

Council Chambers
City Hall, Saskatoon, SK
Monday, November 26, 2012
at 6:00 p.m.

MINUTES OF THE REGULAR MEETING OF CITY COUNCIL

PRESENT: His Worship the Mayor, in the Chair;
Councillors Clark, Davies, Donauer, Hill, Iwanchuk, Jeffries
Loewen, Lorje, Olauson, and Paulsen;
City Manager Totland;
City Solicitor Warwick;
General Manager, Corporate Services Bilanski;
General Manager, Community Services Grauer;
A/General Manager, Fire and Protective Services Paulsen;
General Manager, Infrastructure Services Gutek;
General Manager, Utility Services Jorgenson;
City Clerk Sproule; and
Deputy City Clerk Bryant

Moved by Councillor Olauson, Seconded by Councillor Paulsen,

THAT the minutes of meeting of City Council held on November 13, 2012, be approved.

CARRIED.

HEARINGS

**2a) Discretionary Use Application – Office Complex
311 Ludlow Street – M3 Zoning District
Applicant: Point Nine Land Inc.
(File No. CK. 4355-012-004)**

REPORT OF THE CITY CLERK:

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

Notification posters have been placed on site and letters have been sent to all adjacent landowners within 75 metres of the site.

Attached is a copy of the following:

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 2**

- Report of the General Manager, Community Services Department dated October 31, 2012, recommending that the application submitted by Point Nine Land Inc. requesting permission to use 311 Ludlow Street for the purpose of an office complex be approved, subject to the applicant obtaining a Development Permit and all other relevant permits and licenses; and
- Letter dated November 19, 2012, from the Secretary of the Municipal Planning Commission advising the Commission supports the above-noted recommendation.”

His Worship the Mayor opened the hearing.

Mr. Tim Steuart, Development Review Section Manager, Community Services Department, reviewed the discretionary use application and expressed the Department's support.

Mr. Kurt Soucy, Chair, Municipal Planning Commission, expressed the Commission's support of the discretionary use application.

His Worship the Mayor ascertained that there was no one present in the gallery who wished to address Council on this matter.

Moved by Councillor Hill, Seconded by Councillor Iwanchuk,

THAT the submitted report and correspondence be received.

CARRIED.

Moved by Councillor Donauer, Seconded by Councillor Clark,

THAT the hearing be closed.

CARRIED.

Moved by Councillor Loewen, Seconded by Councillor Jeffries,

THAT the application submitted by Point Nine Land Inc. requesting permission to use 311 Ludlow Street for the purpose of an office complex be approved, subject to the applicant obtaining a Development Permit and all other relevant permits and licenses.

CARRIED.

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 3**

Moved by Councillor Lorje, Seconded by Councillor Olausen,

THAT Council go into Committee of the Whole to consider the reports of the Administration and Committees.

CARRIED.

His Worship the Mayor appointed Councillor Lorje as Chair of the Committee of the Whole.

Council went into Committee of the Whole with Councillor Lorje in the Chair.

Committee arose.

Councillor Lorje, Chair of the Committee of the Whole, made the following report:

THAT while in Committee of the Whole, the following matters were considered and dealt with as stated:

“ADMINISTRATIVE REPORT NO. 16-2012

Section A – COMMUNITY SERVICES

**A1) Land Use Applications Received by the Community Services Department
For the Period Between November 1, 2012 to November 14, 2012
(For Information Only)
(Files CK. 4000-5, PL. 4132 and PL. 4300)**

RECOMMENDATION: that the information be received.

ADOPTED.

The following applications have been received and are being processed:

Condominium

- Application No. 15/12: 3011/3013 McClocklin Road (24 New Units)
Applicant: Jastek Montierra Project Inc.
Legal Description: Parcel A, Block 450A, Plan No. 101879725
Current Zoning: RMTN
Neighbourhood: Hampton Village
Date Received: November 7, 2012

MINUTES OF THE REGULAR MEETING OF CITY COUNCIL

MONDAY, NOVEMBER 26, 2012

PAGE 4

Subdivision

- Application No. 94/12: 1128 King Crescent
Applicant: Webb Surveys for Marco Developments Ltd.
Legal Description: Lot 83, Block 4, Plan No. 99SA06423
Current Zoning: R2
Neighbourhood: City Park
Date Received: November 6, 2012
- Application No. 95/12: Hartley Road/Dickson Crescent
Applicant: Webster Surveys for Dundee Realty Corp.
Legal Description: Part of Parcel H, Plan No. 101923477, and Consolidated with Plan No. 79S05649
Current Zoning: R1A
Neighbourhood: Stonebridge
Date Received: November 8, 2012

Subdivision

- Application No. 96/12: Rosewood Boulevard, Ledingham Street/Way
Applicant: Webster Surveys for Boychuk Investments
Legal Description: Part of Parcel AA, Plan No. 101875394 and Part of Parcel F, Plan No. 94S17318
Current Zoning: R1A and B1B
Neighbourhood: Rosewood
Date Received: November 8, 2012

PUBLIC NOTICE

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

ATTACHMENTS

1. Condominium Application No. 15/12
2. Plan of Proposed Subdivision No.94/12
3. Plan of Proposed Subdivision No.95/12
4. Plan of Proposed Subdivision No.96/12

Section B – CORPORATE SERVICES

**B1) Neighbourhood Land Development Fund Financial Information
(Files CK. 1815-1, CK. 1700-1, CS. 1815-1, CS. 1702-1 and CS. 4131-1)**

- RECOMMENDATION:**
- 1) that City Council approve the allocation of future Neighbourhood Land Development Fund surpluses based on the following guideline:
 - a) 10% to the Property Realized Reserve for future land development acquisitions;
 - b) 65% to growth related infrastructure Capital Projects;
 - c) 25% to the Reserve for Capital Expenditures;
 - d) that this guideline be reviewed periodically; and
 - 2) that City Council approve the allocation of the surplus generated from the Evergreen Neighbourhood based on the recommendations contained within this report.

ADOPTED.

TOPIC AND PURPOSE

Seeking City Council's approval on a guideline for distributing future surpluses from the Land Development Fund, and that guideline is subject to periodic review. Also seeking approval that the surplus generated from the Evergreen Neighbourhood be allocated in a very specific manner which is different than the guideline.

REPORT HIGHLIGHTS

1. Establishing a guideline to distribute all future Neighbourhood Land Development surpluses.
2. Distribute Evergreen Neighbourhood Land Development surplus.

STRATEGIC GOAL

This report supports the long-term priority of developing funding strategies for expenses related to new capital expenditures including core services, such as fire halls, roadways and underground services under the Strategic Goal of Asset and Financial Sustainability.

BACKGROUND

Up until this point in time, the allocation of Neighbourhood Land Development (NLD) funds has been done on a report-by-report basis. City Council has approved numerous allocations of the NLD fund to date, providing \$64.1 million for infrastructure investment, incentives/assistance for developments within older areas of the city, and for reducing the pressures on the mill rate (Attachment 1).

At its meeting held on December 20, 2010, City Council resolved, in part:

- “17) that the Administration report further on the allocation of future Evergreen neighbourhood land development dividends to assist in funding the existing backlog of paved and gravel lanes rehabilitation.”

REPORT

Distribution of Future Neighbourhood Land Development Funds

Saskatoon’s rapid growth in the past five years has resulted in a significant increase in the pace of development. As a land developer, the City of Saskatoon has already received and allocated millions of dollars of surplus funds (profits) generated through the sale of land. It is your Administration’s recommendation that the following guideline be applied to all future NLD funds (profits):

10% to Property Realized Reserve for Future Land Acquisitions

Saskatoon’s Land Bank has been in business since 1954. The backbone of a successful land development business is to own land suitable for future development. It is the City’s vision to continue in the land development business; therefore, it is necessary to acquire land on an on-going basis for future development. The funding source for future land acquisitions is the Property Realized Reserve (PRR). The PRR is repaid for these acquisitions after a Neighbourhood Concept Plan is approved by City Council. In effect, this reserve is a “revolving” reserve with the land being acquired well in advance of the repayment. At this time, your Administration is recommending that 10 per cent of the surplus generated in the NLD fund be allocated to the PRR for the purpose of acquiring land consistent with operations of a land development business.

65% to Growth Related Infrastructure Capital Projects

Historically, the funding mechanism for the capital costs of new infrastructure required due to growth has been funded by prepaid service reserves, property taxes (debt repayment), and senior levels of government. Pressures to keep property taxes as low as possible, and the uncertainty of any future funding from senior government, has challenged the City to identify additional funding sources. The need for new

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 7**

interchanges, fire halls, and other infrastructure required to support new development keeps increasing. One method of supporting the theory that growth pays for growth is to invest some of the surplus funds from land development (growth) back into the infrastructure required due to the growth. At this time, your Administration is recommending that 65 per cent of the surplus generated in the NLD fund be allocated as a funding source for future growth related capital projects submitted during the annual capital budgeting process.

1. 25% to Reserve for Capital Expenditures

The annual Capital Budget submission represents a list of projects that your Administration has deemed to be of high priority based on key issues at the time, communication with Councillors, new legislation, etc. This list corresponds with current available funding from various reserves. On an annual basis, there are always more projects than funding, thus creating a major unfunded project list, and a list of projects competing for Reserve for Capital Expenditure (RCE) funding. There are also capital projects that are deemed high priority by City Council that do not move ahead due to a lack of funding. This situation can be somewhat alleviated by allocating 25 per cent of the surplus generated in the NLD fund to the RCE to assist in funding capital projects that are deemed high priority by City Council. This new source of funding will be used to finance unfunded priority projects that do not have a dedicated source of funding, such as a reserve.

Distribution of Evergreen Neighbourhood Land Development Surplus

1. Backlog of Gravel and Paved Lanes Rehabilitation

The report considered at the December 20, 2010, City Council meeting, identified a funding plan to reach the goal set by Infrastructure Services of an annual allocation of \$900,000 for paved lanes, \$1 million for gravel lanes and \$138,000 for drainage issues. The funding plan consisted of dedicating \$300,000 annually from the revenue received from assessment growth, with any shortfall being funded from the Reserve for Capital Expenditures. The dedication of these funds continues until 2016. No funding from this surplus is required for gravel and paved lane rehabilitation.

