

## **ORDER OF BUSINESS**

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

**MAY 6, 2013, AT 6:00 P.M.**

1. **Approval of Minutes** of regular meeting held on April 22, 2013 and special meeting held on April 30, 2013.
  
  2. **Public Acknowledgements**
  
  3. **Hearings**
    - a) **Proposed Zoning Bylaw Amendment**  
**Proposed Amendment to Existing Zoning Agreement – M1 by Agreement**  
**2402 7<sup>th</sup> Street East – Brevoort Park Neighbourhood**  
**Applicant: Kelly Foster**  
**Proposed Bylaw No. 9093**  
**(File No. CK 4351-013-005)**
- 

The purpose of this hearing is to consider proposed Bylaw No. 9093.

Attached is a copy of the following material:

- Proposed Bylaw No. 9093;
  
- Report of the General Manager, Community Services Department dated March 15, 2013, recommending that the application submitted by Kelly Foster to amend an existing Zoning Agreement for the property located at 2402 7<sup>th</sup> Street East, as outlined in the report, be approved;

- Letter dated April 16, 2013, from the Deputy City Clerk, Municipal Planning Commission, advising that the Commission supports the above-noted recommendation of the Community Services Department; and
- Notice which appeared in the local press on April 20, 2013.

#### **4. Matters Requiring Public Notice**

##### **a) Proposed Closure of Right-of-Way Walkway Between 11 and 13 Kusch Crescent (File No. CK. 6295-012-008)**

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The following is a report of the General Manager, Infrastructure Services Department, dated April 30, 2013:

- “RECOMMENDATION:**
- 1) that the walkway adjacent to 11 and 13 Kusch Crescent be closed;
  - 2) that upon receipt of the legal land survey documents, the City Solicitor be requested to prepare the appropriate bylaw for consideration by City Council;
  - 3) that upon approval of the bylaw, the City Solicitor be instructed to take all necessary steps to bring the intended closure forward and to complete the closure; and
  - 4) that upon closure of the walkway, the land be sold to Barry and Cynthia McEwen at 11 and 13 Kusch Crescent, for \$2,000.

#### **TOPIC AND PURPOSE**

The purpose of this report is to obtain approval to continue with the closure of the walkway located between 11 and 13 Kusch Crescent.

## **REPORT HIGHLIGHTS**

1. The Planning and Operations Committee, at its meeting on November 20, 2012, considered and approved a report of the General Manager, Infrastructure Service Department, recommending that the Administration proceed with Public Notice for closure of the walkway right-of-way adjacent to 11 and 13 Kusch Crescent, in the Hudson Bay Park Neighbourhood.
2. The required fees have been received from the interested parties, allowing the process for closure of the walkway located between 11 and 13 Kusch Crescent to proceed to a Public Hearing.

## **STRATEGIC GOALS**

The recommendation in this report supports the City of Saskatoon Strategic Goal, Quality of Life, as it deals with the reduction and prevention of crime in our neighbourhoods. It also builds capacity within the community to address a broad range of issues and builds consensus around collaborative responses.

## **BACKGROUND**

City Council, at its meeting held on September 26, 2011, approved amendments to Policy C07-017 – Walkway Evaluation and Closure. Council also resolved that any outstanding applications have the option to proceed under the former policy. The residents submitting the request for closure of the walkway adjacent to 11 and 13 Kusch Crescent opted to continue with the former policy.

The Planning and Operations Committee, at its meeting on November 20, 2012, considered and approved a report of the General Manager, Infrastructure Services Department, recommending that the Administration proceed with Public Notice for closure of the walkway right-of-way adjacent to 11 and 13 Kusch Crescent, in the Hudson Bay Park Neighbourhood (Attachment 1).

## **REPORT**

The required fees have been received from the interested parties, allowing the process for closure of the walkway located between 11 and 13 Kusch Crescent to proceed to a Public Hearing. If the closure is approved by City Council, the Administration will proceed with acquiring the legal land survey documents to transfer the title of land. Typically, this process involves acquiring a plan of consolidation and gathering utility consents to verify easements. This process can take between six and eight months. Once all the

documentation has been received, a report will be submitted to City Council to consider the bylaw for closure.

Upon closing the walkway adjacent to 11 and 13 Kusch Crescent, the land will be sold to Barry and Cynthia McEwen of both 11 and 13 Kusch Crescent, for \$2,000, in addition to the application fee of \$1,000 per adjacent property. The walkway will be divided, with a portion going to 11 Kusch Crescent and the remainder to 13 Kusch Crescent.

Until title of land has been transferred, the adjacent property owners will not be allowed to build a structure or alter the right-of-way; however, they will be allowed to close the parcel by installing a temporary fence or extending their existing fence line.

Due to the existence of utilities located under this land parcel, easements will be attached to the title preventing the property owners from constructing any permanent structure on this portion of land at any time, unless they are relocated at the expense of the property owner.

### **OPTIONS TO THE RECOMMENDATION**

An option is to not proceed with the closure of the walkway. The Administration does not recommend this option, as all guidelines within former Policy C07-017 – Walkway Evaluation and Closure have been met.

### **POLICY IMPLICATIONS**

The recommendation to proceed with the closure of the walkway is in accordance with former Policy C07-017 – Walkway Evaluation and Closure.

### **FINANCIAL IMPLICATIONS**

It is estimated that the cost of the closure will be approximately \$6,000. External funding will be received from the adjacent property owners, including \$1,000 each for the application fee and \$1,000 each for the land, for a total of \$4,000. There are sufficient funds within Capital Budget 2234 – Walkway Management for the remaining costs to close the walkway.

| Budgeted | Unbudgeted | Capital | Operating | Non-Mill Rate | External Funding |
|----------|------------|---------|-----------|---------------|------------------|
| X        |            | \$2,000 |           |               | \$4,000          |

## **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

A public meeting was held on May 30, 2012 at Henry Kelsey School. Of the, 20 notices sent to residents in the catchment area, seven residents attended the meeting, including the adjacent property owners. Also in attendance was a representative from Saskatoon Police Services. All of the residents who attended the meeting, as well as the representative from Saskatoon Police Services were in support of the closure, and no concerns were expressed.

## **COMMUNICATION PLAN**

A copy of the public notice was sent to the residents in the Hudson Bay Park catchment area, and placed in the StarPhoenix.

## **ENVIRONMENTAL IMPLICATIONS**

The recommendations have the potential to alter localized transportation choices resulting from closure of the right-of-way. However, as the overall impact is expected to be minimal, no environmental and/or greenhouse gas emissions implications have been identified at this time.

## **PRIVACY IMPACT**

There are no privacy implications.

## **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review was completed in May 2012. The findings were as follows:

- Walkway has a clear sight line to lane and park.
- Grass walkway with minimum show of use. No defined path.
- Well maintained and clean.
- Street light located across the street on Kusch Crescent, no light at back of path leading into alley and park.
- 11 and 13 Kusch Crescents' driveways encroach on walkway, making the walkway less visible from the street.

## **PUBLIC NOTICE**

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

- Advertised in the StarPhoenix on Saturday, April 27, 2013;
- Posted on the City Hall Notice Board on Friday, April 26, 2013;
- Posted on the City of Saskatoon website on Friday, April 26, 2013; and
- Flyers distributed to affected parties on Thursday, April 25, 2013.

## **ATTACHMENTS**

1. Excerpt from the minutes of the meeting of the Planning and Operations Committee, dated November 20, 2012; and
2. Copy of Public Notice.”

**b) Funding for Initial Legal Opinion  
Conflict of Interest for Members of City Council  
(File No. CK. 415-3)**

The following is a report of Executive Committee dated May 1, 2013:

- “RECOMMENDATION:**
- 1) that City Council establish an account for an initial legal opinion on issues such as conflict of interest, which arise from their duties as members of Council, but where the City Solicitor’s Office does not provide legal advice; and
  - 2) that initial funding up to \$27,500 be from the Fiscal Stabilization Reserve and annual funding top-ups be funded from future operating budgets.

Your Committee has considered the matter of establishing an account for access by a member of Council who requires an initial legal opinion on a matter which has arisen as part of their role as a member of Council, in one of the following areas:

- a) whether a member of council should be declaring a conflict of interest and abstaining from voting on a matter before Council; and/or
- b) in other circumstances, where Executive Committee agrees that the City Solicitor is unable to provide legal advice to an individual member of Council.

Paragraph a) above is self-explanatory. Paragraph b) refers to matters where there is a conflict between the legal advice to Council as a whole and to an individual member of Council.

The intent is that the account can be accessed by any member of Council, including the Mayor, provided that the above criteria of the account is met. Depending on the personal circumstances of a member of Council, one member may never access the account during the entire time on Council, while another member may access the account several times in one year. The point is that this is not an annual account for individual members. It is an account for all, to be accessed under specific circumstances and the maximum amount to be paid for each legal opinion is \$2,500. The account cannot be accessed more than once for the same matter. It is to be used for an initial opinion only.

The recommended initial amount of the account is \$27,500, to be funded from the Fiscal Stabilization Reserve, with annual funding top-ups to be funded from future operating budgets.

A copy of Public Notice which appeared in the local press under dates of April 27 and 28, 2013, is attached.”

**5. Unfinished Business**

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

- a) Administrative Report No. 8-2013;
- b) Report No. 7-2013 of the Planning and Operations Committee;
- c) Report No. 7-2013 of the Administration and Finance Committee; and
- d) Report No. 9-2013 of the Executive Committee.

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

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

**9. Question and Answer Period**

**10. Matters of Particular Interest**

**11. Enquiries**

**12. Motions**

**13. Giving Notice**

**14. Introduction and Consideration of Bylaws**

Bylaw No. 9093 - The Zoning Amendment Bylaw, 2013 (No. 9)

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

**BYLAW NO. 9093**

**The Zoning Amendment Bylaw, 2013 (No. 9)**

The Council of The City of Saskatoon enacts:

**Short Title**

1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2013 (No. 9)*.

**Purpose**

2. The purpose of this Bylaw is to authorize an amendment to the Rezoning Agreement applicable to the land described in this Bylaw.

**Zoning Bylaw Amended**

3. Zoning Bylaw No. 8770 is amended in the manner set forth in this Bylaw.

**Zoning Map Amended**

4. The Zoning Map, which forms part of the Zoning Bylaw No. 8770, is amended as follows:

- (a) The Rezoning Agreement applicable to the following lands:

Surface Parcel No. 120195042

Legal Land Description: Lot 5, Block 413, Plan 61S10301 Ext 0  
As described on Certificate of Title  
85S42565(1);

Surface Parcel No. 120195031

Legal Land Description: Lot 6, Block 413, Plan 61S10301 Ext 0  
As described on Certificate of Title  
85S42565(1);

and,

Surface Parcel No. 120196841

Legal Land Description: Lot 7, Block 413, Plan 61S10301 Ext 0  
As described on Certificate of Title  
85S42565(1)

is amended in accordance with the Amended Rezoning Agreement  
attached as Appendix "A" to this Bylaw.

**Execution of Agreement Authorized**

5. The Mayor and City Clerk are authorized to execute the Agreement attached as Appendix "A" to this Bylaw.

**Coming into Force**

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

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

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

## Amended Rezoning Agreement

This Agreement made effective this \_\_\_\_ day of \_\_\_\_\_, 2013.

Between:

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

- and -

**101065965 Saskatchewan Ltd.**, a body corporate incorporated under the laws of the Province of Saskatchewan (the "Owner")

**Whereas:**

A. The City entered into a Rezoning Agreement with the Owner, a copy of which is attached as Schedule "A" to this Agreement, with respect to the following lands:

- (a) Surface Parcel No. 120195042  
Legal Land Description: Lot 5, Block 413, Plan 61S10301  
Ext 0  
As described on Certificate of Title 61S10301(1);
- (b) Surface Parcel No. 120195031  
Legal Land Description: Lot 6, Block 413, Plan 61S10301  
Ext 0  
As described on Certificate of Title 61S10301(1); and
- (c) Surface Parcel No. 120196841  
Legal Land Description: Lot 7, Block 413, Plan 61S10301  
Ext 0  
As described on Certificate of Title 61S10301(1)

(hereinafter referred to as the "Land");

B. The City has an approved Official Community Plan which, pursuant to Section 69 of *The Planning and Development Act, 2007*, contains guidelines respecting the entering into of agreements for the purpose of accommodating requests for rezoning of lands; and

- C. The City has agreed, pursuant to the provisions of Section 69(2) of *The Planning and Development Act, 2007*, to vary the Rezoning Agreement.

Now therefore the parties covenant and agree as follows:

### **Variation of Rezoning Agreement**

1. The Rezoning Agreement attached Schedule "A" to this Agreement is amended in the manner set forth in this Agreement.

### **Use of Land**

2. Clause 2 is deleted and replaced by the following:

"2. The Owner agrees that the use of the Land will be restricted to that of a one unit dwelling in conjunction with an attached 163 square metre medical clinic. The site must be developed substantially in accordance with the site plan attached as Schedule "B" to this Amended Rezoning Agreement."

### **Development Standards**

3. Clause 3 is amended:

(a) by deleting subclause (a); and

(b) by deleting subclause (b) and substituting the following:

"(b) Parking: Minimum of 12 on-site spaces to be provided in side or rear yards only;"

### **Site Plan**

4. The site plan attached as Schedule "A" to the Rezoning Agreement is deleted and replaced by the site plan attached as Schedule "B" to this Amended Rezoning Agreement.

**Other Provisions of Rezoning Agreement**

- 5. Except as modified by the provisions of this Agreement, all terms and conditions of the Rezoning Agreement attached as Schedule "A" remain in full force and effect.

**Registration of Interest**

- 6. (1) The Parties hereto acknowledge that this Agreement is made pursuant to Section 69 of *The Planning and Development Act, 2007* and the Owner agrees that this Agreement shall be registered by way of an Interest Registration against the Title to the Land. As provided in Section 236 of *The Planning and Development Act, 2007*, Section 63 of *The Land Titles Act, 2000* does not apply to the Interest registered in respect of this Agreement.
- (2) This Agreement shall run with the Land pursuant to Section 69 of *The Planning and Development Act, 2007*, and shall bind the Owner, its successors and assigns.

**The City of Saskatoon**

\_\_\_\_\_  
Mayor

c/s

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

**101065965 Saskatchewan Ltd.**

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

## Affidavit Verifying Corporate Signing Authority

Canada )  
Province of Saskatchewan )  
To Wit: )

I, \_\_\_\_\_, of the City of Saskatoon, in the  
(Name)  
Province of Saskatchewan, \_\_\_\_\_, make oath and say:  
(Position Title)

1. I am an officer or director of the corporation named in the within instrument.
2. I am authorized by the corporation to execute the instrument without affixing a corporate seal.

Sworn before me at the City of Saskatoon, )  
in the Province of Saskatchewan, this \_\_\_\_\_ )  
day of \_\_\_\_\_, \_\_\_\_\_ )  
)  
\_\_\_\_\_)  
A Commissioner for Oaths for Saskatchewan. )  
My commission expires \_\_\_\_\_ )  
(or) Being a solicitor. )

\_\_\_\_\_  
(Signature)

## Rezoning Agreement

This Agreement made effective this 9 day of July, 2011.

Between:

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

- and -

**101065965 Saskatchewan Ltd.**, a body corporate incorporated under the laws of the Province of Saskatchewan (hereinafter referred to as "the Owner")

Whereas:

1. The Owner is the registered owner of the land described as follows:

(a) Civic Address: 2402 7<sup>th</sup> Street East  
Surface Parcel No. 120195042

Legal Land Description: Lot 5, Blk/Par 413, Plan 61S10301 Ext 0  
As described on Certificate of Title  
85S42565(1);

Surface Parcel No. 120195031

Legal Land Description: Lot 6, Blk/Par 413, Plan 61S10301 Ext 0  
As described on Certificate of Title  
85S42565(1)

and,

Surface Parcel No. 120196841

Legal Land Description: Lot 7, Blk/Par 413, Plan 61S10301 Ext 0  
As described on Certificate of Title  
85S42565(1)

(hereinafter referred to as "the Land");

2. The Owner has applied to the City for approval to rezone the Land from an R2 District to an M1 District to allow the development of the proposal specified in this Agreement;
3. The City has an approved Official Community Plan which, pursuant to Section 69 of *The Planning and Development Act, 2007*, contains guidelines respecting the entering into of agreements for the purpose of accommodating requests for the rezoning of land;
4. The City has agreed, pursuant to the provisions of Section 69 of *The Planning and Development Act, 2007*, to rezone the Land from an R2 District to a M1 District, subject to this Agreement.

Now therefore this Agreement witnesseth that the Parties hereto covenant and agree as follows:

#### **Land to be Used in Accordance with Agreement**

1. The Owner agrees that, upon the Land being rezoned from an R2 District to an M1 District, none of the Land shall be developed or used except in accordance with the terms and conditions set out in this Agreement.

#### **Use of Land**

2. The Owner agrees that the use of the Land will be restricted to that of a medical clinic, limited to the building located on this site at the time of the adoption of the bylaw to rezone the property. The site shall be developed substantially in accordance with the site plan attached as Schedule "A" to this Agreement.

#### **Development Standards**

3. The development standards applicable to the Land shall be those applicable to an M1 District except as follows:
  - (a) Use: Medical clinic;
  - (b) Parking: Minimum of 21 on-site parking spaces;

- (c) Outdoor Lighting: All outdoor lighting shall be night sky compliant and shall be located and arranged so that no direct rays of light are pointed at adjacent or nearby properties;
- (d) Landscaping: The site shall be landscaped in accordance with the site plan attached as Appendix "A" to this Agreement; and
- (e) Garbage Storage Area: Shall be suitably screened to the satisfaction of the Manager, Planning and Development Branch.

#### **Application of Zoning Bylaw**

4. The Owner covenants and agrees that, except to the extent otherwise specified in this Agreement, the provisions of The City of Saskatoon Zoning Bylaw No. 8770 as amended from time to time shall apply.

#### **Compliance with Agreement**

5. The Owner covenants and agrees not to develop or use the Land unless such development, use and construction complies with the provisions of this Agreement.

#### **Dispositions Subject to Agreement**

6. The Owner covenants and agrees that any sale, lease or other disposition or encumbrance of the Land or part thereof shall be made subject to the provisions of this Agreement.

#### **Definitions**

7. Any word or phrase used in this Agreement which is defined in Zoning Bylaw No. 8770 shall have the meaning ascribed to it in that Bylaw.

## Departures and Waivers

8. No departure or waiver of the terms of this Agreement shall be deemed to authorize any prior or subsequent departure or waiver, and the City shall not be obliged to continue any departure or waiver or permit subsequent departure or waiver.

## Severability

9. If any covenant or provision of this Agreement is deemed to be void or unenforceable in whole or in part, it shall not be deemed to affect or impair the validity of any other covenant or provision of this Agreement.

## Governing Law

10. This Agreement shall be governed and interpreted in accordance with the laws of the Province of Saskatchewan.

## Effective Date of Rezoning

11. It is understood by the Owner that the Land shall not be effectively rezoned from an R2 District to an M1 District until:
  - (a) the Council of The City of Saskatoon has passed a Bylaw to that effect; and
  - (b) this Agreement has been registered by the City, by way of Interest Registration, against the Title to the Land.

## Use Contrary to Agreement

12.
  - (1) The Council of The City of Saskatoon may declare this Agreement void where any of the Land or buildings thereon is developed or used in a manner which is contrary to the provisions of this Agreement, and upon the Agreement being declared void, the Land shall revert to the district to which it was subject to before rezoning.
  - (2) If this Agreement is declared void by the Council of The City of Saskatoon, the City shall not, by reason thereof, be liable to the Owner or to any other person for any compensation, reimbursement or damages on account of loss or profit, or on account of expenditures, or on any other account whatsoever in connection with the Land.

**Registration of Interest**

- 13. (1) The Parties hereto acknowledge that this Agreement is made pursuant to Section 69 of *The Planning and Development Act, 2007* and the Owner agrees that this Agreement shall be registered by way of an Interest Registration against the Title to the Land. As provided in Section 236 of *The Planning and Development Act, 2007*, Section 63 of *The Land Titles Act, 2000* does not apply to the Interest registered in respect of this Agreement.
- (2) This Agreement shall run with the Land pursuant to Section 69 of *The Planning and Development Act, 2007*, and shall be bind the Owner, its successors and assigns.

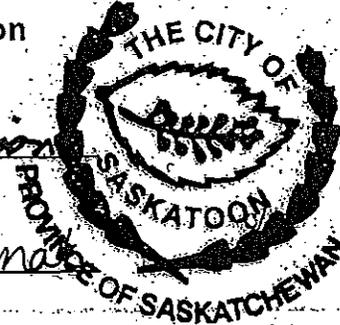
**Enurement**

- 14. This Agreement shall enure to the benefit of and be binding upon the Parties hereto and their respective heirs, executors, administrators, successors and assigns.

The City of Saskatoon

*Donald F. Atchison*  
\_\_\_\_\_  
Mayor

*Wiane Kana*  
\_\_\_\_\_  
City Clerk



101065965 Saskatchewan Ltd.

*[Signature]*  
\_\_\_\_\_  
M.A.D.

c/s



# Affidavit Verifying Corporate Signing Authority

Canada )  
Province of Saskatchewan )  
To Wit: )

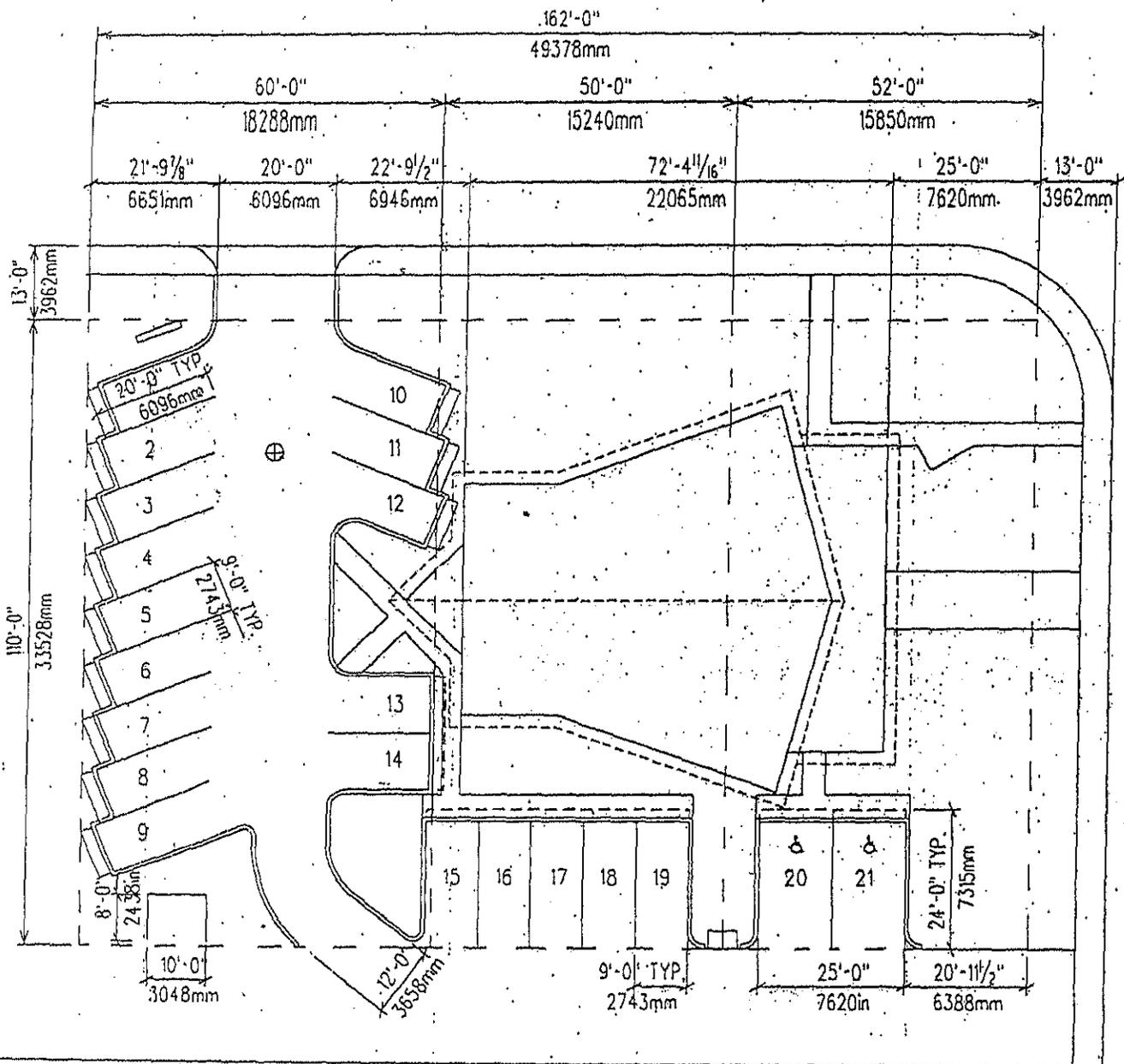
I, \_\_\_\_\_, of the City of Saskatoon, in the  
(Name)  
Province of Saskatchewan, \_\_\_\_\_, make oath and say:  
(Position Title)

1. I am an officer or director of the corporation named in the within instrument.
2. I am authorized by the corporation to execute the instrument without affixing a corporate seal.

Sworn before me at the City of )  
Saskatoon, in the Province of )  
Saskatchewan, this \_\_\_\_\_ day of )  
\_\_\_\_\_, \_\_\_\_\_ )  
\_\_\_\_\_)  
A Commissioner for Oaths in and for )  
the Province of Saskatchewan )  
My Commission expires )  
\_\_\_\_\_)  
(or) Being a Solicitor. )

\_\_\_\_\_  
(Signature)

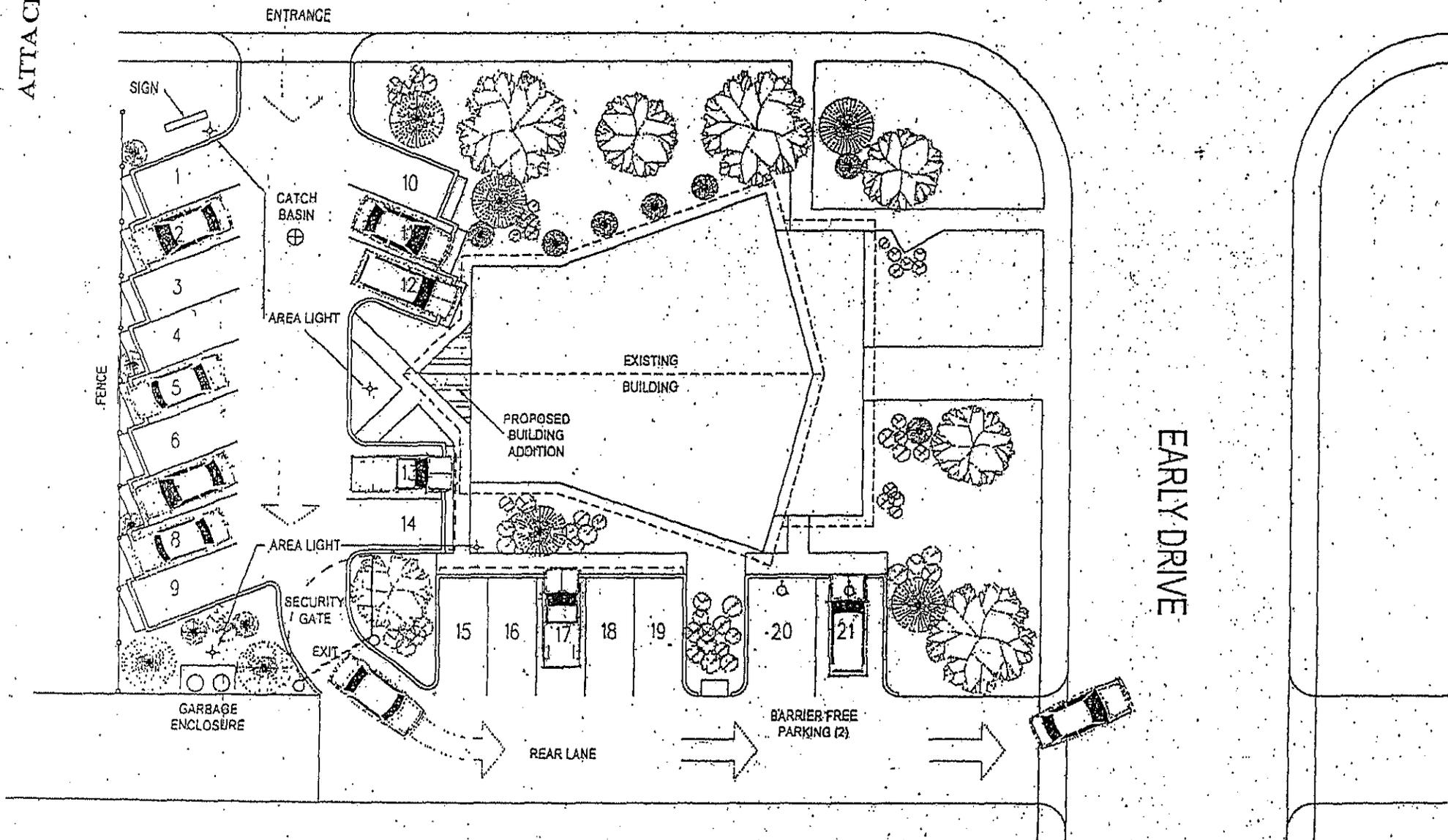
SCHEDULE "A"



EARLY DRIVE

Site Plan / NTS  
Circle Centre Chiropractic Clinic, 2402 - 7<sup>th</sup> Street East

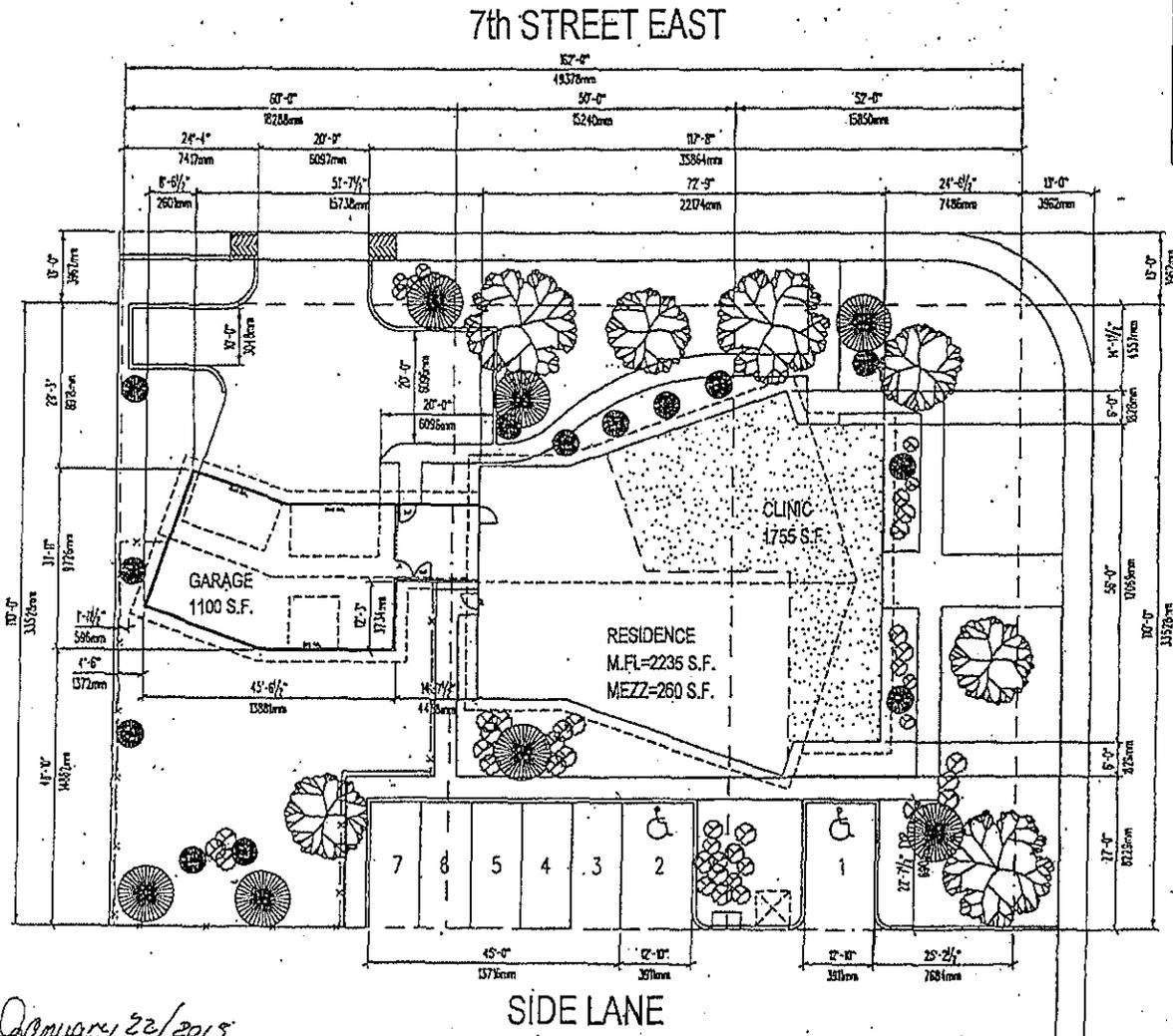
# 7TH STREET EAST



Proposed Layout Plan / NTS

Circle-Centre Chiropractic Clinic, 2402 - 7<sup>th</sup> Street East

SCHEDULE "B"



| EXISTING  | LOCATION | AREA                  | GFR    |
|-----------|----------|-----------------------|--------|
| CHURCH    | MAIN FL. | 353.88 m <sup>2</sup> | 42.68% |
|           | BSMT     | 353.68 m <sup>2</sup> |        |
| TOTAL     |          | 707.56 m <sup>2</sup> |        |
| PROPOSED  |          |                       |        |
| CLINIC    | MAIN FL. | 163 m <sup>2</sup>    | 9.84%  |
|           | BSMT     | 207.64 m <sup>2</sup> |        |
| RESIDENCE | MAIN FL. | 2235 m <sup>2</sup>   | 41.49% |
|           | BSMT     | 353.68 m <sup>2</sup> |        |
|           | MEZZ     | 24.15 m <sup>2</sup>  |        |
| TOTALS    |          | 850.67 m <sup>2</sup> | 51.33% |

**Archten  
Graphic  
Works**

The Illustration of Imagination  
Saskatoon, Saskatchewan  
PH: 308-978-8068 FX: 308-978-0881

THESE DRAWINGS ARE SPECIFIC TO THIS PROJECT ONLY AND REMAIN THE PROPERTY OF ARCHTEN DESIGN WORKS. REPRODUCTION IS PROHIBITED WITHOUT PRIOR PERMISSION.

PROJECT / ADDRESS  
**FOSTER  
LIVE / WORK**  
2402 7th STREET EAST  
SASKATOON, SK

| NO. | REVISIONS | DATE | APP. |
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DRAWING  
**PROPOSED  
SITE PLAN**  
SCALE: 1 = 250

DATE: JANUARY, 2013  
DRAWN BY: DCS

PAGE: **A1.0**

January 22/2013  
Storm sewer req'd when parking area is 15,000 sq feet as per Bylaw 5113  
Have done

**TO:** Secretary, Municipal Planning Commission  
**FROM:** General Manager, Community Services Department  
**DATE:** March 15, 2013  
**SUBJECT:** Proposed Amendment to Existing Zoning Agreement - 2402 7<sup>th</sup> Street East  
**FILE NO.:** PL 4350 – Z22/12

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**RECOMMENDATION:** 1) that the application submitted by Kelly Foster to amend an existing Zoning Agreement for the property located at 2402 7<sup>th</sup> Street East, as outlined in the attached report, be approved.

### **TOPIC AND PURPOSE**

An application has been submitted by Kelly Foster requesting an amendment to an existing Zoning Agreement (Bylaw No. 8947) for 2402 7<sup>th</sup> Street East to include a medical clinic with an attached dwelling unit as permitted land uses and a reduction in the required on-site parking from 21 to 12 stalls (see Attachment 3).

### **REPORT HIGHLIGHTS**

1. This application will facilitate the reuse of a former church facility.
2. This proposal complies with all relevant municipal requirements.

### **STRATEGIC GOAL**

This report supports the long-term strategy of encouraging infill development to balance growth under the strategic goal of Sustainable Growth.

### **BACKGROUND**

During its June 13, 2011 meeting, City Council approved the rezoning of 2402 7<sup>th</sup> Street East from an R2 District to a M1 District, subject to a Zoning Agreement. This approval accommodated a 707 square metre chiropractic clinic to operate from this location and included 21 on-site parking spaces.

A short time after receiving approval to operate from this site, the partners made the decision to locate and operate from an alternate location. Kelly Foster, the registered owner of 2402 7<sup>th</sup> Street East, has chosen to pursue the original location; but in doing so, has requested that the agreement be amended to allow him to reside at the location and operate a smaller clinic (163 square metres). The applicant also intends to construct a 102 square metre attached garage.

## REPORT

### 1. Official Community Plan Bylaw No. 8769

This area is identified as "Residential" on the Official Community Plan - Land Use Map. This proposal remains consistent with that designation.

### 2. Compatibility with the Surrounding Land Uses

The operation of the facility as a small chiropractic clinic with an attached dwelling unit is not expected to create any noticeable land use conflicts.

The existing building was originally designed and was used as a church. The building is placed on the site in a manner that is compatible with the scale, style, and use of the adjacent residential buildings. Nearby land uses include a number of multi-unit dwellings to the north, one-unit dwellings to the south and west, and a one-unit dwelling across Early Drive to the east.

### 3. Parking Requirements

This property operated as a church for a number of years and included parking adjacent to the rear lane. The applicant has proposed to maintain the current parking adjacent to the rear lane, and will develop a total of 12 on-site parking spaces:

- 7 adjacent to the alley for clients;
- 2 car garage; and
- 3 more on-site parking spaces which are accessible from 7<sup>th</sup> Street East.

### 4. Proposed Zoning Agreement

The proposed Zoning Bylaw No 8770 amendment is intended to amend the existing Zoning Agreement, Bylaw No. 8947.

It is recommended that the zoning agreement include the following provisions:

- a) Use – the use of the building is limited to a one dwelling unit in conjunction with and attached to a 163 square metre medical clinic; and
- b) Parking – A minimum of 12 on-site parking spaces shall be provided in side or rear yards only.

All other development standards shall be those required in the M1 Zoning District.

## 5. Comments from Other Branches

The Infrastructure Services Department has identified a super-pipe that will be installed adjacent to the site in 2013 and could affect any new water or sewer connections for the proposed change of use. The applicant has confirmed that his intentions are to use the existing connections to municipal infrastructure, placing independent meters on site for each of the two land uses.

Please refer to Attachment 5 – Comments from Other Branches, for the complete comments.

## OPTIONS TO THE RECOMMENDATION

City Council could choose to deny this application. This option is not recommended as no significant concerns were identified with the proposed land use, and the required parking can be accommodated on-site.

## POLICY IMPLICATIONS

There are no policy implications associated with this application.

## FINANCIAL IMPLICATIONS

There are no financial implications associated with this application.

## PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

A Public Information Meeting was held on February 27, 2013, at Brevoort Park School to provide neighbouring residents the opportunity to learn the details of the proposal and for the applicant to obtain public input on this matter. City of Saskatoon staff were also in attendance to provide details and clarification of the rezoning process.

Public notices were distributed to all property owners within 75 metres of the proposed site, with a total of 75 notices mailed out informing residents of the Public Information Meeting. The Brevoort Park Community Association was also notified. Six residents and the Ward Councillor attended the meeting. Questions were asked seeking clarification with respect to the proposal. Those in attendance at the meeting were generally in support of the proposal. A summary of the comments heard at the meeting is included in Attachment 4.



Approved by:                   "Randy Grauer"                    
Randy Grauer, General Manager  
Community Services Department  
Dated:           "March 28, 2013"          

Approved by:                   "Randy Grauer" for                    
Murray Totland, City Manager  
Dated:           "March 28, 2013"

## FACT SUMMARY SHEET

Applicant: Kelly Foster  
Address: 1501 Wiggins Avenue, Saskatoon, SK S7H 2J7

### A. Location Facts

|    |                   |                                     |
|----|-------------------|-------------------------------------|
| 1. | Municipal Address | 2402 7 <sup>th</sup> Street East    |
| 2. | Legal Description | Lot 5, Block 413, Plan No. 61S10301 |
| 3. | Neighbourhood     | Brevoort Park                       |
| 4. | Ward              | 8                                   |

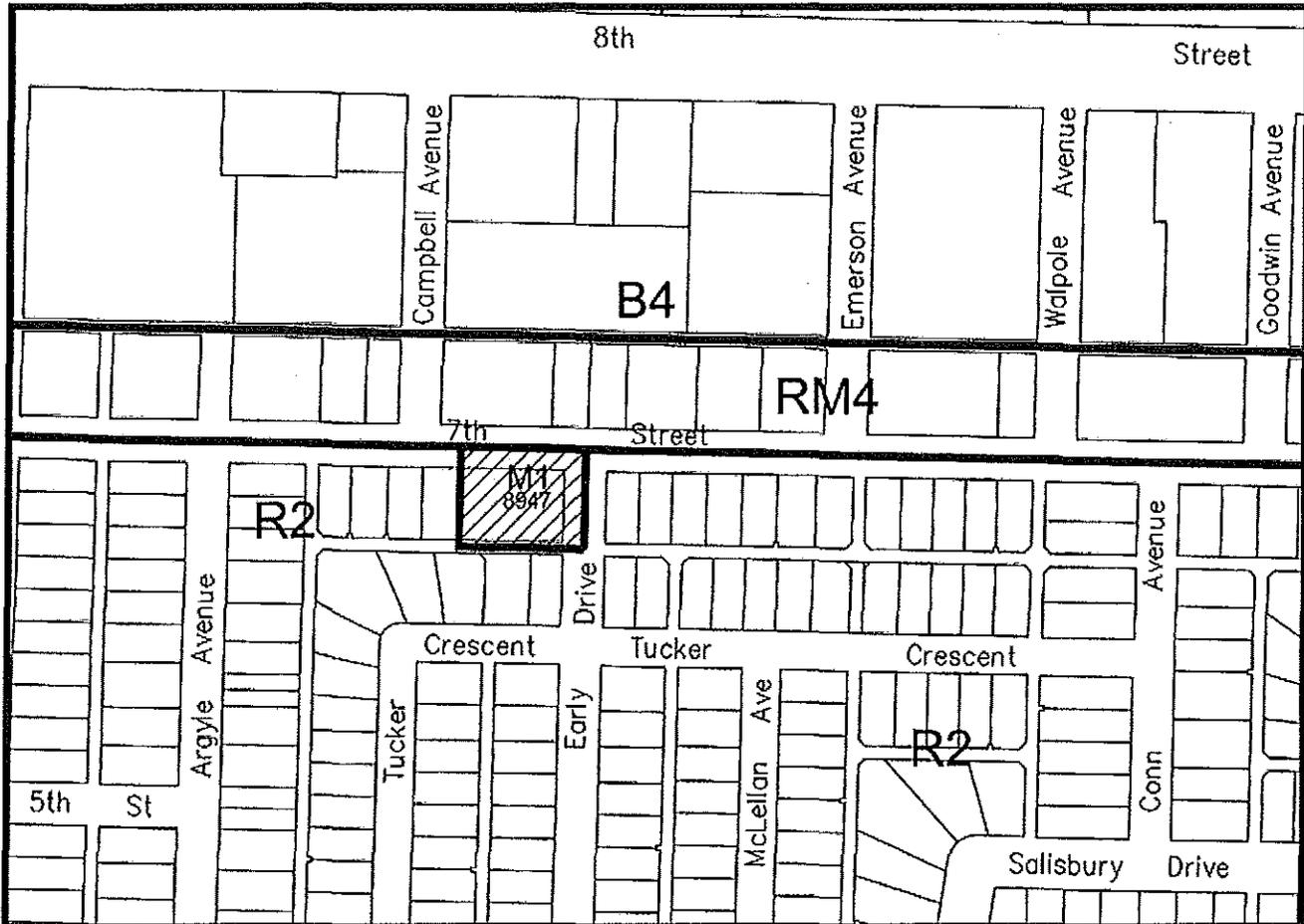
### B. Site Characteristics

|    |   |                                  |
|----|---|----------------------------------|
| 1. | Existing Use of Property                  | Medical Clinic                   |
| 2. | Proposed Use of Property                  | Medical Clinic with attached OUD |
| 3. | Adjacent Land Uses and Zoning             |                                  |
|    | North                                     | Residential                      |
|    | South                                     | Residential                      |
|    | East                                      | Residential                      |
|    | West                                      | Residential                      |
| 4. | No. of Existing Off-Street Parking Spaces | 13                               |
| 5. | No. of Off-Street Parking Spaces Required | 6                                |
| 6. | No. of Off-Street Parking Spaces Provided | 12                               |
| 7. | Site Frontage                             | 33.59 m                          |
| 8. | Site Area                                 | 1,657.228 m <sup>2</sup>         |
| 9. | Street Classification                     | Major Collector and Local Street |

### C. Official Community Plan Policy

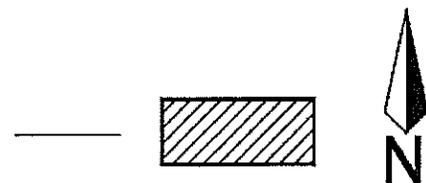
|    |  |                 |
|----|--|-----------------|
| 1. | Existing Official Community Plan Designation | Residential     |
| 2. | Proposed Official Community Plan Designation | Residential     |
| 3. | Existing Zoning District                     | M1 by Agreement |
| 4. | Proposed Zoning District                     | M1by Agreement  |

LOCATION MAP



PROPOSED REZONING

Proposed Amendment to M1  
by Agreement



File No. RZ22-2011

| EXISTING  | LOCATION | AREA                  | GFR    |
|-----------|----------|-----------------------|--------|
| CHURCH    | MAIN FL. | 353.68 m <sup>2</sup> | 42.68% |
|           | BSMT     | 353.68 m <sup>2</sup> |        |
| TOTAL     |          | 707.36 m <sup>2</sup> |        |
| PROPOSED  |          |                       |        |
| CLINIC    | MAIN FL. | 163 m <sup>2</sup>    | 9.84%  |
|           | BSMT     | 207.64 m <sup>2</sup> |        |
| RESIDENCE | MAIN FL. | 207.64 m <sup>2</sup> | 41.49% |
|           | BSMT     | 353.68 m <sup>2</sup> |        |
|           | MEZZ.    | 24.15 m <sup>2</sup>  |        |
|           | GARAGE   | 102.2 m <sup>2</sup>  |        |
| TOTALS    |          | 850.67 m <sup>2</sup> | 51.33% |

# Archten Graphic Works

the Illustration of Imagination  
Saskatoon, Saskatchewan  
PH: 306-979-6065 FX: 306-979-0881

THESE DRAWINGS ARE SPECIFIC TO THIS PROJECT ONLY AND REMAIN THE PROPERTY OF ARCHTEN DESIGN WORKS. REPRODUCTION IS PROHIBITED WITHOUT PRIOR PERMISSION.

PROJECT / ADDRESS

## FOSTER LIVE / WORK

2402 7th STREET EAST  
SASKATOON, SK

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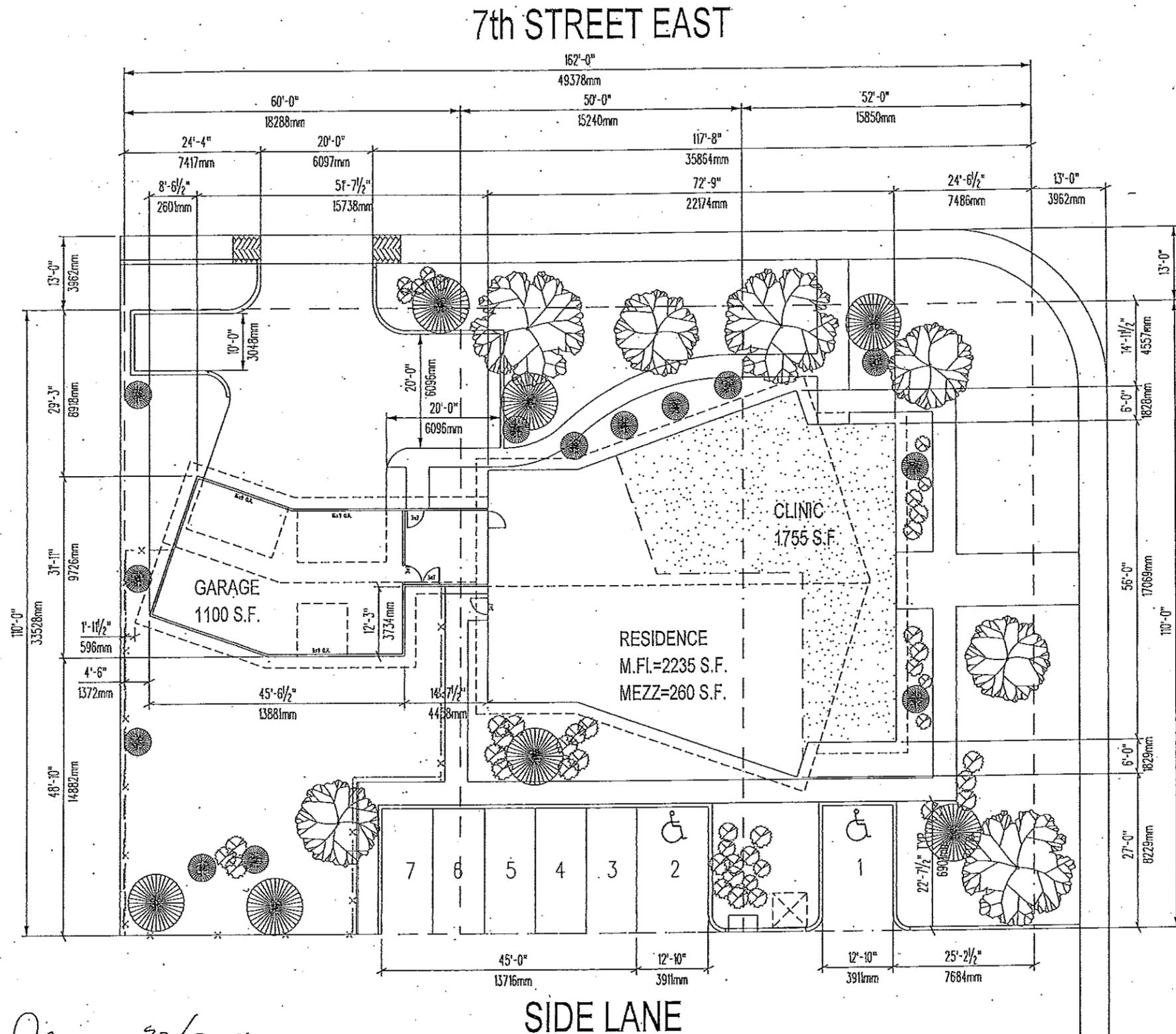
| No. | REVISIONS | DATE | APPD. |
|-----|-----------|------|-------|
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### DRAWING PROPOSED SITE PLAN

SCALE: 1 = 250

|               |          |
|---------------|----------|
| DATE:         | DRAWN BY |
| JANUARY, 2013 | DCS      |

PAGE  
**A1.0**



EARLY DRIVE

*January 22/2013*  
 Storm sewer cap'd when parking area is 15,000 sq feet, as per Bylaw 5113  
 Karen Langem

**Project Name:** Public Information Meeting for Proposed Amendment to Existing Zoning Agreement (Bylaw No. 8947)  
2402 7<sup>th</sup> Street East– M1 by Agreement

**Applicant:** Kelly Foster  
**File:** PL 4350 – Z22/12

## Community Engagement Project Summary

### Project Description

A public information meeting was held to discuss the proposed amendment of an existing zoning agreement imposed on 2402 7<sup>th</sup> Street East. This amendment would change two things:

1. It would add an attached one-unit dwelling as a permitted land use in addition to the Medical Clinic; and
2. It will decrease the required parking associated with the development from 24 to 6.

The meeting provided property owners in Brevoort Park, specifically those within the required 75 meters of the subject site, to learn more about the proposed rezoning and business; have the opportunity to comment on the proposal; and ask any questions that they may have.

The meeting was held at the Brevoort Park School Library on Wednesday, February 27<sup>th</sup>, 2012 at 7 PM.

### Community Engagement Strategy

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

## Summary of Community Engagement Input

- Key milestones, significant events, stakeholder input  
This community engagement initiative provided interested & concerned individuals with an opportunity to learn more about the proposed use and to provide perspective and comments which will be considered by both the proponent and municipal staff in further analysis of this proposal.
- Timing of notification to the public including dates of mail-outs, PSA's, newspaper advertisements, number of flyers delivered, who was targeted/invited

### Notification Processes

| Notification Method /Date Issued                       | Details  | Target Audience / Attendance   | Attendance / Contact                         |
|--|--|--|--|
| Public Information Meeting notice<br>February 12, 2013 | 75 public meeting notices outlining the details of the proposal were sent to registered property owners. Letters along with the public meeting notice were also sent to the Community Association, Ward Councillor and Community Consultant. | As per public notice policy, notices were sent to property owners within the standard 75 meter radius of subject site. | 1 comment was received at the public meeting |

- Analysis of the feedback received, provide a brief summary of the comments to capture the flavour of the feedback received:
  - Feedback and comments received at the public meeting voiced support toward the proposal.
  - The following comments and questions were noted:
    - One resident wondered if the required parking would be paved
      - The applicant noted that it was his understanding that a paved parking area is required by the City, and as such, will be a part of his proposal.
    - It was asked of the applicant if he would be working alone or if there would be more employees.
      - The applicant noted that he would operate alone for the first while, and possibly add employees in the future. He added that he intends on keeping this a neighbourhood level clinic and that the volume of clients would be minimal as a result.
    - Most in attendance were appreciative of the proposed change on land use, noting that it maintains the residential characteristics of the surrounding properties.
      - "If he (the applicant) is willing to live there and work there; well, we couldn't ask for anything better."
    - Questions surrounding the proposed 'super pipe' installation along 7<sup>th</sup> Street were raised.
      - Although an aside to the application at hand, Administration and the Ward Councillor were able to clarify the proposed plan and suggested timelines for construction.
    - The one comment received identified this facility as a great addition to the neighbourhood, noting that it was a great idea to have a practice combined with living accommodations.
  - Those in attendance noted their support of the facility

- Impact of community engagement on the project/issue:
  - the feedback at the meeting will provide MPC and Council with the opinions and comments of the surrounding community.
- How will input be used to inform the project/issue:
  - Input received from the community will be used to measure the support of the neighbourhood for this proposal and to highlight any major concerns.
- Any follow up or reporting back to the public/stakeholders
  - Participants at the meeting were advised that they will receive direct notice of the Public Hearing if they provided their name and mailing address on the sign in sheet.

### Next Steps

| Action  | Anticipated Timing               |
|---|----------------------------------|
| Internal Review to be completed with municipal departments  | Oct/12 – Nov/12                  |
| Planning and Development Report prepared and presented to Municipal Planning Commission. MPC reviews proposal and recommends approval or denial to City Council   | April 9, 2013                    |
| Public Notice - report prepared and Public Hearing date set. Brevoort Park Community Association, Community Consultant, Ward Councillor as well as all participants at Public Meeting will be provided with direct notice of Public Hearing, as well as all residents who were notified previously. A notification poster sign by applicant will be placed on site. | April 20, 2013 to<br>May 7, 2013 |
| Public Hearing – Public Hearing conducted by City Council, with opportunity provide for interested persons or groups to present. Proposal considered together with the reports of the Planning & Development Branch, Municipal Planning commission, and any written or verbal submissions received by City Council.   | May 7, 2013                      |
| Council Decision - may approve or deny proposal.  | May 7, 2013                      |

### Attachments

Notice of Public Information Meeting  
Attendance Sheet

Completed by: Daniel Gray, Planner 16, 975-7723  
Date: February 28, 2013

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

COMMENTS FROM OTHER BRANCHES

Infrastructure Services Department

The proposed Zoning Bylaw Amendment, as noted above, is acceptable to the Infrastructure Services Department with the following comment:

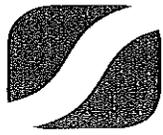
1. This application presents no water and sewer concerns with respect to capacity; however, a super-pipe will be installed adjacent to this site in 2013. If a new water or sewer connection is required for the proposed change of use, approval must be granted from either Galen Heinrichs or Lowell Reinhart of the Strategic Services Branch to ensure there is no conflict with the proposed construction.

Utility Services Department, Transit Services Branch

Saskatoon Transit has no easement requirements regarding the above referenced property.

At present, Saskatoon Transit's closest bus stop is approximately 70 metres from the property on the south side of 7<sup>th</sup> Street East, just east of Early Drive.

Bus service is at 30 minute intervals Monday to Saturday, and at 60 minute intervals after 18:00 Monday to Friday, early Saturday mornings, Sundays, and statutory holidays.



April 16, 2013

City Clerk

Dear City Clerk:

**Re:    Municipal Planning Commission Report for Public Hearing  
      Proposed Amendment to Existing Zoning Agreement - M1 by Agreement  
      2402 7th Street East – Brevoort Park Neighbourhood  
      Applicant: Kelly Foster  
      (File No. Ck. 4351-013-005)**

The Municipal Planning Commission, at its meeting held on April 9, 2013, considered the report of the General Manager, Community Services Department dated March 15, 2013, regarding an application submitted by Kelly Foster requesting an amendment to an existing Zoning Agreement for 2402 7<sup>th</sup> Street East to include a medical clinic with an attached dwelling unit as permitted land uses and a reduction in the required on-site parking from 21 to 12 stalls.

The Commission has reviewed the report with the Administration. The following is further clarification provided to the Commission:

- The M1 District allows for one dwelling unit in conjunction with and attached to any other non-residential use. Other M Districts permit more than one dwelling unit in conjunction with and attached to any other non-residential use. B Zoning Districts permit dwelling units or multiple unit dwellings in conjunction with and attached to any other permitted use.
- 12 on-site parking spaces are being provided. Six on-site parking spaces are required to accommodate this type of development. The proposed amendment to the Zoning Agreement provides for a minimum of 12 on-site parking spaces to ensure adequate parking facilities exist on the site to accommodate possible demand.
- A catch basin will be required on site in that the parking area is 15,000 square feet and the area must be paved.
- The previous application approved by City Council on June 13, 2011 was for a much larger clinic on this site. The City had worked with the applicant and community at that time to address concerns about parking and traffic flow. That project did not proceed as an alternate location for the clinic was chosen. This application relates to a substantially reduced clinic size, for the applicant and perhaps another associate, with the residence taking up the majority of the space. A garage is being added as well.
- The community sees this as a better fit for the neighbourhood.
- The Community Services Department is supporting the application.

The Applicant also addressed the Commission, as summarized below:

- This proposal provides an opportunity to preserve the existing structure and to live and work at the same location.
- An alternate location was chosen for the larger clinic in Rosewood.
- From the public meetings and discussions with his neighbours, he believes this proposal can work. If necessary, two or three additional parking spaces could be added. Initially it will be just the applicant practising at this location; however, to provide consistency of service, it would be his preference to have someone else there as well. He will actively seek one other person to work at the clinic.

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

“that the application submitted by Kelly Foster to amend an existing Zoning Agreement for the property located at 2402 7<sup>th</sup> Street East, as outlined in the March 15, 2013 report of the General Manager, Community Services Department, be approved.”

The Commission respectfully requests that the above report be considered by City Council at the time of the public hearing with respect to the above proposed amendment to the Zoning Agreement for 2402 7<sup>th</sup> Street East.

Yours truly,



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

DK:sj

Attachment

## **ZONING NOTICE**

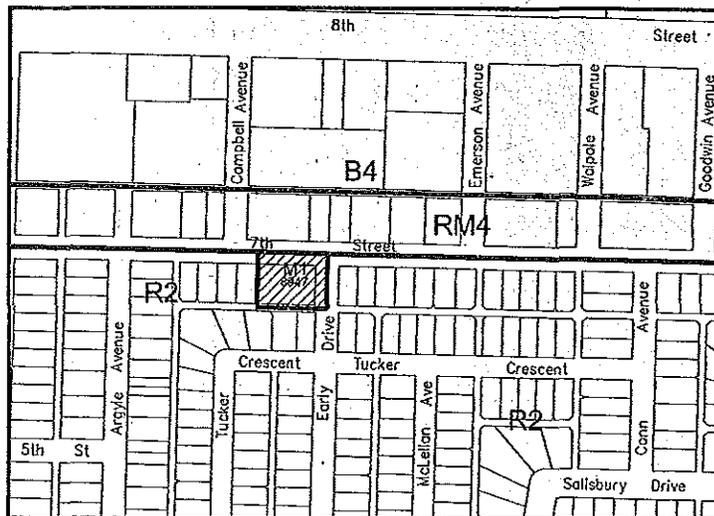
### **BREVOORT PARK NEIGHBOURHOOD**

#### **PROPOSED ZONING BYLAW AMENDMENT – BYLAW NO. 9093**

Saskatoon City Council will consider an amendment to the City's Zoning Bylaw (No. 8770). Through Bylaw No. 9093, the Zoning Amendment Bylaw 2013 (No. 9), the property in the Brevoort Park Neighbourhood as shown in the map below. The zoning agreement for the subject property is proposed to be amended to reduce the area of the medical clinic from 707 square metres to 163 square metres and to permit one dwelling unit in the existing building. The required parking standard is proposed to be reduced from 21 parking spaces to 12 parking spaces.

**LEGAL DESCRIPTION** – Lot 5, Block 413, Plan No. 61S10301

**CIVIC ADDRESS** – 2402 7th Street East



### **PROPOSED REZONING**

**Proposed Amendment to M1  
by Agreement**

File No. R222-2011



**REASON FOR THE AMENDMENT** – The proposed amendment to an existing Zoning Agreement will accommodate a revised plan for the redevelopment of this former place of worship.

**INFORMATION** - Questions regarding the proposed amendment or requests to view the proposed amending Bylaw, the City of Saskatoon Zoning Bylaw and Zoning Map may be directed to the following without charge:  
Community Services Department, Planning and Development Branch  
Phone: 306-975-7723 (Daniel Gray)

**PUBLIC HEARING** - City Council will hear all submissions on the proposed amendment, and all persons who are present at the City Council meeting and wish to speak on **Monday, May 6, 2013 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.**

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

All submissions received by the City Clerk by **10:00 a.m. on Monday, May 6, 2013** will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.

The following is an excerpt from the minutes of meeting of the Planning and Operations Committee (Open to the Public) held on November 20, 2012:

4. Walkway Closure Between 11 and 13 Kusch Crescent  
(Files CK. 6295-012-008 and IS. 6295-1)

The Deputy City Clerk submitted a report of the General Manager, Infrastructure Services Department dated November 5, 2012, requesting approval to proceed to Public Notice for the closure of a walkway located between 11 and 13 Kusch Crescent.

RESOLVED: that the Administration proceed with Public Notice for closure of the walkway between 11 and 13 Kusch Crescent, in the Hudson Bay Park Neighbourhood.

**TO: Planning and Operation Committee**  
**FROM: General Manager, Infrastructure Services**  
**DATE: November 5, 2012**  
**SUBJECT: Walkway Closure Between 11 and 13 Kusch Crescent**  
**FILE NO.: IS. 6295-1**

---

**RECOMMENDATION:** that the Administration proceed with Public Notice for closure of the walkway between 11 and 13 Kusch Crescent, in the Hudson Bay Park Neighbourhood.

### **TOPIC AND PURPOSE(S)**

The purpose of the report is to request approval to proceed with Public Notice for closure of a walkway located between 11 and 13 Kusch Crescent.

### **REPORT HIGHLIGHTS**

1. Property owners adjacent to the walkway located between 11 and 13 Kusch Crescent are in agreement with the closure and wish to purchase the walkway.
2. A community meeting was held on May 30, 2012, to discuss the closure of the walkway and determine support.
3. In addition to the adjacent residents, four members of the community attended the meeting, and all were in favour of the closure.

### **STRATEGIC GOALS**

The recommendation to proceed with public notice to close the walkway is in accordance with the City of Saskatoon's Strategic Goal, Quality of Life.

### **BACKGROUND**

A request has been received from the property owners of 11 and 13 Kusch Crescent to close and purchase the walkway adjacent to their property. Both adjacent property owners are in agreement with the closure.

City Council, at its meeting held on September 26, 2011, approved amendments to Policy C07-017 - Walkway Evaluation and Closure, which includes criteria that stipulates that closure of a walkway will only be approved as a last resort, and that all walkways will remain open unless there are safety issues which Saskatoon Police Services has identified are to be of major concern for the area, and which cannot be addressed through enforcement. City Council also resolved that all outstanding applications for closure of walkways be processed under the former policy, subject to a review of the associated costs.

A report was submitted to City Council on April 16, 2012, regarding the associated costs of closures. City Council approved a recommendation that the application fees and land fees for new walkway closure applications be increased from \$1,000 to \$2,000 per property. All outstanding applicants will be charged the former fee (\$1,000).

### Former Policy Guidelines

Under the former policy, Stage 1 includes a Crime Prevention through Environmental Design (CPTED) review of the walkway. If the review indicates that there is vegetation restricting sight lines, graffiti on fences, lack of street lighting, or concerns with vehicles travelling through the walkway, remedial action will be taken.

Stage 2 involves investigating additional proactive remedial measures to address vandalism or public safety issues that cannot be addressed by any remedial actions undertaken within Stage 1. During this stage, a community meeting is held to address public safety concerns.

Stage 3 consists of an analysis, using pedestrian routing software, to provide detailed information on the walking routes in the service area to specific destination points, which include commercial development sites, schools, community centres and transit stops. It also assesses the impact to travel times for all residents within 5 minute, 10 minute, 15 minute and 20 minute walking route times to these destination points, and identifies if there are existing alternative routes which would provide an equivalent level of service. A walkway closure may be recommended, if the impact to the walking distance is less than five minutes.

### REPORT

A CPTED review was completed at this location which indicated that there is vegetation restricting the sight lines of the walkway, the pathway is gravel, there is no graffiti on the fences, there is minimal garbage and no street lighting.

A meeting was held on May 30, 2012, at Henry Kelsey School. In total, 20 notices were sent to residents in the catchment area (Attachment 1) and seven residents attended the meeting, including the adjacent property owners.

The adjacent property owners outlined their concerns regarding illegal or unwanted activity in the area and explained that, on occasion, they had reported the incidents to the police. All of the residents who attended the meeting were in support of the closure.

A pedestrian routing analysis was completed to determine walking route times from the walkway to Henry Kelsey Park and to a transit stop on Valens Drive, west of the walkway. The analysis indicated that there would be no impact on walking route times, if the walkway was closed.

Saskatoon Police Services expressed no concerns with the closure.

The closure of the walkway located between 11 and 13 Kusch Crescent meets all of the guidelines within former Policy C07-017- Walkway Evaluation and Closure. In addition, the driveways of the adjacent property owners currently encroach onto the walkway. Therefore, it is recommended that the Administration proceed with Public Notice for the

closure of the walkway, and that if the closure is approved, the walkway be sold to the adjacent property owners.

### **OPTIONS TO THE RECOMMENDATION**

An option is to not proceed with public notice for closure of the walkway. The Administration does not recommend this option, as all guidelines within former Policy C07-017 – Walkway Evaluation and Closure have been met.

### **POLICY IMPLICATIONS**

The recommendation to proceed with public notice for closure of the walkway is in accordance with former Policy C07-017 - Walkway Evaluation and Closure.

### **FINANCIAL IMPLICATIONS**

It is expected that the cost of the closure will be approximately \$6,000. External funding will be received from the adjacent property owners, including \$1,000 each for the application fee and \$1,000 each for the land, for a total of \$4,000. The remaining costs of the closure of the walkway will be covered under Capital Budget 2234 - Walkway Management.

| <b>Budgeted</b> | <b>Unbudgeted</b> | <b>Capital</b> | <b>Operating</b> | <b>Non-Mill Rate</b> | <b>External Funding</b> |
|-----------------|-------------------|----------------|------------------|----------------------|-------------------------|
| X               |                   | \$2,000        |                  |                      | \$4,000                 |

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

No public or stakeholder involvement will be required at this time.

### **COMMUNICATION PLAN**

A public notice will sent to the residents in the Hudson Bay Park catchment area. The notice will also be placed in the Star Phoenix two weeks prior to the Council meeting.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

### **PRIVACY IMPACT**

There are no privacy implications.

### **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review was completed in May 2012. The findings were as follows:

- Walkway has a clear sight line to lane and park.
- Grass walkway with minimum show of use.
- Well maintained and clean.
- Street light located across the street, on Kusch Crescent.
- 11 and 13 Kusch Crescent's driveways encroache on walkway, making the walkway less visible.

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

### **ATTACHMENT**

1. Copy of Catchment Area.

Written by: Shirley Matt, Traffic Management Engineer  
Transportation Branch

Approved by: Angela Gardiner, Manager  
Transportation Branch

Approved by: "Mike Gutek"  
Mike Gutek, General Manager  
Infrastructure Services Department  
Dated: "November 9, 2012"

Copy to: Murray Totland  
City Manager

PO SM Kusch Cr walkway

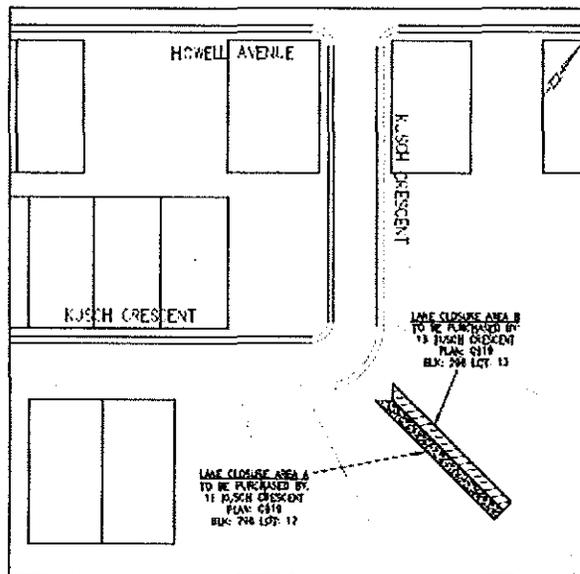
## PUBLIC NOTICE

### PROPOSED WALKWAY CLOSURE – 11-13 KUSCH CRESCENT

In accordance with the City Council Policy Number C07-017 Walkway Evaluation and Closure, City Council will consider and vote on a proposal from Infrastructure Services to close the walkway adjacent to 11-13 Kusch Crescent. The closure will restrict all pedestrian movement.

Should this closure be approved by City Council, the walkway will be sold and consolidated with the adjacent properties.

Notices have been sent to parties affected by this closure.



**PUBLIC NOTICE INFORMATION** – Questions regarding the proposal may be directed to the following:  
 Transportation Branch  
 Phone: 306-975-3698 (Lana Dodds)

**PUBLIC HEARING** - City Council will hear all persons who are present at the City Council meeting and wish to speak to the matter on **Monday, May 6, 2013 at 6:00 p.m. in the Council Chambers, City Hall, Saskatoon, Saskatchewan.**

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

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

All submissions received by the City Clerk by **10:00 a.m. on Monday, May 6, 2013** will be forwarded to City Council.

4. b)

**THE STARPHOENIX, SATURDAY, APRIL 27, 2013**  
**AND SUNDAY PHOENIX, APRIL 28, 2013**

**PUBLIC NOTICE**

**REMUNERATION/BENEFITS/REIMBURSEMENTS/ALLOWANCES FOR MEMBERS OF CITY COUNCIL**

City Council will be considering a report from its Executive Committee at a Council meeting to be held on **Monday, May 6, 2013 at 6:00 p.m.**, Council Chambers, City Hall recommending:

- 1) that City Council establish an account for an initial legal opinion on issues such as conflict of interest, which arise from their duties as members of Council, but where the City Solicitor's Office does not provide legal advice; and
- 2) that initial funding up to \$27,500 be from the Fiscal Stabilization Reserve and annual funding top-ups be funded from future operating budgets.

*The Cities Act, Section 101, requires that City Council give public notice under its Public Notice Policy before setting remuneration for members of Council.*

For more information, contact the City Clerk's Office:  
306-975-3240.

His Worship the Mayor and City Council  
The City of Saskatoon

## **ADMINISTRATIVE REPORTS**

### **Section A – COMMUNITY SERVICES**

**A1) Land Use Applications Received by the Community Services Department  
For the Period between April 12, 2013 and April 24, 2013  
(For Information Only)  
(Files CK. 4000-5, PL. 4132 and PL. 4300)**

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

The following applications have been received and are being processed:

#### Condominium

- Application No. 10/13: 115 Willowgrove Crescent (48 New Units)  
Applicant: Webb Surveys for Riverbend Developments Ltd.  
Legal Description: Bareland Condo Unit 1, Plan No. 1021209207  
into Condominium Units 53 to 101 inclusive  
Current Zoning: RM3  
Neighbourhood: Willowgrove  
Date Received: April 11, 2013

#### Subdivision

- Application No. 38/13: Queen Street and 3<sup>rd</sup> Avenue North  
Applicant: Webb Surveys for Opus Developments Inc.  
Legal Description: Lots 5 and 6, Block 1, Plan No. F1418 and  
Lots 31 to 33, Block 1, Plan No. 98SA35499  
Current Zoning: M2  
Neighbourhood: City Park  
Date Received: April 17, 2013
- Application No. 39/13: 101 Cruise Street  
Applicant: Webb Surveys for Kenneth and Dorothy Rapp  
Legal Description: Lot 6, Block 2, Plan A7429  
Current Zoning: R2  
Neighbourhood: Forest Grove  
Date Received: April 22, 2013

**PUBLIC NOTICE**

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

**ATTACHMENTS**

1. Plan of Proposed Condominium No. 10/13
2. Plan of Proposed Subdivision No. 38/13
3. Plan of Proposed Subdivision No. 39/13

**A2) Request for Encroachment Agreement  
837 50<sup>th</sup> Street East  
(Files CK. 4090-2, CC. 4090-2, and PL. 4090)**

- RECOMMENDATION:**
- 1) that City Council recognize the encroachment at 837 50<sup>th</sup> Street East (Lots 10 and 39, Block 468, Plan No. 61S20645 and 101974585);
  - 2) that the City Solicitor be instructed to prepare the appropriate Encroachment Agreement making provision to collect the applicable fees; and
  - 3) that His Worship the Mayor and the City Clerk be authorized to execute, on behalf of the City of Saskatoon under the Corporate Seal and in a form that is satisfactory to the City Solicitor, the Agreement with respect to this encroachment.

**TOPIC AND PURPOSE**

The purpose of this report is to seek City Council's permission for an encroachment for portions of the building located at 837 50<sup>th</sup> Street East.

**REPORT HIGHLIGHTS**

1. Encroachment area is 20.7 square meters.
2. Portions of the building extend onto the sidewalk along Millar Avenue by up to 1.98 meters.

## **STRATEGIC GOALS**

This report supports the City of Saskatoon's (City) Strategic Goals of Sustainable Growth and Quality of Life by ensuring that designs of proposed developments are consistent with planning and development criteria and that these designs do not pose a hazard for public safety.

## **BACKGROUND**

Building Bylaw No. 7306, in part, states that:

“The General Manager of the Community Services Department shall not issue a permit for the erection or alteration of any building or structure the plans of which show construction of any kind on, under, or over the surface of any public place until permission for such construction has been granted by Council.”

## **REPORT**

The owner of the property located at 837 50<sup>th</sup> Street East has requested to enter into an Encroachment Agreement with the City. As shown on the attached copy of the site plan, the proposed new facade and awning will encroach onto Millar Avenue by up to 1.98 meters. The total area of encroachment is approximately 20.7 square meters; therefore, will be subject to an annual charge of \$50.

## **OPTIONS TO THE RECOMMENDATION**

There are no options to the proposed recommendation.

## **PUBLIC NOTICE**

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

## **ATTACHMENTS**

1. A Request for Encroachment Agreement dated March 3, 2013
2. Copy of Proposed Site Plan

## **Section E – INFRASTRUCTURE SERVICES**

### **E1) Extension of Engineering Services Agreement CH2M Hill Canada Ltd. Capital Project 625-5 - McOrmond Drive Sanitary and Storm Sewer Trunks (Files CK. 7820-4 and IS. 7820-71)**

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- RECOMMENDATION:**
- 1) that the Engineering Services Agreement with CH2M Hill Canada Ltd., as Owner's Engineer for Capital Project 625-5 – McOrmond Drive Sanitary and Storm Sewer Trunks, be extended in the amount of \$185,224.80 (including P.S.T. and G.S.T.); and
  - 2) that the City Solicitor be requested to amend the Engineering Services Agreement.

### **TOPIC AND PURPOSE**

This report is to obtain City Council's approval to award an extension to the existing Engineering Services Agreement with CH2M Hill Canada Ltd., to accommodate the design-build contractor's construction schedule.

### **REPORT HIGHLIGHTS**

1. At its meeting on August 17, 2011, Council approved the award of the Owner's Engineering Services for the McOrmond Drive Sanitary and Storm Sewer Trunks to CH2M Hill Canada Ltd.
2. The proposal estimated that the total construction period for the sanitary and storm sewer trunks would be 12 months, however, the design-build contract, which was awarded to Michels Canada Co. in May, 2012, has a 22 month schedule; therefore, an extension of CH2M Hill Canada Ltd's services is necessary.

### **STRATEGIC GOALS**

The recommendations in this report support the City of Saskatoon Strategic Goal, Sustainable Growth, as the project is a key component in providing wastewater and storm water servicing to future East Sector developments.

### **BACKGROUND**

Capital Project 625-5 – McOrmond Drive Sanitary and Storm Sewer Trunks consists of the design and construction of a sanitary trunk sewer and a storm trunk sewer along McOrmond Drive, from College Drive (Highway 5) to Attridge Drive. These trunk sewers are necessary to provide wastewater and storm water servicing for future East

Sector developments. Due to the extreme depth (up to 15 metres) of installation and existing residential development through the project area, tunneling methods are being used to construct the sewers.

At its meeting on August 17, 2011, Council approved the award of the Owner's Engineering Services for this project to CH2M Hill Canada Ltd., in the amount of \$637,732 (including P.S.T. and G.S.T.).

