up to \$0.50 annually. Once the cost recovery rate is achieved, the admission rate will increase annually to keep up with inflation.

Current LeisureCard pricing structure does not provide a consistent discount across increased monthly duration of sales. Many customers have indicated to your Administration that a consistent incentive is needed to be applied based on the life of the LeisureCard being sold (i.e. the longer the term of purchase, the greater the discount should be). Customers have also indicated to your Administration that a consistent incentive for longer term customers will also increase customer loyalty and lead to increased repeat sales.

In 2012, the Leisure Services Branch will be updating its Point-of-Sale system at the indoor leisure centres. The updated system will provide the Leisure Services Branch the opportunity and capability to implement a variety of LeisureCard sales incentives designed to recognize customer loyalty and increase repeat sales. Your Administration will provide a future report that will recommend specific incentives to increase the move towards established cost recovery objectives.

## **BACKGROUND**

The Leisure Services Branch operates six indoor leisure centres (Cosmo Civic Centre, Harry Bailey Aquatic Centre, Lakewood Civic Centre, Lawson Civic Centre, Saskatoon Field House, and Shaw Civic Centre) that provide a wide variety of fitness, aquatic, and recreation activities. These facilities are also used by local sport organizations for competitive sports training and competitions.

During its December 19, 1994 meeting, City Council adopted the Leisure Services Fees and Charges Policy No. C03-029. This Policy was updated in 2006 and provides the framework for establishing admissions rates and fees at the indoor leisure centres. Admission rates and fees for the indoor leisure centres are established based on balancing the need to subsidize with the cost that should be paid by the users of the service. Challenges have been, and remain, in trying to achieve a balance between good business and what is good for the community and maintaining a level playing field (private/public).

Recognizing that participation in leisure activities is essential to the well being of individuals and the community as a whole, the Leisure Services Fees and Charges Policy No. C03-029 adopted several guiding principles. These principles were established to:

1. Help achieve a balanced approach when establishing rates and fees for the six indoor leisure centres;
2. Speak to the importance of participation, choice, availability, and making leisure opportunities affordable to the broadest spectrum of residents;
3. Convey the importance of subsidizing children, youth, families, and special interest groups; and

4. Address the importance of establishing rates and fees so as not to discourage other providers from participating in the delivery of leisure services.

This report is requesting City Council to confirm that the Administration continue its long-term cost recovery objective for general admissions and implement a consistent monthly discount rate for LeisureCards, as outlined in this report.

During its March 21, 2011 meeting, City Council asked the Administration to review the family pricing policy to establish a LeisureCard rate and provide a report to the Planning and Operations Committee. This report will also outline the method used to determine a family LeisureCard rate.

## REPORT

To establish rates covering a five-year period, the Leisure Services Branch conducted a review of the general admission and LeisureCard rates in 2006. In the spring of 2011, your Administration completed a review of the general admission and LeisureCard rates; this report summarizes the results of this review.

### General Admission Rates

General admission to the indoor leisure centres provides the public with access to the City of Saskatoon's (City) recreation facilities and to instructor-lead classes on a "drop-in" basis for which pre-registration is not required. This includes access to dry land fitness classes, weight training, and cardio equipment at all six locations; lane swimming, and aquafitness classes at the aquatic centres; and walking/running at the Saskatoon Field House and Shaw Centre. General admission rates are intended to provide casual or infrequent customers with a way to access the facilities.

The current general admission single use rates and fees are based on the following:

- a) Adult (ages 19 and over) = Base rate
- b) Children and Youth (ages 6 to 18 years) = 60 percent of base rate
- c) Preschool (ages 5 and under) = No charge
- d) Family = Two times the adult admission rate  
(A family is defined as "a group up to seven individuals, related by birth, legal status or marriage, with a maximum of two adults")

Attachment 1 of this report provides the general admission rates for indoor leisure centres from 2011 to 2014.

The Leisure Services Branch provides a number of admission discount options for customers to access a variety of drop-in programs offered. Each of these options is intended to build repeat usage within its existing customer base. The following options are currently available:

1. Bulk tickets: designed for semi-frequent customers who are not ready to make a longer term commitment to participation. Bulk tickets provide a 20 percent discount on regular general admissions.
2. Group rates: designed for people who want to participate with a number of family, friends, and/or colleagues. Group rates provide a \$0.50 savings off general admission for groups of six or more customers.
3. LeisureCard: designed as the best value for frequent use customers. A LeisureCard provides unlimited admission to public open times, drop-in fitness, aquafitness classes, and drop-in sports at any of the six indoor leisure centres.
4. Leisure Accessibility Program: is designed to provide eligible low-income residents within the city to participate in City leisure facilities and programs. The program includes unlimited admission to drop-in programs at the City leisure centres and one registered program per year.

To determine a LeisureCard rate, your Administration used a set of assumptions to create a basic formula for pricing LeisureCard rates. These assumptions are based on the length of season and the anticipated number of visits per week throughout the primary program months (September through April). The assumption used to calculate the LeisureCard rates is based on the following: the length of the season is governed by design of the facility and the nature of the activity associated with the facility. For some indoor leisure facilities (e.g. Saskatoon Field House, etc.), there is a trend for people to go outdoors as soon as the weather turns warm. Some facilities that have a swimming pool component (e.g. Lakewood, Shaw Centre, etc.), a longer season is anticipated. Facility closures for maintenance are also taken into consideration when determining the length of a season. Considering these factors, a standard of 30 weeks per season has been established. An average of two visits per week was adopted as the standard number of visits per week throughout the primary program months.

Based on the assumptions outlined above, a 12-month LeisureCard rate is based on 60 visits (two visits per week multiplied by 30 weeks) multiplied by the admission rate. A 12-month adult and youth LeisureCard rate starting January 1, 2011, is as follows:

- Adult 12-month LeisureCard - \$468 (30 weeks times 2 visits per week times \$7.80 drop-in rate)
- Youth 12-month LeisureCard - \$282 (30 weeks times 2 visits per week times \$4.70 drop-in rate)
- Family 12-month LeisureCard - \$936 (2 times the adult rate)

### Family LeisureCard Rates

During its March 21, 2011 meeting, City Council received a letter from Mr. Marcus Davies regarding the LeisureCard pricing policies and specifically as they relate to the purchase of a family LeisureCard rate.

Mr. Davies' letter suggested that the family LeisureCard rate is based on the premise that every family has two adults and does not take into account lone-parent families. Although the Leisure Services Branch rate structure appeared to support this assertion, the family LeisureCard rate is not based on every family having two parents. A copy of this letter and the Administration's reply to this customer's enquiry is attached to this report (see Attachment 2).

To establish a family rate we have adopted a general family usage pattern of 1 adult and 1.5 children that visit a leisure centre together as a family. In addition, the rate structure is based on 60 visits over a 12-period at a single admission rate. To determine the family LeisureCard rate for January 1, 2011, the following calculation is used.

1 Adult 12-month LeisureCard	\$468 (60 visits times \$7.80 adult admission)
1 Youth 12-month LeisureCard	\$282 (60 visits times \$4.70 youth admission)
½ Youth 12-month LeisureCard	<u>\$141</u> (60 visits times \$4.70 times 0.5 youth admission)
	<u>\$891</u> (Rounded to \$890)

Over the years, front-line staff have learned that it is hard to explain to customers how the family rate is calculated, so your Administration came up with a simple substitution by using two times the adult rate. Front-line staff have found this to be a much easier explanation for our customers to understand. The above calculation demonstrates that the usage assumptions generate a value-received figure that is well aligned with the pricing of a family LeisureCard.

### LeisureCard Pricing Incentives

The Leisure Services Branch believes that by satisfying customers, the potential exists for developing longer-term relationships with them. The LeisureCard pricing options provide benefits for customers so that they will maintain or increase their purchases and physical activity levels. Building customer loyalty is not a choice any longer with businesses; it is the only way of building sustainable cost recovery objectives.

Current LeisureCard pricing structure does not provide a consistent discount across increased monthly duration of sales. Many customers have told your Administration that a consistent incentive is required to be applied based on the life of the LeisureCard being sold (i.e. the longer the term of purchase, the greater the discount should be). Customers have also told your Administration that a consistent incentive for longer term customers will also increase customer loyalty and lead to increased repeat sales. Using the Adult LeisureCard as an example, Table 1: LeisureCard Adult Monthly Rates 2011 (page 6), will illustrate an inconsistent application of the monthly discount. For example, the percent discount for purchasing a three-month LeisureCard versus a four-month LeisureCard is 1 percent. When compared to purchasing a six-month LeisureCard versus a seven-month LeisureCard the discount is 3 percent.

Table 1: LeisureCard Adult Monthly Rates 2011 (current discount rate)

Months	1	2	3	4	5	6	7	8	9	10	11	12
2011	\$ 63	\$ 113	\$ 158	\$ 208	\$ 238	\$ 267	\$ 298	\$ 326	\$ 355	\$ 385	\$ 415	\$ 445
Current discount rate		10%	16%	17%	24%	29%	32%	35%	37%	39%	40%	41%

Your Administration is recommending the implementation of a consistent discount rate across all months in our LeisureCard pricing scale. In Table 1 above, the existing discount rate scale is the result of the pricing historically set when there was only 1, 3, 6, and 12-month LeisureCards. This resulted in an uneven discount across 12 months. The current 12-month rate was intended to be based on 60 visits, but through previous price adjustments, this was inadvertently changed to 57 visits. The new rates reflect a return to 60 visits in determining a LeisureCard Rate.

In Table 2 below, the discount price is driven by a consistent discount rate that is being proposed. This would mean that the longer the customer purchases, the better deal they receive.

Table 2: LeisureCard Adult Monthly Rates 2011 (proposed discount rate)

Months	1	2	3	4	5	6	7	8	9	10	11	12
2011	\$63	\$122	\$176	\$226	\$271	\$313	\$349	\$382	\$410	\$434	\$453	\$468
Discount Rate (%)		3.46	6.93	10.40	13.85	17.32	20.78	24.24	27.71	31.17	34.63	38.10

*(Note: discounted rate equals months times one month rate minus discount)*

This incentive ladder is a small modification to our existing pricing scale to provide a consistent discount across all months. This new consistent scale will not have an impact on admission revenues. The flexibility this scale provides in purchasing the number of months that best suits the customer and differentiates the Leisure Services Branch from other service providers in the market place.

### Leisure Accessibility Program

Where cost as a barrier is an issue, the Community Services Department's Leisure Access Program is working well across all age groups (pre-school, children and youth, adults, and seniors). The Leisure Access Program allows eligible low-income residents within the city to participate in City leisure facilities and programs. The program includes unlimited admission to drop-in programs at City leisure centres and one registered program per year. In 2010, approximately 70,000 usages were recorded between indoor leisure centres and outdoor pools.

This program has been well received by customers and is a valuable service that sets the City apart from other service providers in the market place.

The Leisure Access Program is currently provided within existing staffing budgets. As this program continues to increase in usage, there is potential for additional staffing costs for lifeguards and child minding staff beyond existing budgets.

### Market Review

The Leisure Services Branch conducted a market review of the average adult general admission fee in the Saskatoon fitness market.

When comparing the fee structures of Saskatoon's fitness facilities, there is a wide range from low to high with other service providers on the high end of the range. The City's rates are on the low side of the range and below the market average, which indicates there may be room to increase rates.

Table 3: 2011 Average Adult Drop-in

Admission Market Rates (includes G.S.T.)	
City of Saskatoon	\$7.80
Average non-profit rate	\$8.45
Average private sector rate	\$13.50

(see Attachment 3: 2011 Adult Drop-in Rates)

Note: Although a number of the private sector providers have a single drop-in rate, the reality is that they discourage drop-in use in favour of customers purchasing contracts of one to three years in length.

Table 4: 2011 Average Adult Monthly Pass

Market Rates (includes G.S.T.)				
Months	1	3	6	12
City of Saskatoon	\$63.00	\$158.00	\$267.00	\$445.00
Average non-profit rates	\$52.75	\$158.00	\$263.50	\$503.20
Average private sector rates	\$78.78	\$162.67	\$302.00	\$590.40

(see Attachment 4: 2011 Adult Monthly Rates for more detail)

Based on the information presented in this report, your Administration believes the current pricing structure will move the City towards cost recovery objectives established by City Council. Your Administration also believes there is an opportunity to increase admission volumes within our existing facility capacity. By offering incentives as outlined in this report, your Administration believes it is possible to increase customer loyalty and improve repeat sales.

### Automated Revenue Collection System (Point-Of-Sale) Update

In 2012, the Leisure Services Branch will be updating its Point-of-Sale system at the indoor leisure centres. The current system that was developed internally in the mid 1990's no longer meets the needs of the Leisure Services Branch. The need to be able to respond to changing business practices, establish new incentive/loyalty programs, along with increased reporting requirements, has brought to the forefront the limitations inherent in the existing system. The updated system will provide the Leisure Services Branch the opportunity and capability to implement a variety of LeisureCard sales incentives designed to recognize customer loyalty and increase repeat sales.

Some of the sales incentives that will be explored in 2012 include:

- 1) providing an additional month for 12-month LeisureCard sales to recognize customer loyalty (similar to other municipalities like Richmond, BC); and
- 2) a loyalty points program that would promote increased visitation to leisure centres (similar to points programs in use in the private sector) by offering gift cards that could be redeemed for Leisure Services programs and services.

Leisure Services Branch staff have chosen a vendor for a new Point of Sale system and plan to have the new system in place by fall 2012. Your Administration will submit a report recommending the type of incentive program that can be easily implemented and will best recognize customer loyalty and increase repeat sales. Your Administration believes that focussing on customer loyalty with existing customers will have a better long-term impact on our cost recovery objectives.

### OPTIONS

The Planning and Operations Committee can recommend to City Council that the annual admission rate increase remain at \$0.30. Your Administration does not recommend this option because the cost recovery target may not be attainable due to inflation.

Your Administration is recommending the base general adult admission rate continue to increase \$0.50 effective January 1 of each year to achieve the 65 percent cost recovery target. Once this cost recovery is achieved, future rate increases will be made to keep up with inflation.

### POLICY IMPLICATIONS

There are no policy implications.

### FINANCIAL IMPLICATIONS

#### Cost Recovery

In the past five years, cost recovery rates have been relatively close to the targets established by City Council. Cost recovery rates dropped in 2009 when Shaw Centre Phase II was opened. A number of operating issues in the aquatic portion of the facility actually delayed programming and reduced the overall cost recovery rate for that year (as noted in the chart below). Now that Shaw Centre has been completely opened for one full year, our cost recovery rates have improved.

Based on the current \$0.30 annual admission increase to the base rate, the Leisure Services Branch achieved a cost recovery rate of 60.6 percent in 2010.

	Target Rate	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual
Indoor Leisure Centres Admission and Drop-in Program	65%	61%	61%	65%	56%	60.6%

The Executive Committee of City Council reviewed the Leisure Services Branch's fees and charges increase information at their Service Review held on August 26, 2011. In support of the decision made at that meeting to achieve a 65 percent cost recovery rate, your Administration is recommending the base general admission rate for adults to increase by up to \$0.50 annually until the target is reached.

As outlined in Table 6 below, 65 percent cost recovery will be achieved in 2013 based on an annual inflation rate of 2.5 percent. Once cost recovery is achieved, the admission rate will be increased annually to keep up with inflation.

	Target Rate	2012	2013
Indoor Leisure Centres Admission and Drop-in Program	65%	64%	66%

#### Proposed New Rate Schedule

See Attachment 1 for the new proposed Admission Rates and Fee Schedule 2011 to 2014.

#### PUBLIC COMMUNICATION PLAN

Programming rates for general admissions will continue to be published in the seasonal Leisure Guide, City website, notices at the six indoor leisure facilities, and other selective advertising through various media.

#### ENVIRONMENTAL IMPLICATIONS

There are no environmental and/or greenhouse gas implications.

#### PUBLIC NOTICE

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

**ATTACHMENTS:**

1. Admission Rates and Fees Schedule 2011 to 2014
2. Family LeisureCard Letter
3. 2011 Adult Drop-in Rates Chart
4. 2011 Adult Monthly Rates Chart

Written by: Rob Gilhuly, Program Services Supervisor

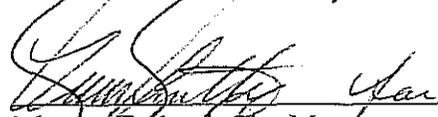
Reviewed by:

  
Cary Humphrey, Manager  
Leisure Services Branch

Approved by:

  
Paul Gauthier, General Manager  
Community Services Department  
Dated: October 18, 2011

Approved by:

  
Murray Potland, City Manager  
Dated: Oct. 19/11

**Attachment 1: General Admission Rates & Fee Schedule 2011-2014**

<b>Single Admission</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Adult	\$ 7.80	\$ 8.30	\$ 8.80	\$ 9.30
Youth	\$ 4.70	\$ 5.00	\$ 5.30	\$ 5.60
Family	\$ 15.60	\$ 16.60	\$ 17.60	\$ 18.60

<b>Bulk Tickets (in 10's)</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Adult	\$ 62.40	\$ 66.40	\$ 70.40	\$ 74.40
Youth	\$ 37.60	\$ 39.20	\$ 40.80	\$ 42.40
Family	\$ 124.80	\$ 132.80	\$ 140.80	\$ 148.80

**LeisureCard Adult Monthly Rates 2011-2014 (proposed rates - rounded to the nearest dollar)**

<b>Months</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
2011	\$ 63	\$ 113	\$ 158	\$ 208	\$ 238	\$ 267	\$ 298	\$ 326	\$ 355	\$ 385	\$ 415	\$ 445
2012	\$ 67	\$ 129	\$ 187	\$ 240	\$ 289	\$ 332	\$ 372	\$ 406	\$ 436	\$ 461	\$ 482	\$ 498
2013	\$ 71	\$ 137	\$ 198	\$ 254	\$ 306	\$ 352	\$ 394	\$ 430	\$ 462	\$ 489	\$ 511	\$ 527
2014	\$ 75	\$ 145	\$ 209	\$ 269	\$ 323	\$ 372	\$ 416	\$ 455	\$ 488	\$ 516	\$ 539	\$ 557
Discount rate		3.46%	6.93%	10.40%	13.85%	17.32%	20.78%	24.24%	27.71%	31.17%	34.63%	38.10%

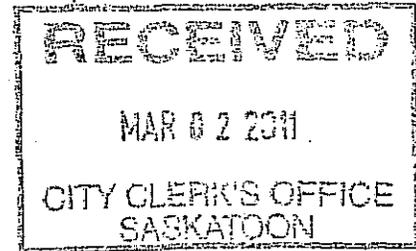
**LeisureCard Youth Monthly Rates 2011-2014 (proposed rates - rounded to the nearest dollar)**

<b>Months</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
2011	\$ 38	\$ 68	\$ 95	\$ 125	\$ 143	\$ 160	\$ 179	\$ 196	\$ 213	\$ 231	\$ 249	\$ 267
2012	\$ 40	\$ 77	\$ 112	\$ 143	\$ 172	\$ 198	\$ 222	\$ 242	\$ 260	\$ 275	\$ 288	\$ 297
2013	\$ 43	\$ 83	\$ 120	\$ 154	\$ 185	\$ 213	\$ 238	\$ 261	\$ 280	\$ 296	\$ 309	\$ 319
2014	\$ 45	\$ 87	\$ 126	\$ 161	\$ 194	\$ 223	\$ 250	\$ 273	\$ 293	\$ 310	\$ 324	\$ 334
Discount rate		3.46%	6.93%	10.40%	13.85%	17.32%	20.78%	24.24%	27.71%	31.17%	34.63%	38.10%

**LeisureCard Family Monthly Rates 2011-2014 (proposed rates - rounded to the nearest dollar)**

<b>Months</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
2011	\$ 126	\$ 226	\$ 316	\$ 416	\$ 476	\$ 534	\$ 596	\$ 652	\$ 710	\$ 770	\$ 830	\$ 890
2012	\$ 134	\$ 259	\$ 374	\$ 480	\$ 577	\$ 665	\$ 743	\$ 812	\$ 872	\$ 922	\$ 964	\$ 995
2013	\$ 142	\$ 274	\$ 396	\$ 509	\$ 612	\$ 704	\$ 787	\$ 861	\$ 924	\$ 977	\$ 1,021	\$ 1,055
2014	\$ 150	\$ 290	\$ 419	\$ 538	\$ 646	\$ 744	\$ 832	\$ 909	\$ 976	\$ 1,032	\$ 1,079	\$ 1,114
Discount rate		3.46%	6.93%	10.40%	13.85%	17.32%	20.78%	24.24%	27.71%	31.17%	34.63%	38.10%

Marcus R. Davies  
 922B Main Street Saskatoon SK S7H 0K5  
 P: 306-260-3954 E: mdavies@bjhlaw.ca



1 March 2011

His Worship Mayor Don Atchison  
 and City Council  
 City of Saskatoon  
 222 3rd Ave. North  
 Saskatoon, SK S7K 0J5

To His Worship and Council;

**RE: Family rates for city leisure facilities**

Enclosed with this letter you will find a copy of the "Admission Rates & Options" card produced by Leisure Services and effective as of this date. I would like to draw Council's attention to what I believe are the unintended outcomes of the leisure card pricing policies, specifically as they relate to the purchase of leisure cards by families.

A single adult leisure card costs \$445 for one year. A youth card costs \$267, or 50% of the price of an adult card. So far so good, yet when family pricing is added to the mix, the logic and/or motivation behind the pricing policy begins to unravel.

A family card costs \$890 per year, which is exactly the same as two adult cards, premised, likely, on the one-time notion that every family has two adults. The resulting "discount" provided the users is entirely dependent on the number of children those users have, since every child added is essentially "free".

What the policy fails to consider, of course, is that fewer families have two parents, in the result that the policy, which I hope is intended to encourage family participation in recreation, likely provides little or no incentive to this large number of families. I will provide a couple hypothetical examples to make this disparity clearer:

Family 1 – Two parents, two children.

Total cost of individual cards:	\$1,424
Cost of "family" cards:	\$890
"Savings":	\$534

Family 2 – One parent, two children

Total cost of individual cards:	\$890
Cost of "family" cards:	\$890
"Savings"	\$0

you consider the circumstances of these two families, it seems that the existing policy fails to provide an incentive to the single parent family more likely to need and/or utilize such an incentive. In the case of the above two examples, the real beneficiary of the current policy is the second adult in example 1.

I am certain that this program was developed with excellent intentions to encourage families to participate in recreational activities together. Only a fool would argue against that lofty goal. Sadly, though, the model on which it is based is outdated and, in fact, represents a kind of adverse effects discrimination against single parent families. (Adverse effects discrimination arises when a law or policy itself does not discriminate, but its implementation results in different effects on different groups.)

It would be far more appropriate, and perhaps even more effective in encouraging families to take advantage of a family membership, if the City was to ensure that its family pricing policies benefitted all families and not just those which fit a certain mold. I would like to suggest that the family card policy be based on the following principles (I have used the prices on the enclosed card for example purposes):

1. The "parent" card is \$445 per year;
2. Each youth added to the "family" is added at a 50% discount from the rack youth rate; and
3. The family card is capped at \$890 and may include one other adult.

For the single parent from example 2, this policy would result in the following:

Total cost of individual cards	\$890
Family cost under new policy	\$712
"Savings"	\$178

Rather than recite a statistical litany to demonstrate that single parent families have greater financial need, are likely to have lower incomes, and would benefit more from the intended purpose of this policy, I will simply rely on Council's understanding of these issues. I will further rely on Council's good intentions in ensuring that a family pricing policy for leisure services is both effective and fair.

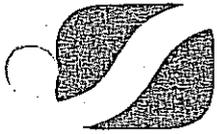
I urge that your current family pricing policy be reviewed and amended to more effectively achieve that which I believe it was intended to accomplish.

I look forward to hearing of your action on this matter.

Sincerely,



Marcus R. Davies



*City of*  
**Saskatoon**  
Community Services  
Department

---

222 3<sup>rd</sup> Avenue North Saskatoon Saskatchewan S7K 0J5  
Phone (306) 975-3340 Fax (306) 975-3185

July 13, 2011

Marcus R. Davies  
922B Main Street  
Saskatoon SK S7H 0K5

Dear Marcus:

**Re: Family Rates for Leisure Facilities**  
**Our File No.: LS 1720-5, CK 1720-3**  
**BF No.: 21-11**

This letter is in response to your March 1, 2011, letter to City Council, where you raised concerns regarding the LeisureCard pricing policies and, specifically, as they relate to the purchase of a family LeisureCard rate.

In your letter you suggest that the family LeisureCard rate is based on the premise that every family has two adults and does not take into account lone-parent families. Although Leisure Services rate structure appears to support this assertion, I can assure you that the family LeisureCard rate is not based on every family having two parents. Allow me to explain further.

To establish a family rate, we have adopted a general family usage pattern of one adult and 1.5 children that visit a leisure centre together as a family. In addition, the rate structure is based on 60 visits over a 12-month period at a single admission rate. To determine the family LeisureCard rate of \$890, the following calculation is used:

1 Adult 12-month LeisureCard:	\$468 (60 visits x \$7.80 adult admission)
1 Youth 12-month LeisureCard:	\$282 (60 visits x \$4.70 youth admission)
½ Youth 12-month LeisureCard	<u>\$141</u> (60 visits x \$4.70 x .5 youth admission)
	<u>\$891</u> (rounded to \$890)

Over the years we have learned that it is hard to explain to our customers how the family rate is calculated; therefore, we came up with a simple substitution by using two times the adult rate. We have found this to be a much easier explanation for our customers to understand.

Your inquiry also prompted me to look at what the actual family usage pattern is at indoor leisure centres and outdoor swimming pools. In 2010, the average family usage pattern (head count per family admission transaction) is approximately 4.8 persons per family, which is comprised of 1.7 adults and 3.1 children. The current usage pattern supports the method used to calculate the family LeisureCard rate, and represents good value for the family LeisureCard rate that is being charged.

Thank you for your enquiry regarding how a family LeisureCard rate is calculated. Should you have any further questions or require any additional information regarding rates and fees, please do not hesitate to call me at 975-3340.

Yours truly,

Cary Humphrey, Manager  
Leisure Services Branch (975-3340)

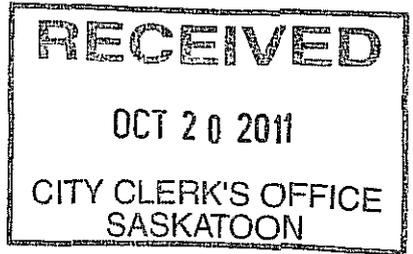
CH:jn

cc: His Worship Mayor Donald Atchison; City Council

Attachment 3: 2011 Adult Drop-in Rates

	Adult	Youth	Student	Child	Preschool	Family
<b>Public Sector</b>						
City of Saskatoon	\$ 7.80	\$ 4.70	N/A	\$ 4.70	Free	\$15.60
YMCA	\$ 8.00	\$ 3.50	\$ 5.00	\$ 2.75		
YWCA	\$ 10.00		\$ 10.00			
University of Saskatchewan	\$ 8.00					
<b>Average Non-Profit Rate</b>	<b>\$ 8.45</b>	<b>\$ 4.10</b>	<b>\$ 7.50</b>	<b>\$ 3.73</b>		<b>\$15.60</b>
<b>Private Sector</b>						
GoodLife Fitness	\$ 15.00		\$ 15.00			
World Gym	\$ 15.00		\$ 15.00			
ProFit Athletic Club	\$ 20.00					
Fitness Focus	\$ 14.00	\$ 14.00	\$ 14.00			
Mecca Fitness	\$ 10.00		\$ 10.00	\$ 10.00		
Iron Works	\$ 7.00		\$ 7.00	\$ 7.00		
<b>Average Private Sector Rate</b>	<b>\$ 13.50</b>	<b>\$ 14.00</b>	<b>\$ 12.20</b>	<b>\$ 8.50</b>		

Attachment 4: 2011 Adult Monthly Rates												
Months	1	2	3	4	5	6	7	8	9	10	11	12
<b>Public Sector</b>												
City of Saskatoon	\$ 63.00	\$113.00	\$158.00	\$208.00	\$238.00	\$267.00	\$298.00	\$326.00	\$355.00	\$385.00	\$415.00	\$445.00
YMCA - Men's Plus	\$ 67.00											\$788.00
YMCA (Limited Access)	\$ 37.00											\$423.00
YWCA (Regular Membership)						\$260.00						\$420.00
University of Saskatchewan	\$ 44.00											\$440.00
Average Public Sector Rates	\$ 52.75		\$158.00			\$263.50						\$503.20
<b>Private Sector</b>												
GoodLife Fitness	\$ 75.00	\$198.00				\$364.00						\$624.00
World Gym	\$ 99.00											\$660.00
Snap Fitness	\$ 44.95											\$449.40
Mecca Fitness		\$150.00										\$480.00
Profit Athletic Club	\$124.95											\$900.00
Iron Works	\$ 50.00	\$140.00				\$240.00						\$429.00
Average Private Sector Rates	\$ 78.78	\$162.67				\$302.00						\$590.40



**TO:** Secretary, Planning and Operations Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** October 7, 2011  
**SUBJECT:** Application for Funding - Youth Sport Subsidy Program  
Special Events Policy No. C03-007  
**FILE NO:** LS 1720-8-1

---

**RECOMMENDATION:**

that a report be submitted to City Council recommending that the Saskatoon Fencing Club, an eligible Youth Sport Subsidy Program sport organization, receive a grant of up to \$6,320 to host the Canadian Fencing Canadian Selection No. 1 event, November 18 to 20, 2011.