2. Prepaid Service Reserve Cash Flow

Infrastructure Services is projecting a potential future deficit balance in the Prepaid Service Reserves as a result of commencing development in three development areas at one time, with two of these areas requiring significant entry costs primarily due to sanitary sewer and transportation infrastructure. The value and timing of this potential deficit will vary depending on the actual cost of the projects, timing of monies paid back to these reserves, and the priority of construction identified for projects. Your Administration is recommending that \$23 million of the surplus not be allocated at this

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 8**

time. Once the Prepaid Service Reserves are again self-sufficient, your Administration will report back with appropriate projects requiring funding.

3. \$7 million to the Property Realized Reserve for the purpose of acquiring land consistent with operations of a land development business.
4. \$20 million to the Civic Facilities Funding Plan.

This plan is in place to fund several large civic projects such as the new Police Headquarters, two new fire halls, the Civic Operations Centre, and the office space renovations at City Hall.

5. Remaining surplus to the future North Commuter Bridge project.

OPTIONS TO THE RECOMMENDATION

There is the option of continuing to allocate the Neighbourhood Land Development funds on a report by report basis. Your Administration does not recommend this option, as it does not allow for long-term financial planning.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

This new process of adopting a guideline for allocating Neighbourhood Land Development funds will provide a stable, predictable, reliable funding source for future:

- land acquisitions;
- unfunded growth related infrastructure capital projects; and
- unfunded capital projects which are City Council priorities.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public and/or stakeholder involvement is not required.

COMMUNICATION PLAN

A communication plan will be developed to inform the citizens of Saskatoon on how the surpluses of land sales are distributed and how this assists in funding required infrastructure within the community. In addition, information will be integrated into other communications when we report out on those specific projects to identify how the Neighbourhood Land Development Funds were used.

ENVIRONMENTAL IMPLICATIONS

There are no environmental and/or greenhouse gas implications.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

PUBLIC NOTICE

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

ATTACHMENT

1. List of Neighbourhood Land Development Fund Allocations Approved by City Council.

**B2) Taxi Bylaw
(Files CK. 307-1, CS. 185-3 and CS. 307-1)**

RECOMMENDATION: that City Council refer Bylaw No. 9070, The Taxi Bylaw, 2012 to the Administration and Finance Committee for complete review.

IT WAS RESOVLED: that the matter be considered with the presentation from the speaker.

**B3) Accessible Taxis
(Files CK. 307-4 and CS. 307-1)**

RECOMMENDATION:

- 1) that City Council increase the cap on temporary accessible licenses by five as follows:
 - a) allocate two to Comfort Cabs to address the equity concern raised by Comfort Cabs;

- b) allocate one to each company to improve the service to the accessible community;
 - c) all licenses will be non-transferable and made available to support service to the accessible taxi users; and
- 2) that the requirement that 50% of all trips taken by accessible vehicles be accessible trips, be replaced with the requirement that a request for accessible taxi service from a person with a disability shall be dispatched on a priority basis to the next available accessible taxi located nearest the location of the request for service.

IT WAS RESOVLED: that the matter be considered with the presentation from the speakers.

**B4) 2013 Commercial and Multi-Residential Revaluation
(Files CK. 1616-1 and CS. 1615-7)**

RECOMMENDATION: that the information be received.

ADOPTED.

TOPIC AND PURPOSE

To provide information related to aggregate property assessment value increases for all property classes. This is as a result of the revaluation work performed as required for the legislated reassessment in effect for the 2013 budget year.

REPORT HIGHLIGHTS

Property assessments in both Saskatoon and the province will increase substantially in 2013 as a reflection of changes in the local markets. This will not result in any increased property tax revenue for the City as each revaluation is addressed on a revenue neutral basis.

STRATEGIC GOALS

This report supports the City of Saskatoon's Strategic Goal of Asset and Financial Sustainability. While one of the long-term strategies is to increase revenues and reduce

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 11**

reliance on residential property taxes, property reassessment remains part of the legislated process to distribute taxes.

BACKGROUND

At its meeting held on May 14, 2012, City Council received information on the increases to the city-wide aggregate residential and condominium property values which were the result of moving from the 2006 base date to the 2011 base date values. Preliminary information is now available for the multi-unit and commercial properties, as well as agricultural land, all at aggregate levels.

REPORT

On a city-wide basis, aggregate property assessments will increase substantially, however, the increases vary by individual properties and by property classes. The aggregate increases by property class are shown in the table below:

Property Class	2012 Assessed Value	2013 Assessed Value	Percentage Change
Residential	10.2 B	18.7 B	+ 83%
Residential Condominium	2.1 B	3.9 B	+ 85%
Agricultural Land	5.9 M	8.7 M	+ 46%
Multi-Unit Residential	0.65 B	1.3 B	+ 102%
Commercial	3.0 B	5.8 B	+ 92%

City Council has historically ensured the results of the revaluation be addressed as revenue neutral. This practice is in place to bring transparency and accountability to the budgetary process by separating the civic finance and budget processes from any assessment base changes resulting from a general revaluation. The above-noted increases reflect the aggregate revenue neutral results.

POLICY IMPLICATIONS

As we continue through the final stages of the revaluation and prepare for the 2013 tax levy, your Administration will be submitting further reports and recommendations related to a number of tax policy issues, including appeal contingencies and phase-in of “within class” shifts in the commercial group due to revaluation. At its meeting held on May 14, 2012, City Council approved a four-year phase-in of “within class shifts” for the residential and condominium groups.

Council has the ability to use the available legislative tax tools to maintain the policy-established effective tax relationships between property groups after each revaluation. In future reports it will be recommended that these pre-established relationships be maintained.

COMMUNICATION PLAN

In June of this year, letters were sent to all residential and condominium households which included the current 2012 assessment, the preliminary 2013 assessment and the estimated potential taxation impact (based on a revenue neutral mill rate within the city combined with a neutral impact education estimate), and a brief explanation of the changes. Brochures were also included with the letters, and the website was updated with timely material related to the pending revaluation.

Letters were mailed to commercial and multi-residential property owners in September of 2012. The letters contained the current 2012 assessment, the preliminary 2013 assessment and the percentage change. Average changes were indicated in the letter. Taxes were not estimated. This mail out coincided with meetings that were held with focus groups that were representative of the basic commercial property types, as well as a multi-residential group.

ENVIRONMENTAL IMPLICATIONS

No environmental and/or greenhouse gas implications have been identified at this time.

PUBLIC NOTICE

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

ATTACHMENTS

1. Graph – Number of Commercial Properties ‘grouped by change relative to aggregate’.
2. Graph – Number of Multi-Residential Properties ‘grouped by change relative to aggregate’.

Section E – INFRASTRUCTURE SERVICES

- E1) Award of Contract
Snow Dump Site Pushing Contract
(Files CK. 292-012, CK. 6290-1 and IS. 6000-4)**

- RECOMMENDATION:** 1) that the proposal submitted by Lafarge Aggregates for the 2012/2013 Snow Dump Site Pushing Contract, at a total estimated cost of \$212,608, including G.S.T. and P.S.T., be accepted;

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

ADOPTED.

TOPIC AND PURPOSE

This report is to obtain approval for the award of contract to assist in Snow Dump Site maintenance during the 2012/2013 winter.

REPORT HIGHLIGHTS

1. Each year the Administration opens and operates multiple snow dump sites, and hires private contractors to assist in maintaining them to maximize storage capacity.
2. Out of three snow dump sites operational during the 2012/2013 season, the City requires assistance to maintain two; the Central Avenue and Valley Road locations.
3. The Request for Proposal closed on November 1, 2012, with three proposals being received.
4. After extensive evaluation, the Administration is recommending that Lafarge Aggregates be awarded the contract.

STRATEGIC GOALS

The award of the snow dump site pushing contract supports the City of Saskatoon Strategic Goal, Continuous Improvement, as it will provide for a coordinated approach to customer service.

BACKGROUND

Each year the Administration opens and operates multiple snow dump sites, and hires private contractors to assist in maintaining them in order to maximize storage capacity.

REPORT

The intent of snow dump sites is to provide for proper disposal of the snow removed from city streets and parking lots. In order to maximize space, each truck load of snow that is brought into the sites is pushed by heavy equipment into a large and more densely compacted mound.

Out of the three snow dump sites operational during the 2012/2013 season, the Administration has enough resources to maintain one, which is located on Wanuskewin

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 14**

Road. Assistance is required to maintain the other two sites, located on Central Avenue and Valley Road.

Request for Proposals

A Request for Proposal (RFP) was issued for snow dump site pushing at the two locations, which closed on November 1, 2012. Three proposals were received as follows:

- Lafarge Aggregates;
- Hamm Construction; and
- Maxie's Excavating.

A comprehensive review was conducted, based on the following criteria:

- Price/Production Value 60%;
- Equipment Quantity and Size 30%; and
- References and Reputation 10%.

Upon evaluation, it was determined that the optimal bid for Snow Dump Site Pushing was from Lafarge Aggregates, at a total estimated cost of \$212,608, including G.S.T. and P.S.T.

The proposal from Lafarge Aggregates includes:

- Multiple snow dump site coverage capabilities;
- Charges for equipment in the amount of \$165 per hour worked per caterpillar 980 wheel loader;
- Charges for equipment in the amount of \$185 per hour worked per caterpillar D8 track dozer; and
- A contingency fund in the amount of \$10,000 to deal with any urgent and/or unforeseen circumstances.

The proposal is an increase of \$12,608 from 2011-2012 which is primarily due to inflation and rising fuel prices.

Snow and Ice Program Budget

The total approved budget for the snow and ice program for 2011-2012 is \$6.04 million. This includes approximately \$317,000 in funding from the Ministry of Highways, Urban Highway Connector Program (UHCP).