At its meeting on May 28, 2012, Council approved award of the design-build proposal submitted by Michels Canada Co.

## **REPORT**

CH2M Hill Canada Ltd.'s scope of services includes project management, inspection and engineering support services during the duration of construction of the McOrmond Drive sanitary trunk sewer and a storm trunk sewer. Their original proposal estimated that the total construction period would be 12 months, which was reasonable with the information available at the time, and assuming two tunneling crews. CH2M Hill helped prepare the conceptual design and the design-build Request for Proposal package. The design-build contract was awarded to Michels Canada Co., who are using only one tunneling crew, with a schedule of 22 months; therefore, an extension of CH2M Hill Canada Ltd.'s services is necessary to accommodate the contractor's approved construction schedule.

The Administration has approved one change order to CH2M Hill Canada Ltd.'s Engineering Services Agreement to date. This change order, in the amount of \$35,650 (not including G.S.T. or P.S.T.), was necessary to complete a geotechnical field program to support the project design.

## **OPTIONS TO THE RECOMMENDATION**

The Administration reviewed the option to utilize internal engineering and construction inspection resources to substitute the services being provided by CH2M Hill Canada Ltd. Due to the specialized nature of the construction methods being employed by the contractor and CH2M Hill Canada Ltd.'s expertise and experience with these types of projects, this option is not recommended.

**POLICY IMPLICATIONS**

In accordance with Policy A02-027 – Corporate Purchasing Procedure, City Council approval is required to award the proposed extension to the Engineering Services Agreement with CH2M Hill Canada Ltd., since the total of all contract extensions will exceed 25% of the original contract price.

**FINANCIAL IMPLICATIONS**

The estimated net cost to the City of Saskatoon for the proposed extension of CH2M Hill's Engineering Services Agreement is as follows:

|                               |                      |
|-------------------------------|----------------------|
| Base Fees                     | \$598,800.00         |
| Change Order No. 1 (approved) | \$ 35,650.00         |
| Change Order No. 2 (proposed) | \$173,920.00         |
| P.S.T. (5% of 30%)            | \$ 12,125.55         |
| G.S.T.                        | <u>\$ 40,418.50</u>  |
| Sub-Total                     | \$860,914.05         |
| G.S.T. Rebate                 | <u>\$(40,418.50)</u> |
| <b>Net Cost to City</b>       | <b>\$820,495.55</b>  |

There is sufficient funding available within Capital Project 625-5 – McOrmond Drive Sanitary and Storm Sewer Trunks.

| Budgeted | Unbudgeted | Capital      | Operating | Non-Mill Rate | External Funding |
|----------|------------|--------------|-----------|---------------|------------------|
| X        |            | \$860,914.05 |           |               |                  |

**PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Public and/or stakeholder involvement is not required.

**COMMUNICATIONS PLAN**

A communications plan is not required.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**PRIVACY IMPACT**

There are no privacy implications.

**SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required.

**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

A follow-up report is not required.

**PUBLIC NOTICE**

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

**E2) Request for Sole Source  
Capital Project 1357 - V&E Replacement Vehicles and Equipment  
Rental Buyout  
Snow Blower for Roadways  
(Files CK. 1390-1 and IS. 1000-1)**

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- RECOMMENDATION:**
- 1) that the sole source purchase agreement submitted by Excalibur Equipment, for the rental buyout of a 2013 Larue D60-3C snow blower, at a total cost of \$130,892.80, including G.S.T. and P.S.T., be approved; and
  - 2) that Purchasing Services be requested to issue the appropriate purchase order.

**TOPIC AND PURPOSE**

The purpose of this report is to obtain approval for the sole source purchase of a snow blower for the Public Works Branch, Roadways Section.

## **REPORT HIGHLIGHTS**

1. At the beginning of January 2013, a snow blower used by the Public Works Branch, Roadways Section had a major mechanical failure, resulting in extensive downtime, therefore, in order to meet operational needs, a new snow blower from Excalibur Equipment was rented.
2. Public Works has found the rental snow blower to be very reliable and of high capacity, and has requested that Vehicle and Equipment Services retain it as a replacement for the unit that had experienced major mechanical failure, and which is due for replacement in 2013.

## **STRATEGIC GOALS**

The purchase of the snow blower supports the following City of Saskatoon Strategic Goals:

- Continuous Improvement, as it will provide for a coordinated approach to customer service; and
- Moving Around, as it will help to ensure that streets are maintained in a condition that will allow for the flow of people and goods in and around the city in a safe manner

## **BACKGROUND**

At the beginning of January 2013, a snow blower used by the Public Works Branch, Roadways Section had a major mechanical failure, resulting in extensive downtime. In order to meet operational needs, Vehicle and Equipment Services (V&E) rented a new demo 2013 Larue D60-3C snow blower from Excalibur Equipment.

## **REPORT**

Public Works has found the rental snow blower to be very reliable and of high capacity, and has requested that Vehicle and Equipment Services retain it as a replacement for the unit that had experienced major mechanical failure, and which is due for replacement in 2013.

In January 2010, V&E issued a tender for the purchase of a loader mounted snow blower. Four bids were received, with the low bid meeting specifications being a Larue Model D60, in the amount of \$149,448, which was approved by City Council. The new

demo snow blower supplied under the rental agreement is the same model with a few design upgrades, and comes with a more environmentally friendly engine.

Excalibur Equipment has agreed on a selling price, the same as the 2010 bid price, and has offered to apply 90% of the rental payments made as credit towards the purchase. Also, Excalibur Equipment is taking the aged unit as trade-in, in "as is" condition. Therefore, the Administration is recommending that this unit be sole sourced.

**OPTIONS TO THE RECOMMENDATION**

No other options were considered.

**POLICY IMPLICATIONS**

The recommendation is in accordance with Policy C02-030 - Purchase of Goods, Services and Work; Policy A02-027 - Corporate Purchasing Procedure; and Bylaw 8174, The City Administration Bylaw, 2003.

**FINANCIAL IMPLICATIONS**

The net cost to the City of Saskatoon for the sole source purchase of the 2013 Laure D60-3C snow blower, from Excalibur Equipment, is as follows:

| <b>Equipment</b>                       | <b>Price</b>        |
|--|---------------------|
| 2013 Larue D60-3C Snow Blower          | \$149,448.00        |
| Less Monthly Rental Rate (90%)         | (\$20,454.54)       |
| Trade-in "as-is" Condition (unit 3490) | (\$10,000.00)       |
| Subtotal                               | \$118,993.46        |
| GST                                    | \$5,949.67          |
| PST                                    | \$5,949.67          |
| <b>Contract Price</b>                  | <b>\$130,892.80</b> |
| GST Rebate                             | (\$5,949.67)        |
| <b>Net Cost to City of Saskatoon</b>   | <b>\$124,943.13</b> |

There are sufficient funds within Capital Project 1357 - V&E Replacement Vehicles and Equipment.

**PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Public and/or stakeholder involvement is not required.

**COMMUNICATION PLAN**

A communication plan is not required.

**ENVIRONMENTAL IMPLICATIONS**

The recommendation in this report will lead to a decrease in greenhouse gas emissions due to improved engine emission control devices and design changes. The new engine will provide a 50% reduction in preventive maintenance schedule and a 20% reduction in NO<sub>x</sub>, compared to older non-compliant engines.

**PRIVACY IMPACT**

There are no privacy implications.

**SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required.

**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

A follow-up report is not required.

**PUBLIC NOTICE**

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

**E3) Request for Approval of Sole Source  
Capital Project 1617 – Preservation Program  
Emergency Assessment of Broadway Bridge Primary Water Main  
(Files CK. 7820-6 and IS. 7820-80)**

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- RECOMMENDATION:**
- 1) that a sole source contract in the amount of \$185,000, (excluding G.S.T. and P.S.T.) with Hamm Construction Ltd., for emergency assessment of the Broadway Bridge primary water main, be approved; and
  - 2) that Purchasing Services be authorized to prepare the necessary documents.

**TOPIC AND PURPOSE**

This report is to obtain City Council approval for a sole source contract for emergency work performed on the Broadway Bridge primary water main.

**REPORT HIGHLIGHTS**

1. The primary water main running under the Broadway Bridge is currently shut down due to a break in the pipe that occurred in January due to severe weather.
2. At the time of the break, it was believed that the water main was required to be back in service by May, in order to provide adequate water for the summer demands.
3. Tendering would have taken approximately four to six weeks, and due to the limited time frame, it was believed that the sole source to Hamm Construction Ltd., for the emergency assessment of the damage was the best course of action.

**STRATEGIC GOALS**

The emergency assessment of the condition of the primary water main supports the City of Saskatoon Strategic Goal, Asset and Financial Sustainability, as it ensured that the City's infrastructure was well maintained.

## **BACKGROUND**

The primary water main running under the Broadway Bridge is currently shut down due to a break in the pipe that occurred in January due to severe weather. At the time of the break, the City was able to isolate the pipe from the distribution system, but did not have adequate resources to assess the extent of the damage.

## **REPORT**

Hamm Construction Ltd. was hired to assess the condition of the water main pipe. They were selected because they were able to provide the equipment and crews immediately, and were capable of doing the work. At the time of the break, it was believed that the Broadway primary water main was required to be back in service by May, in order to provide adequate water for the summer water demands. Tendering would have taken approximately four to six weeks and, due to the limited time frame, it was believed that the sole source to Hamm Construction Ltd. was the best course of action.

Upon further analysis, it was determined that removing the Broadway primary water main from the distribution system had minimal impact on the system's pressure and fire flows. This provided the opportunity to take the primary main out of service for repairs/rehabilitation during the summer months. On this basis, all emergency efforts to put this primary back in service by May were halted until further approvals are received.

Currently, sections of the primary water main under the Broadway Bridge have been de-iced, but some work remains to be done in order to expose the stand pipes and properly cap the main at both ends. This work will be completed if the recommendations are approved.

The Administration has determined that the cost for work already performed by Hamm Construction, as well as for the remaining work to be completed, for a total amount of \$185,000 (excluding G.S.T. and P.S.T.), is acceptable.

The Administration is currently considering several options for the permanent repair or replacement of the Broadway primary water main.

## **OPTIONS TO THE RECOMMENDATION**

No other options were considered.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

There is sufficient funding available within approved Capital Project 1617 – Preservation Program to support the recommendations.

| Budgeted | Unbudgeted | Capital   | Operating | Non-Mill Rate | External Funding |
|----------|------------|-----------|-----------|---------------|------------------|
| X        |            | \$185,000 |           |               |                  |

**PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Public and/or stakeholder involvement is not required.

**COMMUNICATION PLAN**

A communications plan is not required.

**ENVIRONMENTAL IMPLICATIONS**

Portions of the work are completed; however, the recommendation will have greenhouse gas (GHG) emissions implications. Construction activities will require an estimated total of 2,000 liters of diesel fuel, contributing to an estimated total GHG emissions of 5.5 tonnes CO<sub>2</sub>e.

**PRIVACY IMPACT**

There are no privacy implications.

**SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required.

**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

A follow-up report is not required.

## **PUBLIC NOTICE**

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

### **E4) Major Roadway Construction Circle Drive East (Files CK. 6001-1 and IS. 6000-1)**

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

## **TOPIC AND PURPOSE**

This report is to provide details of the roadway reconstruction project on Circle Drive East, between Millar Avenue and the Circle Drive Bridge, for information.

## **REPORT HIGHLIGHTS**

1. On May 6, reconstruction of two of the eastbound lanes on Circle Drive East, between Millar Avenue and the Circle Drive Bridge will commence.
2. This project will be used as a pilot for “zipper merging”, in an effort to keep traffic moving more efficiently through the construction zone.

## **STRATEGIC GOALS**

This report supports the City of Saskatoon Strategic Goals, Asset and Financial Sustainability and Moving Around, as the work will ensure that our roads are being well maintained and in a good state of repair.

## **BACKGROUND**

Infrastructure Services monitors the condition of the City’s road network on an on-going basis. The eastbound lanes of Circle Drive East, between Millar Avenue and the Circle Drive Bridge, are showing signs of structural failure and have, therefore, been identified for repairs in 2013.

## **REPORT**

On May 6, 2013, a major roadway repair project to reconstruct two of the eastbound lanes on Circle Drive East, between Millar Avenue and the Circle Drive Bridge will commence.

ASL Paving Ltd. was awarded the contract and will be performing the work in two phases:

Phase 1 - Construction of two crossover roads that will be used for switching traffic from eastbound lanes to westbound lanes and back again. Work on Phase 1 will occur from May 6 to 8, during the evenings and early mornings, from 6:30 p.m. to 6:30 a.m.

Phase 2 - Reconstruction of two lanes between Millar Avenue and the Circle Drive Bridge. Work on Phase 2 will occur from May 9 to 31, and will take place 24 hours a day, 7 days a week, until work is complete.

Traffic restrictions and detours will be in place for the duration of the work. Attachment 1 illustrates the work area and detour traffic patterns.

This project will be used as a pilot for "zipper merging", in an effort to keep traffic moving more efficiently through the construction zone. The "zipper merge" will include new signage to keep drivers in both lanes until the "merge point", at which time each traffic lane will alternate merging into one lane. If the "zipper merging" functions well on this project, it will be used for future major construction projects.

## **OPTIONS TO THE RECOMMENDATION**

There are no options to the recommendation.

## **POLICY IMPLICATIONS**

There are no policy implications.

## **FINANCIAL IMPLICATIONS**

There is sufficient funding within Capital Project 2249 – Street Reconstruction to perform this work.

**PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Public and/or stakeholder involvement is not required.

**COMMUNICATION PLAN**

Message boards have been strategically placed in the area to provide motorists with advance notice of the construction. Public Service Announcements (PSAs) have been sent to the various media outlets and will continue to be sent as construction progresses. Content from PSAs can also be found on the City of Saskatoon website, under Traffic Detours, and will be delivered to followers and subscribers through the social media channels. Information on the project was posted on the City Page in the StarPhoenix and Sunday Phoenix on April 27 and 28, 2013 and May 4 and 5, 2013. In addition, construction notices were delivered to homeowners on Noble Crescent, Columbia Drive and Red Deer Road, whose houses back the Circle Drive right-of-way.

Saskatoon Police Services is partnering with Infrastructure Services to educate drivers in advance and during construction as we pilot the “zipper merge” traffic sequence, in order to keep traffic moving through this area. A new signage plan will be used to guide drivers through the new merge sequence and Saskatoon Police Services will be enforcing the right of way requirements. Drivers may be ticketed if they do not adhere.

Radio and print advertising will provide simple messaging in advance and during the project to educate drivers. Saskatoon Police Services will support the messaging through their social media channels. Motorists will also be encouraged to visit the website for more information.

**ENVIRONMENTAL IMPLICATIONS**

The work required to complete this project will have greenhouse gas (GHG) emission implications. Construction activities will require an estimated 25,000 litres of diesel fuel, contributing to estimated GHG emissions of 75 tonnes CO<sub>2</sub>e.

**PRIVACY IMPACT**

There are no privacy implications.

**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

A follow-up report is not required.

**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. Circle Drive Eastbound Lanes Reconstruction Work Zone and Traffic Accommodation.

## **Section G – CITY MANAGER**

### **G1) Lease of City-Owned Farmland – West Saskatoon (Files CK. 4225-2, L.A. 4227-04-1 and CS. 4225-1)**

- RECOMMENDATION:**
- 1) that a Lease Agreement, with the terms as set out in the following report between the City of Saskatoon and Mr. Darrell Ozeroff for City-owned farmland in West Saskatoon, totalling approximately 480 acres (as shown on Attachment 1):
    - (a) Pt of South ½ 27-36-06 W3 – approx. 178 acres
    - (b) NW ¼ 27-36-06 W3 – approximately 150 acres
    - (c) NE ¼ 27-36-06 W3 – approx. 152 acresfor a term of three years (January 1, 2013 to December 31, 2015) be approved; and
  - 2) that the City Solicitor be requested to have the appropriate agreements executed by His Worship the Mayor and the City Clerk, under the Corporate Seal.

## **TOPIC AND PURPOSE**

This report is to receive approval for the lease agreement of approximately 480 acres of farmland in West Saskatoon, for the sole purpose of farming for a period of three years.

## **REPORT HIGHLIGHTS**

1. Lessee of City-owned farmland wishes to continue leasing farmland in West Saskatoon.
2. Terms of the Lease Agreement entail a three-year period for 480 acres at a rate of \$36.00 per seeded acre.

## **STRATEGIC GOAL**

This report supports the long-term strategy of increasing revenue sources and reducing reliance on residential property taxes and the long-term priority of exploring alternative sources of revenue to pay for on-going operations under the Strategic Goal of Asset and Financial Sustainability.

## **BACKGROUND**

Since 2004, the City of Saskatoon and Mr. Darrell Ozeroff have entered into three-year lease agreements and subsequent three-year lease terms for City-owned farmland located in West Saskatoon. The most recent lease agreement expired December 31, 2012.

Mr. Ozeroff would like to continue leasing farmland in West Saskatoon for another three-year term expiring December 31, 2015. The lease rate has been established at \$36.00 per seeded acre, plus GST.

This land is held for future development by the Land Bank Program, ensuring a stable land supply is available for future growth.

## **REPORT**

### **Lessee Wishes to Continue Leasing City-Owned Farmland in West Saskatoon**

The lessee has been leasing farmland from the City for a number of years now. Continued leasing of City-owned farmland generates a source of income and ensures the land is maintained in the foreseeable future, until such time that the City is ready to develop the land.

### **Terms of the Lease Agreement**

Noteworthy details of the Lease Agreement are as follows:

#### **Lease Rate**

- \$36.00 per seeded acre, according to Canada-Saskatchewan Crop Insurance Seeded Acreage Report, to be paid in two installments each year, with the first lease payment due April 30 and the second lease payment due October 31.
- First installment: \$36.00 per acre x 225 acres = \$8,100.00 plus GST.
- Second installment: Outstanding balance of seeded acreage (total seeded acreage for the crop year less 225 acres), at a lease rate of \$36.00 per acre plus GST.

#### **Lease Term and Renewal**

- Three-year lease term: January 1, 2013 to December 31, 2015.
- At expiry of the term, the Lessee will have the first opportunity to lease the land (terms to be negotiated at that time), if not required for development.

**Other Terms of the Lease Agreement**

- Insurance: Lessee to carry minimum \$2,000,000 liability insurance with the City of Saskatoon named as an additional insured.
- Reduction of Land: As necessary, the Land Branch is able to remove acreage from the leased area. Prior to seeding each year, the Land Branch will notify the Lessee of any land being removed from the lease. In the case of land that becomes necessary for City of Saskatoon use on shorter notice, after it has already been seeded, compensation for crop damage will be provided to the Lessee.

**OPTIONS TO THE RECOMMENDATION**

An option would be to not approve the execution of this lease agreement, or to just approve a portion of the farmland for lease. In this scenario, the farmland not leased would need to be marketed for a new lessee. This option is not recommended as this would more than likely incur property/weed management costs.

**POLICY IMPLICATIONS**

There are no identified policy implications.

**FINANCIAL IMPLICATIONS**

Continuing to lease the farmland to Mr. Ozeroff will ensure an additional source of income and maintenance of the land until the end of 2015, or sooner if the lands are needed for development.

**PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

None required.

**COMMUNICATION PLAN**

A communication plan is not required at this time.

**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

If approved, the proposed lease agreement will expire on December 31, 2015. If a further lease of the farmland is required at that time, a report will be submitted.

**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.

**ATTACHMENT**

1. Map Indicating Proposed Farmland under Lease.

Respectfully submitted,

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Randy Grauer, General Manager  
Community Services Department

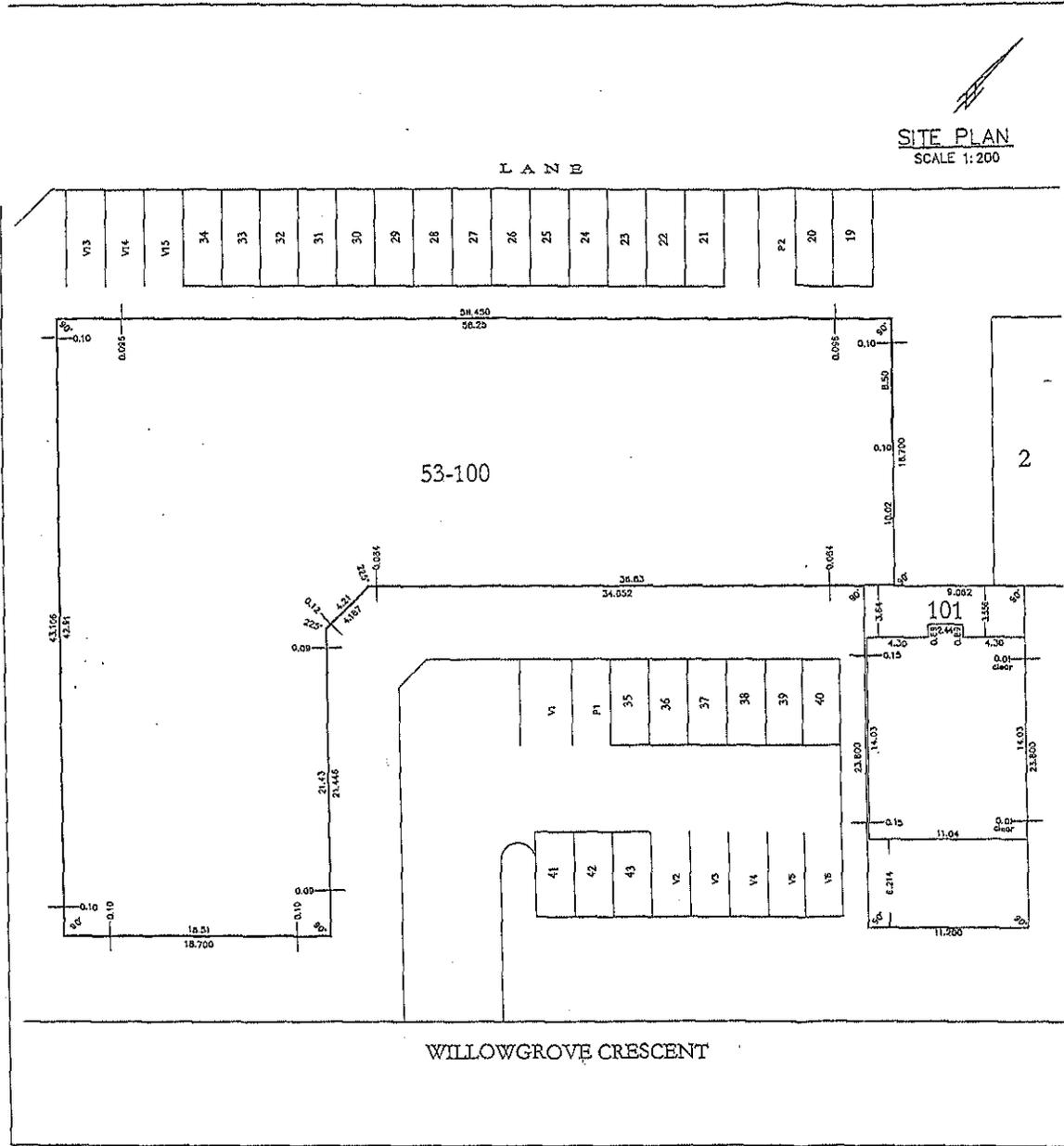
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Mike Gutek, General Manager  
Infrastructure Services Department

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Murray Totland  
City Manager

AI



SITE PLAN  
SCALE 1:200

SHEET NUMBER 2 OF 4  
SITE PLAN & LEGEND

PLAN OF SURVEY SHOWING  
RE-DIVISION OF  
BARE LAND CONDOMINIUM UNIT 1  
PLAN 102120927, IN ACCORDANCE WITH  
SECTION 25 OF THE CONDOMINIUM  
PROPERTY ACT, 1993 INTO  
CONDOMINIUM UNITS 53-101 INCLUSIVE  
BY T.R. WEBB, S.L.S.  
SCALE AS SHOWN  
JANUARY 2013

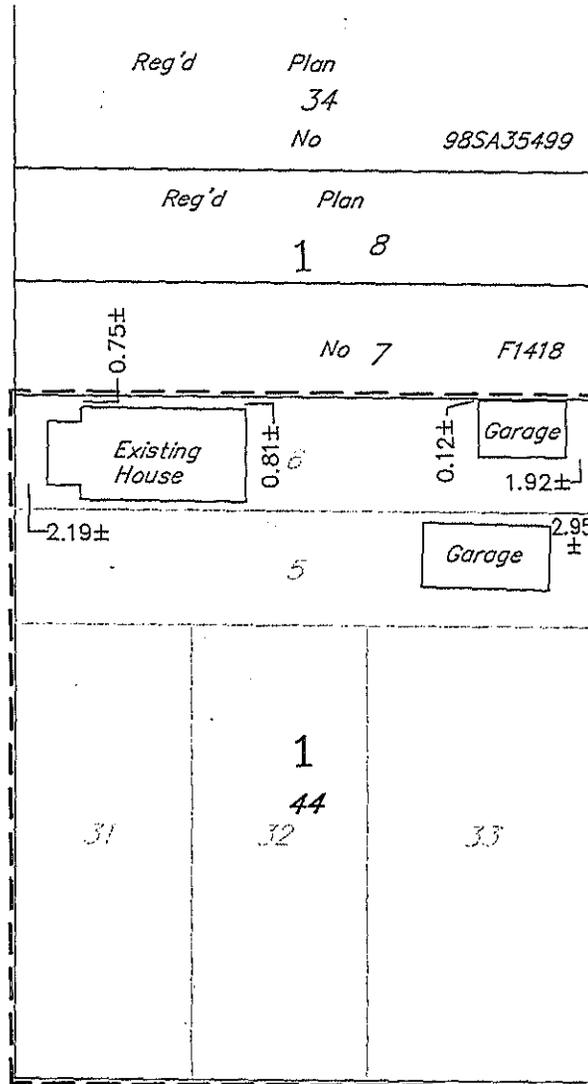
NEW UNITS 53-100 are Regular Residential Units  
NEW UNIT 101 is a Service Unit

LEGEND

1. Dimensions shown are in metres and decimals thereof.
2. Measurements indicating the position of the building in relation to the outer boundaries of the parcel are taken to the concrete foundation of ground level.
3. Unit numbers are shown as D3, 34, 55, etc.
4. Unit boundaries are shown on Sheets 3 and 4 by a heavy solid line and are defined as follows:
  - the exterior surface of any interior finishing material that forms the surface of any common and exterior wall, floor, or ceiling.
5. The doors and windows form part of the unit.
6. All exterior surfaces are common property.
7. For the assignment of exclusive use parking stalls, see attached parking schedule on Sheet 4.
8. Parking spaces are identified as P1 - P22 and are designated for exclusive use of units as shown in the Parking Schedule.
9. Parking spaces are in accordance with Section 11(1)(b) of The Condominium Property Act except for Service Unit No. 101.
11. All portions of building and lands not designated as a regular condominium form Service Unit No. 101.

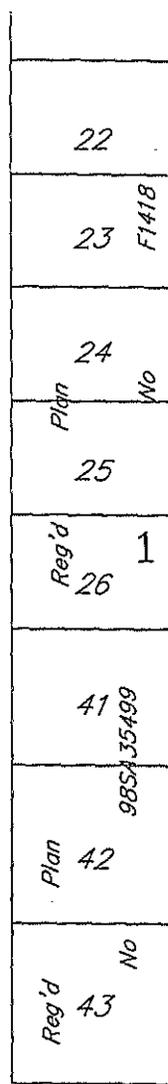
AVENUE

3RD



QUEEN

STREET



PLAN OF PROPOSED  
 CONSOLIDATION OF  
 LOTS 5 & 6, BLOCK 1  
 REG'D PLAN NO F1418 &  
 LOTS 31-33, BLOCK 1  
 REG'D PLAN NO 98SA35499  
 NE 1/4 SEC 33-36-5-3  
 SASKATOON, SASK.  
 SCALE 1:500

*[Signature]*  
 F.R. Webb March 5, 2013  
 Saskatchewan Land Surveyor

Seal

Dimensions shown are in metres and decimals thereof.

Portion of this plan to be approved is outlined in red with a bold, dashed line and contains 0.18± ha (0.44± ac.).

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

\_\_\_\_\_  
 Date  
 Community Services Department

Prepared by  
*Webb Surveys*  
 13-2465so CAS

Proposed Subdivision No. 38/13



**PLAN OF PROPOSED  
 SUBDIVISION OF  
 LOT 6, BLOCK 2  
 REG'D PLAN NO. A7429  
 N.W. 1/4 SEC. 36  
 TWP. 36, RGE. 5, W. 3RD MER.  
 101 CRUISE STREET  
 SASKATOON, SASKATCHEWAN  
 BY T.R. WEBB, S.L.S.  
 SCALE 1:500**

Dimensions shown are in metres and decimals thereof.

Portion of this plan to be approved is outlined in red with a bold, dashed line and contains 0.07± ha (0.16± ac.).

Distances shown are approximate and may vary from the final plan of survey by ±0.5 m

  
 T.R. Webb March 20, 2013  
 Saskatchewan Land Surveyor

Se

Approved under the provisions of  
 Bylaw No. 6537 of the  
 City of Saskatoon  
 \_\_\_\_\_  
 Date  
 Community Services Department

Prepared by  
  
 © 2013  
 13-2471sr NL

Proposed Subdivision No. 39/13



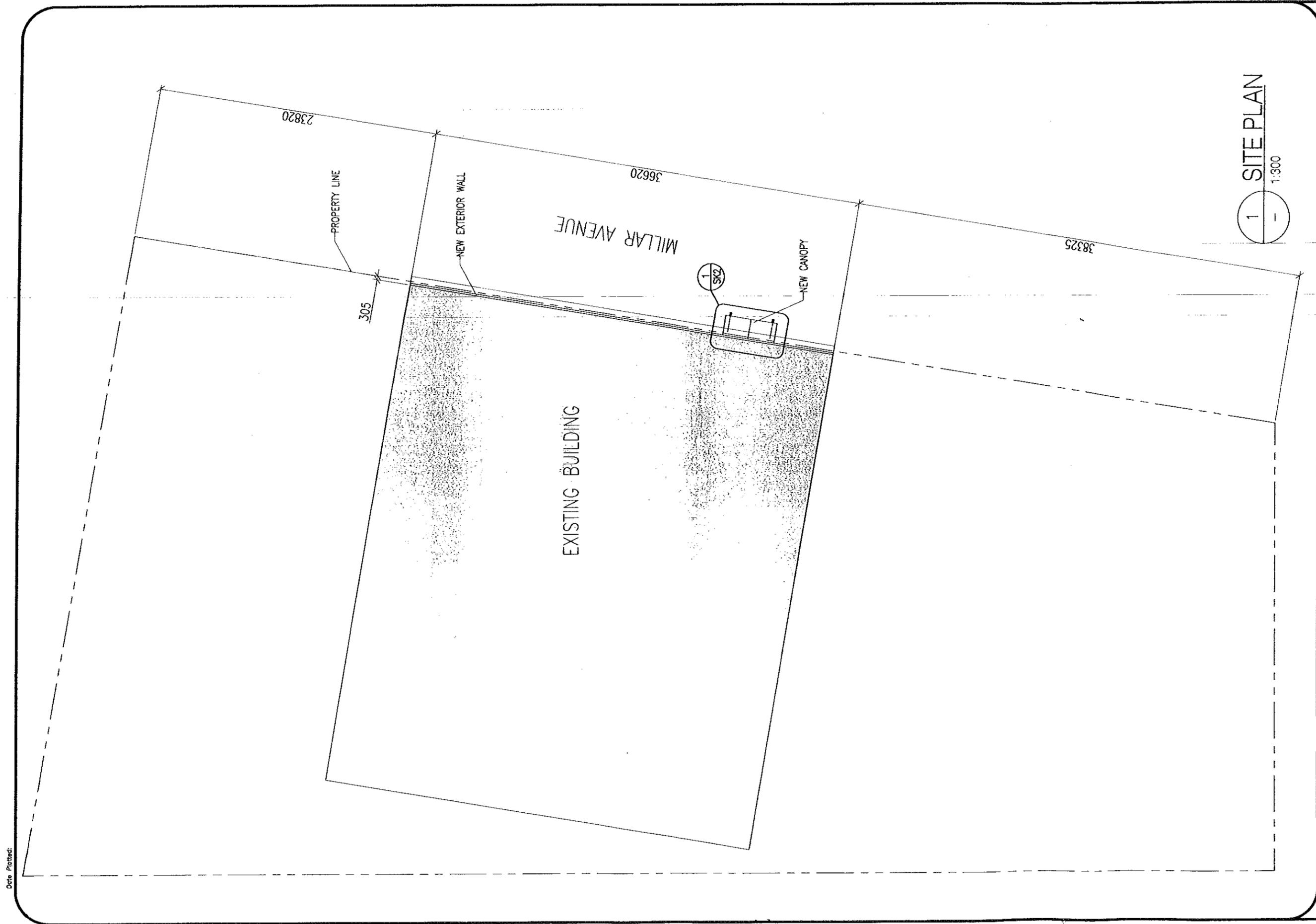
**PRAKASH**

PRAKASH CONSULTING LTD  
STRUCTURAL ENGINEERS

PA-210 15TH STREET EAST  
PRINCE ALBERT, SK S6V 1G2  
T 306 922 2101 F 306 763 0212

1 SITE PLAN

1:300



Project Name  
ROOF MART RENOVATION  
TO BUILDING FACADE

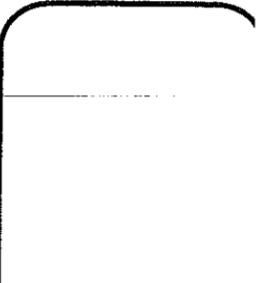
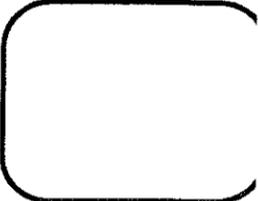
SASKATOON, SK

| No. | Revision/Issue | Date |
|-----|----------------|------|
|     |                |      |

Drawing Name  
SITE PLAN

| Project    | Drawn By  | Check By |
|------------|-----------|----------|
| ZP-2-02    | ELW       | MSP      |
| Date       | Sheet No. |          |
| APR 5 2015 |           |          |
| Scale      |           |          |
| AS NOTED   |           |          |

SK1



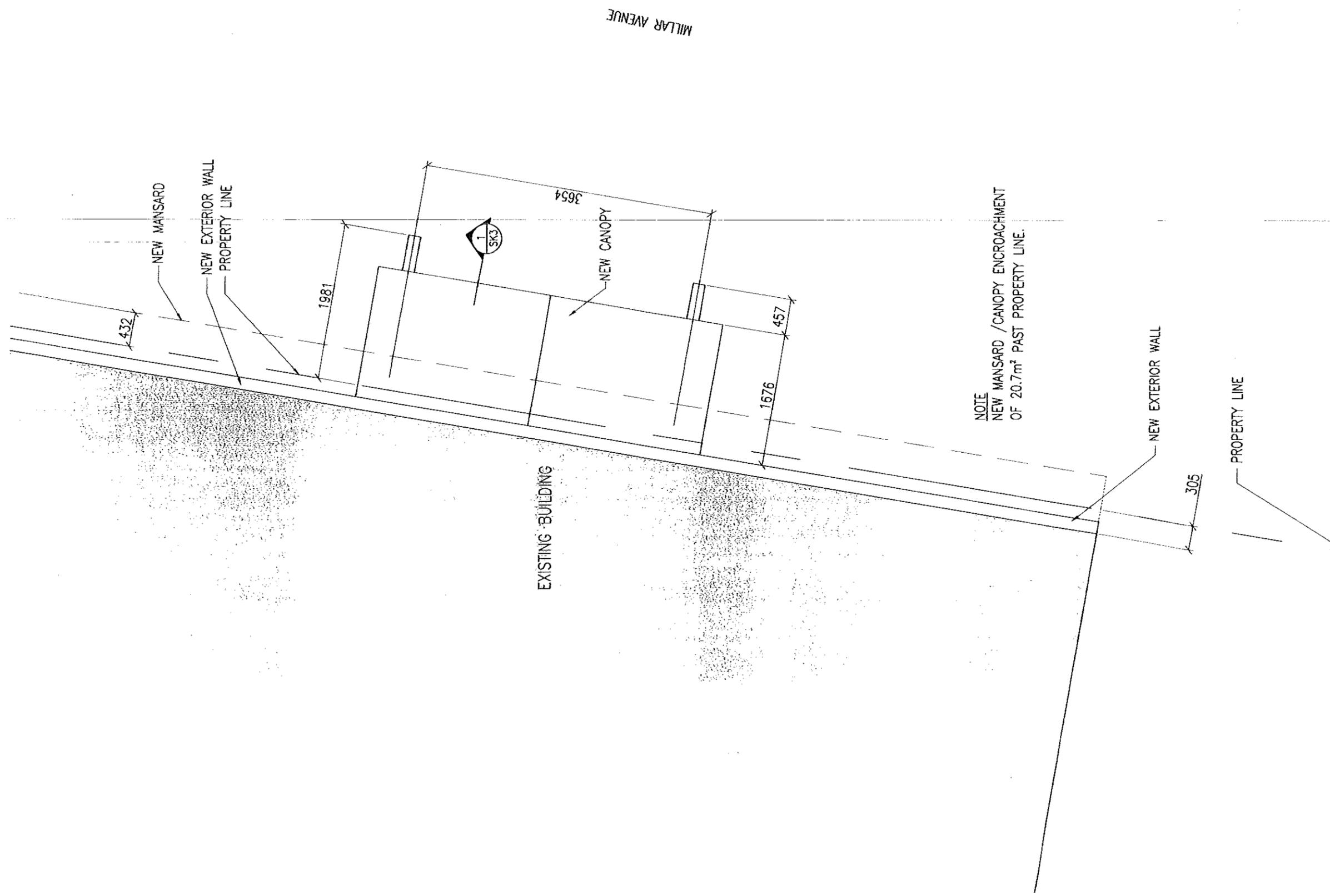
Project Name  
**ROOF MART RENOVATION  
 TO BUILDING FACADE**  
 SASKATOON, SK

| No. | Revision/Issue | Date |
|-----|----------------|------|
|     |                |      |

Drawing Name  
**PARTIAL SITE PLAN**

|         |            |           |     |          |     |
|---------|------------|-----------|-----|----------|-----|
| Project | 22712      | Drawn by  | DLW | Check by | MLW |
| Date    | APR 5 2015 | Sheet no. | SK2 |          |     |
| Scale   | AS NOTED   |           |     |          |     |

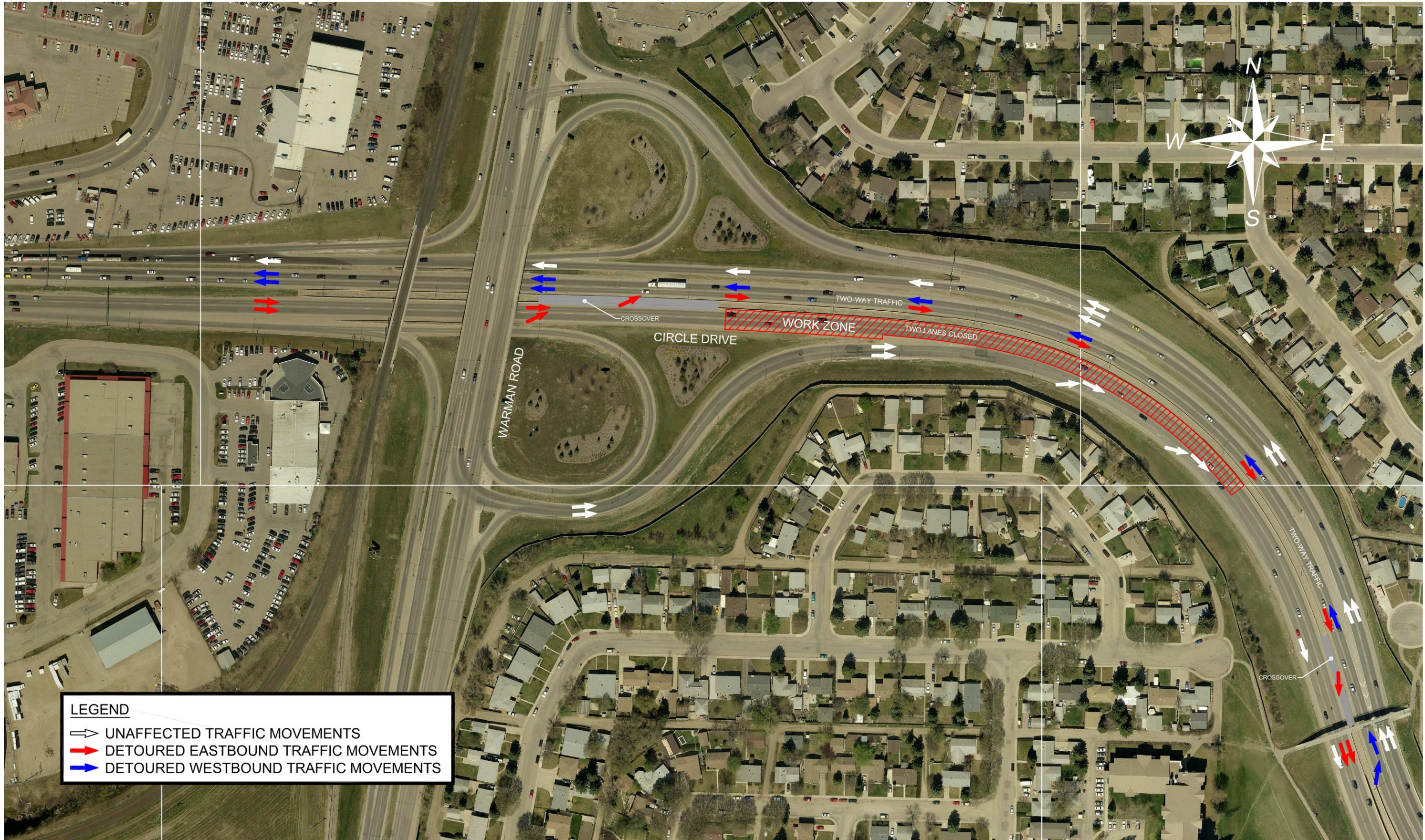
**1 PARTIAL SITE PLAN**  
 1:50



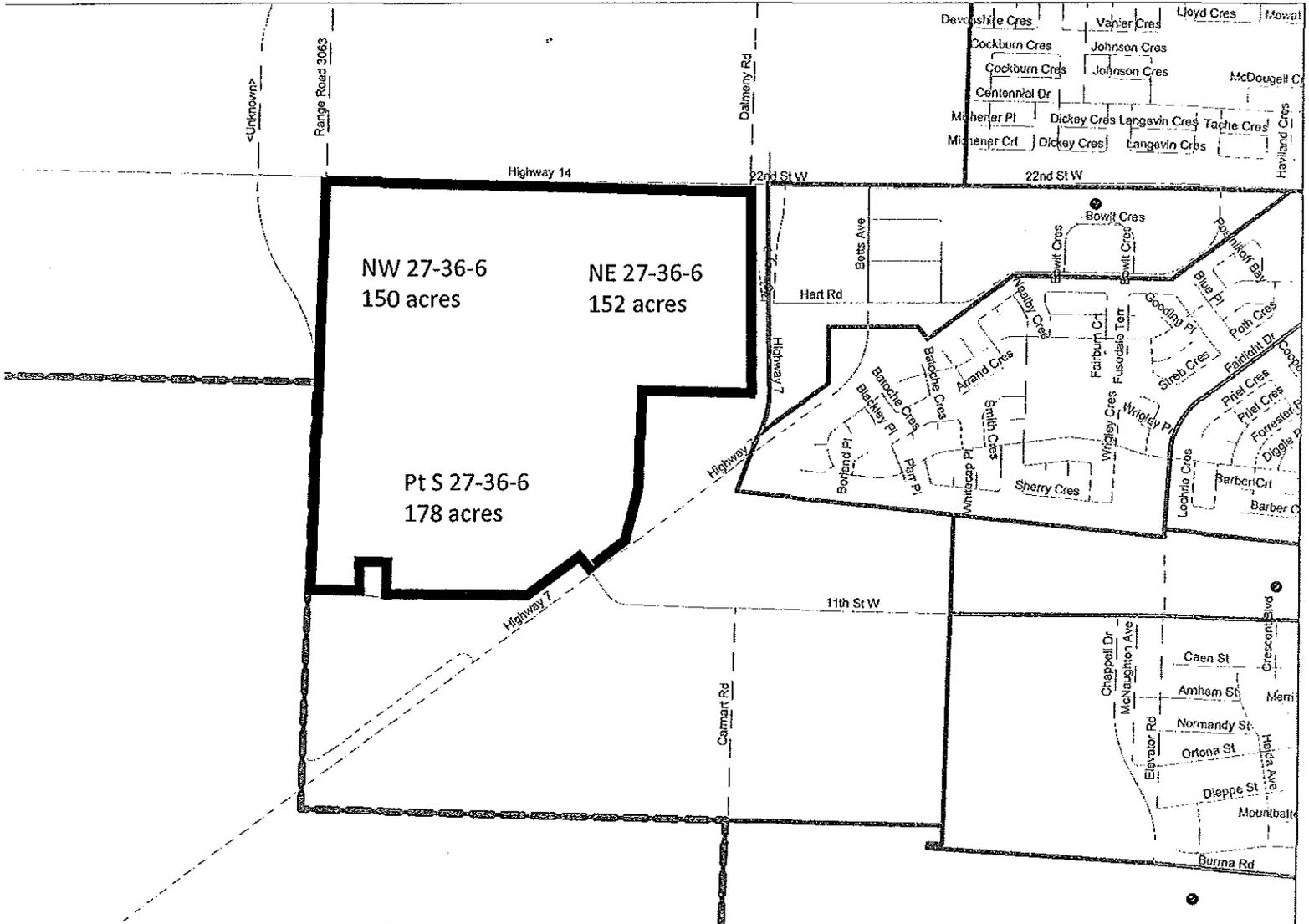
Date Plotted:

# CIRCLE DRIVE EASTBOUND LANES RECONSTRUCTION WORK ZONE AND TRAFFIC ACCOMODATION

# ATTACHMENT 1



# Map Indicating Proposed Farmland under Lease



Proposed Farmland Under Lease - 480 Acres total



His Worship the Mayor and City Council  
The City of Saskatoon

**REPORT**

of the

**PLANNING AND OPERATIONS COMMITTEE**

Composition of Committee

Councillor R. Donauer, Chair  
Councillor C. Clark  
Councillor T. Davies  
Councillor M. Loewen  
Councillor P. Lorje

**1. Commemorations and Monuments Policy**  
**(File No. CK. 4040-1 and LS. 215-13-3)**

**RECOMMEDATION:** that the proposed Commemorations and Monuments Policy be approved as outlined in the report of the General Manager, Community Services Department dated April 15, 2013.

Attached is a report of the General Manager, Community Services Department dated April 15, 2013, forwarding a recommended policy for adjudicating and approving public commemorations and monuments proposed for placement on City property.

Your Committee has reviewed the matter with the Administration and is supporting the approval of the proposed policy for Commemorations and Monuments.

**2. Year End Report – Social Development Section Initiatives - 2012**  
**(Files CK. 430-34 and LS. 430-8)**

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

Attached is a report of the General Manager, Community Services Department dated April 15, 2013, summarizing the initiatives undertaken through the Social Development Section of the Community Development Branch during 2012.

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

**3. Year End Report – Urban Aboriginal Leadership Program - 2012**  
**(Files CK. 430-34 and LS. 4560-1P and LS. 1860-19)**

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

Attached is a report of the General Manager, Community Services Department dated April 15, 2013, providing a summary of initiatives carried out and facilitated over the past year by the Aboriginal and Inclusion Consultant in the Community Development Branch.

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

**4. Year End Report – Cultural Diversity and Race Relations Office - 2012**  
**(Files CK. 430-34 and LS. 430-8)**

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

Attached is a report of the General Manager, Community Services Department dated April 15, 2013, providing an update on the activities and initiatives carried out and facilitated in 2012 by the Cultural Diversity and Race Relations Coordinator from the Community Development Branch.

Your Committee has reviewed the report with the Administration and is forwarding the report to City Council for information. The report will also be forwarded to the Cultural Diversity and Race Relations Committee as information.

Youth representatives from the Unified Minds: Youth Action Network will be in attendance to speak briefly to their report, as attached to the April 15, 2013 report of the General Manager, Community Services Department.

**5. Year End Report – Immigrations Initiatives - 2012**  
**(Files CK. 100-21 and LS. 220-48 and RR. 115-2)**

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

Attached is a report of the General Manager, Community Services Department dated April 15, 2013, providing an update on the activities and initiatives carried out and facilitated in 2012 by the Immigration Diversity and Inclusion Consultant in the Community Development Branch.

Your Committee has reviewed the report with the Administration and is forwarding the report to City Council as information. The report will also be forwarded to the Cultural Diversity and Race Relations Committee as information.

**6. Servicing Agreement**  
**Vantage Development Corporation – Rosewood Neighbourhood**  
**Subdivision No. 1/12**  
**(Files CK. 4110-40 x. 4300-012-001 and IS. 4111-48)**

- RECOMMENDATION:**
- 1) that the Servicing Agreement (Attachment 1 to the April 15, 2013 report of the General Manager, Infrastructure Services Department) with Vantage Development Corporation, for a portion of the Rosewood Neighbourhood to cover Parcel Q, all in Section 17, Township 36, Range 4, West of the 3<sup>rd</sup> meridian, be approved; and
  - 2) that His Worship the Mayor and the City Clerk be authorized to execute the Agreement under the corporate seal.

Attached is a report of the General Manager, Infrastructure Services Department dated April 15, 2013, regarding the above proposed servicing agreement.

Report No. 7-2013  
Planning and Operations Committee  
Monday, April 30, 2013  
Page 4

Your Committee has reviewed the report with the Administration and is supporting the above recommendations regarding approval of the servicing agreement.

Respectfully submitted,

---

Councillor R. Donauer, Chair

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Community Services Department**  
**DATE: April 15, 2013**  
**SUBJECT: Commemorations and Monuments Policy**  
**FILE NO.: CK. 4040-1 and LS. 215-13-3**

---

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

- 1) that the proposed Commemorations and Monuments Policy be approved as outlined in this report.

## **TOPIC AND PURPOSE**

A commemoration is the honouring of the memory of a person, an event, or an idea. Generally speaking, commemorations are public, tangible, and of significant interest or meaning to citizens. Public commemorations are those that are either both publicly funded and implemented, or are privately initiated and funded, but are placed in public spaces.

Saskatoon currently has many public commemorations and monuments. Some examples include the statue of Gabriel Dumont on horseback in Friendship Park, the Vimy Memorial Band Shell in Kiwanis Park, and the Fire Fighter Memorial at Fire Station No. 6 on Taylor Street. However, to date, there is no formal policy or process to determine who and what should be commemorated and where those commemorations should be placed.

This report tables a recommended policy for adjudicating and approving public commemorations and monuments proposed for placement on City of Saskatoon (City) property.

## **REPORT HIGHLIGHTS**

1. The City does not have a policy governing commemorations and monuments.
2. At its September 28, 2009 meeting, City Council approved a moratorium on new commemorations in Saskatoon until such time as the Municipal Culture Plan could be completed and a subsequent commemoration policy be developed that would be consistent with the recommendations in the Culture Plan.
3. After extensive research and consultation, the Administration has prepared a draft Commemorations and Monuments Policy for Saskatoon.
4. The draft policy is based on five guiding principles outlined in this report; most importantly, the subjects of commemoration are to be of significant importance and relevance to Saskatoon and its residents.

## **STRATEGIC GOALS**

This report supports the long-term strategy of the implementation of the Municipal Culture Plan under the Strategic Goal of Quality of Life. This report also supports the long-term strategies of establishing the City Centre as a cultural and entertainment

district as well as the preservation of the character of heritage buildings and historic landmarks both under the Strategic Goal of Sustainable Growth.

## **BACKGROUND**

During its September 28, 2009 meeting, City Council adopted a recommendation from the Administration that a temporary moratorium be placed on considering any new commemorative art installations until such time as the Municipal Culture Plan could be completed and the Administration could develop a policy and process for adjudicating and installing commemorations.

Public art is either interpretive or commemorative. For example, public art can be found in the form of sculptures, monuments, murals, fountains and statues. Most public art pieces, such as Unfurled and Prairie Wind, are considered by the City's Visual Arts Placement Jury (VAPJ) as interpretive art. Over the past several years, however, a number of proposals for donations of commemorations have come forward from individuals and organizations to the Administration and the VAPJ for consideration. Commemorative art usually reflects anniversaries, memorials, social causes, individuals or historical events. While the City has Visual Arts Placement Policy No. C10-007 and a VAPJ, neither specifically addresses commemorations or commemorative art.

## **REPORT**

Commemoration is meant to be meaningful and powerful. It encourages us to stop, reflect, and think about how the past impacts us today. Commemoration can also be controversial. Sometimes the proposed subject for commemoration, be it an event, person or idea, is not considered by some to be worthy of commemoration. In addition, the placement of a commemoration at a particular location can leave an unwanted negative connotation.

It is for these reasons that the Administration has developed a comprehensive policy to govern requests for commemorative art, statues, and monuments in Saskatoon. The draft policy is based on five guiding principles (see Attachment 1):

1. Subjects of commemoration are of significant importance and relevance to Saskatoon.
2. There is compatibility between the subject of commemoration and where it is to be situated.
3. The City becomes the owner and custodian of commemorations and ensures that they are maintained in a respectful manner.
4. The City encourages public appreciation and understanding of commemorations through the development of interpretive programs.
5. The City facilitates the development of commemorations but does not necessarily provide direct funding.

In addition to adhering to these guiding principles, any proposal for commemoration would be required to follow a five step process, briefly outlined below, and described in more detail in the attached draft policy (see Attachment 1).

#### Step 1: Subject Evaluation and Approval

The subject of commemoration must be of significant meaning, importance and relevance to the community of Saskatoon. For each proposal a Commemoration Review Committee will be struck to determine commemorative worthiness.

#### Step 2: Identifying and Selecting the Location for the Commemoration

The City works with the proponents to review locations for the placement of the commemoration. The onus is on the proponent to establish the relationship of the commemoration with any potential location in Saskatoon.

#### Step 3: Design Review and Approval

Design review is concerned with the planning and design of the commemorative project, its inherent significance, and how it fits into and contributes to place making in Saskatoon. The review committee will review, comment, and approve the artistic merit of the proposed commemoration.

#### Step 4: Final Site Approval

Once the site identification and selection review step is complete, a recommended location for the commemoration is submitted to City Council, along with comments from the VAPJ, for approval.

#### Step 5: Project Implementation

Prior to project implementation/installation, fundraising to cover full project costs must be completed. This includes funds for design, project management, and installation. The proponent is responsible for the fabrication, development, and construction of the commemoration, including obtaining any required permits.

Also for the information of City Council, there are elements which are not considered as commemorations for the purpose of this policy, and include dedications and heritage interpretive signage and plaques.

Dedications are installed primarily for a specific use or function, such as on benches, trees, paving stones, in planting beds, on civic structures, and street and park furnishings. Dedications serve to communicate the contribution of individuals and to mark events that are generally meaningful to a specific community of people. It is intended to extend the length of time that the person, group, or event is remembered by the community. Dedications are governed by the Gifts and Memorial Program Policy No. C09-027.

Heritage interpretative signage and plaques provide appreciation of persons, places, and events of importance. However, the intent is not to “honour,” but rather to educate and to provide an understanding of the significance of the subject.

## **OPTIONS TO THE RECOMMENDATION**

As drafted, this policy would delegate the authority to approve the subject worthiness and artistic design of the commemoration to the ad hoc Commemoration Review Committee, while City Council would approve only the location for a commemoration.

One option would be for City Council to grant final approval of the subject worthiness and artistic design of the commemoration, in addition to the location.

Another option is to not approve this policy and to continue the ad hoc practice of various departments deciding whether a person, event, or idea is worthy of commemoration and where that commemoration should be placed.

## **POLICY IMPLICATIONS**

A draft Commemorations and Monuments Policy is attached for approval. The policy is meant to complement, not replace, the Gifts and Memorial Program Policy No. C09-027 and Visual Arts Placement Policy No. C10-007.

## **FINANCIAL IMPLICATIONS**

The policy is written to confirm that the proponents are responsible for the funding of the commemoration. Thus, all costs associated with the project management, development, construction, and installation of a commemoration are the responsibility of the sponsoring organization. It should be acknowledged that, from time to time, a municipal department may become the proponent for a commemoration funded as part of a larger capital project.

There are no financial implications of this report; the financial implications would occur in the year following the acquisition of the commemoration and would be identified in the report requesting approval for each new commemoration.

Currently, the City approves the yearly budget for maintenance and conservation of any commemorations or public art acquired by the City. The financial implications of acquiring new commemorative art relate to the annual maintenance costs. The maintenance cost would depend on the type and size of a commemoration; however, based on recent acquisitions of public art, an operating maintenance impact would likely be in the range of \$500 to \$1,000 per piece.

## **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Numerous individuals and stakeholders have reviewed and provided input into this draft policy. External stakeholders have included the Municipal Heritage Advisory Committee, the VAPJ, and University of Saskatchewan faculty. Internal reviewers have included staff from the Community Development Branch, Planning and Development Branch, Community Services Department; the City Clerk's Office; and the Communications Branch, City Manager's Office.

## **COMMUNICATION PLAN**

The Commemorations and Monuments Policy will be made available on the City's website.

## **ENVIRONMENTAL IMPLICATIONS**

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

## **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

The CPTED Review Committee will be engaged to review the proposed locations for all new commemorations or monuments.

## **PUBLIC NOTICE**

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

## **ATTACHMENT**

1. Draft Saskatoon Commemorations and Monuments Policy

Written by: Kevin Kitchen, Community Initiatives Manager

Reviewed by:                   "Lynne Lacroix"                    
Lynne Lacroix, Manager  
Community Development Branch

Approved by:                   "Randy Grauer"                    
Randy Grauer, General Manager  
Community Services Department  
Dated:           "April 17,2013"                  

Approved by:                   "Murray Totland"                    
Murray Totland, City Manager  
Dated:           "April 21, 2013"

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C0

|   |   |                                      |
|---|---|--------------------------------------|
| <b>POLICY TITLE</b><br><i>Commemorations and Monuments Policy</i> | <b>ADOPTED BY:</b><br><i>City Council</i> | <b>EFFECTIVE DATE</b>                |
| <b>ORIGIN/AUTHORITY</b>   | <b>CITY FILE NO.</b><br><i>CK.</i>        | <b>PAGE NUMBER</b><br><i>1 of 10</i> |

## 1. PURPOSE

The objectives of the Policy are:

- a) To facilitate the commemoration of individuals, events, ideas or sites that are of significant importance and relevance to the community of Saskatoon;
- b) To facilitate the identification of sites for commemorations that are appropriate for the subject and that enhance the urban surrounding;
- c) To provide opportunities for public appreciation and understanding of the commemoration;
- d) To provide for the fair and equitable treatment of all proposals to install commemorations and monuments.

## 2. DEFINITIONS

2.1 Commemoration – is the honouring of the memory of a person, event or an idea. Commemorations in Saskatoon might be one of the following types:

- a) Figurative Statue - a sculptural resemblance, which expresses some outstanding characteristic of a subject's personality, life or activity.
- b) Monument - usually incorporating classical elements in large scale and used to commemorate historical events in a symbolic way, (e.g.: band stand, clock tower, and cenotaph).
- c) Cairn - intentionally and carefully laid rocks with an affixed plaque.
- d) Fountain - commemorative fountains are normally found in urban squares and central parks.

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NUMBER  
C0

| POLICY TITLE                               | EFFECTIVE DATE: | PAGE NUMBER |
|--|-----------------|-------------|
| <i>Commemorations and Monuments Policy</i> |                 | 2 of 11     |

e) Artifacts - objects that are taken from their original context and exhibited, are considered important because of their association with the person, place, event or idea.

2.2 Commemoration Review Committee - For each proposal for a commemoration, an ad hoc Commemoration Review Committee will be struck to determine commemorative worthiness. The committee will be comprised of:

- the City Archivist;
- the Heritage Coordinator, Planning and Development Branch;
- the Culture Consultant, Community Development Branch;
- one representative from the Urban Design Team, Planning and Development Branch;
- one representative from the Municipal Heritage Advisory Committee;
- one representative from the Visual Arts Placement Jury;
- at least one third party expert, such as a faculty member from the University of Saskatchewan; and
- one member of the general public (possibly from a community association or other stakeholder organization).

### 3. POLICY

All requests for commemorations received by the City of Saskatoon will be reviewed and approved in accordance with the criteria and process established within this policy.

#### 3.1 Policy Scope

For the purpose of this policy, commemorations and monuments are public, tangible, and of significant interest or meaning to residents of Saskatoon. Tangible commemorations are physical markers in the landscape. Public commemorations are those that are either both publicly funded and implemented or that are privately initiated and funded, but are placed in public spaces. Commemorations in Saskatoon can be figurative statues, monuments, cairns, fountains, and artifacts.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
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|--|-----------------|-------------|
| <i>Commemorations and Monuments Policy</i> |                 | 3 of 11     |

Elements **not** considered as commemorations for the purpose of this policy and program include:

- a) Dedications such as found on benches, trees, paving stones, planting beds, civic structures, and street and park furnishings. Dedications are governed by the City's Gifts and Memorial Program Policy No. C09-027.
- b) Interpretative panels and outdoor exhibits provide appreciation of persons, places and events of importance. Their intent, however, is not to "honour" but rather to educate and to provide an understanding of the significance of the subject.
- c) Civic Public Art - A separate policy and set of procedures exists for the commissioning, donation, and placement of public art in Saskatoon. Public Art is governed by the Visual Arts Placement Policy No. C10-007.
- d) Naming - The naming of streets, parks and civic buildings is governed by the Naming of Civic Properties and Development Areas Policy No. C09-008. The naming rights for City-owned and civic partner controlled assets related to sponsorship is governed by the Sponsorship Policy No. C09-028.

## 3.2 Subject Evaluation and Approval

- a) Subjects for commemoration can include individuals, events, ideas, and sites that are of significant meaning, importance, and relevance to the community of Saskatoon. As part of their application, proponents will be required to submit a commemorative statement that summarizes the rationale for the commemoration.
- b) If an individual or group is being considered for commemoration, best practice recommends that ten years must have passed following the death of the individual or the last surviving member of the group. In the case of events, best practice recommends that at least 20 years must have passed after the occurrence of the event.

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NUMBER

C0

| POLICY TITLE                               | EFFECTIVE DATE: | PAGE NUMBER |
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| <i>Commemorations and Monuments Policy</i> |                 | 4 of 11     |

- c) In a case where a commemoration to a particular subject already exists, a duplicate commemoration of that subject will not normally be considered.
- d) For each proposal for commemoration, an ad hoc Commemoration Review Committee will be struck to determine commemorative worthiness.
- e) The process will be facilitated by the Culture Consultant, Community Development Branch.
- f) The following factors shall be considered by the ad hoc committee to determine the degree to which the subject is of symbolic importance:
  - Level and intensity of meaningfulness: the degree to which the subject has contributed to the well-being of the community;
  - Prominence: the degree to which the subject is widely known and respected;
  - Number of people affected: the impact that the subject has had on society; and
  - Inclusiveness: the degree to which the subject helps to broaden the full breadth of the story of Canada, Saskatchewan or Saskatoon and its residents.
- g) Depending on the complexity of the proposed commemoration, the City can request that the proponent produce a third-party independent analysis of the application's commemorative subject.
- h) In addition, the City will consult with the MVA to ensure the proposed commemoration does not conflict or overlap with other projects in the MVA's area of responsibility.

### 3.3 Identifying and Selecting the Location for the Commemoration

The selection and approval of a site will follow the process outlined below:

- a) The City will work with the proponents to review and refine the objectives and other requirements of the project. This analysis will

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NUMBER  
C0

| POLICY TITLE                               | EFFECTIVE DATE: | PAGE NUMBER |
|--|-----------------|-------------|
| <i>Commemorations and Monuments Policy</i> |                 | 5 of 11     |

help to establish the desired relationship of the commemoration with potential spaces in Saskatoon and identify any potential issues that must be resolved.

- b) The City will evaluate and identify site options based on physical needs and thematic opportunities.
- c) Consultation will take place with staff from the Infrastructure Services Department, Parks Branch; Utility Services Department; and Planning and Development Branch, Community Services Department, to ensure compatibility with the plans and policies, and consideration of easements, rights of way, line of sight, etc.
- d) The proposed commemoration, including its location, will be made available on the City's website with opportunity for the public to provide feedback. Depending on the size and design of the commemoration and its proximity to residential areas, the proponent can be requested to participate in a public open house to display a model or maquette of the commemoration and to answer questions about it. The Review Committee will take these comments into consideration in their final review and recommendation.
- e) A report will be sent to City Council recommending final approval of the location of a commemoration.
- f) Once a commemoration location has been approved, the site will be set aside for up to three years to allow the proponent to develop the project.

### 3.4 Design Review and Approval

- a) Design review is concerned with the planning and design of the commemorative project, its inherent significance, and how it fits into and contributes to place-making in Saskatoon.
- b) Proponents are responsible for the development of plans, designs, models, environmental assessments, and presentation materials

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C0

| POLICY TITLE                               | EFFECTIVE DATE: | PAGE NUMBER |
|--|-----------------|-------------|
| <i>Commemorations and Monuments Policy</i> |                 | 6 of 11     |

necessary to obtain design approval. The City will provide assistance and advice at all stages of the project, including the development of design criteria, assistance with design competitions, if deemed appropriate, and the selection of an appropriate design.

- c) The design of new commemorative works should encourage distinctive and high-quality artistic expression.
- d) The Visual Arts Placement Jury will review and comment on the artistic merit of the proposed commemoration.

### 3.5 Final Approvals

- a) Once the site identification, design, and selection review is complete, the location(s) of the commemorative site is submitted to City Council, along with comments from the Visual Arts Placement Jury for final approval.
- b) Where a commemoration is to be located within the Meewasin Valley Authority's control zone (eg. riverbank parks), the proponent must take the request forward to the MVA for approval.

### 3.6 Project Implementation

- a) Prior to project implementation/installation, fundraising to cover full project costs must be completed. This includes funds for design, project management and installation.
- b) The proponent is responsible for the fabrication, development and construction of the commemoration, including obtaining any required permits. The City may assist in obtaining these permits.
- c) The City will monitor the construction to ensure that the development conforms to the approved design and that industry standards are followed.

# CITY OF SASKATOON COUNCIL POLICY

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- d) A final inspection by the City will verify the completion of the project according to the design and land use approvals.
- e) A commissioning report that summarizes the project history and provides information on warranties, the maintenance program, forecasted life cycle interventions, special maintenance/care requirements and completion drawings is prepared by the project manager, and must be submitted to the City.

### 3.7 Ownership of the Commemoration

Once the commemoration is completed, the proponent generally offers the commemoration to the City, which accepts ownership. In doing so, the City becomes custodian and accepts responsibility for coordinating the ongoing monitoring and maintenance of the commemoration as a civic asset.

### 3.8 Funding and Costs

- a) Proponents are responsible for the funding of their commemoration. All costs associated with the project management, development, construction, and installation of a commemoration are also their responsibility.
- b) At the project initiation stage, the proponent will be required to prepare a letter of intent to outline the commitment to raise funds for the project. The letter must also acknowledge the estimated cost and proposed completion date. Once the City has verified that the proponent is able to complete the fundraising, the design stage can begin.
- c) Fundraising must be completed before the project moves forward to its implementation phase. Proof of funding must be provided to the City before fabrication and construction are allowed to proceed.

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## 3.9 Life Cycle Management of the Commemoration

- a) The completed commemoration will be maintained as an asset of the City of Saskatoon. The City will be responsible for monitoring and ensuring annual maintenance of the commemoration to professional conservation and sustainable life cycle management standards in keeping with the dignity of the site.
- b) Regular annual maintenance entails cleaning, preventative maintenance (waxing), graffiti removal and vandalism repair. Life cycle repair interventions could include minor repairs, component replacement and minor restoration of materials that have deteriorated.
- c) The maintenance and life cycle costs will be identified at the time of the acquisition of the commemoration and will be funded from the City's public art and commemorations maintenance and conservation fund.

## 3.10 Relocation of a Commemoration

- a) Because of the changing nature of urban environments, the site location of a commemoration may, in time, no longer be appropriate, and the City may determine that the commemoration should be relocated.
- b) In such cases where relocation is required, the City will seek to place the commemoration in a site of similar scale and visibility. The City may contact the proponent to seek comments regarding the relocation. While the comments of the proponent will be taken into consideration, the City will be responsible for selecting a relocation site.
- c) When the City directs that a commemoration be relocated, the City will assume the costs for relocation.

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## 3.11 Communicating Significance

- a) Proponents are responsible for inaugurating the new commemoration. They are encouraged to plan an unveiling ceremony, as it provides opportunities to communicate the significance of the new commemoration. The proponent is responsible for the planning and staging of any unveiling events and associated costs.
- b) Other ongoing public activities or ceremonies that honour the subject of the commemoration and are in keeping with the dignity of the site are encouraged.

## 3.12 Proponent Recognition

The principal proponent (or proponents) for the project may be recognized by means of a specific plaque at the commemorative site. Donor contributions to the commemoration, whether financial or other, shall not be acknowledged in any manner as part of the commemorative site. Proponent recognition plaques must be approved by the City of Saskatoon.

## 3.13 De-acquisition or Removal of a Commemoration

The City reserves the right to permanently remove the commemoration for whatever reason deemed necessary.

## 4. RESPONSIBILITIES

### 4.1 City Council

- a) Approve the location for commemoration based on a recommendation from the Commemoration Review Committee;
- b) Approve the yearly budget for maintenance and conservation of commemorations owned by the City; and

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- c) Approve amendments to this Policy based on a review and recommendations from the Planning and Operation Committee.

#### 4.2 Community Services Department, Community Development Branch

- a) Facilitate all aspects of the commemoration review process;
- b) Consult with other related stakeholders such as the MVA to ensure that the proposed commemoration does not conflict or overlap with other projects in their area of responsibility;
- c) Include an appropriate provision in the City's operating budget each year, for maintenance and conservation of commemorations acquired by the City under this Policy;
- d) Review and when necessary propose amendments to this Policy.
- e) On behalf of successful proponents, submit a written report to inform City Council of the acquisition of a commemoration and its recommended location for placement; and
- f) Include provisions in the City's annual operating budget estimates for maintenance and conservation of commemorations and monuments.

#### 4.3 Commemoration Review Committee

- a) Assess whether the subject for commemoration is relevant to residents of Saskatoon, and in this way determine commemorative worthiness;
- b) Work with the proponent in identifying the most appropriate locations for placement of the commemoration, taking into consideration the relationship between the commemoration and its location;

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- c) Review the design of the commemoration and how it contributes to place-making in Saskatoon and consider the artistic merit of the proposed commemoration; and
- d) Decide whether a subject is worthy of commemoration. Recommend to City Council the location of a commemoration.

#### 4.4 Municipal Heritage Advisory Committee

For each new proposal appoint one member to the ad hoc Commemoration Review Committee.

#### 4.5 Visual Arts Placement Jury

- a) For each new proposal appoint one member to the ad hoc Commemoration Review Committee;
- b) Review the design for artistic merit; and
- c) Review location for appropriateness.

#### 4.6 City Solicitor's Office

Provide any legal advice regarding contracts, public exhibition rights, and copyright legislation.

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Community Services Department**  
**DATE: April 15, 2013**  
**SUBJECT: Year End Report – Social Development Section Initiatives – 2012**  
**FILE NO.: CK. 430-34 and LS. 430-8**

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

### **TOPIC AND PURPOSE**

The purpose of this report is to summarize of the initiatives undertaken through the Social Development Section of the Community Development Branch during 2012.

### **REPORT HIGHLIGHTS**

1. The Community Development Branch, Community Services Department, is involved in a number of community social planning initiatives and partnership tables within the community that contribute to enhanced quality of life and safety for residents. Involvement in multi-sectoral initiatives ensures that the local voice is heard through these initiatives and local priorities are addressed. The primary role the City of Saskatoon (City) can and does play most often in these initiatives is one of enabler, facilitator, and convenor.
2. The Leisure Access Program continues to be very successful in providing needed access to recreational opportunities for low-income residents of Saskatoon.
3. The Graffiti Management Program continues to address the impact of graffiti in Saskatoon and works to reduce the amount of graffiti in the community through education, eradication, and enforcement initiatives.

### **STRATEGIC GOAL**

The initiatives in this report support the City's strategic goal of addressing Quality of Life for our citizens and ensuring Saskatoon is a welcoming people place. The Crime/Gang Reduction Strategy and the Graffiti Reduction Strategy align with the ten-year strategic priority of reducing and preventing crime and provides protective services in the downtown core and neighbourhoods. The Urban Aboriginal Strategy aligns with the four-year strategic priority of developing partnerships and programs with Aboriginal organizations that will assist in enhancing economic, employment, and training opportunities. The Leisure Access Program aligns with the long-term strategic priority of ensuring existing and future leisure centres, and other recreational facilities, are accessible physically and financially and meet community needs. The Saskatoon Collaborative Funders Partnership aligns with the long-term strategy of building capacity within the community to address a broad range of issues and build consensus around collaborative responses.

## **BACKGROUND**

The Community Development Branch, Community Services Department, is involved in a number of community social planning initiatives and partnership tables within the community. The involvement of the City in these initiatives provides opportunities to link and share resources and expertise with other community and government partners to address complex community issues. Today social problems cut across sectors and boundaries, so solutions have to be flexible and comprehensive. These issues emphasize the need for multisectoral collaborations that bring people and organizations together to tackle problems from many different fronts at once.

## **REPORT**

### **Graffiti Management Program**

The City has developed a Graffiti Management Program to help address the negative impact of graffiti vandalism focused in three broad areas of education, eradication, and enforcement. This program includes the work of the Graffiti Reduction Task Force which has representation from the Administration, business improvement districts, school boards, local utilities, and Saskatoon Police Services. A summary of the Graffiti Management initiatives for 2012 is included in Attachment 1.

### **Leisure Access Program**

The benefits of recreation are well documented and include skill development, improved emotional, physical, and social health and well-being. The Leisure Access Program ensures that opportunities for participation in recreation and leisure programs are available for all residents of Saskatoon, and contributes to an enhanced quality of life for residents through the provision of a one-year, no cost LeisureCard to qualifying Saskatoon residents. The LeisureCard provides access to the drop-in programs at six indoor civic centres and four outdoor pools. The program also provides one free registered program per person per year (i.e. swimming lessons). A copy of the current application form, which includes the eligibility criteria, is included in Attachment 2.

An overview of the 2012 quantitative usage data with comparison to 2011 is as follows:

| Type of LeisureCard        | Number of Visits |               | Total Cost          |                     | Total LeisureCards Issued |              |
|----------------------------|------------------|---------------|---------------------|---------------------|---------------------------|--------------|
|                            | 2011             | 2012          | 2011                | 2012                | 2011                      | 2012         |
| Low Income Applicants      | 41,469           | 47,614        | \$217,989.68        | \$272,232.47        | 3,300                     | 3,427        |
| Social Services Applicants | 44,229           | 44,506        | \$233,833.24        | \$253,230.43        | 4,398                     | 3,770        |
| Agency Applicants          | 822              | 1,142         | \$4,375.41          | \$5,973.01          | 54                        | 66           |
| <b>Totals</b>              | <b>86,520</b>    | <b>93,262</b> | <b>\$456,198.33</b> | <b>\$531,435.91</b> | <b>7,752</b>              | <b>7,263</b> |

In 2012 there was an overall decrease of 6.3 percent in the number of cards issued and a 7.8 percent increase in usage. The annual average usage per card has increased from 11.2 uses per year to 12.8 uses per year. The Administration also continues to monitor the effectiveness of the program and the impact of the program for the Leisure Services Branch in areas such as the impacts on staffing levels for lifeguards and childcare supervisors.

#### Saskatoon Collaborative Funders Partnership (SCFP)

The City is one of three community funders that have collaborated for the past number of years in the area of funding and supports to community-based organizations within Saskatoon (see Attachment 3). The funding partners include:

- City of Saskatoon – Social Services Grant;
- Saskatoon Urban Aboriginal Strategy (UAS); and
- The United Way of Saskatoon and Area – Community Initiatives Fund.

In addition, the Saskatoon Regional Intersectoral Committee (RIC) participates in the partnership through the involvement of the RIC Coordinator.

In 2012, the SCFP provided a combined total of \$1,289,589 in support to 56 human service, community-based organizations in Saskatoon. The City's portion of this allocation was \$907,150 through a combination of cash and tax credits (\$461,215 cash and \$445,935 in tax credits).

A priority for 2013 is a project to conduct a baseline assessment of the capacity of community-based organizations and funders in the community in the area of outcome measures and evaluation. The results of this project will then be utilized by the funders to establish a framework for enhancing program evaluation and outcome measurement.

#### Saskatoon Crime/Gang Reduction Strategy

The City's involvement with the Saskatoon Crime/Gang Reduction Strategy has been primarily in the area of prevention. The past year focused on the development of an "Under 11" initiative which is targeted at addressing the needs of children and families that are at risk, with the intent of intervening before the child becomes involved with the justice system. The sub-committee working on this initiative includes the Saskatoon Public School Board, the Greater Saskatoon Catholic School Board, Saskatoon Health Region, Ministry of Social Services, Saskatoon Police Services and the City. The committee is currently pursuing funding for this initiative.

#### Saskatoon Urban Aboriginal Strategy

The UAS is a community-based initiative developed by the Government of Canada to improve social and economic opportunities for Aboriginal people living in urban centres.

The role of the Administration on the Saskatoon UAS steering committee is as follows:

1. work collaboratively with the committee to make effective policy, planning, priority setting, and partnership decisions, and investments;
2. participate in committee discussions by bringing forward comments, concerns, and ideas;
3. provide support to the committee members; and
4. be the liaison to the SCFP.

In 2012, the Government of Canada invested approximately \$885,000 in funding support to numerous UAS projects and initiatives in Saskatoon.

