

## **ORDER OF BUSINESS**

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

**MONDAY, MARCH 26, 2012 AT 6:00 P.M.**

1. **Approval of Minutes** of the regular meeting held on March 12, 2012.
  
2. **Public Acknowledgements**
  
3. **Unfinished Business**
  
4. **Matters Requiring Public Notice**
  - a) **Highway 16 Sound Attenuation Project**  
**AND**  
**Award of Tender**  
**Capital Project 1522 - Traffic Sound Attenuation**  
**Construction of Sound Wall**  
**Highway 16 between Boychuk Drive and Highway 11**  
**(File No. CK. 375-2 and IS. 375-2)**

The following is a report of the General Manager, Infrastructure Services Department dated March 20, 2012:

- “RECOMMENDATION:**
- 1) that the Administration be authorized to borrow up to \$1,397,607 to finance the construction of a 3.5 metre high, 1,815 metre long sound attenuation wall along Highway 16, between Boychuk Drive and Circle Drive;
  
  - 2) that the tender submitted by Gunther’s Masonry Construction Ltd., Option 1, for the financing and construction of a sound wall on Highway 16 between Boychuk Drive and Highway 11, in the amount of \$2,497,607, plus G.S.T., and including a financing fee of \$100,800 be approved; and

- 3) that an annual debt repayment of \$550,000 per year until 2015 be financed from the Traffic Noise Attenuation Reserve.

**BACKGROUND:**

City Council, at its meeting held on June 13, 2011, considered a report of the Planning and Operations Committee and adopted the following recommendation:

- “1) that after input has been received from residents in the Lakeview and Lakeridge neighborhoods, the Administration proceed to tender for the construction of a sound attenuation wall along Highway 16 with the following two pricing options:
  - a) construction of a portion of the wall based on the current available funding; and
  - b) construction of the entire length of the wall, from Boychuk Drive to Highway 11, with construction to commence in 2011 for completion by September 2012, with financing to be provided by the contractor and the repayment schedule to be aligned with the current annual funding received within Capital Project 1522 (approximately \$576,000 per year); and
- 2) that the Administration report further requesting approval of the award of tender and, if necessary, any costs associated with financing.”

**REPORT**

A Public Open House was held at Lakeview School on June 15, 2011 to allow residents an opportunity to provide input into the location and height of the proposed sound wall along Highway 16, between Boychuk Drive and Highway 11, which is directly adjacent to 120 residential properties. The Open House was attended by 20 residents.

There is currently a large buffer between the Highway 16 right-of-way and the residential private properties. This buffer contains an overhead high voltage power line, a buried high-pressure natural gas transmission line and a shelter-belt with trees and grassed areas. The buffer is open to pedestrians and is extensively used for walking, running and passive recreation. The proposed sound wall was to be located approximately in the middle of this open space. Therefore, while there was overwhelming support for the project, many comments were received regarding the proposed location not maximizing the availability of the open space between the sound wall and the private properties.

The main constraint on the location of the wall was the natural gas pipeline. The Administration entered into negotiations with TransGas and obtained permission to locate the wall six metres from the pipe centerline, which will allow it to be located to the south of the pipeline, increasing the available open space to the maximum possible, as shown on Attachment 1.

At the far east end of the buffer there is currently a large earth berm, which already provides a sound barrier for the approximately 20 residences directly adjacent to it. These residents currently don't feel that a sound wall on top of the berm is necessary, as the berm provides adequate sound attenuation. It was, therefore, determined that a sound wall will not be built on top of the berm at this time, however, it's need and desirability will be reviewed in the future, during the design of the Highway 16 and Boychuk Drive interchange. This information was related back to the 120 residents adjacent to the proposed sound wall, in the form of a follow up flyer, sent via direct mail to each household in November, 2011 (Attachment 2). No further concerns or comments were received.

The design of the sound wall was completed in the fall of 2011, and a tender was issued in January 2012. The tender included four options:

- Option 1A – Construction of the entire 1,815 metre long, 3.5 metre high sound attenuation wall using the approved Allan Block Fence System;
- Option 1B Construction of the entire 1,815 metre long, 3.5 metre high sound attenuation wall using the approved Verti-Crete Fence System;
- Option 2A - Construction of a 550 metre long, 3.5 metre high portion of the sound attenuation wall using the approved Allan Block Fence System; and
- Option 2B - Construction of a 550 metre long, 3.5 metre high portion of the sound attenuation wall using the approved Verti-Crete Fence System.

Tenders were publicly opened on January 24, 2012 with seven bids being received as follows:

- Wilco Contractors S.W. Inc.;
- Gunther's Masonry Construction Ltd.;
- Saskcon Repair Services Ltd.;
- Gracom Masonry;
- Carmont Construction Ltd.;
- Cormode and Dickson Construction (1983) Ltd.; and
- DDS Consulting Division of 755080 Alberta Ltd.

The low bid submitted by Gunther's Masonry Construction Ltd., which includes the construction of an Alan Block Fence System, was as follows:

- Option 1 – “Project Financing Costs” in the amount of \$2,497,607, plus G.S.T., which will include the construction of the entire 3.5 metre high, 1,815 metre long sound attenuation wall during the 2012 construction season. The bid price of \$2,497,607 includes borrowing \$1,397,607, with a financing fee of \$100,800. The City will pay the contractor a maximum of \$550,000 per year until 2015. The averaged unit cost for this option is approximately \$1,376 per lineal metre.
- Option 2 – “Available 2012 Funding” in the amount of \$816,487, plus G.S.T., which will include construction of 550 metres of the 3.5 metre high sound attenuation wall in the 2012 construction season. Based on the bid price alone, the averaged unit cost for this construction in 2012 is approximately \$1,485 per lineal metre. Separate tenders will be required for each subsequent year of construction until completed.

Based on the bid results, the Administration is recommending that the bid from Gunther’s Masonry Construction Ltd., Option 1, Contractor Financing, be approved, as it will provide the lowest overall cost, even when the additional financing costs are taken into consideration. In addition, it is recommended that the entire project be completed in 2012, except for the portion adjacent to the earth berm as previously noted, allowing for continuity in providing noise attenuation to residents along this portion of Highway 16.

### **FINANCIAL IMPACT**

The net cost to the City of Saskatoon from Gunther’s Masonry Construction Ltd. for Option 1 is as follows:

Sound Wall Construction	\$2,396,807.00
Financing Cost	\$ 100,800.00
G.S.T	<u>\$ 124,880.35</u>
Total Contract Price	\$2,622,487.35
G.S.T Rebate	<u>\$ 124,880.35</u>
<b>Net Cost to City</b>	<b>\$2,497,607.00</b>

Capital Project 1522 – Traffic Sound Attenuation includes approved funding in the amount of \$1,100,000 in 2012. The bid price of \$2,497,607 from Gunther’s Masonry Construction Ltd. includes a financing fee of \$100,800 for the borrowing of the remaining \$1,397,607.

Capital Project 1522 receives an annual contribution from the Traffic Noise Attenuation Reserve in the amount of \$550,000, which will be used to pay the annual financing costs through 2015. Therefore, no further sound attenuation projects will proceed until 2016,

unless additional funding is received. Preliminary calculations indicate that the financing charges equate to approximately 4.5% per year.

**ENVIRONMENTAL IMPLICATIONS:**

There are no environmental implications.

**PUBLIC NOTICE**

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

1. Advertised in the Star Phoenix on Saturday, March 17, 2012;
2. Posted on the City Hall Notice Board on Thursday, March 15, 2012; and
3. Posted on the City of Saskatoon website on Thursday, March 15, 2012.

**COMMUNICATIONS PLAN**

Communications regarding this project have been outlined in this report.

**ATTACHMENTS**

1. Proposed Sound Attenuation Wall Site Plan;
2. Flyer Sent to Residents in November 2011; and
3. Copy of Public Notice.”

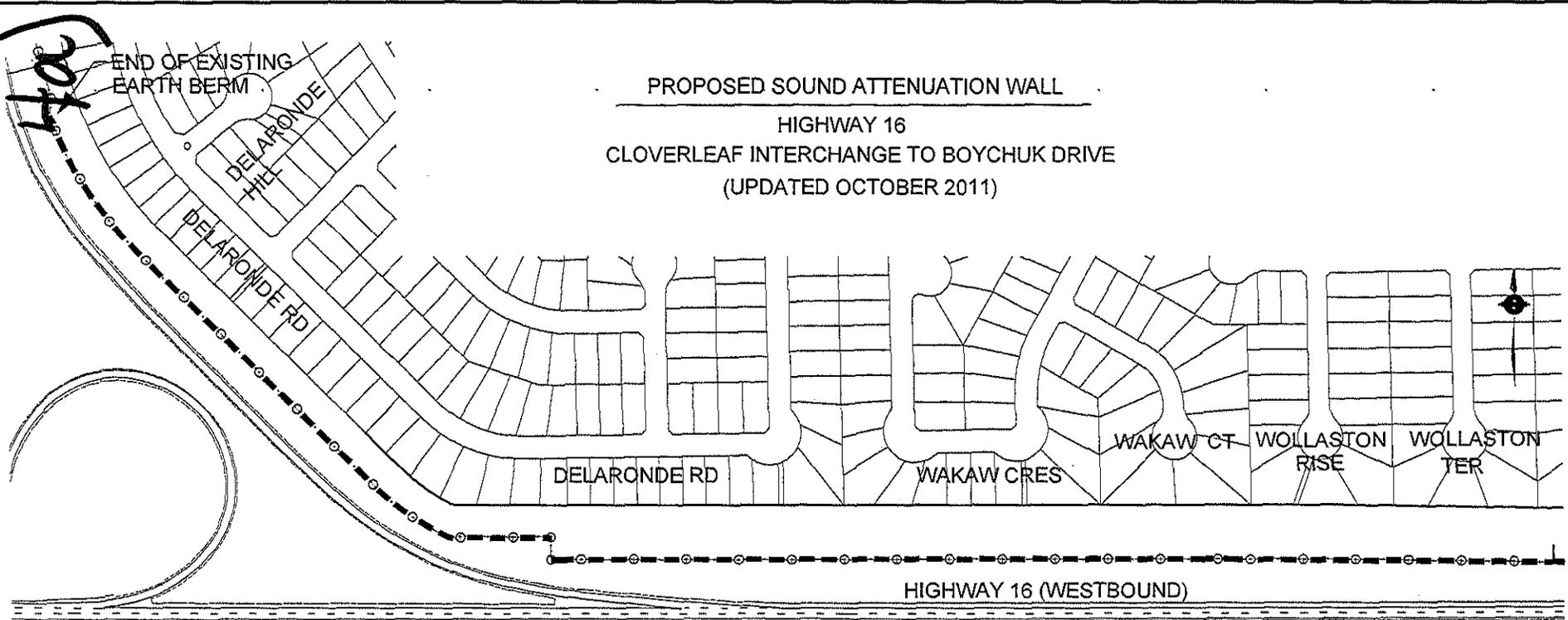
**5. Reports of Administration and Committees:**

- a) Administrative Report No. 5-2012;
- b) Legislative Report No. 3-2012;
- c) Report No. 5-2012 of the Planning and Operations Committee;
- d) Report No. 2-2012 of the Land Bank Committee; and
- e) Report No. 5-2012 of the Executive Committee.

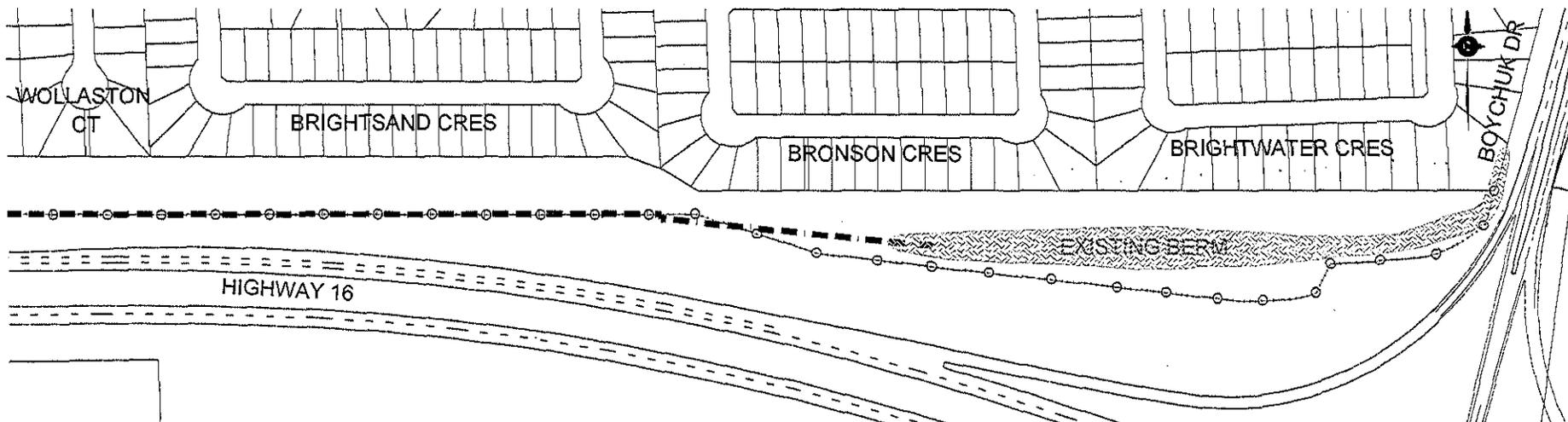
- 6. Communications to Council – (Requests to Speak to Council regarding reports of Administration and Committees)**
  
- 7. Communications to Council (Sections B, C, and D only)**
  
- 8. Question and Answer Period**
  
- 9. Matters of Particular Interest**
  
- 10. Enquiries**
  
- 11. Motions**
  
- 12. Giving Notice**
  
- 13. Introduction and Consideration of Bylaws**
  - Bylaw No. 9012 - The Campaign Disclosure and Spending Limits Amendment Bylaw, 2012
  - Bylaw No. 9013 - The Recreation Facilities and Parks Usage Amendment Bylaw, 2012
  
- 14. Communications to Council – (Section A - Requests to Speak to Council on new issues)**

Attachment 1

PROPOSED SOUND ATTENUATION WALL  
HIGHWAY 16  
CLOVERLEAF INTERCHANGE TO BOYCHUK DRIVE  
(UPDATED OCTOBER 2011)



SCALE 1:4000



SCALE 1:4000

EXISTING BERM  
NO WALL PROPOSED  
AT THIS TIME



LEGEND

- PROPOSED SOUND WALL
- EXISTING CHAIN LINK FENCE



## Highway 16: Boychuk Drive to Cloverleaf Interchange Soundwall Project

### Update -- November 2011

The City of Saskatoon is proposing to construct a 3.5 metre (12 foot) soundwall along Highway 16 from Boychuk Drive to the Cloverleaf interchange near to the Lakeview and Lakeridge Neighborhoods. This proposed soundwall would reduce the traffic noise levels for residents whose properties back on to Highway 16, and generally reduce traffic noise for the neighbourhood as a whole. An open house was held on June 15, 2011 to show residents the proposed location and height of the soundwall; and to receive comments on this project.

Two dominant themes emerged in the comments that were received:

- 1) Put the wall as far as possible from the homes in order to maximize the green space between the residential properties and the soundwall; and,
- 2) do not build the soundwall on the berm adjacent to Brightwater and a portion of Bronson Crescent.

As a result, a revised location is being proposed. The soundwall would replace the existing chain-link fencing that is currently located between the residential properties and Highway 16 as shown on the plan on the reverse of this flyer. The City of Saskatoon has received a permit from TransGas to locate the soundwall no closer than 6m to their pipeline through this area and that has made it possible to construct the soundwall on the existing fence line. Secondly, concerns regarding the view obstruction created by a soundwall on the crest of an already high berm have resulted in the deletion of this portion of the proposed soundwall. A soundwall at this location will be reconsidered at the time of construction of the Highway 16 & Boychuk Drive interchange.

The proposed soundwall location is shown in the diagram on the reverse of this notice.

**For information or to comment on the proposed soundwall project, contact:**

Don Cook, Transportation Branch, City of Saskatoon

Email: [don.cook@saskatoon.ca](mailto:don.cook@saskatoon.ca) Ph: 975-2642 Fax: 975-2971

Or visit [www.saskatoon.ca](http://www.saskatoon.ca) and click on 'S' for Sound Attenuation

(See reverse for diagram)

## **PUBLIC NOTICE**

### **INTENT TO BORROW**

City Council will be considering a report from the Administration at a Council meeting to be held on Monday, March 26, 2012 at 6:00 p.m., Council Chambers, City Hall recommending:

That City Council authorize borrowing up to \$1,397,607 to finance the following project, subject to City Council approval:

The construction of a 3.5m high by 1850m long sound attenuation wall along Highway 16 between Boychuk Drive and Circle Drive.

The expected loan will be for a three-year term at an interest rate of about 4.5 per cent. The debt repayment is supported by an annual contribution of approximately \$550,000 from the Traffic Noise Attenuation Reserve.

The Cities Act and City Council Bylaw 8171 require that City Council give public notice before borrowing money, lending money or guaranteeing the repayment of a loan.

City Council passed a resolution at its meeting on December 5, 2007, that provides for a 10% variance on the borrowing requirements for each project identified. Any variance greater than 10 per cent of the borrowing amount identified must be reported to City Council.

For more information, contact the City Clerk's Office:  
975-3240

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 March 1, 2012 and March 14, 2012  
(For Information Only)  
(Files CK. 4000-5, PL. 4350, and PL. 4300)**

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

The following applications have been received and are being processed:

**Rezoning**

- Application No. Z4/12: 1201-1236 20<sup>th</sup> Street West  
Applicant: Curtis Kimpton  
Legal Description: Lots 1 and 2, Block 6, Plan No. I774 and  
Lots 3 to 5 and 15 to 18, Blocks 6 and 28,  
Plan No. F5554  
Current Zoning: R2A and B5  
Proposed Zoning: M3 by Agreement  
Neighbourhood: Pleasant Hill  
Date Received: March 8, 2012

**Subdivision**

- Application No. 8/12: Lewin Way  
Applicant: Webster Surveys Ltd. for Dundee Realty Corp.  
Legal Description: Part N.E. ¼ 10-36-5-W3  
Current Zoning: RMTN/R1A  
Neighbourhood: Stonebridge  
Date Received: March 6, 2012

Subdivision

- Application No. 9/12: Lehrer Crescent  
Applicant: Webster Surveys for Dundee Realty Corp.  
Legal Description: Parcel J, Plan No. 68S11596 and  
Parcel A, Plan No. 101880042  
Current Zoning: R1A  
Neighbourhood: Hampton Village  
Date Received: March 8, 2012
- Application No. 10/12: 110 Shepherd Crescent and  
1010 Willowgrove Crescent  
Applicant: Webb Surveys for Riverbend Developments Ltd.  
Legal Description: Lots D and F, Block 518, Plan No. 101884215  
Current Zoning: RMTN  
Neighbourhood: Willowgrove  
Date Received: March 12, 2012
- Application No. 11/12: Rosewood Boulevard East  
Applicant: Webster Surveys for Lakewood Estates  
Legal Description: Part N.W. ¼ 17-36-4-W3 and  
Part of Parcel EE, Plan No. 102028586  
Current Zoning: FUD  
Neighbourhood: Rosewood  
Date Received: March 12, 2012
- Application No. 12/12: Utility Right-of-Way  
Applicant: Meridian Surveys for City of Saskatoon  
Legal Description: Parcel CC, Plan No. 96S22416  
in N.W. ¼ 12-37-5-W3;  
Part of S.W. ¼ 13-37-5-W3, and  
Part of S.E. ¼ 14-37-5-W3  
Current Zoning: FUD  
Neighbourhood: University Heights Development Area  
Date Received: March 13, 2012.

**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 Rezoning No. Z4/12
2. Plan of Proposed Subdivision No. 8/12
3. Plan of Proposed Subdivision No. 9/12
4. Plan of Proposed Subdivision No. 10/12
5. Plan of Proposed Subdivision No. 11/12
6. Plan of Proposed Subdivision No. 12/12

**A2) Request For Encroachment Agreement  
76 25<sup>th</sup> Street East  
Block X, Plan 02SA04690 (New Subdivision Not Yet Completed)  
(Files CK. 4090-2, CC. 4090-2 and PL. 4090-2 )**

- RECOMMENDATION:**
- 1) that City Council recognize the encroachment at 76 25<sup>th</sup> Street East (currently Block X, Plan 02SA04690 - new subdivision not yet completed);
  - 2) that the City Solicitor be instructed to prepare the appropriate Encroachment Agreement making provision to collect the applicable fees; and
  - 3) that His Worship the Mayor and the City Clerk be authorized to execute, on behalf of the City of Saskatoon under the Corporate Seal and in a form that is satisfactory to the City Solicitor, the Agreement with respect to this encroachment.

The owner of the property located at 76 25<sup>th</sup> Street East, has requested to enter into an Encroachment Agreement with the City of Saskatoon (City). As shown on the attached copy of the proposed site plan, a portion of the below grade footings and above grade balconies will encroach onto City property on Ontario Avenue by up to 0.595 metres. The total area of encroachment is approximately 27.66 square metres and will, therefore, be subject to an annual charge of \$89.90.

### **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. A Request for Encroachment Agreement dated August 15, 2011
2. Copy of Proposed Site Plan

### **A3) Shaw Centre – Post Occupancy Repairs (Files CK. 606-2 and LS. 606-5)**

- RECOMMENDATION:**
- 1) that \$375,000 be allocated for repairs to the Shaw Centre mechanical system, as outlined in this report;
  - 2) that \$143,000 be allocated for repairs to the Shaw Centre service road, as outlined in this report;
  - 3) that the funding source for the repairs at the Shaw Centre be approved as follows:
    - a) that \$250,000 be allocated from Capital Project No. 2160 (2008 Shaw Centre) Capital Budget contingency;
    - b) that \$75,000 be allocated from the 2012 Reserve for Capital Expenditures;
    - c) that \$193,000 be allocated from funds intended for debt repayment, but are now available due to delayed borrowing ; and
  - 4) that the Administration proceed with a Sole Source contract with POW City Mechanical to proceed with the mechanical system repairs at the Shaw Centre for \$120,000.

## **BACKGROUND**

The construction of the Shaw Centre occurred in two phases. Phase I was tendered and built as part of the construction of Tommy Douglas Collegiate, which included the weight room, commons area, administration area, auxiliary gym and other support amenities (e.g. washrooms, mechanical). Phase II construction included a leisure/warm-up pool, whirlpools, three-lane track, connecting corridor, meeting rooms, multi-purpose room, and the international 50 metre stainless steel competitive swimming pool. The official grand opening of the Shaw Centre occurred on September 24, 2009. During the first three months the Shaw Centre was open, modified public programming (e.g. swim lessons, public swims, and fitness classes) were offered to allow program and maintenance staff a period of time to learn the different operation components of this complex and multi-faceted facility.

The Blairmore project was challenging from the onset because of the complexity of construction, nature of the site, and the tight timeframe for opening the schools prior to the entire site being serviced (e.g. roadways, underground services). The Shaw Centre has had two full years of operation (2010 and 2011) where the facility has delivered a full program schedule and the facility operating systems are functioning under a full load.

During this period, problems with the facility mechanical system have come to light that are affecting the ability to maintain correct operating conditions (e.g. temperature and humidity) at the Shaw Centre. It is now apparent the mechanical system will be compromised if corrective action is not taken. In addition, the service road located immediately north of the integrated facility was constructed prior to the area being serviced (i.e. storm sewer service) to accommodate the construction of the two new high schools. This resulted in a service road on a relatively flat landscape that is prone to flooding issues, which will compromise the integrity of the service road if corrective action is not taken.

## **REPORT**

### **Mechanical System**

During the first two years of operation, the Shaw Centre realized higher electrical utility costs than projected. There were concerns of air quality (i.e. temperature and humidity) and equipment malfunctions, which resulted in the Infrastructure Service Department's Facilities Branch maintenance staff investigating potential causes. The investigation confirmed that the electrical utility charges were much higher than budgeted and expected, due to the budget estimates being based on an area calculation of existing facilities (e.g. Harry Bailey Aquatic Centre and Saskatoon Field House) instead of a volume calculation. There were also equipment concerns.

Throughout 2011, the air quality continued to be poor and there were continued concerns with the equipment. With the assistance of the Utility Services Department's Environmental Services Branch, the Facilities Branch identified that the main issue is the mechanical system's inability to remove heat from the building. This limits the cooling and de-humidification systems from operating in a stable manner. This explains why the Shaw Centre has experienced building operating issues since opening to the public in 2009. There are a number of "heat re-use/recovery loops" within the facility, such as in-slab heat throughout the pool deck and lobby areas, a mechanical heat exchanger loop to the chiller (cooling equipment), and heat recovery loops to the whirlpool/hot tub locations. These heating loops provide heating to the entire building and are supplemented by natural gas boilers. When the outside air temperature is above zero degrees Celsius, the system equipment is not able to purge unwanted heat, which increases inside building temperature and humidity, putting a strain on the existing mechanical system, causing the chiller to shut down. Continued operation in this manner will result in the need to prematurely repair or replace this piece of equipment as it is the only source of air conditioning and a contributing system for humidity control.

An independent mechanical consulting engineer was retained and assisted the Administration to determine what changes are needed to the mechanical system. The consultant recommended the addition of a fluid cooler with an estimated cost of \$375,000. The consultant also recommended several options for reducing energy consumption in the facility. Your Administration intends on stabilizing the building operations, measuring the energy consumption within the building, and then evaluating the payback of each of the proposed energy saving options. The current focus is to procure the fluid cooler and pump, as this equipment requires considerable time for delivery to the site. Having the equipment installed as soon as possible is imperative since the Shaw Centre will be hosting two national aquatic competitions this summer. The goal is to achieve reliable operation for these events and to protect the existing mechanical equipment from further damage; therefore, immediate action is recommended.

#### Service Roadway

The service road located immediately north of the integrated facility, which is comprised of the three facilities - Tommy Douglas Collegiate, Shaw Centre, and Bethlehem High School - is sited on a relatively flat landscape. The roadway was constructed using a series of high and low points along the asphalt roadway, where positive drainage is achieved through the use of surface culverts directing surface water from the low point of the roadway into a ditch along 22<sup>nd</sup> Street West to the north. Minimal longitudinal slope of the ditch and minimal elevation difference between the ditch invert and the culvert inlet has resulted in poor drainage of the roadway during rainfall events and especially following seasonal thaws (snow/ice melt from winter to spring), which results in ponding on the asphalt surface. Ponding and the inadequate drainage at the low points of the roadway has resulted in premature deterioration of the asphalt roadway surface, as well as ice from the ponded water posing pedestrian and vehicle safety concerns.

Upgrades to this original drainage network were made in 2008 (extending one catch basin to the roadway) and in 2009 (shallow extension of two catch basins) by constructing a series of catch basins intended to replace the culvert drains. The catch basin drainage plan was not an available option during the first iteration of the drainage network, as a deep storm sewer service was not in place until the lift station was constructed and operational during the 2008 season. The cost to add these additional catch basins was \$250,000 with the City of Saskatoon (City) and the Saskatoon Public School Division each contributing \$125,000.

In order to manage the water in the area each spring and throughout heavy rains in the summer, facility maintenance staff has been thawing the catch basins and pumping the area (into one of the three catch basins), to keep the area as dry as possible, and to prevent flooding and damage to the roadway.

Civil consulting engineers were commissioned by the City to review, assess, and propose options to improve the drainage and increase the service life of the asphalt structure. The consulting engineers have made the following recommendations:

- 1) reconstruction of two sections of the storm sewer (deepen the existing service), extension of the existing storm sewers to five locations that currently have inadequate drainage along the north side of the service road; and
- 2) provide a concrete curb and gutter along the north shoulder of the roadway and an asphalt overlay intended to increase the cross fall slope of the roadway to reduce the water ponding issues that currently exist on the roadway after a rainfall event.

The cost to address the roadway flooding is estimated at \$515,000. The construction costs are shared with the original Partnership (the City, Greater Saskatoon Catholic Schools and Saskatoon Public School Division) based on the service road construction formula, each partner contributing one third, including the adjustment for the Greater Saskatoon Catholic School's share of 2008 to 2009 construction costs. The City's share for the estimated service road repair is \$143,000 (\$130,000 construction and \$13,000 design).

The cost for the service road repairs and retrofit repairs to the mechanical system is outlined in the chart below:

<b>Estimated Costs</b>		<b>Construction Cost Estimate</b>
<b>A.</b>	<b>Mechanical System</b>	
	Fluid Cooler and Pump Equipment	\$119,000
	Structural Pad	\$ 23,000
	Installation	\$120,000
	Design Costs	\$ 89,000
	Contingency/Other Costs	\$ 24,000
	Subtotal	<b>\$375,000</b>
<b>B.</b>	<b>Service Road</b>	
	Construction	\$130,000
	Design	\$ 13,000
	Subtotal	<b>\$143,000</b>
	Total Cost (A and B)	<b>\$518,000</b>

**OPTIONS**

The only other option is to not make the mechanical system or service road repairs as outlined in this report. If repairs to the mechanical system are not carried out as soon as possible, there is a real risk of a catastrophic mechanical system failure that would result in a closure of the facility and significant equipment repair costs. If service road repairs are postponed, there is risk of premature failure of the roadway, as well as safety concerns for pedestrian and vehicle traffic in the area.

**POLICY IMPLICATIONS**

Due to the nature and critical timing of this project, tendering this work per Corporate Purchasing Procedure Policy No. A02-027 will create an unacceptable delay, which will jeopardize the national events scheduled for this summer. For this reason, your Administration is recommending that the mechanical system installation be sole sourced to POW City Mechanical.

As allowed under the same Corporate Purchasing Procedure Policy No. A02-027, POW City Mechanical is best suited to perform the work due to their availability and their comprehensive knowledge of the mechanical systems, since they performed all mechanical work during original construction through PCL Construction. Their commitment to use the same project superintendent and plumbing trade personnel for this work will aid in completing the necessary work in a timely and efficient manner, thereby meeting our schedule.

### **FINANCIAL IMPLICATIONS**

The estimated total cost to repair the service road and mechanical system is \$518,000. There is currently a contingency of \$250,000 in the Capital Budget to fund the repairs. This leaves a funding shortfall of \$268,000.

Your Administration is recommending additional funding from the following sources:

- 1) that \$75,000 is allocated from the Reserve for Capital Expenditures for mechanical and road repair at the Shaw Centre.; and
- 2) that \$193,000 from Capital Project No. 2160 (2008 Shaw Centre) intended for debt repayment, but is now available resulting from delayed borrowing, be allocated to this project.

The planned borrowing for the Shaw Centre project was \$28,511,000. To date \$28,000,000 has been borrowed. The funding plan assumed the final \$511,000 would be borrowed in 2010. This has been delayed resulting in a corresponding delay in debt payment, leaving cash totalling \$193,000 available to be redirected towards the additional costs identified in this project.

### **ENVIRONMENTAL IMPLICATIONS**

The installation of the noted fluid cooler will result in stabilizing the cooling system operation of the building mechanical system. The net impact cannot be identified until the equipment is in place, commissioned, and operating.

### **PUBLIC NOTICE**

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

## **Section B – CORPORATE SERVICES**

### **B1) Business Development Incentives – Policy No. C09-014 (Files CK. 3500-13 and CS. 3500-1)**

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**RECOMMENDATION:** that City Council approve the recommended revisions to Policy No. C09-014, Business Development Incentives, as outlined in this report.

### **REPORT**

Based on inquiries from past companies, it has been noted that Policy No. C09-014, Business Development Incentives, is lacking definitions of some of the eligibility criteria. Attached is a memo from the SREDA Board of Directors outlining proposed changes to Policy No. C09-014 (Attachment 1).

The following definitions have been added, as indicated in the attachment:

- Mining;
- Oil and Gas Extraction; and
- Energy.

### **OPTIONS**

City Council will have the option to accept or revise any or all of the proposed changes.

### **POLICY IMPLICATIONS**

Policy C09-014 will be updated based on the changes outlined within this report.

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

### **PUBLIC COMMUNICATION PLAN**

SREDA will ensure the revised policy is distributed appropriately.

### **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.

Administrative Report No. 5-2012  
Section B – CORPORATE SERVICES  
Monday, March 26, 2012  
Page 2

**ATTACHMENT**

1. Memo dated February 7, 2012, from the SREDA Board of Directors.

## **Section C – FIRE AND PROTECTIVE SERVICES**

### **C1) Enquiry – Councillor P. Lorje (April 12, 2010) Community Clean-up Program (File No. CK 7830-1)**

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- RECOMMENDATION:**
- 1) that City Council continue its support of the current Community Clean-up Program; and
  - 2) that City Council approve an increase to the Fire and Protective Services Department 2013 Operating Budget for the Community Clean-up Program, from \$3,000.00 to \$7,500.00 annually.

### **BACKGROUND**

City Council, at its meeting held on April 18, 2011, considered a report from the General Manager, Fire and Protective Services Department, and resolved:

- “1) that City Council continue its support of the current Community Clean-up Program; and
- 2) that the Administration consult with other communities regarding the Program and report to the 2012 Operating Budget process.”

Your Administration was to have provided a report to Budget Committee in December of 2011 with a recommendation to increase the funding for the Program based on the indicated interest of additional community associations to participate in the annual community clean-up day. Your Administration was unable to report to Budget Committee due to the lack of response from the additional community associations that were contacted. It was decided that the Department would attempt to determine the interest level of the additional communities and report back to Council in early 2012.

In 2003, the Fire and Protective Services Department expanded the Community Clean-up Program by introducing commercial haulers in an effort to maximize the impact of the clean-up events. In 2008, the Community Services Department became the point of contact for the participating community associations by hosting the pre clean-up meetings to provide information and education on waste reduction, recycling opportunities, safe needle pick-up and disposal, and the coordination of civic services.

In 2009, the annual clean-up event for the participating communities (Riversdale, Pleasant Hill, Caswell Hill, and King George/Holiday Park) was held in May.

## **REPORT**

Since the beginning of 2012, your Administration has attempted to make contact with the additional community associations of Westmount, Nutana, Confederation Park, Westview, Hudson Bay Park/Mayfair, and Sutherland/Forest Grove. To date, we have received only information of possible interest as the community associations are trying to determine the levels of interest within their respective communities. It is anticipated that a number of the above-mentioned communities will request to participate in the annual clean-up day this coming May.

Currently, Fire and Protective Services budgets \$3,000.00 annually for the use of 30-yard dumpster and the delivery of filled dumpsters to the landfill. The costs attributed to these dumpsters results from a fixed fee of \$90.00 per dumpster per day, and \$120.00 for each delivery of a full dumpster to the landfill. Environmental Services waives the scale fees usually associated with deliveries to the landfill. The current dumpster allocations now have costs beyond what is presently budgeted as indicated by the 2011 clean-up day for the four participating communities, totalling \$3,314.00. This has been the case for the last three years of the Program.

Four additional community associations attended a planning meeting held on Tuesday, March 13, 2012, to learn more about the Program and expressed an interest in participating this year. The costs for 2012 will again exceed the budgeted amount of \$3,000.00.

Therefore, your Administration is requesting an increase of \$4,500.00 to the 2013 Operating Budget, bringing the annual total to \$7,500.00, to provide ongoing support of this Program.

## **OPTIONS**

The Community Clean-up Program remain status quo.

## **POLICY IMPLICATIONS**

None.

## **FINANCIAL IMPLICATIONS**

An annual increase of \$4,500 to the Fire and Protective Services Department Operating Budget.

## **ENVIRONMENTAL IMPLICATIONS**

None.

Administrative Report No. 5-2012  
Section C – FIRE & PROTECTIVE SERVICES  
Monday, March 26, 2012  
Page 3

**PUBLIC NOTICE**

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

## **Section E – INFRASTRUCTURE SERVICES**

### **E1) Post Budget Approval Capital Project 593 - Land Development – Hudson Bay Industrial 52<sup>nd</sup> Street - Industrial Water, Sewer and Roadway Construction (Files CK. 4125-1, CK. 1702-1 and IS. 1700-1)**

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- RECOMMENDATION:**
- 1) that a post budget increase of \$1,901,000 to Capital Project 593 – Land Development – Hudson Bay Industrial, for the design, engineering and construction of all municipal services, including water and sewer mains and roadways be approved; and
  - 2) that the \$1,901,000 post budget increase be funded from the Prepaid Service Reserves in the amount of \$903,000 and by private development in the amount of \$998,000.

### **REPORT**

Capital Project 593 – Land Development – Hudson Bay Industrial includes approved funding for the construction of industrial municipal services in various areas within the Hudson Bay area. One area that has never been constructed, but has been registered since 1984, is 52<sup>nd</sup> Street from Faithfull Avenue to Miners Avenue. Ownership within this area includes both City and privately held unserviced parcels of land. The Infrastructure Services Department has negotiated servicing agreements with each of the owners that will be the subject of a further report which includes the payment of direct servicing upon construction of 52<sup>nd</sup> Street, and payment of offsite servicing in the future. Tendering for this project is expected to transpire early this spring, with construction completion slated for late fall of 2012.

Overall costs will include the design, engineering and construction for water, sanitary and storm sewer mains, as well as curbing, road construction and street lighting. The City's share of the cost of this work is 45.8% with the remaining portion of 54.2% being funded from private developers. The total cost of these services, including contingencies and utility servicing, has been estimated at \$1,901,000.

### **FINANCIAL IMPACT**

The Administration is requesting a post budget increase to Capital Project 593 – Land Development – Hudson Bay Industrial, to be funded from Prepaid Service Reserves and Private Donations.

A breakdown of the costs and source of funding for these projects is as follows:

<b>Description:</b>	<b>Project No.</b>	<b>Amount</b>
<u>Gross Cost Details:</u>		
Land Development – Hudson Bay Industrial	593	\$1,901,000
<b>Total</b>		<u>\$1,901,000</u>
<u>Financing Details:</u>		
General Prepaid Services – Engineering	593	\$843,000
General Prepaid Services – Electrical City	593	60,000
Private Development	593	998,000
<b>Total</b>		<u>\$1,901,000</u>

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**COMMUNICATIONS PLAN**

No communications plan is required.

**PUBLIC NOTICE**

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

## **Section F – UTILITY SERVICES**

### **F1) Melville Substation Transformers – Emergency Repairs Saskatoon Light & Power: Capital Project 1332: Substation Service Life Extension (Files CK. 2010-1 and US. 2424-3)**

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

#### **BACKGROUND**

On October 8, 2011, an equipment failure occurred on a distribution line near the Melville Street substation creating an electrical short on the line. As a result of the short, internal damage was sustained to both of the two nearby power transformers at this major substation. This resulted in a power outage that lasted about 1.5 hours and affected over 9,700 customers. Work was immediately undertaken by SL&P's crews to transfer the load from this substation to other nearby substations as an interim measure and to restore the power. Once the initial concerns were dealt with, work then focused on resolving the longer-term issue of repairing the two transformers (T1 and T2).

Fortunately, SL&P had one spare transformer at this location that was available to be put into service as a replacement for the two damaged units. This transformer, together with the temporary transfer of some loads to adjacent substations, has been able to meet the electrical load requirement and has been operating adequately. However, the reliability of the distribution supply has been reduced in the CN Industrial, Exhibition, and Avalon areas as a result of this temporary situation. SL&P has prepared a contingency plan to restore power as soon as possible should the backup transformer have any trouble in the future.

SL&P immediately initiated an insurance claim with The Boiler Inspection and Insurance Company of Canada ("Insurer"). Through discussions with them, it was decided that transformer T2 should be immediately sent to the nearest qualified transformer repair facility for an internal inspection. The nearest facility was ABB Inc. in Edmonton, AB. The result of the inspection was received by SL&P in December 2011. The inspection recommended a complete "rewind", which involves a major rebuild of the transformer. Both incident and inspection reports were subsequently sent to the Insurer for their review and consideration under our policy.

#### **REPORT**

SL&P has recently received confirmation that the Insurer has accepted the insurance claim for the failure of T2 and has agreed to reimburse SL&P for the cost of this repair.

SL&P received a proposal from ABB Inc. to complete the necessary repairs. Their proposal outlined the scope of work required, the associated cost, and the delivery schedule. The proposal was subsequently reviewed and accepted by both the Insurer and SL&P.

Due to the complexity of the repairs, the favourable pricing received, and the quick turn-around time offered by the company (17 – 19 weeks), the Administration approved the sole sourcing of

the repairs to ABB Inc. in mid-January 2012. The value of the contract was \$168,300 for the first stages of work. Once the final stages have been approved, the total value of this contract will be \$372,000. Work on the transformer is currently underway and is expected to be completed by May 2012. The total value of the insurance claim for this transformer is expected to be in the order of \$500,000 once SL&P's costs have been included for the removal, shipping and reinstallation of the transformer. SL&P will be completely reimbursed by the Insurer for this amount less our deductible of \$50,000.

The second faulted transformer (T1) has also been recently sent to ABB Inc. in Edmonton for an internal inspection. ABB Inc. has started the inspection process and SL&P expects to receive the inspection report shortly. The Insurer is aware that this second transformer will likely also require a complete rewind. Once the inspection report for T1 is submitted to SL&P, the Utility will seek acceptance of the insurance claim from the Insurer. If approved, SL&P intends to proceed with the sole source of this work to ABB Inc. as soon as possible.

#### **FINANCIAL IMPLICATIONS**

The cost of the repairs for transformer T2 will be fully funded by insurance less the deductible amount. It is expected that the Insurer will also approve the funding of repairs to transformer T1, however work will not proceed on this transformer until this acceptance has been received.

Since both transformers were damaged in the same incident, SL&P will only need to pay the deductible amount once. Funding for the deductible (\$50,000) is available under Capital Project #1332 – Substation Service Life Extension.

#### **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) Membership**  
**South Saskatchewan River Watershed Stewards Incorporated**  
**(Files CK. 225-1 and US. 155-01)**

- RECOMMENDATION:**
- 1) that the City of Saskatoon continue its membership on the South Saskatchewan River Watershed Stewards Incorporated; and
  - 2) that the 2012 membership fee of \$20,000 be paid.

**BACKGROUND**

The South Saskatchewan River Watershed Stewards Incorporated (SSRWSI) is a non-profit corporation whose purpose is to protect the quality and quantity of water in the South Saskatchewan River watershed through the implementation of the South Saskatchewan River Source Water Protection Plan. The City of Saskatoon has been a member of the SSRWSI since its inception in 2007.

**REPORT**

The SSRWSI leads the implementation of the South Saskatchewan River Watershed Source Water Protection Plan. The development of the Source Water Protection Plan included the City of Saskatoon and stakeholders from urban and rural municipalities, as well as agriculture, industry and environmental groups, from across the watershed.

The South Saskatchewan River Watershed is the region that drains into the river, including all the land, air, plants and animals within its boundaries. The purpose of the Source Water Protection Plan is to protect water quality and quantity within the river and ecosystems linked with the river.

Membership on the SSRWSI is of particular interest to the City of Saskatoon in terms of their ability to work with those upstream of the City's drinking water intakes in order to reduce the risk and quantity of contaminants potentially entering the river. It also provides the opportunity to communicate information and address concerns regarding our potential impact on those that are located downstream of the city.

The City's membership in SSRWSI is \$20,000 each year. The money that is raised through membership fees, along with funding received from the Provincial Government is used to fund watershed protection and improvement programs, projects, and initiatives that include planning, education, and research.

So far, the SSRWSI has facilitated more than \$1.1 million of investment in over 100 projects that help agricultural land-owners improve farm practices and align with Beneficial Management Practices (BMPs) that benefit water protection. SSRWSI and City of Saskatoon goals are also aligned on water quality monitoring and we are collaborating on a project which includes a risk assessment of potential impacts to water quality of concern to the City's water treatment operations. Currently, the City has two members on the Board of Directors, a Councillor and a member of the Administration.

### **FINANCIAL IMPACT**

The annual membership fee for the SSRWSI is \$20,000 per year. Funds have been allocated within the Water and Wastewater Treatment Operating Budget for this expenditure.

### **ENVIRONMENTAL IMPLICATIONS**

Supporting the South Saskatchewan River Watershed Stewards Incorporated through membership will help towards the protection of water quality and quantity in the South Saskatchewan River and the watershed's ecosystem. Many watershed improvement projects involve carbon sequestration. Quantification of these carbon benefits have not yet been calculated.

### **PUBLIC NOTICE**

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

**F3) 2012 Capital Budget**  
**Capital Project #687-20 - WWT - Asset Replacement**  
**Process Control/Communication System**  
**Engineering and Construction Services Award**  
**(Files CK. 1100-1 and WWT. 7990-84-6)**

**RECOMMENDATION:** 1) that the proposal submitted by WBM Office Systems, for providing engineering and construction services for the Wastewater Treatment Plant Network and Server Upgrade Request for Proposal #12-0146, for a total fixed fee of \$222,074.00 (including PST and GST) be accepted; and

- 2) that the City Solicitor be instructed to prepare the necessary Engineering Services Agreement for execution by His Worship the Mayor and the City Clerk under the Corporate Seal.

### **BACKGROUND**

Capital Project #687-20 - WWT - Asset Replacement - Process Control/Communication System provides funding for the network and servers to be upgraded at the Wastewater Treatment Plant (WWTP). The control system at the WWTP is currently being upgraded and these servers will form the backbone of the system. The computers involved in this project will allow the operators to utilize the new control system and optimize the wastewater process.

The network and servers are being upgraded as part of this contract to provide the infrastructure needed for the new control system to operate. The new equipment, which will be installed and commissioned, will allow the parts of the control system to communicate with each other. The servers will provide a redundant and secure system which will allow better monitoring of the WWTP system. The new equipment will also back-up the data of the control system.

### **REPORT**

In February 2012, a notice was advertised requesting proposals for this project. In spite of many companies picking up the Terms of Reference, only two companies submitted a proposal and are listed below:

- Hinz, A Rockwell Automation Company (Saskatoon, SK)
- WBM Office Systems (Saskatoon, SK)

It was requested that they provide all the necessary equipment and labour needed to make the network and server system run properly. This also includes commissioning and support for the system.

The proposals were evaluated using the criteria in the Terms of Reference. The proposal from WBM Office Systems was selected as the best candidate for the work. WBM Office Systems personnel are qualified to do the work and have experience with this type of installation.

### **OPTIONS**

In order for the control upgrade that is underway to be successful this project must be completed.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

The upset fee for engineering services for the project, and the net cost to the City would be as follows:

Hardware Costs	\$110,062.46
Software Costs	17,806.00
Labour	34,017.00
Contingency	<u>40,000.00</u>
Subtotal	\$201,885.46
PST on subtotal	10,094.27
GST on subtotal	<u>10,094.27</u>
Total Price	<b>\$222,074.00</b>
GST Rebate	<u>(10,094.27)</u>
<b>Net Cost to the City</b>	<b><u>\$211,979.73</u></b>

Capital Project #687-20 - WWT - Asset Replacement - Process Control/Communication System has sufficient funding to cover the costs for these engineering and construction services.

**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.

## **Section G – CITY MANAGER**

### **G1) Capital Project 2132 –New Police Headquarters Facility Increase to Fees for Owner’s Consultant Agreement (Files CK.1750-1, CK.600-5 and CS.600-5)**

- RECOMMENDATION:**
- 1) that an increase of \$1,631,605 to the fees contained within the Owner’s Consultant Agreement with Rebanks Pepper Littlewood Architects Inc., for the new Police Headquarters Facility, be approved for a total estimated cost of \$3,500,000 (excluding GST); and
  - 2) that the City Solicitor be instructed to prepare the update to the Consulting Services Agreement as required for execution by His Worship the Mayor and the City Clerk under the Corporate Seal.

### **BACKGROUND**

At its meeting held on April 26, 2010, City Council approved retaining Rebanks Pepper Littlewood Architects Inc. (RPL) in the role as the Owner’s Consultant for the new Saskatoon Police Headquarters project for a fee for service estimated cost of \$1,868,395 (excluding GST, PST, and travel expenses).

At its meeting held on June 13, 2011, during Matters Requiring Public Notice, City Council approved the recommendation that the Administration be authorized to borrow an additional \$31,100,000 (up to \$122,100,000) to finance the new Police Headquarters Facility (Capital Project 2132), approved in previous capital budgets and capital plans, with a debt repayment term of 30 years.

### **REPORT**

The Owner’s Consultant costs are based on time and expenses. The Owner’s Consultant assists the Administration in setting up the documentation and process for the design build proposals, as well as providing contract administration, design review, and quality assurance and control of the design build contract.

Based on the expanded scope, time frame, and level of design review for the project, the original estimate for the work with RPL needs to be increased to \$3,500,000 (excluding GST). The increase of \$1,631,605 is based on work completed in 2010 and 2011, and work forecasted to the end of the project. For project budget purposes, the increased amount of the estimate provided by RPL has been adjusted to round up the total estimated cost to \$3,500,000.

The updated estimate is based on the following factors that have arisen since the original Owner’s Consultant costs were provided in April 2010:

- an increase in project scope and construction value ( approximately 70-75% based on building size, addition of parking structure and construction value);
- increased time frame for pre-contract services and design-build compliance services (approximately 38 to 48 months); and
- an increased level of detail and effort for design review and project management during the compliance stage to date.

This increase in the allocation of project costs is accounted for within the \$122,100,000 previously approved for Capital Project 2132 – Police – New Headquarters Facility. City Council’s approval is now being sought to increase the contract amount for the Consulting Services Agreement which had been previously approved by City Council on April 26, 2010.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications, as the increase in consulting fees can be accommodated within the funds already allocated and approved for Capital Project 2132 – Police – New Headquarters Facility.

#### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

#### **PUBLIC NOTICE**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, was provided as previously outlined in this report.

**G2) 2011 Capital Budget**  
**Capital Project 1949 – City Hall Accommodation Plan**  
**Award of Tender for Movable Wall System**  
**(Files CK. 640-1 and IS. 640-11-3)**

- RECOMMENDATION:** 1) that the proposal submitted by HBI Office Plus Inc., for Contract No. 11-1052, Movable Wall System, Clerk’s Office, City Hall, at a total estimated cost of \$124,156.95 (including GST and PST) be accepted; and

- 2) that His Worship the Mayor and the City Clerk be authorized to execute the contract documents, as prepared by the City Solicitor under Corporate Seal.

## **REPORT**

Capital Project 1949 – City Hall Accommodation Plan, includes the reconfiguration and renovations to the second floor south location, which was recently vacated by the Corporate Information Services (CIS) Branch. This is a permanent move for the City Clerk’s Office. This office has been designed based on the recently adopted civic office space standards. Last year, Senior Administration directed that a Request for Proposals (RFP) be prepared which would include the provision of a mock-up of moveable wall systems for analysis and selection for use in future phases of City Hall Accommodation Plan Project.

The benefits of using movable wall systems over custom “stick-frame” office enclosure methods are the versatility and flexibility of the interchangeable module surfaces, as well as the sustainability benefit of not creating construction waste when changes are needed. In addition, the wall module would be an inventory “asset” rather than a “consumable” during the retrofit phase of redevelopment work.

The RFP submission/prequalification/mock-up/selection procurement process was used to identify the civic requirements and allow open submissions with an “apples to apples” pre-qualified review process to determine the successful proponent, as each furnishing supplier promotes varying product strengths within their product lines.

The Movable Wall System RFP was issued December 6, 2011, and five submissions were received on January 6, 2012. Two submissions, from HBI Office Plus Inc. (HBI) and Agile Walls Inc., were prequalified to proceed to the mock-up stage of the procurement process. The mock-ups were installed and reviewed in mid February. Reviews of recently completed movable wall installations at BHP Billiton and Colliers McClocklin Real Estate Corp. were also added to the review process. Formal reviews to weigh the attributes of each of the mock-ups were completed on Friday, February 17.

The HBI submission excelled in the following weighted criteria categories: delivery of its product to City Hall (loading access, size of delivery truck); installation speed and ease of assembly-disassembly and then reassembly (mock-up unit); suitability of electrical connections and outlet locations; hinged door hardware and adjustability (uneven existing concrete floor surface); functional suitability and aesthetics for the tack board/coat hanger/marker board module surfaces; ceiling connection; and overall durability and aesthetics of the system. Both proponents scored the same in the criteria, wall “start” assembly (how the panel module affixes

to existing perimeter wall conditions). The overall scoring for HBI was 91, and for the Agile Wall Inc. system, the scoring was 79.5.

The two prequalified proposals include 5% PST and 5% GST:

<u>Company Name</u>	<u>Phase 1 CH-CC</u>	<u>Mock-up Costs</u>	<u>Total Price</u>
Agile Walls Inc.	\$109,891.16	\$13,588.35	\$123,479.51
<b>HBI Office Plus Inc.</b>	<b>\$114,740.76</b>	<b>\$9,416.19</b>	<b>\$124,156.95</b>

All bids were reviewed by Kindrachuk Agrey Architecture Inc., Corporate Planning and Project Services representatives. The highest weighted RFP submission, from HBI, is acceptable to the City of Saskatoon.

It should be noted that the mock-up office equipment was purchased and will be used in upcoming office renovations. One of them will be used within the City Clerk's Office renovations, and the other will be used in the current renovations and fit up of leased space within the York Building along 23<sup>rd</sup> Street.

### **OPTIONS**

There are several options. One option is to award a contract to Agile Walls Inc. which has a lower Phase I cost amounting to 4.2% less than that submitted by HBI Office Plus Inc. This is not recommended as the proposal submitted by Agile Walls Inc. scored significantly lower in the overall review criteria.

Another option is to use traditional "stick framing" methods for office enclosures. This option is not recommended due to the inflexibility of this method and overall environmental considerations such as reducing construction waste as offices do undergo alterations as needs and programs change.

### **FINANCIAL IMPLICATIONS**

The net cost to the City of Saskatoon for the proposal submitted by HBI Office Plus Inc., including the noted mock-up price, is as follows:

Base Bid Price	\$114,740.76
Mock-up Price	<u>9,416.19</u>
Contract Total (includes PST and GST)	\$124,156.95
Less GST Rebate	<u>(5,643.50)</u>
Net Cost to the City	<b><u>\$118,513.45</u></b>

Funding for this project is identified in the approved 2011 Capital Project 1949 City Hall Accommodation Planning, funding.

**ENVIRONMENTAL IMPLICATIONS**

The moveable wall system provides a sustainability benefit of not creating construction waste when changes are needed, and that the wall module would be an inventory “asset” rather than a “consumable” during the retrofit phase of redevelopment work.

**SAFETY (Crime Prevention Through Environmental Design (CPTED))**

The CPTED review is not required.

**PUBLIC NOTICE**

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

Respectfully submitted,

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Randy Grauer, General Manager  
Community Services Department

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Marlys Bilanski, General Manager  
Corporate Services Department

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Brian Bentley, General Manager  
Fire & Protective Services Department

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Mike Gutek, General Manager  
Infrastructure Services Department

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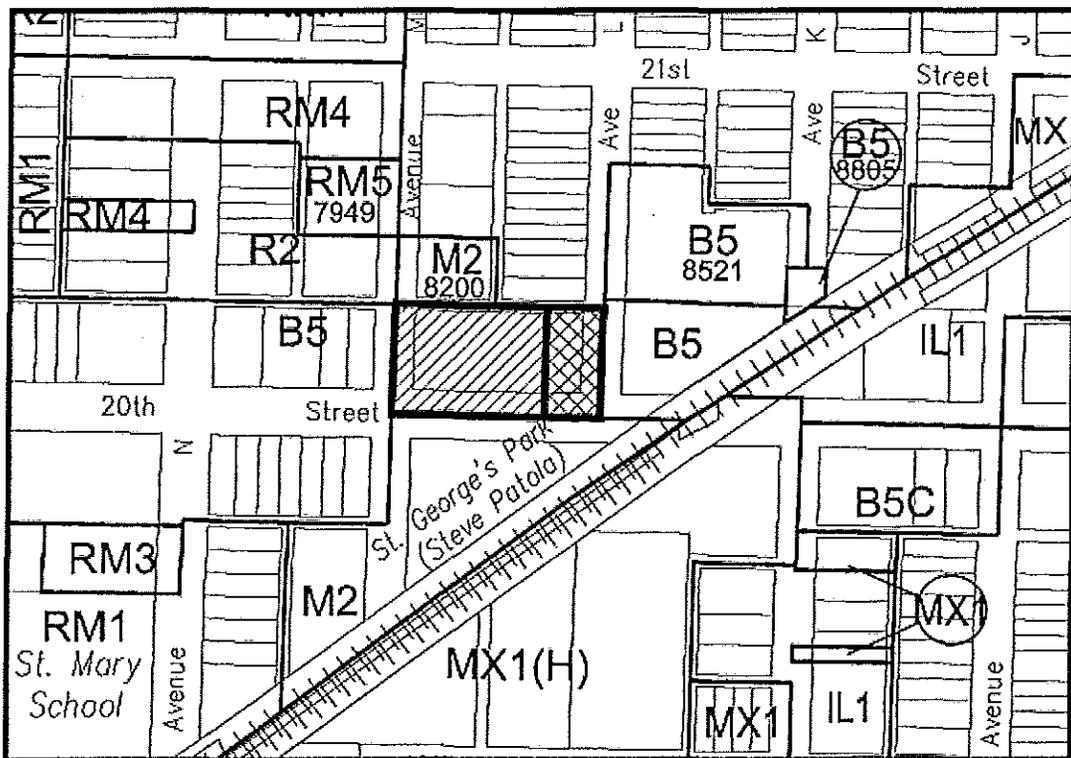
Jeff Jorgenson, General Manager  
Utility Services Department

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Murray Totland  
City Manager

AI

PROPOSED REZONING Z4/12



**PROPOSED REZONING**

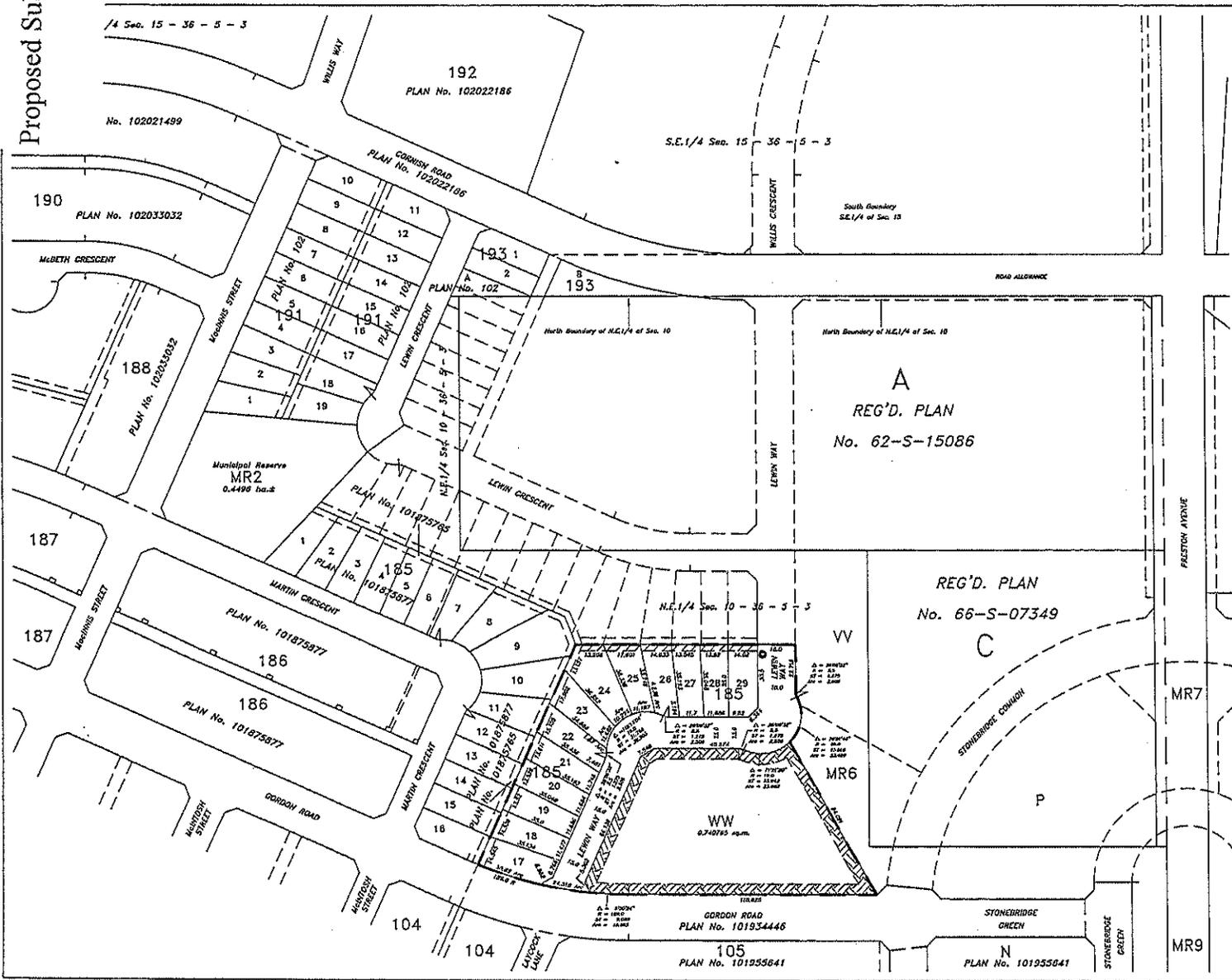
From R2A to M3 

From B5 to M3 

File No. RZ04-2012



City of  
Saskatoon  
Planning & Development Branch



**STONEBRIDGE**  
 PLAN SHOWING PROPOSED SURFACE  
 SUBDIVISION OF PART OF  
 N.E.1/4 SEC. 10 -36-5-W.3rdMER.  
 SASKATOON, SASKATCHEWAN.  
 BY : R.A. WEBSTER, S.L.S.  
 SCALE 1 : 1000  
 JANUARY, 2012



- LEGEND**
- : Distance dimensions shown are in metres and decimals thereof.
  - : Portions of this plan to be subdivided are outlined with a heavy dashed line and contain 1,57334 ha. ±.
  - : Mail box locations are shown thus
- EASEMENTS**
- : Easements shown are 3.0 metres in width for joint use of Sask Power, Sask Tel, Sask Energy, and Shaw Cable.
  - : Easements shown of 3.0 metres in width for use of Sask Power, Sask Tel, and Shaw Cable.
  - : Easements shown of 3.0 metres in width for use of Sask Energy.

Saskatchewan Land Surveyor January 23rd, 2012

EXAMINED : DEVELOPER : 630276 SASKATCHEWAN LTD.

*David Leck*  
*Christine Johnson*

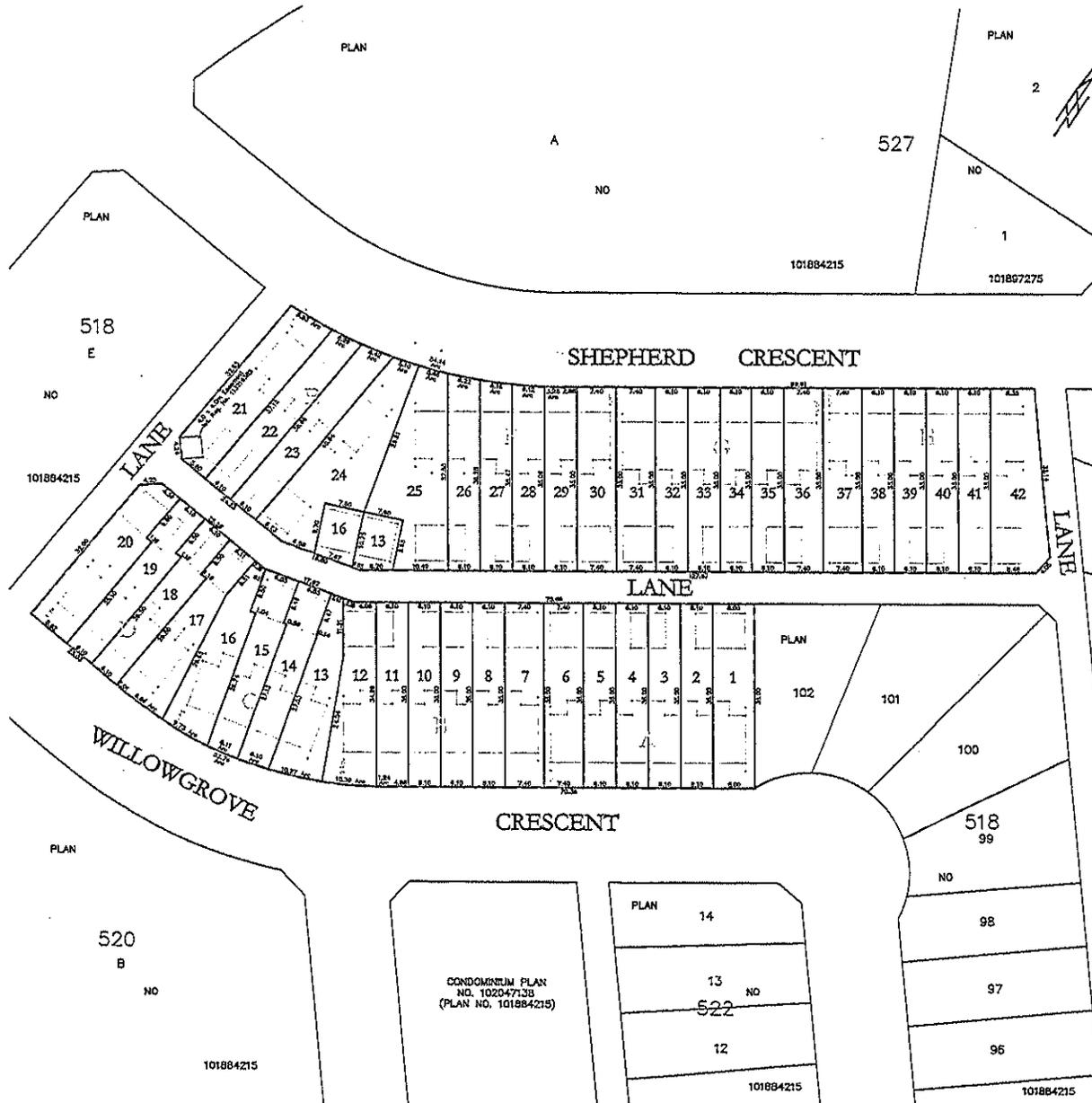
EXAMINED : DEVELOPER : DUNDEE REALTY CORPORATION

*David Leck*  
*Christine Johnson*

EXAMINED : CITY OF SASKATOON  
 Approved under the provisions of  
 Bylaw No. 6537 of the City of Saskatoon.