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
 MONDAY, NOVEMBER 26, 2012
 PAGE 15**

The City's snow and ice budget for 2012-2013, with four major storms, is estimated as follows:

Program Description	Estimated Cost
Area Contract #1	\$631,647.90
Area Contract #2	\$445,732.80
School Zone Snow Removal	\$100,000.00
Hired Trucks for Snow Hauling	\$250,000.00
Snow Storage Facility Maintenance	\$212,608.00
Developing Neighbourhood Snow Service	\$20,000.00
Bus Stop Snow Clearing	\$15,000.00
Snow Route Towing	\$50,000.00
Consumables	\$170,000.00
Equipment & Fuel	\$1,300,000.00
City Labour & Overtime Cost	\$3,136,000.00
Anticipated Transfer to Equipment Reserve	\$265,000.00
TOTAL	\$6,595,988.70

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

OPTIONS TO THE RECOMMENDATION

No other options were considered.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The net cost to the City for the proposal submitted by Lafarge Aggregates is as follows:

Base Quotation	\$192,960
G.S.T.	\$ 9,648
Contingency	<u>\$ 10,000</u>
Total Contract Price	\$212,608
Less G.S.T. Rebate	<u>\$202,608</u>
Net Cost to the City	\$212,608

Sufficient funding is being requested within the 2013 Operating Budget to award these contracts with a reasonable amount of risk, depending on the amount of snowfall experienced.

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 16**

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
X			\$212,608		

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public and/or stakeholder involvement is not required.

COMMUNICATION PLAN

A communications plan is not required.

ENVIRONMENTAL IMPLICATIONS

The recommendations will have negative greenhouse gas emissions implications due to increased consumption of diesel fuel and the utilization of heavy equipment using detrimental greenhouse gas producing materials and methods. Based on the occurrence of four snow events per season, the increases are estimated to be 23.558 tonnes CO²e, which is the equivalent of adding 4.619 cars to the road each year.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

PUBLIC NOTICE

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

Section F – UTILITY SERVICES

- F1) Capital Projects #1034-31 and #0687-22**
WTP - Asset Replacement - Preventive Maintenance System
WWTP - Asset Replacement - Preventive Maintenance System
Proposal Award – Proposal No. 12-0349 - Asset Management System
(Files CK. 1100-1 and WT. 7960-111)
-

- RECOMMENDATION:**
- 1) that the proposal submitted by Invensys Operations Management for Request for Proposal No. 12-0349, Asset Management System, at a total cost of \$416,377.50 (including PST and GST) be accepted; and
 - 2) that Purchasing Services issue the appropriate purchase order.

ADOPTED.

TOPIC AND PURPOSE

That City Council award a proposal to Invensys Operations Management; the highest scoring respondent to the City's Request for Proposals.

REPORT HIGHLIGHTS

1. The current preventative maintenance system has reached the end of its useful service life.
2. The Water and Wastewater Treatment Branch issued a Request for Proposal (RFP) for a system that would meet its needs.
3. The proposal from Invensys Operations Management was deemed most favourable to the City.

STRATEGIC GOAL

This report supports the long-term strategy to adopt and implement a corporate-wide asset management and rehabilitation philosophy under the Strategic Goal of Asset and Financial Sustainability. Establishing levels of service for rehabilitation of assets and identifying supporting financial strategies are in line with the City's four-year priorities.

BACKGROUND

Replacement of the preventative maintenance systems used at the Water and Wastewater Treatment Plants was first funded in the 2004 Capital Budget at \$130,000

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 18**

for each utility. An additional \$300,000 for each plant was approved in the 2010 Capital Budget for total approved funding of \$860,000 for the project.

Starting in 2009, a number of Branches in Infrastructure Services and Utility Services Departments sought a common Asset Management Solution. Saskatoon Light & Power, Parks, Facilities, and Water/Wastewater Treatment Branches worked together to develop common requirements and issued a Request for Proposals. After receiving responses, it was found that not only was a common solution extremely costly to purchase and maintain, a single software package did not meet the diverse needs of each Branch. A contract was not pursued at that time.

REPORT

The Current Preventative Maintenance System Has Reached the End of its Service Life

The WTP and the WWTP have identical preventative maintenance systems which were first implemented in 1995. They run on an outdated PC platform, are limited to one station per site, and do not allow multiple users or networking. The vendors are no longer supporting these outdated programs.

An RFP Specific to the Water and Wastewater Plant Needs was Issued, and a Successful Proponent Selected

In March 2012, a new RFP was issued for an Asset Management system for the Water and Wastewater Treatment Branch. A modern system that can be networked and allows access by all maintenance staff through workstation or handheld devices is required to meet the goal of asset sustainability.

Four proposals were received and evaluated on a five year total of the capital (base price) and operating (yearly maintenance) cost, functionality, ease of use, company profile, up time, and the ability to manage the risk associated with diverse assets. The system proposed by Invensys received the highest score and meets the needs of the Branch.

The net cost to the City for highest scored proposal, submitted by Invensys, is as follows:

Base Bid	\$378,525.00
PST (5%)	18,926.25
GST (5%)	<u>18,926.25</u>
Total Proposal Price	\$416,377.50
GST Rebate	<u>(18,926.25)</u>
Net Cost to the City	<u>\$397,451.25</u>

OPTIONS TO THE RECOMMENDATION

The recommended proponent, Invensys Operations Management, received the highest score and was responsive to the RFP.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The replacement of the preventative maintenance systems used at the Water and Wastewater Treatment Plants was funded in the 2004 and 2010 Capital Budgets at \$430,000 for each utility resulting in \$860,000 of approved funding for the project. The project is fully funded from the 2004 and 2010 Capital Budgets resulting in no financial impact.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
\$860,000		\$860,000			

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The Asset Management System at the Water Treatment Plant and the Wastewater Treatment Plant involves the Maintenance Engineers at the plants who were directly involved in developing the RFP and evaluating the proposals.

COMMUNICATION PLAN

The use of the Asset Management System is internal to the two plants and does not require a communications plan.

ENVIRONMENTAL IMPLICATIONS

The recommendation has positive implications with regard to the potable water at the Water Treatment Plant and the discharge effluent at the Wastewater Treatment Plant in that it allows staff to maximize the efficient use of plant assets.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED Review is not required.

PUBLIC NOTICE

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

Section G – CITY MANAGER

**G1) Award of Contract – Perkins + Will
for the North Downtown Master Plan
(Files CK. 4130-13 and LA. 4100-24)**

- RECOMMENDATION:**
- 1) that City Council approve the award for the North Downtown Master Plan to Perkins + Will Canada for a total of \$315,000 (including G.S.T.); and
 - 2) that the City Solicitor be instructed to prepare the appropriate contract documents and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

ADOPTED.

TOPIC AND PURPOSE

The purpose of this report is to award the contract and prepare the agreement with Perkins + Will Canada for the consultant work required to carry out the North Downtown Master Plan.

REPORT HIGHLIGHTS

1. Contract award and agreement to complete the North Downtown Master Plan.
2. Qualifications for a suitable consultant include experience in working with municipalities of similar size, and overall quality, innovation and vision must be evident in the proposal.
3. Perkins + Will is recommended, in part, because of their proven ability to create a neighbourhood that is economically, environmentally and socially sustainable.

STRATEGIC GOALS

This report supports many of City of Saskatoon's Strategic Goals.

MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 21

The recommendations in this report support the four-year priority to enhance the quality of life in Saskatoon by directing expenditures toward amenities in neighbourhoods to enhance and protect property values and encourage private investment.

Furthermore, the project supports short- and long-term priorities for Environmental Leadership. Long-term priorities addressed include: improving the quality and reduce the quantity of storm water run-off going into the river; creating new sources for green energy; addressing soil quality issues on city-owned properties; improving access to ecological systems and spaces; and becoming a recognized leader in cold-climate energy efficiency. The four-year priority to divert residential construction and demolition waste from the landfill for reuse in other projects is potentially addressed in this project as well.

The North Downtown Master Plan supports strategies for Sustainable Growth through an integrated approach to growth related to transportation, servicing, transit and land use. It aims to establish the City Centre as a cultural and entertainment district with employment, corporate offices and store-front retail and preserve the character for heritage buildings and historical landmarks. The project will create a “complete community” neighbourhood with employment opportunities, main streets, and greater connectivity, both internally and externally. Design guidelines will be established to promote infill. The revitalized area will include parks, paths and routes that encourage walking, cycling and transit use, and it will promote density. Each of these points addresses long-term strategies.

Economic Diversity and Prosperity will be addressed through planning and investment in infrastructure needed to attract and support new businesses and skilled workers to the City in the City Centre.

BACKGROUND

On July 18, 2012, City Council adopted the report recommending procurement of consultant services for the North Downtown Master Plan.

The 2011 Capital Budget deliberations approved \$500,000, funded from the Property Realized Reserve for the preparation of the North Downtown Master Plan.

On February 8, 2010, City Council directed the Environmental Services Branch to hire Fjärrvärmebyrån ab (FVB) to study the feasibility of district energy systems in Saskatoon. One of the tasks of this study was to identify appropriate locations for the installation of district energy based on calculations of energy densities for new neighbourhoods, proposed redevelopment areas, and the downtown. Corporate Projects and Environmental Services have collaborated to explore sustainable strategies through the North Downtown Master Plan in alignment with broader civic commitments. A separate report on the feasibility of district energy systems was

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 22**

submitted to the Administration and Finance Committee for its meeting held on November 19, 2012.

REPORT

The call for consultant services for the North Downtown Master Plan was issued in two parts. The Request for Qualifications was issued on July 19, 2012, and it closed on August 2, 2012. The method for determining the most suitable consultant was based on a combination of qualification-based evaluation criteria and fees for service using the following categories with assigned points:

Request for Qualifications (RFQ) and Proposals Scoring:

- 1) Understanding Project Goals, Scope and local issues and needs as indicated in the project approach. (20)
- 2) Qualifications and previous related work of key project personnel, particularly with regards to working with municipalities of similar size, government structure, complexity and issues. (15)
- 3) Qualifications and previous related work of the firm, particularly with regards to working with municipalities of similar size, government structure, complexity and issues, and including the firm's experience in technical areas required to complete all master plan elements. (10)
- 4) Overall quality, innovation and vision evident in RFQ package.(5)
- 5) North Downtown project approach and scope.(15)
- 6) North Downtown project schedule and work plan.(10)
- 7) Team Strength - based on team member tasking and allocation on North Downtown.(5)
- 8) Fees for service.(10)
- 9) Interview.(10)

The project's Steering Committee reviewed the submissions and determined from the thirteen initial respondents a short-list of four teams, who were invited to respond to the proposal call. They included the teams: 1) Bridge City Exchange; 2) Sturgess Architecture; 3) Planning Partnership; and 4) Perkins + Will. The teams were interviewed in person and using teleconference on October 18, 2012.