#### Saskatoon Poverty Reduction Partnership

The Administration participates on the Saskatoon Poverty Reduction Partnership (SPRP), which was formed in 2010 to develop a community action plan to reduce poverty in Saskatoon. Some of the key achievements of the SPRP to date include:

- Identification of key policy options prioritized for action to reduce poverty based on extensive community consultation;
- Development of a collaborative leadership model and structure to build accountability and guide action across sectors; and
- The From Poverty to Possibility and Prosperity report which included a description of current understanding about poverty, what it looks like in the community, the community's history of reducing poverty in Saskatoon, and initial monitoring of the community's progress in reducing poverty.

The most recent newsletter of the SPRP is attached for your information (see Attachment 4).

#### Urban Aboriginal Community Grant Program

The Urban Aboriginal Community Grant Program is funded by SaskLotteries and the provincial Community Initiatives Fund to assist in the development of sport, culture, and recreation programs, and leadership opportunities for Aboriginals. For the past five years, the City has been responsible for the administration of this grant program including the promotion, adjudication, and monitoring of the program. In 2012, a total of \$175,820 was awarded to 22 projects.

For 2013, the Community Initiatives Fund and SaskLotteries have made a change to this program and have re-allocated these funds to other grant programs within their respective operations. As a result the City will no longer be administering this program.

### **ENVIRONMENTAL IMPLICATIONS**

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

### **PUBLIC NOTICE**

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

**ATTACHMENTS**

1. 2012 City of Saskatoon Graffiti Management Program
2. Leisure Access Program – LeisureCard Application Form
3. Saskatoon Collaborative Funding Partnership
4. Saskatoon Poverty Reduction Partnership Newsletter

Written by: Shannon Hanson, Social Development Section Manager

Reviewed by: “Lynne Lacroix”  
Lynne Lacroix, Manager  
Community Development Branch

Approved by: “Randy Grauer”  
Randy Grauer, General Manager  
Community Services Department  
Dated: “April 17/13”

cc: Murray Totland, City Manager

## 2012 City of Saskatoon Graffiti Management Program

The following is a summary of the current initiatives in each of these three areas:

### Education

The City has developed a number of educational/awareness tools to educate the public with respect to the impact of graffiti vandalism in our community and the need to both prevent and remove graffiti. The education initiatives include:

- The Graffiti Reduction Task Force, which includes both internal and external stakeholders, works to better coordinate our combined efforts to address graffiti within the community;
- General information on our City website under "G" for graffiti;
- Informational brochures available at our civic facilities

### Eradication

The City encourages the timely removal of graffiti from both civic and private property through a number of initiatives including:

Graffiti Removal from Civic Property - graffiti removal from civic structures and properties is the responsibility of a number of branches within the corporation. In 2012 there were 472 reports of graffiti vandalism on civic and other public property entered into the graffiti tracker database, a 14 percent decrease from 2011.

Partnership with the BIDs – the Administration is currently working with the BIDs on a revised support program for graffiti removal from the BID districts that will involve a cost-share approach between the BIDS and the City.

Saskatoon Fire and Protective Services – have the responsibility for receiving public calls with respect to graffiti through their safety and property maintenance hotline. Calls that pertain to graffiti on public property are directed to the appropriate individuals for removal while calls that pertain to graffiti on private property are dealt with through the property maintenance by-law process. The following is a summary of those calls for the past four years:

|  | 2009 | 2010 | 2011 | 2012 |
|--|------|------|------|------|
| Graffiti tags identified through regular inspection process and safety and property maintenance hotline complaints | 532  | 221  | 239  | 209  |
| Total Orders to Remedy Contravention issued  | 304  | 144  | 95   | 93   |
| Total Orders to Remedy Contravention forwarded to Youth Works  | 105  | 58   | 33   | 26   |
|  |      |      |      |      |

### Enforcement

Saskatoon Police Services are responsible for the enforcement component of the Graffiti Management Program and have a dedicated graffiti unit that works in this area. Victims of graffiti vandalism are encouraged to take pictures of the graffiti prior to removal and to report the incident to the Saskatoon Police Services. This program has aided the police in their ability to identify and prosecute those individuals that are committing these offences and has resulted in monetary restitution for a number of victims.

**INFORMATION SHEET**  
**July 1, 2012 – JUNE 30, 2013**  
**LEISURE ACCESS PROGRAM – LEISURECARD APPLICATION**  
**SASKATOON TRANSIT DISCOUNTED BUS PASS PROGRAM – APPLICATION**

**PROGRAM DESCRIPTION**

**The Leisure Access Program** allows Saskatoon residents with low-income, the opportunity to participate in recreational opportunities offered by the City of Saskatoon. The Leisure Access Program provides each eligible family member with a 1 year LeisureCard to use in City recreation facilities. When you receive your card, you will be entitled to unlimited admissions to City recreation facilities.

Cards expire one year from the date of approval. If you lose your card, the charge is \$5/card plus GST to replace it.

**The Discounted Bus Pass Program** allows Saskatoon residents with low income, the opportunity to purchase a monthly bus pass at a reduced rate. This applies to each eligible family member.

Adult Pass /\$62.40

High School Pass \$44.80

Child Pass \$37.60

You are qualified for one year from the date of approval.

**QUALIFICATION FOR PROGRAM**

Including yourself, how many people living in your immediate family (**must include** spouse/partner and your children under 19 years old) are currently living in your household? \_\_\_\_\_

Add the total incomes from line 150 of last year's Income Tax Notice of Assessment for the main applicant **and** their spouse/partner (if applicable) only. You are eligible if your household income comes to less than these amounts.

| # of people in the household     | 1               | 2               | 3               | 4               | 5               | 6               | 7+              |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Low-Income Cutoff Numbers</b> | <b>\$20,065</b> | <b>\$24,978</b> | <b>\$30,707</b> | <b>\$37,283</b> | <b>\$42,285</b> | <b>\$47,692</b> | <b>\$53,097</b> |

To submit an application, you must complete the enclosed form and attach the required documents. Incomplete applications will be returned to you with instructions as to what is missing. The current processing time is **2-3 weeks** from the date received in the Leisure Access Program office, which may change based on the volume of mail received. Every application is important to us and will be processed in the order received to ensure fairness to all. Faxed applications will not be accepted.

**REQUIRED DOCUMENTS**

- A copy of last year's Income Tax Notice of Assessment for yourself **AND** your spouse/partner. We do not accept any other document as proof of income. If you do not have a copy of your Notice of Assessment, it can be obtained by calling 1-800-959-8281 and it will be mailed to you. Request the Option C Form.
- This program is for City of Saskatoon Residents **ONLY**. A copy of one of the following documents that has the applicant's name and current address must be included: utility bill, telephone bill, government issued letter or notice.

**Completed applications must be mailed in the envelope provided to:**

Community Development Branch  
 Front Desk, Cosmo Civic Centre  
 3130 Laurier Drive  
 Saskatoon, SK S7L 5J7

OR

Dropped of at any City Leisure Facility  
 Attention: Low-Income Subsidy Program  
 c/o Cosmo Civic Centre

If you have questions regarding the **Leisure Access Program** please call **975-3383**

If you have questions regarding the **Discounted Bus Pass Program** please call **975-3100**.

**NOTICE:** Personal information collected from you is collected in accordance with Part IV of the Local Authority Freedom of Information and Protection of Privacy Act. The information will be used to determine eligibility for the Accessible LeisureCard and Discounted Bus Pass Program and to refer you to other programs or services for which you may be eligible. Documents will be destroyed once they have been reviewed. You may direct questions about the collection, use, or disclosure of your personal information by this program, by calling the Community Services Department at 975-3383.



# LEISURECARD AND/OR DISCOUNTED BUS PASS APPLICATION FORM

(44 Program)

**Program you are applying for: (check all that apply)**

Expiry Date: \_\_\_\_\_

- LeisureCard Program
- Discounted Bus Pass Program

**Shaded area for office use only**

Effective Date: \_\_\_\_\_  
(Issuance)

**MAIN APPLICANT INFORMATION – USE LEGAL NAMES  
(PLEASE PRINT CLEARLY)**

|   |                             |  |                 |
|---|-----------------------------|--|-----------------|
| First Name                              | Last Name                   | Leisure Card Number (Office Use Only)                                      |                 |
| Address (PO Boxes will NOT be accepted) |                             |  |                 |
| City<br><b>Saskatoon</b>                | Postal Code                 | Daytime Phone  | Alternate Phone |
| Date of Birth Month/Day/Year            | Gender<br>○ Male   ○ Female | Marital Status:<br>○ Single   ○ Living as a Couple   ○ Married   ○ Widowed |                 |

**ADDITIONAL FAMILY INFORMATION – USE LEGAL NAMES**

Must **ONLY** include your partner/spouse and your children under 19 years old. Must be related by blood, marriage, adoption, legal guardianship, or living as a couple. All other household members need to apply on their own.

|   | Last Name | First Name | Relationship | Gender<br>(Check One) | Date of Birth<br>Month/Day/Year | LeisureCard #<br>Office Use Only |
|---|-----------|------------|--------------|-----------------------|---------------------------------|----------------------------------|
| 2 |           |            |              | ○ M   ○ F             |                                 |                                  |
| 3 |           |            |              | ○ M   ○ F             |                                 |                                  |
| 4 |           |            |              | ○ M   ○ F             |                                 |                                  |
| 5 |           |            |              | ○ M   ○ F             |                                 |                                  |
| 6 |           |            |              | ○ M   ○ F             |                                 |                                  |
| 7 |           |            |              | ○ M   ○ F             |                                 |                                  |

**Leisure Access Program LeisureCard Terms and Conditions**

1. **Cards are non-transferable (cannot be shared)** and you must present your card when entering the facility or you will be required to pay admission.
2. Fraudulent use of this card will result in revoked privileges.
3. LeisureCards are available at Cosmo Civic Centre, Harry Bailey Aquatic Centre, Lakewood Civic Centre, Lawson Civic Centre, Saskatoon Field House and the Shaw Centre.
4. The City reserves the right to close all or part of any facility for regular maintenance and/or special bookings.
5. If you lose your card it can be replaced at a cost of \$5/card plus GST at any leisure centre.
6. The City reserves the right to ask for verification of identity of the Card holder.

I certify that I am a current resident of Saskatoon and that the information provided is accurate. I have read and understand the terms and conditions listed for the Card and agree to abide by the terms and conditions as outlined above. I am aware that if any information I have provided is fraudulent, I may be subject to my leisurecard(s) being withdrawn.

\_\_\_\_\_  
Signature of Main Contact

\_\_\_\_\_  
Date Signed

Revised Feb. 20, 2013

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## Saskatoon Collaborative Funders Partnership

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### Highlights

The Saskatoon Collaborative Funding Partnership is collaboration among three Saskatoon organizations that provide grants to community agencies. The partners are the City of Saskatoon, Saskatoon Urban Aboriginal Strategy, and the United Way of Saskatoon and Area. The purposes of the Saskatoon Collaborative Funding Partnership are:

- to build capacity in community agencies so they are better able to serve the community and use the grants they receive for maximum benefit to the community;
- to foster communication and collaboration among all funders in Saskatoon and area so that available funds can be used to maximum advantage in the community; and
- to develop and use a common application form and process so that community agencies only need to fill out one application form in order to be considered by all three funders.

Each partner retains its own funding priorities, eligibility criteria and review processes. After the partners have completed their individual adjudications, the partners come together to identify gaps, overlaps, concerns and emerging trends in the applications received. Individual partners may adjust their funding priorities so worthier projects receive an appropriate amount of funding and are neither overfunded nor underfunded. The partners collaborate for the benefit of the community and still maintain their own decision-making processes and control of their own funds.

Each of three partners makes a small financial or in-kind contribution to cover the Partnership's operating expenses, and the City of Saskatoon holds and administers this money.

### Measurables

The Saskatoon Collaborative Funding Partnership is proud of everything it has accomplished during its years of operation. These accomplishments include:

1. Creation of a common application form and application process and computerization of the application process so that applicants can apply online.
2. Creation of an electronic database that allows for categorization of applicants according to type of project, audience, etc., that builds up a profile of each community-based organization over time, and that identifies the community needs to which projects respond.
3. Development of a stronger relationship among the three partners and the Saskatoon Regional Intersectoral Committee which led to increased collaboration on a number of initiatives.
4. Organization of numerous capacity building initiatives for community agencies, for example, a compulsory orientation to the online application form, workshops on planning, and a great deal of one-on-one work by the members of the Partnership with community agencies.
5. Development and implementation of an organizational assessment tool and process for use by community based organizations.

### Future Plans

1. Development and implementation of an evaluation and outcome measurement framework, tools and training opportunities for use by community based organizations to assist in reporting on outcomes and impact.
  2. Continue to engage other funders in the community around the Saskatoon Collaborative Funding Partnership.
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# SASKATOON POVERTY REDUCTION PARTNERSHIP

## From Poverty to Possibility... and Prosperity

### **A Community Leadership Challenge For Saskatoon**

**March 2013**

**In this edition...**

*Welcome to new  
Leadership members*

*Plan to End Homelessness  
Community  
Consultations*

### SPRP Co-Chairs

Sheri Benson, Executive  
Director, United Way of  
Saskatoon & Area

Dr. Julie Kryzanowski,  
Medical Health Officer,  
Saskatoon Health Region

Visit our website at :  
[www.saskatoonpoverty2  
possibility.ca/](http://www.saskatoonpoverty2<br/>possibility.ca/)

Like us on Facebook!

### **SPRP Action Group Updates**

#### **Plan to End Homelessness Action Group— United Way of Saskatoon and Area**

The *Plan to End Homelessness Action Group* lead by *United Way of Saskatoon and Area* is taking a major step forward this spring with comprehensive community consultations that will lead to a finalized, detailed Action Plan for Saskatoon by June 2013. You are invited to attend any one of the following community meetings (no pre-registration):

**Wednesday, March 27th 7pm-8:30pm Frances Morrison Library**  
**Thursday, March 28th 9:30am-11am Station20West**

**May 13-14th Plan to End Homelessness Charette TCU Place**  
registration is required

For more information contact: Janice Braden, Project Manager, Plan to End Homelessness, United Way of Saskatoon and Area, at 975-1571  
[jbraden@unitedwaysaskatoon.ca](mailto:jbraden@unitedwaysaskatoon.ca)

### **SPRP Partner Updates**

#### **The Saskatoon Anti Poverty Coalition**

**When:** Wednesday March 6, 2013 1 P.M. to 3 P.M.

**Where:** St. Paul's Hospital Cafeteria Meeting Room

The Saskatoon Anti Poverty Coalition is a community coalition of organizations and people with the lived experience of poverty dedicated to building opportunities for inclusion and prosperity for everyone.

**Contacts:** Vanessa Charles and Jon Ellis, Co-Chairs

**YWCA of Saskatoon** Working to eliminate poverty, homelessness and violence for women and their families. **Like us on Facebook**



# SASKATOON POVERTY REDUCTION PARTNERSHIP

## From Poverty to Possibility... and Prosperity

### In Brief

A Big Welcome to our 3 new  
Leadership Team members:

Brad Bird, Coordinator, Urban  
Aboriginal Strategy

Bill Mintram, Saskatoon Indian &  
Métis Friendship Centre

Janelle Pewapsconias, Student

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The Building Awareness  
Action Group is developing a  
Communications Campaign  
about the **Costs of Poverty  
in Saskatoon**

.....**Human**.....

.....**Social**.....

.....**Health**.....

.....**Economic**

costs that affect each and  
every one of us. If you have  
resources, ideas or want to  
be involved, contact us!

### HEADLINES

#### [Canada Failing to improve the income Inequality Gap](#)

February 14, 2013 Conference Board of Canada

[Saskatchewan's Anti-Poverty Plan, From Dependence to Independence: Does It Measure Up?](#) by Brian Banks and Paul Ginchich, Saskatchewan Office, Canadian Centre for Policy Alternatives

#### [Senator Hugh Segal speaks to the guaranteed annual income in Saskatoon 2012](#)

#### **Bill C-400, National Housing Strategy**

With the recent defeat of Bill C-400 calling for a *National Housing Strategy*, Canada remains one of the only developed countries in the world without a national commitment or strategy to address homelessness and inadequate housing. The final vote on the bill was 129 voting for it and 153 voting against it. Despite this, our ending homelessness efforts will continue to be strongly supported, advocated for, and brought to the attention of policy makers.

### CONTACT US

Do you have a community update, story or event to share?  
Have an opinion? Want to know more about the SPRP?

Contact Amanda Clarke, Strategy and Partnerships  
Coordinator, Saskatoon Poverty Reduction Partnership, at  
933-5030 or [amanda.clarke@gov.sk.ca](mailto:amanda.clarke@gov.sk.ca)

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Community Services Department**  
**DATE: April 15, 2013**  
**SUBJECT: Year End Report – Urban Aboriginal Leadership Program - 2012**  
**FILE NO.: CK. 430-34, LS. 4560-1P and LS. 1860-19**

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

### **TOPIC AND PURPOSE**

The purpose of this report is to provide a summary of the initiatives carried out and facilitated over the past year by the Aboriginal and Inclusion Consultant in the Community Development Branch.

### **REPORT HIGHLIGHTS**

1. The Urban Aboriginal Leadership Program (UALP) works to enhance current partnerships with Aboriginal organizations in Saskatoon, including an expansion of the Atoske Program in 2012 and 2013 to include a February break camp for post-secondary students.
2. In fall of 2012, the UALP, in partnership with the United Way, the University of Saskatchewan, and Saskatoon Health Region, initiated an environmental scan of current community-based leadership programs and opportunities.
3. The UALP promotes leadership involvement and participation through low-cost or barrier-free programs and opportunities including Aboriginal fitness leader training, aboriginal lifeguard training, the annual youth summit, and the Atoske Program.

### **STRATEGIC GOALS**

The work of the Aboriginal and Inclusion Consultant supports the following City of Saskatoon (City) Strategic Goals:

Continuous Improvement – The UALP continues to work with the Human Resources Department through participation at career fairs and community engagement opportunities that emphasize the importance of a diverse workforce. Programs such as the Atoske Program support the recruitment and retention of Aboriginal young people entering into summer employment opportunities.

Quality of Life – The UALP continues to seek out partnerships that will enhance the quality of life for the Aboriginal population in Saskatoon by creating and fostering leadership opportunities through community sport, culture, and recreation programs. This program also aligns with the strategic priorities of strengthening relations with the local Aboriginal organizations, and developing partnerships and programs that will assist in enhancing economic, employment, and training opportunities.

Asset and Financial Sustainability – Partnerships are at the centre of the programming for Urban Aboriginal Leadership initiatives which result in diverse revenue streams to offset the costs of program delivery. Examples of these partnership initiatives include the Annual Voice of Youth Leadership Summit, the Atoske Program training programs, and the Aboriginal lifeguard programs. These programs are supported by outside funding sources that include, but are not limited to, the Saskatoon Urban Aboriginal Strategy, Saskatoon Tribal Council, Gabriel Dumont Institute, Potash Corporation, and the Community Initiatives Fund.

## **BACKGROUND**

The UALP is responsible for the development and implementation of initiatives to meet the following objectives:

- 1) to increase the level of involvement of Aboriginal youth and adults in leadership positions in the delivery of sports, culture, and recreation activities;
- 2) to assist in the recruitment and hiring of summer program staff for the City;
- 3) to promote participation of Aboriginal residents on community boards and committees;
- 4) to encourage the creation of leadership development opportunities within the community;
- 5) to increase knowledge of opportunities and resources for leadership development and provide assistance to access those opportunities; and
- 6) to facilitate collaboration and partnerships with community based organizations and service providers.

## **REPORT**

The ULAP provides new and innovative ways to engage urban Aboriginal people in leadership development. The ULAP provides opportunities to expand and explore leadership potential through participation in the programs described below.

### Aboriginal Lifeguard Program

With the previous success of the Aboriginal Pre-Employment Program, the City and YMCA applied for and received grants from the Saskatoon Urban Aboriginal Strategy and the Community Initiatives Fund to offer another session of this program. The Aboriginal lifeguard program started in January of 2013 and nine Aboriginal youth are involved. The program includes mentoring and coaching supports for all participants to assist them in successfully completing the courses required to be qualified as a lifeguard for employment with the City or any other aquatic service provider.

### Aboriginal Fitness Certification Program

The City continues to provide opportunities for urban Aboriginal residents to gain their certification as fitness instructors.

In 2012, a grant was secured from the Saskatchewan Parks and Recreation Association (SPRA) for Aboriginal individuals to take the SPRA Fitness Certification Program. One participant has completed the full program and three participants will complete the program once the mentorship component of the program is fulfilled. After completion of the mentorship hours, all four participants will be qualified to be a fitness instructor for the City, the Community Associations, and other fitness providers.

### Adult and Community Leadership Development

Over the past few years there has been a series of workshops aimed at increasing leadership skills for the Aboriginal adult population. In 2012, the UALP partnered with Saskatoon Health Region, University of Saskatchewan – Business and Leadership Extension Division, United Way of Saskatoon and Area, and Volunteer Saskatoon to conduct an environmental scan of community-based leadership opportunities in Saskatoon. This scan is currently underway and once completed, will help to identify gaps in services and will help with the development of leadership programs and opportunities to fill these gaps.

### Recruitment of Summer Program Staff

The Aboriginal and Inclusion Consultant also provides supports to the City's employee recruitment program and is involved with numerous job fairs and presentations throughout the year to encourage participation of the Aboriginal community in the City's work force. Attachment 1 provides a detailed list of the presentations and career fairs for the past year.

### Atoske Program Skills and Employment Training Camp

Since 2008, the City, along with the Saskatoon Tribal Council, has delivered a program designed to engage additional Aboriginal youth in employment in the areas of sport, culture, and recreation planning for the City and other employers. The word "atoske" is derived from the Cree word meaning "work." The planning team defined the acronym as "Aboriginal Training Opportunity for Future SasKatoon Employment".

In 2012 and 2013, the program expanded to include 3 two-week summer camps and 2 one-week winter camps in February. One of the winter camps focused on post-secondary aged participants, a new target group for this initiative. A total of 49 Aboriginal youth participated in the Atoske Program over the past year.

The program provided participants with hands-on learning opportunities and certifications to assist them with finding employment in positions such as the City's

Summer Playground Program positions. The Atoske Program is a training program which provided certification such as:

- 1) First Aid CPR 'C';
- 2) SPRA – Play Leadership;
- 3) Canoeing Certification;
- 4) WHMIS;
- 5) Sask Sport – Introduction to Coaching;
- 6) Financial Literacy;
- 7) personal leadership assessments; and
- 8) resume and portfolio development.

The participants were given the opportunity to visit many City facilities and learn about potential career options within the City. Tours included Saskatoon Light and Power, Saskatoon Police Services, Fire and Protective Services, Shaw Centre, and the Saskatoon Forestry Farm Park and Zoo.

This program has been funded by the Saskatoon Tribal Council, Gabriel Dumont Institute, Potash Corporation, and the Federal Cultural Connections for Aboriginal Youth program.

#### Youth Leadership Summit

This year the Administration celebrated the sixth annual Voice of Youth Leadership Summit. The City partnered with Saskatoon Open Door Society and the Saskatoon Urban Aboriginal Strategy to increase the leadership development of Aboriginal and newcomer youth. During the course of four months, youth leaders met to discuss issues they felt were most important to them. These issues became the themes for the Youth Leadership Summit. The main themes for the March 2013 summit were:

- 1) transportation system in Saskatoon;
- 2) practical knowledge and skills training in high schools;
- 3) homelessness and affordable housing and poverty;
- 4) media and social media; and
- 5) social activism.

Youth Launch was contracted to train youth leaders in group facilitation to help build the leadership capacity of youth voice in decision making. A group of diverse youth participated in the training, which led to enhanced relationships and understanding between the youth involved. The summit provided an opportunity for youth to learn new skills, meet new friends, and address people in decision making positions about issues affecting the lives of youth. Panelists included representation from City Council, school boards, media, community-based organizations, and the Administration. In total, 95 youth participated in the summit.

The goal of the UALP is to provide opportunities for the Saskatoon urban Aboriginal community to expand and explore their leadership potential and to encourage

participation as leaders in the community by eliminating barriers to participation and creating affordable opportunities for leadership development in a variety of areas. The Administration continues to seek out new partnerships and program opportunities that will help us achieve this goal.

### **PUBLIC NOTICE**

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

### **ATTACHMENT**

1. Aboriginal Diversity and Inclusion Consultant – Presentations, Workshops, and Career Fairs 2012-13

Written by: Warren Isbister, Aboriginal Diversity and Inclusion Consultant

Reviewed by: “Lynne Lacroix”  
Lynne Lacroix, Manager  
Community Development Branch

Approved by: “Randy Grauer”  
Randy Grauer, General Manager  
Community Services Department  
Dated: “Apr. 17/13”

cc: Murray Totland, City Manager

## ADC - Presentations, Workshops, and Career Fairs 2012 to 2013

| Date              | Event  | Location  | Partners   |
|-------------------|--|---|--|
| April 3, 2012     | Presentation to Affinity Credit Union IDA Program                                    | Nutana Collegiate   | Affinity Credit Union  |
| April 12, 2012    | Presentation to Lac La Ronge Indian Band - Recruitment Project                       | City of Saskatoon Council Chambers and City of Saskatoon Police Station | Human Resources - City of Saskatoon HR and Saskatoon Police Services |
| May 9, 2012       | Participant at the Creating Success Through Partnerships                             | Wanuskewin Heritage Park  | Human Resources - City of Saskatoon                                  |
| May 24, 2012      | SHR - School and Community Wellness Conference                                       | Praireland Exhibition Park - Hall A                                     | Various  |
| May 24, 2012      | United Way of Saskatoon's Aboriginal Human Service Agencies - Information session    | White Buffalo Youth Lodge   | United Way of Saskatoon  |
| May 30, 2012      | Presentation at University of Saskatchewan Annual Graduation Pow-Wow and Career Fair | University of Saskatchewan Aboriginal Student Centre                    | Various  |
| November 20, 2012 | Regional Active Measures Conference  | Saskatoon Inn, SK   | Yorkton Tribal Council   |
| January 30, 2013  | University of Saskatchewan Education Career Fair                                     | University of Saskatchewan  | Human Resources - City of Saskatoon                                  |
| February 5, 2013  | Atoske - Oskayak Presentation  | Oskayak High School   | STC Urban Services   |
| February 13, 2013 | Soaring Indigenous Career Fair   | TCU Place   | Human Resources - City of Saskatoon                                  |
| March 6, 2013     | Community Job Fair   | Princess Alexnadia School   | Human Resources - City of Saskatoon                                  |

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Community Services Department**  
**DATE: April 15, 2013**  
**SUBJECT: Year End Report – Cultural Diversity and Race Relations Office – 2012**  
**FILE NO.: CK. 430-34 and LS. 430-8**

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**RECOMMENDATION:** that a copy of this report be forwarded to City Council and the Cultural Diversity and Race Relations Advisory Committee for information.

### **TOPIC AND PURPOSE**

The purpose of this report is to provide an update on the activities and initiatives carried out and facilitated in 2012 by the Cultural Diversity and Race Relations (CDRR) Coordinator from the Community Development Branch.

### **REPORT HIGHLIGHTS**

1. The CDRR Coordinator continued a partnership with Youth Launch to support youth engagement, and Unified Minds: Youth Action Network (Unified Minds) including programs, events, and initiatives.
2. Unified Minds provides an open forum for youth ages 13 to 18 to come together to share ideas on the subjects of racism and discrimination, youth engagement, and civic participation. Unified Minds contributed to youth engagement by facilitating a number of events including the conversations at the Mayor's Youth Forum hosted in May 2012.
3. The Administration partnered with Saskatchewan Institute of Applied Science and Technology (SIAST) in an anti-racism public education event, at TCU Place which attracted over 2,000 people. The keynote speaker was Tim Wise, an internationally recognized authority on racism and privilege.
4. The CDRR Coordinator collaborated with the Immigration Diversity and Inclusion Consultant and the Saskatoon Public Library to organize the first Human Library event in Saskatoon. An event designed to promote dialogue, reduce prejudices, and encourage understanding.
5. In partnership with the United Way and the Truth and Reconciliation Commission, the Administration developed and coordinated various community education sessions related to understanding the legacy of Indian residential schools.

### **STRATEGIC GOAL**

The work of the CDRR Coordinator supports the Strategic Goal of Quality of Life. The long-term strategy is to strengthen relations with local Aboriginal organizations and to build capacity within the community to address a broad range of issues and build consensus around collaborative responses. The four-year priority is to develop partnerships and programs with Aboriginal organizations that will assist in enhancing economic, employment, and training opportunities.

## **BACKGROUND**

The vision statement of the Cultural Diversity and Race Relations (CDRR) Policy No. C10-023, clearly outlines the intent of the City of Saskatoon (City) to work with “community organizations, business and labour, all orders of government, and other stakeholders to create an inclusive community where ethno-cultural diversity is welcomed and valued, and where everyone can live with dignity and to their full potential, without facing racism or discrimination.” CDRR Policy No. C10-023 also outlines indicators of success, and suggests ways to monitor the extent to which the community outcomes are being met.

This report highlights the main initiatives carried out through the CDRR office in 2012 and lists the number of ongoing, current strategies and activities underway to achieve the community outcomes described in CDRR Policy No. C10-023.

## **REPORT**

### **Youth Engagement and Capacity Development**

The Administration continued to partner with and secure the services of Youth Launch to provide support and resources to coordinate the Unified Minds project. Unified Minds provides an open forum for people ages 13 to 18 years to come together and share ideas on the subjects of racism and discrimination, youth engagement, and civic participation.

In 2012, the 83 members of Unified Minds had the opportunity to participate in the following training sessions:

1. Young Decision Makers;
2. Facilitator;
3. Anti-racism; and
4. Board Governance.

Youth Launch continues to keep a database of “trained” young people who can be called upon to sit on community boards, associations, and steering committees. Refer to Attachment 1 for a summary report on the initiatives carried out by Unified Minds from September 2011 to July 2012.

There were three Mayor’s Youth Forums hosted in 2012. The first was in January with participants from Greater Saskatoon Catholic Schools, the second in February with participants from Saskatoon Public Schools, and the third in May 2012 with a combination of students from the two previous groups. The forums were to engage youth of the community to provide a vision for the future of the City and to provide a mechanism for youth to have a voice in how the city grows and develops.

The forums also served to inform youth of the City’s priorities and strategic goals outlined in the Strategic Plan. For the combined group of students at the forum in May,

one senior employee of Youth Launch, the two Youth Coordinators of Unified Minds, and a member (youth) of Unified Minds facilitated the forum with approximately 30 Saskatoon youth in attendance. Topics covered were city recycling, civic engagement, and public transportation.

### Public Education Partnerships

A review of past data and statistics about incidents of discrimination strongly supports the need for anti-racism/anti-oppressive public education. To address this need for anti-racism education, the Administration partnered with SIAST for the second year in a row to host anti-racist speaker Tim Wise.

Tim Wise is an accomplished, internationally recognized authority on racism and a renowned author of several books, essays, and articles on the subject. Morning and evening education sessions hosted in March 2012 were attended by over 2,000 people. Feedback from participants was overwhelmingly positive, which clearly reflects strong support for this sort of initiative in future years.

The “Human Library” is a concept designed to promote dialogue, reduce prejudices and encourage understanding. Originating in Denmark in 2000, Human Libraries have since been hosted in countries throughout the world. March 2012 was the first time a Human Library event has been organized in Saskatoon.

The Human Library event was organized by the Saskatoon Public Library, the Community Development Branch (both the CDRR Coordinator and the Immigration Diversity and Inclusion Consultant), Greater Saskatoon Catholic Schools, SIAST, and the Newcomer Information Centre. The event was funded by the Saskatchewan Ministry of Advanced Education, Employment, and Immigration.

Visitors, who are called readers in a Human Library, are given the opportunity to speak informally with people (or books) who have experienced social prejudice or stereotypes. Essentially, readers can choose to sign out their own worst prejudice by talking with a book in a safe, respectful environment. Among the titles available to readers in the Saskatoon Human Library were Refugee, Aboriginal, Immigrant, Muslim, American, Visually Impaired, gender and sexually diverse, and women in non-traditional roles.

The Truth and Reconciliation Commission's (TRC) fourth national event was held in Saskatoon from June 21 (National Aboriginal Day) to June 24, 2012. Tens of thousands of Indigenous and non-Indigenous people gathered at Prairieland Park to hear testimony from the survivors of Indian residential schools and their families.

In support of the TRC events, the Administration partnered with the United Way and the TRC to develop and coordinate five community education sessions on Indian residential schools. The sessions were attended by staff from the United Way, students from Saskatoon Indian Institute of Technology, staff and students from Pleasant Hill School, and the general public.

The CDRR Coordinator also assisted in the production of a utility bill insert to provide information to the residents of Saskatoon on Indian residential schools and to promote the TRC National Event. The utility bill was distributed to approximately 80,000 homes.

### Public Awareness and Education

Using the results and recommendations of previous surveys and environmental scans, the Administration continues to partner with the Aboriginal Education Research Council in the development of an anti-racism/anti-oppression toolkit. The development of the modules into an anti-racism public education resource is ongoing.

Other activities and strategies of the CDRR Coordinator carried out in 2012 include the following:

- a) Promoted the City as a prospective employer by hosting four presentations to community agencies working with newcomers, such as Saskatchewan Intercultural Association, and International Women of Saskatchewan;
- b) Continued to build and enhance relationships with the education sector and broader community through the coordination of the annual Race Relations Month and the Living in Harmony Contest and Awards Ceremony. The 2012 awards drew over 100 submissions from elementary schools, high schools, and the community at large;
- c) Collaborated with the CDRR Advisory Committee and actively participated with a number of committees with initiatives also focused on addressing racism and discrimination, specifically the Canadian Coalition of Municipalities Against Racism and Discrimination, and the Saskatoon Urban Aboriginal Strategy;
- d) Maintained ongoing collaboration with Canadian Commission for the United Nations Educational, Scientific, and Cultural Organization (UNESCO) as a member city of the Coalition of Municipalities against Racism and Discrimination. As a member city, Saskatoon hosted the Freedom of Expression in Broad Strokes exhibit. The exhibit featured international award-winning editorial cartoons. The exhibit was hosted in June through August at the Diefenbaker Canada Centre.

All activities of the CDRR Coordinator continue to be guided by the four outcome statements within the CDRR Policy No. C10-023. These activities also reflect the City's role and strategies in achieving these outcomes.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Members of the public and special interests groups who are looking to engage young people in planning or outcomes have inquired about working in partnership with Unified Minds to increase the potential youth serving impact of their efforts. Most notably the Industry Education Council has requested a partnership with Unified Minds in organizing a youth career employment seminar to coincide with the 2013 Contact Conference. The CDRR coordinator works closely with the Saskatoon Public School Division, Greater Saskatoon Catholic School Division, and community organizations to engage and offer

potential opportunities to the student body, clients with issues regarding racism and discrimination, and encourages participation and collaborative involvement.

**PUBLIC NOTICE**

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

**ATTACHMENT**

1. City of Saskatoon Unified Minds Final Report 2011 and 2012

Written by: Becky Sasakamoose Kuffner, Cultural Diversity and Race Relations Coordinator

Reviewed by: “Lynne Lacroix”  
Lynne Lacroix, Manager  
Community Development Branch

Approved by: “Randy Grauer”  
Randy Grauer, General Manager  
Community Services Department  
Dated: “Apr 17/13”

cc: Murray Totland, City Manager



**“Bringing together youth who celebrate cultural diversity and encourage positive intercultural relations within our community”**

**City of Saskatoon**

**Unified Minds Final Report**

**2011/2012**

**Written and Submitted by: Jack Saddleback and Tristan Banyay,  
Coordinators of Unified Minds**

## **Introduction**

Unified Minds is a partnership between the City of Saskatoon and Youth Launch, and brings together youth who celebrate cultural diversity and encourage positive intercultural relations within our community. The following is a report on how “**Unified Minds**” came to be, what took place in **2011/2012**, and what is expected to take place in **2012/2013**.

## **Nature of Project: Background**

Unified Minds is the result of a youth consultation process that involved phone surveys, youth focus groups, and a youth event, all of which took place from **2007-2009**. Recommendations to City Council included working with young people to establish a forum for youth to have a voice in addressing the issues of racism and discrimination, youth engagement, and the promotion of civic participation. In addition, several of the participants from this focus group expressed an interest in staying involved with future projects or programs organized by the City of Saskatoon. The participants also shared that, “**youth will listen and take more out of something from other youth.**”

## **Description of Project**

The City of Saskatoon CDRR Office has partnered with Youth Launch (**Western Hub of The Students Commission of Canada**) to establish Unified Minds, a Youth Action Network dedicated to involving young people in the promotion of cultural diversity and positive race relations in our community. The focus and goal of this initiative continues to be increasing the participation and leadership of youth in addressing the issues of racism and discrimination, youth engagement, and the promotion of civic participation via leadership training, citizenship, and active authentic youth engagement. It is understood that leadership can take many forms, from formal specific leadership sessions to the inherent leadership development that takes place for volunteers and participants involved in planning, implementation and delivery either directly or indirectly in civic engagement.

The project involves collaborative community partnerships between the City of Saskatoon (**Cultural Diversity & Race Relations and Urban Aboriginal Leadership**) and other potential partners such as the Indian & Métis Friendship Centre, Saskatoon Tribal Council, Kinsmen Activity Place (**KAP**), PAVED, White Buffalo Youth Lodge, and other youth serving organizations.

Collaborative Community Partnerships for Unified Minds have already been signed by the City of Saskatoon (Cultural Diversity & Race Relations and Urban Aboriginal Leadership) and Connections & Resources for YOU (CRU), Core Neighbourhood Youth Co-op, and Youth Launch. We anticipate more partnerships being signed in the upcoming year (2012 to 2013).

This project facilitates learning objectives which include, leadership development, personal growth, career planning, volunteer training, board governance, traditional concepts of leadership, and engages participants in a Youth Action Network to spark interest in an ongoing leadership development.

### **Project Objectives for Unified Minds**

#### **The project objectives are:**

1. To increase leadership roles and civic participation among the young participants;
2. To increase educational and cultural opportunities that will encourage more understanding of the issues related to leadership, governance, and career development;
3. To create a “talent pool” of future leaders that is established through the development of a database of participants and the tracking of their participation and completion of training;
4. To strengthen the network of adults and organizations that can provide support to the ideas and initiatives of our city’s young people; and
5. To involve diverse participants from various Saskatoon schools, neighborhoods, and organizations.

The project objectives for the 2011 - 2012 School year (pg. 3) have been achieved through the following Unified Minds activities and/or events:

## Graphic Facilitation



The above picture is from the Unified Minds Graphic Facilitation Process which took place on Thursday, February 2 2012, in Saskatoon at the White Buffalo Youth Lodge from 1:00 p.m. to 4:30 p.m. We refer to this as the Unified Minds “roadmap,” as it’s the purpose and vision of Unified Minds.

## 5<sup>th</sup> Annual Saskatoon Youth Leadership Summit

On Saturday, February 18, 2012, the City of Saskatoon (Urban Aboriginal Leadership) and Unified Minds hosted the 5<sup>th</sup> Annual Saskatoon Youth Leadership Summit. A Young Decision Makers (YDM) Workshop was held for the youth (one in the morning and one in the afternoon) with approximately 17 youth in each session. This gave youth the skills and confidence to effectively create a policy for youth democracy and decision making. This workshop was perceived very well and there were positive findings that were transcribed and provided to the City (Cultural Diversity and Race Relations Office).

## Training Modules:

Throughout the year, there were four training modules for the youth, young adults, and adult allies to partake in:

- Facilitator Training;

- Anti-Racism Training;
- Young Decision Makers (YDM) Training; and
- Board Governance Training

The training modules listed above have helped the youth (13 - 18 years), young adults (19 - 25 years), and adult allies (26+ years) that took part by giving them tools and resources to effectively create a platform for democracy and decision making that respects youths voice; as well as, discussing different issues faced in Saskatoon and coming up with possible solutions to tackle the issues discussed. There were approximately 11 participants (youth, young adults, and adult allies) that took part in each module.

### **Joint Catholic and Public School Division Mayor's Youth Forum**

The joint Mayor's Youth Forum that took place on Wednesday, May 9, 2012 was established to bring youth together to brainstorm problems and solutions facing the City of Saskatoon. As well, to inform youth of the Strategic Planning Report proposed by the City. One senior employee of Youth Launch, the two Youth Coordinators of Unified Minds, and a member (youth) of Unified Minds all attended and facilitated the forum; with approximately, 30 Saskatoon youth in attendance. Topics covered were: city recycling, civic engagement, and public transportation.

### **Diversity Carnival**

As the final event for Unified Minds for the 2011 – 2012 School year, a Diversity Carnival was established by the Unified Minds members to encourage cross-cultural and class interactions in the City of Saskatoon. The Diversity Carnival was a city-wide event held on Saturday, July 21, 2012 at Friendship Park from 11:00 a.m. to 3:00 p.m. Approximately 300 people came throughout the day. There were activities such as inflatable bouncers, a DJ, and a slip 'n' slide. A free BBQ lunch was held to encourage people with lower incomes to enjoy the festivities as well, with roughly \$185 donated to Unified Minds from ordinary citizens. There were 15 volunteers (Unified Minds members included) that showed up to help the event run smooth. Overall, the event was a huge success and was perceived very well by the community and Unified Minds members; with comments such as:

- “Thank you!! The carnival went so well and there were so many laughs and the water fight after...wow so fun! Thanks to all the people that helped put the event together...it was a mind blowing experience! 😊”
- “GREAT EVENT TODAY EVERYONE!!! GIVE YOURSELVES A PAT ON THE BACK!!! The park was full of smiles, laughter and music 😊 Glad I was able to help out and enjoy the good times with you all! 😊”



## Diversity Carnival

Saturday, July 21<sup>st</sup>, 2012  
 11:00 am - 3:00 pm  
 River Landing/Friendship Park

*- Free Event -  
 Donations Welcome*

Dunk Tank - Free BBQ - Games - Inflatable Bouncers -  
 Music - Prizes  
 All Ages Welcome - Alcohol Free

in partnership with  

  
 Interested? To find out how you can get involved, visit  
[www.saskatoon.ca](http://www.saskatoon.ca) (look under 'U' for Unified Minds) or call 975-7826.





## **Facebook**

Unified Minds has a Facebook page to update the public of initiatives and activities as well as a Facebook group which has proved to be an effective way to communicate with its members, and adult allies. The Facebook group currently has 83 members 50 of which get weekly reminders and are included in any requests or opportunities that may come available through either the Cultural Diversity office or any of the other community partners.

## **Evaluation**

At the conclusion of the weekly Unified Minds meetings, all the Unified Minds members were asked to fill out a HHFS Scorecard. HHFS stands for HEAD, HEART, FEET, AND SPIRIT. The HHFS Scorecard is a rating scale evaluation with room for comments and written responses. Developed by The Centre of Excellence for Youth Engagement (CEYE), it's a tool used for gauging the impact an activity has on participants.

Four main questions make up the HHFS Scorecard, with sub questions underneath each main question:

**HEAD** - What have I learned today?

- I contributed a lot at today's meeting and/or workshop.
- Today's meeting and/or workshop was productive.
- I learned something new. (Please Specify):

**HEART** - How do I feel about today?

- Today's meeting and/or workshop was.

**FEET**- What will I do with what I've learned today?

- I will share the information I learned today with others.  
If yes, with whom?

**SPIRIT** - How did I connect today?

- Today's meeting and/or workshop connected me to other people.

- Today's meeting and/or workshop helped me to connect to something greater than myself.
- Overall, I think today's meeting and/or workshop was very engaging.

Fifty-five HHFS Scorecards were filled out between Tuesday, May 15 and Tuesday, July 10, 2012. Eight of them were from adults and forty-seven were from youth members. Overall, the feedback from the youth and adults was very positive. Below are the testimonials of what the youth and adults had to say, in terms of how engaging the weekly meetings and/or workshops were.

- 80 % of Unified Minds members found the meetings and/or workshops very engaging.

### **Conclusion**

Many success stories resulted from the 2011 - 2012 School year for Unified Minds and much was learned not only by the members but also by the young adults, adult allies, and the two Youth Coordinators.

In the fall, the Unified Minds members, young adults, adult allies, and the two Youth Coordinators from the 2011 - 2012 school year will gather together for a team building and debrief day. As well to discuss what should take place for the 2012 - 2013 school year. This day will serve as the fall recruitment campaign kick-off. All the notes from this team building and debrief day will be transcribed and provided to the City (Cultural Diversity & Race Relations Office).

### **Unified Minds Testimonials**

“Unified Minds gives me something positive to look forward to every week, it gives me something to devote my time to, and it's something that I really enjoy being apart of. The environment is completely accepting, and it's one of the only places I feel extremely comfortable in. I love the people I work with in Unified Minds, and I believe that anyone else who joins will feel just as comfortable after a few meetings. It's a great way to get involved in the community and to help plan things in support of Diversity.”

- Charlene Moore, Member of Unified Minds

“To Whoever It May Concern,

Unified Minds is one of the best things I’ve ever joined in my life. Before Unified Minds I was not very active in the social settings of society. When I joined I met tons of amazing people. The leaders, Jack and Tristan, are two wonderful men with big hearts that make the world a better place. Everything that we did together was fantastic. We achieved a lot by working together to help and have fun with others. I know that Unified Minds would make a huge impact on other people as well. The group knows how to make a person feel welcome and loved, and like they are a part of something bigger in the scheme of life. They tackle many issues that are concerns for others, and they do it without discrimination or hate towards anything which is something we don’t see a lot of today. By building relationships and bonds with everyone, the group gets a lot of people involved in whatever it is they are doing at the moment. Take the Diversity Carnival that happened in July 2012 for example. The whole team (as well as other volunteers) made a huge effort to pull it off, and we did! It was wonderful to see so many people stop by and the smiles on their faces as they were leaving were absolutely priceless. All in all, Unified Minds is a great thing for leadership, working through social issues, helping others, and overall being the best bunch of compassionate, caring, loving, funny, inspirational, creative, and amazing role models!”

- Tanisha Montgrand, Member of Unified Minds

“My main feeling of Unified Minds is the feeling of acceptance. There’s no judging of each other; it’s like a lil family and I just love that y’all accepted me like that.”

- Alina Kowalko, Member of Unified Minds

“To Whom It May Concern,

This letter is in regards to Unified Minds. In the capacity of an Adult Ally for the Unified Minds group, I feel Unified Minds has had a significant impact on how I partner with youth in the community. I have experienced firsthand how authentic youth engagement, as practiced in Unified Minds, allows for youth to take leadership in their various communities. Unified Minds is very accepting of all youth who show an interest in "getting involved" and while it is not always clear at first what they are getting involved in, it is clear that youth in our city want to be involved, involved in something bigger than themselves. Unified Minds has taught me that youth in Saskatoon have skills and interests that are unique, and need to be utilized if our communities are to properly grow and respond to needs of this demographic. It is an exciting time for youth in Saskatoon, and if this project continues, we will all reap the benefits.”

- Dave Shanks, Unified Minds Adult Ally

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Community Services Department**  
**DATE: April 15, 2013**  
**SUBJECT: Year End Report - Immigration Initiatives – 2012**  
**FILE NO.: CK. 100-21, LS. 220-48 and RR. 115-2**

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**RECOMMENDATION:** that a copy of this report be submitted to City Council and the Cultural Diversity and Race Relations Advisory Committee for information.

### **TOPIC AND PURPOSE**

This report provides an update on the activities and initiatives carried out and facilitated in 2012 by the Immigration Diversity and Inclusion Consultant in the Community Development Branch.

### **REPORT HIGHLIGHTS**

1. The Prairie Prism Cultural Celebration and the Human Library project were two significant events hosted in 2012 to help celebrate the diverse cultures represented in Saskatoon and to increase awareness and understanding about diversity, discrimination, and racism.
2. To help promote civic engagement for newcomers, the City of Saskatoon (City) hosted two sold out bus tours showcasing a number of City-owned facilities, and two voter information workshops for the civic elections.
3. The City worked as a connector and community developer in the immigrant community in a variety of ways including the Connector Program with the Saskatchewan Intercultural Association, and the Children's Hospital of Saskatchewan design consultation with the newcomer community.
4. In order to develop plans for the City and community to move forward with immigration initiatives, and with five years of strategic work in the area of immigration, the Administration conducted an assessment of the work previously accomplished.

### **STRATEGIC GOAL**

Within the Strategic Goal of Quality of Life, it is emphasized that Saskatoon is a warm, welcoming people place where culture thrives, and where diverse traditions, religions, and languages are respected and celebrated. The many initiatives within the Immigration Action Plan have been, and will continue to contribute to the strategic goal of achieving a better quality of life and becoming a city where every citizen feels a sense of belonging.

### **BACKGROUND**

The Community Development Branch, Community Services Department, continues to be one of the main catalysts in the community for raising awareness around immigration and augmenting the welcoming nature of our municipality. In 2012, the immigration staff

resources and initiatives have been made possible primarily due to funding received from the federal and provincial governments. This report focuses on activities specifically undertaken in 2012.

## **REPORT**

As part of the implementation of the Immigration Action Plan, the Administration carried out activities in a variety of different sectors within the community.

### **Settlement and Integration Initiatives**

In supporting the settlement and integration of immigrants, the Administration raised awareness and understanding in a multitude of ways. Two notable community engagement events are described below.

Prairie Prism – This was a unique event that brought together approximately one thousand newcomers, “oldcomers,” and Aboriginal people of Saskatoon. It was a partnership between the City, Saskatoon Open Door Society, Global Gathering Place, Newcomer Information Centre, International Women of Saskatoon, Saskatchewan Intercultural Association and the Sponsor Agreement Holders of Saskatoon, Mennonite Central Committee, Roman Catholic Diocese of Saskatoon, and Family Service Saskatoon.

The event was comprised of multicultural performers, refreshments, and children’s arts and crafts. There were also special storytelling sessions that showcased storytellers and readers from different parts of the world and Canada. This event gathered many diverse people under one roof to experience, share, appreciate, and most importantly, learn from and about each other.

The Human Library - The Administration, in partnership with the Saskatoon Public Library, Greater Saskatoon Catholic Schools, Saskatchewan Institute of Applied Science and Technology (SIAST), and the Newcomer Information Centre, helped coordinate the first ever Saskatoon Human Library project. The Immigration Consultant was the catalyst in starting the project by connecting with the Saskatoon Public Library to assist in writing the funding proposal.

The event involved “human books” volunteering their stories and allowing themselves to be “checked out” by visitors. The human books then told their stories of social prejudice and stereotypes in a safe environment. This event helped to increase dialogue between individuals who would not normally have the occasion to interact within the community.

### **Civic Engagement and Connecting Newcomers**

Civic engagement and connecting newcomers to both specific civic services, as well as to the community as whole, is important in making Saskatoon a welcoming city. Some initiatives carried out in 2012 are noted below.

Discover Saskatoon Bus Tours for Newcomers - In partnership with the University of Saskatchewan and the Newcomer Information Centre, the Administration offered two bus tours of Saskatoon civic facilities and attractions. Each tour hosted over 40 people who participated in an Introduction to Fitness class, and toured the Shaw Centre, the Saskatoon Forestry Farm Park and Zoo, and the University of Saskatchewan. Participants were informed of the City's Leisure Access Program and Discounted Bus Pass Program, and where to obtain additional information on these programs. The tours also included an orientation of Downtown services including Citizenship Immigration Canada, CanSask Employment Centre, Global Gathering Place, Frances Morrison Library, City Hall, and Service Canada.

Feedback from participants was very positive with many recommending longer and more frequent tours. SaskCulture Inc. profiled the bus tour in a two page article in the Winter 2012 issue of "Engage" (see Attachment 1).

Civic Elections 2012 - The Administration worked closely with the Communications Branch, City Manager's Office, and the City Clerk's Office to prepare information for the fall civic elections. Contributions included:

- i) assisting with the creation of fact sheets;
- ii) ensuring the information was put in plain language wherever possible;
- iii) ensuring documents reflected a diverse population; and
- iv) planning two voter information sessions which garnered positive media attention.

Connector Program with the Saskatchewan Intercultural Association - This program is a networking initiative coordinated by the Saskatchewan Intercultural Association and is designed to help internationally trained professionals, who are new to Saskatoon, establish professional networks in their fields of expertise. Having received an award for being one of "Canada's Best Diversity Employers of 2012," the City's Manager of Employment and Total Compensation was a keynote speaker at the inaugural event in September.

Children's Hospital Consultation with the Newcomer Community – The Administration worked with the Communications Consultant from the Children's Hospital of Saskatchewan to host a design session specifically for newcomers. The purpose of this session, and other forms of surveys, was to gather information about the needs/wants for newcomers in the design of the new children's hospital.

### Immigration Initiatives Assessment

A major project underway in 2012 called "Taking Stock for Taking Action" involved conducting an assessment of the City's initiatives in immigration and integration from 2007 to 2012. Over this five year period, the City has been proactive in immigration and integration, thanks to financial support from the provincial and federal governments for the Immigration Diversity and Inclusion Consultant position and project costs.

The research gathered has been based on an environmental scan, as well as feedback provided by 247 stakeholder participants at a series of forums and focus group discussions.

Another notable highlight for 2012 was the approval by City Council, during the 2013 budget review process, to begin phasing in funding for the Immigration Diversity and Inclusion Consultant position over the next three years. With immigration numbers expected to be strong for the foreseeable future, an ongoing municipal role is necessary to facilitate a welcoming community.

### **DUE DATE FOR FOLLOW UP AND/OR PROJECT COMPLETION**

The final report, "Taking Stock for Taking Action," is being completed and will describe the work the City has already done in immigration, and will make recommendations regarding future immigration priorities and initiatives. This final report will be presented to City Council in June 2013.

### **PUBLIC NOTICE**

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

### **ATTACHMENT**

1. "Tours Helping Newcomers Discover Saskatoon," Engage Magazine, Winter 2012, pages 18 and 19

Written by: April Sora, Immigration Diversity and Inclusion Consultant

Reviewed by:                   "Lynne Lacroix"                    
Lynne Lacroix, Manager  
Community Development Branch

Approved by:                   "Randy Grauer"                    
Randy Grauer, General Manager  
Community Services Department  
Dated:           "April 18, 2013"                  

cc: Murray Totland, City Manager



## Tours helping newcomers Discover Saskatoon

BY PAUL SPASOFF

**M**useums. Art galleries. Historic sites. These three places are common sites on many cultural tours. In Saskatoon, leisure centres, government offices and food stores are the sites to discover instead.

Since the fall of 2010, the City of Saskatoon has been hosting Discover Saskatoon – a tour that uncovers the unique sites and history of Saskatoon. With funding from the federal and provincial governments, the tours are held twice a year in collaboration with Saskatoon’s Newcomer Information Centre and the University of Saskatchewan for newcomers to Saskatoon.

“The primary intent of the tour is to get people familiar with the leisure centres,” says Smita Garg, coordinator, Immigration Community Resources, City of Saskatoon. “People coming to Saskatoon may not be familiar with the concept of a leisure centre. A municipal government providing

recreation and leisure services is a new concept to many people because it doesn’t happen in all countries.”

“It gave me and other newcomers useful information and better understanding about Saskatoon”

... unnamed tour participant.

Five tours have taken place since they first began, with approximately 40 people participating each time. A sixth is planned for early 2013. While the concept has stayed the same, the route and activities change each time.

“I work closely with the leisure centre staff

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Newcomers explore Saskatoon by bus, stopping at various cultural and leisure centres along the way.

Photos courtesy of Smita Garg.



“The primary intent of the tour is to get people familiar with the leisure centres.”

- Smita Garg



to have an interactive session,” says Garg. “That way they also get a taste of an activity that is organized at the leisure centre.

“It’s awesome to see people participate in these activities. Sometimes you will see two or three women in hijabs and they are doing aerobics. We’ll see a professional engineer that’s come and all of a sudden he’s doing Zumba. It’s such a great sight.”

A staff member from Leisure Services accompanies Garg on the tours to answer any questions, such as the cost of the programs and how to register for them. Given that the participants come from varied backgrounds, it is important to point out the rules and expectations of the facilities.

With the close proximity of some leisure centres to public libraries, tour organizers also have an opportunity to highlight these facilities. Although the city services are the focus of the tour, they are not the only attractions.

“The tour was very awesome. I learned a lot about the city. I visited a lot of areas but today I came to know the history of the city”

... unnamed tour participant.



Garg also takes time during the tours to point out the main agencies serving immigrant families in Saskatoon, as well as important provincial and federal government offices. Shopping malls and ethnic food stores are other popular points of interest on the tours.

“Most importantly in the tour we try to incorporate a little bit of history,” Garg says. “We need to make people aware of some of our history to create a sense of pride in the city they’ve come to.”

The Discover Saskatoon tours were born out of an immigration initiative by the City of Saskatoon about six or seven years ago.

In addition to creating Garg’s position, it also called for the creation of an immigration action plan with a mandate to make Saskatoon a welcoming community for newcomers.

From this work eventually evolved the idea of the leisure centre tours. They were based on a model in British Columbia and adapted to meet the needs of Saskatoon. To supplement the tour, a newcomers guide has also been developed.

“Thank you for making us feel a part of the culture”

... unnamed tour participant.

With the influx of international students at the University of Saskatchewan, the September tour is particularly popular on campus.

“We started thinking about how we can get these international students to begin to feel that this is home,” Garg explains. “The feedback has been tremendous because what it does is empower the students.”

The Discover Saskatoon tours are supported by SaskCulture’s Municipal Cultural Planning and Engagement grant and by the City of Saskatoon.

## Build Community with Culture!

### Check out the Municipal Cultural Planning and Engagement Grant.

This grant supports municipalities undertaking cultural engagement and planning initiatives. Municipalities can apply for funding to assist them with cultural planning projects that explore and plan for the creative and cultural potential of a community. Project ideas include: inventory of cultural assets, facilitated community consultations on culture, municipal cultural planning or cultural mapping.

#### Deadline: February 15

For more information visit [www.saskculture.sk.ca](http://www.saskculture.sk.ca) call (306) 780-9284 or Toll-free: 1-866-476-6830.

Sask *Culture*

Saskatchewan  
**LOTTERIES**

**New Deadline!**

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Infrastructure Services Department**  
**DATE: April 15, 2013**  
**SUBJECT: Servicing Agreement**  
**Vantage Development Corporation – Rosewood Neighbourhood**  
**Subdivision No. 1/12**  
**FILE NO: CK. 4110-40, x 4300-012-001, and IS. 4111-48)**

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

- 1) that the Servicing Agreement (Attachment 1) with Vantage Development Corporation, for a portion of the Rosewood Neighbourhood to cover Parcel Q, all in Section 17, Township 36, Range 4, West of the 3<sup>rd</sup> meridian, be approved; and
- 2) that His Worship the Mayor and the City Clerk be authorized to execute the Agreement under the corporate seal.

### **TOPIC AND PURPOSE**

This report is to obtain City Council approved to enter into a Servicing Agreement to assign responsibility for the construction and payment of various servicing items for a multi-family parcel property in the Rosewood Neighbourhood.

### **REPORT HIGHLIGHTS**

1. The Administration is recommending that an agreement be entered into to cover the development of Parcel Q, in Section 17, Township 36, Range 4, West of the 3<sup>rd</sup> meridian.

### **STRATEGIC GOAL**

The recommendations in this report support the City of Saskatoon Strategic Goal, Sustainable Growth, as the development area is within a concept plan which was previously approved and supports current density targets.

### **BACKGROUND**

The Rosewood neighbourhood concept plan was approved previously by City Council. When a developer within the neighbourhood requests a subdivision, the City necessitates that a servicing agreement be entered into as a condition of the subdivision.

## **REPORT**

The Administration is recommending that an agreement be entered into with Vantage Development Corporation to cover the development of Parcel Q, all in Section 17, Township 36, Range 4, West of the 3<sup>rd</sup> meridian, subject to the following, which includes both standard and a number of non-standard clauses which are necessary due to the unique nature of the development, and have been agreed upon by the developer:

A. Standard Items:

1. Servicing of the development area is to be completed before December 31, 2013.
2. That the prepaid service rates be such rates as the Council of the City of Saskatoon may have in general force and effect for the 2013 season.

B. Non-Standard Items:

1. That the Developer pay a proportionate share for the construction of a flyover interchange to be funded 50% by the owners, with the remaining 50% payable by the City.
2. The existing sanitary trunk sewer system for the neighborhood was originally designed to accommodate a lower flow rate. The Developer will pay a prorated share based on ownership multiplied by 15.61% of the total cost of construction for a remedial trunk sewer system to allow for the increased flow.
3. The Developer will pay a Transition Area Enhancement Levy that will provide funds for the development of the zone surrounding the wetlands in the Rosewood Neighborhood which will include a rebate if a supplemental funding source is secured prior to construction commencing.
4. The Developer is responsible to prepare independent high ground water studies and to carry out any remediation procedures that the consultant's study and or City deem necessary.
5. The overall neighborhood will have many amenities that the Developer has agreed to cost share with other developers at the time of construction.

## **OPTIONS TO THE RECOMMENDATION**

*The Planning and Development Act, 2007* states that a municipality may require that an applicant requesting subdivision enter into a servicing agreement that allows for the inclusion and implementation of terms and conditions. No other option other than approval without conditions or denial is available.

## **PUBLIC AND/OR STATEHOLDER INVOLVEMENT**

Public meetings were held at the time the concept plan for the neighbourhood was undertaken.

## **COMMUNICATION PLAN**

An individual public communication plan for this portion of the neighbourhood was not undertaken; however, a communication plan was prepared and presented for the entire neighbourhood.

## **DUE DATE FOR FOLLOW-UP AND /OR PROJECT COMPLETION**

The project is expected to be completed to a road base level of structure during the current construction year, and if not completed, a clause within the agreement invokes the following year levy rates.

## **ENVIRONMENTAL IMPLICATIONS**

The recommendation will have negative land use and greenhouse gas emission implications associated with development of a greenfield site. Implementation of a Transition Area Enhancement Levy will facilitate protection of wetland habitat within the subdivision. The overall environmental impacts of developments have not been quantified at this time.

## **PRIVACY IMPACT**

There are no privacy implications.

## **POLICY IMPLICATIONS**

There are no policy implications.

## **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

All issues concerning CPTED were addressed during the approval of the original concept plan.

**FINANCIAL IMPACT**

The funding for any construction that is the responsibility of the City of Saskatoon is self-supporting and approved in the Prepaid Capital Budget.

**PUBLIC NOTICE**

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

**ATTACHMENT**

1. Servicing Agreement.

Written by: Daryl Schmidt, Land Development Manager  
Construction and Design Branch

Approved by: Chris Hallam, Manager,  
Construction and Design Branch

Approved by: Shelley Korte, Manager  
Administration Branch

Approved by: "Mike Gutek"  
Mike Gutek, General Manager  
Infrastructure Services  
Dated: "April 16, 2013"

Copy to: Murray Totland  
City Manager

## Servicing Agreement

The effective date of this Agreement is \_\_\_\_\_ 2013.

Between:

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

- and -

**Vantage Developments Corporation**, a Saskatchewan corporation, carrying on business in the City of Saskatoon, in the Province of Saskatchewan (the "Developer")

Whereas the Developer has made application to the City for approval of a Plan of Subdivision, a copy of which is attached to this Agreement and marked as Schedule "A" (the "Plan");

Whereas the City requires as a condition of approval of the Plan that the Developer enter into an Agreement with the City respecting the installation and construction of certain services and other matters referred to in this Agreement;

Whereas the City deems it advisable that the Development Area be developed as provided in this Agreement, and that the Developer and the City provide the facilities as set out in this Agreement; and

Now therefore the City and the Developer agree as follows:

### Part I Introduction

#### Plan of Proposed Subdivision

1. The Plan showing the proposed subdivision of the Northwest Quarter Section 17, Township 36, Range 4, West of the Third Meridian located in the City of Saskatoon, in the Province of Saskatchewan, in the Dominion of Canada, attached to this Agreement as Schedule "A" is made part of this Agreement.

## **Definitions and Term**

2. (1) Throughout this Agreement:
  - (a) “Development Area” means all that portion of the lands outlined in red on the Plan and is comprised of approximately 230 metres of frontage and 2.356 hectares of parcel land which, subject to regulatory approval, has been approved for development; and
  - (b) “Manager” means the General Manager of the City’s Infrastructure Services Department.
- (2) The term of this Agreement shall be two years commencing on the effective date and ending on the day two years from the effective date (the “Term”).

## **Part II Off-Site Servicing**

### **City Servicing**

3. Upon the execution of this Agreement the City shall within a reasonable time, and in coordination with the Developer’s various stages of service construction, cause the Development Area to be improved and benefited by the supply, placement, installation, construction, use and enjoyment of the following services:
  - (a) Trunk Sewer Service;
  - (b) Primary Water Main Service;
  - (c) Arterial Road Service;
  - (d) Interchange Service;
  - (e) Parks and Recreation Service;
  - (f) Buffer Strip Service;
  - (g) Street Signing and Traffic Controls Service;
  - (h) Fencing Service;
  - (i) Planning Service;
  - (j) Street Lighting Service;

- (k) Lift Station Service;
- (l) Inspection Service;
- (m) Prepaid Extended Maintenance Service;
- (n) Community Centre;
- (o) Highway 16 Interchange Service;
- (p) Storm Ponding Dedication;
- (q) Transition Area Enhancement Service; and
- (r) Servicing Agreement Service.

The City warrants that all such services shall be of a size and capacity sufficient to satisfy the servicing requirements of any and all permitted uses to be situated within the Development Area.

#### **Levies Payable by the Developer**

4. (1) In consideration of the City providing the various services upon and in relation to the Development Area as specified in Section 3, the Developer shall pay to the City the following fees, levies and other charges calculated in accordance with and at the rates described in Schedule “B”:
- (a) Trunk Sewer Levy;
  - (b) Primary Water Main Levy;
  - (c) Arterial Road Levy;
  - (d) Interchange Levy;
  - (e) Parks and Recreation Levy;
  - (f) Buffer Strip Charge;
  - (g) Street Signing and Traffic Controls Levy;
  - (h) Fencing Charge;
  - (i) Planning Levy;

- (j) Street Lighting Charge;
- (k) Lift Station Levy;
- (l) Inspection Levy;
- (m) Prepaid Extended Maintenance Charge;
- (n) Community Centre Levy;
- (o) Highway 16 Interchange Levy;
- (p) Storm Ponding Dedication Charge;
- (q) Transition Area Enhancement Fee; and
- (r) Servicing Agreement Fee,

(the "Development Charges").

- (2) The Developer shall pay to the City the Development Charges as follows:
  - (a) within 21 calendar days after the execution of this Agreement, the Developer shall pay to the City 25% of all the Development Charges with the balance of the Development Charges being due and payable in three equal installments upon September 30, 2013, January 31, 2014 and May 31, 2014;
  - (b) the Developer acknowledges that the Development Charges will be subject to such rates as the Council of The City of Saskatoon has established and has in general force and effect for the 2013 construction season; and
  - (c) the Developer acknowledges and agrees that should the construction of services as outlined in clause 13(1)(a) not be completed to the base stage of road construction during 2013, that the Development Charges shall be adjusted to reflect the rates in effect for the construction year that all base material has been installed. The City acknowledges that should the Development Charges be adjusted, the payment schedule contained in clause 4(2)(a) shall be adjusted forward from the dates in this Agreement to the date construction commences in the subsequent year. The provisions of this clause shall not apply where the failure to reasonably complete results from any strike, labour dispute, Act of God, or any other similar cause beyond the reasonable control of the Developer.

## Cost Sharing of Services

5. (1) The Developer acknowledges that the City will undertake the construction of various services as set out below that will benefit the Development Area.
- (2) The Developer agrees to pay its proportionate share of the estimated cost of such services outlined in clause 5(2)(a), including design and construction engineering, based upon the levy rate referred to in clause 4(1)(o) and Schedule “B”:
  - (a) Highway 16 Interchange:
 

The Developer agrees to pay a levy that represents an estimate of approximately 50% of the cost in the future of the Interchange based on the proportionate area owned by the Developer within the Rosewood neighbourhood. The City agrees to pay any future difference in the final cost of the interchange, but reserves the right to increase the levy rate upon any future development to reflect the current estimate of construction. The City will undertake the design and construction of the Highway 16 Interchange Overpass (the “Interchange”) at the intersection of Highway 16 and Rosewood Gate South as noted on the approved Rosewood neighbourhood concept plan, Saskatoon, Saskatchewan in accordance with the following criteria:

    - (i) the Interchange shall be designed and constructed as a “flyover” interchange;
    - (ii) the traffic on Highway 16 shall be “free-flow”;
    - (iii) the interchange shall include the collector distributor roadway along the north side of Highway 16;
    - (iv) the geographical limits of the Interchange shall include all construction extending from the entrance ramp on the south side of Highway 16 to the exit ramp on the north side of Highway 16 culminating at the first intersecting street within Rosewood depicted as Rosewood Drive East on the approved concept plan; and
    - (v) the timing of the construction of the interchange will be at the discretion of the Manager.
- (3) The Developer agrees to pay the percentage of total cost for services as set out in this Subsection. For clarity, such percentage of total cost shall

exclude land acquisition costs, interest and administration costs other than the City's standard 2.5% administration fee. The percentage of total cost shall include labour, materials, supplies, detouring costs, design, engineering costs and the City's standard 2.5% administration fee. Upon completion of the services set out in this Subsection, the City will prepare and deliver to the Developer an invoice for payment of the Developer's proportionate share of the work, as evidenced by a certificate issued by a professional engineer. The invoice shall be paid by the Developer within 30 days of its receipt:

(a) Remedial Trunk Sanitary Sewer System:

The existing sanitary trunk sewer system was designed and constructed to a standard that will accommodate a flow rate lower than proposed for the development area. The City will undertake to upgrade the existing system as follows:

- (i) upon execution of this Agreement, the City shall forthwith design a remedial sanitary trunk sewer system including a forcemain from the Lakewood lift station extending along Boychuk Drive to Moncton Place and an upgrade to the pumping capacity within the Lakewood Lift Station to accommodate the increased sanitary sewer flows approved for the Development Area;
  - (ii) the forcemain and upgrade of the lift station will be constructed by the City. The timing of the construction will be determined at the discretion of the Manager acknowledging that all works performed will not impede the normal development of the neighbourhood; and
  - (iii) in consideration of the performance of the City's obligations regarding the remedial trunk sanitary sewer system, the Developer shall pay to the City 15.61% of the total cost prorated by the Developer's share of the ownership of the Rosewood neighbourhood.
- (4) The Developer agrees to pay a fee based on its proportionate share of the estimated cost of such services within the area noted in green on schedule "C" including design and construction engineering, based upon the rate referred to in clause 4(1)(q) and Schedule "B":

(a) Storm Retention Pond Transitional Area Enhancements:

- (i) The construction will consist of enhanced features including but not limited to grading, topsoil placement, seeding and

plantings, pathways, pedestrian bridge, park benches, lighting and other amenities and;

- (ii) the City agrees that should an additional funding source be secured during the period of construction a rateable reduction in the amount of the fee charged will be implemented.
- (5) The Developer agrees to pay a proportionate share of the construction cost of servicing Rosewood Gate North from Werschner Street to Rosewood Boulevard East including a charge of 10% for design and construction engineering:
- (a) Water and Sewer Servicing:
    - (i) The construction costs are for services that will be both shared between the Developer and the City and oversized for the Developer. Services include water, sanitary and storm sewer mains.
  - (b) Roadway Servicing:
    - (i) The cost will include 50% of the construction which will consist of standard and enhanced features including but not limited to vertical curbing, median and boulevard construction, separate sidewalks, road construction and other amenities.
- (6) Should any of the services as set out in this Section not be complete at the expiration of the Term, this Section shall survive the Term until the completion of the services, receipt of payment for same and the end of any applicable warranty period.

### **Payment Dates and Interest**

6. (1) All of the Development Charges and other fees, levies and charges payable by the Developer to the City pursuant to this Agreement shall be due and payable upon the various dates specified in this Agreement.
- (2) Should any amount or invoice not be paid at the times or within the period so specified, interest shall be payable at Royal Bank of Canada prime rate plus one and one-half (1½ %) percent per annum on all such overdue amounts. In addition to any other remedy which may be available to the City, should any amount invoiced to the Developer not be paid within the times specified, the City shall upon seven days written notice to the

Developer have the right to immediately stop construction until such amount or invoice has been paid.

### **Retroactive Charges**

7. The Developer acknowledges that this agreement is retroactive in effect and all Development Charges and other levies, fees or charges provided for in this Agreement shall specifically apply to any lands developed or services provided before the execution of this Agreement.

### **Letter of Credit**

8. Upon the execution of this Agreement, the Developer shall deposit with the City Clerk, City of Saskatoon, a letter of credit ("Letter of Credit") in a form acceptable to the City Solicitor, City of Saskatoon, from a chartered bank carrying on business in the Province of Saskatchewan. The Letter of Credit shall be calculated in the amount of \$1,380.00 per front metre, being the sum of \$700,183.00 including an estimate for the cost of services in Subsection 5(5), and shall secure the Developer's performance of the provisions of this Agreement. The Letter of Credit shall be irrevocable during the currency of this Agreement, but may be reduced from time to time in proportion to the amount of construction and Development Charges paid. The Developer shall keep the Letter of Credit current until completion of all construction of services provided for in this Agreement and until the full payment of all Development Charges and all other levies, fees and charges have been received by the City.

### **Developer Application To Do Work**

9. (1) The Developer may apply to the City, at the address mentioned in this Agreement respecting the delivery of notices, to undertake the design and construction of all those works and services to be provided by the City pursuant to clauses 3(e), 3(f) and 3(h) of this Agreement. The Manager shall forthwith consider any such application, and, if deemed appropriate, shall issue the Developer formal approval to proceed with all such works, or any portion thereof. Such approval shall prescribe to the current City standards and specifications applicable to any such works, and may be issued upon such terms and conditions, as the Manager, acting reasonably, considers appropriate.
- (2) Should the Developer undertake any works pursuant to Subsection 9(1) of this Agreement, the Developer agrees that all such works shall be constructed in accordance with the standards and specifications prescribed in the Manager's approval relating to the works.

### **Shallow Buried Utilities**

10. (1) The City agrees to make all necessary arrangements for the installation of street lighting facilities on streets within the Development Area in accordance with the City's standard specification for commercial development. Any deviation required by the Developer may result in additional charges.
- (2) The Developer shall have the responsibility to consult with the Saskatchewan Power Corporation, Saskatchewan Energy Corporation, the Saskatchewan Telecommunications Corporation and the Electric System Branch of the City of Saskatoon as to the timing and construction of utilities within the Development Area.

### **Maintenance in Accordance with *The Cities Act***

11. All services and other facilities supplied, placed, installed and constructed by the City pursuant to the provisions of this Agreement shall be maintained in keeping with the provisions of *The Cities Act*.

### **City's Indemnification**

12. The City will indemnify and save harmless the Developer with respect to any action commenced against the Developer as a result of any act or omission of the City upon or in relation to the City's obligations set out in this Agreement, including the acts or omissions of its officers, employees, servants or agents, or anyone for whom the City is responsible at law.

## **Part III Development Area Servicing**

### **Developer Servicing Responsibilities**

13. Except as herein expressly provided, the Developer agrees that development and servicing is its sole responsibility and it agrees to cause the Development Area to be serviced and developed by the supply, placement, installation, construction and maintenance of the following services:
  - (1) (a) Direct Services:
    - (i) Water mains;

- (ii) Sanitary sewer mains;
  - (iii) Storm sewer mains;
  - (iv) Grading;
  - (v) Water and sewer service connections;
  - (vi) Sidewalks and curbing;
  - (vii) Walkways;
  - (viii) Paved lanes;
  - (ix) Street cutting; and
  - (x) Street paving.
- (b) High Groundwater Levels:

An overall groundwater study was prepared in conjunction with the approval of the concept plan for the Rosewood neighbourhood. The Developer shall hire a consulting engineer to report specifically on the groundwater conditions within the Development Area. The report shall include recommendations of the consulting engineer, including recommendations respecting remediation procedures deemed appropriate to mitigate high groundwater conditions. The City shall review the recommendations and if the City considers it necessary, it shall inform the Developer of the requirement to implement the recommended remediation procedures. The Developer agrees to complete the recommended remediation procedures at its cost. The work shall be completed to the satisfaction of the Manager.

### **Developer Warranties**

14. (1) All works constructed by the Developer pursuant to Subsection 9(1) or Section 13 of this Agreement on, in or under any street, avenue, lane, easement or other public place shall be the property of the City upon completion of construction. Such works shall be warranted and maintained by the Developer for the periods specified as follows:

|             |  |
|-------------|--|
| Water Mains | 2 years from the date of Construction Completion Certificate |
|-------------|--|

|                      |  |
|----------------------|--|
| Sanitary Sewer Mains | 2 years from the date of Construction Completion Certificate |
| Storm Sewer Mains    | 2 years from the date of Construction Completion Certificate |
| Service Connections  | 2 years from the date of Construction Completion Certificate |
| Sidewalks and Curbs  | 2 years from the date of Construction Completion Certificate |
| Street Paving        | 2 years from the date of Construction Completion Certificate |
| All others           | 2 years from the date of Construction Completion Certificate |

A Construction Completion Certificate shall be issued on completion and acceptance of each phase of work. The warranty periods as outlined in this Subsection shall apply notwithstanding the expiration of the Term of this Agreement.

- (2) The Developer shall put up such barricades, lights or other protection for persons and property as will adequately protect the public or any person in the neighbourhood and maintain same during the course of construction, and, upon the request of the Manager or the Saskatoon Police Service, shall improve or change same.
- (3) When the Developer has completed all of the storm sewers, sanitary sewers, waterworks, easement cutting, sidewalks and curbs and paving pursuant to any work done under Subsection 14(1), it may so notify the Manager, in writing, who shall within 15 days of such a notice, carry out the required inspection, and if the Manager is satisfied on inspection that the work is substantially complete and will not be materially affected by other work, he shall within 15 days issue a Construction Completion Certificate to that effect, and the maintenance period for the works included in the Certificate shall start on the day the Certificate is issued.
- (4) Upon completion and acceptance by the Manager as required in Subsection 14(3) hereof, the Developer shall carry out any work, by way of repair or replacement, as directed by the Manager, and which the Manager acting reasonably deems necessary to conform to the approved plans and specifications:
  - (a) after the issuance of the Construction Completion Certificate, the Developer shall be responsible for any and all repairs and replacement to any utilities and improvements which may become necessary up to the end of the maintenance periods set out in Subsection 14(1);

- (b) if during the construction or maintenance period any material defects become apparent in any of the utilities or improvements installed or constructed by the Developer under this Agreement, and the Manager requires repairs or replacements to be done, the Developer shall be so notified, and within a reasonable time after said notice shall cause any repairs or replacements to be done, and if the Developer shall default, or any emergency exists, the City may complete the repairs or replacement and recover the reasonable cost thereof from the Developer;
  - (c) the Developer shall be responsible for adjusting all hydrants and main valve boxes and all service valve boxes to the established grades as they are developed, until such time as the City issues the Construction Completion Certificates for the maintenance of streets and lanes; and
  - (d) the Developer agrees that maintenance is a continuous operation that must be carried on until the expiry date of the maintenance period for each and every utility, and that no releases from liability of any kind will be given until all repairs or replacements required by the Manager acting reasonably in his final inspection reports have been made. The final inspection reports shall be completed no later than 60 days prior to the end of the warranty period. A formal release will be issued upon correction of all deficiencies listed in the final inspection reports.
- (5) During the maintenance periods referred to in this Agreement and notwithstanding any other provisions to the contrary, in the case of an emergency involving the breakage of a waterline or the stoppage of a sewer line constructed by the Developer, the City may take such emergency repair measures as it deems necessary, through its officers, servants or agents, on its behalf, to prevent damage to property, and the reasonable costs of such repair work shall be payable by the Developer on demand.