General Manager of the Community Services Department  
 Date: \_\_\_\_\_ A.D. 2012.





PLAN OF PROPOSED  
 BARE LAND CONDOMINIUM FOR  
 LOTS D & F, BLOCK 518  
 PLAN NO. 101884215  
 E. 1/2 SEC. 6  
 TWP. 37, RGE. 4, W. 3RD M.  
 110 SHEPHERD CRESCENT &  
 1010 WILLOWGROVE CRESCENT  
 SASKATOON, SASKATCHEWAN  
 BY T.R. WEBB, S.L.S.  
 SCALE 1:500

RECEIVED  
 MAR 09 2012  
 Building Standards Branch

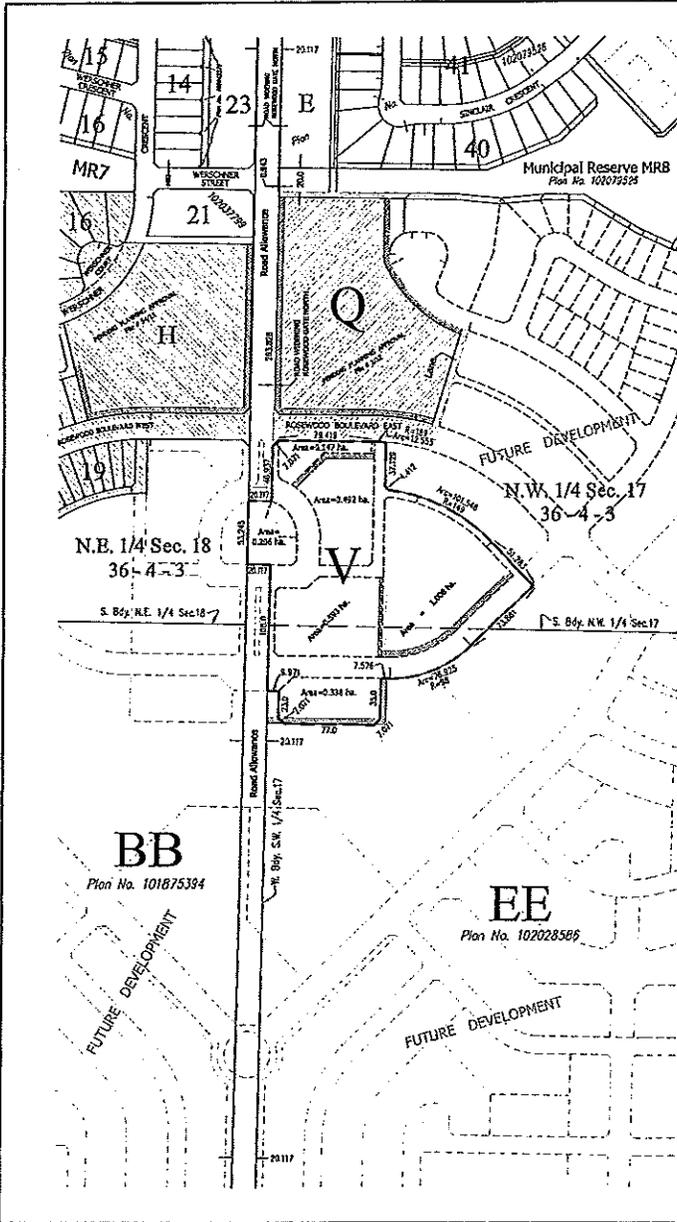
Dimensions shown are in metres and decimals thereof.  
 Constructed buildings are wholly within the proposed unit boundaries as shown.  
 Portion of this plan to be approved is outlined in red with a bold, dashed line and contains L.O.S. to (2.57% ac.).  
 Distances shown are approximate and may vary from the final plan of survey by ± 1.0m.

NOT TO SCALE

CONDOMINIUM PLAN  
 NO. 102047133  
 (PLAN NO. 101884215)

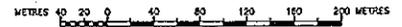
*T.R. Webb*  
 T.R. Webb February 2nd, 2012  
 Saskatchewan Land Surveyor

Prepared by  
  
 Robb Surveys  
 © 2011 S.L.S.  
 11-2206e



**ROSEWOOD**

PLAN SHOWING PROPOSED SUBDIVISION OF PART OF  
**N.W. 1/4 SEC. 17 -**  
 AND PART OF  
**PARCEL EE**  
**PLAN NO. 102028586**  
 ALL IN  
**TWP. 36 - RGE. 4 - W.3rd MER.**  
**SASKATOON, SASKATCHEWAN.**  
 BY: R.A. WEBSTER, S.L.S.



*[Signature]*  
 Registration No. 50-1001      March 2nd, 2012

**LEGEND**  
 Distances shown are in metres and include thereof.  
 Distances are approximate and may vary by 25.0 metres.  
 Areas shown are approximate and may change upon completion of survey.  
 Portion of this plan proposed for subdivision is outlined with a heavy broken line, and  
 contains 3.7736 hectares (9.332 acres).  
 Distances on curves are arc lengths.

- Existing easements are shaded gray
- 3m SoakEnergy
- 3m SoakPower, SoakTid, and Show CobsSystems
- 5m SoakEnergy, SoakPower, SoakTid, and Show CobsSystems
- 1.0m SoakPower
- City of Saskatoon - for water & sewer
- 2.0m x 2.0m SoakPower assessment for transformer
- 2.75 x 2.0m SoakPower assessment for pedestal
- Indicates Mail Box location.

EXAMINED: CASABLANCA HOLDINGS INC.  
 OWNER: N.W. 1/4 Sec. 17 (Area=1.2422 ha.)

*[Signature]*



EXAMINED: LAKEWOOD ESTATES INC.  
 OWNER: Parcel EE, N.W. 1/4 Sec. 17 (Area=1.0602 ha.)

*[Signature]*



EXAMINED: CITY OF SASKATOON  
 Approved under the provisions of Bylaw No. 6537 of the City of Saskatoon.

General Manager of the Community Services Department  
 Date: \_\_\_\_\_, A.D. 2012.



**WEBSTER SURVEYS LTD.**  
 811 - 4th Street East  
 Saskatoon, Sask. S7N 0X6  
 Phone (306) 835-1433  
 Fax (306) 453-1021





COMMUNITY SERVICES DEPARTMENT - BUILDING STANDARDS BRANCH  
ENCROACHMENT AGREEMENT APPLICATION  
February 20, 2009

A2

REQUEST FOR ENCROACHMENT AGREEMENT

Name of Applicant LOUIS AUSSANT

Applicant Mailing Address 235 AVE. D NORTH S7L 1M7

Applicant Telephone 306.244.5101

Name of Owner(s) CITY OF SASKATOON C/O DEAN BUCHHOLZ  
(Official Name That Will Be On Encroachment Agreement)

Owner's Mailing Address COSMO CIVIC CENTRE 3130 LAURIER DRIVE  
SASKATOON, SK S7L 5J7

Owner's Telephone 975.2967

Site Address 76 - 25 STREET EAST

Legal Description of Site\* Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

\* WITH CITY

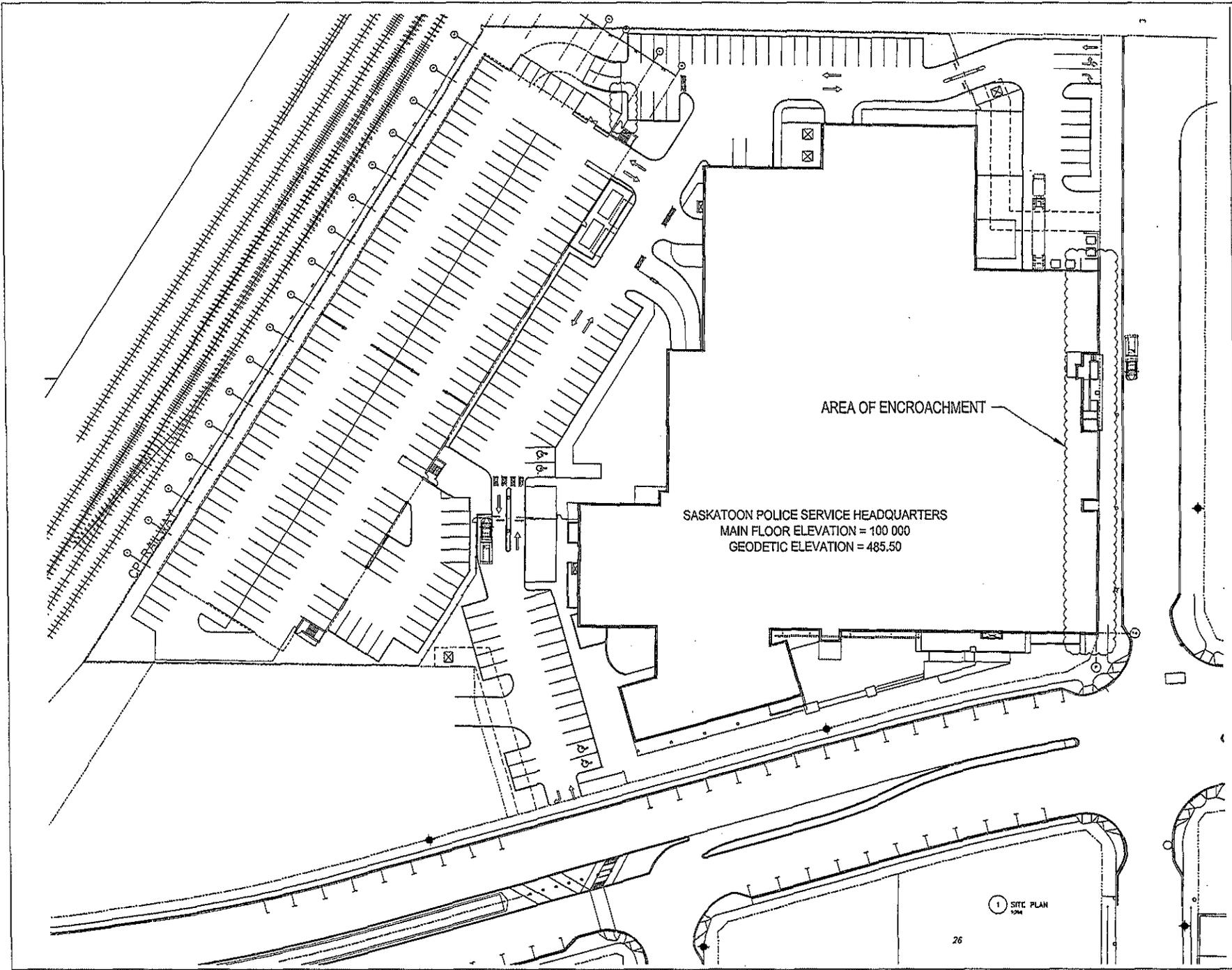
Application must include the following documents:

- Existing Encroachments: Current Real Property Report/Surveyor's Certificate that clearly outlines the encroaching areas including detailed dimensions of all areas that encroach onto City of Saskatoon Property.
- Proposed Future Encroachments: Detailed drawings of the proposed encroaching areas including detailed dimensions of all areas that will encroach onto City of Saskatoon Property. (Once construction is complete, an updated Real Property Report/Surveyor's Certificate will be required to confirm the areas of encroachment).
- Payment of the \$100.00 Application Fee (Fee is to prepare Encroachment Agreement).

Assuming the encroachment is approved, an annual fee will be applied to the tax notice. This fee is based on the area of encroachment, and is calculated at \$3.25 m<sup>2</sup>. The current minimum fee is \$50.00.

Upon receipt of the request, the *Building Standards Branch* of the *Community Services Department* will request approvals from the necessary Departments and Branches, including the *Development Services Branch*, the *Infrastructure Services Departments* and any other Department or Branch as deemed necessary, depending on the type of encroachment. Upon receipt of the various approvals and that there are no objections to the request the application will be forwarded to next available meeting of City Council for their approval. Once City Council has approved, the City Clerks office will advise the applicant of Council's decision, and will prepare the agreement. Please note that requests encroachment agreements may take 6 to 8 weeks to process.

Applicant Signature [Signature] Application Date AUG. 15, 2011



SASKATOON POLICE SERVICE HEADQUARTERS  
 MAIN FLOOR ELEVATION = 100 000  
 GEODETIC ELEVATION = 485.50

AREA OF ENCROACHMENT

1 SITE PLAN  
 1/24

26

1/24  
 2/24  
 3/24  
 4/24  
 5/24  
 6/24  
 7/24  
 8/24  
 9/24  
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Project: SASKATOON POLICE SERVICE HEADQUARTERS  
 Client: SASKATOON POLICE SERVICE  
 Architect: CS&P ARCHITECTS  
 Engineer: ELLISDON  
 Date: 2014-08-24

**EllisDon**  
**CS&P Architects**  
**aodbt**  
**Saskatoon**

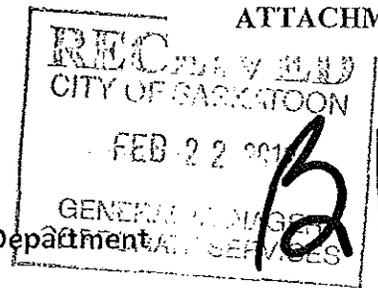
SASKATOON POLICE SERVICE HEADQUARTERS  
 SASKATOON, SASKATCHEWAN

SITE  
 1/24

scale:  
 date:  
 drawn:  
 checked by:  
 project number:  
 drawing number:

ATTACHMENT 2





## MEMO

**TO:** Marlys Bilanski, General Manager, Corporate Services Department  
City of Saskatoon

**FROM:** Bryan Leverick, Chair  
SREDA Board of Directors

**RE:** Proposed Changes Summary – Business Development Incentives Policy C09-014

**DATE:** February 7, 2012

---

The current City of Saskatoon Business Development Incentives Policy C09-014 provides the opportunity for eligible companies in the energy, oil and gas, mining, manufacturing, processing, technology, transportation/distribution, telecommunications, and data processing sectors to receive tax abatements on the incremental portion of property taxes for new or expansion projects.

The SREDA Board of Directors has considered and incorporated appropriate changes to the City's Business Development Incentives Policy C09-014 and is proposing the following changes and/or additions to the policy which have been incorporated into the final summary attached.

The following resolution was approved by SREDA's Board of Directors on February 7, 2012 and is to be forwarded to City Council for further review and consideration:

*THAT the SREDA Boards of Directors proposed changes to the City of Saskatoon's Business Development Incentives Policy C09-014 be approved and forwarded to Council for final review and approval.*

Thank you for forwarding this recommendation from our Board of Directors to City Council for review. Please note the Chair of SREDA's Incentive Sub-Review Committee, Mr. Dwaine Friesen, plans to attend the City Council meeting when the above item is being presented. If you could please advise the SREDA office of the approximate date and time this item will be reviewed, that would be much appreciated by telephone at 664-0728.

Bryan Leverick, Chair  
SREDA Board of Directors

Enclosure

Proposed Changes Summary – Business Development Incentives Policy C09-014

**POLICY DEFINITIONS CLAUSE 2**

**Add definition of Mining:**

*Mining - is the process or business of extracting ore or minerals from the ground.*

**Rationale:** Mining was not defined previously therefore it was important to define this term.

**Add definition of Oil and Gas Extraction:**

*Oil and Gas Extraction - is exploration and production of oil and gas.*

**Rationale:** Oil and Gas Extraction was not defined previously therefore it was important to define this term.

**Add definition of Energy:**

*Energy – refers to electric power generation, transmission, and distribution.*

**Rationale:** Energy was not defined previously therefore it was important to define this term.

**Existing Policy Clause 3.3b:**

*The applicant must be involved in energy, oil and gas, mining, manufacturing, processing, technology, transportation and logistics, telecommunications, or data processing. Head office relocations will be reviewed on a case-by-case basis if, by the nature of their business, they do not fit the categories enumerated herein.*

**Revise Policy Clause 3.3b to:**

*The applicant must be involved in energy, oil and gas extraction, mining, manufacturing, processing, technology, transportation/distribution, telecommunications, or data processing. Head office relocations will be reviewed on a case-by-case basis if, by the nature of their business, they do not fit the categories enumerated herein.*

**Rationale:** Consistency of how we describe the transportation/distribution and oil and gas extraction industries so that it is similar to how it is defined in the definitions section of the policy.

His Worship the Mayor and City Council  
The City of Saskatoon

## **LEGISLATIVE REPORTS**

### **Section A – OFFICE OF THE CITY CLERK**

**A1) Establishment of Polls and Polling Places  
2012 Local Government Elections  
(File No. CK. 265-1)**

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- RECOMMENDATION:**
- 1) that City Council approve the division of the City into polling areas as outlined on the attached map; and
  - 2) that City Council approve the polling places outlined in the attached list.

Section 17(1) of *The Local Government Election Act* states that City Council shall divide the municipality into as many polling areas as considered necessary for the convenience of voters, and name the polling place for each of the polling areas so established.

Attached is a map dividing the City into 60 polling areas, as well as a list of polling places. For the most part there is one poll located in each neighbourhood. Newer neighbourhoods such as Stonebridge and The Willows have a poll within their neighbourhood, while others such as Hampton Village, Rosewood, Willowgrove, and Arbor Creek have a poll in an adjoining neighbourhood.

### **PUBLIC NOTICE**

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

### **ATTACHMENTS**

1. Polling Areas and Polling Places
2. Map

**A2) Hours of Voting**  
**2012 Local Government Elections**  
**(File No. CK. 265-1)**

**RECOMMENDATION:** that polls be open for voting between 8:00 a.m. and 8:00 p.m. on election day.

*The Local Government Election Act* stipulates that polls must be open for voting between 9:00 a.m. and 8:00 p.m. as a minimum on election day, and that the Returning Officer may open polls for voting earlier than 9:00 a.m. on election day. Prior to 2003 there was no discretion allowed, and voting took place between the hours of 10:00 a.m. and 8:00 p.m.

In 2006 and 2009 voting took place between 8:00 a.m. and 8:00 p.m. Election officials must be at the poll one hour ahead of opening and stay up to one hour after the close of the poll, which means that they are working for 14 hours. It is therefore not recommended that polls open any earlier than 8:00 a.m.

**PUBLIC NOTICE**

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

**A3) Advance Polls**  
**2012 Local Government Elections**  
**(File No. CK. 265-1)**

**RECOMMENDATION:** 1) that City Council authorize the establishment of the following Advance Polls:

a) Committee Room E, City Hall

Saturday, October 13	10:00 a.m. – 5:00 p.m.
Monday, October 15	11:00 a.m. – 6:00 p.m.
Tuesday, October 16	11:00 a.m. – 6:00 p.m.
Wednesday, October 17	11:00 a.m. – 6:00 p.m.
Thursday, October 18	11:00 a.m. – 6:00 p.m.
Friday, October 19	11:00 a.m. – 6:00 p.m.
Saturday, October 20	10:00 a.m. – 5:00 p.m.

- b)     The Mall at Lawson Heights  
          Confederation Mall  
          Market Mall  
          The Centre
- |                      |                        |
|----------------------|------------------------|
| Saturday, October 13 | 11:00 a.m. – 5:00 p.m. |
| Thursday, October 18 | 1:00 p.m. – 8:00 p.m.  |
| Friday, October 19   | 1:00 p.m. – 8:00 p.m.  |
| Saturday, October 20 | 11:00 a.m. – 5:00 p.m. |
- c)     University of Saskatchewan
- |                       |                       |
|-----------------------|-----------------------|
| Monday, October 15    | 9:00 a.m. – 4:00 p.m. |
| Tuesday, October 16   | 9:00 a.m. – 4:00 p.m. |
| Wednesday, October 17 | 9:00 a.m. – 4:00 p.m. |
| Thursday, October 18  | 9:00 a.m. – 4:00 p.m. |
| Friday, October 19    | 9:00 a.m. – 4:00 p.m. |

- 2)     that the Returning Officer be authorized to make any changes that may become necessary to accommodate the needs of the malls.

Section 92(2) of *The Local Government Election Act* states that City Council shall authorize the establishment of one or more advance polls for eligible electors to cast their vote in advance of election day, and fix the days and hours for advance voting.

In an attempt to increase voter turnout by making Advance Poll voting more convenient, it is recommended that Advance Polls be established in four malls in the city, as well as at the University of Saskatchewan. While the malls have given their approval, it may be necessary to make minor changes to the hours of voting closer to the date of the election.

As in previous years, free transit will be available for all Advance Polls and on election day.

### **PUBLIC NOTICE**

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

**Section B – OFFICE OF THE CITY SOLICITOR**

**B1) Bylaw 8491 - The Campaign Disclosure and Spending Limits Bylaw, 2006  
Definition of “Election Advertising” and Deadline to File Statements  
(File No. CK. 255-5-1)**

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**RECOMMENDATION:** that City Council consider Bylaw No. 9012.

At its meetings held on February 6, 2012 and February 27, 2012, City Council received separate reports from Executive Committee recommending changes to The Campaign Disclosure and Spending Limits Bylaw, 2006.

The first report (Clause 2, Report No. 2-2012) was considered by City Council on February 6, 2012. City Council resolved that the deadline for Councillor candidates to file their Statements of Election Expenses and Contributions be increased to three months.

The second report (Clause 4, Report No. 3-2012) was considered by City Council on February 27, 2012. City Council resolved that a definition of “election advertising” be added to the Bylaw.

In both cases, the City Solicitor was instructed to prepare the appropriate amendment to the Bylaw.

Further to City Council’s instructions, we are pleased to submit The Campaign Disclosure and Spending Limits Amendment Bylaw, 2012. The proposed Bylaw contains both amendments as requested by City Council.

**ATTACHMENT**

1. Proposed Bylaw No. 9012, The Campaign Disclosure and Spending Limits Amendment Bylaw, 2012.

**B2) Bylaw No. 7767, *The Recreation Facilities and Parks Usage Bylaw, 1998*  
Proposed Amendments  
(File No. CK. 4205-1)**

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**RECOMMENDATION:** that City Council consider proposed Bylaw No. 9013.

Bylaw No. 7767, *The Recreation Facilities and Parks Usage Bylaw, 1998* (the “*Parks Bylaw*”), regulates the use of City public spaces, and all such areas are available for public use and public bookings. During the course of a review of the *Parks Bylaw*, it was found that other City public spaces, such as City Hall Square, Market Square and parts of River Landing, are also used for public gatherings but were not included in the *Parks Bylaw* when it was originally drafted.

With the growth of the City, there has been an increasing demand for usage of City Hall Square. As well, the development of River Landing has produced significant interest in public events in that area, particularly the Market Square. The Administration currently establishes bookings for these areas using the criteria which is set out in the *Parks Bylaw*, plus additional administrative requirements.

As a result, we are recommending that these areas be specifically identified within the *Parks Bylaw* but that only appropriate sections of the *Parks Bylaw* be applicable to them. This will allow the current booking procedures and criteria to continue but under the aegis of a bylaw.

It was also thought to be prudent to delegate the enforcement of the *Parks Bylaw* so there are clearer lines of authority over such areas.

The attached proposed Bylaw makes the recommended amendments to the *Parks Bylaw*.

#### **ATTACHMENT**

1. Proposed Bylaw No. 9013, *The Recreation Facilities and Parks Usage Amendment Bylaw, 2012*.
  
  - B3) Proposed Amendment to *The Cities Act*, S. S. 2002, c. C-11, Exempt Property and Taxes Owing from Previous Years  
(Files CK. 127-12 and CK. 1965-1)**
- 

**RECOMMENDATION:** that City Council write to the Minister of Municipal Affairs requesting an amendment to *The Cities Act*, S. S. 2002, c. C-11.1 as set out in this report.

#### **Background**

The Ministry of Municipal Affairs has recently issued a call for proposed amendments to *The Cities Act*. As City Council is aware, the question of exempt properties and notifications of sale has become an issue in Saskatoon. As a result, we are proposing that City Council request legislation in this area. Any legislative changes would come into effect in spring 2013, and would not be retroactive.

## **Report**

For properties in general, the Assessor is notified directly by Information Services Corporation of Saskatchewan (“ISC”) of transfers of land located within the City of Saskatoon which are registered at ISC. In addition, as part of the sale transaction, the parties will be interested in ensuring that the Assessor is aware of the date of the sale, so that the seller will no longer be liable for the taxes on the property after that date. If no transfer of title occurs at the closing date of the sale, the seller will notify the Assessor of the agreed date on which the liability for payment of taxes is to transfer to the new owner. This is because, in the absence of such notification, the Assessor will continue to charge the taxes to the seller, and the seller is liable to pay those taxes.

The situation with exempt property is somewhat different. The seller of exempt property is not paying taxes on the property. If the property is sold to someone who does not qualify as exempt, it becomes taxable. If on the date of the sale, title to the exempt property is transferred, the Assessor will receive a notice from ISC and will transfer the property to the taxable roll. If, however, there is no transfer of title at the time of the sale, the Assessor is reliant on the seller to provide him with notification of the sale, the same as in a sale of taxable property.

The difference is that, if the owner of the exempt property does not provide notice of the sale to the Assessor, the property continues to be treated as exempt. The seller (as an exempt entity) does not pay taxes, and the new owner does not pay taxes (because the Assessor is not aware of the sale). Unlike the private property scenario, there is no financial incentive for the exempt owner to promptly notify the Assessor of the sale.

This is the “gap” in the system which has been identified. It is, we believe, a gap which should be addressed. Tax exemption is a privilege which is extended to a very limited number of groups. Tax exempt properties utilize and benefit from municipal services and infrastructure, no different than all other properties in the City. However, unlike other properties, tax exempt properties do not pay for their share of municipal services and benefits. The taxable properties collectively pay the cost of the municipal services and benefits utilized by the tax exempt properties.

This is why it is critically important that the Assessor be immediately aware of any change in status of exempt property. To do otherwise, creates a situation where the collective tax payers are paying for the municipal services, not of an exempt entity, but of another property owner who has no right to such a benefit.

Our Office researched the legislation of Ontario and of all of the western provinces to see if this issue was addressed in any way in their legislation. Alberta’s legislation is like Saskatchewan’s

and does not address this situation. The other provinces, being Ontario, Manitoba and British Columbia, all address this situation in some fashion.

The most relevant and clearest legislation in our view is that of British Columbia. A copy of the relevant provisions are attached. British Columbia's *Assessment Act* [RSBC 1996] C. 20 ("BC's Act"), contains two provisions which we believe would be of assistance if included in Saskatchewan's *Cities Act*.

Section 17 of BC's Act provides that if land owned by the Crown (which is all tax exempt) is leased, granted or sold, the minister of the relevant ministry must immediately advise the assessor of the assessment area in which the land is located of the details of the lease or sale. Section 17 also requires that all public officers and officers and employees of Crown corporations and agencies must provide the assessor with all information as may be requested to complete assessments.

Section 17 deals with provincially-owned lands (including Crown corporations and agencies), but does not deal with other exempt properties, such as those owned by school boards and religious organizations. While it would be ideal to have all exempt property owners included, we are recommending that we start by asking that only the Province and its corporations and agencies have the reporting obligation at this time. The Province has the resources to put a reporting requirement into effect, and their experience would be a good test of the legislation.

Section 12(3) of BC's Act has provisions for the collection of taxes from previous years, which would also be of assistance in Saskatchewan.

The Saskatchewan *Cities Act* (s.178) provides that if an assessor discovers an error or omission in the assessment roll, he may correct the roll but only for the current year. This type of provision is common in municipal legislation. The intent is to prevent an assessor from creating a situation where a tax payer is faced with a large bill for back taxes, solely because of an error made by the assessor.

However, unlike Saskatchewan, other provinces include in their legislation an exception to this rule. The exception is for situations where the error in the assessment roll is caused by the actions of the tax payer.

Section 12(3) of BC's Act is an example of such legislation. It provides that if, after the completion of an assessment roll, the assessor finds that a property:

- (a) was liable for assessment in a previous year, but not assessed; or

- (b) was assessed in a previous year for less than the amount for which it should have been assessed; and,

is attributable to:

- (a) an owner's failure to disclose;
- (b) an owner's concealment of particulars relating to assessable property;
- (c) a person's failure to make a return required by the Act; or
- (d) a person's making of an incorrect return,

then the assessor may go back and reassess the previous year or years. The number of years which may be revisited is unlimited, provided that the above conditions apply. Once a property is assessed or reassessed for a previous year or years, taxes will be owing for that year or years. As we understand it, penalties would be payable.

Legislation such as this would be a strong incentive for property owners to take responsibility to ensure that the Assessor knows what property they own, including its full particulars.

In summary, legislation such as British Columbia's would go a long way towards closing the "gap" identified recently in Saskatoon. It is not unique legislation. Manitoba and Ontario also address the issue in their statutes. The appropriate request is to the Minister of Municipal Affairs for an amendment to *The Cities Act*. The Province has indicated that they may be preparing amendments to *The Cities Act* for the fall 2012 Legislature, with passage proposed for spring 2013.

#### **PUBLIC NOTICE**

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

#### **ATTACHMENT**

1. Sections 17 & 12 of the *Assessment Act* [RSBC 1996] C. 20.

**B4) Street Activity Steering Committee**  
**(File No. CK. 5000-1)**

- RECOMMENDATION:**
- 1) that the attached Agreement between the City and The Partnership be approved;
  - 2) that City Council authorize His Worship the Mayor and the City Clerk to execute the Agreement under the Corporate Seal;
  - 3) that City Council appoint the Street Activity Steering Committee as a Special Committee with the term, membership and mandate as set out in this report; and
  - 4) that the City Clerk be authorized to provide appropriate services to the Street Activity Steering Committee.

At its meeting held on March 12, 2012, City Council made the following resolutions:

- “1) that the City Solicitor bring forward to City Council a draft two-year contract between the City and The Partnership to deliver the Community Support Program as outlined in the attached report dated February 29, 2012;
- 2) that the City Solicitor bring forward a draft bylaw to establish the Street Activity Steering Committee for a two-year period, reporting to Administration and Finance Committee; ...”

**1. Agreement with The Partnership**

Attached please find a proposed Agreement with The Partnership to deliver the Community Support Program (the “Program”) in accordance with the February 29, 2012, report to Administration and Finance Committee. The Agreement incorporates the intended relationship of The Partnership and the Street Activity Steering Committee (the “Steering Committee”).

The contract amounts are \$435,120.00 for year one (being \$68,700.00 start-up expenses and \$366,420.00 payment for services) and \$367,720.00 for year two. These amounts are \$20,150.00 more for year one and \$12,600.00 more for year two than was shown in the budget presented to Administration and Finance Committee. This reflects final estimates regarding leasehold improvements, Workers’ Compensation rates, the cost of City radios, administration costs, etc.

## 2. Establishment of Street Activity Steering Committee

City Council has the authority under section 75 of The Council and Committee Procedure Bylaw, 2003 to appoint Special Committees by resolution. The Steering Committee is intended to remain in place only for the length of the two-year Program. At the end of that time the Program will be evaluated. We expect that the continuation and membership of the Steering Committee will also be reviewed at that time. As a result, it is our recommendation that the Steering Committee be structured as a two-year Special Committee, with the following membership, term and mandate:

### Membership

Vanessa Charles - Saskatoon Anti-Poverty Coalition  
Terry Scaddan - The Partnership  
Randy Pshebylo - Riversdale BID  
Sarah Marchildon - Broadway BID  
The Saskatoon Chief of Police or his designate  
*Advisor to the Steering Committee*  
Elisabeth Miller - Community Services Department, City of Saskatoon

### Term

April 1, 2012, to March 31, 2014. The Steering Committee shall not continue beyond its term, unless expressly provided for by City Council.

### Mandate

- (a) to hold regular meetings once the Program is fully operational, to receive reports from the Supervisor of the Program and discuss issues as they arise in the Program and are brought forward to the Steering Committee;
- (b) to assist The Partnership, as requested, in the coordination of the Program;
- (c) to report on the Program to the Administration and Finance Committee, with the first report occurring as soon as possible after the Community Support Officers are actually patrolling the streets, and the second report occurring no later than January 31, 2013;
- (d) to provide reports on gaps or issues arising out of the Program, as may be appropriate, to the Safe Streets Commission;

- (e) to continue to meet on a regular basis with the group of community support agencies which has been brought together, to provide information to them and seek feedback from them on the Program. These meetings shall occur at least four times per year during the term of the Steering Committee;
- (f) to approach the provincial and federal governments, to investigate possible funding for the Program; and
- (g) to ensure that appropriate statistics are collected during the term of the Program; to hire Inshtrix Research Inc. to conduct a follow-up study in the fall of 2013 (at a cost of no more than \$35,000.00 of City funds), and to report to the Administration and Finance Committee no later than November 12, 2013, with a recommendation as to whether the Program should be continued and, if yes, what sources of funding might be available.

The City Clerk has indicated that their office would be able to provide services to the Steering Committee.

**PUBLIC NOTICE**

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

**ATTACHMENT**

1. Memorandum of Agreement between The City of Saskatoon and The Partnership.

Respectfully submitted,

---

Janice Mann, City Clerk

---

Theresa Dust, City Solicitor

## 2012 CIVIC ELECTION POLLING AREAS AND POLLING PLACES

A1

(\* Facilities with asterisk are wheelchair accessible, but access may be difficult for some people. Voters for which this is an issue are encouraged to vote either at an Advance Poll or at an adjacent poll (eg. Poll 105 residents vote at St. Paul School (Poll 103)).

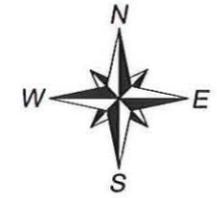
POLL NO.	WARD	POLLING PLACE	ADDRESS
101	1	Forest Grove School	501-115 <sup>th</sup> Street East
102	1	Sutherland School	1008 Egbert Avenue
103	1	St. Paul School	1527 Alexandra Avenue
104	1	First Mennonite Church	418 Queen Street
105	1	St. Michael School*	22-33 <sup>rd</sup> Street East
106	1	Henry Kelsey School	16 Valens Drive
201	2	Caswell School	204-30 <sup>th</sup> Street
202	2	Princess Alexandra School	210 Avenue H South
203	2	St. Mary Community School	327 Avenue N South
204	2	W.P. Bate School	2515-18 <sup>th</sup> Street West
205	2	St. Dominic School	3301 Dieppe Street
206	2	St. John School	1205 Avenue N South
207	2	King George School	721 Avenue K South
301	3	Fairhaven School	495 Forrester Road
302	3	St. Marguerite School	1235 McCormack Road
303	3	Father Vachon School	3722 Centennial Drive
304	3	Bishop Roborecki School	24 Pearson Place
401	4	Westmount School	411 Avenue J North
402	4	Howard Coad School	431 Avenue T North
403	4	Bishop Klein School	1121 Northumberland Avenue
404	4	Dundonald School	162 Wedge Road
405	4	Caroline Robins School	1410 Byers Crescent
406	4	St. Peter School	202 Sumner Crescent
501	5	River Heights School	60 Ravine Drive
502	5	Rusty MacDonald Library Auditorium	225 Primrose Drive
503	5	Lawson Heights School	430 Redberry Road
504	5	Silverwood Heights School	403 Silverwood Road
505	5	Brownell School	247 Russell Road
601	6	Saskatoon Public Library	311 – 23 <sup>rd</sup> Street East
602	6	Oskayak High School	919 Broadway Avenue
603	6	Cosmopolitan Senior Citizens' Centre	614 – 11 <sup>th</sup> Street East
604	6	Brunskill School	101 Wiggins Avenue
605	6	Bishop Murray High School	615 Wiggins Avenue
606	6	Holliston School	1511 Louise Avenue
607	6	Ecole Canadienne-Francaise de Saskatoon	1407 Albert Avenue
608	6	Buena Vista School	1306 Lorne Avenue

<b>POLL NO.</b>	<b>WARD</b>	<b>POLLING PLACE</b>	<b>ADDRESS</b>
701	7	Queen Elizabeth School	1905 Eastlake Avenue
702	7	St. Frances School	2141 McPherson Avenue
703	7	Seventh Day Adventist Christian School	2228 Herman Avenue
704	7	John Lake School	2606 Broadway Avenue
705	7	The Willows Golf & Country Club	382 Cartwright Street
706	7	Circle Drive Alliance Church	3035 Preston Avenue South
707	7	Hugh Cairns School	2621 Cairns Avenue
708	7	Prince Philip School	1715 Drinkle Street
709	7	Pope John Paul II School	3035 Arlington Avenue
710	7	Holy Cross High School	2115 McEown Avenue
801	8	St. Matthew School	1508 Arlington Avenue
802	8	Greystone Heights School	2721 Main Street
803	8	College Park School	3440 Harrington Street
804	8	St. Augustine School	602 Boychuk Drive
805	8	Lakewood Civic Centre	1635 McKercher Drive
901	9	Bishop Pocock School	227 Avondale Road
902	9	Cliff Wright Library Auditorium	1635 McKercher Drive
903	9	St. Bernard School	203 Whiteshore Crescent
904	9	Lakeridge School	305 Waterbury Road
905	9	St. Luke School	275 Emmeline Road
1001	10	Father Robinson School	530 Rogers Road
1002	10	Alice Turner Library	110 Nelson Road
1003	10	Dr. John G. Egnatoff School	225 Kenderdine Road
1004	10	Mother Teresa School	738 Konihowski Road

03/12/12

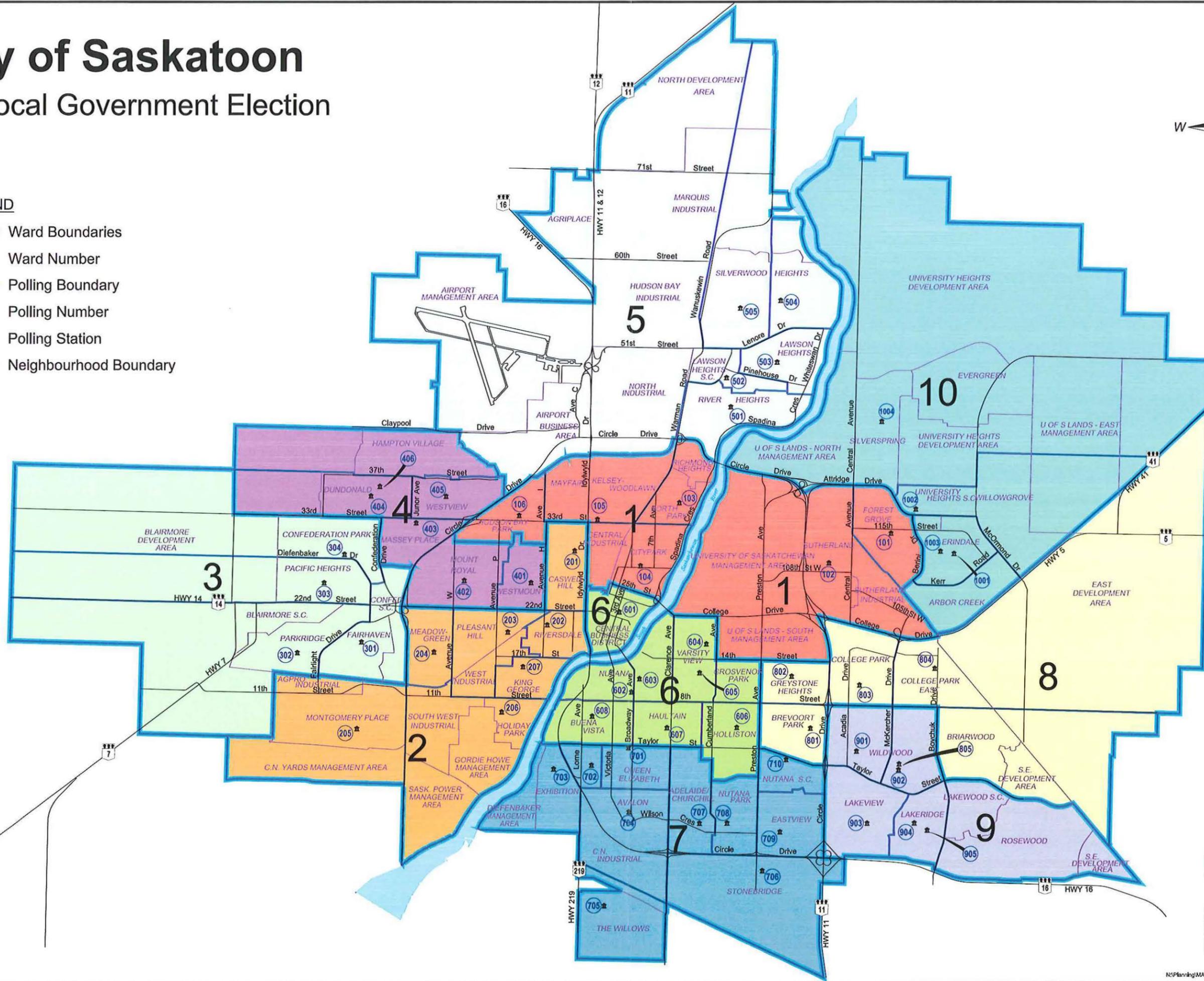
# City of Saskatoon

## 2012 Local Government Election



### LEGEND

- Ward Boundaries
- 10** Ward Number
- Polling Boundary
- 101 Polling Number
- ✚ Polling Station
- Neighbourhood Boundary



**City of Saskatoon**  
Community Services  
Planning & Development Branch

NOTE: The information contained on this map is for reference only and not to be used for legal purposes. This map may not be reproduced without the expressed written consent of Community Services - Future Growth, Mapping & Research Section.  
DRAWING NOT TO BE SCALED  
March 2012

B1

**BYLAW NO. 9012****The Campaign Disclosure and  
Spending Limits Amendment Bylaw, 2012**

The Council of The City of Saskatoon enacts:

**Short Title**

1. This Bylaw may be cited as The Campaign Disclosure and Spending Limits Amendment Bylaw 2012.

**Purpose**

2. The purpose of this Bylaw is to amend The Campaign Disclosure and Spending Limits Bylaw, 2006:
  - (a) to add a definition for election advertising; and
  - (b) to increase the time that candidates for councillor have to file a Statement of Election Expenses/Contributions with the Returning Officer.

**Bylaw No. 8491 Amended**

3. The Campaign Disclosure and Spending Limits Bylaw, 2006 is amended in the manner set forth in this Bylaw.

**Section 2 Amended**

4. Section 2 is amended by adding the following clause after clause (h):
  - “(h.1) “election advertising” means the transmission to the public by any means of an advertising message that promotes or opposes the election of a candidate, and includes one in which the candidate’s name or image is predominately featured promoting, sponsoring, endorsing or launching any project or enterprise if, in the opinion of the Election Disclosure Complaints Officer, it can reasonably be inferred that the message is intended to promote the election of that candidate, but shall not include advertising done in the ordinary course of the candidate’s business;”

**Section 5 Amended**

5. Subsection 5(2) is amended by striking out “two” in clause (b) and substituting “three”.

**Coming Into Force**

6. This Bylaw shall come into force on the day of its final passing.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

---

Mayor

---

City Clerk

B2

**BYLAW NO. 9013**

**The Recreation Facilities and Parks Usage Amendment Bylaw, 2012**

The Council of The City of Saskatoon enacts:

**Short Title**

1. This Bylaw may be cited as The Recreation Facilities and Parks Usage Amendment Bylaw, 2012.

**Purpose**

2. The purpose of this Bylaw is to amend *The Recreation Facilities and Parks Usage Bylaw, 1998*, to ensure that all City public gathering spaces are treated similarly and subject to the same level of regulation.

**Bylaw No. 7767 Amended**

3. *The Recreation Facilities and Parks Usage Bylaw, 1998* is amended in the manner set forth in this Bylaw.

**Section 3 Amended**

4. Section 3 is amended by adding the following after clause (g.1):  
  
“(g.2) “Public Square” means land owned, operated or controlled by the City or another civic agency and intended for public gatherings, displays or events and includes: City Hall Square and, in particular, the lands bordered by 3<sup>rd</sup> Avenue and 4<sup>th</sup> Avenue North, and 23<sup>rd</sup> Street and 24<sup>th</sup> Street East; and the lands that comprise River Landing including, Market Square and, in particular, the lands that are bordered by 3<sup>rd</sup> Avenue South, 19<sup>th</sup> Street, Avenue C South and the South Saskatchewan River;”

**Parts IV and V Added**

5. The following parts are added after section 29:

**“Part IV  
Public Square Provisions**

**Use of Public Square**

30. (1) A person shall apply to the City for permission for casual use, extended event use or major event use of a Public Square.
- (2) The City may approve a proposed event if it meets the criteria for use set out in Subsection 5(3) and the applicable City policies and does not conflict with other uses of the Public Square or any neighbouring Park.
- (3) The City may impose appropriate conditions for the use of a Public Square on the applicant.

**Contract**

31. (1) If an application for a proposed event in a Public Square is approved by the City, the applicant may be required to enter into a contract with the City with respect to the use.
- (2) The applicant shall pay to the City such fees for the use of a Public Square as may from time to time be established by the City.

**Temporary Structure in a Public Square**

32. (1) No person shall erect a Temporary Structure in a Public Square without a permit from the City.
- (2) If any person erects a Temporary Structure contrary to Subsection (1), the City may notify the person, verbally or in writing, to remove it immediately and, if the person fails to do so, the City may remove and dispose of the Temporary Structure at the expense of the person who erected the Temporary Structure.

**Business Permit Required**

33. No person shall carry out commercial activity in a Public Square unless written permission to do so has been received from the City.

### **Sleeping Overnight in a Public Square**

34. No person shall sleep in a Public Square between the hours of 9:00 p.m. and 6:00 a.m.

### **Destruction of Property**

35. No person shall damage or destroy any structure in a Public Square.

### **Fireworks and Firearms Prohibited**

36. (1) No person shall discharge any firearm or any weapon in a Public Square unless written permission to do so has been received from the City.
- (2) No person shall discharge any firework in a Public Square unless written permission to do so has been received from the City.

## **Part V Enforcement**

### **Enforcement**

37. (1) The administration and enforcement of this Bylaw is hereby delegated to the City Manager of The City of Saskatoon.
- (2) The City Manager is hereby authorized to further delegate the administration and enforcement of this Bylaw to the General Managers of the Community Services Department and the Infrastructure Services Department for The City of Saskatoon.
- (3) The General Managers of the Community Services Department and the Infrastructure Services Department for The City of Saskatoon may appoint an employee, agent or other officer to enforce this Bylaw.”

**Sections 30 to 32 Renumbered**

6. Sections 30, 31 and 32 of the Bylaw are amended by renumbering these sections as “38”, “39” and “40”, respectively.

**Coming into Force**

7. This Bylaw shall come into force on the day of its final passing.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

B3

**Assessor to be advised of sales, etc.**

17 (1) If land of the Crown or treaty lands have been leased, granted or sold, the minister of the relevant ministry, or the representative designated by the treaty first nation by notice in writing to the assessment authority, as the case may be, must immediately advise the assessor of the assessment area in which the land is located, the name and address of the lessee, grantee or purchaser, the legal description, consideration and other details of the transfer.

(2) All public officers and officers and employees of Crown corporations and agencies, and individuals occupying similar positions with a treaty first nation or a public institution of a treaty first nation, must, on the written request of an authorized person, provide without fee all information as may be requested to complete assessments under this Act.

12 (1) [Repealed 1998-22-6.]

(2) If, after the completion of an assessment roll, the assessor finds that any property or any thing liable to assessment

(a) was liable to assessment for the current year, but has not been assessed on the current roll, or

(b) has been assessed for less than the amount for which it was liable to assessment,

the assessor must assess the property or thing on a supplementary roll, or further supplementary roll, subject to the conditions of assessment governing the current assessment roll on which the property or thing should have been assessed.

(3) If, after the completion of an assessment roll, the assessor finds that any property or any thing liable to assessment

(a) was liable to assessment for a previous year, but has not been assessed on the roll for that year, or

(b) has been assessed in a previous year for less than the amount for which it was liable to assessment,

the assessor must assess the property or thing on a supplementary roll or further supplementary roll for that year, subject to the conditions of assessment governing the assessment roll on which the property or thing should have been assessed, but only if the failure to assess the property or thing, or the assessment for less than it was liable to be assessed, is attributable to

(c) an owner's failure to disclose,

(d) an owner's concealment of particulars relating to assessable property,

(e) a person's failure to make a return, or

(f) a person's making of an incorrect return,

required under this or any other Act.

(4) Despite sections 10, 11 and 42, and in addition to supplementary assessments under subsections (2) and (3), the assessor may, at any time before December 31 of the year following completion of the assessment roll under section 3, correct errors and omissions in a completed assessment roll by means of entries in a supplementary assessment roll.



B4

## Memorandum of Agreement

This Agreement made effective April 1, 2012.

Between:

**The City of Saskatoon**, a municipal corporation pursuant to *The Cities Act*, S.S. 2002, Chapter C-11.1 (the "City")

- and -

**Saskatoon Downtown Business Improvement District**, a corporation established pursuant to Bylaw No. 6710 of The City of Saskatoon, operating under the name of "*The Partnership*" ("The Partnership")

Whereas City Council in November of 2011 received a Street Activity Baseline Study;

And Whereas as a partial response to that Study, City Council is interested in having a Community Support Program delivered in Saskatoon within the boundaries of the Riversdale Business Improvement District, the Broadway Business Improvement District and The Partnership (the "Area");

And Whereas the Community Support Program shall include the deployment of Community Support Officers who will endeavour to address the community issues in the Area;

And Whereas The Partnership is willing to deliver and manage the desired Community Support Program.

Now Therefore this Agreement witnesseth that the parties agree as follows:

### Term

1. The term of this Agreement shall be from April 1, 2012 to March 31, 2014 (the "Term").

## The Community Support Program

2. (1) The Partnership shall deliver and manage a Community Support Program (the “Program”) which will employ a minimum of one Supervisor and four Community Support Officers (“CSOs”), whose primary responsibility is to engage in (and/or supervise) highly visible, uniformed patrols in the Area that reassure community members, as well as coordinating a response to some of the community issues in the Area with relevant community support organizations, local businesses and the Saskatoon Police Service.
- (2) The main duties expected of a CSO are:
  - (a) patrols, primarily on foot, the Area to provide a familiar, highly visible and accessible uniformed presence;
  - (b) assists community members in need in accessing relevant supports such as healthcare, addictions and crisis counselling, food and shelter, or other needs, as required;
  - (c) contacts appropriate community support agencies, when necessary;
  - (d) responds to requests regarding panhandling, loitering, public drunkenness and other related activities and is responsible for the enforcement of relevant municipal bylaws. Contacts civic organizations, such as the Saskatoon Police Service, when necessary;
  - (e) establishes and facilitates partnerships with local businesses, residents and community support organizations in order to be aware of potential issues and areas of concern. Assists with the identification of locally highlighted issues and collaborates with community support agencies, residents and others to develop and implement resolutions to these issues;
  - (f) promotes relevant social programs to members of the community in need; and
  - (g) provides support in the prevention of criminal activities and provincial offences.
- (3) The Partnership, as employer, shall have the responsibility for and control over the Supervisor and the CSOs.

### **Program Area**

3. (1) The Area in which the Program is to be delivered is the total area within the boundaries of the following three Business Improvement Districts, namely: the Broadway Business Improvement District, the Riversdale Business Improvement District and The Partnership.
- (2) The Partnership, in consultation with the Street Activity Steering Committee (the "Committee"), shall be responsible for designating specific patrol areas. Areas of particular concern which are identified in the Street Activity Baseline Study, shall be included in the factors considered when deciding on specific patrol areas.

### **Role of the Committee**

4. The Partnership agrees that it shall consult with, and work closely with, the Committee during the Term of this Agreement. The Partnership agrees that it shall facilitate the attendance of the Supervisor at all regular meetings of the Committee.

### **Hours of Work/Days of the Week Covered**

5. The Partnership agrees that the Program shall operate Tuesday-Saturday from 8:00 a.m. to 10:00 p.m. Patrolling special events on other days shall be considered. At least two people shall be on duty at any time.

### **Uniforms**

6. The Partnership agrees that the uniforms worn by the Supervisor and the CSOs shall be similar to those which were recommended by the Committee and approved by City Council at its meeting on March 12, 2012. The back of the jacket will have the words "Community Support" in prominent letters.

### **Bylaw Appointment**

7. (1) The City hereby appoints the employees of The Partnership who have the job title of Community Support Supervisor or Community Support Officer to be City of Saskatoon bylaw enforcement officers appointed pursuant to section

337 of *The Cities Act* for the purpose of enforcing the following City bylaws, and no others:

- Parks Bylaw;
  - Bicycle Bylaw;
  - Panhandling Bylaw;
  - Spitting, Urinating and Defecating Bylaw; and
  - Part VI (Pedestrians) and Part VI.A (Skateboards, Longboards, Rollerblades) of the Traffic Bylaw.
- (2) The Supervisor and the CSOs shall attend court, when necessary, as it relates to the enforcement of the bylaws, at no additional charge to the City.
- (3) The appointment shall not include the right to represent the City before a justice of the peace or provincial court judge in the prosecution of anyone who is charged with contravention of a bylaw.

### **Facilities, Equipment and Training**

8. The Partnership agrees to provide:
- (a) office space for the operation of the Program, which space shall not be within the existing offices of The Partnership, the Broadway BID or the Riversdale BID;
  - (b) all necessary facilities and equipment, including but not limited to:
    - (i) a van for the use by the Supervisor;
    - (ii) cell phones and City radios for all employees of the Program;
    - (iii) appropriate computer equipment, internet connections, facsimile machines or other office items or furnishings; and
  - (c) appropriate staff training for all employees of the Program, including:
    - (i) personal safety skills and verbal judo;
    - (ii) bylaw enforcement protocol;

- (iii) poverty awareness workshop;
- (iv) knowledge of key community support organizations;
- (v) basic knowledge of youth and mental health issues.

### **Data and Reports**

9. (1) The Partnership shall ensure that appropriate data on the Program is collected on an ongoing basis. The Partnership and the Committee shall work together to finalize the types of data to be collected.
- (2) The Partnership shall ensure that the Supervisor of the Program submits regular reports to the Committee which compiles the data collected, both by the month and year-to-date, in a format that is acceptable to the Committee.
- (3) The Partnership shall ensure that any personal information which may be collected as part of compiling data is kept confidential and is not included in any reports to the Committee.
- (4) For greater certainty, the parties acknowledge and agree that, except for the reports provided to the Committee, all records and information kept and compiled under the terms of this Agreement, shall be The Partnership's records and information.

### **Complaints Procedure**

10. (1) The Partnership shall develop a complaints investigation procedure for complaints against the Supervisor or the CSOs that is acceptable to the Committee. Complaint forms, both hard copy and electronic, shall be made available within the Area of the Program.
- (2) If complaints are received by the Committee or the City, they shall be forwarded to The Partnership, and investigated by The Partnership as if the complaint had been made directly to them.
- (3) The Partnership agrees that the regular report of the Supervisor to the Committee shall include a summary of complaints received, both in the previous month and year-to-date, a general description of the type of

complaint, and whether or not the complaint was resolved to the satisfaction of the complainant. The Committee shall not have access to the specifics of individual complaints.

## Payment

11. (1) For the year commencing April 1, 2012 and ending March 31, 2013, the City shall pay to The Partnership a total amount of \$435,120.00 plus Goods and Services Tax ("GST"). This amount shall include \$68,700.00 plus GST as start-up expenses and \$366,420.00 plus GST as payment for services. The first payment on April 1, 2012 shall be the start-up expenses plus 1/12 of the payment for services. On the first of each of the remaining months, the payment shall be 1/12 of the payment for services.
- (2) For the year April 1, 2013 and ending March 31, 2014, the City agrees to pay to The Partnership a total amount of \$367,720.00 plus GST as payment for services. Payment shall be made in equal monthly instalments on the first day of each month during the year commencing April 1, 2013.
- (3) The Partnership shall provide the City with an audited financial statement for the Program no later than May 31, 2013 for year one of this Agreement and May 31, 2014, for year two of this Agreement. Upon request of the City, The Partnership shall provide such additional details as the City may reasonably require.
- (4) The parties agree that if the payment for services for either year one or year two does not meet the actual expenses of the Program for that year, The Partnership may apply to the City for sufficient monies to address the over-expenditure. The parties agree that City Council shall have sole discretion as to whether it agrees that there has been an over-expenditure and, if so, whether it should be paid.
- (5) If at the end of year two or at the end of the Agreement if terminated earlier, the parties agree that the payment for services received by The Partnership exceeds the actual expenses of the Program, then the excess amount shall be returned to the City and deposited in the Streetscape Reserve - Core BID for the City.

### **Sponsorship and Grants**

12. (1) The City expressly agrees that The Partnership may solicit corporate or individual donations, of money or in kind, to support or defray the costs of the Program, so long as The Partnership shall be solely responsible for the terms of any such sponsorship.
- (2) In the event any senior government grants are obtained and paid directly to The Partnership, The Partnership shall report the same to the City in the financial statements that are provided to the City pursuant to subsection 11(3) of this Agreement.

### **Termination**

13. (1) This Agreement may be terminated by either party by providing the other party with 180 days' prior written notice thereof.
- (2) Notwithstanding subsection (1), this Agreement may be terminated on a date certain by agreement of both parties.
- (3) Should City Council during budget deliberations in December 2013, decide to not continue the Program beyond March 31, 2014, the City agrees to notify The Partnership of this decision no later than December 31, 2013.

### **Agreement Not Assignable**

14. The Partnership may not assign this Agreement without the written consent of the City, which consent may be unreasonably withheld.

### **Applicable Law of Contract**

15. This Agreement shall be governed by the laws of the Province of Saskatchewan and all proceedings in relation to this Agreement shall be had and taken in the Courts for the Province of Saskatchewan.

### **Compliance with Laws**

16. The Partnership shall comply with all laws of Canada, the Province of Saskatchewan, and all bylaws of The City of Saskatoon, and any other rules or regulations or requirements imposed by any lawful authority with respect to the operation of the Program.

### **Waiver**

17. The waiver of either party of any default or breach of this Agreement shall not constitute a waiver of any other subsequent default or breach and no act or omission on behalf of either party shall constitute a waiver unless indicated in writing by the party granting the waiver.

### **Severance**

18. It is intended that all the provisions of this Agreement shall be fully binding upon each of the parties, but in the event that any particular provision or provisions or part of one is found to be invalid, then that particular provision or provisions or part of such a provision shall be deemed to be severed from the remainder of this Agreement and all other provisions shall remain in full force and effect.

### **Entire Agreement**

19. This Agreement constitutes the entire agreement between the parties. The Partnership acknowledges that there are no collateral agreements or representations, warranties, promises or inducements not embodied herein and that if any act or statement of the City might be construed as a collateral agreement or representation or warranty or promise or inducement, that the same has not been relied upon by The Partnership.

### **Amendments to Agreement**

20. No amendments to this Agreement shall be valid or authorized unless made in writing duly executed by both parties.

## Mediation/Arbitration

21. (1) The parties acknowledge and agree that in the event a dispute arises under this Agreement, either party may request the assistance of a mediator, to be appointed by Saskatchewan Mediation Services, to assist in the resolution of such dispute. In such event, both parties agree to use *bona fide* efforts to resolve such dispute and to share the costs of any such mediation.
- (2) Should the dispute not be resolved through mediation, the dispute may be referred to arbitration pursuant to the provisions of *The Saskatchewan Arbitration Act*, with the written consent of both parties.

## Time

22. Time shall be of the essence of this Agreement.

## Notices

23. All notices required under this Agreement shall be in writing and delivered by hand to the party for which it is intended, sent by fax, e-mail or similar form of transmitted message or sent by prepaid courier directed to such party at the address indicated below, or at such other address as either party may stipulate by notice to the other. Any notice delivered by hand or prepaid courier shall be deemed to be received on the date of actual delivery thereof. Any notice so sent by fax, e-mail or similar form of transmitted message shall be deemed to have been received on the next business day following transmission.

To the City:

Office of the City Clerk  
City Hall, 222 - 3rd Avenue North  
Saskatoon SK S7K 0J5  
Attention: City Clerk  
Facsimile: (306) 975-2784

To The Partnership:

Saskatoon Downtown Business Improvement District  
345 Third Avenue South  
Saskatoon SK S7K 1L9  
Attention: Mr. Terry Scaddan, Executive Director  
Facsimile: (306) 664-2245

In Witness Whereof the parties have hereunto affixed their corporate seals and/or duly attested by the hands of their proper officers in that behalf, as of the day and year first above written.

**The City of Saskatoon**

\_\_\_\_\_  
Mayor

c/s

\_\_\_\_\_  
City Clerk

**Saskatoon Downtown Business Improvement District**

\_\_\_\_\_  
  
\_\_\_\_\_  
c/s



His Worship the Mayor and City Council  
The City of Saskatoon

**REPORT**  
of the  
**PLANNING AND OPERATIONS COMMITTEE**

Composition of Committee

Councillor C. Clark, Chair  
Councillor P. Lorje  
Councillor R. Donauer  
Councillor B. Dubois  
Councillor M. Loewen

1. **Business License Program – Business Profile – Annual Report 2011  
(Files CK. 430-76 and PL. 4005-9)**

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

Attached is a report of the General Manager, Community Services Department dated March 5, 2012, providing the 2011 Annual Report of the Business License Program.

Your Committee has reviewed the report with the Administration. The Administration has advised that information on the Business License Program is available on the City's website [www.saskatoon.ca](http://www.saskatoon.ca) under "Business License" in the alphabetical listing. Copies of previous annual reports are available, along with the Business Start-Up Guide, and other resources.

A copy of the Business Profile – Annual Report 2011 is provided on the website as part of this report.

2. **Special Events Policy No. C03-007**  
**Request for Funding – 2012 Saskatchewan Provincial 55+ Games**  
**(Files CK. 1870-15 and LS. 1870-12-2)**

**RECOMMENDATION:** that funding in the amount of \$40,000 be allocated to the 2012 Saskatchewan Provincial 55+ Games, as this event meets the eligibility requirements as outlined in the Special Events Policy No. C03-007.

Attached is a report of the General Manager, Community Services Department, dated March 6, 2012, with respect to the above request for funding from the Special Events Reserve.

Your Committee has reviewed and supports the above recommendation of the Administration with respect to a request for funding for the 2012 Saskatchewan Provincial 55+ Games to be held in Saskatoon from July 3 to 5, 2012.

3. **New Initiative to Promote Healthy Living**  
**(Files CK. 205-1 and LS. 205-1)**

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

Attached is a report of the General Manager, Community Services Department dated February 28, 2012, submitted in response to a referral from City Council.

Your Committee has reviewed the report with the Administration and is forwarding the report to City Council for information.

**4. Westgate Heights Attainable Housing Inc. - Innovative Housing Incentives  
Affordable Rental Units – 3315 Centennial Drive  
(Files CK. 750-4 and PL. 951-111)**

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- RECOMMENDATION:**
- 1) that funding of \$700,000 for 34 affordable rental units by Westgate Heights Attainable Housing Inc., located at 3315 Centennial Drive, be approved under Innovative Housing Incentives Policy No. C09-002;
  - 2) that a five-year tax abatement on the incremental taxes be applied to the subject property commencing the next taxation year following completion of the project; and
  - 3) that the City Solicitor be requested to prepare the necessary 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 March 5, 2012, with respect to an application for funding assistance for 34 affordable rental units under the Innovative Housing Incentives Policy.

Your Committee has reviewed the report with the Administration. The Administration advised that the application for funding is for affordable rental units targeted for larger families. Further clarification was provided by Ms. Deb Horseman, Project Development Consultant, Saskatchewan Housing Corporation, that the units would be offered to low-income households with an annual income at or below the Maximum Income Limits as determined by the Saskatchewan Housing Corporation, which is currently at \$52,000 for families. Monthly rental costs for the three-bedroom units would be around \$950, with appropriate increases for each added bedroom.

The Administration has advised your Committee that the site plan was attached for information only and will be subject to further review and revision.

Following review of the matter further with the Administration, your Committee is supporting the above recommendations of the Administration.

**5. 2011 Annual Report – Neighbourhood Services Section –  
Community Development Branch  
(Files CK. 430-34 and LS. 430-8)**

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

Attached is a report of the General Manager, Community Services Department dated March 6, 2012, providing the 2011 Annual Report of the Neighbourhood Services Section.

Your Committee has reviewed the report with the Administration and is forwarding the report to City Council as information.

Respectfully submitted,

---

Councillor C. Clark, Chair

1.

**TO:** Secretary, Planning and Operations Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** March 5, 2012  
**SUBJECT:** Business License Program - Business Profile – Annual Report 2011  
**FILE NO:** PL 4005-9

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**RECOMMENDATION:** that the attached report be received and forwarded to City Council for information.

### **BACKGROUND**

The Planning and Development Branch's Business License Program provides business information as a value-added service to the business community. As part of this program, an annual report that provides a summary and analysis of business activity for the City of Saskatoon (City) has been produced since 2000.

The information in the annual report also provides measures and support for the City's Strategic Goal of Economic Diversity and Prosperity. In particular, the annual report provides information on two success indicators for this Strategic Goal – the number of business licenses issued, and the rate of business growth.

### **REPORT**

Attachment 1 is the Business Profile - Annual Report 2011 (Annual Report) produced by the Business License Program. The Annual Report provides comprehensive statistical information related to business activity in Saskatoon, including information on new businesses, commercial/industrial businesses, and home based businesses for 2011.

The information provided in the Annual Report includes:

- a) the total number of businesses by industry sector;
- b) the number of commercial/industrial businesses by neighbourhood;
- c) the number of home based businesses by neighbourhood;
- d) a list of the top ten new commercial/industrial businesses for 2011; and
- e) a list of the top ten new home based businesses for 2011.

The Business License Program highlights from 2011 include:

- a) a total of 9,632 licensed businesses (there were 9,299 licensed businesses in 2010);
- b) home based businesses represented 40 percent of all licensed businesses in Saskatoon;
- c) there were 1,166 new business licenses issued, 833 businesses closed for a net gain of 333 business licenses;
- d) second highest year for new home based businesses (798);
- e) the Trade Sector and the Construction Sector contain the greatest number of licensed businesses in Saskatoon; and

- f) there were 269 new home based businesses involved in the Construction Sector, of which 120 were in Residential Building Construction.

The Annual Report will be provided to various business groups, including the Greater Saskatoon Chamber of Commerce and the Saskatoon Regional Economic Development Authority, and will be distributed by email to all businesses that have provided their email addresses. The Annual Report will be available on the City's website at [www.saskatoon.ca/go/businesslicense](http://www.saskatoon.ca/go/businesslicense), and printed copies will be available upon request.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse gas implications.