All four candidates were considered strong candidates with regard to their previous work, insight and understanding of the project objectives. Perkins + Will were selected because of their ability to address the core goals of the project, and their proven ability to create a neighbourhood that is economically, environmentally and socially sustainable. Their past work on projects, such as the Edmonton Airport lands and Dockside Green in Victoria, are compelling precedents that illustrate how a sustainable development can be successfully implemented.

OPTIONS TO THE RECOMMENDATION

Council may choose to not select Perkins + Will and instead work with an alternate team. This is not recommended as the Steering Committee, through careful consideration and analysis of all of the applicants, found that Perkins + Will was the strongest team to carry out this work. Alternatively, Council may choose to not proceed with the preparation of the Master Plan at this time. This is not recommended as it has been determined in previous reports that the Master Plan needs to be created in order to tie together other projects and plan the course for the future of this site once it is vacated.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The 2011 Capital Budget deliberations approved \$500,000, funded from the Property Realized Reserve for the preparation of the North Downtown Master Plan. This report proposes using \$315,000 from this approved funding for the preparation for the report.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public consultation has been identified as a contributor to this project. A detailed public and stakeholder consultation plan will be developed with the consultant once they are under contract with the City.

COMMUNICATION PLAN

A communication plan will be developed once details around the project have been determined, in order to align it with public consultation and council and committee presentations.

ENVIRONMENTAL IMPLICATIONS

Sustainability is a key driver for this project.

The North Downtown Master Plan will create a vision for an integrated community which is compact, diverse, and walkable on an underutilized site in the north end of Saskatoon's downtown. The North Downtown Master Plan will create a new neighbourhood which is ecologically sustainable, as well as a vibrant and liveable place – a demonstration project for a bold new direction in Saskatoon's planning, policy and urban development. Innovative approaches to planning and development from this project will direct growth sustainably, illustrating best practice to the public and the private sectors.

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 24**

The project will look at many facets of sustainability in order to create a significant and positive environmental impact. This includes energy use and greenhouse gas emissions, consumption of resources and waste management, water quality and quantity, and land use and green space. Furthermore, the project will determine and establish metrics that can be used to track the direction and success of these initiatives from an environmental and social perspective.

In detail, there are a number of significant and positive environmental impacts of this project. Some of these include:

- 1) Environmental site analysis and site clean-up of brownfield land.
- 2) A new neighbourhood within the city centre. A medium-density development on existing infrastructure is considerably more sustainable than a low-density development on greenfield land.
- 3) The project will utilize sustainable ecological principles to minimize immediate and long-term impact on the environment. This community will have a smaller ecological footprint than Saskatoon's other neighbourhoods through a reduction in the consumption of potable water, materials and non-renewable energy.
- 4) The project will explore options for being a net contributor through opportunities for district heating or combined heat and power, in part. It will be a regenerative development project.
- 5) The re-use of the John Deere Building, as proposed by the University of Saskatchewan for a possible School of Architecture, results in a structure that potentially has a lower embodied energy than a project of similar size in new-build construction. Upgrades to the John Deere Building will include improvements to thermal resistance and total energy-use.

PRIVACY IMPACT

There is no privacy impact.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

The CPTED Committee will be involved in the development of the North Downtown Master Plan.

PUBLIC NOTICE

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

G2) City Website Phase 1 Report
(Files CK. 261-20, CC. 365-6 and CB.365-4)

- RECOMMENDATION:**
- 1) that the *Saskatoon.ca: User Experience Research Audit and Analysis Report* (Attachment 1) be received as information;
 - 2) that City Council approve the project plan identified in the report to provide the foundation for the terms of reference for Phase 2 Website Design and Implementation; and
 - 3) that this report be forwarded to the 2013 Business Plan and Budget deliberations.

IT WAS RESOVLED: that the matter be considered with the presentation from the speaker.

REPORT NO. 16-2012 OF THE PLANNING AND OPERATIONS COMMITTEE

Composition of Committee

Councillor C. Clark, Chair
Councillor P. Lorje
Councillor R. Donauer
Councillor Z. Jeffries
Councillor T. Davies

1. Conservation of S.S. City of Medicine Hat Artifacts
(Files CK. 710-1, x1815-1; and PL. 710-26)

- RECOMMENDATION:**
- 1) that \$42,000 be allocated from the Heritage Reserve Fund for the conservation of the artifacts from the S.S. City of Medicine Hat; and
 - 2) that the October 29, 2012 report of the General Manager, Community Services Department be forwarded to the Municipal Heritage Advisory Committee as information.

Attached is a report of the General Manager, Community Services Department dated October 29, 2012, requesting funding for the conservation of artifacts recently recovered

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 26**

near the southernmost pier of the Traffic Bridge. As outlined in the submitted report, evidence indicates that the artifacts are remnants of the S.S. City of Medicine Hat.

Your Committee has reviewed the report with the Administration and supports the above allocation from the Heritage Reserve for conservation of the artifacts.

The City Clerk distributed copies of a letter from Linda Epstein, dated November 25, 2012, submitting comments.

IT WAS RESOLVED: that the recommendation of the Planning and Operations Committee be adopted.

**2. Use of Engine Retarder Brakes
(Files CK. 6280-1 and IS.375-2)**

RECOMMENDATION: that the information be received.

ADOPTED.

Attached is a report of the General Manager, Infrastructure Services Department dated October 26, 2012, responding to a referral from City Council requesting that the Administration review the penalty for using engine retarder brakes in the city.

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

REPORT NO. 9-2012 OF THE ADMINISTRATION AND FINANCE COMMITTEE

Composition of Committee

Councillor T. Paulsen, Chair
Councillor D. Hill
Councillor A. Iwanchuk
Councillor M. Loewen
Councillor E. Olauson

**1. Neighbourhood Land Development Fund Financial Information
(File No. CK. 1815-1 and LA. 1815-7)**

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 27**

RECOMMENDATION: that an additional \$2.45 million allocation be declared from the Neighbourhood Land Development Fund.

ADOPTED.

Attached is a report of the General Manager, Community Services Department dated October 29, 2012, providing information on the Neighbourhood Land Development Fund, including updates relating to the Willowgrove and Hampton Village Neighbourhoods, and additional allocation from the fund.

Your Committee has reviewed the report with the Administration and is supporting allocation from the fund as outlined above.

**2. District Energy Systems Feasibility Study
- AND -
Enquiry – Councillor C. Clark (February 8, 2010)
Recreational Use of the River
(File No. CK. 7550-1 x 4130-13 x 5520-1)**

RECOMMENDATION:

- 1) that a focused analysis of the potential of district energy in the North Downtown development area, including existing buildings, be conducted;
- 2) that the scope of work with the consultant, FVB, be expanded as a sole source up to an upset limit of \$100,000 in order to perform this work; and
- 3) that the results of the district energy analysis and implications for the Master Plan for the North Downtown redevelopment be reported to City Council upon conclusion.

ADOPTED.

Attached is a report of the General Manager, Utility Services Department dated October 23, 2012, providing an update on the city-wide study of the feasibility of district energy systems and recommending a more focused study for the North Downtown development area.

Your Committee has reviewed the report with the Administration and is supporting the above recommendations.

**3. Unified Communications Reserve
(Files CK. 231-1 x 1815-1 and CS. 231-1)**

- RECOMMENDATION:**
- 1) that the information be received;
 - 2) that a Unified Communications Reserve be established; and
 - 3) that Policy C03-003, Reserves for Future Expenditures, be updated as identified in the October 31, 2012 report of the General Manager, Corporate Services Department.

ADOPTED.

Attached is a report of the General Manager, Corporate Services Department dated October 31, 2012, providing an update on the new telephone system and requesting approval for the establishment of a Unified Communications Reserve.

Your Committee has reviewed the report with the Administration and is supportive of the creation of the proposed reserve.

REPORT NO. 6-2012 OF THE LAND BANK COMMITTEE

Composition of Committee

Councillor Davies
Councillor Donauer
Councillor Hill
Councillor Jeffries
Councillor Lorje

**1. Lot Supply – Builder and Developer
(File No. CK. 4110-1)**

- RECOMMENDATION:** that the information be received.

ADOPTED.

Attached is a report of the General Manager, Community Services Department dated October 31, 2012 forwarding information on builder and developer inventory levels for residential and industrial land in the City of Saskatoon.

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 29**

Your Committee has reviewed this report with Administration, and notes that the Builder and Developer inventory available at the end of the 2012 construction season will be sufficient to meet demand for new lots in 2013 if similar absorption levels for 2012 were to be realized again next year.

**2. Request to Issue a Request for Proposal for the Sale of City-Owned Property
- Willowgrove Commercial Site – 415 Willowgrove Square
(File No. CK. 4215-1)**

RECOMMENDATION:

- 1) that the Land Branch Manager be authorized to sell Parcel D Block 520, in Plan 101884215 (415 Willowgrove Square) in the City of Saskatoon through a Request for Proposal process for a mixed-use development using a 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 Branch 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.

ADOPTED.

Attached is a report of the General Manager, Community Services Department dated October 31, 2012 regarding the sale of a property at 415 Willowgrove Square for mixed use development, as outlined in the report.

Your Committee has reviewed this proposal, and supports the sale of this property by Request for Proposals.

**3. Request to Sell City-Owned Property
Parcel BB (Plan to be Registered) 1509 Richardson Road
Parcel CC (Plan to be Registered) 1615 Richardson Road
Hampton Village Neighbourhood
(File No. CK. 4215-1)**

- RECOMMENDATION:**
- 1) that the Land Bank Manager be authorized to sell multi-family Parcel BB, Plan to be Registered and Parcel CC, Plan to be Registered, to the highest bidder through a public tender process with reserve bid prices as outlined in the attached report;
 - 2) that if the parcels are not sold through the tender process, they be placed for sale over-the-counter on a first-come, first-served basis;
 - 3) that the Land Bank Manager be authorized to administer development controls for Parcels BB and CC in accordance with the criteria outlined in the attached report; and
 - 4) that His Worship the Mayor and the City Clerk be authorized to execute the necessary documentation to complete the sales.