### **Developer Covenants**

15. In relation to the development and servicing of the Development Area, the Developer agrees:
- (a) that all topsoil excavated from any streets, lanes, walkways and easements shall be stockpiled and used in the following order or priority:
    - (i) development of boulevards;

- (ii) development of parks; and
- (iii) allocation to lots or building sites requiring additional topsoil.

In no case shall any topsoil be removed from the Development Area without the express written permission of the Manager;

- (b)
  - (i) to provide all utility, construction and service easements which may be required, at no cost to the City or any other utility agency or service, and to comply with the terms of any easement agreement entered into by the Developer with respect to such easements provided that such easements shall not materially adversely affect the development of the Development Area;
  - (ii) to provide and register a utility easement plan if required by the Manager; and
  - (iii) to provide for a covenant in all sale, ground lease or transfer agreements within the Development Area to the effect that the grades set on any such easements shall not be altered without the prior approval of the Manager, whose approval will not be unreasonably withheld;
- (c) to indemnify and save harmless the City with respect to any action commenced against the City as a result of any act or omission of the Developer in relation to the Developer's obligations set out in this Agreement, including the acts or omissions of its officers, employees, servants or agents, or anyone for whom the Developer is at law responsible;
- (d) that all work carried out by the Developer shall be designed and the works supervised by a qualified firm of consulting engineers retained by the Developer. Plans and specifications of design must be approved by the Manager acting reasonably, and all design and work carried out must conform to the current City of Saskatoon specifications as to material and construction practices for such services;
- (e) that the Developer shall obtain all approvals required by Saskatchewan Environment and Resource Management and the Saskatchewan Water Corporation, together with any other consent or approvals which may be required by law, copies of all such approvals shall be provided to the Manager;

- (f) to supply all necessary labour, material, equipment and to construct, provide and maintain all sanitary sewers complete with manholes and all other accessories throughout the Development Area;
- (g) to supply all necessary labour, material, equipment and to construct, provide and maintain all water mains, including valves, hydrants and all other accessories throughout the Development Area;
- (h) to supply all necessary labour, material, equipment and to construct, provide and maintain a storm water drainage system for the Development Area, including all storm sewer mains, piping, manholes, catch basins and other accessories;
- (i) to supply all necessary labour, materials, equipment, and to construct and provide all sidewalks and curbs throughout the Development Area;
- (j) to supply all necessary labour, materials, equipment, and to construct and provide all walkways throughout the Development Area;
- (k) to supply all necessary labour, materials, equipment, and to construct and pave all streets and lanes as required throughout the Development Area;
- (l) to provide the City with all such detailed plans, specifications, tests and records as the Manager may reasonably require both before and after construction. The “as built” plans shall be to the City’s standard in size, scale and form and shall be on both mylar transparencies and digital copy;
- (m) to supply the City with proof of adequate commercial general liability insurance which includes a non-owned vehicle endorsement and vehicle liability insurance, minimum coverage to be as follows:

**Commercial General Liability Insurance which includes a non-owned vehicle endorsement:**

\$5,000,000.00 for each occurrence

**Vehicle Liability Insurance:**

\$5,000,000.00 for each occurrence

which coverage shall be maintained throughout the Term of this Agreement;

- (n) to contribute towards a trust fund in an agreed upon proportionate share with other Developers within the Rosewood neighbourhood for the eventual construction of the following services:
  - (i) relocation of the natural gas transmission line extending from east to west along the southern portion of the neighbourhood. The City will not be included within the cost sharing formula for this item; and
  - (ii) upgrading of the railway crossing including installation of crossing controls at the future intersection of Taylor Street and the Canadian Pacific Railway; and
- (o) to cost share with other Developers within the Rosewood neighbourhood upon subdivision based on benefiting frontage and overall percentage of ownership for the following services:
  - (i) the cost of all roadways adjacent to neighbourhood parks, linear parks and designated school sites;
  - (ii) the cost of all entrance roadways extending from Boychuk Drive and Taylor Street terminating at the first intersecting street;
  - (iii) benefiting water and sewer oversizing improvements; and
  - (iv) the cost of all enhancements within the core area of the neighbourhood.

**Standard of Construction**

16. With respect to work undertaken by the Developer pursuant to Subsection 9(1), where for any reason the Manager requires construction by the Developer to be different from the City's standards, or different from the conditions of this Agreement, the Developer shall construct in accordance with the instructions of the Manager, but the City shall pay to the Developer any reasonable excess costs involved.

### **Changes in City Services**

17. In the event that the Developer requires changes in City services, other than those contemplated in this Agreement, same shall be provided at the expense of the Developer. Changes requested by the Developer shall be in writing addressed to the Manager.

## **Part IV General**

### **Approval for Installation of Services**

18. The City shall consider all applications for approval made by the Developer as are required respecting the development and servicing of the Development Area by the Developer. All approvals resulting from the applications shall be issued in the normal course and under usual conditions and in accordance with the City's standard specifications respecting the class of works in question.

### **Expeditious Construction**

19. All works required to be performed by this Agreement shall be carried out as expeditiously as time and construction conditions permit.

### **Assignment**

20. During the Term of this Agreement, the Developer shall not assign this Agreement without the prior express written consent of the City being first obtained, such consent shall not be unreasonably withheld or delayed by the City.

### **Dispute Resolution**

21. In the case of any dispute between the City and the Developer arising out of the performance of this Agreement, or afterwards as to any matter contained in this Agreement, either party shall be entitled to give to the other notice of such dispute and demand arbitration thereof. Such notice and demand being given, each party shall at once appoint an arbitrator and these shall jointly select a third. The decision of any two of the three arbitrators shall be final and binding upon the parties, who covenant that their dispute shall be so decided by arbitration alone, and not by recourse to any court or action of law. If the two arbitrators appointed by the parties do not agree upon a third, or a party who has been notified of a dispute fails to appoint an arbitrator, then the third arbitrator and/or the arbitrator to represent the party in default shall be appointed by a Judge of the Court of

Queen's Bench at the Judicial Centre of Saskatoon. *The Arbitration Act, 1992* of the Province of Saskatchewan shall apply to any arbitration hereunder, and the costs of arbitration shall be apportioned equally between the parties hereto.

### **Applicable Law**

22. The laws of the Province of Saskatchewan shall apply and bind the parties in any and all questions pertaining to this Agreement.

### **Force and Effect**

23. This Agreement shall remain in full force and effect until such time as both the City and the Developer have fully completed their respective obligations hereunder, and, for greater certainty, until such time as all Development Charges, fees, levies and other charges payable by the Developer to the City pursuant to the terms of this Agreement have been paid.

### **Agreement Runs With the Land**

24. The Developer acknowledges and agrees that this Agreement runs with the land, and binds it, and subject to Section 20, its successors and permitted assigns; and, further, agrees that the City may elect, at its sole option, to register an Interest based on this Agreement against the property subject to this Agreement in the Land Titles Registry for Saskatchewan charging all those lands comprising the Development Area with the performance of this Agreement.

### **Notices**

25. (1) Any notice or consent (including any invoice, statement, request or other communication) required or permitted to be given by any party to this Agreement to the other party shall be in writing and shall be delivered or sent by registered mail (except during a postal disruption or threatened postal disruption) or facsimile transmission, email or other electronic communication to the applicable address set forth below:

- (a) in the case of Vantage Developments Corporation to:

Vantage Developments Corporation  
414 Avenue M South  
Saskatoon, SK,  
S7M 2K7  
Attention: Mr. Jeremy Denomie

Phone: (306) 229-1559  
 Email: supremowholesale@gmail.com, and

(b) in the case of the City to:

The City of Saskatoon  
 c/o Office of the City Clerk  
 222 3rd Avenue North  
 Saskatoon, Saskatchewan  
 S7K 0J5  
 Attention: General Manager,  
 Infrastructure Services Department  
 Facsimile: (306) 975-2784

- (2) Any notice delivered personally shall be deemed to have been validly and effectively given and received on the date of such delivery provided same is on a business day (Monday to Friday, other than a statutory holiday).
- (3) Any notice sent by registered mail shall be deemed to have been validly and effectively given and received on the fifth business day following the date of mailing.
- (4) Any notice sent by facsimile or email or other electronic communication shall be deemed to have been validly and effectively given and received on the business day next following the date on which it was sent (with confirmation of transmittal received).
- (5) Either party to this Agreement may, from time to time by notice given to the other party, change its address for service under this Agreement.

### **Entire Agreement**

26. This Agreement constitutes the complete and exclusive statement of the Agreement between the parties, which supersedes all proposals, oral or written, and all other communications or representations between the parties, relating to the subject matter of this Agreement.

### **Illegality**

27. If one or more of the phrases, sentences, clauses or articles contained in this Agreement is declared invalid by a final and unappealable order or decree of any court of competent jurisdiction, this Agreement shall be construed as if such phrase, sentence, clause or paragraph had not been inserted in this Agreement.

**Amendment**

28. This Agreement may be changed only by written amendment signed and sealed by authorized representatives of the parties.

**Headings**

29. The headings contained in this Agreement are inserted for convenience of reference only and are not to be considered when interpreting this Agreement.

**Covenants**

30. Each obligation of the City or of the Developer in this Agreement, even though not expressed as a covenant, is considered to be a covenant for all purposes.

**Time of Essence**

31. Time shall be of the essence of this Agreement and every part of this Agreement.

**Further Assurances**

32. The Developer and the City shall, at their own expense, promptly execute such further documentation to give effect to this Agreement as the Developer and the City, as the case may be, may reasonably require from time to time.

**Approval of Plan of Subdivision**

- 33. Upon execution of this Agreement by both parties, the City acknowledges that condition 1(c) the owner/developer entering into a development and servicing agreement with “The City of Saskatoon” of Subdivision Application 1/12 has been met by the Developer.

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

**The City of Saskatoon**

\_\_\_\_\_  
Mayor

c/s

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

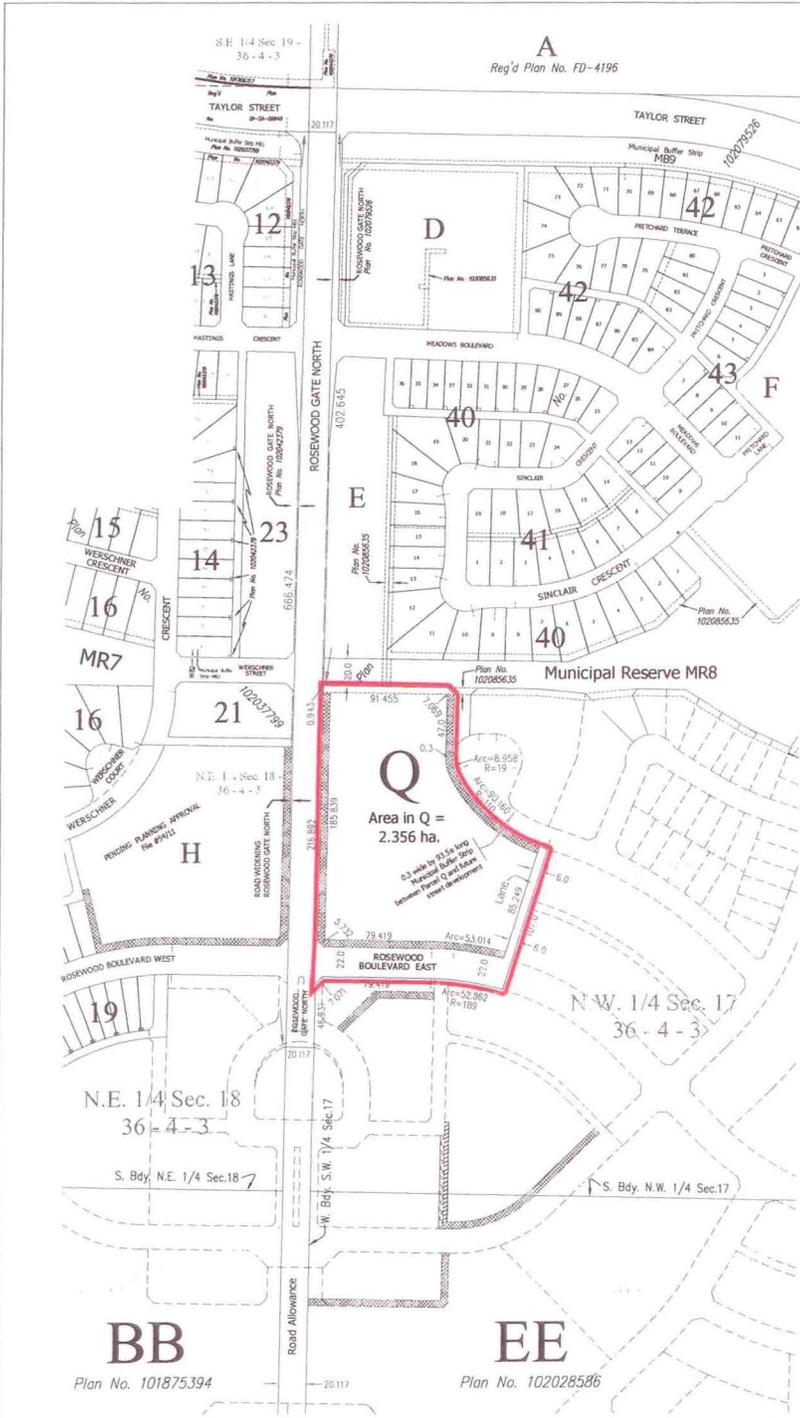
**Vantage Developments Corporation**

\_\_\_\_\_

c/s

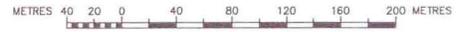
\_\_\_\_\_

SCHEDULE 'A'



C:\Users\Projects\2006\Rosewood\Rosewood\_Legal\_H\_R02.dwg

PLAN SHOWING PROPOSED SUBDIVISION OF PART OF  
**N.W. 1/4 SEC. 17**  
 AND PORTION OF ROAD ALLOWANCE BETWEEN  
 N.E. 1/4 SEC. 18 & N.W. 1/4 SEC. 17  
 ALL IN  
**TWP. 36 - RGE. 4 - W.3rd MER.**  
**SASKATOON, SASKATCHEWAN.**  
 BY : R.A. WEBSTER, S.L.S.



Saskatchewan Land Surveyor      October 26th, 2011  
 Revised: January 17th, 2012  
 Revised: March 29th, 2012

**LEGEND**  
 Distance dimensions shown are in metres and decimals thereof.  
 Distances are approximate and may vary by ±2.0 metres.  
 Areas shown are approximate and may change upon completion of survey.  
 Portion of this plan proposed for subdivision is outlined with a heavy broken line, and contains 4.0791 hectares (10.084 acres.)  
 Distances on curves are arc lengths.

- : Existing easements are shaded gray
- : 3m SaskEnergy
- : 3m SaskPower, SaskTel, and Shaw CableSystems
- : 5m SaskEnergy, SaskPower, SaskTel, and Shaw CableSystems
- : 1.5m SaskPower
- : City of Saskatoon - for water & sewer
- : □ 2.0m x 2.0m SaskPower easement for transformer
- : □ 2.75 x 2.0m SaskPower easement for pedestal
- : ⊕ indicates Mail Box location.

EXAMINED: CASABLANCA HOLDINGS INC.  
 OWNER: N.W. 1/4 Sec. 17



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

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

**W**  
**WEBSTER SURVEYS LTD.**  
 611 - 9th Street East  
 Saskatoon, S4S 0T4  
 Phone (306) 653-1433  
 Fax (306) 653-1024

FILE: parcel\_Q\_d.dwg

# Schedule "B"

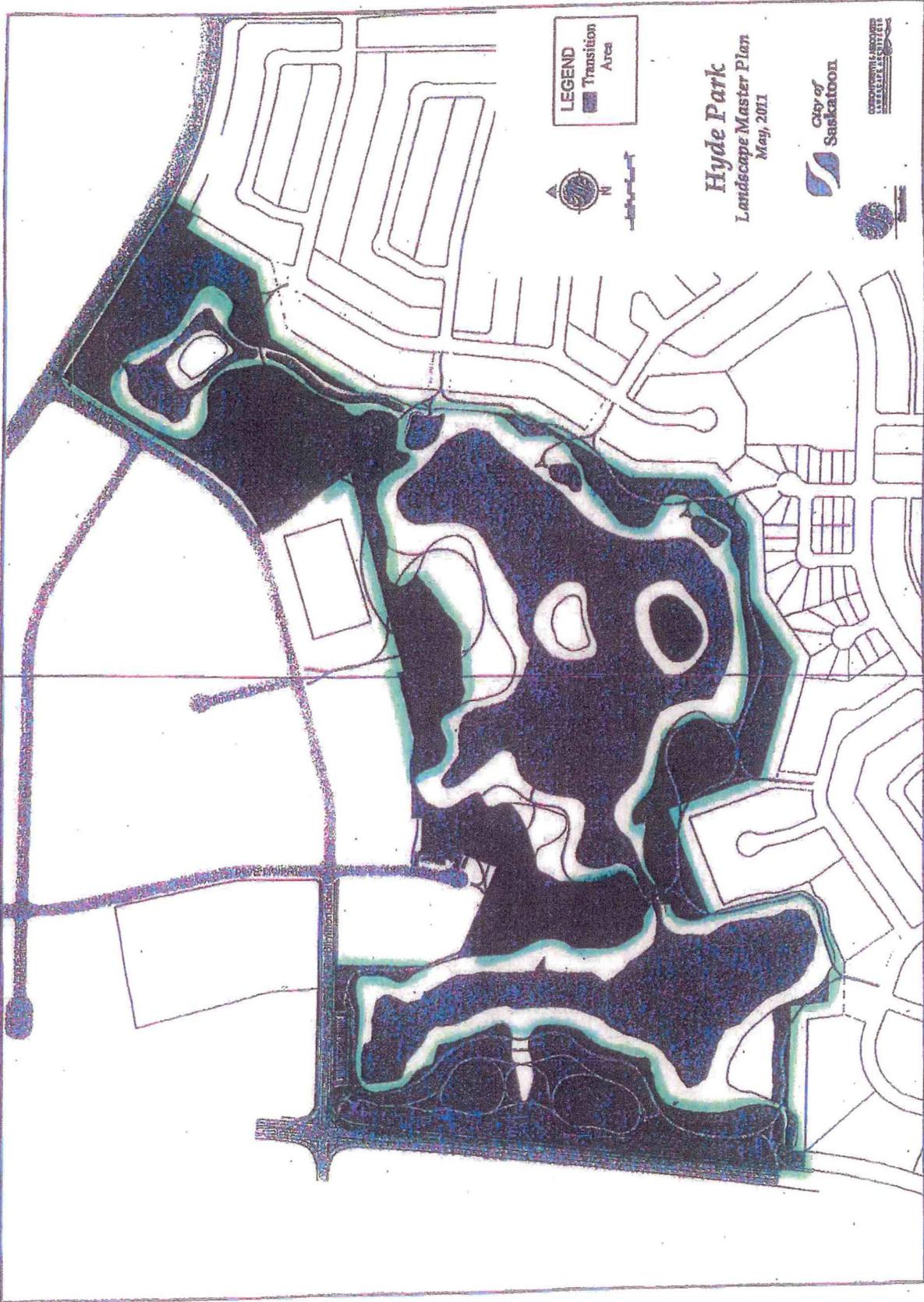
## Fees, Levies and Other Charges Applicable to the Development Area

The charges payable by the Developer to the City pursuant to Section 4 hereof shall be calculated in accordance with the rates as the Council of The City of Saskatoon has established and are in general force and effect for the 2013 construction season. By way of illustration only, the following rates were effective for the 2012 construction season:

|     |  |             |                      |
|-----|--|-------------|----------------------|
| (a) | Trunk Sewer Levy .....                 | \$ 736.65   | per front metre;     |
| (b) | Primary Water Main Levy .....          | \$ 127.35   | per front metre;     |
| (c) | Arterial Road Levy .....               | \$ 470.85   | per front metre;     |
| (d) | Interchange Levy .....                 | \$ 176.65   | per front metre;     |
| (e) | Parks and Recreation Levy .....        | \$ 331.45   | per front metre;     |
| (f) | Buffer Strip Charge .....              | \$ 38.60    | per front metre;     |
| (g) | Street Signing & Traffic Controls..... | \$ 16.25    | per front metre;     |
| (h) | Fencing Charge .....                   | \$ 11.75    | per front metre;     |
| (i) | Planning Levy .....                    | \$ 14.70    | per front metre;     |
| (j) | Street Lighting Charge .....           | \$ 79.60    | per front metre;     |
| (k) | Lift Station Levy .....                | \$ 86.00    | per front metre;     |
| (l) | Inspection Levy.....                   | \$ 18.10    | per front metre;     |
| (m) | Prepaid Extended Maintenance Charge .  | \$ 17.25    | per front metre;     |
| (n) | Community Centre Levy.....             | \$ 140.65   | per front metre;     |
| (o) | Highway 16 Interchange Levy .....      | \$ 299.80   | per front metre;     |
| (p) | Storm Pond Dedication Charge .....     | \$ 3,718.85 | per hectare;         |
| (q) | Transition Area Enhancement Fee .....  | \$ 91.45    | per front metre; and |
| (r) | Servicing Agreement Fee.....           | \$ 2,262.00 | per Agreement.       |

The Trunk Sewer Levy, Primary Watermain Levy, Arterial Road Levy, Interchange Levy, Lift Station Levy, Parks and Recreation Levy, and Community Centre Levy will be calculated at an area rate of 169 equivalent front metres per hectare. Area rate: 169 X \$2,069.60 = \$349,762.40 per hectare.

SCHEDULE 'C'



His Worship the Mayor and City Council  
The City of Saskatoon

**REPORT**  
**of the**  
**ADMINISTRATION AND FINANCE COMMITTEE**

Composition of Committee

Councillor T. Paulsen, Chair  
Councillor D. Hill  
Councillor A. Iwanchuk  
Councillor Z. Jeffries  
Councillor E. Olauson

**1. 2012 Annual Report – Advisory Committee on Animal Control**  
**(File No. CK. 430-63)**

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**RECOMMENDATION:** that the 2012 Annual Report of the Advisory Committee on Animal Control be received as information.

Your Committee has considered the attached 2012 Annual Report of the Advisory Committee on Animal Control dated March 28, 2013 and submits the report to City Council as information.

Discussion was held regarding barking dog charges versus the number of complaints received. Your Committee was advised of the process in order for a dog owner to be fined and that not everyone who files a complaint follows through with the process. Your Committee believes the process may be too onerous and requested the Administration look at best practices from other municipalities and report back to Committee.

Regarding future expansion of the city and a growing population, your Committee was advised that a full program review is underway and will include consultation with the various animal agencies with a report back to Committee.

Your Committee was advised that dog licenses cost more than cat licenses because there are more services provided for dogs (i.e. off-leash recreation areas).

**2. 2012 Annual Report – Saskatoon Environmental Advisory Committee**  
**(File No. CK. 430-19)**

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**RECOMMENDATION:** that the 2012 Annual Report – Saskatoon Environmental Advisory Committee be received as information.

Your Committee has considered the attached 2012 Annual Report of the Saskatoon Environmental Advisory Committee dated April 23, 2013 and submits the report to Council as information.

**3. Request for Post Budget Approval and Sole Source**  
**Post Warranty Services**  
**Radio Communications Infrastructure**  
**(File No. CK. 1000-12 x 1702-1 and IS. 1000-1)**

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- RECOMMENDATION:**
- 1) that warranty services and support for the radio communication network be sole sourced to Motorola Solutions Canada Inc., for a six year period, for a total of \$2,288,940.88, G.S.T. and P.S.T included, as follows:
    - a) \$372,229.15 for Year 1, July 1, 2013 to June 30, 2014;
    - b) \$375,757.15 for Year 2, July 1, 2014 to June 30, 2015;
    - c) \$379,395.40 for Year 3, July 1, 2015 to June 30, 2016;
    - d) \$383,254.15 for Year 4, July 1, 2016 to June 30, 2017;
    - e) \$387,112.90 for Year 5, July 1, 2017 to June 30, 2018; and
    - f) \$391,192.15 for Year 6, July 1, 2018, to June 30, 2019.); and
  - 2) that Purchasing Services be instructed to issue the appropriate Purchase Order.

Your Committee has considered and supports the attached report of the General Manager, Infrastructure Services Department dated April 5, 2013 requesting approval for a sole source for warranty services and support for the radio communications infrastructure.

**4. Request for Post Budget Approval  
Purchase of Two Half-Ton Trucks; and  
Sole Source Purchase of One Trackless MT6 Snow Plough  
(File No. CK. 1395-1 x 1702-1 and IS. 1390-1)**

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- RECOMMENDATION:**
- 1) that the sole source purchase of a Trackless MT6 Snow Plough from Joe Johnson Equipment Inc., in the amount of \$119,735, including G.S.T. and P.S.T., be approved;
  - 2) that the quote from Driving Force for the purchase of two half ton trucks, in the amount of \$63,093.80, including G.S.T. and P.S.T., be accepted;
  - 3) that a post budget reallocation of funds from the Parks Grounds Maintenance Equipment Acquisition Reserve to Capital Project 1356 – V&E Additional Equipment Purchases, in the amount of \$63,093.80, for the half ton trucks, be approved;
  - 4) that a post budget reallocation of funds from the Parks Grounds Maintenance Equipment Acquisition Reserve to the Grounds Maintenance Equipment Replacement Reserve, in the amount of \$119,735, for the MT6 Trackless Snow Plough, be approved; and
  - 5) that Purchasing Services be requested to issue the appropriate purchase orders.

Your Committee has considered and supports the attached report of the General Manager, Infrastructure Services Department dated February 14, 2013 seeking post budget approval for the sole source purchase of two half-ton trucks and a Trackless MT6 snow plough.

**5. Proposed Rates – 2013 Water and Sewer Service Inspection and Boulevard Deposit Rates**  
**(File No. CK. 7780-1 and IS 7780-1)**

- RECOMMENDATION:**
- 1) that Bylaw 1523, A Bylaw respecting the construction of private sewer and water service connections in the City of Saskatoon, be amended to include the proposed 2013 Water and Sewer Inspection Rates, as described in this report; and
  - 2) that the City Solicitor be requested to prepare the necessary amendments to Bylaw 1523 for approval by City Council.

Your Committee has reviewed and supports the attached report of the General Manager, Infrastructure Services Department dated April 11, 2013 requesting approval for an increase in the rates for private sewer and water service connections.

**6. Pesticide Reduction Awareness Campaign**  
**(File No. CK. 4200-7)**

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

Attached is a report of the General Manager, Utility Services Department dated April 16, 2013 regarding the above matter.

Your Committee has reviewed the report with the Administration and expressed an interest in the City possibly using signage to showcase spaces that provide examples of a herbicide, pesticide free space.

Your Committee enquired as to what the financial implications are since the City has gone to the herbicide free approach. The Administration indicated that it would look into the matter, and commented that the benefits of being herbicide and pesticide free may not be dollar wise, but rather providing health benefits for the public.

Following review of this matter, your Committee is forwarding the report to City Council as information.

**7. Enquiry – Councillor C. Clark (September 14, 2009)  
Temporary Closing of Key Streets for Cycling and Walking Traffic  
(File No. CK. 6295-1)**

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

Your Committee has reviewed the attached report of the General Manager, Infrastructure Services Department dated April 11, 2013 providing information in response to an enquiry from Councillor regarding temporary closure of key streets for cycling and walking traffic.

Your Committee was advised the Administration is open to receive applications for street closures of events, but will not be undertaking the organizing of such events at this time, as there are currently no resources available.

Following review of this matter, your Committee is forwarding the report to City Council as information.

**8. Capital Project 2011 – Transportation Model Development & Design  
Award of Consulting Services  
Household Travel Survey  
(File No. CK. 6330-1 and IS. 6332-28)**

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- RECOMMENDATION:**
- 1) that the proposal submitted by Ipsos Reid, to complete the Household Travel Survey, at a total cost of \$318,150 (including G.S.T.), be accepted;
  - 2) that the City Solicitor be requested to prepare the Consulting Services Agreement for approval by the Mayor and City Clerk, under the corporate seal; and
  - 3) that the Administration submit the Study results report to the Administration and Finance Committee.

Your Committee has reviewed the attached report of the General Manager, Infrastructure Services Department dated April 11, 2013 requesting approval to award the Consulting Services Agreement for a Household Travel Survey to Ipsos Reid.

Your Committee was advised by the Administration that the Consultant is confident sampling 3500 houses should provide the City with a good sample. Sampling more than 3500 becomes cost prohibitive.

Your Committee was advised that the Survey would not commence until the work on the South Circle Drive Bridge has been completed and traffic has become "normalized" with the opening, as well as when University students are in session. It is expected that the final reports from this study will be completed by March 2014.

Your Committee was further advised that although the City will be including residents of the Saskatoon Census Metropolitan Area in the Study, the Ministry of Highways is responsible for developing a model for traffic outside of city limits.

Following review of this matter, your Committee is supporting the above recommendations of the Infrastructure Services Department, including that the Administration submit the study results report to Committee.

**9. Dedicated Funding for Active Cycling Infrastructure**  
**(File No. CK. 1815-1 x 6000-5 and CS. 1815-1 and CS. 7000-1)**

- RECOMMENDATION:**
- 1) that the expenditure criteria for the Active Transportation Infrastructure Reserve be to fund pedestrian and cyclist infrastructure needs, including the construction of sidewalks, ramps, multi-use pathways and cycling infrastructure, as described in the following report;
  - 2) that the City Solicitor be requested to prepare the appropriate amendment to Bylaw 6774, The Capital Reserves Bylaw, for approval by City Council; and
  - 3) that the level of funding be reviewed during the 2014 Budget review process.

Your Committee has reviewed the attached report of the General Manager, Infrastructure Services Department dated April 15, 2013 requesting approval for the expenditure criteria for the Active Transportation Infrastructure Reserve.

Your Committee was advised that if the desire is to increase services, the current funding level is not adequate and Council may want to revisit funding in 2014 budget. The intent is to create a dedicated mill rate supported fund with the ability to incrementally add to the Reserve. The Reserve is to fund pedestrian and cyclist infrastructure needs, including the construction of sidewalks, ramps, multi-use pathways and cycling infrastructure.

Following review of this matter, your Committee is supporting the above recommendations of the Infrastructure Services Department including that the level of funding be reviewed during the 2014 Budget review process.

**10. DART Bus Service – New Identity Strategy**  
**(File No. CK. 1402-1 and WT. 1402-1)**

- RECOMMENDATION:**
- 1) that LED digital signs be used as the new identification of a Direct Access Rapid Transit (DART) bus;
  - 2) that the 30 buses currently used as DART buses be included in the City's bus-wrap advertising program;  
and
  - 3) that as opportunities arise, current green and white DART buses be repainted the same two-tone blue and white as the regular transit fleet.

Your Committee has reviewed and supports the attached report of the General Manager, Utility Services Department dated April 18, 2013 requesting approval to change the method of identifying a Direct Access Rapid Transit (DART) bus to a digital sign as opposed to the colour of the bus.

**11. Communications to Council**  
**From: James Brodie**  
**Date: April 6, 2013**  
**Subject: Parking Limits on City Streets**  
**(File No. CK. 5301-1)**

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- RECOMMENDATION:**
- 1) that the information be received; and
  - 2) that the Administration be requested to undertake an appropriate education campaign to raise public awareness including the business community, on the 36-hour parking limits on city streets.

City Council, at its meeting held on April 22, 2013, considered a communication from James Brodie expressing concern regarding parking limits on city streets. City Council passed a motion that the matter be referred to the Administration and Finance Committee to review the timeframe.

Your Committee reviewed the matter with the Administration. The Administration advised your Committee that enforcement is typically done on a complaint driven basis. Parking Enforcement will visit the site, note the location, and revisit the site in 36 hours. If the vehicle is not moved, a ticket is issued and the vehicle owner is advised towing is imminent if vehicle is not moved. This process takes an average of five days from the time of the complaint to actual towing.

Your Committee was reminded that the parking limits on city streets was reviewed in 1997 and limits were changed to a 36-hour limit from a 48-hour limit in order to improve logistics for street maintenance activities.

Your Committee expressed an interest in the Administration providing more education to the public, including the business community, on the 36-hour parking limits in order to bring awareness.

Report No. 7-2013  
Monday, May 6, 2013  
Administration and Finance Committee  
Page 9

**12. Temporary Front-Street Collection of Garbage and Recycling  
(File No. CK. 7830-3)**

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

Your Committee reviewed the attached report of the General Manager, Utility Services Department dated April 23, 2013 outlining a plan for ending the temporary front-street collection of garbage and recycling containers on May 18, 2013. Following review of this matter, your Committee is forwarding the report to City Council as information.

Your Committee wishes to express appreciation to the citizens for their patience during this process.

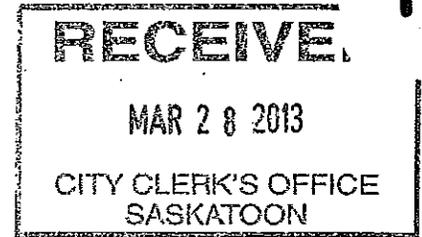
Respectfully submitted,

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Councillor T. Paulsen, Chair

430-63

**ADVISORY COMMITTEE REPORT**



**TO:** Administration and Finance Committee  
**FROM:** Advisory Committee on Animal Control  
**DATE:** March 28, 2013  
**SUBJECT:** 2012 Annual Report - Advisory Committee on Animal Control  
**FILE NO.:** CK. 430-63

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**RECOMMENDATION:** that the report be submitted to City Council as information.

**BACKGROUND:**

The mandate of the Advisory Committee on Animal Control is to advise City Council, through the Administration and Finance Committee, on all policy matters relating to animal services in the community. This annual report is in keeping with the requirement of City Council to report on its activities for the previous year.

**2012 MEMBERSHIP:**

The Advisory committee on Animal Control has a membership of 10. The following were appointed and reappointed to the Advisory Committee on Animal Control for 2012:

- Councillor Randy Donauer
- Ms. Diane Bentley, Chair
- Ms. Maggie Sim, Representative of Saskatoon Public Health; Vice Chair
- Ms. Rebecca Wood, Representative of SPCA (appointed fall 2012)
- Dr. Michael Powell, Representative of Saskatoon Academy of Veterinary Practitioners
- Dr. Peter Gilbert, Representative of Western College of Veterinary Medicine
- Ms. Shirley Ross
- Ms. Leslee Harden
- Ms. Cassandra Hovdestad
- Ms. Leann Lingel (resigned summer 2012)

In addition to these members, the Committee receives information and advice from the following individuals:

- Animal Services Coordinator James Wilke (position vacated in summer 2012)
- Open Space Consultant Heather Newell (as of fall 2012)
- Solicitor Kim Bodnarchuk
- Municipal Prosecutor Debbie Patterson
- Inspector Dave Haye, Saskatoon Police Service
- Urban Forestry Superintendent Geoff McLeod

**2012 Annual Report  
Advisory Committee on Animal Control**

Ms. Tiffany Koback, Shelter Manager, Saskatoon S.P.C.A.  
Ms. Eva Alexandrovici, President, Saskatoon Animal Control Agency

The Advisory Committee met 6 times in 2012, having quorum 5 times.

**REPORT:**

**REFERRALS AND REQUESTS:**

The Advisory Committee on Animal Control did not receive any referrals or requests in 2012.

**Court Reports:**

The Committee reviewed Court Reports on a monthly basis as prepared by the Bylaw Enforcement Officer. Explanation and clarification was provided by the Office of the City Solicitor. A summary of these reports is attached. (Attachment 1).

**Animal Services Coordinator Updates:**

The Animal Services Coordinator provided regular updates on numerous issues such as:

- 1) Doggie bag dispenser program
- 2) Off leash area development
- 3) Pet value card
- 4) My Pet Matters Initiative

In fall of 2012, after the animal services coordinator position was vacated, the Community Services Department, Open Space Consultant, took over the purview of animal services with the exception of licensing which remains with Corporate Services.

**2012 INITIATIVES:**

In June of 2011, a subcommittee was formed to undertake a major project. **The Animal Bite Awareness Campaign** was spawned from the significant number of dog and cat bites recorded by Saskatoon Public Health and the danger and consequences of animal

**2012 Annual Report  
Advisory Committee on Animal Control**

bites. The Committee developed a strategic plan with timeline incorporating community partners and media to promote awareness and prevention. This campaign was scheduled to launch in early spring of 2012. The project remains ongoing.

**FOCUS FOR 2013:**

The Advisory Committee will continue to provide advice to City Council on any policy matter relating to animal services in the City of Saskatoon as requested.

- Completion and evaluation of the Animal Bite Awareness Campaign

**ATTACHMENTS:**

1. 2012 Annual Court Report, Animal Control Bylaw Prosecutions, City of Saskatoon, Office of the City Solicitor.

**Written by:** Ms. Diane Bentley, Chair

**Approved by:** “Diane Bentley”  
Ms. Diane Bentley, Chair  
Advisory Committee on Animal Control  
Dated: March 28, 2013

435-171

Office of the City Solicitor  
**2012 ANNUAL COURT REPORT**  
 Animal Control Bylaw Prosecutions - City of Saskatoon

| Convictions/Orders          | 2012 |                              | 2011 |                              |
|-----------------------------|------|------------------------------|------|------------------------------|
|                             | No.  | Average Fine                 | No.  | Average Fine                 |
| Dog at Large                | 3    | \$300.00 + \$60.00 surcharge |      |                              |
| Dog at Large                | 4    | \$250.00 + \$60.00 surcharge | 9    | \$250.00 + \$60.00 surcharge |
| Dog at Large                |      |                              | 1    | \$250.00 + \$50.00 surcharge |
| Dog at Large                | 5    | \$250.00 surcharge waived    | 10   | \$250.00 surcharge waived    |
| Dog at Large                | 1    | \$200.00 + \$60.00 surcharge |      |                              |
| Dog at Large                | 1    | \$200.00 + \$50.00 surcharge | 1    | \$200.00 + \$50.00 surcharge |
| Dog at Large                | 6    | \$200.00 surcharge waived    |      |                              |
| Dog at Large                |      | \$150.00 + \$40.00 surcharge |      |                              |
| Dog at Large                | 1    | \$150.00 surcharge waived    |      |                              |
| Dog at Large                | 43   | \$100.00 + \$50.00 surcharge | 9    | \$100.00 + \$50.00 surcharge |
| Dog at Large                | 2    | \$100.00 + \$40.00 surcharge | 1    | \$100.00 + \$40.00 surcharge |
| Dog at Large                | 19   | \$100.00 surcharge waived    | 9    | \$100.00 surcharge waived    |
| Dog at Large                | 20   | \$50.00 + \$40.00 surcharge  | 61   | \$50.00 + \$40.00 surcharge  |
| Dog at Large                | 11   | \$50.00 surcharge waived     | 31   | \$50.00 surcharge waived     |
| Dog with No License         | 3    | \$350.00 surcharge waived    |      |                              |
| Dog with No License         |      | \$300.00 + \$60.00 surcharge |      |                              |
| Dog with No License         | 2    | \$300.00 surcharge waived    |      |                              |
| Dog with No License         | 49   | \$250.00 + \$60.00 surcharge | 39   | \$250.00 + \$60.00 surcharge |
| Dog with No License         | 36   | \$250.00 surcharge waived    | 64   | \$250.00 surcharge waived    |
| Dog with No License         | 1    | \$100.00 surcharge waived    |      |                              |
| Dog Fail to Wear ID         |      |                              | 1    | \$125.00 + \$50.00 surcharge |
| Dog Fail to Wear ID         | 1    | \$100.00 + \$50.00 surcharge |      |                              |
| Dog Fail to Wear ID         | 2    | \$100.00 surcharge waived    | 2    | \$100.00 surcharge waived    |
| Dog Fail to Wear ID         | 2    | \$50.00 surcharge waived     |      |                              |
| Dog Fail to Wear ID         | 4    | \$30.00 + \$40.00 surcharge  | 8    | \$30.00 + \$40.00 surcharge  |
| Dog Fail to Wear ID         |      | \$30.00 surcharge waived     | 4    | \$30.00 surcharge waived     |
| Dog Create Nuisance in Park | 2    | \$100.00 + \$50.00 surcharge |      |                              |
| Dog Not Permitted in Park   | 3    | \$100.00 + \$50.00 surcharge |      |                              |
| Dog Not Permitted in Park   | 1    | \$100.00 surcharge waived    |      |                              |

Office of the City Solicitor  
**2012 ANNUAL COURT REPORT**

Animal Control Bylaw Prosecutions - City of Saskatoon

| Convictions/Orders         | 2012 |  | 2011 |  |
|----------------------------|------|--|------|--|
|                            | No.  | Average Fine   | No.  | Average Fine   |
| Dog Not Permitted in Park  |      |  | 1    | \$50.00 + \$40.00 surcharge                              |
| Fail to Remove Excrement   | 1    | \$100.00 + \$50.00 surcharge                                 |      |  |
| Fail to Remove Excrement   | 1    | \$100.00 surcharge waived                                    |      |  |
| Fail to Remove Excrement   |      |  | 1    | \$50.00 + \$40.00 surcharge                              |
| Barking/Howling (Nuisance) | 1    | \$100.00 + \$50.00 surcharge                                 |      |  |
| Barking/Howling (Nuisance) | 1    | \$50.00 + \$40.00 surcharge                                  | 4    | \$50.00 + \$40.00 surcharge                              |
| Barking/Howling (Nuisance) |      | \$50.00 surcharge waived                                     |      | \$50.00 surcharge waived                                 |
| Dangerous Dog (charge)     |      |  | 4    | \$1200.00 + \$60.00 surcharge                            |
| Dangerous Dog (charge)     | 2    | \$500.00 + \$80.00 surcharge<br>Order for Destruction        |      |  |
| Dangerous Dog (charge)     | 1    | \$500.00 surcharge waived                                    |      |  |
| Dangerous Dog (charge)     |      |  | 2    | \$375.00 + \$150.00 surcharge<br>Order to Confine Issued |
| Dangerous Dog (charge)     | 1    | \$300.00 + \$60.00 surcharge<br>Order for Destruction Issued |      |  |
| Dangerous Dog (charge)     | 1    | \$300.00 + \$60.00 surcharge<br>Order to Confine Issued      | 1    | \$300.00 + \$60.00 surcharge<br>Order to Confine Issued  |
| Dangerous Dog (charge)     | 13   | \$250.00 + \$60.00 surcharge<br>Order to Confine Issued      | 1    | \$250.00 + \$60.00 surcharge<br>Order to Confine Issued  |
| Dangerous Dog (charge)     | 2    | \$250.00 + \$60.00 surcharge<br>Order for Destruction        |      |  |
| Dangerous Dog (charge)     | 2    | \$250.00 surcharge waived<br>Order to Confine                |      |  |
| Dangerous Dog (charge)     | 1    | \$250.00 surcharge waived<br>Order for Destruction           |      |  |
| Dangerous Dog (charge)     |      |  | 1    | \$200.00 + \$60.00 surcharge                             |
| Dangerous Dog (charge)     |      |  | 1    | \$200.00 + \$60.00 surcharge<br>Order to Confine Issued  |

Office of the City Solicitor  
**2012 ANNUAL COURT REPORT**  
 Animal Control Bylaw Prosecutions - City of Saskatoon

| Convictions/Orders                      | 2012 |  | 2011 |   |
|---|------|--|------|---|
|   | No   | Average Fine   | No   | Average Fine  |
| Dangerous Dog (charge)                  | 1    | \$200.00 + \$50.00 surcharge<br>Order for Destruction Issued |      |   |
| Dangerous Dog (charge)                  | 2    | \$200.00 + \$50.00 surcharge<br>Order to Confine Issued      | 3    | \$200.00 + \$50.00 surcharge<br>Order to Confine Issued   |
| Dangerous Dog (charge)                  | 1    | \$200.00 surcharge waived<br>Order to Confine Issued         | 4    | \$200.00 surcharge waived<br>Order to Confine Issued      |
| Dangerous Dog (charge)                  |      |  | 2    | \$200.00 surcharge waived<br>Dog Destroyed                |
| Dangerous Dog (charge)                  |      |  | 1    | \$175.00 surcharge waived<br>Order for Destruction Issued |
| Dangerous Dog (charge)                  |      |  | 3    | \$150.00 + \$50.00 surcharge<br>Order to Confine Issued   |
| Dangerous Dog (charge)                  | 1    | \$125.00 + \$50.00 surcharge<br>Order to Confine Issued      | 1    | \$125.00 + \$50.00 surcharge<br>Order to Confine Issued   |
| Dangerous Dog (hearing)                 |      | Dog Declared Dangerous<br>Order to Confine Issued            |      |   |
| Fail to Comply with Dangerous Dog Order | 1    | \$500.00 surcharge waived                                    |      |   |
| Fail to Comply with Dangerous Dog Order |      |  | 1    | \$400.00 + \$80.00 surcharge                              |
| Fail to Comply with Dangerous Dog Order |      |  | 1    | \$350.00 + \$60.00 surcharge                              |
| Fail to Comply with Dangerous Dog Order |      |  | 1    | \$300.00 + \$60.00 surcharge                              |
| Fail to Comply with Dangerous Dog Order |      |  | 1    | \$300.00 + \$50.00 surcharge                              |
| Fail to Comply with Dangerous Dog Order |      |  | 1    | \$175.00 surcharge waived                                 |
| Fail to Comply with Dangerous Dog Order |      |  | 1    | \$50.00 + \$40.00 surcharge                               |
| Cat at Large                            | 1    | \$250.00 surcharge waived                                    |      |   |

**Office of the City Solicitor**  
**2012 ANNUAL COURT REPORT**  
 Animal Control Bylaw Prosecutions - City of Saskatoon

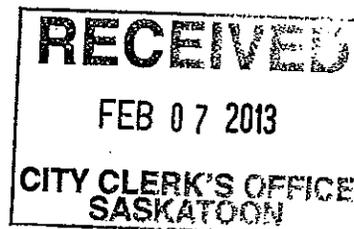
| Convictions/Orders                | 2012       |                                 | 2011       |                                 |
|-----------------------------------|------------|---------------------------------|------------|---------------------------------|
|                                   | No.        | Average Fine                    | No.        | Average Fine                    |
| Cat at Large                      | 2          | \$200.00 + \$50.00 surcharge    |            |                                 |
| Cat at Large                      | 2          | \$200.00 surcharge waived       |            |                                 |
| Cat at Large                      | 5          | \$100.00 + \$50.00 surcharge    | 1          | \$100.00 + \$50.00 surcharge    |
| Cat at Large                      | 3          | \$100.00 surcharge waived       |            |                                 |
| Cat at Large                      | 1          | \$50.00 + \$40.00 surcharge     | 7          | \$50.00 + \$40.00 surcharge     |
| Cat at Large                      | 2          | \$50.00 surcharge waived        | 6          | \$50.00 surcharge waived        |
| Cat with No License               | 5          | \$250.00 + \$60.00 surcharge    | 2          | \$250.00 + \$60.00 surcharge    |
| Cat with No License               | 5          | \$250.00 surcharge waived       | 18         | \$250.00 surcharge waived       |
| <b>Total Convictions/Orders</b>   | <b>281</b> |                                 | <b>321</b> |                                 |
| <b>Other Outcomes</b>             |            |                                 |            |                                 |
| Withdrawn                         | 24         |                                 | 66         |                                 |
| Dismissed                         | 34         |                                 | 26         |                                 |
| <b>Total Other Outcomes</b>       | <b>58</b>  | <b>\$49,395.00 + \$9,170.00</b> | <b>92</b>  | <b>\$51,260.00 + \$8,210.00</b> |
| <b>Total Charges Before Court</b> | <b>339</b> | <b>surcharge</b>                | <b>413</b> | <b>surcharge</b>                |

Only those violations dealt with by the Court are recorded in this report.  
 The number of fines paid voluntarily are not included.

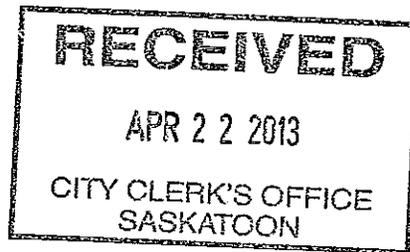


Debbie Patterson,  
 Municipal Prosecutor

cc: Advisory Committee on Animal Control (Office of the City Clerk)  
 Executive Director, SPCA  
 Eva Alexandrovici, SACA  
 City Solicitor  
 Derek Kowalski - Solicitor







## INTRODUCTION

The Saskatoon Environmental Advisory Committee (SEAC) is an advisory body of Saskatoon residents, consisting of nine members of the general public, one City Councillor and one member of the Saskatoon Health Region. These individuals meet regularly to discuss environmental issues relevant to the City of Saskatoon and to provide information and recommendations to Saskatoon City Council. SEAC was formed in 1973 by City Council, and has been actively pursuing its mandate since that time, with the expertise of a dedicated, diverse, and knowledgeable roster of members.

## PURPOSE

Through the Administration and Finance Committee the Saskatoon Environmental Advisory Committee provides City Council with advice on environmental implications of City undertakings. SEAC also identifies environmental issues of potential relevance to the City of Saskatoon.

## AIMS and DUTIES

City Council has established that SEAC will:

Provide to Council advice on environmental implications of City undertakings and identify environmental issues of potential relevance to the City.

SEAC has established that they will:

1. Be aware of the resources available to the City of Saskatoon for dealing with environmental issues.
2. Prepare and publish an annual report on the activities of the Committee over the past year.
3. Encourage liaisons between the City of Saskatoon and environmental agencies serving higher levels of government.



## COMMITTEE STRUCTURE

Saskatoon Environmental Advisory Committee is made up of 11 members, all of whom are appointed and/or nominated by City Council. One member is a City Councillor representing the City. One member is appointed as a representative of the Saskatoon Health Region, Public Health Services. The remaining nine members represent the general public.

Members are appointed for two-year terms, which are renewable up to six years. In the event that a member fails to complete his/her term, a replacement may be named to complete that term. New appointments are made by City Council upon resignation of a member and on expiration of the term of public appointments.

## MEMBERSHIP QUALIFICATIONS

Members of SEAC should possess:

- ◆ A sound general knowledge of the Saskatoon area and its existing and potential environmental issues; and
- ◆ Expertise in disciplines such as ecology, biology, chemistry, physics, geography, economics, demography, sociology, medicine, aesthetics, toxicology, engineering and conservation.

## MEETING SCHEDULE

**Meetings are held monthly.**

|      |   |
|------|---|
| Day  | Second Thursday   |
| Time | 11:30 a.m. (except July, August, October, and December) |

All meetings are open to the public. Members of the public wishing to attend a meeting are able to review the agenda prior to the meeting, at any branch of the public library beginning on the Friday prior to the meeting date or on the City's web site at [www.saskatoon.ca](http://www.saskatoon.ca), select 'City Clerk's Office' under Departments on the top menu, then select 'Boards and Committees', followed by 'Agendas'.

## THE YEAR IN REVIEW - 2012

Appointments and Reappointments made by City Council for 2012 and beyond:

- Councillor M. Loewen was appointed for 2012;
- Ms. Ainsley Robertson was appointed for 2012 and 2013;
- Ms. Kathleen Aikens was appointed in February to replace a member who moved out of the City. Her appointment was made to the end of 2013;
- Dr. Sean Shaw was reappointed to the end of 2013;
- Dr. Michael Hill was reappointed to the end of 2013;
- Mr. Brent Latimer, Saskatoon Health Region, was appointed to the end of 2013

Administrative support came from Ms. Marlene Hall, Deputy City Clerk; Ms. Brenda Wallace, Manager, Environmental Services Branch.

### Focus of SEAC for 2012:

Due to the growing complexities of environmental issues that are being dealt with by the City, SEAC held a task group meeting to establish specific Goals and Objectives for 2012. These were submitted to City Council as information, in a report dated February 9, 2012, (Attachment No. 1).

### Focus priorities:

The 2012 Goals and Objectives included the following areas of focus:

- Support for the implementation of policies developed in previous years (including; Dark-sky lighting, wetlands conservation, water conservation, LEED<sup>®</sup>, and transit);
- Comprehensive storm-water management policy;
- Contaminated sites reclamation policy;
- Expansion of LEED<sup>®</sup> design criteria beyond civic buildings;
- Comprehensive alternative transportation policy, and
- Comprehensive building energy and emissions reduction policy.

The Committee wishes to remind City Council that it looks forward to dealing with referrals involving environmental topics, since SEAC consists of a membership well-equipped to do so.

Other areas of participation; - Annual Report, inquiries and referrals from Councillors, referrals from Council or Committees, updates from Administration, participation by SEAC members in related events (e.g. Road Map 2020), and additional Task Groups.

### **1. Comprehensive Stormwater Management Policy**

The Committee, in conjunction with the Environmental Services Branch and the University of Saskatchewan, hired a full-time summer student to research and produce a report on stormwater management best practices from Canadian, North American, and European cities and how Saskatoon's current policy compares to these cities. A final report was submitted to the Committee in September 2012.

### **2. Plastic Bag Ban Response**

In April 2012, the Committee reviewed and discussed a letter, referred by City Council for comment, pertaining to a request that the City undertake a plastic bag ban. In May 2012 the Committee submitted a letter of response to City Council, through the Administration and Finance Committee, recommending that a plastic bag ban not be pursued at this given time.

### **3. Update of LEED® Building Standard Recommendations**

In late 2011, the Committee asked that their outstanding report and recommendations on LEED® Building Design, originally submitted in 2007, be referred back in order to update and revise the information contained therein. A Task Group undertook research and wrote a revised report that was discussed by the Committee during the June 2012 meeting. The revised report and recommendations were re-submitted to the Administration and Finance Committee in June 2012.

## **Summary of Actions from SEAC Meetings for 2012:**

### **January 2012**

- Dr. Sean Shaw was reappointed as Chair and Michael Molaro was reappointed as Vice-Chair.
- Dr. Shaw agreed to author the 2011 Annual Report.
- Ms. Ainsley Robertson was appointed as the committee's representative on Road Map 2020's Board of Directors.
- Mr. Huziak, Chair, Saskatchewan Light Pollution Abatement Committee, presented background information to the Committee on dark sky lighting.
- Mr. Ian Loughran, Environmental Services Branch, was introduced as the Manager of Energy and Sustainability Engineering by Branch Manager Brenda Wallace.
- A Task Group was struck to update the committee's 2008 LEED® Standards for all new Civic Building Projects report.

- The Committee was informed that Joshua Salisbury had accepted to undertake a research project on Dark-Sky Lighting Policy for non-civic facilities through the University of Saskatchewan's School of Environment & Sustainability program. A report was expected in the fall of 2012.

#### **February 2012**

- Committee received an update on the development of a Wetland Policy from Ms. Lesley Anderson, Future Growth Section, Planning and Development Branch. The Committee resolved that it supports exploration of the wetland mitigation process of avoidance minimization and compensation for Wetlands in neighbourhoods to be developed prior to implementation of a full-fledged Wetland Policy.
- Ms. Pamela Belcher, Destination Conservation Program, Saskatchewan Environmental Society (SES), was in attendance to discuss potential partnership opportunities with the committee and their education programs. An Education Task Force was established to explore possible partnership opportunities with SES.
- Committee approved its 2012 Goals and Objectives report.

#### **March 2012**

- Mr. Alexandre Akoulov, private citizen, presented to the Committee on the negative environmental impacts of fireworks displays and the need for stricter controls and pollution abatement. The Committee referred this matter to the Administration to provide an update of current procedures with respect to fireworks displays.
- Committee resolved to make a Comprehensive Stormwater Management Policy the focus of a research project for the summer of 2012. A task group was formed to coordinate developing the project, hiring a summer student, and finding funding partners. A total of \$5,000 was approved for expenditure on the project by the Committee.
- Committee appointed Michael Hill to act as its representative for the adjudication of the 2012 Environmental Applications under the Assistance to Community Groups Cash Grants Program.

#### **April 2012**

- Committee received a referral from City Council regarding a letter authored by Ms. Michelle Lee on the subject of a plastic bag ban. The Committee undertook a significant discussion of the pros and cons of such a ban and came to general agreement that it would not be feasible for the City at this time. A series of alternative actions were discussed. The Committee resolved that its response on this matter be submitted to City Council.

- Committee received a response from Administration to their request regarding best practices for a wetland mitigation process.
- Committee approved an expenditure of \$5,000 to hire a summer student to undertake a study of Stormwater Management Best Practices. The Committee also approved entering into a partnership with the University of Saskatchewan (Dr. Howard Wheeler; \$3,000) and the Environmental Services Branch (\$2,000) to help fund and provide work accommodations for the summer student.
- Committee approved the submission of their 2011 Annual Report to the Administration and Finance Committee.

### **May 2012**

- Committee approved a budget of \$1,100 to partner with Ms. Pam Belcher, Saskatchewan Environmental Society, on a 2012 Education Program. The program involved the donation of 10 copies of a series of three education teaching guides as well as one copy of a French resource to the Resource Libraries of the Saskatoon Public and Catholic School Boards.
- Committee was introduced to their 2012 Summer Student, Ms. Jill Bishop, who will undertake the researching and reporting of a Comprehensive Stormwater Management Policy report in partnership with the U of S and Environmental Services Branch.
- Committee approved a letter of response to City Council, through the Administration and Finance Committee, to a letter by Ms. Michelle Lee regarding a plastic bag ban. The Committee recommended that City Council not undertake a plastic bag ban in the City at this time.

### **June 2012**

- Committee resolved that a proposed budget of \$6,800 for 2013 be approved for submission to the Administration and Finance Committee.
- Committee received an update from Ms. Jill Bishop, committee Summer Student, on the progress of the Stormwater Management Policy report.
- Committee received an updated LEED® building standard report from the Task Group formed to update the Committee's original 2008 LEED® Standards for all new Civic Building Projects. The Committee resolved to submit the revised report to the Administration and Finance Committee with the recommendation that LEED® NC Gold Certification be adopted as the minimum standard for all civic facilities over 500 m<sup>2</sup> and additional improved standards.

### September 2012

- Committee received a presentation from Mr. Alan Wallace, Manager, Planning and Development Branch, on the City's Integrated Growth Plan.
- Committee received a presentation from Ms. Jill Bishop, Committee Summer Student, outlining the findings of the Stormwater Management Study. The Committee also received the final report from Ms. Bishop.
- Committee was introduced to Ms. Twyla Yobb, Watershed Protection Manager, Environmental Services Branch and given details on what her role will be within the Branch.

### November 2012

- Committee struck a Task Group to bring forward a draft report and recommendations for submission to Administration and Finance Committee based on the Stormwater Management Study submitted by the Committee's Summer Student in September.
- Committee established a Task Group to undertake planning for the 2013 Education Program.
- Committee received a verbal report from Mr. Kelly Goyer, Environmental Services Branch, on the implementation of a city-wide curbside recycling program for single-family dwellings.

### Referrals from Council

- Disposable Plastic Bag Ban, Ms. Michelle Lee, referred by City Council for information and discussion on March 26, 2012. The Committee provided a response letter to City Council on May 10, 2012.

### Reports / Recommendations submitted to City Council

- 2012 Goals and Objectives
- 2011 Annual Report
- Disposable Plastic Bag Ban
- Updated LEED® Standards for all new Civic Buildings Report

### Summary of Projects, which received support from SEAC in 2012:

- Education Program, partnership with Saskatchewan Environmental Society.

## ACKNOWLEDGEMENTS

In 2012 the following individuals provided reports, information, and other forms of assistance:

|   |   |
|---|---|
| Councillor Mairin Loewen  | Representative of Saskatoon City Council who was an integral part of the Committee.   |
| Mr. Jeff Jorgenson<br>General Manager<br>Utility Services Department                            | Representative of the City Administration who attended some Committee Meetings and provided information requested by the Committee.   |
| Ms. Brenda Wallace, Manager<br>Environmental Services Branch<br>Utility Services Department     | Representative of the City Administration who attended Committee Meetings and provided updates regarding the activities of the Branch from September to November.               |
| Mr. Richard Huziak<br>Saskatchewan Light Pollution Abatement Committee                          | Representing The Royal Astronomical Society of Canada - presented information on dark-sky lighting.   |
| Ms. Lesley Anderson<br>Future Growth Section<br>Planning and Development Branch                 | Representative of the City Administration who attended a meeting and forwarded replies regarding Committee requests for information on the developing Wetlands Policy.          |
| Ms. Pamela Belcher<br>Destination Conservation Program<br>Saskatchewan Environmental Society    | Representative of the Saskatchewan Environmental Society who attended two Committee meetings in regards to a partnership with the Society on the Committee's Education Program. |
| Mr. Alexandre Akoulov<br>Private Citizen  | Private citizen who presented to the Committee on the negative impacts of Fireworks Displays.   |
| Ms. Jill Bishop<br>Undergraduate Law Student<br>University of Saskatchewan                      | Research Summer Student for the Committee who attended meetings to update and present her research report on Stormwater Management Policy.                                      |
| Mr. Alan Wallace<br>Manager<br>Planning and Development Branch<br>Community Services Department | Representative of City Administration who attended a Committee meeting to present an overview of the Integrated Growth Plan and answer questions.                               |
| Mr. Kelly Goyer<br>Environmental Services Branch  | Representative of City Administration who attended a Committee meeting to provide an update of the Branch's activities and the new citywide curbside recycling program.         |

| <b>MEMBERSHIP of SEAC for 2012</b> |   |
|------------------------------------|---|
| Dr. Sean Shaw, Chair               | Dr. Sean Shaw is the Senior Environmental Geochemist with MDH Engineered Solutions, a Saskatoon based Consulting firm. His focus includes the geochemical impacts of mining wastes on the surrounding environment.  |
| Mr. Michael Molaro, Vice-Chair     | Mr. Molaro is the Associate Director of Infrastructure and Sustainability with the Facilities Management Division at the University of Saskatchewan and one of the founders of the Saskatchewan Chapter of the Canada Green Building Council.   |
| Mr. Brent Latimer                  | Mr. Latimer is the Environmental Program Supervisor for the Safe Communities Department, Saskatoon Health Region.   |
| Ms. Kathleen Aikens                | Ms. Aikens works as program staff at Pleasant Hill Place, Quint Development Corporation. She has a Master's degree in Entomology and a passion for social and environmental justice.  |
| Mr. Jeffery Smith                  | Mr. Smith is an Environmental Advisor with Federated Co-operatives in Saskatoon. Mr. Smith has 23 years of experience in the assessment and remediation of impacted sites. His current area of focus comprises the development of risk-based approaches for brownfield redevelopment and site closure and the evaluation of novel in-situ remedial processes. |
| Dr. Michael Hill                   | Dr. Hill is a Senior Environmental Scientist with Golder Associates Ltd. He is also an adjunct professor at the University of Saskatchewan within the Department of Geography and Planning. He has a special interest in wetlands and waterfowl, water quality and conservation and environmental assessment.   |

|                          |   |
|--------------------------|---|
| Mr. J. Michel Fortier    | Joseph-Michel Fortier is a retired educator and pastoral associate. He obtained degrees in education, arts, art history, fine arts, and religious studies, culminating in a Masters in Theological Studies. He served on many boards and associations connected with culture, community, heritage, and church. Having spent most of his life in Saskatoon he cares deeply for the well-being of Saskatoon's environment, heritage, and culture. |
| Ms. Ainsley Robertson    | Ms. Robertson is a Client Relations & Communications Coordinator with Westcap Management Ltd. and Co-Founder & Executive Director of The Princess Shop.   |
| Ms. Heather Landine      | Ms. Landine is a coordinator with Quint Development. Her educational background is in physical geography and sustainability. Ms. Landine previously worked for Road Map Saskatoon. She is very active in her community, focusing her involvement on youth and environmental issues.   |
| Ms. Namarta Kochar       | Ms. Kochar is the Director, Major Projects for Refresh, a Business Strategy and Marketing firm. Ms. Kochar completed an internship as a Senior Research Analyst in Toronto and has previously worked as a Senior Policy Analyst for the Ontario Ministry of Health and Long-Term Care.  |
| Councillor Mairin Loewen | Councillor Loewen represents Ward 7 and is City Council's representative on the committee.  |

**ATTACHMENTS:**

1. Report dated February 9, 2012 – 2012 Goals and Objectives – was forwarded to City Council as information through the Administration and Finance Committee.
2. Report dated May 10, 2012 in response to a communication referred from City Council regarding Disposable Plastic Bags, which was submitted to City Council as information through the Administration and Finance Committee.
3. Report dated June 13, 2012 – LEED® Standards for all Civic Buildings (update report) – was forwarded to Administration and Finance Committee, and subsequently referred to Administration for a report.
3. Letter dated February 1, 2012 from Alexandre Akoulov regarding Fireworks Polluting Water, was referred from City Council to SEAC. SEAC referred this letter to Administration for a report. No response to date.

Written by: Dr. Sean Shaw, 2012 Chair  
Saskatoon Environmental Advisory Committee



Approved:

\_\_\_\_\_  
April 23, 2013

## ADVISORY COMMITTEE REPORT

**TO:** Administration and Finance Committee  
**FROM:** Saskatoon Environmental Advisory Committee  
**DATE:** February 9, 2012  
**SUBJECT:** 2012 Goals and Objectives  
**FILE NO.:** CK. 175-9

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**RECOMMENDATION:** that this report be received as information and submitted to City Council.

### **BACKGROUND:**

The Saskatoon Environmental Advisory Committee's mandate is to provide to Council, advice on environmental implications of City undertakings and identify environmental issues of potential relevance to the City. With this in mind, the Committee undertakes an annual session on Goals and Objectives for the next year. This report outlines the issues selected as a focus for 2012.

### **REPORT:**

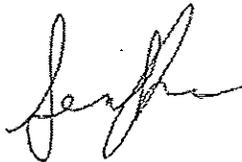
A Task Group of Committee members held discussions on the issues for focus in late January 2012. The draft of issues was submitted to the Committee for review at the February meeting. The following are general issues that the Committee will continue to monitor and advise upon in 2012:

- Support for the implementation of policies developed in previous years (including; Dark-sky lighting, wetlands conservation, water conservation, LEED, and transit);
- Comprehensive storm-water management policy;
- Contaminated sites reclamation policy;
- Expansion of LEED design criteria beyond civic buildings;
- Comprehensive alternative transportation policy, and
- Comprehensive building energy and emissions reduction policy.

### **CONCLUDING COMMENTS:**

The Committee appreciates referrals from City Council on all matters relating to the Environment, and would encourage that this continue as we move into interesting and challenging times ahead. The Committee is committed to ensuring that Saskatoon remains a leader on environmental initiatives.

**Written by:** Dr. Sean Shaw



**Approved by:**

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**Dr. Sean Shaw, Chair**  
**Saskatoon Environmental Advisory Committee**  
**Dated: February 9, 2012**

## ADVISORY COMMITTEE REPORT

**TO:** Administration and Finance Committee  
**FROM:** Saskatoon Environmental Advisory Committee  
**DATE:** May 10, 2012  
**SUBJECT:** Communications to Council  
From: Michelle Lee  
Date: March 20, 2012  
Subject: Disposable Plastic Bags  
**FILE NO.:** CK. 7830-1

**RECOMMENDATION:** that this report be submitted to City Council as information.

### **BACKGROUND:**

City Council considered a communication dated March 20, 2012 from Michelle Lee, and heard a presentation on this matter at the March 26, 2012 meeting made by Michelle Lee and Kelsey McLean. The matter was subsequently referred to the Saskatoon Environmental Advisory Committee for information and discussion; and also to the Administration to review with its recycling initiatives.

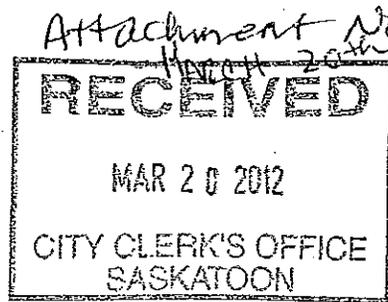
The Saskatoon Environmental Advisory Committee considered this communication and petition at its meeting held on April 12, 2012 and while the Committee recognizes that this issue is critical, the Committee does not support implementation of a plastic bag ban at this time. Instead, the Committee recommends an approach that involves public education, starting with students who have become avid supporters of environmental controls, especially with respect to recycling. The Committee suggests that an educational approach could be integrated with the City of Saskatoon recycling program.

### **REPORT:**

The Saskatoon Environmental Advisory Committee would like to recognize and commend the extensively researched report by Ms. Lee and Ms. McLean. In particular, the case studies of municipalities that have implemented plastic bag bans were appreciated. The Committee agrees with the report's authors that plastic pollution is an important issue for the City of Saskatoon and that plastic bags pose a risk to wildlife, in addition to reducing quality of life for city residents in a number of ways, including unsightly litter.

In order for a single-use plastic bag ban to be effective, funding must be allocated for public education and engagement as well as enforcement. The committee noted that cost of such a ban, as outlined in the report, was significant even for municipalities much smaller than Saskatoon (e.g. Wood Buffalo). The City of Saskatoon is currently undertaking a more comprehensive recycling program, which continues to require significant financial and human resource commitment for the city. The committee is therefore reluctant to recommend implementing a





(does not include report and petition)

His Worship the Mayor and Members of City Council,

Re: City-wide ban of disposable plastic bags

On behalf of Plastic-Free Saskatoon, we would like to urge Saskatoon City Council to seriously consider the implementation of a by-law banning the distribution of disposable plastic bags in retail establishments throughout the city. The reckless abandonment of plastic bags within city limits is not only aesthetically displeasing, but is widely known to cause environmental damage, particularly to marine and freshwater ecosystems. In addition, plastic bags create the potential of wildlife ingestion and entanglement that often leads to death. Reducing the prevalence of free-floating plastic bags is in our view, a community-wide concern.

Unfortunately, the characteristic persistence that makes plastic an appealing consumer product is the same characteristic that has caused plastic to become "one of the world's most widespread pollution problems"<sup>1</sup>. It is now known that plastic bags take over a thousand years to decompose in landfills. Moreover, scientists are beginning to question the legitimacy of plastic decomposition in its entirety, with evidence showing plastic bags to simply deteriorate over time into smaller plastic particles known to scientists as "microplastics". These "microplastics" have been shown to absorb a variety of toxic chemicals, including PCBs- known hormone disruptors in birds, humans, and animals, alike.

Worldwide, cities are becoming increasingly aware of the problems associated with plastic bags. As of 2007, plastic bags were no longer to be distributed throughout the city of San Francisco. Other large-scale plastic bag bans include the Island of Maui, and the entire country of Italy<sup>2</sup>. As of present, Thompson, Manitoba and Fort McMurray, Alberta, remain two of the only cities in western Canada in which a city-wide reduction of plastic bags has been enforced.

We are hopeful that the city of Saskatoon can make history--becoming the first city in Saskatchewan to ban the commercial distribution of disposable plastic bags. As Saskatoon is rapidly becoming both a nationwide tourist destination and hub for economic activity, we feel that efforts aimed at banning plastic bags will serve to solidify our city's image as one of the most forward-thinking in the country.

In order to prove that support of a plastic bag ban extends well beyond the membership of our organization, we would like to present council with a petition containing over 1000 collected signatures. In addition, we would also like to present a research report containing further information about single-use plastic bags and case studies of successful ban implementations.

(We wish to speak)

Sincere thanks for your time and consideration,

Plastic-Free Saskatoon

Michelle Lee  
1001 12th St E. #2  
Saskatoon, SK S7H 0C9

<sup>1</sup> National Oceanic and Atmospheric Association, 2011

<sup>2</sup> Stores in Italy must provide consumers with biodegradable plastic bags

3.

## ADVISORY COMMITTEE REPORT

**TO:** Administration & Finance Committee  
**FROM:** Saskatoon Environmental Advisory Committee  
**DATE:** June 13, 2012  
**SUBJECT:** LEED® Standards for all Civic Buildings (Update Report)  
**FILE NO.:** CK. 375-3

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### RECOMMENDATION:

That this report be submitted to City Council for consideration of the following recommendations:

1. That the City of Saskatoon develop a Municipal Green Building Policy for new and existing civic facilities and make it publicly available, in order to ensure an effective integrated design process is followed for all major projects;
2. that for all new building projects over 500m<sup>2</sup> owned or significantly funded by the City of Saskatoon, the following measures be adopted:
  - i) Achieve a minimum LEED NC Gold Certification. If this level is seen to be cost-prohibitive and lifecycle costing analysis confirms this, then the LEED NC Silver level shall be achieved.
  - ii) Achieve a minimum energy efficiency of 50% less than the Model National Energy Code for Buildings (1997). If this level is seen to be cost-prohibitive, then a lifecycle costing analysis should be used to demonstrate a more appropriate level;
3. that for other projects and existing buildings over 500m<sup>2</sup> the City set minimum target levels using the appropriate LEED rating system - Existing Buildings, Operations and Maintenance (EB O&M), Commercial Interiors (CI) and Core and Shell (C&S);
4. that the City ensure senior administrators, members of City Council, and all staff have access to appropriate sustainability education and training (e.g. make the CaGBC "*Green Building Economics for Municipal Leaders*" and the "*Sustainable Communities Toolkit*" and other resources available) and Administration develop a partnership with the provincial chapter of the Canada Green Building Council to help ensure access to educational resources and workshops and co-develop regional best practices with other municipalities and partners.

## BACKGROUND:

there does not appear to be an established civic building design and construction standard. Known standards can provide design proponents with high-level requirements before designs are considered. Policies and standards can also help ensure that other project stakeholders understand owner representatives have visible high-level support for the consideration of, or in maintaining sustainability initiatives at any point in the project.

The existing LEED NC goal for Saskatoon is found within the *Saskatoon Energy and GHG Management Plan*. This goal attempts to steer new projects to the lowest target (Certified) level but it does not require a minimum standard. The GHG Management Plan also indicates "Establish a performance standard of LEED certification for all new municipal buildings with significant energy consumption." LEED is not in itself an energy performance standard but it references and utilizes degrees of other common standards such as ASHRAE 90.1 and the Model National Energy Code for Buildings.

Energy is only one category of LEED and can be applied in various ways and levels to any project while still achieving a level of certification. Considering our dependence on traditional fossil fuel along with the pending higher costs of energy and green house gas emissions it is important to specify a separate energy targets for new and existing facilities as deemed appropriate. Current best practices also suggest separate specific targets be set as a minimum.

From our research, it does not appear that the City of Saskatoon has a LEED accredited individuals on staff in the facilities or construction and design units. Owner representatives should include some accredited staff, in order to fully contribute and work at a high level with LEED consultants for major projects where deemed appropriate. Training and accreditation in this area for individuals in these and departments can provide many benefits including more knowledgeable owner participation and advocacy of sustainability, not only in projects, but in everyday decision-making.

The following quotation is taken from the GHG Management Plan "*..the City can influence the energy efficiency of new buildings through providing education and incentives to developers as well as setting an example by constructing and retrofitting City buildings to the highest standards.*" Again, it is imperative the City takes opportunities to demonstrate leadership to the design and building sectors as well as the community at large. A commitment to LEED would also help the City meet its commitments to the Federation of Canadian Municipalities (FCM) *Partners for Climate Protection*, which it signed onto in 2004.

Over four years have passed since SEAC first submitted "*LEED Standards for all new Civic Building Projects (CK. 375-3)*" to the Administration and Finance Committee. Based on the findings of that original report and the new information provided in this updated report, SEAC has resolved to provide further recommendations as outlined above.

The Saskatoon Environmental Advisory Committee (SEAC) wrote a November 16, 2007 report recommending Leadership in Energy and Environmental Design (LEED) certification for municipal facilities. A subsequent SEAC report entitled "*LEED Standards for all new Civic Building Projects (CK. 375-3)*" on May 26, 2008 went to Administration and Finance. SEAC

requested that Administration to submit the report to City Council with the recommendation that the City of Saskatoon adopt LEED Silver certification level as a minimum standard to which all new civic buildings are built. In their meeting of September 8, 2008 the Administration and Finance Committee resolved that "consideration of the report of the Saskatoon Environmental Advisory Committee dated May 26, 2008 be deferred to September 2009." It was also noted at that meeting that Section A.4.3 of the Greenhouse Gas Management Plan indicated the goal is to achieve LEED certification for all new civic buildings. The report was again considered by the Administration and Finance Committee on October 28, 2011, at which time the Chair asked for a deferral given the age of the original report.

Administration has provided some reports on the progress of LEED projects to SEAC, however no formal response to the 2008 report has been received, and therefore no minimum target level for LEED Certification of new buildings has been set. This follow-up report attempts to complement the original reports and provide updated information and recommendations regarding the LEED certification of civic buildings.

## REPORT:

The scope of the LEED NC (New Construction) rating system and benefits of implementation are well illustrated in previous SEAC reports so that will not be the focus of this report update. Some changes in the building and design industry have occurred over the last four years including the development of an engaged and informed local design community. Unfortunately, the adoption of green building practices in Saskatchewan has been observed at a much slower rate than in most other provinces. A typical 'market maturity model' has become evident in other regions with greater sustainability experience in the built environment. Design professionals, often in concert with leading municipal policies, typically lead and help ensure awareness of sustainability practices in this key area of collective community stewardship. Next, developers and owners in the industrial, commercial and institutional sector become engaged and general contractors and subcontractors and then residential developers and contractors. Sustainability knowledge in the local building design community has greatly improved since 2008, however most of the other sectors are slow to raise their business practices and in particular, the residential developers and builders.