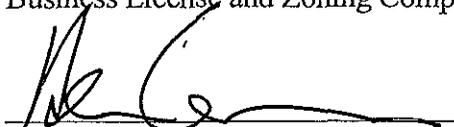
**PUBLIC NOTICE**

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

**ATTACHMENT**

- 1. Business Profile -- Annual Report 2011

Written by: Melissa Austin, Planner  
Business License and Zoning Compliance Section

Reviewed by:   
Alan Wallace, Manager  
Planning and Development Branch

Approved by:   
Randy Grauer, General Manager  
Community Services Department  
Dated: March 6, 2012

cc. Murray Totland, City Manager



# BUSINESS Profile

## Business License Program - Annual Report 2011

The Planning & Development Branch, Business License Program, licenses all businesses operating from a fixed address within Saskatoon. This includes all home based businesses as well as businesses operating from commercial and industrial locations.

The Business Profile Annual Report provides a summary and analysis of business activity in Saskatoon, including information on new businesses, commercial/industrial businesses, and home based businesses for 2011.

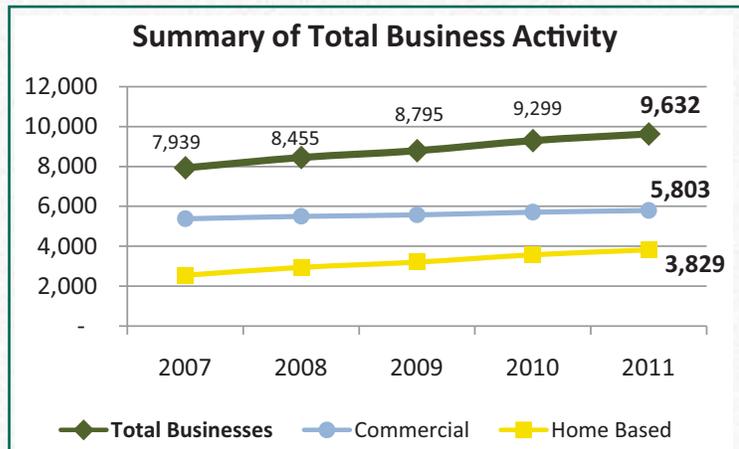
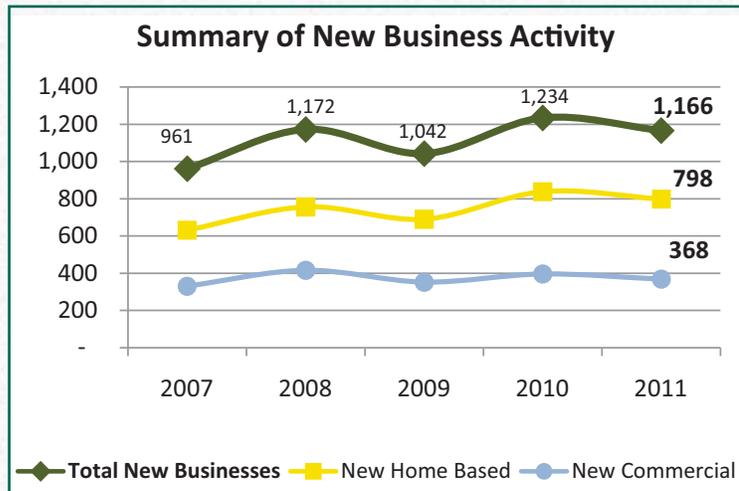
All data contained within this publication was obtained by the City of Saskatoon through the Business License Program. All businesses have been classified based on their primary business type or activity according to the North American Industry Classification System (NAICS). For information on NAICS, visit [www.statcan.gc.ca](http://www.statcan.gc.ca) and search "NAICS 2012" or email [infostats@statcan.ca](mailto:infostats@statcan.ca).

**Highlights from 2011:**

- Strong growth overall in 2011
- 2<sup>nd</sup> highest year for new Home Based Business applications
- Commercial/Industrial/Businesses - the Mining, Oil and Gas Extraction Sector saw the largest percentage increase (17%)
- Home Based Businesses - there were 120 new businesses involved in Residential Building Construction.

**Coming Soon!**

The Business License Program is developing an online business license application service, scheduled to be launched on the City of Saskatoon's website in 2012. This service will provide new and existing business owners the ability to apply for and renew business licenses online.



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## Information and Mapping Requests

The Business License Program supports economic growth and community planning by providing statistical information relating to business activity in Saskatoon. The type of information available upon request includes, but is not limited to the following:

- square footage of commercial/ industrial space
- employment figures
- specific data by business type, such as geographic distribution, new business listings, number of closed businesses

The Business License Program can be reached at (306) 975-7710.

For more information please visit [www.saskatoon.ca/go/businesslicense](http://www.saskatoon.ca/go/businesslicense).

The Mapping and Research Group provides mapping and GIS (geographic information system) services to internal and external clients. Mapping products include zoning and address maps, neighbourhood boundary maps, projected growth concept maps and more. Mapping products are available to download as PDFs or are available as a hard copy.

Custom research and mapping services on various demographic, social, and economic trends in Saskatoon may also be available upon request. The type of information available upon request includes, but is not limited to the following:

- Neighbourhood Profiles
- Population Projections
- Census Data
- Quality of Life Indicators

The Mapping and Research Group can be reached at (306) 975-7641.

For more information on mapping services, please visit [www.saskatoon.ca](http://www.saskatoon.ca) and click on 'M' for Maps.

## Total Licensed Businesses

The City of Saskatoon Business License Program requires all businesses to obtain a license prior to operating. In 2011, there were 9,632 businesses licensed by the Program. Figure 1 illustrates the overall business growth in Saskatoon and identifies the total number of home based and commercial/industrial businesses licensed from 2007 to 2011. The total number of businesses has increased by more than 21% since 2007.

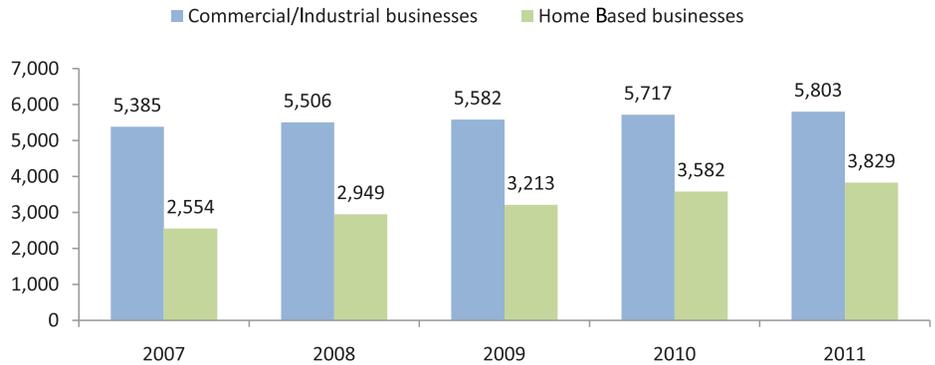


Figure 1: Total Licensed Businesses, 2007-2011

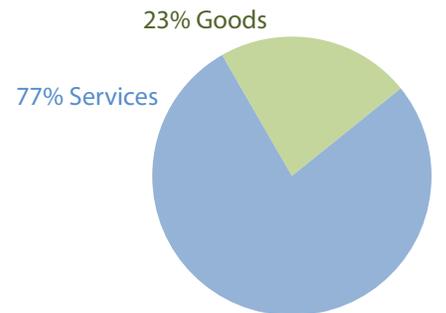


Figure 2: Total Licensed Businesses by Major Sector, 2011

Saskatoon's total licensed businesses can be divided into two major sectors: (1) goods-producing and (2) services-producing. As shown in Figure 2, Saskatoon's economy is primarily made up of services-producing businesses.

Table 1 provides a breakdown of all licensed businesses in Saskatoon by goods- and services-producing sectors as well as by NAICS sectors for the years 2007 to 2011.

Table 1: Total Licensed Businesses by NAICS Sector, 2007-2011

	2007	2008	2009	2010	2011
<b>Goods-producing sector</b>					
Agriculture, Forestry & Fishing	14	12	8	10	8
Mining, Oil & Gas Extraction	18	29	30	31	37
Construction	1,026	1,268	1,382	1,547	1,667
Manufacturing	462	455	453	451	458
<b>Total, goods-producing sector</b>	<b>1,520</b>	<b>1,764</b>	<b>1,873</b>	<b>2,039</b>	<b>2,170</b>
<b>Services-producing sector</b>					
Trade (Wholesale & Retail)	1,898	1,939	1,978	2,034	2,040
Transportation & Warehousing	243	252	262	276	264
Finance, Insurance, Real Estate & Leasing	483	486	503	491	499
Professional, Scientific & Technical Services	960	1,025	1,086	1,155	1,215
Business, Building & Other Support Services	505	579	629	676	693
Educational Services	164	179	185	207	220
Health Care & Social Assistance	396	396	400	442	466
Information, Culture & Recreation	264	290	295	302	305
Accommodation & Food Services	540	536	566	588	606
Other Services	966	1,009	1,018	1,089	1,154
<b>Total, services-producing sector</b>	<b>6,419</b>	<b>6,691</b>	<b>6,922</b>	<b>7,260</b>	<b>7,462</b>
<b>Total, all sectors</b>	<b>7,939</b>	<b>8,455</b>	<b>8,795</b>	<b>9,299</b>	<b>9,632</b>

The Business License Program collects and manages all personal information in accordance with The Local Authority Freedom of Information and Protection of Privacy Act.

In 2011, the largest sector was Trade, which includes both wholesale and retail and accounts for 21% of all licensed businesses. The Construction sector showed continued growth, increasing 8% over 2010 and over 63% since 2007. With this growth, the Construction sector makes up 17% of all licensed businesses. The top four sectors make up 63% of the total number of licensed businesses in Saskatoon; these sectors include Trade, Construction, Professional Services, and Other Services (such as Hair Salons, Automotive Repair, Dry Cleaning and Photo Services). Figure 3 shows a breakdown of all sectors.

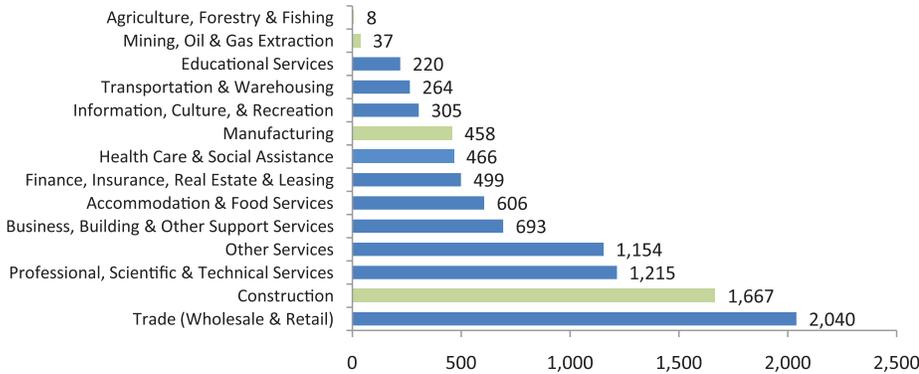


Figure 3: Total Licensed Businesses by NAICS Sector, 2011

Based on **TOTAL** businesses in Saskatoon for 2011, the top three industries in the construction sector were:

- Residential building construction - **623**
- Plumbing, heating & air-conditioning contractors - **208**
- Electrical contractors & other wiring installation contractors - **113**

## New Businesses

The City of Saskatoon Business License Program issued 1,166 new business licenses in 2011. Figure 4 illustrates the number of new licenses issued for the years 2007 to 2011. The number of new home based businesses continues to exceed the number of new commercial/industrial businesses.

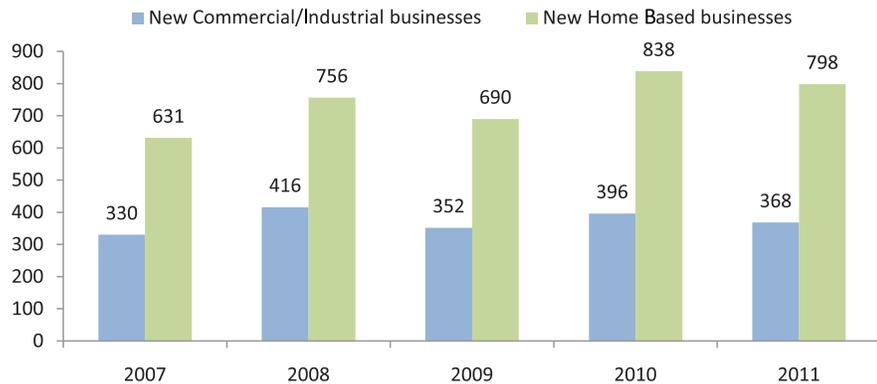


Figure 4: New Licensed Businesses, 2007-2011

Saskatoon is Saskatchewan's largest city with an estimated population of 234,200 as of December 31, 2011 (Courtesy of the City of Saskatoon Mapping & Research Group).

Tables 2 and 3 list the top ten business starts by NAICS industry group for 2011.

Table 2: Top 10 New Commercial/Industrial Businesses, 2011\*

Rank	Industry group
1	Personal Care Services - <b>27</b>
2	Limited-Service Eating Places - <b>21</b>
3	Automotive Repair & Maintenance - <b>16</b> Clothing Stores - <b>16</b>
4	Full-Service Restaurants - <b>15</b>
5	Automobile Dealers - <b>12</b>
6	Residential Building Construction - <b>11</b>
7	Grocery Stores - <b>9</b>
8	Offices of Other Health Practitioners - <b>8</b> Other Miscellaneous Store Retailers - <b>8</b> Wireless Telecommunications Carriers (except Satellite) - <b>8</b>
9	Health & Personal Care Stores - <b>7</b> Architectural, Engineering & Related Services - <b>7</b>
10	Electronics and Appliance Stores - <b>6</b> Management, Scientific & Technical Consulting Services - <b>6</b> Computer Systems Design & Related Services - <b>6</b> Building Equipment Contractors - <b>6</b>

\* The number of new businesses is shown in **bold** after the industry group.

Table 3: Top 10 New Home Based Businesses, 2011\*

Rank	Industry group
1	Residential Building Construction - <b>120</b>
2	Services to Buildings & Dwellings - <b>91</b>
3	Building Finishing Contractors - <b>54</b>
4	Personal Care Services - <b>46</b>
5	Building Equipment Contractors - <b>38</b>
6	Foundation, Structure & Building Exterior Contractors - <b>36</b>
7	Computer Systems Design & Related Services - <b>31</b>
8	Management, Scientific & Technical Consulting Services - <b>30</b>
9	Electronic Shopping and Mail-Order Houses - <b>28</b>
10	Other Professional, Scientific & Technical Services - <b>27</b>

\* The number of new businesses is shown in **bold** after the industry group.

## Commercial/Industrial Businesses

In 2011, Saskatoon had a total of 5,803 licensed commercial/industrial businesses representing 60% of all businesses. Table 4 provides a breakdown of businesses by NAICS sectors for the years 2007 to 2011. Since 2007, commercial/industrial businesses have increased by over 8%. The Trade, Accommodation & Food Services, and Other Services sectors continue to be the most prevalent. The largest percentage increase in 2011 was in the Mining, Oil & Gas Extraction sector, which increased by 17% over last year.

A more detailed breakdown of the total number of commercial/industrial businesses by NAICS sub-sector can be found in Appendix 1 on page 8.

Table 4: Total Commercial/Industrial Businesses by NAICS Sector, 2007-2011

	2007	2008	2009	2010	2011
<b>Goods-producing sector</b>					
Agriculture, Forestry & Fishing	7	7	6	7	5
Mining, Oil & Gas Extraction	18	28	29	29	34
Construction	298	330	365	407	419
Manufacturing	386	381	374	364	367
<b>Total, goods-producing sector</b>	<b>709</b>	<b>746</b>	<b>774</b>	<b>807</b>	<b>825</b>
<b>Services-producing sector</b>					
Trade (Wholesale & Retail)	1,729	1,759	1,763	1,794	1,795
Transportation & Warehousing	172	172	169	175	172
Finance, Insurance, Real Estate & Leasing	433	433	441	426	433
Professional, Scientific & Technical Services	457	473	479	497	508
Business, Building & Other Support Services	160	173	180	183	180
Educational Services	75	80	78	74	80
Health Care & Social Assistance	326	324	327	351	362
Information, Culture & Recreation	138	141	138	140	144
Accommodation & Food Services	530	522	550	571	585
Other Services	656	683	683	699	719
<b>Total, services-producing sector</b>	<b>4,676</b>	<b>4,760</b>	<b>4,808</b>	<b>4,910</b>	<b>4,978</b>
<b>Total, all sectors</b>	<b>5,385</b>	<b>5,506</b>	<b>5,582</b>	<b>5,717</b>	<b>5,803</b>

## Commercial/Industrial Businesses by Neighbourhood

Figure 5 illustrates the distribution of commercial/industrial businesses in Saskatoon by neighbourhood. The neighbourhoods with the greatest number of commercial/industrial businesses are Central Business District (893), North Industrial (740), Hudson Bay Industrial (463), and Airport Business Area (374).

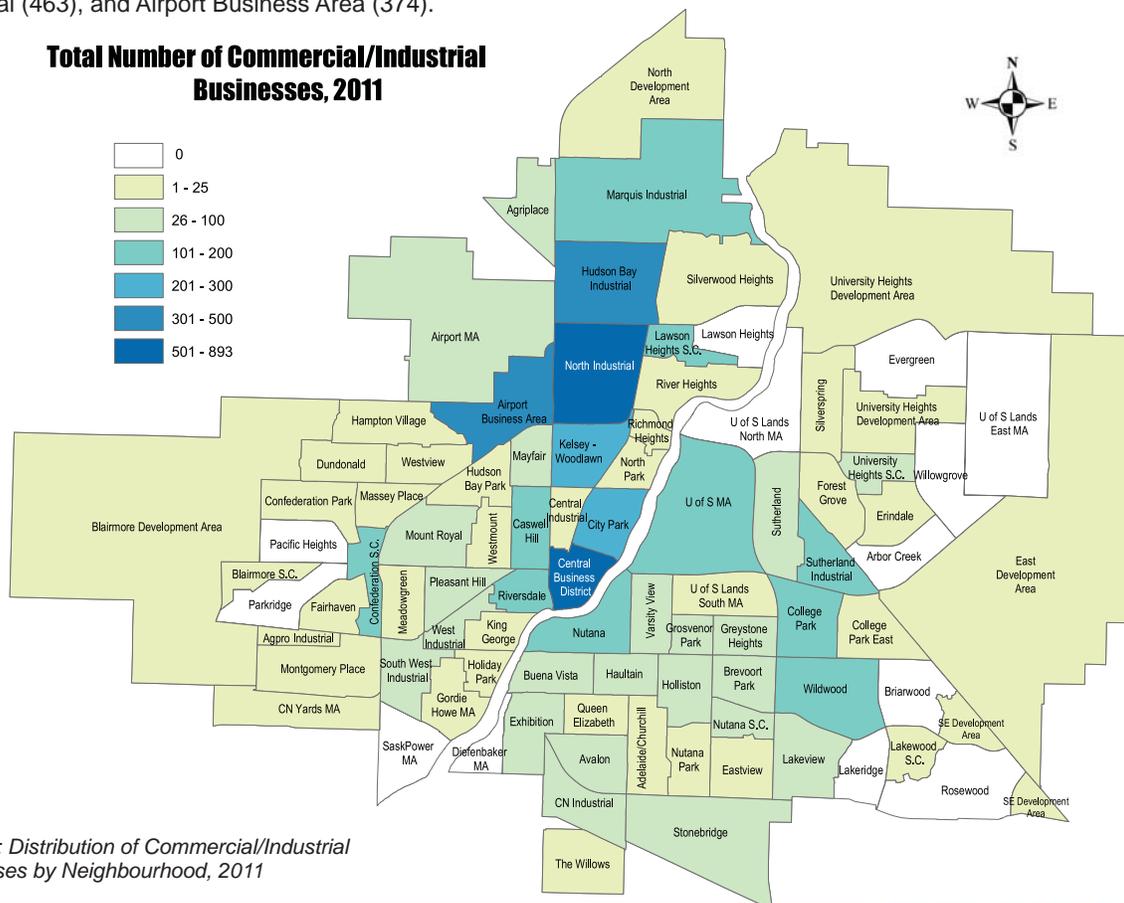


Figure 5: Distribution of Commercial/Industrial Businesses by Neighbourhood, 2011

The top sectors found in the Central Business District were Trade (25%), Professional, Scientific & Technical Services (15%), and Health Care & Social Assistance (13%). The top sectors found in the North Industrial were Trade (38%), Other Services (14%), and Construction (12%). The top sectors found in the Hudson Bay Industrial were Trade (38%), Construction (18%), and Manufacturing (13%). The top sectors found in the Airport Business Area were Trade (29%), Construction (16%), and Professional, Scientific & Technical Services (11%).

A more detailed breakdown of the total number of commercial/industrial businesses by neighbourhood can be found in Appendix 2 on page 9.

### New Commercial/Industrial Businesses

The Business License Program issued 368 new commercial/industrial business licenses in 2011. This represents 32% of all new business licenses issued. Table 5 shows the number of new commercial/industrial business license applications by NAICS sector for 2007 through 2011. The Trade sector, which consistently has the greatest number of new licenses issued, accounted for 29% of all new commercial/industrial businesses in 2011. Table 6 lists the top 10 new commercial/industrial businesses by neighbourhood in 2011.

Table 5: New Commercial/Industrial Businesses by NAICS Sector, 2007-2011

	2007	2008	2009	2010	2011	
<b>Goods-producing sector</b>	Agriculture, Forestry & Fishing	1	0	0	1	0
	Mining, Oil & Gas Extraction	1	11	3	3	5
	Construction	24	35	40	50	31
	Manufacturing	17	22	11	10	15
	<b>Total, goods-producing sector</b>	<b>43</b>	<b>68</b>	<b>54</b>	<b>64</b>	<b>51</b>
<b>Services-producing sector</b>	Trade (Wholesale & Retail)	101	132	99	112	105
	Transportation & Warehousing	9	10	10	12	6
	Finance, Insurance, Real Estate & Leasing	25	18	28	10	19
	Professional, Scientific & Technical Services	37	41	32	33	35
	Business, Building & Other Support Services	12	18	11	12	10
	Educational Services	3	10	2	4	4
	Health Care & Social Assistance	11	20	14	38	24
	Information, Culture & Recreation	10	18	4	13	16
	Accommodation & Food Services	39	30	54	43	44
	Other Services	40	51	44	55	54
	<b>Total, services-producing sector</b>	<b>287</b>	<b>348</b>	<b>298</b>	<b>332</b>	<b>317</b>
<b>Total, all sectors</b>	<b>330</b>	<b>416</b>	<b>352</b>	<b>396</b>	<b>368</b>	

Table 6: Top 10 New Commercial/Industrial Businesses by Neighbourhood, 2011\*

Rank	Neighbourhood
1	Central Business District - <b>48</b>
2	North Industrial - <b>43</b>
3	Airport Industrial - <b>23</b>
4	Riversdale - <b>22</b>
5	Hudson Bay Industrial - <b>21</b>
6	University Heights Suburban Centre - <b>17</b>
7	Marquis Industrial - <b>14</b>
8	Lawson Heights Suburban Centre; Sutherland Industrial - <b>13</b>
9	University of Saskatchewan Management Area - <b>12</b>
10	Kelsey-Woodlawn; Caswell Hill; Nutana - <b>11</b>

\* The number of new businesses is shown in **bold** after the neighbourhood.

### Home Based Businesses

In 2011, there were a total of 3,829 licensed home based businesses in Saskatoon. The proportion of home based businesses has grown steadily over the past five years. There are 7% more home based businesses in 2011 compared to 2010 and they now account for 40% of the total number of licensed businesses in Saskatoon – up from 32% five years ago.

Table 7 summarizes the total number of home based businesses by NAICS sector for the years 2007 to 2011. The data in Table 7 indicates that the Construction sector and the Professional, Scientific & Technical Services sector continue to be the most prevalent home based businesses. The Health Care & Social Assistance sector saw the largest increase of 14% over the last year. A more detailed breakdown of the total number of home based businesses by NAICS sub-sector can be found in Appendix 3 on page 10.

### Home Based Businesses by Neighbourhood

Figure 6 illustrates the total number of licensed home based businesses by neighbourhood. The neighbourhoods with the greatest number of home based businesses are Silverwood Heights (206), Willowgrove (145), Silverspring (127), Lakeview (118), and Briarwood (105).

The most prevalent sector in Silverwood Heights is Professional, Scientific & Technical Services, in Willowgrove it is Administrative & Support Services, and in Silverspring it is Construction. A more detailed breakdown of the total number of home based businesses by neighbourhood can be found in Appendix 4 on page 11.

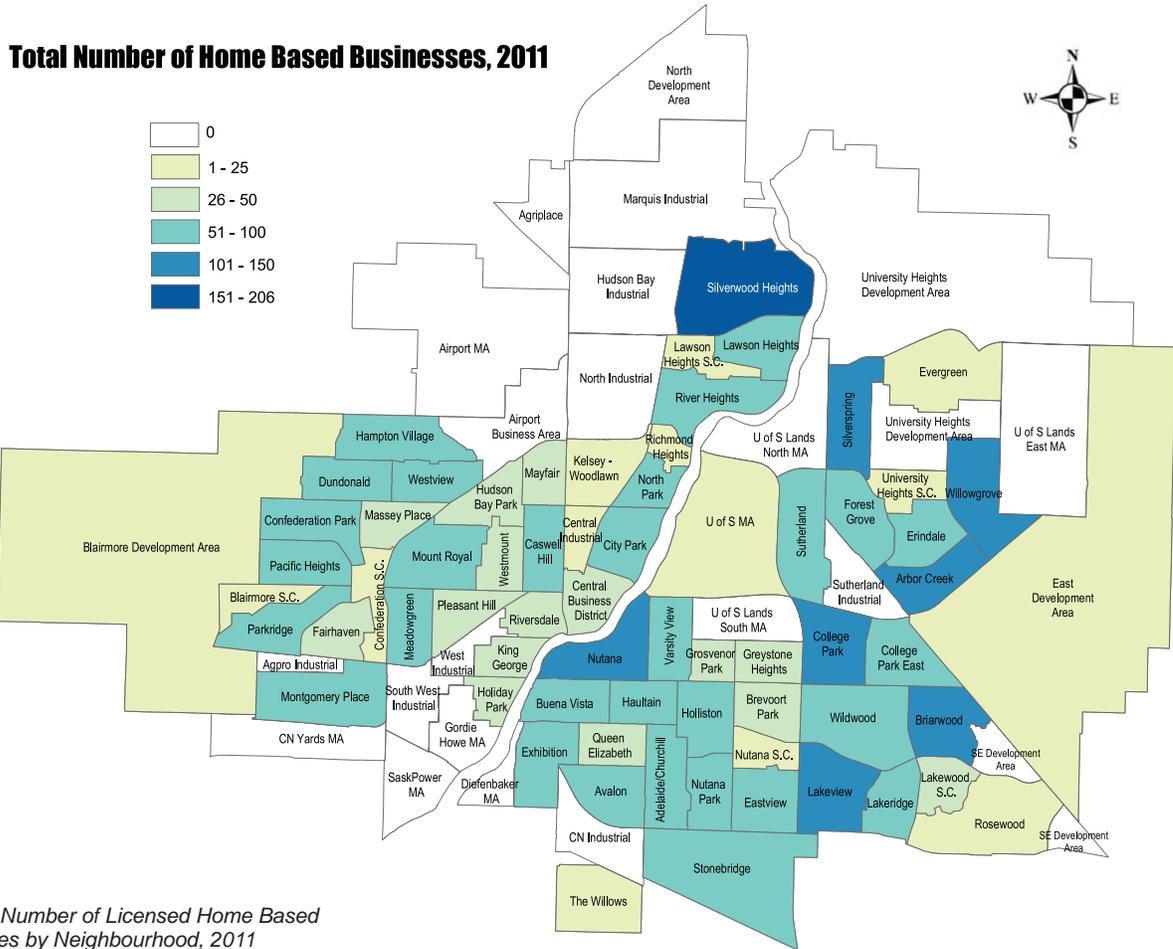


Figure 6: Number of Licensed Home Based Businesses by Neighbourhood, 2011

Table 7: Total Home Based Businesses by NAICS Sector, 2007-2011

		2007	2008	2009	2010	2011
<b>Goods-producing sector</b>	Agriculture, Forestry & Fishing	7	5	2	3	3
	Mining, Oil & Gas Extraction	0	1	1	2	3
	Construction	728	938	1,017	1,140	1,248
	Manufacturing	76	74	79	87	91
	<b>Total, goods-producing sector</b>	<b>811</b>	<b>1,018</b>	<b>1,099</b>	<b>1,232</b>	<b>1,345</b>
<b>Services-producing sector</b>	Trade (Wholesale & Retail)*	169	180	215	240	245
	Transportation & Warehousing*	71	80	93	101	92
	Finance, Insurance, Real Estate & Leasing	50	53	62	65	66
	Professional, Scientific & Technical Services	503	552	607	658	707
	Business, Building & Other Support Services	345	406	449	493	513
	Educational Services	89	99	107	133	140
	Health Care & Social Assistance	70	72	73	91	104
	Information, Culture & Recreation	126	149	157	162	161
	Accommodation & Food Services	10	14	16	17	21
	Other Services	310	326	335	390	435
	<b>Total, services-producing sector</b>	<b>1,743</b>	<b>1,931</b>	<b>2,114</b>	<b>2,350</b>	<b>2,484</b>
	<b>Total, all sectors</b>	<b>2,554</b>	<b>2,949</b>	<b>3,213</b>	<b>3,582</b>	<b>3,829</b>

\*Home based for office use only.

## New Home Based Businesses

The Business License Program issued 798 new home based business licenses in 2011, representing 68% of all new business licenses issued. Table 8 shows the number of new home based business license applications by NAICS sector for 2007 through 2011. The Construction sector had the greatest number of new licenses issued, accounting for 34% of all new home based businesses. There were 101 new home based businesses in the Other Services sector, an increase of 13% over 2010, and the largest increase over all sectors. Table 9 lists the top 10 new home based businesses by neighbourhood in 2011.

Table 8: New Home Based Businesses by NAICS Sector, 2007-2011

	2007	2008	2009	2010	2011
<b>Goods-producing sector</b>					
Agriculture, Forestry & Fishing	0	1	0	1	0
Mining, Oil & Gas Extraction	0	1	0	2	1
Construction	247	307	238	273	269
Manufacturing	7	10	14	17	18
<b>Total, goods-producing sector</b>	<b>254</b>	<b>319</b>	<b>252</b>	<b>293</b>	<b>288</b>
<b>Services-producing sector</b>					
Trade (Wholesale & Retail)*	33	48	57	65	57
Transportation & Warehousing*	18	25	28	28	14
Finance, Insurance, Real Estate & Leasing	12	11	16	11	12
Professional, Scientific & Technical Services	112	105	113	149	135
Business, Building & Other Support Services	81	118	101	110	113
Educational Services	18	13	17	36	30
Health Care & Social Assistance	14	13	13	25	17
Information, Culture & Recreation	18	34	34	29	26
Accommodation & Food Services	3	4	2	3	5
Other Services	68	66	57	89	101
<b>Total, services-producing sector</b>	<b>377</b>	<b>437</b>	<b>438</b>	<b>545</b>	<b>510</b>
<b>Total, all sectors</b>	<b>631</b>	<b>756</b>	<b>690</b>	<b>838</b>	<b>798</b>

\*Home based for office use only.

Table 9: Top 10 New Home Based Businesses by Neighbourhood, 2011\*

Rank	Neighbourhood
1	Silverwood Heights - <b>41</b>
2	Lakewood; Wildwood - <b>27</b>
3	Briarwood; Willowgrove - <b>25</b>
4	Hampton Village - <b>24</b>
5	Sutherland - <b>23</b>
6	Meadowgreen; College Park; Arbor Creek; Stonebridge - <b>21</b>
7	City Park - <b>20</b>
8	Lawson Heights - <b>19</b>
9	Queen Elizabeth; Nutana - <b>18</b>
10	Parkridge; River Heights; Silverspring; Forest Grove - <b>17</b>

\* The number of new businesses is shown in **bold** after the neighbourhood.

The Business Start-Up Guide is a great resource to assist entrepreneurs with starting, relocating or expanding a business. This resource helps to guide entrepreneurs through the licensing and start-up process, and provide a list of agencies that can help achieve their business goals.

### Business Resources

The Business License Program offers a variety of business resources:

- BizPal
- Business Start-Up Guide and Checklist
- Saskatoon Business Directory
- Business Profile newsletters and annual reports
- Employment Profile publication
- Statistical information and customized information requests
- Business License brochures, summarizing development standards and applicable bylaws

For more information, please visit [www.saskatoon.ca/go/businesslicense](http://www.saskatoon.ca/go/businesslicense).

## Appendix 1

## Number of Commercial/Industrial Businesses by NAICS Industry Sub-Sector, 2011

Industry Sub-Sector	2010	2011	Industry Sub-Sector	2010	2011
<b>Agriculture, Forestry &amp; Fishing</b>			Gasoline stations	59	56
Crop production	3	2	Clothing & clothing accessories stores	282	269
Animal production	2	1	Sporting goods, hobby, book & music stores	98	90
Support activities for agriculture & forestry	2	2	General merchandise stores	30	30
<b>Mining, Oil &amp; Gas Extraction</b>			Miscellaneous store retailers	160	163
Oil & gas extraction	2	3	Non-store retailers	9	9
Mining & quarrying (except oil & gas)	12	15	<b>Transportation &amp; Warehousing</b>		
Support activities for mining, oil & gas extraction	15	16	Air transportation	11	11
<b>Construction</b>			Rail transportation	1	1
Construction of buildings	133	146	Truck transportation	70	66
Heavy & civil engineering construction	36	35	Transit & ground passenger transportation	9	10
Specialty trade contractors	238	238	Support activities for transportation	31	31
<b>Manufacturing</b>			Couriers & messengers	27	26
Food manufacturing	45	46	Warehousing & storage	26	27
Beverage & tobacco product manufacturing	9	10	<b>Finance, Insurance, Real Estate &amp; Leasing</b>		
Textile mills	0	0	Credit intermediation & related activities	111	111
Textile product mills	8	8	Securities, commodity contracts & other financial investment & related activities	85	84
Clothing manufacturing	11	11	Insurance carriers & related activities	76	76
Leather & allied product manufacturing	2	2	Funds & other financial vehicles	1	1
Wood product manufacturing	10	12	Real estate	82	88
Paper manufacturing	1	1	Rental & leasing services	71	73
Printing & related support activities	30	32	<b>Professional, Scientific &amp; Technical</b>		
Petroleum & coal product manufacturing	3	2	Professional, scientific & technical services	497	508
Chemical manufacturing	13	13	<b>Business, Building &amp; Other Support services</b>		
Plastics & rubber products manufacturing	20	19	Management of companies & enterprises	29	26
Non-metallic mineral product manufacturing	17	17	Administrative & support services	145	145
Primary metal manufacturing	1	1	Waste management & remediation services	9	9
Fabricated metal product manufacturing	59	59	<b>Educational Services</b>		
Machinery manufacturing	31	31	Educational services	74	80
Computer & electronic product manufacturing	13	13	<b>Health Care &amp; Social Assistance</b>		
Electrical equipment, appliance & component manufacturing	3	3	Ambulatory health care services	324	331
Transportation equipment manufacturing	14	13	Nursing & residential care facilities	4	4
Furniture & related product manufacturing	33	34	Social assistance	23	27
Miscellaneous manufacturing	41	40	<b>Information, Culture &amp; Recreation</b>		
<b>Trade (Wholesale &amp; Retail)</b>			Publishing industries (except internet)	13	13
Farm product wholesaler-distributors	13	15	Motion picture & sound recording industries	21	23
Petroleum product wholesaler-distributors	8	8	Broadcasting (except internet)	5	5
Food, beverage & tobacco wholesaler-distributors	35	34	Telecommunications	12	19
Personal & household goods wholesaler-distributors	43	42	Data processing, hosting & related services	3	3
Motor vehicle & parts wholesaler-distributors	43	43	Performing arts, spectator sports & related industries	23	20
Building material & supplies wholesaler-distributors	126	124	Heritage institutions	1	1
Machinery, equipment & supplies wholesaler-distributors	146	149	Amusement, gambling & recreation industries	62	60
Miscellaneous wholesaler-distributors	44	44	<b>Accommodation &amp; Food Services</b>		
Wholesale electronic markets, & agents & brokers	25	27	Accommodation services	45	51
Motor vehicle & parts dealers	183	192	Food services & drinking places	526	534
Furniture & home furnishings stores	106	110	<b>Other Services</b>		
Electronics & appliance stores	89	88	Repair & maintenance	273	274
Building material & garden equipment & supplies dealers	58	59	Personal & laundry services	424	442
Food & beverage stores	115	120	Religious, grant-making, civic, professional & similar organizations	2	3
Health & personal care stores	122	123			

## Appendix 2

### Number of Commercial/Industrial Businesses by Neighborhood, 2007-2011

Suburban Development Area	Neighborhood	2007	2008	2009	2010	2011
<b>Blairmore</b>	Blairmore Suburban Centre	0	0	6	16	18
	Blairmore Development Area	3	3	3	3	2
<b>Central Business District</b>	Central Business District	934	925	907	917	893
<b>Confederation</b>	Confederation Suburban Centre	124	122	119	116	110
	West Industrial	70	79	84	81	83
	South West Industrial	44	48	49	50	48
	Mount Royal	31	32	31	30	31
	Hudson Bay Park	17	18	19	18	17
	Meadowgreen	18	16	16	15	16
	Holiday Park	12	12	12	11	10
	Massey Place	5	7	7	6	7
	Confederation Park	5	6	7	7	7
	Dundonald	8	5	7	7	7
	Westview	4	5	5	7	5
	Gordie Howe Management Area	4	4	4	4	3
	CN Yards Management Area	3	3	3	3	3
	Montgomery Place	3	3	3	3	3
	Agpro Industrial	2	2	2	2	2
	Fairhaven	2	2	2	2	2
	Hampton Village	0	0	0	1	2
SaskPower Management Area	1	0	0	0	0	
<b>Core Neighborhoods</b>	City Park	216	218	229	228	222
	Riversdale	145	152	151	160	168
	Nutana	160	162	157	156	162
	Caswell Hill	102	100	104	112	119
	Varsity View	53	56	61	59	60
	Pleasant Hill	60	54	54	58	58
	Westmount	21	19	20	19	19
	King George	12	11	11	10	12
<b>East</b>	East Development Area	-	-	-	-	1
<b>Lakewood</b>	Wildwood	107	110	110	113	112
	College Park	108	112	111	110	110
	Lakeview	51	47	45	43	42
	Lakewood Suburban Centre	4	8	14	17	20
	College Park East	11	12	12	12	12
	S.E. Development Area	4	4	4	4	4
<b>Lawson</b>	Kelsey – Woodlawn	196	211	216	220	223
	Lawson Heights Suburban Centre	149	146	153	154	154
	Mayfair	51	53	51	48	55
	River Heights	18	19	19	18	18
	Central Industrial	19	17	17	21	22
	Richmond Heights	7	6	6	8	9
	North Park	9	9	7	7	8
	Silverwood Heights	1	1	2	2	2
<b>North</b>	North Development Area	-	-	-	-	2
<b>North West Industrial</b>	North Industrial	694	701	715	745	740
	Hudson Bay Industrial	422	439	443	468	463
	Airport Business Area	375	381	387	375	374
	Marquis Industrial	26	29	42	64	103
	Agriplace	59	63	68	68	73
	Airport Management Area	38	36	37	37	39

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Suburban Development Area	Neighborhood	2007	2008	2009	2010	2011
<b>Nutana</b>	Nutana Suburban Centre	106	104	101	103	94
	CN Industrial	73	86	86	86	89
	Brevoort Park	82	83	83	84	87
	Grosvenor Park	73	78	77	76	75
	Holliston	72	72	71	73	73
	Stonebridge	4	22	37	48	64
	Haultain	43	41	42	42	43
	Exhibition	31	30	31	31	32
	Greystone Heights	27	26	26	27	27
	Avalon	23	22	26	25	26
	Buena Vista	24	23	23	26	26
	Eastview	15	11	11	12	12
	Adelaide/Churchill	10	11	10	10	10
	Nutana Park	3	3	4	4	4
	Queen Elizabeth	3	3	3	3	4
The Willows	2	2	1	1	1	
<b>University Heights</b>	Sutherland Industrial	163	176	179	178	183
	U of S Management Area	117	130	118	118	121
	University Heights Suburban Centre	48	58	62	73	96
	Sutherland	40	39	41	44	44
	Forest Grove	12	12	12	12	11
	U of S Lands South Management Area	3	3	3	3	2
	Erindale	1	1	1	2	1
	Silverspring	1	1	1	1	2
	University Heights Development Area	1	1	1	0	1
<b>Total</b>		<b>5,385</b>	<b>5,506</b>	<b>5,582</b>	<b>5,717</b>	<b>5,803</b>

## Appendix 3

### Number of Home Based Businesses by NAICS Industry Sub-Sector, 2011

Industry Sub-Sector	2010	2011	Industry Sub-Sector	2010	2011
<b>Agriculture, Forestry &amp; Fishing</b>			Computer & electronic product manufacturing	1	2
Support activities for agriculture & forestry	3	3	Transportation equipment manufacturing	0	1
<b>Mining, Oil &amp; Gas Extraction</b>			Furniture & related product manufacturing	2	1
Support activities for mining, oil & gas extraction	2	3	Miscellaneous manufacturing	35	34
<b>Construction</b>			<b>Trade (Wholesale &amp; Retail)</b>		
Construction of buildings	473	529	Farm product wholesaler-distributors	1	0
Heavy & civil engineering construction	18	18	Food, beverage & tobacco wholesaler-distributors	11	10
Specialty trade contractors	649	701	Personal & household goods wholesaler-distributors	22	24
<b>Manufacturing</b>			Motor vehicle & parts wholesaler-distributors	4	3
Food manufacturing	3	6	Building material & supplies wholesaler-distributors	17	20
Textile mills	0	1	Machinery, equipment & supplies wholesaler-distributors	20	17
Textile product mills	5	6	Miscellaneous wholesaler-distributors	19	16
Clothing manufacturing	13	14	Wholesale electronic markets & agents & brokers	41	37
Leather & allied product manufacturing	1	1	Motor vehicle and parts dealers	0	2
Wood product manufacturing	1	1	Miscellaneous store retailers	2	3
Printing & related support activities	5	6	Non-store retailers	103	113
Chemical manufacturing	7	5			
Non-metallic mineral product manufacturing	6	4			
Fabricated metal product manufacturing	7	7			
Machinery Manufacturing	0	1			

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Industry Sub-Sector	2010	2011
<b>Transportation &amp; Warehousing</b>		
Truck transportation	52	51
Transit & ground passenger transportation	12	9
Scenic & sightseeing transportation	3	3
Support activities for transportation	11	10
Couriers & messengers	23	19
<b>Finance, Insurance, Real Estate &amp; Leasing</b>		
Credit intermediation & related activities	6	2
Securities, commodity contracts & other financial investment & related activities	12	10
Insurance carriers & related activities	11	11
Real estate	23	29
Rental & leasing services	13	14
<b>Professional, Scientific &amp; Technical Services</b>		
Professional, scientific & technical services	658	707
<b>Business, building &amp; other support services</b>		
Management of companies & enterprises	4	4
Administrative & support services	482	502
Waste management & remediation services	7	7

Industry Sub-Sector	2010	2011
<b>Educational Services</b>		
Educational services	133	140
<b>Health Care &amp; Social Assistance</b>		
Ambulatory health care services	66	79
Social assistance	25	25
<b>Information, Culture &amp; Recreation</b>		
Publishing industries (except internet)	13	13
Motion picture & sound recording industries	26	24
Broadcasting (except internet)	1	1
Telecommunications	1	2
Data processing, hosting & related services	3	6
Other information services	11	10
Performing arts, spectator sports & related industries	99	96
Amusement, gambling & recreation industries	8	9
<b>Accommodation &amp; Food Services</b>		
Food services & drinking places	17	21
<b>Other Services</b>		
Repair & maintenance	112	129
Personal & laundry services	278	305

## Appendix 4

### Number of Home Based Businesses by Neighbourhood, 2007-2011

Suburban Development Area	Neighbourhood	2007	2008	2009	2010	2011
<b>Blairmore</b>	Blairmore Suburban Centre	-	-	-	-	3
	Blairmore Development Area	-	-	-	-	1
<b>Central Business District</b>	Central Business District	14	14	21	23	32
<b>Confederation</b>	Confederation Park	79	92	92	98	88
	Westview	55	69	71	75	83
	Dundonald	68	73	74	87	82
	Montgomery Place	44	55	61	65	72
	Meadowgreen	39	44	50	56	71
	Hampton Village	7	14	26	48	69
	Parkridge	47	51	57	61	62
	Mount Royal	57	68	68	60	61
	Pacific Heights	52	61	64	64	59
	Fairhaven	36	39	36	38	42
	Massey Place	27	31	36	35	39
	Hudson Bay Park	19	28	33	38	37
	Holiday Park	23	28	30	29	29
Confederation Park Suburban Centre	0	2	3	8	4	
<b>Core Neighbourhoods</b>	Nutana	79	75	85	105	104
	City Park	55	57	63	66	71
	Caswell Hill	54	60	67	76	69
	Varsity View	43	50	49	59	52
	Westmount	17	25	38	31	34
	Riversdale	12	20	30	38	35
	King George	17	26	26	26	33
Pleasant Hill	23	29	31	27	30	
<b>East</b>	East Development Area	-	-	-	-	1

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Suburban Development Area	Neighbourhood	2007	2008	2009	2010	2011
<b>Lakewood</b>	Lakeview	83	91	102	113	118
	Briarwood	74	86	95	100	105
	College Park	69	82	89	91	103
	College Park East	59	66	74	87	96
	Wildwood	67	78	75	77	95
	Lakeridge	54	64	66	68	72
	Lakewood Suburban Centre	7	19	25	31	37
	Rosewood	0	0	0	1	8
<b>Lawson</b>	Silverwood Heights	162	178	178	192	206
	River Heights	71	81	76	90	100
	Lawson Heights	42	49	58	66	76
	North Park	33	44	37	48	59
	Mayfair	33	41	48	59	50
	Kelsey - Woodlawn	7	12	16	14	13
	Richmond Heights	9	8	9	13	13
	Central Industrial	1	7	5	6	9
	Lawson Heights Suburban Centre	5	6	5	5	6
<b>North West Industrial</b>	Airport Business Area	1	5	2	1	0
<b>Nutana</b>	Adelaide/Churchill	55	60	76	83	84
	Stonebridge	12	29	48	69	76
	Eastview	58	69	58	68	71
	Holliston	46	50	66	68	70
	Buena Vista	56	57	63	64	66
	Avalon	46	56	60	61	66
	Haultain	45	45	44	58	63
	Exhibition	45	55	55	62	56
	Nutana Park	37	41	46	41	52
	Queen Elizabeth	27	37	44	39	49
	Brevoort Park	42	41	49	52	48
	Greystone Heights	29	29	34	40	43
	Grosvenor Park	16	16	18	23	27
	Nutana Suburban Centre	3	4	3	4	6
	The Willows	1	2	3	5	7
<b>University Heights</b>	Silverspring	103	110	112	121	127
	Willowgrove	24	40	74	111	145
	Arbor Creek	58	67	80	99	102
	Forest Grove	63	69	73	82	76
	Sutherland	62	63	58	71	75
	Erindale	70	68	64	72	72
	University Heights Suburban Centre	12	12	14	14	13
	Evergreen	-	-	-	-	5
U of S Lands South MA	0	1	0	0	1	
<b>Total</b>		<b>2,554</b>	<b>2,949</b>	<b>3,213</b>	<b>3,582</b>	<b>3,829</b>

The Business Profile Annual Report is provided as an informational service to the business community, the general public, and agencies who regularly do business with City Hall. The information contained in this publication is not copyright protected and may be used freely. The Community Services Department believes all information and sources in this publication to be correct, however assumes no responsibility for its use. Readers should not act upon the information contained in this publication without first seeking professional advice.

**TO:** Secretary, Planning and Operations Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** March 6, 2012  
**SUBJECT:** Special Events Policy No. C03-007  
 Request for Funding – 2012 Saskatchewan Provincial 55+ Games  
**FILE NO:** LS 1870-12-2

**RECOMMENDATION:** that a report be submitted to City Council recommending that funding in the amount of \$40,000 be allocated to the 2012 Saskatchewan Provincial 55+ Games, as this event meets the eligibility requirements as outlined in the Special Events Policy No. C03-007.

**BACKGROUND**

On January 26, 2012, your Administration received a funding request and initial event business plan jointly submitted from the Local Host Committee (Committee) and the Saskatchewan Seniors Fitness Association (SSFA), which is hosting the 2012 Saskatchewan Provincial 55+ Games (Provincial 55+ Games) in Saskatoon from July 3 to 5, 2012. On February 28, 2012, a final business plan was submitted for this event (see Attachment 1).

The Committee is requesting funding assistance in the amount of \$40,000 for this event.

This report will address the funding request from the Committee and SSFA for financial assistance from the Special Events Reserve based on the Special Events Policy No. C03-007.

**REPORT**

The Provincial 55+ Games will be held in Saskatoon from July 3 to 5, 2012. This event will bring together seniors from all seven of the active districts within Saskatchewan in the spirit of camaraderie and competition. It is estimated that this event will feature 600 participants, some of whom will be competing in more than one event. This event is a qualifying event for the National Senior Games (see page 2) to be hosted in August 2012 in Halifax.

On February 28, 2012, the Committee and SSFA submitted a final copy of their detailed business plan. Your Administration has reviewed the business plan and concluded that this request for funding meets the objectives of the Special Events Policy No. C03-007, as a sports event.

**Business Plan Highlights**

**Strategic Goals** – The Provincial 55+ Games has identified a number of strategic goals, some of which include:

- a) creating economic stimulus for Saskatoon and surrounding area;
- b) generating community involvement and diversity through participation, volunteerism, sponsorship, and spectatorship;

- c) continuing to work towards improving the total well being of seniors and raising awareness of their involvement in and need for physical activities;
- d) an opportunity for participants to qualify for the National Senior Games, to be held in August 2012, in Halifax; and
- e) present a successful event.

Strategic Alliance - This event has secured a \$30,000 Saskatchewan Games Council Grant to assist in the operating costs associated with hosting this event. The Committee has also been able to establish partnerships for in-kind donations with local businesses, such as Prairieland Park, who is the event's Platinum Sponsor with their in-kind donation of \$9,300 towards the opening and closing ceremonies and banquet for this event. The SaskTel Pioneers is the Gold Sponsor, providing a \$5,000 cash donation to this event. The Committee is continuing to work on securing financial assistance from other major provincial sport governing bodies to assist with making these games a success.

Local Organizing Committee - The Committee is chaired by Arianne Zerr, with Les Haugen as Vice-Chair. There are numerous other members of the Committee with experience and knowledge who are working together with the SSFA to bring these games to fruition.

Event Operating Budget – The Committee has submitted an Event Operating Budget that indicates operating expenses to be \$131,525. This meets policy criteria of having an operating budget greater than \$100,000.

Legacy - The Committee has identified the legacy from hosting this event to be the purchase of two NuStep T4 recumbent cross trainer exercise machines for the Saskatoon Field House weight room. The value of these machines is \$9,000 in total. Given that the minimum value of a legacy component is \$10,000 as outlined in policy, the remaining \$1,000 will be contributed to the Special Event Legacy Reserve for future purchases of equipment. The legacy identified by the Committee meets the legacy criteria as per Special Events Policy No. C03-007.

Economic Impact - Based on the Sports Tourism Economic Assessment Model (STEAM), which was completed by Sports Tourism, the Provincial 55+ Games will produce an initial expenditure of \$197,996, which is the total sum of all expenditures made by tourists and is an indication of the magnitude of spending in Saskatoon and region from this event.

Past Event History – The last time Saskatoon hosted the Provincial 55+ Games was in 1998.

Prize Purses – This event has no prize purses being awarded.

According to the Special Events Policy No. C03-007, the Provincial 55+ Games is eligible for funding and satisfies the requirements outlined in the policy. Based on the business plan submitted by the Committee, this event is consistent with the objectives of the policy.

### OPTIONS

- 1) Your Administration is recommending that the funding request for the Saskatchewan Provincial 55+ Games be approved as outlined in this report.
- 2) The only other option is to deny the funding request for this event.

### POLICY IMPLICATIONS

There are no policy implications.

### FINANCIAL IMPLICATIONS

Attachment 2 outlines the funding and expenditures for the Special Events Reserve from 2012 to 2013. Based on approved funding commitments and those that are subject to approval, the Special Events Reserve has funds available to accommodate this funding request.

### STAKEHOLDER INVOLVEMENT

Your Administration will inform the Committee and SSFA of City Council's decision relating to this funding request.

### 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

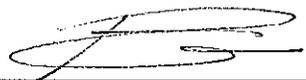
1. 2012 Saskatchewan Provincial 55+ Games Business Plan
2. Special Event Reserve - Funding and Expenditures

Written by: Loretta Odorico, Supervisor, Customer Services

Reviewed by:

  
Cary Humphrey, Manager  
Leisure Services Branch

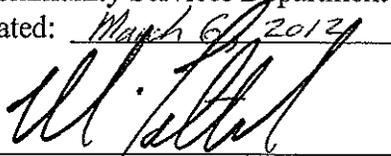
Approved by:



Randy Grauer, General Manager  
Community Services Department

Dated: March 6, 2012

Approved by:



Murray Totland, City Manager

Dated: March 14, 2012



# Provincial 55+ Games Saskatoon July 3, 4, & 5, 2012

Attachment 1  
P.O. Box 32033  
Erindale Postal Outlet  
Saskatoon SK S7S 1N8  
[www.ssfa.ca](http://www.ssfa.ca)

26 January 2012

City Council  
City of Saskatoon  
City Hall  
222 3<sup>rd</sup> Ave N  
Saskatoon SK S7K 0J5

Dear Mr. Mayor & City Councillors:

On behalf of the organizing Committee of the 2012 Saskatchewan Provincial 55+ Games, and the Saskatchewan Seniors Fitness Association, Inc. we hereby submit our desire to host these games in the city of Saskatoon on July 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>, 2012. We would also like to request financial assistance from the City of Saskatoon under Council Policy C03-007 (Special Events) in the amount of \$40,000.00.

In compliance with that policy, we have included with this letter a detailed Business Plan as outlined in Appendix B for Special Events. Should Council or City Administration have any further questions, or require additional information, we would be happy and willing to answer all questions or supply any additional information required. Attached is a copy of the agreement between SSFA Inc., and the Host Committee.

Sincerely,

*Ariane Zerr*

Ariane Zerr  
Chairperson  
Saskatchewan Provincial 55+ Games  
[arianezerr@gmail.com](mailto:arianezerr@gmail.com)

CC: Margaret Gailing  
SSFA President  
203-104 5<sup>th</sup> Street NE Weyburn, SK  
[m.gailing@sasktel.net](mailto:m.gailing@sasktel.net)



**BUSINESS PLAN**

**for the**

**Saskatchewan Senior Fitness Association, Inc.**

**Provincial 55+ Games**

**Saskatoon, SK**

**July 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup>, 2012**

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As outlined in

Appendix B for Special Events

under

Council Policy C03 – 007

(Special Events)

## **Mission Statement**

It is the mission of the Saskatchewan Senior Fitness Association, Inc. (SSFA) to improve the total well-being of seniors in Saskatchewan through participation in a variety of physical, cultural, social and intellectual activities.

The SSFA works towards this goal by providing workshops, seminars, and promoting active living and wellness. The district games, held annually, and provincial and national games, held every two years, are integral to this. These provincial games will bring together people from all 7 of our active districts in a spirit of camaraderie and competition.

Saskatoon last hosted this event in 1998. Saskatoon has very well-trained, knowledgeable sports and recreation professionals and volunteers. We also have great facilities.

This would be a wonderful event for Saskatoon to host to help change stereo types, and raise awareness of the vitality of our senior citizens and the need for physical activities for your whole life through! This is an attitude changing, life-affirming event that would have real and positive economic and social effects on Saskatoon. It's been 14 years, it's our turn!

## **Strategic Goals**

Our strategic goals are as follows:

1. First and foremost to present successful games.
2. To allow a large contingent of senior citizens to qualify for the National Games, so that Saskatchewan will be well represented.
3. To have as much community involvement as possible, through participation, volunteerism, sponsorship, or being a spectator.
4. To have diversity both in our offerings and participants.
5. To create economic stimulus for Saskatoon and the surrounding area.
6. To create increased membership both in our own organization, and within the various sports governing bodies, and venues with which we are liaising.
7. To continue our work towards improving the total well-being of seniors and raising awareness of their involvement in, and need for, physical, cultural, social and intellectual activities.

This will have positive economic benefits and increased mental, spiritual, and physical health for those involved, no matter in which capacity their involvement comes.

## **Strategic Alliances**

In the brief planning time we have had, some significant partnerships have been established. For example, the Prairie Parklands has agreed to provide us with a venue for the banquet, opening and closing ceremonies at very favourable rates. Eastview Bowl has also stepped up with extremely favourable rates, and wonderful cooperation. The Saskatoon Hostelries Association asked for and received some great rates for participants at a number of our local hotels. The University of Saskatchewan has also come forward with exceptional rates for accommodation. This will help both our athletes through the rates available and the University through rental revenue during a summer month, when most students are away from school.

All the major provincial sports governing bodies have been contacted and have verbally agreed to assist us in making these games an unqualified success. In working with these organizations we will have the opportunity to raise the awareness of seniors involved in each of those areas. We will also be working to forge long-lasting ties between our organizations.

We have booked the use of the Shaw Aquatic Centre, Father Basil Merkle Park, the Field House, Wildwood Golf Course, and Umea Vast slo-pitch diamonds through the City of Saskatoon. All of our other venues have been booked. We have venue partnership arrangements in place with Zion Lutheran Church, the Army, Navy, and Air Force Veterans Club, Cosmo Senior Centre, Fairview Senior Centre, The Coachman Lounge, Pacific Billiards, Nutana Lawn Bowling Club and others. Some of these venues have also agreed to take sponsorship roles with the games, thus sharing financial resources, promoting visibility and making it possible for us to have more diversity in our offerings than we might otherwise be able to financially manage.

The search for sponsors is ongoing, with our first official Platinum Sponsor, Prairie Parklands, who pledged an in-kind donation of \$9300.00, along with a cash donation of \$1000.00, and Gold Sponsor, Sask Tel Pioneers, who have given us a cash donation of \$5000.00, leading the way. Several other private businesses are being actively pursued, and hopefully they will be in place early in 2012. The funding has taken a back seat while budgeting and securing of venues has been put in place. As most of this is now complete, the push to secure funding and sponsors now takes front stage. Please be aware that in-kind donations are goods and/or services that are donated in lieu of cash, and cannot be determined accurately until the games are over.

We are also hoping to involve our First Nations and Metis people in one or both of our opening and closing ceremonies. We feel this would be an important inclusion, and would help us work towards our goals of diversity and community involvement.

## **Local Organizing Committee**

The event organizing committee is laid out on an attached table, which identifies the key positions, the chairs of each sub-committee (in bold print), and in most cases, the contact information for each. Descriptions of each key position, and the individual(s) associated with that position along with his/her experience follows.

**Host Committee Chairperson** – (Ariane Zerr) Chairs committee meetings, and is ex-officio member of all other games committees. This position provides guidance and direction towards attainment of overall goals. Mrs. Zerr is a retired school bus driver, which required many organizational skills and leadership. She has held a variety of positions (including: Indoor Coordinator, President, and Special Events Coordinator) for different community associations such as: Timmy's Snowarama, Scouts Canada, and Nutana 100 Celebration.

**Host Committee Vice-Chairperson** - (Les Haugen) Assists the Chairperson wherever possible, and provides additional experience in organizational and fiscal management. Mr. Haugen has retired from Revenue Canada. He also has extensive experience with SSFA's Saskatoon Sport District Committee and as a participant in the 55+ games at the district, provincial and national levels. Les has also been actively involved in several other provincial and local organizations.

**Finance Committee Chair** - (Gerald K. Fielding) Supervises overall financial matters according to budget. Mr. Fielding is a retired judge. He is the President and Treasurer of Sask. Badminton Association. His numerous volunteer positions include: Kinsmen, the Trust Committee (Culture) of Sask Sport, Swift Current Library Board, Wynyard Recreation Board, President of Swift Current Junior Band, President and then Secretary of the Swift Current Music Festival, 17 years in minor ball in numerous capacities, coaching a variety of sports, Treasurer of Shaunavon United Church, and Treasurer for the Swift Current Multicultural Council.

**Office Administration and Registration** - (Walter and Margaret McNabb) Recruit, train and organize volunteers to carry out the many functions of the Games Office. These include but are not limited to: sending letters to the SSFA districts informing them of the games, processing registration forms, sorting, and filing, informing other games personnel of entries, organizing schedules, distributing shirts, recording the games results, and handling correspondence. Mr. McNabb spent his entire working life in the automotive industry, retiring as the owner of a General Motors dealership. His volunteer work has been extensive, being involved in: Kinsmen and Lions Clubs (President and various executive positions), Chamber of Commerce (President),

Economic Development Committee (Chairperson), Saskatoon United Way (canvassing for business donations for 9 years), Big Brothers (board member and Big Brother for 8 years), Salvation Army (kettle ringer for 10 years), Enchanted Forest (assisted with lights), Woodworkers Guild (Woodshow Chairman), and SSFA (board member). Mrs. McNabb's background is administration and finance, having worked with her husband Walter in the General Motors dealership, as well as owning a hair salon. Her volunteer experience includes: Kinette Club (various executive positions), Curling Club (secretary / treasurer), City Hospital Foundation Office (office assistant), Festival of Trees (administration work), Osteoporosis Society (secretary / treasurer), and Friends of the Library (secretary, treasurer, and fundraising).

**Public Relations/Promotions/Communications** - () Work closely with office administration, registration, special events, games services and also with other committees to promote awareness and participation in the games. Establish ties with the media, the SSFA districts and communes with games committees.

**Accommodations /Medical and Security** - (Stan Halliwell) As each participant is responsible for his/her own accommodation this committee arranges for "best rates possible" with the hospitality industry, i.e., hotels, motels, U of S residence, bed and breakfasts and has had them "block" or set aside a number of rooms which will be available to our participants. Arrange St. John's ambulance and commissionaires for some of the major events. Mr. Halliwell's volunteer experience includes: Kinsmen Club member in 1971-75, President of the Calgary Transportation Club, founder of the Saskatoon 60+ Hockey league, and SSFA co-ordinator and committee member.

**Special Events and Ceremonies** - (Dawna Neilson) This committee is responsible for organizing the opening and closing ceremonies as well as the banquet. They invite speakers from the City and Provincial governments, Sask. Games Council, the SSFA, First Nations, master of ceremonies, band, singers, arrange the order of divisions of SSFA for marching onto the field and the like. They also select the location for said ceremonies and the menu. Ms. Neilson has been involved in organizing events previously and is a director of SSFA. She has also served on numerous non-profit boards over the past 25 years. Dawna has extensive work related experience in the hospitality industry, and for 20 years operated a small event management company in Ontario. She worked primarily on a contract basis with the NHL Alumni and their corporate clients for celebrity events. These events took place across Canada and the USA. She moved to Saskatoon three years ago and became a member of the SSFA.

**Human Relations** - (Lester Hunt) The main function of this committee centres on the volunteers. They are responsible for recruitment, training (orientation), volunteer appreciation, and organizing and providing a volunteer kit including some promotional items from the

sponsors. Mr. Hunt is the secretary on the SSFA Saskatoon Sport District Committee and has held many other executive positions with numerous non-profit boards and organizing committees.

**Transportation** - (Laurie Dunlop) Secures vehicles for the transportation of goods, officials and VIP's to games venues and events or as otherwise needed. Ms. Dunlop is also in charge of the Pickle ball event for the games and also for Saskatoon District SSFA. She is the Director of Member Relations for SSFA Saskatoon Sport District Committee.

**Games Services/Event Coordinator** - (Edward Zahar) Recruiting members for the committees, as well as the event co-ordinator for each event. Becomes familiar with Games rules, policies etc. in order to provide direction and support to Event Co-ordinators. Provides Schedule of Events, assist in grant applications. Co-ordinates all aspects of the delivery of the event package, that is, site location, required equipment, signage, competition format and scheduling, medals and medal presentation with each Event Co-ordinator. Provides event specific orientation and training for all volunteers. Co-ordinates with Provincial Sport Governing body for each event, selects Protest Committee to handle disputes. Meets with event Co-ordinator to discuss results and to prepare a report for the Games Chairperson. Mr. Zahar has a PhD in Kinesiology, and is a retired special needs recreation instructor from SIAST. Ed has been the chairman for the Canadian Special Olympics Task Force, the national Program Council (Canadian Special Olympics), and Canadian Mission Staff for Local, Provincial and International summer and winter Games. He was a long-term volunteer for Sask Games, the George Reed Foundation for the Handicapped and Saskatchewan Special Olympics. A past recipient of the Sask Sport Award for administration, he has volunteered in many other positions in Saskatoon, including the Jeux Canada Games, Western Canada Games, River Roar and the Fringe.

**Friends of the Games** - (Edward Zahar & Les Haugen) Sets out the criteria and perks for different levels of sponsorship. This committee is responsible for securing sponsors and donations. Help in other fund raising ventures, for example, Steak Nights and dances.

**Senior Liaison Saskatoon Sport District** - (Sheldon Kraus & Al Wurst) Liaises with the provincial SSFA sports district board and keeps them apprised of how things are progressing and any help required. Al has been involved in the district games for several years and contributes his experience. Al Wurst is a member of the SSFA Saskatoon Sport District Committee. Sheldon Kraus has been involved in the delivery of the SSFA program in the City of Saskatoon for 13 years and is the President of the SSFA Saskatoon Sport District Committee. He represents the interests of seniors and assists the committee by providing his experience in the area of budget preparation, information on events and venues and recruitment of volunteers. Sheldon's

encouragement of seniors to become involved in the district games will impact the number of participants attending the provincial games. He is a member of the SSFA Provincial Board.