ADOPTED.

Attached is a report of the General Manager, Community Services Department dated October 31, 2012 regarding the sale of multi-family properties on Richardson Road in the Hampton Village Neighbourhood, through a public tender process.

Your Committee has reviewed this report with the Administration, and supports the proposal regarding the sale of these properties.

REPORT NO. 17-2012 OF THE EXECUTIVE COMMITTEE

Composition of Committee

His Worship Mayor D. Atchison, Chair
Councillor C. Clark
Councillor T. Davies
Councillor R. Donauer
Councillor D. Hill
Councillor A. Iwanchuk
Councillor Z. Jeffries
Councillor M. Loewen
Councillor P. Lorje
Councillor E. Olauson
Councillor T. Paulsen

1. Snow Dump Services – User Fees
(File No. CK. 6290-1)

- RECOMMENDATION:**
- 1) that snow dump facilities and services provided by the City of Saskatoon be funded from a user pay system; and
 - 2) that the Administration consult with industry and users and report on a timely basis on a permit or ticket-per-dump system commencing in the 2013/2014 season.

ADOPTED.

Attached is a report of the General Manager, Infrastructure Services Department dated November 5, 2012, dealing with user fees for snow dump services. Your Committee has considered this matter and supports the above recommendations.”

His Worship the Mayor assumed the Chair.

Moved by Councillor Lorje, Seconded by Councillor Loewen,

THAT the report of the Committee of the Whole be adopted.

CARRIED.

ADMINISTRATIVE REPORT NO. 16-2012 – CONTINUED

**B2) Taxi Bylaw
(Files CK. 307-1, CS. 185-3 and CS. 307-1)**

RECOMMENDATION: that City Council refer Bylaw No. 9070, The Taxi Bylaw, 2012 to the Administration and Finance Committee for complete review.

TOPIC AND PURPOSE

This report provides City Council with:

- a draft of Bylaw No. 9070, The Taxi Bylaw, 2012, (see Attachment 1) for regulation of taxi service in Saskatoon; and
- information regarding the Taxi Review Committee and the allocation of Taxi Stands.

REPORT HIGHLIGHTS

1. The objective of light taxi regulation is to ensure this public transportation option is available, high quality, safe and economical for all.
2. The purposes of Bylaw No. 9070, The Taxi Bylaw, 2012, are to support the objective, as well as to:
 - establish rates that are fair to both the public and the industry;
 - ensure the industry reflects positively on the image of the City;
 - all persons involved in the industry have accountability.
3. The structure of the Bylaw is one of sections specific to responsibilities of industry participants, vehicle requirements, etc.
The major changes, as approved by City Council, include requirements for:
 - trip data to be submitted to the City for analysis to be used in any future changes to numbers of taxi licenses;
 - enhanced safety through onboard cameras and age of vehicle limitations;
 - training and testing of drivers; and
 - computer dispatching and electronic card processing in vehicles.
4. A process has been established whereby prior to recommendations coming before City Council, input is gathered from stakeholders, including the taxi industry and community, and discussed by the Taxi Review Committee. Also, a process has been established for the review of Taxi Stands allocation.
5. Bylaw No, 9070, The Taxi Bylaw, 2012 will be referred to the Administration and Finance Committee for a detailed review.

STRATEGIC GOAL

The recommendations in this report support the long-term strategy of optimizing the flow of people and goods in and around the city under the strategic goal of Moving Around.

BACKGROUND

City Council has the responsibility of regulating the taxi industry in Saskatoon. For many decades, this mainly entailed regulating the numbers of licenses and the rates to be charged. Based on approval of City Council in 2010, your Administration engaged a consultant to study the taxi industry in Saskatoon. The consultant's final report recommended a move to 'light regulation' and provided some details of what that would include.

At its meeting held on November 22, 2010, City Council approved a move to 'light' regulation and a number of specific recommendations (see Attachment 2). Your Administration has initiated a re-write of the bylaw regulating taxi service in Saskatoon to incorporate these changes.

REPORT

Objectives of Taxi Regulation

The taxi industry is an important component of transportation options available to citizens and visitors to Saskatoon. Through 'light' regulation, City Council supports the objective of ensuring this vital public transportation service is *available, high quality, safe, and economical for all*. The goal is to maintain a healthy, dynamic and effective taxi industry that meets public service needs, provides a reasonable living to the service providers, and provides a positive experience and impression on visitors to Saskatoon. The work of establishing a structure emphasizing customer service and professionalism within which the taxi industry in Saskatoon will grow along with the City will be achieved through a collaborative and cooperative relationship with the industry.

Principles and Purpose of the Bylaw (Part I, Section 3)

This Bylaw recognizes that taxis:

- a) are an important part of the City's public transportation service; and
- b) are heavily relied upon by both residents and visitors to the City.

With regard to these principles, the purposes of the Bylaw are:

- a) to ensure that the taxi services will be available, safe and economical to use for both citizens and visitors to the City;

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 34**

- b) to establish rates that are fair and reasonable for both the traveling public and persons involved in the taxi industry;
- c) to ensure that taxi services meet the needs of all citizens and visitors, including persons with mobility and physical disabilities;
- d) to ensure that taxi services operate in a manner that reflects positively on the image of the City;
- e) to ensure that, in achieving these objectives, all persons involved in the taxi industry are accountable for their part in the provision of taxi services.

Changes to the Bylaw

Structure

The taxi industry is complex and comprised of various participants who each have a responsibility within the industry and to comply with the bylaws of the City of Saskatoon. For ease of reference, the draft bylaw is comprised of separate sections for specific topics. For example, as indicated in the Table of Contents summarized below, separate sections have been drafted to outline responsibilities of taxi industry participants (drivers, plate owners, and brokers). Other sections detail vehicle and operational requirements.

Part I	Short Title and Interpretation
Part II:	General Licensing Matters
Part III	Taxi Owners
Part IV	Taxi Broker
Part V	Taxi Driver
Part VI	Seasonal Taxi Licenses
Part VII	License Expiration and Renewal
Part VIII	Vehicle Requirements
Part IX	Operational Requirements
Part X	Authority, Inspections and Enforcement Procedures
Part XI	Offences and Penalties
Part XII	Miscellaneous

Bylaw additions that incorporate 'light' regulation recommendations

In the interests of achieving the objectives of availability of quality service, safety of both passengers and drivers, and affordability, other recommendations approved by Council are included in the draft bylaw. Some have been already fully implemented and others are in progress. These include:

- brokers providing taxi trip data to be analyzed and used in determining recommendations regarding changes in taxi numbers;
- computer dispatching at all broker companies;
- electronic credit card processing in taxis;
- drivers complying with brokers' specific dress codes;

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 35**

- drivers receiving training and testing prior to being issued a license;
- taxis equipped with onboard cameras;
- vehicles are to be seven model years old by 2013.

This bylaw is very comprehensive and has been drafted with considerable thought and care. The taxi industry (brokers, plate owners, drivers) have been aware of the decisions of City Council since November 2010. Many of those with responsibility to do so have already fully implemented required changes. In a number of cases, however, individuals have stated they are waiting for City Council to approve the bylaw prior to making a change.

The industry stakeholders have not had opportunity to review and provide feedback to the draft Bylaw. Your Administration is recommending that the draft bylaw be referred to the Administration and Finance Committee. This will provide the industry and other stakeholders opportunity to review and provide feedback on the Bylaw prior to final review of City Council.

Implemented Administrative Processes

Taxi Review Committee and Licensing Appeals Board

One recommendation was the creation of a Taxi Regulatory Division to provide structure to the process. To address this:

- a part-time bylaw enforcement staff person has been added;
- a Review Committee has been established comprised of representation of City Solicitors, Transit, Transportation and Revenue Branch;
- a Licensing Appeals Board has been created that will hear appeals regarding all business and general licensing.

Prior to bringing forth recommendations to City Council, your Administration reviews issues with, and gathers input from the industry (drivers, plate owners, brokers), and various other stakeholders as the situation may warrant. Then, the committee reviews the information prior to the final report being written for presentation to City Council.

Allocation of Taxi Stands

At its meeting held on February 14, 2011, City Council approved the recommendation that Administration begin a review of taxi stands and report back to Council before year-end as to criteria used in deciding whether a taxi stand is of benefit to the public and the number and location of taxi stands which should exist based on these criteria.

Upon receiving a request for the installation of a taxi stand, the Infrastructure Services Department will gather input from stakeholders such as adjacent businesses and the taxi industry. The information required will include the number of trips originating at the

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 36**

location. A taxi stand request would be brought before Council if the location meets the criteria of, on average, two trips per hour originating from that location on Monday through Friday between the hours of 8 a.m. and 6 p.m.

Should information gathered not support the request, a one year waiting period will be required before a subsequent request on the same block face will be reviewed.

The Administration will conduct annual reviews of the usage of taxi stands. In the event usage is not within the defined range, the Administration will consult with the adjacent businesses and the taxi companies. Should the input indicate low usage and support for maintaining a taxi stand, a recommendation will be made to City Council for its removal.

Current locations have been reviewed within the past year and based on this criteria, are considered to be providing a service to the community.

OPTIONS TO THE RECOMMENDATION

Another option would be that Administration review the Bylaw with the industry and report back directly to City Council.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Bylaw No. 9070, The Taxi Bylaw, 2012, has been drafted to achieve specific objectives. Your Administration has an ongoing cooperative dialogue with the industry and other stakeholders, and many of the ideas have been incorporated into this draft. The Bylaw has not, however, been available for public review and input.

COMMUNICATION PLAN

A Communications Plan will be developed and will include key messaging to address questions/inquiries from stakeholders, the media and public around the updating/review of The Taxi Bylaw, as well as addressing specific recommendations around accessibility.

The Communications Plan around The Taxi Bylaw review will be delivered to key audiences by the following tools:

- a News Release containing key messages for the public and media;

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 37**

- an informational overview letter provided to taxi owners/operators;
- a Frequently Asked Questions (FAQ) guide provided to customer service staff who may encounter inquiries from stakeholders/public;
- social media posts to Twitter and Facebook will be triggered upon News Release send out; and
- any pertinent updates required for the City of Saskatoon website, www.saskatoon.ca

ENVIRONMENTAL IMPLICATIONS

There are no environmental and/or greenhouse gas implications indentified at this time.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

PUBLIC NOTICE

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

ATTACHMENTS

1. Draft, Bylaw No. 9070, The Taxi Bylaw, 2012.
2. 'Light' Regulation Recommendations approved by City Council on November 22, 2010.