Clear and leading civic policy and practice contributes to greater awareness and education and engagement in green building and increases the rate of uptake with multiple spin-offs throughout the community. Leading by example demonstrates commitment and provides direction and experience for the design and building sectors and enables our city to take advantage of many long term benefits including lower civic operational and maintenance and renewal costs. Though more difficult to quantify, it should be noted that higher occupant productivity, engagement and enhanced recruitment and retention of employees can collectively provide far more value than operational side savings.

The previous report suggested that Saskatoon was experiencing tremendous growth. Indeed we now realize this observation has turned into consistent recent record growth since then and that

applying sustainability is even more relevant and urgent now, particularly given current economic conditions and predictions.

SEAC has undertaken some additional research into current green building policies in various municipalities. Since the 2008 report was submitted, an understanding of the significance of LEED-certified new buildings has increased greatly, and many Canadian cities have implemented policies regarding the LEED certification of new buildings.

Best practices in other Canadian municipalities include ensuring a green building policy for all significant projects, LEED NC gold level for new facilities and major renovations, as well as a separate energy target for new and existing facilities. In addition, a building design and construction standards guide is beneficial not only to set standards for the design and building community, but to inform other current or potential stakeholders in the process.

In studying the policies and initiatives that other Canadian municipalities have undertaken, the City of Saskatoon may determine the appropriate application for LEED certification of new construction civic buildings, and the following examples aim to assist in that study.

On September 13, 2004, Calgary became the first Canadian municipality to adopt a sustainable building policy. Amended in 2008, this policy currently states that “all new occupied City-owned and City-funded buildings in excess of 500m<sup>2</sup> must meet or exceed the gold level of the LEED New Construction rating system and major renovations of occupied facilities must meet or exceed either the certified level of the LEED New Construction rating system or the silver level of the LEED Commercial Interiors rating system. Minor renovations, unoccupied buildings, landscape/non-building infrastructure, and projects involving <500m<sup>2</sup> are directed to follow The City of Calgary's Sustainable Building Best Practices.”

In Vancouver, all new municipal facilities over 500m<sup>2</sup> are required to be LEED NC Gold Certified. This is just one of the ten goals of the City's “Greenest City” initiative – to be the greenest city in the world by 2020 and lead the world in green building design and construction. The City of Vancouver will require all buildings constructed from 2020 onward to be carbon neutral in operations, as well as reduce energy use and greenhouse gas emissions in existing buildings by 20% over 2007 levels.

#### *Municipal Green Building Policies in Other Canadian Municipalities*

| Municipality | Approval Date   | Certification Level (min) | Policy Detail  |
|--------------|---|---------------------------|--|
| Calgary      | <i>Sustainable Building Policy</i><br>Adopted September 13, 2004                          | LEED Gold                 | All municipal facilities over 500m <sup>2</sup> are required to meet LEED Gold Standard.   |
| Edmonton     | <i>Sustainable Building Policy – Leadership in Energy and Environmental Design (LEED)</i> | LEED Silver               | Effective January 1, 2008, all new City-owned buildings will be designed and constructed to meet LEED Silver Standard at a minimum, and be |

|           |  |             |   |
|-----------|--|-------------|---|
|           | <i>Silver</i>  |             | formally LEED certified.  |
|           | Adopted June 19, 2007  |             |   |
| Kingston  |  | LEED Silver | All large municipal building and retrofit projects must undertake an assessment of LEED as a design goal for Council's consideration before finalization of a project's design.                                   |
| Vancouver |  | LEED Gold   | All new civic facilities over 500m <sup>2</sup> are required to be LEED Gold and 30% more energy efficient than standard construction.  |
| Victoria  | <i>Civic Green Building Policy</i><br><br>Adopted August 23, 2007  | LEED Silver | All new construction of civic facilities to be LEED Silver – with a goal of LEED Gold.  |
| Winnipeg  | <i>Green Building Policy – New City-Owned Buildings and Major Additions</i><br><br>Adopted July 21, 2010 | LEED Silver | Effective January 1, 2011, all City-owned buildings and major additions larger than 500m <sup>2</sup> will be designed and constructed to meet LEED Silver Standard at a minimum, and be formally LEED certified. |

LEED NC Silver and Gold are the most common levels in municipal policies and updates typically ensure a higher level is specified than in the past. Though indirectly related, it is important to note that three years ago, the province declared LEED NC Silver as the minimum target for provincially funded schools.

The City of Saskatoon does not appear to have a civic building sustainability policy. Green building policies can provide all stakeholders with clear guidelines and expectations. Existing major projects seem to make use of some of 'the best' initiatives in previous projects however, there does not appear to be an established civic building design and construction standard. Known standards can provide design proponents with high-level requirements before designs are considered. Policies and standards can also help ensure that other project stakeholders understand owner representatives have visible high-level support for the consideration of, or in maintaining sustainability initiatives at any point in the project.

The existing LEED NC goal for Saskatoon is found within the *Saskatoon Energy and GHG Management Plan*. This goal attempts to steer new projects to the lowest target (Certified) level but it does not require a minimum standard. The GHG Management Plan also indicates "Establish a performance standard of LEED certification for all new municipal buildings with significant energy consumption." LEED is not in itself an energy performance standard but it references and utilizes degrees of other common standards such as ASHRAE 90.1 and the Model National Energy Code for Buildings.

Energy is only one category of LEED and can be applied in various ways and levels to any project while still achieving a level of certification. Considering our dependence on traditional

fossil fuel along with the pending higher costs of energy and green house gas emissions it is important to specify a separate energy targets for new and existing facilities as deemed appropriate. Current best practices also suggest separate specific targets be set as a minimum.

From our research, it does not appear that the City of Saskatoon has a LEED accredited individuals on staff in the facilities or construction and design units. Owner representatives should include some accredited staff, in order to fully contribute and work at a high level with LEED consultants for major projects where deemed appropriate. Training and accreditation in this area for individuals in these and departments can provide many benefits including more knowledgeable owner participation and advocacy of sustainability, not only in projects, but in everyday decision-making.

The following quotation is taken from the GHG Management Plan "*..the City can influence the energy efficiency of new buildings through providing education and incentives to developers as well as setting an example by constructing and retrofitting City buildings to the highest standards.*" Again, it is imperative the City takes opportunities to demonstrate leadership to the design and building sectors as well as the community at large. A commitment to LEED would also help the City meet its commitments to the Federation of Canadian Municipalities (FCM) *Partners for Climate Protection*, which it signed onto in 2004.

Over four years have passed since SEAC first submitted "*LEED Standards for all new Civic Building Projects (CK. 375-3)*" to the Administration and Finance Committee. Based on the findings of that original report and the new information provided in this updated report, SEAC has resolved to provide further recommendations as follows:

#### **CONCLUDING COMMENTS:**

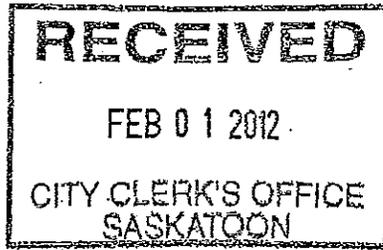
#### **ATTACHMENTS:**

Written by: Michael Molaro

Approved by: "Sean Shaw"  
Dr. Sean Shaw, Chair  
Saskatoon Environmental Advisory Committee  
Dated: June 13, 2012

His Worship the  
Mayor & members  
of City Council

Feb 1, 2012  
(B1)  
4.



Dear members of Council

I would like the attached  
letter referred to SEAC for  
consideration. I would also  
like to speak at SEAC  
meeting.

Yours truly

A handwritten signature in cursive script, appearing to read "James Gray".

To: Saskatoon Environmental Advisory Committee

From: Alexandre Akoulov  
420 ave J South  
ph. 373-8002

Re: Pollution Permit for Public Fireworks over open waters.

One of our major responsibilities as Canadians – to protect environment, avoid waste and pollution. Saskatoon enjoys peace and one of the cleanest air and water in Canada. Why hours of extreme blinding flashes and ear popping barrages with toxic dust of carcinogens should turn our city into the war zone?

Last September fireworks (FW) with toxic mix of more then 3000 shells went off over the open water in the city center in close proximity to the main water intake contaminating our drinking water citywide.

Due to well documented negative effects of FW and need to minimize its danger to water and air quality , they should be conducted in appropriate areas according to the best environmental practice. We need more balanced approach with “groups of interest” who directly or indirectly profited from this unnecessary pollution. Best practice – San Diego Fireworks Pollution Permit (May,2011) that also hold event promoters accountable for post-event monitoring of the area to minimize degradation of water and sediment quality from the fallout.

Unethical FW sadly attracts unethical sponsors like Potash Corp. that was blacklisted recently by Norway Pension Fund for “particularly serious violations of fundamental ethical norms”(Norway, Dec. 6, 2011) and was charged in 2003 fine of \$2 million for air pollution due to violation of environmental laws in Louisiana.

I strongly believe that Saskatoon will be better City without FW. But if they are so “urgent” then mandatory Pollution Permit for any FW over open waters should be in place, with best management for site event, cleanup and followup monitoring.

February 1, 2012



A. Akoulov

Did you know...

- This September 2011, Fireworks (FW) in Saskatoon included near 3000 toxic fireworks that was fired over the water at direct cost of \$ 250 000 , plus big extra expense for servicing event and clean up.
- FW was fired in very close proximity to main water intake for the City. Why should we have our drinking water “conditioned” by toxic FW?
- One of 6 main responsibilities for every Canadian citizen is protecting our environment in our communities.
- After FW disaster on Dec. 2001 that left 200 wounded and 240 killed , Peru president immediately prohibited production, import and sales of FW.
- In Austria every New Year's eve nearly 200 kids enter ER as a result of FW from simple burns to fractured fingers, and 10 % of them sustained lifelong hearing damage.
- San Diego since May 2011, adopted law that require pollution permit for all FW shot over the water that cost \$ 1500, plus enviro monitoring cost of \$10.000 per site.
- Not cheap thrills with very toxic results – air ,water, ground, noise and light pollution that rises many hundreds of times above normal when level peaks in 24 hours after FW and slowly decrease only in 80 days after event to normal levels.
- Most updated info about toxic harm of FW on our health and environment here: [www.stop-fireworks.org](http://www.stop-fireworks.org)
- If you like to join our group to petition City to stop or limit FW beyond traditional Canada Day please contact SES(665-1915). We need your help and ideas to prevent turning Saskatoon into world's FW dump ground especially in our serene downtown parks.

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** April 5, 2013  
**SUBJECT:** Request for Post Budget Approval and Sole Source  
 Post Warranty Services  
 Radio Communications Infrastructure  
**FILE:** IS. 1000-1

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**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that warranty services and support for the radio communication network be sole sourced to Motorola Solutions Canada Inc., for a six year period, for a total of \$2,288,940.88, G.S.T. and P.S.T included, as follows:
  - a) \$372,229.15 for Year 1, July 1, 2013 to June 30, 2014;
  - b) \$375,757.15 for Year 2, July 1, 2014 to June 30, 2015;
  - c) \$379,395.40 for Year 3, July 1, 2015 to June 30, 2016;
  - d) \$383,254.15 for Year 4, July 1, 2016 to June 30, 2017;
  - e) \$387,112.90 for Year 5, July 1, 2017 to June 30, 2018; and
  - f) \$391,192.15 for Year 6, July 1, 2018, to June 30, 2019.); and
  
- 2) that Purchasing Services be instructed to issue the appropriate Purchase Order.

**TOPIC AND PURPOSE**

This report is to obtain City Council approval for a sole source for warranty services and support for the radio communications infrastructure.

**REPORT HIGHLIGHTS**

1. The warranty period for the trunked radio system infrastructure expires on June 30, 2013.
2. In order to facilitate compatibility with the current corporate radio system, the Administration is recommending that post warranty support and services be sole sourced to Motorola Solutions Canada Inc.

## **STRATEGIC GOALS**

The recommendations in this report support the City of Saskatoon Strategic Goal, Asset and Financial Sustainability, as they will ensure that the radio communications infrastructure is maintained.

## **BACKGROUND**

In 2011, City Council approved an upgrade to the obsolete trunked radio system infrastructure, at a total cost of \$3,300,000. The warranty period on the new system will expire on June 30, 2013.

## **REPORT**

The corporate trunked radio system and all infrastructure and rolling stock components are engineered, manufactured and sold by Motorola Solutions Canada Inc. In order to facilitate compatibility with the current corporate radio system, the Administration is recommending that post warranty support and services be sole sourced to Motorola Solutions Canada Inc.

Motorola has provided a comprehensive warranty plan, which is key to ensuring the long term health of the system. It includes software support, which is vital in ensuring that the system remains current and provides users with the highest level of availability and features and the City of Saskatoon with the greatest return on investment. The post warranty software support will also allow the City of Saskatoon to determine a long term lifecycle support plan.

## **OPTIONS TO THE RECOMMENDATION**

There are no other options.

## **POLICY IMPLICATIONS**

There are no policy implications.

## **FINANCIAL IMPLICATIONS**

The total annual costs to the City of Saskatoon for warranty services and support for the radio communications infrastructure from Motorola Solutions Canada Inc. are as follows:

YEAR 1

|                            |                     |
|----------------------------|---------------------|
| System Upgrade Agreement   | \$285,075.00        |
| Dispatch Services          | \$ 7,386.84         |
| Network Monitoring Service | \$ 12,452.63        |
| Technical Support Service  | \$ 16,394.74        |
| Security Update Service    | \$ 33,194.74        |
| G.S.T.                     | \$ 17,725.20        |
| P.S.T.                     | \$ 17,725.20        |
| Total                      | \$389,954.35        |
| Less G.S.T. Rebate         | \$ (17,725.20)      |
| <b>TOTAL</b>               | <b>\$372,229.15</b> |

YEAR 2

|                            |                     |
|----------------------------|---------------------|
| System Upgrade Agreement   | \$288,435.00        |
| Dispatch Services          | \$ 7,386.84         |
| Network Monitoring Service | \$ 12,452.63        |
| Technical Support Service  | \$ 16,394.74        |
| Security Update Service    | \$ 33,194.74        |
| G.S.T.                     | \$ 17,893.20        |
| P.S.T.                     | \$ 17,893.20        |
| Total                      | \$393,650.35        |
| Less G.S.T. Rebate         | \$ (17,893.20)      |
| <b>TOTAL</b>               | <b>\$375,757.15</b> |

YEAR 3

|                            |                     |
|----------------------------|---------------------|
| System Upgrade Agreement   | \$291,900.00        |
| Dispatch Services          | \$ 7,386.84         |
| Network Monitoring Service | \$ 12,452.63        |
| Technical Support Service  | \$ 16,394.74        |
| Security Update Service    | \$ 33,194.74        |
| G.S.T.                     | \$ 18,066.45        |
| P.S.T.                     | \$ 18,066.45        |
| Total                      | \$397,461.85        |
| Less G.S.T. Rebate         | \$ (18,066.45)      |
| <b>TOTAL</b>               | <b>\$379,395.40</b> |

YEAR 4

|                            |                     |
|----------------------------|---------------------|
| System Upgrade Agreement   | \$295,575.00        |
| Dispatch Services          | \$ 7,386.84         |
| Network Monitoring Service | \$ 12,452.63        |
| Technical Support Service  | \$ 16,394.74        |
| Security Update Service    | \$ 33,194.74        |
| G.S.T.                     | \$ 18,250.20        |
| P.S.T.                     | \$ 18,250.20        |
| Total                      | \$401,504.35        |
| Less G.S.T. Rebate         | \$ (18,250.20)      |
| <b>TOTAL</b>               | <b>\$383,254.15</b> |

|                            |                     |
|----------------------------|---------------------|
| <u>YEAR 5</u>              |                     |
| System Upgrade Agreement   | \$299,250.00        |
| Dispatch Services          | \$ 7,386.84         |
| Network Monitoring Service | \$ 12,452.63        |
| Technical Support Service  | \$ 16,394.74        |
| Security Update Service    | \$ 33,194.74        |
| G.S.T.                     | \$ 18,433.95        |
| P.S.T.                     | \$ 18,433.95        |
| Total                      | \$405,546.85        |
| Less G.S.T. Rebate         | \$ (18,433.95)      |
| <b>TOTAL</b>               | <b>\$387,112.90</b> |

|                            |                     |
|----------------------------|---------------------|
| <u>YEAR 6</u>              |                     |
| System Upgrade Agreement   | \$303,135.00        |
| Dispatch Services          | \$ 7,386.84         |
| Network Monitoring Service | \$ 12,452.63        |
| Technical Support Service  | \$ 16,394.74        |
| Security Update Service    | \$ 33,194.74        |
| G.S.T.                     | \$ 18,628.20        |
| P.S.T.                     | \$ 18,628.20        |
| Total                      | \$409,820.35        |
| Less G.S.T. Rebate         | \$ (18,628.20)      |
| <b>TOTAL</b>               | <b>\$391,192.15</b> |

(Increases each year equate to 1%.)

There is sufficient funding in the approved 2013 Radio Maintenance Program to fund Year 1. Subsequent years will be funded through Capital Project 0877 - City-Wide Radio Trunking System, which is funded from the Trunked Radio System Infrastructure Reserve. This has been built into the 2013 mill rate base, and there will be no increase to user fees.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

There is no public or stakeholder involvement.

### **COMMUNICATION PLAN**

A communications plan is not required.

### **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)**

CPTED review is not required.

**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

A follow-up report is not required.

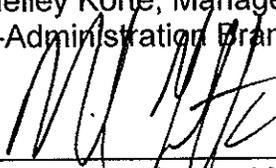
**PUBLIC NOTICE**

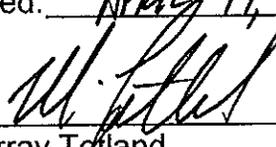
Public Notice, pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

Written by: Del Ehlert, Manager, Maintenance Support  
Facilities Branch

Approved by: Tim Halstead, Manager  
Facilities Branch

Approved by: Shelley Korte, Manager  
IS-Administration Branch

Approved by:   
Mike Gutek, General Manager  
Infrastructure Services Department  
Dated: April 19, 2013

Approved by:   
Murray Totland  
City Manager  
Dated: April 22/13

**TO:** Secretary, Administration and Finance  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** February 14, 2013  
**SUBJECT:** Request for Post Budget Approval  
Purchase of Two Half Ton Trucks; and  
Sole Source Purchase of One Trackless MT6 Snow Plough  
**FILE:** IS. 1390-1

**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that the sole source purchase of a Trackless MT6 Snow Plough from Joe Johnson Equipment Inc., in the amount of \$119,735, including G.S.T. and P.S.T., be approved;
- 2) that the quote from Driving Force for the purchase of two half ton trucks, in the amount of \$63,093.80, including G.S.T. and P.S.T., be accepted;
- 3) that a post budget reallocation of funds from the Parks Grounds Maintenance Equipment Acquisition Reserve to Capital Project 1356 – V&E Additional Equipment Purchases, in the amount of \$63,093.80, for the half ton trucks, be approved;
- 4) that a post budget reallocation of funds from the Parks Grounds Maintenance Equipment Acquisition Reserve to the Grounds Maintenance Equipment Replacement Reserve, in the amount of \$119,735, for the MT6 Trackless Snow Plough, be approved; and
- 5) that Purchasing Services be requested to issue the appropriate purchase orders.

**TOPIC AND PURPOSE**

The purpose of this report is to seek post budget approval for the sole source purchase of a Trackless MT6 Snow Plough, and for the purchase of two half ton trucks.

**REPORT HIGHLIGHTS**

1. The Trackless MT6 Snow Plough is experiencing an inordinate amount of down time for repairs and needs to be replaced.
2. The Parks Branch Grounds Maintenance Program requires two half ton trucks.

## **STRATEGIC GOALS**

The recommendations in this report support the City of Saskatoon Strategic Goal, A Culture of Continuous Improvement, as the purchase of the equipment will enhance customer service and approved levels of service.

## **BACKGROUND**

Vehicle and Equipment Services is responsible for the replacement of existing vehicles, while the branches/departments are required to purchase vehicles required to increase their fleet.

With the rapid growth of the city, and the increase in the number of hectares of parks and open spaces being developed, the existing Parks Branch fleet of grounds maintenance equipment and vehicles have proven to be insufficient in providing the resources required to maintain approved levels of service.

## **REPORT**

### **Sole Source Purchase of Trackless MT6 Snow Plough**

The Trackless MT6 Snow Plough is a versatile piece of equipment which can be utilized in the winter to clear snow off of park pathways and sidewalks; and in the summer as a mower.

The existing Trackless MT6 Snow Plough has attachments, including a blower, mower deck and snow blades, which are in good operational condition and will only fit another Trackless unit.

Joe Johnson Equipment Inc., which is located in Winnipeg, Manitoba, has been designated the Western Canadian Trackless Dealership for Manitoba, Saskatchewan and Alberta. The Administration is, therefore, recommending that the new Trackless MT6 be sole sourced to Joe Johnson Equipment Inc., in the amount of \$119,735, including G.S.T. and P.S.T.

There are insufficient funds within the Grounds Maintenance Equipment Replacement Reserve for the purchase of the MT6 Trackless Snow Plough. The Administration is, therefore, requesting a post budget reallocation of funds from the Parks Grounds Maintenance Equipment Acquisition Reserve to the Grounds Maintenance Equipment Replacement Reserve.

### **New Vehicle Purchase**

It has been determined that the Parks Branch, Grounds Maintenance Program requires two half ton trucks, one for the South-East District Horticulture Program; and one for the Urban Forestry Program.

Due to time constraints, Vehicle and Equipment Services contacted the four local dealers listed below, and requested a quote for the outright purchase of the two trucks.

- Driving Force;
- Calmont Trucking;
- Wheaton GMC Buick Cadillac Ltd.; and
- Merlin Motors

Driving Force provided the lowest price quotation, at a total cost of \$63,093.80, including G.S.T. and P.S.T., and met the minimum requirements.

### **OPTIONS TO THE RECOMMENDATION**

No options to the recommendation were considered.

### **POLICY IMPLICATIONS**

Funding for the Trackless MT6 Snow Plough would normally be funded from the Grounds Maintenance Equipment Replacement Reserve, as it is replacing an existing unit; however, there are insufficient funds within the reserve for the purchase. The Administration is, therefore, requesting a post budget reallocation of funds from the Parks Grounds Maintenance Equipment Acquisition Reserve to the Grounds Maintenance Equipment Replacement Reserve, in the amount of \$119,735, in order for the Trackless to be purchased this year. There are sufficient funds within the Grounds Maintenance Replacement Reserve.

### **FINANCIAL IMPLICATIONS**

The net cost to the City of Saskatoon for the Sole Source purchase of the Trackless MT6 Snowplough from Joe Johnson Equipment Inc. is as follows:

| <b>Joe Johnson Equipment Inc</b>     |                     |
|--------------------------------------|---------------------|
| <b>Equipment Type</b>                | <b>Price</b>        |
| Trackless MT6                        | \$113,850.00        |
| Trade-in Unit P195                   | (\$5,000.00)        |
| Sub Total                            | \$108,850.00        |
| G.S.T.                               | \$5,442.50          |
| P.S.T.                               | \$5,442.50          |
| <b>Contract Price</b>                | <b>\$119,735.00</b> |
| G.S.T. Rebate                        | (\$5,442.50)        |
| <b>Net Cost to City of Saskatoon</b> | <b>\$114,292.50</b> |

There are sufficient funds within the Grounds Maintenance Replacement Reserve, as described above.

The net cost to the City of Saskatoon for the purchase of the two half ton trucks from Driving Force is as follows:

| <b>Driving Force<br/>Vehicle Type</b>                  | <b>Price</b>        |
|--|---------------------|
| 2 half ton trucks-2012 GM Sierra 1500 SLE Extended Cab | \$57,358.00         |
| Sub Total  | <u>\$57,358.00</u>  |
| G.S.T.   | \$2,867.90          |
| P.S.T.   | <u>\$2,867.90</u>   |
| <b>Contract Price</b>                                  | <b>\$63,093.80</b>  |
| G.S.T. Rebate  | <u>(\$5,735.80)</u> |
| <b>Net cost to City of Saskatoon</b>                   | <b>\$57,358.00</b>  |

The Administration is requesting a post budget reallocation of funds from the Parks Grounds Maintenance Equipment Acquisition Reserve to Capital Project 1356 – V&E Additional Equipment Purchases, in the amount of \$63,093.80, for the half ton trucks.

#### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Public and/or stakeholder involvement is not required.

#### **COMMUNICATION PLAN**

A communications plan is not required.

#### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION:**

A follow-up report will not be submitted.

#### **ENVIRONMENTAL IMPLICATIONS**

The recommendations will lead to increased greenhouse gas (GHG) emissions resulting from the addition of two units to the Parks Branch fleet of vehicles and equipment. With the Trackless unit being a replacement unit, the GHG emissions will be based solely on the two half truck units. Based on similar (seasonal) units currently used by the branch, it is estimated that the new units will collectively result in GHG emissions of four tonnes CO<sub>2</sub>e annually, or the equivalent of adding one passenger vehicle to our roadways.

#### **PRIVACY IMPACT**

There are no privacy implications.

#### **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

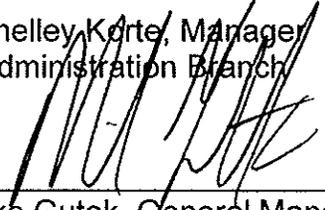
A CPTED review is not required.

**PUBLIC NOTICE**

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

Written by: Wayne Briant, Manager  
Parks Branch

Approved by: Shelley Korte, Manager  
Administration Branch

Approved by:   
Mike Gutek, General Manager,  
Infrastructure Services Department  
Dated: April 22, 2013

Approved by:   
Murray Totland  
City Manager  
Dated: April 22/13

5

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** April 11, 2013  
**SUBJECT:** Proposed Rates - 2013 Water and Sewer Service Inspection and Boulevard Deposit Rates  
**FILES:** IS. 7780-1 and CK. 1905-2

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**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that Bylaw 1523, A Bylaw respecting the construction of private sewer and water service connections in the City of Saskatoon, be amended to include the proposed 2013 Water and Sewer Inspection Rates, as described in this report; and
- 2) that the City Solicitor be requested to prepare the necessary amendments to Bylaw 1523 for approval by City Council.

### **TOPIC AND PURPOSE**

This report is to receive approval for an increase in the rates for private sewer and water service connections.

### **REPORT HIGHLIGHTS**

1. Rates for inspection services within the water and sewer connection inspection program are set with a goal of 100% cost recovery.
2. The new rates have taken into consideration the increased costs for inspection for Precautionary Drink Water Advisories.
3. It is estimated that 1,830 connections will require inspections in 2013.

### **STRATEGIC GOALS**

This report supports the long-term strategy of increasing revenue sources and reducing the reliance on residential property taxes under the Strategic Goal of Asset and Financial Sustainability.

### **BACKGROUND**

The Construction and Design Branch currently inspects all water and sewer service connections for compliance with construction standards, ensuring that the integrity and safety of the public utility remains intact. The City provides and charges for these connection inspection services based on predetermined rates.

The rates for this service have seen increases on a yearly basis since 2008. Prior to 2008, rates had not been increased since 1985. Therefore, Council approved a recommendation that the Administration be authorized to phase in a full cost recovery of inspection services within the water and sewer connection inspection program by 2010.

## **REPORT**

In 2011, approximately \$338,000 was spent inspecting and managing 1,410 connections in the connection system. Approximately \$341,000 was recovered using the 2011 rates, representing a surplus of \$3,000.

In 2012, approximately \$441,364 was spent inspecting and managing 1,634 connections in the connection system. Approximately \$362,963 was recovered using the 2012 rates, representing an 82.2% recovery rate. The remaining \$78,400 was subsidized by the water and sewer utility.

The reason for the reduced recovery rate can be partly attributed to the implementation of the Precautionary Drink Water Advisory (PDWA) during construction, as directed by the Ministry of Health. There were approximately 200 residential and commercial PDWAs issued in 2012, which required additional staffing time that was not billed to the contractors, as they were not familiar with the process. Commencing in 2013, contractors will be charged for all work associated with PDWAs during construction.

The deposit rates for boulevard maintenance as part of demolition permits is included with the water and sewer inspection rates. These are required for sewer and water cut off and boulevard condition maintenance, and are returned when either the connections are properly removed or the boulevards, including the grassed area, sidewalk and curb have been repaired. These deposits are calculated to ultimately fix the section of boulevard affected by the water and sewer demolition. It has been determined that no increase in these deposit rates is required for 2013.

Rates for inspection services within the water and sewer connection inspection program are set with a goal of 100% cost recovery. The new rates have taken into consideration the increased costs for inspection for PDWAs. It is estimated that 1,830 connections will require inspections in 2013.

The Administration is recommending that the Water and Sewer Inspection Rates for 2013 be as outlined below:

|   | <b>2012 Rates</b>  | <b>Proposed 2013 Rates</b>   |
|---|--|--|
| Residential Inspection of Connections Including Records (New, Disconnects, Repairs or Similar)              | \$195/connection   | \$210/connection   |
| Residential Tapping (maximum 50mm) (Connection to water main by City Forces)                                | \$260/tapping  | \$260/tapping  |
| Commercial Inspection of Connections Including Records and PDWA Work (New, Disconnects, Repairs or Similar) | \$95/hour regular hours<br>\$190/hour overtime   | \$110/hour regular hours<br>\$220/hour overtime  |
| Records (Technical drafting services)   | \$135/connection   | \$150/connection   |
| Commercial Tapping (maximum 50mm) (Mueller tapping, all costs to work order)                                | \$260/tapping  | \$260/tapping  |
| Water Testing as Required TC & HPC bacteria   | \$40/set plus<br>Inspection time   | \$50/set plus<br>Inspection time   |
| Refundable Deposit for Water & Sewer Service Cut Off as part of Demolition Permit                           | \$3,000 residential<br>\$7,500 commercial  | \$3,000 residential<br>\$7,500 commercial  |
| Refundable Deposit for Boulevard Condition Maintenance as part of Demolition Permit                         | \$150/front meter - residential<br>\$200/front meter - commercial<br>(rounded down to nearest \$100) | \$150/front meter - residential<br>\$200/front meter - commercial<br>(rounded down to nearest \$100) |

### **OPTIONS TO THE RECOMMENDATION**

An option would be to not increase the rates. In this scenario, the recovery rate from 2012 will remain the same. This option is not recommended, as the portion of inspection time not recovered is subsidized by the water and sewer utility, thereby, directly from the taxpayer.

### **POLICY IMPLICATIONS**

If approved, Bylaw 1523, A bylaw respecting the construction of private sewer and water service connections in the City of Saskatoon, will need to be amended.

### **FINANCIAL IMPLICATIONS**

The proposed rates are intended to cover increased labour costs in order to recover 100% of the cost of inspection and management of water and sewer connections. Therefore, there are no financial implications.

**PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Public and/or stakeholder involvement is not required.

**COMMUNICATIONS PLAN**

Upon approval, the 2013 rates will be mailed to all licensed water and sewer contractors.

**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

The proposed increase to the rates will come into effect immediately following approval of the bylaw by City Council. It is anticipated that a report will be submitted by the City Solicitor, forwarding the amendments to Bylaw 1523 for approval, on May 21, 2013.

**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)**

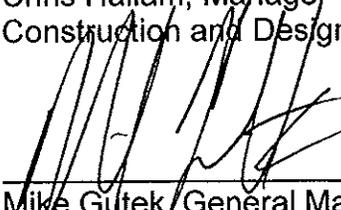
A CPTED review is not required.

**PUBLIC NOTICE**

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

Written by: Cory Funk, Construction Services Manager  
Construction and Design Branch

Approved by: Chris Hallam, Manager  
Construction and Design Branch

Approved by:   
Mike Gutek, General Manager  
Infrastructure Services  
Dated: APRIL 17, 13

6.

**TO: Secretary, Administration and Finance Committee**  
**FROM: General Manager, Utility Services Department**  
**DATE: April 16, 2013**  
**SUBJECT: Pesticide Reduction Awareness Campaign**  
**FILE NO: WT 4202-2**

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

### **TOPIC AND PURPOSE**

The City of Saskatoon continues to partner with the Saskatchewan Environmental Society (SES) to show leadership in the reduction of cosmetic pesticide use through an awareness campaign that will run from May 6 – June 24, 2013.

### **REPORT HIGHLIGHTS**

The Pesticide Reduction Awareness Campaign is an information campaign. The City of Saskatoon has been a partner in pesticide reduction initiatives for a number of years, and this year the initiative includes an awareness campaign using traditional and social media.

### **STRATEGIC GOAL**

The initiative presented in this report contributes to the strategic goal of Environmental Leadership by improving the quality of storm water run-off that is going into the river.

### **BACKGROUND**

The City of Saskatoon has partnered with the Saskatchewan Environmental Society to deliver education on pesticide reduction since 2006. Capital Project #2185 – Pesticide Education Plan, focused on providing funding support for door-to-door education. The project wound down in 2012. This year, the Environmental Services Branch has worked closely with the SES to plan the 2013 campaign.

### **REPORT**

The City of Saskatoon has been a leader among municipalities in discontinuing the use of herbicides. The City of Saskatoon's Parks Branch has been herbicide-free since 2004. Furthermore, the City is committed to the use of the least toxic control methods wherever possible to control pests and has established "Cultural Turf Practices" that focus on the health and vigour of parks and which have enabled the City to control broad leaf weeds on Saskatoon's sports fields. Turf maintenance training, education, and innovative partnerships are regularly employed so that the City's turf maintenance teams implement "best practices" when it comes to turf maintenance.

To showcase these efforts and to encourage similar practices in the community, the City is once again partnering with the SES to raise awareness about reducing the use of cosmetic pesticides as well as the availability of alternatives.

The neighbourhood campaigns managed by the Saskatchewan Environmental Society under Capital Project #2185 – Pesticide Education Plan, found that 869 of the participating households had declared themselves 'Pesticide Free'. An awareness campaign utilizing traditional and social media has now been developed to extend the reach of past neighbourhood-based campaigns to reach a city-wide audience.

### **POLICY IMPLICATIONS**

There are no policy implications at this time.

### **FINANCIAL IMPLICATIONS**

\$7,500 has been allocated within the operating budget for Environmental Programs to support this campaign. The Saskatchewan Environmental Society is able to leverage this contribution with funding from private business and the charitable sector.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

As an information report there are no public and/or stakeholder involvement aspects to report at this time.

### **COMMUNICATION PLAN**

The campaign will use high reach and frequency marketing and communication tools in order to maximize outreach. Radio and newspaper advertising will be the focus media, supplemented by news releases, television talk shows, and social media messages.

The slogan for the campaign is "Be Pesticide Free!" and includes a dedicated website [bepesticidefree.ca](http://bepesticidefree.ca) that will provide additional information for individuals to reduce their use of pesticides.

The campaign launches on May 6 and will run until the week of June 24, 2013.

### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION:**

The campaign is scheduled for completion by the week of June 24, 2013 and a follow up report will be provided to Council in September.

### **ENVIRONMENTAL IMPLICATIONS**

The use of pesticides is associated with negative impacts to both human and environmental health. A pesticide reduction campaign will educate the community on these risks, as well as the positive implications associated with using alternatives to manage home and garden pests. Potential environmental benefits of pesticide reduction include improved air and water quality caused by a decrease in these substances

entering our air and water supplies. The overall impact on greenhouse gas emissions is unknown and has not been quantified at this time.

### **PRIVACY IMPACT**

There are no privacy implications arising from this initiative.

### **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required at this time.

### **PUBLIC NOTICE**

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

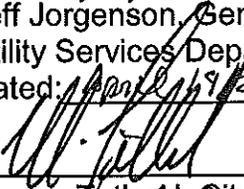
### **ATTACHMENTS**

1. Newspaper advertisement

Written by: Amber Jones, Education and Environmental Performance Manager, Environmental Services Branch

Reviewed by: Brenda Wallace, Manager, Environmental Services

Approved by:   
 Jeff Jorgenson, General Manager,  
 Utility Services Department  
 Dated: April 19, 2013

Approved by:   
 Murray Potland, City Manager  
 Dated: April 19, 13

## ATTACHMENT 1

City Page ad April 27/28; May 11/12; May 25/27; June 8/9

**BE PESTICIDE FREE!  
HAVE YOU HEARD? YOU DON'T NEED PESTICIDES TO HAVE A BEAUTIFUL  
YARD!**

Visit [bepesticidefree.ca](http://bepesticidefree.ca) for tips on the following:

- 10 easy steps to a naturally beautiful lawn
- Getting rid of pests like ants and wasps without using harmful chemicals
- How cayenne pepper can be used as an alternative to pesticides
- Keeping your pets safe from pesticides
- How to create a healthy and vibrant garden

[Bepesticidefree.ca](http://Bepesticidefree.ca)

(insert SES logo)

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** April 11, 2013  
**SUBJECT:** Enquiry Councillor C. Clark (September 14, 2009)  
 Temporary Closing of Key Streets for Cycling and Walking Traffic  
**FILE:** CK. 6295-1)

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**RECOMMENDATION:** that the following report be submitted to City Council for its information.

**TOPIC AND PURPOSE**

The following report is to provide information in response to an enquiry from Councillor Clark regarding temporary closure of key streets for cycling and walking traffic.

**REPORT HIGHLIGHTS**

1. Open Streets initiatives have been adopted all over the world, including cities in Canada and the United States, as a way to promote community involvement, healthy living, local economic development and sustainable transportation.
2. Municipalities that have Open Streets events participate to varying degrees, with the Canadian examples of Calgary and Hamilton supporting open streets, but community associations and cycling advocacy groups taking the lead on planning them.
3. The Administration is open to receive applications for street closures from organizers of Open Streets events, but will not be undertaking the organizing of such events at this time, as there are currently no resources available.

**STRATEGIC GOALS**

The information in this report supports the City of Saskatoon Strategic Goals, Quality of Life and Moving Around.

**BACKGROUND**

The following enquiry was made by Councillor Clark at the meeting of City Council held on September 14, 2009:

“Would the Administration please report on the potential for temporary closing of key streets to traffic on Saturdays and Sundays to open them up for cycling and walking traffic only.

Some key streets for consideration could be the Traffic Bridge, sections of Spadina Crescent between the weir and Avenue H, Broadway Avenue, or other appropriate streets.

The recent success of summer festivals from the Broadway Street Fair to 2<sup>nd</sup> Avenue Sidewalk Sale and Draggins Car Club Show, demonstrate that when we take cars away, people flock in.

The intent would not be to close all of these streets at once, but to experiment with one or two at a time.”

## **REPORT**

### Open Streets initiatives in Canada and the United States

Open Streets initiatives go by several names, including Ciclovía and Parkways. These events, which started in Bogota, Columbia and have been adopted all over the world, including cities in Canada and the United States, as a way to promote community involvement, healthy living, local economic development and sustainable transportation. Some examples of events held in cities in Canada and the United States include:

- Portland, Oregon holds Sunday Parkways events. These occur once per month in the summer throughout the city and feature street vendors, food and entertainment.
- Hamilton, Ontario hosts a bi-annual Open Streets event. Local businesses, artists and musicians are present at the event which promotes environmental sustainability and healthy living. Involvement from neighbourhood community associations is continually increasing at these events.
- Calgary, Alberta hosts Open Streets Calgary (OSC). OSC collaborates with other festivals to add awareness for pedestrian, cycling and other sustainable transportation initiatives throughout the city. The events include participatory urban art, innovative fitness and emerging cultural experiences. Support is fostered from local businesses and active transportation groups.

Municipalities that have Open Streets events participate to varying degrees. The Canadian examples of Calgary and Hamilton support open streets, but community associations and cycling advocacy groups take the lead on planning them. Some American cities appear to plan the events. In these cases they are planned by a group within the City dedicated to special events.

### Bringing Open Streets to Saskatoon

Saskatoon could implement programs such as these in order to generate interest in sustainable growth, community involvement, and culture. It would, however, require more than simply closing the street to motorized traffic. As with any public festival, considerable organizing and a communications plan would be required from stakeholders in order to create a successful event.

The Administration is open to receive applications for street closures from organizers of Open Streets events, but will not be undertaking the organizing of such events at this time as there are currently no resources available.

### **OPTIONS TO THE RECOMMENDATION**

There are no options.

### **COMMUNICATION PLAN**

Policy C03-026 - Provision of Civic Services, outlines the requirements for holding an event such as that outlined above. Applicants would need to submit their application for provision of civic services through Infrastructure Services prior to March 1. Information related to this policy will be made available on the City's website.

### **ENVIRONMENTAL IMPLICATIONS**

Open Streets would have a positive impact on the environment over the short and long term, as this type of event promotes active transportation. Removing motor vehicles from the streets, even temporarily, can improve air quality. These events also encourage citizens to replace motor vehicle trips with trips made by walking, cycling or public transit. This improves air quality in the long term.

### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

There will be no follow up report.

### **PRIVACY IMPACT**

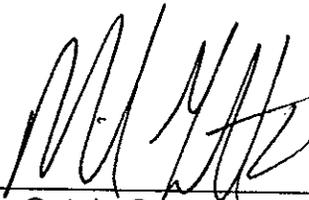
There are no privacy implications.

### **PUBLIC NOTICE**

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

Written by: Chelsea Lanning, Traffic Engineer-in-Training  
Infrastructure Services Department

Approved by: Angela Gardiner, Manager  
Transportation Branch

Approved by:   
Mike Gutek, General Manager,  
Infrastructure Services Department  
Dated: April 16, 2013

Copy to: Murray Totland  
City Manager

AF CL Temp Closure of Key Streets

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** April 11, 2013  
**SUBJECT:** Capital Project 2011 – Transportation Model Development & Design  
Award of Consulting Services  
Household Travel Survey  
**FILE:** CK. 6330-1 and IS. 6332-28

---

**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that the proposal submitted by Ipsos Reid, to complete the Household Travel Survey, at a total cost of \$318,150 (including G.S.T.), be accepted;
- 2) that the City Solicitor be requested to prepare the Consulting Services Agreement for approval by the Mayor and City Clerk, under the corporate seal.

### **TOPIC AND PURPOSE**

This report is to obtain approval to award the Consulting Services Agreement for a Household Travel Survey to Ipsos Reid.

### **REPORT HIGHLIGHTS**

1. A Household Travel Survey is required to assist in understanding the travel demands of our rapidly growing city to a population of 500,000.
2. An On-Board Transit Survey will be completed to assess the travel characteristics and needs of Saskatoon Transit users.
3. A regional expansion of the Household Travel Survey will be completed to provide travel information throughout the Saskatoon region.
4. After a thorough evaluation of the three proposals that were received, the Administration is recommending that the Consulting Services Agreement for the Household Travel Survey, be awarded to Ipsos Reid.

### **STRATEGIC GOALS**

The Household Travel Survey will help to address the City of Saskatoon Strategic Goal, Moving Around, as the results will assist in developing an integrated transportation network that is practical and useful for vehicles, buses, bikes and pedestrians.

### **BACKGROUND**

In June 2012, City Council adopted the Integrated Growth Plan (IGP). Strategies within that plan include the need to identify additional infrastructure (new roads and bridges) to

address the growing demands throughout the city. The intent of the IGP is to guide transportation planning system development, as a master plan, by integrating the civic processes of land use planning and transportation system development.

## REPORT

One of the first steps in the development of a transportation plan is the completion of a Household Travel Survey, or Origin-Destination Study. Household travel surveys provide a detailed picture of the trip patterns and travel choices of a city's residents, which is then used as input to a travel demand model. This will assist in shaping some of the planning for transportation within the Integrated Growth Plan.

In 1991, a Household Travel Survey was conducted as part of the preparations for a comprehensive Transportation Study. That study is now considerably out-dated, and in order to capture the changes in travel patterns and land use, another study is required.

The survey will collect data related to households (household size, type of dwelling, etc.), individuals (age, gender, driver's licence, etc.), and trips (origin, destination, mode, etc.).

The focus will be on households and residents within the City of Saskatoon, however, specific over-sampling will be directed at University of Saskatchewan students in order to capture a better understanding of their travel needs.

The scope of the work will also include residents of the Saskatoon Census Metropolitan Area (CMA), which includes the Rural Municipalities of Blucher, Colonsay, Corman Park, Dundurn and Vanscoy, as well as all the towns and cities within that geographic region. The population of the CMA was 260,600, as reported in the 2011 Census.

Along with the Household Travel Survey, an On-Board Transit Survey will be included to better understand transit demand. The goal will be to obtain approximately 3,500 completed and validated household trip diaries across Saskatoon and region.

The survey is expected to be conducted during the fall of 2013.

The survey methodology and questions have become relatively standardized within the industry, and the chosen consultant's experience in completing this work was an important element in their selection.

A Request for Proposals was sent to three firms who pre-qualified through an initial Request for Qualifications, which had been posted on the SaskTenders website.

Proposals were received from the following three firms:

- Ipsos Reid, Vancouver, British Columbia;
- R.A. Malatest & Associates Ltd., Edmonton Alberta; and

- NuStats LLC, Austin, Texas.

After a thorough evaluation of the proposals, the review committee rated the proposal from Ipsos Reid as being superior. Ipsos Reid has successfully completed eight recent travel surveys, including Metro Vancouver in 2011/2012 and the City of Regina in 2009.

### FINANCIAL IMPACT

The net cost to the City of Saskatoon for the completion of the Household Travel Survey by Ipsos Reid is as follows:

|                          |                  |
|--------------------------|------------------|
| Consulting Services Fees | \$303,000        |
| G.S.T.                   | <u>\$15,150</u>  |
| Subtotal                 | \$318,150        |
| Less G.S.T. Rebate       | <u>\$15,150</u>  |
| <b>TOTAL</b>             | <b>\$303,000</b> |

There is sufficient funding within Capital Project 2011 – IS Transportation Model Development and Design.

Letters of support and commitment have been received from the Cities of Martensville and Warman. Each city's contribution will vary, depending on the number of households sampled. Once the contract has been finalized, precise targets will be developed and the cities will be invoiced when the project is completed. This financial support will be applied to the Capital project.

Saskatoon Transit has also indicated that they may provide a financial contribution towards the On-Board Transit Survey. This support, if provided, will also be applied to the Capital project.

| Budgeted | Unbudgeted | Capital   | Operating | Non-Mill Rate | External Funding |
|----------|------------|-----------|-----------|---------------|------------------|
| X        |            | \$303,000 |           |               |                  |

### PUBLIC AND/OR STAKEHOLDER CONSULTATION

Household travel surveys are a form of public engagement and provide quantitative data to inform decisions on future transportation options for the city. Approximately 3,500 households will be surveyed by telephone. In addition, an On-Board Transit Survey will engage approximately 3,500 household trips across Saskatoon and region. This quantitative data will provide a better understanding of transit demand.

The Cities of Martensville and Warman will be partnering with the City of Saskatoon to undertake this project.

## **COMMUNICATIONS PLAN**

The successful consultant is required to develop a communications plan and all the material necessary to introduce this work to the public and to support the survey throughout its duration.

The successful consultant is required to develop, in consultation with the City of Saskatoon, written documentation of field survey activities, including information on the purpose, function and methodology of field work, which is to be posted on the City of Saskatoon's website for public consumption. The purpose of these materials are to assist members of the public who are interested in the survey activities to better understand its purpose and what will be done with the information collected.

Final results of the survey will be presented to City Council and made available to the public through the City's website.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

## **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

It is expected that the final reports from this study will be completed by March 2014. A follow-up report will be submitted to City Council shortly thereafter.

## **PRIVACY IMPACT**

To protect the privacy of survey respondents, the successful consultant is required to meet the regulations regarding protection of privacy of personal Information contained within the *The Local Authority Freedom of Information and Protection of Privacy Act*. This includes assurance that all information in all forms of media (i.e. paper, electronic, etc.) are not available to foreign governments or companies through regulations such as the *U.S. Patriot Act*.

Final data delivered to the City of Saskatoon must not contain records that would permit the identification of individuals, and names and addresses will be removed.

## **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required.

## **PUBLIC NOTICE:**

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

Written by: David LeBoutillier, Planning and Design Engineer  
Transportation Branch

Reviewed by: Don Cook, Planning and Design Engineer  
Transportation Branch

Approved by: Angela Gardiner, Manager  
Transportation Branch

Approved by: "Mike Gutek"  
Mike Gutek, General Manager,  
Infrastructure Services  
Dated: "April 22, 2013"

Approved by: "Murray Totland"  
Murray Totland  
City Manager  
Dated: "April 22, 2013"

Council DL RFP Award HTS

9.

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** April 15, 2013  
**SUBJECT:** Dedicated Funding for Active Cycling Infrastructure  
**FILES:** CK 1815-1, CK 6000-5, CS 1815-1 and CS 7000-1

**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that the expenditure criteria for the Active Transportation Infrastructure Reserve be to fund pedestrian and cyclist infrastructure needs, including the construction of sidewalks, ramps, multi-use pathways and cycling infrastructure, as described in the following report; and
- 2) that the City Solicitor be advised of the approved expenditure criteria in order to prepare the amendment to Bylaw 6774, The Capital Reserves Bylaw, for approval by City Council.

### **TOPIC AND PURPOSE**

The purpose of this report is to obtain approval for the expenditure criteria for the Active Transportation Infrastructure Reserve, so that the City Solicitor can prepare the bylaw for approval by City Council.

### **REPORT HIGHLIGHTS**

1. The Capital Reserves Bylaw 6774 is to be amended to include an Active Transportation Reserve, in order to provide the funding to ensure that active transportation is an option to everyone.

### **STRATEGIC GOALS**

The recommendations in this report support the City of Saskatoon Strategic Goal, Moving Around, as they will help to provide for funding to more effectively plan and develop infrastructure for pedestrians and cyclists.

### **BACKGROUND**

City Council, at its Special Meeting held on December 4 and 5, 2012, dealing with the 2013 Preliminary Operating and Capital Budget, considered a report of the General Manager, Corporate Services Department, dated November 21, 2012, providing options for cycling infrastructure. City Council resolved:

- "1) that a capital reserve for "Active Transportation" be established and that the Infrastructure Services Department develop the expenditure criteria;
- 2) that mill rate supported base funding be phased-in and supplemented with one-time capital funding until the base reaches \$500,000 annually;
- 3) that City Council direct Administration, starting in 2014, to dedicate a 0.1% mill rate allocation to an Active Transportation Reserve to a maximum of \$500,000 on an annual basis; and
- 4) that the City Solicitor be requested to update Capital Reserves Bylaw No. 6774."

## **REPORT**

Active transportation refers to any form of human-powered transportation, including walking, cycling or using a wheelchair.

Funding for cycling is currently funded by the Transportation Expansion Infrastructure Reserve, where the demands far outweigh available funding.

Due to pressures on the Transportation Infrastructure Reserve, no funding has been allocated to the Sidewalks Retrofit Program for 2013. There are currently 33 requested sidewalk locations on the list, at an estimated total cost of \$3.1 million. Many of these requests date back to 2007.

In 2012, \$500,000 was allocated to Capital Project 1963 – Corporate Accessibility Policy from the Reserve for Capital Expenditures to begin to address the backlog of accessibility ramps. There are now approximately 970 outstanding locations throughout the city, at an estimated cost of \$2,500,000.

In order to provide the funding to ensure that active transportation is an option to everyone, the Administration is recommending that the expenditure criteria for the new Active Transportation Reserve be to fund pedestrian and cyclist infrastructure needs, including the construction of sidewalks, ramps, multi-use pathways and cycling infrastructure.

## **OPTIONS TO THE RECOMMENDATION**

No other options were considered.

## **POLICY IMPLICATIONS**

An amendment to Capital Reserves Bylaw 6774 is required.

### **FINANCIAL IMPLICATIONS**

City Council previously approved a 0.1% annual mill rate allocation to the Active Transportation Reserve, to a maximum of \$500,000, commencing in 2014.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

The Cycling Advisory Group and the Accessibility Advisory Committee are involved in the development of the programs that will be funded through the Active Transportation Reserve. The Administration will continue to work with these groups.

### **COMMUNICATIONS PLAN**

The active transportation program is an example of how the City is making Saskatoon a better place to live. By improving connectivity within and between neighbourhoods for people to walk or ride their bikes, residents will enjoy a better quality of life and a great sense of belonging. The City's goal is to create an environment in which people can make rational choices between driving, biking, walking, carpooling and using transit, which requires that these modes of transportation be efficient and intuitive to use. This is an important piece of the City's Integrated Growth Plan and projects funded through this new Reserve will be branded with messaging and visual components of the larger strategy. Depending on the scope and impact of the construction for each of these projects, affected residents and drivers will be notified in advance through targeted public engagement, our website, on-site signage and local media as appropriate.

### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

The City Solicitor will be submitting a report forwarding the revised bylaw for City Council approval, which is expected to be submitted by June 2013.

### **ENVIRONMENTAL IMPLICATIONS**

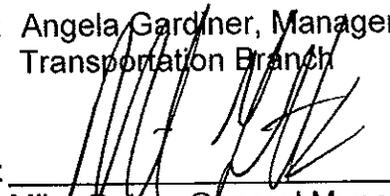
The recommendation is expected to have positive greenhouse gas emissions implications. Providing the infrastructure needed to have the opportunity to walk or bike will lead to GHG emissions reductions.

### **PUBLIC NOTICE**

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

Written by: Shirley Matt, Transportation Management Engineer  
Transportation Branch

Approved by: Angela Gardiner, Manager  
Transportation Branch

Approved by:   
Mike Gutek, General Manager,  
Infrastructure Services Department  
Dated: Apr 16, 2013

Copy to: Murray Totland  
City Manager

AF SM Active Transportation reserve.doc

**TO: Secretary, Administration and Finance Committee**  
**FROM: General Manager, Utility Services Department**  
**DATE: April 18, 2013**  
**SUBJECT: DART Bus Service – New Identity Strategy**  
**FILE NO: WT -1402-1**

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**RECOMMENDATION:** that the Administration and Finance Committee recommend to Council:

- 1) that LED digital signs be used as the new identification of a Direct Access Rapid Transit (DART) bus;
- 2) that the 30 buses currently used as DART buses be included in the City's bus-wrap advertising program; and
- 3) that as opportunities arise, current green and white DART buses be repainted the same two-tone blue and white as the regular transit fleet.

### **TOPIC AND PURPOSE**

Administration is requesting City Council's approval in changing the method of identifying a Direct Access Rapid Transit (DART) bus to a digital sign as opposed to the color of the bus.

### **REPORT HIGHLIGHTS**

Changing the way of identifying a DART bus to an LED digital destination sign as opposed to the green and white color combination so that Saskatoon Transit can operate more effectively and efficiently.

### **STRATEGIC GOAL**

The information in this report supports the long-term strategy to establish Transit as a viable option for transportation under the Strategic Goal of Moving Around by providing service that is safe, convenient, efficient and affordable.

### **REPORT**

#### **Repainting the Green DART Buses**

In 2006, Saskatoon Transit moved forward with the proposed DART program in an effort to decrease travel time on identified high ridership transit routes by providing direct service with fewer stops. The DART buses were strategically branded (painted a different color combination than the rest of the fleet) to make them easier to identify for

the general public. The DART service has become very popular and ridership has increased since that time.

There are five DART routes which are serviced daily with 24 buses. A total of 30 buses in the fleet are painted with the DART colors. The spare ratio of designated DART buses has become a challenge as the buses age and the requirement for scheduled inspections, scheduled and unscheduled maintenance, and down time for accident repair. Limited space in the Transit storage facility necessitates bus repositioning in and around the garage in the evenings and sometimes late at night, which can be time consuming for staff and upsetting to some residents in the neighboring community.

There have been several occasions where a regular two-toned blue and white bus was required to go on a DART route because there were no green and white buses available which could be confusing to some of our transit customers.

Transit Administration conducted a survey of current DART riders and current regular route riders to assess the impact of removing the DART branding from the bus color scheme and the destination sign (Attachment 1). The overwhelming response was that riders are not concerned with whether their bus is branded as a DART or not, only 5% of respondents were concerned with the color of the bus that arrived at their stop. Additionally, 90% of those surveyed expressed that they recognized their bus by the route number and not the color or DART branding.

To resolve the maintenance issues, utilize the transit fleet more effectively and efficiently, reduce the number of buses idling in and around the garage, and to facilitate proper preventative maintenance programs, Transit Administration proposes that all 30 green and white DART buses have the DART logo removed. These buses would be prioritized to receive advertising wraps, which will help generate additional revenue. Over time, as opportunities arise due to repairs or refurbishment, the buses will be repainted the same two-tone blue and white as the rest of the Transit fleet.

Transit customers will continue to recognize their bus by the route number displayed on the destination sign, as they have told us they already do through the rider survey.

This strategy would enable the Transit Administration to use the fleet more effectively and efficiently and eliminate potential confusion by our customers when a two-tone blue and white bus is used on a DART route. The residual benefit is the increased opportunity to generate more advertising revenue.

### **OPTIONS TO THE RECOMMENDATION**

To keep the 30 green DART buses as is and continue to have issues providing the DART service with only green and white painted buses. Transit Administration does not recommend this option.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

The former DART buses which receive an advertising wrap will require minimal work to be prepared, and those which do not will be repainted as part of a regular refurbishment and repair program.

Additionally, Transit Administration will benefit financially from using the fleet to its fully optimized capacity. Wear and tear can be distributed amongst the entire fleet as opposed to a select few units, currently these units travel on average approximately 25% less kilometres per year when compared with a regular route bus.

Furthermore, the high value Hybrid Buses will be available to be used to their full potential. These buses were designed for stop and go driving routes to maximize the fuel mileage. Currently on DART routes, these buses are not being used to their full potential and we are not experiencing the maximum fuel efficiency from these units.

The change proposed will better enable Transit to manage a flexible and optimized fleet.

### **COMMUNICATION PLAN**

Customers will be informed in advance of the DART bus color change through information posted within the buses and at the Customer Service Centre, through the news media and social media. Transit customers will be able to identify their DART bus at a distance by reading the LED destination signs on the bus instead of relying on the color of the bus once it comes closer to them.

### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

If approved by City Council, the current DART buses will have the DART logo removed and will be included in the advertising bus wrap and/or repainted over a period of time.

### **ENVIRONMENTAL IMPLICATIONS**

There is no environmental and/or greenhouse gas implications.

### **PUBLIC NOTICE**

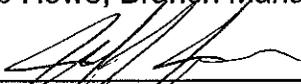
Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

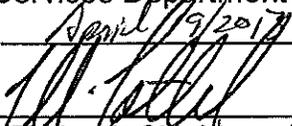
**ATTACHMENT**

1. DART Bus Survey

Written by: Walter Plessl, Maintenance Manager

Reviewed by: Bob Howe, Branch Manager

Approved by:   
\_\_\_\_\_  
Jeff Jorgenson, General Manager  
Utility Services Department  
Dated: April 19, 2017

Approved by:   
\_\_\_\_\_  
Murray Toffand, City Manager  
Dated: April 19, 13

Green DART Buses

**DART BUS SURVEY**

|     | Place Riel 14:00 -<br>16:00 Mar. 13 & 14 | Random Reg Rts<br>9:30 - 13:30 Mar.<br>13,19 | D.T.Term. 13:30 -<br>15:30 Mar. 14 & 22 | Dart Rts 11:00 -<br>13:00 Mar. 21 & 22 |        |
|-----|--|--|---|--|--------|
| Yes | 83                                       | 47   | 36                                      | 31                                     | 197    |
| No  | 125                                      | 118  | 69                                      | 39                                     | 351    |
|     | 208                                      | 165  | 105                                     | 70                                     | 548    |
|     |  |  |   |  | 36.00% |
|     |  |  |   |  | 64.00% |

Do you know what DART means:

|     |     |     |     |    |     |        |
|-----|-----|-----|-----|----|-----|--------|
| Yes | 10  | 6   | 3   | 1  | 20  | 3.50%  |
| No  | 187 | 168 | 93  | 68 | 516 | 90.00% |
|     | 14  | 7   | 8   | 5  | 34  | 6.50%  |
|     | 211 | 181 | 104 | 73 | 569 |        |

Do you recognize your bus by the color or number:

|        |     |     |     |    |     |        |
|--------|-----|-----|-----|----|-----|--------|
| Color  | 10  | 6   | 3   | 1  | 20  | 3.50%  |
| Number | 187 | 168 | 93  | 68 | 516 | 90.00% |
| Both   | 14  | 7   | 8   | 5  | 34  | 6.50%  |
|        | 211 | 181 | 104 | 73 | 569 |        |

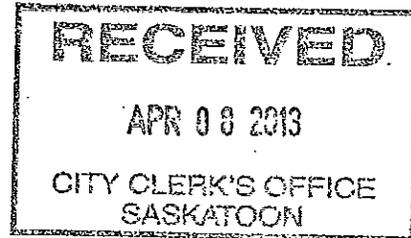
Does it matter if your bus is blue or green:

|     |     |     |     |    |     |        |
|-----|-----|-----|-----|----|-----|--------|
| Yes | 18  | 6   | 6   | 0  | 30  | 5.00%  |
| No  | 192 | 174 | 94  | 74 | 534 | 95.00% |
|     | 210 | 180 | 100 | 74 | 564 |        |

5301-

11.

**From:** CityCouncilWebForm  
**Sent:** April 06, 2013 6:49 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

James Brodie  
739 wilkinson way  
saskatoon, Saskatchewan  
s7n-3l6

EMAIL ADDRESS:

[j.brodie@sasktel.net](mailto:j.brodie@sasktel.net)

COMMENTS:

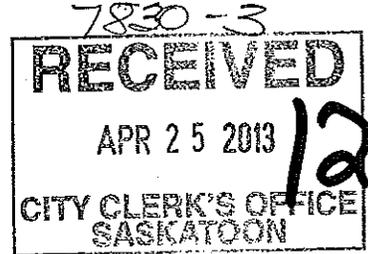
36 Hour city street parking

I'm writing this letter in regards of the bylaw of parking on city streets of 36 hours, as it is now if my vehicle is parked and not moved for more than 36 hrs, I could receive a ticket for doing so.

My concern is this is unfair to people that may have company come for a long weekend, special events etc, the bylaw should be amended to cover a long weekend or 72 hrs before they are ticketed.

Could you please look into this matter

Concerned  
James Brodie



**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Utility Services Department  
**DATE:** April 23, 2013  
**SUBJECT:** Temporary Front-Street Collection of Garbage and Recycling  
**FILE NO:** WT 7831-10

---

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

**TOPIC AND PURPOSE**

As snow melt conditions improve in Saskatoon, a plan for ending temporary front-street collections for garbage and recycling has been developed.

**REPORT HIGHLIGHTS**

A managed and comprehensive 'return to normal' strategy has been developed to ensure service reliability continues. Clear communications is important to ensure residents know when and where their garbage and recycling collections are located. This temporary measure has helped protect back lanes and has also generated operational savings.

**STRATEGIC GOAL**

This report supports strategies and priorities related to service quality identified under the strategic goal of Continuous Improvement.

**BACKGROUND**

On March 25, 2013, Executive Committee received an information report outlining the challenges the snow melt was having on garbage and recycling collections. The build-up of snow in lanes was much higher than normal, and caused significant garbage and recycling collection problems as trucks broke through snow pack or wet areas. On March 22, 2013, ten (10) collection trucks were concurrently stuck in lanes.

To minimize service disruptions for collection of garbage and recyclables for the 18,000 households normally serviced from back lanes, a temporary front-street collection strategy was developed.

**REPORT**

The temporary front-street collection strategy relied on a city-wide approach to minimize confusion among residents who were inconvenienced by the strategy and maximize the operational efficiency of collections. A number of hard-to-service or anomaly locations were identified and specific collections strategies developed, including the creation of 'staging areas' where garbage and recycling carts were allowed to be left in posted 'no parking' zones located on side streets.

Compliance with the temporary front-street collection strategy was high. Litter issues that arose during this period were addressed pro-actively by Environmental Services staff who removed garbage that was accumulating in some back lanes and moved the carts of non-compliant households. Fire and Protective Services also procured Urban Camp to assist with community litter issues.

Administration is continually monitoring the condition of lanes for accessibility by heavy equipment. Some back lanes will dry faster than others. The temporary front-street collection strategy will remain in effect, however, until the majority of lanes are dry enough to handle the weight of the collection vehicles. This strategy mirrors a spring road-ban that may be applied to portions of the provincial highway network. Such an approach has been proven to protect assets and save tax dollars.

A managed and comprehensive 'return to normal' strategy has been developed to ensure service reliability continues and that it is clear for residents when and where their next garbage and recycling collections are located. This approach also maximizes operational efficiency and saves time and money.

The return to lane collection for those temporarily affected will begin on May 18, 2013. Although this date is conservative, now that people have moved their bins to the front street or staging areas, it makes sense to allow the lanes to dry as much as possible and allow the frost to come out of the ground before returning to lane collection in the affected areas.

Paved lanes will be dry on the surface well before May 18. However, there will still be high levels of moisture below the paved surface. In order to reduce damage, collection from paved lane areas will revert to normal lane collection on May 18 as well.

### **POLICY IMPLICATIONS**

There are no policy implications at this time.

### **FINANCIAL IMPLICATIONS**

Administration has estimated \$125,000 in costs were avoided due to the temporary front-street collection strategy. Costs avoided include truck damage, towing, and costs related to staff downtime while stuck in back lanes. In addition, Administration estimates that \$600,000 in damage to back lanes has been avoided. Had collections in these areas remained in the lanes, extensive service delays would have occurred.

The additional costs associated with the temporary front-street collection strategy include costs for communication and the addition of some labourers to the regular garbage collection crew. These costs are projected to be \$115,000 by May 31.

In summary, the main benefits of the temporary move to city-wide front street collection was avoiding significant lane damage and the ability to adhere to collections schedules.

## **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Loraas Recycle provides recycling collections services. They have been consulted during the development of this strategy.

## **COMMUNICATION PLAN**

The 'return to normal' strategy will be communicated to affected residents through flyers, public service announcements, the City website, social media, and ads placed in the newspaper and on radio. The telephone information line operated by Fast Consulting will include details pertaining to the 'return to normal' strategy and the answering service will continue until May 31. Signs posted on trees and light poles to advise residents of the change to front-street collection will be removed. 'Staging areas' will be dismantled and on-street parking can also return to normal.

## **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION:**

The 'return to normal' strategy is scheduled for completion by mid-June. A final report on the temporary front-street initiative will be included in the 2013 annual report on waste management provided to Council in the first quarter of 2014.

## **ENVIRONMENTAL IMPLICATIONS**

Environmental and greenhouse gas implications will be reported within the annual report for garbage and recycling collections.

## **PRIVACY IMPACT**

There are no privacy implications arising from this initiative.

## **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

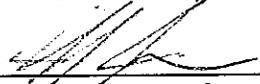
A CPTED review is not required at this time.

## **PUBLIC NOTICE**

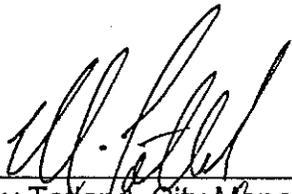
Public Notice, pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Written by: Brenda Wallace, Manager, Environmental Services

Approved by:

  
\_\_\_\_\_  
Jeff Jorgenson, General Manager,  
Utility Services Department  
Dated: April 25/2013

Approved by:



\_\_\_\_\_  
Murray Tottand, City Manager

Dated: April 25/13

Temporary Front-Street Collection of Garbage and Recycling

His Worship the Mayor and City Council  
The City of Saskatoon

**REPORT**  
**of the**  
**ADMINISTRATION AND FINANCE COMMITTEE**

Composition of Committee

Councillor T. Paulsen, Chair  
Councillor D. Hill  
Councillor A. Iwanchuk  
Councillor Z. Jeffries  
Councillor E. Olauson

**1. 2012 Annual Report – Advisory Committee on Animal Control**  
**(File No. CK. 430-63)**

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**RECOMMENDATION:** that the 2012 Annual Report of the Advisory Committee on Animal Control be received as information.

Your Committee has considered the attached 2012 Annual Report of the Advisory Committee on Animal Control dated March 28, 2013 and submits the report to City Council as information.

Discussion was held regarding barking dog charges versus the number of complaints received. Your Committee was advised of the process in order for a dog owner to be fined and that not everyone who files a complaint follows through with the process. Your Committee believes the process may be too onerous and requested the Administration look at best practices from other municipalities and report back to Committee.

Regarding future expansion of the city and a growing population, your Committee was advised that a full program review is underway and will include consultation with the various animal agencies with a report back to Committee.

Your Committee was advised that dog licenses cost more than cat licenses because there are more services provided for dogs (i.e. off-leash recreation areas).

**2. 2012 Annual Report – Saskatoon Environmental Advisory Committee  
(File No. CK. 430-19)**

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**RECOMMENDATION:** that the 2012 Annual Report – Saskatoon Environmental Advisory Committee be received as information.

Your Committee has considered the attached 2012 Annual Report of the Saskatoon Environmental Advisory Committee dated April 23, 2013 and submits the report to Council as information.

**3. Request for Post Budget Approval and Sole Source  
Post Warranty Services  
Radio Communications Infrastructure  
(File No. CK. 1000-12 x 1702-1 and IS. 1000-1)**

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- RECOMMENDATION:**
- 1) that warranty services and support for the radio communication network be sole sourced to Motorola Solutions Canada Inc., for a six year period, for a total of \$2,288,940.88, G.S.T. and P.S.T included, as follows:
    - a) \$372,229.15 for Year 1, July 1, 2013 to June 30, 2014;
    - b) \$375,757.15 for Year 2, July 1, 2014 to June 30, 2015;
    - c) \$379,395.40 for Year 3, July 1, 2015 to June 30, 2016;
    - d) \$383,254.15 for Year 4, July 1, 2016 to June 30, 2017;
    - e) \$387,112.90 for Year 5, July 1, 2017 to June 30, 2018; and
    - f) \$391,192.15 for Year 6, July 1, 2018, to June 30, 2019.); and
  - 2) that Purchasing Services be instructed to issue the appropriate Purchase Order.

Your Committee has considered and supports the attached report of the General Manager, Infrastructure Services Department dated April 5, 2013 requesting approval for a sole source for warranty services and support for the radio communications infrastructure.

**4. Request for Post Budget Approval  
Purchase of Two Half-Ton Trucks; and  
Sole Source Purchase of One Trackless MT6 Snow Plough  
(File No. CK. 1395-1 x 1702-1 and IS. 1390-1)**

- RECOMMENDATION:**
- 1) that the sole source purchase of a Trackless MT6 Snow Plough from Joe Johnson Equipment Inc., in the amount of \$119,735, including G.S.T. and P.S.T., be approved;
  - 2) that the quote from Driving Force for the purchase of two half ton trucks, in the amount of \$63,093.80, including G.S.T. and P.S.T., be accepted;
  - 3) that a post budget reallocation of funds from the Parks Grounds Maintenance Equipment Acquisition Reserve to Capital Project 1356 – V&E Additional Equipment Purchases, in the amount of \$63,093.80, for the half ton trucks, be approved;
  - 4) that a post budget reallocation of funds from the Parks Grounds Maintenance Equipment Acquisition Reserve to the Grounds Maintenance Equipment Replacement Reserve, in the amount of \$119,735, for the MT6 Trackless Snow Plough, be approved; and
  - 5) that Purchasing Services be requested to issue the appropriate purchase orders.

Your Committee has considered and supports the attached report of the General Manager, Infrastructure Services Department dated February 14, 2013 seeking post budget approval for the sole source purchase of two half-ton trucks and a Trackless MT6 snow plough.

**5. Proposed Rates – 2013 Water and Sewer Service Inspection and Boulevard Deposit Rates**  
**(File No. CK. 7780-1 and IS 7780-1)**

- RECOMMENDATION:**
- 1) that Bylaw 1523, A Bylaw respecting the construction of private sewer and water service connections in the City of Saskatoon, be amended to include the proposed 2013 Water and Sewer Inspection Rates, as described in this report; and
  - 2) that the City Solicitor be requested to prepare the necessary amendments to Bylaw 1523 for approval by City Council.

Your Committee has reviewed and supports the attached report of the General Manager, Infrastructure Services Department dated April 11, 2013 requesting approval for an increase in the rates for private sewer and water service connections.

**6. Pesticide Reduction Awareness Campaign**  
**(File No. CK. 4200-7)**

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

Attached is a report of the General Manager, Utility Services Department dated April 16, 2013 regarding the above matter.

Your Committee has reviewed the report with the Administration and expressed an interest in the City possibly using signage to showcase spaces that provide examples of a herbicide, pesticide free space.

Your Committee enquired as to what the financial implications are since the City has gone to the herbicide free approach. The Administration indicated that it would look into the matter, and commented that the benefits of being herbicide and pesticide free may not be dollar wise, but rather providing health benefits for the public.

Following review of this matter, your Committee is forwarding the report to City Council as information.

**7. Enquiry – Councillor C. Clark (September 14, 2009)  
Temporary Closing of Key Streets for Cycling and Walking Traffic  
(File No. CK. 6295-1)**

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

Your Committee has reviewed the attached report of the General Manager, Infrastructure Services Department dated April 11, 2013 providing information in response to an enquiry from Councillor regarding temporary closure of key streets for cycling and walking traffic.

Your Committee was advised the Administration is open to receive applications for street closures of events, but will not be undertaking the organizing of such events at this time, as there are currently no resources available.

Following review of this matter, your Committee is forwarding the report to City Council as information.

**8. Capital Project 2011 – Transportation Model Development & Design  
Award of Consulting Services  
Household Travel Survey  
(File No. CK. 6330-1 and IS. 6332-28)**

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- RECOMMENDATION:**
- 1) that the proposal submitted by Ipsos Reid, to complete the Household Travel Survey, at a total cost of \$318,150 (including G.S.T.), be accepted;
  - 2) that the City Solicitor be requested to prepare the Consulting Services Agreement for approval by the Mayor and City Clerk, under the corporate seal; and
  - 3) that the Administration submit the Study results report to the Administration and Finance Committee.

Your Committee has reviewed the attached report of the General Manager, Infrastructure Services Department dated April 11, 2013 requesting approval to award the Consulting Services Agreement for a Household Travel Survey to Ipsos Reid.

Your Committee was advised by the Administration that the Consultant is confident sampling 3500 houses should provide the City with a good sample. Sampling more than 3500 becomes cost prohibitive.

Your Committee was advised that the Survey would not commence until the work on the South Circle Drive Bridge has been completed and traffic has become "normalized" with the opening, as well as when University students are in session. It is expected that the final reports from this study will be completed by March 2014.

Your Committee was further advised that although the City will be including residents of the Saskatoon Census Metropolitan Area in the Study, the Ministry of Highways is responsible for developing a model for traffic outside of city limits.

Following review of this matter, your Committee is supporting the above recommendations of the Infrastructure Services Department, including that the Administration submit the study results report to Committee.

**9. Dedicated Funding for Active Cycling Infrastructure  
(File No. CK. 1815-1 x 6000-5 and CS. 1815-1 and CS. 7000-1)**

- RECOMMENDATION:**
- 1) that the expenditure criteria for the Active Transportation Infrastructure Reserve be to fund pedestrian and cyclist infrastructure needs, including the construction of sidewalks, ramps, multi-use pathways and cycling infrastructure, as described in the following report;
  - 2) that the City Solicitor be requested to prepare the appropriate amendment to Bylaw 6774, The Capital Reserves Bylaw, for approval by City Council; and
  - 3) that the level of funding be reviewed during the 2014 Budget review process.

Your Committee has reviewed the attached report of the General Manager, Infrastructure Services Department dated April 15, 2013 requesting approval for the expenditure criteria for the Active Transportation Infrastructure Reserve.

Your Committee was advised that if the desire is to increase services, the current funding level is not adequate and Council may want to revisit funding in 2014 budget. The intent is to create a dedicated mill rate supported fund with the ability to incrementally add to the Reserve. The Reserve is to fund pedestrian and cyclist infrastructure needs, including the construction of sidewalks, ramps, multi-use pathways and cycling infrastructure.

Following review of this matter, your Committee is supporting the above recommendations of the Infrastructure Services Department including that the level of funding be reviewed during the 2014 Budget review process.

**10. DART Bus Service – New Identity Strategy**  
**(File No. CK. 1402-1 and WT. 1402-1)**

- RECOMMENDATION:**
- 1) that LED digital signs be used as the new identification of a Direct Access Rapid Transit (DART) bus;
  - 2) that the 30 buses currently used as DART buses be included in the City's bus-wrap advertising program; and
  - 3) that as opportunities arise, current green and white DART buses be repainted the same two-tone blue and white as the regular transit fleet.

Your Committee has reviewed and supports the attached report of the General Manager, Utility Services Department dated April 18, 2013 requesting approval to change the method of identifying a Direct Access Rapid Transit (DART) bus to a digital sign as opposed to the colour of the bus.

**11. Communications to Council**  
**From: James Brodie**  
**Date: April 6, 2013**  
**Subject: Parking Limits on City Streets**  
**(File No. CK. 5301-1)**

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- RECOMMENDATION:**
- 1) that the information be received; and
  - 2) that the Administration be requested to undertake an appropriate education campaign to raise public awareness including the business community, on the 36-hour parking limits on city streets.

City Council, at its meeting held on April 22, 2013, considered a communication from James Brodie expressing concern regarding parking limits on city streets. City Council passed a motion that the matter be referred to the Administration and Finance Committee to review the timeframe.

Your Committee reviewed the matter with the Administration. The Administration advised your Committee that enforcement is typically done on a complaint driven basis. Parking Enforcement will visit the site, note the location, and revisit the site in 36 hours. If the vehicle is not moved, a ticket is issued and the vehicle owner is advised towing is imminent if vehicle is not moved. This process takes an average of five days from the time of the complaint to actual towing.

Your Committee was reminded that the parking limits on city streets was reviewed in 1997 and limits were changed to a 36-hour limit from a 48-hour limit in order to improve logistics for street maintenance activities.

Your Committee expressed an interest in the Administration providing more education to the public, including the business community, on the 36-hour parking limits in order to bring awareness.

Report No. 7-2013  
Monday, May 6, 2013  
Administration and Finance Committee  
Page 9

**12. Temporary Front-Street Collection of Garbage and Recycling  
(File No. CK. 7830-3)**

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

Your Committee reviewed the attached report of the General Manager, Utility Services Department dated April 23, 2013 outlining a plan for ending the temporary front-street collection of garbage and recycling containers on May 18, 2013. Following review of this matter, your Committee is forwarding the report to City Council as information.

Your Committee wishes to express appreciation to the citizens for their patience during this process.