**BACKGROUND**

Special Events Policy No. C03-007 states, in part:

“Section 3.2 Eligibility Criteria - Unexpended Youth Sports Subsidy Funds

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

- a) Eligible applicants will be restricted to those organizations receiving funding under the YSSP.
- b) As indicated in the special events definition, funding must be applied to events that are non-recurring on an annual basis. However, groups applying for seed money to host recurring events for the first time would be eligible to apply on a one-time basis. Events that are now held on an annual basis would not be eligible for this funding.
- c) Funding must be used for the rental cost of facilities only.”

This report summarizes the Administration’s review of Saskatoon Fencing Club’s application for a Youth Sport Subsidy Special Event Hosting Grant.

**REPORT**

During its December 6, 2010 meeting, City Council approved a Special Event Grant for the Saskatoon Fencing Club to host an event from May 19 to 22, 2011. The amount of the approved grant was \$8,467.20 (see Attachment 1).

On December 23, 2010, the Administration was informed by the Saskatoon Fencing Club that they were unsuccessful in their bid to host this May 2011 event; therefore, would not require this grant.

On September 20, 2011, the Administration was made aware that the Saskatoon Fencing Club had bid on and has been awarded the hosting of the Canadian Fencing Canadian Selections No. 1 event to be held in Saskatoon from November 18 to 20, 2011, at the Saskatoon Field House. The Saskatoon Fencing Club has submitted a letter requesting that the Special Event Grant that was previously approved be made available to them in the hosting of this November event.

At the request of the Administration, the Saskatoon Fencing Club submitted a new Special Event Hosting Grant application relating to this event for the Administration's review.

The Administration's review of this new application has confirmed that this event meets the eligibility requirements as outlined in the Special Event Policy No. C03-007. This event is expecting approximately 600 athletes, of which approximately 475 (79 percent) will be 18 years of age and under. As per the Special Event Policy No. C03-007, only those 18 years of age and under are eligible for the unexpended Youth Sport Subsidy Grant. As such, the Administration has determined that the grant request from the Saskatoon Fencing Club be reduced to reflect the eligible percentage of participants. The facility rental costs associated with hosting this event are currently estimated at \$8,000. Given that 79 percent of the athletes will be 18 years of age and under, the eligible facility rental costs for this event are \$6,320.

Athletes, coaches, and spectators will be coming to Saskatoon from across the country to participate in this November event. These event participants will be accessing hotel accommodations for 2 to 4 nights, enjoying meals at our many restaurants, along with accessing taxis and vehicle rentals during their stay in Saskatoon, which contributes to a positive economic impact to Saskatoon.

As the original approved grant for the May 2011 event was not required, there is sufficient funding available in the Special Event Reserve to accommodate this grant request. As such, your Administration is recommending that the Saskatoon Fencing Club receive a grant of up to \$6,320 towards the facility rental costs to host the Canadian Fencing Canadian Selections No. 1 event being held November 18 to 20, 2011.

### **OPTIONS**

There is no other option.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

There is currently \$15,638.43 available in the Special Events Reserve to fund this event. If approved there will be a remaining balance of \$9,318.43 in the reserve to fund future events.

### STAKEHOLDER INVOLVEMENT

The Administration will inform the Saskatoon Fencing Club of City Council's decision regarding the outcome of the recommendation proposed in this report.

### ENVIRONMENTAL IMPLICATIONS

There are no environmental and/or greenhouse gas implications.

### PUBLIC NOTICE

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

### ATTACHMENT

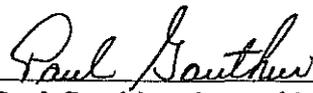
1. Originating Application for Funding — Youth Sport Subsidy Program Report

Written by: Loretta Odorico, Facility Supervisor

Reviewed by:

  
 Cary Humphrey, Manager  
 Leisure Services Branch

Approved by:

  
 Paul Gauthier, General Manager  
 Community Services Department  
 Dated: October 17, 2011

Approved by:

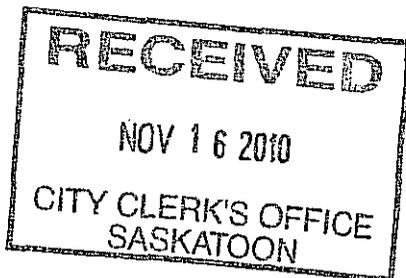
  
 Murray Potland, City Manager  
 Dated: Oct. 19/11

**TO:** Secretary, Planning and Operations Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** November 9, 2010  
**SUBJECT:** Applications for Funding - Youth Sport Subsidy Program  
City of Saskatoon Policy C03-007 (Special Events)  
**FILE NO:** LS 1720-8-1

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**RECOMMENDATION:** that a report be submitted to City Council recommending:

- 1) that eligible Youth Sport Subsidy Program sport organizations receive a Special Event grant as outlined below:
  - a) that Saskatoon Goldfins Swim Club receive a grant of up to \$15,800.00 to host the Manitoba/Saskatchewan Championships, March 17 to 20, 2011;
  - b) that Saskatoon Diving Club receive a grant of up to \$5,400.00 to host the Toon Town Diving Championships, April 29 to May 1, 2011;
  - d) that Saskatoon Fencing Club receive a grant of up to \$8,467.20 to host the Cadet and Junior Nationals and Canadian Select Circuit Seniors, May 19 to 22, 2011; and
  - e) that Saskatoon Minor Softball League receive a grant of up to \$6,000.00 to host the Western Bantam Canadian Championships, July 29 to August 1, 2011.



### **BACKGROUND**

City of Saskatoon Policy C03-007 (Special Events) states, in part:

#### “Section 3.2 Eligibility Criteria - Unexpended Youth Sports Subsidy Funds

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

- a) Eligible applicants will be restricted to those organizations receiving funding under the YSSP.
- b) As indicated in the special events definition, funding must be applied to events that are non-recurring on an annual basis. However, groups applying for seed money to host recurring events

for the first time would be eligible to apply on a one-time basis. Events that are now held on an annual basis would not be eligible for this funding.

- c) Funding must be used for the rental cost of facilities only.”

## **REPORT**

During its March 24, 2003 meeting, City Council approved changes to City of Saskatoon Policy C03-007 (Special Events), where eligible sport organizations must apply for a grant to host an event that takes place from January 1 to December 31 of the upcoming year. In addition, City Council supported establishing a Special Event-Grant Adjudication Committee (Adjudication Committee) comprised of eligible Youth Sport Subsidy sport organizations. This committee assists the Administration to review grant applications and to recommend Special Event Grants to City Council for the upcoming year based on the same evaluation criteria.

The Adjudication Committee met on October 27, 2010, and reviewed four Special Event Grant Applications from eligible Youth Sport Subsidy Program (YSSP) sport organizations. This report summarizes the Administration’s Grant Application review and funding recommendations with input from the Adjudication Committee.

## **JUSTIFICATION**

The Special Event Grant Application Summary presents an overview of each Youth Sport Subsidy Special Event Grant Application reviewed by the Adjudication Committee and recommends the Special Event Hosting Grant each youth sport organization should receive in 2011 (see Attachment 1). All four applications meet City of Saskatoon Policy C03-007 (Special Events) criteria to receive a grant from the unexpended funds remaining in the YSSP.

Table 1 summarizes the original grant amount requested from each youth sport organization.

**Table 1: Special Event Youth Sport Hosting Grant Requests**

<b>Youth Sport Organization</b>	<b>Sport Event</b>	<b>Grant Requested</b>
Saskatoon Goldfins Swim Club	Manitoba/Saskatchewan Championships	\$17,000.00
Saskatoon Diving Club	Toon Town Diving Championships	\$6,000.00
Saskatoon Fencing Club	Cadet and Junior Nationals and Canadian Select Circuit Seniors	\$10,080.00
Saskatoon Minor Softball League	Western Bantam Canadian Championships	\$6,000.00
	<b>Total Grant Requests</b>	<b>\$39,080.00</b>

Three of the four event grant applications will involve participants who are over 18 years of age. As per City of Saskatoon Policy C03-007 (Special Events), only those 18 years of age and under are eligible for this grant. As such, the Administration and Adjudication Committee has determined that the following event grant requests be reduced to reflect the eligible percentage of participants 18 years of age and younger.

1. The Manitoba/Saskatchewan Championships, being hosted by Saskatoon Goldfins Swim Club, will have 93 percent of event participants who are the eligible age of 18 years and younger;
2. The Toon Town Diving Championships, being hosted by Saskatoon Diving Club, will have 90 percent of event participants who are the eligible age of 18 years and younger; and
3. The Cadet and Junior Nationals and Canadian Select Circuit Seniors, being hosted by Saskatoon Fencing Club, will have 84 percent of event participants who are the eligible age of 18 years and younger.

Table 2 summarizes the Adjudication Committee's recommended grant amounts for each organization, based on the above outlined eligible participant percentages.

**Table 2: Special Event Youth Sport Hosting Grant Recommendations**

<b>Youth Sport Organization</b>	<b>Sport Event</b>	<b>Eligible Rental Costs</b>
Saskatoon Goldfins Swim Club	Manitoba/Saskatchewan Championships	\$15,800.00
Saskatoon Diving Club	Toon Town Diving Championships	\$5,400.00
Saskatoon Fencing Club	Cadet and Junior Nationals & Canadian Select Circuit Seniors	\$8,467.20
Saskatoon Minor Softball League	Western Bantam Canadian Championships	\$6,000.00
	<b>Total Grant Requests</b>	<b>\$35,667.20</b>

**OPTIONS**

The only option would be to deny the recommendation in this report.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

The four grant requests recommended for approval as outlined in this report represent \$35,667.20 in total funding. There is \$42,838 available in the Special Events Reserve.

**STAKEHOLDER INVOLVEMENT**

The Administration will inform the YSSP sport groups of City Council's decision regarding the outcome of the recommendations proposed in this report.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse gas implications.

**PUBLIC NOTICE**

Public Notice, pursuant to Section 3 of the City of Saskatoon Policy C01-021 (Public Notice Policy), is not required.

**ATTACHMENT**

1. Youth Sport Subsidy - Special Event Grant Application Summary - 2011

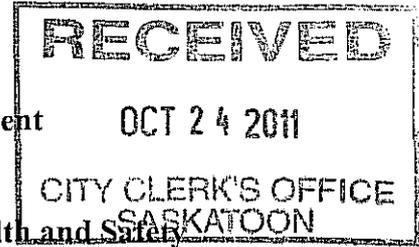
Written by: Loretta Odorico, Facility Supervisor

Reviewed by: *Cary Humphrey*  
 Cary Humphrey, Manager,  
 Leisure Services Branch

Approved by: *Paul Gauthier*  
 Paul Gauthier, General Manager  
 Community Services Department  
 Dated: *November 15, 2010*

Approved by: *Murray Totland*  
 Murray Totland, City Manager  
 Dated: *Nov 16/10*

**TO:** Planning and Operations Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** October 19, 2011  
**SUBJECT:** Communications to Council  
**From:** Richard Weishaupt, Manager of Health and Safety  
 BHP Billiton  
**Date:** November 4, 2010  
**Subject:** Request to Re-Direct Alley traffic  
**FILE:** CK. 6320-2



**RECOMMENDATION:** that the following report be submitted to City Council for its information.

### **BACKGROUND**

City Council, at its meeting held on November 22, 2010, considered a letter from Mr. Richard Weishaupt, Manager of Health and Safety, BHP Billiton, requesting that the one-way west-to-east traffic in the lane running from the 100 block of 3<sup>rd</sup> Avenue South to the 100 block of 4<sup>th</sup> Avenue South be re-directed to run east-to-west to resolve safety concerns. In his correspondence, Mr. Weishaupt identified concerns related to the traffic flow direction such as: traffic congestion along 4<sup>th</sup> Avenue and the increased potential for collisions between vehicles, pedestrians and cyclists due to the existence of a designated bike lane and parkade exit; and lack of a centre median island on 4<sup>th</sup> Avenue.

Council passed a motion that the matter be referred to the Administration to report to the Planning and Operations Committee.

### **REPORT**

The Administration has completed a review of the lane from the 100 block of 3<sup>rd</sup> Avenue South to the 100 block of 4<sup>th</sup> Avenue South, which is directly adjacent to Discovery Plaza (BHP Billiton), a parkade and the Affinity Credit Union. The rear lane is of standard width, at 6.0 metres.

A survey letter, dated June 24<sup>th</sup>, 2011, was sent to all of the businesses located on adjacent blocks in order to determine the level of support for the requested change to direction of traffic, and to determine whether any potential concerns existed. In total, 65 surveys were sent, and 11 responses were received (10 in favour; one against). It was noted by a respondent of the survey that, due to the configuration of the properties adjacent to the lane, a re-direction of traffic would make it impossible for delivery vehicles to manoeuvre to and from the delivery bays.

Upon further review by the Administration, it was noted that the neighbouring blocks allow two-way traffic via coupled lanes (one lane allows east traffic flow and the other lane allows west traffic flow), as shown in Attachment 1.

In order to facilitate improved traffic flow in the immediate area and to continue to allow businesses the use of their rear delivery bays, the Administration will remove the one-way signs in the lane, allowing for two-way traffic flow, as shown in Attachment 2. Left turns at the eastbound exit will be prohibited by signage. The modification from one-way to two-way traffic

flow will allow motorists to exit the lane, by right turn only, at both 3<sup>rd</sup> Avenue South and 4<sup>th</sup> Avenue South, which may decrease the potential for conflicts at the 4<sup>th</sup> Avenue South exit.

### **OPTIONS**

While re-directing all traffic flow to run east-to-west in the lane would decrease congestion along 4<sup>th</sup> Avenue South, it would consequently re-direct all congestion to the northbound lanes of 3<sup>rd</sup> Avenue South.

The lane can be left as-is, however, for consistency with neighbouring blocks, two-way traffic should be allowed to flow. Additionally, leaving the lane as is would not address the congestion and potential conflicts at the 4<sup>th</sup> Avenue South lane exit.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

There is no financial impact.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

### **PUBLIC NOTICE**

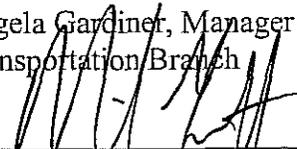
Public Notice pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

### **ATTACHMENTS**

1. Plan showing back alley lane direction near 3<sup>rd</sup> Avenue; and
2. Plan showing the proposed 3<sup>rd</sup> and 4<sup>th</sup> Avenue lane directions.

Written by: Rosemarie Draskovic, EIT, Traffic Safety Engineer  
Transportation Branch

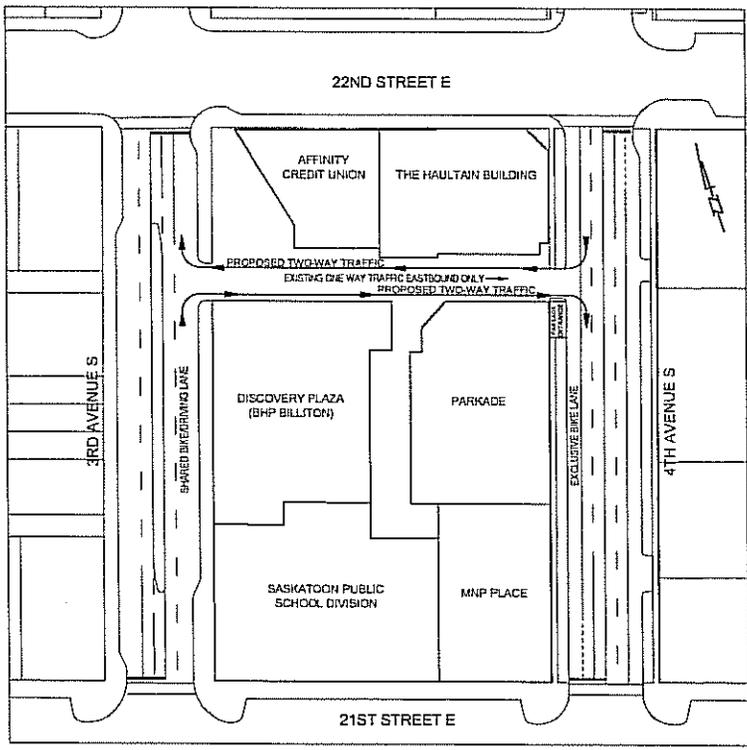
Approved by: Angela Gardiner, Manager  
Transportation Branch

Approved by:   
Mike Gutek, General Manager  
Infrastructure Services

Dated: OCT 20, 2011

Copy to: Murray Totland  
City Manager





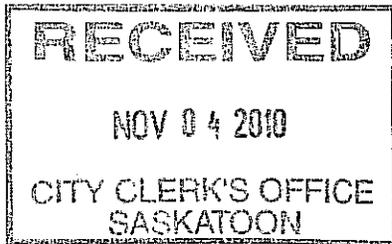
6320-2



**bhpbilliton**

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BHP Billiton Canada Inc.  
300, 130 - 3<sup>rd</sup> Avenue South  
Saskatoon, Saskatchewan  
Canada S7K 1L3  
Tel 306 657 8400 Fax 1 888 467 2161  
bhpbilliton.com



4 November 2010

His Worship the Mayor and Members of City Council  
c/o Office of the City Clerk  
City of Saskatoon  
222 Third Avenue North  
Saskatoon, SK S7K 0J5

To His Worship the Mayor and Members of City Council,

**Request to Re-Direct Alley Traffic**

We are writing you this letter as a concerned tenant of the City of Saskatoon in regards to traffic safety in the one way alley connecting 3<sup>rd</sup> and 4<sup>th</sup> Avenue South between the blocks of 22<sup>nd</sup> and 21<sup>st</sup> Street (see attached map). Please accept this letter as a request to re-direct the one way traffic to run east-west rather than the current west-east.

As tenants of the new Discovery Plaza Building, we have observed an increase in traffic using the alley. This summer's construction of the city's bridges have resulted in increased congestion on 4<sup>th</sup> Avenue South in the evening peak hours, causing traffic to backup in the alley. A multi-level parking tower also shares the current alley exit, which causes two lanes of evening traffic to attempt to exit onto 4<sup>th</sup> Avenue South after 5:00pm. The construction of a new median on the 3<sup>rd</sup> Avenue South this summer now dictates traffic flow.

The current direction of alley traffic is resulting in:

- increased wait times to exit;
- increased congestion on 4<sup>th</sup> Avenue South;
- increased concern over the safety of vehicles, cyclists and pedestrians using the alley way and 4<sup>th</sup> Avenue South sidewalk;
- the cyclist lane on 4<sup>th</sup> Avenue South is being used by southbound vehicles in attempt to pass congestion and turn right onto 21<sup>st</sup> Street; and
- Vehicles exiting the alley also attempt to turn left and cross the solid line on 4<sup>th</sup> Avenue South.

We have observed on numerous occasions that traffic does not follow the posted alley direction due to the congestion on 4th Avenue South (see attached report).

BHP Billiton is proposing the direction in the alley be re-directed to run east to west.

Benefits of this amendment would be:

- low congestion on 3<sup>rd</sup> Avenue South for north bound traffic;
- there is only one way to exit on the west end of the alley;
- there is no bike lane on 3<sup>rd</sup> Avenue South which will lower vehicle and cyclist interaction at peak hours; and
- the new 3<sup>rd</sup> Avenue South meridian will prevent vehicles from attempting to make illegal turns when exiting.

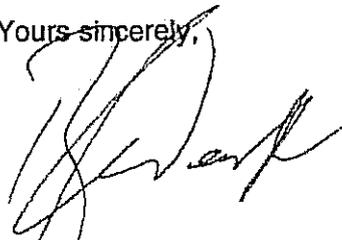
We are requesting the City of Saskatoon to re-direct the traffic in the alley, which will result in the following benefits:

- less congestion on 4th Avenue;
- people exiting can only exit one way, (physically impossible to turn left onto 3rd Avenue);
- the potential interaction between the car park exiting and alley exiting is eliminated; and
- there will be less congestion on the Bike Route.

We would be happy meet at your convenience, and provide any additional information you require.

On behalf of the Occupational Health and Safety Committee

Yours sincerely,

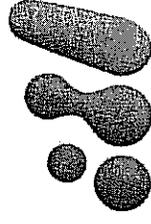


**Richard Weishaupt**

Manager of Health and Safety

On behalf of the Occupational Health and Safety Committee

# Request to Re-Direct Alley Traffic



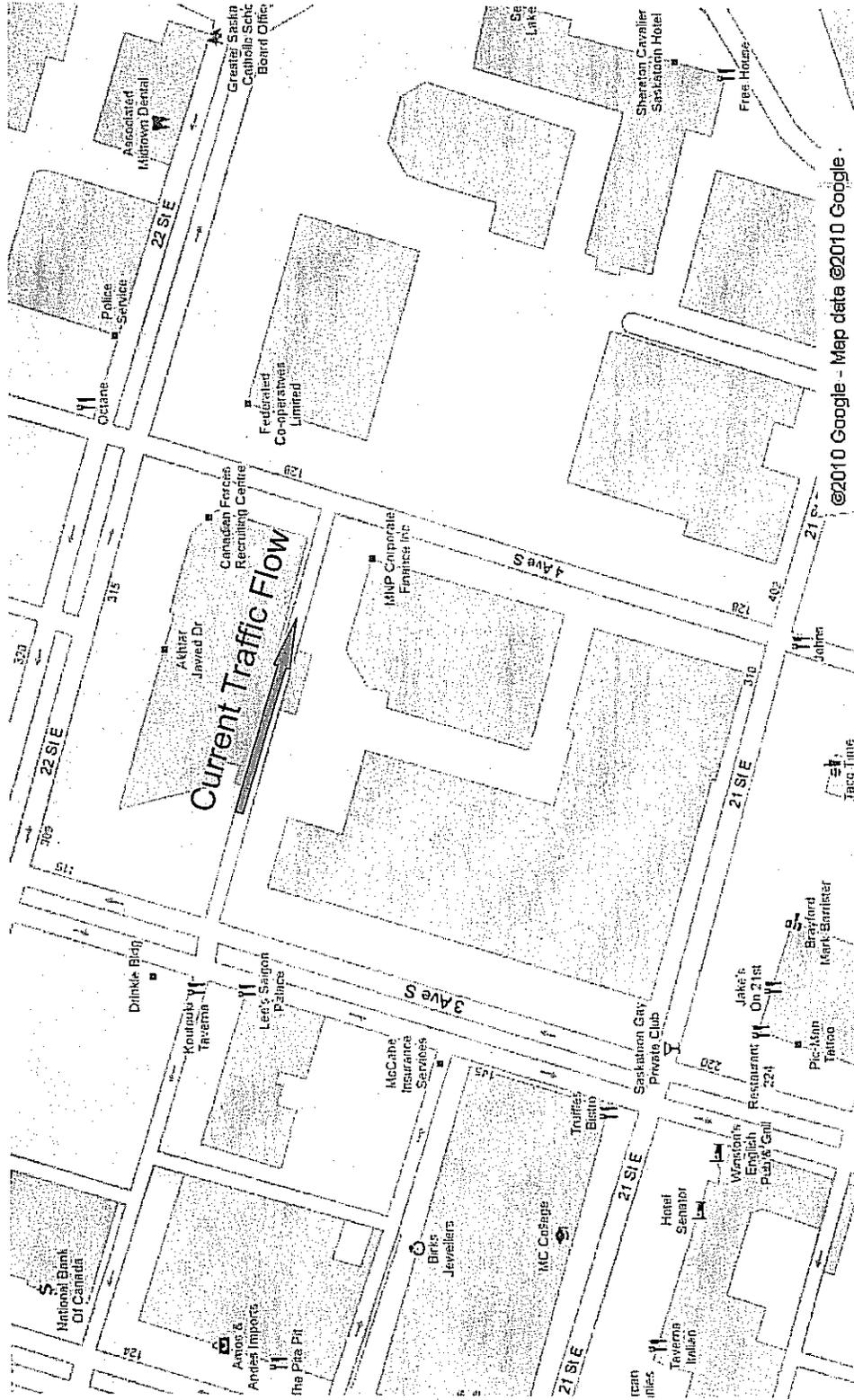
**bhpbilliton**

resourcing the future



# Background

- New Building and Parking Lots in the area increasing the traffic in the alley;
- New Street Design with Median on 3<sup>rd</sup> Avenue South dictating traffic movement;
- Current Bridge Situation, i.e., 4<sup>th</sup> Avenue South backed up significantly; and
- Bike lane existing on 4<sup>th</sup> Avenue South and not on 3<sup>rd</sup> Avenue increasing exposure for cyclists.



©2010 Google - Map data ©2010 Google

# Comparison

## Alley – Current Direction

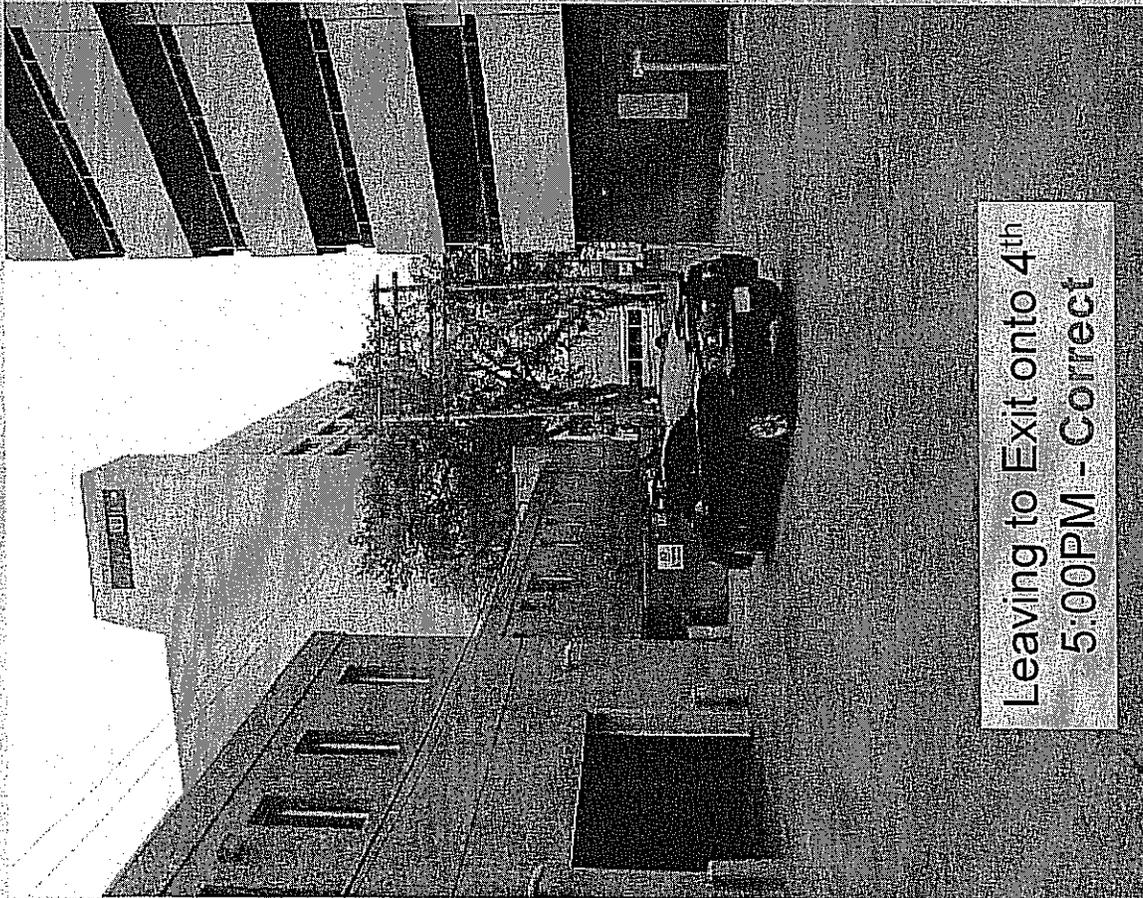
- Traffic often does not follow the posted alley direction due to the congestion on 4<sup>th</sup> Avenue South (a potential 10 - 15 minute wait to get onto 4<sup>th</sup> Avenue South);
- There are two groups of people exiting the alley onto 4<sup>th</sup>, one set from the parking lot and one from the alley, causing congestion.
- There is a bike lane on 4<sup>th</sup> that during times of congestion is used by motorists.
- Some people attempt to make a left from the alley onto 4<sup>th</sup> street creating the potential for a traffic accident, ie the alley people turning right and the garage people turning left.