**SSFA Provincial Board Advisory -** (Margaret Gailing) Ex-Officio member of our committee. Assists in the planning and delivery of the games by providing an outline of responsibilities for each chair and a time-line. Responsible for providing technical support, orientation, interpretation of SSFA rules and regulations and participate as a member of the Protest Committee. Provides advice on protocol issues, SSFA requirements, participate in media communications and attend as dignitary in the ceremonies and banquet. Ms. Gailing has retired from Human Resources Canada with many years experience in management and finance in various government departments. She has been the President of the Saskatchewan Senior Fitness Association Inc. (SSFA) since 1998. As well, she is the Chair of the SSFA Games Committee and has worked with Host Committees in planning the 55+ games during this period. She was a past recipient of the SPRA Volunteer Award.

### **Infrastructure Requirements**

Currently most of the facilities required for these games meet or exceed standards. Certainly the Shaw Aquatic Centre and Bob Van Impe and Gordon Howe soft ball diamonds meet international standards, while other Slo-pitch diamonds meet national standards. The City owned golf courses are at least adequate and may possibly meet national standards. Bowling facilities meet national and possibly international standards. Lawn Bowling, Pickle Ball, Tennis, Table Tennis, Snooker, 8 ball and other activities, with one exception, meet international and national standards. That exception is Track and Field. We only have one Track and Field facility in Saskatoon - Griffiths Stadium. Unfortunately it falls short of both national and international standards. We understand that the University is addressing this problem with planned upgrades, and yet, one feels that a city the size of Saskatoon should have at least two facilities of this type which meet standards. Fortunately, we have the Field House to fall back on for some of the events but will need to look for a place to host the discus and javelin which are not permitted in this facility.

## Requested City Services

For the 2012 Provincial 55+ Games we will be utilizing a number of civic facilities in order to run the various athletic events. In particular, we will require the Shaw Aquatic Center, the Field House, Umea Vast Slo-pitch diamonds 1-4, and Father Basil Merkle Park. We will be holding golf at the Wildwood Golf Course.

We have a tentative contract for the Shaw Aquatic Center July 4 and 5 mornings only (9 to 12), at a cost of \$387.78 plus tax, with an extra fee for meeting room, setting up and maintenance of \$839.56 plus tax. This brings the total with tax to \$1,288.72.

The next facility mentioned is for the track and field at the Field House. We will be required to use the Field House as Griffiths Stadium is rented to the Royal Canadian Legion for Youth camp. Total Field House venue rent and labour amounts to \$3,390.98. In addition two of the field events, discus and javelin, cannot be held in the Field House. As a result these two field events will be located outside the Fieldhouse.

The third venue is Umea Vast slo-pitch diamonds. At this time we are estimating that eight teams will take part in this activity, but there could be more. Our rules state that the round robin format is to be used where applicable and possible in this tournament. It may be possible to hold a round robin with eight teams, which would be twenty eight games, but this is very demanding on the pitching staff in such a short time. It is recommended that 3 games a day for seniors should be the maximum.

We have contacted Slo-Pitch National Softball and they will assist us in providing umpires, chief umpire, a game assignee, and in the set up and maintenance of the fields. They would also provide a concessions area. The total for the venue, umpires, balls, chalk, set up and maintenance is approximately \$3,360.00. We have covered the cost of a licence, public liability insurance and a special events permit in the budget.

At this time, for pickle ball we have no information re the use of city staff time. This would be minimal - less than \$500.00.

The fifth venue is for golf at the Wildwood Golf Course. Cost for adults to age 64 is \$31.00 per 18 holes, there is a reduction in cost for seniors 65+, however as we do not know which age range our golfers will fall into we are using the \$31.00 for budgeting purposes. We estimate 100 golfers and two rounds of golf bringing the fees to \$6,200.00, GST included.

Total cost of requested city services is \$11,988.70, which have been included in the operating expenses of the event budget.

## Post Event Operating Cost

At this time, the 2012 Provincial 55+ Games do not anticipate modifying or building any facilities for the city to operate. There will be no potential cost or revenue generated.

## Legacy

The legacy that we are looking into at this time is equipment for the Saskatoon Field House. After consultation with Randy Kindrachuk (Site Administrator of the Saskatoon Field House) we would like to purchase 2 Nustep TRS4000 for a cost of \$9,000. This equipment would be used in the fitness room which is open to the general public and would benefit the health and well-being of the people of Saskatoon at any stage of their life. This equipment would compliment the existing equipment because of the rehabilitative nature and also the first step grads would be able to use the equipment in the public space not limited to the wellness space.

The main values added to the community as a result of the 2012 Provincial 55+ Games are in the realm of attitudes and perceptions. This event substantiates that sports and recreation are valuable throughout life. As life is more than physical activity and sports, there are intellectual pursuits, cultural pursuits and the value of holding family close. By having older adults taking part in recreational activities such as card games, writing, shuffle board, pool, and bowling, we are emphasising that these are pursuits which may contribute to families, as well as an individual's quality of life. An advertising campaign a few years ago stated that, "the family that plays together, stays together". Certainly the activities just mentioned contribute to family life.

The sports and recreational activities we are offering vary greatly in degree of physical and mental challenges presented. Diversity of interests and abilities is important to accept both in the family and in the larger community. It is this diversity that creates our cultural mosaic. It is not unusual to see parents and grandparents watching children at sporting events, school activities, and extra-curricular activities. These games now allow those children to watch their parents, grandparents and other older adults have fun doing many of the same activities. This also adds credence to the concept that activity throughout life is valuable to the body, mind and spirit. Close knit families tend to support each other and their communities in a very positive way, and this leads to better citizenship.

Part of our legacy has come to fruition in the sense that we have added a new activity to the community in our lead-up to the games, namely Pickle Ball. We hope to highlight this event in our advertising and news coverage.

## Economic Impact

Please see attached Tourism Saskatoon Sports Tourism economic assessment model summary.

### Past Event History

SSFA Revenue and Expenditure trend for the last five 55+ Games is as follows:

#### **NORTH BATTLEFORD – 2002**

Revenue	66,961.00
Expenses	52,824.00
Surplus	14,137.00

#### **HUMBOLT – 2004**

Revenue	55,481.00
Expenses	47,851.00
Surplus	7,630.00

#### **MOOSE JAW – 2006**

Revenue	71,837.70
Expenses	60,734.16
Surplus	11,103.54

#### **YORKTON – 2008**

Revenue	57,401.00
Expenses	41,427.00
Surplus	15,974.00

#### **REGINA – 2010**

Revenue	70,237.00
Expenses	50,568.00
Surplus	19,669.00

In each of the past Saskatchewan 55+ Provincial Games, the older adult has become more and more visible to the community. The community realizes that the seniors have needs and priorities that should be addressed. Thus, more affordable housing is available. More fitness, cultural, spiritual and social events and programs are planned. Some of these incentives have come about because of these games and our promotion encouraging development of programs (including those we ourselves present) for seniors. There has been and continues to be advances made in these and other areas for seniors.

Other tangible benefits to the communities that have hosted these games are felt in the tourism and restaurant industries. There are many accommodation bookings, and restaurant visits, as well as travel itself (be it on airlines, STC, or the benefits to Service Stations when

people drive themselves). Local Taxi companies also feel an upswing while the games are in town. These benefits do not end when the Games are over, as many people extend their stays to see the sights, or return for future vacations.

## Non-Profit History

1. Please see the following Certificate of Incorporation.
2. The grant cheque should be written payable to SSFA Inc., which is our Provincial organization, and mailed to L. Garratt, Treasurer, SSFA, c/o 3015 6 Avenue North, Regina, SK S4R 0P3. The funds will be transferred to the Host Committee by SSFA.



**Information  
Services  
Corporation  
OF SASKATCHEWAN**

THE NON-PROFIT CORPORATIONS ACT,  
1995  
SASKATCHEWAN CHARITABLE CORPORATION



\*309499183\*

Page 1 of 6

### Annual Return

Form 26

ENTITY NUMBER: 207947

ENTITY NAME: SASKATCHEWAN SENIOR FITNESS  
ASSOCIATION INC.

TYPE: NON-PROFIT CORPORATION

SUB TYPE:

SASKATCHEWAN CHARITABLE  
CORPORATION

Return Due By: 30-Apr-2011

Fee: (If received before due date - \$10.00)  
(If received after due date - \$20.00)

MARGARET GAILING	207947
#203 104 5TH ST. NE	
WEYBURN	SK
CANADA	S4R0Z1
ATTENTION:	

I, <u>Lorraine Garratt</u> , being <u>authorized officer</u> of the <small>(Director/Solicitor and Agent/Authorized Officer)</small>	
corporation, certify that the attached information respecting the corporation is correct and I have the authority to sign this document on behalf of the corporation.	
Date: <u>June 15, 2011</u>	Signature: <u>L. Garratt</u>

Email Notification:

Annual Returns may be filed on paper, or electronically at <a href="http://www.isc.ca/corporateregistry">www.isc.ca/corporateregistry</a>
When your next Annual Return is due, would you prefer to receive a paper copy of the annual return, or receive an e-mail notification with instructions on how to file on line?
Please check the preferred option: Paper <input type="checkbox"/> E-mail <input checked="" type="checkbox"/> E-mail Address _____

Generation Date: 24 Feb 2011 15:23:11-487

Version Number: 33

*For Special Events Grant: City of Saskatoon,  
Council Policy C03-007*

*L. Garratt  
Treasurer  
SSFA*

*January 26, 2012*

## **Event Profits**

Any profit made from hosting the 2012 Provincial 55+ Games are governed by the Saskatchewan Seniors Fitness Association Inc. and the SSFA Saskatoon Host Committee Agreement signed on November 11, 2011. This agreement extended to the organizing committee a start-up loan of \$4,000.00. Our first obligation is our legacy commitment to the City of Saskatoon, should we receive this grant, and then to pay back this loan from the SSFA. Our next obligation to the SSFA is to pay them \$5.00 per participant. With any remaining profit, the organizing committee keeps \$2,000.00, with the remaining balance being divided equally between SSFA Inc. (provincial), and the 2012 55+ Provincial Games Organizing committee. The Organizing Committee as per signed agreement with SSFA Inc., is required to disburse these monies to not for profit organizations.

The provincial portion of our profits will be used to extend and support existing provincial programming. This of course involves physical, cultural, social and intellectual activities. The SSFA works towards this by providing workshops and seminars and promoting active living and wellness. The provincial body also funds an ice curling event every two years and supports the active districts in a spirit of friendly fellowship. They also use pamphlets, videos, a website, and other means to promote the growth of the organization.

The organizations that the Saskatoon Organizing committee is currently considering supporting are: Cosmopolitan and Fairfield Senior Citizen Centres, ANAVETS, the Legions, other Senior Citizen Organizations.

## OPERATING BUDGET

<u>ITEM</u>	<u>AMOUNT</u>	<u>SUB-TOTAL</u>	<u>TOTAL</u>
<b><u>REVENUE:</u></b>			
Advertising Sales (Booklet)	2,000.00		
Banquet Ticket Sales (100 @ \$35per)	3,500.00		
District Pin Sales (7 districts x 25pins x \$3per)	525.00		
Donations - Cash	11,000.00		
Donations - In Kind	8,000.00		
Donations - Sponsorship	11,000.00		
SSFA Start-up Trust	4,000.00		
Sask Games Council Grant	30,000.00		
City of Saskatoon Special Events Grant	40,000.00		
Pin Sales to Public (100 @ \$5 each)	500.00		
Registration Fees (based on 600 @ \$35per)	<u>21,000.00</u>		
<b>Total Revenue</b>		<b>\$131,525.00</b>	
<b><u>EXPENSES:</u></b>			
Administration	15,121.00		
Advertising & Signage (Signs, Banners, etc.)	4,300.00		
Audit (Flat Rate)	1,500.00		
Banquet, Opening & Closing Ceremonies	48,752.44		
City of Saskatoon Special Events Legacy	10,000.00		
Human Relations	8,910.00		
Medical & Security	1,610.64		
SSFA Assessment Fee (600 Athletes x \$5)	3,000.00		
SSFA Start-up Trust Repayment	4,000.00		
Transportation & Insurance	<u>4,700.00</u>		
		<b>\$101,894.08</b>	
<b><u>Games Events</u></b>			
Bowling (Five Pin)	4,630.00		
Bridge (Contract) & Scrabble	1,400.00		
Cribbage, Kaiser & Whist	2,000.00		
Darts	350.00		
Golf	6,300.00		
Horseshoes	300.00		
Lawn Bowling	600.00		
Pickle Ball	1,500.00		
Poetry and/or Short Story Writing	100.00		
Shuffleboard	640.00		
Slo-Pitch	3,671.00		
Snooker & 8 Ball	700.00		
Swimming	1,388.34		
Table Tennis	700.00		
Tennis	860.00		
Track & Field	<u>4,491.65</u>	<u>\$29,630.99</u>	
<b>Total Expenses</b>		<b>\$131,525.07</b>	
<b>PROFIT OR SHORTFALL</b>			<b><u>-\$0.07</u></b>



TourismSaskatoon  
Sports Tourism

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**Saskatchewan Provincial 55+ Games - Saskatoon  
Sports Tourism Economic Assessment Model Summary**

**Initial Expenditure**

The Saskatchewan Provincial 55+ Games would produce an Initial Expenditure of \$197,996. This amount is the sum total of all expenditures made by tourists, being that it is new money, the Initial Expenditure indicates the magnitude of spending in Saskatchewan and it's regions.

**Gross Domestic Product**

Gross Domestic Product (GDP) of this event is an estimated \$195,819. The GDP is the *net economic impact* the event has on the community. It represents the profit generated from the initial expenditure as described above.

**Wages & Salaries**

Wages & Salaries for the Saskatchewan Provincial 55+ Games would be approximately \$101,352. This amount is an estimate of the incremental wages and salaries earned as the initial expenditure works through the economy.

**Employment (Jobs)**

The above stated salaries can also be translated into the number of jobs that can be supported by the Saskatchewan Provincial 55+ Games. It is estimated that the event will support 2.5 jobs, with 2.0 in Saskatoon.

**Industry Output**

Industry Output or total economic activity is anticipated at \$397,116. This amount is the total of all direct, indirect and induced impacts on all goods and services produced within Saskatchewan's economy. This number appears higher than GDP because, in addition to all outputs, it includes the cost of purchased inputs in the intermediate production phase.

**Taxes**

Taxes collected for the Saskatchewan Provincial 55+ Games are an estimated \$32,032. This amount refers to the total tax revenue supported by the initial expenditures of the event.

## Special Event Reserve Funding and Expenditures

	SPECIAL EVENTS	PROFILE SASKATOON	TOTAL RESERVE
January 01, 2012	(235,000)	(10,000)	(245,000)
2012 Provisions	(250,000)	(250,000)	(500,000)
Approved Commitments	125,000	250,000	375,000
Tentative--Subject to Approval	150,000	100,000	250,000
55+ Senior Games Request	40,000		40,000
January 01, 2013	(170,000)	90,000	(80,000)
2013 Provisions	(250,000)	(300,000)	(550,000)
Approved Commitments	35,000		35,000
Tentative--Subject to Approval	75,000		75,000
December 31, 2013	(310,000)	(210,000)	(520,000)

**TO:** Secretary, Planning and Operations  
**FROM:** General Manager, Community Services Department  
**DATE:** February 28, 2012  
**SUBJECT:** New Initiative to Promote Healthy Living  
**FILE NO:** LS 205-1

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

**BACKGROUND**

In April 2011, City Council received correspondence from the Canadian Broadcast Corporation (CBC) offering Saskatoon an opportunity to be involved in “Live Right Now”, a national movement to inspire Canadians to get healthy by taking small, manageable steps. CBC invited Saskatoon to become a part of the initiative by:

- i) creating a group based on your community name on the “Live Right Now” web site;
- ii) pledging a weight loss goal towards CBC’s “Million Pound Challenge”;
- iii) challenging a rival community in a friendly competition to take action to get healthy and/or spread the word to citizens to be a part of the movement; and
- iv) sharing stories and pictures with CBC in which they will do a national profile on the CBC website.

During its May 9, 2011 meeting, City Council considered the request with respect to a new healthy living initiative and referred the matter to the Administration to report to the Administration and Finance Committee. This report will summarize the City of Saskatoon’s (City) participation in the movement to improve the health and wellness of the citizens of Saskatoon.

**REPORT**

In 1999, the Saskatoon Regional Health Authority, University of Saskatchewan College of Kinesiology, and the City of Saskatoon - Community Services Department formed an “in motion” partnership to lead the collective action to deliver a health promotion, physical activity strategy to make Saskatoon and Region the healthiest in Canada. This partnership has a formal working relationship to develop the community-based physical activity strategy. As a part of the overall strategy, an “in motion” partnership Coordinating Committee has been established. The purpose of this committee is to provide advice and guidance with respect to program opportunities and how best to connect within the community to support the Saskatoon “in motion” initiative. The main functions of the Coordinating Committee are as follows:

- i) to provide strategic direction for the community-based physical activity health promotion initiative Saskatoon “in motion”;
- ii) to support the Saskatoon “in motion” initiative through shared development,

marketing and implementation of the health promotion, physical activity initiatives;

- iii) to provide advice and input on the Saskatoon "in motion" initiative in the key areas of communications, program support, financial advice, leadership developments, and evaluation guidelines and tools;
- iv) to identify emerging physical activity trends and determine shared areas of interest and initiatives that will be implemented as part of Saskatoon "in motion"; and
- v) to bring together Action Committees that meet the criteria of the Saskatoon "in motion" initiative.

The Leisure Services Branch program staff are members of an Action Committee (Committee) that meets on a regular basis with program staff from the Saskatoon Health Region. This Committee reviewed the information from CBC and request to join the "Million Pound Challenge" and have considered how this initiative may fit in with the overall local "in motion" strategy. During its initial review of the request to join the "Million Pound Challenge", the Committee felt that more information was required from CBC before becoming involved with promoting and supporting the initiative. The concern was the main focus of the CBC initiative being primarily on weight loss and not healthy living through increased physical activity, which is the main focus of the "in motion" initiative. The requests for additional information were forwarded to CBC, but unfortunately the contact person had changed and additional information was not provided in a timely fashion to participate in this initiative in 2011.

During the later part of 2011, representatives from the "in motion" Committee were successful in contacting a new CBC representative, and confirmed that they are conducting another promotion in 2012. The Committee representative informed the CBC representative about two major promotions and community events "in motion" has planned for this year; "Family 'in motion' Day" (February), and "Fall 'in motion' Campaign" (October). The "Family 'in motion' Day" promotes parents and children to have fun and enjoy the Family Day provincial holiday by being physically active. The "Fall 'in motion' campaign" challenges Saskatoon residents to stay physically active throughout the month of October by registering their physical fitness activities with "in motion" on activity logs for a chance to win prizes. The CBC representative will share these initiatives with the "Live Right Now" producers and they may be able to provide some national or local promotion about Healthy Living in Saskatoon.

Recently the "in motion" Committee learned from CBC that this year's "Live Right Now" promotion has been expanded to include a new Facebook Application. CBC's "Live Right Now" launched their search for the "Live Right Now" Capital of Canada on January 13, 2012, with a Facebook Application that allows individuals in communities to log their healthful activities. These activities add points for the community they are associated with and help the community compete to become the "Live Right Now" Capital and win a \$100,000 Bienenstock Natural Playground for their community.

As of February 22, 2012, the "in motion" Committee is now actively promoting the "Live Right Now" campaign with a link from the "in motion" Facebook page to the "Live Right Now" website.

**POLICY IMPLICATIONS**

There are no policy 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.

Written by: Rob Gilhuly, Program Services Supervisor

Reviewed by:   
Cary Humphrey, Manager  
Leisure Services Branch

Approved by:   
Randy Grauer, General Manager  
Community Services Department  
Dated: March 6, 2012

Approved by:   
Murray Totland, City Manager  
Dated: March 11/12

**TO:** Secretary, Planning and Operations Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** March 5, 2012  
**SUBJECT:** Westgate Heights Attainable Housing Inc. - Innovative Housing Incentives  
 Affordable Rental Units – 3315 Centennial Drive  
**FILE NO:** PL 951-111

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

- 1) that funding of \$700,000 for 34 affordable rental units by Westgate Heights Attainable Housing Inc., located at 3315 Centennial Drive, be approved under Innovative Housing Incentives Policy No. C09-002;
- 2) that a five-year tax abatement on the incremental taxes be applied to the subject property commencing the next taxation year following completion of the project; and
- 3) that the City Solicitor be requested to prepare the necessary agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

**BACKGROUND**

During its July 16, 2007 meeting, City Council established a target of 500 affordable dwelling units annually to be achieved with the participation and partnership of numerous sectors, including government supported providers, financial institutions, developers, investors, and faith based groups. As part of the same report, City Council increased funding assistance available to affordable housing projects from 5 percent to 10 percent, under the Innovative Housing Incentives Policy No. C09-002.

During its June 9, 2008 meeting, City Council rezoned the site at 3315 Centennial Drive, at the request of Westgate Alliance Church, to accommodate this future affordable housing development on this site.

During its September 26, 2011 meeting, City Council re-allocated \$2.9 million in funding for innovative housing incentives (capital grants) at the rate of \$1.2 million per year for 2012 and 2013 with \$500,000 remaining to begin 2014. This funding was made available due to the Province of Saskatchewan sharing the cost of housing projects that City Council had previously committed funding to.

**REPORT**

On February 1, 2012, your Administration received an application for funding assistance from Westgate Heights Attainable Housing Inc., under the Innovative Housing Incentives Policy

No. C09-002 to build 34 affordable rental housing units for low-income families at 3315 Centennial Drive.

Westgate Heights Attainable Housing Inc. is a non-profit organization formed under the care of the Westgate Alliance Church. The Westgate Alliance Church has been in operation since 1985 providing religious and educational services, as well as operating the Westgate Heights Daycare for area residents.

#### Project Description

The project will consist of 34 two-story row housing type structures. Each unit will contain 1,120 square feet of above-grade living area and include three bedrooms. Additionally, all units will be built with a fully developed basement with an area of 560 square feet, allowing for the possibility of creating one or two additional bedrooms. These units will target new Canadians and large families in need of affordable housing.

The creation of large family rental housing was established as a priority in the 2007 Saskatoon Community Plan on Homelessness and Housing. Currently, the majority of affordable rental projects the City of Saskatoon (City) has supported have been much smaller self-contained units. Westgate Heights Attainable Housing Inc.'s proposal will help to accomplish this priority for large family rental units in Saskatoon.

To ensure that the units available through this project are offered to low-income households, prospective tenants will be required to have an annual income at or below the Maximum Income Limits (MILs) as determined by Saskatchewan Housing Corporation (SHC), which is currently \$52,000 for families. The City bases its Innovative Housing Incentives Policy No. C09-002 on these limits.

Westgate Heights Attainable Housing Inc. is planning to start construction in the spring of 2012 with completion in early 2013.

#### Funding

The total cost of providing 34 affordable housing units is estimated to be \$7 million. Westgate Heights Attainable Housing Inc. has made an application to the SHC for funding assistance for \$2 million. SHC has prioritized working with Westgate Heights Attainable Housing Inc. in regards to their funding application. The land for the proposed site has been contributed by Westgate Alliance Church, valued at \$1 million. The additional funds required to complete this project will be supported by a bank loan that Westgate Heights Attainable Housing Inc. will secure.

Your Administration has reviewed the request for assistance by Westgate Heights Attainable Housing Inc. Based on the review, it has been determined that the project meets the eligibility criteria set out in the Innovative Housing Incentives Policy No. C09-002 for a 10 percent capital grant up to the maximum limits established in the 2012 Housing Business Plan of \$25,000 per unit for units with three or more bedrooms. Based on these maximums, the total capital grant will be \$700,000.

Additionally, based on the Innovative Housing Incentives Policy No. C09-002, Westgate Heights Attainable Housing Inc. also qualifies for the five-year incremental property tax abatement that is available to affordable rental housing projects provided on a non-profit basis. According to the City Assessor, the total annual incremental property tax increase resulting from this project is estimated at \$62,900, and will total \$314,500 over the five years of the incentive.

#### Distribution of Affordable Housing

Official Community Plan Bylaw No. 8769 encourages a range of housing options to serve a wide range of incomes in each neighbourhood. The proposed development is located within the Pacific Heights neighbourhood. According to corporate records, there is not a concentration of affordable housing within Pacific Heights, and this project will help deconcentrate the supply of affordable housing across the city.

#### OPTIONS

1. Provide assistance equal to 10 percent of the total capital cost of 34 affordable housing units by Westgate Heights Attainable Housing Inc. located at 3315 Centennial Drive, to a maximum of \$700,000, as well as a five-year incremental property tax abatement.
2. Decline to fund this project. This option will mean that Westgate Heights Attainable Housing Inc. will have to seek additional funding from another source in order to proceed with the project.

Your Administration is recommending Option 1.

#### POLICY IMPLICATIONS

There are no policy implications.

#### FINANCIAL IMPLICATIONS

The report recommends a funding commitment of \$700,000. The funding source for the capital grant is the Affordable Housing Reserve where \$1.2 million each year is allocated for innovative housing initiatives. The total amount of the capital grant is split between two yearly allocations, with a funding commitment of \$375,000 from the 2013 allocation, and the remaining \$325,000 from the 2014 allocation.

To date, City Council has approved projects totaling \$223,900 from the 2013 allocation. If this project is approved, there will be close to \$600,000 remaining for additional affordable housing projects to be completed in 2013. If this project is approved, there will be only \$175,000 remaining for additional housing projects for 2014 and beyond, unless City Council allocates further funding beginning in 2014.

The project will also result in forgone revenue of the municipal portion of property taxes, estimated at \$178,500, as a result of the proposed incremental tax abatement.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse gas implications.

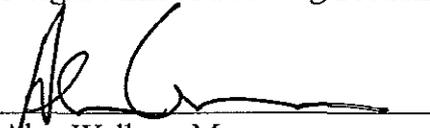
**PUBLIC NOTICE**

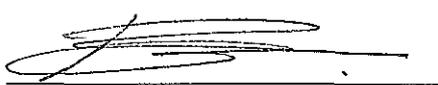
Public Notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

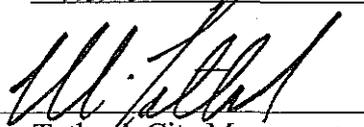
**ATTACHMENTS**

- 1. Sample Renderings and Floor Plans for 3315 Centennial Drive
- 2. Site Plan for 3315 Centennial Drive

Written by: Ian Williamson, Planner  
Neighbourhood Planning Section

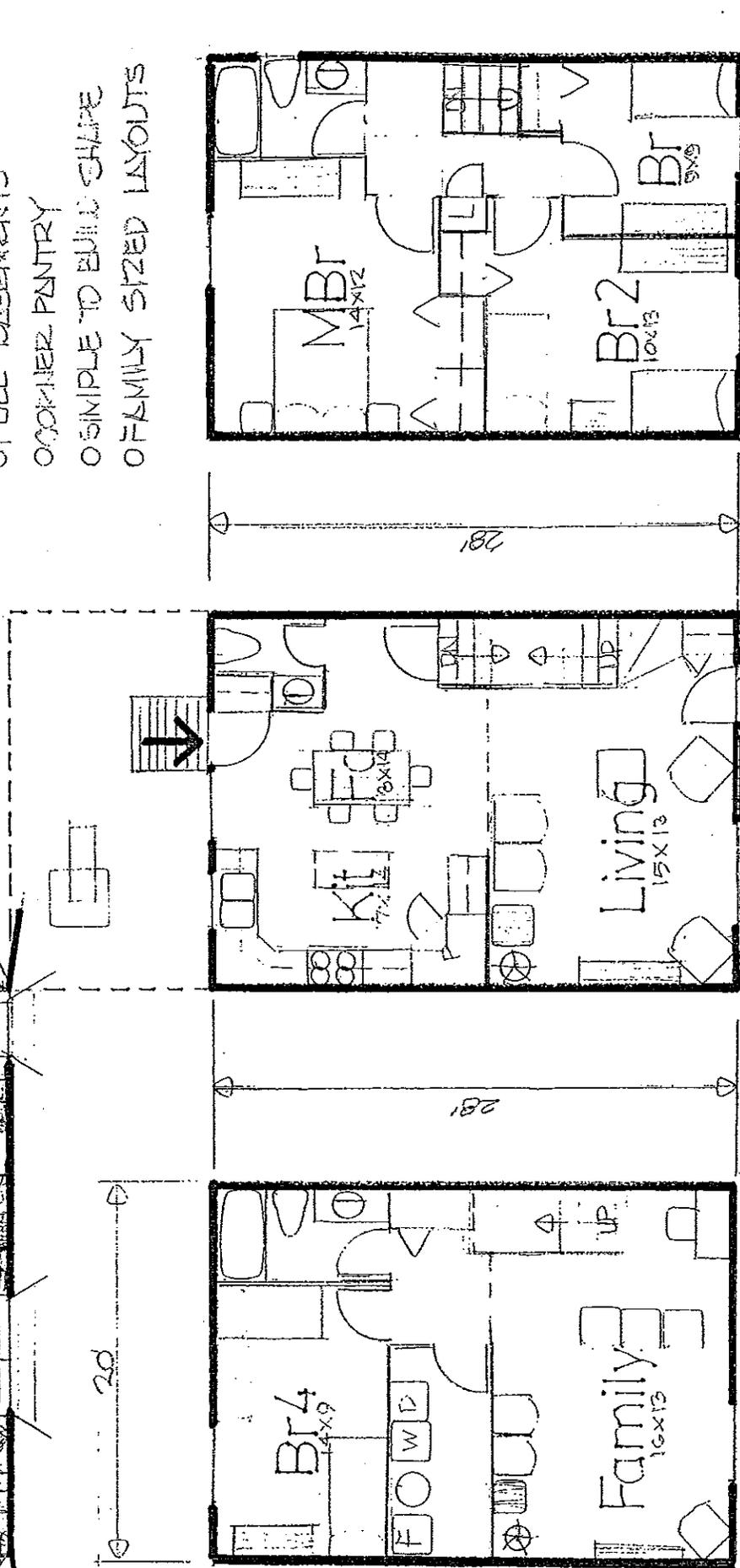
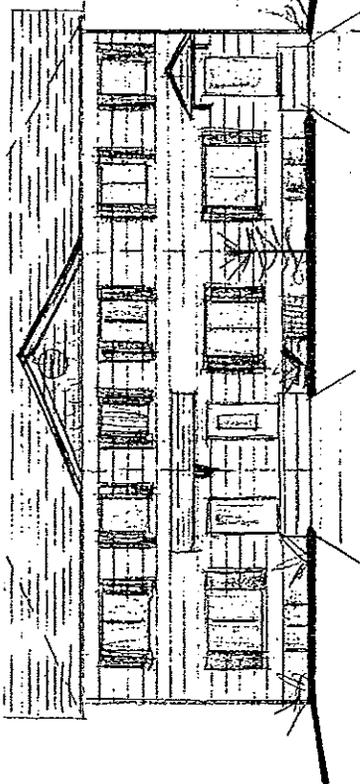
Reviewed by:   
 Alan Wallace, Manager  
 Planning and Development Branch

Approved by:   
 Randy Grauer, General Manager  
 Community Services Department  
 Dated: March 6, 2012

Approved by:   
 Murray Totland, City Manager  
 Dated: March 11, 2012

- Design Notes:**
- o AREA: 1100' ± (20' X 28')
  - o 3+1 BEDROOMS
  - o FENCED 20' X 15' REAR YDS
  - o STACKED PLUMBING
  - o FULL BASEMENTS
  - o COOKIER PANTRY
  - o SIMPLE TO BUILD SHAPE
  - o FAMILY SIZED LAYOUTS

- o ALTERNATE ROOF LINES
- o CANOPY VARIATIONS
- o SHUTTERS @ WINDOWS

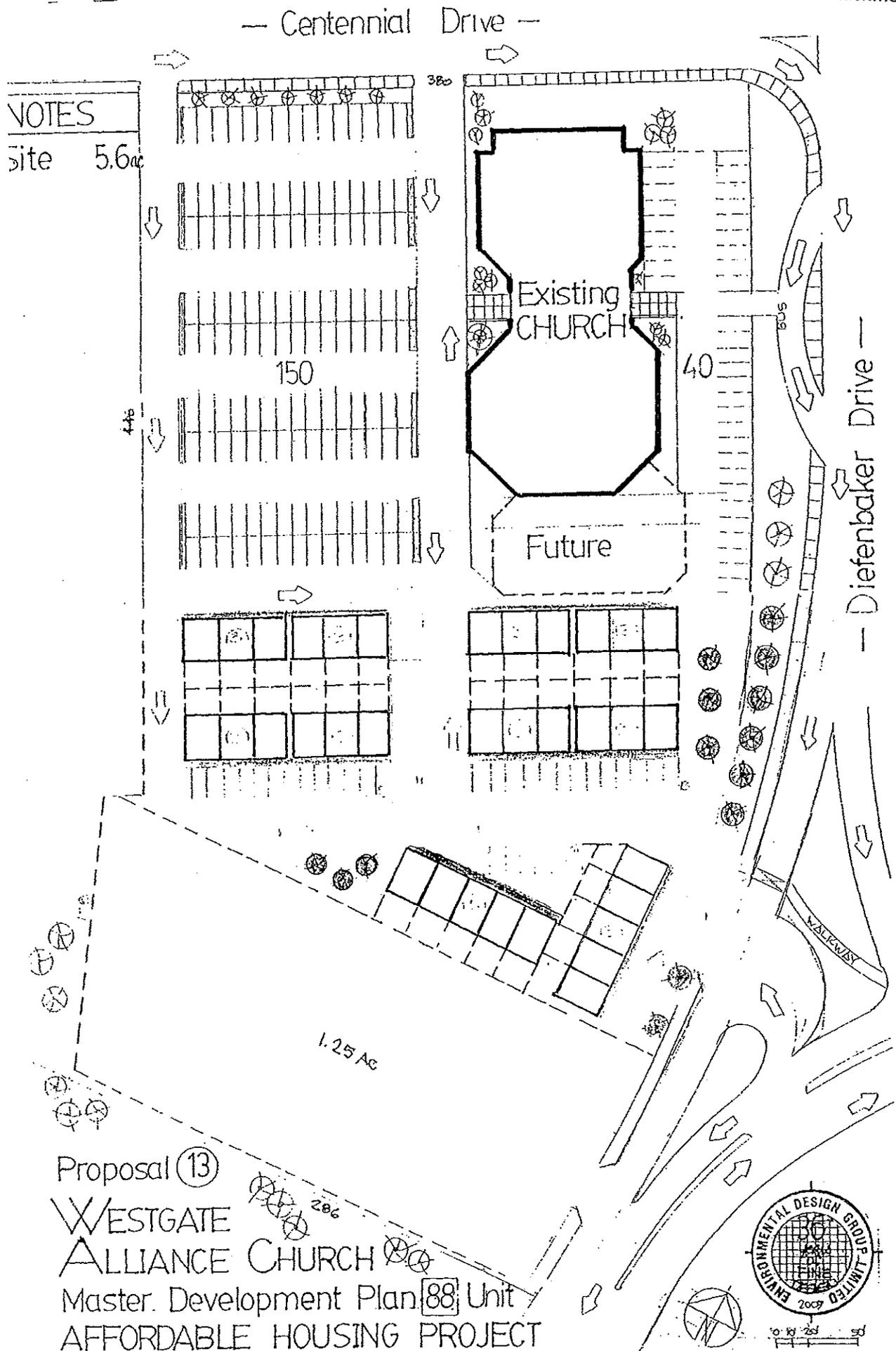


proposed affordable housing

M.Fir

DRAWN BY: 12<sup>ND</sup>  
 ENVIRONMENTAL  
 DESIGN GROUP LIMITED  
 3590 MOUNT ROYAL AV  
 SASKATOON, SK S7T 1

Westgate Alliance Church by Milbrandt Homes Ltd.



NOTES  
 site 5.6ac

Proposal (13)  
 WESTGATE  
 ALLIANCE CHURCH  
 Master Development Plan [88] Unit  
 AFFORDABLE HOUSING PROJECT



**TO:** Secretary, Planning and Operations Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** March 6, 2012  
**SUBJECT:** 2011 Annual Report – Neighbourhood Services Section – Community Development Branch  
**FILE NO:** LS 430-8

---

**RECOMMENDATION:** that a copy of this report be submitted to City Council for information.

### **BACKGROUND**

The mandate of the Community Development Branch is:

“to serve as a catalyst to bring the community together to provide neighbourhood-based recreation programs, to support volunteers in the delivery of those programs, and to create a network of volunteers capable of addressing other issues that affect the quality of life in their community.”

Specifically, the Neighbourhood Services Section of the Community Development Branch works with Saskatoon’s 46 community associations to coordinate neighbourhood initiatives, activities, and programs throughout the city. To do this work, the Neighbourhood Services Section is comprised of a Section Manager, eight Community Consultants, and one Clerk-Steno (see Attachment 1). The Community Consultants are assigned geographic areas within the city. While their primary role has traditionally been to assist community associations with program development and delivery (in partnership with the City of Saskatoon [City]), they have also become more involved with community engagement for neighbourhood planning and improvements.

Saskatoon’s community associations, in turn, are incorporated non-profit organizations operating at an arm’s length from the City. They are governed by the *Non-profit Corporations Act, 1995*, as administered by the Corporations Branch of the Department of Justice. Community associations recruit and train volunteers, plan and administer sport, culture, and recreation programs at minimal cost to residents in the fall, winter, and spring, and work to enhance the quality of life of residents within their neighbourhoods.

### **REPORT**

This report provides a summary of the work carried out in 2011 by the Neighbourhood Services Section of the Community Development Branch. The Neighbourhood Services Section works with the neighbourhood community associations in four key areas, noted below:

1. Support the provision of accessible sport, culture, and recreation opportunities at the neighbourhood level, and directly address cost-as-a-barrier for recreation programs.

#### **Sport, Culture, and Recreation Programs**

An important aspect of the Neighbourhood Services Section’s work is to support the community associations in their efforts to provide affordable quality sport, culture, and

recreation programs. These programs are varied in nature and include yoga, art classes, Zumba fitness classes, learn-to-skate, adult floor hockey, and many more. In addition to these offerings, community associations partner with the city-wide minor sport groups, predominantly soccer and softball, to provide spring outdoor sport programs. Also, most community associations offer a number of special events throughout the year, such as fun days-in-the-park, soccer tournaments, and community social events. Countless hours of volunteer time are put in to provide a total of 1,612 winter, spring, and fall programs offered by the 46 community associations in 2011 while providing approximately 18,900 hours of programming to over 12,000 registrants.

Community associations received a total of \$111,700 in grant funds to assist them in providing these neighbourhood-based programs. In return, the community associations contribute about \$400,000 of their own funds to offset the cost to offer programs. In 2011, to ensure the program grants were still meeting the needs of the community and the criteria for awarding the grant was clearly articulated, your Administration completed a review and update of both the program grant eligibility criteria and the follow up reporting procedures. In brief, the community associations must meet or exceed the following conditions to receive the annual program grant:

- i) provide a variety of sport, culture, and recreation programs that are identified as neighbourhood needs and consider factors, such as neighbourhood demographics;
- ii) provide a minimum of 100 hours of registered programs where the majority of programs are at the introductory skill level. A collaborative review with the Community Consultant confirms that the 100 hours of programs are eligible;
- iii) use qualified instructors, leaders, coaches, and/or other appropriate supervision;
- iv) provide the Community Services Department with statistical information for all community association programs;
- v) work with the Community Services Department to evaluate programs as required;
- vi) ensure provisions are made to make community association registered programs as accessible as possible, related to costs (e.g. subsidize individual registration fees in part, or in full, provide programs that are operated at a lower than cost basis, or by providing no-cost programs); and
- vii) communicate the Cost-As-Barrier policy within the community through all means of communication used by the community association (e.g. newsletters, website, posted at registration nights, flyers, word-of-mouth, etc.).

In reference to the last two points noted above, the City provides each eligible community association with additional program dollars based upon the number of low-income families

in their neighbourhoods according to Statistics Canada's Low Income Cut-Off (LICO) variables. The Neighbourhood Services Section distributes \$42,300 among the eligible community associations. Each association is required to use these funds to address "cost-as-a-barrier" for neighbourhood program participation. In some cases, the funds are used to ensure all program registration fees are kept to a minimum level, while in other cases the associations use the funds to provide grants to waive the fees for specific individuals and families within their neighbourhood.

Over and above the cost as a barrier grant, additional program funding was also made available to the core neighbourhoods of King George, Pleasant Hill, Riversdale, and Westmount to assist them in the development of new recreation programs for younger children and families, as well as for neighbourhood community events.

The Neighbourhood Services Section also helps facilitate the establishment of community development type activities through such initiatives as the Recreational Use of Storm Water Retention Ponds and Community Gardening programs.

In 2011, the Neighbourhood Services Section facilitated the development of four new community gardens: Erindale/Arbor Creek, Meadowgreen/Pleasant Hill, Fairhaven, and College Park. This increases the number of gardens on City-owned property to 11 (approximately 350 garden plots). The recently established program for Recreational Use of Storm Water Ponds continues to grow as we bring on new neighbourhoods. There are now a total of nine storm water ponds included within this program being regularly used for recreational activities.

Also in 2011, your Administration completed a review of the primary roles of the community associations as it pertains to how and when the Civic Administration engages with the community associations. A summary of this review was presented in a report to the Planning and Operations Committee (Committee) at their meeting on September 6, 2011. At the meeting, the report was received and the Committee resolved that the matter be referred back to the Administration to work with the community associations to clarify roles, more clearly define the intent, and address issues related to the two primary roles of neighbourhood-based program delivery and community consultation for neighbourhood planning and improvement. The Community Consultants are in the process of collecting feedback from the community associations and a follow-up report will be presented back to the Committee in the spring of 2012.

#### Outdoor Rinks

The community associations operated a total of 49 outdoor rinks and two ponds throughout the winter season in 2010 to 2011. The associations are eligible for a matching grant of up to \$1,000 to assist with the operating costs, for such expenses as rink board repair, ice maintenance, and supervision. With the 2012 operating budget approval, City Council also approved additional grant funding for the outdoor rink operations. Starting in 2012, community associations who are paying for their own rink utilities will now be able to apply

for an additional matching grant of up to \$400 to help offset the cost of utilities. They may also apply for funding assistance for major upgrades to their rink facilities. The community associations are required to provide a minimum of six hours per week of supervised skating time to ensure that everyone has an opportunity to enjoy the rinks.

The community associations collectively spent a total of \$78,111 on the operation of their rinks in the 2010 to 2011 skating season. The Community Development Branch paid out \$27,822 to associations through the Rink Operating Grant Program to help offset some of the rink operating costs. In addition, the Community Development Branch awarded another \$23,005 in rink improvement grants to assist associations who contributed an additional \$23,750 to complete major repairs, such as new mesh, rink boards, and a new rink established in Hampton Village.

#### Park Enhancements

The Park Enhancement Reserve fund was established by City Council to provide a source of funds to finance park program enhancements in neighbourhood parks. This reserve is used to fund projects that are cost-shared with the community associations. In 2011, community associations and partners pledged \$27,306 towards \$51,806 worth of new park program amenities in three neighbourhoods: Holliston, Lawson Heights, and Varsity View. The Park Enhancement Reserve contributed the balance of the cost \$24,500, which demonstrates very strong community support of these projects.

2. Assist, support, and develop volunteers to directly contribute to the delivery of recreation services and to enable them to address other issues that affect quality of life in their community.

Volunteers are the backbone of Saskatoon's community associations. They sit on the community association boards as executive members, they coach sports teams, and organize neighbourhood special events, such as a fun day-in-the-park or a community clean up. Some volunteer on a regular basis, others once in a while. The supports and/or events provided for volunteers by the Neighbourhood Services Section include the following:

#### Volunteer Training

The training and development of community association volunteers continued to be a priority in 2011. The Community Consultants reworked the format of the Volunteer Conference, which was previously held every two years as a full day conference and developed a unique training series based on feedback from the community associations. "Learning, Leading, Living" is a series of six different workshops, two to three hours in length, hosted over the course of the year and designed to assist community association volunteers in maximizing their potential and the potential of the community association. The workshops are lead by skilled and knowledgeable speakers and provide an opportunity for volunteers to connect and learn from one another.

At the individual organization level, consultants provide board orientations, planning sessions, and one-on-one training sessions for specific board positions, such as treasurer, secretary, president, volunteer coordinator, and indoor coordinator.

#### Volunteer Appreciation

Over 129 volunteers representing 32 community associations attended the annual volunteer appreciation event that was held on March 31, 2011 at Bethlehem Catholic High School. At this event, His Worship the Mayor, Councillors, and staff helped celebrate and acknowledge the work of the community association volunteers. In addition to the formal volunteer appreciation event, the Community Consultants also encouraged each community association to provide some type of appreciation to the volunteers that work within their programs.

3. Facilitate input from community organizations and individuals to bring about decisions that affect their quality of life.

Neighbourhood Services Section staff work with community associations to ensure that residents have opportunities to provide input on programs and services offered by the City. In 2011, the Community Consultants were involved on various committees and led a variety of public meetings that were held in neighbourhoods across the city. These meetings/committees dealt with issues of park development, facility development, group homes, re-zoning applications, community gardens, park safety, and Crime Free Multi Housing inspections.

Further to this, the Neighbourhood Services Section, through its community association Operating Grant, requires that each association maintain a communication system suitable to, and effective, within the neighbourhood, made up of either three printed newsletters, or a minimum of one printed newsletter combined with additional media (e.g. functional website, community signs, posters, and/or flyers). This communication system provides information to residents about programs, services, and issues within their neighbourhood and has become an important way of staying connected in the community.

4. Act as a visible liaison between the community and the City through proactive communication and dialogue.

The Community Consultants are a visible and active liaison between the associations and various City departments ensuring there is communication and dialogue. The Branch's eight Community Consultants make an effort to attend all monthly community association executive meetings. Their role at these meetings is to support the association executives with advice, to provide updates on City initiatives, and likewise to listen and respond to the concerns of the community. Their role is unique and important in that it helps to establish a bond of trust and respect between the community associations and the City.

Saskatoon is aware of, and takes pride in, the very strong system of neighbourhoods and neighbourhood-based programming, delivery, and consultation. The community associations continue to be the critical component in the delivery of affordable neighbourhood-based sport, culture, and recreation programs. This decentralized neighbourhood-based program delivery model has been successful from a number of perspectives: neighbourhood recreation programs across the city, defined contact/process points within each neighbourhood, and an evolving community engagement model that has earned national recognition.

As part of the connection to the City's strategic plan, the Neighbourhood Services Section continues to work on strategies within the strategic goal – Quality of Life. The Neighbourhood Services Section continues to build capacity within the community to address a broad range of issues. Also to support community building through direct investment, community development expertise, and support to the community associations.

Some key initiatives planned for 2012 in the Neighbourhood Services Section will include:

- a) to oversee the design and construction of the new destination accessible playground in W.W. Ashley Park;
- b) complete a review of best practices and develop a cost effective plan for the ongoing delivery of neighbourhood-based programs as the city continues to grow;
- c) to open the newly upgraded spray pad and playground amenities in Holliston Park;
- d) development of the secondary core park in Rosewood (Swick Park);
- e) oversee the upgrade of Pleasant Hill Park; and
- f) continue working with colleagues in the Leisure Service Branch, residents, and school board partners to design the future community centre in Willowgrove.

### **OPTIONS**

There are no options.

### **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 the Public Notice Policy No. C01-021, is not required.

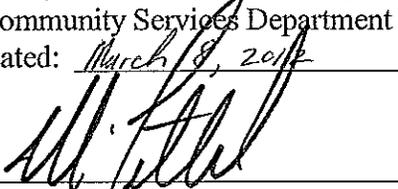
**ATTACHMENT**

- 1. Community Consultant Area Assignments

Written by: Mike Libke, Neighbourhood Services Section Manager

Reviewed by:   
 Lynne Lacroix, Manager  
 Community Development

Approved by:   
 Randy Grauer, General Manager  
 Community Services Department  
 Dated: March 8, 2012

Approved by:   
 Murray Tolland, City Manager  
 Dated: March 11/12.

## COMMUNITY CONSULTANTS AND AREAS SERVED

<p><b>Area 1    David Godwin        975-3379</b></p> <p>Confederation Park (Confederation Suburban Centre) Dundonald Hampton Village Massey Place Pacific Heights Parkridge Westview Heights</p>	<p><b>Area 2    Karen Farmer        975-3380</b></p> <p>Fairhaven Holiday Park Meadowgreen Montgomery Place Stonebridge</p>
<p><b>Area 3    Henry Dutka        975-3651</b></p> <p>King George Pleasant Hill Riversdale Westmount</p>	<p><b>Area 4    Carrie Hutchison    975-3381</b></p> <p>Caswell Hill City Park Hudson Bay Park/Mayfair (Kelsey-Woodlawn) Mount Royal North Park/Richmond Heights River Heights</p>
<p><b>Area 5    Mark Campbell        975-2952</b></p> <p>Erindale/Arbor Creek Lawson Heights (Lawson Suburban Centre) Silverspring Silverwood Heights Sutherland/Forest Grove Willowgrove/University Heights</p>	<p><b>Area 6    Dylan Czarnecki    975-3375</b></p> <p>Avalon Buena Vista Exhibition Nutana Queen Elizabeth (West half of Haultain) Varsity View (Grosvenor Park)</p>
<p><b>Area 7    Mark Planchot        975-3376</b></p> <p>Adelaide Park/Churchill Brevoort Park Eastview (Nutana Suburban Centre) Greystone Heights Holliston (East half of Haultain) South Nutana Park</p>	<p><b>Area 8    Art Lord                975-2942</b></p> <p>Briarwood College Park East College Park Lakeridge Lakeview Wildwood</p>

### OFFICE CONTACT INFORMATION

**Clerk-Steno:**        975-3378

**Fax Number:**        975-2324

**Mailing Address:**

Community Development Branch  
Cosmo Civic Centre  
3130 Laurier Dr  
Saskatoon SK S7L 5J7

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  
Councillor M. Loewen

1. **Willowgrove Commercial Site  
412 Willowgrove Square  
Request for Proposals Selection  
(File No. CK. 4215-1)**

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

Attached is a report of the General Manager, Community Services Department dated February 27, 2012 forwarding information on proposals received in response to the Request for Proposals for the intended mixed use commercial/residential development in the Willowgrove Neighbourhood's urban village concept area which is zoned B1B – Neighbourhood Commercial Mixed Use District.

The Administration will provide a presentation on this matter at the meeting.

**2. Request to Sell City-Owned Property**

**Lots 22 to 41, Block 976, Plan 102001868; Lots 38 to 111, Block 979, Plan 102001868; Lots 1 to 25, Block 980, Plan 102001868; Lots 1 to 34, Block 981, Plan 102001868; Lots 18 and 19, Block 984, Plan 102000777; Lot 204, Block 979, Plan 102000777; on Hargreaves Manor, Hargreaves Way, Hargreaves Crescent, Hargreaves Court, Klassen Crescent and Hampton Circle  
Hampton Village Neighbourhood  
(File No. CK. 4215-1)**

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- RECOMMENDATION:**
- 1) that the Land Bank Manager be authorized to sell 156 lots in the Hampton Village Neighbourhood through a lot draw process, as outlined in the attached report;
  - 2) that any of the lots which are not sold through the lot-draw process be placed for sale over-the-counter on a first-come, first-served basis; and
  - 3) that the Land Bank Manager be authorized to administer development controls for the 156 lots in accordance with the criteria outlined in the attached report.

Attached is a report of the General Manager, Community Services Department regarding sale of 156 lots in the Hampton Village Neighbourhood, through a lot draw process to individuals and builders, and obtain approval to administer development controls for each of the 156 lots.

As City Council will note, these lots represent the final single-family lots available within the Land Branch's Hampton village ownership area, and demand for these lots is expected to be strong. The frontages range from 13.14 metres (43 feet) to 19.80 metres (65 feet), with prices ranging from \$86,700 to \$180,600 – the average lot price in this phase being \$123,724.

**3. Request to Issue a Request for Proposals for the Sale of City-Owned Property**

**Parcel C, Plan No. 102030219 (103 Pohorecky Crescent)  
Evergreen Neighbourhood  
(File No. CK. 4215-1)**

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- RECOMMENDATION:**
- 1) that the Land Bank Manager be authorized to sell Parcel C, plan No. 102030219 (103 Pohorecky Crescent) in the City of Saskatoon through a Request for Proposal process for an innovative, environmentally-friendly multi-family development using price and selection criteria as identified in the attached report;

- 2) that if the parcel is not sold through the Request for Proposal process, it be offered for sale by Public Tender;
- 3) that His Worship the Mayor and the City Clerk be authorized to execute the necessary documentation to complete the sale by Request for Proposals; and
- 4) that the Land Bank Manager be authorized to administer architectural controls as a condition of sale for the parcel in accordance with the criteria outlined in the attached report.

Attached is a report of the General Manager, Community Services Department dated February 27, 2012 regarding a request to sell Parcel C at 102 Pohorecky Crescent in the Evergreen Neighbourhood by Request for Proposal process, rather than by public tender, and to administer architectural controls on the site.

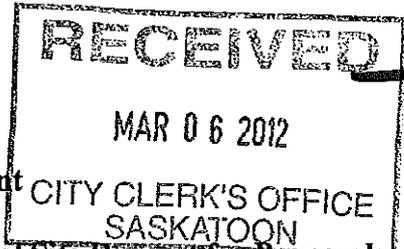
The proposed use of the RFP process, is in keeping with the intent of the Land Branch to encourage innovation in sustainable development on the largest and most visible multi-family site in the village centre of Evergreen. This intent is consistent with the City of Saskatoon's strategic goal of Environmental Leadership. A final proposal that reduces GHG emissions and water usage, uses renewal energy sources, diverts waste from the landfill, and uses leading edge construction techniques will all lead to measurable success indicators that demonstrate the Administration's commitment to achieving this goal.

Respectfully submitted,

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Councillor M. Heidt, Chair

4215-17



**TO:** Secretary, Land Bank Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** February 27, 2012  
**SUBJECT:** 412 Willowgrove Square - Willowgrove Commercial Site Request for Proposals Proponent Selection  
**FILE NO:** LA 4125-10

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**RECOMMENDATION:** that a copy of this report be forwarded to City Council for information.

**BACKGROUND**

The 1.48 acre parcel located at 412 Willowgrove Square (Parcel C, Block 519, Plan 101874764) is a key component of the Willowgrove Neighbourhood's urban village concept, in that it provides one of the village centre focal points in addition to the Willowgrove Square. This parcel was zoned B1B - Neighbourhood Commercial Mixed Use District in order to provide for development that fits with the vision for the Village Centre. The intent was that this site would become a mixed use commercial/residential development that would feature main floor commercial with up to two floors of residential above.

City Council, at its meeting held on June 13, 2011, authorized the Land Branch Manager to sell this parcel at a fixed price of \$838,100, plus G.S.T., through a Request for Proposal (RFP) process to the proponent that received the highest score from the Administration, based on evaluation criteria set by City Council.

**REPORT**

**RFP Purpose**

On July 15, 2011, this parcel was offered for sale through an RFP. The RFP documents were mailed to known commercial developers and multi-family builders. Additionally, the RFP process was advertised in The Star Phoenix and on the City of Saskatoon Land Branch website. Interested parties were given six months to submit a proposal.

**Baydo Development Corporation Proposal**

The City received one proposal for this site from Baydo Development Corporation to build a mixed use commercial/residential building featuring 25,000 square feet of commercial split into ten units on the main floor and 48 units of residential on the second and third floors. The residential units are all one or two bedroom units, ranging in size from 700 square feet to 950 square feet, with projected prices from \$180,000 to \$220,000. Amenities include 1, 1.5 or 2 bathrooms, private balconies, granite counter tops and individual laundry. The commercial portion of the building will include ten retail outlets with a square footage ranging from 1,800 to 2,500 per outlet. One unit is reserved for a convenience store, with the remainder of the building being left open for any type of B1B permitted commercial use.

Baydo Development Corporation is an engineering-based development company from Saskatoon with experience in industrial, commercial, and residential design and construction. The company

began construction of their first project in Saskatoon in 2011; a 48-unit townhouse development in Stonebridge. They have additional multi-family properties in Stonebridge that they will be developing over the next few years.

The project will include a number of sustainable building features; including the use of energy efficient boilers, energy star appliances, insulation and high-end windows to reach an R2000 standard of energy efficiency. In addition, the project will meet part of its energy needs from solar panels installed on the roof and a portion of the roof will be landscaped as a green roof.

Construction of this project will begin in the summer of 2012, with foundation work proposed to begin in July. The first possessions will be available within a year and a half and full project completion within 30 months.

The proposal was evaluated by the Land Branch and Environmental Services Branch according to the criteria set by the Land Branch which included; architectural merit, the inclusion of residential units and commercial spaces, sustainable building techniques and the qualifications of the proponent. The proposal received was excellent, receiving full points in two categories and receiving an overall high score.

#### Zoning District

The proposal appears to comply with Zoning Bylaw No. 8770's B1B Zoning District; however, more detailed drawings will be required to be reviewed by City of Saskatoon's Planning and Development Branch at the time of Permit Application.

#### Architectural Controls

The plans show an attractive building, featuring a mix of main floor commercial and two floors of residential that fits with the overall vision for the Village Square. The proposal meets the requirements of the Architectural Controls. However, as part of the approval process, more detailed drawings will be submitted and a full architectural review will be completed at that time to ensure compliance with the City of Saskatoon's Willowgrove Architectural Controls for B1B Commercial Zone.

#### Option to Purchase Agreement

Baydo Development Corporation has entered into an Option to Purchase Agreement with the City and has paid the non-refundable deposit of two percent of the purchase price plus G.S.T.

The Option to Purchase Agreement grants Baydo Development Corporation a period of up to six months to exercise their option by paying an additional non-refundable eight percent plus G.S.T. Once the option is exercised, Baydo Development Corporation will have 18 weeks to receive final approval for their detailed architectural drawings. After architectural approval is granted, Baydo Development Corporation will have 30 days to pay the balance of the purchase price.

At the time of purchase, in addition to submitting the full payment of the purchase price, a Letter of Credit representing ten percent of the full purchase price is required. If the units are not built and available for occupancy within 30 months of signing the Sale Agreement, the letter of credit will be forfeited. If the units are built and available for occupancy within 30 months, the letter of credit will be returned upon the completion on the units.

### **Policy Implications**

There are no policy implications.

### **Financial Implications**

The proceeds from the sale of this parcel will be deposited into Willowgrove Neighbourhood Land Development Fund.

### **Environmental Implications**

The development of this site as envisioned in the RFP and in the Willowgrove Neighbourhood Concept Plan, contributes to creating a more sustainable compact city by providing for a mix of uses and housing options in a neighbourhood, giving resident's local options for services and employment. The evaluation criteria for the RFP included a section on Sustainable Building. Baydo Development Corporation's proposal includes a number of sustainability features; including the use of energy efficient boilers, energy star appliances, good insulation and high-end windows to reach an R2000 standard of energy efficiency. In addition, the project will meet part of its energy needs from solar panels on the roof. A portion of the roof will also be landscaped as a green roof.

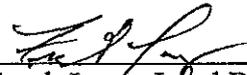
### **Public Communication Plan**

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

### **Attachments**

#### 1. Renderings

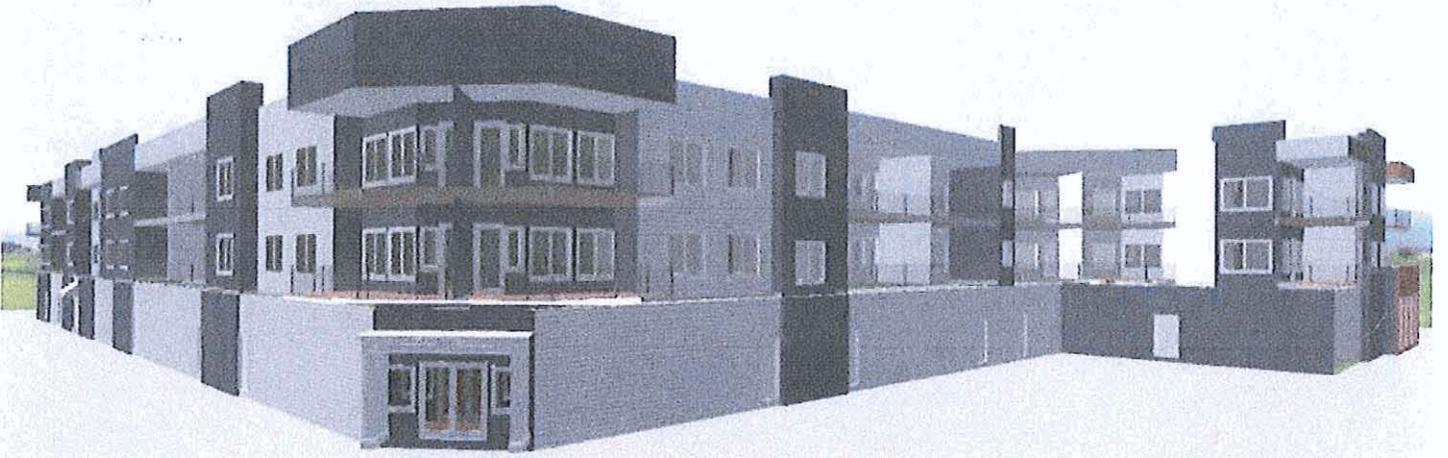
Written by: Tyson McShane, Senior Planner

Reviewed by:   
 Frank Long, Land Bank Manager  
 Dated: February 29th, 2012

Approved by:   
 Randy Grauer, General Manager  
 Community Services Department  
 Dated: Feb. 29/12

Approved by:   
Murray Totland, City Manager  
Dated: MAR 6, 12

# Attachment 1



**TO:** Secretary, Land Bank Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** February 29, 2012  
**SUBJECT:** Request to Sell City-Owned Property  
 Lots 22 to 41, Block 976, Plan 102001868; Lots 38 to 111, Block 979, Plan 102001868; Lots 1 to 25, Block 980, Plan 102001868; Lots 1 to 34, Block 981, Plan 102001868; Lots 18 and 19, Block 984, Plan 102000777; Lot 204, Block 979, Plan 102000777; on Hargreaves Manor, Hargreaves Way, Hargreaves Crescent, Hargreaves Court, Klassen Crescent and Hampton Circle, in the Hampton Village Neighbourhood  
**FILE NO:** 4218-12-1

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- RECOMMENDATION:** that a report be submitted to City Council recommending:
- 1) that the Land Bank Manager be authorized to sell 156 lots in the Hampton Village Neighbourhood through a lot draw process as outlined in this report;
  - 2) that any of the lots which are not sold through the lot draw process be placed for sale over-the-counter on a first-come, first-served basis; and
  - 3) that the Land Bank Manager be authorized to administer development controls for the 156 lots in accordance with the criteria outlined in this report.

**BACKGROUND**

The purpose of this report is to obtain approval to sell 156 lots through a lot draw process to individuals and builders and obtain approval to administer development controls for each of the 156 lots.

Attachments 1 and 2 indicate the location of the lots on Hargreaves Manor, Hargreaves Way, Hargreaves Crescent, Hargreaves Court, Klassen Crescent and Hampton Circle in the Hampton Village Neighbourhood.

The sale of three lots located on Klassen Crescent and Hampton Circle have been on hold pending the construction of neighbourhood entrance fencing flanking these lots, which was completed in 2011. Servicing of these lots is complete, and they will be available for immediate possession.

For lots within the Hargreaves area, all deep underground services have been installed, and roadway, curb and sidewalk work is expected to be complete this spring/summer. Utility servicing is also expected to be completed this spring/summer. To facilitate the timely delivery of these lots

to the market, the Land Branch will offer these lots via lot draw in May prior to the lots being fully serviced. Possession of the lots will not be granted until the roads are completed to a gravel base stage. Sale Agreements for these lots will reflect this delayed possession date. Offering the lots before servicing completion will provide builders some advance time to market the lots and initiate the building permit approval process while final roadway work is being completed.

Lots backing the future Claypool Drive extension have a black chain link fence installed at the back of lots to restrict access to the berm and roadway.

## REPORT

The lots located on Hargreaves Manor, Way, Crescent and Court in this phase of development vary in size from a minimum frontage of 13.14 metres (43 feet) to a maximum of 19.80 metres (65 feet). The lot on the north side of Klassen Crescent has a frontage of 12.46m (41 feet), while the two laned lots located on the south side of Klassen Crescent and Hampton Circle have frontages of 9.89m (32 feet) and 11.31m (37 feet) respectively.

These lots represent the final single-family lots available within the Land Branch's Hampton Village ownership area. As this is the last opportunity for individuals and builders wishing to build in the City's portion of Hampton Village; demand for these lots is expected to be strong.

### Lot Pricing

Lot prices have been determined based on an examination of current and expected lot prices for comparable properties in the Saskatoon market, and take into account an expected increase in 2012 servicing costs. A base unit price of \$8,200 per front metre was used to calculate the lot prices. Adjustments were then made to the base prices based on lot location and characteristics. A list of the individual lot prices is attached (Attachment 3). The prices range from \$86,700 to \$180,600, with average lot price for this phase being \$123,724.

### Development Controls

Development controls are being proposed in this phase of development in order to maintain character within the neighbourhood and to fulfill the original vision of the neighbourhood design. The controls vary depending on zoning, housing styles and the existence of rear lanes. It should be noted the development controls in previous phases of Hampton Village with rear lane lots, required a garage to be built at the same time as the principal dwelling. In response to some feedback received by homebuilder customers, and as an alternative to a complete garage, your Administration is proposing a requirement for a concrete pad with access from the rear lane instead. The concrete pad can be used for parking initially and at a later date be used for the construction of a garage by the homeowner. Theoretically, this change will allow builders to offer homes at lower price points that will accommodate entry level single-family homes in the Saskatoon market.

The following controls for lots on Klassen Crescent (south side) and Hampton Circle are Zoned R1B and have access to a rear lane.