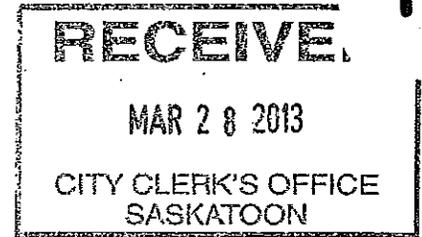
Respectfully submitted,

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Councillor T. Paulsen, Chair

430-63

**ADVISORY COMMITTEE REPORT**



**TO: Administration and Finance Committee**  
**FROM: Advisory Committee on Animal Control**  
**DATE: March 28, 2013**  
**SUBJECT: 2012 Annual Report - Advisory Committee on Animal Control**  
**FILE NO.: CK. 430-63**

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**RECOMMENDATION:** that the report be submitted to City Council as information.

**BACKGROUND:**

The mandate of the Advisory Committee on Animal Control is to advise City Council, through the Administration and Finance Committee, on all policy matters relating to animal services in the community. This annual report is in keeping with the requirement of City Council to report on its activities for the previous year.

**2012 MEMBERSHIP:**

The Advisory committee on Animal Control has a membership of 10. The following were appointed and reappointed to the Advisory Committee on Animal Control for 2012:

- Councillor Randy Donauer
- Ms. Diane Bentley, Chair
- Ms. Maggie Sim, Representative of Saskatoon Public Health; Vice Chair
- Ms. Rebecca Wood, Representative of SPCA (appointed fall 2012)
- Dr. Michael Powell, Representative of Saskatoon Academy of Veterinary Practitioners
- Dr. Peter Gilbert, Representative of Western College of Veterinary Medicine
- Ms. Shirley Ross
- Ms. Leslee Harden
- Ms. Cassandra Hovdestad
- Ms. Leann Lingel (resigned summer 2012)

In addition to these members, the Committee receives information and advice from the following individuals:

- Animal Services Coordinator James Wilke (position vacated in summer 2012)
- Open Space Consultant Heather Newell (as of fall 2012)
- Solicitor Kim Bodnarchuk
- Municipal Prosecutor Debbie Patterson
- Inspector Dave Haye, Saskatoon Police Service
- Urban Forestry Superintendent Geoff McLeod

**2012 Annual Report  
Advisory Committee on Animal Control**

Ms. Tiffiny Koback, Shelter Manager, Saskatoon S.P.C.A.  
Ms. Eva Alexandrovici, President, Saskatoon Animal Control Agency

The Advisory Committee met 6 times in 2012, having quorum 5 times.

**REPORT:**

**REFERRALS AND REQUESTS:**

The Advisory Committee on Animal Control did not receive any referrals or requests in 2012.

**Court Reports:**

The Committee reviewed Court Reports on a monthly basis as prepared by the Bylaw Enforcement Officer. Explanation and clarification was provided by the Office of the City Solicitor. A summary of these reports is attached. (Attachment 1).

**Animal Services Coordinator Updates:**

The Animal Services Coordinator provided regular updates on numerous issues such as:

- 1) Doggie bag dispenser program
- 2) Off leash area development
- 3) Pet value card
- 4) My Pet Matters Initiative

In fall of 2012, after the animal services coordinator position was vacated, the Community Services Department, Open Space Consultant, took over the purview of animal services with the exception of licensing which remains with Corporate Services.

**2012 INITIATIVES:**

In June of 2011, a subcommittee was formed to undertake a major project. **The Animal Bite Awareness Campaign** was spawned from the significant number of dog and cat bites recorded by Saskatoon Public Health and the danger and consequences of animal

**2012 Annual Report  
Advisory Committee on Animal Control**

bites. The Committee developed a strategic plan with timeline incorporating community partners and media to promote awareness and prevention. This campaign was scheduled to launch in early spring of 2012. The project remains ongoing.

**FOCUS FOR 2013:**

The Advisory Committee will continue to provide advice to City Council on any policy matter relating to animal services in the City of Saskatoon as requested.

- Completion and evaluation of the Animal Bite Awareness Campaign

**ATTACHMENTS:**

1. 2012 Annual Court Report, Animal Control Bylaw Prosecutions, City of Saskatoon, Office of the City Solicitor.

**Written by:** Ms. Diane Bentley, Chair

**Approved by:** “Diane Bentley”  
Ms. Diane Bentley, Chair  
Advisory Committee on Animal Control  
Dated: March 28, 2013

435-171

Office of the City Solicitor  
**2012 ANNUAL COURT REPORT**  
 Animal Control Bylaw Prosecutions - City of Saskatoon

| Convictions/Orders          | 2012 |                              | 2011 |                              |
|-----------------------------|------|------------------------------|------|------------------------------|
|                             | No.  | Average Fine                 | No.  | Average Fine                 |
| Dog at Large                | 3    | \$300.00 + \$60.00 surcharge |      |                              |
| Dog at Large                | 4    | \$250.00 + \$60.00 surcharge | 9    | \$250.00 + \$60.00 surcharge |
| Dog at Large                |      |                              | 1    | \$250.00 + \$50.00 surcharge |
| Dog at Large                | 5    | \$250.00 surcharge waived    | 10   | \$250.00 surcharge waived    |
| Dog at Large                | 1    | \$200.00 + \$60.00 surcharge |      |                              |
| Dog at Large                | 1    | \$200.00 + \$50.00 surcharge | 1    | \$200.00 + \$50.00 surcharge |
| Dog at Large                | 6    | \$200.00 surcharge waived    |      |                              |
| Dog at Large                |      | \$150.00 + \$40.00 surcharge |      |                              |
| Dog at Large                | 1    | \$150.00 surcharge waived    |      |                              |
| Dog at Large                | 43   | \$100.00 + \$50.00 surcharge | 9    | \$100.00 + \$50.00 surcharge |
| Dog at Large                | 2    | \$100.00 + \$40.00 surcharge | 1    | \$100.00 + \$40.00 surcharge |
| Dog at Large                | 19   | \$100.00 surcharge waived    | 9    | \$100.00 surcharge waived    |
| Dog at Large                | 20   | \$50.00 + \$40.00 surcharge  | 61   | \$50.00 + \$40.00 surcharge  |
| Dog at Large                | 11   | \$50.00 surcharge waived     | 31   | \$50.00 surcharge waived     |
| Dog with No License         | 3    | \$350.00 surcharge waived    |      |                              |
| Dog with No License         |      | \$300.00 + \$60.00 surcharge |      |                              |
| Dog with No License         | 2    | \$300.00 surcharge waived    |      |                              |
| Dog with No License         | 49   | \$250.00 + \$60.00 surcharge | 39   | \$250.00 + \$60.00 surcharge |
| Dog with No License         | 36   | \$250.00 surcharge waived    | 64   | \$250.00 surcharge waived    |
| Dog with No License         | 1    | \$100.00 surcharge waived    |      |                              |
| Dog Fail to Wear ID         |      |                              | 1    | \$125.00 + \$50.00 surcharge |
| Dog Fail to Wear ID         | 1    | \$100.00 + \$50.00 surcharge |      |                              |
| Dog Fail to Wear ID         | 2    | \$100.00 surcharge waived    | 2    | \$100.00 surcharge waived    |
| Dog Fail to Wear ID         | 2    | \$50.00 surcharge waived     |      |                              |
| Dog Fail to Wear ID         | 4    | \$30.00 + \$40.00 surcharge  | 8    | \$30.00 + \$40.00 surcharge  |
| Dog Fail to Wear ID         |      | \$30.00 surcharge waived     | 4    | \$30.00 surcharge waived     |
| Dog Create Nuisance in Park | 2    | \$100.00 + \$50.00 surcharge |      |                              |
| Dog Not Permitted in Park   | 3    | \$100.00 + \$50.00 surcharge |      |                              |
| Dog Not Permitted in Park   | 1    | \$100.00 surcharge waived    |      |                              |

Office of the City Solicitor  
**2012 ANNUAL COURT REPORT**

Animal Control Bylaw Prosecutions - City of Saskatoon

| Convictions/Orders         | 2012 |  | 2011 |  |
|----------------------------|------|--|------|--|
|                            | No.  | Average Fine   | No.  | Average Fine   |
| Dog Not Permitted in Park  |      |  | 1    | \$50.00 + \$40.00 surcharge                              |
| Fail to Remove Excrement   | 1    | \$100.00 + \$50.00 surcharge                                 |      |  |
| Fail to Remove Excrement   | 1    | \$100.00 surcharge waived                                    |      |  |
| Fail to Remove Excrement   |      |  | 1    | \$50.00 + \$40.00 surcharge                              |
| Barking/Howling (Nuisance) | 1    | \$100.00 + \$50.00 surcharge                                 |      |  |
| Barking/Howling (Nuisance) | 1    | \$50.00 + \$40.00 surcharge                                  | 4    | \$50.00 + \$40.00 surcharge                              |
| Barking/Howling (Nuisance) |      | \$50.00 surcharge waived                                     |      | \$50.00 surcharge waived                                 |
| Dangerous Dog (charge)     |      |  | 4    | \$1200.00 + \$60.00 surcharge                            |
| Dangerous Dog (charge)     | 2    | \$500.00 + \$80.00 surcharge<br>Order for Destruction        |      |  |
| Dangerous Dog (charge)     | 1    | \$500.00 surcharge waived                                    |      |  |
| Dangerous Dog (charge)     |      |  | 2    | \$375.00 + \$150.00 surcharge<br>Order to Confine Issued |
| Dangerous Dog (charge)     | 1    | \$300.00 + \$60.00 surcharge<br>Order for Destruction Issued |      |  |
| Dangerous Dog (charge)     | 1    | \$300.00 + \$60.00 surcharge<br>Order to Confine Issued      | 1    | \$300.00 + \$60.00 surcharge<br>Order to Confine Issued  |
| Dangerous Dog (charge)     | 13   | \$250.00 + \$60.00 surcharge<br>Order to Confine Issued      | 1    | \$250.00 + \$60.00 surcharge<br>Order to Confine Issued  |
| Dangerous Dog (charge)     | 2    | \$250.00 + \$60.00 surcharge<br>Order for Destruction        |      |  |
| Dangerous Dog (charge)     | 2    | \$250.00 surcharge waived<br>Order to Confine                |      |  |
| Dangerous Dog (charge)     | 1    | \$250.00 surcharge waived<br>Order for Destruction           |      |  |
| Dangerous Dog (charge)     |      |  | 1    | \$200.00 + \$60.00 surcharge                             |
| Dangerous Dog (charge)     |      |  | 1    | \$200.00 + \$60.00 surcharge<br>Order to Confine Issued  |

Office of the City Solicitor  
**2012 ANNUAL COURT REPORT**  
 Animal Control Bylaw Prosecutions - City of Saskatoon

| Convictions/Orders                         | 2012 |  | 2011 |   |
|--|------|--|------|---|
|  | No   | Average Fine   | No   | Average Fine  |
| Dangerous Dog (charge)                     | 1    | \$200.00 + \$50.00 surcharge<br>Order for Destruction Issued |      |   |
| Dangerous Dog (charge)                     | 2    | \$200.00 + \$50.00 surcharge<br>Order to Confine Issued      | 3    | \$200.00 + \$50.00 surcharge<br>Order to Confine Issued   |
| Dangerous Dog (charge)                     | 1    | \$200.00 surcharge waived<br>Order to Confine Issued         | 4    | \$200.00 surcharge waived<br>Order to Confine Issued      |
| Dangerous Dog (charge)                     |      |  | 2    | \$200.00 surcharge waived<br>Dog Destroyed                |
| Dangerous Dog (charge)                     |      |  | 1    | \$175.00 surcharge waived<br>Order for Destruction Issued |
| Dangerous Dog (charge)                     |      |  | 3    | \$150.00 + \$50.00 surcharge<br>Order to Confine Issued   |
| Dangerous Dog (charge)                     | 1    | \$125.00 + \$50.00 surcharge<br>Order to Confine Issued      | 1    | \$125.00 + \$50.00 surcharge<br>Order to Confine Issued   |
| Dangerous Dog (hearing)                    |      | Dog Declared Dangerous<br>Order to Confine Issued            |      |   |
| Fail to Comply with Dangerous<br>Dog Order | 1    | \$500.00 surcharge waived                                    |      |   |
| Fail to Comply with Dangerous<br>Dog Order |      |  | 1    | \$400.00 + \$80.00 surcharge                              |
| Fail to Comply with Dangerous<br>Dog Order |      |  | 1    | \$350.00 + \$60.00 surcharge                              |
| Fail to Comply with Dangerous<br>Dog Order |      |  | 1    | \$300.00 + \$60.00 surcharge                              |
| Fail to Comply with Dangerous<br>Dog Order |      |  | 1    | \$300.00 + \$50.00 surcharge                              |
| Fail to Comply with Dangerous<br>Dog Order |      |  | 1    | \$175.00 surcharge waived                                 |
| Fail to Comply with Dangerous<br>Dog Order |      |  | 1    | \$50.00 + \$40.00 surcharge                               |
| Cat at Large                               | 1    | \$250.00 surcharge waived                                    |      |   |

**Office of the City Solicitor**  
**2012 ANNUAL COURT REPORT**  
 Animal Control Bylaw Prosecutions - City of Saskatoon

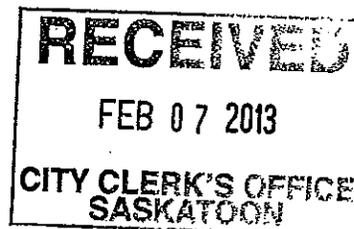
| Convictions/Orders                | 2012       |                                 | 2011       |                                 |
|-----------------------------------|------------|---------------------------------|------------|---------------------------------|
|                                   | No.        | Average Fine                    | No.        | Average Fine                    |
| Cat at Large                      | 2          | \$200.00 + \$50.00 surcharge    |            |                                 |
| Cat at Large                      | 2          | \$200.00 surcharge waived       |            |                                 |
| Cat at Large                      | 5          | \$100.00 + \$50.00 surcharge    | 1          | \$100.00 + \$50.00 surcharge    |
| Cat at Large                      | 3          | \$100.00 surcharge waived       |            |                                 |
| Cat at Large                      | 1          | \$50.00 + \$40.00 surcharge     | 7          | \$50.00 + \$40.00 surcharge     |
| Cat at Large                      | 2          | \$50.00 surcharge waived        | 6          | \$50.00 surcharge waived        |
| Cat with No License               | 5          | \$250.00 + \$60.00 surcharge    | 2          | \$250.00 + \$60.00 surcharge    |
| Cat with No License               | 5          | \$250.00 surcharge waived       | 18         | \$250.00 surcharge waived       |
| <b>Total Convictions/Orders</b>   | <b>281</b> |                                 | <b>321</b> |                                 |
| <b>Other Outcomes</b>             |            |                                 |            |                                 |
| Withdrawn                         | 24         |                                 | 66         |                                 |
| Dismissed                         | 34         |                                 | 26         |                                 |
| <b>Total Other Outcomes</b>       | <b>58</b>  | <b>\$49,395.00 + \$9,170.00</b> | <b>92</b>  | <b>\$51,260.00 + \$8,210.00</b> |
| <b>Total Charges Before Court</b> | <b>339</b> | <b>surcharge</b>                | <b>413</b> | <b>surcharge</b>                |

Only those violations dealt with by the Court are recorded in this report.  
 The number of fines paid voluntarily are not included.

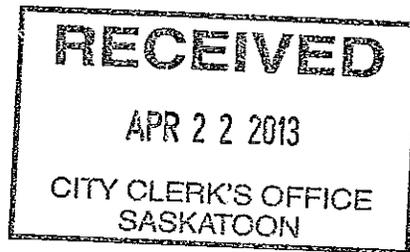


**Debbie Patterson,**  
 Municipal Prosecutor

cc: Advisory Committee on Animal Control (Office of the City Clerk)  
 Executive Director, SPCA  
 Eva Alexandrovici, SACA  
 City Solicitor  
 Derek Kowalski - Solicitor







## **INTRODUCTION**

The Saskatoon Environmental Advisory Committee (SEAC) is an advisory body of Saskatoon residents, consisting of nine members of the general public, one City Councillor and one member of the Saskatoon Health Region. These individuals meet regularly to discuss environmental issues relevant to the City of Saskatoon and to provide information and recommendations to Saskatoon City Council. SEAC was formed in 1973 by City Council, and has been actively pursuing its mandate since that time, with the expertise of a dedicated, diverse, and knowledgeable roster of members.

## **PURPOSE**

Through the Administration and Finance Committee the Saskatoon Environmental Advisory Committee provides City Council with advice on environmental implications of City undertakings. SEAC also identifies environmental issues of potential relevance to the City of Saskatoon.

## **AIMS and DUTIES**

City Council has established that SEAC will:

Provide to Council advice on environmental implications of City undertakings and identify environmental issues of potential relevance to the City.

SEAC has established that they will:

1. Be aware of the resources available to the City of Saskatoon for dealing with environmental issues.
2. Prepare and publish an annual report on the activities of the Committee over the past year.
3. Encourage liaisons between the City of Saskatoon and environmental agencies serving higher levels of government.



## COMMITTEE STRUCTURE

Saskatoon Environmental Advisory Committee is made up of 11 members, all of whom are appointed and/or nominated by City Council. One member is a City Councillor representing the City. One member is appointed as a representative of the Saskatoon Health Region, Public Health Services. The remaining nine members represent the general public.

Members are appointed for two-year terms, which are renewable up to six years. In the event that a member fails to complete his/her term, a replacement may be named to complete that term. New appointments are made by City Council upon resignation of a member and on expiration of the term of public appointments.

## MEMBERSHIP QUALIFICATIONS

Members of SEAC should possess:

- ◆ A sound general knowledge of the Saskatoon area and its existing and potential environmental issues; and
- ◆ Expertise in disciplines such as ecology, biology, chemistry, physics, geography, economics, demography, sociology, medicine, aesthetics, toxicology, engineering and conservation.

## MEETING SCHEDULE

**Meetings are held monthly.**

|      |   |
|------|---|
| Day  | Second Thursday   |
| Time | 11:30 a.m. (except July, August, October, and December) |

All meetings are open to the public. Members of the public wishing to attend a meeting are able to review the agenda prior to the meeting, at any branch of the public library beginning on the Friday prior to the meeting date or on the City's web site at [www.saskatoon.ca](http://www.saskatoon.ca), select 'City Clerk's Office' under Departments on the top menu, then select 'Boards and Committees', followed by 'Agendas'.

## THE YEAR IN REVIEW - 2012

Appointments and Reappointments made by City Council for 2012 and beyond:

- Councillor M. Loewen was appointed for 2012;
- Ms. Ainsley Robertson was appointed for 2012 and 2013;
- Ms. Kathleen Aikens was appointed in February to replace a member who moved out of the City. Her appointment was made to the end of 2013;
- Dr. Sean Shaw was reappointed to the end of 2013;
- Dr. Michael Hill was reappointed to the end of 2013;
- Mr. Brent Latimer, Saskatoon Health Region, was appointed to the end of 2013

Administrative support came from Ms. Marlene Hall, Deputy City Clerk; Ms. Brenda Wallace, Manager, Environmental Services Branch.

### Focus of SEAC for 2012:

Due to the growing complexities of environmental issues that are being dealt with by the City, SEAC held a task group meeting to establish specific Goals and Objectives for 2012. These were submitted to City Council as information, in a report dated February 9, 2012, (Attachment No. 1).

### Focus priorities:

The 2012 Goals and Objectives included the following areas of focus:

- Support for the implementation of policies developed in previous years (including; Dark-sky lighting, wetlands conservation, water conservation, LEED<sup>®</sup>, and transit);
- Comprehensive storm-water management policy;
- Contaminated sites reclamation policy;
- Expansion of LEED<sup>®</sup> design criteria beyond civic buildings;
- Comprehensive alternative transportation policy, and
- Comprehensive building energy and emissions reduction policy.

The Committee wishes to remind City Council that it looks forward to dealing with referrals involving environmental topics, since SEAC consists of a membership well-equipped to do so.

Other areas of participation; - Annual Report, inquiries and referrals from Councillors, referrals from Council or Committees, updates from Administration, participation by SEAC members in related events (e.g. Road Map 2020), and additional Task Groups.

### **1. Comprehensive Stormwater Management Policy**

The Committee, in conjunction with the Environmental Services Branch and the University of Saskatchewan, hired a full-time summer student to research and produce a report on stormwater management best practices from Canadian, North American, and European cities and how Saskatoon's current policy compares to these cities. A final report was submitted to the Committee in September 2012.

### **2. Plastic Bag Ban Response**

In April 2012, the Committee reviewed and discussed a letter, referred by City Council for comment, pertaining to a request that the City undertake a plastic bag ban. In May 2012 the Committee submitted a letter of response to City Council, through the Administration and Finance Committee, recommending that a plastic bag ban not be pursued at this given time.

### **3. Update of LEED® Building Standard Recommendations**

In late 2011, the Committee asked that their outstanding report and recommendations on LEED® Building Design, originally submitted in 2007, be referred back in order to update and revise the information contained therein. A Task Group undertook research and wrote a revised report that was discussed by the Committee during the June 2012 meeting. The revised report and recommendations were re-submitted to the Administration and Finance Committee in June 2012.

## **Summary of Actions from SEAC Meetings for 2012:**

### **January 2012**

- Dr. Sean Shaw was reappointed as Chair and Michael Molaro was reappointed as Vice-Chair.
- Dr. Shaw agreed to author the 2011 Annual Report.
- Ms. Ainsley Robertson was appointed as the committee's representative on Road Map 2020's Board of Directors.
- Mr. Huziak, Chair, Saskatchewan Light Pollution Abatement Committee, presented background information to the Committee on dark sky lighting.
- Mr. Ian Loughran, Environmental Services Branch, was introduced as the Manager of Energy and Sustainability Engineering by Branch Manager Brenda Wallace.
- A Task Group was struck to update the committee's 2008 LEED® Standards for all new Civic Building Projects report.

- The Committee was informed that Joshua Salisbury had accepted to undertake a research project on Dark-Sky Lighting Policy for non-civic facilities through the University of Saskatchewan's School of Environment & Sustainability program. A report was expected in the fall of 2012.

#### **February 2012**

- Committee received an update on the development of a Wetland Policy from Ms. Lesley Anderson, Future Growth Section, Planning and Development Branch. The Committee resolved that it supports exploration of the wetland mitigation process of avoidance minimization and compensation for Wetlands in neighbourhoods to be developed prior to implementation of a full-fledged Wetland Policy.
- Ms. Pamela Belcher, Destination Conservation Program, Saskatchewan Environmental Society (SES), was in attendance to discuss potential partnership opportunities with the committee and their education programs. An Education Task Force was established to explore possible partnership opportunities with SES.
- Committee approved its 2012 Goals and Objectives report.

#### **March 2012**

- Mr. Alexandre Akoulov, private citizen, presented to the Committee on the negative environmental impacts of fireworks displays and the need for stricter controls and pollution abatement. The Committee referred this matter to the Administration to provide an update of current procedures with respect to fireworks displays.
- Committee resolved to make a Comprehensive Stormwater Management Policy the focus of a research project for the summer of 2012. A task group was formed to coordinate developing the project, hiring a summer student, and finding funding partners. A total of \$5,000 was approved for expenditure on the project by the Committee.
- Committee appointed Michael Hill to act as its representative for the adjudication of the 2012 Environmental Applications under the Assistance to Community Groups Cash Grants Program.

#### **April 2012**

- Committee received a referral from City Council regarding a letter authored by Ms. Michelle Lee on the subject of a plastic bag ban. The Committee undertook a significant discussion of the pros and cons of such a ban and came to general agreement that it would not be feasible for the City at this time. A series of alternative actions were discussed. The Committee resolved that its response on this matter be submitted to City Council.

- Committee received a response from Administration to their request regarding best practices for a wetland mitigation process.
- Committee approved an expenditure of \$5,000 to hire a summer student to undertake a study of Stormwater Management Best Practices. The Committee also approved entering into a partnership with the University of Saskatchewan (Dr. Howard Wheeler; \$3,000) and the Environmental Services Branch (\$2,000) to help fund and provide work accommodations for the summer student.
- Committee approved the submission of their 2011 Annual Report to the Administration and Finance Committee.

### **May 2012**

- Committee approved a budget of \$1,100 to partner with Ms. Pam Belcher, Saskatchewan Environmental Society, on a 2012 Education Program. The program involved the donation of 10 copies of a series of three education teaching guides as well as one copy of a French resource to the Resource Libraries of the Saskatoon Public and Catholic School Boards.
- Committee was introduced to their 2012 Summer Student, Ms. Jill Bishop, who will undertake the researching and reporting of a Comprehensive Stormwater Management Policy report in partnership with the U of S and Environmental Services Branch.
- Committee approved a letter of response to City Council, through the Administration and Finance Committee, to a letter by Ms. Michelle Lee regarding a plastic bag ban. The Committee recommended that City Council not undertake a plastic bag ban in the City at this time.

### **June 2012**

- Committee resolved that a proposed budget of \$6,800 for 2013 be approved for submission to the Administration and Finance Committee.
- Committee received an update from Ms. Jill Bishop, committee Summer Student, on the progress of the Stormwater Management Policy report.
- Committee received an updated LEED® building standard report from the Task Group formed to update the Committee's original 2008 LEED® Standards for all new Civic Building Projects. The Committee resolved to submit the revised report to the Administration and Finance Committee with the recommendation that LEED® NC Gold Certification be adopted as the minimum standard for all civic facilities over 500 m<sup>2</sup> and additional improved standards.

### September 2012

- Committee received a presentation from Mr. Alan Wallace, Manager, Planning and Development Branch, on the City's Integrated Growth Plan.
- Committee received a presentation from Ms. Jill Bishop, Committee Summer Student, outlining the findings of the Stormwater Management Study. The Committee also received the final report from Ms. Bishop.
- Committee was introduced to Ms. Twyla Yobb, Watershed Protection Manager, Environmental Services Branch and given details on what her role will be within the Branch.

### November 2012

- Committee struck a Task Group to bring forward a draft report and recommendations for submission to Administration and Finance Committee based on the Stormwater Management Study submitted by the Committee's Summer Student in September.
- Committee established a Task Group to undertake planning for the 2013 Education Program.
- Committee received a verbal report from Mr. Kelly Goyer, Environmental Services Branch, on the implementation of a city-wide curbside recycling program for single-family dwellings.

### Referrals from Council

- Disposable Plastic Bag Ban, Ms. Michelle Lee, referred by City Council for information and discussion on March 26, 2012. The Committee provided a response letter to City Council on May 10, 2012.

### Reports / Recommendations submitted to City Council

- 2012 Goals and Objectives
- 2011 Annual Report
- Disposable Plastic Bag Ban
- Updated LEED® Standards for all new Civic Buildings Report

### Summary of Projects, which received support from SEAC in 2012:

- Education Program, partnership with Saskatchewan Environmental Society.

## ACKNOWLEDGEMENTS

In 2012 the following individuals provided reports, information, and other forms of assistance:

|   |   |
|---|---|
| Councillor Mairin Loewen  | Representative of Saskatoon City Council who was an integral part of the Committee.   |
| Mr. Jeff Jorgenson<br>General Manager<br>Utility Services Department                            | Representative of the City Administration who attended some Committee Meetings and provided information requested by the Committee.   |
| Ms. Brenda Wallace, Manager<br>Environmental Services Branch<br>Utility Services Department     | Representative of the City Administration who attended Committee Meetings and provided updates regarding the activities of the Branch from September to November.               |
| Mr. Richard Huziak<br>Saskatchewan Light Pollution Abatement Committee                          | Representing The Royal Astronomical Society of Canada - presented information on dark-sky lighting.   |
| Ms. Lesley Anderson<br>Future Growth Section<br>Planning and Development Branch                 | Representative of the City Administration who attended a meeting and forwarded replies regarding Committee requests for information on the developing Wetlands Policy.          |
| Ms. Pamela Belcher<br>Destination Conservation Program<br>Saskatchewan Environmental Society    | Representative of the Saskatchewan Environmental Society who attended two Committee meetings in regards to a partnership with the Society on the Committee's Education Program. |
| Mr. Alexandre Akoulov<br>Private Citizen  | Private citizen who presented to the Committee on the negative impacts of Fireworks Displays.   |
| Ms. Jill Bishop<br>Undergraduate Law Student<br>University of Saskatchewan                      | Research Summer Student for the Committee who attended meetings to update and present her research report on Stormwater Management Policy.                                      |
| Mr. Alan Wallace<br>Manager<br>Planning and Development Branch<br>Community Services Department | Representative of City Administration who attended a Committee meeting to present an overview of the Integrated Growth Plan and answer questions.                               |
| Mr. Kelly Goyer<br>Environmental Services Branch  | Representative of City Administration who attended a Committee meeting to provide an update of the Branch's activities and the new citywide curbside recycling program.         |

| <b>MEMBERSHIP of SEAC for 2012</b> |   |
|------------------------------------|---|
| Dr. Sean Shaw, Chair               | Dr. Sean Shaw is the Senior Environmental Geochemist with MDH Engineered Solutions, a Saskatoon based Consulting firm. His focus includes the geochemical impacts of mining wastes on the surrounding environment.  |
| Mr. Michael Molaro, Vice-Chair     | Mr. Molaro is the Associate Director of Infrastructure and Sustainability with the Facilities Management Division at the University of Saskatchewan and one of the founders of the Saskatchewan Chapter of the Canada Green Building Council.   |
| Mr. Brent Latimer                  | Mr. Latimer is the Environmental Program Supervisor for the Safe Communities Department, Saskatoon Health Region.   |
| Ms. Kathleen Aikens                | Ms. Aikens works as program staff at Pleasant Hill Place, Quint Development Corporation. She has a Master's degree in Entomology and a passion for social and environmental justice.  |
| Mr. Jeffery Smith                  | Mr. Smith is an Environmental Advisor with Federated Co-operatives in Saskatoon. Mr. Smith has 23 years of experience in the assessment and remediation of impacted sites. His current area of focus comprises the development of risk-based approaches for brownfield redevelopment and site closure and the evaluation of novel in-situ remedial processes. |
| Dr. Michael Hill                   | Dr. Hill is a Senior Environmental Scientist with Golder Associates Ltd. He is also an adjunct professor at the University of Saskatchewan within the Department of Geography and Planning. He has a special interest in wetlands and waterfowl, water quality and conservation and environmental assessment.   |

|                          |   |
|--------------------------|---|
| Mr. J. Michel Fortier    | Joseph-Michel Fortier is a retired educator and pastoral associate. He obtained degrees in education, arts, art history, fine arts, and religious studies, culminating in a Masters in Theological Studies. He served on many boards and associations connected with culture, community, heritage, and church. Having spent most of his life in Saskatoon he cares deeply for the well-being of Saskatoon's environment, heritage, and culture. |
| Ms. Ainsley Robertson    | Ms. Robertson is a Client Relations & Communications Coordinator with Westcap Management Ltd. and Co-Founder & Executive Director of The Princess Shop.   |
| Ms. Heather Landine      | Ms. Landine is a coordinator with Quint Development. Her educational background is in physical geography and sustainability. Ms. Landine previously worked for Road Map Saskatoon. She is very active in her community, focusing her involvement on youth and environmental issues.   |
| Ms. Namarta Kochar       | Ms. Kochar is the Director, Major Projects for Refresh, a Business Strategy and Marketing firm. Ms. Kochar completed an internship as a Senior Research Analyst in Toronto and has previously worked as a Senior Policy Analyst for the Ontario Ministry of Health and Long-Term Care.  |
| Councillor Mairin Loewen | Councillor Loewen represents Ward 7 and is City Council's representative on the committee.  |

**ATTACHMENTS:**

1. Report dated February 9, 2012 – 2012 Goals and Objectives – was forwarded to City Council as information through the Administration and Finance Committee.
2. Report dated May 10, 2012 in response to a communication referred from City Council regarding Disposable Plastic Bags, which was submitted to City Council as information through the Administration and Finance Committee.
3. Report dated June 13, 2012 – LEED® Standards for all Civic Buildings (update report) – was forwarded to Administration and Finance Committee, and subsequently referred to Administration for a report.
3. Letter dated February 1, 2012 from Alexandre Akoulov regarding Fireworks Polluting Water, was referred from City Council to SEAC. SEAC referred this letter to Administration for a report. No response to date.

Written by: Dr. Sean Shaw, 2012 Chair  
Saskatoon Environmental Advisory Committee



Approved:

\_\_\_\_\_  
April 23, 2013

## ADVISORY COMMITTEE REPORT

**TO:** Administration and Finance Committee  
**FROM:** Saskatoon Environmental Advisory Committee  
**DATE:** February 9, 2012  
**SUBJECT:** 2012 Goals and Objectives  
**FILE NO.:** CK. 175-9

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**RECOMMENDATION:** that this report be received as information and submitted to City Council.

### **BACKGROUND:**

The Saskatoon Environmental Advisory Committee's mandate is to provide to Council, advice on environmental implications of City undertakings and identify environmental issues of potential relevance to the City. With this in mind, the Committee undertakes an annual session on Goals and Objectives for the next year. This report outlines the issues selected as a focus for 2012.

### **REPORT:**

A Task Group of Committee members held discussions on the issues for focus in late January 2012. The draft of issues was submitted to the Committee for review at the February meeting. The following are general issues that the Committee will continue to monitor and advise upon in 2012:

- Support for the implementation of policies developed in previous years (including; Dark-sky lighting, wetlands conservation, water conservation, LEED, and transit);
- Comprehensive storm-water management policy;
- Contaminated sites reclamation policy;
- Expansion of LEED design criteria beyond civic buildings;
- Comprehensive alternative transportation policy, and
- Comprehensive building energy and emissions reduction policy.

### **CONCLUDING COMMENTS:**

The Committee appreciates referrals from City Council on all matters relating to the Environment, and would encourage that this continue as we move into interesting and challenging times ahead. The Committee is committed to ensuring that Saskatoon remains a leader on environmental initiatives.

**Written by:** Dr. Sean Shaw



**Approved by:**

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**Dr. Sean Shaw, Chair**  
**Saskatoon Environmental Advisory Committee**  
**Dated: February 9, 2012**

## ADVISORY COMMITTEE REPORT

**TO:** Administration and Finance Committee  
**FROM:** Saskatoon Environmental Advisory Committee  
**DATE:** May 10, 2012  
**SUBJECT:** Communications to Council  
From: Michelle Lee  
Date: March 20, 2012  
Subject: Disposable Plastic Bags  
**FILE NO.:** CK. 7830-1

**RECOMMENDATION:** that this report be submitted to City Council as information.

### **BACKGROUND:**

City Council considered a communication dated March 20, 2012 from Michelle Lee, and heard a presentation on this matter at the March 26, 2012 meeting made by Michelle Lee and Kelsey McLean. The matter was subsequently referred to the Saskatoon Environmental Advisory Committee for information and discussion; and also to the Administration to review with its recycling initiatives.

The Saskatoon Environmental Advisory Committee considered this communication and petition at its meeting held on April 12, 2012 and while the Committee recognizes that this issue is critical, the Committee does not support implementation of a plastic bag ban at this time. Instead, the Committee recommends an approach that involves public education, starting with students who have become avid supporters of environmental controls, especially with respect to recycling. The Committee suggests that an educational approach could be integrated with the City of Saskatoon recycling program.

### **REPORT:**

The Saskatoon Environmental Advisory Committee would like to recognize and commend the extensively researched report by Ms. Lee and Ms. McLean. In particular, the case studies of municipalities that have implemented plastic bag bans were appreciated. The Committee agrees with the report's authors that plastic pollution is an important issue for the City of Saskatoon and that plastic bags pose a risk to wildlife, in addition to reducing quality of life for city residents in a number of ways, including unsightly litter.

In order for a single-use plastic bag ban to be effective, funding must be allocated for public education and engagement as well as enforcement. The committee noted that cost of such a ban, as outlined in the report, was significant even for municipalities much smaller than Saskatoon (e.g. Wood Buffalo). The City of Saskatoon is currently undertaking a more comprehensive recycling program, which continues to require significant financial and human resource commitment for the city. The committee is therefore reluctant to recommend implementing a

plastic bag ban at this time as the Committee believes that the city's resources should be concentrated in this area.

Aside from large costs of implementation and enforcement, the Committee discussed additional challenges to banning single-use plastic bags. Many consumers purchase single-use plastic bags (e.g. garbage bags) for household waste (garbage, diapers, dog dirt), and elimination of single-use plastic bags may simply increase plastic bag purchases. It also may disproportionately affect low-income households.

The Committee discussed efforts that have been effective in changing consumer behavior, including incentives and public education. Committee suggests that in order to tackle plastic pollution, a full cost account of an incentive-based versus ban program be performed.

The Committee recommends a public education approach to the problem of single-use plastic bag pollution, beginning with programs for K-12 students, who are often eager to adopt change and able to influence family members. The Committee recommends that the Administration consider incorporating such an approach into the City of Saskatoon recycling program.

#### **CONCLUDING COMMENTS:**

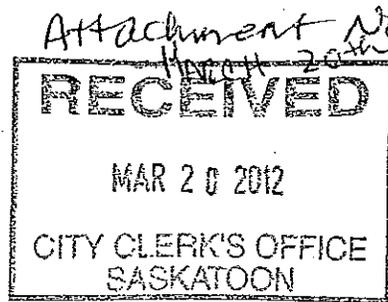
While the Saskatoon Environmental Advisory Committee recognizes the negative environmental and social impacts of single-use plastic bags, the Committee does not recommend a ban at this time. Instead, the Committee recommends tackling the problem through public education. The Committee recognizes that considerable City resources are already devoted to the recycling program and recommends that the Administration consider an education component to the recycling program.

#### **ATTACHMENTS:**

1. Communication dated March 20, 2012 from Michelle Lee.

Written by: **Ms. Kathleen Aiken, Member**  
**Saskatoon Environmental Advisory Committee**

Approved by:                     "Dr. Sean Shaw"                      
**Dr. Sean Shaw, Chair**  
**Saskatoon Environmental Advisory Committee**  
**May 10, 2012**



(does not include report and petition)

His Worship the Mayor and Members of City Council,

Re: City-wide ban of disposable plastic bags

On behalf of Plastic-Free Saskatoon, we would like to urge Saskatoon City Council to seriously consider the implementation of a by-law banning the distribution of disposable plastic bags in retail establishments throughout the city. The reckless abandonment of plastic bags within city limits is not only aesthetically displeasing, but is widely known to cause environmental damage, particularly to marine and freshwater ecosystems. In addition, plastic bags create the potential of wildlife ingestion and entanglement that often leads to death. Reducing the prevalence of free-floating plastic bags is in our view, a community-wide concern.

Unfortunately, the characteristic persistence that makes plastic an appealing consumer product is the same characteristic that has caused plastic to become "one of the world's most widespread pollution problems"<sup>1</sup>. It is now known that plastic bags take over a thousand years to decompose in landfills. Moreover, scientists are beginning to question the legitimacy of plastic decomposition in its entirety, with evidence showing plastic bags to simply deteriorate over time into smaller plastic particles known to scientists as "microplastics". These "microplastics" have been shown to absorb a variety of toxic chemicals, including PCBs- known hormone disruptors in birds, humans, and animals, alike.

Worldwide, cities are becoming increasingly aware of the problems associated with plastic bags. As of 2007, plastic bags were no longer to be distributed throughout the city of San Francisco. Other large-scale plastic bag bans include the Island of Maui, and the entire country of Italy<sup>2</sup>. As of present, Thompson, Manitoba and Fort McMurray, Alberta, remain two of the only cities in western Canada in which a city-wide reduction of plastic bags has been enforced.

We are hopeful that the city of Saskatoon can make history--becoming the first city in Saskatchewan to ban the commercial distribution of disposable plastic bags. As Saskatoon is rapidly becoming both a nationwide tourist destination and hub for economic activity, we feel that efforts aimed at banning plastic bags will serve to solidify our city's image as one of the most forward-thinking in the country.

In order to prove that support of a plastic bag ban extends well beyond the membership of our organization, we would like to present council with a petition containing over 1000 collected signatures. In addition, we would also like to present a research report containing further information about single-use plastic bags and case studies of successful ban implementations.

(We wish to speak)

Sincere thanks for your time and consideration,

Plastic-Free Saskatoon

Michelle Lee  
1001 12th St E. #2  
Saskatoon, SK S7H 0C9

<sup>1</sup> National Oceanic and Atmospheric Association, 2011

<sup>2</sup> Stores in Italy must provide consumers with biodegradable plastic bags

3.

## ADVISORY COMMITTEE REPORT

**TO:** Administration & Finance Committee  
**FROM:** Saskatoon Environmental Advisory Committee  
**DATE:** June 13, 2012  
**SUBJECT:** LEED® Standards for all Civic Buildings (Update Report)  
**FILE NO.:** CK. 375-3

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### RECOMMENDATION:

That this report be submitted to City Council for consideration of the following recommendations:

1. That the City of Saskatoon develop a Municipal Green Building Policy for new and existing civic facilities and make it publicly available, in order to ensure an effective integrated design process is followed for all major projects;
2. that for all new building projects over 500m<sup>2</sup> owned or significantly funded by the City of Saskatoon, the following measures be adopted:
  - i) Achieve a minimum LEED NC Gold Certification. If this level is seen to be cost-prohibitive and lifecycle costing analysis confirms this, then the LEED NC Silver level shall be achieved.
  - ii) Achieve a minimum energy efficiency of 50% less than the Model National Energy Code for Buildings (1997). If this level is seen to be cost-prohibitive, then a lifecycle costing analysis should be used to demonstrate a more appropriate level;
3. that for other projects and existing buildings over 500m<sup>2</sup> the City set minimum target levels using the appropriate LEED rating system - Existing Buildings, Operations and Maintenance (EB O&M), Commercial Interiors (CI) and Core and Shell (C&S);
4. that the City ensure senior administrators, members of City Council, and all staff have access to appropriate sustainability education and training (e.g. make the CaGBC "*Green Building Economics for Municipal Leaders*" and the "*Sustainable Communities Toolkit*" and other resources available) and Administration develop a partnership with the provincial chapter of the Canada Green Building Council to help ensure access to educational resources and workshops and co-develop regional best practices with other municipalities and partners.

## BACKGROUND:

there does not appear to be an established civic building design and construction standard. Known standards can provide design proponents with high-level requirements before designs are considered. Policies and standards can also help ensure that other project stakeholders understand owner representatives have visible high-level support for the consideration of, or in maintaining sustainability initiatives at any point in the project.

The existing LEED NC goal for Saskatoon is found within the *Saskatoon Energy and GHG Management Plan*. This goal attempts to steer new projects to the lowest target (Certified) level but it does not require a minimum standard. The GHG Management Plan also indicates "Establish a performance standard of LEED certification for all new municipal buildings with significant energy consumption." LEED is not in itself an energy performance standard but it references and utilizes degrees of other common standards such as ASHRAE 90.1 and the Model National Energy Code for Buildings.

Energy is only one category of LEED and can be applied in various ways and levels to any project while still achieving a level of certification. Considering our dependence on traditional fossil fuel along with the pending higher costs of energy and green house gas emissions it is important to specify a separate energy targets for new and existing facilities as deemed appropriate. Current best practices also suggest separate specific targets be set as a minimum.

From our research, it does not appear that the City of Saskatoon has a LEED accredited individuals on staff in the facilities or construction and design units. Owner representatives should include some accredited staff, in order to fully contribute and work at a high level with LEED consultants for major projects where deemed appropriate. Training and accreditation in this area for individuals in these and departments can provide many benefits including more knowledgeable owner participation and advocacy of sustainability, not only in projects, but in everyday decision-making.

The following quotation is taken from the GHG Management Plan "*..the City can influence the energy efficiency of new buildings through providing education and incentives to developers as well as setting an example by constructing and retrofitting City buildings to the highest standards.*" Again, it is imperative the City takes opportunities to demonstrate leadership to the design and building sectors as well as the community at large. A commitment to LEED would also help the City meet its commitments to the Federation of Canadian Municipalities (FCM) *Partners for Climate Protection*, which it signed onto in 2004.

Over four years have passed since SEAC first submitted "*LEED Standards for all new Civic Building Projects (CK. 375-3)*" to the Administration and Finance Committee. Based on the findings of that original report and the new information provided in this updated report, SEAC has resolved to provide further recommendations as outlined above.

The Saskatoon Environmental Advisory Committee (SEAC) wrote a November 16, 2007 report recommending Leadership in Energy and Environmental Design (LEED) certification for municipal facilities. A subsequent SEAC report entitled "*LEED Standards for all new Civic Building Projects (CK. 375-3)*" on May 26, 2008 went to Administration and Finance. SEAC

requested that Administration to submit the report to City Council with the recommendation that the City of Saskatoon adopt LEED Silver certification level as a minimum standard to which all new civic buildings are built. In their meeting of September 8, 2008 the Administration and Finance Committee resolved that "consideration of the report of the Saskatoon Environmental Advisory Committee dated May 26, 2008 be deferred to September 2009." It was also noted at that meeting that Section A.4.3 of the Greenhouse Gas Management Plan indicated the goal is to achieve LEED certification for all new civic buildings. The report was again considered by the Administration and Finance Committee on October 28, 2011, at which time the Chair asked for a deferral given the age of the original report.

Administration has provided some reports on the progress of LEED projects to SEAC, however no formal response to the 2008 report has been received, and therefore no minimum target level for LEED Certification of new buildings has been set. This follow-up report attempts to complement the original reports and provide updated information and recommendations regarding the LEED certification of civic buildings.

## REPORT:

The scope of the LEED NC (New Construction) rating system and benefits of implementation are well illustrated in previous SEAC reports so that will not be the focus of this report update. Some changes in the building and design industry have occurred over the last four years including the development of an engaged and informed local design community. Unfortunately, the adoption of green building practices in Saskatchewan has been observed at a much slower rate than in most other provinces. A typical 'market maturity model' has become evident in other regions with greater sustainability experience in the built environment. Design professionals, often in concert with leading municipal policies, typically lead and help ensure awareness of sustainability practices in this key area of collective community stewardship. Next, developers and owners in the industrial, commercial and institutional sector become engaged and general contractors and subcontractors and then residential developers and contractors. Sustainability knowledge in the local building design community has greatly improved since 2008, however most of the other sectors are slow to raise their business practices and in particular, the residential developers and builders.

Clear and leading civic policy and practice contributes to greater awareness and education and engagement in green building and increases the rate of uptake with multiple spin-offs throughout the community. Leading by example demonstrates commitment and provides direction and experience for the design and building sectors and enables our city to take advantage of many long term benefits including lower civic operational and maintenance and renewal costs. Though more difficult to quantify, it should be noted that higher occupant productivity, engagement and enhanced recruitment and retention of employees can collectively provide far more value than operational side savings.

The previous report suggested that Saskatoon was experiencing tremendous growth. Indeed we now realize this observation has turned into consistent recent record growth since then and that

applying sustainability is even more relevant and urgent now, particularly given current economic conditions and predictions.

SEAC has undertaken some additional research into current green building policies in various municipalities. Since the 2008 report was submitted, an understanding of the significance of LEED-certified new buildings has increased greatly, and many Canadian cities have implemented policies regarding the LEED certification of new buildings.

Best practices in other Canadian municipalities include ensuring a green building policy for all significant projects, LEED NC gold level for new facilities and major renovations, as well as a separate energy target for new and existing facilities. In addition, a building design and construction standards guide is beneficial not only to set standards for the design and building community, but to inform other current or potential stakeholders in the process.

In studying the policies and initiatives that other Canadian municipalities have undertaken, the City of Saskatoon may determine the appropriate application for LEED certification of new construction civic buildings, and the following examples aim to assist in that study.

On September 13, 2004, Calgary became the first Canadian municipality to adopt a sustainable building policy. Amended in 2008, this policy currently states that “all new occupied City-owned and City-funded buildings in excess of 500m<sup>2</sup> must meet or exceed the gold level of the LEED New Construction rating system and major renovations of occupied facilities must meet or exceed either the certified level of the LEED New Construction rating system or the silver level of the LEED Commercial Interiors rating system. Minor renovations, unoccupied buildings, landscape/non-building infrastructure, and projects involving <500m<sup>2</sup> are directed to follow The City of Calgary's Sustainable Building Best Practices.”

In Vancouver, all new municipal facilities over 500m<sup>2</sup> are required to be LEED NC Gold Certified. This is just one of the ten goals of the City's “Greenest City” initiative – to be the greenest city in the world by 2020 and lead the world in green building design and construction. The City of Vancouver will require all buildings constructed from 2020 onward to be carbon neutral in operations, as well as reduce energy use and greenhouse gas emissions in existing buildings by 20% over 2007 levels.

#### *Municipal Green Building Policies in Other Canadian Municipalities*

| Municipality | Approval Date   | Certification Level (min) | Policy Detail  |
|--------------|---|---------------------------|--|
| Calgary      | <i>Sustainable Building Policy</i><br>Adopted September 13, 2004                          | LEED Gold                 | All municipal facilities over 500m <sup>2</sup> are required to meet LEED Gold Standard.   |
| Edmonton     | <i>Sustainable Building Policy – Leadership in Energy and Environmental Design (LEED)</i> | LEED Silver               | Effective January 1, 2008, all new City-owned buildings will be designed and constructed to meet LEED Silver Standard at a minimum, and be |

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|           |   |             |   |
|-----------|---|-------------|---|
|           | <i>Silver</i>   |             | formally LEED certified.  |
|           | Adopted June 19, 2007   |             |   |
| Kingston  |   | LEED Silver | All large municipal building and retrofit projects must undertake an assessment of LEED as a design goal for Council's consideration before finalization of a project's design.                                   |
| Vancouver |   | LEED Gold   | All new civic facilities over 500m <sup>2</sup> are required to be LEED Gold and 30% more energy efficient than standard construction.  |
| Victoria  | <i>Civic Green Building Policy</i>  | LEED Silver | All new construction of civic facilities to be LEED Silver – with a goal of LEED Gold.  |
|           | Adopted August 23, 2007   |             |   |
| Winnipeg  | <i>Green Building Policy – New City-Owned Buildings and Major Additions</i> | LEED Silver | Effective January 1, 2011, all City-owned buildings and major additions larger than 500m <sup>2</sup> will be designed and constructed to meet LEED Silver Standard at a minimum, and be formally LEED certified. |
|           | Adopted July 21, 2010   |             |   |

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LEED NC Silver and Gold are the most common levels in municipal policies and updates typically ensure a higher level is specified than in the past. Though indirectly related, it is important to note that three years ago, the province declared LEED NC Silver as the minimum target for provincially funded schools.

The City of Saskatoon does not appear to have a civic building sustainability policy. Green building policies can provide all stakeholders with clear guidelines and expectations. Existing major projects seem to make use of some of 'the best' initiatives in previous projects however, there does not appear to be an established civic building design and construction standard. Known standards can provide design proponents with high-level requirements before designs are considered. Policies and standards can also help ensure that other project stakeholders understand owner representatives have visible high-level support for the consideration of, or in maintaining sustainability initiatives at any point in the project.

The existing LEED NC goal for Saskatoon is found within the *Saskatoon Energy and GHG Management Plan*. This goal attempts to steer new projects to the lowest target (Certified) level but it does not require a minimum standard. The GHG Management Plan also indicates "Establish a performance standard of LEED certification for all new municipal buildings with significant energy consumption." LEED is not in itself an energy performance standard but it references and utilizes degrees of other common standards such as ASHRAE 90.1 and the Model National Energy Code for Buildings.

Energy is only one category of LEED and can be applied in various ways and levels to any project while still achieving a level of certification. Considering our dependence on traditional

fossil fuel along with the pending higher costs of energy and green house gas emissions it is important to specify a separate energy targets for new and existing facilities as deemed appropriate. Current best practices also suggest separate specific targets be set as a minimum.

From our research, it does not appear that the City of Saskatoon has a LEED accredited individuals on staff in the facilities or construction and design units. Owner representatives should include some accredited staff, in order to fully contribute and work at a high level with LEED consultants for major projects where deemed appropriate. Training and accreditation in this area for individuals in these and departments can provide many benefits including more knowledgeable owner participation and advocacy of sustainability, not only in projects, but in everyday decision-making.

The following quotation is taken from the GHG Management Plan "*..the City can influence the energy efficiency of new buildings through providing education and incentives to developers as well as setting an example by constructing and retrofitting City buildings to the highest standards.*" Again, it is imperative the City takes opportunities to demonstrate leadership to the design and building sectors as well as the community at large. A commitment to LEED would also help the City meet its commitments to the Federation of Canadian Municipalities (FCM) *Partners for Climate Protection*, which it signed onto in 2004.

Over four years have passed since SEAC first submitted "*LEED Standards for all new Civic Building Projects (CK. 375-3)*" to the Administration and Finance Committee. Based on the findings of that original report and the new information provided in this updated report, SEAC has resolved to provide further recommendations as follows:

#### **CONCLUDING COMMENTS:**

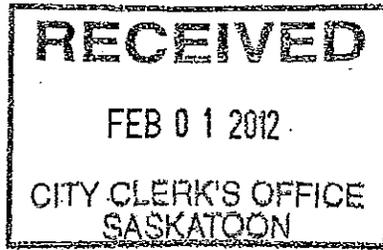
#### **ATTACHMENTS:**

Written by: Michael Molaro

Approved by: "Sean Shaw"  
Dr. Sean Shaw, Chair  
Saskatoon Environmental Advisory Committee  
Dated: June 13, 2012

His Worship the  
Mayor & members  
of City Council

Feb 1, 2012  
(B1)  
4.



Dear members of Council

I would like the attached  
letter referred to SEAC for  
consideration. I would also  
like to speak at SEAC  
meeting.

Yours truly

A handwritten signature in dark ink, appearing to read "James Gray".

To: Saskatoon Environmental Advisory Committee

From: Alexandre Akoulov  
420 ave J South  
ph. 373-8002

Re: Pollution Permit for Public Fireworks over open waters.

One of our major responsibilities as Canadians – to protect environment, avoid waste and pollution. Saskatoon enjoys peace and one of the cleanest air and water in Canada. Why hours of extreme blinding flashes and ear popping barrages with toxic dust of carcinogens should turn our city into the war zone?

Last September fireworks (FW) with toxic mix of more then 3000 shells went off over the open water in the city center in close proximity to the main water intake contaminating our drinking water citywide.

Due to well documented negative effects of FW and need to minimize its danger to water and air quality , they should be conducted in appropriate areas according to the best environmental practice. We need more balanced approach with “groups of interest” who directly or indirectly profited from this unnecessary pollution. Best practice – San Diego Fireworks Pollution Permit (May,2011) that also hold event promoters accountable for post-event monitoring of the area to minimize degradation of water and sediment quality from the fallout.

Unethical FW sadly attracts unethical sponsors like Potash Corp. that was blacklisted recently by Norway Pension Fund for “particularly serious violations of fundamental ethical norms”(Norway, Dec. 6, 2011) and was charged in 2003 fine of \$2 million for air pollution due to violation of environmental laws in Louisiana.

I strongly believe that Saskatoon will be better City without FW. But if they are so “urgent” then mandatory Pollution Permit for any FW over open waters should be in place, with best management for site event, cleanup and followup monitoring.

February 1, 2012



A. Akoulov

Did you know...

- This September 2011, Fireworks (FW) in Saskatoon included near 3000 toxic fireworks that was fired over the water at direct cost of \$ 250 000 , plus big extra expense for servicing event and clean up.
- FW was fired in very close proximity to main water intake for the City. Why should we have our drinking water “conditioned” by toxic FW?
- One of 6 main responsibilities for every Canadian citizen is protecting our environment in our communities.
- After FW disaster on Dec. 2001 that left 200 wounded and 240 killed , Peru president immediately prohibited production, import and sales of FW.
- In Austria every New Year's eve nearly 200 kids enter ER as a result of FW from simple burns to fractured fingers, and 10 % of them sustained lifelong hearing damage.
- San Diego since May 2011, adopted law that require pollution permit for all FW shot over the water that cost \$ 1500, plus enviro monitoring cost of \$10.000 per site.
- Not cheap thrills with very toxic results – air ,water, ground, noise and light pollution that rises many hundreds of times above normal when level peaks in 24 hours after FW and slowly decrease only in 80 days after event to normal levels.
- Most updated info about toxic harm of FW on our health and environment here: [www.stop-fireworks.org](http://www.stop-fireworks.org)
- If you like to join our group to petition City to stop or limit FW beyond traditional Canada Day please contact SES(665-1915). We need your help and ideas to prevent turning Saskatoon into world's FW dump ground especially in our serene downtown parks.

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** April 5, 2013  
**SUBJECT:** Request for Post Budget Approval and Sole Source  
 Post Warranty Services  
 Radio Communications Infrastructure  
**FILE:** IS. 1000-1

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**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that warranty services and support for the radio communication network be sole sourced to Motorola Solutions Canada Inc., for a six year period, for a total of \$2,288,940.88, G.S.T. and P.S.T included, as follows:
  - a) \$372,229.15 for Year 1, July 1, 2013 to June 30, 2014;
  - b) \$375,757.15 for Year 2, July 1, 2014 to June 30, 2015;
  - c) \$379,395.40 for Year 3, July 1, 2015 to June 30, 2016;
  - d) \$383,254.15 for Year 4, July 1, 2016 to June 30, 2017;
  - e) \$387,112.90 for Year 5, July 1, 2017 to June 30, 2018; and
  - f) \$391,192.15 for Year 6, July 1, 2018, to June 30, 2019.); and
  
- 2) that Purchasing Services be instructed to issue the appropriate Purchase Order.

**TOPIC AND PURPOSE**

This report is to obtain City Council approval for a sole source for warranty services and support for the radio communications infrastructure.

**REPORT HIGHLIGHTS**

1. The warranty period for the trunked radio system infrastructure expires on June 30, 2013.
2. In order to facilitate compatibility with the current corporate radio system, the Administration is recommending that post warranty support and services be sole sourced to Motorola Solutions Canada Inc.

## **STRATEGIC GOALS**

The recommendations in this report support the City of Saskatoon Strategic Goal, Asset and Financial Sustainability, as they will ensure that the radio communications infrastructure is maintained.

## **BACKGROUND**

In 2011, City Council approved an upgrade to the obsolete trunked radio system infrastructure, at a total cost of \$3,300,000. The warranty period on the new system will expire on June 30, 2013.

## **REPORT**

The corporate trunked radio system and all infrastructure and rolling stock components are engineered, manufactured and sold by Motorola Solutions Canada Inc. In order to facilitate compatibility with the current corporate radio system, the Administration is recommending that post warranty support and services be sole sourced to Motorola Solutions Canada Inc.

Motorola has provided a comprehensive warranty plan, which is key to ensuring the long term health of the system. It includes software support, which is vital in ensuring that the system remains current and provides users with the highest level of availability and features and the City of Saskatoon with the greatest return on investment. The post warranty software support will also allow the City of Saskatoon to determine a long term lifecycle support plan.

## **OPTIONS TO THE RECOMMENDATION**

There are no other options.

## **POLICY IMPLICATIONS**

There are no policy implications.

## **FINANCIAL IMPLICATIONS**

The total annual costs to the City of Saskatoon for warranty services and support for the radio communications infrastructure from Motorola Solutions Canada Inc. are as follows:

YEAR 1

|                            |                     |
|----------------------------|---------------------|
| System Upgrade Agreement   | \$285,075.00        |
| Dispatch Services          | \$ 7,386.84         |
| Network Monitoring Service | \$ 12,452.63        |
| Technical Support Service  | \$ 16,394.74        |
| Security Update Service    | \$ 33,194.74        |
| G.S.T.                     | \$ 17,725.20        |
| P.S.T.                     | \$ 17,725.20        |
| Total                      | \$389,954.35        |
| Less G.S.T. Rebate         | \$ (17,725.20)      |
| <b>TOTAL</b>               | <b>\$372,229.15</b> |

YEAR 2

|                            |                     |
|----------------------------|---------------------|
| System Upgrade Agreement   | \$288,435.00        |
| Dispatch Services          | \$ 7,386.84         |
| Network Monitoring Service | \$ 12,452.63        |
| Technical Support Service  | \$ 16,394.74        |
| Security Update Service    | \$ 33,194.74        |
| G.S.T.                     | \$ 17,893.20        |
| P.S.T.                     | \$ 17,893.20        |
| Total                      | \$393,650.35        |
| Less G.S.T. Rebate         | \$ (17,893.20)      |
| <b>TOTAL</b>               | <b>\$375,757.15</b> |

YEAR 3

|                            |                     |
|----------------------------|---------------------|
| System Upgrade Agreement   | \$291,900.00        |
| Dispatch Services          | \$ 7,386.84         |
| Network Monitoring Service | \$ 12,452.63        |
| Technical Support Service  | \$ 16,394.74        |
| Security Update Service    | \$ 33,194.74        |
| G.S.T.                     | \$ 18,066.45        |
| P.S.T.                     | \$ 18,066.45        |
| Total                      | \$397,461.85        |
| Less G.S.T. Rebate         | \$ (18,066.45)      |
| <b>TOTAL</b>               | <b>\$379,395.40</b> |

YEAR 4

|                            |                     |
|----------------------------|---------------------|
| System Upgrade Agreement   | \$295,575.00        |
| Dispatch Services          | \$ 7,386.84         |
| Network Monitoring Service | \$ 12,452.63        |
| Technical Support Service  | \$ 16,394.74        |
| Security Update Service    | \$ 33,194.74        |
| G.S.T.                     | \$ 18,250.20        |
| P.S.T.                     | \$ 18,250.20        |
| Total                      | \$401,504.35        |
| Less G.S.T. Rebate         | \$ (18,250.20)      |
| <b>TOTAL</b>               | <b>\$383,254.15</b> |

|                            |                     |
|----------------------------|---------------------|
| <u>YEAR 5</u>              |                     |
| System Upgrade Agreement   | \$299,250.00        |
| Dispatch Services          | \$ 7,386.84         |
| Network Monitoring Service | \$ 12,452.63        |
| Technical Support Service  | \$ 16,394.74        |
| Security Update Service    | \$ 33,194.74        |
| G.S.T.                     | \$ 18,433.95        |
| P.S.T.                     | \$ 18,433.95        |
| Total                      | \$405,546.85        |
| Less G.S.T. Rebate         | \$ (18,433.95)      |
| <b>TOTAL</b>               | <b>\$387,112.90</b> |

|                            |                     |
|----------------------------|---------------------|
| <u>YEAR 6</u>              |                     |
| System Upgrade Agreement   | \$303,135.00        |
| Dispatch Services          | \$ 7,386.84         |
| Network Monitoring Service | \$ 12,452.63        |
| Technical Support Service  | \$ 16,394.74        |
| Security Update Service    | \$ 33,194.74        |
| G.S.T.                     | \$ 18,628.20        |
| P.S.T.                     | \$ 18,628.20        |
| Total                      | \$409,820.35        |
| Less G.S.T. Rebate         | \$ (18,628.20)      |
| <b>TOTAL</b>               | <b>\$391,192.15</b> |

(Increases each year equate to 1%.)

There is sufficient funding in the approved 2013 Radio Maintenance Program to fund Year 1. Subsequent years will be funded through Capital Project 0877 - City-Wide Radio Trunking System, which is funded from the Trunked Radio System Infrastructure Reserve. This has been built into the 2013 mill rate base, and there will be no increase to user fees.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

There is no public or stakeholder involvement.

### **COMMUNICATION PLAN**

A communications plan is not required.

### **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)**

CPTED review is not required.

**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

A follow-up report is not required.

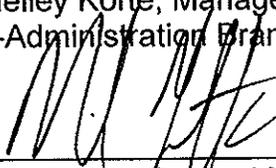
**PUBLIC NOTICE**

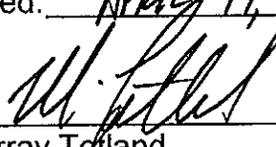
Public Notice, pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

Written by: Del Ehlert, Manager, Maintenance Support  
Facilities Branch

Approved by: Tim Halstead, Manager  
Facilities Branch

Approved by: Shelley Korte, Manager  
IS-Administration Branch

Approved by:   
Mike Gutek, General Manager  
Infrastructure Services Department  
Dated: April 19, 2013

Approved by:   
Murray Totland  
City Manager  
Dated: April 22/13

**TO:** Secretary, Administration and Finance  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** February 14, 2013  
**SUBJECT:** Request for Post Budget Approval  
 Purchase of Two Half Ton Trucks; and  
 Sole Source Purchase of One Trackless MT6 Snow Plough  
**FILE:** IS. 1390-1

**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that the sole source purchase of a Trackless MT6 Snow Plough from Joe Johnson Equipment Inc., in the amount of \$119,735, including G.S.T. and P.S.T., be approved;
- 2) that the quote from Driving Force for the purchase of two half ton trucks, in the amount of \$63,093.80, including G.S.T. and P.S.T., be accepted;
- 3) that a post budget reallocation of funds from the Parks Grounds Maintenance Equipment Acquisition Reserve to Capital Project 1356 – V&E Additional Equipment Purchases, in the amount of \$63,093.80, for the half ton trucks, be approved;
- 4) that a post budget reallocation of funds from the Parks Grounds Maintenance Equipment Acquisition Reserve to the Grounds Maintenance Equipment Replacement Reserve, in the amount of \$119,735, for the MT6 Trackless Snow Plough, be approved; and
- 5) that Purchasing Services be requested to issue the appropriate purchase orders.

**TOPIC AND PURPOSE**

The purpose of this report is to seek post budget approval for the sole source purchase of a Trackless MT6 Snow Plough, and for the purchase of two half ton trucks.

**REPORT HIGHLIGHTS**

1. The Trackless MT6 Snow Plough is experiencing an inordinate amount of down time for repairs and needs to be replaced.
2. The Parks Branch Grounds Maintenance Program requires two half ton trucks.

## **STRATEGIC GOALS**

The recommendations in this report support the City of Saskatoon Strategic Goal, A Culture of Continuous Improvement, as the purchase of the equipment will enhance customer service and approved levels of service.

## **BACKGROUND**

Vehicle and Equipment Services is responsible for the replacement of existing vehicles, while the branches/departments are required to purchase vehicles required to increase their fleet.

With the rapid growth of the city, and the increase in the number of hectares of parks and open spaces being developed, the existing Parks Branch fleet of grounds maintenance equipment and vehicles have proven to be insufficient in providing the resources required to maintain approved levels of service.

## **REPORT**

### **Sole Source Purchase of Trackless MT6 Snow Plough**

The Trackless MT6 Snow Plough is a versatile piece of equipment which can be utilized in the winter to clear snow off of park pathways and sidewalks; and in the summer as a mower.

The existing Trackless MT6 Snow Plough has attachments, including a blower, mower deck and snow blades, which are in good operational condition and will only fit another Trackless unit.

Joe Johnson Equipment Inc., which is located in Winnipeg, Manitoba, has been designated the Western Canadian Trackless Dealership for Manitoba, Saskatchewan and Alberta. The Administration is, therefore, recommending that the new Trackless MT6 be sole sourced to Joe Johnson Equipment Inc., in the amount of \$119,735, including G.S.T. and P.S.T.

There are insufficient funds within the Grounds Maintenance Equipment Replacement Reserve for the purchase of the MT6 Trackless Snow Plough. The Administration is, therefore, requesting a post budget reallocation of funds from the Parks Grounds Maintenance Equipment Acquisition Reserve to the Grounds Maintenance Equipment Replacement Reserve.

### **New Vehicle Purchase**

It has been determined that the Parks Branch, Grounds Maintenance Program requires two half ton trucks, one for the South-East District Horticulture Program; and one for the Urban Forestry Program.

Due to time constraints, Vehicle and Equipment Services contacted the four local dealers listed below, and requested a quote for the outright purchase of the two trucks.

- Driving Force;
- Calmont Trucking;
- Wheaton GMC Buick Cadillac Ltd.; and
- Merlin Motors

Driving Force provided the lowest price quotation, at a total cost of \$63,093.80, including G.S.T. and P.S.T., and met the minimum requirements.

### **OPTIONS TO THE RECOMMENDATION**

No options to the recommendation were considered.

### **POLICY IMPLICATIONS**

Funding for the Trackless MT6 Snow Plough would normally be funded from the Grounds Maintenance Equipment Replacement Reserve, as it is replacing an existing unit; however, there are insufficient funds within the reserve for the purchase. The Administration is, therefore, requesting a post budget reallocation of funds from the Parks Grounds Maintenance Equipment Acquisition Reserve to the Grounds Maintenance Equipment Replacement Reserve, in the amount of \$119,735, in order for the Trackless to be purchased this year. There are sufficient funds within the Grounds Maintenance Replacement Reserve.

### **FINANCIAL IMPLICATIONS**

The net cost to the City of Saskatoon for the Sole Source purchase of the Trackless MT6 Snowplough from Joe Johnson Equipment Inc. is as follows:

| <b>Joe Johnson Equipment Inc</b>     |                     |
|--------------------------------------|---------------------|
| <b>Equipment Type</b>                | <b>Price</b>        |
| Trackless MT6                        | \$113,850.00        |
| Trade-in Unit P195                   | (\$5,000.00)        |
| Sub Total                            | \$108,850.00        |
| G.S.T.                               | \$5,442.50          |
| P.S.T.                               | \$5,442.50          |
| <b>Contract Price</b>                | <b>\$119,735.00</b> |
| G.S.T. Rebate                        | (\$5,442.50)        |
| <b>Net Cost to City of Saskatoon</b> | <b>\$114,292.50</b> |

There are sufficient funds within the Grounds Maintenance Replacement Reserve, as described above.

The net cost to the City of Saskatoon for the purchase of the two half ton trucks from Driving Force is as follows:

| <b>Driving Force<br/>Vehicle Type</b>                  | <b>Price</b>        |
|--|---------------------|
| 2 half ton trucks-2012 GM Sierra 1500 SLE Extended Cab | \$57,358.00         |
| Sub Total  | <u>\$57,358.00</u>  |
| G.S.T.   | \$2,867.90          |
| P.S.T.   | <u>\$2,867.90</u>   |
| <b>Contract Price</b>                                  | <b>\$63,093.80</b>  |
| G.S.T. Rebate  | <u>(\$5,735.80)</u> |
| <b>Net cost to City of Saskatoon</b>                   | <b>\$57,358.00</b>  |

The Administration is requesting a post budget reallocation of funds from the Parks Grounds Maintenance Equipment Acquisition Reserve to Capital Project 1356 – V&E Additional Equipment Purchases, in the amount of \$63,093.80, for the half ton trucks.

#### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Public and/or stakeholder involvement is not required.

#### **COMMUNICATION PLAN**

A communications plan is not required.

#### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION:**

A follow-up report will not be submitted.

#### **ENVIRONMENTAL IMPLICATIONS**

The recommendations will lead to increased greenhouse gas (GHG) emissions resulting from the addition of two units to the Parks Branch fleet of vehicles and equipment. With the Trackless unit being a replacement unit, the GHG emissions will be based solely on the two half truck units. Based on similar (seasonal) units currently used by the branch, it is estimated that the new units will collectively result in GHG emissions of four tonnes CO<sub>2</sub>e annually, or the equivalent of adding one passenger vehicle to our roadways.

#### **PRIVACY IMPACT**

There are no privacy implications.

#### **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

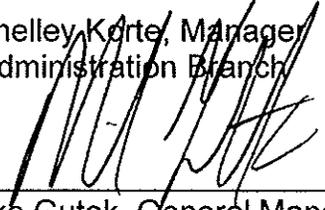
A CPTED review is not required.

**PUBLIC NOTICE**

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

Written by: Wayne Briant, Manager  
Parks Branch

Approved by: Shelley Korte, Manager  
Administration Branch

Approved by:   
Mike Gutek, General Manager,  
Infrastructure Services Department  
Dated: April 22, 2013

Approved by:   
Murray Totland  
City Manager  
Dated: April 22/13

2013 Post Budget Request for MT6 and 2 Half Ton Trucks

5

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** April 11, 2013  
**SUBJECT:** Proposed Rates - 2013 Water and Sewer Service Inspection and Boulevard Deposit Rates  
**FILES:** IS. 7780-1 and CK. 1905-2

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**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that Bylaw 1523, A Bylaw respecting the construction of private sewer and water service connections in the City of Saskatoon, be amended to include the proposed 2013 Water and Sewer Inspection Rates, as described in this report; and
- 2) that the City Solicitor be requested to prepare the necessary amendments to Bylaw 1523 for approval by City Council.

### **TOPIC AND PURPOSE**

This report is to receive approval for an increase in the rates for private sewer and water service connections.

### **REPORT HIGHLIGHTS**

1. Rates for inspection services within the water and sewer connection inspection program are set with a goal of 100% cost recovery.
2. The new rates have taken into consideration the increased costs for inspection for Precautionary Drink Water Advisories.
3. It is estimated that 1,830 connections will require inspections in 2013.

### **STRATEGIC GOALS**

This report supports the long-term strategy of increasing revenue sources and reducing the reliance on residential property taxes under the Strategic Goal of Asset and Financial Sustainability.

### **BACKGROUND**

The Construction and Design Branch currently inspects all water and sewer service connections for compliance with construction standards, ensuring that the integrity and safety of the public utility remains intact. The City provides and charges for these connection inspection services based on predetermined rates.

The rates for this service have seen increases on a yearly basis since 2008. Prior to 2008, rates had not been increased since 1985. Therefore, Council approved a recommendation that the Administration be authorized to phase in a full cost recovery of inspection services within the water and sewer connection inspection program by 2010.

## **REPORT**

In 2011, approximately \$338,000 was spent inspecting and managing 1,410 connections in the connection system. Approximately \$341,000 was recovered using the 2011 rates, representing a surplus of \$3,000.

In 2012, approximately \$441,364 was spent inspecting and managing 1,634 connections in the connection system. Approximately \$362,963 was recovered using the 2012 rates, representing an 82.2% recovery rate. The remaining \$78,400 was subsidized by the water and sewer utility.

The reason for the reduced recovery rate can be partly attributed to the implementation of the Precautionary Drink Water Advisory (PDWA) during construction, as directed by the Ministry of Health. There were approximately 200 residential and commercial PDWAs issued in 2012, which required additional staffing time that was not billed to the contractors, as they were not familiar with the process. Commencing in 2013, contractors will be charged for all work associated with PDWAs during construction.

The deposit rates for boulevard maintenance as part of demolition permits is included with the water and sewer inspection rates. These are required for sewer and water cut off and boulevard condition maintenance, and are returned when either the connections are properly removed or the boulevards, including the grassed area, sidewalk and curb have been repaired. These deposits are calculated to ultimately fix the section of boulevard affected by the water and sewer demolition. It has been determined that no increase in these deposit rates is required for 2013.

Rates for inspection services within the water and sewer connection inspection program are set with a goal of 100% cost recovery. The new rates have taken into consideration the increased costs for inspection for PDWAs. It is estimated that 1,830 connections will require inspections in 2013.

The Administration is recommending that the Water and Sewer Inspection Rates for 2013 be as outlined below:

|   | <u>2012 Rates</u>  | <u>Proposed 2013 Rates</u>   |
|---|--|--|
| Residential Inspection of Connections Including Records (New, Disconnects, Repairs or Similar)              | \$195/connection   | \$210/connection   |
| Residential Tapping (maximum 50mm) (Connection to water main by City Forces)                                | \$260/tapping  | \$260/tapping  |
| Commercial Inspection of Connections Including Records and PDWA Work (New, Disconnects, Repairs or Similar) | \$95/hour regular hours<br>\$190/hour overtime   | \$110/hour regular hours<br>\$220/hour overtime  |
| Records (Technical drafting services)   | \$135/connection   | \$150/connection   |
| Commercial Tapping (maximum 50mm) (Mueller tapping, all costs to work order)                                | \$260/tapping  | \$260/tapping  |
| Water Testing as Required TC & HPC bacteria   | \$40/set plus<br>Inspection time   | \$50/set plus<br>Inspection time   |
| Refundable Deposit for Water & Sewer Service Cut Off as part of Demolition Permit                           | \$3,000 residential<br>\$7,500 commercial  | \$3,000 residential<br>\$7,500 commercial  |
| Refundable Deposit for Boulevard Condition Maintenance as part of Demolition Permit                         | \$150/front meter - residential<br>\$200/front meter - commercial<br>(rounded down to nearest \$100) | \$150/front meter - residential<br>\$200/front meter - commercial<br>(rounded down to nearest \$100) |

### **OPTIONS TO THE RECOMMENDATION**

An option would be to not increase the rates. In this scenario, the recovery rate from 2012 will remain the same. This option is not recommended, as the portion of inspection time not recovered is subsidized by the water and sewer utility, thereby, directly from the taxpayer.

### **POLICY IMPLICATIONS**

If approved, Bylaw 1523, A bylaw respecting the construction of private sewer and water service connections in the City of Saskatoon, will need to be amended.

### **FINANCIAL IMPLICATIONS**

The proposed rates are intended to cover increased labour costs in order to recover 100% of the cost of inspection and management of water and sewer connections. Therefore, there are no financial implications.

**PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Public and/or stakeholder involvement is not required.

**COMMUNICATIONS PLAN**

Upon approval, the 2013 rates will be mailed to all licensed water and sewer contractors.

**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

The proposed increase to the rates will come into effect immediately following approval of the bylaw by City Council. It is anticipated that a report will be submitted by the City Solicitor, forwarding the amendments to Bylaw 1523 for approval, on May 21, 2013.

**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)**

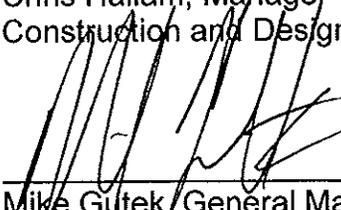
A CPTED review is not required.

**PUBLIC NOTICE**

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

Written by: Cory Funk, Construction Services Manager  
Construction and Design Branch

Approved by: Chris Hallam, Manager  
Construction and Design Branch

Approved by:   
Mike Gutek, General Manager  
Infrastructure Services  
Dated: APRIL 17, 13

6.

**TO: Secretary, Administration and Finance Committee**  
**FROM: General Manager, Utility Services Department**  
**DATE: April 16, 2013**  
**SUBJECT: Pesticide Reduction Awareness Campaign**  
**FILE NO: WT 4202-2**

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

### **TOPIC AND PURPOSE**

The City of Saskatoon continues to partner with the Saskatchewan Environmental Society (SES) to show leadership in the reduction of cosmetic pesticide use through an awareness campaign that will run from May 6 – June 24, 2013.

### **REPORT HIGHLIGHTS**

The Pesticide Reduction Awareness Campaign is an information campaign. The City of Saskatoon has been a partner in pesticide reduction initiatives for a number of years, and this year the initiative includes an awareness campaign using traditional and social media.

### **STRATEGIC GOAL**

The initiative presented in this report contributes to the strategic goal of Environmental Leadership by improving the quality of storm water run-off that is going into the river.