The City Clerk distributed copies of the following letters:

- *Troy Larmer, United Group, dated November 26, 2012, requesting permission to address Council; and*
- *Cliff Kowbel, Comfort Cabs, dated November 26, 2012, requesting permission to address Council.*

Moved by Councillor Hill, Seconded by Councillor Donauer,

THAT Troy Larmer and Cliff Kowbel be heard.

CARRIED.

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 38**

Mr. Troy Larmer, United Companies, spoke in support of the draft bylaw in principle indicating that there are a few items that need addressing at the Administration and Finance Committee.

His Worship the Mayor ascertained that Mr. Kowbel was not present in the gallery.

Moved by Councillor Hill, Seconded by Councillor Davies,

THAT the recommendation of the Administration be adopted.

CARRIED.

**B3) Accessible Taxis
(Files CK. 307-4 and CS. 307-1)**

- RECOMMENDATION:**
- 1) that City Council increase the cap on temporary accessible licenses by five as follows:
 - a) allocate two to Comfort Cabs to address the equity concern raised by Comfort Cabs;
 - b) allocate one to each company to improve the service to the accessible community;
 - c) all licenses will be non-transferable and made available to support service to the accessible taxi users; and
 - 2) that the requirement that 50% of all trips taken by accessible vehicles be accessible trips, be replaced with the requirement that a request for accessible taxi service from a person with a disability shall be dispatched on a priority basis to the next available accessible taxi located nearest the location of the request for service.

TOPIC AND PURPOSE

This report is to provide Council with information regarding taxi rates and accessible taxi service. It is also requesting approval for additional accessible licenses and a revision to the restrictions under which those licenses operate.

REPORT HIGHLIGHTS

1. Five additional accessible licenses will be issued.
2. Accessible trips shall be dispatched on a priority basis to the next available accessible taxi located nearest the location of the request for service.
3. License fees for temporary accessible taxis will continue.
4. Future rate change recommendations will be supported by a Taxi Cost Index. Fuel price fluctuations are addressed by the index.
5. Fares will be consistent with regular taxi fares and will not include surcharges or specialized rates

STRATEGIC GOALS

The recommendations in this report support the long-term strategy of optimizing the flow of people and goods in and around the city under the Strategic Goal of Moving Around.

BACKGROUND

Taxi service is regulated by City Council to ensure citizens and visitors have the option of a public transportation service that is *available, safe, and economical to use*. The goal is to maintain a healthy and effective taxi industry that meets the public service needs and provides a reasonable living to the service providers. To meet Council's objectives, your Administration and the industry have been working collaboratively to establish a relationship and structure that will assist as the taxi industry evolves to meet the demands of a growing city.

When compared to regular taxi service, provision of accessible taxi service requires more capital investment for specialized vehicles, often more time per trip for the same fare as a regular trip, and specialized driver training.

At its meeting held on May 30, 2011, City Council considered Clause B1, Administrative Report No. 3-2011 (see Attachment 1) and adopted the recommendation that a report be forthcoming that addresses a number of concerns as outlined in the attachment.

At its meeting held on August 15, 2012, City Council received a request from Comfort Cabs for two temporary accessible licenses, and at its meeting held on September 4, 2012, when dealing with Clause B2, Administrative Report No. 13-2012, resolved:

“that the Administration proceed with data analysis and report to City Council before year end with recommendations regarding the number of accessible taxicab licenses supported with community consultation, industry consultation, and indicative data.”

REPORT

Five Additional Temporary Accessible Taxi Licenses

Industry Consultation

In May 2011, company managers requested the following to improve the service to the accessible community, along with the profitability to drivers:

1. Three additional temporary accessible taxi licenses issued to each company.
2. The 50% accessible trip requirement be withdrawn.
3. The license fee for accessible vehicles be waived.

In addition, in August 2012, City Council received a request from Comfort Cabs for two temporary accessible licenses. As stated in your Administration's report dated August 28, 2012 (see Attachment 2), Comfort Cabs believes this would be equitable as:

- the number of accessible licenses distributed per company would be relatively equal.
- their franchise owners contributed to the growth of the taxi industry in Saskatoon and should be treated equally.

The perspective of the other two companies is that those franchise owners made a decision to leave their companies and, therefore, left any benefits of affiliation. They believe it would not be fair for City Council to allocate additional licenses simply to ensure the newest company has an equal number.

Saskatoon accessible taxi operators believe that vehicles limited to providing only specialized service will not be able to generate enough income to remain viable.

All stakeholders who provided input agree additional accessible taxi licenses are required to improve service levels.

Accessible Taxi Data

Taxi companies have been supplying Administration with data regarding customer wait times for several months. The shared objective is to improve customer service by establishing specific targets for taxi service wait times. Brokers have been working to ensure all trips are dispatched through their system and that data is captured accurately. However, gaps did exist in some of the early months of 2012. While the process has not yet been audited, the data received provides a good indication of service wait times.

The data submitted for trips in the period of January 1 to October 31, 2012 totaled 17,407 accessible trips dispatched with 69.8% receiving service within 20 minutes. For regular

trips, early indications are close to 90% receive service within 20 minutes. In an effort to decrease wait times for accessible trips, your Administration is recommending the allocation of five additional temporary accessible licenses. To address the equity concern raised by Comfort Cabs, two would be allocated to Comfort Cabs. Then, to further address the demand in the accessible community, three more would be equally distributed with one to each company. Approval will increase the percentage of accessible vehicles to one higher than in many other jurisdictions (see Attachment 3). These licenses would be non-transferrable and made available to support service to the accessible taxi users.

Vehicles Dispatched Based on Availability and Nearest Location

The bylaw currently requires that 50% of all trips under an accessible licence be accessible trips. Accessible taxi operators believe this does not allow adequate income comparable to regular drivers. Accessible trips often require more travel time from the location of the vehicle to the pick-up point and to ensure passengers are secure.

To help mitigate the impact on the driver's income and to support the objective of improving taxi service to the accessible community, your Administration is recommending:

- a) An amendment to the bylaw to remove the 50% accessible trip requirement from all accessible licenses. Removing this restriction will allow operators of accessible taxis to supplement their incomes by providing regular taxi trips as time permits.
- b) An amendment to the bylaw that requires that a request for accessible taxi service from a person with a disability shall be dispatched on a priority basis to the next available accessible taxicab located nearest the location of the request for service. This will ensure temporary accessible licenses are being used firstly to improve accessible taxi service.

License Fees

Your Administration is not recommending that license fees be waived for temporary accessible taxis as the costs of administration and regulation apply to all taxis.

Additional Information: Review of Other Suggestions

Taxi Cost Indexes

Taxi Cost Indexes are used in many Canadian jurisdictions for reviewing taxi meter rates. Your Administration and company representatives agree that this process will assist in standardizing and removing subjectivity from the discussions. To this end, the Index will be reviewed in May of each year. Should a request for a rate increase be presented to City Council, it will be supported by the Taxi Cost Index indicators.

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 42**

As fuel is one of the components included in the Taxi Cost Index, it was agreed to not pursue a separate surcharge based on fuel price fluctuations any further at this time.

Surcharge

Providing accessible taxi service is more costly than regular taxi service. One suggestion was a subsidy funded through a surcharge added to the flag rate for all taxi trips.

Feedback from both drivers and brokers was that drivers would have difficulty accepting the concept of a 'flow through' process. It would be seen as money taken from one driver to be given to another. Additional feedback was that having a subsidy to accessible taxi service funded only by users of taxis is inequitable. Finally, administration of the program would be costly and would require additional resources within each company, as well as civic administration.

Your Administration has not found a jurisdiction where a surcharge has been implemented.

Specialized Accessible Service Model

Your Administration has not learned of a proven model that will meet the objectives of improved service while increasing compensation for accessible taxi drivers.

The option of a special door-to-door rate for 'special' service was discussed, whereby accessible operators would charge the regular rate when 'regular' service is requested or a higher rate when specialized service is requested. Inherent difficulties exist where the same operator can charge one rate for some trips and another rate for others. Conflicting opinions will emerge regarding what service is 'special.' Most agreed the risk of mischarging, either deliberately or in error, is increased. A specialized rate was not found in other jurisdictions.

OPTIONS TO THE RECOMMENDATION

An alternative allocation method could be based on relative numbers of vehicles affiliated with each company. Those who support this method suggest that the size of fleet is an indication of the demand for service, and that drivers want to be associated with the company that has the highest demand. As indicated in Attachment 4, under this method, the five licenses would be allocated with two to United Cabs and three to Comfort Cabs. Some will believe this option creates winners and losers.

The requirement that 50% of all trips provided by accessible can be maintained with the additional requirement that Administration ensure all log sheets are audited to ensure drivers stay within specified limits. This option may ensure drivers compete for accessible trips, but may contribute to a shortage of drivers willing to operate accessible vehicles.

POLICY IMPLICATIONS

Approval of these recommendations will require an update to Bylaw No. 6066.

FINANCIAL IMPLICATIONS

Additional licenses will be issued at \$375 per license with revenues going to support the taxi regulation program.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Through the past several months, your Administration has met with the industry on numerous occasions and with taxi drivers at an open meeting in August 2012. Additionally, input has been gathered from the accessible community and other stakeholders including the school boards and various group and seniors' homes within the City of Saskatoon.

COMMUNICATION PLAN

The Revenue Branch and the Communications Branch will work together to develop a plan that will ensure industry participants are aware of City Council's decision.

ENVIRONMENTAL IMPLICATIONS

There are no environmental and/or greenhouse gas implications identified at this time.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

PUBLIC NOTICE

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

ATTACHMENTS

1. Copy of Clause B1, Administrative Report No. 3-2011, dated May 30, 2011.
2. Copy of Report of the General Manager, Corporate Services, dated August 28, 2012.
3. Comparison with Other Jurisdictions Chart.