## Alley – Recommended Direction

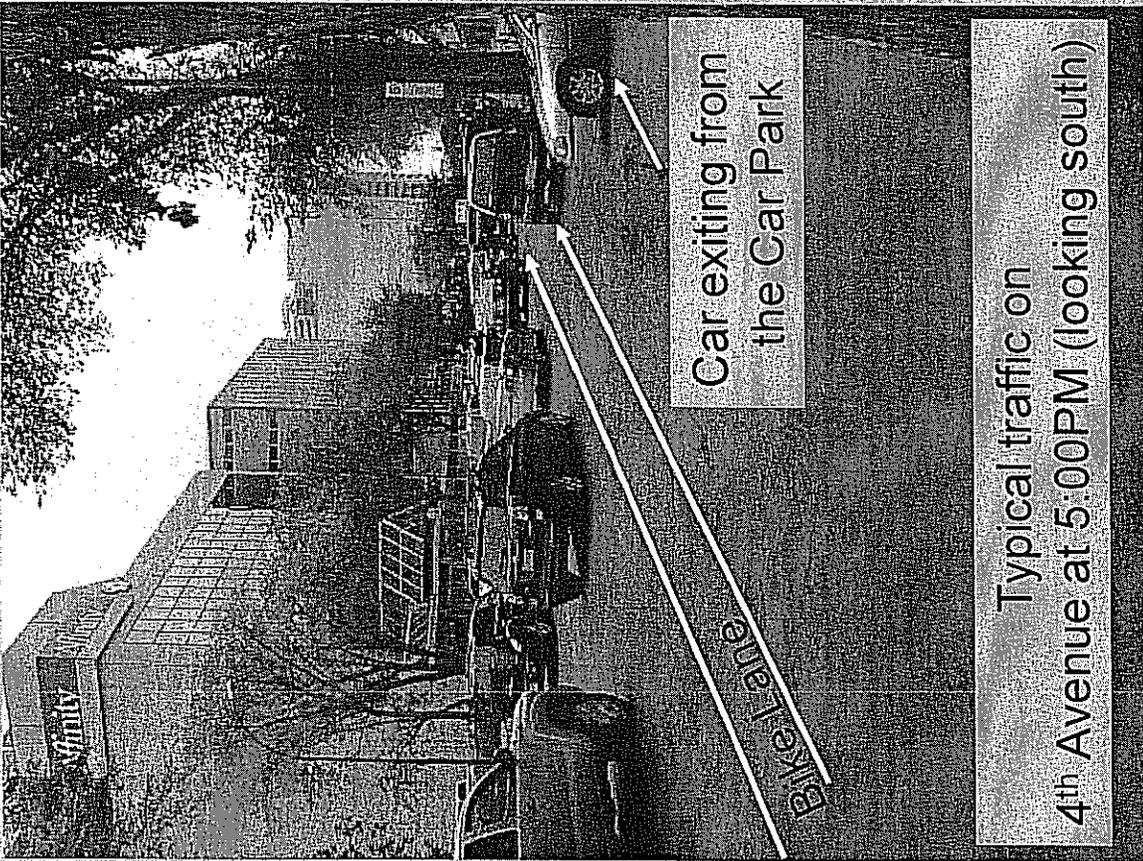
- 3rd Avenue is less congested during peak hours as it is not a major bridge route.
- There is only one exit from the alley at the west end, i.e., no conflict with the car park in the area.
- There is no bike lane on 3rd, hence eliminate the potential interaction with cyclists when leaving the alley.
- 3rd now has a median so the only turn you can make is right

# Risk Review: What issues will change bring?

- Signs will need to be changed;
- Maps will need to be changed;
- Some people will need to alter their routine, not all as some do not follow the direction currently; and
- Increased traffic on 3<sup>rd</sup> Avenue South during the evening.

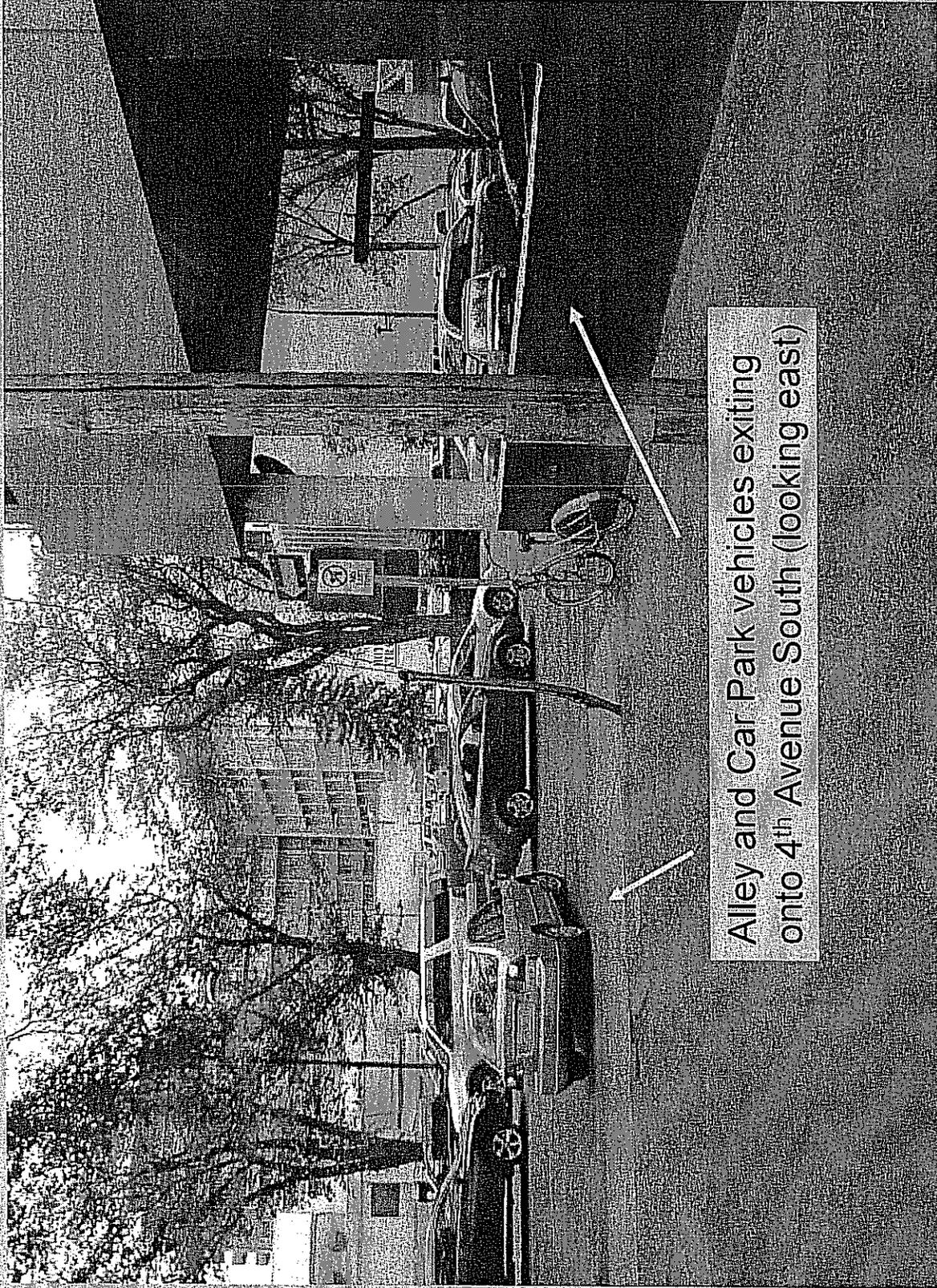


Leaving to Exit onto 4<sup>th</sup>  
5:00PM - Correct

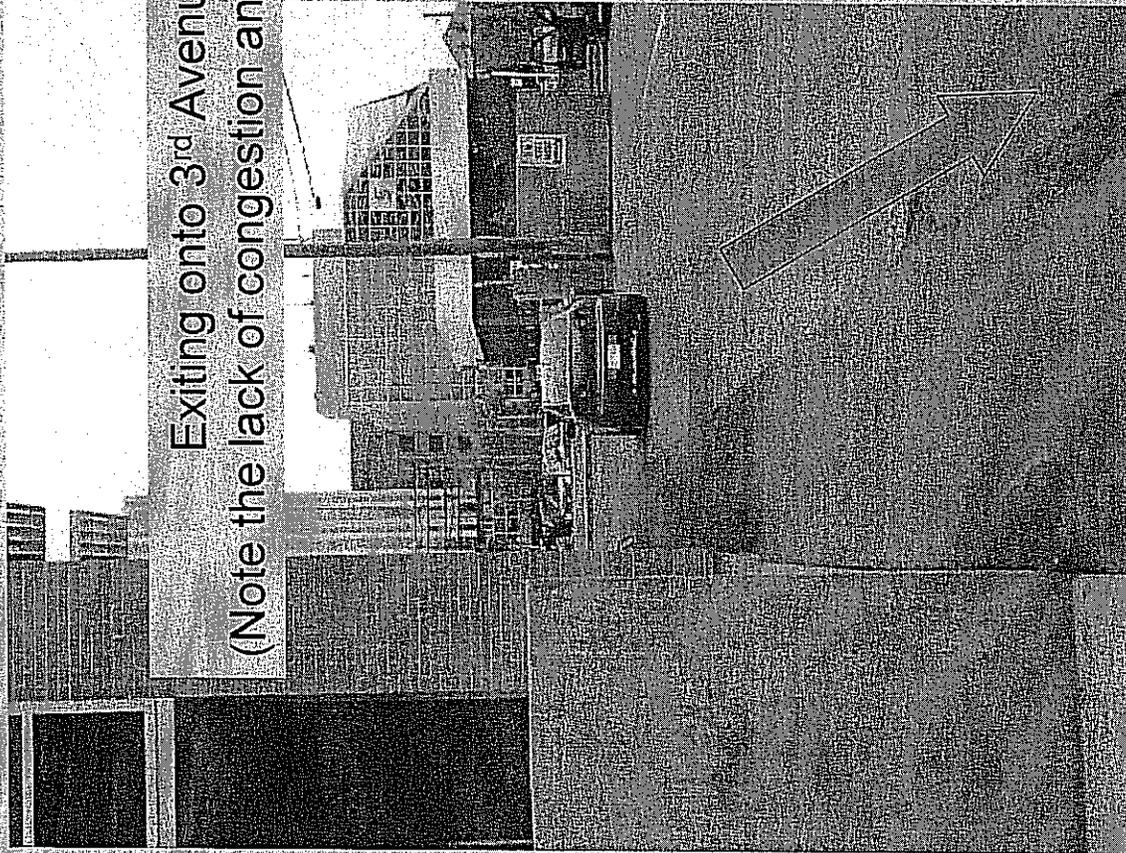


Car exiting from  
the Car Park

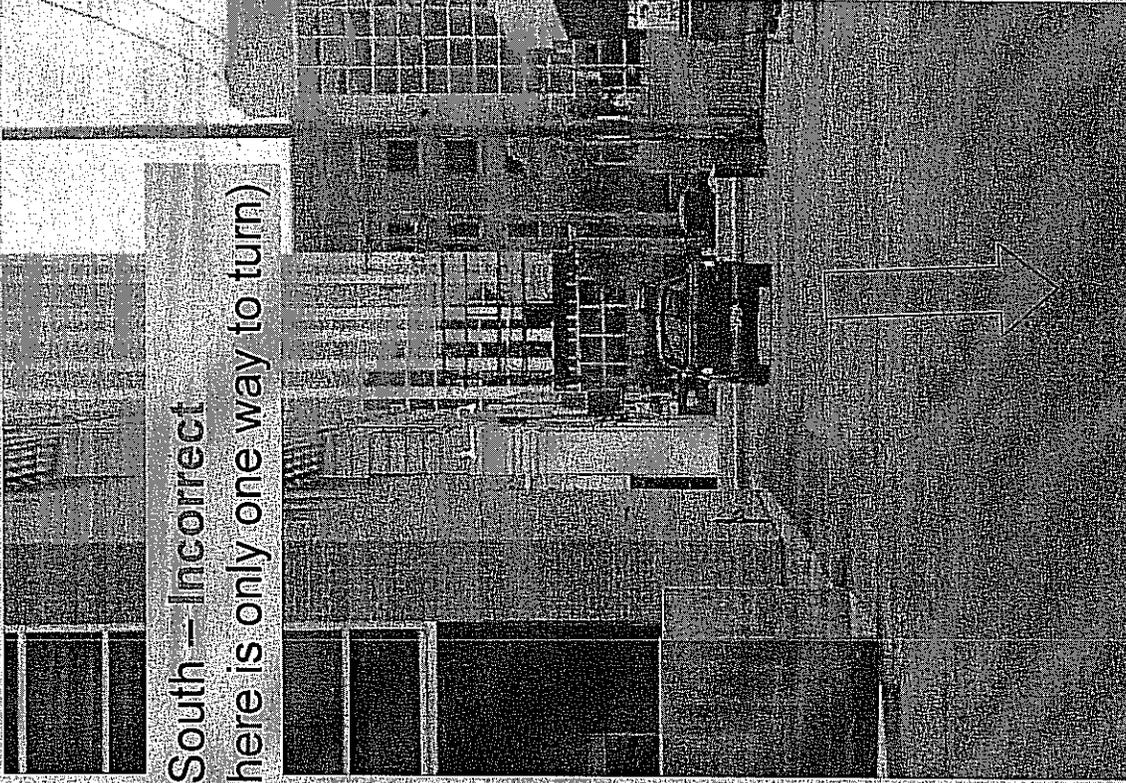
Typical traffic on  
4<sup>th</sup> Avenue at 5:00PM (looking south)



Alley and Car Park vehicles exiting onto 4<sup>th</sup> Avenue South (looking east)

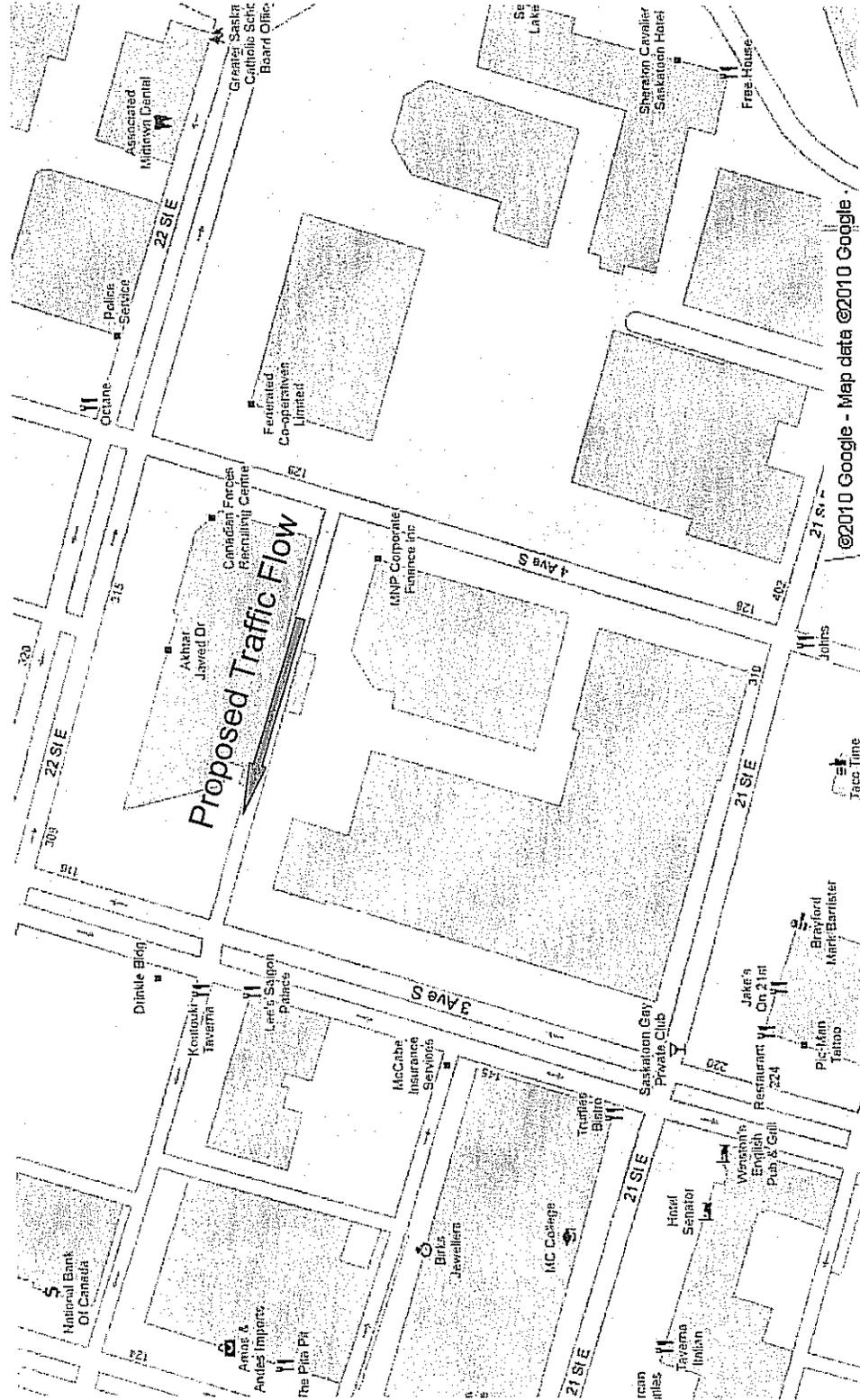


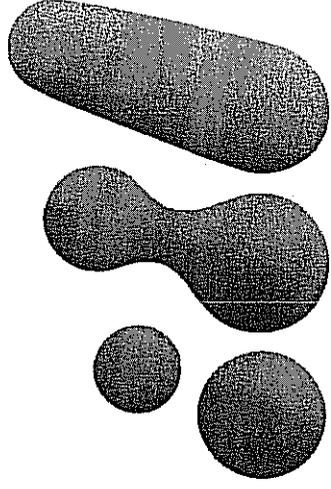
Exiting onto 3<sup>rd</sup> Avenue South – Incorrect  
(Note the lack of congestion and there is only one way to turn)



# Recommendation

- Change the alley way to one way entering from 4<sup>th</sup> Avenue South and exiting to 3<sup>rd</sup> Avenue South
- Benefits:
  - Less congestion on 4<sup>th</sup> Avenue;
  - People exiting can only exit one way, it is physically impossible to turn left onto 3<sup>rd</sup> Avenue South;
  - The potential interaction between the car park exiting and alley exiting is eliminated; and
  - There will be less congestion on the Bike Route.

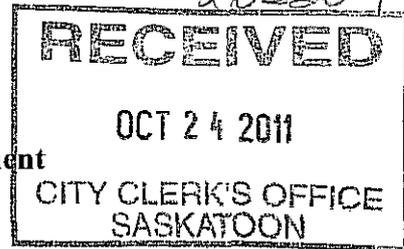




**bhpbiliton**

**resourcing the future**

6150-1  
x6320-1 4.



**TO:** Planning and Operations Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** October 18, 2011  
**SUBJECT:** Riversdale Local Area Plan (LAP)  
Spadina Crescent West (Avenue C to Avenue E) Traffic Calming and  
Pedestrian Crosswalks  
**FILE:** IS 6150-1, 6350-1

---

**RECOMMENDATION:** that the following report be submitted to City Council for its information.

### **BACKGROUND**

City Council, at its meeting held on May 20, 2008, considered a report of the General Manager, Community Services Department, dated April 15, 2008, regarding the Riversdale Local Area Plan (LAP) Final Report and resolved, in part, that the Administration commence implementation of the recommendations as outlined in the Plan.

Section 4.2 "Reconfiguration of the 17<sup>th</sup> Street West, Avenue E South and Spadina Crescent West Intersection" of the LAP states:

"That the Infrastructure Services Department, Municipal Engineering Branch, review the alignment of 17th Street West, Avenue E South and Spadina Crescent West with the goal of making it safer for pedestrians, cyclists and vehicular traffic."

Section 4.3 "Spadina Crescent West Traffic Calming and Pedestrian Crosswalks" of the LAP states:

"That the Infrastructure Services Department, Municipal Engineering Branch, determine if traffic calming measures and enhanced pedestrian crosswalks are warranted at Spadina Crescent West from Avenue C South to 17th Street West, and report findings to the Riversdale Community Association, and to the Planning and Operations Committee."

Because of the overlapping study areas, both reviews were conducted simultaneously.

### **REPORT**

Spadina Crescent West is classified as a local-commercial roadway as it acts as a direct route to the new Saskatoon Farmer's Market. Local-commercial roadways can be expected to carry up to 5,000 vehicles per day (vpd). The posted speed limit on this street is 50 kilometres per hour (kph). The intersection of Spadina Crescent, 17<sup>th</sup> Street West, and Avenue E South is a five-legged, non-typical intersection. Because the roadways do not intersect each other at 90 degree angles, several potential conflict points exist for both motorists and pedestrians.

A traffic volume and speed study along Spadina Crescent West was conducted in May 2011.

The 85<sup>th</sup> percentile speed (the speed at which 85 percent of the vehicles are travelling at or less than) was measured at 54 kph. Ideally, it is desirable for the 85<sup>th</sup> percentile speed to be no more than 5 kph above the speed limit. The average daily traffic (ADT) was measured at 4,400 vpd. Traffic volumes and speeds along Spadina Crescent West are within the expected range for a local-commercial roadway.

Recent development in the area, including continued development of River Landing and the Farmer's Market; and re-configuration of the multi-use pathways in Victoria Park to lead to Spadina Crescent West at 17<sup>th</sup> Street West, Avenue E South, Avenue D South and Avenue C South, is expected to significantly increase pedestrian movement along and across Spadina Crescent in the area.

Traffic calming devices are often used to reduce speeding; to enhance safety for pedestrians; and to reduce short cutting through residential neighbourhoods. Although the analysis of traffic speeds and volumes did not meet the threshold for implementing traffic calming measures, due to the development in the area and the projected increase in pedestrian traffic as a result of the modified multi-use pathway configuration described above, the following upgrades, as illustrated in Attachment 1, will be made:

Upgrade all crosswalks along Spadina Crescent West, from Avenue C South to 17<sup>th</sup> Street West, from standard crosswalks to zebra crosswalks

Zebra crosswalks have an advantage over standard crosswalks as they are more visible to both pedestrians and motorists due to increased pavement markings.

Install curb extensions at the intersections of Spadina Crescent West and Avenue C South and Spadina Crescent West and Avenue D South

Curb extensions improve the visibility of an intersection for both motorists and pedestrians through increased signage, and allow pedestrians to approach the roadway to see oncoming vehicles without having to actually step into the vehicle travel lane.

Install a channelization island at the intersection of Spadina Crescent West and 17<sup>th</sup> Street West

An island at the intersection of Spadina Crescent West and 17<sup>th</sup> Street West will help to improve traffic turning movements by re-aligning the approaches to 90 degrees and clarifying lane designation, thus eliminating additional conflict points.

All of the measures will be installed temporarily in order to evaluate their effectiveness. The Administration will monitor the impact of the measures on the traffic conditions in the area and, if proven effective, they will be made permanent, subject to funding availability.

The Administration has forwarded a copy of this report to the Riversdale Community Association for its information.

## POLICY IMPLICATIONS

The installation of zebra crosswalks along Spadina Crescent West are in accordance with Policy C07-018 – Traffic Control at Pedestrian Crossings.

## FINANCIAL IMPACT

The cost of the installation of temporary curb extensions, a channelization island and additional pavement markings is \$3,500. Funding is available within Capital Project 1512, Neighbourhood Traffic Management.

## ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

## PUBLIC NOTICE

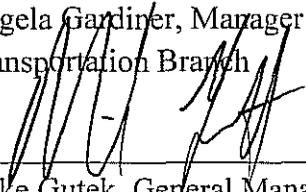
Public Notice pursuant to Section 3 of Policy. C01-021, Public Notice Policy, is not required.