Lots with Lanes

Klassen Crescent (south side) – Zoned R1B

Lot 19, Block 984, Plan 102000777; and

Hampton Circle – Zoned R1B

Lot 18, Block 984, Plan 102000777

- a) No dwelling shall be constructed on any of the lots which has an above-grade floor area (excluding attached decks, patios and garages) less than:
  - i. 1,000 square feet in the case of a bungalow or bi-level;
  - ii. 1,200 square feet in the case of a two-storey dwelling;
- b) All dwelling units shall be bungalows, raised bungalows, bi-levels, or two-storeys. Split-level dwellings are not permitted;
- c) All dwellings must be constructed with a concrete garage pad with access from the rear lane only. The concrete garage pad must be constructed at the same time the dwelling is built, with a minimum dimension of 6 metres wide and 6 metres long. The concrete pad shall be located 1.2 metres from the rear property line;
- d) All dwellings shall be constructed with covered front verandas. The minimum width of the front veranda for bungalows and bi-levels shall be half the width of the house façade. Two-storey dwellings shall have front verandas across the entire width of the house façade. Verandas shall be partially enclosed with railings and spindles or other type of partial enclosure;
- e) The roof of the principal dwelling shall have a minimum 6-in-12 pitch; and
- f) Brick, stone or manufactured stone, requiring a masonry application, will be required on the front elevation of all dwellings. Masonry application must be a minimum of 100 square feet in area and must be returned 24 inches around the building corners along the side elevation.

**Note 1:**

In addition to the controls listed above (a – f), the additional control noted below (g), shall apply to the lot on Hampton Circle (Lot 18, Block 984, Plan 102000777) with rear lane access (zoned R1B). This control is necessary to increase the minimum front yard setback from 3 metres to 5 metres for lots on roadways designated as transit routes.

- g) The minimum front yard setback shall be 5 metres.

Lots without Lanes – Facing Laned Lots

Klassen Crescent (north side) – Zoned R1A (facing R1B on south side of Klassen Crescent)  
Lot 204, Block 979, Plan 102000777

- a) No dwelling shall be constructed on any of the lots which has an above-grade floor area (excluding attached decks, patios and garages) less than:
  - i. 1,000 square feet in the case of a bungalow, bi-level or split-level dwelling;
  - ii. 1,200 square feet in the case of a two-storey dwelling;
- b) All dwellings must be constructed with a minimum single-wide attached garage. The garage must be constructed at the same time as the dwelling is built. Minimum inside dimensions shall be 3.5 metres wide and 6.0 metres long;
- c) Garages shall not protrude more than 2.4 metres (8 feet) from the façade of any habitable floor area of the dwelling;
- d) The roof of the principal dwelling shall have a minimum 6-in-12 pitch; and
- e) Brick, stone or manufactured stone, requiring a masonry application, will be required on the front elevation of all dwellings. Masonry application must be a minimum of 100 square feet in area and must be returned 24 inches around the building corners along the side elevation.

In addition to these development controls, a separate interest will be registered against the title of each single-family lot with a front attached garage indicating which side of the lot the garage must be placed against. As outlined in the report adopted by City Council on February 27, 2006, the intent of this control is to pair garages together against a common property line in order to provide a better streetscape appearance.

Lots without Lanes (standard):

Hargreaves Manor, Hargreaves Way and Hargreaves Crescent – Zoned R1A

Lots 22 to 41, Block 976; Lots 38 to 111, Block 979; Lots 1 to 25, Block 980; Lots 1 to 25, Block 981; all in Plan 102001868.

- a) No dwelling shall be constructed on any of the lots which has an above-grade floor area (excluding attached decks, patios and garages) less than:
  - i. 1,000 square feet in the case of a bungalow, bi-level or split-level dwelling;
  - ii. 1,200 square feet in the case of a two-storey dwelling;
- b) All dwellings must be constructed with a minimum double-wide attached garage. The garage must be constructed at the same time as the dwelling is built.

Minimum inside dimensions shall be 5.4 metres wide and 6.0 metres long;

- c) The roof of the principal dwelling shall have a minimum 6-in-12 pitch; and
- d) Brick, stone or manufactured stone, requiring a masonry application, will be required on the front elevation of all dwellings. The masonry application on each building must be the equivalent of a minimum of 100 square feet in area and where the masonry application meets a building corner, it must be returned 24 inches around the corner.

Lots without Lanes (cul-de-sac):

Hargreaves Court – Zoned R1A

Lots 26 to 34, Block 981, Plan 102001868.

- a) No dwelling shall be constructed on any of the lots which has an above-grade floor area (excluding attached decks, patios and garages) less than:
  - i. 1,200 square feet in the case of a bungalow, bi-level or split-level dwelling;
  - ii. 1,500 square feet in the case of a two-storey dwelling;
- b) All dwellings must be constructed with a minimum double-wide attached garage. The garage must be constructed at the same time as the dwelling is built. Minimum inside dimensions shall be 5.4 metres wide and 6.0 metres long;
- c) The roof of the principal dwelling shall have a minimum 6-in-12 pitch; and
- d) Brick, stone or manufactured stone, requiring a masonry application, will be required on the front elevation of all dwellings. The masonry application on each building must be the equivalent of a minimum of 100 square feet in area and where the masonry application meets a building corner, it must be returned 24 inches around the corner.

In addition to the development controls listed above, all lots will be subject to one further control indicating which side of the lot the garage must be placed. As outlined in the report adopted by City Council on February 27, 2006, the intent of this control is to pair garages together against a common property line in order to provide a better streetscape appearance.

**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.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**FINANCIAL IMPLICATIONS**

The proceeds from the sale of this land will be deposited into the Hampton Village Neighbourhood Land Development Fund.

**COMMUNICATIONS PLAN**

Notice of the lot draw will be advertised in The StarPhoenix a minimum of two Saturdays prior to the lot draw, pursuant to City Council Policy C09-006 Residential Lot Sales – General Policy, and will be posted on the City of Saskatoon Land Branch website.

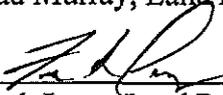
**PUBLIC NOTICE**

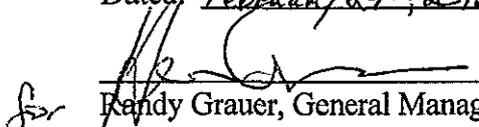
Public Notice, pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

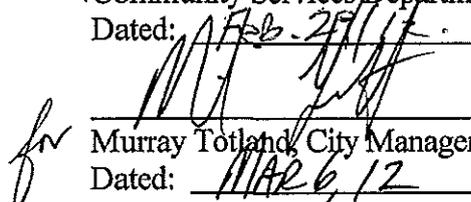
**ATTACHMENTS**

1. Plan of Hampton Village showing the lots to be priced.
2. Plan showing the lot and block numbers.
3. List of 156 individual lot prices (4 pages).

Written by: Brad Murray, Land Development Project Manager

Reviewed by:   
 Frank Long, Land Bank Manager,  
 Dated: February 29<sup>th</sup>, 2012

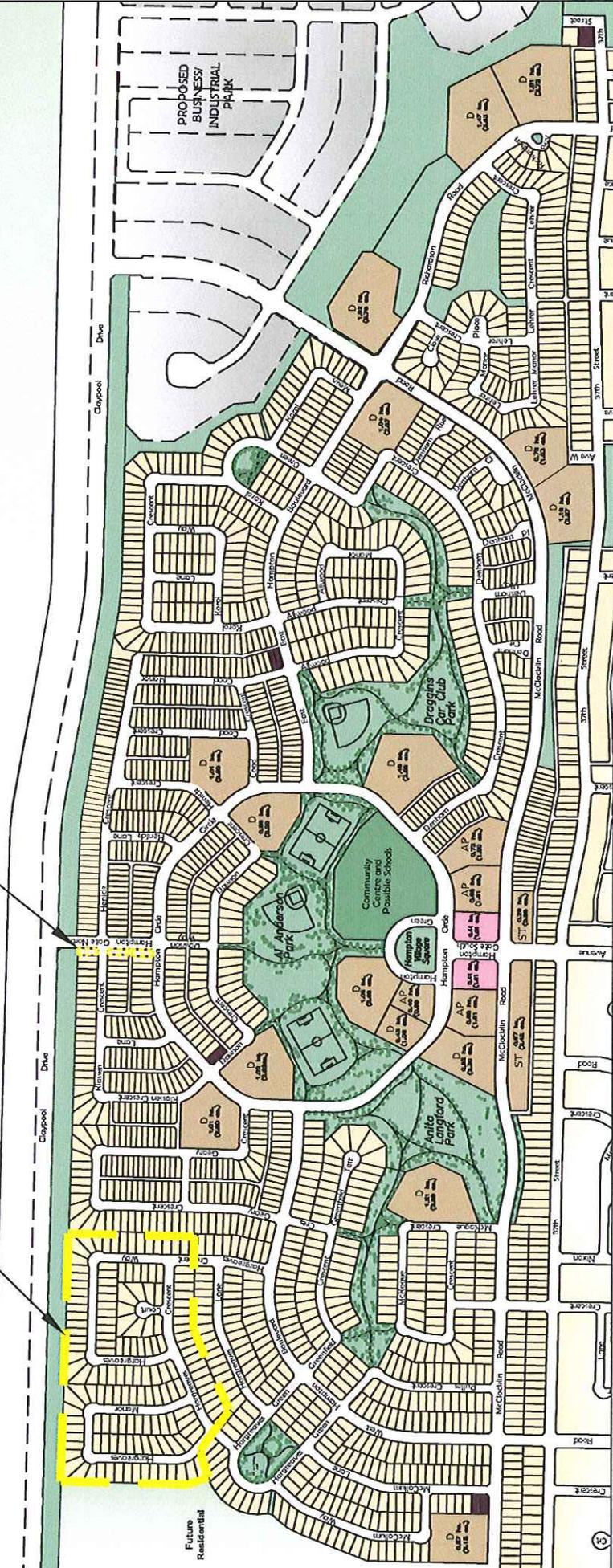
Approved by:   
 Randy Grauer, General Manager  
 Community Services Department  
 Dated: Feb. 29/12

Approved by:   
 Murray Totland, City Manager  
 Dated: MAR 6, 12

# HAMPTON VILLAGE

153 Lots

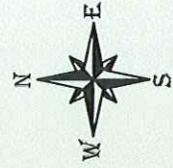
3 Lots



## 2012 March Pricing Report

156 lots (7.36 ac multi-family)

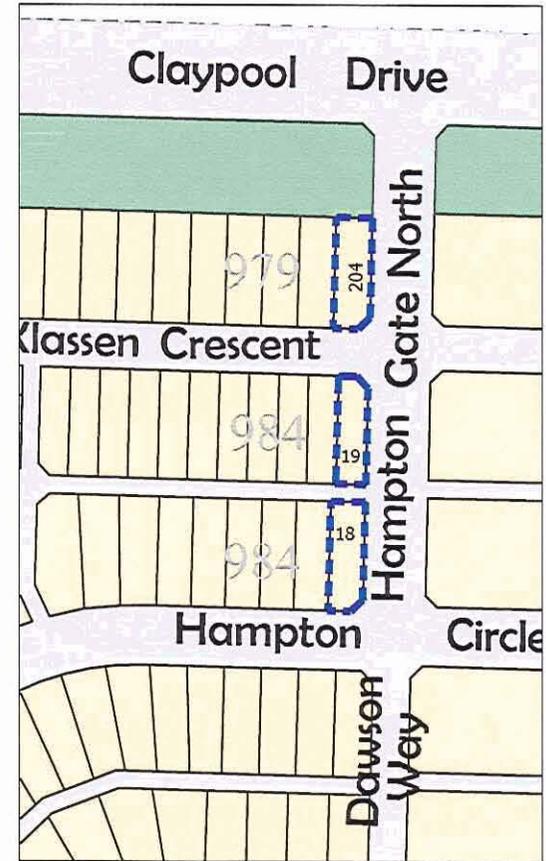
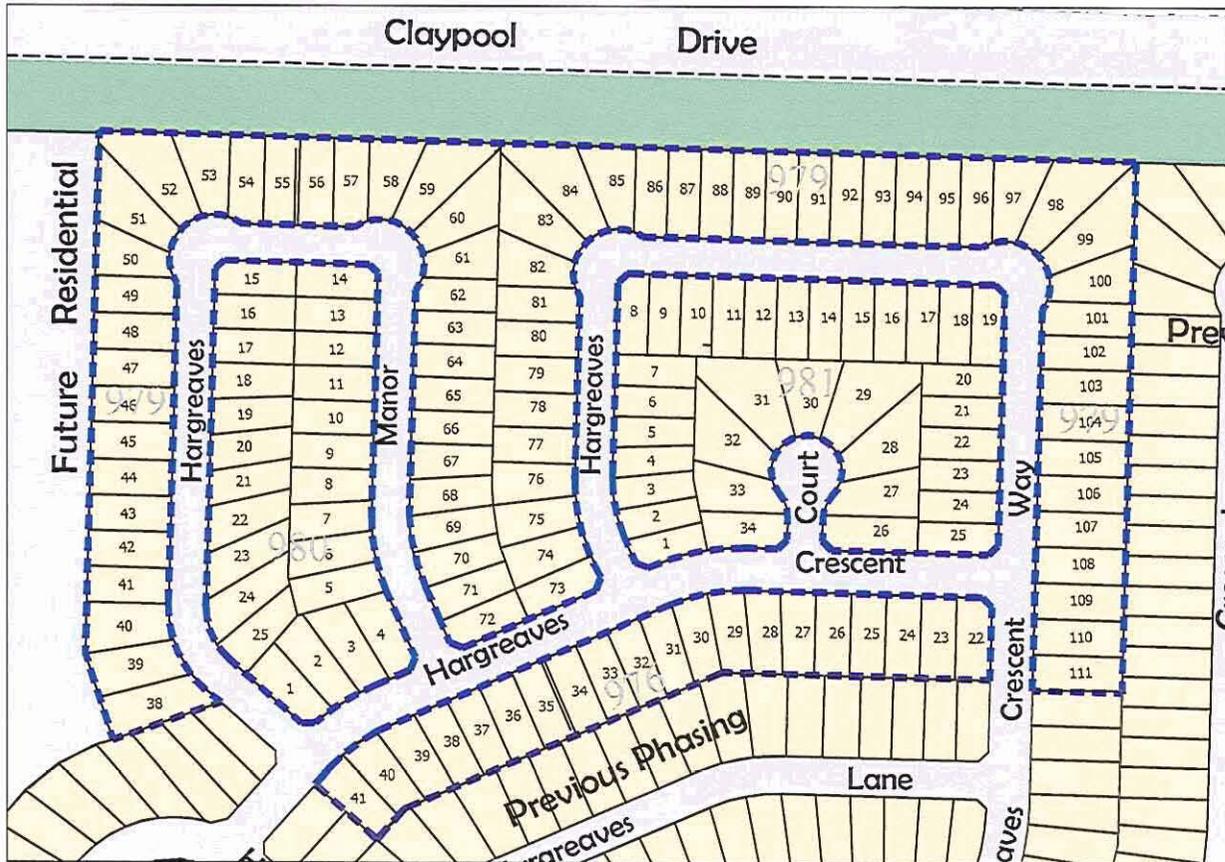
- COMMERCIAL
- PARKS/BUFFERS
- INDUSTRIAL PARK
- COMMUNITY CENTRE & POSSIBLE SCHOOL
- SINGLE FAMILY
- MULTI-FAMILY
- AP - Apartment S/Ns
- D - Duetting Group Terraces
- ST - Street Terraces
- RESIDENTIAL TYPE II
- CARE HOME



City of  
**Saskatoon**

Community Services - Land Branch - February 2012  
 Note: The Land Branch 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. This pricing map is subject to change, please contact the Land Branch for an up-to-date map.

Phase 8:  
 Hargreaves Crescent, Court, Manor  
 & Way; Klassen Crescent &  
 Hampton Circle.  
 156 Lots



Note: The Land Branch 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. This is not a legal plan. Park and buffer rendering is for illustrative purposes only and does not represent what will be constructed.

Proposed Price List

Hampton Village (2012)

Lot	Block	Plan	Price
<b>Hargreaves Crescent</b>			
22	976	102001868	\$121,900.00
23	976	102001868	\$121,800.00
24	976	102001868	\$121,800.00
25	976	102001868	\$121,800.00
26	976	102001868	\$121,800.00
27	976	102001868	\$117,400.00
28	976	102001868	\$116,800.00
29	976	102001868	\$117,300.00
30	976	102001868	\$117,300.00
31	976	102001868	\$112,900.00
32	976	102001868	\$113,600.00
33	976	102001868	\$119,700.00
34	976	102001868	\$119,700.00
35	976	102001868	\$114,700.00
36	976	102001868	\$123,700.00
37	976	102001868	\$116,200.00
38	976	102001868	\$115,700.00
39	976	102001868	\$127,300.00
40	976	102001868	\$127,600.00
41	976	102001868	\$129,000.00
1	980	102001868	\$130,600.00
2	980	102001868	\$131,700.00
3	980	102001868	\$132,700.00
4	980	102001868	\$130,300.00
<b>Hargreaves Manor</b>			
5	980	102001868	\$120,900.00
6	980	102001868	\$118,000.00
7	980	102001868	\$118,200.00
8	980	102001868	\$119,700.00
9	980	102001868	\$118,100.00
10	980	102001868	\$118,100.00
11	980	102001868	\$118,100.00
12	980	102001868	\$118,100.00
13	980	102001868	\$118,100.00
14	980	102001868	\$118,000.00
15	980	102001868	\$118,100.00
16	980	102001868	\$118,100.00
17	980	102001868	\$118,100.00
18	980	102001868	\$117,400.00
19	980	102001868	\$116,700.00
20	980	102001868	\$115,500.00
21	980	102001868	\$114,100.00
22	980	102001868	\$130,200.00
23	980	102001868	\$129,200.00

## Hampton Village (2012)

## Attachment 3

Lot	Block	Plan	Price
24	980	102001868	\$127,100.00
25	980	102001868	\$128,800.00
38	979	102001868	\$155,100.00
39	979	102001868	\$154,000.00
40	979	102001868	\$158,900.00
41	979	102001868	\$124,600.00
42	979	102001868	\$125,000.00
43	979	102001868	\$125,000.00
44	979	102001868	\$125,000.00
45	979	102001868	\$126,500.00
46	979	102001868	\$126,500.00
47	979	102001868	\$126,500.00
48	979	102001868	\$126,500.00
49	979	102001868	\$126,500.00
50	979	102001868	\$140,200.00
51	979	102001868	\$146,100.00
52	979	102001868	\$150,200.00
53	979	102001868	\$143,400.00
54	979	102001868	\$121,100.00
55	979	102001868	\$116,100.00
56	979	102001868	\$121,100.00
57	979	102001868	\$121,100.00
58	979	102001868	\$135,300.00
59	979	102001868	\$150,900.00
60	979	102001868	\$148,300.00
61	979	102001868	\$127,800.00
62	979	102001868	\$115,000.00
63	979	102001868	\$115,000.00
64	979	102001868	\$115,000.00
65	979	102001868	\$115,000.00
66	979	102001868	\$115,000.00
67	979	102001868	\$116,900.00
68	979	102001868	\$117,000.00
69	979	102001868	\$114,300.00
70	979	102001868	\$116,300.00
71	979	102001868	\$116,900.00
72	979	102001868	\$114,800.00
<b>Hargreaves Way</b>			
73	979	102001868	\$114,800.00
74	979	102001868	\$130,400.00
75	979	102001868	\$130,400.00
76	979	102001868	\$130,400.00
77	979	102001868	\$122,600.00
78	979	102001868	\$122,600.00
79	979	102001868	\$122,600.00
80	979	102001868	\$122,600.00
81	979	102001868	\$119,000.00
82	979	102001868	\$139,800.00

## Hampton Village (2012)

## Attachment 3

Lot	Block	Plan	Price
83	979	102001868	\$153,100.00
84	979	102001868	\$157,200.00
85	979	102001868	\$137,600.00
86	979	102001868	\$115,000.00
87	979	102001868	\$116,200.00
88	979	102001868	\$116,200.00
89	979	102001868	\$116,200.00
90	979	102001868	\$116,200.00
91	979	102001868	\$116,200.00
92	979	102001868	\$116,200.00
93	979	102001868	\$116,200.00
94	979	102001868	\$116,200.00
95	979	102001868	\$116,200.00
96	979	102001868	\$115,000.00
97	979	102001868	\$136,200.00
98	979	102001868	\$149,700.00
99	979	102001868	\$156,300.00
100	979	102001868	\$128,700.00
101	979	102001868	\$118,100.00
102	979	102001868	\$113,100.00
103	979	102001868	\$118,100.00
104	979	102001868	\$125,000.00
105	979	102001868	\$125,000.00
106	979	102001868	\$125,000.00
107	979	102001868	\$125,000.00
<b>Hargreaves Crescent</b>			
108	979	102001868	\$125,000.00
109	979	102001868	\$125,000.00
110	979	102001868	\$125,000.00
111	979	102001868	\$125,000.00
<b>Hargreaves Way</b>			
1	981	102001868	\$105,300.00
2	981	102001868	\$101,100.00
3	981	102001868	\$101,700.00
4	981	102001868	\$99,600.00
5	981	102001868	\$100,100.00
6	981	102001868	\$107,800.00
7	981	102001868	\$107,800.00
8	981	102001868	\$109,900.00
9	981	102001868	\$109,900.00
10	981	102001868	\$109,900.00
11	981	102001868	\$109,900.00
12	981	102001868	\$112,700.00
13	981	102001868	\$112,700.00
14	981	102001868	\$112,700.00
15	981	102001868	\$112,700.00
16	981	102001868	\$112,700.00
17	981	102001868	\$112,700.00

## Hampton Village (2012)

## Attachment 3

Lot	Block	Plan	Price
18	981	102001868	\$112,700.00
19	981	102001868	\$112,700.00
20	981	102001868	\$109,400.00
21	981	102001868	\$110,000.00
22	981	102001868	\$110,000.00
23	981	102001868	\$110,000.00
24	981	102001868	\$110,000.00
25	981	102001868	\$110,000.00
<b>Hargreaves Court</b>			
26	981	102001868	\$128,900.00
27	981	102001868	\$155,900.00
28	981	102001868	\$178,400.00
29	981	102001868	\$180,100.00
30	981	102001868	\$168,100.00
31	981	102001868	\$180,600.00
32	981	102001868	\$178,400.00
33	981	102001868	\$156,100.00
34	981	102001868	\$128,800.00
<b>Klassen Crescent</b>			
204	979	102000777	\$102,200.00
19	984	102000777	\$86,700.00
<b>Hampton Circle</b>			
18	984	102000777	\$98,800.00

4215-1  
3

**TO:** Secretary, Land Bank Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** February 27, 2011  
**SUBJECT:** Request to Issue a Request for Proposals for the Sale of City-Owned Property  
Parcel C, Plan No. 102030219 (103 Pohorecky Crescent)  
Evergreen Neighbourhood  
**FILE NO:** 4219-012-3

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

- 1) that the Land Bank Manager be authorized to sell Parcel C, Plan No. 102030219 (103 Pohorecky Crescent) in the City of Saskatoon through a Request for Proposal process for a innovative, environmentally friendly multi-family development using price and selection criteria as identified in this report;
- 2) that if the parcel is not sold through the Request for Proposal process, it be offered for sale by Public Tender;
- 3) that His Worship the Mayor and the City Clerk be authorized to execute the necessary documentation to complete the sale by Request for Proposals; and
- 4) that the Land Bank Manager be authorized to administer architectural controls as a condition of sale for the parcel in accordance with the criteria outlined in this report.

### **BACKGROUND**

City Council, at its meeting held on June 1, 2009, approved the Evergreen Neighbourhood Concept Plan. The plan envisaged the development of 265 hectares of land into a residential neighbourhood designed to include a village centre, village square, a district village area, a core park and a linear park system throughout the neighbourhood. The plan also included a wide range of housing options, including a portion of the neighbourhood developed in a neo-traditional (modified grid) manner, providing narrower lots with rear lanes. The neighbourhood plan also included conventional suburban designs, including sites for one and two-unit dwellings, residential care homes, childcare centres, pre-schools and multiple-unit dwellings.

In achieving an environmentally sustainable neighbourhood, one of the main components involves the built environment of a neighbourhood. On September 27, 2010, City Council approved several environmental incentives for the purpose of encouraging sustainable building practices in the Evergreen Neighbourhood. Incentives offered included rebates for builders and

individuals that receive certification for various environmental/energy efficient rating programs (i.e. Energy Star or LEED Canada for single family homes) and offering coupons for a number of other environmentally friendly products.

Your Administration is of the view that selling the subject parcel through a Request for Proposal (RFP) process for the purpose of the development of an environmentally friendly, multi-family site is consistent with the environmental incentives approved by City Council and with the vision for the Evergreen Neighbourhood.

Including the subject site, there are 46 multi-family sites located in the Evergreen Neighbourhood. Details of the availability of the Evergreen multi-family sites are as follows:

- Two sites, Parcels A and B, are currently optioned;
- Two sites, Parcels G and H, are currently being offered for sale through a separate Request for Proposal process for the development of rental and entry-level housing;
- Five sites, Parcels F, I, J, L and V, will be tendered in March 2012; and,
- Two sites, Parcels D and E, have been serviced and will be tendered, pending the relocation of a power line that currently falls within the two properties.

The balance of the multi-family sites will be serviced and sold at later dates.

## **REPORT**

### **Purpose**

The intent of this report is to obtain approval to sell Parcel C, Plan No. 102030219 (103 Pohorecky Crescent) through a Request for Proposals process rather than by public tender and to administer architectural controls on the site. Through the RFP process, the Land Branch's intent is to encourage innovation in sustainable development on the largest and most visible multi-family site in the village centre of Evergreen.

Using the RFP process to encourage the construction of more environmentally sustainable buildings in City owned developments is consistent with the City of Saskatoon's strategic goal of Environmental Leadership. A final proposal that reduces GHG emissions and water usage, uses renewal energy sources, diverts waste from our landfill, and uses leading edge construction techniques will all lead to measurable success indicators that demonstrate your Administrations commitment to achieving this goal.

### **Request For Proposals – 103 Pohorecky Crescent**

The subject site, approximately 10 acres in size, is bound by linear park area to the south and east, single-family and multi-family housing to the west, and the neighbourhood village centre/square to the north.

The subject site is accessible via Lowe Road, Pohorecky Crescent and Evergreen Boulevard. The

property fronts onto Evergreen Boulevard, which was designed as a showcase collector street, containing a five metre wide landscaped centre median and two traffic roundabouts. Due to the subject site's proximity to the neighbourhood village centre/square and frontage onto a collector street, your Administration is of the view that the subject site is the highest profile multi-family site within the neighbourhood.

Within a broader context, the Evergreen Neighbourhood itself was designed as a sustainable urban village and in keeping with this theme; your Administration has encouraged development of an innovative, sustainable and environmentally friendly building. Given the large area of the site, relative to other multi-family sites within the neighbourhood and the mixture of low and medium density residential land uses that flank the site, attention should be given to ensure a harmonious interface between the subject site and the nearby single family sites.

As the land developer, the City of Saskatoon Land Branch is committed to ensuring that the multi-family site fulfills these reasonable expectations, through the development of a high quality, innovative and sustainable site, which is suitably integrated into the surrounding area. As such, it has been determined that selling this site through an RFP process is the best way to ensure a development that fulfils the vision for the area and meets the expectations of your Administration and other residents of the neighbourhood.

The subject site is envisioned as containing a mix of different housing types and unit sizes, with a focus given towards higher densities (relative to other multi-family sites zoned Townhouse Residential District), sustainable building practices and sustainable site development. While a higher density site development is encouraged, a gradation of densities, progressing from low density on the areas of the site adjacent to single family units, moving towards higher densities on the areas of the site towards the collector street (Evergreen Boulevard) is recommended.

### Pricing

It is recommended that this parcel be sold by RFP with a fixed price instead of the Public Tender process with a reserve bid price. Fixing the price will ensure that the City of Saskatoon receives fair compensation for the land, while allowing the City to review proposals and award the site to a builder based on the quality of their proposal and how well it fits with the overall vision for the area. Your Administration recommends that the price for this site be set at \$680,000 per acre. This price is reflective of comparably zoned RMTN sites in the Saskatoon market, the large size of the parcel, and the desire to encourage proposals that achieve the Administration's goal of promoting environmentally sustainable buildings in Evergreen. Achieving the Administration's vision for the site will take precedent over realizing the highest possible profit margin for the land. Based on a site area of 9.83 acres, the price for this parcel will be \$6,684,400. The fixed purchase price allows for greater certainty for both the City and the potential builder, and focuses effort and capital toward the development proposal.

The Land Branch is requesting that the RFP contain a construction requirement that would require the proponent to complete the project within three years of taking possession of the site. If this is acceptable, the Land Branch will work with the City Solicitor's Office as to the best method of ensuring compliance with the construction requirement, to be included in the RFP.

A Request for Proposal call will be issued and sent to residential builders and will be advertised in The StarPhoenix and Western Investor. It will also be posted on the Land Branch's website. Proponents will be provided with information about the site and the neighbourhood, as well as the fixed price for the land. The proposals will be reviewed and awarded by your Administration based on the evaluation criteria outlined in this report.

### Evaluation Criteria

Although subject to some refinement, to ensure development proposals fit with the vision for this site and the neighbourhood, they will be evaluated according to the following criteria:

<b>Factor</b>	<b>Maximum Score</b>
Architectural Merit	35
Sustainable Building Elements	35
Sustainable Site Elements and Density	20
Qualifications	10
<b>Total Score</b>	<b>100</b>

Proposals will be reviewed and awarded by your Administration based on the above criteria. Any proposal which is not in full compliance with the requirement of the Zoning Bylaw will be rejected. Further details on the evaluation criteria can be found in Attachment 2. The section on Sustainable Building and Design Practices will be reviewed by the City of Saskatoon's Environmental Services Branch according to the criteria laid out in Attachment 3.

### Zoning District

The site is zoned RMTN – Townhouse Residential District in the City's Zoning Bylaw. The intent of this district is to provide for comprehensively planned low to medium density multiple-unit dwellings in the form of townhouses, dwelling groups and other building forms. Mandatory compliance with the provisions of the RMTN District is required.

Provisions of the RMTN District include:

1. A maximum building height of ten metres for all residential uses.
2. Six metre front, side and rear yard setbacks for dwelling groups.
3. A maximum site coverage of 30 percent for dwelling groups, with the provision that site coverage may be increased for attached covered patios or decks by the percentage of the area covered by such patio or deck, but the total site coverage shall not exceed 40 percent.
4. An off-street parking requirement of 1.625 spaces per unit, with no required parking permitted in the front yard.

### Architectural Controls

Proposals will be required to conform to the standards set out in the document "Architectural Controls for Multiple-Unit Dwelling Districts". This document outlines the general architectural design requirements for multiple-unit dwelling sites being developed by the City of Saskatoon. The intention of these controls is not to control building styles but rather reduce the potential for the visual monotony often associated with multi-family developments. These Architectural Controls concern the position of buildings on sites, the proportion, scale and massing of buildings, the application of materials and colours to exterior walls and roofs, and the choice and location of windows and doors.

Once the successful proposal has been selected through the RFP process, and a ten percent deposit (initial two percent option fee plus eight percent deposit) has been received, a period of eight weeks will be granted to provide more detailed plans for architectural review. The proponent will then have a total of ten additional weeks to make any necessary changes to the plans in order to gain architectural plan approval. Once this review has satisfactorily been completed, the sale process will commence.

### Options

1. Proceed to issue a Request for Proposals as laid out in this report.
2. Decline to proceed with a Request for Proposals and sell the property through the typical Public Tender process with a reserve bid.

### Policy Implications

There are no policy implications.

### Financial Implications

The proceeds from the sale of this parcel will be deposited into the Evergreen Neighbourhood Land Development Fund.

### Environmental Implications

The development of this site as envisioned in the RFP and in the Evergreen Neighbourhood Concept Plan contributes to creating a more sustainable, compact city by encouraging environmentally friendly building and site development practices and providing for a mixture of housing options in a neighbourhood. The evaluation criteria for the RFP includes; a section on Sustainable Building Elements, Sustainability Site Elements and Density. More points will be awarded to proposals that commit to following a recognized standard, code, or green building rating system (Attachments 2 and 3).

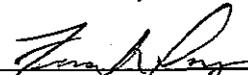
## Public Communication Plan

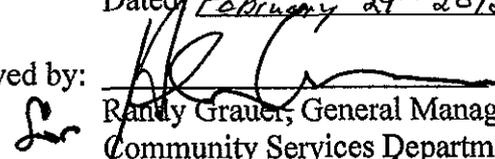
Notice of the request for proposals will be advertised in The StarPhoenix and Western Investor for a minimum of two Saturdays and will be posted on the City of Saskatoon Land Branch website.

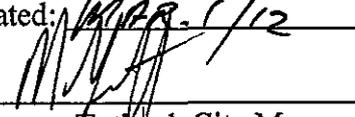
## Attachments

1. Location Map
2. Evaluation Criteria
3. Sustainability Matrix

Written by: Matt Grazier, Planner 16, Land Branch

Reviewed by:   
 Frank Long, Land Bank Manager  
 Dated: February 29<sup>th</sup> 2012

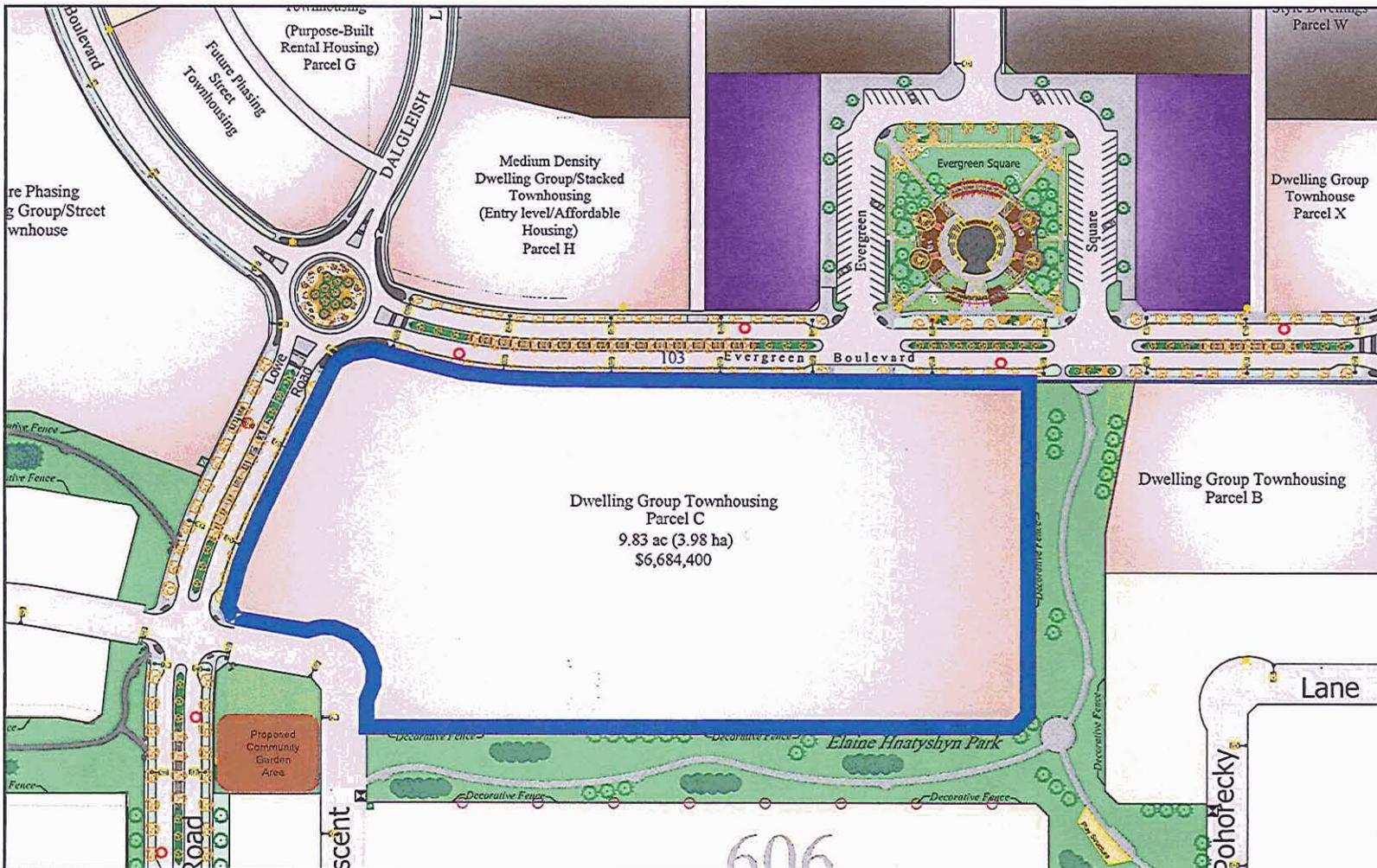
Approved by:   
 Randy Grauer, General Manager  
 Community Services Department  
 Dated: MAR 1 / 12

Approved by:   
 Murray Totland, City Manager  
 Dated: MAR 6, 12

# Location Map - 103 Pohorecky Crescent



# EVERGREEN



## Legend

- Civic Address 1234
- Civic Address Not Available N/A
- Decorative Fence
- Easement 3m
- Easement 5m
- Fire Hydrant
- LED Light Standard
- Mailboxes
- Multi-Family Low/Medium Density
- Multi-Family Medium/High Density
- Residential Care Home (Residential Care Home - Type II; Daycare Centre; Preschool)
- Mixed Use (Commercial/Residential)
- Previous Lot Draw
- Proposed Bus Stop
- Transformer
- Trees Coniferous
- Trees Deciduous
- Subject Properties



**City of Saskatoon**  
Community Services - Land Branch - January 2012

The Land Branch 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. This is not a legal plan. Lot dimensions and the location of other features are compiled from available information and are subject to change without notice. For verification please check with the appropriate authority. Park design and municipal buffer landscaping is not finalized and subject to change.

## Evergreen Multi-Family Site Evaluation Criteria

The proposals will be evaluated on the following basis:

Factor	Maximum Score	Score	Comments
Architectural Merit	35		
Sustainable Building Elements	35		
Sustainable Site Elements and Density	20		
Qualifications	10		
<b>Total Score</b>	<b>100</b>		

### Evaluation Criteria – Detailed Descriptions

#### **Architectural Merit – 35 Points**

With its frontage off of Evergreen Boulevard (designed as a Grand Boulevard) and its proximity to the Village Square/Village Centre, the subject site is a high profile site within the neighbourhood. Combined with the Village Square and Village Centre, the site is viewed as a focal point of the neighbourhood. To ensure that the development on this site strengthens the neighbourhood focal point, this site is subject to architectural review based on the document "Architectural Controls for Multiple Unit Dwelling Districts".

All multi-family sites within Evergreen will be subject to similar Architectural Review. If the proposal meets the minimum Architectural Controls, the score is 0. Additional points will be awarded based on the architectural significance of the proposal and its sensitivity to and compatibility with nearby developments and public spaces.

#### **Sustainable Building and Design – 35 Points**

The Sustainable Building and Design section of the evaluation criteria will be evaluated by the City of Saskatoon's Environmental Services Branch. Please see Attachment 3 for details on the evaluation criteria that will be used.

#### **Site Sustainability (10 Points) and Site Density (10 Points) – 20 Points**

##### **Site Sustainability – 10 Points**

Evaluation of the Site Sustainability criteria pertains to four overarching themes. The four themes for site sustainability are site hydrology; site vegetation; materials and human and social well-being. Some examples that would fall under each theme have been included below. Proposals are not limited to the examples listed. Proposals containing clear and distinct

concepts, pertinent to the four themes, will be awarded up to a maximum of 10 points. Evaluation of this criteria will be undertaken by the City of Saskatoon, Land Branch.

- Site hydrology – this may include utilization of innovative storm water management strategies, inclusion of an on-site storm water feature accessible to on-site residents, etc.
- Site vegetation – this may include the use of regionally appropriate landscaping, the use of landscaping stock, requiring little water, etc.
- Materials – this may include the use of site surface materials with higher durability ratings, resulting in less maintenance and replacement. It may include the inclusion of a comprehensive strategy for the design and construction phases of the site, and operational aspects of the site, that addresses a reduction of material consumption, reuse and recycling of materials and once built out, a recycling plan for eventual residents of the site.
- Human and social well-being – this may include provisions made for on-site social and physical activity, provisions for long-term bicycle parking, levels of pedestrian connectivity to other focal points within the neighbourhood, etc.

In terms of the evaluation of this criteria, the onus will be on the proponent to demonstrate or justify how their site design aligns with the noted themes.

#### Site Density – 10 Points

While attention should be given to ensure that the scale of the development is compatible with and integrated into the surrounding area, in order to promote the development of a compact, higher density site, points will be awarded based upon on the number of dwelling units provided on the site. With respect to site density, points will be awarded in the following manner:

Dwelling Units (per acre)	Points Awarded
<15	0
15 – 20	5
>20	10

#### Qualifications – 10 Points

Points will be awarded based on the proponent's relative experience.

- If the proponent has a completed a large scale multi-family project, including completion of all architectural features and amenities in substantial conformance with the drawings submitted in support of the building permit process – 10 Points
- Lesser points will be awarded to proponents who have completed projects with relevance to the vision for this site.

### **Sustainability Matrix for Evergreen RFP**

The following matrix provides guidelines for how proposals will be scored. The matrix attempts to accommodate residential, commercial, and mixed use developments. It therefore provides multiple examples of what would be looked for when evaluating the proposals as opposed to a list of specific requirements. Not all of the examples are achievable in each section as some are for commercial buildings and some are for residential.

The matrix shows that more points will be awarded to proposals that commit to following a recognized standard, code, or green building rating system. Alternate standards, codes or ratings systems not listed in the matrix may be recognized for achievement of a score equal to or greater than 10 but they must be recognized by, or based upon, a qualified source such as the U.S. Environmental Protection Agency's TRACI environmental impact categories, the BRE Environmental Assessment Method, Canadian Standards Association (CSA) or American National Standards Institute (ANSI).

In the matrix the impact of energy efficiency on scoring is explained in detail both because:

- a) energy efficiency can have a wide range in terms of performance; and
- b) achievement of energy efficiency should be one of the primary goals to achieve when building a sustainable building.

When it is stated that the score will be based on listing "Additional non-energy sustainability practices incorporated" the Leadership in Energy and Environmental Design (LEED) 2009 Rating system will be used as a benchmark for deciding on a score to assign. Further to this, a proposal that states "will use water efficient fixtures" will not receive as high of a score as a proposal that states it will comply with a recognized performance level such as "LEED Prerequisite for Water Use Reduction". Claims for sustainability practices incorporated into the design must be measurable and easily comparable to recognized performance levels.

Score	Standard, Code, or Rating System Followed	Examples of Requirements to Achieve Score
0	No reference standard or rating system.	<ul style="list-style-type: none"> <li>• No focus on resource efficiency or sustainability. Construction is built to national building code with no additional sustainability features.</li> </ul>
4.5	No reference standard or rating system.	<ul style="list-style-type: none"> <li>• Many good practices implemented (e.g. efficient heating equipment, low flow water fixtures, energy star appliances, recycling areas, etc.) but no standard or other recognized qualifications are followed.</li> </ul>
9	MNECB compliance, ASHRAE 90.1 (1999) Compliance, EnerGuide for Houses or R2000 Performance	<ul style="list-style-type: none"> <li>• Model National Energy Code (MNECB) for Commercial or Residential Buildings is followed and certified by design professionals.</li> <li>• ASHRAE Standard 90.1 (1999) is followed and certified by design professionals.</li> <li>• Achievement of Energuide for Houses score of 75 or higher based on computer simulation by a qualified professional.</li> <li>• Equivalent to R2000 construction.</li> <li>• Additional non-energy sustainability practices incorporated.</li> </ul>
15	Proven improvement over ASHRAE 90.1 or MNECB, compliance with ASHRAE Advanced Energy Design Guides,	<ul style="list-style-type: none"> <li>• Proven achievement of 12% better than ASHRAE 90.1 (2007)</li> <li>• Proven achievement of 25% better than MNECB (1997)</li> <li>• Compliance with ASHRAE Design Guidelines for applicable buildings (e.g. ASHRAE Advanced Energy Design Guide for Small Retail Buildings)</li> <li>• Achievement of Energuide for Houses score of 82 or higher</li> </ul>

	EnerGuide for Houses Performance	<p>based on computer simulation by a qualified professional.</p> <ul style="list-style-type: none"> <li>• Additional non-energy sustainability practices incorporated.</li> </ul>
24	LEED Certified, Green Globes, ASHRAE 189.1	<ul style="list-style-type: none"> <li>• LEED certification</li> <li>• Green Globes certification</li> <li>• Achievement of a significant percentage of the requirements in ASHRAE Standard 189.1 (2009)</li> </ul>
35	LEED Platinum, ASHRAE 189.1	<ul style="list-style-type: none"> <li>• High level of LEED certification</li> <li>• ASHRAE Standard 189.1 compliance</li> </ul>

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. Infill Development Strategy and Process**  
**(File No. CK. 4110-1)**

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

Your Committee has considered and supports the following report of the General Manager, Community Services Department dated March 5, 2012:

**“EXECUTIVE SUMMARY**

To help guide the growth of the city and support the direction of sensitive infill development, your Administration intends to pursue a comprehensive strategy for infill development. The Infill Development Strategy (Strategy) will address several land use issues and forms of development within the built-up areas of the city. The Strategy will categorize infill into one of three types, and address the opportunities and challenges associated with each:

- a) neighbourhood level (infill of individual residential lots);
- b) intermediate level (development or redevelopment opportunities on larger parcels of land); and
- c) strategic level (significant infill in key locations that could have a city-wide effect).

The programs and policies proposed as part of the Strategy will provide the necessary regulations and innovations to support balanced and sensitive densification. Through these initiatives, this project will also support many of the Strategic Plan's Goals, and the long- and short-term priorities associated with them. Increasing and encouraging infill development is specifically identified as a ten year strategy for achieving the Strategic Goal of Sustainable Growth.

### **BACKGROUND**

Your Administration has heard a number of strong messages from the community through the Saskatoon Speaks process and during the course of regular business practice regarding balanced growth and sensitive infill.

Through Saskatoon Speaks, it was made clear that if we continue to rely too heavily on outward growth and car-oriented development, we will likely experience increased commuting times, traffic congestion, and financial challenges related to the cost of new infrastructure. As stated in the Community Vision:

“by balancing low-impact ‘greenfield’ development at the city’s edges with sensitive ‘infill’ development, the city can realize many benefits, including: lower infrastructure and servicing costs, more housing diversity, more support for small businesses, the revitalization of declining areas, and more support for transit, walking, and cycling.”

The Strategy is a component of Phase II of the Official Community Plan Bylaw No. 8769 (OCP) and Zoning Bylaw No. 8770 Review (Capital Project No. 2167). Phase II of this project will be focused on a number of specific policy issues, which have arisen as a result of various civic initiatives, such as the Strategic Plan, the New Neighbourhood Design and Development Standards Report, and the Integrated Growth Plan (IGP).

## **REPORT**

Infill housing development has accounted for 21.6 percent of new dwelling unit construction since 2003 in the city. Building permit data since 1991 suggests that this trend has been long term.

While the infill rate over the last decade has been significant, the potential for greater infill exists to meet the changing needs of the community and maintain Saskatoon's quality of life. Saskatoon Speaks pointed to a need for a new, more refined policy context to guide infill development. The Strategic Plan has also identified the need to balance growth through increased and enhanced infill development opportunities as a long-term strategy for Sustainable Growth.

Development on vacant sites and replacement of older homes will continue. However, larger projects that will produce more significant gains in population and slow the growth in the city's footprint are more complex. These larger projects will require greater supports including, but not limited to, infrastructure planning and investment (for example, roadways, public transit, and water and sewer lines), and broader public consultation. Through this Strategy, as well as the IGP, due consideration will be given to these elements.

### **Policy and Program Context**

The OCP provides the regulatory context for infill development. Section 5.2.2a) of the OCP states that infill may consist of development on vacant or underutilized parcels of land in established neighbourhoods, the conversion of non-residential buildings and sites to residential use or mixed use, or the redevelopment of existing residential properties.

Through a number of existing policies and programs, the City of Saskatoon (City) has been encouraging infill development for a number of years. Some of these policies and programs include:

- a) provisions for accessory suites in one-unit dwellings throughout the city;
- b) the Downtown Housing Incentive Program;
- c) the former Enterprise Zone Program;
- d) the Legalizing Existing Suites Program;
- e) the Vacant Lot and Adaptive Re-Use Strategy;
- f) the creation of the B4A Zoning District to allow high-density, multiple-unit dwellings on shopping centre sites as a discretionary use; and
- g) the Heritage Conservation Program (intended to support conservation and adaptive re-use of older buildings).

As directed by the City's 2012 to 2022 Strategic Plan, your Administration is refocusing and updating the fundamental growth principles used in Saskatoon in a new IGP. Infill development will be a key component of the IGP, which will integrate land use plans with plans for transportation, transit, and servicing. This project will directly address three of the nine IGP strategies – establish infill corridors, continue to support strategic infill areas, and amend policies and develop incentives to support neighbourhood infill.

#### Categories of Infill Development to be Addressed

Infill development takes on many forms and, as noted, has been divided into three main categories for this review:

- a) neighbourhood level (infill of individual residential lots);
- b) intermediate level (development or redevelopment opportunities on larger parcels of land); and
- c) strategic level (significant infill in key locations that could have a city-wide effect).

#### A. Neighbourhood Level Infill

Community feedback over the years has noted that a sensitive approach is needed to ensure infill fits well with its surroundings. The neighbourhood or local phase of this Strategy will include the following work:

1. Develop infill guidelines and regulations that will identify relevant design qualities for infill development, and a design review process where development approval is involved. Retaining an appropriate consultant will be required to complete this objective.
2. Review options and the potential suitability for alternative forms of small-scale infill projects not currently permitted in Saskatoon, including garden and garage suites, and secondary suites in two-unit or semi-detached dwellings. Identify appropriate development standards for those forms of development recommended for inclusion as part of the Strategy.
3. Revise polices contained in the OCP pertaining to infill housing development to ensure that development proposals address neighbourhood context.

B. Intermediate Level Infill

The intermediate level phase of this Strategy will include the following work:

1. Review location and issues associated with areas currently zoned RM3, RM4 and M3 – Medium-Density Zoning Districts – that could be redeveloped to higher densities than what currently exists on the sites. Significant redevelopment potential exists within the City’s inventory of medium density properties.
2. Explore options to improve the process for review of intermediate level infill opportunities to ensure development is compatible with the surrounding neighbourhood and meets the objectives of the Strategy.
3. Determine appropriate locations and regulations for infill corridors, in conjunction with the IGP.
4. Review options for medium-density mixed-use development in conjunction with older suburban centre sites or strip malls. This type of development would support the creation of complete communities and provide transit friendly “community hubs,” as described in Saskatoon Speaks. The creation of a policy document or zoning guidelines for these sites will be a key component in their successful redevelopment.

C. Strategic Level Infill

Opportunities for strategic level, long-term infill development exist throughout many areas of the city, and will be reviewed through the following projects. The outcomes of these projects will align with many aspects of the Strategic Plan.

1. Integrated Growth Plan – This initiative establishes an integrated plan for growth, development, transportation, and utilities in Saskatoon that reflects the vision, long-term strategies, and short-term priorities of the new Strategic Plan. As such, this initiative will have wide-ranging implications for future development and strong linkages to the Strategy as one means of implementation.
2. University of Saskatchewan Vision 2057 - The University of Saskatchewan has identified a 50-year plan to develop urban residential and mixed uses in a central location on its endowment lands, which could support a significant

infill population. The College Quarter Concept Plan is the first stage in this development.

3. North Downtown Master Plan – This development area will revitalize a central area of the city that has historically been dominated by rail yards and the City Yards, and will increase the Downtown residential population. A Request for Proposals (RFP) for a consultant to prepare this Master Plan will be issued in spring of 2012.
4. The New Plan for City Centre – This planning study will result in the development a comprehensive plan for the City Centre and adjacent corridors. The background components of this study are now complete, and Phase 3, the development of the New Plan for City Centre, will be initiated in spring of 2012. A final phase of this project will provide a design for a new Civic Plaza in the geographic area housing City Hall, the library, and the Transit Mall.

The above projects will provide long-term direction to support balanced growth. The projects described here will each have their own timelines for study, reporting, and public and stakeholder consultation.

#### Consultation Program

A stakeholder and public consultation process will be undertaken in conjunction with the development of the Strategy, and is intended to build upon the messages heard from the wider community during the Saskatoon Speaks process. The initial consultation will be structured to provide targeted input into the regulations and guidelines that will guide infill development at the neighbourhood and intermediate level. As noted above, the studies that make up the strategic level initiatives will include consultation as part of each individual process.

#### Timeline

The table below provides a timeline for the development of the various components of the Strategy.

**Tentative Timeline for Infill Development Strategy**

<b>Date</b>	<b>Neighbourhood</b>	<b>Intermediate</b>	<b>Strategic</b>
April 2012	Release RFP for consultant to assist with targeted consultation and to prepare Neighbourhood Infill Design Guidelines.		Ongoing work on each of the following

<b><u>Date</u></b>	<b><u>Neighbourhood</u></b>	<b><u>Intermediate</u></b>	<b><u>Strategic</u></b>
May to June 2012	Select consultant and finalize process.		projects:
Fall 2012	Commence a series of preliminary meetings with targeted stakeholders. These meetings will involve activities to draw out general infill development objectives, principles and preferences that are supported by the wider community, and will be used to guide the creation of design guidelines and OCP and Zoning Bylaw No. 8770 amendments that will support and encourage infill development at the neighbourhood and intermediate levels.  Focused discussions will also be held with architects, home builders, and developers.		IGP  University of Saskatchewan Vision 2057  North Downtown Master Plan  New Plan for City Centre
Fall to Winter 2012	Prepare draft Neighbourhood Infill Design Guidelines.  Establish a community Steering Committee, preferably composed of volunteers from the earlier meetings, to review the documents, propose recommendations, and provide feedback.	Undertake additional targeted research and consultation on intermediate infill issues.	
January to February 2013	Present draft Neighbourhood Infill Design Guidelines to the wider community through a series of three or four meetings throughout the city.	Present intermediate infill options for review. This may be undertaken in conjunction with the IGP process.	
March 2013	Final draft of Neighbourhood Infill Design Guidelines tabled with Committees and City Council.		
February to April 2013	Prepare reports and proposed amendments to the OCP and Zoning Bylaw No. 8770.		
April to June 2013	Present reports and proposed amendments to the OCP and Zoning Bylaw No. 8770 to stakeholders and the public.		
September to October 2013	Incorporate feedback, and bring forward reports and proposed amendments to the OCP and Zoning Bylaw No. 8770 to Committees and City Council for approval.		
2013 to 2014			Prepare reports and proposed amendments to the OCP and Zoning Bylaw No. 8770. Stakeholder and public

<u>Date</u>	<u>Neighbourhood</u>	<u>Intermediate</u>	<u>Strategic</u>
			consultation to be conducted as necessary.

### **POLICY IMPLICATIONS**

As noted above, the Strategy will produce Neighbourhood Infill Design Guidelines and proposed amendments to the OCP and Zoning Bylaw No. 8770 that will support and encourage infill development. These proposals will be submitted to City Council for consideration. In addition, as noted above, the results of other capital projects will contribute to the strategic level infill component of the Strategy.

### **FINANCIAL IMPLICATIONS**

There is no financial impact.

### **STAKEHOLDER INVOLVEMENT**

The stakeholder involvement is described within this report.

### **ENVIRONMENTAL IMPLICATIONS**

If environmental and/or greenhouse gas implications can be quantified, they will be identified in the Strategy.

### **PUBLIC NOTICE**

Public Notice, pursuant to Section 3 of the Public Notice Policy No. C01-021, is not required at this time.”

## **2. Integrated Growth Plan** **(File No. CK. 4110-2)**

**RECOMMENDATION:** that the Integrated Growth Plan be approved in principle and that the Administration bring forward further reports concerning its implementation in due course.

Your Committee has considered and supports the following report of the General Manager, Community Services Department dated March 7, 2012:

**“BACKGROUND**

In 2009, the City Manager established a Future Growth Team and tasked them to perform a detailed analysis of the funding strategy required to grow the City of Saskatoon (City) over the next 50 years to a population of approximately 460,000. The Future Growth Team undertook a detailed planning and engineering review, and concluded that the investments, particularly unfunded investments, required to support growth are extremely significant. Consequently, the members of the Future Growth Team concluded that the City should consider fundamental changes in its approach to transit, transportation, and land use.

In 2011, the Saskatoon Speaks initiative concluded. When reflecting on the stated values of the community with respect to the environment, moving around, and quality of life, combined with the recommendations of the Future Growth Team, it became clear that the City’s approach to transportation, transit, and land use needs to change. Even if a funding strategy were put in place to fund infrastructure construction based on the existing approach to growth, the future shape and characteristics of the City would most likely disappoint its residents. The fundamental building blocks used to shape Saskatoon must be updated to match the vision and expectations of our citizens and to ensure Saskatoon is able to become a model for sustainable cities.

During its February 6, 2012 meeting, City Council adopted a new Strategic Plan based on the Community Vision expressed through the Saskatoon Speaks community engagement process. The Strategic Plan describes seven strategic goals to be addressed over the next ten years:

1. A Culture of Continuous Improvement;
2. Asset and Financial Sustainability;
3. Quality of Life;
4. Environmental Leadership;
5. Sustainable Growth;
6. Moving Around; and
7. Economic Diversity and Prosperity.

## **REPORT**

In the Fall of 2011, the City Manager established an Innovation Team of administrative staff and asked them to develop a high-level vision and a set of policy principles that could be used to guide Saskatoon on how it can grow to a population of 500,000. The Innovation Team focused its attention on two main elements – land use and transportation.

The Innovation Team created a comprehensive Integrated Growth Plan, which contains nine strategies or principles:

1. Update the Basic Building Blocks of New Development - Integrated Communities;
2. Establish Infill Corridors;
3. Continue to Support Strategic Infill Areas;
4. Amend Policies and Develop Incentives to Support Sensitive Infill in Existing Areas;
5. Develop a City-wide Land Use Plan for Employment Areas;
6. Establish a Rapid Mass Transit (RMT) Corridor;
7. Reinvent the Bus Transit System Based on the RMT Corridor;
8. New Roads and Bridges; and
9. Develop and Implement Funding Strategies.

Your Administration, with the assistance of Urban Strategies Inc., have developed a PowerPoint presentation that highlights the findings of the Innovation Team and describes how the nine strategies were developed. The presentation was released to the general public at a press conference held in City Council chambers on Thursday, March 15, 2012. The presentation is widely available for download on the City's website.

### **Plan Implementation**

In order to bring the plan into action, the Innovation Team has been replaced by a Future Growth Delivery Team (Delivery Team). The Delivery Team has been tasked with developing a work plan, schedule, and resource strategy to begin implementing the new Integrated Growth Plan. The objective of the Delivery Team is to identify the specific changes needed to bring the Integrated Growth Plan into the mainstream administration and culture of the City.

The full implementation of the Integrated Growth Plan will occur over time. Regular reports to City Council will be made as part of the implementation. Some elements will be implemented in the short term; however, it is expected that the strategies will generally be implemented over the next two to five years.

### **OPTIONS**

1. Endorse the Integrated Growth Plan as presented.
2. Do not endorse the proposed Integrated Growth Plan. Your Administration would seek further direction for amending the Integrated Growth Plan.

### **POLICY IMPLICATIONS**

The new Integrated Growth Plan will mean several changes to civic policies. These changes will be described to City Council in regular reports as required.

### **FINANCIAL IMPLICATIONS**

There is no direct financial impact as a result of this report. In due course, your Administration will be seeking support and financial resources tied to specific strategies and their implementation.

### **ENVIRONMENTAL IMPLICATIONS**

The Integrated Growth Plan will help to meet the strategic goal of Environmental Leadership by enhancing the range of choices for “moving around.” Sustainability is further enhanced by directing more residential density along the rapid transit corridor and other strategically selected corridors.

### **PUBLIC NOTICE**

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

The Administration will provide a PowerPoint presentation that outlines the principles of the Integrated Growth Plan.

**3. Parking Infrastructure Upgrade and  
City Card Replacement  
(File No. CK. 6120-3)**

- RECOMMENDATION:**
- 1) that the proposal submitted by Duncan Parking Technologies Inc., for the supply of new parking meter equipment, software and training, as outlined in the following report, in the amount of \$958,249.60 (USD), including G.S.T. and P.S.T., be approved;
  - 2) that the proposal submitted by Trafco Canada Ltd., for the supply of 15 new electronic ticket writers, interface software and training, as outlined in the following report, in the amount of \$49,739.53, including G.S.T. and P.S.T., be approved;
  - 3) that the City enter into an agreement with Verrus Mobile Technologies Inc., for the supply of a pay-by-phone system for a term of three years;
  - 4) that the convenience fee for the use of the pay-by-phone service, at \$0.25 per transaction, be passed along to the user;
  - 5) that the City Solicitor be requested to prepare the necessary agreements for execution by His Worship the Mayor and the City Clerk, under the corporate seal;
  - 6) that the City Solicitor be requested to prepare the necessary amendments to Bylaw 7200, The Traffic Bylaw; and
  - 7) that the Administration report further on the matter of parking ticket charges and early payment options.

Attached is a copy of Clause 2, Report No. 4-2012 of the Executive Committee which was considered by City Council at its meeting held on March 12, 2012 and referred back to the Committee for further review.

Your Committee has further reviewed the matter with the Administration and supports the above recommendation.

Report No. 5-2012  
Executive Committee  
Monday, March 26, 2012  
Page 13

Respectfully submitted,

---

His Worship Mayor D. Atchison, Chair

The following is a copy of **Clause 2, Report No. 4-2012** of the **Executive Committee** which was **DEALT WITH AS STATED** by City Council at its meeting held on **March 12, 2012**:

**2. Parking Infrastructure Upgrade and  
City Card Replacement  
(File No. CK. 6120-3)**

---

**RECOMMENDATION:**

- 1) that the proposal submitted by Duncan Parking Technologies Inc., for the supply of new parking meter equipment, software and training, as outlined in the following report, in the amount of \$958,249.60 (USD), including G.S.T. and P.S.T., be approved;
- 2) that the proposal submitted by Trafco Canada Ltd., for the supply of 15 new electronic ticket writers, interface software and training, as outlined in the following report, in the amount of \$49,739.53, including G.S.T. and P.S.T., be approved;
- 3) that the City enter into an agreement with Verrus Mobile Technologies Inc., for the supply of a pay-by-phone system for a term of three years;
- 4) that the convenience fee for the use of the pay-by-phone service, at \$0.25 per transaction, be passed along to the user;
- 5) that the City Solicitor be requested to prepare the necessary agreements for executive by His Worship the Mayor and the City Clerk, under the corporate seal;
- 6) that the City Solicitor be requested to prepare the necessary amendments to Bylaw 7200, The Traffic Bylaw; and
- 7) that the Administration report further on the matter of parking ticket charges and early payment options.

Your Committee has considered and supports the attached report of the General Manager, Infrastructure Services Department dated February 21, 2012, regarding the above.

*The City Clerk distributed copies of the following letters:*

- *Kevin Shoults, Sales Manager, Trafco Canada, dated March 8, 2012, submitting comments; and*
- *Gord White, President, Precise Parklink West Ltd., dated March 9, 2012, requesting to speak.*

Excerpt  
Clause 2, Report No. 4-2012 of the Executive Committee  
Monday, March 12, 2012  
Page Two

*Moved by Councillor Hill, Seconded by Councillor Dubois,*

*THAT Gord White be heard.*

*CARRIED.*

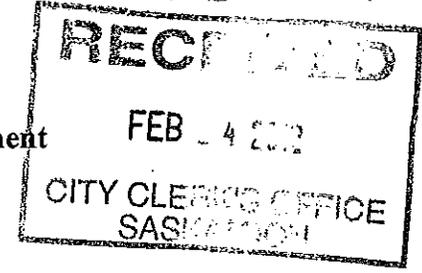
*Mr. Gord White, President, Precise Parklink West Ltd., provided a brief history of the company's operations. He expressed concern with the recommended award of the contract for parking meter equipment and asked that Council look at multi-space parking versus single-space parking.*

*Moved by Councillor Dubois, Seconded by Councillor Lorje,*

*THAT the matter be referred back to the Executive Committee for further review, including optimization and comparison of single-space versus multi-space and the life-cycle cost of the investment.*

*CARRIED.*

6120-3  
x6120-9



**TO:** Secretary, Executive Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** February 21, 2012  
**SUBJECT:** Parking Infrastructure Upgrade  
AND  
City Card Replacement  
**FILE NO:** IS 6120-3

---

**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that the proposal submitted by Duncan Parking Technologies Inc., for the supply of new parking meter equipment, software and training, as outlined in the following report, in the amount of \$958,249.60 (USD), including G.S.T. and P.S.T., be approved;
- 2) that the proposal submitted by Trafco Canada Ltd., for the supply of 15 new electronic ticket writers, interface software and training, as outlined in the following report, in the amount of \$49,739.53, including G.S.T. and P.S.T., be approved;
- 3) that the City enter into an agreement with Verrus Mobile Technologies Inc., for the supply of a pay-by-phone system for a term of three years;
- 4) that the convenience fee for the use of the pay-by-phone service, at \$0.25 per transaction, be passed along to the user;
- 5) that the City Solicitor be requested to prepare the necessary agreements for executive by His Worship the Mayor and the City Clerk, under the corporate seal; and
- 6) that the City Solicitor be requested to prepare the necessary amendments to Bylaw 7200, The Traffic Bylaw.

**BACKGROUND**

City Council, at its meeting held on May 4, 2009, adopted a recommendation of the Planning and Operations Committee that the Administration continue to investigate the feasibility of providing alternate cashless payment options for parking meters, including a City-owned Pay-by-Phone Payment Program to replace the current City Card.

City Council, at its meeting held on August 17, 2011, adopted a recommendation of the Executive Committee that the Administration proceed with Request for Proposals for the modification of parking meter equipment throughout the city.

The last parking meter equipment upgrade occurred in 2001, when the entire single space inventory was converted from mechanical devices to electronic devices. The purpose of the upgrade, at that time, was to address increased maintenance costs and a reduction in parking meter revenue.

The purpose for the current Request for Proposals is to address the following issues:

- Failing parking meter equipment;
- Rising maintenance costs;
- To allow for the replacement of the City Card; and
- To allow for the reintroduction of cell phone parking.

## **REPORT**

The Request for Proposals (RFP) for modifications to parking meter equipment was issued on November 21, 2011, and closed on December 21, 2011. The RFP was divided into three distinct sections:

- Parking Meter Upgrade;
- Electronic Parking Ticketing Devices Upgrade; and
- Pay-By-Phone Parking System.