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 44**

4. Percentage Distribution of Taxi Licenses per Company.

The City Clerk distributed copies of the following letters:

- *Karen Birns, Office Manager, Saskatoon Radio Cabs Ltd., dated November 23, 2012, requesting permission for a representative from Saskatoon Radio Cabs to address Council;*
- *Troy Larmer, United Group, dated November 26, 2012, requesting permission to address Council; and*
- *Cliff Kowbel, Comfort Cabs, dated November 26, 2012, requesting permission to address Council.*

Moved by Councillor Hill, Seconded by Councillor Donauer,

THAT Karen Birns, Troy Larmer and Cliff Kowbel be heard.

CARRIED.

Ms. Karen Birns, Manager, Saskatoon Radio Cabs, indicated that contracts for accessible taxis has increased and expressed concern with the inequitable distribution of the Accessible Taxi Licenses.

Mr. Cliff Kowbel, Comfort Cabs, spoke in favour of the distribution of the additional licenses to Comfort Cabs indicating that it brings the cab companies to a more even playing field.

Mr. Troy Larmer, United Companies, expressed concern with the inequitable distribution of the accessible taxi licenses and requested that this matter be referred back for more consultation.

Moved by Councillor Hill, Seconded by Councillor Olauson,

THAT the matter be referred to the Administration and Finance Committee for further review and that at the time of the review, the Administration submit a further report.

CARRIED.

**G2) City Website Phase 1 Report
(Files CK. 261-20, CC. 365-6 and CB.365-4)**

- RECOMMENDATION:**
- 1) that the *Saskatoon.ca: User Experience Research Audit and Analysis Report* (Attachment 1) be received as information;
 - 2) that City Council approve the project plan identified in the report to provide the foundation for the terms of reference for Phase 2 Website Design and Implementation; and
 - 3) that this report be forwarded to the 2013 Business Plan and Budget deliberations.

TOPIC AND PURPOSE

This report describes the findings of the Saskatoon.ca website audit, outlines the proposed project plan for the re-design of the website and includes a funding strategy for its implementation.

REPORT HIGHLIGHTS

1. A review has been completed of the City of Saskatoon's website.
2. Success criteria have been developed for a new website.
3. Recommendations set scope for development in Phase 2.
4. A project plan has been developed from the data, analysis and recommendations generated in the review.
5. A request to fund the development of a new website is included in the 2013 Business Plan and Budget.

STRATEGIC GOAL(S)

This report outlines how Saskatoon.ca, as a key communication and innovation medium for the City, can effectively leverage change in alignment with numerous recommendations in the Strategic Plan. Development of a new website for the City that is more customer and citizen friendly has been identified as a long-term priority. The improved website supports the City of Saskatoon's Strategic Goal of Continuous Improvement through recommendations which would provide a coordinated and improved approach to customer service. The new website can potentially increase productivity and improve efficiency and be used to better serve citizens and connect to stakeholders. As a communication tool, it will be integrated, proactive and professional.

BACKGROUND

A Call for Proposals for the City of Saskatoon Website Audit and Focus Testing project was issued on June 20, 2011, and closed on July 14, 2011. Infusion Development Corp. commenced work on the project on December 7, 2011.

REPORT

A Review of the Saskatoon.ca Website

Through consultation with citizens and stakeholders and a multi-faceted technical analysis, recommendations, terms of reference and a cost estimate for the next phases of work have been prepared to guide the implementation of a new website.

The City of Saskatoon website must be a user-friendly and effective communication tool. Saskatoon.ca creates an identity for the municipality and provides information and services to more than 107,000 people annually. According to Statistics Canada's 2010 Canadian Internet Usage Survey, Saskatoon has the highest rate of internet usage in Canada, at 88%. This suggests the significance and importance for the City of Saskatoon to have a visually appealing and properly functioning website.

Phase I of the website redesign project includes research and analysis of the existing site, (see Attachment 1: *Saskatoon.ca: User Experience Research Audit and Analysis Report*) as well as a high-level conceptual design to test the recommendations.

The methodology for the study was driven by the objectives in the proposal call, and further refined by the project Steering Committee and the consultant. The study combines multiple evaluation tools to provide a total picture of the user experience of Saskatoon.ca. The process revealed or confirmed issues, challenges and opportunities within the existing Saskatoon.ca site and the findings are outlined in detail in the report. Some of the findings are:

- Information is not easy to locate.
- Some of the tools identified that eServices are either not available or not functioning as intended.
- Information flow within the website is only one-way, from the City to its citizens, but not vice-versa.
- Content is frequently inaccurate or dated.
- Saskatoon.ca has limited accessibility for citizens with disabilities.
- The website is not optimized for access through new devices, such as mobile smart phones and tablets.

Success Criteria Developed for a New Website

From the findings, success criteria were established, which were also vetted by the public focus group. A successful redesign of Saskatoon.ca will:

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 47**

- Be the authoritative source for civic information;
- Access information within three clicks;
- Load information in less than five seconds;
- Present readable and legible information to all audiences on a wide variety of devices;
- Facilitate two-way interaction with citizens;
- Create an improved perception of responsive government through the expansion of web services.
- These success criteria bridge the broader goals of the Strategic Plan identified earlier.

Phase 2 – Website Design and Implementation

Recommendations in the design are detailed in Attachment 1 and include:

- Improved access to information and navigation by renovating information architecture.
- Search function improvements.
- Improve accessibility according to international standards.
- Better integrate social media.
- Subsidiary websites, such as those for the Forestry Farm Park and Zoo and the Land Branch should be separated from Saskatoon.ca to assert the independence of their business operations.
- Have a dedicated Web Master in order to improve web management and data accuracy.

The high-level conceptual design was completed in Phase 1, and this test fit, or design mock-up of these recommendations, is included in Attachment 2. These conceptual sketches describe one possible approach to the redesign. More detailed design work would be necessary in close collaboration with stakeholders, the public, the Corporate Information Services Branch, and Communications staff. Based on this initial work, the next phase of the website design and construction can begin.

The Project Plan

A project plan has been prepared to provide the foundation for the terms of reference for Phase 2: Website Design and Implementation. The project plan is directed from the consultant's data and analysis gathered in the audit, from the conceptual design that was prepared to test fit the recommendations, and drawn from the expertise of the consultant in past projects of this type. It is comprised of three parts including the visual design, technical design and the construction. This report proposes that the work is carried out over two years, with the construction and content migration completed in part in 2013, with the remainder in 2014. The consultant's report excludes additional costs associated with the development of subsidiary sites and Intranet. The estimated costs are based on the assumption a new website will be developed in the current Sharepoint environment.

OPTIONS TO THE RECOMMENDATION

An option would be to not accept the project plan, and to not take this project forward as part of the 2013 budget deliberations for further discussion. This option is not recommended in this report, as it would delay the project redesign and construction.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Financial impact of the next phase of this project is connected to consultant design and construction services, project management, new equipment needs, and departmental content migration. Your Administration proposes phasing the implementation of this work over 2013 and 2014 in order to create smaller portions of work which spread out the financial impact over two years.

In order to construct and test a new website while keeping the existing website operational, some new equipment will be required. The full scope of the required equipment will be better known upon completion of the technical design. Equipment purchases are proposed to be phased-in over two years.

City resources in each department will be required to implement the redesigned website. Departments and Branches will need to review all of their existing information in order to purge outdated content and update information prior to migration to the new site. Staff will also be needed as resources, for the migration and testing that will be led by the consultant. This report proposes content migration resources in both years of the project implementation.

Lastly, the redesign of the website may have long-term impacts on departmental operations, resulting in changed or enhanced services. Proposed changes to long-term operating FTE's will be brought forward at a later date following the detailed design in Phase 2, as required.

Financial Summary

Item/Funding	Capital (\$)
2011/2012 Funds	
Web Audit Report (Completed)	100,000
Visual Design	100,000
2011/2012 Costs Total	200,000
2011/2012 Funding Total	(200,000)
2013 Funds	
Technical Design	74,000
V&T Design Contingency	35,000
Project Coordinator	100,000
Web Construction	191,000
Construction Contingency	19,000
Content Migration	180,000
Equipment	80,000
2013 Cost Total	679,000
CIS Development Reserve	(100,000)
Corporate Capital Reserve	(100,000)
Reserve for Capital Expenditures	(479,000)
2013 Funding Total	(679,000)
2014 Funds	
Web Construction	191,000
Construction Contingency	19,000
Content Migration	181,000
Equipment	80,000
2014 Cost Total	471,000
Reserve for Capital Expenditures	(471,000)
2014 Funding Total	(471,000)

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The consultant research team engaged with stakeholders and the public throughout the project to gather feedback in a number of ways. A total of 26 City employee stakeholders participated in a round-table discussion on December 12, 2011. In January 2012, public focus group discussions were carried out in three different sessions totalling 27 participants. The Steering Committee and the consultant also met with Councillors at this time. The draft recommendations were back to the focus group for review and comment on March 7, 2012. A public survey collected information from 277 external users from December 20, 2011, to January 17, 2012. The City of Saskatoon employee survey involved 163 employees over the same time span.

COMMUNICATION PLAN

If approved, a Communications Plan, including a public and media relations strategy, will be prepared to ensure internal and external stakeholders, the public, and media are informed at the appropriate stages and for the official launch of a new website.

ENVIRONMENTAL IMPLICATIONS

A highly effective website can improve how the services are offered at City Hall. Ideally, the renovated website could improve the city's service offerings to the public and this would lessen the need to travel to City Hall to carry out business. While this may not be desirable for all citizens, a broader series of services which are efficient and easy to use would likely have a positive net impact on the environment.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

PUBLIC NOTICE

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

ATTACHMENTS

1. EXECUTIVE SUMMARY - Saskatoon.ca User Experience Research Audit and Analysis (A full copy of the report is available upon request.)
2. Website Look Before and After.

The City Clerk distributed copies of the following letters:

- *Linda Epstein, dated November 25, 2012, submitting comments; and*
- *David Mosher, dated November 26, 2012, requesting permission to address Council.*

Mr. David Mosher, a software developer, spoke against the project plan moving towards phase two, and requested that the City consult with the industry prior to putting out an RFP. He undertook to provide City Council with a copy of his presentation.

Moved by Councillor Hill, Seconded by Councillor Iwanchuk,

THAT the report of the City Manager be referred to City Council's Budget Review for consideration.