## ATTACHMENT

1. Plans 210-0043-001r003 and 210-0042-028r003 showing the upgrades along Spadina Crescent.

Written by: Rosemarie Draskovic, EIT, Traffic Safety Engineer  
Transportation Branch

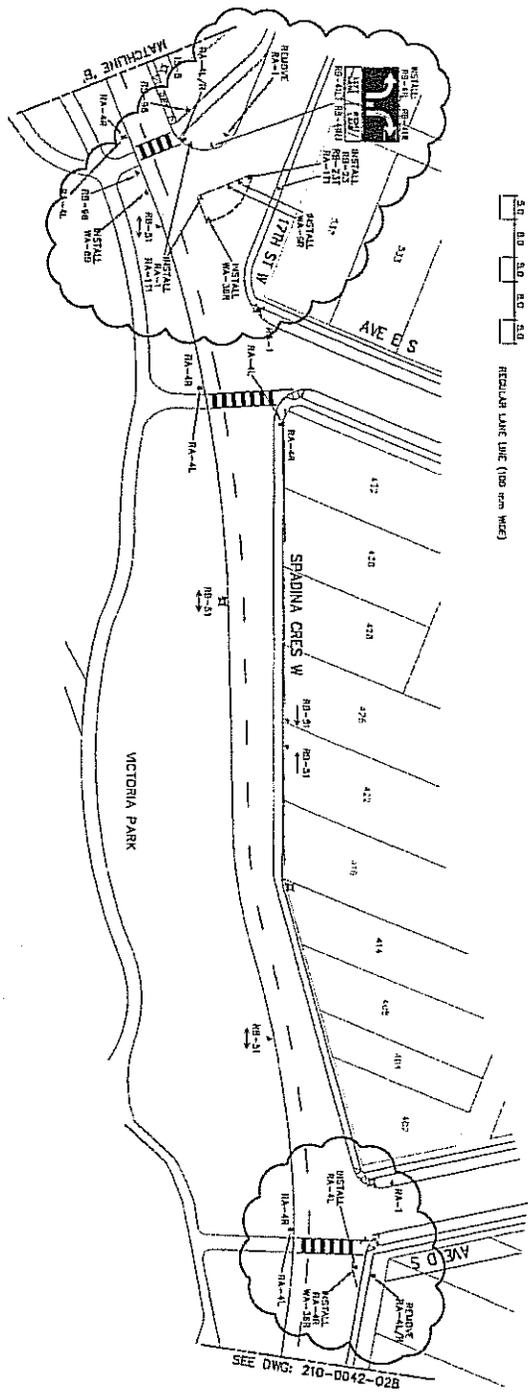
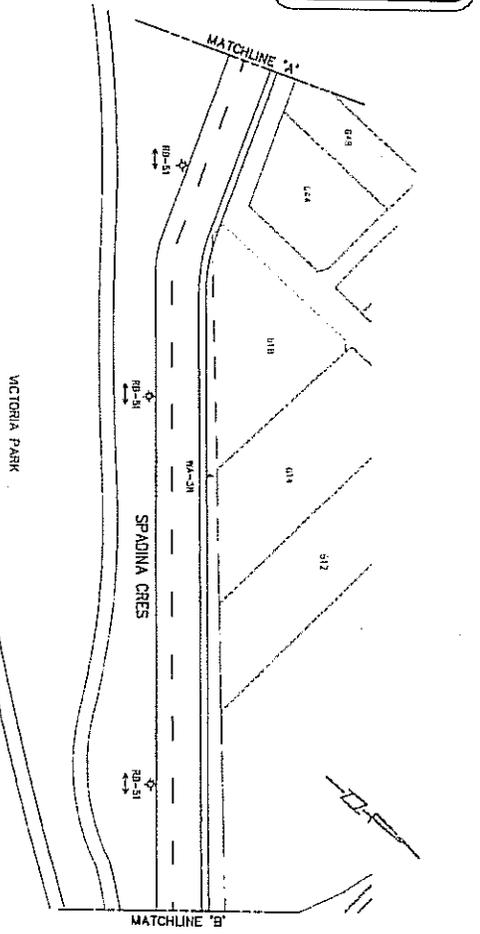
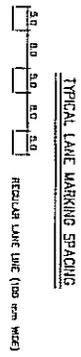
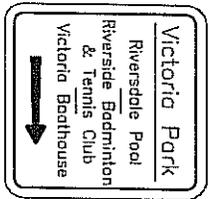
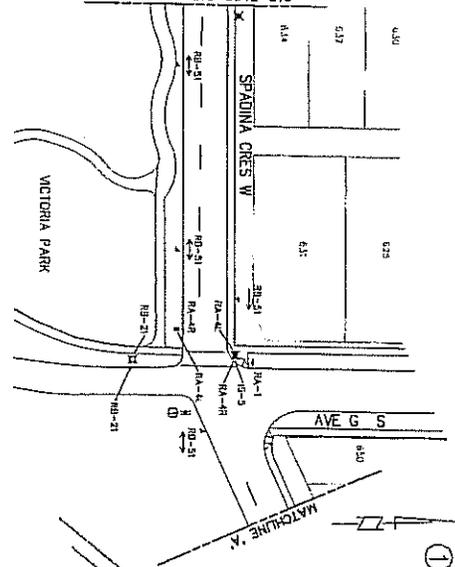
Approved by: Angela Gardiner, Manager  
Transportation Branch

Approved by:   
Mike Gutek, General Manager  
Infrastructure Services

Dated: Oct 20, 11

Copy to: Murray Totland  
City Manager

SEE DWG: 210-0042-010



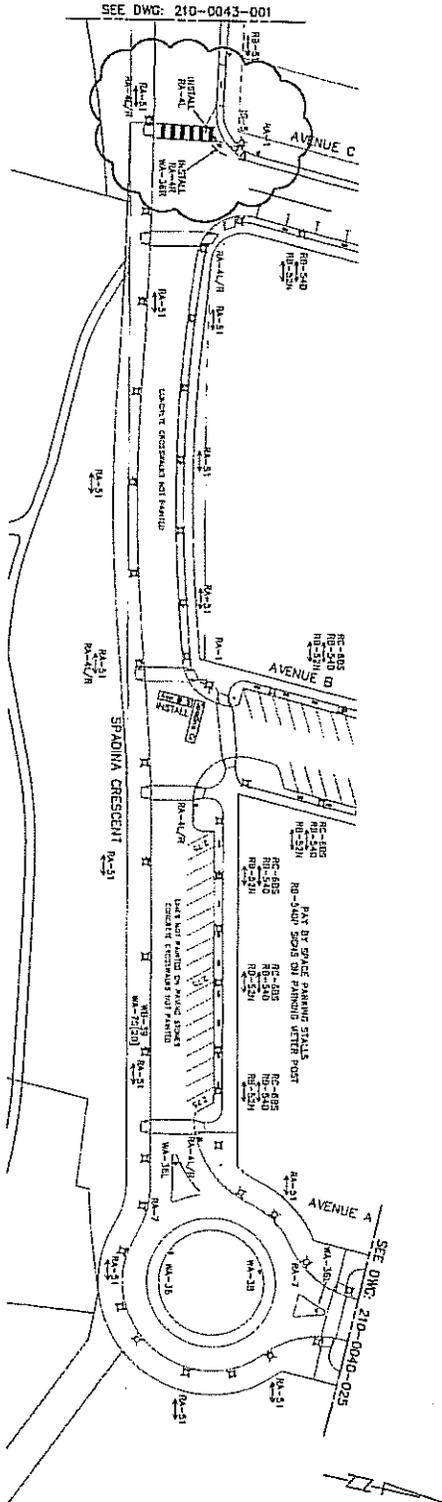
- SIGN LEGEND**
- IS-5 NEIGHBOURHOOD WATCH SIGN
  - RA-1 STOP SIGN
  - RA-1T1 HAZARD BOARD RED & SILVER
  - RA-4 L/R PEDESTRIAN CROSSWALK LEFT/RIGHT SIGN
  - RD-21 ONE WAY SIGN
  - RD-23 DO NOT ENTER SIGN
  - RD-23T DO NOT ENTER TAB
  - RB-41 L/R LEFT/RIGHT TURN ONLY LANE
  - RB-41 LT/RT LEFT/RIGHT LANE (TAB)
  - RB-51 NO PARKING SIGN
  - RB-96 CYCLISTS YIELD TO MOTORISTS SIGN
  - WA-17 DOUBLE ARROW SIGN
  - WA-3 L/R 80° CURVE LEFT/RIGHT SIGN
  - WA-8 L/R CHECKERBOARD LEFT/RIGHT SIGN
  - WA-9 L/R CHEVRON LEFT/RIGHT SIGN
  - WA-36 L/R OBJECT MARKER LEFT/RIGHT

<p>CONSTRUCTION &amp; DESIGN</p> <p>PROJECT: SPADINA CRES WEST</p> <p>DATE: _____</p>		<p>MANIPULATION</p> <p>PROJECT: SPADINA CRES WEST</p> <p>DATE: _____</p>		<p>FIELD WORK</p> <p>PROJECT: SPADINA CRES WEST</p> <p>DATE: _____</p>	
<p>APPROVED BY: _____</p>		<p>APPROVED BY: _____</p>		<p>APPROVED BY: _____</p>	
<p>DATE: _____</p>		<p>DATE: _____</p>		<p>DATE: _____</p>	
<p>PROJECT NO: 210-0043-001-003</p>		<p>PROJECT NO: 210-0043-001-003</p>		<p>PROJECT NO: 210-0043-001-003</p>	



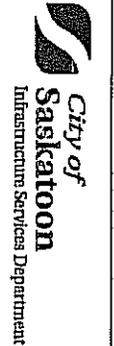
SPADINA CRES WEST  
 AVENUE H SOUTH TO AVENUE C SOUTH

210-0043-001-003



- SIGN LEGEND**
- RA-1 STOP SIGN
  - RA-4L/R PEDESTRIAN CROSSING (LEFT/RIGHT) SIGN
  - RA-7 ROUNDABOUT YIELD SIGN
  - RA-51 NO PARKING SIGN
  - RA-54 NO PARKING SIGN (NO WHEEL FOR 2000-4000 SIGN)
  - RA-54DP 2H PARKING ONLY (SYMBOLIC) SIGN
  - RA-6B5 PAY BY SPACE 2H PARKING (9000-1800 M-S SIGN)
  - RA-75 ADVISORY SPEED (TAB) SIGN
  - RA-36L/R DOUBLE ARROW SIGN
  - RA-38 OBJECT MARKER LEFT/RIGHT SIGN
  - RA-39 ROUNDABOUT DIRECTIONAL ARROW SIGN
  - IS-5 NEIGHBOURHOOD WATCH SIGN

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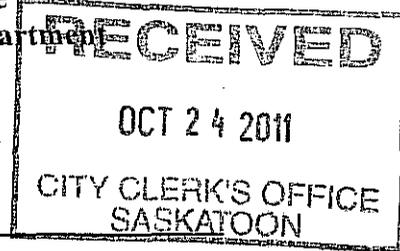


SEALING AND PAYMENT MARKINGS  
 SPADINA CRESCENT  
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 AVENUE A

210-0042-028/003  
 1 of 1

261-1  
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**TO:** Secretary, Planning and Operations Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** October 19, 2011  
**SUBJECT:** Request for Post Budget Approval  
Capital Project 1552 – IS – Remote Data Entry  
Remote Data Entry Project  
**FILE:** IS . 261-1



**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that \$40,000 be transferred from Capital Project 1557 – IS – Office Modifications/Furniture Replacement Upgrades to the Infrastructure Services Capital Reserve;
- 2) that a post budget adjustment in the amount of \$40,000 be approved for Capital Project 1552 – Remote Data Entry; and
- 3) that the \$40,000 post budget adjustment be funded from the Infrastructure Services Capital Reserve.

**REPORT**

Capital Project 1552 – IS - Remote Data Entry was initially approved during 2010 Capital Budget deliberations, in the amount of \$25,000. At its meeting held on May 10, 2010, Council approved a post budget increase of \$20,000, when the sole source proposal from Zybertech Construction Software Services was approved.

The project includes development and implementation of a web-based remote payroll data entry application for integration with the City of Saskatoon's Sage Timberline payroll/job costing system. Zybertech Construction Software Services is the consultant who customized the Timberline system for the City of Saskatoon, therefore, they have the knowledge required to make the improvements.

As development of the application has progressed, enhancements and features not anticipated by the Administration or Zybertech Construction Software Services, estimated to be \$16,000, including G.S.T. and P.S.T., have come to light. These enhancements/features include programming to enable the use of City of Saskatoon security swipe cards to sign in; to allow lockdown of the keyboards; to provide a record of pay which will replace legal retention of hard copy timesheets; and to facilitate mobile devices. Additional funding in the amount of \$24,000 is also required to provide for the furniture, wiring and cabling needed for the remote work stations.

The Administration is, therefore, recommending that a post budget adjustment, in the amount of \$40,000 be approved for Capital Project 1552.

**FINANCIAL IMPACT**

Capital Project 1557 – IS – Office Modifications/Furniture Replacement/Upgrades, which is funded from the Infrastructure Services Capital Reserve, includes funding in 2011 in the amount of \$65,000 for office system upgrades. It has been determined that actual expenditures in 2011 will total \$25,000. The Administration is, therefore, recommending that \$40,000 be returned to the Infrastructure Services Capital Reserve from Capital Project 1557; and that this funding then be redirected to Capital Project 1552 – IS – Remote Data Entry.

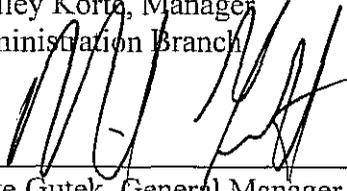
**ENVIRONMENTAL IMPLICATIONS**

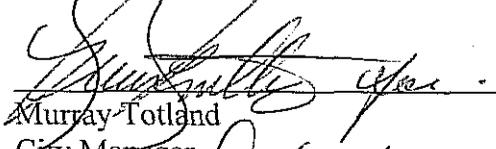
There are no environmental implications.

**PUBLIC NOTICE**

Public Notice pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

Written by: Shelley Korta, Manager  
Administration Branch

Approved by:   
Mike Gutek, General Manager  
Infrastructure Services Department  
Dated: OCT 20, 2011

Approved by:   
Murray Totland  
City Manager  
Dated: Oct. 21/11

His Worship the Mayor and City Council  
The City of Saskatoon

**REPORT**

of the

**ADMINISTRATION AND FINANCE COMMITTEE**

Composition of Committee

Councillor G. Penner, Chair  
Councillor D. Hill  
Councillor M. Heidt  
Councillor T. Paulsen

1. **Water Treatment Plant – 2011 Water Restriction**  
**(File No. CK. 7900-1 x 670-3)**

**RECOMMENDATION:** that the information be received.

Attached is a report of the General Manager, Utility Services Department dated October 13, 2011 dealing with the above. This report has been reviewed with Administration and is being forwarded to City Council for its information.

Copies of the above report are provided to City Council members. A copy is also available on the City's website at [www.saskatoon.ca](http://www.saskatoon.ca).

Respectfully submitted,

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Councillor G. Penner, Chair

**TO: Secretary, Administration and Finance Committee**  
**FROM: General Manager, Utility Services Department**  
**DATE: October 13, 2011**  
**SUBJECT: Water Treatment Plant – 2011 Water Restriction**  
**(FILE NO. WT 7900)**

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**RECOMMENDATION:** that the information be received.

### **EXECUTIVE SUMMARY**

In 2011, the Saskatoon Water Treatment Plant (WTP) experienced unprecedented process disruptions that resulted in four weeks of water restrictions that impacted water users throughout the region. Six weeks of extremely high river flows and an associated deterioration in river water quality, compounded by a combination of mechanical and process interruptions, significantly impacted the effectiveness of the water treatment process.

During the period of process disruption, extensive assessment, trials, and process changes were implemented in order to maintain water quality standards.

The strategies developed during this event, combined with ongoing replacement and upgrading of infrastructure and the incorporation of new technologies will further improve future responses to deteriorating raw water conditions. In addition, the importance of a well planned and consistent communication strategy is critical for such events.

The purpose of this report is to outline the circumstances surrounding this event and the associated reduction in Saskatoon's water treatment capacity. This will include an analysis of river flows, failures in clarification systems, and the reduction in filtration plant capacity. In addition, an outline of the public communication strategy, including internal coordination of civic departments is presented.

### **BACKGROUND**

The City of Saskatoon Water Treatment Plant currently has a total net production capacity of 220 million litres per day (MLD) and supplies water to all citizens of Saskatoon and a number of surrounding communities. The treatment process consists of a number of processes, in order as follows:

- raw water intake from two river intakes
- raw water pumping to sand separation units
- clarification and residuals treatment process
- chlorine contact
- dual media filtration, and
- 'high lift' pumping from the plant to the reservoirs and distribution system.

Attachment 1 is a schematic showing the footprint of the WTP.

The primary raw water intake site is at the Queen Elizabeth (QE) Power Generating Station and the secondary site is located at the Water Treatment Plant (WTP) on Avenue H South. Both systems consist of travelling screens, a series of settling tanks, and raw water pumps. The new intake, located just upstream of the CNR bridge and across the river from QE, will be commissioned in the upcoming weeks.

The clarification process consists of four standard up-flow clarifiers with a combined summer production capacity of 235 MLD. Three clarifiers each have capacities of 55 MLD with clarifier #3 at 70 MLD. Ferric sulfate is used as a coagulant combined with lime for softening.

The WTP has three filter areas including filter area #1 – the 1911 Plant with a capacity of 45 MLD; filter area #2 – the 1957 Plant with a capacity of 95 MLD; and filter area #3 – the 1964 Plant with a capacity of 145 MLD. The total filter plant capacity is approximately 275 MLD (less filter backwashes). All filters are concrete tanks with dual media (sand and anthracite) and various styles of underdrain systems.

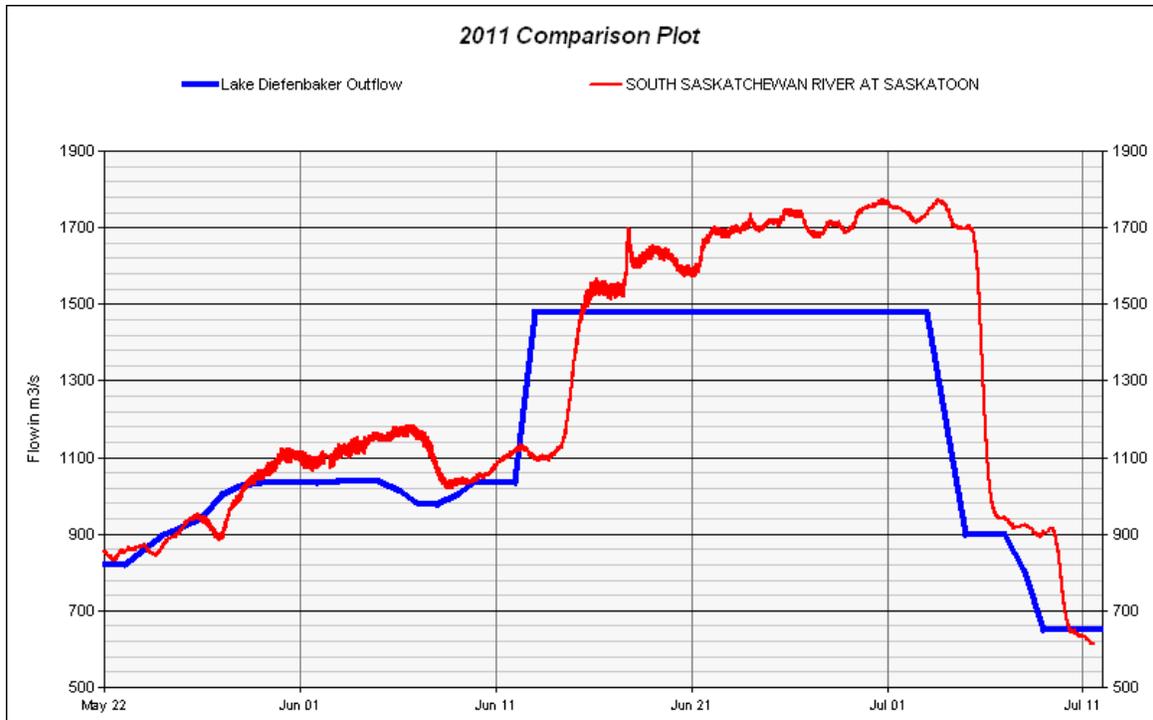
Peak plant capacity is defined by the capacity of the chlorine contact basin at 220 MLD.

## **REPORT**

### **South Saskatchewan River Flows**

River flow volumes through Saskatoon typically vary between 90 m<sup>3</sup>/s in the fall to 420 m<sup>3</sup>/s during spring and summer months. Flow volumes are controlled by the Saskatchewan Watershed Authority at the Gardiner Dam approximately 100 km upstream of Saskatoon. Flow volumes are dependent on power generation requirements at the Dam during winter months, and to maintain safe reservoir levels during the early summer months.

Due to extensive snowpack in the mountains, in 2011 the South Saskatchewan River (SSR) flows went from a low of 163 m<sup>3</sup>/s in April to 1000 m<sup>3</sup>/s by the end of May and reached a maximum in excess of 1500 m<sup>3</sup>/s by mid June. Figure 1 shows the river flow through the SSR at Lake Diefenbaker and Saskatoon.



**Figure 1. South Saskatchewan River Flows (Saskatchewan Watershed Authority)**

For the forty day period between May 29 and July 7, flows through Saskatoon exceeded 1000 m<sup>3</sup>/s. For three weeks during this period, flows exceeded 1500 m<sup>3</sup>/s which is classified as a 1:25 year event. Saskatoon has only experienced flows in excess of 1500 m<sup>3</sup>/s three times in the last 40 years (since regular operation of the Gardiner Dam). The significant factor in 2011 was the duration of the release from the Gardiner Dam. In 2011, approximately 4,794,000 dam<sup>3</sup> was released at the Gardiner Dam which is the highest release experienced, from May 22 to July 7, in its 40 year history. This is a 40% increase from the recent high flow event in 2005 (3,018,000 dam<sup>3</sup>) and 5.5 times the average release (888,000 dam<sup>3</sup>) during this period.

### **Sanding Problems**

In April, the WTP started experiencing increased sand loading. This is an annual event and our regular actions include increased monitoring of sand pumps and intake screen operations, weekly flushing of intake and raw water pipelines, increased cleaning frequency of the sand separator units, and increased monitoring of rake torques on clarifiers. In early May however, increased sand loads and high volumes of river debris resulted in the following failures and associated actions:

- successive failure of all sand pumps in the raw water intake wells resulting in the purchase of new pumps and repair of damaged pumps to double pump capacity in both the primary and back-up raw water pumping stations;
- high rake torques forced rotating shutdowns of all clarifiers for thorough flushing and cleaning;
- complete blockage of the primary intake at the QE Power Station occurred the week of June 20;

- clarifier blow-down (cleaning) frequencies were increased to minimize sand build-up within the clarifiers while maintaining the appropriate operating parameters.

Sand accumulation also resulted in the blockage of the filter backwash pipelines to the river in mid-June, and caused the surcharge of manholes onto the Meewasin Valley Authority (MVA) Trail. Emergency approvals were promptly requested and received from both Saskatchewan Environment and the Federal Department of Fisheries on June 14 to allow the dredging of river sand that was blocking the WTP outfalls. Approximately 100 cubic yards of sand and silt were removed from the river outfalls every three days for two weeks, resulting in approximately five hundred cubic yards being removed in total.

Throughout this entire event, maintenance staff were on call at all times and were required to monitor raw water intakes, sand pumps, clarifier blow-downs and river outfalls regularly each day.

### **Impact on the Clarification Process**

Due to elevated river flows, raw water turbidity increased three to four times the normal range. The primary cause, determined through laboratory testing, was an increase in fine silt particles and sand being swept by the strong river flows. Extensive monitoring and testing of clarifier operations was performed to optimize chemical dosages to maintain clarifier effectiveness and control the sand and fine particles.

In early June, the WTP also experienced interruptions in our lime softening feed systems. An extensive capital project was underway to replace the aging quicklime feed and slaking systems. Due to project delays, a back-up hydrated lime system had been commissioned earlier in the year in order to meet peak summer water demand requirements. At the early stages of plant problems, this system was reviewed extensively to determine if it was a contributing factor to the clarifier problems. It was determined that this system was not a factor, as clarifier operation was stabilized by mid June with no significant change to water quality.

In addition, the commissioning of the new lime feed systems in July has already shown vast improvements in the quality and consistency of the lime softening process and an associated reduction in fine particles in the clarifiers.

### **Impact on Filtration Process**

The greatest impact of this event occurred in the filtration plant. The WTP filtration process is highly regulated by the Saskatchewan Ministry of Environment to ensure that we never exceed a turbidity limit of 1.0 nephelometric turbidity units (NTU) is never exceeded and less than 0.3 NTU is maintained 95% of the time. These limits are in place to ensure that no parasites enter the drinking water system. Any exceedence of these values would likely result in a Precautionary Drinking Water Advisory (PDWA) or possibly a Boil Water Order by the Saskatoon Health Region.

By the end of May, the turbidity of the water entering the filters had increased to twice the normal range. This put increased stress on the filters, and by the second week of June the filters started to experience significant operational delays. Due to these delays and high water demand,

filters were returned to service with a turbidity of 0.27 to 0.30 NTU, when they typically would have been returned to service when producing water between 0.07 and 0.1 NTU. The domestic turbidity rose to a high of 0.27 NTU, which was still well below the acceptable maximum of 1.0 NTU.

In an effort to maintain filter capacity, a chemical filter aid known as PAC Plus (PAC), a coagulant and polymer supplied by ClearTech Industries, was added at the filters to improve their operation. Dosages and corresponding application points were optimized, resulting in the lowering of filter effluent and domestic water turbidity targets until they returned to normal levels by the first week of July.

Many physical and operational techniques were trialed to improve filter operations including extended filter air backwashes, dual air/water backwashes, and filter acidification with each achieving varying degrees of success.

Over the duration of this event, filter performance, recovery, run time, and total filter flow appeared to coincide very closely with the rise and fall in river flows. The increase in fine particles was primarily within the 1 micron range. This was determined to be the primary cause of impaired plant performance.

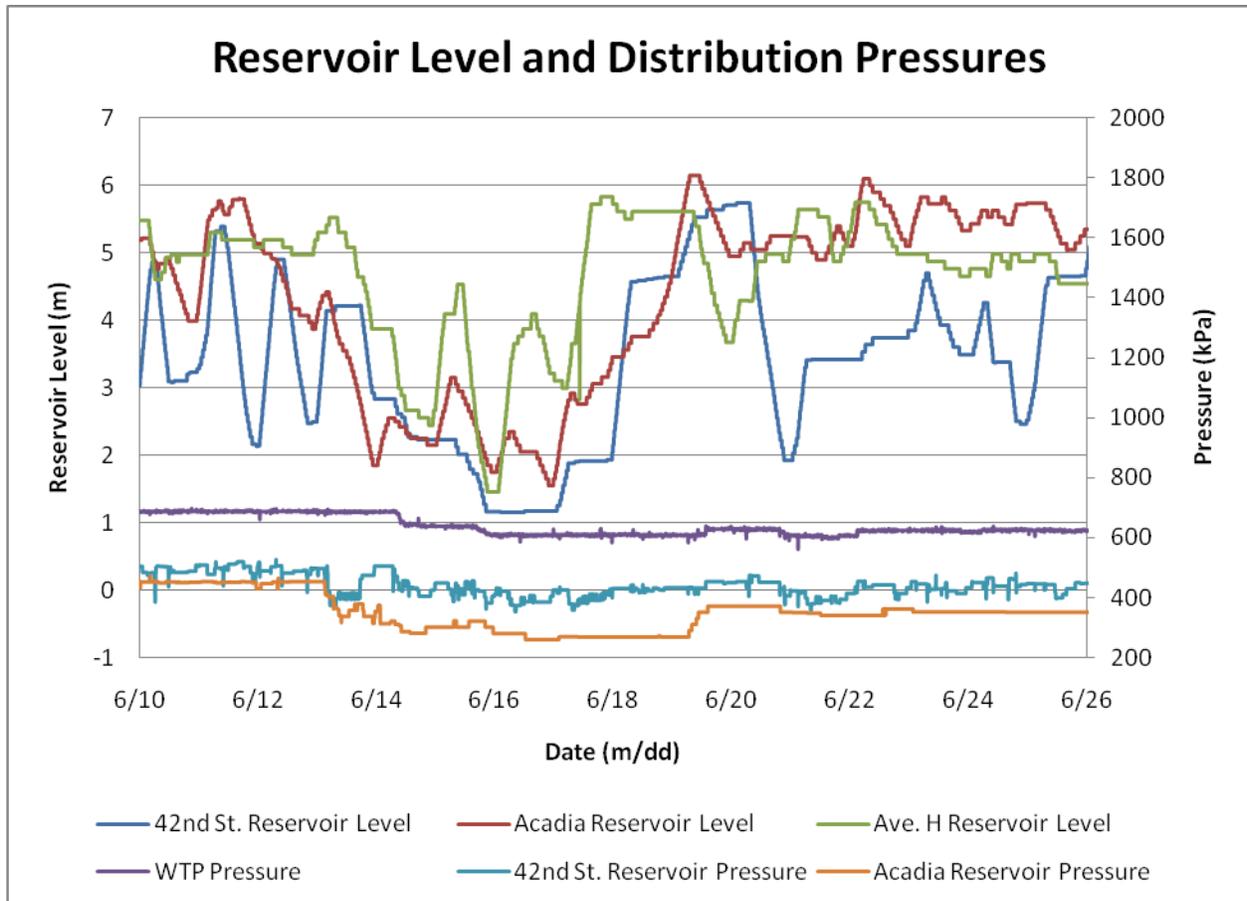
At the time of this event, six aging filters with a combined capacity of 45 MLD were undergoing a complete upgrade. The performance of these filters had been declining over the past decade and they were used only during the summer periods. In their original condition, these filters would have provided limited, if any, benefit during this crisis due to their outdated design. These filters were scheduled to return to service at the end of May but equipment order delays extended commissioning to July 11.