### **Parking Meter Upgrade**

Seven proposals were received for this section of the RFP, as follows:

- Park Smart;
- Precise ParkLink;
- Impark;
- APARC;
- Cale Systems;
- Duncan Parking Technologies Inc.; and
- Trafco Canada.

A business needs assessment was conducted by the Evaluation Committee, which determined that the priority was to provide customers with a reliable system that offered multiple payment options; would not require a rate increase; and could be obtained at a reasonable cost.

The Committee reviewed the submissions and determined that several options were presented as possible solutions, as indicated in the following table:

	<b>PARTIAL CONVERSION: 50 MULTI SPACE METERS/ 2,080 SINGLE SPACE METERS</b>	<b>FULL CONVERSION: 200 MULTI SPACE METERS</b>	<b>FULL REPLACEMENT: 2,800 SINGLE SPACE METERS</b>
Smart Card payment	YES	YES	YES
Cell phone payment	YES	YES	YES
Credit Card	YES	YES	NO (available with significant communication costs)
Costs	\$1.55million	\$2.95 – 4.55million	\$850,000
Installation	\$300,000	\$1million	<\$25,000
Incremental Annual Operating Cost	\$155,000	\$620,000	\$0

The Evaluation Committee determined that, on a cost benefit basis, the replacement of 2,800 single space meters in the business improvement districts (BIDs) was the superior option. This option addresses the four priorities identified above for the least amount of cost. While it does not provide a credit card payment option (due to the significant cost to have each meter able to communicate), use of new City Cards, as well as the reintroduction of cell phone parking, will be offered as alternative payment methods. The City Cards will be able to be reloaded at City Hall, as well as at reloading stations that will be installed at strategic locations throughout the downtown.

The other options, including the partial and full conversion to multi-space meters, would require a significant amount of capital investment (an incremental \$700,000 to \$3.7 million above the cost of the single space replacement) as well as increased annual operating costs of \$155,000 to \$620,000, which the Committee felt provided no real net value.

In addition to the replacement of existing single space parking meters in the business improvement districts, the on-street multi-space meters currently located in River Landing will be replaced with the same vendor's multi-space meters, in order to ensure continuity of payment options (the ability to pay with coin, cell phone or City Card) throughout the city. The infrastructure is already in place for multi-space meters in River Landing, which will minimize the installation costs. The multi-space meters provide the necessary reporting features for accounting purposes, as parking revenues in this area are segregated and used to help pay for the operation of the River Landing precinct.

Based on the business needs assessment, and using the evaluation criteria provided in the RFP, the Committee determined that Duncan Parking Technologies Inc. is the preferred proponent, at a cost of \$958,249.60 (USD), including G.S.T. and P.S.T.

This initiative is an example of the City of Saskatoon being true to its leadership commitment to provide reliable and responsive service; fiscal responsibility; and innovation and creativity to

meet the dynamic needs and high expectations of our citizens, all contributing to our culture of continuous improvement.

#### Electronic Parking Ticketing Devices Upgrade

The seven vendors listed above, who submitted proposals for the Parking Meter Upgrade, also included an option for the Electronic Parking Ticketing Devices Upgrade section of the RFP.

The Evaluation Committee reviewed the submissions and determined that, although there were several options provided, one proponent, Trafco Canada, was able to offer a reliable solution at a significantly lower cost. This is due to the fact that they are the current service provider and the City currently has a software maintenance agreement with them, which includes software upgrades. Therefore, only a hardware upgrade would be required.

The proposal from Trafco Canada is the preferred choice for the upgrade of 15 electronic parking ticketing devices, including interface software, configuration and testing, at a total price of \$49,739.53, including G.S.T. and P.S.T.

#### Pay-By-Phone Parking System

Eight proposals were received for the Pay-By-Phone Parking System section of the RFP as follows:

- Park Smart;
- Mobile NOW;
- Precise ParkLink;
- Impark;
- APARC;
- Cale Systems;
- Duncan Parking Technologies Inc.; and
- Verrus Mobile Technologies Inc.

The Committee evaluated the submissions and it was determined that Verrus Mobile Technologies was superior.

The following table outlines the price structure offered by Verrus Mobile Technologies Inc., who are able to provide the service with no upfront capital costs:

User	Fee
Registration fee	0
Annual fee	0
Convenience fee (per transaction)	\$0.25
Optional text notification of expiring meter (per transaction, paid by user)	\$0.10

Because a pay-by-phone service is an optional service for users, the Administration is recommending that the convenience fee of \$0.25 per transaction be passed along to the user. This service fee is charged by the vendor, over and above any processing fees. The \$0.10 fee for text notification is independent of the City of Saskatoon, as it forms part of the account features set up by the user with Verrus Mobile Technologies Inc.

Ongoing operational costs for a pay-by-phone system includes the cost of a monthly phone number, as well as credit card processing fees, estimated to be less than \$5,000 annually.

Upon review of the agreement by the City Solicitor, the following are the significant terms of the agreement with Verrus Mobile Technologies:

1. Contract Term:  
Three (3) years.
2. Contract Commencement:  
Mutually agreed upon time.
3. Option to Renew:  
One (1) to three (3) year annual renewal from the date signed based on the same terms and conditions.
4. Contract Cost:  
Per transaction charge payable to Verrus Mobile Technologies Inc. of \$0.25. Credit card processing fees and phone line charges at the expense of the City of Saskatoon.
5. Conditions Precedent:  
Subject to approval by City Council.

## **OPTIONS**

No other options were considered.

## **POLICY IMPLICATIONS**

The ability for the City of Saskatoon to surcharge a fee for the use of any credit card is prohibited by cardholder agreement. However, the City of Saskatoon has the ability to charge a convenience fee for services provided to the customer, over and above the use of a credit card.

## **COMMUNICATIONS PLAN**

Parking is an important issue that affects most Saskatoon citizens, and it will be important to broadly communicate the parking meter upgrades, the expanded options for payment, the reloading stations for the City Cards and the benefits of this investment.

If the recommendations are approved, the Administration will prepare a detailed communications plan including a news conference, when the new features are in place; updating the City of Saskatoon webpage and social media (Twitter, Facebook and the City of Saskatoon blog); advertising in The StarPhoenix; and a promotional "How-To" video.

## FINANCIAL IMPACT

The cost of the proposal from Duncan Parking Technologies Inc., for the supply of new parking meter equipment, software and training is as follows:

Parking Meter Upgrade	\$857,693.50
Project Management/Training	\$ 7,500.00
Freight	\$ 5,942.50
G.S.T.	\$ 43,556.80
P.S.T.	<u>\$ 43,556.80</u>
Total	\$958,249.60
Less G.S.T. Rebate	<u>\$ (43,556.80)</u>
<b>TOTAL</b>	<b>\$914,692.80 (USD)</b>

The proposal from Trafco Canada for the upgrade of Electronic Parking Ticketing Devices is as follows:

Ticketing Devices	\$ 30,898.50
Extended Warranty	\$ 4,319.25
Interface Development	\$ 10,000.00
G.S.T.	\$ 2,260.89
P.S.T.	<u>\$ 2,260.89</u>
Total	\$ 49,739.53
Less G.S.T. Rebate	<u>\$ (2,260.89)</u>
<b>TOTAL</b>	<b>\$ 47,478.64 (CDN)</b>

The proposal from Verrus Mobile Technologies Inc. for the implementation of a Pay-by-Phone Parking System does not require a capital investment. Transaction fee charges will be passed along to the user. The credit card processing and required phone line fees are minimal, estimated to be less than \$5,000 annually. The cost to implement the communications plan, as outlined above, is estimated to be approximately \$50,000 (CDN).

The total cost to the City of Saskatoon for all aspects of the parking infrastructure upgrade, less the G.S.T. rebate and including P.S.T., is estimated to be \$1,012,137 (CDN, based on current currency conversion rates).

There is sufficient funding within the following Capital projects:

- Capital Project 1518 - Parking Meter Purchases in the amount of \$648,000;
- Capital Project 1998 - Electronic Ticketing in the amount of \$143,000;
- Capital Project 2148 - Upgrade City Card in the amount of \$211,000; and
- Capital Project 1787 - River Landing Phase 2 in the amount of \$120,000.

The total available funding from all sources is \$1,122,000.

## STAKEHOLDER CONSULTATION

The ongoing needs of the Partnership, the Riversdale BID and the Broadway BID have been taken into consideration during the review of the proposals. In addition, discussions are ongoing to identify additional opportunities for metered parking.

## ENVIRONMENTAL IMPLICATIONS

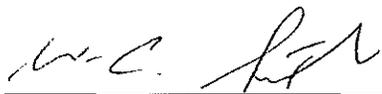
There are no environmental implications.

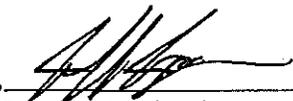
## PUBLIC NOTICE

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

Written by: Phil Haughn, Parking Services Manager  
Transportation Branch

Approved by: Angela Gardiner, Manager  
Transportation Branch

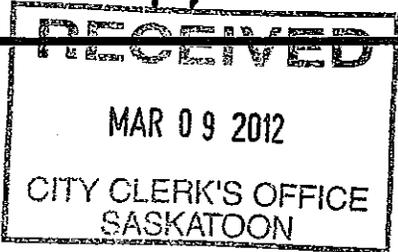
Approved by:   
for Mike Gutek, General Manager  
Infrastructure Services  
Dated: 12/02/23

Approved by:   
for Murray Totland  
City Manager  
Dated: Feb 24/2012

Exec.

2. 6120-3

Mann, Janice (Clerks)



From: Mann, Janice (Clerks)  
Sent: March 09, 2012 9:17 AM  
To: Mann, Janice (Clerks)  
Subject: comments on decision for parking meter Infrastructure  
Attachments: Saskatoon RFP Response letter.pdf

**From:** Kevin Shoultz [<mailto:KevinS@trafco.ca>]  
**Sent:** March 08, 2012 5:26 PM  
**To:** Hill, Darren (City Councillor); Lorje, Pat (City Councillor); Iwanchuk, Ann (City Councillor); Heidt, Myles (City Councillor); Donauer, Randy (City Councillor); Clark, Charlie (City Councillor); Loewen, Mairin (City Councillor); Penner, Glen (City Councillor); Paulsen, Tiffany (City Councillor); Dubois, Bev (City Councillor); Atchison, Don (Mayor's Office)  
**Cc:** Haughn, Phil (IS - Transportation)  
**Subject:** comments on decision for parking meter Infrastructure

To his Worship Mayor Donald J. Atchison and City Council members,

We at Trafco Canada (Saskatoon) and MacKay Meters (Canada) would like to voice some of our concerns, (via the attached letter), to City council on the decision to move forward with Duncan Parking Meters (US/ Mexico).

We have concerns that the City is entering into a contract with a company that has no proven track record in Canada. We also have concerns that not all the Canadian references for this product were contacted. There is a good reason Trafco Canada currently has over 55,000 MacKay meters in Western Canada; Quality and Service.

If you have any questions or need clarifications, please give me a call

Kevin Shoultz  
Trafco Canada



**Kevin Shoultz**  
Sales Manager  
Tel 306-934-2055  
Toll Free 1-866-887-2326  
Fax 866-767-7790  
Cell 306-222-5733  
[www.trafco.ca](http://www.trafco.ca)

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"Trusted Leaders In Traffic Safety"  
Since 1966

3/8/2012

City of Saskatoon  
Corporate Services Department  
Purchasing Services  
222 Cardinal Crescent  
Saskatoon, SK  
S7L 6H8

RE: RFP for Parking Meter Infrastructure.

With reference to the above Request for Proposal, Trafco (Canada) Ltd. is disappointed with the news that we were unsuccessful, as would any vendor with the length of history we have had with the City of Saskatoon. We do understand the volume of information that would have been received for review prior to making a decision. Along with our supplier, Mackay Meters, we do feel it imperative to highlight the following for consideration prior to final award:

- Trafco (Canada) Ltd is not only a Canadian company with our roots in Western Canada, we are also an employer right here in Saskatoon.
- Mackay Meters is a proud Canadian Company. Mackay is the only Canadian manufacturer of parking meters and the only manufacturer in the world to manufacture both single space and multi space units. They promote high quality Canadian business and technology in our country.
- Trafco is the only supplier of parking meter equipment that has service technicians in Western Canada. All equipment will be serviced and repaired in Canada and there will be no extra cross border charges.
- With an extensive list of customers in Western Canada who have similar environmental conditions and concerns to that of Saskatoon. We are the only single space vendor that has a proven product in the Canadian climate.
- With the introduction of the new Canadian coins coming in the spring of 2012, Mackay meters works directly with the Canadian mint to produce a program to accept these new coins before they are released, like any other new release the mint has ever had. These new coins are unique and we find it troubling that the City would purchase parking meters from an American/Mexican vendor that does not take steps to provide our Canadian coins before they are released. Mackay can show the City that we can presently accept these coins. What if these foreign meters are not capable of accurately accepting the new unique Canadian coins?
- It was mentioned in conversation that the evaluation committee was looking for a smart card inventory database. This is something that we committed to when working with City parking staff when clarifying items on the RFP. We were waiting for input from the City to customize the program making sure we addressed all of the concerns from finance. This was a simple custom enhancement that we stated would be provided free of charge to the city.

I want to thank you in advance for your time related to this matter. Trafco and Mackay truly feel that we have the best option for the citizens of Saskatoon.

Sincerely

Kevin Shoults  
Sales Manager

**RECEIVED**  
 MAR 09 2012  
 CITY CLERK'S OFFICE  
 SASKATOON



March 9th 2012

City of Saskatoon  
 Office of the City Clerk  
 222 Third Avenue North  
 Saskatoon, Saskatchewan  
 S7K 0J5

This will serve as notification that Mr. Gord White wishes to speak at the City Council meeting Monday March 12th regarding Report No. 4-2012 of the Executive Council – Item no. 2 Parking Infrastructure Upgrade and City card Replacement (File No. CK. 6120-3)

Thank you

Gordon White  
 President.

**PRECISE PARKLINK (WEST) LTD.**

EDMONTON 1055B 115 Street Edmonton AB T5H 3K6  
 CALGARY 7056H Farrell Road Calgary AB T2H 0T2  
 SASKATOON 400 234 1st Avenue S. Saskatoon SK S7K 1K3

T. 780-428-0007 F. 780-428-1457 TOLL 877-426-0007  
 T. 403-802-6186 F. 403-802-6164 TOLL 877-426-0007  
 T. 306-955-0912 F. 306-955-0914 TOLL 877-426-0007

**Mann, Janice (Clerks)**

**From:** Purich, Carol (Mayor's Office)  
**Sent:** March 13, 2012 8:06 AM  
**To:** Mann, Janice (Clerks)  
**Subject:** FW: Questions for RFP for Parking infrastructure  
**Attachments:** Saskatoon RFP evaluation letter.pdf



Hi Janice,

Just found this in the Mayor's email this morning.

Carol

---

**From:** Kevin Shoults [<mailto:KevinS@trafco.ca>]

**Sent:** March 12, 2012 3:52 PM

**To:** Hill, Darren (City Councillor); Atchison, Don (Mayor's Office); Lorje, Pat (City Councillor); Iwanchuk, Ann (City Councillor); Heidt, Myles (City Councillor); Donauer, Randy (City Councillor); Clark, Charlie (City Councillor); Loewen, Mairin (City Councillor); Penner, Glen (City Councillor); Paulsen, Tiffany (City Councillor); Dubois, Bev (City Councillor)

**Cc:** Gardiner, Angela (IS - Transportation); Haughn, Phil (IS - Transportation)

**Subject:** Questions for RFP for Parking infrastructure

His worship Donald J. Atchison and City Council members,

As per request from my previous letter, please find information and questions we want to bring forward on the evaluation process for purchasing the new Parking infrastructure. We want to make sure that the evaluation committee has looked at all the available information before finalizing the decision to purchase any parking equipment. We are not aware of what the criteria was for the evaluation of the proposals so we want to make sure all the questions were asked and clarification was given before this decision was final.

If the evaluation process had covered these questions and concerns then we will support the Committee's decision

Thank you

Kevin



**Kevin Shoults**  
 Sales Manager

Tel 306-934-2055  
 Toll Free 1-866-887-2326  
 Fax 866-767-7790  
 Cell 306-222-5733

[www.trafco.ca](http://www.trafco.ca)

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## COMMUNICATIONS TO COUNCIL

### MEETING OF CITY COUNCIL – MONDAY, MARCH 26, 2012

#### A. REQUESTS TO SPEAK TO COUNCIL

##### 1) Neale Hall, dated March 13

Requesting permission to address City Council with respect to discrimination.  
(File No. CK. 150-1)

**RECOMMENDATION:** that Neale Hall be heard.

##### 2) Cary Tarasoff, dated March 19

Requesting permission to address City Council with respect to drive through restaurant issues.  
(File No. CK. 6320-1)

**RECOMMENDATION:** that Cary Tarasoff be heard.

##### 3) Sue Barrett, Chairperson, Marr Residence Management Board, dated March 20

Submitting annual report of the The Marr Management Board and requesting to speak briefly to the report. (File No. CK. 430-60)

**RECOMMENDATION:** that Sue Barrett be heard.

##### 4) Michelle Lee, dated March 20

Submitting information and petition of approximately 1400 signatures requesting a city-wide ban on disposable plastic bags. (File No. CK. 7830-1)

**RECOMMENDATION:** that Michelle Lee be heard.

**B. ITEMS WHICH REQUIRE THE DIRECTION OF CITY COUNCIL**

**1) K.L. Wallace, Lieutenant-Commander, Commanding Officer, HMCS Unicorn dated March 1**

Requesting permission to fly the Canadian Naval Jack flag at City Hall from Monday, April 30 to Monday, May 7, 2012. (File No. CK. 205-1)

**RECOMMENDATION:** that permission be granted to fly the Canadian Naval Jack flag at City Hall from Monday, April 30 to Monday, May 7, 2012, subject to any administrative conditions.

**2) Pat Fiacco, Mayor, City of Regina, dated January 24**

Extending invitation to join Mayor's Poetry Challenge. (File No. CK. 205-1)

**RECOMMENDATION:**

- 1) that City Council proclaim April 2012 as National Poetry Month and the City Clerk be authorized to sign the proclamation, in the standard form, on behalf of City Council; and
- 2) that the direction of Council issue regarding the Mayor's Poetry Challenge.

**3) Randy Pshebylo, Executive Director, Riversdale Business Improvement District dated March 9**

Requesting that Stephanie Norris and Veronica Tricker be appointed to the Riversdale BID to replace Lionel Stewart and Fred Betker. (File No. CK. 175-49)

**RECOMMENDATION:** that Stephanie Norris and Veronica Tricker be appointed to the Riversdale BID to replace Lionel Stewart and Fred Betker.

**Items Which Require the Direction of City Council**

**Monday, March 26, 2012**

**Page 2**

**4) Maggie Lens, dated March 9**

Requesting permission for an extension of the time where amplified sound can be heard under the Noise Bylaw, for the Saskatchewan Blue Cross MS Walk on Sunday, April 29<sup>th</sup>, 2012, starting at 10 a.m. (File No. CK. 185-9)

**RECOMMENDATION:** that the request for permission for an extension of the time where amplified sound can be heard under the Noise Bylaw, for the Saskatchewan Blue Cross MS Walk on Sunday, April 29<sup>th</sup>, 2012, starting at 10 a.m. be granted.

**5) Janet Buchanan, dated March 12**

Commenting on proposed metal processing plant and including copy of letter from R. Milne to Saskatchewan Ministry of Environment with respect to this matter. (File No. CK. 4250-1)

**RECOMMENDATION:** that the direction of City Council issue.

**6) Mayor Allan Earle, President Saskatchewan Urban Municipalities Association dated March 12**

---

Submitting 2012 Membership Fee Invoice in the amount of \$69,745.44. (File No. CK. 155-3)

**RECOMMENDATION:** that the invoice in the amount of \$69,745.44, for annual Membership Fee, be paid.

**7) Ryan Dielschneider, Bullying Prevention Coordinator, dated March 16**

Inviting City Council to attend flag raising ceremony for Pink Revolution on April 1, 2012, from 1:00 p.m. to 1:30 p.m. in Civic Square. (File No. CK. 205-1)

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

**Items Which Require the Direction of City Council**  
**Monday, March 26, 2012**  
**Page 3**

8) **Nolan Courteau, dated March 12**

Commenting on dedicated cycling/walking bridge. (File No. CK. 6050-8)

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

9) **Dale Sands, dated March 15**

Commenting on leasing bridges. (File No. CK. 6050-1)

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

10) **Daniel Hagen, dated March 18**

Commenting on proposed north commuter bridge. (File No. CK. 6050-10)

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

11) **Irving Josephson, dated March 14**

Commenting on new art gallery. (File No. CK. 4129-15)

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

12) **Robynne Smith, dated March 18**

Commenting on future use of current Mendel Art Gallery site. (File No. CK. 620-4)

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

13) **Robin Dickson, dated March 20, 2012**

Commenting on new art gallery, suggesting a plebiscite, and requesting further information.  
(File No. CK. 4129-15)

**RECOMMENDATION:** that the direction of City Council issue.

**Items Which Require the Direction of City Council**

**Monday, March 26, 2012**

**Page 4**

**14) Gordon White, President, Precise Parklink, dated March 19**

Commenting on parking infrastructure upgrade and City Card replacement tender.  
(File No. CK. 6120-3)

**RECOMMENDATION:** that the letter be considered with Clause 3, Report No. 5-2012 of the Executive Committee.

**15) Shellie Bryant, Secretary, Development Appeals Board, dated March 14**

Submitting Notice of Hearing of the Development Appeals Board with respect to the property located at 715 5<sup>th</sup> Street East. (File No. CK. 4352-1)

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

**C. ITEMS WHICH HAVE BEEN REFERRED FOR APPROPRIATE ACTION**

- 1) **Kathy Rintoul, Executive Director, Grants Administration and Financial Management, Ministry of Municipal Affairs, dated February 29**

Advising of Preliminary Revenue Sharing Unconditional Grant for Cities 2012-13.  
(File No. CK. 1860-1) (Referred to Administration for further handling.)

- 2) **Chris Donald, dated March 13**

Requesting information with respect to commercial construction in the west end.  
(File No. CK. 4125-1) (Referred to Administration to respond to the writer.)

- 3) **Glen Stephenson, dated March 14**

Commenting on the future of the Traffic Bridge. (File No. CK. 6050-8) (Referred to Administration to respond to the writer.)

- 4) **Duncan Blackman, dated March 14**

Commenting on drive through restaurant traffic issues. (File No. CK. 6320-1) (Referred to Administration to respond to the writer.)

- 5) **Susan Kaminskyj, dated March 16**

Commenting on drive through restaurant traffic issues. (File No. CK. 6320-1) (Referred to Administration for consideration during response to the outstanding enquiry on the matter.)

- 6) **Megan Schick, Megan Brucks and Natasha Kramble, dated March 14**

Commenting on Lingerie Football League. (File No. CK. 5500-1) (Referred to Administration for appropriate action.)

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

**D. PROCLAMATIONS**

**1) Christine Epp, Manager, Volunteer Saskatoon, dated March 15**

Requesting City Council proclaim April 15 to 21, 2012 as National Volunteer Week. (File No. CK. 205-5)

**2) Andrew Stevenson, President, CPWA Saskatchewan Chapter, undated**

Requesting City Council proclaim May 20 to 26, 2012, as National Public Works Week. (File No. CK. 205-5)

- RECOMMENDATION:**
- 1) that City Council approve all proclamations as set out in Section D; and
  - 2) that the City Clerk be authorized to sign the proclamations, in the standard form, on behalf of City Council.

150-1  
AI)

**From:** CityCouncilWebForm  
**Sent:** March 10, 2012 2:47 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

neale hall  
104-1215 moss avenue  
saskatoon  
Saskatchewan  
S7H 5B1

EMAIL ADDRESS:

[mckneeknee@hotmail.com](mailto:mckneeknee@hotmail.com)

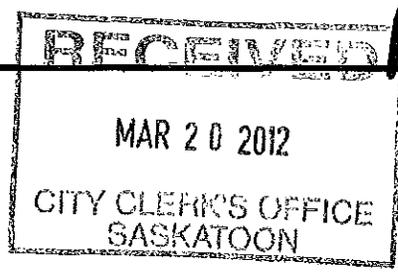
COMMENTS:

i have a disability and i have noticed that i have been the object of much discrimination. from business owners, from managers, from employees and others. i even had a police officer come to my suite on an emergency call and all he did was cut me down. now when i became ill, i was going to university and not working on the side, so i did not qualify for disability pay on behalf of a company and i ended up on social services. you would shocked, i believe, at how much prejudice there is out there for people like myself who are using taxpayer's money. and while social assistance is funded by the government, there are other sources of government revenue such as mineral royalties, etc. i would certainly invite those that don't believe in the welfare state to take up their beef with their government. i'm sure that the social services minister or the premier would love to hear what they have to say. maybe if there is enough support for it, the social net may become less generous in the future, leaving those with good health and good fortune with a thicker wallet.

Neale Hall

and yes, i would like to speak at a council meeting.

6300-1 (A2)



From: Cary Tarasoff [citarasoff@sasktel.net]  
Sent: March 19, 2012 8:04 PM  
To: Web E-mail - City Clerks  
Subject: Attention of City Clerks Office

Hello,  
I was talking to Counsellor Myles Heidt this evening and he suggested that I should ask you to allow me to present at the next council meeting. My topic is concerning the drive through debate on coffee and restaurant traffic and affected roadways. I have some ideas he thought were worth presenting on different ways to deal with this issue. I am a Registered Planner in Sask. I would prefer to just speak shortly on my ideas and avoid any physical presentations if that would be ok?

Please advise if I may attend and complete this request next Monday council meeting.

If you wish to contact me, please call and leave a message if I am not in.

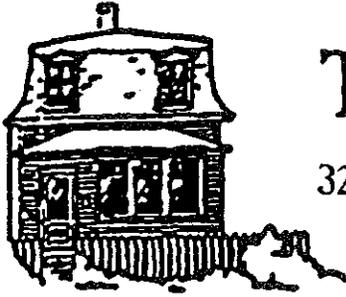
Thank you very much.

Regards,

Cary

Cary Tarasoff, B.Sc., A.Sc.T., MCIP, PPS  
Saskatoon SK 110 Peterson Cres  
Tel: 306.384.2114 57L 7H7  
email: [citarasoff@sasktel.net](mailto:citarasoff@sasktel.net)

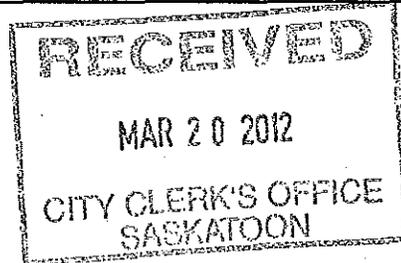
Please consider the environment before printing this e-mail



# The Marr Residence

326 11th Street East Saskatoon, Saskatchewan S7N 0E7

March 20, 2012



Mayor D. Atchison  
And City Council,  
Saskatoon City Hall,  
222 3<sup>rd</sup> Ave. North  
Saskatoon, SK. S7K 0J5

Dear Your Worship Mayor Atchison and City Council,  
The Marr Management Board is pleased to submit its annual report for the operation of the Marr Residence during the year 2011. Sue Barrett, Chairperson of the Marr Management Board will be present at the City Council meeting of March 26, 2012 to speak briefly to the report.  
Thank you,

Yours sincerely

A handwritten signature in cursive script that reads "Sue Barrett".

Sue Barrett, Chairperson  
Marr Residence Management Board

# **The Marr Residence Annual Report: 2011**

**Submitted by:  
The Marr Residence Management Board**

Councillor Charlie Clark  
Garth Cantrill  
Sue Barrett  
Andrew Whiting  
Kevin Kitchen  
Jim Greenshields  
Della Greer  
Rob Paul  
Barb Lucas

City Council  
Nutana Community Association  
Saskatoon Heritage Society  
Meewasin Valley Authority  
Member at Large  
Infrastructure Services Dept.  
Member at Large  
Member at Large  
Recording Secretary

## **Introduction**

The Board of the Marr Residence is pleased to provide its annual report on the operation of this historic property for the City of Saskatoon. In 2011, The Management Board and other volunteers worked diligently to welcome members of the public to the house and provide interpretation about its important role in the early development of our city. Regular programming, school tours and special events were held throughout the year. In addition the Board pursued a number of new initiatives to increase the profile of the house. Work on the development of a new website was started, and an application for national recognition of the home's important history was recently completed and submitted to the Historic Sites and Monuments Board of Canada. Other work included updating our tour binders for volunteers and increasing our carefully documented artifact collection.

The mandate of the Board is threefold:

- to maintain and enhance the historical integrity of the site
- to provide public access
- to develop programs which increase public awareness of Saskatoon's heritage

Following is an outline of our activities in 2011:

## **Programs**

### **Spring**

We held several spring programs last year. A popular workshop Crotcheting for Children allowed us to utilize three of our youth volunteers as leaders. Two drop-in events were also popular: A Vintage Fashion Display of clothing from the 1880's and our annual Mothers' Day Tea where children and parents could complete a heritage craft together.

### **Summer**

A full slate of summer programs was presented in July and August, on Sundays, and all three days of the three long weekends. These included:

- an old-fashioned Dominion Day Celebration
- two Open House afternoons
- a celebration of the Centennial of the Saskatchewan Association of Architects
- a Box Lunch Picnic with musical entertainment
- a program on the history of ironing, using vintage ironing tools
- a crotcheting program by our youth volunteers demonstrating some of their current and very modern creations
- a celebration of the invention of the ice-cream cone in 1904, with homemade ice cream
- our 9<sup>th</sup> annual Rhubarb Festival on the August long weekend
- a musical afternoon in the Marr Garden

- a river-walk tour, which focused on the relationship of early Saskatoon with the South Saskatchewan River
- demonstrations of pioneer women's activities in the home
- antique appraisals with local expert John McGowan
- a commemoration of the 100<sup>th</sup> Anniversary of Parks Canada
- our annual pioneer Harvest Fair, presented in partnership with the Meewasin Valley Authority

### **Fall**

We held three fall events: a Cape and Candle Walk of the Nutana neighbourhood, a Halloween craft for children (haunted gingerbread houses) and a workshop on the early art of paperquilling.

### **Christmas**

A weekend of Christmas events in December included an afternoon of childrens' pioneer crafts and a Pioneer Gathering to showcase the house decorated for an 1880's Christmas.

### **Special Events**

#### **Heritage Day**

The Marr welcomed visitors to a Family Day Open House on February 21, which was held in conjunction with the provincial Family Day statutory holiday. We had a good response from the public. Family attendance at this annual event appears to be increasing yearly.

#### **Doors Open Saskatoon**

We had almost 400 visitors to the house during the city's Doors Open event on June 5. This is a good opportunity to get a number of people through our doors who may not have had a chance to attend one of our programs and allow us to advertise our upcoming events.

#### **Culture Days**

On Sunday October 2 we held a program titled: Saskatoon's Greatest Nautical Disaster: The Sinking of the S.S. Medicine Hat. This was facilitated by a grant from Sask Culture which allowed us to invite experts in the field of archaeology and historical research to bring artifacts and displays to the house and answer questions about this historic event. Significant interest was demonstrated by Saskatoon nautical history buffs.

### **Group Tours**

Tours are provided throughout the year for groups such as school classes, SIAST students and members of clubs. We had visits from seven elementary and secondary school classrooms, two SIAST Tourism classes, a secondary school staff and a large group from the Boys and Girls Club for a total of approximately 300 students plus parents and staff members.

## **Displays**

### **Heritage Festival**

We participated in the annual Saskatoon Heritage Festival on February 6 at the WDM with a display based on the Festival theme: Saskatoon in Living Colour, with a focus on arts and culture.

### **Airport Display**

We continue to have a display about the history of the house at the John G. Diefenbaker Airport. This is an opportunity to broaden our profile within the Saskatoon community as well as with visitors to the city.

## **Volunteers**

All of our public programming, special events, displays and tours are planned and staffed by volunteers and Board members. It is their commitment of time and energy that allows us to fulfill the mandate for the house. We owe them a huge debt of thanks for their work over the past year. To aid them in their interpretive role, a new tour binder was completed with detailed notes on the history of the house. Two separate tours were developed: one for adult visitors and one specifically aimed at school children. A costume collection has been catalogued and made available for volunteer use. We currently have 26 volunteers who help us throughout the year.

## **Marr Garden Park**

Volunteers also maintain the Marr Garden Park, adjacent to the house, which enhances its setting immensely. It is a large perennial garden and requires many hours of time. It is appreciated by the neighbourhood, many members of which are apartment and condo dwellers. Last year the gardeners moved the heritage herb bed to a new, sunnier location. We appreciate the assistance of Parks Branch, Urban Forestry and Infrastructure services to our volunteers in providing topsoil and grass seed, composting leaves, trimming trees and constructing a new wooden herb bed for the site.

## **House Maintenance and Security**

Thanks to the City, the house is maintained well by the Infrastructure Services Department. Last year only minor repair work was required: painting, floor refinishing, shingle replacement and securing the screens on upstairs windows to the window frames. The latter was done as a security measure, after a number of attempted break-ins to the second storey rooms from the back porch roof. We also increased security on Halloween weekend, hiring a commissionaire to discourage any unwelcome visitors during the night.

## **Board Initiatives in 2011**

### **National Heritage Designation**

During the year a subcommittee met often to complete our application to the Historic Sites and Monuments Board of Canada for national heritage designation status. This was submitted in early February 2012, and we are awaiting a response.

### **Rental Policy**

A new rental policy was approved by the Board. Key changes include a clause that the house will be available to only heritage related groups, with a separate fee structure for profit and non-profit ones. All groups will be charged a fee for use of the house. The goal was to protect the Marr's fragile environment and conserve it as a heritage resource.

### **Museums Association of Saskatchewan**

We joined the Museums Association of Saskatchewan. This will be a valuable resource to us in conserving our artifacts, learning about risk and collections management and issues of intellectual property. We will be able to attend regular workshops that are offered through this organization.

### **City of Saskatoon Culture Plan**

We have been involved in the development of the City's new Culture Plan, through a number of workshops and open house events and appreciate the opportunity to have input into this important document. We have enjoyed networking with a variety of people interested in conserving and valuing our city's heritage.

### **Collections**

A Collections Subcommittee of the Board evaluates and makes recommendations about items offered to the Marr by members of the public. Guidelines have been developed for acceptance of artifacts. This year we had donations of items from four people, one of whom was the widow of the grandson of Alexander Marr.

### **Website**

We began work on developing our own website, independent of the city and of MVA. This will allow us to post programming updates on a regular basis and provide more in-depth historical information on the Marr, including recent research and publications. It will be active in 2012.

### **New Board Members**

This year we lost two long-time Board members: Dianne Wilson, representative of the Nutana Community Association, and Jason Wall representative of Meewasin Valley Authority. Both have moved on to other endeavours and they will be missed. We welcome new members Andrew Whiting, from MVA and Garth Cantrill from Nutana Community Association.

### **Conclusion**

The Marr Board has worked tirelessly throughout 2011 to present programming that is appropriate to this historic property and to increase awareness about its value to the community. We have had visitors from all parts of the globe who comment often on the ambience of the house and garden. We have purposefully tried to present the house as a home and not a museum, so that people can imagine the day to day life of its earliest residents: The Alexander Marr family.

We would like to especially thank the following for their support: The City of Saskatoon for continued funding, Jim Greenshields of Infrastructure Services, Board Member Councillor Charlie Clark, Linda Farwell of Parks Branch and the Meewasin Valley Authority.

## Appendix: Program Listings



## *The Marr Residence*

(326 11th Street East)

This 1884 home is the oldest house in Saskatoon  
still on its original site.

**Sunday March 13**

10-12 a.m.

**Learn to Crochet: Workshop for Children**

This workshop will teach the basics of crocheting and is suitable for ages 7-12. Supplies \$5.00. Pre-registration is required. (653-1201)

**Sunday April 10**

1-4 p.m.

**Vintage Fashion Display**

What did they wear in the "olden days"? Drop by the Marr Residence and learn about clothing fashions from the 1880's through the first decades of the 20<sup>th</sup> century, as illustrated by early photographs, catalogues and actual pieces of apparel.

**Sunday May 8**

1-4 p.m.

**Mother's Day at the Marr**

Bring your mother to the house for a relaxing cup of tea and complete a unique craft together. Pre-registration not required.

**Sunday June 5**

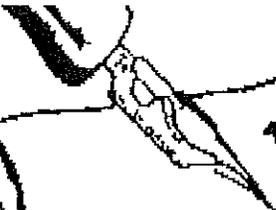
**Doors Open Saskatoon**

12-5 p.m.

The Residence will be open during this popular Saskatoon event. Learn about its history and enjoy the lovely Marr Garden.



For additional information and to pre-register  
please phone 652-1201



# *The Marr Residence*

(326 11th Street East)

This 1884 home is the oldest house in Saskatoon  
still on its original site.

Friday, July 1 1:00 – 4:30 p.m. **Dominion Day Celebration**

You are invited to an old-fashioned Dominion Day Celebration and a fabulous afternoon of games, entertainment and refreshments. Make a Union Jack flag with us and join the parade at 2:00.

Saturday, July 2 1:00 – 4:30 p.m. **Open House**

Join us at the Marr for the first Open House of the summer. Enjoy a tour of this historic site and enjoy the ambience of the lovely Marr Garden.

Sunday, July 3 1:00 – 4:30 p.m. **River Walk and Open House**

Saskatoon has always had a close relationship with the South Saskatchewan River. At 2:00 p.m. walk the river with guide Rob Paul and learn the ups and downs of living with such a partner. Wear comfortable shoes and appropriate clothing.

Sunday, July 10 1:00 – 4:30 p.m. **Happy Birthday Ice Cream Cone**

Help us celebrate this 107 year old sweetie we cherished when we were younger, that soothed us when we scraped our knees, and made us cry when it fell on the sidewalk.

Sunday, July 17 1:00 - 4:30 p.m. **"Celebrating 100 Years of Architecture in Saskatchewan"**

Finding out about the Past, the Present and the Future. There will be a presentation at 2 p.m. by local architects.

Sunday, July 24 11:30 – 2:30 p.m. **Box Lunch Picnic and Entertainment**

Music and food! An old-fashioned lunch box picnic is a great reason to get together with other people and families. Bring your old retro lunch box.

Saturday, July 30 1:00 – 4:30 p.m. **Open House.**

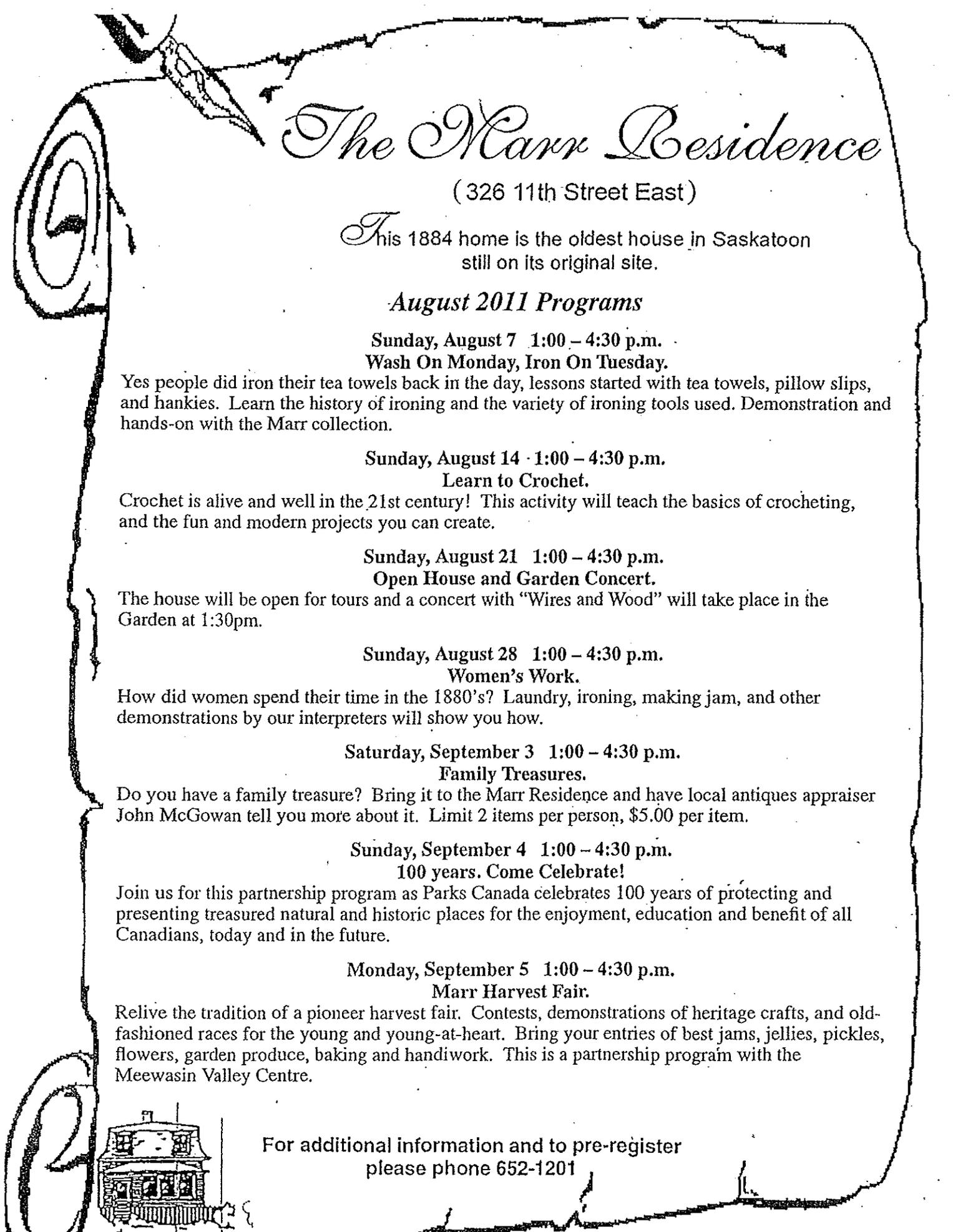
Join us for a tour of the house and enjoy the ambience of the lovely Marr Garden.

Sunday, July 31 & Monday, August 1 p.m. 1:00 – 4:30 **9th Annual Rhubarb Festival**

Join us in celebrating this hardy plant that played a prominent role in pioneer gardens and whose functional versatility continues to charm us. Join us for two afternoons of lore, recipes, entertainment and refreshments.

For additional information and to pre-register  
please phone 652-1201





# The Marr Residence

(326 11th Street East)

This 1884 home is the oldest house in Saskatoon still on its original site.

## August 2011 Programs

Sunday, August 7 1:00 – 4:30 p.m.

### Wash On Monday, Iron On Tuesday.

Yes people did iron their tea towels back in the day, lessons started with tea towels, pillow slips, and hankies. Learn the history of ironing and the variety of ironing tools used. Demonstration and hands-on with the Marr collection.

Sunday, August 14 1:00 – 4:30 p.m.

### Learn to Crochet.

Crochet is alive and well in the 21st century! This activity will teach the basics of crocheting, and the fun and modern projects you can create.

Sunday, August 21 1:00 – 4:30 p.m.

### Open House and Garden Concert.

The house will be open for tours and a concert with "Wires and Wood" will take place in the Garden at 1:30pm.

Sunday, August 28 1:00 – 4:30 p.m.

### Women's Work.

How did women spend their time in the 1880's? Laundry, ironing, making jam, and other demonstrations by our interpreters will show you how.

Saturday, September 3 1:00 – 4:30 p.m.

### Family Treasures.

Do you have a family treasure? Bring it to the Marr Residence and have local antiques appraiser John McGowan tell you more about it. Limit 2 items per person, \$5.00 per item.

Sunday, September 4 1:00 – 4:30 p.m.

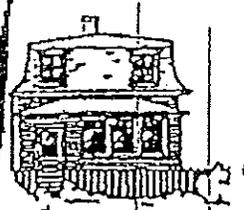
### 100 years. Come Celebrate!

Join us for this partnership program as Parks Canada celebrates 100 years of protecting and presenting treasured natural and historic places for the enjoyment, education and benefit of all Canadians, today and in the future.

Monday, September 5 1:00 – 4:30 p.m.

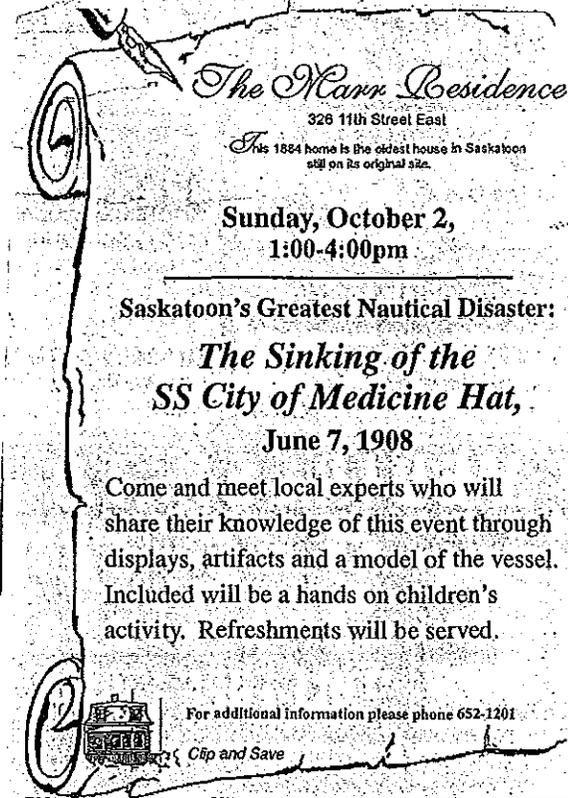
### Marr Harvest Fair.

Relive the tradition of a pioneer harvest fair. Contests, demonstrations of heritage crafts, and old-fashioned races for the young and young-at-heart. Bring your entries of best jams, jellies, pickles, flowers, garden produce, baking and handiwork. This is a partnership program with the Meewasin Valley Centre.



For additional information and to pre-register  
please phone 652-1201

Clip and Save



*The Mann Residence*

326 11th Street East

*This 1884 home is the oldest house in Saskatoon  
still on its original site.*

**Sunday, October 2,  
1:00-4:00pm**

**Saskatoon's Greatest Nautical Disaster:**

***The Sinking of the  
SS City of Medicine Hat,***

**June 7, 1908**

Come and meet local experts who will share their knowledge of this event through displays, artifacts and a model of the vessel. Included will be a hands on children's activity. Refreshments will be served.



For additional information please phone 652-1201

Clip and Save

# *The Marr Residence*

326 11th Street East

*This* 1884 home is the oldest house in Saskatoon still on its original site.

## **Marr Residence Fall Programs**

**Thursday October 27 7:15-10 p.m.**

### **Cape and Candle Walk**

Discover Nutana's secrets in the dark of night. Then gather at the Marr for refreshments and ghostly stories. \$5.00 per adult. Tickets available by pre-registration. An Adult Only program. Capes and cloaks welcome.

**Sunday October 30 1-3 p.m.**

### **Scare Up A Haunted House**

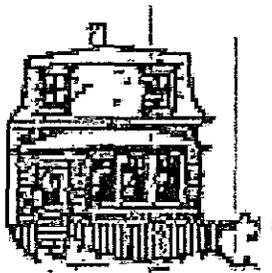
Just in time for Halloween, create a cute-and- delicious haunted house. (house made of graham wafers, materials supplied). Fee \$5 per child. Pre-registration required. Children under 8 must be accompanied by an adult.

**Sunday November 6 1-3 p.m.**

### **Paper Quilling**

Learn the early art of paper quilling. Strips of paper are rolled, shaped and glued together to create decorative designs, which can be used to decorate greeting cards, etc. Appropriate for adults. \$5 fee. Pre-registration required.

*Register for programs by phoning 652-1201. Limited spaces available.*



**For additional information and to pre-register  
please phone 652-1201**

*Clip and Save*

March 20th, 2012  
7830  
A4

RECEIVED  
MAR 20 2012  
CITY CLERK'S OFFICE  
SASKATOON

His Worship the Mayor and Members of City Council,

Re: City-wide ban of disposable plastic bags

On behalf of Plastic-Free Saskatoon, we would like to urge Saskatoon City Council to seriously consider the implementation of a by-law banning the distribution of disposable plastic bags in retail establishments throughout the city. The reckless abandonment of plastic bags within city limits is not only aesthetically displeasing, but is widely known to cause environmental damage, particularly to marine and freshwater ecosystems. In addition, plastic bags create the potential of wildlife ingestion and entanglement that often leads to death. Reducing the prevalence of free-floating plastic bags is in our view, a community-wide concern.

Unfortunately, the characteristic persistence that makes plastic an appealing consumer product is the same characteristic that has caused plastic to become "one of the world's most widespread pollution problems"<sup>1</sup>. It is now known that plastic bags take over a thousand years to decompose in landfills. Moreover, scientists are beginning to question the legitimacy of plastic decomposition in its entirety, with evidence showing plastic bags to simply deteriorate over time into smaller plastic particles known to scientists as "microplastics". These "microplastics" have been shown to absorb a variety of toxic chemicals, including PCBs- known hormone disruptors in birds, humans, and animals, alike.

Worldwide, cities are becoming increasingly aware of the problems associated with plastic bags. As of 2007, plastic bags were no longer to be distributed throughout the city of San Francisco. Other large-scale plastic bag bans include the Island of Maui, and the entire country of Italy<sup>2</sup>. As of present, Thompson, Manitoba and Fort McMurray, Alberta, remain two of the only cities in western Canada in which a city-wide reduction of plastic bags has been enforced.

We are hopeful that the city of Saskatoon can make history--becoming the first city in Saskatchewan to ban the commercial distribution of disposable plastic bags. As Saskatoon is rapidly becoming both a nationwide tourist destination and hub for economic activity, we feel that efforts aimed at banning plastic bags will serve to solidify our city's image as one of the most forward-thinking in the country.

In order to prove that support of a plastic bag ban extends well beyond the membership of our organization, we would like to present council with a petition containing over 1000 collected signatures. In addition, we would also like to present a research report containing further information about single-use plastic bags and case studies of successful ban implementations.

(We wish to speak)

Sincere thanks for your time and consideration,

Plastic-Free Saskatoon

Michelle Lee  
1001 12th St E. #2  
Saskatoon, SK S7H 0C9

<sup>1</sup> National Oceanic and Atmospheric Association, 2011

<sup>2</sup> Stores in Italy must provide consumers with biodegradable plastic bags

**Research to Support a Single-Use, Low-Grade Plastic Bag Ban  
in the City of Saskatoon**

**Plastic Free Saskatoon**

**Kaitlin Armstrong, Cory Johnson, Michelle Lee, Kelsea McLean and Cathleen Stewart**

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## **Introduction**

Across Canada, many communities are banning the usage of plastic bags. A by-law of this kind would benefit Saskatoon, because it would showcase the city as an environmental leader in Saskatchewan. In addition, banning single-use plastic bags would limit the hazardous effects of this product on the citizens of Saskatoon and future generations. There are groups who advocate that plastic bags are an essential consumer product; however, the banning of single-use plastic bags is essential to the health of our environment and this banning has been successful on a global scale, including two Canadian cities – Thompson, Manitoba and Fort McMurray, Alberta. Although the public has been made aware of these issues through the media, it is imperative that further education coincides with the creation of this by-law.

## **The Effects of Low-Grade Plastic Bags on the Environment**

### *Introduction*

As environmental issues crop up in many avenues of daily life, it is becoming increasingly difficult to ignore the horrendous over-consumption of plastic bags. The United States Environmental Protection Agency estimates that over one trillion bags are consumed worldwide each year.<sup>1</sup> Canadians use approximately 9-15 billion low-grade plastic bags a year; this means that our country consumes 17,000 bags a minute.<sup>2</sup> Unfortunately, only 1-3% of the bags produced are ever recycled. It is evident that the low-grade, single-use plastic bags are a major factor in the degradation of the environment today and in the future.

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<sup>1</sup>John Roach, "Are Plastic Grocery Bags Sacking the Environment," *National Geographic News*, last modified September 2003, assessed January 2012, [http://news.nationalgeographic.com/news/2003/09/0902\\_030902\\_plasticbags.html](http://news.nationalgeographic.com/news/2003/09/0902_030902_plasticbags.html).

<sup>2</sup>"Facts about the Plastic Pandemic," Reuseit.com, last modified 2010, accessed January 2012, <http://www.reuseit.com/learn-more/top-facts/plastic-bag-facts>.

### *The Argument Against a Ban*

The use of low-grade plastic bags has become a much-debated environmental issue in recent years. Some groups argue that single-use low-grade plastic bags are not as destructive as they are made out to be. The Progressive Bag Affiliates of the American Chemistry Council Incorporated, in particular, encourages the use of plastic bags over other products, as they are convenient and less harmful than other alternatives. However, they do advocate for recycling as a crucial step in the process of plastic bag usage. Groups such as this tote that plastic is much more environmentally friendly to produce than paper bags and that recycled plastic products are in high demand from different industries.<sup>3</sup>

### *The Composition and Decomposition of Plastic Bags*

Though it is true that low-grade plastic bags are less harmful to produce than other products there is still no debate that plastic bags are a threat to the environment. Even if other paper bags are more harmful to create, plastic bags are still not a feasible solution. One of the reasons is because plastic bags are made from petrochemical, which is a non-renewable source.<sup>4</sup> In the fabrication of 8.7 low-grade plastic bags, there is enough petroleum energy contained within those bags to drive a car for 1 kilometer.<sup>5</sup> This means for the 100 billion bags consumed every year in the

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<sup>3</sup>“Fast Facts on Plastic Grocery Bags,” Progressive Bag Affiliates of the American Chemistry Council, last modified 2010, assessed January 2012, <http://www.plasticbagfacts.com/Main-Menu/Fast-Facts>.

<sup>4</sup>“Plastic bag facts,” Greener Footprints, last modified 2012, assessed January 2012, [www.greenerfootprints.com/plastic-bag-facts/](http://www.greenerfootprints.com/plastic-bag-facts/)

<sup>5</sup>Ibid.

United States, 12 million barrels of oil were used to make them.<sup>6</sup> The implication of the material of plastic bags is that every plastic bag ever made still exists; plastic does not biodegrade over time. In fact, it can take up to 1,000 years for a plastic bag to begin to break down.<sup>7</sup> Even then, plastic photodegrades, which is a process whereby the sun's UV rays break down the plastic into smaller and smaller toxic pieces.<sup>8</sup> These small pieces will never leave the environment, leaching into water sources, soil, and eventually into the food chain. As players in the food chain, it is also crucial for human and animal health that this cycle of plastic toxins are addressed.

### *The Negative Effects on Animal Life*

Beyond the long-term damaging effects that plastic bags are known to be causing, there are immediate and visible effects happening from the over use of low-grade plastic bags. Marine animals and birds are greatly affected by plastic pollution.<sup>9</sup> Fowler states that, "Up to one hundred thousand marine mammals and possibly more die each year. Half or more of the individuals of certain marine reptile species are affected by the plastic litter, and beachcombing land mammals become snarled in nets and die."<sup>10</sup> If a bird or animal accidentally eats plastics that they mistook for food, that creature could die because plastic blocks the digestive system. Similarly, marine animals can ingest plastic or can become wrapped in plastic and drown.

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<sup>6</sup>"Dangers of Plastic Bags," EnviroSax, last modified 2004, assessed January 2012, [http://www.envirosax.com/plastic\\_bag\\_facts](http://www.envirosax.com/plastic_bag_facts)

<sup>7</sup>"Plastic bag facts."

<sup>8</sup>"Dangers of Plastic Bags."

<sup>9</sup>"Dangers of Plastic Bags."

<sup>10</sup>"Frequently Asked Questions: What We Actually Know about Common Marine Debris Factoids," Marine Debris, last modified June 2011, assessed January 2012, <http://marinedebris.noaa.gov/info/faqs.html#5>.

### *A Pollutant of Oceans*

Many studies done on the earth's oceans are revealing an alarming amount of plastic being found in the waters. Oceans have gyres, which are large circular currents. The Algalita Marine Research Foundation has found that large debris gather in the middle of these gyres. When storms occur, the piles of debris are pushed under the surface or onto the beaches and mixed into the sand. In a study where 22-20 liter buckets of sand were sampled from 9 sites on a remote beach, 72% of the material was found to be plastic.<sup>11</sup> Of course, problems occurring in the ocean can seem far removed from such provinces such as Saskatchewan. However, it is estimated that 20% of the pollution in the ocean comes from activity on the sea; the rest of the pollution and plastics come from inland.<sup>12</sup> Pollution from all over the world is contributing to that pollution found in the ocean.

### *Moving Towards Reusable*

It is undisputable that there is a need to act when the plastic bag situation is examined. Recycling certainly is an option; however, the actual demand for recycled plastic bags is small.<sup>13</sup> It would be better to look to other options, such as the reusable bag. After using a reusable bag 8 times, the environmental impact has already been diminished.<sup>14</sup> They [reusable bags] use 50% less energy, have 40% less impact on greenhouse gas emissions and solid waste resources, and

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<sup>11</sup>“Plastics are Forever,” Algalita Marine Research Foundation, assessed January 2012, <http://www.algalita.org/pdf/plastics%20are%20forever%20english.pdf>.

<sup>12</sup>“Plastics are Forever.”

<sup>13</sup>“Municipal Solid Waste in the United States Tables and Figures,” Environmental Protection Agency, last modified 2010, assessed January 2012, [http://www.epa.gov/osw/nonhaz/municipal/pubs/msw\\_2010\\_data\\_tables.pdf](http://www.epa.gov/osw/nonhaz/municipal/pubs/msw_2010_data_tables.pdf)

<sup>14</sup>“Life Cycle Assessment of Reusable and Single-use Plastic Bags in California,” California State University Chico Research Foundation, last modified 2011, assessed January 2012, [http://keepcabeautiful.org/pdfs/lca\\_plastic\\_bags.pdf](http://keepcabeautiful.org/pdfs/lca_plastic_bags.pdf)

use 30% less water. Of course, increased reuse of these bags will provide even greater environmental benefit with up to 90% reduced impacts.”<sup>15</sup> The evidence points to a clear conclusion – plastic bags are a detriment to the environment, animals and marine life, healthy individuals and the healthy future of this beloved planet.

### **Case Study 1: Single-Use Shopping Bag Bylaw - City of Thompson, Manitoba**

#### *Introduction*

Thompson Manitoba is the fifth largest city in Manitoba with a population of around 13,000<sup>16</sup>. It is in northern Manitoba beyond the 55<sup>th</sup> parallel and is often referred to as “the Hub of the North” as it serves as the main centre for many outlying communities. On September 27, 2010 Thompson became the third community in Manitoba to ban plastic shopping bags<sup>17</sup>. With the final reading of by-law 1839 Thompson became the fourth community in Canada to ban single use plastic bags.

#### *Thompson Tries to Reduce Usage*

In 2008 the Multi-Material Stewardship Manitoba (MMSM), which is an industry group formed in response to the packaging and printed paper stewardship regulation set out by the provincial government, set forth guidelines to reduce the use of single use plastic bags by 50 percent by

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<sup>15</sup>“Life Cycle Assessment of Reusable and Single-use Plastic Bags in California.”

<sup>16</sup>“Community Profiles from 2006” Statistics Canada, accessed February 7, 2012, <http://www12.statcan.ca/census-recensement/2006/dp-pd/prof/92-591/details/page.cfm?Lang=E&Geo1=CSD&Code1=4622026&Geo2=PR&Code2=46&Data=Count&SearchText=thompson&SearchType=Begins&SearchPR=01&B1=All&Custom=>

<sup>17</sup>“Thompson passes plastic bag ban,” CBC News, accessed February 5, 2012, <http://www.cbc.ca/news/canada/manitoba/story/2010/12/21/man-thompson-bag-ban.html>

2013.<sup>18</sup> The chair of Thompson's Solid Waste Minimization Committee, Oswald Sawh, did not believe that the percentage and time frame were acceptable.<sup>19</sup> In 2009 the Thompson Recycling Centre, the Province of Manitoba and the Local Government District of Mystery Lake made eleven recommendations to city council that included the reduction of the use of single use plastic bags as part of the council's solid waste minimization plan.<sup>20</sup> Therefore Sawh thought that a more appropriate goal would be the reduction of single use plastic bags by 90 percent by the fall of 2010.<sup>21</sup> The MMSM did not support Sawh goal and refused to sponsor any education or workshops for the public unless Thompson adopted the 50 percent reduction. Sawh was prepared to counter-offer with an 80 percent reduction over three years instead of five but the MMSM refused to budge.<sup>22</sup> Most of the other council members then decided to join Sawh's cause of a reduction of single use plastic bags by 90 percent by the fall of 2010.

### *The Proposal of a Ban*

On May 4, 2009 Mayor Ed Charrier from Leaf Rapids, Manitoba, spoke to council about the plastic bag ban that Leaf Rapids put into effect in 2007 and became the first community in North

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<sup>18</sup>John Barker, "Shop till You Drop: 'Single Use' Plastic Bag Ban Oct.5" *Thompson Citizen*, June 23, 2010, accessed January 29, 2012, <http://www.thompsoncitizen.net/article/20100623/THOMPSON0101/306239979/shop-8216-til-you-drop-8216-single-use-8217-plastic-bag-ban>

<sup>19</sup>Ryan Flanagan, "Plastic bag ban one step away from being official" *Thompson Citizen*, September 8, 2010, accessed February 5, 2012, <http://www.thompsoncitizen.net/article/20100908/THOMPSON0101/309089980/plastic-bag-ban-one-step-away-from-becoming-official>

<sup>20</sup>Miranda Healey, "City of Thompson Discusses Plastic Bag Phase Out Plan with Chamber of Commerce", *Thompson Citizen*, June 24, 2009, accessed January 29, 2012, <http://www.thompsoncitizen.net/article/20090624/THOMPSON0105/306179789/city-of-thompson-discusses-plastic-bag-phase-out-plan-with-chamber-of>

<sup>21</sup>Healey, "City of Thompson Discusses Plastic Bag Phase Out Plan with Chamber of Commerce."

<sup>22</sup>Flanagan, "Plastic bag ban one step away from being official."

America to ban plastic bags.<sup>23</sup> After this meeting the council decided to seriously consider enacting a by-law that prohibits plastic bag. It took a few months to develop the framework of the by-law, but with the help of a legal council, the city constructed the first draft of by-law 1839. They then decided to hold a meeting with the general public to discuss the proposal of a city by-law that would ban the sale or gift of a single use plastic bag. On June 15, 2010 a city-wide meeting was held at the Letkemann Theater. Council members and city staff along with fifteen community members were present. For the most part people “expressed support for the intent of the ban, a number of people suggested it would be impose an unfair burden on the poor, who may not have the money to buy a cloth bag to put their groceries in.”<sup>24</sup> Overall the community seemed in support of the by-law and it was then presented to city council.

### *Creating and Passing the By-Law*

Any by-law presented to city council must be given three separate readings at a council meeting and each reading must be put to a vote<sup>25</sup>, this course of action is law by the Municipal Act. Thompson’s first reading of by-law 1839 was on July 19, 2010 and the second on August 30, 2010. Of the six council members that were present on August 30, five of them voted in favor of the by-law while one voted against. During the third reading on September 13, 2010, two council members of the seven present motioned that the by-law be revised and brought before council again for a third reading. This motion was carried and the by-law was revised from “being a by-law of the city of Thompson to prohibit the sale or free distribution of single-use plastic bags

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<sup>23</sup>“Leaf Rapids Green Initiatives” Leaf Rapids, Manitoba, Canada: The North’s Hidden Treasure, accessed February 5, 2012 [http://www.townofleafrapids.ca/green\\_initiatives.htm](http://www.townofleafrapids.ca/green_initiatives.htm)

<sup>24</sup>Barker, “Shop till You Drop: ‘Single Use’ Plastic Bag Ban Oct.5”

<sup>25</sup>The Municipal Act of November 2011, section 142 (1) (2011).

within the city of Thompson”<sup>26</sup> to “being a by-law of the city of Thompson to prohibit the sale or free distribution of single use shopping bags within the city of Thompson”.<sup>27</sup> On September 27, 2010 the City of Thompson passed by-law 1839 with a vote of five to one. The by-law would be enforced starting December 31, 2010 but would allow for retailers to use up their current inventory. If retailers do not abided by by-law 1839 they are subject to a \$250 for a first infraction and \$1,000 for a third or subsequent infraction.<sup>28</sup>

## **Case Study 2: Single-Use Shopping Bag Bylaw - Regional Municipality of Wood Buffalo**

### *Introduction*

Although there are many towns, companies, and even countries who have successfully banned the use of plastic shopping bags, this case study is based on the recent successful implementation of a “Single-Use Shopping Bag Bylaw” in Fort McMurray, Alberta. The Regional Municipality of Wood Buffalo (RMWB) has banned the use and distribution of said shopping bags in its municipality, which includes the city of Fort McMurray.

### *Background and Intention of Bylaw in Fort McMurray*

Fort McMurray’s initiative to eliminate the distribution of plastic bags began when high school student Sean Graham presented a petition with 2,300 signatures advocating the ban to city

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<sup>26</sup>City of Thompson, Bylaw No.1839-2010: Single-Use Shopping Bag Bylaw, December 31, 2010.

<sup>27</sup>ibid.

<sup>28</sup>“Thompson passes plastic bag ban.”

council in 2007.<sup>29</sup> The petition and proposal was then considered by city council. In 2010, The Regional Municipality of Wood Buffalo became the first in Alberta to ban plastic and paper shopping bags. The intention of the ban was to reduce the amount of waste being taken into the landfill. Studies have shown that more than half a trillion bags are used each year, thus, the elimination of single-use plastic bags would reduce the effect that paper and plastic products have on the environment. Support for the initiative was widespread both in the public and throughout the municipal government.<sup>30</sup>

### *Retail Preparation & Complaints*

In order to prepare themselves and their customers for the ban, many retail outlets and grocery stores held promotions for patrons who brought their own bags. Many retailers also promoted the shift in attitude and behaviour that consumers would have to adjust to once the bylaw was implemented. In addition to in-store promotions, retailers also handed out free reusable bags to consumers.<sup>31</sup> Although there was widespread acceptance and support of the ban, there remained complaints as well. In a bag-to-bag comparison, moving to reusable or higher-grade plastic bags appeared to be more expensive for retailers as low-grade plastic costs approximately 7 cents a bag whereas the latter are approximately \$1.50-2.00 per bag.<sup>32</sup>

### *Projected Business Cost and Profit*

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<sup>29</sup>"Fort Mac Bans Single-Use Bags," CBC News, assessed January 2012, <http://www.cbc.ca/news/canada/edmonton/story/2009/12/09/edmonton-fort-mcmurray-plastic.html>

<sup>30</sup>Roland Cilliers, "Plastic Bag Ban starts Wednesday: BYO bag," *Fort McMurray Today*, February 14, 2011, assessed January 2012, <http://www.fortmcmurraytoday.com/ArticleDisplay.aspx?e=2732798&archive=true>.