CARRIED.

COMMUNICATIONS TO COUNCIL

The following communications were submitted and dealt with as stated:

B. ITEMS WHICH REQUIRE THE DIRECTION OF CITY COUNCIL

1) Fred Baran, Councillor, RM of Dundurn #314, dated October 30

Commenting on negotiations over a proposal for Blackstrap Park. (File No. CK. 277-1)

RECOMMENDATION: that the direction of Council issue.

Moved by Councillor Hill, Seconded by Councillor Clark,

THAT the letter be referred to the Administration and Finance Committee.

CARRIED.

2) Drew Preston, dated November 7

Commenting on funding for road repairs. (File No. CK. 6315-1)

RECOMMENDATION: that the information be received.

Moved by Councillor Hill, Seconded by Councillor Clark,

THAT the information be received.

CARRIED.

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 52**

3) Dan Norton, dated November 9

Commenting on construction on Circle Drive. (File No. CK. 6050-9)

RECOMMENDATION: that the information be received.

Moved by Councillor Davies, Seconded by Councillor Donauer,

THAT the information be received.

CARRIED.

4) Karen Leibovici, FCM President, dated October 24

Submitting invoice in the amount of \$30,115.54 for annual membership.
(File No. CK. 155-2)

RECOMMENDATION: that the invoice in the amount of \$30,115.54 for 2013-2014 membership in FCM be paid.

Moved by Councillor Hill, Seconded by Councillor Paulsen,

THAT that the invoice in the amount of \$30,115.54 for 2013-2014 membership in FCM be paid.

CARRIED.

5) Frank Regier, dated November 15

Commenting on possible property tax increase. (File No. CK. 1905-5)

RECOMMENDATION: that the information be received.

Moved by Councillor Donauer, Seconded by Councillor Iwanchuk,

THAT the information be received.

CARRIED.

6) Raissa Graumans, dated November 15

Commenting on mobile food vendors. (File No. CK. 300-11)

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 53**

RECOMMENDATION: that the direction of Council issue.

Moved by Councillor Hill, Seconded by Councillor Davies,

THAT the matter be referred to the Administration to include with its review on mobile food vendors and report to the Administration and Finance Committee at the appropriate time.

CARRIED.

7) Connie Boyko, dated November 15

Commenting on salary of councillors. (File No. CK. 4670-5)

RECOMMENDATION: that the information be received.

Moved by Councillor Hill, Seconded by Councillor Jeffries,

THAT that the information be received.

CARRIED.

8) Byron Shaw, dated November 15

Commenting on salary of councillors. (File No. CK. 4670-5)

RECOMMENDATION: that the information be received.

Moved by Councillor Hill, Seconded by Councillor Jeffries,

THAT the information be received.

CARRIED.

9) Susan Mak, dated November 16

Commenting on salary of councillors. (File No. CK. 4670-5)

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 54**

RECOMMENDATION: that the information be received.

Moved by Councillor Hill, Seconded by Councillor Jeffries,

THAT the information be received.

CARRIED.

10) Terry Yaskowich, dated November 15

Commenting on toll bridges. (File No. CK. 6050-1)

RECOMMENDATION: that the information be received.

Moved by Councillor Hill, Seconded by Councillor Jeffries,

THAT the information be received.

CARRIED.

11) Clayton Leach, dated November 16

Commenting on toll bridges. (File No. CK. 6050-1)

RECOMMENDATION: that the information be received.

Moved by Councillor Hill, Seconded by Councillor Jeffries,

THAT the information be received.

CARRIED.

12) Blair Wooff, undated

Commenting on limited residential parking permit program. (File No. CK. 6120-4-2)

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 55**

RECOMMENDATION: that the direction of Council issue.

Moved by Councillor Lorje, Seconded by Councillor Hill,

THAT the matter be referred to the Planning and Operations Committee.

CARRIED.

13) Shellie Bryant, Secretary, Development Appeals Board, dated November 7

Submitting copy of Notice of Hearing of the Development Appeals Board regarding the property located at 1109 Avenue Q South. (File No. CK. 4352-1)

RECOMMENDATION: that the information be received.

Moved by Councillor Iwanchuk, Seconded by Councillor Olauson,

THAT the information be received.

CARRIED.

14) Shellie Bryant, Secretary, Development Appeals Board, dated November 16

Submitting copy of Notice of Hearing of the Development Appeals Board regarding the property located at 1803 Idylwyld Drive North. (File No. CK. 4352-1)

RECOMMENDATION: that the information be received.

Moved by Councillor Iwanchuk, Seconded by Councillor Olauson,

THAT the information be received.

CARRIED.

15) Shellie Bryant, Secretary, Development Appeals Board, dated November 19

Submitting copy of Notice of Hearing of the Development Appeals Board regarding the property located at 90 33rd Street East. (File No. CK. 4352-1)

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 56**

RECOMMENDATION: that the information be received.

Moved by Councillor Iwanchuk, Seconded by Councillor Olauson,

THAT the information be received.

CARRIED.

C. ITEMS WHICH HAVE BEEN REFERRED FOR APPROPRIATE ACTION

1) Amanda Randall, dated November 8

Commenting on fluoride. (File No. CK. 7920-1) **(Referred to Administration to respond to the writer.)**

2) Shannan McKay, dated November 8

Commenting on transit in the north end of the city. (File No. CK. 7310-1) **(Referred to Administration to respond to the writer.)**

3) Tammy Hrycan, dated November 12

Commenting on deer in developing neighbourhoods. (File No. CK. 151-14) **(Referred to Administration to respond to the writer.)**

4) Juan Serrano, dated November 13

Commenting on recycling. (File No. CK. 7830-5) **(Referred to Administration to respond to the writer.)**

5) Jean Hein, dated November 13

Commenting on Transit Route 80. (File No. CK. 7310-1) **(Referred to Administration to respond to the writer.)**

6) Renita Lefebvre, dated November 13

Commenting on snow removal from sidewalks. (File No. CK. 6290-1) **(Referred to Administration to respond to the writer.)**

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 57**

7) Grace Kuhn, dated November 14

Commenting on snow accumulation and civic matters. (File No. CK. 6290-1) **(Referred to Administration for further handling and response to the writer.)**

8) Trevor Daviduke, dated November 15

Commenting on snow dump location updates on the City's website. (File No. C. 6290-1) **(Referred to Administration for further handling.)**

9) Paul Hamilton, dated November 17

Commenting on communications. (File No. CK. 7820-5) **(Referred to Administration for appropriate action.)**

10) Anda Ciurezu, dated November 19

Requesting information about keeping foxes as pets. (File No. CK. 151-15) **(Referred to Administration to respond to the writer.)**

11) Danielle White, dated November 20

Suggesting a leisure pass for seniors. (File No. CK. 1720-3) **(Referred to Administration to respond to the writer.)**

12) Casey Cherry, dated November 20

Commenting on indoor ice surfaces available. (File No. CK. 5500-1) **(Referred to Administration to respond to the writer.)**

13) Gerry Little, dated November 20

Commenting on the future of the train from Kinsmen Park. (File No. CK. 4205-9) **(Referred to Administration to respond to the writer.)**

14) Rhonda Heisler, National Representative, CUPE, dated November 15

Submitting notice on behalf of CUPE Local 859 to enter into negotiations for revisions and additions to the Collective Bargaining Agreement. (File No. CK. 4720-6) **(Referred to Administration for further handling.)**

15) Rhonda Heisler, National Representative, CUPE, dated November 15

Submitting notice on behalf of CUPE Local 59 to enter into negotiations for revisions and additions to the Collective Bargaining Agreement. (File No. CK. 4720-4) **(Referred to Administration for further handling.)**

16) Rhonda Heisler, National Representative, CUPE, dated November 15

Submitting notice on behalf of CUPE Local 47 to enter into negotiations for revisions and additions to the Collective Bargaining Agreement. (File No. CK. 4720-3) **(Referred to Administration for further handling.)**

17) Jim Yakubowski, Amalgamated Transit Union Local 615, dated November 16

Submitting notice on behalf of Amalgamated Transit Union Local 615 to enter into negotiations for revisions and additions to the Collective Bargaining Agreement. (File No. CK. 4720-2) **(Referred to Administration for further handling.)**

RECOMMENDATION: that the information be received.

Moved by Councillor Hill, Seconded by Councillor Donauer,

THAT the information be received.

CARRIED.

ENQUIRIES

**Councillor P. Lorje
3-1-1 Service
(File No. CK. 255-17)**

Will the Administration please report on the general matter of a 3-1-1- service or other options to improve customer service requests.

COMMUNICATIONS TO COUNCIL – CONTINUED

A. REQUESTS TO SPEAK TO COUNCIL

1) Alan Thomarat, Saskatoon Home Builders Association, dated November 7

Requesting permission to address City Council with respect to future housing and renewing a five-year housing plan. (File No. CK. 750-1)

RECOMMENDATION: that Alan Thomarat be heard.

Moved by Councillor Hill, Seconded by Councillor Donauer,

THAT Alan Thomarat be heard.

CARRIED.

Mr. Alan Thomarat, Executive Director, Saskatoon Home Builders' Association, spoke regarding residential development in Saskatoon and provided a brief introduction to the Home Builders' Building Community Advantage Housing, Innovation and Infrastructure Forum taking place on April 23 – 25, 2013. He provided Council with a copy of his presentation.

Moved by Councillor Hill, Seconded by Councillor Paulsen,

THAT the information be received.

CARRIED.

2) Adam Pollock, dated November 20

Requesting permission to address City Council with respect to bridges. (File No. CK. 6050-8)

RECOMMENDATION: that Adam Pollock be heard.

Moved by Councillor Hill, Seconded by Councillor Donauer,

THAT Adam Pollock be heard.

CARRIED.

Mr. Adam Pollock spoke regarding the Traffic Bridge and river crossing.

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL
MONDAY, NOVEMBER 26, 2012
PAGE 60**

Moved by Councillor Olauson, Seconded by Councillor Donauer,

THAT the information be received.

CARRIED.

Moved by Councillor Lorje,

THAT the meeting stand adjourned.

CARRIED.

The meeting adjourned at 8:02 p.m.

Mayor

City Clerk