Throughout this event, an additional operator was required to assist the operations staff to continuously monitor and verify filter turbidity and turbidity meter performance including routine maintenance and cleaning of the meters. The primary objective was to ensure the water quality requirements within our Permit to Operate were never compromised while maintaining minimum reservoir storage levels.

Extensive consultations were conducted with industry experts from Associated Engineering Ltd. in Saskatoon, Edmonton and Calgary to assist with the optimization of our clarification and filtration processes.

### **Reservoir Volumes**

The critical factor that resulted in mandatory water restrictions was the reduction in the volume of available water at the City's three reservoirs. Figure 2 clearly shows that on June 15 all reservoirs in Saskatoon hit very low levels causing extreme concern for WTP staff.



**Figure 2. Reservoir Level and Distribution Pressures**

### Operational Strategy

During the first week of this crisis, three daily operational status meetings were held in the Control Room for all essential operations and maintenance supervisors. Operating and maintenance strategies were developed, tested, analyzed, and optimized to ensure both quality and quantity water requirements were being met. In addition, management and maintenance staff were present at all daily operational crew changes to ensure that a consistent operational strategy was being maintained on a 24-hour basis.

Throughout the duration of this crisis, plant operational status was closely monitored each day and was an essential component in the communication strategy that was developed and implemented by the Administration.

### Communication Strategy

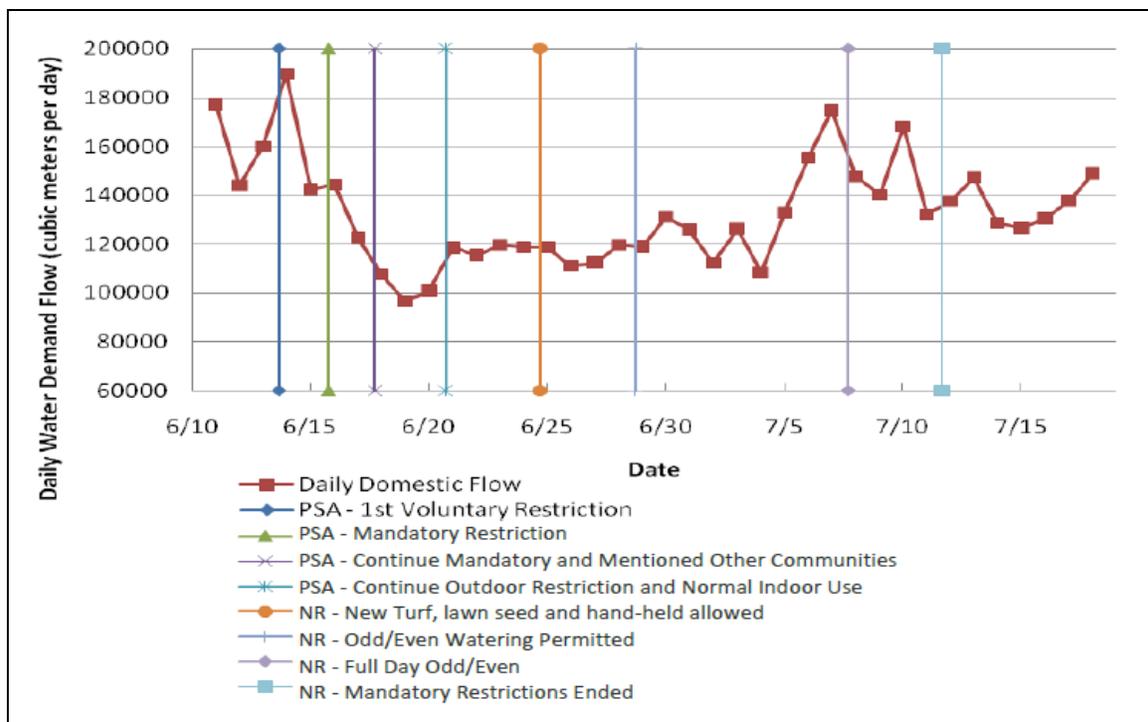
A communications team was formed and consisted of staff from many civic departments. This group of stakeholders met each morning to discuss the status of the WTP, the effect on civic services and determined if an updated PSA was required.

Messaging to residents was frequent during the water restrictions and the media disseminated this information in a timely and high-profile manner. The language was designed to be easy for

the average person to understand and not alarmist. There was a consistent effort to thank and encourage citizens for reducing water usage and to reinforce conservation messaging. The vast majority of citizens were compliant. No tickets were issued during the month-long water restriction. Effort was made by communicators, whenever possible, to provide context for the repairs occurring at the plant, and how the river flow and sand volumes were affecting the plant's return to full capacity.

Between June 13 and July 11, the City of Saskatoon sent out 16 Public Service Announcements/News Releases (PSAs/NRs). The first notice was a request on June 13 for citizens to immediately yet voluntarily reduce water usage. On June 15, the City implemented mandatory water restrictions due to critically low reservoir levels. Subsequent announcements were sent out for a variety of reasons including updates on the status of the WTP; waterworks bylaw amendments; clarification and changes to water restriction guidelines; water-wise messaging; how restrictions are affecting other civic services; responses to frequently asked questions; and appreciation for public response to the restrictions.

Figure 3 demonstrates the public's response to water restrictions and how subsequent communications affected domestic water demand. The decision to severely restrict watering times to early morning and evening time periods caused intense demand loads resulting in isolated distribution water quality concerns. As public behaviour around limited watering times became more intense, this decision was quickly amended to open up odd/even watering to the full day.



**Figure 3: Domestic Water Demand for June 10 to July 15, 2011**

The City of Saskatoon's Water and Wastewater Treatment Branch has an extensive Compromised Water Quality Communication Plan that is reviewed on a regular basis with Saskatchewan Environment and the Saskatoon Health Region. On June 14, Saskatchewan Environment Protection Officers were contacted and invited on site to get an update on the situation and to monitor plant performance. An extensive plant review (previously scheduled) was conducted on June 27 and included both Saskatchewan Environment and Environment Canada personnel.

In addition to the Compromised Water Quality Communication Plan, a water conservation/water-wise communication plan was developed over the last few years and provided the groundwork for the Public Service Announcements (PSAs).

### **Conclusions**

The City of Saskatoon Water Treatment Plant experienced an unprecedented historical event. Multiple factors contributed to the challenges faced during this event, and it has been determined that the high silt loading in the river flows was the major contributing factor to the reduction in plant capacity.

The challenges associated with treating silt-laden water are not unique to the City of Saskatoon. The City of Calgary's "Water Restrictions Brochure" cites silty water as the first typical reason that Calgary would institute water restrictions. Edmonton's "Water Restriction Measures" web site states that poor raw water quality due to spring runoff is one of four expected reasons that could lead to implementation of restrictions in Edmonton.

The situation in Saskatoon required the coordination and intense commitment of maintenance and operations personnel to investigate and develop appropriate strategies to overcome the many factors that attributed to the process and equipment problems. This allowed the City of Saskatoon to meet all Permit to Operate water requirements at all times.

The following systems and strategies will ensure that future situations of this magnitude will be minimized even more than what was achieved in 2011:

1. Minimize the intake of sand and fine silt particles through the use of the new river intake, and implement the modified strategies for the secondary intakes to minimize flow velocities.
2. Optimize the clarification process with the new lime feed system technology and the staged addition of tube settlers in all clarifiers to reduce the amount of fine particles in the treatment process.
3. Install a permanent PAC filter aid system to improve filter ripening times and stabilize filter turbidity during regular filter operation and during events where raw water quality is significantly reduced.
4. Ensure prompt initiation of the Compromised Water Quality Communication Plan protocols to ensure all stakeholders are aware of the potential for a compromised water

quality event. Utility Services staff will work with Communications staff to develop a revised approach to communications for events such as the 20011 Water Restriction event.

5. Initiate the coordinated Water-Wise communication and public education plan to ensure the citizens of Saskatoon and the surrounding area are well aware of the value and sensitivity of the water resource and the rationale surrounding the need for water restrictions.
6. Ensure any future watering guidelines do not produce intense peak water demands and undue stress on the distribution network.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse gas implications.

### **PUBLIC NOTICE**

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

### **ATTACHMENT**

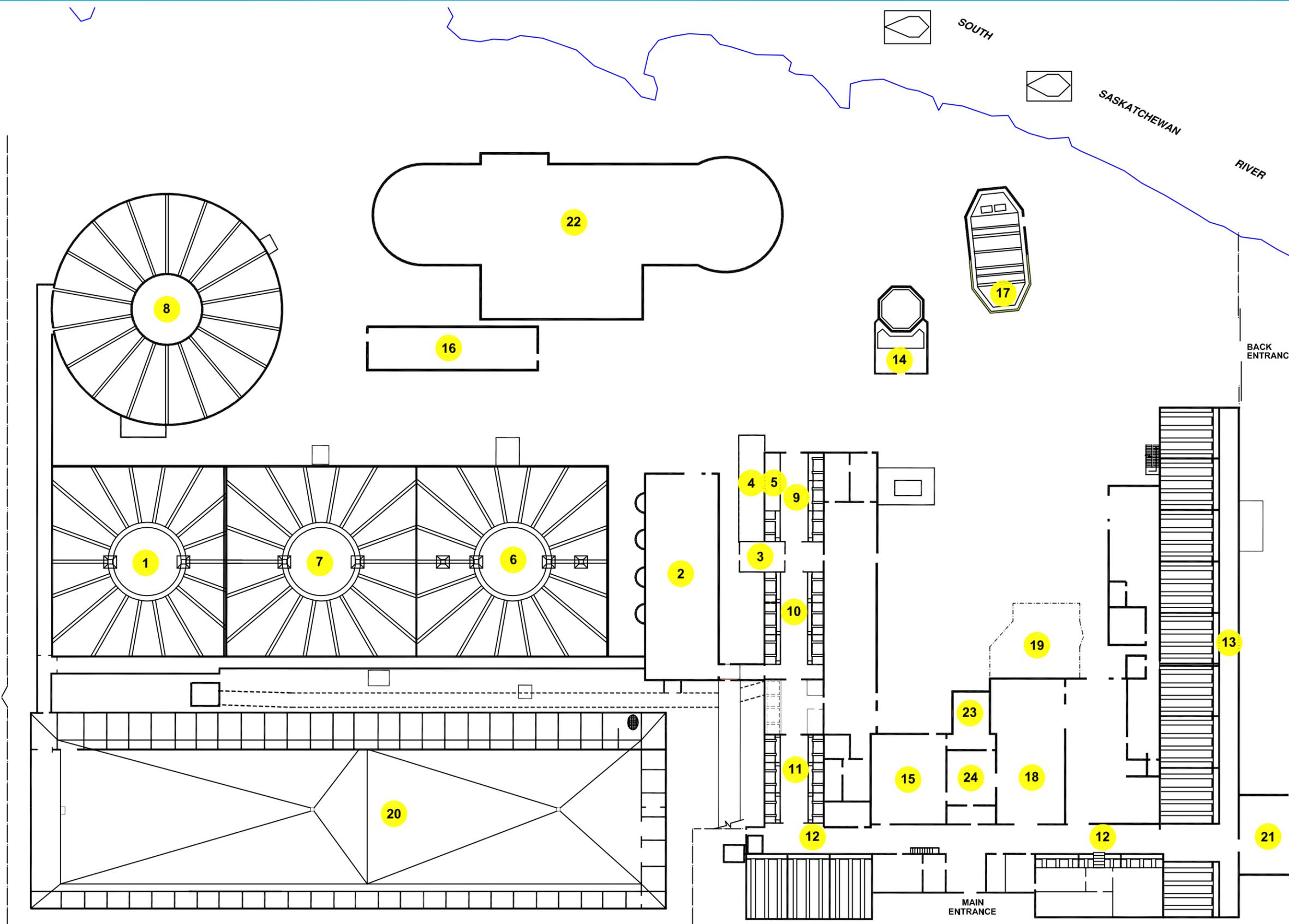
1. WTP General Plan

Written by: Troy LaFreniere, Water Treatment Plant Manager

Reviewed by: Reid Corbett, Manager, Water and Wastewater Treatment Branch

Approved by: “Jeff Jorgenson”  
 Jeff Jorgenson, General Manager  
 Utility Services Department  
 Dated: “October 26, 2011”

Approved by: “Jeff Jorgenson”  
 for Murray Totland, City Manager  
 Dated: “October 26, 2011”



- ① CLARIFIER #4
- ② CHEMICAL FEED BLDG
- ③ CHLORINE ROOM
- ④ CHLORINE CYLINDER ROOM
- ⑤ CHLORINE SCRUBBER
- ⑥ CLARIFIER #1
- ⑦ CLARIFIER #2
- ⑧ CLARIFIER #3
- ⑨ FILTER PLANT (1947)
- ⑩ FILTER PLANT (1928)
- ⑪ FILTER PLANT (1911)
- ⑫ FILTER PLANT (1957)
- ⑬ FILTER PLANT (1964)
- ⑭ LOW LIFT
- ⑮ NORTH HIGH LIFT
- ⑯ SAND SEPARATOR BLDG
- ⑰ SCREEN CHAMBER
- ⑱ TRANSFORMER BANK
- ⑳ WEST BASIN
- ㉑ #10 PUMP ROOM
- ㉒ SLUDGE HANDLING FACILITY
- ㉓ MCC ROOM
- ㉔ CENTRAL HIGH LIFT

Path: \\Server\Drawings\Autocad\Water Treatment Plant\WATPS\Plan 2008.dwg

IR	DATE	ISSUE/REVISION DESCRIPTION	BY	CHK	DES	ENG
3	MAR 2, 2010	ADDED CENTRAL HIGHLIFT NUMBER	TPD	-	-	-
2	MAR 2, 2010	UPDATED MCC NUMBER	TPD	-	-	-
1	Dec 10, 2008		TPD	-	-	-

UTILITY SERVICES DEPARTMENT

SEALS/STAMPS

GENERAL MANAGER \_\_\_\_\_

ENGINEER \_\_\_\_\_

ENGINEER \_\_\_\_\_

DATE \_\_\_\_\_



GENERAL PLAN  
CITY OF SASKATOON  
WATER TREATMENT PLANT

CONTRACT NUMBER \_\_\_\_\_ DRAWING NUMBER  
Figure 1  
FILE NAME: \_\_\_\_\_

ORIENTATION  
SCALES:  
HORIZONTAL  
AS NOTED  
VERTICAL

His Worship the Mayor and City Council  
The City of Saskatoon

**REPORT**  
**of the**  
**LAND BANK COMMITTEE**

Composition of Committee

Councillor M. Heidt, Chair  
Councillor D. Hill  
Councillor P. Lorje  
Councillor G. Penner

**1. Industrial Land Incentives Program**  
**Amendment to Policy C09-009 – Section 2.1**  
**(File No. CK. 3500-13 x 4215-1)**

**RECOMMENDATION:** that City Council Policy C09-009, be amended under Section 2.1 to include all City-owned industrial land available for sale over-the-counter, with the exception of land tendered under the Tax Enforcement Act.

Attached is a report of the General Manager, Community Services Department dated October 5, 2011 with respect to a proposed amendment to the Industrial Land Incentives Program Policy C09-009, to include all City-owned industrial land available for sale over-the-counter, rather than the current provision which reads, “ Hudson Bay, Marquis and Silverwood Industrial areas and any other industrial land that City Council may designate from time to time”.

Your Committee has reviewed this matter with Administration and supports this proposed Policy change.

**2. Purchase Agreement and Direct Sale to VerEco Homes Inc.**  
**Lot 21, Block 625 (Plan yet to be registered), located at 122 Roy Crescent,**  
**Evergreen Neighbourhood**  
**(File No. CK. 4215-1)**

**RECOMMENDATION:** 1) that approval be granted for the direct sale of 122 Roy Crescent to VerEco Homes Inc. for the purpose of construction a VerEco Home, showcasing the latest in green building techniques; and

- 2) that the City Solicitor be requested to prepare the Direct Sale Agreement and that His Worship the Mayor and the City Clerk be authorized to execute the Agreement under the Corporate Seal.

Attached is a report of the General Manager, Community Services Department dated October 5, 2011, with respect to a proposal for a direct sale of property in the Evergreen Neighbourhood to VerEco Homes Inc.

Your Committee has reviewed this matter with Administration and supports the direct sale of the property located at 122 Roy Crescent in the Evergreen Neighbourhood to VerEco Homes Inc. as outlined in the report.

**3. Proposed Purchase and Sale Agreement  
Between the City of Saskatoon and Norseman Structures Inc.  
(File No. CK. 4020-1 x 4215-1)**

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- RECOMMENDATION:**
- 1) that approval be granted for a purchase and sale of lands, as shown on Schedule A – City of Saskatoon and Norseman Structures Inc. – Lands of Exchange, between the City of Saskatoon and Norseman Structures Inc. as contained in the attached report; and
  - 2) that the City Solicitor be requested to prepare the necessary agreements for execution by His Worship the Mayor and City Clerk under the Corporate Seal.

Attached is a report of the General Manager, Community Services Department dated October 3, 2011 regarding a purchase and sale of lands as outlined on Schedule A as contained in the attached report.

Your Committee has reviewed this proposal with the Administration, and supports the purchase and sale of lands, as outlined on Schedule A of the report.

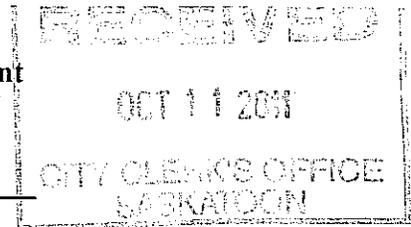
Respectfully submitted,

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Councillor M. Heidt, Chair

3500-13  
1.

**TO:** Secretary, Land Bank Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** October 5, 2011  
**SUBJECT:** Industrial Land Incentives Program  
**FILE NO:** LA 4221-0



**RECOMMENDATION:** that a report be submitted to City Council recommending:

- 1) that City Council Policy C09-009 Section 2.1 be amended to include all City-owned industrial land available for sale over-the-counter, with the exception of land tendered under the Tax Enforcement Act.

### **BACKGROUND**

The Industrial Land Incentive Program (Policy C09-009) was adopted by City Council on December 17, 2001. The policy was established to "Attract new industry and to encourage the expansion of existing industries, thereby creating new employment opportunities for local residents." The City-owned industrial land defined in the Policy was limited to the "Hudson Bay, Marquis and Silverwood Industrial areas and any other industrial land that City Council may designate from time to time."

### **REPORT**

The Industrial Land Incentives Program has been very successful since its inception, particularly as of late. In 2011 alone, 11 new Long Term Leases have been signed and interest in the program is growing among clients who currently have Options to Purchase outstanding and those in the business community who are looking to expand. With ever increasing construction and land costs, businesses looking to establish or relocate have a substantial financial hurdle to overcome. The Industrial Land Incentives Program provides these businesses the opportunity to defer the cost of land in order to focus their efforts on construction. Since suitable industrial land can be limited at times, restricting the areas in which a business can take advantage of developmental incentives stands to only impede growth. As such, the Industrial Land Incentives Program should be amended to include all City-owned industrial land available for sale over-the-counter, with the exception of land tendered under the Tax Enforcement Act.

### **OPTIONS**

The only other option would be to reject the recommendation and limit the program to the areas noted above.

**POLICY IMPLICATIONS**

City Council Policy C09-009 will need to be amended to reflect the proposed changes if adopted by City Council.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse gas implications.

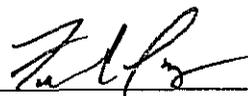
**PUBLIC NOTICE**

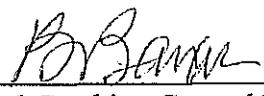
Public Notice, pursuant to Section 3 of the Public Notice Policy No. C01-021, is not required.

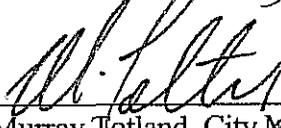
**ATTACHMENTS**

- 1. Industrial Land Incentives Policy – General Policy No. C09-009

Written by: Michael Moellenbeck, Accountant

Reviewed by:   
 Frank Long, A/ Land Branch Manager  
 Dated: Oct 5/2011

Approved by:   
 for Paul Gauthier, General Manager  
 Community Services Department  
 Dated: Oct/05, 2011

Approved by:   
 Murray Totland, City Manager  
 Dated: Oct. 11/11

**CITY OF SASKATOON  
COUNCIL POLICY**

NUMBER  
C09-009

<b>POLICY TITLE</b> <i>Industrial Land Incentives Program</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>February 8, 1988</i>
		<b>UPDATED TO</b> <i>June 27, 2011</i>
<b>ORIGIN/AUTHORITY</b> <i>Planning and Development Committee Report No. 6-1988; Administration and Finance Committee Report No. 17-2001; and Land Bank Committee Report No. 7-2011</i>	<b>CITY FILE NO.</b> <i>CK. 4225-1 &amp; 4000-1</i>	<b>PAGE NUMBER</b> <i>1 of 3</i>

1. PURPOSE

The objectives of this Policy are:

- a) To attract new industry and to encourage the expansion of existing industries, thereby creating new employment opportunities for local residents; and
- b) To generate a financial return to the City (and hence, to offset holding costs) on the City's current inventory of industrial land (as defined in 2.1 below).

2. DEFINITIONS

- 2.1 City-owned Industrial Land - shall be all City-owned industrial land located in the Hudson Bay, Marquis and Silverwood Industrial areas and any other industrial land that City Council may designate from time-to-time.

3. POLICY

The City will lease, with the option to purchase, City-owned industrial land as defined above.

3.1 Term of Lease

The term of the lease will be 15 years, with an option to renew for a further 5 years.

3.2 Lease Rate

The lease rate will be such that it maintains the incentive to purchase City-owned industrial land.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-009

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Industrial Land Incentives Program</i>	<i>February 8, 1988</i>	<i>June 27, 2011</i>	<i>2 of 3</i>

- a) The lease rate will be determined on the basis of the City's cost of borrowing applied to the selling price of the serviced land. The interest rate used will be equivalent to the market rate at which the City is able to issue debentures for a ten-year period or the remaining length of the lease, whichever is shorter.
- b) The lease rate will be adjusted only to reflect changes in the interest rate components of the formula and only:
  - i) After the initial 10 years of the lease agreement; and
  - ii) Every 5 years thereafter.

### 3.3 Occupancy Costs

The tenant will be responsible for all occupancy costs including all local government taxes (property and business).

### 3.4 Transferability

Lease agreements may be transferred by assignment provided the transfer supports the objectives of this Policy.

### 3.5 Improvement Commitments

The tenant must commit to improvements and such improvements must be consistent with the nature of the tenant's operations.

### 3.6 Real Estate Fees

Real Estate Fees, where applicable, will be paid for out of the Property Realized Reserve.

### 3.7 Option-to-Purchase

The tenant will have the option to purchase the property at any time during the term of the lease, upon completion of a building foundation consistent with the nature of the tenants operations. The price of the option will be equivalent to the selling price in effect at the time the lease agreement was entered into.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C09-009

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Industrial Land Incentives Program</i>	<i>February 8, 1988</i>	<i>June 27, 2011</i>	<i>3 of 3</i>

## 3.8 Administrative Authority

The Administration shall have authority to:

- a) Approve all lease agreements that satisfy the requirements of this Policy.
- b) Authorize the improvements required to be undertaken by the tenant as a condition of the lease agreement.
- c) Charge real estate fees, where applicable, to the Property Realized Reserve.
- d) Approve the transfer of lease agreements.

## 4. RESPONSIBILITIES

### 4.1 Land Branch

- a) Recommend changes to this policy, when required, to City Council through the Land Bank Committee.

### 4.2 Land Bank Committee

- a) Review recommendations from the Land Branch regarding proposed amendments to the policy and, where appropriate, recommend to City Council changes to the policy.
- b) Advise City Council on the extent, if any, that the lease rate formula (and any changes in the formula) affects the incentive to purchase City-owned industrial land and recommend changes to the lease rate formula, as appropriate.

### 4.3 City Council

- a) Receive and consider recommendations from the Land Bank Committee with respect to amendments to this policy, including revisions to the lease rate formula; and
- b) Approve amendments to this policy when and as required.

RECEIVED  
OCT 11 2011

4215-12.

**TO:** Secretary, Land Bank Committee  
**FROM:** General Manager, Community Services  
**DATE:** October 5, 2011  
**SUBJECT:** Purchase Agreement and Direct Sale to VerEco Homes Inc.  
Lot 21, Block 625 (Plan yet to be registered), located at 122 Roy Crescent,  
Evergreen Neighbourhood  
**FILE NO:** LA 4215-11-464

---

**RECOMMENDATION:** that a report be submitted to City Council recommending:

- 1) that City Council approve the direct sale of 122 Roy Crescent, to VerEco Homes Inc. for the purpose of constructing a VerEco Home, showcasing the latest in green building techniques; and
- 2) that the City Solicitor be requested to prepare the direct sale agreement and that His Worship the Mayor and City Clerk be authorized to execute the agreement under the Corporate Seal.

### **BACKGROUND**

The objective of this agreement is to build a version of the VerEco home in the Evergreen neighbourhood to act as a demonstration project to show the public and builders that green, energy efficient homes can be built in Saskatoon in a cost effective manner.

VerEco Homes Inc. is a Saskatoon-based company that built the VerEco Home, a net zero home that generates as much energy as it consumes. The home was designed to reduce energy consumption by 40,000 kWh per year, reduce water consumption by 66 percent and construction waste by 75 percent. The home was donated to the Saskatoon Western Development Museum (WDM) for one year for a public education program sponsored by 24 Saskatchewan businesses. For more information on the VerEco Home exhibit please see Attachment 1.

Evergreen is Saskatoon's newest neighbourhood. It was named Evergreen because it was designed to preserve two rows of 50-year-old Scots Pine trees as an urban forest and it was designed as a sustainable urban village neighbourhood. The neighbourhood incorporates a combination of housing choices, open spaces and commercial opportunities in a sensitive and harmonious manner. The streets of Evergreen are aligned so the majority of residences receive the full benefit of the sun's rays, providing opportunity to incorporate solar energy into homes.

Part of the process of developing Evergreen as a more sustainable neighbourhood was the choice to include incentives to encourage a more sustainable way of building individual houses and to market the neighbourhood as a more sustainable form of development. This includes monetary

incentives for homes that achieve LEED, EnerGuide for New Homes, or Energy Star certification. Each new home owner is also provided with a coupon for a composter, a rain barrel, and two Saskatoon Berry bushes. These incentives contribute to reduced green house gas emissions and help inspire to a more sustainable life style.

## **REPORT**

The Land Branch approached VerEco Homes Inc. to submit a proposal to build a version of the VerEco Home in the Evergreen neighbourhood. The intent of this proposal is to provide an example of a more sustainable building and to help showcase cutting edge, cost effective, sustainable building techniques that could be used in Evergreen and other Saskatoon neighbourhoods. To ensure VerEco Homes Inc. is able to purchase an appropriate lot and to provide an incentive for them to operate the home as a showhome showcasing their innovative green building techniques, the Land Branch is proposing a direct sale of the lot located at 122 Roy Crescent to VerEco Homes Inc. for the market price of \$143,300 (plus G.S.T.). A direct sale is being proposed to ensure that VerEco Homes Ltd. is able to acquire a lot with the characteristics to best showcase their style of building. The lot at 122 Roy Crescent was chosen as it is ideally oriented to make use of solar technology and will provide an appropriate location to build the new VerEco home.

The Residential Lot Sales – Showhome Policy Number C09-010 states:

### “3. Policy

The City may provide financial incentives to encourage and assist residential homebuilders to construct and operate showhomes on property which is available for sale through the City’s Land Bank.”

The Policy includes a 10 percent purchase price discount if the showhome is kept open for a minimum of eight weeks. As this is a unique development that showcases a new style of development that fits with the vision of Evergreen as a more sustainable neighbourhood, The Land Branch would like VerEco Homes Inc. to keep the home open as a showhome for an extended period of time. As an incentive for this to happen, the Land Branch is proposing to defer full payment for the lot until the end of the showhome period, if VerEco Homes Inc. keeps the showhome open for 16 weeks.