<sup>31</sup>Ibid

<sup>32</sup>Cilliers, "Plastic Bag Ban starts Wednesday: BYO bag."

According to a research report by Ethos Greener Footprints for the ban of plastic bags in Esquimalt, British Columbia, the cost of single-use plastic bags is actually considerably more in the long run than the purchase of reusable bags. This is because reusable bags will need to be purchased less as they are reused more often for a significantly longer period of time than single-use plastic bags.<sup>33</sup> Single-use plastic bags are actually a significant cost to retailers. A statistic from Australia shows that the annual cost for single-use plastic bags is approximately \$850 million dollars per year.<sup>34</sup> Bulk orders for reusable bags are less expensive than smaller orders and in addition, there are also opportunities for businesses to make money from the sale of reusable bags. The estimated cost for one reusable bag in a bulk order is approximately 25 cents. Reusable bags are easily sold in store to consumers for one dollar. Thus, the sales of these bags have the potential to outsell many in-store products.<sup>35</sup>

### *BYO Bag Marketing Campaign*

An extensive “Bring Your Own Bag” (BYOB) campaign was implemented throughout the Wood Buffalo Municipality (including Fort McMurray) in July 2010 to create awareness of the upcoming ban.<sup>36</sup> Much of this campaign was in the form of advertisements such as transit advertising, billboards, flyers, social media, and radio commercials. The campaign also focused

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33Ashley Geunter et al., “Plastic Free Esquimalt: A Social Marketing Campaign for the Reduction in the Distribution of Single-use Plastic Shopping Bags in the Town of Esquimalt,” *Ethos Sustainability Solution*, (2011): 41-56, assessed January 2012, [http://www.esquimalt.ca/files/PDF/Municipal\\_Hall/sustainabilityEnvironment/Ethos\\_Plastic\\_Shopping\\_Bags-FINAL\\_REPORT.pdf](http://www.esquimalt.ca/files/PDF/Municipal_Hall/sustainabilityEnvironment/Ethos_Plastic_Shopping_Bags-FINAL_REPORT.pdf).

34Ibid

35Ibid

36“Media Releases: Fort McMurray Implements Ban of Paper and Plastic Bags,” *Regional Municipality of Wood Buffalo*, assessed January 2012, [http://www.woodbuffalo.ab.ca/News-Room/Media-Releases/Fort-McMurray-implements-ban-of-paper-and-plastic-bags\\_s2\\_p794.htm](http://www.woodbuffalo.ab.ca/News-Room/Media-Releases/Fort-McMurray-implements-ban-of-paper-and-plastic-bags_s2_p794.htm).

on the health and wellness benefits of using reusable bags. Lastly, the campaign gave suggestions to the public for the proper use of reusable bags such as frequent washing to avoid cross-contamination, bagging fresh items separately from raw meat, and keeping extra bags in vehicles for easy access.<sup>37</sup>

### *Single-Use Shopping Bag Bylaw Summary*

The ban of single-use plastic and paper bags was implemented on September 1<sup>st</sup>, 2010 throughout the municipality of Wood Buffalo, which includes Fort McMurray. Large, bulk plastic bags are not being prohibited through this bylaw. Retailers excluded from this law include: Dine-in and take-out restaurants, liquor stores, and pharmacies. Impacted businesses include: grocery stores, convenience stores, wholesale outlets, gas stations, and commercial box stores.<sup>38</sup>

### *Fines*

There are three separate fines for violation of the bylaw, each amount increasing per offence. The first offence would result in a fine of \$250, the second \$500, and the third and subsequent offences \$1000. Peace Officers are then authorized to give violation tickets to retailers who have not adhered to the bylaw. They are also allowed to make examinations and inquiries for enforcement purposes.<sup>39</sup>

### *Financial Implications of Bylaw*

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<sup>37</sup>Ibid

<sup>38</sup>Regional Municipality of Wood Buffalo, *Bylaw No. 9/33: Single-Use Shopping Bag Bylaw*, December 17, 2009.

<sup>39</sup>Bylaw No. 9/33: Single-Use Shopping Bag Bylaw

According to a Wood Buffalo Council Meeting Agenda document dated November 24, 2009, the estimated budget for the bylaw was approximately \$200,000 for the first two years of implementation.<sup>40</sup> The budget also factors in the expenses for the public awareness campaign at \$143,000 and increased enforcement for the initial adjustment period.<sup>41</sup> Administration focused on the 2010 period leading up to September 1<sup>st</sup> as means to seek compliance through communication and public awareness. They found this period of “delay” to be necessary in order for the public to adjust to the ban and allow for appropriate campaign awareness time<sup>42</sup>. The agenda also noted that further funds may need to be allocated into the budget for extra staff if compliance was not being met after implementation of the bylaw.<sup>43</sup>

### *Conclusion*

Saskatoon is a dynamic and growing city--one that is rich in beautiful natural surroundings, waterways, and biodiversity. Like many other city centers, Saskatoon outlets distribute plastic bags for free - or at small cost - to its consumers. However, there has been an overwhelming global consensus that single-use plastic shopping bags create immense environmental and human health hazards. Saskatoon has a unique opportunity to become the first city in Saskatchewan to ban the use and distribution of single-use plastic bags in its retail and commercial outlets. If the

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<sup>40</sup>Regional Municipality of Wood Buffalo, *Council Meeting Agenda*, Tuesday November 24, 2009, 6:00pm, 23-24.pdf

<sup>41</sup>Ibid

<sup>42</sup>Ibid

<sup>43</sup>Ibid

city does not take the initiative to act and cut down the use of single-use plastic bags, landfills will become increasingly full of this hazardous waste as the population continues to grow and expand. By implementing a ban on plastic bags, the life of Saskatoon landfills will be extended as will the health and wellness of its citizens.

## **Education Implications and Reactions to Product Waste**

### *Introduction*

If a society or community is trying to change or modify how something is done, starting in the schools is a logical and effective strategy. Through the information provided in this document, the goal is to reduce, and eventually eliminate, the reliance on low-grade plastic bags in Saskatoon and, in turn, Saskatchewan. In order to make this transition easier, teachers need to educate their students on how much waste Canada and its schools produce and ways in which students can reduce the amount of waste they themselves are creating.

### *The Job of the Teacher*

The most important thing educators must remember when dealing with new and possibly uncomfortable topics is to make these issues relevant for their students. If students can truly see how their own actions are affecting the community and the world around them then it will put the information into a context that can be easily understood and relatable. Seeing as how there is no current provincial government initiative making environmental education mandatory, teachers need to take the steps necessary to incorporate environmental education into everyday classes.

One effective manner in creating awareness of environmental issues would be informing students about how much waste is actually produced across Canada and in Canadian schools.

### *Showing Students the Stats*

Interestingly, Canada is rated very poorly among developed countries in regards to environment and especially waste generation. According to The Conference Board of Canada, "Canada ranks in last place out of 17 countries and gets a 'D' grade on the municipal waste generation indicator."<sup>44</sup> If teachers show students that Canada's waste production status is subpar compared to other countries, this statistic could spark some relevant discussion and action. Unfortunately, there is the possibility of looking at the statistical evidence and becoming depressed; often people assume there is nothing that can be done, but this attitude is not conducive to change. The goal in environmental education is to inform the students so that they can think critically about what they are doing in their everyday lives in hopes that they may contribute to these statistics. From a place of inspiration, students may then begin to make changes and reduce their waste production. It is important to show evidence of waste production of students in schools, but this evidence also has to be followed with alternative solutions in order to engage students and avoid fostering helplessness. Dan Imhoff (n.d.) found that "an average elementary school student eating homemade lunches is estimated to generate between 45 and 90 pounds of Ziploc<sup>TM</sup> bags, foil pouches, and other packaging waste each year."<sup>45</sup> A teacher could use this information to encourage students to choose reusable containers to bring their lunches and dinners to school

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<sup>44</sup>"Environment: Municipal Waste Production," accessed on January 25, 2012, [www.conferenceboard.ca/HCP/Details/environment/municipal-waste-generation.aspx](http://www.conferenceboard.ca/HCP/Details/environment/municipal-waste-generation.aspx).

<sup>45</sup>Dan Imhoff, "Neither Paper nor Plastic: Eating outside the Box," *Centre for Ecoliteracy*, accessed on January 25, 2012, <http://www.ecoliteracy.org/essays/neither-paper-nor-plastic-eating-outside-box>.

instead of the disposable plastic bags. Using reusable containers will also benefit students and parents, as disposable plastic bags are a constant expense when compared to the reusable option.

### *Doing the Math*

On a broader scale, teachers can inform students about plastics' contribution to waste generation in landfills. "Plastic products contribute 7% by weight and 30% by volume to municipal solid waste."<sup>46</sup> Here we can see that the total weight of plastic products is relatively low, while they make up nearly 1/3 of the total volume. Teachers should let it be known that even though plastic products are light in weight, they still take up a vast amount of space. In turn, this plastic can potentially contaminate soil and water resources. Research by Raven Recycling Society shows that "Canadians take home over 55 million plastic shopping bags every week," and "5 billion drink boxes are thrown away each year in North America."<sup>47</sup> If educators can motivate their students' families into switching to using reusable bags and refillable drink containers then these numbers would drop drastically. Because schools are such a big part of life in Canada for young people and their families, schools are the ideal places to inform communities about issues like these.

### *Strategies for Reducing Waste*

Once a class is educated on the numbers and statistics of an issue like plastic bags, the teacher can begin to show them strategies for reducing their waste. One way to do this is to create projects around this topic and get students brainstorming ways to reduce, reuse, or recycle their plastic bags. This is exactly what a group of student teachers did in their elementary/middle years

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<sup>46</sup>"Waste Related Quick Facts." Accessed on January 25, 2012.  
[www.gecdsb.on.ca/schools/elem/concord/1Waste\\_Related\\_Quick\\_Facts.pdf](http://www.gecdsb.on.ca/schools/elem/concord/1Waste_Related_Quick_Facts.pdf).

<sup>47</sup>Ibid.

art classes in Hong Kong. According to Sang, the lessons focused on awareness of plastic bag environmental issues, drawing/design of new or improved bags, and how to use text and images to communicate ideas and feelings surrounding the issues.<sup>48</sup> The lessons followed the guidelines in the relevant curriculum document, while educating the students about the issue of plastic bags in the city. This was an important issue to tackle, because millions of plastic bags are bought and thrown away every day in Hong Kong.<sup>49</sup> Although Canada, and Saskatchewan in particular, has not yet reached this level of consumption, this issue should still begin to be a part of teachers' lessons. "Focusing on plastic bags provided an opportunity for students to explore an important issue, express their feelings, and create artwork with everyday objects."<sup>50</sup> These teachers were able to find a way that genuinely incorporated this issue into their classrooms; the teacher made it fun for students to learn about. However, simply informing students does not go far enough.

### *Modeling and Setting an Example*

Teachers and school administrators need to create positive examples for their students and communities if they truly want to make a difference. Schools need to set up policies that encourage parents and students to use reusable containers for dinners and lunches. Switching from plastic to paper is not the solution because the paper industry is also a destructive and

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48Anita Ng Heung Sang, "Plastic Bags and Environmental Pollution." *Art Education* 63 (2010): 39.

49Ibid.

50Ibid.

polluting one.<sup>51</sup> Homeroom teachers can inform their students during lunch hours about the benefits to using reusable containers. The important thing in trying to implement these ideas in schools would be to get the parents informed and engaged. Most parents would be supportive of these changes if they were brought in over a short period of time, so that parents could adjust to the new direction of the school. After a series of newsletters or e-mails, school administration could slowly implement a rule which prohibits paper and plastic bags in lunches. Some schools have initiated “pack-in, pack-out” policies where students need to take home everything they bring to school for lunches so that they do not fill up the schools garbages with lunch bags and wrappers.<sup>52</sup> Although this seems like a good idea it does not necessarily fix the problem; it just moves the packaging garbage from the school to back home. This is why informing the families in the community about the benefits of using reusable containers is an important first step.

## **Plastic Bags In The News**

### *Introduction*

This portion of the essay will explore single-use plastic bags in the news. These current events will examine the detriments to the environment caused by plastic bags and whether or not Canada will join the worldwide ban. The three Canadian articles are specific to Ontario and British Columbia, though there is definite relevance to issues faced here in Saskatchewan. Through these articles, it will be demonstrated that banning single-use plastic bags would be more beneficial to the environment than reducing, recycling, or composting.

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<sup>51</sup>Imhoff, “Neither Paper nor Plastic: Eating outside the Box.”

<sup>52</sup>Ibid.

### *Government Official Backs Up The Ban*

The first article to be analyzed is entitled “Plastic bag ban sought by Ontario MP”. The article appeared on the *CBC News Saskatchewan* website on October 24<sup>th</sup>, 2010. Though the article is a bit dated, it raises some valid points and represents both positive and negative opinions of the ban. New Democrat, Irene Mathyssen, pushes to pass a bill proposed by a pair of Ontario teenagers. On the opposing side of the issue Allen Langdon of the Canadian Council of Grocery Distributors believes that banning plastic bags is not the way to go. He believes that incentives, such as points or rebates from retailers will be more appealing to the public. He also claims that single-use plastic bags are not accounting for much of the landfill problems, and that they are useful for trash and pet waste<sup>53</sup>. Politics and economics may be some of the reasons why bans are held back, rejected, or are not implemented at all. The plastic bag ban proposed in Ontario represents the ideological challenges facing a Canada-wide ban.

### *B.C. Not Ready To Join The Fight*

The second, more recent article is more disheartening. It is entitled “No plastic bag ban planned for B.C.”. The article from the *Vancouver Sun* was posted on Canada.com. It was published on December 28<sup>th</sup>, 2011. The article discusses the struggle Vancouver faces to join the ban. Allen Langdon, Vice-President of Sustainability for the Retail Council of Canada, stated that there are still people that prefer plastic. He maintains that single-use plastic bags are an economically viable product demanded by consumers<sup>54</sup>. In order for a ban to be passed in Vancouver, the provincial government must fully support the decision. Thus, Vancouver has been unsuccessful

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<sup>53</sup>“Plastic bag ban sought by Ontario MP,” *CBC News Saskatchewan*, October 24, 2010, accessed February 13, 2012, <http://www.cbc.ca/news/canada/saskatchewan/story/2010/10/24/plastic-ban.html>.

in passing a bylaw banning plastic bags as compared to other cities whose city councils passed the bylaw<sup>55</sup>. Although British Columbia is hesitant to join the ban, they are currently a part of a voluntary fight to reduce usage to 50% by 2013<sup>56</sup>. Vancouver councilman, Tim Stevenson stated that those cities that have not been successful with the ban have been told that they will be able to recycle their plastic bags by 2015<sup>57</sup>. Unable to persuade the provincial government into joining the ban, Vancouver looks to reduce and recycle.

### *Green Bin Company Composts Plastic Bags*

The final article to be discussed is entitled “Orgaworld wins appeal to handle dirty diapers, dog feces”. The article was published on the *CBC News Ottawa* website on November 7<sup>th</sup>, 2011. Ottawa allows plastic bags to be composted in hopes of bettering the environment. Ottawa has been making steps to compost, but will not be allowing single-use plastic bags to be recycled<sup>58</sup>. Although composting is a positive form of breaking down recyclable material, plastic bags do not naturally biodegrade. They can take up to 1000 years to photodegrade; however, their particles and toxins will remain<sup>59</sup>. Lack of easily accessible information regarding the composting process and the hazardous breakdown of plastic bags has resulted in public support

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54 “No plastic bag ban planned for B.C.,” *Vancouver Sun*, December 28, 2011, accessed February 13, 2012, <http://www.canada.com/vancouver/news/westcoastnews/story.html?id=dd1283a6-f8b6-41ec-9f33-744eb474360d>.

55 “No plastic bag ban planned for B.C.”

56 *ibid.*

57 “No plastic bag ban planned for B.C.”

58 “Orgaworld wins appeal to handle dirty diapers, dog feces,” *CBC News Ottawa*, November 7<sup>th</sup>, 2011, accessed February 13, 2012, <http://www.cbc.ca/news/canada/ottawa/story/2011/11/07/ottawa-orgaworld-process-diapers-feces.html>.

59 “Plastic Bag Facts.”

for the green bin program in Ottawa. Unfortunately, recycling and composting single-use plastic bags continues to perpetuate their negative effects on the environment<sup>60</sup>. Thus, a ban on plastic bags would eliminate this hazard.

### *Looking Ahead to a Bright Future*

Canadian current events prove that there are environmentally conscious steps being taken to implement recycling, composting, and reducing the usage of single-use plastic bags. However, these practices do not eliminate the hazardous impact that single-use plastic bags have on the environment. Single-use plastic bags do not naturally biodegrade, nor does the Canadian population readily recycle them. Without an outright ban of their distribution, single-use plastic bags will continue to increase the waste going into landfills and pose increasing threats to human and environmental health<sup>61</sup>. By joining the ban against single-use plastic bags, Saskatoon will put Saskatchewan on the map as an environmentally conscious province moving toward the betterment of its citizens.

### **Conclusion:**

Bylaws banning single-use plastic bags are an environmental initiative that is gaining momentum throughout Canada and the world. Although recycling plastic bags is often viewed as a viable solution, studies have shown that only 1-3% of plastic bags are ever recycled with municipalities increasingly placing recycling bans on these bags because of their low market demand.<sup>62</sup> Further, single-use plastic bags do not degrade naturally; they cause detrimental

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60 Ibid.

61 "Plastic Bag Facts."

62 Ashley Geunter et al., "Plastic Free Esquimalt: A Social Marketing Campaign for the Reduction in the Distribution of Single-use Plastic Shopping Bags in the Town of Esquimalt," *Ethos Sustainability Solution*, (2011): 41-56.

[http://www.esquimalt.ca/files/PDF/Municipal\\_Hall/sustainabilityEnvironment/Ethos\\_Plastic\\_Shopping\\_Bags-FINAL\\_REPORT.pdf](http://www.esquimalt.ca/files/PDF/Municipal_Hall/sustainabilityEnvironment/Ethos_Plastic_Shopping_Bags-FINAL_REPORT.pdf).

hazards to natural environments and their inhabitants; they decrease fossil fuel supply, and they reduce the life span of landfills due to their volume.<sup>63</sup> Through education, younger generations will learn of the environmental impacts that plastic bags have and grow up with an environmentally accessible system in place where using reusable bags is a social norm. Lastly, using model case-studies will allow Saskatoon City Council to make their own unique implementation decisions for the betterment of their citizens and put Saskatchewan on the map as a leader in environmental consciousness.

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<sup>63</sup> Ibid

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[http://www.thompsondocs.com/\\_docs/Single-Use%20Plastic%20Bag%20By-law-Final%20\(September%202013,%202010\).pdf](http://www.thompsondocs.com/_docs/Single-Use%20Plastic%20Bag%20By-law-Final%20(September%202013,%202010).pdf)

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To: City of Saskatoon City Council

We, the undersigned residents of Saskatoon, draw the attention of Saskatoon City Council to the following:

THAT plastic shopping bags intended for single-use do not readily biodegrade in a landfill;

THAT there is increasing evidence that such plastic shopping bags have a detrimental impact on the environment;

THAT such plastic shopping bags, when improperly disposed, are unsightly and represent a hazard to wildlife; and

THAT such plastic shopping bags are made of petrochemicals, a non-renewable resource.

THEREFORE, your petitioners call upon Saskatoon City Council to immediately ban the gift or sale by retailers of plastic shopping bags intended for single-use.

Name	Address & Phone Number	Signature
<u>Julie Bartke</u>	<u>11 MacDermid 343-7136</u>	<u>Julie Bartke</u>
<u>Paige Freustadt</u>	<u>1035 Konikowski Rd 373-8607</u>	<u>Paige Freustadt</u>
<u>Amanda Scherlie</u>	<u>710 Markland Str, Rosetown 881-0105</u>	<u>A Scherlie</u>
<u>MAT BURAS</u>	<u>8214-103 WARMAN Cres. 979-3279</u>	<u>Matthew Buras</u>
<u>Caryn Lemke</u>	<u>1132 Ave. H North 933-9180</u>	<u>Caryn Lemke</u>
<u>Kaleigh Elan</u>	<u>855 115<sup>th</sup> St East</u>	<u>Kaleigh Elan</u>
<u>Kyle Jones</u>	<u>4383 Greaves Cres</u>	<u>Kyle Jones</u>
<u>Justin Wiebe</u>	<u>347 Bowman Cres</u>	<u>Justin Wiebe</u>
<u>Danielle Perouye</u>	<u>419 Galloway Rd 260-2256</u>	<u>D Perouye</u>
<u>Anna-Lilja Dawson</u>	<u>1262 Emerald Cres 230-9523</u>	<u>Anna-Lilja Dawson</u>
<u>Chelsea Lee</u>	<u>2126 Raville St. 774-4081</u>	<u>Chelsea Lee</u>
<u>Amy Orth</u>	<u>807 320 5<sup>th</sup> Ave N 260-7121</u>	<u>Amy Orth</u>
<u>Ben Mor.</u>	<u>216 103 Cumberland Ave</u>	<u>Ben Mor.</u>
<u>Marissa Sivik</u>	<u>1113 Ewart Ave 403-4725143</u>	<u>Marissa Sivik</u>
<u>Jeremy Brauer</u>	<u>335 Strigh Cres 306-292-6548</u>	<u>Jeremy Brauer</u>
<u>Sarah Chrusch</u>	<u>#705 425-3<sup>rd</sup> Ave N</u>	<u>Sarah Chrusch</u>
<u>Dill Miket</u>	<u>306-262-7214</u>	<u>Dill Miket</u>
<u>Kendall Bachold</u>	<u>1130 1st St E Saskatoon 374-9352</u>	<u>Kendall Bachold</u>
<u>Loree Gillert</u>	<u>714-710 Gordon Rd Steen 371-3307</u>	<u>Loree Gillert</u>



National Défense  
Defence nationale

HMCS UNICORN  
405 24<sup>th</sup> Street East  
Saskatoon SK S7K 0K7

1110-1 (Coxn)

1 March 2012

Office of the Mayor  
City Hall  
222 3<sup>rd</sup> Avenue North  
Saskatoon SK S7K 0J5

Your Worship,

BATTLE OF THE ATLANTIC SUNDAY, 6 MAY 2012

Each year on the first Sunday in May, Canada's maritime community pays tribute to the courageous Canadians who joined with Allies during the Second World War to fight and win the Battle of the Atlantic. Our heroes did so against tremendous odds in the face of harsh elements, and above all, a determined foe, the German *U-Boats*.

On Sunday, May 6<sup>th</sup>, 2012 we will observe the 69<sup>th</sup> Anniversary of the Battle of the Atlantic. To mark the occasion, thousands of naval veterans from the Royal Canadian Navy, merchant navy and maritime air forces will join present members of the Canadian Navy to salute those who paid the ultimate price for freedom on or over the seas between 1939 and 1945. Ceremonies will take place all over Canada, but particularly in cities like Saskatoon, which maintain a special relationship with our Navy. Saskatoon stands out from other Canadian cities, not only because of the presence of HMCS UNICORN but also because we share the name of our city with one of the Canadian Navy's Maritime Coastal Defense Vessels.

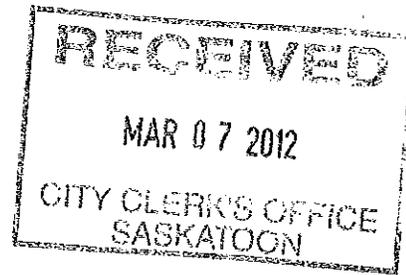
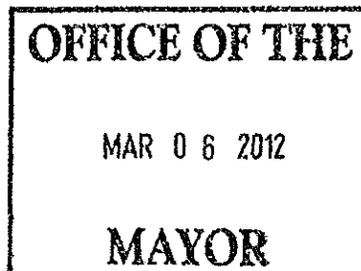
Battle of the Atlantic Sunday holds a special meaning for those of us with ties to the Navy. Canada is a maritime nation with a history and an economy tied very much to the sea. The Canadian Navy contributes to the safeguard of our citizens and resources in roles that have diversified greatly in recent years and continue to do so. Canadians are well served by the dedicated men and women of Canada's Navy.

In order to highlight this important past, present and future contribution, and in recognition of the sacrifice made by our veterans, let me invite you to fly the Canadian Naval Jack at City Hall from Monday April 30<sup>th</sup> to Monday May 7<sup>th</sup>. This initiative will certainly contribute to strengthen the ties that we share, and will improve our community's awareness about their Navy. I know this sign of support will have a special meaning for the veterans in the community.

Please accept my thanks in advance, Your Worship, and be assured the Canadian Navy will always be proud of its motto "Ready, Aye, Ready!".

Sincerely,

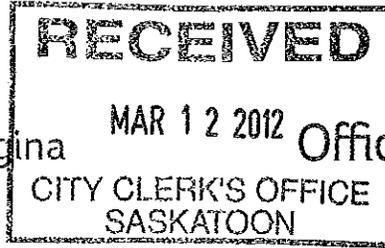
K.L. Wallace  
Lieutenant-Commander  
Commanding Officer



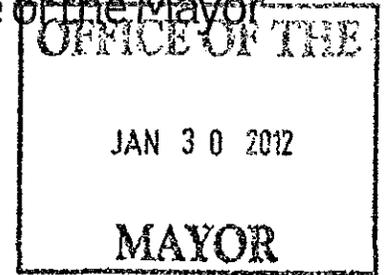
205-1  
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City of Regina



Office of the Mayor



BA)

January 24, 2012

Dear Mayor:

**RE: Mayor's Poetry Challenge: A Celebration of Poetry, Writing and Publishing**

Like Regina, your community is known for its support of culture and the arts. You may be provincial capital or named as a Cultural Capital. You may have a poet laureate, supported writer-in-residence programs, provided funding for writing organizations and publishers, or helped to promote reading and literacy.

UNESCO has declared March 21 as World Poetry Day. The Day is a celebration of poetry, writing, small presses and the contribution of poets and all writers to the cultural life our our communities. April is also National Poetry Month in Canada and the United States, celebrating poetry and publishing in North America.

I would like to invite your community to join my Mayor's Poetry Challenge. The Challenge is to have a poet from your community read a poem during the formal proceedings of your Council meeting in March or April of 2012. This will be a world-first in recognizing the enormous contribution of our poets, other writers, and publishers to the cultural history and identity of our communities and our nation.

The Mayor's Poetry City Challenge is a partnership between the City of Regina, the Saskatchewan Writers' Guild (SWG), and the League of Canadian Poets (LCP).

Participating Poetry City communities will be promoted in the media, in writing networks in Canada and the United States, and in communications with UNESCO. More information is provided in the attached information package.

Please confirm your intent to participate with my office by completing the attached contact information to assist Saskatchewan Writers Guild and the League of Canadian Poets in the management of the project.

A list of communities invited to participate in the challenge is provided in the package. Other cities are certainly welcome to join, but yours is one of those identified as a strong supporter of culture and the arts through our research.

Yours truly,

Pat Fiacco  
Mayor

## POETRY CITY – INVITED MAYORS AND COMMUNITIES

### **British Columbia**

Mayor Bruce Banman, Abbotsford  
Mayor Richard Stewart, Coquitlam  
Mayor Mike Bernier, Dawson Creek  
Mayor Walter Gray, Kelowna  
Mayor John Ruttan, Nanaimo  
Mayor John Dooley, Nelson  
Mayor Wayne Wright, New Westminster  
Mayor Dave Formosa, Powell River  
Mayor Dianne Watts, Surrey  
Mayor Gregor Robertson, Vancouver  
Mayor Dean Fortin, Victoria  
Mayor Nancy Wilhelm-Morden, Whistler

### **Alberta**

Mayor Martin Shields, Brooks  
Mayor Naheed Nenshi, Calgary  
Mayor Stephen Mandel, Edmonton  
Mayor Bill Given, Grand Prairie  
Mayor Richard Ireland, Jasper  
Mayor Rajko Dodic, Lethbridge  
Mayor Jeff Mulligan, Lloydminster  
Mayor Norm Boucher, Medicine Hat  
Mayor Morris Flewwelling, Red Deer

### **Saskatchewan**

Mayor Gary St. Onge, Estevan  
Mayor Thomas Sierzycki, Town of La Ronge  
Mayor Réal Forest, Town of Gravelbourg  
Mayor Glen Hagel, Moose Jaw  
Mayor Ian Hamilton, North Battleford  
Mayor Jim Scarrow, Prince Albert  
Mayor Donald J. Atchison, Saskatoon  
Mayor Jerrod Schafer, Swift Current  
Mayor Debra Button, Weyburn  
Mayor James Wilson, Yorkton

**Manitoba**

Mayor Shari Decter Hirst, Brandon

Mayor Ken Wiebe, Morden

Mayor Sam Katz, Winnipeg

**Ontario**

Mayor Jeff Lehman, Barrie

Mayor Chris Friel, Brantford

Mayor Gil Brocanier, Cobourg

Mayor Karen Farbridge, Guelph

Mayor Bob Bratina, Hamilton

Mayor Mark Gerretsen, Kingston

Mayor Karl Zehr, Kitchner

Mayor Brenda Halloran, Waterloo

Mayor Joe Fontana, London

Gary Burroughs, Chair of Niagara Region

Mayor John Henry, Oshawa

Mayor Jim Watson, Ottawa

Mayor Debora Haswell, Owen Sound

Mayor Daryl Bennett, Peterborough

Mayor Marianne Matichuk, Greater Sudbury

Mayor Rob Ford, Toronto

Mayor Keith Hobbs, Thunderbay

Mayor Eddie Francis, Windsor

**Québec**

Danielle Roy Marinelli, mairesse, Saint-Romuald

Gérald Tremblay, maire, Montréal

M. Régis Labeaume, maire, Québec

M. Jean Tremblay, maire, Ville de Saguenay

M. Bernard Sevigny, maire, Sherbrooke

Yves Lévesque, maire, Trois-Rivière

**New Brunswick**

Mayor Antoine Landry, Carquet

Mayor Brad Woodside, Fredericton

Mayor George LeBlanc, Moncton

Mayor Pat Estabrooks, Sackville

Mayor Ivan Court, Saint John

**Nova Scotia**

Mayor Peter Kelly, Halifax Regional Municipality

**Prince Edward Island**

Mayor Clifford J. Lee, Charlottetown

**Newfoundland and Labrador**

Mayor Dennis O'Keefe, St. John's

Mayor Neville Greeley, Corner Brook

**Nunavut**

Mayor Madeleine Redfern, City of Iqaluit

**Yukon**

Mayor Bev Buckway, Whitehorse

**MAYOR'S POETRY CITY CHALLENGE**  
**Confirmation of Participation and Contact Information**

Name of Mayor: \_\_\_\_\_

City/Community: \_\_\_\_\_

Mayor's Contact Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ My community will be participating in the Mayor's Poetry City Challenge

\_\_\_\_\_ Decline

Administration Contact Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When do you expect the Poetry City reading to be held:

\_\_\_\_\_ March

\_\_\_\_\_ April

\_\_\_\_\_ To be determined

**Return Confirmation to:**

Mayor's Poetry City Challenge  
c/o Community Services – 6<sup>th</sup> Floor  
City of Regina  
PO Box 1790  
REGINA SK S4P 3C8

## **MAYOR'S POETRY CITY CHALLENGE PROJECT MANAGEMENT INFORMATION**

Contact information for The League of Canadian Poets and the Saskatchewan Writers' Guild is attached. Both organizations can assist you with any further details on the Poetry City project. Contact information is also provided for other provincial writers organizations. They have been advised of the project.

### **Poetry City Project Management:**

#### **Saskatchewan Writers' Guild**

Founded in 1969, the Saskatchewan Writers' Guild is a provincial cultural organization that represents writers in all disciplines and at all levels of achievement. It fosters excellence in Saskatchewan writing and promotes public awareness of our literature. It acts as an advocate for Saskatchewan writers, encourages the development of writers of all ages and levels, and strives to improve public access to Saskatchewan writers and their work. Membership is open to writers and those interested in Saskatchewan writing.

The Saskatchewan Writers' Guild works to create an environment where writers and all forms of writing flourish. We do this by supporting writers and by raising public awareness of the value of the work of Saskatchewan writers. The SWG objectives are:

- to work on behalf of writers and to improve their economic status
- to foster a sense of community
- to foster excellence in writing
- to make writers and their work accessible to the public
- to make writing and literature accessible at all levels of education

#### **Contact info:**

Tracy Hamon  
Program Manager, SWG  
PO Box 3986  
Regina, SK S4P 3R9  
Phone: 306.791.7743  
[programs@skwriter.com](mailto:programs@skwriter.com)

#### **League of Canadian Poets**

The League of Canadian Poets is the professional organization for established and emerging Canadian poets. Founded by six poets in 1966 to nurture the community of poets and the craft of poetry, it now represents some 700 members nationally. The League serves the poetry community and promotes a high level of professional achievement through events, networking, projects, publications, mentoring, and awards; administers programs and funds for governments and private donors; and encourages an appreciative readership and audience through educational

partnerships and presentations to diverse groups. As the recognized voice of Canadian poets, it represents their concerns to governments, publishers, and the larger society, and maintains connections with similar organizations at home and abroad. The League strives to promote equal opportunities for poets from every literary tradition and cultural and demographic background.

National Poetry Month in April is one of the highest profile program of the The League of Canadian Poets. During the month, the League distributes posters and resource kits across Canada. It supports readings in schools, libraries, cafes, and many other venues. Its website is accessed by teachers and others. Your "Poetry City" will be recognized during National Poetry Month Activities and on the League's Website. Poetry Cities will be acknowledged in a media release, and at the April launch of National Poetry Month in Toronto. The selected poets will be invited to post their poems on the Leagues's National Poetry Month webpage.

**Contact info:**

Joanna Poblocka  
The League of Canadian Poets  
312 – 192 Spadina Avenue  
Toronto, ON M5T 2C2  
Phone:416-504-1657  
Joanna@poets.ca

## GUIDELINES FOR POETY CITY COMMUNITIES

1. Be sure to provide the contact information for the person in your Administration who will be the lead for this project.
2. Choose a poet from your community to read a poem at your Council meeting in March or April 2012.
3. The Saskatchewan Writers' Guild or the League of Canadian Poets can suggest poets from their membership. A list of provincial writing organizations is also attached. These organizations have been advised of the project and can also help you to select your poet.
4. Please provide us with the contact information for your poet as soon as one is selected.
5. The objective is to have a poem entered into the formal minutes of your proceedings as a permanent record of the event. We suggest a minimum reading time of five minutes.
6. In order to support the Status of the Artist, the City of Regina will be paying fee of \$175 to the poet, which will cover preparation and travel, in addition to the reading itself. This is similar to other payments to artists. We encourage all communities to compensate the writer for their reading.
7. Under provincial Status of the Artist Legislation, Saskatchewan communities should have an agreement with the artist. An example is attached.
8. Poets will be invited to post their poems on-line on the League of Canadian Poets website.
9. Participating communities will be identified in media releases and other promotions.
10. Please feel free to promote this event through your schools and other forums. The poems and teaching resources can be found on-line on the League of Canadian Poets National Poetry Month webpage in April at <http://poets.ca>. Information and activities for Young Poets Week from April 9-15 can be found on the same page.

## PROVINCIAL WRITERS' ORGANIZATIONS

The following provincial writers organizations can assist you in identifying a local poet to participate in the Mayors' Poetry City Challenge, or you may already have a Poet Laureate or a poet who is a Writer-in-Residence in your community.

### **The Federation of British Columbia Writers**

PO Box 3887 Stn Terminal  
Vancouver, BC V6B 2Z3  
Phone: 1.604.683.2057  
Email: [info@bcwriters.ca](mailto:info@bcwriters.ca)

### **Writers' Guild of Alberta**

11759 Groat Road  
Edmonton, AB T5M 3K6  
Phone: (780) 422.8174  
Toll Free: 1.800.665.5354  
Email: [mail@writersguild.ab.ca](mailto:mail@writersguild.ab.ca)

### **Manitoba Writers' Guild**

218-100 Arthur Street  
Winnipeg, Manitoba R3B 1H3  
Phone: 204.944.8013  
Email: [info@mbwriter.mb.ca](mailto:info@mbwriter.mb.ca)

### **Saskatchewan Writers' Guild**

PO Box 3986  
Regina, SK S4P 3R9  
Phone: 306.791.7743  
Email: [programs@skwriter.com](mailto:programs@skwriter.com)

### **The League of Canadian Poets**

312 – 192 Spadina Avenue  
**Toronto, ON M5T 2C2**  
Phone: 416-504-1657  
[Joanna@poets.ca](mailto:Joanna@poets.ca)

### **Quebec Writers' Association**

1200 Atwater Ave  
Westmount, QC H3Z 1X4  
Phone: 514.933.0878  
Email: [admin@QWF.org](mailto:admin@QWF.org)

**Writers' Federation of Nova Scotia**

1113 Marginal Road,  
Halifax, NS B3H 4P7  
Phone: 902.423.8116  
Email: [director@writers.ns.ca](mailto:director@writers.ns.ca)

**Writers' Federation of New Brunswick**

PO Box 306  
Moncton, NB E1C 8L4  
Phone: 506.459.7228  
Email: [info@wfnb.ca](mailto:info@wfnb.ca)

**Writers' Alliance of Newfoundland and Labrador**

202-223 Duckworth Street  
St. John's, NL A1C 6N1  
Phone: 1.709.739.5215  
Email: [wanassist@nf.albn.com](mailto:wanassist@nf.albn.com)

**PEI Writers' Guild**

c/o Volunteer Resource Centre (VRC)  
81 Prince Street  
Charlottetown, PE C1A 4R3  
Email: [peiwritersguild@gmail.com](mailto:peiwritersguild@gmail.com)

SASKATCHEWAN ARTISTS AGREEMENT

Draft

MEMORANDUM OF UNDERSTANDING

BETWEEN

{Contractor}

AND

{Poet's Name }

*Address, etc. here*

*City and Province, postal code here*

**(Hereinafter called the "Poet")**

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Contractor and \_\_\_\_\_ {Name of person/client} regarding the reading of one poem during a Council Meeting on \_\_\_\_\_ {date}. The poem will be entered into the minutes of the Council Meeting.

- 1. Payment. In consideration of the Poet's performance of these services, the Contractor agrees to pay \$175 {e.g. on receipt of an invoice—up to each contractor how to go about payment}.

This Memorandum of Understanding is made on the \_\_\_ day of \_\_\_\_\_ {month}, {year} at \_\_\_\_\_ {city/town}, Saskatchewan {Province}.

Agreed to and accepted by:

\_\_\_\_\_

*The Client*

\_\_\_\_\_

Date

\_\_\_\_\_

*Contractor staff person & position*

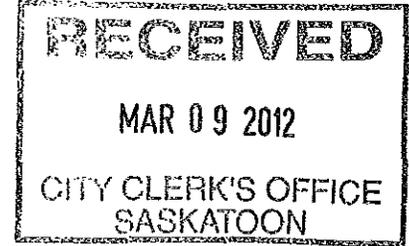
\_\_\_\_\_

Date

**RIVERSDALE**  
BUSINESS IMPROVEMENT DISTRICT

175 11  
B3)

March 9th, 2012



Office of the City Clerk  
City of Saskatoon  
222 Third Avenue North,  
Saskatoon, SK S7K0J5

Attention: Janice Mann, City Clerk

Re: Board of Management Appointments  
Ms. Stephanie Norris - Hot Yoga on 20th  
Ms. Veronica Tricker - On2U Tattoo

Please be advised that The Riversdale BID Board of Management at its Thursday, February 16th, 2012 Meeting made a motion to approve the appointments of Ms. Stephanie Norris and Ms. Veronica Tricker to the Board. Both members meet the criteria for membership on The Riversdale BID Board of management and we respectfully request their affirmation.

The new appointments will fill the vacancies left by Mr. Lionel Stewart and Mr. Fred Betker.

If you have any questions, or if we can be of further assistance, please do not hesitate to contact the undersigned by calling our office at 242-2711.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Randy Pshebylo".

Randy Pshebylo  
Executive Director

RP/mas

185-9  
B4

From: CityCouncilWebForm  
Sent: March 09, 2012 4:20 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Maggie Lens  
22-1738 Quebec Avenue  
Saskatoon  
Saskatchewan  
S7K 1V9

EMAIL ADDRESS:

[maggie.lens@mssociety.ca](mailto:maggie.lens@mssociety.ca)

COMMENTS:

His Worship the Mayor and Member of City Council,  
The Saskatchewan Blue Cross MS WALK is taking place at the Archibald Arena on Sunday April 29th 2012 in support of the MS Society of Canada - Saskatchewan Division. The event is mainly indoors until we start the walk. The walk will begin at 10:00am and will be led by bag pipes. Since our walk is starting outside of the noise bylaw hours I would like city council approval to have the bag pipes lead our walk.  
I look forward to hearing from you if this request is approved or not.

Thank you,  
Maggie Lens  
Senior Coordinator, Saskatoon Fundraising  
MS Society of Canada - Saskatchewan Division

4250-1  
BS)

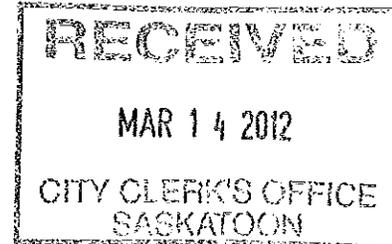
March 12, 2012

His Worship Donald J. Atchison and City of Saskatoon Council ,

Office of the Mayor

222 Third Avenue North

Saskatoon SK S7K 0J5



Dear Mr Mayor, Ladies and Gentlemen

I am coming somewhat belatedly to a situation which greatly concerns me, and I want to preface my concerns with this statement.

In 2005 I came home to Saskatchewan after too many years in Ontario.

I bought a small acreage near Dalmeny, designed and built a house and settled happily to care for my land and livestock, do good business , rejoice in my new home , in the generous and neighbourly qualities of Saskatchewan people. Saskatoon has been a source of enormous pride for me when visitors come from out of Province, and an endless delight in how a city should be.

I am now deeply alarmed by what I have learned about the proposed Fortune Minerals project , planned to occupy three quarters of land between Langham and Dalmeny.

I have read the background information, including the excellent letter from R . Milne to Tom Maher , Development Project Administrator of the Environmental Assessment Board at the Saskatchewan Ministry of the Environment.

These letters outline the details about the

- Dalmeny aquifer misuse and major depletion,
- Probable water contamination and the continuing effects from this aquifer out to the Saskatchewan River with which it connects,
- Transportation and control of serious toxins,
- Contamination of good agricultural food producing land,
- Contamination of our good air with very serious toxic material,

- Toxic effects on our aquatic and terrestrial wildlife , and farming stock
- The materials listed as "heavy metals" are doubtless arsenic and lead , toxins used in Fortune Minerals process, and top of the world's most serious toxins listed by the Agency For Toxic Substances and Disease Registry.
- Fortune Minerals' vague assurances about pumping our contaminated Dalmeny aquifer water to the lower Manville Formation for permanent storage
- Fortune Minerals vague promises for containment of their filth after they have used up all our valuable resources and have departed

I am enclosing(with her permission) the letter that Renee Milne wrote to Tom Maher because though it was written last year, it is very timely and very informative.

I cannot believe that you and this government would seriously condone this appalling project, to be noted in history as those who allowed a bald theft and destruction of irreplaceable, magnificent land and the terrible effects upon the lives of the thousands of citizens who will be affected.

Saskatoon lies much too close to the proposed site and is directly downwind from it, with our predominant north west winds. The thought that all the years of care and pride in encouraging the precious elm avenues , the rich farmland , acreages and gardens would count for nothing in the face of unmitigated greed is beyond belief.

I do understand the drive for more money, but in this case this is , in my opinion, a shortsighted and disastrous consideration, with very long term results.

Yours most sincerely,

Janet Buchanan



RM Corman Park resident,

SW2738063

Box 285, Dalmeny

SK S0K1E0

306-955-1370

janbuchanan@sasktel.net

February 23, 2011

R. Milne  
Box 291  
Dalmeny, SK  
S0K1E0

Mr. Tom Maher  
Development Project Administrator  
Environmental Assessment Branch  
Saskatchewan Ministry of Environment  
3211 Albert Street  
Regina, SK S4S 5W6

[Tom.maher@gov.sk.ca](mailto:Tom.maher@gov.sk.ca)

**Re: Draft Project-Specific Guidelines for the preparation of an Environmental Impact Statement;  
Fortune Minerals - Saskatchewan Metal Processing Plant (SMPP), Langham, SK EAB#2010**

Dear Mr. Mayer,

As a Saskatchewan resident and farmer in the Dalmeny/Langham area, I have grave concerns about the safety of the proposed Fortune Minerals processing plant for a variety of reasons. I believe that economic growth and business are good for the province, but only where the benefits outweigh the costs, both tangible and intangible. Currently, a huge concern is that a trade-off is being considered for financial gain, in lieu of both environmental and public safety. One example is the potential of disastrous, and irreparable, damage to the Dalmeny aquifer. Is it the best idea to build a refinery directly over a major aquifer, with a deep injection system bored through that very aquifer? In addition, are my concerns about safety of the public and the environment *during* the operation of the processing plant, along with doubts about Fortune Mineral's accountability for, and security of, the contaminated landfills left behind (forever), *following* the closure of the plant.

I attended the information meeting at Langham and have reviewed the proposed Draft-Specific guidelines (PSGs). The report and the meeting leave me feeling less than secure that Fortune Minerals have done the homework required to justify such a venture. Following are a number of concerns and areas I feel have been overlooked in Fortune Mineral's Draft Project-specific guidelines:

### **2.3.1 General Requirements**

*My comments: A more in-depth analysis needs to be done to address the cumulative impact on the area:*

- What are the cumulative health implications?
- What is the particulate size and what degree of heavy metals are in the particulate released from the plant and tailing ponds? What is the potential effect on ingestion by humans, wildlife and livestock for consumption?
- Determine the effect of deposits on agricultural and food producing land? This affects the health, wellbeing and livelihood of those in the area, and globally through our food products. What attempts have been made to measure and control this?
- Specify the natural gas requirements of the processing plant and the estimated green house gas emissions arising from those operations.

### 2.3.2 Site Plan and Operation

#### Processing:

Fortune Mineral's PSG states, "...while the lifespan is expected to have a life span of about 18 years. The operational life of SMPP is estimated at 18-25 years."

- There are 7 years which need to be accounted for. If this includes Fortune Mineral's suggestion that they process contracts for outside companies, using product other than product directly derived from NICO, what will those products be? A separate environmental impact statement should be presented to the public for any company, other than NICO using the SMPP.
- The EIS should include details on shut down and start up interruption due to weather disasters, power outage, and the like. What will be the plan in such cases?

#### Waste Management

Fortune Mineral's PSG states: "Waste management is one of the principal issues to be addressed in the EIS relative to this project. Details are required on the process residues containment facility, including quantitative and qualitative characterization of the residues to be contained, options for use if inert, or recycling to recover..."

- Fortune Minerals need to define and detail the term, 'inert'. Also, what would the suggested "options for use" be, if inert? Land spreading should be restricted, regardless.

### 2.4 Description for the Existing Environment

Fortune Mineral's PSG states (iii) "the EIS will be complete, in terms of data availability and presentation, and should concentrate on those issues of major environmental and social importance. No more data than is necessary should be collected and presented to meet those purposes."

- **A broader baseline of data needs to be collected from a more significant time frame to provide a sounder basis for comparison.**
- An average water data compiled from 2-3 recent years is clearly not representative of the aquifer. For instance, one might only look back to 2003 to cite a drought in the area. We have an 80' deep, 3 ft cribbing well on the Dalmeny aquifer. We experienced our wells at record lows and conserved our water. Grass barely grew in our pastures; hay was at a premium. Yet, in 2006 and 2007 floods raged through the area; we even had to pump out areas around the well to prevent it from contamination. In 2010 we had record rainfall and it is suspected there will be significant flooding in 2011, especially in this area. It is impossible to predict the future but it is a certainty that levels of water will NOT stay the same. They will fluctuate and yet another drought will come along. The tremendous draw on the Dalmeny aquifer will not sustain the requirements of all over the course of the processing plant.
- What is Fortune Mineral's plan for fulfilling their water requirements needs in such cases?
- What is Fortune Mineral's plan to compensate land and well-owners whose wells are no longer sufficient?

#### 2.4.1 Climate, Meteorology and Air Quality

- Details on climate change prediction and proposed solutions have not yet been provided by Fortune Minerals to the public.

#### 2.4.2 Geology, Hydrogeology and Soils

Fortune Mineral's PSG states "*...sufficient to discuss the implications of the activities associated with the project.*"

- There is insufficient evidence provided by Fortune Minerals to sufficiently discuss implications. Fortune Minerals needs to describe future sustainability of the aquifer as well as recharge rates for the past, present and future."

#### 2.4.5 Aquatic and Terrestrial Resources

According to the Fisheries Act (Canada): "*...required to take all reasonable measures to prevent, counteract, mitigate or remedy any adverse effects that result or may reasonably be expected to result from any such occurrence.*"

- Fortune Mineral's PSG states that it is "*...unlikely to have an affect on any fish bearing waters,*" yet the Dalmeny aquifer intersects with the North Saskatchewan River, located within 10 miles from the proposed site. A leak will not only pollute the aquifer, but the river, its ecology and that of subsequent lakes.
- Fortune Mineral's mindset that "*the possibility is "unlikely", ( thus why bother planning for it), is inadequate and inexcusable. Firstly, Fortune Minerals needs to recognize that contamination is a very real risk, with the potential for disastrous affects on aquatic and terrestrial life. Secondly, they need to disclose their plan if this system is polluted and provide details of "all reasonable measures to prevent, counteract, mitigate or remedy any adverse effects that result or may reasonably be expected to result from any such occurrence."* The potential is there and it must be adequately planned for.
- In terms of wildlife surveys, cite how toxic dust, (airborne and on food source), noise, and interference of behaviour will affect wildlife.

#### 2.5 Socio Economic and Land Use Issues

- Spills along the transport route would have a major impact on surrounding areas and communities. What is the financial contingency plan for in these cases, both for clean-up and for remediation of livelihoods?

## 2.7 Involvement Activities

Fortune Mineral's PSG states "...efforts should be made to involve the public in issue identification and problem resolution."

- Fortune Minerals has been inadequate in its attempt to inform the public. This was apparent by the following:
  - Very short notice (approx 1 week) of the upcoming meeting; many citizens who would normally be interested were not even aware of the meeting;
  - Very short time frame between for the public to gather information at the meeting and the respond date for the PSGs. (i.e.: Info meeting was Feb 8 and responses were due Feb 23.)
  - The meeting itself had a predetermined agenda to including a long drawn out presentation followed by an abbreviated public question & answer portion. Any questions answered were vague at best.

Fortune Mineral's PSG states: "*Interest may extend beyond the project area; the proponent would be prepared to provide project information to and address issues...*"

- Fortune Minerals needs to hold informational meetings in communities other than just Dalmeny and Langham. This project does not just affect those two communities. The prospect of a mine and landfill is not just an issue that affects people within a few mile radius. It affects people upstream, downstream, downwind and in all directions of the proposed site. Also, the Dalmeny aquifer does not belong to the people of either Langham or Dalmeny! Water is one of Saskatchewan's major resources. The use of the water, and the issue of the mine itself, are much broader and far-reaching than Dalmeny and Langham, and should be promoted as such. . This is not a Dalmeny-Langham issue! **Fortune Minerals needs to exercise due diligence by informing and identifying potential issues from a broader range of communities prior to any acceptance of the PSGs or EIS.**

## 2.8 Conceptual Decommissioning and Reclamation Plan

### Reclamation:

- What monetary funds are set aside to renew wetlands?

### Abandonment and Institutional Control:

Fortune Mineral's display that: "*leak detection monitoring will be on-going through the operation of the facility and maintenance/repair will be performed as needed.*"

- Fortune Minerals needs to assure the public that continuous monitoring and repair and provisions for disaster are secure, not just during operation, but **AFTER** closure.
  - Details should be provided to the public, identifying all chemicals, on land, in containers and in tailings ponds and outline their potential toxicity and risks.
  - Detail the provisions that will be made to provide ongoing and continuous monitoring of the landfill site AFTER closure?
  - What measures and financial provisions have been prepared in case of a break in the barriers following the closure? Fortune Minerals needs to provide details of its proposed site stewardship plan.
  - Fortune Minerals needs to include the plans (more than mere conceptual) for the implementation of the decommissioning plan.

## **2.92 Regional /Cumulative Impacts**

- A massive amount of effluents will be pumped out. What does it displace? How will this displacement contribute to land slumping and other subsidiary problems?

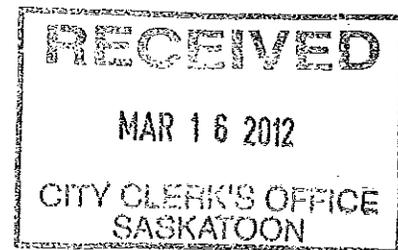
I appreciate the opportunity to present the above as a number of my concerns about the Fortune Minerals processing Plant project and its draft PSGs. I trust that these concerns will be taken into due consideration. Please send a copy of the revised PSGs by email at [info@mapleviewfarm.ca](mailto:info@mapleviewfarm.ca) or by mail at the address below.

Sincerely,

Renee Milne  
Box 291  
Dalmeny, SK  
S0K1E0



152-3  
B6



March 12, 2012

City of SASKATOON  
222 - 3RD AVE. N.  
SASKATOON, SK  
S7K 0J5

Dear Mayor and Council,

**Your 2012 SUMA Membership:**

**SUMA – A Strong Voice Strengthening Saskatchewan’s Urban Governments**

Since 1905, Saskatchewan urban governments have stood united and strong in the promotion and defence of their interests, through membership in SUMA.

As the voice of Urban Saskatchewan, SUMA represents the collective strength of 450 urban governments. These governments, our members, represent 82% of our growing population. 75% of provincial GDP is generated in urban Saskatchewan. What is clear today more than ever, is that Saskatchewan is an urban province.

On your behalf, SUMA works to ensure that the growth this urban province is experiencing can be secured. SUMA believes that urban governments are best positioned to secure and strengthen that growth. A successful and prosperous Saskatchewan requires an environment in which urban responsibilities are clear, urban governments have the legislative and regulatory room to meet responsibilities, and the financial resources are available to meet urban growth needs. At SUMA, our focus is ensuring that these requirements are met. With your support, SUMA can continue to ensure that the urban voice – your voice - is heard on the public policy files that matter to you and to your citizens.

SUMA’s advocacy approach provides benefits to all of its diverse membership. Nevertheless, the importance of meeting the needs of cities is a prominent feature in SUMA’s work. In this past year SUMA has achieved the following objectives of relevance to cities:

- Amended SUMA bylaws to enshrine the Chair of the City Mayors’ Caucus as SUMA’s Vice-President for Cities;
- Strengthened the policy development and advocacy links between the City Mayors’ Caucus and SUMA;

*“The Voice of Saskatchewan Cities, Towns and Villages”*



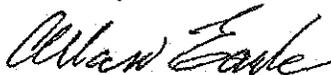
- Continued a convention focus that allows city delegates to spend considerable time together;
- Supported the work of the National Infrastructure Summit (Year One and Year Two);
- Advocated for a per capita distribution of the Municipal Operating Grant program;
- Ensured that development of the provincial long-term infrastructure program remains on track;
- Convinced the provincial government to develop a long-term housing strategy and provide funding support for housing development; and
- Continued work on development of the Multi-Material Recycling Program with a focus on ensuring urban governments are represented in the governance of the program.

This past fall SUMA asked for the membership's feedback on the format of the Regional Meetings and thanks to that valuable input, the Regional Meetings have been changed to only be held once per year in the fall with an increased focus on an educational component. This year's Regional Meetings will be held following the municipal elections and will feature; elections of the Regional Directors, SUMA and regional updates, and an educational component. In addition, the Newly Elected Workshop for municipal officials will be held the Saturday prior to the start of the 2013 Convention in Saskatoon.

In addition to its lobbying and policy making efforts, SUMA provides a wide range of services and programs to its members. By combining the purchasing power of member governments, SUMA can offer these services to members, elected officials and civic employees at significant cost savings. These services and products range from group insurance coverage (life/health/dental) to office equipment, supplies and tires. To find out more about the SUMAdvantage line of products, Group Insurance services and SUMAssure municipal property and liability coverage, please consult SUMA's website [www.suma.org](http://www.suma.org) or call the office.

Should you have any questions or concerns about your membership with SUMA, contact our CEO Laurent Mougeot by email at [CEO@suma.org](mailto:CEO@suma.org) or by calling 525-3727.

Sincerely,



Mayor Allan Earle  
President

(Invoice enclosed)

# 2012 SUMA Change of Information Form

Please review the information below, **IF** there are any applicable changes, please make the correction and return this form to the SUMA office by:

**April 30, 2012**

200, 2222 – 13<sup>th</sup> Avenue, Regina, SK S4P 3M7 or fax to (306) 525-4373

**Name:** SASKATOON

**Municipality Type:** City of

**Phone:** (306) 975-3200

**Fax:** (306) 975-2784

**Email Address:** webmaster@saskatoon.ca

**Website Address:** http://www.saskatoon.ca/

**Address:** 222 - 3RD AVE. N.  
SASKATOON, SK S7K 0J5

**Region:** CITY

**Mayor Name:** DON ATCHISON  
(first, last)

**Mayor Email:** \_\_\_\_\_

**Administrator/CAO Name:** \_\_\_\_\_  
(first, last)

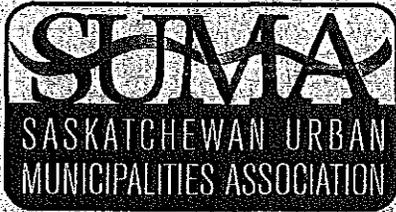
**Clerk Name:** JANICE MANN  
(first, last)

**Town Foreman/ Public Works Manager Name:** MURRAY TOTLAND  
(first, last)

**Town Foreman/ Public Works Manager Email:** \_\_\_\_\_

**Number of Urban Voice Issues Required:** 14

**NOTE:** It is very important to include a valid email address as urgent communications are sent out on occasion informing municipalities of important deadlines, grant availability and other time sensitive pertinent information.



200, 2222 - 13th Avenue  
Regina, SK S4P 3M7  
Phone: (306) 525-3727 Fax: (306) 525-4373  
Email: suma@suma.org

## 2012 Membership Fee Invoice

(January 1 to December 31, 2012)

City of:	Saskatoon
Population:	222,189
Basic Fee:	\$5,322.24
Per Capita Fee @ \$0.55 :	\$61,101.98
Sub-total:	\$66,424.22
GST: (#R107956419):	\$3,321.22
Total Membership Fee:	\$69,745.44

### IMPORTANT INFORMATION ABOUT YOUR MEMBERSHIP FEE INVOICE:

#### Seals and Certificates

Effective for the 2012 Membership year, seals and certificates are discontinued.

#### Membership Fees

The base fee has increased to \$483.84 per voting delegate from \$448.00 per voting delegate. The per capita fee remains the same at \$0.55.

**FEES ARE DUE BY APRIL 30, 2012**

## SUMAdvantage for SUMA members

The *SUMAdvantage* program brings you more than 25 pre-screened suppliers who guarantee price advantages to municipalities and financial support to your provincial association.

**Save on bulk purchasing** – Find the best investment for the ratepayer's dollar, based on the leverage of our \$2 billion purchasing power.

**Find quality suppliers** – Our suppliers are pre-evaluated and pre-committed to provide high quality goods and services.

**Resolve supplier issues** – We stand behind you to help resolve supplier issues or concerns.

## Going beyond the SUMAdvantage suppliers list

**Free expertise for procurement** – Our *SUMAdvantage* manager provides you with no-charge advice on procurement issues, and can help you find the special suppliers you need.

**Build buying partnerships** – We can help connect you with partners for specific procurement needs.

## SUMAdvantage

Your first call for savings

Call any of these suppliers for cost savings and high quality:

### Group Insurance Services

SUMA: 306-525-4390 [www.suma.org](http://www.suma.org)

and click on the Group Benefits & Insurance tab for program details

#### Group Benefits Program

Offers a full line of benefits for full-time, part-time and seasonal employees along with elected officials of SUMA municipalities and organizations affiliated with member municipalities.

#### Employee & Family Assistance

Provides confidential counselling services by trained professionals on a broad range of personal and work-related concerns to help employees, spouses and dependents resolve personal difficulties.

#### SUMAssure Insurance Reciprocal

A group insurance reciprocal with enhanced municipal property and liability coverage and risk management services. [www.sumassure.ca](http://www.sumassure.ca)

#### Volunteer Fire Fighter Program

Provides comprehensive coverage to volunteer fire, first responder and ambulance crews. Coverage includes Accidental Injury and Illness, medical and Weekly Indemnity. On-duty and off-duty coverage are available.

#### Municipal Blanket Bond

Insures municipalities against theft or mismanagement of funds by a bonded employee.

### Office Administration

#### Acrodex

306-584-3401 [www.acrodex.com](http://www.acrodex.com)

Keep your office computer environment productive by purchasing Microsoft software through two options. An Enterprise Agreement that is paid annually to ensure you are using the most current software or you can purchase individual software products through a Select Agreement.

#### Laurie Artiss Ltd.

800-667-8168 [www.thepinpeople.ca](http://www.thepinpeople.ca)

Professional design and production of your lapel pins.

#### Lexcom Systems Group Inc.

306-545-9242 [www.lexcom.ca](http://www.lexcom.ca)

Network, email, server and hardware solutions tailored to match your municipal needs. Remote network support across the province 24/7.

#### Municipal World

SUMA:  
306-525-3727 [www.suma.org](http://www.suma.org)

SUMA is partnered with Municipal World to offer a 12 month subscription at a discount of 42% off the full price subscription fee.

#### Prince Albert Source for Sports

306-764-3285 [www.pasourceforsports.ca](http://www.pasourceforsports.ca)

A Saskatchewan based business providing corporate apparel and promotional items as well as sporting equipment for recreation facilities.

#### Shipping Labels

SUMA: 306-525-3727 [www.suma.org](http://www.suma.org)

This program benefits members shipping water samples or other products on a regular basis.

#### SUCCESS Office Systems

800-667-8173 [www.successos.com](http://www.successos.com)

Purchase or lease office machines at a substantial savings.

#### Supreme Basics

800-667-3690 [www.supremebasics.com](http://www.supremebasics.com)

Significant discounts on regular priced office products.

### Public Works, Parks and Leisure Services

#### Assiniboia Rubber Recycling Inc.

306-642-5599

Assiniboia Rubber Recycling Inc. offers a full line of recycled rubber products: PermaLife Mulch, PermaLife Pour & Play, PermaLife SoftStuff and PermaLife ArenaFill.

#### Braun Agro

306-773-9006

A Saskatchewan based business in Swift Current in operation for over 20 years, built on a belief in personalized service, competitiveness and efficiency. Braun Agro offers a wide variety of pest management products.

#### Connect Energy Partnership

866-934-6918 [www.connectenergy.ca](http://www.connectenergy.ca)

Lock in your utility costs through purchase contracts with this natural gas savings program.

#### Chatterson Janitorial Supplies

800-667-8178 [www.chatterson.com](http://www.chatterson.com)

Provider of janitorial supplies to municipal offices, rinks, community centres and aquatic centres. Chatterson also carries products for gravel road dust control, pothole patch and waste water treatment products. Online health & safety training added to the list of services.

#### Dog & Cat Tag Licensing

SUMA: 306-525-3727 [www.suma.org](http://www.suma.org)

Quality dog and cat tags in a variety of materials and styles.

#### Energy Efficiency Grants & Funding

800-668-4636 <http://municipalities.src.sk.ca>

Under the Expanded Municipal Energy Efficiency Initiative, municipalities can access a variety of grants and funding.

#### Enterprise Rent-a-Car

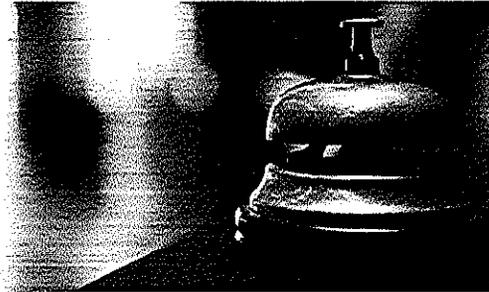
800-736-8227 [www.enterprise.com](http://www.enterprise.com)

Eliminate mileage allowance and save on travel costs. Implement a seasonal fleet management program and save on insurance, registration and depreciation.

#### Hertz Equipment Rental

888-777-2700 [www.hertzequip.com](http://www.hertzequip.com)

Provider of equipment rentals for all your municipal needs. Hertz Equipment offers a variety of short and long term equipment rentals, new and used equipment for sale and parts for purchase.



**SUMAdvantage**  
Your first call for savings

How Municipalities  
Save on Purchasing



#200-2222 13th Avenue  
Regina, Saskatchewan  
S4P 3M7

Phone: (306) 525-3727  
Fax: (306) 525-4373

www.suma.org  
and click on the SUMAdvantage  
tab for program fact sheets

**Kal Tire Ltd.**

Contact nearest store location  
www.kaltire.com

Kal Tire offers an extensive line of products such as Bridgestone, Firestone, Michelin, Yokohama, Kumho, Nokian, as well as retreading of commercial, off road and grader tires.

**Michelin**

SUMA has a national account set-up with Michelin that allows members to purchase Michelin tires at discounted pricing. Michelin tires can be purchased through any Kal Tire location.

**Prairie Fuel Advisors (PFA)**

800-807-3750 www.prairiefueladvisors.ca

PFA is a unique organization that offers a total fuel management program to members that includes lower prices, advanced price change notices, price maintenance, invoicing and fuel cost tracking.

**Signal Industries (1998) Ltd.**

800-565-9443 www.signalindustries.ca

Purchase approved standard traffic signs or order custom signage for all your municipal needs.