### **BACKGROUND**

The City of Saskatoon has partnered with the Saskatchewan Environmental Society to deliver education on pesticide reduction since 2006. Capital Project #2185 – Pesticide Education Plan, focused on providing funding support for door-to-door education. The project wound down in 2012. This year, the Environmental Services Branch has worked closely with the SES to plan the 2013 campaign.

### **REPORT**

The City of Saskatoon has been a leader among municipalities in discontinuing the use of herbicides. The City of Saskatoon's Parks Branch has been herbicide-free since 2004. Furthermore, the City is committed to the use of the least toxic control methods wherever possible to control pests and has established "Cultural Turf Practices" that focus on the health and vigour of parks and which have enabled the City to control broad leaf weeds on Saskatoon's sports fields. Turf maintenance training, education, and innovative partnerships are regularly employed so that the City's turf maintenance teams implement "best practices" when it comes to turf maintenance.

To showcase these efforts and to encourage similar practices in the community, the City is once again partnering with the SES to raise awareness about reducing the use of cosmetic pesticides as well as the availability of alternatives.

The neighbourhood campaigns managed by the Saskatchewan Environmental Society under Capital Project #2185 – Pesticide Education Plan, found that 869 of the participating households had declared themselves 'Pesticide Free'. An awareness campaign utilizing traditional and social media has now been developed to extend the reach of past neighbourhood-based campaigns to reach a city-wide audience.

### **POLICY IMPLICATIONS**

There are no policy implications at this time.

### **FINANCIAL IMPLICATIONS**

\$7,500 has been allocated within the operating budget for Environmental Programs to support this campaign. The Saskatchewan Environmental Society is able to leverage this contribution with funding from private business and the charitable sector.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

As an information report there are no public and/or stakeholder involvement aspects to report at this time.

### **COMMUNICATION PLAN**

The campaign will use high reach and frequency marketing and communication tools in order to maximize outreach. Radio and newspaper advertising will be the focus media, supplemented by news releases, television talk shows, and social media messages.

The slogan for the campaign is "Be Pesticide Free!" and includes a dedicated website [bepesticidefree.ca](http://bepesticidefree.ca) that will provide additional information for individuals to reduce their use of pesticides.

The campaign launches on May 6 and will run until the week of June 24, 2013.

### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION:**

The campaign is scheduled for completion by the week of June 24, 2013 and a follow up report will be provided to Council in September.

### **ENVIRONMENTAL IMPLICATIONS**

The use of pesticides is associated with negative impacts to both human and environmental health. A pesticide reduction campaign will educate the community on these risks, as well as the positive implications associated with using alternatives to manage home and garden pests. Potential environmental benefits of pesticide reduction include improved air and water quality caused by a decrease in these substances

entering our air and water supplies. The overall impact on greenhouse gas emissions is unknown and has not been quantified at this time.

### **PRIVACY IMPACT**

There are no privacy implications arising from this initiative.

### **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required at this time.

### **PUBLIC NOTICE**

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

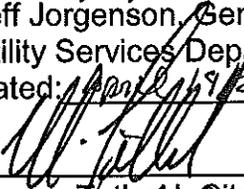
### **ATTACHMENTS**

1. Newspaper advertisement

Written by: Amber Jones, Education and Environmental Performance Manager, Environmental Services Branch

Reviewed by: Brenda Wallace, Manager, Environmental Services

Approved by:   
 Jeff Jorgenson, General Manager,  
 Utility Services Department  
 Dated: April 19, 2013

Approved by:   
 Murray Potland, City Manager  
 Dated: April 19, 13

## ATTACHMENT 1

City Page ad April 27/28; May 11/12; May 25/27; June 8/9

**BE PESTICIDE FREE!  
HAVE YOU HEARD? YOU DON'T NEED PESTICIDES TO HAVE A BEAUTIFUL  
YARD!**

Visit [bepesticidefree.ca](http://bepesticidefree.ca) for tips on the following:

- 10 easy steps to a naturally beautiful lawn
- Getting rid of pests like ants and wasps without using harmful chemicals
- How cayenne pepper can be used as an alternative to pesticides
- Keeping your pets safe from pesticides
- How to create a healthy and vibrant garden

[Bepesticidefree.ca](http://Bepesticidefree.ca)

(insert SES logo)

**TO: Secretary, Administration and Finance Committee**  
**FROM: General Manager, Infrastructure Services Department**  
**DATE: April 11, 2013**  
**SUBJECT: Enquiry Councillor C. Clark (September 14, 2009)**  
**Temporary Closing of Key Streets for Cycling and Walking Traffic**  
**FILE: CK. 6295-1)**

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**RECOMMENDATION:** that the following report be submitted to City Council for its information.

**TOPIC AND PURPOSE**

The following report is to provide information in response to an enquiry from Councillor Clark regarding temporary closure of key streets for cycling and walking traffic.

**REPORT HIGHLIGHTS**

1. Open Streets initiatives have been adopted all over the world, including cities in Canada and the United States, as a way to promote community involvement, healthy living, local economic development and sustainable transportation.
2. Municipalities that have Open Streets events participate to varying degrees, with the Canadian examples of Calgary and Hamilton supporting open streets, but community associations and cycling advocacy groups taking the lead on planning them.
3. The Administration is open to receive applications for street closures from organizers of Open Streets events, but will not be undertaking the organizing of such events at this time, as there are currently no resources available.

**STRATEGIC GOALS**

The information in this report supports the City of Saskatoon Strategic Goals, Quality of Life and Moving Around.

**BACKGROUND**

The following enquiry was made by Councillor Clark at the meeting of City Council held on September 14, 2009:

“Would the Administration please report on the potential for temporary closing of key streets to traffic on Saturdays and Sundays to open them up for cycling and walking traffic only.

Some key streets for consideration could be the Traffic Bridge, sections of Spadina Crescent between the weir and Avenue H, Broadway Avenue, or other appropriate streets.

The recent success of summer festivals from the Broadway Street Fair to 2<sup>nd</sup> Avenue Sidewalk Sale and Draggins Car Club Show, demonstrate that when we take cars away, people flock in.

The intent would not be to close all of these streets at once, but to experiment with one or two at a time.”

## **REPORT**

### Open Streets initiatives in Canada and the United States

Open Streets initiatives go by several names, including Ciclovía and Parkways. These events, which started in Bogota, Columbia and have been adopted all over the world, including cities in Canada and the United States, as a way to promote community involvement, healthy living, local economic development and sustainable transportation. Some examples of events held in cities in Canada and the United States include:

- Portland, Oregon holds Sunday Parkways events. These occur once per month in the summer throughout the city and feature street vendors, food and entertainment.
- Hamilton, Ontario hosts a bi-annual Open Streets event. Local businesses, artists and musicians are present at the event which promotes environmental sustainability and healthy living. Involvement from neighbourhood community associations is continually increasing at these events.
- Calgary, Alberta hosts Open Streets Calgary (OSC). OSC collaborates with other festivals to add awareness for pedestrian, cycling and other sustainable transportation initiatives throughout the city. The events include participatory urban art, innovative fitness and emerging cultural experiences. Support is fostered from local businesses and active transportation groups.

Municipalities that have Open Streets events participate to varying degrees. The Canadian examples of Calgary and Hamilton support open streets, but community associations and cycling advocacy groups take the lead on planning them. Some American cities appear to plan the events. In these cases they are planned by a group within the City dedicated to special events.

### Bringing Open Streets to Saskatoon

Saskatoon could implement programs such as these in order to generate interest in sustainable growth, community involvement, and culture. It would, however, require more than simply closing the street to motorized traffic. As with any public festival, considerable organizing and a communications plan would be required from stakeholders in order to create a successful event.

The Administration is open to receive applications for street closures from organizers of Open Streets events, but will not be undertaking the organizing of such events at this time as there are currently no resources available.

### **OPTIONS TO THE RECOMMENDATION**

There are no options.

### **COMMUNICATION PLAN**

Policy C03-026 - Provision of Civic Services, outlines the requirements for holding an event such as that outlined above. Applicants would need to submit their application for provision of civic services through Infrastructure Services prior to March 1. Information related to this policy will be made available on the City's website.

### **ENVIRONMENTAL IMPLICATIONS**

Open Streets would have a positive impact on the environment over the short and long term, as this type of event promotes active transportation. Removing motor vehicles from the streets, even temporarily, can improve air quality. These events also encourage citizens to replace motor vehicle trips with trips made by walking, cycling or public transit. This improves air quality in the long term.

### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

There will be no follow up report.

### **PRIVACY IMPACT**

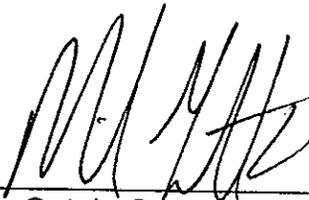
There are no privacy implications.

### **PUBLIC NOTICE**

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

Written by: Chelsea Lanning, Traffic Engineer-in-Training  
Infrastructure Services Department

Approved by: Angela Gardiner, Manager  
Transportation Branch

Approved by:   
Mike Gutek, General Manager,  
Infrastructure Services Department  
Dated: April 16, 2013

Copy to: Murray Totland  
City Manager

AF CL Temp Closure of Key Streets

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** April 11, 2013  
**SUBJECT:** Capital Project 2011 – Transportation Model Development & Design  
Award of Consulting Services  
Household Travel Survey  
**FILE:** CK. 6330-1 and IS. 6332-28

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**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that the proposal submitted by Ipsos Reid, to complete the Household Travel Survey, at a total cost of \$318,150 (including G.S.T.), be accepted;
- 2) that the City Solicitor be requested to prepare the Consulting Services Agreement for approval by the Mayor and City Clerk, under the corporate seal.

### **TOPIC AND PURPOSE**

This report is to obtain approval to award the Consulting Services Agreement for a Household Travel Survey to Ipsos Reid.

### **REPORT HIGHLIGHTS**

1. A Household Travel Survey is required to assist in understanding the travel demands of our rapidly growing city to a population of 500,000.
2. An On-Board Transit Survey will be completed to assess the travel characteristics and needs of Saskatoon Transit users.
3. A regional expansion of the Household Travel Survey will be completed to provide travel information throughout the Saskatoon region.
4. After a thorough evaluation of the three proposals that were received, the Administration is recommending that the Consulting Services Agreement for the Household Travel Survey, be awarded to Ipsos Reid.

### **STRATEGIC GOALS**

The Household Travel Survey will help to address the City of Saskatoon Strategic Goal, Moving Around, as the results will assist in developing an integrated transportation network that is practical and useful for vehicles, buses, bikes and pedestrians.

### **BACKGROUND**

In June 2012, City Council adopted the Integrated Growth Plan (IGP). Strategies within that plan include the need to identify additional infrastructure (new roads and bridges) to

address the growing demands throughout the city. The intent of the IGP is to guide transportation planning system development, as a master plan, by integrating the civic processes of land use planning and transportation system development.

## REPORT

One of the first steps in the development of a transportation plan is the completion of a Household Travel Survey, or Origin-Destination Study. Household travel surveys provide a detailed picture of the trip patterns and travel choices of a city's residents, which is then used as input to a travel demand model. This will assist in shaping some of the planning for transportation within the Integrated Growth Plan.

In 1991, a Household Travel Survey was conducted as part of the preparations for a comprehensive Transportation Study. That study is now considerably out-dated, and in order to capture the changes in travel patterns and land use, another study is required.

The survey will collect data related to households (household size, type of dwelling, etc.), individuals (age, gender, driver's licence, etc.), and trips (origin, destination, mode, etc.).

The focus will be on households and residents within the City of Saskatoon, however, specific over-sampling will be directed at University of Saskatchewan students in order to capture a better understanding of their travel needs.

The scope of the work will also include residents of the Saskatoon Census Metropolitan Area (CMA), which includes the Rural Municipalities of Blucher, Colonsay, Corman Park, Dundurn and Vanscoy, as well as all the towns and cities within that geographic region. The population of the CMA was 260,600, as reported in the 2011 Census.

Along with the Household Travel Survey, an On-Board Transit Survey will be included to better understand transit demand. The goal will be to obtain approximately 3,500 completed and validated household trip diaries across Saskatoon and region.

The survey is expected to be conducted during the fall of 2013.

The survey methodology and questions have become relatively standardized within the industry, and the chosen consultant's experience in completing this work was an important element in their selection.

A Request for Proposals was sent to three firms who pre-qualified through an initial Request for Qualifications, which had been posted on the SaskTenders website.

Proposals were received from the following three firms:

- Ipsos Reid, Vancouver, British Columbia;
- R.A. Malatest & Associates Ltd., Edmonton Alberta; and

- NuStats LLC, Austin, Texas.

After a thorough evaluation of the proposals, the review committee rated the proposal from Ipsos Reid as being superior. Ipsos Reid has successfully completed eight recent travel surveys, including Metro Vancouver in 2011/2012 and the City of Regina in 2009.

### FINANCIAL IMPACT

The net cost to the City of Saskatoon for the completion of the Household Travel Survey by Ipsos Reid is as follows:

|                          |                  |
|--------------------------|------------------|
| Consulting Services Fees | \$303,000        |
| G.S.T.                   | <u>\$15,150</u>  |
| Subtotal                 | \$318,150        |
| Less G.S.T. Rebate       | <u>\$15,150</u>  |
| <b>TOTAL</b>             | <b>\$303,000</b> |

There is sufficient funding within Capital Project 2011 – IS Transportation Model Development and Design.

Letters of support and commitment have been received from the Cities of Martensville and Warman. Each city's contribution will vary, depending on the number of households sampled. Once the contract has been finalized, precise targets will be developed and the cities will be invoiced when the project is completed. This financial support will be applied to the Capital project.

Saskatoon Transit has also indicated that they may provide a financial contribution towards the On-Board Transit Survey. This support, if provided, will also be applied to the Capital project.

| Budgeted | Unbudgeted | Capital   | Operating | Non-Mill Rate | External Funding |
|----------|------------|-----------|-----------|---------------|------------------|
| X        |            | \$303,000 |           |               |                  |

### PUBLIC AND/OR STAKEHOLDER CONSULTATION

Household travel surveys are a form of public engagement and provide quantitative data to inform decisions on future transportation options for the city. Approximately 3,500 households will be surveyed by telephone. In addition, an On-Board Transit Survey will engage approximately 3,500 household trips across Saskatoon and region. This quantitative data will provide a better understanding of transit demand.

The Cities of Martensville and Warman will be partnering with the City of Saskatoon to undertake this project.

## **COMMUNICATIONS PLAN**

The successful consultant is required to develop a communications plan and all the material necessary to introduce this work to the public and to support the survey throughout its duration.

The successful consultant is required to develop, in consultation with the City of Saskatoon, written documentation of field survey activities, including information on the purpose, function and methodology of field work, which is to be posted on the City of Saskatoon's website for public consumption. The purpose of these materials are to assist members of the public who are interested in the survey activities to better understand its purpose and what will be done with the information collected.

Final results of the survey will be presented to City Council and made available to the public through the City's website.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

## **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

It is expected that the final reports from this study will be completed by March 2014. A follow-up report will be submitted to City Council shortly thereafter.

## **PRIVACY IMPACT**

To protect the privacy of survey respondents, the successful consultant is required to meet the regulations regarding protection of privacy of personal Information contained within the *The Local Authority Freedom of Information and Protection of Privacy Act*. This includes assurance that all information in all forms of media (i.e. paper, electronic, etc.) are not available to foreign governments or companies through regulations such as the *U.S. Patriot Act*.

Final data delivered to the City of Saskatoon must not contain records that would permit the identification of individuals, and names and addresses will be removed.

## **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required.

## **PUBLIC NOTICE:**

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

Written by: David LeBoutillier, Planning and Design Engineer  
Transportation Branch

Reviewed by: Don Cook, Planning and Design Engineer  
Transportation Branch

Approved by: Angela Gardiner, Manager  
Transportation Branch

Approved by: "Mike Gutek"  
Mike Gutek, General Manager,  
Infrastructure Services  
Dated: "April 22, 2013"

Approved by: "Murray Totland"  
Murray Totland  
City Manager  
Dated: "April 22, 2013"

Council DL RFP Award HTS

9.

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** April 15, 2013  
**SUBJECT:** Dedicated Funding for Active Cycling Infrastructure  
**FILES:** CK 1815-1, CK 6000-5, CS 1815-1 and CS 7000-1

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**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that the expenditure criteria for the Active Transportation Infrastructure Reserve be to fund pedestrian and cyclist infrastructure needs, including the construction of sidewalks, ramps, multi-use pathways and cycling infrastructure, as described in the following report; and
- 2) that the City Solicitor be advised of the approved expenditure criteria in order to prepare the amendment to Bylaw 6774, The Capital Reserves Bylaw, for approval by City Council.

### **TOPIC AND PURPOSE**

The purpose of this report is to obtain approval for the expenditure criteria for the Active Transportation Infrastructure Reserve, so that the City Solicitor can prepare the bylaw for approval by City Council.

### **REPORT HIGHLIGHTS**

1. The Capital Reserves Bylaw 6774 is to be amended to include an Active Transportation Reserve, in order to provide the funding to ensure that active transportation is an option to everyone.

### **STRATEGIC GOALS**

The recommendations in this report support the City of Saskatoon Strategic Goal, Moving Around, as they will help to provide for funding to more effectively plan and develop infrastructure for pedestrians and cyclists.

### **BACKGROUND**

City Council, at its Special Meeting held on December 4 and 5, 2012, dealing with the 2013 Preliminary Operating and Capital Budget, considered a report of the General Manager, Corporate Services Department, dated November 21, 2012, providing options for cycling infrastructure. City Council resolved:

- "1) that a capital reserve for "Active Transportation" be established and that the Infrastructure Services Department develop the expenditure criteria;
- 2) that mill rate supported base funding be phased-in and supplemented with one-time capital funding until the base reaches \$500,000 annually;
- 3) that City Council direct Administration, starting in 2014, to dedicate a 0.1% mill rate allocation to an Active Transportation Reserve to a maximum of \$500,000 on an annual basis; and
- 4) that the City Solicitor be requested to update Capital Reserves Bylaw No. 6774."

## **REPORT**

Active transportation refers to any form of human-powered transportation, including walking, cycling or using a wheelchair.

Funding for cycling is currently funded by the Transportation Expansion Infrastructure Reserve, where the demands far outweigh available funding.

Due to pressures on the Transportation Infrastructure Reserve, no funding has been allocated to the Sidewalks Retrofit Program for 2013. There are currently 33 requested sidewalk locations on the list, at an estimated total cost of \$3.1 million. Many of these requests date back to 2007.

In 2012, \$500,000 was allocated to Capital Project 1963 – Corporate Accessibility Policy from the Reserve for Capital Expenditures to begin to address the backlog of accessibility ramps. There are now approximately 970 outstanding locations throughout the city, at an estimated cost of \$2,500,000.

In order to provide the funding to ensure that active transportation is an option to everyone, the Administration is recommending that the expenditure criteria for the new Active Transportation Reserve be to fund pedestrian and cyclist infrastructure needs, including the construction of sidewalks, ramps, multi-use pathways and cycling infrastructure.

## **OPTIONS TO THE RECOMMENDATION**

No other options were considered.

## **POLICY IMPLICATIONS**

An amendment to Capital Reserves Bylaw 6774 is required.

### **FINANCIAL IMPLICATIONS**

City Council previously approved a 0.1% annual mill rate allocation to the Active Transportation Reserve, to a maximum of \$500,000, commencing in 2014.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

The Cycling Advisory Group and the Accessibility Advisory Committee are involved in the development of the programs that will be funded through the Active Transportation Reserve. The Administration will continue to work with these groups.

### **COMMUNICATIONS PLAN**

The active transportation program is an example of how the City is making Saskatoon a better place to live. By improving connectivity within and between neighbourhoods for people to walk or ride their bikes, residents will enjoy a better quality of life and a great sense of belonging. The City's goal is to create an environment in which people can make rational choices between driving, biking, walking, carpooling and using transit, which requires that these modes of transportation be efficient and intuitive to use. This is an important piece of the City's Integrated Growth Plan and projects funded through this new Reserve will be branded with messaging and visual components of the larger strategy. Depending on the scope and impact of the construction for each of these projects, affected residents and drivers will be notified in advance through targeted public engagement, our website, on-site signage and local media as appropriate.

### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

The City Solicitor will be submitting a report forwarding the revised bylaw for City Council approval, which is expected to be submitted by June 2013.

### **ENVIRONMENTAL IMPLICATIONS**

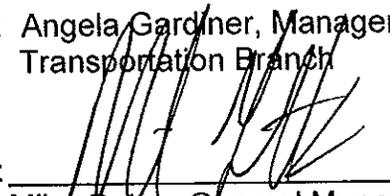
The recommendation is expected to have positive greenhouse gas emissions implications. Providing the infrastructure needed to have the opportunity to walk or bike will lead to GHG emissions reductions.

### **PUBLIC NOTICE**

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

Written by: Shirley Matt, Transportation Management Engineer  
Transportation Branch

Approved by: Angela Gardiner, Manager  
Transportation Branch

Approved by:   
Mike Gutek, General Manager,  
Infrastructure Services Department  
Dated: Apr 16, 2013

Copy to: Murray Totland  
City Manager

AF SM Active Transportation reserve.doc

**TO: Secretary, Administration and Finance Committee**  
**FROM: General Manager, Utility Services Department**  
**DATE: April 18, 2013**  
**SUBJECT: DART Bus Service – New Identity Strategy**  
**FILE NO: WT -1402-1**

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**RECOMMENDATION:** that the Administration and Finance Committee recommend to Council:

- 1) that LED digital signs be used as the new identification of a Direct Access Rapid Transit (DART) bus;
- 2) that the 30 buses currently used as DART buses be included in the City's bus-wrap advertising program; and
- 3) that as opportunities arise, current green and white DART buses be repainted the same two-tone blue and white as the regular transit fleet.

### **TOPIC AND PURPOSE**

Administration is requesting City Council's approval in changing the method of identifying a Direct Access Rapid Transit (DART) bus to a digital sign as opposed to the color of the bus.

### **REPORT HIGHLIGHTS**

Changing the way of identifying a DART bus to an LED digital destination sign as opposed to the green and white color combination so that Saskatoon Transit can operate more effectively and efficiently.

### **STRATEGIC GOAL**

The information in this report supports the long-term strategy to establish Transit as a viable option for transportation under the Strategic Goal of Moving Around by providing service that is safe, convenient, efficient and affordable.

### **REPORT**

#### **Repainting the Green DART Buses**

In 2006, Saskatoon Transit moved forward with the proposed DART program in an effort to decrease travel time on identified high ridership transit routes by providing direct service with fewer stops. The DART buses were strategically branded (painted a different color combination than the rest of the fleet) to make them easier to identify for

the general public. The DART service has become very popular and ridership has increased since that time.

There are five DART routes which are serviced daily with 24 buses. A total of 30 buses in the fleet are painted with the DART colors. The spare ratio of designated DART buses has become a challenge as the buses age and the requirement for scheduled inspections, scheduled and unscheduled maintenance, and down time for accident repair. Limited space in the Transit storage facility necessitates bus repositioning in and around the garage in the evenings and sometimes late at night, which can be time consuming for staff and upsetting to some residents in the neighboring community.

There have been several occasions where a regular two-toned blue and white bus was required to go on a DART route because there were no green and white buses available which could be confusing to some of our transit customers.

Transit Administration conducted a survey of current DART riders and current regular route riders to assess the impact of removing the DART branding from the bus color scheme and the destination sign (Attachment 1). The overwhelming response was that riders are not concerned with whether their bus is branded as a DART or not, only 5% of respondents were concerned with the color of the bus that arrived at their stop. Additionally, 90% of those surveyed expressed that they recognized their bus by the route number and not the color or DART branding.

To resolve the maintenance issues, utilize the transit fleet more effectively and efficiently, reduce the number of buses idling in and around the garage, and to facilitate proper preventative maintenance programs, Transit Administration proposes that all 30 green and white DART buses have the DART logo removed. These buses would be prioritized to receive advertising wraps, which will help generate additional revenue. Over time, as opportunities arise due to repairs or refurbishment, the buses will be repainted the same two-tone blue and white as the rest of the Transit fleet.

Transit customers will continue to recognize their bus by the route number displayed on the destination sign, as they have told us they already do through the rider survey.

This strategy would enable the Transit Administration to use the fleet more effectively and efficiently and eliminate potential confusion by our customers when a two-tone blue and white bus is used on a DART route. The residual benefit is the increased opportunity to generate more advertising revenue.

### **OPTIONS TO THE RECOMMENDATION**

To keep the 30 green DART buses as is and continue to have issues providing the DART service with only green and white painted buses. Transit Administration does not recommend this option.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

The former DART buses which receive an advertising wrap will require minimal work to be prepared, and those which do not will be repainted as part of a regular refurbishment and repair program.

Additionally, Transit Administration will benefit financially from using the fleet to its fully optimized capacity. Wear and tear can be distributed amongst the entire fleet as opposed to a select few units, currently these units travel on average approximately 25% less kilometres per year when compared with a regular route bus.

Furthermore, the high value Hybrid Buses will be available to be used to their full potential. These buses were designed for stop and go driving routes to maximize the fuel mileage. Currently on DART routes, these buses are not being used to their full potential and we are not experiencing the maximum fuel efficiency from these units.

The change proposed will better enable Transit to manage a flexible and optimized fleet.

### **COMMUNICATION PLAN**

Customers will be informed in advance of the DART bus color change through information posted within the buses and at the Customer Service Centre, through the news media and social media. Transit customers will be able to identify their DART bus at a distance by reading the LED destination signs on the bus instead of relying on the color of the bus once it comes closer to them.

### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

If approved by City Council, the current DART buses will have the DART logo removed and will be included in the advertising bus wrap and/or repainted over a period of time.

### **ENVIRONMENTAL IMPLICATIONS**

There is no environmental and/or greenhouse gas implications.

### **PUBLIC NOTICE**

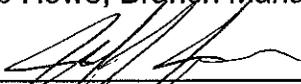
Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

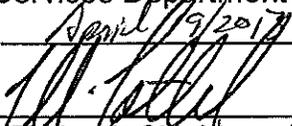
**ATTACHMENT**

1. DART Bus Survey

Written by: Walter Plessl, Maintenance Manager

Reviewed by: Bob Howe, Branch Manager

Approved by:   
\_\_\_\_\_  
Jeff Jorgenson, General Manager  
Utility Services Department  
Dated: April 19, 2017

Approved by:   
\_\_\_\_\_  
Murray Toffand, City Manager  
Dated: April 19, 13

Green DART Buses

**DART BUS SURVEY**

|        | Place Riel 14:00 -<br>16:00 Mar. 13 & 14 | Random Reg Rts<br>9:30 - 13:30 Mar.<br>13,19 | D.T.Term. 13:30 -<br>15:30 Mar. 14 & 22 | Dart Rts 11:00 -<br>13:00 Mar. 21 & 22 |     |        |
|--------|--|--|---|--|-----|--------|
| Yes    | 83                                       | 47   | 36                                      | 31                                     | 197 | 36.00% |
| No     | 125                                      | 118  | 69                                      | 39                                     | 351 | 64.00% |
|        | 208                                      | 165  | 105                                     | 70                                     | 548 |        |
| Color  | 10                                       | 6  | 3                                       | 1                                      | 20  | 3.50%  |
| Number | 187                                      | 168  | 93                                      | 68                                     | 516 | 90.00% |
| Both   | 14                                       | 7  | 8                                       | 5                                      | 34  | 6.50%  |
|        | 211                                      | 181  | 104                                     | 73                                     | 569 |        |
| Yes    | 18                                       | 6  | 6                                       | 0                                      | 30  | 5.00%  |
| No     | 192                                      | 174  | 94                                      | 74                                     | 534 | 95.00% |
|        | 210                                      | 180  | 100                                     | 74                                     | 564 |        |

Do you know what DART means:

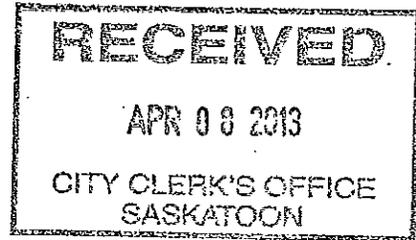
Do you recognize your bus by the color or number:

Does it matter if your bus is blue or green:

5301-

11.

**From:** CityCouncilWebForm  
**Sent:** April 06, 2013 6:49 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

James Brodie  
739 wilkinson way  
saskatoon, Saskatchewan  
s7n-3l6

EMAIL ADDRESS:

[j.brodie@sasktel.net](mailto:j.brodie@sasktel.net)

COMMENTS:

36 Hour city street parking

I'm writing this letter in regards of the bylaw of parking on city streets of 36 hours, as it is now if my vehicle is parked and not moved for more than 36 hrs, I could receive a ticket for doing so.

My concern is this is unfair to people that may have company come for a long weekend, special events etc, the bylaw should be amended to cover a long weekend or 72 hrs before they are ticketed.

Could you please look into this matter

Concerned  
James Brodie

7830-3  
**RECEIVED**  
APR 25 2013  
CITY CLERK'S OFFICE  
SASKATOON

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Utility Services Department  
**DATE:** April 23, 2013  
**SUBJECT:** Temporary Front-Street Collection of Garbage and Recycling  
**FILE NO:** WT 7831-10

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

**TOPIC AND PURPOSE**

As snow melt conditions improve in Saskatoon, a plan for ending temporary front-street collections for garbage and recycling has been developed.

**REPORT HIGHLIGHTS**

A managed and comprehensive 'return to normal' strategy has been developed to ensure service reliability continues. Clear communications is important to ensure residents know when and where their garbage and recycling collections are located. This temporary measure has helped protect back lanes and has also generated operational savings.

**STRATEGIC GOAL**

This report supports strategies and priorities related to service quality identified under the strategic goal of Continuous Improvement.

**BACKGROUND**

On March 25, 2013, Executive Committee received an information report outlining the challenges the snow melt was having on garbage and recycling collections. The build-up of snow in lanes was much higher than normal, and caused significant garbage and recycling collection problems as trucks broke through snow pack or wet areas. On March 22, 2013, ten (10) collection trucks were concurrently stuck in lanes.

To minimize service disruptions for collection of garbage and recyclables for the 18,000 households normally serviced from back lanes, a temporary front-street collection strategy was developed.

**REPORT**

The temporary front-street collection strategy relied on a city-wide approach to minimize confusion among residents who were inconvenienced by the strategy and maximize the operational efficiency of collections. A number of hard-to-service or anomaly locations were identified and specific collections strategies developed, including the creation of 'staging areas' where garbage and recycling carts were allowed to be left in posted 'no parking' zones located on side streets.

Compliance with the temporary front-street collection strategy was high. Litter issues that arose during this period were addressed pro-actively by Environmental Services staff who removed garbage that was accumulating in some back lanes and moved the carts of non-compliant households. Fire and Protective Services also procured Urban Camp to assist with community litter issues.

Administration is continually monitoring the condition of lanes for accessibility by heavy equipment. Some back lanes will dry faster than others. The temporary front-street collection strategy will remain in effect, however, until the majority of lanes are dry enough to handle the weight of the collection vehicles. This strategy mirrors a spring road-ban that may be applied to portions of the provincial highway network. Such an approach has been proven to protect assets and save tax dollars.

A managed and comprehensive 'return to normal' strategy has been developed to ensure service reliability continues and that it is clear for residents when and where their next garbage and recycling collections are located. This approach also maximizes operational efficiency and saves time and money.

The return to lane collection for those temporarily affected will begin on May 18, 2013. Although this date is conservative, now that people have moved their bins to the front street or staging areas, it makes sense to allow the lanes to dry as much as possible and allow the frost to come out of the ground before returning to lane collection in the affected areas.

Paved lanes will be dry on the surface well before May 18. However, there will still be high levels of moisture below the paved surface. In order to reduce damage, collection from paved lane areas will revert to normal lane collection on May 18 as well.

### **POLICY IMPLICATIONS**

There are no policy implications at this time.

### **FINANCIAL IMPLICATIONS**

Administration has estimated \$125,000 in costs were avoided due to the temporary front-street collection strategy. Costs avoided include truck damage, towing, and costs related to staff downtime while stuck in back lanes. In addition, Administration estimates that \$600,000 in damage to back lanes has been avoided. Had collections in these areas remained in the lanes, extensive service delays would have occurred.

The additional costs associated with the temporary front-street collection strategy include costs for communication and the addition of some labourers to the regular garbage collection crew. These costs are projected to be \$115,000 by May 31.

In summary, the main benefits of the temporary move to city-wide front street collection was avoiding significant lane damage and the ability to adhere to collections schedules.

## **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Loraas Recycle provides recycling collections services. They have been consulted during the development of this strategy.

## **COMMUNICATION PLAN**

The 'return to normal' strategy will be communicated to affected residents through flyers, public service announcements, the City website, social media, and ads placed in the newspaper and on radio. The telephone information line operated by Fast Consulting will include details pertaining to the 'return to normal' strategy and the answering service will continue until May 31. Signs posted on trees and light poles to advise residents of the change to front-street collection will be removed. 'Staging areas' will be dismantled and on-street parking can also return to normal.

## **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION:**

The 'return to normal' strategy is scheduled for completion by mid-June. A final report on the temporary front-street initiative will be included in the 2013 annual report on waste management provided to Council in the first quarter of 2014.

## **ENVIRONMENTAL IMPLICATIONS**

Environmental and greenhouse gas implications will be reported within the annual report for garbage and recycling collections.

## **PRIVACY IMPACT**

There are no privacy implications arising from this initiative.

## **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

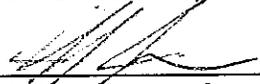
A CPTED review is not required at this time.

## **PUBLIC NOTICE**

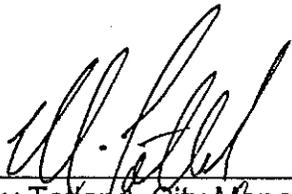
Public Notice, pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Written by: Brenda Wallace, Manager, Environmental Services

Approved by:

  
\_\_\_\_\_  
Jeff Jorgenson, General Manager,  
Utility Services Department  
Dated: April 25/2013

Approved by:



\_\_\_\_\_  
Murray Tottand, City Manager

Dated: April 25/13

Temporary Front-Street Collection of Garbage and Recycling

His Worship the Mayor and City Council  
The City of Saskatoon

**REPORT**  
of the  
**EXECUTIVE COMMITTEE**

Composition of Committee

His Worship Mayor D. Atchison, Chair  
Councillor C. Clark  
Councillor 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. Request for Proposals for Advisors for Civic Operations Centre**  
**(File No. CK. 600-27)**

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**RECOMMENDATION:** that the Request for Proposals for the following four advisors be issued:

- 1) Financial and Business Advisor;
- 2) Legal Advisor;
- 3) Fairness Advisor; and
- 4) Owner's Technical Advisor.

Attached is a report of the City Manager dated April 15, 2013, regarding various advisory services which will be required as part of the Public Private Partnership (P3) procurement for the Civic Operations Centre (COC).

Report No. 9-2013  
Executive Committee  
Monday, May 6, 2013  
Page 2

Your Committee has reviewed this report and supports the issuance of Request for Proposals to retain key advisors for technical, legal, fairness and financial services from third party firms to support the P3 procurement process and project delivery.

Respectfully submitted,

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His Worship Mayor D. Atchison, Chair

**TO:** Secretary, Executive Committee  
**FROM:** City Manager  
**DATE:** April 15, 2013  
**SUBJECT:** Request For Proposals for Advisors for Civic Operations Centre  
**FILE NOS:** CC.600-1 and CS.600-2

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**RECOMMENDATION:** that this report be forwarded to City Council recommending that the Request For Proposals for the following four advisors be issued:

- 1) Financial and Business Advisor;
- 2) Legal Advisor;
- 3) Fairness Advisor; and
- 4) Owner's Technical Advisor.

**TOPIC AND PURPOSES**

To receive City Council's approval to issue the Request For Proposals for various advisory services that will be required as part of the Public Private Partnership (P3) procurement for the Civic Operations Centre (COC).

To provide information on successful Public Private Partnership projects in Canada.

**REPORT HIGHLIGHTS**

- 1. That the City of Saskatoon retain key advisors – technical, legal, fairness, and financial, from third party firms to support the P3 procurement process and project delivery.
- 2. A listing of successful Canadian projects procured using the P3 model.

**STRATEGIC GOALS**

The COC supports many of the goals from the City's Strategic Plan including:

**Quality of Life:** Relocating Transit from the Caswell Hill neighbourhood supports the four-year priority of directing expenditures towards amenities in neighbourhoods to enhance and protect property values and encouraging private investment.

**Environmental Leadership:** The new Transit Facility will be LEED certified and the Snow Storage Facility will meet Environment Canada's "Code of Practice for the Environmental Management of Road Salts".

**Asset and Financial Sustainability:** This project supports the four-year priority of developing funding strategies for capital expenditures and the 10-year strategy of reducing the gap in the funding required to rehabilitate and maintain our infrastructure.

## BACKGROUND

City Council, at its meeting held on February 11, 2013, when dealing with Clause G2, Administrative Report No. 3-2013, adopted the following recommendation:

- "1) that the Public-Private Partnership procurement model be approved for the delivery of the new Transit Facility and permanent Snow Storage Facility at the Civic Operations Centre;"

At the same meeting, City Council asked Administration to provide a report regarding the Request for Proposals (RFPs) for advisory services for this project. City Council also asked Administration to identify and report on some successful Canadian projects procured using the P3 model.

## REPORT

### Key Advisors to Support the P3 Procurement Process

A project of the size and scope of the COC requires the dedication of appropriate human and financial resources to facilitate the efficient and effective execution of both the procurement process and project delivery. A Steering Committee has been formed and a Project Director has been appointed. A next step would be to retain key advisors – technical, legal, fairness and financial from experienced third-party firms. Each of these advisors play an important role in supporting the development and execution of the procurement process, supporting the Administration in negotiating the final project agreement and providing advice on the performance of the preferred proponent from the post-financial close to the commissioning of Phase One of the COC. In summary, their roles include but are not limited to:

**Financial Advisor:** The Financial Advisor will assist in all financial related activities during the procurement, contract and construction phases of the project up until and including substantial completion. The Advisor will assist in the identification, assessment and mitigation of project risks and the preparation and assessment of financial models and value-for-money calculations.

**Legal Advisor:** The Legal Advisor provides input into P3 standards and guidance documents, participates in evaluating projects, and leads the legal requirements for delivering the P3 project. The Advisor also advises on procurement matters and assists the process to achieve commercial and financial close on the projects. The Advisor also advises on project agreement interpretation and enforcement.

**Fairness Advisor:** The Fairness Advisor will oversee the P3 procurement process to ensure that it is open, fair, transparent, timely and competitive, and to provide an independent opinion by observing and reviewing the transaction process. They will help review the draft RFQ and RFP for the project proponent, and assist in the evaluation process to ensure fairness compliance throughout.

Owner's Technical Advisor: The Owner's Technical Advisor assists with preparing the project-specific documentation and participating in the P3 procurement process. The Advisor will provide expert assistance to the project team regarding all phases of the work, from reviewing the draft documentation to assisting in the document preparation (RFQ, RFP, technical specs, etc.), evaluating the P3 proponent, and liaising on behalf of the City with the proponent during construction.

Copies of the RFPs are included as Attachments 1, 2, 3 and 4. Selection of the successful advisors will be conducted in a fair, open and transparent process. These RFP's will be posted on appropriate procurement websites and advertised in the *Star Phoenix*.

### Successful Canadian Projects Procured Using the P3 Model

While P3s are relatively unknown in Saskatchewan, they are being used throughout Canada. The Canadian Council for Public-Private Partnerships issues annual awards which recognize outstanding P3 projects. A few examples are listed below:

Disraeli Bridges and Freeway Project – This City of Winnipeg \$195 Million project opened on time and on budget last fall. The project included the replacement of the two-kilometre stretch of the Disraeli Freeway, with a new road and two bridge structures over the Red River and railway. The private partner was challenged with environmental contamination and keeping lanes open during construction. The results from the final report assessed the value-for-money of the Design-Build-Finance-Maintain (DBFM) project at \$47.7 Million or 17.1 per cent.

B.C. Cancer Agency Centre for the North – This state-of-the-art 5,000 square-metre cancer centre achieved LEED Gold certification. It innovatively incorporated wood elements in many interior and exterior elements reflecting B.C.'s North Aboriginal cultural context, has a medicinal healing garden and a spiritual care room. The green roof is comprised of local plants that capture rainwater, provide insulation and offer a unique view to patients, staff and visitors. The interior design is expected to create efficient staff flow throughout the building and encourage greater interdisciplinary team work and resource sharing, resulting in superior patient care. This Design-Build-Finance-Operate (DBFO) project was constructed in just over two and half years at a total cost of \$72.2 Million with estimated savings of \$4.9 Million over the 30-year agreement.

Northwest Anthony Henday Drive, Edmonton – This project opened to traffic on November 1, 2011. It involved the design and construction of approximately 21 kilometres of four and six lane divided roadway. It has eight interchanges, five flyovers, and two railroad crossings. This DBFO project delivered cost savings projected over the life of the 30-year agreement of \$240 Million and reduced average commute times north of Edmonton.

Ontario Ministry of Government Services Data Centre – This \$352 Million project was for a data centre facility to house increased data storage capacity and security for the Government's new online services strategy. The DBFO project garnered \$64.2 Million in cost savings.

North East Stoney Trail Highway – A \$650.7 Million project for the ring road highway around Calgary and Edmonton was opened to traffic in 2009. This DBFO project improved access and safety. Its cost was approximately 63 per cent of the cost compared to traditional project delivery.

### **OPTIONS TO THE RECOMMENDATION**

There are no options to the recommendation.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

This \$130.05M project, consisting of \$2.25M for land and \$127.8M for the facilities, was approved during the 2013 budget process as Capital Project 1584. The new Transit Facility will replace an existing asset, and the Snow Storage Facility is a new asset. The annual payments with this type of procurement (Design, Build, Finance, Maintain) include both capital and lifecycle costs.

The estimated total cost for these advisors is \$4.9M. This can be further broken down to Financial (\$1.5M), Technical (\$2.7M), Legal (\$0.45M), and Fairness (\$0.25M). The project, including the cost of these advisors, is fully funded. The funding is from various sources including Gas Tax (\$12.5M), Federal Transit Fund (\$5.0M), PPP Canada (\$31.375M) and External Financing (\$81.175M) from the successful proponent. PPP Canada will reimburse 25 per cent of the cost of the Technical, Fairness, and Financial Advisors and is included in the numbers above.

### **COMMUNICATION PLAN**

The RFP for the advisors will be promoted through the City's website, a listing on the Merx website (online listing of all government public tenders), a listing on SaskTenders website, an email sent to a list of interested and prospective firms compiled by Administration, and an ad in the Saskatoon *StarPhoenix*.

Overall communications for the project will be handled by the Owner's Technical Advisor. This will include public open houses, stakeholder involvement, project updates, advertising, and regular updates to the existing Civic Operations Centre web page.

### ENVIRONMENTAL IMPLICATIONS

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

### PRIVACY IMPACT

There are no privacy implications.

### DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

The RFPs for advisors will be issued on May 7, 2013 and will close on May 30, 2013. The submissions will be reviewed by the COC Steering Committee, and Administration will report back to City Council on June 24, 2013 requesting approval to award the advisory roles to the successful proponents.

Then the COC Steering Committee and the Advisors will start developing the Request for Qualifications (RFQ) to short list P3 proponents. The RFQ will be brought to Executive Committee by September 2013.

### SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

Once planning of the site gets under way, a Crime Prevention Through Environmental Design (CPTED) analysis will be developed.

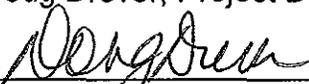
### PUBLIC NOTICE

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

### ATTACHMENTS

1. Request for Proposal – Financial and Business Advisor.
2. Request for Proposal – Legal Advisor.
3. Request for Proposal – Fairness Advisor.
4. Request for Proposal – Owner's Technical Advisor.

Written by: Jill Cope, Project Manager  
Linda Andal, Financial Policy and Strategy Analyst; and  
Doug Drever, Project Director

Approved by:   
Doug Drever, A/Manager Corporate Projects  
Dated: 13/04/23

Approved by: *M. Totland*  
Murray Totland, City Manager  
Dated: *April 23/13*

RFP COC Advisors apr 29 EXEC (2).doc  
copy: His Worship the Mayor



**Request for Proposals**  
**Financial & Business Advisor**

**Civic Operations Centre – Phase One**  
**Transit Facility**  
**Snow Storage Facility**

**Issued May 7, 2013**

**Submission Deadline: 2:00 pm Thursday, May 30, 2013**

## **1.0 Invitation**

The City of Saskatoon ("City") invites qualified consultants to submit proposals to provide financial and business advisory services and P3 expertise for the delivery of the Civic Operations Centre (COC) ("Project").

The successful advisor will help ensure a smooth transition through all processes required to achieve a successful P3 project, including the Request for Qualifications (RFQ) and Request for Proposal (RFP) processes. These processes may include communications, policy framework, risk identification, and determining costs and benefits.

The City has divided the COC project into three separate components:

Component 1 – P3 Procurement Process;

Component 2 – Phase One - Construction of Transit Facility and Snow Storage Facility; and

Component 3 – Phase Two – Construction of City Yards

Currently, the City is within Component 1 of the COC project and is engaging advisory services to assist with analysis required to complete Components 1 and 2. City Council has not yet approved proceeding with Component 3 and will not be in a position to determine whether the COC project will be proceeding past Component 2 until an appropriate funding source is determined.

## **2.0 Background**

### **Transit Facility**

Saskatoon Transit, owned and operated by the City of Saskatoon, provides basic high quality service for all citizens and is building its service to attract people away from the automobile. Strong transit ridership reduces greenhouse gas emissions and is inherently a cost effective mode of transportation.

Projected growth within the City, higher traffic volumes, and the City's desire for "greener" neighbourhood developments will increase the demand for Transit services. Additional routes and buses will be required to meet this demand. However, the current facilities have serious capacity constraints and there is no room for expansion.

Saskatoon Transit currently conducts all of its operations out of four facilities that are decentralized throughout various parts of the city (mainly in the South Caswell Hill residential neighbourhood). A series of studies conducted by both City staff and external advisors, have recommended that the Transit facility be relocated. This is coupled with the City's desire to redevelop the Caswell Hill neighbourhood. The Caswell Hill Local Area Plan was completed in November 2001 by the City's Community Service Department and included many recommendations that were adopted by City Council. To relocate the current Transit facilities was deemed as a critical step to realize this goal.

### **Snow Storage Facility**

In 2001, Environment Canada released an assessment report stating that road salts are entering the environment in large amounts and are posing a risk to plants, birds, fish, lake and stream ecosystems and groundwater. Environment Canada further issued a "Code of Practice for the Environmental Management of Road Salts", with the objective to ensure environmental protection while maintaining roadway safety. This Code made two main recommendations<sup>1</sup>:

1. The development of salt management plans, based on a review of existing road maintenance operations, identification of means and goal-setting to achieve reductions of the negative impacts of salt releases; and

<sup>1</sup> Source: <http://www.ec.gc.ca/sels-salts/default.asp?lang=en&n=f37b47ce-1&printfullpage=true>

2. The implementation of best management practices in the areas of salt application, salt storage and snow disposal, as outlined in the Transportation Association of Canada's Syntheses of Best Practices.

In accordance with the Code and consistent with Environment Canada's stated objectives, the City's Infrastructure Services Department developed a Salt Management Plan in 2005. The Plan set out a policy and procedural framework, proposing strategies to minimize the amount of salt entering into the environment, such as including best salt management practices, and using new technologies to ensure most effective use of salt over the road system. To build a permanent snow storage facility that is well engineered and monitored will enable the City to meet all these criteria and align its operation with the best practice of road salt management.

### Public Private Partnership Procurement

In June 2011, the City submitted a funding application and business case for the Transit Facility and a permanent Snow Storage Facility to PPP Canada. The business case recommended that the COC be procured by way of a P3. This process will allow the City to achieve its community objectives, while sharing risk and leveraging the capabilities of the private sector to most effectively deliver this type of infrastructure.

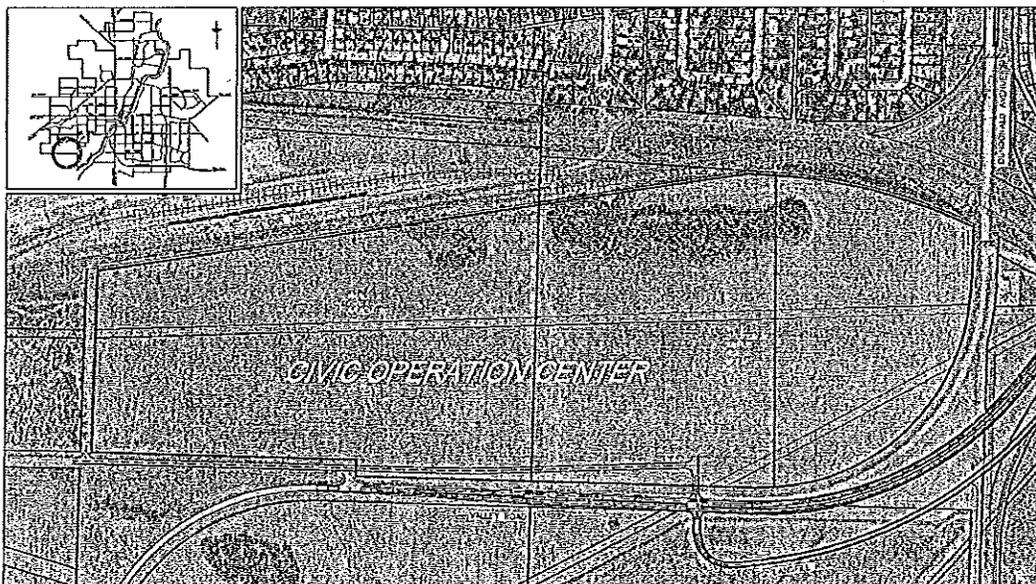
The business case recommended the Design Build Finance Maintain (DBFM) model for the Transit Facility and that the Operations component be added to the DBFM (DBFOM) for the Snow Storage Facility.

On January 22, 2013 PPP Canada formally announced the acceptance of this project. The City will receive up to \$42.9 million in P3 Canada funding for Phase One of the COC project.

### Project Location

Supported by Council resolution, the City purchased a 180 acre parcel of land in late 2010 for the future home of the COC. The proximity of this site to the Circle Drive South roadway network makes this site strategically well positioned for direct access to all areas of the City. The aerial view of the entire COC site is shown in Figure 1 below.

**Figure 1 – Aerial view of the COC site**



### 3.0 Project Timeline

The following schedule is based on the best available information and should be used by the proponents in preparing their submission.

#### Project Initiation and Council Approval (March 2011 to January 22, 2013)

- Project Team has been assembled
- Funding plan has received City Council approval
- Land ownership has been finalized
- P3 procurement for this project has received City Council approval
- Conditional Funding Agreement from PPP Canada has been signed

All financial and business advisory work for the above has been completed by another consultant previously engaged by the City. Proponents to this RFP are advised that any award pursuant to this RFP and all proposals submitted shall only be related to the financial and business advisory services relating to Components 1 and 2 of the COC project. Funding has been secured for these consulting services.

#### Component 1 – P3 Procurement Process (Summer 2013 to Fall 2014)

- Request for Qualifications and evaluation of proposals.
- Request for Proposals and evaluation of proposals.
- Successful P3 proponent enters into a master P3 agreement with the City.

#### Component 2 – Construction (Early 2015 to Late 2016)

- City works with the P3 partner to ensure performance criteria are met.
- City works with the P3 partner to ensure mandatory requirements are included.

### 4.0 Project Governance

Project Champion – Murray Totland, City Manager

The COC Steering Committee reports directly to the City Manager and is the guiding force in overseeing this project. The committee members are:

- Doug Drever, Project Director and Technical Team Lead
- Linda Andal, Finance Team Lead
- Rob Tomiyama, Facilities
- Jill Cope, Project Manager
- Bob Howe, Transit Facility
- Luanne Sirota, Snow Storage Facility

It is the City's intention to create a team dedicated to the P3 procurement process. The team will be created through several RFP processes and should be assembled by June 2013. It is intended that the Project Team will consist of:

- COC Steering Committee;
- Owner's Technical Advisor;
- Financial and Business Advisor;
- Legal Advisor;
- Fairness Advisor; and
- Internal City staff, as assigned.

## 5.0 Scope of Work

The purpose of this RFP is to engage a Financial and Business Advisor for the P3 procurement and construction phases of this Project. Generally the Financial and Business Advisor will:

1. Design, implement and provide advice in all financial related activities during the procurement, contract and construction phases of the project up until and including substantial completion.
2. Assist in the identification, assessment and mitigation of project risks and the preparation and assessment of financial models and Value for Money assessments.
3. Assist in drafting and reviewing the RFQ, RFP and assist with designing the Project Agreement.
4. Assist with the preparation of reports and recommendations to senior staff, elected officials and PPP Canada.

Specifically, the Consultant will be required to provide the following services:

1. Design and implement the P3 procurement process.
  - a. Design and implement the procurement strategy;
  - b. Provide finance governance, advice and support as required;
  - c. Work with the Owner's Technical Consultant to develop Key Performance Indicators required for the Payment Mechanism;
  - d. Develop affordability threshold and co-ordinate the development of a scope ladder with the Owner's Technical Consultant ;
  - e. Assist and confirm financial capacity and sustainability through the financial model;
  - f. Provide support on the development of the PPP Canada funding agreement;
  - g. Design a procurement approach for the RFQ and RFP evaluations, timelines and conditions of payments for bidders; and
  - h. Provide input with the assistance of other advisors (legal, technical) and project manager to the development of the project agreement.
2. Provide overall advice to the P3 procurement strategy and process.
  - a. Advise on procurement design, objectives and evaluation for the RFQ and the RFP;
  - b. Assist with City Council approvals;
  - c. Provide guidance to overall timing and schedule; and
  - d. Provide training and facilitation information sessions on P3s to City staff, as required.
3. Assist in drafting and reviewing RFQ documents (based on the Alberta template), may include risk analysis and allocation.
  - a. Develop the financial submission requirements regarding capacity, condition and track record, and the corresponding financial evaluation criterion;
  - b. Assist in the development and review of RFQ documents;
  - c. Provide input to the overall structure to ensure that the procurement process follows P3 procurement best practices for fairness and reasonableness;
  - d. Assist with addenda and responding to questions to RFQ respondents; and
  - e. Participate in the financial component of the bids evaluation as a subject matter expert and assist with the selection of respondents.

4. Assist in drafting and reviewing RFP documents (based on the Alberta template), may include risk analysis and allocation.
  - a. Develop the financial submission requirements including requirements for the financial model and the process to finalize and set rates at financial close;
  - b. Assist in the development and review of RFP documents;
  - c. Assist with addenda and responding to questions to RFP respondents;
  - d. Provide input to the overall structure to ensure that the procurement process follows P3 procurement best practices for fairness and reasonableness;
  - e. Participate in the financial component of the bids evaluation as a subject matter expert and assist with the selection of respondents;
  - f. Assist in de-briefing proponents; and
  - g. Assist with negotiations and confidential meetings with proponents.
5. Assist with designing and drafting the project agreement.
  - a. Work with the Owner's Technical Consultant to develop performance measurement criteria, inflation indexation methodology, and hand-back provisions;
  - b. Assist in risk transfer and risk mitigation provisions;
  - c. Advise on the structuring of the project agreement;
  - d. Lead the development and calibration of the Payment Mechanism; and
  - e. Provide advice on insurance and bonding requirements.
6. Assist with the closing stage.
  - a. Assist with the closing process which may include providing support in negotiations with successful proponent up to financial close;
  - b. Assist in finalizing the project agreement with the successful proponent; and
  - c. Provide post-contract management advice.
7. Transfer of process knowledge to City staff.
  - a. Transfer business advisory and P3 knowledge to City staff, train and assist with documentation as required; and
  - b. Debrief project team after project close.
8. Development of the Value for Money Analysis and Report
  - a. Develop the risk matrix and co-ordinate risk workshops as required;
  - b. Co-ordinate the development of cost inputs to the Shadow Bid with City and the Owners Technical Consultant ;
  - c. Prepare a Value for Money report at the release of the RFP and at Financial Close for distribution to the public;
  - d. Present an overview of the financial models and VfM assessment o the project agreements to the City as required; and
  - e. Report periodic and final financial report to the City and PPP Canada as required.

## 6.0 Timeline

|              |  |
|--------------|--|
| May 6, 2013  | Request for Proposal presented to City Council |
| May 7, 2013  | Request for Proposal issued                    |
| May 14, 2013 | Register your interest by 3:00 pm CST          |
| May 23, 2013 | Pre-submission meeting                         |
| May 30, 2013 | Request for Proposal closed at 2:00 pm CST     |

|                  |   |
|------------------|---|
| June 4 & 5, 2013 | Proponent interviews (if required)        |
| June 12, 2013    | Request for Proposal evaluation completed |
| June 21, 2013    | Notification to successful bidder         |
| June 24, 2013    | City Council – contract approval          |
| July 2, 2013     | Anticipated project start date            |

### **Register your interest**

Notify the Finance Team Lead by email ([linda.andal@saskatoon.ca](mailto:linda.andal@saskatoon.ca)) to register your interest in this RFP call. Registration as a document taker is mandatory to have your submission recognized as compliant. It also enables us to send clarifications and answers to queries to all potential consultants. Please register your interest by 3:00 pm CST May 14, 2013.

### **Pre-Submission Meeting**

A Pre-Submission Meeting will be held on May 23, 2013. Time and location are yet to be determined. Respondents are encouraged to prepare and submit their questions in writing three (3) calendar days in advance of the meeting in order to expedite the proceedings. The City's responses to questions received by this due date may be distributed at the Pre-Submission. Any responses provided by City staff shall be preliminary. A written summary of the Pre-Submission Meeting shall contain official responses, if any. Any oral response given at the Pre-Submission meeting that is not confirmed in the written summary of the Pre-Submittal Conference or by a subsequent addendum shall not be official or binding on the City. Only written responses shall be official and all other forms of communication with any officer, employee or agent of the City shall not be binding on the City.

## **7.0 Proposal Submission**

Proposal packages should include the following:

- Cover sheet with contact details signed by the Team member who has the authority to bind the Proponent.
- A brief history of the firm describing its nature, experience, structure and objectives.
- A brief history of the firm's experience providing financial and business advisory services to municipalities using the Alberta P3 template.
- Project approach containing an introduction and statements respective of the understanding of the project requirements, as well as a clear project trajectory from beginning to end.
- Detailed scope of work.
- Project schedule including key milestones and deliverables.
- Concise description of key team members and identification of team leader, including tasking and allocation of personnel and percent time spent on project.
- Project fees including all direct and indirect reimbursable costs and total project cost stated as a fixed fee. This becomes the upset fee. A breakdown of how the upset fee was calculated, including the number of hours proposed for each activity.

- An hourly fee schedule and reimbursable cost schedule for each member of the Team (only to be used in the event that additional tasks are added to the contract).
- Acknowledgement of receipt of all Addenda issued by the City (if any).

Page limit total of 25 pages (50 pages double sided).

### **Proposal Evaluation**

Proposals will be checked for completeness. Incomplete submissions may be disqualified. The City will evaluate proposals and will select the proposal that meets the best interests of the City. The City shall be the sole judge of its own best interests, the proposal, and the resulting Contract. The City's decision is final.

The final selection will be based on the City's determination of the best scoring and most advantageous proposal and completed reference checks. Proposal evaluation results are the property of the City. The City may, in its sole and unfettered discretion, disclose the evaluation results, either before, during, or after the RFP process.

### **Proposal Evaluation Criteria (100 points)**

#### **1. Experience of Team Members – 50 points**

Provide a maximum of 5 reference projects that demonstrate the experience of each Team member. Detailed resumes of each Team member should be included as Appendices. The reference projects should highlight experiences gained while working on projects involving: Canadian Transit facilities, P3's in the municipal sector with a focus on Transit facilities, working with a team comprised of a diverse group of advisors, or projects that involve funding from PPP Canada. For each project provide:

- the name of the project;
- the client served;
- the time period for which the services were delivered;
- a summary of the scope of services;
- a summary of the relationship with the other project advisors ;
- any lessons learned that would be applicable to this Project;
- the role of each team member; and
- a client reference or testimonial to verify the role of each Team member and overall results of the services provided.

#### **2. Understanding of the project – 20 points**

- understanding the proposed scope of work;
- understanding the objective of the project; and
- general organization and clarity of the proposal.

#### **3. Work Plan and Methodology – 20 points**

Provide:

- a detailed work plan;
- an overview of the role of each Team member in relation to the Project and the Services supported by an organizational chart;
- a Gantt chart to overlay the Services on a proposed schedule; and
- a statement as to the availability and commitment of Team members.

4. Fees – 10 points

The Proponent, having a minimum score of 70 of available points in each of the above criterion 1, 2 and 3, with the lowest fee will receive 10 points for 'Lowest Fee'. The other Proponents will be scored on the following basis:

$$\text{Score} = \text{Lowest Fee} / \text{Fee} \times 10$$

All fees must be stated in Canadian dollars. Taxes should be itemized separately. All proposal prices shall be firm for 60 days.

Interview

The City may request interviews from the three highest ranked Proponents. These interviews will be used to supplement the scores assigned to Criterion 1, 2 and 3. Interviews, if required, will be held on June 4 and 5, 2013 and may be by phone and/or videoconferencing and/or in person.

**Submission Instructions**

Six (6) original, hard copy proposals and one (1) electronic copy (PDF or Word) shall be delivered to:

Linda Andal, COC Financial Team Lead  
City of Saskatoon  
Corporate Services Department  
222 – 3<sup>rd</sup> Avenue N  
Saskatoon, SK S7K 0J5

Responses should be marked "Civic Operations Centre - Financial & Business Advisor RFP" and must be received by mail, courier or hand delivered, no later than 2:00 p.m., Central Standard Time, Tuesday, May 30, 2013.

**Proposal Notification, Withdrawal, Rejection and Acceptance**

Proposals will not be considered if they are received after the specified closing time and date, regardless of any technical issues that may occur. Late proposals will be returned.

No change to proposal submission will be considered unless received in writing to the City of Saskatoon before proposal closing time and date. Changes by facsimile or email will be accepted if received prior to the stipulated proposal closing time.

A proposal may not be withdrawn within the proposal period after specified closing time and date.

A proposal may be withdrawn at any time by a proponent prior to the submission deadline.

Any addenda issued during the proposal period will become an integral part of the contract. Prior to closing of proposals, addenda may be issued for the purpose of modifying or clarifying terms. Addenda will be issued in written form. Interpretation, corrections and changes made in any other manner will not be binding to the City of Saskatoon.

The City of Saskatoon reserves the right to reject any and all proposals. Bids that are incomplete, conditional, unbalanced obscure or which contain alterations, additions, or erasures may be rejected.

Proposals will not be publicly opened.

The City reserves the right to negotiate terms with the selected proponent.

### **Termination, Assignment and Laws of Saskatchewan**

In the event the vendor supplies goods/services that are defective or if delivery is late or in the event that the vendor is bankrupt, the City may by written notice terminate the contract.

The Contractor/Vendor shall not assign or transfer any rights or privileges contained in this agreement without first having the written consent of the City thereto.

The contract shall be deemed to have been made in Saskatoon, SK and shall be interpreted in accordance with the laws of Saskatchewan.

## **8.0 General Information**

### **Project Administration**

Remuneration for consulting services shall be based on a time-spent basis (to the maximum upset fee). The consultant will be required to incorporate the following standard procedures for consulting assignments for the City:

- Submit invoices monthly indicating personnel, hours worked, and charge out rates. The invoice will also show approved upset fee, amount billed previously, amount billed to-date, the balance remaining and the projected expenses to completion of the project;
- Submit a monthly progress report identifying work done in the month, work proposed in the next month, and budget status in support of the invoice; and
- Submit all correspondence to the Finance Team Lead.

### **Execution of Formal Contract and Confidentiality Agreement**

The successful proponent shall enter into a formal, written contract with the City; and a formal, written confidentiality agreement with the City. The successful Proponent will endeavor in good faith and in a timely manner to finalize the Contract and Confidentiality Agreement without delay.

### **Confidentiality**

The City acknowledges that each response may contain information in the nature of trade secrets or commercial, financial, labour relations, scientific or technical information of or about a proponent and agrees that responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under law. All proposals will be kept confidential during the evaluation phase but the proponents acknowledge that all proposals may be openly discussed at City Council should staff recommend a proponent's submission.

Proponents acknowledge that the City is, however, bound by *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) and *The Cities Act* (Saskatchewan) and all documents submitted to the City will be subject to provisions of those pieces of legislation and their respective regulations. Proponents are advised that applicable laws may afford rights of production or inspection at the application of third parties and that the contract entered into by the successful proponent will by law be available for inspection by members of the public.

### **Incurred Costs**

The City will not be liable in any way for any costs incurred by proponents in replying to this RFP.

### **Permits and Licenses**

The successful Proponent shall obtain and pay for all necessary permits and licenses required for the performance of the services required. The successful Proponent will be required to comply with all applicable laws in performing the services required.

### **Conflict of Interest**

Each proponent must make full disclosure of any existing business relationships with any member of City Council, the City Manager or any Executive employee of the City. Disclosure, if any, must be made in writing and accompany the proponent's proposal submission.

Each proponent must make full disclosure of any relationship of any employee of the City who makes recommendations concerning the selection of proposals or any employee who may allot work to or order supplies from the successful proponent. In addition, each proponent must reveal any details of ownership or partnership arrangements of any immediate relative employed by the City who alone or with other relatives holds more than a 25% interest.

### **References**

The City reserves the right to check the references of any and all proponents at any time during the evaluation process at the City's discretion. References may be contacted by phone and/or in writing and any information received will be used to assist the evaluation committee in assessing the capacity and capability of proponents to provide the services as outlined in this RFP.

The City may use its own experience with the proponent, through previous interactions, contracts or related to assess a proponent's past performance.

The City reserves the right to disqualify any proponent, whose references, in the opinion of the evaluation committee are found to be unsatisfactory.

### **News Release**

Respondents must not make a public announcement or news release regarding this RFP or any subsequent award of contract without the prior written approval of the City.

### **Contact Information**

For information about this RFP, contact the following:

Linda Andal, CMA  
Civic Operations Centre Financial Team Lead  
City of Saskatoon  
222 – 3<sup>rd</sup> Avenue N  
Saskatoon, SK. S7K 0J5

Phone: (306) 975-3251  
Email: linda.andal@saskatoon.ca



**Request for Proposals**  
Legal Advisor

**Civic Operations Centre – Phase One  
Transit Facility  
Snow Storage Facility**

**Issued May 7, 2013**

**Submission Deadline: 2:00 p.m., C.S.T., Thursday, May 30, 2013**

## 1.0 Invitation

The City of Saskatoon (City), Saskatchewan, invites qualified proponents to submit proposals to provide **Legal Advisor Services for the Civic Operations Centre (COC) Phase One procurement process**.

The Legal Advisor's role is to complete the project procurement process and project agreement negotiations and reach financial close in a collaborative and expedited fashion.

The Legal Advisor will be required to use the Alberta model template including Request for Qualifications, Request for Proposals and Project Agreement (which reflects best practices positions on commercial terms and other key issues) as a reference.

The City has divided the COC project into three separate components:

Component 1 – P3 Procurement Process;

Component 2 – Phase One - Construction of Transit Facility and Snow Storage Facility;

Component 3 – Phase Two – Construction of City Yards

Currently, the City is within Component 1 of the COC project and is engaging advisory services to assist with analysis required to complete Components 1 and 2. City Council has not yet approved proceeding with Component 3 and will not be in a position to determine whether the COC project will be proceeding past Component 2 until an appropriate funding source is determined.

## 2.0 Background

### Transit Facility

Saskatoon Transit, owned and operated by the City of Saskatoon, provides basic high quality service for all citizens and is building its service to attract people away from the automobile. Strong transit ridership reduces greenhouse gas emissions and is inherently a cost effective mode of transportation.

Projected growth within the City, higher traffic volumes, and the City's desire for "greener" neighbourhood developments will increase the demand for Transit services. Additional routes and buses will be required to meet this demand. However, the current facilities have serious capacity constraints and there is no room for expansion.

Saskatoon Transit currently conducts all of its operations out of four facilities that are decentralized throughout various parts of the city (mainly in the South Caswell Hill residential neighbourhood). A series of studies conducted by both City staff and external advisors, have recommended that the Transit facility be relocated. This is coupled with the City's desire to redevelop the Caswell Hill neighbourhood. The Caswell Hill Local Area Plan was completed in November 2001 by the City's Community Service Department and included many recommendations that were adopted by City Council. To relocate the current Transit facilities was deemed as a critical step to realize this goal.

### Snow Storage Facility

In 2001, Environment Canada released an assessment report stating that road salts are entering the environment in large amounts and are posing a risk to plants, birds, fish, lake and stream ecosystems and groundwater. Environment Canada further issued a "Code of Practice

for the Environmental Management of Road Salts", with the objective to ensure environmental protection while maintaining roadway safety. This Code made two main recommendations<sup>1</sup>:

1. The development of salt management plans, based on a review of existing road maintenance operations, identification of means and goal-setting to achieve reductions of the negative impacts of salt releases; and
2. The implementation of best management practices in the areas of salt application, salt storage and snow disposal, as outlined in the Transportation Association of Canada's Syntheses of Best Practices.

In accordance with the Code and consistent with Environment Canada's stated objectives, the City's Infrastructure Services Department developed a Salt Management Plan in 2005. The Plan set out a policy and procedural framework, proposing strategies to minimize the amount of salt entering into the environment, such as including best salt management practices, and using new technologies to ensure most effective use of salt over the road system. To build a permanent snow storage facility that is well engineered and monitored will enable the City to meet all these criteria and align its operation with the best practice of road salt management.

#### **Public Private Partnership Procurement**

In June 2011, the City submitted a funding application and business case for the Transit Facility and a permanent Snow Storage Facility to PPP Canada. The business case recommended that the COC be procured by way of a P3. This process will allow the City to achieve its community objectives, while sharing risk and leveraging the capabilities of the private sector to most effectively deliver this type of infrastructure.

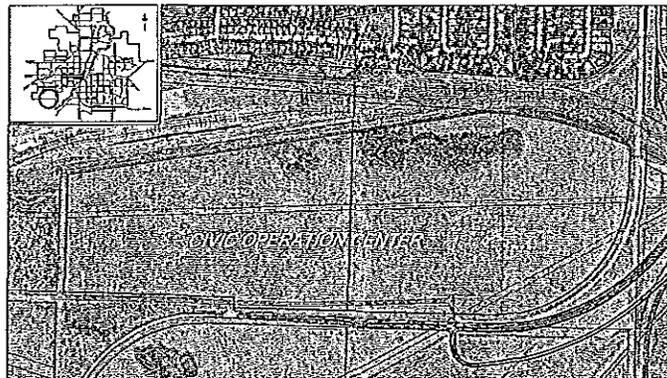
The business case recommended the Design Build Finance Maintain (DBFM) model for the Transit Facility and that the Operations component be added to the DBFM (DBFOM) for the Snow Storage Facility.

On January 22, 2013 PPP Canada formally announced the acceptance of this project. The City will receive up to \$42.9 million in P3 Canada funding for Phase One of the COC project.

#### **Project Location**

Supported by the Council resolution, the City purchased a 180 acre parcel of land in late 2010. The proximity of this site to the Circle Drive South roadway network makes this site strategically well positioned for direct access to all areas of the City. The aerial view of the entire COC site is shown in Figure 1 below.

**Figure 1 – Aerial view of the COC site**



<sup>1</sup> Source: <http://www.ec.gc.ca/sels-salts/default.asp?lang=en&n=f37b47ce-1&printfullpage=true>

### 3.0 Project Timeline

The following schedule is based on the best available information and should be used by the proponents in preparing their submission.

#### Project Initiation and Council Approval (March 2011 to January 22, 2013)

- Project Team has been assembled
- Funding plan has received City Council approval
- Land ownership has been finalized
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All financial and business advisory work for the above has been completed by another consultant previously engaged by the City. Proponents to this RFP are advised that any award pursuant to this RFP and all proposals submitted shall only be related to the advisory services relating to Components 1 and 2 of the COC project. Funding has been secured for these consulting services.

#### Component 1 – P3 Procurement Process (Summer 2013 to Fall 2014)

- Request for Qualifications and evaluation of proposals.
- Request for Proposals and evaluation of proposals.
- Successful P3 proponent enters into a master P3 agreement with the City.

#### Component 2 – Construction (Early 2015 to Late 2016)

- City works with the P3 partner to ensure performance criteria are met.
- City works with the P3 partner to ensure mandatory requirements are included.

### 4.0 Project Governance

Project Champion – Murray Totland, City Manager

The COC Steering Committee reports directly to the City Manager and is the guiding force in overseeing this project. The committee members are:

- Doug Drever, Project Director and Technical Team Lead
- Linda Andal, Finance Team Lead
- Jill Cope, Project Manager
- Rob Tomiyama, Facilities
- Bob Howe/Walter Plessel, Transit Facility
- Luanne Sirota, Snow Storage Facility

It is the City's intention to create a team dedicated to the P3 procurement process. The team will be created through several RFP processes and should be assembled by June 2013. It is intended that the Project Team will consist of:

- COC Steering Committee;
- an Owner's Technical Consultant;
- a Financial and Business Advisor;
- a Legal Advisor;
- a Fairness Advisor; and
- Internal City staff, as assigned.

## **5.0 Scope of Work**

The Legal Advisor will be expected to provide general legal advice and support to the project team. The following is a non-exhaustive list of the types of legal assistance required during the project development and competitive selection process for the Project:

### **Agreements**

- Prepare a project agreement, in conjunction with the other advisors, based on the Alberta model template amended as necessary, including:
  - DBFOM Agreement
  - Schedules to agreement [including performance specifications]
  - Lease or license agreements respecting property required for construction and operation
  - Ancillary agreements as required

### **Competitive Selection Process**

- Legal Advice regarding process structure (ie legal issues related to competitive selection process – law of tender/competitive process; duty of fairness; conflict of interest).
- Participate in reviewing competitive selection documents (Request for Qualifications; Request for Proposals)
- Participate in and advise on collaborative discussions with project proponents
- Ensure compliance with all legal and legislative requirements for the competitive selection process identified
- Review and advise on appropriate scope of responses to project proponent enquiries
- Advise on appropriate form of requests for further information or clarification from project proponents
- Participate in the evaluation process as an advisor to the evaluation team

### **Attend to property issues, as required**

- Municipal rezoning process and related issues
- Assignment of other agreements (driveway and other access agreements, drainage and other easements)

### **Project Development, Issue Identification and Resolution**

- Attendance at project team meetings as required, particularly those that relate to commercial and legal issues
- Identify legal issues and conduct legal research as necessary
- Assist in negotiations if required to resolve legal issues
- Advise on PPP Canada Term Sheet and Contribution Agreement

### **Final Selection and Contracting**

- Work closely with the project team in the development of the negotiation strategy
- Provide legal support during negotiations

- All legal due diligence and closing documentation related to financial close.

### **Miscellaneous**

Such further legal services as may be requested in connection with the above.

The Project office will be located in Saskatoon and key members of the Project legal team will be required to: attend key meetings in Saskatoon to review and finalize deliverables before commencement of the procurement; to advise on the evaluation of the RFQ and RFP submissions; and attend collaborative discussions in Saskatoon with proponents during the RFP stage.

## **6.0 Timeline**

|               |  |
|---------------|--|
| May 6, 2013   | Request for Proposal presented to City Council |
| May 7, 2013   | Request for Proposal issued                    |
| May 14, 2013  | Register your interest by 3:00 pm              |
| May 30, 2013  | Request for Proposal closed                    |
| June 12, 2013 | Request for Proposal evaluations completed     |
| June 21, 2013 | Notification to successful bidder              |
| June 24, 2013 | City Council – contract approval               |
| July 2, 2013  | Anticipated consultant start date              |

## **7.0 Proposal Submission Requirements**

The Respondent's detailed proposal shall include the following:

- A list of the lawyers who will be assigned to the legal team for the Project including proposed roles and availability.
- Detailed descriptions of the Public Private Partnership experience of the lawyers assigned to the Project legal team, particularly in the areas of:
  - P3 procurement and transactions (in particular, projects which have reached financial close)
- Hourly rates for each of the lawyers who will be assigned to the Project legal team.
- Estimated total fees and expenses (including disbursements and travel expenses) for this Project. Proponents may consider innovative fee structures and to propose how they will deliver value for money in providing the services.
- Work plan including approach to reviewing procurement documentation (including commitment to using Alberta model template documents) and strategy for coordinating and undertaking work.
- Three references for the proposed project team lead(s) in relation to Public Private Partnerships.

### **7.1 Proposal Evaluation**

Submissions will be evaluated by a Selection Committee comprised of a minimum of three City representatives. The committee shall evaluate the submitted proposals and will select the proponent which, in the opinion of the committee, best meets the following criteria:

| Criteria  | Weight |
|---|--------|
| Experience with the procurement of Public Private Partnership projects; procurement of major transit facility/operations centre projects] | 50%    |
| Availability of resources to be assigned to the project and commitment to project timelines   | 15%    |
| Hourly rates and estimated fees and expenses (including disbursements and travel expenses)  | 25%    |
| Work Plan; understanding of Project scope   | 10%    |

All proposal submissions must be in reference to the City's response requirements and the terms and conditions stated in this RFP. Any Respondent taking exception to any of the City's response requirements and/or any terms and conditions or the Contract, will be evaluated accordingly.

Proposals will be checked for completeness. Incomplete submissions will be disqualified. The City will evaluate proposals and will select the proposal that meets the best interests of the City. The City shall be the sole judge of its own best interests, the proposal, and the resulting Contract. The City's decision is final.

The final selection will be based on the City's determination of the best scoring and most advantageous proposal and completed reference checks.

The City may, at its sole discretion, conduct interviews to determine the successful respondent. Interviews may be by phone, and/or videoconferencing, and/or in person

Proposal evaluation results are the property of the City. The City may, at its sole and unfettered discretion, disclose the evaluation results, either before, during, or after the RFP process.