If the direct sale is approved, VerEco Homes Inc. will select a builder for the construction of the new VerEco Home. The builder will have to be an Eligible Contractor in good standing as defined by the City of Saskatoon Land Branch. The home will be required to meet all relevant development controls and will be subject to the same approval process as any other one unit dwelling built in Evergreen.

The terms and conditions of the Offer are as follows:

1. Purchase Price  
Purchase price is \$143,300 plus G.S.T.
  
2. Possession Date  
VerEco Homes Inc. will be entitled to possession upon payment of a 13 percent down payment and the completion of servicing.
  
3. Showhome Policy and Full Payment  
The terms of the offer will comply with all terms of the Residential Lot Sales – Showhome Policy Number C09-010. In addition, the Land Branch is providing an additional incentive for the new VerEco Home to be open for a period of 16 weeks. As an incentive for VerEco Homes Ltd. to keep the showhome open for the longer time period, the Land Branch will allow VerEco Homes Inc. to defer full payment for the lot until the end of the showhome period.

The Evergreen neighbourhood was designed as a sustainable urban village neighbourhood. The goal for the neighbourhood was to establish a more sustainable standard for how neighbourhoods are designed and to inspire a more sustainable lifestyle for its residents.

Part of the process of developing Evergreen as a more sustainable neighbourhood was the choice to include incentives to encourage a more sustainable way of building individual houses and to market the neighbourhood as a more sustainable form of development. The construction of the new VerEco Home fits with this strategy by providing a functioning example of a new, more sustainable way of building. By ensuring that the new VerEco Home is built in Evergreen and kept open as a showhome, the Land Branch hopes it will motivate potential buyers and builders to explore new, more sustainable building styles.

### **OPTIONS**

The only option would be to not proceed with the sale of the land at this time.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

The proceeds from the sale of this land will be deposited into the Neighbourhood Land Development Fund.

## ENVIRONMENTAL IMPLICATIONS

This direct sale of this lot and the construction of a new VerEco Home will have a positive impact on the neighbourhood of Evergreen and development in Saskatoon. It will provide an example for home builders and residents of Saskatoon of a more environmentally friendly way of building a house.

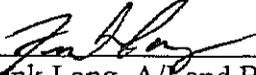
## PUBLIC NOTICE

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

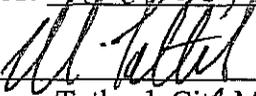
## ATTACHMENT

1. VerEco Home Fact Sheet

Written by: Tyson McShane, Senior Planner

Reviewed by:   
 Frank Long, A/Land Branch Manager  
 Dated: Oct 6, 2011

Approved by:   
 for Paul Gauthier, General Manager,  
 Community Services Department  
 Dated: Oct/06, 2011

Approved by:   
 Murray Totland, City Manager  
 Dated: Oct. 11/11



# Fact Sheet

## About the VerEco Home Exhibit at Saskatoon's Western Development Museum

Exhibit educates about how to reduce impact on environment, save money, and live a greener lifestyle.

### About the VerEco Home

- VerEco Home is a Net Zero home - generates as much energy as it consumes
- Built and owned by VerEco Homes Inc. and WSE Technologies
- Integrated design team of Saskatchewan experts for Saskatchewan's climate
- Donated to the Saskatoon Western Development Museum for the year
- Home reduces conventional energy consumption by **40,000 kwh/year**
- Includes solar photovoltaic and solar thermal energy
- Reduces construction waste **75%**
- Reduces water consumption **66%**
- Reduces greenhouse gas emissions by **33 tonnes/year**
- Improves indoor environmental quality

### Tour Information

- On display at the WDM for 10-12 months starting October 27, 2010
- Guided by Green Home Educator
- 50 minutes in length

### Tour Start Times

- Monday - Sunday 10 am, 11 am, 1 pm, 2 pm
- Times subject to change. Check [www.verecohome.com](http://www.verecohome.com) for latest tour times

### Tickets

- Cost = \$5
- Purchase online at [www.verecohome.com](http://www.verecohome.com)
- Purchase on location at Saskatoon's Western Development Museum
- Maximum 15 people per tour

### Western Development Museum

2610 Lorne Avenue S Saskatoon, SK, S7J 0S6  
Tel: (306) 931-1910 or [saskatoon@wdm.ca](mailto:saskatoon@wdm.ca)

**Contact the Green Home Educator:** Catherine Hynes ([catherine@deezine.ca](mailto:catherine@deezine.ca))

# 50 reasons you should see this...

## General

- Compact design
- Passive solar design
- Rainwater capture system
- Grey water recycling
- Sealed ventilation ducts
- Insulated hot water distribution system
- No air conditioning
- TED energy monitoring system
- Slant fin radiator
- Localized thermostats
- Triple pane, double argon, low E windows
- FSC lumber
- Energy Star hot water heater
- Phantom energy circuit
- Solar thermal system
- Photovoltaic (PV)
- Bamboo flooring
- Double wall construction
- Continuous header board
- Cellulose Insulation
- Super tight envelope
- Roof design
- R60 insulated walls
- R100 insulated roof

## Exterior

- Lounge Decking
- Hardie Board exterior cladding
- Metal Roofing
- Dark sky compliant lighting

## Great Room

- Concrete floor tiles
- LED lighting
- Art work from recycled material

## Kitchen

- Energy Star Fridge
- Energy Star dishwasher
- Low flow faucets
- Walk-up pantry
- Concrete countertop
- Compost catcher
- Recycling center

## Bathrooms

- Low flow faucets
- Low flow shower head
- Low flow toilet
- Drain water heat recovery

## Laundry

- Energy Star clothes washer
- Clothes line

## Future Location (Sarilia)

- 100% xeriscaped
- No irrigation
- Erosion Controls during construction
- Access to open space
- 50% undisturbed lot
- 100% permeable lot

# Exhibit Partners

The exhibit partners support made this unique educational opportunity a reality.

## SaskPower Eneraction

City of Saskatoon  
CMHC  
Go Green  
CKOM News Talk  
Saskatoon & Region Home Builders

Sask Tel  
Sarilla Estates  
Affinity  
WSE Technologies  
VerEco Homes Inc.  
deezine.ca  
Western Development Museum  
Star Phoenix

Saskatchewan Research Council  
Frontier Plumbing & Heating  
Ply Gem  
Deliotte  
Sweep it to Sarcan  
Turner Coben Event Marketing Inc.  
Industry Images  
Blended Jive  
Picatic.com  
Saskatoon Public School District

Audio/Visual for Grand Opening: Sharp's Audio Visual

# Did you know that...

## Fun facts that will help you get intimate and personal with the VerEco Home

...the VerEco Home has over 5 tonnes of insulation in its walls and ceiling?

...there's over 10,000 pounds of thermal mass in the VerEco Home's floor? This is part of the home's passive solar design.

... wood is about 50% carbon? Almost all that carbon was removed from the atmosphere by the conversion of carbon dioxide to carbon in trees. Houses made of wood generally have a much lower environmental impact than houses made of most other conventional materials.

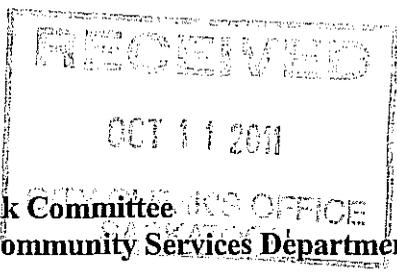
...the human body emits about 100 Watts? That means that for each person in your house, you're getting the equivalent heating of a 100-Watt furnace!

...the sun provides the earth with about 10,000 times as much annual energy as do all the other sources of energy currently being used (coal, oil, gas, propane, nuclear)?

...the average Canadian house uses roughly 150 GJ of energy per year for space heating, water heating, lights and appliances?

...the VerEco Home only requires approximately 34 GJ of energy a year? And that this energy is provided by alternative sources?

4020-13  
x 4015-1  
v 4015-12



**TO:** Secretary, Land Bank Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** October 3, 2011  
**SUBJECT:** Proposed Purchase and Sale Agreement between the City of Saskatoon and Norseman Structures Inc.  
**FILE NO.:** LA 4021-10-4

---

- RECOMMENDATION:** that a report be submitted to City Council recommending:
- 1) that a purchase and sale of lands, as shown on Schedule A - City of Saskatoon and Norseman Structures Inc. – Lands of Exchange, between the City of Saskatoon and Norseman Structures Inc. be approved; and,
  - 2) that the City Solicitor be requested to prepare the necessary agreements for execution by His Worship the Mayor and City Clerk under the Corporate Seal.

**BACKGROUND**

Sale of Lands:

In 2002 the property owners of Block BB, Plan 00SA34606, unintentionally installed 144 lineal meters of chain link fence along the southwest portion of their property in the incorrect location. The incorrect location of this fence on Lot 1 and Lot 2, Block 280, Plan 102031186, encompassing approximately 312.46 square meters, was discovered in 2010 as the Land Branch was preparing Phase 4 of the Marquis Industrial area for sale. Through discussions with Norseman Structures Inc., it was determined that selling the 312.46 square meters of land that the improperly located fence encloses would be the best case scenario for both the City and Norseman Structures Inc.

Purchase of Lands:

City Council, at its meeting held February 27, 2006, adopted the recommendation:

“that the revised Marquis Industrial Sector Plan, dated October 6, 2005, be adopted”

The Sector Plan identified an upgraded intersection at Marquis Drive and Wanuskewin Road. During the design and construction of the Marquis Drive and Wanuskewin Road intersection, it was identified that a 4.38 square meter portion of Block BB, Plan 00SA34606, would need to be acquired.

**REPORT**

As shown in Schedule A (see Attachment 1), the City’s Property Agent has negotiated a purchase and sale agreement with Norseman Structures Inc., subject to City Council approval, with the following details:

- Area #1 and Area #2 will be sold to Norseman Structures Inc. to accommodate their existing fence location that was unintentionally installed in an improper location. The total area of the land to be purchased by Norseman Structures Inc. is 312.46 square meters (area of Lot 1 Block 280 is 214.56 square meter and the area of Lot 2 Block 2 is 97.90 square meters). The estimated price for Lot 1 and 2 is \$13,254.73 and \$7,257.49; respectively—the land has been valued at \$250,000 per acre (\$61.78 per square meter) and \$300,000 per acre (\$74.13 per square meter) as per the pricing report that was adopted by City Council at its meeting held on September 27, 2010.
- Area #3 will be purchased by the City for the purpose of an upgraded intersection at Marquis Drive and Wanuskewin Road. The total area of the land to be purchased by the City is 4.38 square meters. This estimated price for this land is \$324.70 (land has been valued at \$300,000 per acre or \$74.13 per square meter).

Attachment 1 illustrates the lands to be purchased and sold.

Significant terms and conditions of the Purchase and Sale Agreement are as follows:

1. Purchase and Sale of the Lands  
Actual area of lands being purchased and sold will be determined by the surveyor.
2. Conditions Precedent  
The City shall have received all necessary and final City approvals required for the completion of the transaction, including City Council approval.
3. Condition of Land  
Lands are being purchased and sold on an “as is” basis.
4. Access and Possession  
Norseman Structures Inc. and the City shall be entitled to possession of their newly acquired respective lands immediately upon both parties having received the necessary final approvals as outlined in the Conditions Precedent.
5. Costs  
The City shall be responsible for one-third (1/3) of the survey costs and Norseman Structures Inc. shall be responsible for two-thirds (2/3) of the cost associated with the survey and subdivision of the lands, actual costs will be determined upon the final invoice from the surveyor. Each party will each be responsible for their own legal fees.

## OPTIONS

If Administration’s recommendation is rejected, substantial road realignment at the intersection of Wanuskewin Road and Marquis Drive would be required. In addition to road realignment, a substantial portion of chain link fence will need to be relocated along the southwest corner of Norseman Structure Inc.’s property.

The sale of a portion of Lot 1 and Lot 2, Block 280, Plan 102031186, to Norseman Structures Inc. complies with the City of Saskatoon's Sale of Serviced City-Owned Lands Policy (Policy No. C09-033). Section 3.2 e) of this policy states as follows:

"3.2 The Administration may pursue or entertain direct sale or long-term leases under the City's Industrial Land Incentives Program of civic lands when one or more of the following conditions are present:

- e) A situation where it is in the City's interest to undertake an initiative to purchase a property and provide in exchange a suitable comparable property in another location."

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

Revenue generated from the sale of the land will be entered into the Property Realized Reserve. Infrastructure Services will also credit the Property Realized Reserve for the amount of \$324.70. This amount represents the value of the roadway corner cut that is required from Norseman Structures Inc. and has been worked into the purchase and sale agreement.

The Real Estate Section will issue an Inter Departmental charge to both the Land Branch and Infrastructure Services for the time costs and survey fees associated with the purchase and sale of this land.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse implications.

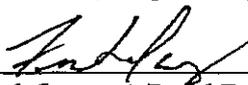
### **PUBLIC NOTICE**

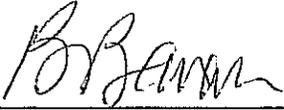
Public Notice, pursuant to Section 3 of the City of Saskatoon Policy C01-021 (Public Notice Policy) is not required.

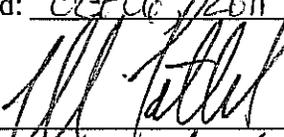
### **ATTACHMENT**

1. Schedule A – City of Saskatoon and Norseman Structures Inc. – Lands of Exchange

Written by: Scott McCaig, Property Agent, Corporate Project Team  
Cork Funk, Project Engineer, Infrastructure Services Department

Approved by:   
Frank Long, A/Land Branch Manager  
Dated: Oct 6, 2011

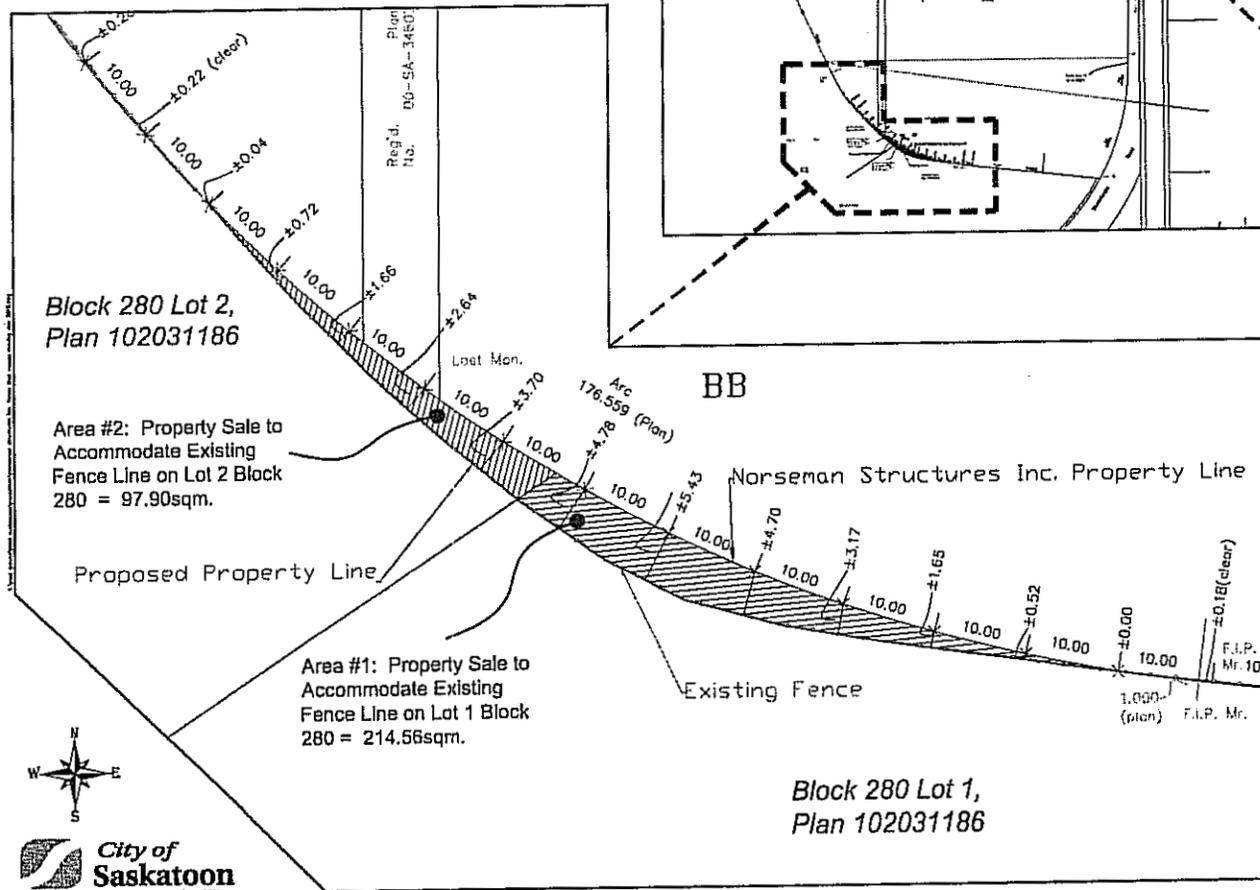
Approved by:   
for Paul Gauthier, General Manager  
Dated: Oct 06, 2011

Approved by:   
Murray Totland, City Manager  
Dated: Oct. 11/11

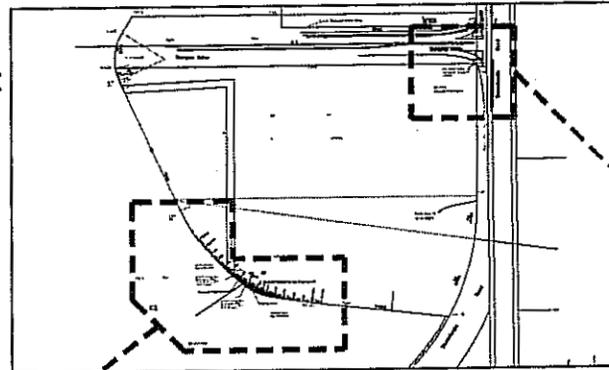
# Attachment 1

## Schedule A - City of Saskatoon and Norseman Structures Inc. - Exchange of Lands

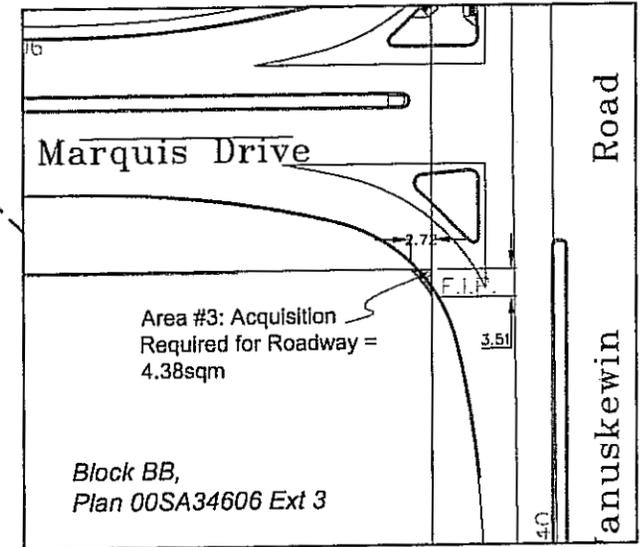
**Area #1 and Area #2: Property Sale to Accommodate Existing Fence Line on Lot 1 and 2 Block 280**



**Norseman Structures Inc. Site**



**Area #3: Property Acquisition Required for Marquis Drive Roadway**



Please Note: Actual areas will be determined by the Surveyor as shown on the Plan of Survey. Final values will be determined from areas shown on the Plan of Survey.

Area #1: Property on Lot 1 Block 280 for Norseman Structures Inc. to Acquire = 214.56sqm Valued at \$250,000.00 per ac = \$13,254.73

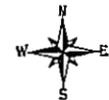
Area #2: Property on Lot 2 Block 280 for Norseman Structures Inc. to Acquire = 97.90sqm Valued at \$300,000.00 per ac = \$7,257.49

Area #3: Property for City Acquire = 4.38sqm Valued at \$300,000.00 per ac = \$324.70

Estimated Survey fees for Area #1, 2 and 3: \$10,125.00 (quote from GNF Surveyors) Actual fees to be determined on final invoice from surveyor.

Value of Area #1 (\$13,254.73) + Value of Area #2 (\$7,257.49) - Value of Area #3 (\$324.70) + 2/3 of survey costs (\$6,682.50) = \$27,519.42

Please Note: The new property line will be offset five inches to the south west of Norseman Structures Inc. existing fence



**City of Saskatoon**  
Corporate Projects - Real Estate Section - 5811

Note: This plan does not guarantee the accuracy of the plan. To ensure accuracy, please refer to the Registered Plan of Survey. This plan is for reference only. The plan is prepared and in charge. Part and portion referring to the drawings is prepared only and does not represent the final plan to be constructed.

His Worship the Mayor and City Council  
The City of Saskatoon

**REPORT**  
**of the**  
**EXECUTIVE COMMITTEE**

Composition of Committee

His Worship Mayor D. Atchison, Chair  
Councillor C. Clark  
Councillor R. Donauer  
Councillor B. Dubois  
Councillor M. Heidt  
Councillor D. Hill  
Councillor A. Iwanchuk  
Councillor M. Loewen  
Councillor P. Lorje  
Councillor T. Paulsen  
Councillor G. Penner

**1. Circle Drive South Project Land Acquisition**  
**Portion of 3010 – 11<sup>th</sup> Street West**  
**(File No. CK. 4020-12)**

- RECOMMENDATION:**
- 1) that the City purchase a portion of the southwest corner of 3010 - 11<sup>th</sup> Street West from 4345142 Canada Inc. consisting of approximately 172 square meters at a purchase price of \$22,217;
  - 2) that the cost of acquisition and related expenses be charged to the Property Realized Reserve, as an interim source of financing; and
  - 3) that the City Solicitor be requested to prepare the appropriate agreement, and that His Worship the Mayor, and the City Clerk be authorized to execute the agreement under the corporate seal.

Your Committee has considered and supports the following report of the City Manager dated October 27, 2011:

**“BACKGROUND**

At its meeting held May 28, 2007, City Council considered Clause 6, Report No. 9-2007 of the Executive Committee and adopted the following recommendation with respect to the Circle Drive South Project:

“3) that the Administration be authorized to negotiate with all land owners identified for the acquisition of the necessary rights-of-way for the construction of this project.”

**REPORT**

The property owned by 4345142 Canada Inc. at 3010 – 11<sup>th</sup> Street West is situated on the north side of 11<sup>th</sup> Street West immediately adjacent to the embankment of the northbound lanes of the new Circle Drive roadway. As part of the Circle Drive South Project, approximately 1,851 square feet (171 square metres) is required from the southwest corner of the site to further stabilize the embankment.

The City’s Real Estate Manager has negotiated a Sale Agreement with the property owner, subject to City Council approval, to acquire the lands required.

Attachment 1 identifies the location of the subject parcel and the land area required.

Significant terms and conditions of the Offer to Purchase agreement are as follows:

1. Conditions Precedent  
Approval by Saskatoon City Council by November 7, 2011.
2. Possession Date  
Immediately upon approval by City of Saskatoon City Council.
3. Closing Date  
Earliest date acceptable to both parties subsequent to the subdivision approval and registration of the subject lands.
4. Legal Costs and Disbursements  
Each party shall be responsible for its own legal costs.

5. Other Terms

The City shall be responsible for all survey and subdivision costs and Land Registry fees in respect of this land exchange.

**OPTIONS**

There are no options.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPACT**

It is recommended that the cost of acquisition and related expenses be charged to the Property Realized Reserve as an interim source of funding.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**PUBLIC NOTICE**

Public Notice, pursuant to Section 3 of the City of Saskatoon Policy C01-021 (Public Notice Policy) is not required.