**Solar Pool Heating**

SUMA: 306-525-3727 www.suma.org

Harness solar power for your municipal pool and save on your operating costs.

**Suncorp Valuations**

800-764-4454 www.suncorpvaluations.com

Suncorp is a full service appraisal and valuation firm that will help your municipality to receive the greatest benefit from your assets.

**Agrium Direct Solutions**

800-661-2991 www.growercentral.com

Help control your mosquito population by purchasing Vectobac or Altosid.

**Hotels**

Preferred rates for all SUMA members (elected and employees) in Regina and Saskatoon at the following hotels:

**Regina Inn**

800-667-8162 www.reginainn.com

Rates start at \$110/night

**Sheraton Cavalier (Saskatoon)  
2013 Convention Host Hotel**

306-652-6770  
www.sheratoncavaliersaskatoon.com

Rates start at \$179/night  
2013 Convention rates start at \$179/night

**Park Town Hotel (Saskatoon)**

800-667-3999 www.parktownhotel.com

Rates start at \$139/night  
2013 Convention rates start at \$149/night

**Travelodge Regina**

306-586-3443 www.travelodgeregina.com

Rates start at \$114.95/night

**Travelodge Saskatoon**

888-278-4209 www.travelodgesaskatoon.com

Rates start at \$126/night  
2013 Convention rates start at \$139/night

**Financial**

**BMO Bank of Montreal**

Contact nearest branch location  
www.bmo.ca

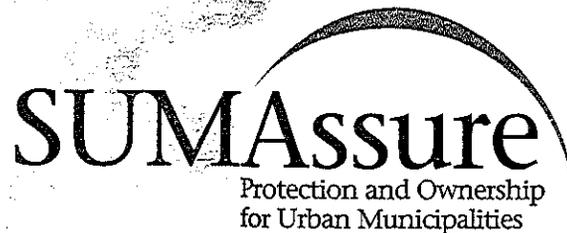
Financing for all municipal projects. No minimum qualifications, good for a single transaction or all of your banking needs.



Questions to ask?  
Ready to act? Contact us today.

We'll respond to all questions promptly and fully.

And we'll show you how – like so many other municipalities – you  
can benefit from SUMAssure.



**Shauna Brown**

Group Benefits & Insurance Services  
Manager

200 – 2222 – 13th Ave.  
Regina, SK S4P 3M7

Office: (306) 525-4390

Fax: (306) 525-4373

Email: [sbrown@suma.org](mailto:sbrown@suma.org)

**Tauna-Kupiec**

Group Benefits Administrator

200 – 2222 – 13th Ave.

Regina, SK S4P 3M7

Office: (306) 525-4390

Fax: (306) 525-4373

Email: [tkupiec@suma.org](mailto:tkupiec@suma.org)

A black and white photograph of a stone archway. The top of the arch is inscribed with the words "TOWN HALL" in a serif font. Below the arch, a stone block is inscribed with the word "INSURANCE" in a similar serif font. The background is dark and textured, suggesting a stone wall or a similar architectural element.

INSURANCE

**SUMAssure**

Your Quality Choice  
for Urban Municipalities'  
Protection and Ownership

SUMAssure is the proven alternative for municipal insurance.

SUMA's partnership with Aon Reed Stenhouse Inc. has created an insurance program designed by and for Saskatchewan's municipalities.

The program uses a combination of self-funding and traditional insurance coverage to create a long-term, stable, cost effective insurance program, with the ability to grow coverage and share profits with members.

### The Highlights

Here's what SUMAssure means for municipalities:

- Superior coverage and quality service
- Premium stabilization and budget predictability
- A program designed by and for urban municipalities, and owned by its members

Take a look for yourself. See why Saskatchewan municipalities are switching to SUMAssure.

### What is

**SUMAssure?** SUMAssure is the liability and property insurance program for Saskatchewan urban municipalities, developed by the Saskatchewan Urban Municipalities Association.

It is owned by the participating municipalities, and is administered in a partnership between Aon Reed Stenhouse and the SUMAssure Board of Directors.

The insurance coverage provided is the same as municipalities have traditionally purchased commercially. The difference is that this plan is owned by participating SUMA members and its benefits flow to the municipalities that are part of the plan.

### Is this a

**proven program?** SUMAssure has a track record of performance, reliability and results.

The program started with several years of study and preparation, and follows the lead of other municipal associations who provide established, proven and successful municipal insurance in provinces such as Alberta, Manitoba and the Northwest Territories, as well as SARM in our own province.

SUMAssure was launched in 2008 and since then a lot has happened.

- **Growth** – SUMAssure has grown continually since its launch, with new municipalities joining regularly. Presently 140 municipalities have joined the program.
- **Performance** – The focus has been on performance of the insurance program within the municipal sector. The SUMAssure Reciprocal has posted a profit in its first year of operation as a self funding insurance program. This is a remarkable achievement when Saskatchewan faced a significant loss exposure due to weather conditions and flooding.
- **Continuous improvement** – In the last three years, dozens of enhancements have been made to SUMAssure. These enhancements are:
  - ◇ uniquely designed to meet municipal requirements; and
  - ◇ features you won't find in traditional insurance programs.
- **Enhanced claims process** – SUMAssure has contracted with SOM ClaimsPro to be the control adjuster for all SUMAssure claims. This will provide a consistent and effective management of your losses and will ensure prompt and efficient settlement.
- **Website** – A new website allows ready access to SUMAssure information.

# R E L O O K I N G F O R

**How can I be sure?** Just ask your colleagues.

Plenty of municipalities use SUMAssure, and we'd be pleased to refer you to them to hear their experience and get their direct endorsement.

**What are the cost implications?** Your municipality will find SUMAssure more economical than insurance bought from a commercial insurance company.

Rates have been reduced by 5% per year for the first three years of the program. With the pending change in the insurance marketplace, SUMAssure's commitment is to stabilize rates in the future and shield the members from any rate swings.

**Will my benefits be different with SUMAssure?** SUMAssure provides equal or superior benefits compared to your commercial provider.

In addition to the core services provided through this self-insurance plan, SUMAssure secures additional coverage to make sure your municipality has at least the same level of protection you currently have.

**Will I face lots of changes to take advantage of SUMAssure?** There are very few changes in what you currently do, and the changeover is simple.

Just contact your SUMAssure representative, Shauna Brown, and let us take care of the details with you.

**Is there a lot of risk?** Risk was thoroughly assessed before embarking on the program. The risk is extremely low, and the advantage that municipalities gain – both in Saskatchewan and in the even longer experience of other provinces – is well proven.

A built-in safeguard with excess insurance coverage in place protects the program from high loss exposure, ensuring SUMAssure remains strong.

“SUMAssure gives us the coverage we require, is able to provide it at a reasonable cost and the staff is extremely helpful whenever we have questions or concerns.”

– Village of Dodsland

“We joined the program because we felt it was established using a sound business model that would allow member municipalities to receive predictable and cost effective insurance coverage. SUMAssure and the AON team ensured a smooth transition throughout the process and we look forward to working with them building SUMAssure for the future.”

– Orrin Redden  
Town of Watrous

**What's the future?** As SUMAssure continues growing, its mandated surplus fund grows as well. This provides increasing security and benefits for all participating municipalities. This surplus will be managed by the SUMAssure Board instead of being a profit in the hands of external insurance companies.

**What about criticisms from other insurance companies?** It's natural that profit-based insurance companies will not want to see municipalities in control of their own insurance program.

The fact that Saskatchewan municipalities are taking control of their insurance program is a testament to the concept of self-insurance. If managed correctly the SUMAssure Reciprocal can work in harmony with excess insurers to deal with the appropriate transfer of risk.

If you hear criticisms, let us know. We'll respond with facts to every question.

**Who is Aon Reed Stenhouse, and what does their partnership with SUMA entail?** Aon Reed Stenhouse is the Attorney-In-Fact appointed by the SUMAssure Board of Directors to manage the day-to-day affairs of the SUMAssure Insurance Reciprocal. SUMAssure's owning-subscribers provide Aon with the legal authority to act on their behalf in managing and administering the Reciprocal including providing policy information to subscribers, negotiating excess insurance rates with insurers, examining claims, and assisting the SUMAssure Board of Directors in making appropriate investment decisions with the subscribers' growing surplus funds.

“SUMAssure has been great to deal with. Whether it is day to day servicing or claims, our account has been handled in a courteous and professional manner. I would recommend SUMAssure to anyone that is interested!”

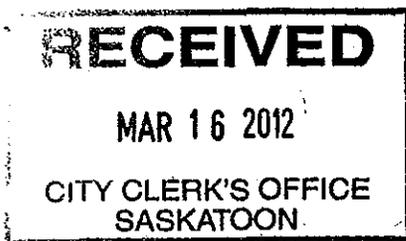
— Shella Newlove,  
Administrator  
Town of Imperial

“It is my pleasure to recommend AON and the SUMAssure program. We have saved over 15% in premiums, even though we have increased our values substantially. The service provided by AON has been quick, efficient, and always pleasant.”

— Huguelle Lutz,  
Administrator  
Town of Carlyle

2012/1/17 (B7)

From: CityCouncilWebForm  
Sent: March 16, 2012 3:29 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Ryan Dielschneider  
#201-320 21st Street W.  
Saskatoon  
Saskatchewan  
S7M 4E6

EMAIL ADDRESS:

[ryan@avenuecommunitycentre.ca](mailto:ryan@avenuecommunitycentre.ca)

COMMENTS:

His Worship Donald J. Atchison:

We would like to invite you and all members of City Council to attend the Flag Raising Ceremony for Pink Revolution to be held April 1st, 2012 from 1:00pm to 1:30pm at Saskatoon City Hall's Civic Square (23rd Street & 3rd Avenue). We would be honoured if you or a representative could say a few words on behalf of the City of Saskatoon, concerning bullying. Please RSVP by Wednesday, March 28th; we look forward to hearing from you and greatly appreciate your support!

Pink Revolution Anti-Bullying Week is a new Saskatchewan-made initiative to promote diversity and prevent bullying, violence and discrimination.

Thank you very much,

Ryan Dielschneider, BA  
Bullying Prevention Coordinator  
E-mail: [ryan@avenuecommunitycentre.ca](mailto:ryan@avenuecommunitycentre.ca)  
The Avenue Community Centre for Gender & Sexual Diversity  
#201-320 21st Street W.,  
Saskatoon, SK, S7M 4E6  
Phone: 665-1224  
Toll-free: 1-800-358-1833  
Fax: 665-1280  
Website: [www.avenuecommunitycentre.ca](http://www.avenuecommunitycentre.ca)

**From:** CityCouncilWebForm  
**Sent:** March 12, 2012 5:17 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Nolan Courteau  
308-510 SK Cres E  
Saskatoon  
Saskatchewan  
S7N 4P9

EMAIL ADDRESS:

[ncourteau@gmail.com](mailto:ncourteau@gmail.com)

COMMENTS:

Dear Mayor and City Council:

I am a frequent user of the trail network and riverbank area in Saskatoon. The trails, parks and River Landing are a great asset to the residents of Saskatoon.

Currently, to cycle or walk between the Broadway area and downtown/river landing, it is necessary to either cross the Broadway bridge or the Sid Buckwold Bridge. While this provides functionality, it does not provide the same level of enjoyment as a dedicated walk/cycle bridge would provide.

A dedicated bridge for cycling and walking would not only create enjoyable way to get between downtown and Broadway, but would be an attraction in itself. It would also create a cohesion between the parks on either side, and create incentive to walk/cycle to work.

I think city council should re-visit the opportunity that reconstruction of this bridge presents. This would be a unique and functional addition to this area of the city and an attraction in itself.

Thank you very much,

Nolan Courteau

60-5311  
B9

**From:** CityCouncilWebForm  
**Sent:** March 15, 2012 9:45 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Dale Sands  
176 Aspen Place  
Saskatoon  
Saskatchewan  
S7k3J9

EMAIL ADDRESS:

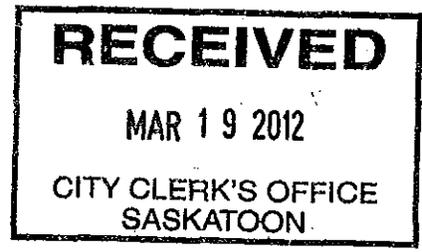
[dwsands@hotmail.com](mailto:dwsands@hotmail.com)

COMMENTS:

It has occurred to me that if the city doesn't or won't allocate funds for the bridges we need why not look at having a construction build them and then lease the bridges, this way the upkeep is somebody else's responsibility. More than likely they would stay in better repair since the owner has a vested interest in keeping that lease money flowing.

6050-10  
B10

From: CityCouncilWebForm  
Sent: March 18, 2012 4:11 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Daniel Hagen  
343 Bornstein Cres.  
Saskatoon  
Saskatchewan  
S7N 3X9

EMAIL ADDRESS:

COMMENTS:

Dear Mayor Atchinson and City Council:  
I am glad to read that a new North Commuter Bridge is finally on our cities radar screen. In my opinion this bridge is the greatest bridge priority we have given the significant levels of traffic along attridge and circle dr. Your estimates are that this traffic level is going to increase even more in the near future with new neighbourhoods adding to congestion along this artery. I would suggest the new commuter bridge proceed north on McCormond drive rather than central. This would greatly reduce the amount of traffic from Mccormond to central and also reduce accidents at the intersection of attridge and central, while rendering a new traffic interchange at that spot unnecessary. I appreciate the progressive improvements and long range planning that our city council has and is doing. Thank you for considering this,  
Daniel Hagen

4129-15 (B11)

From: CityCouncilWebForm  
Sent: March 14, 2012 1:28 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:  
Irving Josephson  
720 Sask. Cres. E.  
Saskatoon  
Saskatchewan  
S7N 0L2

EMAIL ADDRESS:  
[jjosephson@shaw.ca](mailto:jjosephson@shaw.ca)

COMMENTS:

As the first proponent of "moving the Mendel" to a major art gallery to be built within River Landing (in letters to Council/the Star Phoenix circa 2006/2007)I'd now like to express my appreciation to Mayor Don Atchison and to all our current City Council members.

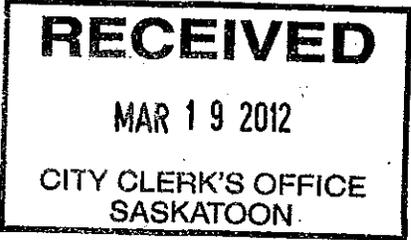
Transforming this idea into a reality has not been easy--and it's not over till it's over--but thanks to your concern for what's best for our city there's a very good chance that we'll soon have a a world-class art gallery as the centre-piece of River Landing.

Both of these developments,in my opinion, will make Saskatoon into one of the best cities in Canada and the world.

Sincerely, Irving (Joe) Josephson

620-4  
B12)

From: CityCouncilWebForm  
Sent: March 18, 2012 5:21 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Robynne Smith  
326 Brightsand Crescent  
Saskatoon  
Saskatchewan  
S7J 4W2

EMAIL ADDRESS:

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

COMMENTS:

Possibilities:

Thank you for the opportunity to present my suggestion to City Council. I have been following the news on the "old" Mendel Gallery building and the future use of this which includes the Children's Museum.

I would like to suggest that the city consider (if it has not yet done) a more comprehensive vision - a Science Centre similar to the Saskatchewan Science Centre in Regina. Science Centres are always a great attraction for people of all ages to attend and experience a hands-on learning about all sciences, culture and society. This would add yet another exciting opportunity to draw people to the city.

Perhaps a partnership with the U of S, SIAST, and other learning institutes in the province could be developed. The science centre would provide a place for different disciplines, schools or programs to take turns in showcasing their area of study in a way that is fun and experiential, to promote what varying programs these institutes provide, and to give students of these institutes the opportunity to share their learning including new research findings.

There may also be interest from larger corporations to partnership with this venture, to assist in funding and to give this science centre a strong image.

As with the centre in Regina, and if there is space available, an IMAX theatre would also add to the attractiveness of the centre. Currently we do not have an IMAX in Saskatoon and this would be a great addition to a full Science Centre.

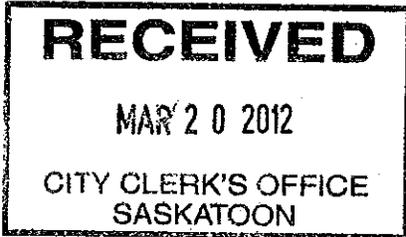
My "vision" with this and with any upgrades to the Kinsmen Rides, is that Saskatoon would have a focal "Children's Area". I ask the City of Saskatoon to consider this suggestion.

Respectfully submitted,

Robynne Smith

4129-15  
B13

From: CityCouncilWebForm  
Sent: March 20, 2012 11:21 AM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Dickson Robin  
731 Swan Cres  
saskatoon  
Saskatchewan  
S7J 5C7

EMAIL ADDRESS:

[dlrobin@shaw.ca](mailto:dibrobin@shaw.ca)

COMMENTS:

Dickson Robin  
731 Swan Cres  
Saskatoon, SK  
S7J5C7  
March 20, 2012

Saskatoon City Council

Re: Proposed New Art Gallery

Thank you for Ms Mann's response to my letter dated March 10, 2012. While the Mayor and Council approved the business plan for the proposed new Remail Art Gallery, I challenge the decision to proceed without majority support from the taxpayer based on the following: I have yet to see council address the opportunity costs associated with the new gallery. Please advise me the appraised value of the land proposed for the new gallery? In addition, please advise the estimated annual tax revenue the city could accrue from a commercial development on that site, such as an office building or similar structure? Does the Mayor and Council suggests taxpayers totally forgo the economic benefit of selling the valuable land proposed for the art gallery and the ongoing tax dollars associated with commercial development on that site? I request that Mayor and Council fully disclose all the ancillary costs associated with the new art gallery such as lost revenue from the sale of the land proposed for the gallery and the long term loss of tax dollars by turning this land over for a non-taxed facility. The public deserves to know these figures.

Has the City explored expansion of the gallery not only on the current Mendel site, but also on what I believe to be public land across Spadina?

I appreciate and understand the notion of council championing a cause for the "public good" in a community. Is the public good associated with a new art gallery patronized by only a small segment of our population greater than the public good accrued through a new public library or an arena/trade show complex like the Cooperators Center in Regina? Could the Mayor and Council's priorities be slightly askew? Should we ask the taxpayers? I believe that would be the right thing to do!

Have we in Saskatoon shortchanged the arts? I heard the statistics presented at the previous council meeting indicating Saskatoon is at the lower end per capita on expenditures on the arts. Could it be the entire public in each community has a varying need/desire/priority on the arts and is that variance wrong? I think not! Furthermore, considering the new live theatre sitting on public land at River Landing we are supporting the arts quite well! I suggest the taxpayers be consulted to determine if council is truly representing the community's interests.

Given the totally inadequate state of the downtown library which clearly serves the entire community, what is the City's plan to replace/expand the library? I venture to go out on a limb and state that the inadequate library is a much greater concern to the taxpayer than a new art gallery! Could a library and art gallery be accommodated in one building? Have you explored this option?

Lastly, I respectfully ask that the Mayor and Council demonstrate good will by seeking final input from the taxpayer via a plebiscite in the fall civic election regarding the question of whether a new art gallery is a community priority that deserves long term taxpayer support.

I look forward to your response to my questions.

Respectfully submitted,

Dickson Robin

March 10<sup>th</sup> 2012



City Councillors and Mayor  
City Clerks Office  
222 Third Avenue North  
Saskatoon, Saskatchewan  
S7K 0J5

COPY OF INFORMATION SENT March 10<sup>th</sup> 2012

Re: Report and Recommendations provided to Executive Committee on March 5<sup>th</sup>, 2012  
re: Parking Infrastructure Upgrade and City Card Replacement (File No. CK. 1100-1)  
And request of Council to approve on March 12th

The purposes of this letter is to request and provide rationale for not approving the above captioned recommendation and that this matter be deferred and sent back for review and more analysis and due diligence.

My name is Gordon White and I am President of Precise ParkLink (West) Ltd. Precise, a proudly Canadian company, is Canada's premier Parking equipment and service solutions company. Precise is the "partner of choice" to over 40 Canadian municipalities, over 40 Universities/Institutions, many airports (including Pearson) and over 30 hospitals and numerous property owners of all sizes.

Our Saskatchewan Regional office is located in Saskatoon where our staff provides service and equipment solutions to all Saskatchewan SIAST campuses, many private land owners and the City of Saskatoon.

It is first important to understand that this is not a "sour grapes" letter. Notwithstanding our desire to be the parking "partner" of the City of Saskatoon, our concern is for the potential inefficient use of financial and other resources, should Council approve the Recommendation as approved at Executive Committee on March 5<sup>th</sup>, 2012.

It is easy to not ask the "right" questions in the "right" way when one is trying to understand an issue that is not in their normal purview or is related to a business which is specific, technological and foreign to them. Parking equipment, software, and related systems are a very specific and narrow field. Everyone has their "feelings" about parking but few are experts. For that reason I have attached a copy of a document that MMM Group, a well-respected engineering firm that consults on civil, transportation and parking, has been working on for just this kind of application (this is an early draft I have been provided prior to completion). It is called *Municipal Parking at a Glance*. I hope it is helpful to you. [report attached to original email of March 10<sup>th</sup> 2012]

Questions were asked by members of the Executive Committee and there seemed to be some confusion relative to the answers. A number of the answers provided were correct when considered from a particular paradigm, however, when examined from a different vantage point they answers that were provided do not have the same effect or consequence.

I am requesting that at Council on Monday the 12<sup>th</sup> you ask some questions differently (than at the Executive Meeting) or ask some questions that were not posed. Some examples, followed by the rationale for the question (different paradigm), follow:

1. Have there been any companies that offered to take over all of our parking requirements, similar to what was done in Chicago or Ottawa or other jurisdictions?

**PRECISE PARKLINK (WEST) LTD.**

EDMONTON 10558 115 Street Edmonton AB T5H 3K6  
CALGARY 7056H Farrell Road Calgary AB T2H 0T2  
SASKATOON 400 234 1<sup>st</sup> Avenue S. Saskatoon SK S7K 1K3

T. 780-428-0007 F. 780-428-1457 Toll. 877-426-0007  
T. 403-802-6166 F. 403-802-6164 Toll. 877-426-0007  
T. 306-955-9912 F. 306-955-9914 Toll. 877-426-0007

Reason: There was a respondent who offered to provide a solution based on the solution adopted by the City of Ottawa. This was a supply, service and maintenance agreement (matter of Public Record) that provided Ottawa with a revenue increase guarantee at NO capital expense in the first 5 years, without imputed interest, and the ability to use the increased revenues **only** to pay for the equipment in the second five years with highly competitive interest rates applied. The City of Ottawa maintained total control over parking rates and enforcement throughout the term of the agreement.

2. Was there any companies that offered a cell phone customer charge rate less than the one in the Recommendation? If so, did you talk to them to find out what the comparison was between their service and the recommended service?

Reason: There was a respondent who offered a rate that ranged from \$.00 to \$.28 per call, charged to the customer in the same way as the recommendation. The reason that the rate cannot be pin pointed in the RFP response, unless one didn't want to provide the best possible rate to the Customer, is that specific and/or technical information relative to the primary and tertiary requirements or objectives was not provided in the RFP.

3. Single space installation vs. multi space Pay & Display (or any multi space installation) ---- what does your research show regarding increases in revenue?

Reason: I am quite confident you will not find a single multi space installation (especially with Pay & Display) that hasn't resulted in 25% to 40% increase in revenues. According to the City of Winnipeg report their revenue increased 725% over the ensuing 4 years. Toronto increased 48% in the first year and Ottawa increased well over 30% in the first year. Seattle revenue went up by 40% and like Winnipeg had similar parking rates as Saskatoon.

I am confident that there is not a report anywhere that says single space to single space upgrade or conversion (w/o credit card) provided revenue increases by virtue of the change.

It has already been pointed out that operating costs go down when moving to multi space applications. The foregoing is one of the primary reasons that Municipalities world-wide have made the change away from single space meters (with or without credit card enablement). Kingston, Mississauga, London, Kelowna, Kamloops, Niagra on the Lake, Niagra, Peterborough, etc. etc.

4. Who assessed which technical requirements for equipment and service should be in the RFP?

Reason: Our company replies to scores of parking related RFP's each year. There is no reason to believe that this RFP had any professional parking consultants input. This is evidenced by the lack of technical requirements that most municipalities and institutions insist on for the protection of their organizations and the assets or services considered.

For example: The City of Edmonton, being approximately 4 times larger than the City of Saskatoon, is going to be putting out an RFP similar to that of Saskatoon (Edmonton is hopeful to have out in 2012) and they have had a Parking Consultant engaged for just about a year already. At the very least it would be prudent to have had a Consultant involved in the creation of content and specifications for the RFP in Saskatoon.

5. Why is the Recommendation to replace single space meters with updated "brains" in our single space meters when, by far, the most popular system in the world is multi space Pay & Display equipment and technology?

Reason: Single space meters were the world's most popular system, in the sixties and seventies, but have been replaced by almost all Municipalities world-wide that have replaced equipment/systems in the last twenty years. Almost without exception the multi space Pay & Display systems have been the choice. Municipalities in Canada are no exception to this pattern.



6. Was there a true financial analysis of operating costs comparison re: single space meters vs. all or any multi space systems?

Reason: Any parking consultant or parking services company and any Municipality or Institution that has converted to multi space Pay & Display systems is a proven case for the operational cost benefit of that decision. The Recommendation and the answers provided at the Executive Meeting stated the contrary so supporting documentation must be available showing that 250 to 270 multi space Pay & Display meters (with electronic communication enabling pro-active maintenance resulting in almost zero "downtime") cost more to operate than 2800 single space meters with no communication capability.

7. When comparing single space meters to multi space Pay & Display meters which one has better verifiable revenue control and financial audit capabilities? Which one has better safe guards against slippage and provides easy to gather and use financial data enabling pro-active rate and time modifications?

Reason: At Executive Committee meeting the question was asked about audit capabilities. The answer given was "that audit processes/protocols were in place and would continue".

The question should not be whether there is an auditable *process* but rather "what is the ability to properly verify what the revenue should be and what the revenue collected is and then *audit* that to the deposit/s".

Verifying/auditing revenue in a single space system (knowing prior to collection of coin what the amount collected should be and then verifying that to be equal when delivered to the "counting" facility) is possible, regardless of the equipment supplier, but it's extremely cumbersome and time consuming and therefore almost never done, or certainly not with any regularity. A multi space system tells you prior to collection what the amount is at each meter and each meter has a computer record as well as a tape printed at time of collection for proper revenue control. There is no way to fool these systems --- one of the most significant reasons that these systems are the most popular in the world.

8. Which is better ---- having people leave time behind on a meter for someone else to benefit from or having a system which enables the person who has time left to transport to another parking spot and use the balance?

Reason: Single space only allows one to pick their time and if unused it becomes lost/wasted to the parker who paid and is then available to the next parker.

The Multi space Pay & Display system allows the parker to take his time with him to use at his next metered stop. This seems to be a more Customer friendly and fair approach.

9. Which is better for our street-scape ---- 2800 single space meters and poles or 250 + multi space Pay & Display meters?

Reason: Self evident

10. In the Recommendation it says that the cost for communication to enable credit card use is prohibitive ---- is that a result of 2800 meters having to communicate?

Reason: The conversion to credit card capability invariably results in 20% to 40% of all revenue being credit card; almost irrespective of rates. This is a Customer friendly matter that has eliminated the need and desire by many Municipalities of a City Card due to the high uptake on Credit Card usage.

11. Was there an analysis or comparison done on which of the two systems (single space vs. multi space) was more environmentally friendly and sustainable?



Reason: 2800 meters housing and poles vs. 250+ multi space meters. There are 2800 batteries vs. 250+. There is 2800 times the steel and paint and mechanisms (operating) as opposed to 250+.

Some multi space Pay & Display systems are actually environmentally positive as they use wireless communication and are solar powered; providing a better than Net Zero result.

I am concerned about spending \$900,000 on a system that is the opposite of what most of the world is/has moved to and that you will be "hung" with it for a decade or more, unless you throw good money after bad.

If the above questions were asked at the March 12<sup>th</sup> Council meeting, I believe that you will find the tenor of the responses to the above questions different than the tenor of the responses heard at Executive Meeting.

**I would request that you NOT approve the Recommendation as captioned and that this matter be deferred and sent back for review and more analysis and due diligence.**

If you are at all interested in discussing this further I can be reached at any time (evenings and weekends are okay as well) on my cell ---- 780 984 8488.

I am also available all day on Monday in Saskatoon and would be pleased to spend time with you on the phone or in person.

We appreciate your time and consideration in this regard. We also appreciate your service to the community.

Thank you,



Gordon White  
President

Letter to: All City Councillors and Mayor



# **Parking; at a Glance**

## **A Working Document for the Guidance of Clients**

**Version 1.0**

**David Hill BA MA CAPP CD  
National Practice Leader  
Parking Solutions  
MMM Group Calgary**

**March 2012**

## Parking at A Glance

*“The one achievement that everyone can look forward to is getting the perfect parking spot.”*

Saul Perlmutter,  
American astrophysicist, Professor at the University of California, Berkeley, and Nobel Prize Winner.

## Parking Policies and Programs

Parking is **not** about vehicles or garages, or parking lots, or violation tags.

**Parking is about *Access and Mobility for Communities and People***

The ability to transport and exchange goods, services, and to move people from place to place, is a key building block of human civilization. Indeed, civilization would not exist if the ability to transport was not present.

An essential part of the transportation process is the point of exchange, where transport burdens change direction or modes of travel. Points of exchange initially included marketplaces, seaports, and crossroads, and now include commercial buildings, airports, shopping malls – and Parking Facilities.

There is a complex symbiosis that exists between Parking, and

- Transportation
- Land Use
- Quality of Community Life, and
- Economic Development

Just as the development and utilization of Parking facilities and services are impacted by decisions and evolutions in each of these four subject areas, each area is in turn affected – and may be **empowered or diminished** - by decisions and outcomes in the evolution of Parking systems. Where **Parking opportunities do not exist, communities cannot move, grow, or improve.**

- Small cities generally apply few restrictions to parking, and allow it to occupy city streets and surface lots. As demand for space increases and streets become more occupied with traffic, mid sized cities must accomplish the shift from opportunity space to dedicated high density garage

space. As cities become larger, they develop integrated **transit organizations**, opportunities to park on city streets reduce, and **demand for parking declines** relative to population. The **height of buildings** begins to dictate the depth to which foundations are drilled; deep foundations facilitate **more dedicated private sector parking**, and needs for municipal involvement reduce.

- Municipalities attempting to shift from streets and surface lots to garages consider establishing an arm's length autonomous **Parking Authority** to fund expansion. Others stop short of this and develop an **integrated parking department** which they fund through more traditional means.
- **Parking Authorities** and other centralized means of providing services are **very useful organizations** to have in municipalities. The need for such agencies is greatest in the **mid-sized city period**; 100,000 population to 1,000,000.

## General Perceptions

- Most individuals consider parking to be part of their **human right** to individual mobility, and a necessity through which to gain access to their locations and lifestyles.
- Most individuals consider the **natural condition** of parking to be proximate and free of charge; this is because, in our suburban society, children experience proximate free parking at their homes, and are conditioned to take their parking space **for granted**.
- Understanding that **Parking resources are limited** in urban areas, most societies consider the ability to park to be limited in varying conditions. They consider the ability to park in public space to be a **privilege**.

## Parkers as Customers

It is now current in business and public administration to consider individual parkers to be "**customers**" and individual stakeholder groups to be "**clients**". As parking customers – especially those who may be paying a user fee or voluntary charge( as noted below Fee Payment) – may be responding to individual value decisions, this approach is most successful in delivering **consumer satisfaction**.

Where individuals seeking Parking opportunities, they seek to satisfy their needs by applying the following perceptions in **priority order**:

1. **Availability**; as a first decision, parkers are only interested in stalls that are available.
2. **Convenience**; of the stock of available stalls, parkers seek the most convenient
3. **Safety**; of the available and convenient stalls, parkers seek what appears to be personally safe

4. **Security;** of the available, convenient and safe stalls, parkers select what appears to be the most secure for their vehicle and property.
5. **Confidence;** of the available convenient safe and secure stalls, parkers select the spaces where they have greatest confidence that they will be able to park correctly
6. **Price;** of the available, convenient, safe secure and confident stalls, parkers select the best price.

Note that the price of parking is the last element considered. If a parking customer is complaining about the price of parking, then the initial 5 services are being correctly provided.

The Parking Industry is considered to be comprised of public and private service providers, as well as suppliers, employers and consultants

Parking industry service sectors are considered to be Public (Municipal, Institutional, Medical, Airport) and Private

Parking industry service environments are considered to be On Street and Off Street

## On Street Regulation, Time Restriction and Payment of Fees

Regulation of Space is necessary everywhere where local demand for parking is greater than available local supply of parking stalls, or where or when a parking demand deficit exists.

Regulation of Space is devised and approved under the authority of senior managers of the Public Right of Way, or City Council, or others so designated to apply legal authority through by-laws to the use of public space.

- Regulation encourages individual parkers to limit their time using a parking space, to turnover that space to another parker.
- Regulation results in sharing of the total volume of space, allowing the existing supply to be used by more individuals. This is a utilization synergy, in which more than 1 vehicle can utilize an individual space within a given time period defined by management objectives. Sharing means that the total volume of stalls can be utilized well beyond their physical capacity (ie. 1 stall can be used multiple times) accommodating many more vehicles than the overall supply of parking stalls suggests.
- The measurement applied to the sharing effect is usually described as Turnover, and expressed as a rate or ratio or percentage utilization (ie. 1 vehicle every 3 hours, or 1:3, or 300% of total capacity).

- Turnover of spaces is considered a good management practice as long as the principle purpose of providing the parking space does **not compromise the regulatory methodology** or sharing rules.
- While managers usually target the greatest turnover possible or appropriate, a **turnover rate in excess of 1:2 is considered good for most On Street facilities**. On the case of dedicated Very Short Term facilities – such as in airport environments or “kiss and ride” facilities – much higher turnover rates are targeted.
- Parking customers seek unrestricted use of available space, and **usually oppose regulation** of any sort. Parking regulations are assigned a low priority by most parkers and are often viewed with ridicule or indignity. Opposition may be individual complaint driven or organized as a form of petty civil disobedience. The application of Regulation must be seen as worth the effort of overcoming petty opposition.

There are two methods of creating or increasing Turnover:

- **Time Restriction** (ie. 1 hr, 2 hr, 3 hr. limits) is usually the first methodology used to limit time utilization by individuals. Time Restriction uses enforcement methods, based on the Public’s obligation to promote sharing of the Right-of-Way, to provide a fine or a financial and legal disincentive to using a parking space for a longer period than desired.
- Time limits are usually determined by desired **length of stay** of individual vehicles, consistent with the needs of the principle uses supported by the local parking supply.
- Time Restriction emphasizes use of legal penalties to ensure **compliance** with the regulation and is often perceived in a negative light, as a nuisance or annoyance to parkers, but is generally effective in areas where the intensity of local demand deficit is not significant.
- Time Restriction is most effective in situations where **enforcement actions occur within the time limited period**. For this reason, very short time periods – under one hour – require very diligent and closely scheduled enforcement patrols, and this is sometimes not effective in creating the desired outcome.
- **Fee Payment** (ie. Permits or parking meters) is usually the second methodology used to limit utilization; it assigns a **value to time segments within the desired limitation**. Fee Payment requires individual parking stall users to remit a user fee in return for their consumption of time segments of the parking resource. The existence of the fee encourages the parker to engage a complex **consumer purchase psychology**, and make a **value decision** regarding his/her relative need for use of the space.
- The value of the fee is correctly determined by the correlation of the average parker’s need vs. the desired length of stay to reflect the **relative value** of the desired space, so as to encourage

turnover, consistent with the needs of the principle uses supported by the local parking supply. A parking fee that is lower than the need reflected is not effective in creating turnover; a fee that is higher than the need reflected may potentially obstruct the attraction of the associated land use.

- The “market rate” for On Street parking is defined as the rate at which the desired turnover effect or Level of Service is achieved; in a municipal setting, the desired turnover is usually that which results in 10-15% stall vacancy at each curbside in peak use periods.
- Fee Payment is often used in concert with Time Restriction, and this is because Time Restriction is usually the first regulatory method used, and is supported later by addition of a Fee Payment as the intensity of demand increases. The two methods may be used together or separately to achieve policy goals.
- Fee Payment also emphasizes use of legal penalties to ensure compliance with the regulated fee and is also often perceived in a negative light, sometimes as a tax or a disincentive to parkers who wish to utilize businesses in metered areas. In reality, parkers see available spaces in priority over price, and Fee Payment is the most successful method of providing availability through turnover in high demand areas. Many municipalities conduct education programs to highlight this.
- Many municipalities have fallen into the habit of basing their On Street rates on a survey of fees in surrounding or comparable municipalities. While this is a convenient method of providing a check on “market rate” calculations, it is not an effective method of proposing or determining rates, which should be done to reflect local market conditions. Where groups of municipalities have based their rates on other municipalities, who have in turn based their existing rates and similar surveys, rates no longer reflect the purpose for which they were created, and are not effective in achieving their desired goals.

Emergency and public maintenance vehicles on municipal business are usually exempt from Time restrictions of Fee Payment.

## On Street Control Technologies

On Street Control Technologies are devices and systems that facilitate or reinforce On Street Restrictions and/or Fee Payments.

Enforcement Techniques and Technologies are explained in Section 3

Devices and systems that are used to facilitate regulated On Street parking are as follows:

- **Signage** is used to identify Regulations and signal application to specified areas. Signage patterns are approved by Council for use through the Provincial Highway Traffic or equivalent committee. They employ a standard iconography usually represented in the manual of Uniform Traffic Control Devices (MUTCD). Where an icon presentation is not available to convey a certain message, a new design may be constructed utilizing existing MUTCD resources, and approved through agreement between the Province and the municipality.
- Display of appropriate signage and messaging is a **requirement** for court enforcement of Regulations.

### Metering Technology

Metering Technology is most familiar in municipal applications On Street, and is **often used Off Street or in private property locations**. In Public Right of Way or Property applications, it is usually reinforced by municipal by-laws or property regulations; in private sector applications, it is usually reinforced by property regulations and Trespass Act provisions.

1. The **single space meter** was invented by H. George Thuesen and Gerald A. Hale, engineering professors at Oklahoma State University. The original meter was called The Black Maria, and was installed by Carl Magee in Oklahoma City on **July 16, 1935**. While single space meter technology has changed significantly since that time (mechanical to electronic), the premise of the meter – **which accepts programmed coinage in return for a measured time allocation at a single measured space, at all times and in all weather conditions, in accordance with the Regulatory Program it reinforces, has not changed.**
  - Single space meters govern single spaces; stalls are sized according to city by-law standards (usually 8 ½ ft X 22 ft.) to match the size of the largest vehicles which may be encountered at that location. Pavement markings or stall limit lines may be utilized.
  - Parking customers have accepted the use of single space meters as a matter of convention, and of longevity. Historically, when individual space meters were first installed, they were thought to be “too complex” for special groups to operate (such as women, Winnipeg Free Press, 1957).
  - Many municipal by-laws were changed over the course of the Twentieth Century to accommodate single space metering technology.
  - Modern single space meters utilize electronic clocks and are powered by 9 V DC transistor radio batteries with limited backup capability and poor cold weather performance. They can be programmed for **multiple coin types** including specialty coins and loyalty tokens.

- Some modern single space electronic meters are able to accept **credit card** and value card as payment methods, however, there is limited storage for lost transactions in case of power failure.
  - Single space metered systems are usually **audited through task procedure and past practice**, rather than a physical count and reconciliation of funds found in each meter head. This is a limitation on the financial accountability of the system, and has been **exploited** in that past. Some modern single space electronic meters are financially **auditable** – meaning that a read technology can be employed at each meter head location to identify how much money has been inserted in the meter - however the effort involved in individually auditing and collating results from many small machines in small dollar amounts is often **cost prohibitive**.
  - Single space meters are secured by complex lock and key systems, and are subject to theft if keys are lost or copied.
  - While many cities continue to employ thousands of single space meter units, the technology relies on the use of many replicated devices to facilitate a single function, and so is **rapidly being superseded** by more sophisticated Multi Space Meter Technology.
2. The **Multi Space Meter** was developed in Europe as an evolution of ticket vending machine technology. The multi space meter utilizes a simple computer to **calculate fees at several spaces simultaneously**. In addition to the economy of offering multi space management, and the ability to contain and financially audit and reconcile revenues and utilization more efficiently, Multi Space Meters can be programmed to operate in **three basic configurations**:
- a. **Pay and Display** configuration machines are simple in design and function; they are **receipt vending machines** that issue permit receipts in return for payment for time. Payment is usually available by cash or credit card and some machines offer loyalty cards and tokens as well. Purchasers are required to display their receipts face upward on their vehicle dash. Parking stalls are usually unmarked on the roadway. Pay and Display configurations have been available in the industry worldwide for over 25 years and are by far the most popular Multi Space metering device in all environments.

Advantages:

- Simple, relatively inexpensive to use, understand, monitor, enforce, maintain
- Cash, credit and utilization easily audited and reconciled to the machine
- Ease of payment (coin, loyalty card, credit card, cell phone)
- Utilizes unmarked stalls; increases overall car parking capacity by 20% +
- Increases overall revenues by 20%+ in most applications
- Reduces street and sidewalk clutter, improves snow removal

Produces a receipt for parking customer records  
May be secured by electronic locks and software firewalls  
May be wirelessly networked  
Time portability between similar regulatory areas

Disadvantages: Customers do not like returning to their vehicle to display the receipt  
Receipts must be left face up for enforcement officer viewing  
Does not manage individual stalls  
Requires additional machines for small lots and block faces.

- b. **Pay by Space** configuration machines are based on Pay and Display designs, but employ an additional keypad and logic module which permit **individual space differentiation**. In addition Pay and Display payment functions, Pay by Space offers fees and utilization management based on individual vehicles in individual parking stalls. All spaces on the roadway must be sized, marked and numbered, and enforcement staff retrieve individual space audits from the multi space machine to verify time and payment information.

Advantages Time and fee payment schedules associated with individual vehicles  
Pay and Display payment and communication options.  
Does not require customer to return to the vehicle  
Numbers and distribution of machines reduced by 25%

Disadvantages 10% more costly than Pay and Display  
No time portability  
No incremental space or revenue gain  
More complex system  
Defeated by insertion of incorrect space number, by accident or design

- c. **Pay by Plate** is a relatively new concept that builds upon Pay and Display and Pay by Space designs, replacing the requirement for customers to insert individual stall numbers with **requirement for customers to insert their vehicle license number** to enable each transaction. When networked, Pay by Plate machines are capable of maintaining a **complete Inventory** of payment and time allotments for each vehicle correctly entered in the system. Enforcement officers visit central machines or network nodes to access the inventory and identify time or fee expired vehicles.

Advantages Complete real time inventory of permitted vehicles.  
Can be used to provide real time utilization information (for way finding and parking guidance system links)

Disadvantages Disliked by customers who have trouble remembering plate numbers  
Easily defeated by insertion of incorrect plate numbers.  
Very new technology, long term acceptance is unclear.

Multi Space Meters are available from several vendors offering different hardware options. One common option is solar power, which avoids the necessity of running AC wiring to each meter unit. AC wiring avoids temperature and moisture issues with individual machines, as a heater can be installed within each meter box, and this increases the stable range of use for each make and model. Where DC solar power is required, the DC current supplied by the solar panel is stored in an on-board battery; while all makes and models are specified to Civilian code (operate to -20 degrees C), some makes and models perform to -35 degrees and are a better fit for cold weather climates.

All machine makes are sealed against the weather, however, they are all subject to moisture intrusion from condensation due to outdoor temperature change. The presence of condensation can cause ice to form disrupting print circuit performance. Use of silica gel bags in affected meter housings has proven successful in reducing moisture due to condensation.

## Remote Payment Systems

1. **Cell Phone Parking** is a mature third party layer technology that exists completely independently of control systems. Pay by Cell involves customers establishing their profile with a third party automated operator. When the parker accesses a controlled space he/she places a call to the automated operator; their payment is billed by telephone to a credit card account, and their permission is entered into the space and communicated to enforcement officers. When time has expired, officers are again advised.
  - Pay by Cell is usually available to the municipality free of charge, and a \$0.35 per transaction charge is automatically assigned to the parker's credit card
  - This method permits the expiry time on the meter to be transmitted to the customer in real time, and allow re-metering using the phone handset, relieving the parker having to return to the vehicle.
  - Pay by Cell can be used with any control technology including single space meters
  - Pay by Cell is an additional layer and will not become a primary payment means until all individuals have ready access to mobile phones.
  - This method is very popular with 5-10% of customers, and not at all with some others.
2. **GPS Parking** is a brand new technology that operates like Pay by Cell, except in that a GPS beacon is placed in a vehicle and takes the place of a cell phone, automatically transmitting the location and rate payment information to the third party operator . This allows the parker to take no action at all, and allows rates and time allocations to be established through the operator software rather than at a machine at the individual curbside.

GPS parking technology will become generally available in 2012.

### Permissions

1. **Special Use Permits** are issued ad hoc to special needs individuals or groups based on a set of customized needs and qualifications. Sometimes special needs are provincially or municipally mandated (ie. Accessible Parking Permits).
2. **Residential Permits** are commonly used in residential areas located in close proximity to businesses or institutions that generate excessive parking demand. Residential permits are issued to residents who wish to be exempted from parking Regulation on their street or in their permit zone. A small fee is often charged for these permits based on proof of residency.
3. **Meter Permits** are sometimes made available to frequent parking meter users to provide a discounted fee or alleviate the tedium of making frequent payments at the curbside. A meter Permit is sold for a monthly fee and constitutes a pre-purchase of services based on a single fee for unlimited uses.
  - Use of meter permits often softens the turnover outcome for a given area, and so they should not be used excessively.

## Enforcement and Compliance Management

TBA

## Off Street Facilities and Services

TBA

## Off Street Control Technology

TBA

## Trends in Municipal Parking Management

In 2012, we are seeing the following trends in delivery of On Street municipal parking:

1. **Obsolescence of Single Space Meters:** despite improvements and improvements in micro technology, single space meters are being discarded in favour of multi space meters. Single space technology is universally regarded as approaching the end of its manufacture and availability and major cities all over North America are migrating as they reach replacement dates.
2. **Preference for Pay and Display.** While P+D is a mature concept, it is a simple methodology for parking consumers to use, and relatively inexpensive for municipalities to purchase and operate, and so has become the primary migratory destination for On Street technology in all countries where it is offered.
3. There is increasing interest in **regulation by Fee Payment** as the primary means of On Street Regulation. Fee payment is most effective in generating the desired turnover while creating a positive customer service experience for parkers, as well as increased revenues for the municipality, and this is driving institutional and municipal service providers toward a more **retail services or "consumerist" psychology**, together with its related business practices. This is sometimes perceived as vulgar or churlish by professional administrators and officials, but it is a necessary part of the requirement to "sell value" that accompanies the purchase of consumer services.
4. Interest in "new payment methodologies", such as **pay by cell phone**, is increasing. New payment methodologies offer the opportunity to outsource some services, while taking advantage of new consumer capabilities and conveniences, to augment or replace infrastructure. While new methods of making purchase payments are available all the time, few are practically available to parkers in their vehicles at the curbside, and the life span of individual programs is relatively short. New payment capabilities are constantly evolving, and it is difficult to find individual methods that offer long term stability.
5. Interest in **Parking Guidance** systems which direct parkers toward available parking stalls. Common approaches use **single space sensors to identify available spaces** with visible green lighting beacons. Others use **wireless count systems and directional signage** to display the numbers of stalls available in a given area, and to direct parkers around city streets toward available space.
6. There is a trend toward **P3 solutions** and private sector outsourcing to gain lower staffing costs, economies of scale, and availability of service.
7. There is no trend toward "sale" of public parking services, however, there is increased use of **concessions and P3 contracts** to make new equipment purchases, or operate or maintain facilities and services for limited periods.

We also see the following concepts as emerging and gaining interest in the municipal community

1. **Pay by Plate** fee payment methodology, as a means to measuring utilization and providing time restriction and fee enforcement in On and Off Street parking areas. Some sophisticated examples of this application have been developed in Canada and the US, however, the use process remains complex and unattractive to parkers, and so is at yet unproven as a stable future solution.
2. **Pay by GPS** is now becoming available and holds great promise as in-vehicle and wireless technology advances.
3. **DBOMF** (Design Build Operate Maintain Finance) P3 solutions which are increasingly viewed as attractive parking expansion solutions, especially in the Health Care and Educational Facility industry sectors, signalling a need for more integration between private sector and institutional/municipal service providers.



*City of*  
**Saskatoon**

Saskatoon Development  
Appeals Board

B15)

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c/o City Clerk's Office      ph 306•975•8002  
222 - 3rd Avenue North      fx 306•975•7892  
Saskatoon, SK S7K 0J5

March 14, 2012

His Worship the Mayor  
and Members of City Council

Ladies and Gentlemen:

**Re:    Development Appeals Board Hearing  
      Refusal to Issue Development Permit  
      Detached Accessory Building  
      (With Second Storey (Existing) and  
      Floor Exceeding 1.2m Above Grade Level)  
      715 – 5<sup>th</sup> Street East – R2 Zoning District  
      Jim Siemens, Siemens Koopman Architects  
      (Appeal No. 7-2012)**

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,

**Shellie Bryant**  
Secretary, Development Appeals Board

SB:ks

Attachment

Templates\DABs\Mayor.dot



City of  
**Saskatoon**

Saskatoon Development  
Appeals Board

c/o City Clerk's Office  
222 - 3rd Avenue North  
Saskatoon, SK S7K 0J5

ph 306•975•8002  
fx 306•975•7892

**REVISED NOTICE OF HEARING - DEVELOPMENT APPEALS BOARD**

<b>DATE:</b>	<b>Monday, April 2, 2012</b>	<b>TIME:</b>	<b>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 Detached Accessory Building (With Second Storey (Existing) and Floor Exceeding 1.2m Above Grade Level) 715 - 5<sup>th</sup> Street East - R2 Zoning District Jim Siemens, Siemens Koopman Architects (Appeal No. 7-2012)</b>		

TAKE NOTICE that Jim Siemens, Siemens Koopman Architects 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 to allow an existing floor and second storey in the detached accessory building at 715 5<sup>th</sup> Street East.

The property is located in an R2 zoning district. Section 5.7 (3) (d) of the Zoning Bylaw states in any R or M district, or in any B1, B1A, B2 District or the DCD4 District, no detached accessory buildings or structures shall have a floor located more than 1.2 metres (3.94 feet) above grade level.

Further, Section 5.7 (3) (c) of the Zoning Bylaw states that in any R or M district, or in any B1, B1A, B2 District or the DCD4 District, no detached accessory buildings or structures shall be more than one storey in height above grade level.

Based on the information provided, the floor exceeds the maximum permitted height above grade level by 0.88 metres (2.89 feet) and creates a second storey.

The Appellant is seeking the Board's approval to allow an existing floor and second storey in the detached accessory building at 715 5<sup>th</sup> Street East, indicating that he is appealing the interpretation of the interior construction.

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 975-2783.

Dated at SASKATOON, SASKATCHEWAN, this 14th day of March, 2012.

Shellie Bryant, Secretary  
Development Appeals Board



Ministry of  
Municipal  
Affairs

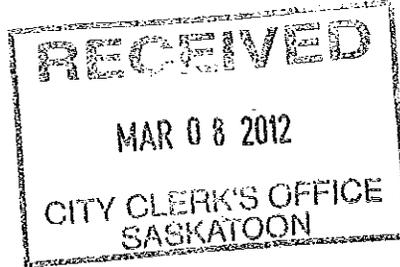
Grants Administration and  
Financial Management

410 - 1855 Victoria Avenue  
REGINA SK S4P 3T2

Phone (306) 787-8887  
Fax (306) 787-3641

February 29, 2012

Janice Mann, Clerk  
City of Saskatoon  
222 - 3rd Ave. N.  
SASKATOON SK S7K 0J5



Dear Janice Mann:

**Re: Preliminary Revenue Sharing Unconditional Grant for Cities 2012-13**

In 2012-13, the provincial government has committed to provide \$151.9 million in unconditional Revenue Sharing to urban municipalities. Of the \$151.9 million, \$109.2 million will be allocated to the cities.

For 2012-13, the distribution formula will be based on 2011 Canada Census population figures. The estimated 2012-13 Revenue Sharing grant for your municipality is **\$42,136,736** based on current available information. The grant included in this letter is a preliminary estimate, as ongoing analysis is underway. Further information could come forward that may affect the final grant payment to your municipality. Payments are subject to approval of program regulations and the 2012-13 budget.

Should you have any questions regarding your 2012-13 Revenue Sharing grant, please contact Sheri Gabel at (306) 787-3619 or e-mail at [sheri.gabel@gov.sk.ca](mailto:sheri.gabel@gov.sk.ca).

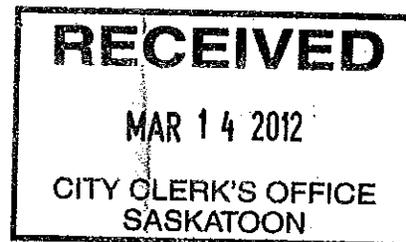
Sincerely,

Kathy Rintoul, CMA  
Executive Director

cc: Laurent Mougeot, Chief Executive Officer, SUMA

4125-1  
ca)

**From:** CityCouncilWebForm  
**Sent:** March 13, 2012 7:56 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

chris donald  
112 molland lane  
saskatoon  
Saskatchewan  
s7m3j1

EMAIL ADDRESS:

[donzy262@hotmail.com](mailto:donzy262@hotmail.com)

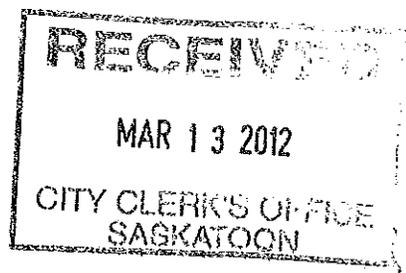
COMMENTS:

Hello, i am living near the new walmart and notice all the new business's springing up and was curious if the city has planned for a restaurant / pub or sports bar that may under construction soon.

Thanks  
Chris Donald

6050-8(3)

From: CityCouncilWebForm  
Sent: March 13, 2012 10:38 AM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Glenn Stephenson  
#28-301 Cartwright Terrace  
Saskatoon  
Saskatchewan  
S7T1E2

EMAIL ADDRESS:

glennstephenson@yahoo.com

COMMENTS:

Regarding the traffic bridge. It has bothered me, and many others I'm sure, for some time that this bridge has remained closed for so long. I have followed with interest the various machinations that take place concerning what to do until a new bridge can be built. Example; tear down the east side span to allow traffic to flow again on Spadina. I spend some time in Phoenix during the winter and have ridden my bicycle under a section of a major freeway there, carrying tens of thousands of cars a day. It is under repair and is held up with temporary beams and steeplejacks. Has been for months. Traffic continues to flow, no problem. Yet in Saskatoon we spend years doing nothing while a contractor could at least support that one span, probably in a few days work, for much less than what, a half a million dollars. I also believe that with some minor work the entire bridge could be open to pedestrians and bicycles. I think the city should get a second opinion on the feasibility of this since the time frame for replacement seems to be much longer than expected. We need to look for more creative solutions sometimes. Thank you for your consideration.

Glenn Stephenson

PS I applaud city council for going ahead with infill development in Montgomery Place. Kudos.

6320-1  
C4

**From:** CityCouncilWebForm  
**Sent:** March 14, 2012 6:23 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Duncan Blackman  
812 Valleyview Dr.  
Moose Jaw  
Saskatchewan  
S6H5S2

EMAIL ADDRESS:

[duncanherbertblackman@gmail.com](mailto:duncanherbertblackman@gmail.com)

COMMENTS:

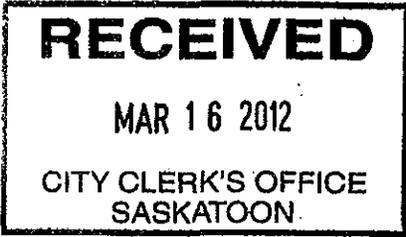
An idea for the problem with the Tim Hortons at Cumberland and 8th St. E  
Fence off the Mall entrance (north side) to the drive through on the west of the TH.  
Reroute traffic to turn East at 7th St E (a 4 way stop could be erected) and then north at  
the lane from 7th (directly east of Cumberland). Then traffic would enter the TH parking lot  
from the south and be routed around an island (possibly decorated with bushes) through the  
current parking lot to the north around to the east and then south to the drive through. This  
should alleviate the backlog of traffic on the street.

The entrance to the lane from Cumberland which runs behind TH and the mall could either be  
blocked off or be turned into a one-way lane for exits only to Cumberland.

I hope this idea might contribute to a solution to this traffic issue. Considering the TH  
support to the curling brier, it would be unfortunate to damage the business of the store.

C5)  
6350-7

**From:** CityCouncilWebForm  
**Sent:** March 16, 2012 3:58 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Susan Kaminskyj  
1702, 14th Street East  
Saskatoon  
Saskatchewan  
S7H 0B1

EMAIL ADDRESS:

[Susan.Kaminskyj@usask.ca](mailto:Susan.Kaminskyj@usask.ca)

COMMENTS:

I heard recently that Saskatoon is working to find better ways to deal with traffic congestion due to drive-through access at fast-food restaurants. I strongly support the city's efforts to limit unnecessary traffic.

MY SUGGESTION: impose a \$1.00 surcharge on each item bought at a drive through rather than at the regular counter.

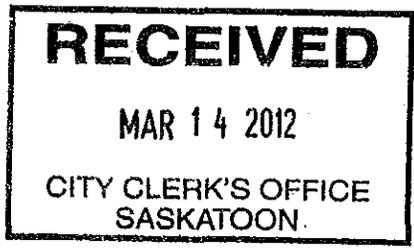
In this way, the people paying extra are doing so for the perceived convenience of not leaving their vehicle. Prices at the counter would not be altered. Clearly this would not pertain during overnight hours when only the drive-through is accessible.

Ideally, I would like to see unnecessary engine idling curtailed wherever possible.

Susan Kaminskyj, Ph. D.  
Professor  
Department of Biology  
University of Saskatchewan

5500-1  
C6

From: CityCouncilWebForm  
Sent: March 14, 2012 12:11 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:  
Megan Schick  
121 Rita Cres  
Saskatoon  
Saskatchewan  
S7N 2L4

EMAIL ADDRESS:  
mjs779@mail.usask.ca

COMMENTS:

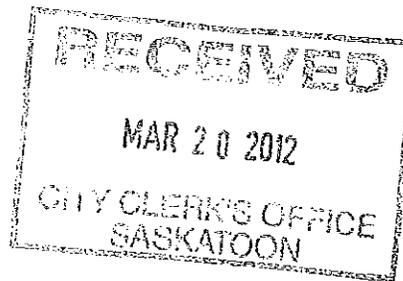
To His Worship the Mayor and Members of City Council,  
As University Students in the College of Kinesiology and the College of Education we are concerned about the implications of Saskatoon's involvement in the Lingerie Football League. First and foremost, as Female athletes and educators we feel that the LFL is demeaning to women and trivializes female sports. We are strong supporters of promoting healthy and physically active lifestyles and we feel that this sends negative messages about female roles within society. Research has shown that consistent exposure to the sexualization of women in the media teaches young girls that women are sexual objects (APA Task Force, 2007). For that sake of upholding social justice, equality, and supporting the wellbeing of the younger female generation, we are asking that the City of Saskatoon does not participate in further sexualizing women within the media. The APA task force identified that frequent exposure to sexualization of girls and women in the media affects how girls understand their own femininity and sexuality, which may lead them to accept stereotypical notions of gender and sexual roles. This will not only affect the women's perceptions of themselves but also men's perceptions of women. Research has shown that when females are depicted as sexual beings rather than complicated people with many layers, boys and men have difficulties relating to females in ways other than sexual (p 28). This can limit the relational opportunities for men and women to interact intellectually, and for men to see women as legitimate and respectable athletic opponents and teammates. Further negative consequences of the sexualization of women include: legitimize misogynist attitudes, sexual harassment, violence against women, and body dissatisfaction leading to eating disorders (Nauert, 2011). Educators within Physical Education have tried to promote positive body competence instead of body appearance through extracurricular activities within the schools. The City of Saskatoon should be seeking to promote and further support athletics programs, such as the Valkyries Female Tackle Football team, which focus on positive and healthy opportunities for women to participate in organized sport. Let's not add to the montage of degrading and sexualized images of women for the sake of making a profit. It is time we start placing human rights before economic gain.  
Sincerely,

Megan Brucks, Megan Schick, and Natasha Kramble  
Education Students at the University of Saskatchewan



United Way  
Saskatoon & Area

205-5  
D1)



March 15, 2012

Ms. Janice Mann, City Clerk  
City Clerk's Office  
City of Saskatoon  
222 - 3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5

Dear City Clerk's Office:

**Re: Proclamation Request - National Volunteer Week**

National Volunteer Week is a special time set aside in April each year to honour and recognize Canadians who donate time and energy to their fellow citizens. National Volunteer Week also raises awareness of the vital contribution volunteers make to our communities and our country.

From coast to coast, volunteers strengthen our communities. They serve on boards and committees, mentor peers, organize cultural and recreational activities, support the elderly, provide shelter, counsel youth, clean parks, coach teams, read to children, and so much more. Volunteers do the work they do because they believe in causes, equal opportunities, clean, healthy and safe community spaces, active living, and helping others. Volunteers simply aspire to make life better for others and we honour them for doing so.

**National Volunteer Week 2012, April 15-21** pays special tribute to Canadian volunteers across the country who give of themselves to better their communities and the lives of others. Volunteer Saskatoon and United Way of Saskatoon & Area is proud to lead the celebrations of National Volunteer Week in our community.

We would be pleased if the City of Saskatoon would proclaim **April 15-21, 2012** as **National Volunteer Week** in Saskatoon. Thank you for your facilitating Council's consideration of this request.

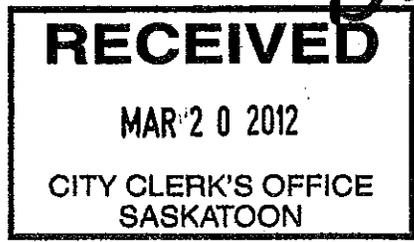
Sincerely,

Christine Epp  
Manager, Volunteer Saskatoon  
United Way of Saskatoon & Area  
Email: [cepp@unitedwaysaskatoon.ca](mailto:cepp@unitedwaysaskatoon.ca)  
Direct Line: 975-3434

# Give. Volunteer. Act.

United Way of Saskatoon & Area  
Change starts here.  
100-506 25th Street East, Saskatoon, SK S7K 1C8  
P : 306-975-7700 | F : 306-244-0583 | E : [office@unitedwaysaskatoon.ca](mailto:office@unitedwaysaskatoon.ca)  
[unitedwaysaskatoon.ca](http://unitedwaysaskatoon.ca)

205-5  
Da)



His Worship the Mayor and City Council  
City of Saskatoon  
222 - 3<sup>rd</sup> Ave N  
Saskatoon, Sk Canada S7K 0J5

**Re: 2012 National Public Works Week: May 20-26, 2012  
Public Works: Creating a Lasting Impression**

Dear Mayor:

For over 50 years, public works officials in Canada and the United States have celebrated National Public Works Week. This annual observance, which takes place during the third full week in May, is designed to educate the public regarding the importance of our nation's public infrastructure and services. It serves, moreover, as a time to recognize the contributions of public works professionals who, working in the public interest, build, manage and operate these essentials of our communities. The week is organized by the Canadian Public Works Association (CPWA) and the American Public Works Association (APWA) and is being celebrated for its 52nd year in 2012.

As a steward of the province's public interest, we appeal to you to lend your support to our efforts by issuing a proclamation officially recognizing the 2012 National Public Works Week observance, which will occur May 20-26, 2012. Enclosed for your consideration is a draft proclamation. We hope to have all proclamations returned by April 15, 2012.

The more than 29,000 members of CPWA and APWA in North America design, build, operate, and maintain the transportation, water supply, sewage and refuse disposal systems, public buildings, and other structures and facilities essential to our economy and way of life. Their dedication and expertise at all levels of government are a capital investment in the growth, development, economic health—and ultimate stability—of the nation. Therefore, we believe it is in the national interest to honor those who devote their lives to its service.

An effective public works program requires the confidence and informed support of all our citizens. To help public works professionals win that confidence and support, it is the mission of CPWA and APWA to promote professional excellence and public awareness through education, advocacy and the exchange of knowledge.

Through a variety of public education activities conducted by CPWA, its chapters and individual public works agencies—particularly during National Public Works Week—tens of thousands of adults and children have been shown the importance of the role of public works in society. The program also seeks to enhance the prestige of the professionals, operators and administrators serving in public works positions and to arouse the interest of young people to pursue careers in the field.

We respectfully request that you proclaim the importance of public works to the quality of life in our nation and affirm the contributions of public works professionals.

We will be in contact with you to determine how we can provide assistance to you in issuing and presenting a proclamation. Should you have questions, please contact me by phone at (306) 244-8828 or by e-mail at: [stevenson@ae.ca](mailto:stevenson@ae.ca)

Sincerely,

A handwritten signature in cursive script, reading "A. Stevenson", is written over a horizontal line.

Mr. Andrew G. Stevenson  
President, CPWA Saskatchewan Chapter  
Group Manager  
ATAP Infrastructure Management Ltd.

National Public Works Week  
May 20-26, 2012

City of Saskatoon Proclamation

WHEREAS public works infrastructure, facilities and services are of vital importance to the health, safety and well-being of the people of this Nation; and

WHEREAS such facilities and services could not be provided without the dedicated efforts of public works professionals, employees, and administrators, representing Federal, provincial, territory, and local units of Government, who are responsible for and must design, build, operate, and maintain the transportation, water supply, wastewater systems, public buildings, and other structures and facilities essential to serve our citizens; and

WHEREAS it is in the public interest for the citizens and civic leaders of this country to gain knowledge of and to maintain a progressive interest in the public works needs and programs of their respective communities;

NOW, THEREFORE, I, Don Atchison, do hereby designate the week, May 20-26, 2012, as National Public Works Week; and I urge all our people to join with representatives of governmental agencies in activities and ceremonies designed to pay tribute to our public works engineers and administrators and to recognize the substantial contributions they have made to our national health and welfare,

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Saskatoon to be affixed,

[SEAL]

By the Mayor