**ATTACHMENT**

1. Required Land Portion of 3010 – 11<sup>th</sup> Street West”

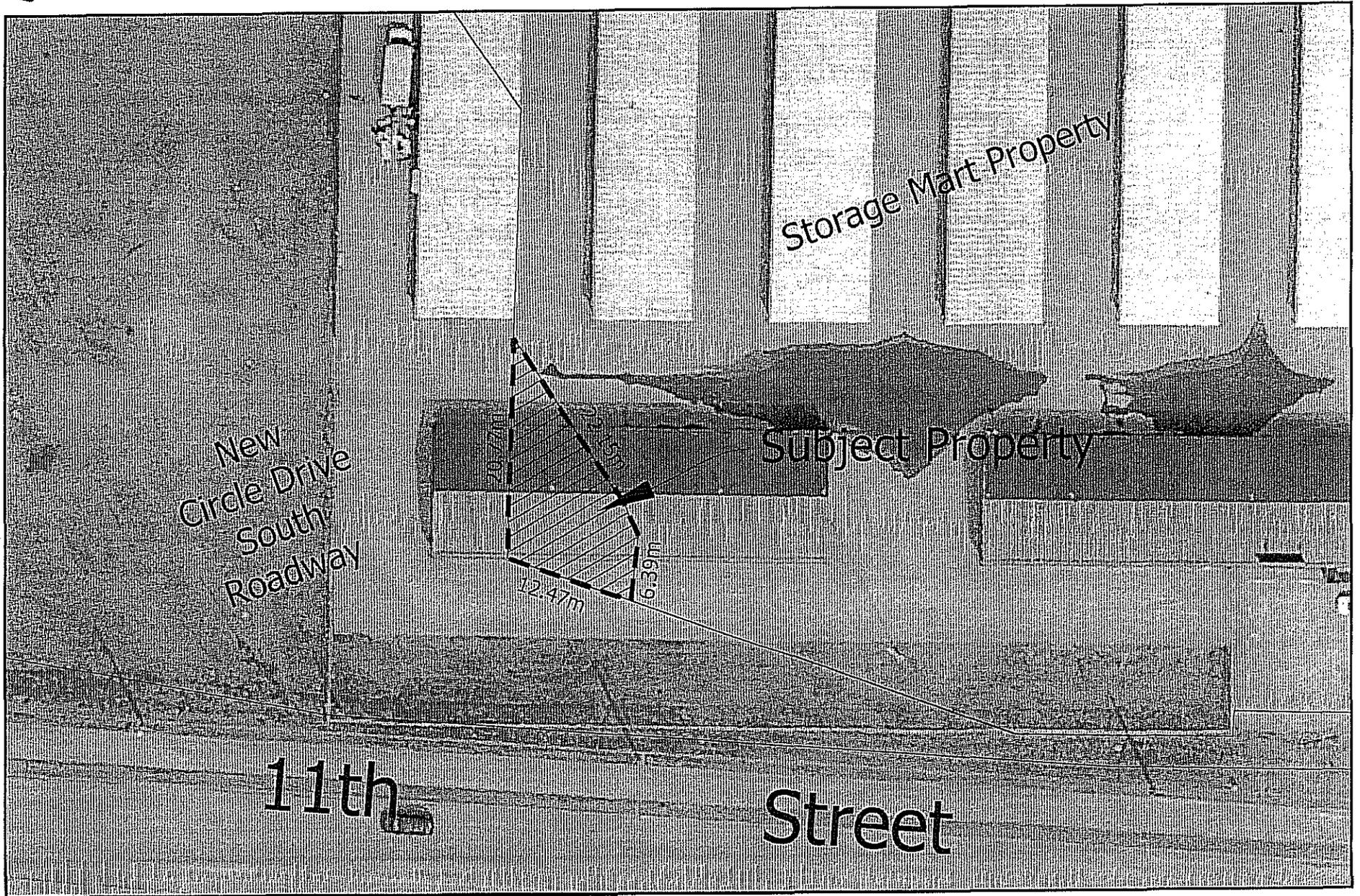
Respectfully submitted,

---

His Worship Mayor D. Atchison, Chair

# Attachment 1: Required Land Portion of 1010 11th Street West

ATTACHMENT 1

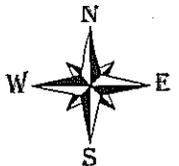


City of  
**Saskatoon**

Corporate Projects - Real Estate Section - October 2011

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

Land Area Required = 172sqm or 1,851sqf



## **COMMUNICATIONS TO COUNCIL**

### **MEETING OF CITY COUNCIL – MONDAY, NOVEMBER 7, 2011**

#### **A. REQUESTS TO SPEAK TO COUNCIL**

##### **1) Marlene Galbraith, dated October 27**

Requesting permission to address City Council with respect to the safety of pedestrian tunnels. (File No. CK. 6150-1)

**RECOMMENDATION:** that Marlene Galbraith be heard.

##### **2) Keith McLachlan, Saskatoon Downtown Lions Club, dated November 1**

Requesting permission to address City Council with respect to a Tag Day and proclamation for Diabetes Day. (File No. CK. 205-5)

**RECOMMENDATION:** that Keith McLachlan be heard.

##### **3) Lois Mitchell, dated November 1, 2011**

Requesting permission to address City Council with respect to homelessness in Saskatoon. (File No. CK. 750-1)

**RECOMMENDATION:** that Lois Mitchell be heard.

**B. ITEMS WHICH REQUIRE THE DIRECTION OF CITY COUNCIL**

**1) Don Selinger, dated October 19**

Commenting on wind turbine project. (File No. CK. 2000-5)

**RECOMMENDATION:** that the information be received.

**2) Leslee Newman, dated October 20**

Commenting on wind turbine project. (File No. CK. 2000-5)

**RECOMMENDATION:** that the information be received.

**3) Jack Grover, dated October 25**

Commenting on homelessness in Saskatoon. (File No. CK. 750-1)

**RECOMMENDATION:** that the information be received.

**4) Karen Crippen, dated October 26**

Commenting on keeping chickens in the city. (File No. CK. 151-1)

**RECOMMENDATION:** that the direction of Council issue.

**5) Elaine Crocker, dated October 30**

Commenting on drainage and elevation requirements for in-fill residences. (File No. CK. 7820-1)

**RECOMMENDATION:** that the direction of Council issue.

**6) Joanne Sproule, Deputy City Clerk, dated October 24**

Submitting Notice of Hearing of the Development Appeals Board regarding the property located at 3714 Kinnear Place. (File No. CK. 4352-1)

**RECOMMENDATION:** that the information be received.

**Items Which Require the Direction of City Council**  
**Monday, November 7, 2011**  
**Page 2**

7) Amy Derbowka, dated November 1

Commenting on fluoride in the City's water. (Note – Administration has responded to a previous letter from the writer.) (File No. CK. 7920-1)

**RECOMMENDATION:** that the direction of Council issue.

**C. ITEMS WHICH HAVE BEEN REFERRED FOR APPROPRIATE ACTION**

**1) Jeffery Tisnic, dated October 18**

Commenting on helping out in problem neighbourhoods. (File No. CK. 150-1) ) **(Referred to Administration to respond to the writer.)**

**2) Jenny Ly, dated October 19**

Commenting on the transit system. (File No. CK. 7300-1) **(Referred to Administration to respond to the writer.)**

**3) Darryl Lamers, dated October 20**

Commenting on trains during rush hour. (File No. CK. 6170-1) **(Referred to Administration to respond to the writer.)**

**4) Taylor Evernden, dated October 20**

Commenting on road repairs on 12<sup>th</sup> Street, between Munroe and McKinnon Avenues. (File No. CK. 6315-1) **(Referred to Administration to respond to the writer.)**

**5) Nicole Zieman, dated October 21**

Commenting on the need to alert motorists of crosswalks. (File No. CK. 6150-1) **(Referred to Administration for consideration and response to the writer.)**

**6) Betty Hills, dated October 24**

Commenting on rezoning application for the property located at 811 29<sup>th</sup> Street West. (File No. CK. 4351-1) **(Referred to Administration for inclusion in rezoning hearing materials.)**

**7) Elliot Boyko, dated October 25**

Requesting permit parking for 400 Block of Avenue C South. (File No. CK. 6120-4-2) **(Referred to Administration for consideration and response to the writer.)**

**Items Which Have Been Referred for Appropriate Action**

**Monday, November 7, 2011**

**Page 2**

**8) Ahlam Mansour, dated October 28**

Commenting on the need for more transit routes in Stonebridge. (File No. CK. 7310-1) **(Referred to Administration to respond to the writer.)**

**9) Dave Barnard, dated October 28**

Commenting on the condition of downtown streets and Broadway Avenue. (File No. CK. 6000-1) **(Referred to Administration to respond to the writer.)**

**10) Robert Pollock, dated October 25**

Commenting on proposed Sunday Parking Meter Charges. (File No. CK. 6120-3) **(Referred to Administration and Finance Committee for further handling.)**

**11) John Parry, dated October 26**

Commenting on proposed Sunday Parking Meter Charges. (File No. CK. 6120-3) **(Referred to Administration and Finance Committee for further handling.)**

**12) Maureen Anderson, dated October 31**

Commenting on proposed Sunday Parking Meter Charges. (File No. CK. 6120-3) **(Referred to Administration and Finance Committee for further handling.)**

**13) Doug Maurer, dated November 1, 2011**

Commenting on proposed Sunday Parking Meter Charges. (File No. CK. 6120-3) **(Referred to Administration and Finance Committee for further handling.)**

**Items Which Have Been Referred for Appropriate Action**  
**Monday, November 7, 2011**  
**Page 3**

**14) David Morin, dated October 31, 2011**

Commenting on parking on 23<sup>rd</sup> Street. (File No. CK. 6320-1) **(Referred to Administration to respond to the writer.)**

**RECOMMENDATION:** that the information be received.

**D. PROCLAMATIONS**

**1) Mark Regier, Chief Executive Officer, Prairieland Park, dated October 18**

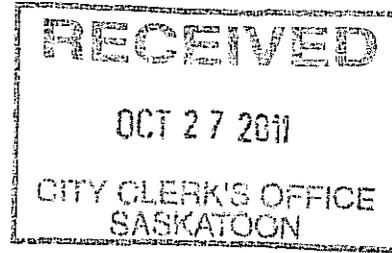
Requesting City Council proclaim the week of January 9 to 13, 2012, as Agriculture Business Awareness Week. (File No. CK. 205-5)

**RECOMMENDATION:**

that City Council approve the proclamation as set out in Section D; and that the City Clerk be authorized to sign the proclamation, in the standard form, on behalf of City Council.

6150-1  
A1)

From: Gerald Galbraith [gerald1962@shaw.ca]  
Sent: October 27, 2011 9:48 AM  
To: Web E-mail - City Clerks  
Subject: agenda



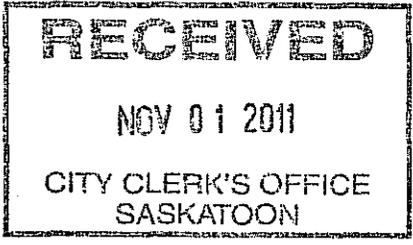
My son Dylan was assaulted and robbed in the Confederation safeway tunnel last night Oct. 25th at 5:30 pm. This is the second time in 3 years that this has happened to my family. My daughter Carly was bear sprayed and robbed 3 years ago. Nothing was done after her attack and the tunnel continues to be a danger to all the innocent residents of this city. Please add the tunnels to city agenda so it may be readdressed in the very near future. I have reported this to the police who took a statement. I talked to the mayor and trying to contact city council. Pease advise me when this will be on the agenda.

Thank-you  
Marlene Galbraith  
249-1516  
309 Vancouver Ave. N.  
Saskatoon SK  
S7L 3P5

Request to  
address Council.

205-5  
A2)

From: CityCouncilWebForm  
Sent: November 01, 2011 11:39 AM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Lion Keith McLachlan  
428 Prtrhudoff Cres  
Saskatoon  
Saskatchewan  
S7N 4R2

EMAIL ADDRESS:

ekm@sasktel.net

COMMENTS:

MY NAMR IS LION KEITH McLACHLAN, AND i AM A MEMBER OF THE SASKATOON DOWNTOWN LIONS CLUB, AND THE LIAISON PERSON FOR THE PROVINCE OF SASKATCHEWAN AND CANADIAN DIABTETS ASSOCIATION. ONCE AGAIN THE NATIONAL LIAISON COMMITTEE, HAS ASKED ALL LIONS CLUBS ACROSS CANADA, TO HOLD A TAG DAY FOR DIABETES DURING THE MONTH OF NOVEMBER. NOVEMBER IS WORLD DIABETES MONTH. DIABETES IS ONE OF THE FASTEST GROWING DISEASE IN THE WORLD, AND EVERY 4 MINUTES, 20 PEOPLE ARE DIAGNOST WITH THE DISEASE. IN SASKATCHEWAN ALONE THERE ARE OVER 97,000 PEOPLE WITH DIABETES AND THAT NUBER IS PROJECTED TO REACH OVER 110,000 BY 2020. iN THE SASKATOON HEALTH REGION ALONE THERE ARE OVER 16,000 PEOPLE WITH DIABETES, AND i AM ONE OF THEM. THE FOUR LIONS CLUBS IN SASKATOON AND THE BORDEN LIONS CLUB, ARE HOLDING TAG DAY FOR DIABETES AT VARIOUS LOCATIONS IN SASKATOON, ON NOVEMBER 19TH 2011. THEREFORE WE WOULD ASK THE CITY FOR A PROCLOMATION, NAMING NOVEMBER 19TH 2011, AS DIABETES DAY IN SASKATOON.

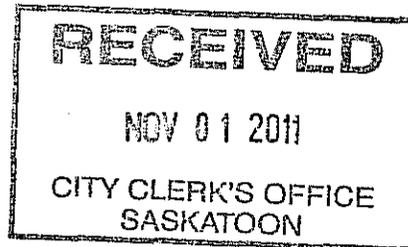
i WOIULD <sup>like to</sup> [BE AVAILABLE TO] SPEAK TO COUNCIL ON THIS MATTER.

LION KEITH mCLACHLAN  
LIONS/CDA LIAISON PROV.F SASK..

A3)

750-1

From: CityCouncilWebForm  
Sent: November 01, 2011 3:06 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Lois Mitchell  
314 Ave E South  
Saskatoon  
Saskatchewan  
S7M1S1

EMAIL ADDRESS:

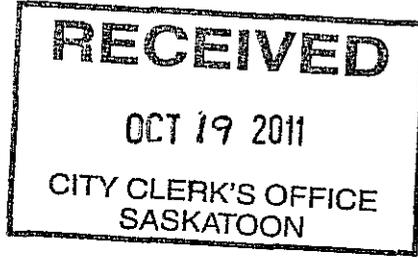
[grammalo.mitchell6@gmail.com](mailto:grammalo.mitchell6@gmail.com)

COMMENTS:

I would like to address City Council on Monday, November 7th, regarding housing and homelessness here in Saskatoon.

2000-5 B1)

**From:** CityCouncilWebForm  
**Sent:** October 19, 2011 2:37 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Don Selinger  
3440 Ortona St.  
Saskatoon  
Saskatchewan  
S7M 3S1

EMAIL ADDRESS:

[dons100ca@hotmail.com](mailto:dons100ca@hotmail.com)

COMMENTS:

As a resident of Montgomery Place I am extremely disappointed with the council's approval of a wind tower at the landfill site, especially given that not all of the information was available to make this decision. There are numerous factual health risks associated with these devices in close proximity to a residential area, so I find it hard to believe that you would subject any Saskatoon residents to these health risks. Not to mention the reduced property values associated with these wind towers. This is an insult to Montgomery residents that our leaders would sacrifice hundreds of Saskatoon residents to this horror.

One can only assume that council's belief is that since it is on the west side it really doesn't matter anyway.

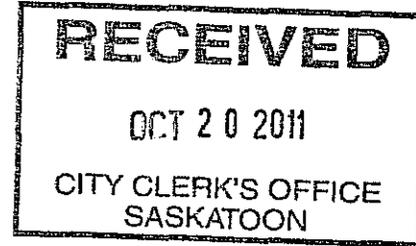
If wind towers are truly to be profitable then why not set up wind towers on the east side as well. You have made Montgomery residents martyrs to your 'Green God'.

I can't even put into words how hurt and disgusted I am with this decision.

(B2)

2000-5

From: CityCouncilWebForm  
Sent: October 20, 2011 8:41 AM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Leslee Newman  
3303 Caen Street  
Saskatoon  
Saskatchewan  
S7M 3P3

EMAIL ADDRESS:

COMMENTS:

Thank you Councillors Lorje, Hill and Paulsen for your vote against the wind turbine on the City landfill at the Council meeting of 11 October 2011. Thank you Councillor Lorje for a thoughtful summary of the shortfalls of this project.

It was a David and Goliath moment, with a twist. The vote on 11 October 2011 showed clearly that David was outmaneuvered. We came to council without a slingshot.

I did not read the many emails and letters from concerned citizens until I saw them on the website the day after the Council meeting. In the clear view of hindsight, I see that those of us against a wind turbine at the landfill fumbled.

Firstly, we didn't take direct aim and fire. In our zeal against erecting a wind turbine at the landfill, we muddied the waters by mentioning the coming bus barns, present and future traffic noise, the new train shunting section, the railyards in general, the smell and blowing garbage from the dump, the level of noise from the grain elevator ... on an on, until the real target - the turbine, was lost in the attack.

Secondly, and perhaps unavoidably, we further diluted our message because the negative consequences of the wind turbine are so varied. Some of us addressed health concerns of noise; others spoke out against the effects of vibrations or the strobe effect. Others addressed economic factors. Still others addressed environmental concerns for birds and bats. While all our concerns fall under the umbrella of quality of life for westend residents, our objections lacked focus.

Thirdly, we did not present a united front of westend neighbourhoods. Although you received correspondence from Holiday Park, Fairhaven, Parkridge and Montgomery Place residents, we did not coalesce our voices into one.

Our lack of cohesion played into your hands, as our neighbourhood voices appeared to be self-centred, short-sighted and anti-green. The voice of Montgomery Place and other westend neighbourhood residents was successfully minimized and diminished, relegated to complaints from a handful of not-in-my-backyard grumblers. You heard us as the voice of Montgomery Place NIMBYs. The real concerns - health, environment and economics were lost in the process.

Saskatoon Light and Power, you outsmarted us. You took careful aim and fired at each of our objections. There is no proven syndrome of health effects from living near wind turbines, you claimed. Maybe not yet, but please remember a lesson from history, from the days when a majority of doctors were smokers who dismissed the health risks of smoking. We'll slow the blades during migration season, you said. We'll come in within budget, but we have to act fast or we'll lose federal money, you urged. We can't produce reports until December, but trust us, you said. We have accounted for costs, you claimed, even though Councillor Lorje listed many unaccounted costs. You were polished. You won this skirmish.

Councillors - comparing the transitory sound of an overhead jet with the unrelenting and insidious spectrum of noise from a wind turbine was just another way of putting down our concerns for our health. Believing that time will mitigate our beliefs was just another way of downplaying our concerns and assuaging your need to prove that you listen and respond to the community.

The majority of you believe that you have not sentenced westend neighbourhoods to 20 years of noise, vibration and strobe intrusion. A majority of you believe that the bird and bat deaths can be contained. A majority of you believe that the winds will blow according to plan and the turbine will produce enough power to be beneficial. A majority of you believe that a lone turbine atop the landfill is economically sound, that there will be no budget overruns, that the next 20 years will prove it a profitable decision.

I do not believe as you do. As a result, through this letter I request regular updates on this project in a number of areas; by regular, I mean for the next 20 years or until the last piece of turbine is dismantled. I would like to be kept informed of the results of the final reports due by the end of 2011. I wish to know all costs associated with purchasing, transporting and erecting the proposed turbine, those that you have projected as well as those which Councillor Lorje outlined which have yet to be accounted. Solving the challenges of building a secure foundation on the shifting sands of garbage is also of interest to me. Ongoing maintenance costs for the next 20 years are of interest, along with the energy output of the turbine over the course of the next 20 years. I would like to be informed of the development of the complaints process. Please inform me if any future City contracts are awarded to Mark Bigland-Pritchard who so enthusiastically stated what you wanted to hear.

I learned a lot at the City Council meeting of 11 October 2011. I saw that all of you work hard for the citizens of Saskatoon, but I learned that there are many ways to close your ears.

~~Homelessness Ltd.~~

B-1827 Ave. D North, Saskatoon SK, S7L 1R3

Tel: Fax: (306) 979-5115

Jack Grover, President, B.Sc. (Hons), M.Sc. (Hons), Research Scholar, D. (Bible College), B.Ed.

B3

RECEIVED

OCT 25 2011 OCT 25 / 11

CITY CLERK'S OFFICE  
SASKATOON 975-2784

2 pages

The Mayor & City Counsellors,  
SASKATOON

Dear Sir

Re: Homelessness in Saskatoon

Further to my presentation to the council on Oct 24/11, I am writing this summary of my speech. With the wisdom of God which come to me is a suggestion brought to your attention now it will be up to you Administration how to make it practical.

A city fund can be established, if each Tax or utility payee is added \$4/p.m on its payment which goes to the fund as homelessness fund it will bring between 5-6 million/year according to my research. There are only a few lots available empty in the city and some are owned by the city already can be used to build Rooming houses, or with beehive suites to help more homeless people.

With Gods Grace I have already started in KARNAL (Haryana) India from 2009. So I hope that my city council gives a priority with actions to show the world & Canada that we care. Thanks

Yours truly  
JT Grover

Free on-line book

**HOW UNDERSTANDING OF UNIVERSAL LOVE  
CAN SOLVE OUR  
WORLD PROBLEMS**

**&  
HOW MY EXPERIENCE IN CANADA  
WILL HELP YOUNG PEOPLE  
TO SUCCEED IN A SHORT TIME**



**Jagdish Grover**

*B.Sc(Hons), M.Sc(Hons),  
Research Scholar, B.Ed.  
D(Practical Theology)*

Please see my book on-line at:

[www.jagdishgrover.com](http://www.jagdishgrover.com)

[info@jagdishgrover.com](mailto:info@jagdishgrover.com)

Saskatoon SK Canada

I was inspired to write this book so it could help and guide our younger generation and help the present leadership of different countries of the world to co-operate in order to bring stability, harmony and to meet the basic needs of each human being on the planet Earth. Also that our present generation may become wise enough to lead us in the 21st century of peaceful co-existence.

I am sure and quite confident, that as I am inspired by Almighty God to write, so that the parents, teachers, religious leaders and political leaders will imbibe the same spirit, and that spirit will induce them to control and solve these basic 20 or so problems inflicting humanity.

My book is available on-line for free to anyone. It may be freely copied and distributed without alteration.

CD versions of my book can also be made available at cost.

J. L. Grover

**Table of Contents**

- Introduction
- 1. Universal Love
- 2. Family Unit
- 3. Unemployment
- 4. Alcoholism
- 5. Drug Menace
- 6. Smoking
- 7. Fire Loss
- 8. Inflation
- 9. Shop Lifting
- 10. Materialism
- 11. Suicides
- 12. Poverty
- 13. Illegitimate Children
- 14. Marriages in Doldrums
- 15. Absentee loss
- 16. Waste of Food, Water & Energy
- 17. Stress
- 18. Electronic Media, T.V.
- 19. Senior Citizens
- 20. Foods We Take
- 21. Environment
- Epilogue - How my experience in Canada will help young people to be successful in a short time

If you would like additional brochures, CD's or other information please e-mail me at:

[info@jagdishgrover.com](mailto:info@jagdishgrover.com)

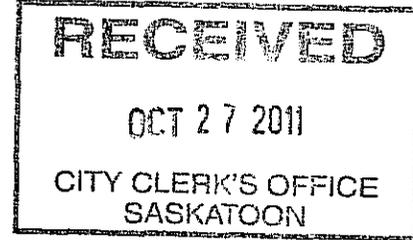
I sincerely thank Tom Beck, the C.E.O. of SHEC LABS - Solar Hydrogen Energy Corporation for transcribing my book to the internet, creating my web page, providing CD duplication services and assisting in the promotion of my book.

[www.shec-labs.com](http://www.shec-labs.com)

J. L. Grover

151-1 (B4)

From: CityCouncilWebForm  
Sent: October 26, 2011 10:44 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Karen Crippen  
1408 Avenue F North  
Saskatoon  
Saskatchewan  
S7L 1X7

EMAIL ADDRESS:

[noraanerak@hotmail.com](mailto:noraanerak@hotmail.com)

COMMENTS:

Dear members of City Council,

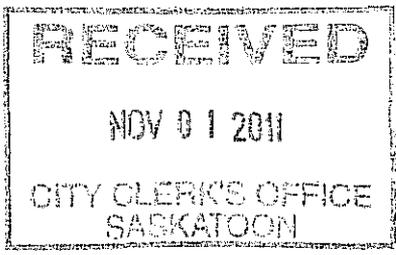
The matter I would like to bring before you today is that of urban chicken keeping. Please consider this carefully before you reject it. Many large and progressive cities all over North America have recently amended their city bylaws to allow urban chickens. This has been working out beautifully. The people who have been permitted to raise chickens with moderation and care on their own property have been rewarded with many benefits. Some of the benefits are eggs, meat, self sufficiency, non toxic insecticide, something to share with neighbors and of course pride.

Saskatoon citizens have so much to be proud of. Why not give us one more reason to boast about our beautiful city. Give the hardworking taxpayers a voice, let us be free to use our land to sustain our families.

Sincerely Karen Crippen

7820-1  
B5)

1034 5<sup>th</sup> Street E  
Saskatoon, SK  
S7H 1H2



October 30, 2011

City Council  
City of Saskatoon  
Box 7030  
Saskatoon, SK  
S7K 8E3

Dear Members of City Council:

**RE: Need for City By-law to Establish Drainage and Elevations for In-fill Residences**

My husband and I own a home in Haultain, an older, established neighborhood. This spring, a developer bought the adjoining property and has since built a two storey duplex next to our residence.

Unfortunately for us, with no City by-law to regulate him, the developer built the house at an elevation which is approximately two feet above that of our residence so drainage from his property onto ours is a huge issue for us. I have been communicating with him re measures to prevent drainage of water from his property onto ours i.e. landscaping, eavestroughing and downspouts, drainage between the properties to the front or back.etc. In an email to me re these concerns he said that he would take care of these issues; however, our experience has been that he does not plan for these changes to accommodate drainage. Firstly, I stopped the eavestroughers from installing downspouts that drained onto our property, they consulted with the company and moved them so that they do not drain onto our property. Last week, a contractor arrived to estimate the cost to install sidewalks. I had a conversation with him and saw the blueprint which called for a sidewalk to be installed 2' above our elevation. We have a cement pad along that side of the house so the elevation differential was very apparent and would result in water drainage onto our property.

I sent the builder an email re the issue and had no immediate response so I contacted the Building Inspector who referred us to the Drainage Inspector. The Drainage Inspector came out the same day and told us that the drainage was incorrect and gave us a City drawing of two suggested remedies for the drainage problem and discussed a process for wherein we could contact the developer, outline the problem and suggest that he contact the Drainage Inspector re the issue and possible remedies.

To our horror, he also told us that there is no by-law regulating the drainage nor elevations of the 100 or so infills currently under construction in Saskatoon. He said that there is a draft by-law which could be ready by spring. In our opinion this by-law is desperately required immediately to prevent further egregious actions of developers who are permitted to install dwelling(s) without any consideration given to the elevations of existing residences or drainage. To see if our situation was the builder's usual practice, I viewed three of his existing properties

on 2<sup>nd</sup> St, 3<sup>rd</sup> St and 7<sup>th</sup> St which only increased my apprehension as drainage was a huge issue at all 3 places due to the infills being a consistent 2' above the existing properties.

I sent the developer another email which again identified the issue, mentioned the City's potential solutions of drainage trough/swale or retaining wall, suggested that he talk to the Drainage Inspector re the issue, and gave him 5 days to reply or any further conversations would be through our lawyer. He replied to this email and his solution is to not install sidewalks this year which I interpret to mean that he is passing the problem onto the purchaser of the property.

**I ask City Council to please have a by-law with teeth regulating these infills passed as soon as possible.** From firsthand experience, I believe that infills need to match the elevations of existing residences, be landscaped to avoid drainage issues, have downspouts installed to avoid drainage issue and whatever other measures are necessary to force developers to respect the existing homeowners' rights when they build infills. **The bylaw needs adequate regulation, i.e. sufficient inspectors for timely intervention, and this cost should be added to our property taxes as it protects existing homeowners from similar egregious actions of developers re drainage issues.**

If you have any questions re this situation, please call me at 343-6915.

Yours sincerely



Elaine Crocker



*City of*  
**Saskatoon**  
Saskatoon Development  
Appeals Board

B6)

---

c/o City Clerk's Office      ph 306•975•8002  
222 - 3rd Avenue North    fx 306•975•7892  
Saskatoon, SK S7K 0J5

October 24, 2011

His Worship the Mayor  
and Members of City Council

Ladies and Gentlemen:

**Re:    Development Appeals Board Hearing  
      Refusal to Issue Development Permit  
      Proposed Addition to Manufacturing Plant  
      (Exceeding Maximum Allowable Building Height)  
      3714 Kinnear Place - IL3 Zoning District  
      Brian Davis  
      (Appeal No. 19-2011)**

In accordance with Section 222(3)(c) of *The Planning and Development Act, 2007*, attached is a copy of a Notice of Hearing of the Development Appeals Board regarding the above-noted property.

Yours truly,

**Joanne Sproule**  
**Deputy City Clerk**  
Secretary, Development Appeals Board

JS:ks

Attachment

Templates\DABs\Mayor.dot



City of  
**Saskatoon**

Saskatoon Development  
Appeals Board

c/o City Clerk's Office    ph 306•975•8002  
222 - 3rd Avenue North    fx 306•975•7892  
Saskatoon, SK S7K 0J5

**CORRECTED NOTICE OF HEARING - DEVELOPMENT APPEALS BOARD**

<b>DATE:</b>	<b>Monday, November 14, 2011</b>	<b>TIME: 4:00 p.m.</b>
<b>PLACE:</b>	<b>Committee Room E, Ground Floor, South Wing, City Hall</b>	
<b>RE:</b>	<b>Refusal to Issue Development Permit Proposed Addition to Manufacturing Plant (Exceeding Maximum Allowable Building Height) 3714 Kinnear Place - IL3 Zoning District Brian Davis (Appeal No. 19-2011)</b>	

TAKE NOTICE that Brian Davis has filed an appeal under Section 219(1)(b) of *The Planning and Development Act, 2007*, in connection with the City's refusal to issue a Development Permit for an addition to the manufacturing plant at 3714 Kinnear Place, which is located in an IL3 zoning district.

Section 11.3.2(1) of the Zoning Bylaw states the maximum building height for a manufacturing plant is 12.0 metres (39.37 feet).

Based on the information provided, the height of the addition to the manufacturing plant will be 13.5 metres (44.29 feet), resulting in the proposed addition to the manufacturing plant exceeding the maximum building height by 1.5 metres (4.92 feet).

**The Appellant is seeking the Board's approval of the building height deficiency.**

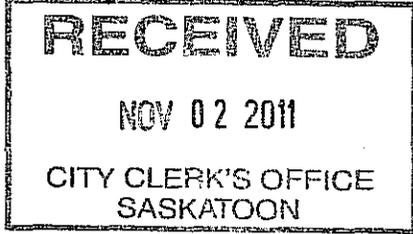
Anyone wishing to provide comments either for or against this appeal can do so by writing to the Secretary, Development Appeals Board, City Clerk's Office, City Hall, Saskatoon, Saskatchewan, S7K 0J5 or email [development.appeals.board@saskatoon.ca](mailto:development.appeals.board@saskatoon.ca). Anyone wishing to obtain further information or view the file in this matter can contact the Secretary at 975-2880.

Dated at SASKATOON, SASKATCHEWAN, this 25th day of October, 2011.

Joanne Sproule, Secretary  
Development Appeals Board

7920 (B7)

From: CityCouncilWebForm  
Sent: November 01, 2011 7:54 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Amy Derbowka  
3942 Diefenbaker Dr  
Saskatoon  
Saskatchewan  
S7L 6C6

EMAIL ADDRESS:

[amy.derbowka@gmail.com](mailto:amy.derbowka@gmail.com)

COMMENTS:

I was hoping to attend the Ward 3 Town Hall meeting tonight, but unfortunately was unable to attend, so I do hope that Council reads this letter. I have written to Council already, related to fluoridation of Saskatoon's water (however, never received a response from Council, just from the water treatment plant as my letter was forwarded on apparently). I do hope that since Council is asking for feedback, that they do take my (and many others') concerns seriously.

First off, I'm quite disappointed in the response from the city re. turning back on the fluoridation system. City workers had previously stated that Saskatoon residents would be informed when the system was put back online; however, nothing has been done to date to inform us. The only reason that I know that the system was turned on was that I received an email on October 7th from the treatment plant stating that it was. This is very troubling to me, as we know that there are members of Saskatoon's population that should not be consuming fluoridated water (infants/toddlers who's teeth are forming, people with thyroid disorders and people with kidney disorders), not to mention people who want to be aware and make informed decisions of what they are ingesting. Even for those who purchase reverse osmosis water, consuming fluoridated water is almost unavoidable when one is away from home.

What we know about fluoride is that it's a neurotoxin, that's being administered as a drug without the same stringent testing that a drug undergoes. Sure, there have been some less stringent tests done, but nothing that proves whether or not consuming fluoride is safe as studies show both neutral and negative effects on health. While Health Canada downplays some of the negative studies, they still have included the ones related to IQ in their water quality document. Unfortunately, I would have to take the Health Canada info with a grain of salt, as they seem to avoid addressing almost all of the negative studies, they refer to dental fluorosis as a "cosmetic issue" (when we know that it is actually more damaging than that) and they state that it's ok to mix baby formula with fluoridated water, while the Center for Disease Control and American Dental Association have recently taken the position that you shouldn't use fluoridated water due to the dental fluorosis risk.

What we do know for sure, and even the dental associations and health agencies will confirm, is that there is ZERO benefit to ingesting fluoride. Any potential benefits are from topical application. We also know that young children who's teeth are forming are at a risk of

developing dental fluorosis (which is a discolouration, softening and pitting of the teeth). My concern is that when fluoride is added to the water, people that are unaware of the risk or who cannot afford to purchase reverse osmosis water for their infants and toddlers may be causing serious dental issues for their children in the future.

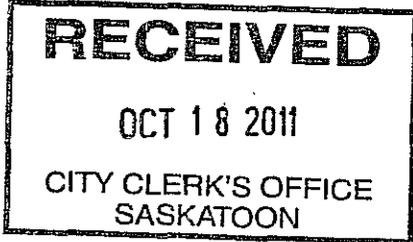
Currently, less than 1/2 of Canadian water supply has fluoride added. Calgary has recently stopped fluoridating due to the high costs, while other cities are stopping due to resident's concerns. In the US, Austin TX has actually started adding warnings to their utility bills informing people of the risks of fluoride ingestion and in California a class action suit has been filed due to the addition of fluoride on the basis that it has never been approved for safety or efficacy. I'm actually surprised that this can legally be added to the water supply without the consent of city residents, as it is being administered as a drug.

One of the things that Health Canada states is that it's up to municipalities to decide if they will supplement the water with fluoride - and in some cases with residents' consent. I do hope that Saskatoon does the right thing and properly informs its citizens of the risks of consuming fluoridated water, the lack of benefit (remember - the benefit is for topical use not ingested) and the costs associated with administering fluoride and leave it up to the residents of this city to decide if we should still supplement with fluoride. I keep hearing the "help the poor" argument, but if the city really wanted to help with dental issues in its underprivileged, it would invest the 250k+ into a dental program with Station 20 West, rather than forcing an ineffective and unregulated drug on the entire city. At the very least, the city needs to inform citizens that the fluoride system has been turned back on and of the risks of consuming the water.

Thanks very much for listening to my concerns and I apologize if the message is "all over the place" (unfortunately, the comment box is too small to be able to easily proofread).

150-1 CI)

From: CityCouncilWebForm  
Sent: October 18, 2011 9:22 AM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Jeffery Tisnic  
1817 22nd st w  
saskatoon  
Saskatchewan  
S7M0T6

EMAIL ADDRESS:

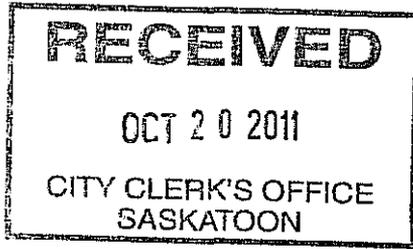
[jefferyclaretisnic@gmail.com](mailto:jefferyclaretisnic@gmail.com)

COMMENTS:

hello, i am jeffery, i would like to start helping out the hood area, i can start a funding and you can help us, we are hoping to make the hood better by october 2012

7300-1 (ca)

From: CityCouncilWebForm  
Sent: October 19, 2011 7:22 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Jenny Ly  
A311 Wellman Cres

Saskatoon  
Saskatchewan  
S7T0C1

EMAIL ADDRESS:

[ly@unbc.ca](mailto:ly@unbc.ca)

COMMENTS:

I have lived in Saskatoon for about three years now. I have serious concerns about the public transportation in this rapidly expanding town. Are there any efforts to improve the transit situation? I have chatted with many co-workers who also feel that if transit were more useful, they would get a bus pass. It is ridiculous that for a city this size, bus service is so unreliable and inconvenient. I can't even get to a 6:30 am shift on time. Then, if I take an evening shift, there's no way for me to get home! I understand that ridership may be low but you can't expect it to be high with such terrible service. It feels like the city's solution to traffic problems are more roads. To me, that feels completely outdated. Mass transit is the best way to alleviate road congestion. Incentives like discounted bus passes are great but they are useless with such embarrassing service. I hope that there is some energy put into improved public transportation for Saskatoon.

C3)  
6170-1

From: CityCouncilWebForm  
Sent: October 19, 2011 9:54 AM  
To: City Council  
Subject: Write a Letter to City Council

TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Darryl Lamers  
1202 Avenue L South  
Saskatoon  
Saskatchewan  
S7M-2J9

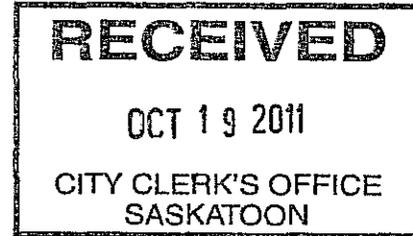
EMAIL ADDRESS:

[lamdar1@hotmail.com](mailto:lamdar1@hotmail.com)

COMMENTS:

I have a comment on trains running through a major city only during rush hour. Why do trains only travel through the city during peak rush hour times? (it is the only time I see them) And then having the nerve to stop them for long periods of time crippling traffic for an hour or so after they leave. This is an outrage that is causing massive lost wages, productivity and quality of life to the citizens of this city! It would seem that the trains have no respect or regard for the people of Saskatoon. My question is how much control does this private for profit company have over this city Counsel? Who runs this city the train companies or City Counsel??? Why has this Counsel not banned trains from the city during rush hour? This not just my opinion but the feelings from virtually every citizen of this city. Why has this counsel not ordered them to move the switching yard out of town? (As far as I'm concerned houses on the north side of the tracks in Sutherland Are worthless as long as the train has exclusive and absolute control of the entire district for as long as they wish whenever they wish. It is time to stop this insulting disgraceful and destrutive behavior from occuring in Saskatoon.

Sincerely Darryl Lamers Saskatoon, Sask.



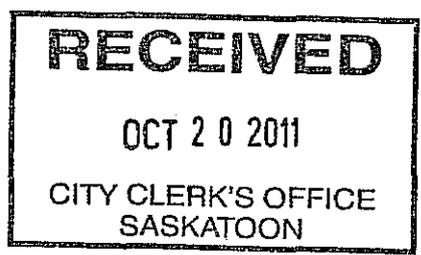
6315-104)

From: CityCouncilWebForm  
Sent: October 20, 2011 9:28 AM  
To: City Council  
Subject: Write a Letter to City Council

TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Taylor Evernden  
1132 12th Street E  
Saskatoon  
Saskatchewan  
S7H 0E2



EMAIL ADDRESS:

[tje617@mail.usask.ca](mailto:tje617@mail.usask.ca)

COMMENTS:

To whom it may concern,

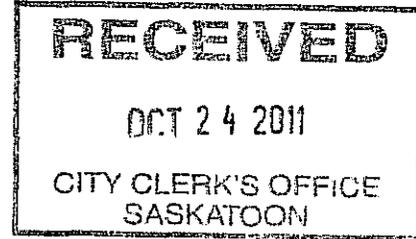
I am curious if the recent maintenance that have taken place on 12th street between Munroe and Mckinnon and also on Wiggins and 9th Street, will be fixed soon. They did the construction which they dug massive holes to do pipe reaper I am assuming and then they just filled the hole with dirt and gravel. Is there any plans to pave these parts of the road, or are they going to sit all winter and become even bigger potholes in the spring? I am just concerned about this matter and would like it addressed in the near future.

Thanks,

Taylor Evernden

6150-1  
C5

From: CityCouncilWebForm  
Sent: October 21, 2011 7:31 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Nicole Ziemann  
669 Douglas Crescent  
Saskatoon  
Saskatchewan  
S7L 4T8

EMAIL ADDRESS:

[nickyziemann@gmail.com](mailto:nickyziemann@gmail.com)

COMMENTS:

To Whom It May Concern,

This letter to Council is in hopes that the City will address the lack of crosswalk signs, and crosswalk lines on the pavement on 22nd street.

Today, while I was driving the speed limit, paying attention to traffic I noticed several cars in the lanes beside me slow down, I could not see what they were stopping for however, I also slowed. Within inches of the car in the middle lane, an older woman came out and I struck her with my car. Thankfully I was nearly stopped by this time but she suffered a broken hip. Had there been visible crosswalk lines painted on the road, lights, or a visible sign indicating that this was a cross walk I, and the other drivers who nearly hit her, could have been more prepared to make a stop. I received a ticket for failure to stop at a marked cross walk - please understand that the crosswalk was NOT clearly identified. There were no lines on the pavement and no visible signs indicating the crosswalk.

I am not blaming anyone for this accident, I simply ask that the City consider making 22nd Street a safer place for pedestrians. In fact, the police officers who attended the scene advised me to write a letter to the City addressing this problem. Just in viewing the news reports for the past year, there have been at least four publicly reported pedestrian accidents since January.

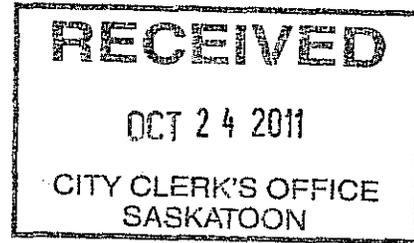
I understand that 22nd Street is a an area that is plagued with crime, often with intoxicated people wandering around and the pedestrians could be at fault more often than the drivers. However, this shouldn't mean that this area is ignored. I do see that the police are present on 22nd street daily to catch speeders. Perhaps the police could be present a little less, drivers would pay more attention, and pedestrians could cross the street more safely if appropriate measures were taken to clearly identify pedestrian crossings.

Sincerely,

Nicole Ziemann

4351-1  
C6)

From: CityCouncilWebForm  
Sent: October 23, 2011 10:12 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Betty Hills  
813 29th St. W.  
Saskatoon  
Saskatchewan  
S7L0N2

EMAIL ADDRESS:

bbhills@shaw.ca

COMMENTS:

I feel it necessary to offer a rebuttal to a letter from Elizabeth Robertson, dated October 2, 2011 which was entered into the Council agenda with the comment that "it be considered at the time of any future hearing". I would ask that this statement of rebuttal also be included as part of the planning process or any future hearing.

I am both personally and, as a community member, offended by statements in Ms. Robertson's letter of support for the development at 811-29th St. W. Her letter is full of hearsay statements, innuendos and complete untruths. Ms. Robertson does not live anywhere near our area and, as far as I am aware, has never spoken to those of us who oppose this development. She seems to express an opinion that the development process should be one-sided in favour of stakeholders that she is personally acquainted with.

I have said, and continue to say - our objection is not about personalities or individuals, but to a type of business we find inappropriate for our neighbourhood. We sincerely hope that the process is not one-sided.

Secondly, Ms. Robertson's email was sent via a University of Saskatchewan email address (liz.roberon@usask.ca) . Does this imply that her comments are endorsed by the U. of S.? If not, perhaps a secondary, more personal email account might have been more appropriate.

I would like to address several specific statements that are patently untrue , taken out of context or simply hearsay.

" But I have subsequently become greatly dismayed by the obstacles that they have encountered due to harassment by neighbours of their new studio and the apparent endorsement of this harassment by some city employees."

There is not now, nor has there ever been "harassment" by the community in relationship to this business. I have been clear, with the principals, since the onset that our objection is to the type of business. I, like others, have been disturbed by the continued activity at this location, in spite of bylaws. I have emailed and spoken to my Ward Councillor, City Council members and employees of city departments directly related to this file. I have also requested police attendance for noise violations. This, I believe, is my civic right and

duty, protected under the Charter - not harassment. Since this business still has no business licence or approvals, and bylaw enforcement has not interfered, I hardly think Ms. Robertson can accuse city employees of endorsing our cause in any way.

"I am fully confident that Brad and Ashley, as individuals with a strong commitment to community building, would never under any circumstances engage in any activity that would be to the detrimental to their neighbours"

Ms. Robertson, again, chooses to make this about personalities. Her, or for that matter my, opinion of the Berrns has nothing to do with community objections to this type of business. In addition, as previously stated, Ms. Robertson does not live here, she does know any of the neighbours involved in this dispute, and therefore can not judge what the neighbours might consider harmful.

" Yet their neighbours have subjected them to accusations as extreme as including stripping among their services. More importantly, some of the battery of patently untrue and irresponsible"

This hearsay statement is blatantly untrue. I, nor to my knowledge, has any of those involved made any such statement. We did, as part of our documentation, forward to appropriate officials, an advertisement for DanceInk's services which they placed on Kijiji on September 11, 2011, advertising "Spicy Stagettes" and "Dirty Dancing Stagettes" which stated in part: "Scandalous dance classes for your party! Choose between Striptease, Chair Dancing, Hip-hop, Burlesque & More". The further advertised "private pub crawls" and making the studio available for "the duration of your party" was, in fact, our main objection because of the suggestion of alcohol fuelled parties which would add to our concerns regarding noise and safety. Any statements we have made regarding this business have been documented and can be shown to be so.

"it creates an atmosphere antagonistic toward the kind of healthy business development that one would expect the City of Saskatoon would want to welcome and encourage"

It is our belief and hope that the City of Saskatoon does encourage business, in appropriate areas, but not at the expense of well established residents.

"this situation empowers and protects an ill-informed band of narrow-minded bullies as they engage in activities that have entered the realm of the libelous."

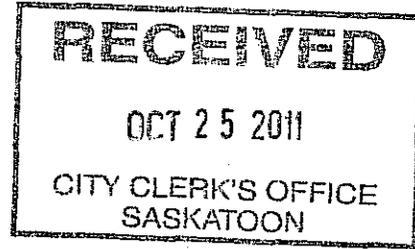
I find this to be an incredibly arrogant statement from someone who does not know me or others involved! I am a martial artist with a 7th degree black belt, an inductee into the Martial Arts Hall of Fame for lifetime achievement and a former World Champion. I have owned and operated schools and given seminars internationally. I believe that qualifies me as informed - at least in the area of martial arts and the operation of such schools. And, while I may be many things, narrow minded is not one of them - the circumstances of my life and work will attest to that. If publically defending our right to the quiet enjoyment of our property and stating our concerns for the future of our neighbourhood makes us bullies, then I suppose, we are guilty as charged. In regard to the activities of those residents who oppose this proposal, I would suggest that it is Ms. Robertson who is ill informed. I gladly extend an invitation to her to attend a neighbourhood gathering, if she is interested in discussing our issues firsthand or if she would like to examine the documentation, which I can assure her is not libellous.

"I sincerely hope that some reason and justice can be brought to bear on this situation"

This, Ms. Robertson, is exactly what the people who are most affected also hope. We, the long time residents who have our life savings and quality of life on the line - the little people who often get lost in the process - we, too, hope that justice will speak for us.

6120 - 4 - 2 (C7)

From: CityCouncilWebForm  
Sent: October 24, 2011 5:30 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Elliot Boyko  
417 Ave c south  
Saskatoon  
Saskatchewan  
S7M 1N6

EMAIL ADDRESS:

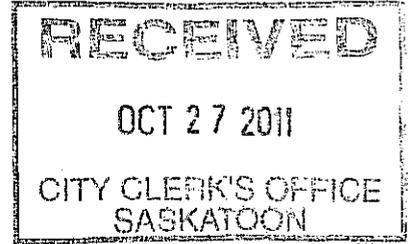
[stuntman\\_182@hotmail.com](mailto:stuntman_182@hotmail.com)

COMMENTS:

Myself and my neighbors are requesting a 1-2 hour parking with permit parking for residents zone in front of our houses on the 400 block of Avenue C South. Due to the recent addition of pay parking to the parking lot across the street it is seldom that the residents of this street are able to park on it between the hours of 8-5 Mon-Sun. We attribute this to persons working in the area who do not wish to pay for parking, as well as the customers and vendors of the Saskatoon Farmer's Market. Thank you in advance for your consideration of this request.

7310-1 (C8)

From: Web E-mail - City Clerks  
Sent: October 27, 2011 8:22 AM  
To: Web E-mail - City Clerks  
Subject: Attention of City Clerks Office -



-----Original Message-----

From: Ahlam mansour [mailto:mahlam7@gmail.com]  
Sent: October 26, 2011 7:49 PM  
To: Web E-mail - City Clerks  
Subject: - Re: - Re: Attention of City Clerks Office -

Dear His Worship the Mayor and City Council.

Good morning. I am sending this email on the hope you can assist us with a minor problem. This is Dr. Mansour; I am a Canadian citizen, and a former Professor at U of S. I am moving to Stonebridge in a couple of days. It is a very nice neighbourhood. However, I noticed that it is served by only 2 buses: one goes to mid town and the other to the university via Clarence. Is it possible to have a third bus that goes to the university as well but via Preston. There are many students who will be taking the bus to the university, and need to get there on time. In addition there are many more students living at the end of Preston, and they have no bus to serve them at all. Furthermore many of the older women in Stonebridge have no bus to go to Market Mall for their shopping. It would be nice that we also can have some transportation, rather than depending on our husbands entirely. We have contacted Saskatoon Transit for the same purpose, but they seemed not enthusiastic enough.

Thank you and best regards,

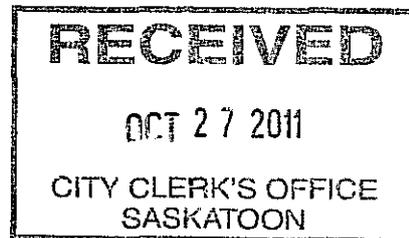
Dr. Ahlam Mansour.

Address: 426 Stonebridge Common, Saskatoon S7T 0N6

phone 933-2348

6000-1  
C9)

From: CityCouncilWebForm  
Sent: October 27, 2011 7:44 AM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Dave Barnard, CA, CFA  
111 2nd Ave South, Suite 502  
Saskatoon  
Saskatchewan  
S7K 1K6

EMAIL ADDRESS:

[david.barnard@scotiaprivateclient.com](mailto:david.barnard@scotiaprivateclient.com)

COMMENTS:

Mayor Atchison (and perhaps head of infrastructure/public works).

RE: Condition of downtown streets and broadway ave to 8th street.

I write you directly now Mayor Atchison as I have submitted a couple inquiries in the past four (4) years to public works trying to find out if there is some reason/plan that is preventing the above noted streets from being resurfaced.

- the downtown core streets without exception seem in very shoddy shape. Not even ruts being filled. They are almost all in dire need of resurfacing.
- Broadway avenue from the bridge to 8th street is simply brutal.

Is there a greater plan in play that is preventing these key streets from being resurfaced over at very least the last 4 years?

Is the shape of these streets acceptable? Not embarrassing? Perhaps it is just me.

I would be most appreciative of any information and action that the City of Saskatoon can do.

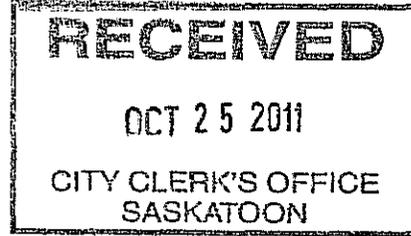
Thank you in advance for your attention and consideration of this information.

Respectfully,

Dave Barnard, CA, CFA

6120-3 C10)

From: CityCouncilWebForm  
Sent: October 25, 2011 9:46 AM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Robert Pollock  
105 Capilano Court  
Saskatoon  
Saskatchewan  
S7K 4B9

EMAIL ADDRESS:

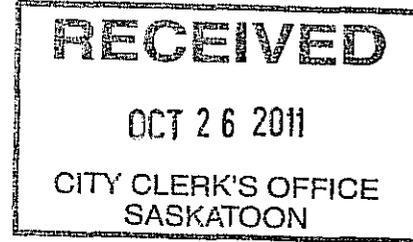
[harrison.pollock@sasktel.net](mailto:harrison.pollock@sasktel.net)

COMMENTS:

When I am talking about Saskatoon to people who don't live here, I brag about the fact that you have a difficult time to find a parking spot downtown on an evening or a Sunday. I also brag about the fact that I live on the riverbank and I am 7 minutes from work in the north industrial. How many people in the world can say that. Too many cities, like Calgary, Edmonton, Winnipeg have downtown cores that are dead after business hours. I was at a convention in Winnipeg and one of there shopping malls is not even open on Saturday. Our downtown is alive and well. We should not be so concerned about having the lowest tax rate. If we use very conceivable option to raise money, to the determent of our cities well being, than I am the loser. I like my taxes reasonable, like in everything else, lowest isn't always the best, but I would like to know that my money is well spent. Please re-consider Sunday meter parking charges. Thank-you for your time, Rob Pollock

6120-3 C11)

From: CityCouncilWebForm  
Sent: October 26, 2011 2:51 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

John Parry  
510 - 5th Avenue North  
Saskatoon  
Saskatchewan  
S7K 2R2

EMAIL ADDRESS:

[johnparry@shaw.ca](mailto:johnparry@shaw.ca)

COMMENTS:

Dear Mayor and Council,

I write for the Official Board of Third Avenue United Church, as Secretary.

We are concerned that the proposal to introduce fees for Sunday parking will inconvenience some of our members, and may reduce attendance.

We therefore hope that you would consider NOT imposing fees for Sunday MORNING parking. We would have no objection to fees in the afternoon.

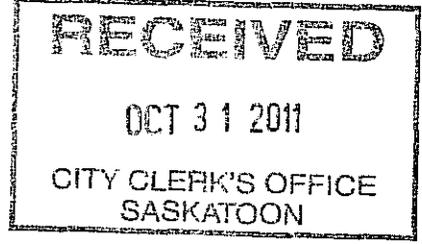
We would also suggest that Sunday morning regulation will never become a profitable proposition for the City. Other than for a couple of popular brunches, we see no retail parking before noon.

We appreciate your consideration of this matter. Please note that we are copying this to other downtown congregations, and to the Council of Inner-City Churches.

Respectfully,  
John Parry, Secretary  
TAUC Official Board

6120-3  
C12

From: CityCouncilWebForm  
Sent: October 31, 2011 10:21 AM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Maureen Anderson  
383 Delaronde Rd

Saskatoon  
Saskatchewan  
S7J 3Y5

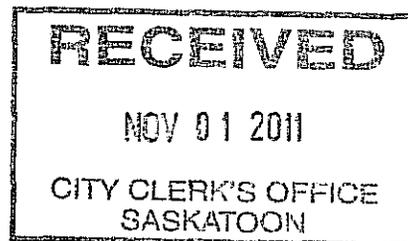
EMAIL ADDRESS:

[manderson123ster@gmail.com](mailto:manderson123ster@gmail.com)

COMMENTS:

Please do not start charging for parking on Sundays. I go to St Andrews Presbyterian Church & charging on Sundays will adversely affect our church. We are already frequently subject to inaccessible parking meters on Sunday mornings which are covered by bags put on by the hotel next door. I don't believe I have ever seen buses parked there on Sunday mornings, but the city lets them bag them anyway. This will just be one more blow to our congregation. There are several churches down town that will suffer from this action. Sunday was one day that I would shop down town as I didn't have to pay to park. I am sure there are many more like me who refuse to shop in an area where the cost of parking is sometimes as great as the cost of the thing I am looking for! You admit yourselves that there isn't a city in Canada that charges to park on Sundays. Please keep parking on Sundays free.

**From:** CityCouncilWebForm  
**Sent:** November 01, 2011 9:00 AM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Doug Maurer  
1702 Morgan Avenue  
Saskatoon  
Saskatchewan  
S7H 2S3

EMAIL ADDRESS:

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

COMMENTS:

I'm writing to offer my opinion on the proposal to charge for Sunday parking downtown.

I am firmly opposed to this proposal. We have spent and are spending many tens of millions of dollars to make downtown more appealing as a shopping and gathering area. It's just stupid to then drive people away by charging them for parking. I think we should be working on ways to provide more parking and cheaper parking downtown.

If we start charging and issuing tickets for downtown parking, we drive people away from the area to the malls and big box barrens where huge free parking lots draw people despite their ugliness.

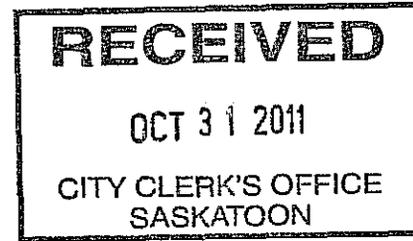
Let's have a consistent policy. Are we trying to keep our downtown alive and healthy or not? Charging for Sunday parking will have a negative affect on the area.

Thank you for your attention.

Doug Maurer

6320-1  
C14

**From:** CityCouncilWebForm  
**Sent:** October 31, 2011 8:10 AM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

David Morin  
746 Lamarsh Lane  
Saskatoon  
Saskatchewan  
S7W 1B6

EMAIL ADDRESS:

[soopey@gmail.com](mailto:soopey@gmail.com)

COMMENTS:

Hello,

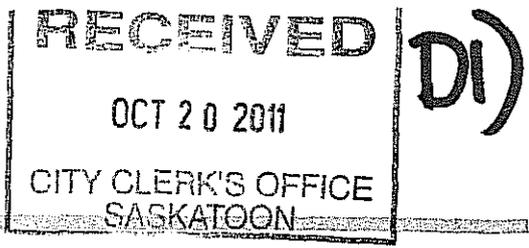
I drive to work on 23rd Street every day and since the creation of some condos between avenue C and D it's been a challenge to get through that block more and more each day. People park on both sides of the roads, bottlenecking the street to one lane. People generally are pretty good about taking turns getting through the mess, but it is still unsafe. An easy fix would be to just put no parking signs on one side of the road.

Sincerely,

David



205-5



October 18, 2011

City Clerk's Office  
City of Saskatoon  
222 – 3<sup>rd</sup> Avenue N.  
Saskatoon, SK  
S7K 0J5

Dear Sir or Madame:

Saskatoon PrairieLand Park Corporation is respectfully requesting that Saskatoon City Council consider proclaiming the week of January 9 – 13, 2012 ***Agriculture Business Awareness Week*** to coincide with Crop Production Week and the Western Canadian Crop Production Show.

During Crop Production Week and Crop Production Show, producers, suppliers, researchers and government leaders meet to discuss the state of the grain industry, with producers sharing knowledge, suppliers showcasing the latest in technology and marketing analysts providing valuable information necessary in the preparation for the upcoming production year.

We look forward to your consideration of this request.

Thank you.

Yours truly,

A handwritten signature in black ink, appearing to be "Mark Regier".

Mark Regier  
Chief Executive Officer