## 7.2 Register Your Interest

Registration as a document taker is mandatory to have your submission recognized as compliant and to ensure you receive all relevant information (i.e. addenda). To respond to this opportunity, you must register as a document taker through the City of Saskatoon, c/o Tannis Murdock, [tannis.murdock@saskatoon.ca](mailto:tannis.murdock@saskatoon.ca). Failure to register as a document taker will result in the submission being disqualified and it will be returned to the Respondent unopened. **Please register your interest by 3pm CST May 14, 2013.**

## 7.3 Submission Instructions

Six (6) original hard copy proposals and one (1) electronic copy (PDF or Word) (CD or flash drive) and work samples shall be delivered to:

Doug Drever, Project Director  
 Corporate Projects, City of Saskatoon  
 Office of the City Manager, 2<sup>nd</sup> Floor, City Hall  
 222 - 3<sup>rd</sup> Avenue North  
 Saskatoon, SK S7K 0J5  
 (306) 975-2869 [doug.drever@saskatoon.ca](mailto:doug.drever@saskatoon.ca)

Responses to the RFP should be marked "Civic Operations Centre Legal Advisor Services" and must be received by mail, courier or hand delivered, no later than:

**2 p.m., Central Standard Time, Thursday, May 30, 2013.**

Proposals will not be considered if they are received after the specified closing time and date, regardless of any technical issues that may occur. Late proposals will be returned.

No change to proposal submission will be considered unless received in writing to the City of Saskatoon before proposal closing time and date. Changes by facsimile or email will be accepted if received prior to the stipulated proposal closing time.

Any addenda issued during the proposal period will become an integral part of the contract. Prior to closing of proposals, addenda may be issued for the purpose of modifying or clarifying terms. Addenda will be issued in written form. Interpretation, corrections and changes made in any other manner will not be binding to the City of Saskatoon. The City reserves the right to amend or clarify any part of this RFP by issuing one or more Addenda. In order to amend or clarify any part of this RFP, the Project Director, and only the Project Director, may periodically distribute Addenda. The City shall make reasonable efforts to deliver each Addendum to all eligible parties. The City makes no guarantee of timely delivery of any Addenda to any party.

Delivery of a Proposal indicates receipt and acceptance by the Proponent of the entire RFP including any and all Addenda, and waiver of any further right to rectification or clarification of any aspect of the RFP, including any and all Addenda.

All information requested in the proposal should be included. Failure to do so may result in rejection of the proposal.

#### **7.4 Proposal Notification, Withdrawal and Acceptance**

1. Proposals will not be publicly opened.
2. A proposal may not be withdrawn within the proposal period after specified closing time and date. A proposal may be withdrawn at any time by a proponent prior to the submission deadline.
3. All proposal prices shall be firm for 60 days.
4. Any proposal will not necessarily be accepted and the City of Saskatoon reserves the right to reject any and all proposals, and to waive any informality herein.

#### **7.5 Rejection of Proposals**

The City of Saskatoon reserves the right to reject any and all proposals. Bids that are incomplete, conditional, unbalanced, obscure or which contain alterations, additions, or erasures may be rejected.

#### **7.6 Proposal Evaluation, Contract Negotiation and Award**

1. Upon receipt of proposals, an evaluation team will screen proposals to ensure consultant's compliance with all requirements of this proposal.
2. Evaluation criteria – the contract shall be awarded based on the criteria and points outlined.
3. The City reserves the right to negotiate terms with the selected proponent.

### **7.7 Termination, Assignment and Laws of Saskatchewan**

1. In the event the vendor supplies goods/services that are defective or if delivery is late or in the event that the vendor is bankrupt, the City may by written notice terminate the contract.
2. The Contractor/Vendor shall not assign or transfer any rights or privileges contained in this agreement without first having the written consent of the City thereto.
3. The contract shall be deemed to have been made in Saskatoon, SK and shall be interpreted in accordance with the laws of Saskatchewan.

## **8.0 General Information**

### **Project Administration**

Remuneration for consulting services shall be based on a time-spent basis (to the maximum upset fee). The consultant will be required to incorporate the following standard procedures for consulting assignments carried out for the City:

- Submit invoices monthly indicating personnel, hours worked, and charge out rates. The invoice will also show approved upset fee, amount billed previously, amount billed to-date, the balance remaining and the projected expenses to completion of the project;
- Submit a monthly progress report identifying work done in the month, work proposed in the next month, and budget status in support of the invoice;
- Participate in frequent meetings; and
- Submit all correspondence to the COC Steering Committee.

### **Execution of Formal Contract and Confidentiality Agreement**

The successful respondent shall enter into a formal, written contract with the City; and a formal, written confidentiality agreement with the City.

The successful respondent will endeavour in good faith and in a timely manner to finalize the Contract and Confidentiality Agreement without delay.

### **Confidentiality**

The City acknowledges that each response may contain information in the nature of trade secrets or commercial, financial, labour relations, scientific or technical information of or about a respondent and agrees that responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under law. All proposals will be kept confidential during the evaluation phase but the respondents acknowledge that all proposals may be openly discussed at City Council should staff recommend a respondent's submission.

Respondents acknowledge that the City is, however, bound by *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) and *The Cities Act* (Saskatchewan) and all documents submitted to the City will be subject to provisions of those pieces of legislation and their respective regulations. Respondents are advised that applicable laws may afford rights of production or inspection at the application of third parties and that the contract entered into by the successful respondent will by law be available for inspection by members of the public.

### **News Release**

Respondents must not make a public announcement or news release regarding this RFP or any subsequent award of contract without the prior written approval of the City.

### **Incurred Costs**

The City will not be liable in any way for any costs incurred by respondents in replying to this RFP.

### **Omissions and Discrepancies**

Respondents are required to notify the person listed in Section 9. Contact Information, immediately in writing, either via fax or by e-mail of any discrepancies or omissions found in the RFP documentation or if a respondent is in doubt as to the meaning of any provision of the RFP documentation.

The City will issue a formal written RFP addendum to correct any discrepancy or omission or to clarify the interpretation of any provision. An Addendum will be issued up to five (5) business days before the submission deadline, and will be sent to all registered respondents by fax and/or by e-mail.

Any corrections or clarifications provided by the City will be deemed official only when issued to all registered respondents in such a formal written addendum. Each respondent must acknowledge receipt of every Addendum in its proposal.

No verbal interpretations shall be made to a respondent as to the meaning of any of the contract documents. Every request for an interpretation shall be made in writing and all respondents will receive written clarification.

Proposals which are incomplete, illegible or obscure in any way or that contain uncalled for irregularities of any kind may be deemed non-compliant and may be rejected.

### **Reservations**

The City reserves the right to:

- Reject any or all proposals received in response to this RFP;
- Seek clarification from respondents who respond to this RFP;
- Verify the validity of the information supplied in any proposal received;
- Waive or modify procedural and administrative irregularities due to honest or unintentional mistakes as identified in proposals received, after discussion with the respondent;
- Negotiate with the respondents(s) responding to this RFP, consistent with the objectives stated;
- Cancel this RFP at any time for any or no reason. If cancelled, the City is not responsible for any costs incurred by the respondent(s); and
- Accept any proposal that appears to be in the best interest of the City.

### **Permits and Licenses**

The successful respondent shall obtain and pay for all necessary permits and licenses required for the performance of the services required. The successful respondent will be required to comply with all applicable laws in performing the services required.

### **Conflict of Interest**

Each respondent must make full disclosure of any of the following existing business relationships with any member of City Council, the City Manager or any Executive employee of the City of Saskatoon:

- If a private company – details of ownership of shares by any of the above.
- If a public company – details of any ownership of shares, in excess of 1% of total shares issued by any of the above.
- If a partnership – details of any partnership arrangement with any of the above.
- Details of any directorship of any of the above, unless the directorship is only by reason of the individual being a member of Council, and who has Council's authorization to vote.
- Details of any direct or indirect pecuniary interest of any of the above in the supply of such goods and services.

Disclosure, if any, must be made in writing and accompany the respondent's proposal submission.

Each respondent must make full disclosure of any relationship of any employee of the City who makes recommendations concerning the selection of proposals or any employee who may allot work to or order supplies from the successful respondent. In addition, each respondent must reveal any details of ownership or partnership arrangements of any immediate relative employed by the City who alone or with other relatives holds more than a 25% interest.

### **Proposal Prices**

All prices proposed must be in Canadian Currency. If not stated otherwise, the City will assume prices quoted are in Canadian funds and shall include all applicable taxes, duties and costs of packing, cartage and transportation and other charges, unless otherwise expressly stipulated.

Proposals that contain prices which appear to be as unbalanced as likely to affect adversely the interests of the City may be rejected.

Whenever the amount proposed for an item in a Proposal does not agree with the extension of the estimated quantity and the proposed unit price, the unit price shall govern and the extended amount proposed for that item shall be corrected accordingly.

### **References**

The City reserves the right to check the references of any and all respondents at any time during the evaluation process at the City's discretion. References may be contacted by phone and/or in writing and any information received will be used to assist the evaluation committee in assessing the capacity and capability of respondents to provide the services as outlined in this RFP.

The City may use its own experience with the respondent, through previous interactions, contracts or related to assess a respondent's past performance.

The City reserves the right to disqualify any respondent, whose references, in the opinion of the evaluation committee are found to be unsatisfactory.

### **Governing Law**

This RFP process and any resulting contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### **Ownership of Work Product**

The successful respondent shall acknowledge and agree that any software, documentation or other information or materials developed by the successful respondent in the course of providing the Deliverables (collectively, "Work Product") and all right, title and interest, including Intellectual Property Rights, therein shall be the property of the City. The City shall have permanent royalty and cost free license to use any concept, product or process, which is patentable, capable of trademark or otherwise produced by or resulting from the Services rendered by the Consultant in connection with the Project.

## **9.0 CONTACT INFORMATION**

For information about this RFP, contact the following:

Doug Drever, Project Director  
Corporate Projects, City of Saskatoon  
Office of the City Manager, 2<sup>nd</sup> Floor, City Hall  
222 - 3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5  
(306) 975-2869 [doug.drever@saskatoon.ca](mailto:doug.drever@saskatoon.ca)



**Request for Proposals**  
Fairness Advisor

**Civic Operations Centre – Phase One**  
**Transit Facility**  
**Snow Storage Facility**

**Issued May 7, 2013**

**Submission Deadline: 2:00 p.m., C.S.T., Thursday, May 30, 2013**

## 1.0 Invitation

The City of Saskatoon (City), Saskatchewan, invites qualified consultants to submit proposals to provide **Fairness Advisor Services for the Civic Operations Centre (COC) Phase One procurement process.**

The Fairness Advisor's role is to ensure that the procurement process for the construction of the Civic Operations Centre [Design/Build/Finance/Operate/Maintain (DBFOM) Public Private Partnership (P3)] is conducted in accordance with the pre-established process and evaluation criteria. The City will be using the Alberta model template. The Fairness Advisor will oversee the procurement process to ensure that it is fair and provide an independent opinion by observing and reviewing the transaction process. The Fairness Advisor must be independent of the City of Saskatoon and will report directly to the COC Steering Committee. The Fairness Advisor's process will include, but is not limited to, the following:

- a. Review any transaction documents at the Advisor's discretion, including invitation documents and their addenda, the process framework and evaluation worksheets;
- b. Attend meetings where evaluation findings and recommendations are formally presented and monitor the fairness of such proceedings and the findings made there, and attend and monitor any other meetings related to the fairness of the process at the Advisor's discretion;
- c. Participate in meetings in person and by telephone as scheduled, identify priority fairness-related issues and fairness-related critical path, and manage his/her assignment in a timely and cost-effective manner;
- d. Deliver reports as noted in Section 5, Deliverables; and
- e. Provide proactive input at the earliest stage possible with respect to potential fairness issues, were it not for such input, might give cause to a finding of a breach of fairness.

The City has divided the COC project into three separate components:

Component 1 – P3 Procurement Process;

Component 2 – Phase One - Construction of Transit Facility and Snow Storage Facility;

Component 3 – Phase Two – Construction of City Yards

Currently, the City is within Component 1 of the COC project and is engaging advisory services to assist with analysis required to complete Components 1 and 2. City Council has not yet approved proceeding with Component 3 and will not be in a position to determine whether the COC project will be proceeding past Component 2 until an appropriate funding source is determined.

## 2.0 Background

### Transit Facility

Saskatoon Transit, owned and operated by the City of Saskatoon, provides basic high quality service for all citizens and is building its service to attract people away from the automobile.

Strong transit ridership reduces greenhouse gas emissions and is inherently a cost effective mode of transportation.

Projected growth within the City, higher traffic volumes, and the City's desire for "greener" neighbourhood developments will increase the demand for Transit services. Additional routes and buses will be required to meet this demand. However, the current facilities have serious capacity constraints and there is no room for expansion.

Saskatoon Transit currently conducts all of its operations out of four facilities that are decentralized throughout various parts of the city (mainly in the South Caswell Hill residential neighbourhood). A series of studies conducted by both City staff and external advisors, have recommended that the Transit facility be relocated. This is coupled with the City's desire to redevelop the Caswell Hill neighbourhood. The Caswell Hill Local Area Plan was completed in November 2001 by the City's Community Service Department and included many recommendations that were adopted by City Council. To relocate the current Transit facilities was deemed as a critical step to realize this goal.

### **Snow Storage Facility**

In 2001, Environment Canada released an assessment report stating that road salts are entering the environment in large amounts and are posing a risk to plants, birds, fish, lake and stream ecosystems and groundwater. Environment Canada further issued a "Code of Practice for the Environmental Management of Road Salts", with the objective to ensure environmental protection while maintaining roadway safety. This Code made two main recommendations<sup>1</sup>:

1. The development of salt management plans, based on a review of existing road maintenance operations, identification of means and goal-setting to achieve reductions of the negative impacts of salt releases; and
2. The implementation of best management practices in the areas of salt application, salt storage and snow disposal, as outlined in the Transportation Association of Canada's Syntheses of Best Practices.

In accordance with the Code and consistent with Environment Canada's stated objectives, the City's Infrastructure Services Department developed a Salt Management Plan in 2005. The Plan set out a policy and procedural framework, proposing strategies to minimize the amount of salt entering into the environment, such as including best salt management practices, and using new technologies to ensure most effective use of salt over the road system. To build a permanent snow storage facility that is well engineered and monitored will enable the City to meet all these criteria and align its operation with the best practice of road salt management.

### **Public Private Partnership Procurement**

In June 2011, the City submitted a funding application and business case for the Transit Facility and a permanent Snow Storage Facility to PPP Canada. The business case recommended that the COC be procured by way of a P3. This process will allow the City to achieve its community objectives, while sharing risk and leveraging the capabilities of the private sector to most effectively deliver this type of infrastructure.

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<sup>1</sup> Source: <http://www.ec.gc.ca/sels-salts/default.asp?lang=en&n=f37b47ce-1&printfullpage=true>

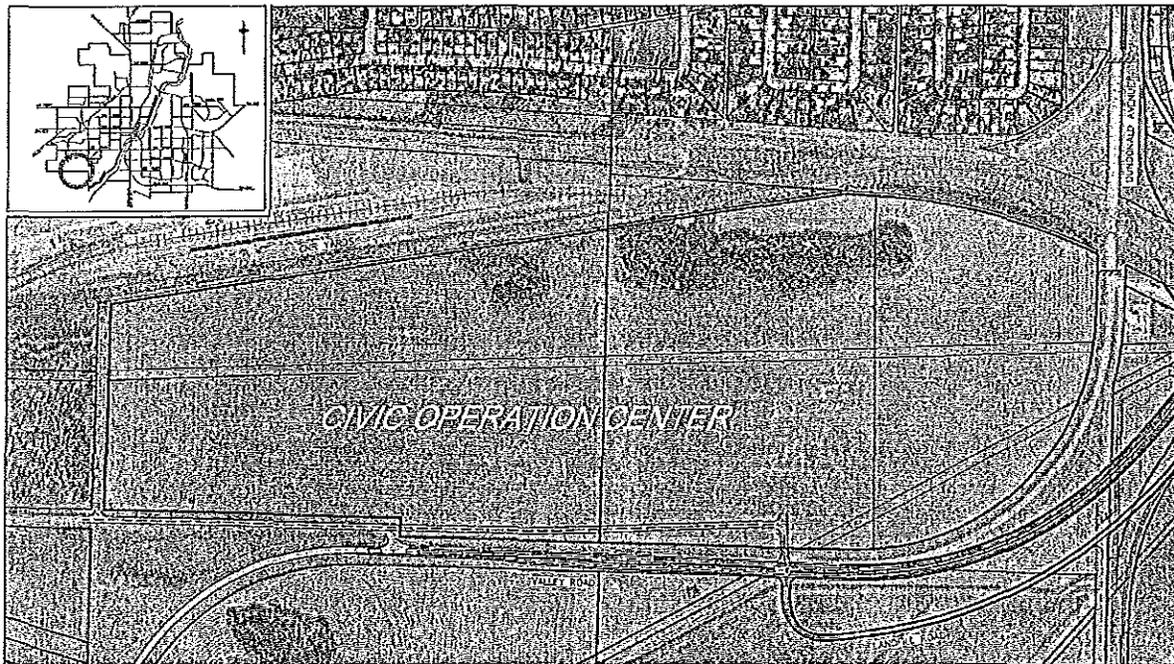
The business case recommended the Design Build Finance Maintain (DBFM) model for the Transit Facility and that the Operations component be added to the DBFM (DBFOM) for the Snow Storage Facility.

On January 22, 2013 PPP Canada formally announced the acceptance of this project. The City will receive up to \$42.9 million in P3 Canada funding for Phase One of the COC project.

### Project Location

Supported by the Council resolution, the City purchased a 180 acre parcel of land in late 2010. The proximity of this site to the Circle Drive South roadway network makes this site strategically well positioned for direct access to all areas of the City. The aerial view of the entire COC site is shown in Figure 1 below.

Figure 1 – Aerial view of the COC site



### 3.0 Project Timeline

The following schedule is based on the best available information and should be used by the proponents in preparing their submission.

#### Project Initiation and Council Approval (March 2011 to January 22, 2013)

- Project Team has been assembled
- Funding plan has received City Council approval
- Land ownership has been finalized
- P3 procurement for this project has received City Council approval
- Conditional Funding Agreement from PPP Canada has been signed

All financial and business advisory work for the above has been completed by another consultant previously engaged by the City. Proponents to this RFP are advised that any award pursuant to this RFP and all proposals submitted shall only be related to the advisory services relating to Components 1 and 2 of the COC project. Funding has been secured for these consulting services.

Component 1 – P3 Procurement Process (Summer 2013 to Fall 2014)

- Request for Qualifications and evaluation of proposals.
- Request for Proposals and evaluation of proposals.
- Successful P3 proponent enters into a master P3 agreement with the City.

Component 2 – Construction (Early 2015 to Late 2016)

- City works with the P3 partner to ensure performance criteria are met.
- City works with the P3 partner to ensure mandatory requirements are included.

## 4.0 Project Governance

Project Champion – Murray Totland, City Manager

The COC Steering Committee reports directly to the City Manager and is the guiding force in overseeing this project. The committee members are:

- Doug Drever, Project Director and Technical Team Lead
- Linda Andai, Finance Team Lead
- Jill Cope, Project Manager
- Rob Tomiyama, Facilities
- Bob Howe/Walter Plessel, Transit Facility
- Luanne Sirota, Snow Storage Facility

It is the City's intention to create a team dedicated to the P3 procurement process. The team will be created through several RFP processes and should be assembled by June 2013. It is intended that the Project Team will consist of:

- COC Steering Committee;
- an Owner's Technical Consultant;
- a Financial and Business Advisor;
- a Legal Advisor;
- a Fairness Advisor; and
- Internal City staff, as assigned.

Once the P3 procurement process is complete, the COC Steering Committee, without the Fairness Advisor, will continue through to the final construction of the COC.

## 5.0 Scope of Work

Fairness Advisor services for the procurement of the construction of the Civic Operations Centre will be undertaken by a qualified consultant, in accordance with the direction of the Steering Committee. Assigned responsibilities are as follows:

- a) The Fairness Advisor will report to the Steering Committee composed of senior officials overseeing the Project.
- b) The Fairness Advisor will act as an independent observer with respect to the fairness of the implementation of the Project's procurement process.
- c) The Fairness Advisor will provide advice to the Steering Committee on matters of fairness related to the procurement process.
- d) The Fairness Advisor will provide formal written reports at specific points during the Procurement Process as noted in Deliverables Section 5.
- e) The Fairness Advisor appointment will commence once this RFP is awarded and will continue until the selection of and final agreement with the successful P3 proponent for the construction of the Civic Operations Centre. The deliverables are written milestone reports on fairness of the procurement presented to the Steering Committee at the end of the RFQ, RFP process, as well as ad hoc reports if requested or required. At the discretion of the Steering Committee, the Fairness Advisor appointment may be extended.
- f) It is expected that the activities of the Fairness Advisor will be self-determined but are likely to include the following and should be sufficient to enable the delivery of the reports described below:
  - Observe and/or monitor that consideration, communications, and responses undertaken during the RFQ and RFP process and are undertaken in accordance with the RFP terms.
  - At the request of the Steering Committee or Project Director, provide advice and direction on the fairness of the proposed decisions and actions of the Steering Committee/Project Team.
  - Observe and/or monitor discussions and meetings.
  - Observe and/or monitor the RFQ and RFP process.
  - Observe and/or monitor meetings where proponent comparisons are made and the criteria, weighting and/or rating systems are applied.
- g) Access to Information  
The Fairness Advisor will be:
  - Provided access to information related to the project competitive selection processes, including documentation, personnel, premises, meetings, reports and minutes;
  - Permitted access to meetings, telephone conferences or other events; and
  - Kept informed of all documents and activities associated with the Project RFQ and RFP processes.
- h) Enquiries
  - The project team may invite the Fairness Advisor to provide comment from time to time on issues related to the evaluation processes during the project competitive selection processes. The Fairness Advisor will not provide any comment or advice on any matter other than fairness.
  - During the project competitive selection processes the project team may request comment on proposed action or circumstance related to the administration of the RFQ and RFP process.

- i) None of the above duties of the Fairness Advisor shall be delegated to any other person without the written approval of the Steering Committee.
- j) The information obtained by the Fairness Advisor in the performance of their duties is commercially sensitive and shall at all times be treated as confidential.
- k) The Fairness Advisor must be available to the project team on regular and short-term notice to attend meetings as requested throughout the procurement process (estimated at 15-25 meetings, subject to change). Meetings will be held in Saskatoon, but where appropriate, teleconference meetings will be acceptable for the Fairness Advisor. (For routine project meetings for example, phone-in participation is an option where fairness is not a specific topic.)
- l) Prepare deliverables, as described below.

### **Deliverables**

- a) The deliverables are written milestone reports on fairness of the procurement process, as well as ad hoc reports as requested or required.
- b) The Fairness Advisor will prepare and deliver two written reports to the COC Steering Committee, as follows:
  - A first report at the completion of the selection of the shortlisted proponents (i.e. end of RFQ process)
  - A second report at the completion of the selection of and final agreement with the final proponent.

In each case, the Fairness Advisor will provide drafts of the report to the Project Director for comment and if necessary, rectification of deficiencies prior to finalization of each report.

- c) The City may, at its discretion, provide the Fairness Advisor's reports to City Council in a public forum.

## **6.0 Timeline**

|                  |  |
|------------------|--|
| May 6, 2013      | Request for Proposal presented to City Council |
| May 7, 2013      | Request for Proposal issued                    |
| May 14, 2013     | Register your interest by 3:00 pm              |
| May 30, 2013     | Request for Proposal closed                    |
| June 4 & 5, 2013 | Interviews with Proponents (if required)       |
| June 12, 2013    | Request for Proposal evaluations completed     |
| June 21, 2013    | Notification to successful bidder              |
| June 24, 2013    | City Council – contract approval               |
| July 2, 2013     | Anticipated consultant start date              |

## **7.0 Proposal Submission Requirements**

The Respondent's detailed proposal shall include the following:

- a) Identification of team member(s) and a description of the firm's organizational structure, including resumes of the professional staff who would work directly with the City. This summary shall identify the key contact who will represent the consultant throughout the course of the project, including the name, address, phone, fax and email address of a contact person from the submitting firm.

- b) A company overview describing the nature, experience, structure and objectives of the firm.
- c) A history of the firm's experience providing fairness advisory services, including experience with P3 processes, and P3 processes for transit facilities/operation centres/snow storage facilities.
- d) A history of the lead consultant's experience providing fairness advisory services, including experience with P3 processes, and P3 processes for transit facilities/operation centres/snow storage facilities.
- e) Samples of up to three (3) major projects that the firm has completed in the past ten (10) years in the area of fairness advisory services, including experience with P3 processes, and P3 processes for similar-sized facilities. Samples should include a description of the nature of the work and the size and complexity of the project, as well as references.
- f) To assist the City in determining the cost of services, this section should include:
  - A detailed statement on how the Respondent intends to control consulting fees;
  - Based on the Respondent's understanding of the scope, provide the best estimate of the typical hours, total fees and the number of hours proposed for each activity. This will be used to assist the City in determining a rough estimate of the time commitment and cost of this project. A maximum upset fee may be negotiated once the respondent is selected and scope determined in more detail;
  - A list of the team member(s), with respective billing rates, must be provided with the proposal. This information will be kept confidential and must be used when invoicing;
  - An estimate of the time commitment of each team member. This could be provided as a percentage of their time or their proportion of the total project time;
  - Typical costs and mark-ups for disbursements, travel costs for out-of-town staff, and any other miscellaneous costs that may be expected; and
  - A work program with timelines and payment benchmarks.
- g) A description of how the Respondent intends to address the anticipated scope of services set forth in Sections 5.0 of this RFP, including a description of the proponent's project plan and breakdown of tasks within each phase of procurement.
- h) A summary of the Respondent's insurance portfolio, specifically the professional liability insurance and the comprehensive liability packages carried by the Consultant, or proposed to be secured by the Consultant for the project.
- i) Verification that the Respondent is not working for a client that may result in a conflict of interest situation.
- j) Any other information that you believe would make the firm's work on behalf of the City superior to that of other firms, or information about your firm's specialty or particular skill to perform a specific requested service.
- k) Acknowledgement of receipt of all addenda issued by the City (if any).

## 7.1 Proposal Evaluation

Submissions will be evaluated by a Selection Committee comprised of a six City representatives. The committee shall evaluate the submitted proposals based on the following criteria:

| Category  | Weight     |
|---|------------|
| <b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>- Specialized qualifications and related experience, especially with Public Private Partnerships and in providing fairness advisory services</li> <li>- References/samples from other projects similar in nature &amp; scope</li> </ul>   | <b>60%</b> |
| <b>Proposal Content, Team Members</b> <ul style="list-style-type: none"> <li>- Evaluation of the consultant's comprehension of the project scope and its objectives</li> <li>- Methodology, approach, techniques proposed, and general organization/clarity of proposal</li> <li>- Company resources and team member back-ups</li> <li>- Schedule of deliverables (project plan and breakdown of tasks within each phase of procurement)</li> <li>- Capacity and Availability</li> <li>- Value added</li> </ul> | <b>15%</b> |
| <b>Project fees, disbursements, and allocation of team member's time commitment</b>   | <b>25%</b> |

All proposal submissions must be in reference to the City's response requirements and the terms and conditions stated in this RFP. Any Respondent taking exception to any of the City's response requirements and/or any terms and conditions or the Contract, will be evaluated accordingly.

Proposals will be checked for completeness. Incomplete submissions will be disqualified. The City will evaluate proposals and will select the proposal that meets the best interests of the City. The City shall be the sole judge of its own best interests, the proposal, and the resulting Contract. The City's decision is final.

The final selection will be based on the City's determination of the best scoring and most advantageous proposal and completed reference checks.

The City may, at its sole discretion, conduct interviews to determine the successful respondent. Interviews may be by phone, and/or videoconferencing, and/or in person

Proposal evaluation results are the property of the City. The City may, at its sole and unfettered discretion, disclose the evaluation results, either before, during, or after the RFP process.

## 7.2 Register Your Interest

Registration as a document taker is mandatory to have your submission recognized as compliant and to ensure you receive all relevant information (i.e. addenda). To respond to this opportunity, you must register as a document taker through the City of Saskatoon, c/o Tannis Murdock, [tannis.murdock@saskatoon.ca](mailto:tannis.murdock@saskatoon.ca). Failure to register as a document taker will result in the submission being disqualified and it will be returned to the Respondent unopened. **Please register your interest by 3pm CST May 14, 2013.**

### 7.3 Submission Instructions

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Doug Drever, Project Director  
Corporate Projects, City of Saskatoon  
Office of the City Manager, 2<sup>nd</sup> Floor, City Hall  
222 - 3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5  
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**2 p.m., Central Standard Time, Thursday, May 30, 2013.**

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Any addenda issued during the proposal period will become an integral part of the contract. Prior to closing of proposals, addenda may be issued for the purpose of modifying or clarifying terms. Addenda will be issued in written form. Interpretation, corrections and changes made in any other manner will not be binding to the City of Saskatoon. The City reserves the right to amend or clarify any part of this RFP by issuing one or more Addenda. In order to amend or clarify any part of this RFP, the Project Director, and only the Project Director, may periodically distribute Addenda. The City shall make reasonable efforts to deliver each Addendum to all eligible parties. The City makes no guarantee of timely delivery of any Addenda to any party.

Delivery of a Proposal indicates receipt and acceptance by the Proponent of the entire RFP including any and all Addenda, and waiver of any further right to rectification or clarification of any aspect of the RFP, including any and all Addenda.

All information requested in the proposal should be included. Failure to do so may result in rejection of the proposal.

### 7.4 Proposal Notification, Withdrawal and Acceptance

1. Proposals will not be publicly opened.
2. A proposal may not be withdrawn within the proposal period after specified closing time and date. A proposal may be withdrawn at any time by a proponent prior to the submission deadline.
3. All proposal prices shall be firm for 60 days.
4. Any proposal will not necessarily be accepted and the City of Saskatoon reserves the right to reject any and all proposals, and to waive any informality herein.

### **7.5 Rejection of Proposals**

The City of Saskatoon reserves the right to reject any and all proposals. Bids that are incomplete, conditional, unbalanced, obscure or which contain alterations, additions, or erasures may be rejected.

### **7.6 Proposal Evaluation, Contract Negotiation and Award**

1. Upon receipt of proposals, an evaluation team will screen proposals to ensure consultant's compliance with all requirements of this proposal.
2. Evaluation criteria – the contract shall be awarded based on the criteria and points outlined.
3. The City reserves the right to negotiate terms with the selected proponent.

### **7.7 Termination, Assignment and Laws of Saskatchewan**

1. In the event the vendor supplies goods/services that are defective or if delivery is late or in the event that the vendor is bankrupt, the City may by written notice terminate the contract.
2. The Contractor/Vendor shall not assign or transfer any rights or privileges contained in this agreement without first having the written consent of the City thereto.
3. The contract shall be deemed to have been made in Saskatoon, SK and shall be interpreted in accordance with the laws of Saskatchewan.

## **8.0 General Information**

### **Project Administration**

Remuneration for consulting services shall be based on a time-spent basis (to the maximum upset fee). The consultant will be required to incorporate the following standard procedures for consulting assignments carried out for the City:

- Submit invoices monthly indicating personnel, hours worked, and charge out rates. The invoice will also show approved upset fee, amount billed previously, amount billed to-date, the balance remaining and the projected expenses to completion of the project;
- Submit a monthly progress report identifying work done in the month, work proposed in the next month, and budget status in support of the invoice;
- Participate in frequent meetings; and
- Submit all correspondence to the COC Steering Committee.

### **Execution of Formal Contract and Confidentiality Agreement**

The successful respondent shall enter into a formal, written contract with the City; and a formal, written confidentiality agreement with the City.

The successful respondent will endeavour in good faith and in a timely manner to finalize the Contract and Confidentiality Agreement without delay.

### **Confidentiality**

The City acknowledges that each response may contain information in the nature of trade secrets or commercial, financial, labour relations, scientific or technical information of or about a respondent and agrees that responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under law. All proposals will be kept confidential during the evaluation phase but the respondents acknowledge that all

proposals may be openly discussed at City Council should staff recommend a respondent's submission.

Respondents acknowledge that the City is, however, bound by *The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan)* and *The Cities Act (Saskatchewan)* and all documents submitted to the City will be subject to provisions of those pieces of legislation and their respective regulations. Respondents are advised that applicable laws may afford rights of production or inspection at the application of third parties and that the contract entered into by the successful respondent will by law be available for inspection by members of the public.

### **News Release**

Respondents must not make a public announcement or news release regarding this RFP or any subsequent award of contract without the prior written approval of the City.

### **Incurred Costs**

The City will not be liable in any way for any costs incurred by respondents in replying to this RFP.

### **Omissions and Discrepancies**

Respondents are required to notify the person listed in Section 9. Contact Information, immediately in writing, either via fax or by e-mail of any discrepancies or omissions found in the RFP documentation or if a respondent is in doubt as to the meaning of any provision of the RFP documentation.

The City will issue a formal written RFP addendum to correct any discrepancy or omission or to clarify the interpretation of any provision. An Addendum will be issued up to five (5) business days before the submission deadline, and will be sent to all registered respondents by fax and/or by e-mail.

Any corrections or clarifications provided by the City will be deemed official only when issued to all registered respondents in such a formal written addendum. Each respondent must acknowledge receipt of every Addendum in its proposal.

No verbal interpretations shall be made to a respondent as to the meaning of any of the contract documents. Every request for an interpretation shall be made in writing and all respondents will receive written clarification.

Proposals which are incomplete, illegible or obscure in any way or that contain uncalled for irregularities of any kind may be deemed non-compliant and may be rejected.

### **Reservations**

The City reserves the right to:

- Reject any or all proposals received in response to this RFP;
- Seek clarification from respondents who respond to this RFP;
- Verify the validity of the information supplied in any proposal received;

- Waive or modify procedural and administrative irregularities due to honest or unintentional mistakes as identified in proposals received, after discussion with the respondent;
- Negotiate with the respondents(s) responding to this RFP, consistent with the objectives stated;
- Cancel this RFP at any time for any or no reason. If cancelled, the City is not responsible for any costs incurred by the respondent(s); and
- Accept any proposal that appears to be in the best interest of the City.

### **Permits and Licenses**

The successful respondent shall obtain and pay for all necessary permits and licenses required for the performance of the services required. The successful respondent will be required to comply with all applicable laws in performing the services required.

### **Conflict of Interest**

Each respondent must make full disclosure of any of the following existing business relationships with any member of City Council, the City Manager or any Executive employee of the City of Saskatoon:

- If a private company – details of ownership of shares by any of the above.
- If a public company – details of any ownership of shares, in excess of 1% of total shares issued by any of the above.
- If a partnership – details of any partnership arrangement with any of the above.
- Details of any directorship of any of the above, unless the directorship is only by reason of the individual being a member of Council, and who has Council's authorization to vote.
- Details of any direct or indirect pecuniary interest of any of the above in the supply of such goods and services.

Disclosure, if any, must be made in writing and accompany the respondent's proposal submission.

Each respondent must make full disclosure of any relationship of any employee of the City who makes recommendations concerning the selection of proposals or any employee who may allot work to or order supplies from the successful respondent. In addition, each respondent must reveal any details of ownership or partnership arrangements of any immediate relative employed by the City who alone or with other relatives holds more than a 25% interest.

### **Proposal Prices**

All prices proposed must be in Canadian Currency. If not stated otherwise, the City will assume prices quoted are in Canadian funds and shall include all applicable taxes, duties and costs of packing, cartage and transportation and other charges, unless otherwise expressly stipulated.

Proposals that contain prices which appear to be as unbalanced as likely to affect adversely the interests of the City may be rejected.

Whenever the amount proposed for an item in a Proposal does not agree with the extension of the estimated quantity and the proposed unit price, the unit price shall govern and the extended amount proposed for that item shall be corrected accordingly.

### **References**

The City reserves the right to check the references of any and all respondents at any time during the evaluation process at the City's discretion. References may be contacted by phone and/or in writing and any information received will be used to assist the evaluation committee in assessing the capacity and capability of respondents to provide the services as outlined in this RFP.

The City may use its own experience with the respondent, through previous interactions, contracts or related to assess a respondent's past performance.

The City reserves the right to disqualify any respondent, whose references, in the opinion of the evaluation committee are found to be unsatisfactory.

### **Governing Law**

This RFP process and any resulting contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### **Ownership of Work Product**

The successful respondent shall acknowledge and agree that any software, documentation or other information or materials developed by the successful respondent in the course of providing the Deliverables (collectively, "Work Product") and all right, title and interest, including Intellectual Property Rights, therein shall be the property of the City. The City shall have permanent royalty and cost free license to use any concept, product or process, which is patentable, capable of trademark or otherwise produced by or resulting from the Services rendered by the Consultant in connection with the Project.

## **9.0 CONTACT INFORMATION**

For information about this RFP, contact the following:

Doug Drever, Project Director  
Corporate Projects, City of Saskatoon  
Office of the City Manager, 2<sup>nd</sup> Floor, City Hall  
222 - 3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5  
(306) 975-2869 [doug.drever@saskatoon.ca](mailto:doug.drever@saskatoon.ca)



**Request for Proposals**  
**Owner's Technical Consultant Services**

**Civic Operations Centre – Phase One**  
**Transit Facility**  
**Snow Storage Facility**

**Issued May 7, 2013**

**Submission Deadline: 2:00 p.m., C.S.T., Thursday, May 30, 2013**

## 1.0 Invitation

The City of Saskatoon (City), Saskatchewan, invites qualified consultants to submit proposals to provide **Owner's Technical Consultant Services for the Civic Operations Centre (COC) Phase One**.

The City will be building a new Civic Operations Centre utilizing a P3 (Public Private Partnership) procurement model. The delivery of the project will be managed by the City Project Director. An Owner's Technical Consultant will assist the City with development of the RFQ, RFP and with management of the day to day performance of the agreement with the Proponent. This Terms of Reference outlines the City expectations for the Owner's Consultant (OC).

The first six major work components of the Owner's Consultant will be to:

- 1) Work as a harmonious team with Financial, Fairness and Legal Consultants
- 2) Prepare a Project Work Schedule;
- 3) Refine the needs and space requirement for the Civic Operations Centre;
- 4) Update the budget;
- 5) Work with the City of Saskatoon's team on the procurement process for the P3 proponent using the Alberta model template;
- 6) Manage the City of Saskatoon's day to day responsibilities for the construction of the project; and,
- 7) Develop a transition/relocation plan.

The City has divided the COC project into three separate components:

Component 1 – P3 Procurement Process;

Component 2 – Phase One - Construction of Transit Facility and Snow Storage Facility;

Component 3 – Phase Two – Construction of City Yards

Currently, the City is within Component 1 of the COC project and is engaging advisory services to assist with analysis required to complete Components 1 and 2. City Council has not yet approved proceeding with Component 3 and will not be in a position to determine whether the COC project will be proceeding past Component 2 until an appropriate funding source is determined.

## 2.0 Background

### Transit Facility

Saskatoon Transit, owned and operated by the City of Saskatoon, provides basic high quality service for all citizens and is building its service to attract people away from the automobile. Strong transit ridership reduces greenhouse gas emissions and is inherently a cost effective mode of transportation.

Projected growth within the City, higher traffic volumes, and the City's desire for "greener" neighbourhood developments will increase the demand for Transit services. Additional routes and buses will be required to meet this demand. However, the current facilities have serious capacity constraints and there is no room for expansion.

Saskatoon Transit currently conducts all of its operations out of four facilities that are decentralized throughout various parts of the city (mainly in the South Caswell Hill residential neighbourhood). A series of studies conducted by both City staff and external advisors, have

recommended that the Transit facility be relocated. This is coupled with the City's desire to redevelop the Caswell Hill neighbourhood. The Caswell Hill Local Area Plan was completed in November 2001 by the City's Community Service Department and included many recommendations that were adopted by City Council. To relocate the current Transit facilities was deemed as a critical step to realize this goal.

### **Snow Storage Facility**

In 2001, Environment Canada released an assessment report stating that road salts are entering the environment in large amounts and are posing a risk to plants, birds, fish, lake and stream ecosystems and groundwater. Environment Canada further issued a "Code of Practice for the Environmental Management of Road Salts", with the objective to ensure environmental protection while maintaining roadway safety. This Code made two main recommendations<sup>1</sup>:

1. The development of salt management plans, based on a review of existing road maintenance operations, identification of means and goal-setting to achieve reductions of the negative impacts of salt releases; and
2. The implementation of best management practices in the areas of salt application, salt storage and snow disposal, as outlined in the Transportation Association of Canada's Syntheses of Best Practices.

In accordance with the Code and consistent with Environment Canada's stated objectives, the City's Infrastructure Services Department developed a Salt Management Plan in 2005. The Plan set out a policy and procedural framework, proposing strategies to minimize the amount of salt entering into the environment, such as including best salt management practices, and using new technologies to ensure most effective use of salt over the road system. To build a permanent snow storage facility that is well engineered and monitored will enable the City to meet all these criteria and align its operation with the best practice of road salt management.

### **Public Private Partnership Procurement**

In June 2011, the City submitted a funding application and business case for the Transit Facility and a permanent Snow Storage Facility to PPP Canada. The business case recommended that the COC be procured by way of a P3. This process will allow the City to achieve its community objectives, while sharing risk and leveraging the capabilities of the private sector to most effectively deliver this type of infrastructure.

The business case recommended the Design Build Finance Maintain (DBFM) model for the Transit Facility and that the Operations component be added to the DBFM (DBFOM) for the Snow Storage Facility.

On January 22, 2013 PPP Canada formally announced the acceptance of this project. The City will receive up to \$42.9 million in P3 Canada funding for Phase One of the COC project.

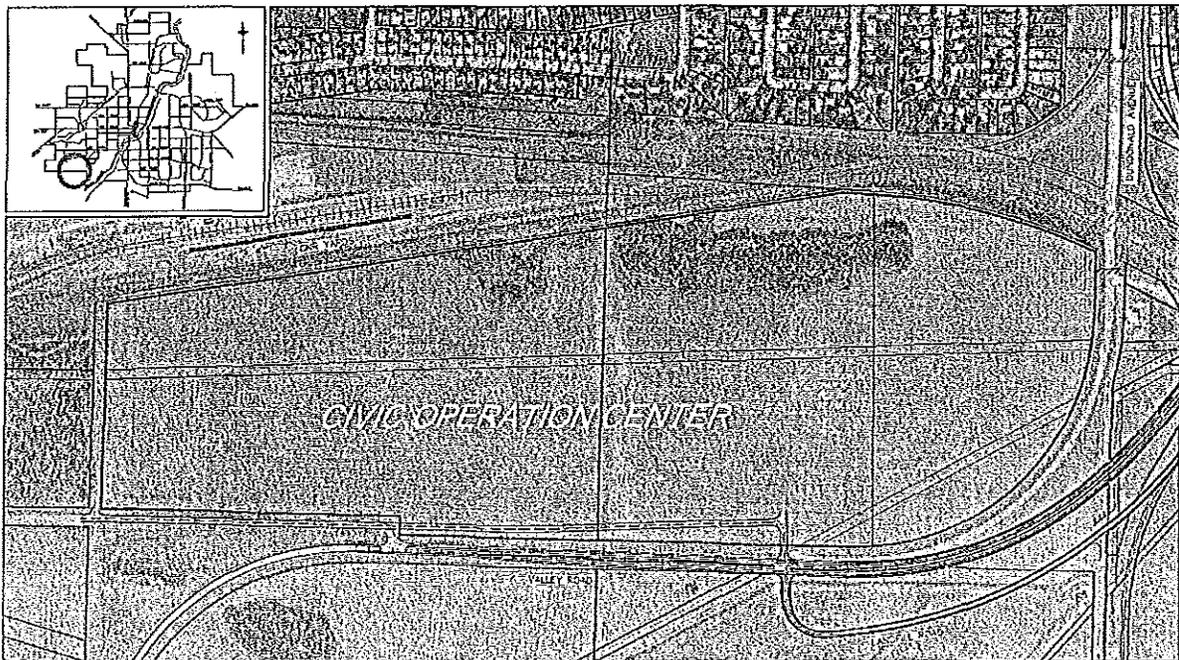
### **Project Location**

Supported by the Council resolution, the City purchased a 180 acre parcel of land in late 2010. The proximity of this site to the Circle Drive South roadway network makes this site strategically well positioned for direct access to all areas of the City. The aerial view of the entire COC site is shown in Figure 1 below.

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<sup>1</sup> Source: <http://www.ec.gc.ca/sels-salts/default.asp?lang=en&n=f37b47ce-1&printfullpage=true>

Figure 1 – Aerial view of the COC site



### 3.0 Project Timeline

The following schedule is based on the best available information and should be used by the proponents in preparing their submission.

#### Project Initiation and Council Approval (March 2011 to January 22, 2013)

- Project Team has been assembled
- Funding plan has received City Council approval
- Land ownership has been finalized
- P3 procurement for this project has received City Council approval
- Conditional Funding Agreement from PPP Canada has been signed

All financial and business advisory work for the above has been completed by another consultant previously engaged by the City. Proponents to this RFP are advised that any award pursuant to this RFP and all proposals submitted shall only be related to the advisory services relating to Components 1 and 2 of the COC project. Funding has been secured for these consulting services.

#### Component 1 – P3 Procurement Process (Summer 2013 to Fall 2014)

- Request for Qualifications and evaluation of proposals.
- Request for Proposals and evaluation of proposals.
- Successful P3 proponent enters into a master P3 agreement with the City.

#### Component 2 – Construction (Early 2015 to Late 2016)

- City works with the P3 partner to ensure performance criteria are met.
- City works with the P3 partner to ensure mandatory requirements are included.

## 4.0 Project Governance

Project Champion – Murray Totland, City Manager

The COC Steering Committee reports directly to the City Manager and is the guiding force in overseeing this project. The committee members are:

- Doug Drever, Project Director and Technical Team Lead
- Linda Andal, Finance Team Lead
- Jill Cope, Project Manager
- Rob Tomiyama, Facilities
- Bob Howe/Walter Plessel, Transit Facility
- Luanne Sirota, Snow Storage Facility

It is the City’s intention to create a team dedicated to the P3 procurement process. The team will be created through several RFP processes and should be assembled by June 2013. It is intended that the Project Team will consist of:

- COC Steering Committee;
- an Owner’s Technical Consultant;
- a Financial and Business Advisor;
- a Legal Advisor;
- a Fairness Advisor; and
- Internal City staff, as assigned.

## 5.0 Scope of Work

### 5.1 Project Components

The project components include, but are not limited to:

- Review the existing project documentation;
- Prepares a Project Work Schedule and updated budget including 2014 estimates;
- Refine the Needs and Space Assessment in conjunction with the Project Team;
- Develop site conceptual plans that utilize needs and space requirements;
- Undertake feasibility studies, including but not limited to, environmental assessment, servicing plan, traffic plan;
- Utilize the City of Saskatoon Community Engagement Process for engaging with the community for development and construction of the Civic Operations Centre. The City has hired a communications consultant to lead for this process, and they have developed a communications plan for the project, and the successful OC will be required to work with the communications consultant;
- Assist with the negotiations with CN Railway, and assist with construction of, a sound berm north of the railway tracks;
- Develop the Request for Qualifications (based on the Alberta model template) and ensure that the building industry is interested in utilizing the P3 process for this project, in conjunction with the City and its financial consultant;
- Develop the Request for Proposal (based on the Alberta model template) for the short listed contractors;

- Develop the Technical Requirements for the new Civic Operations Centre based upon the Needs and Space Assessment, LEED Certification, operations centres best practices, and budget;
- Assist City with recommendation for selection of short listed proponents and final recommendation of contractor;
- Manage the City of Saskatoon’s day to day responsibilities for the construction of the building;
- Develop a transition/relocation plan.

## **5.2 Project Requirements**

The Owner’s Consultant will, through their Project Manager:

- Report to the City of Saskatoon’s Project Director or his designate;
- Be the Project Director’s primary source of sound professional engineering and architectural expertise;
- Review all previous studies and reports as identified by the Project Director;
- Assist the City of Saskatoon in negotiations with outside agency stakeholders;
- Prepare budget, financial, and costing components;
- Assist with identification, analysis, coordination, and implementation of the tasks and components of the Project, including but not limited to, those related to design, and construction, in a manner which will support the completion of the Project in a timely and cost effective manner;
- Prepare drafts of the Request for Qualifications and Request for Proposals following the P3 Agreement, in conjunction with the City and its financial and legal consultant, to finalize all formal agreements;
- Provide the P3 Agreement, and prepare the contract and technical specifications that will form part of this agreement;
- Co-ordinate value analysis and engineering reviews of designs as required;
- Prepare a project risk analysis and report;
- Prepare a (value for money) estimate for traditional separate design bid and contract option. This analysis shall include the results identified in the risk analysis, in conjunction with the City and its financial consultant;
- Develop and manage a quality management system for the project;
- Meet requirements of the City of Saskatoon Crime Prevention through Environmental Design Group (CPTED);
- Develop a transition/relocation plan;
- Undertake feasibility studies including but not limited to, environmental assessment, servicing, and traffic planning;
- Meet, discuss and review requirements of project with the applicable civic and public stakeholders;
- Undertake community engagement and public information sessions with the Communications Consultant regarding the Project; and
- Ensure that there are exceptional communications between the Project Team and the public, as well as our financial partners and all appropriate agencies.

### 5.3 Scope

Services requested through this RFP which will include, but are not limited to:

- Provide written project scope description and design criteria for each discipline, such as architectural, civil, structural, mechanical, electrical, communications, security, furniture fit-up and equipment (FF&E), and others.
- Conceptual Design-Drawings and other documents indicating the scale and relationship of project components.
  - Conceptual site plan showing land use, general building location, general parking arrangement, and major site features.
  - Conceptual building plans. Major plan components or departments defined. Conceptual building section to illustrate building shape or spatial features.
- Design specifications, and other technical documents describing the project’s size and character as to architectural, structural, and Mechanical Electrical (M/E) systems and materials and other elements as appropriate.
  - Scaled site plan with building locations. Street lines, property lines, setbacks and easements shown (survey required). Parking lots with overall dimensions.
  - Provide enlarged details for special elements.
- Cost Estimating:
  - Provide a complete cost estimate by division.
  - Provide a list of items with cost projections to be considered to meet the goals of a LEED Certified project.
  - Provide costs estimate for the other proposed green initiatives for the site.
- Management and Administration:
  - Coordinate all Engineering/Architectural services;
  - Regular on-site meetings with Project Team;
  - Regular status reports providing accomplishments for reporting period and goals for next period;
  - Needs list indicating specific information or action required, responsible party and date needed;
  - Provide an anticipated design/build schedule indicating critical path items and major construction activities beginning with P3 contract award and ending at facility turnover;
  - Provide a list of FF & E items that are long lead items that might be purchased by owner to meet schedule goals;
  - Timely, accurate invoices;
  - Presentations to City and/or outside agencies, with graphics, and power point presentation.
  - May need to provide office space for other Project Advisors
- Code Evaluation and Agency Coordination:
  - Perform code reviews and identify codes and standards to use for design and construction;
  - Meet with applicable agencies to obtain input on project and establish working relationships and concurrence with required approvals.
- LEED Planning:
  - Guide the owner and project through the LEED requirements and process to achieve a LEED Certified Project ;
  - Register the project and coordinate the LEED process to completion
- Design Review of the Construction Team during the construction of the Civic Operations Centre:

- Assist the City in evaluating the Construction Team's response to the bridging documents;
- Assist the City during construction in determining the viability of the design and construction solutions to issues as cost savings solutions.

#### **5.4 Project Work Plan**

The Owner's Consultant will consult with the Project Director, Financial and Legal Project Consultants and Project Team members, and review the material as necessary to develop a Project Work Plan. The Plan will identify the engineering, architectural, administrative, construction and technical tasks, including the necessary resources, schedules, and budgets that need to be undertaken for this commission.

##### **5.4.1 Project Management**

The Owner's Consultant will be required to establish a detailed project management system to cover all aspects of the Project relating to:

- Project budget, including past actual costs and future forecast costs; and
- Provide a monthly Status Report, on the first working day of each month, to the Project Director.

##### **5.4.2 Quality Management System**

The Owner's Consultant will be responsible for developing and implementing a Quality Management System to confirm that requirements on Quality Control, Quality Assurance and Quality Audit for all engineering, architectural and construction components are achieved.

The Owner's Consultant will arrange for independent Quality Audits to confirm results from the Design-Build Quality Management System.

##### **5.4.3 P3 Agreement**

During the RFQ and RFP development stages, the OC will provide advice, information, and guidance together with the Financial Consultant. The OC shall:

- Identify and develop together with the Financial Consultant, documents related to the P3 Agreement, including specifications, standards, and quality management measures necessary to the design and construction responsibilities to be assigned to the selected proponent;
- Translate the component design, construction and operational requirements into clear and definable architectural, engineering and technical requirements for the RFQ and RFP;
- Identify, collect, and develop the technical data, documents and manuals necessary to the RFQ and the RFP;
- Write, amend, and produce the technical sections of the RFQ and RFP documents;
- Identify and advise on due diligence requirements and issues to support the development of an appropriate P3 and Related Agreements;
- Provide an assessment of the completeness and appropriateness of all aspects of the RFQ and RFP documents; and

- Prepare all technical documentation for briefing and interview sessions during the proposal phase.

#### **5.4.4 RFQ and RFP Evaluation, Negotiation and Award**

During any RFQ and RFP evaluation and with guidance with the Financial and Legal Consultants, negotiation and award:

- Establish the principles, procedures, and resources required to evaluate the RFQ and RFP responses;
- Coordinate support for conducting the evaluation of RFQ and RFP response evaluation;
- Coordinate support to the financial and business evaluation of the RFQ and RFP response process;
- Provide an assessment of the completeness and appropriateness of the aspects of the RFQ and RFP responses, indicating whether the components of the preferred Proposal are consistent with and likely to achieve the project scope and objectives in a timely, cost effective, and risk appropriate manner;
- Advise and assist with engineering issues during P3 Agreement negotiations;
- Prepare and coordinate all technical information required for presentations to secure approval of the Evaluation and RFP award; and
- Assist in the negotiation and award of finalized P3 Agreement.

#### **5.4.5 P3 Implementation**

During the term of the P3 Agreement, provide guidance and advice on issues, including, but not limited to:

- Coordination of design reviews and construction reviews and liaison with the Proponent as anticipated by the P3 Agreement;
- Interpretation and application of contractual and technical aspects of the P3 Agreement;
- Resolution of architectural and engineering-related issues;
- Conduct quality audits for the monitoring of all phases of the project to confirm compliance with the scope outlined in the P3 Agreement; and
- Provide the weekly documentation of progress, as well as, quality and financial data for actual versus schedule comparisons.

## **6.0 Timeline**

|                  |  |
|------------------|--|
| May 6, 2013      | Request for Proposal presented to City Council |
| May 7, 2013      | Request for Proposal issued                    |
| May 14, 2013     | Register your interest by 3:00 pm              |
| May 23, 2013     | Pre-submission meeting                         |
| May 30, 2013     | Request for Proposal closed                    |
| June 4 & 5, 2013 | Interviews of Proponents                       |
| June 12, 2013    | Request for Proposal evaluations completed     |
| June 21, 2013    | Notification to successful bidder              |
| June 24, 2013    | City Council – contract approval               |
| July 2, 2013     | Anticipated consultant start date              |

## **7.0 Proposal Submission Requirements**

### **7.1 Proposal Content**

The Consultant should clearly demonstrate through their Proposal that as a firm or corporate entity, it possesses the necessary qualifications, skills, resources, experience, local and national or international reputation to provide the City with services of the nature anticipated by the Owner’s Engineer Assignment in a cost-effective and timely manner and that it has the requisite licences to carry out architectural and engineering work in the Province of Saskatchewan and the City of Saskatoon.

The proposal must contain the following information:

- Names of staff and sub-consultants that would be assigned to the project and details of their involvement (roles and responsibilities);
- Project organization and management;
- Project understanding and an overview of the proposed methodology for carrying out the work and meeting the schedule; and
- Total estimated architectural and engineering costs based on the submitted hourly charge out rates.

### **7.2 Consultant’s Corporate Profile**

At a minimum, this Section of the Proposal should include the following information on the Consultant:

#### **7.2.1 Corporate Experience**

- Provide an overview of recent and active assignments of similar scale undertaken by the Consultant’s current principles, partners, and senior employees in managing multi-disciplinary engineering, architectural and technical teams; and
- Provide a list of those projects in which the company was directly responsible for Owner’s Engineer or substantially similar services.
- Identification of valid Safety Certification and Quality Assurance Certification  
For each of these projects, identify:
  - The scope of the assignment;
  - Level of the company’s involvement on the project;
  - The members of the company directly involved in the assignment including a summary description of each person’s role; and
  - The current and valid name and contact information for the client contact who will verify the above information.

### **7.3 Consultant’s Team**

#### **Organization**

- The Consultant shall provide an Organization Chart that clearly identifies the reporting relationships between and among the Project Manager and each of the staff identified in the Proposal;
- Location of each staff member identified; and
- The information provided on each staff person should demonstrate that they have the knowledge, skills, and experience to undertake the

assignment and a strong understanding of the factors which will impact the viability of the project under consideration.

#### **7.4 Project Management**

The Project Manager must be a senior member of the team with direct and relevant experience in P3 project delivery models for the Consultant. The Project Manager must be based in Saskatoon during the duration of this project. The Project Manager shall be responsible for overall Project Management of the Owner's Technical Consultant Team, including but not limited to:

- Being the agent of the Consultant, fully authorized to act on behalf and legally bind the Consultant in connection with the Services and the Contract; and
- Overseeing and co-ordinating the planning, development, management and production of all OC work.

The Consultant nominated as the Building Architect has recent, relevant experience as the Senior Architect Designer for operations centres Specifically on Transit Facilities including work in senior design capacity and construction supervision.

The Consultant nominated as the Interior Designer has recent, relevant experience as the Senior Interior Designer for operations centres, including work in senior design capacity and construction supervision.

The Consultant nominated as Structural Design Engineer(s) has recent, relevant experience as the Senior Structural Designer, including work in senior design capacity and construction supervision.

The Consultant nominated as the Electrical Design Engineer has recent, relevant experience as the Senior Electrical Designer and construction management of similar projects.

The Consultant nominated as the Mechanical Design Engineer has recent, relevant experience as the Senior Engineer.

The Consultant nominated as the LEED Consultant has recent, relevant experience as the Senior Consultant.

The other Consultants nominated as identified below will have their recent relevant experience included in the submission:

- Municipal Engineer;
- Landscape Architect;
- Other technical team member required as identified by consultant.

The City is requesting that the proponents ensure that the staff working on this project are experienced with Saskatchewan conditions.

This proposal requires that the Consultant must possess or obtain the following insurance:

- Comprehensive General Liability insurance, in an amount of \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof;
- Professional Liability insurance in an amount of not less than \$2,000,000; and
- "All Risk" valuable papers insurance.

All insurance must be in accordance with the Saskatchewan Insurance Act. The proponent must provide, not less than two weeks prior to the commencements of the contract, evidence satisfactory to the City that it has the required insurance.

### **7.5 Team Experience Matrix**

The City of Saskatoon views prior experience of the Owner's Consultant Team working together to be a significant factor in the likely success of an Owner's Consultant engagement.

Provide a Team Experience matrix constructed as follows:

- Down one side of the Team Experience matrix show:
  - The name of each similar project mentioned above;
  - The name of each Owner's Consultant Projects mentioned above; and
  - Any other projects which two (2) or more team members participated that the Proponent deems relevant.
- Across the top of the Team Experience matrix show the names of each team member.
  - Within the matrix indicate with an "x", or similar mark, those projects on which each member of the team had an active role.

### **7.6 Consultant's Understanding**

The Consultant should clearly demonstrate an understanding of their role, as anticipated by Scope of Owner's Consultant Assignment, including the issues and considerations that are likely to influence successful and timely achievement of the assignment.

### **7.7 Work Plan Proposal**

The Work Plan should show a breakdown of Tasks for the Civic Operations Centre Project.

There should be a clear correlation between the nature of Work Plan proposed and the issues and considerations raised in the Proposal in responding to the Consultant's understanding.

### **7.8 Fee Proposal**

The City of Saskatoon will pay the Owner's Consultant for all services at the hourly rates submitted by the Consultant in the Fee Schedule as follows:

- Upon submission of an Work Plan acceptable to the Project Director, the Owner's Consultant and the City of Saskatoon will negotiate and agree upon:

- A total Project budget, separated by anticipated phases for all services anticipated to be provided by the Owner's Technical Consultant described in the Project Work Plan;
- The Project Director and the Owner's Consultant will review the amount of the Monthly Payment at the commencement of each of the City of Saskatoon's fiscal years, adjusting the amount of the Monthly Payment up or down to more accurately reflect anticipated rates of Owner's Engineer services in the coming year;
- Approved Travel Expenses will be reimbursed at the rates described in the Schedule of Reimbursable Travel Expenses which form part of the Contract;
- All fee rates quoted are to be inclusive of all administrative support costs and all sundry out-of-pocket expenses other than approved travel expenses; and
- All fees, rates and expenses will be submitted in a sealed package as part of the Consultants Schedule.

A price escalation/de-escalation factor will be applied to outstanding fees for beyond 2013 (including meals/mileage) to provide a fair accounting method for inflationary influences over the term of the Contract. These rates will be for one calendar year. There will be no rate increase for services in 2014.

## **7.9 Proposal Evaluation**

The City of Saskatoon anticipates using the following process to evaluate Proposals:

### **7.9.1 Evaluation Committee**

Evaluation of Proposals will be conducted by an evaluation committee formed by the City from a team of six (6) civic employees.

In carrying out their obligations, the evaluation committee may, in confidence and at their discretion, obtain and rely upon any technical, managerial, other input and direction from any third party to aid them in carrying out such obligations.

### **7.9.2 Evaluation**

Consultants should ensure that they provide all information that the evaluation committee may reasonably require.

Each Consultant will be evaluated on their qualifications, past performance, skills, and recent, relevant experience as presented in the Proposal. In the event that the evaluation committee deems that insufficient information has been supplied to assess a Proposal on one or more of the stated criteria, the committee will be under no obligation to seek clarification from the Consultant or to further assess the Proposal. As part of the Proposal evaluation process, the evaluation committee reserves the right to request clarifications and additional information from any Consultant regarding any aspect of their Proposal. See attached evaluation sheet – Appendix B.

As part of the Proposal evaluation process, the evaluation committee will conduct an "in person" interview with all proponents that submit for the Owner's Consultant commission. Proponents will give a verbal presentation on how they will handle the commission, followed by a question and answer session, on any aspect of their Proposal. These interviews will be conducted June 4 and 5, 2013.

### **7.10 Register Your Interest**

Registration as a document taker is mandatory to have your submission recognized as compliant and to ensure you receive all relevant information (i.e. addenda). To respond to this opportunity, you must register as a document taker through the City of Saskatoon, c/o Tannis Murdock, [tannis.murdock@saskatoon.ca](mailto:tannis.murdock@saskatoon.ca). Failure to register as a document taker will result in the submission being disqualified and it will be returned to the Respondent unopened. **Please register your interest by 3pm CST May14, 2013.**

### **7.11 Submission Instructions**

Six (6) original, hard copy proposals and one (1) electronic copy (PDF or Word) (CD or flash drive) shall be delivered to:

Doug Drever, Project Director  
Corporate Projects, City of Saskatoon  
Office of the City Manager, 2<sup>nd</sup> Floor, City Hall  
222 - 3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5  
(306) 975-2869 [doug.drever@saskatoon.ca](mailto:doug.drever@saskatoon.ca)

Responses to the RFP should be marked "Civic Operations Centre – Owner's Technical Consultant Advisor RFP" and must be received by mail, courier or hand delivered, no later than:

**2:00 p.m., Central Standard Time, Thursday, May 30, 2013.**

Proposals will not be considered if they are received after the specified closing time and date, regardless of any technical issues that may occur. Late proposals will be returned.

No change to proposal submission will be considered unless received in writing to the City of Saskatoon before proposal closing time and date. Changes by facsimile or email will be accepted if received prior to the stipulated proposal closing time.

Any addenda issued during the proposal period will become an integral part of the contract. Prior to closing of proposals, addenda may be issued for the purpose of modifying or clarifying terms. Addenda will be issued in written form. Interpretation, corrections and changes made in any other manner will not be binding to the City of Saskatoon. The City reserves the right to amend or clarify any part of this RFP by issuing one or more Addenda. In order to amend or clarify any part of this RFP, the Project Director, and only the Project Director, may periodically distribute Addenda. The City shall make reasonable efforts to deliver each Addendum to all eligible parties. The City makes no guarantee of timely delivery of any Addenda to any party.

Delivery of a Proposal indicates receipt and acceptance by the Proponent of the entire RFP including any and all Addenda, and waiver of any further right to rectification or clarification of any aspect of the RFP, including any and all Addenda.

All information requested in the proposal should be included. Failure to do so may result in rejection of the proposal.

### **7.12 Pre-Submission Meeting**

A Pre-Submission Meeting will be held on May 23, 2013.

Respondents are encouraged to prepare and submit their questions in writing three (3) calendar days in advance of the Pre-Submission in order to expedite the proceedings.

The City of Saskatoon's responses to questions received by this due date may be distributed at the Pre-Submission. Attendance at the Pre-Submission Meeting is strongly encouraged, but is not mandatory.

Any responses provided by City staff shall be preliminary. A written summary of the Pre-Submission Meeting shall contain official responses, if any. Any oral response given at the Pre-Submission meeting that is not confirmed in the written summary of the Pre-Submittal Conference or by a subsequent addendum shall not be official or binding on the City. Only written responses shall be official and all other forms of communication with any officer, employee or agent of the City shall not be binding on the City.

#### **7.13 Proposal Notification, Withdrawal and Acceptance**

1. Proposals will not be publicly opened.
2. A proposal may not be withdrawn within the proposal period after specified closing time and date. A proposal may be withdrawn at any time by a proponent prior to the submission deadline.
3. All proposal prices shall be firm for 60 days.
4. Any proposal will not necessarily be accepted and the City of Saskatoon reserves the right to reject any and all proposals, and to waive any informality herein.

#### **7.14 Rejection of Proposals**

The City of Saskatoon reserves the right to reject any and all proposals. Bids that are incomplete, conditional, unbalanced, obscure or which contain alterations, additions, or erasures may be rejected. The selection is subject to approval of the City of Saskatoon's City Council.

#### **7.15 Proposal Evaluation, Contract Negotiation and Award**

1. Upon receipt of proposals, an evaluation team will screen proposals to ensure consultant's compliance with all requirements of this proposal.
2. Evaluation criteria – the contract shall be awarded based on the criteria and points outlined.
3. The City reserves the right to negotiate terms with the selected proponent.

#### **7.16 Termination, Assignment and Laws of Saskatchewan**

1. In the event the vendor supplies goods/services that are defective or if delivery is late or in the event that the vendor is bankrupt, the City may by written notice terminate the contract.
2. The Contractor/Vendor shall not assign or transfer any rights or privileges contained in this agreement without first having the written consent of the City thereto.
3. The contract shall be deemed to have been made in Saskatoon, SK and shall be interpreted in accordance with the laws of Saskatchewan.

## **8.0 General Information**

### **Execution of Formal Contract and Confidentiality Agreement**

The successful proponent shall enter into a formal, written contract with the City; and a formal, written confidentiality agreement with the City.

The successful Proponent will endeavor in good faith and in a timely manner to finalize the Contract and Confidentiality Agreement without delay.

### **Confidentiality**

The City acknowledges that each response may contain information in the nature of trade secrets or commercial, financial, labour relations, scientific or technical information of or about a proponent and agrees that responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under law. All proposals will be kept confidential during the evaluation phase but the proponents acknowledge that all proposals may be openly discussed at City Council should staff recommend a proponent's submission.

Proponents acknowledge that the City is, however, bound by *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) and *The Cities Act* (Saskatchewan) and all documents submitted to the City will be subject to provisions of those pieces of legislation and their respective regulations. Proponents are advised that applicable laws may afford rights of production or inspection at the application of third parties and that the contract entered into by the successful proponent will by law be available for inspection by members of the public.

### **News Release**

Respondents must not make a public announcement or news release regarding this RFP or any subsequent award of contract without the prior written approval of the City.

### **Incurred Costs**

The City will not be liable in any way for any costs incurred by proponents in replying to this RFP.

### **Reservations**

The City reserves the right to:

- Reject any or all proposals received in response to this RFP;
- Seek clarification from proponents who respond to this RFP;
- Verify the validity of the information supplied in any proposal received;
- Waive or modify procedural and administrative irregularities due to honest or unintentional mistakes as identified in proposals received, after discussion with the proponent;
- Negotiate with the proponents(s) responding to this RFP, consistent with the objectives stated;
- Cancel this RFP at any time for any or no reason. If cancelled, the City is not responsible for any costs incurred by the proponent(s); and
- Accept any proposal that appears to be in the best interest of the City.

### **Permits and Licenses**

The successful Proponent shall obtain and pay for all necessary permits and licenses required for the performance of the services required. The successful Proponent will be required to comply with all applicable laws in performing the services required.

### **Conflict of Interest**

Prospective Proponents are advised that the Consultant retained by the City of Saskatoon to provide the services anticipated by this RFP will have access to information that is commercially significant and confidential. Therefore the Consultant, their named engineers, and architects and any affiliates or related companies shall not be eligible to provide advice nor act for any other consultant in the pursuit of the P3 Request for Proposal.

All members of the engineering and architectural consulting team must sign a confidentiality agreement with the City of Saskatoon. If a member of the engineering and architectural consulting team leaves the employment of the Consultant, that member will not be allowed to work on any of the proponent teams (bidders) from the time of departure until signing of the P3 Agreement.

In advance of submitting their proposal, prospective Consultants are invited to submit, in confidence to the Project Director, the particulars of any person whom the Consultant is considering employing in the performance of the services that the Consultant believes might give rise to a potential conflict of interest in connection with this Project.

The City of Saskatoon will review the particulars provided by the Consultant in order to promptly provide the Consultant with a confidential, non-binding opinion on the probable acceptability of that individual.

Each proponent must make full disclosure of any of the following existing business relationships with any member of City Council, the City Manager or any Executive employee of the City of Saskatoon:

- If a private company – details of ownership of shares by any of the above.
- If a public company – details of any ownership of shares, in excess of 1% of total shares issued by any of the above.
- If a partnership – details of any partnership arrangement with any of the above.
- Details of any directorship of any of the above, unless the directorship is only by reason of the individual being a member of Council, and who has Council's authorization to vote.
- Details of any direct or indirect pecuniary interest of any of the above in the supply of such goods and services.

Disclosure, if any, must be made in writing and accompany the proponent's proposal submission.

Each proponent must make full disclosure of any relationship of any employee of the City who makes recommendations concerning the selection of proposals or any employee who may allot work to or order supplies from the successful proponent. In addition, each proponent must reveal any details of ownership or partnership arrangements of any

immediate relative employed by the City who alone or with other relatives holds more than a 25% interest.

### **Proposal Prices**

All prices proposed must be in Canadian Currency. If not stated otherwise, the City will assume prices quoted are in Canadian funds and shall include all applicable taxes, duties and costs of packing, cartage and transportation and other charges, unless otherwise expressly stipulated.

Proposals that contain prices which appear to be as unbalanced as likely to affect adversely the interests of the City may be rejected.

Whenever the amount proposed for an item in a Proposal does not agree with the extension of the estimated quantity and the proposed unit price, the unit price shall govern and the extended amount proposed for that item shall be corrected accordingly.

### **References**

The City reserves the right to check the references of any and all proponents at any time during the evaluation process at the City's discretion. References may be contacted by phone and/or in writing and any information received will be used to assist the evaluation committee in assessing the capacity and capability of proponents to provide the services as outlined in this RFP.

The City may use its own experience with the proponent, through previous interactions, contracts or related to assess a proponent's past performance.

The City reserves the right to disqualify any proponent, whose references, in the opinion of the evaluation committee are found to be unsatisfactory.

### **Governing Law**

This RFP process and any resulting contract shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

### **Ownership of Work Product**

The successful respondent shall acknowledge and agree that any software, documentation or other information or materials developed by the successful respondent in the course of providing the Deliverables (collectively, "Work Product") and all right, title and interest, including Intellectual Property Rights, therein shall be the property of the City. The City shall have permanent royalty and cost free license to use any concept, product or process, which is patentable, capable of trademark or otherwise produced by or resulting from the Services rendered by the Consultant in connection with the Project.

## **9.0 Contact Information**

For information about this RFP, contact the following:

Doug Drever, Project Director

Corporate Projects, City of Saskatoon

Office of the City Manager, 2<sup>nd</sup> Floor, City Hall

222 - 3<sup>rd</sup> Avenue North

Saskatoon, SK S7K 0J5 (306) 975-2869 [doug.drever@saskatoon.ca](mailto:doug.drever@saskatoon.ca)

**A. Appendix A – Terminology**

Throughout this Request for Proposals, terminology is used as follows:

**“Architect”** means any principle, partner, employee, sub-contractor or other professional nominated by the Proponent in their Proposal, and by the Consultant in the Contract to participate in the performance of the anticipated Services.

**“CITY”** means City of Saskatoon.

**“Contract”** or **“Owner’s Consultant Contract”** means any written agreement(s) entered into between the City of Saskatoon and the Consultant, as a result of this RFP.

**“Consultant”** means the party that enters into the Contract with the City of Saskatoon for the performance of the Services, as a result of this RFP.

**“Engineer”** means any principle, partner, employee, sub-contractor or other professional nominated by the Proponent in their Proposal, and by the Consultant in the Contract to participate in the performance of the anticipated Services.

**“Expenses”** means any expenses paid by the Contractor to third parties that are reasonably incurred with the prior approval of the Project Director in providing the Services, including Travel Expenses.

**“Material”** means any and all material, supplies and personal property of any nature or kind whatsoever that are produced or received by the Contractor, including any such material, supplies and personal property provided by or on behalf of the City of Saskatoon to the Contractor, as a result of, or in connection with, this Project including financial models, working papers, reports, opinions, statements, data, plans, software, video presentations and other documents, whether complete or otherwise.

**“Owner’s Consultant”** or **“OC”** means the corporation who enters into the Contract with the City of Saskatoon to deliver Owner’s Consultant Services for the Civic Operations Centre as anticipated in this RFP.

**“Owner’s Consultant Team”** means the employees and sub-consultants of the OC firm and the Major Sub-consultants providing services anticipated by this RFP.

**“Project Director”** means the person designated by the City of Saskatoon, to lead the Project in all aspects.

**“Project Manager”** means the principle, partner, employee, sub-contractor or other professional nominated by the Proponent in their Proposal, and by the Consultant in the Contract, to act as the Consultant’s agent and primary liaison with the City of Saskatoon in all matters related to the Contract and the performance of the “Services Project Team” means the management team responsible for the delivery of the Project.

**“Proposal”** means a response to this RFP submitted by a Proponent that, in the opinion of the City of Saskatoon substantially complies with the requirements of this RFP.

**“Quality Assurance”** means the examination of services provided and work done, together with management and documentation necessary to demonstrate that these services and work meet contractual and regulatory requirements.

**“Quality Audit”** means the planned and scheduled activities to verify compliance with all aspects of the quality assurance program and to determine its effectiveness.

**“Quality Control”** means all those planned and systematic actions necessary to provide confidence those items are designed and constructed in accordance with applicable standards and as specified by contract.

**“Request for Proposals”** or **“RFP”** means this document as distributed and amended by the City of Saskatoon.

**“Services”** means the Contractor’s obligations as set out in the Contract, as anticipated by this RFP.

**“Travel Expenses”** means the actual, prior approved travel and accommodation expenses reasonably incurred by the Consultant in the course of providing the services.

B. Appendix - Evaluation Table

| RFP | RATED CRITERIA                        | AVAILABLE POINTS                         |
|-----|---------------------------------------|--|
|     | Consultant's Corporate Profile        | 5  |
|     | Consultant's Organization             | 3  |
|     | Consultant's Team                     | 3  |
|     | Project Manager                       | 16                                       |
|     | Architectural Team                    | 4  |
|     | LEED Consultant                       | 2  |
|     | LEED Commissioning Authority          | 2  |
|     | Structural Team                       | 2  |
|     | Electrical Systems Team               | 2  |
|     | Mechanical Team                       | 2  |
|     | Contract Administration Team          | 5  |
|     | Other Resources                       | .5 to 1.5 points per category to max 4.0 |
|     | Team Matrix                           | 5  |
|     | Consultant's Understanding of Project | 15                                       |
|     | Site Planning                         | 5  |
|     | Business and Space Needs Plan update  | 5  |
|     | Work Plan and Schedule                | 10                                       |
|     | Consultant Fee                        | 10                                       |
|     | Total Points Available                | 100                                      |

## **COMMUNICATIONS TO COUNCIL**

### **MEETING OF CITY COUNCIL – MONDAY, MAY 6, 2013**

#### **B. ITEMS WHICH REQUIRE THE DIRECTION OF CITY COUNCIL**

##### **1) Ken Miller, undated**

Commenting on Remai Art Gallery. (File No. CK. 4129-15)

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

##### **2) Don Somers, River Lights Festival Inc., dated April 17**

Requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, on Friday, July 26<sup>th</sup>, from 4 p.m. to 11 p.m.; Saturday, July 27, from 9:00 a.m. to 11: p.m. and Sunday, July 28, 2013, from 10:00 a.m. to 6:00 p.m. for 3<sup>rd</sup> Annual River Lights Festival. (File No. CK. 185-9)

**RECOMMENDATION:** that the request for an extension to the time where amplified sound can be heard, under the Noise Bylaw, on Friday, July 26<sup>th</sup>, from 4 p.m. to 11 p.m.; Saturday, July 27, from 9:00 a.m. to 11: p.m. and Sunday, July 28, 2013, from 10:00 a.m. to 6:00 p.m. for 3<sup>rd</sup> Annual River Lights Festival be approved subject to any administrative conditions.

##### **3) Daysi Hernandez, dated April 17**

Requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, at Lion's Arena, until midnight during Folkfest, August 14 to 18, 2013.

**RECOMMENDATION:** that the request for an extension to the time where amplified sound can be heard, under the Noise Bylaw, at Lion's Arena, until midnight during Folkfest, August 14 to 18, 2013.

##### **4) Marine Perran, dated April 15**

Commenting on fluoride. (File No. CK. 7920-1)

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

5) **Don Somers, Dakota Dunes Open Saskatchewan Professional Golf Association, dated April 17**

Requesting an exemption of the bylaw prohibiting playing golf in parks for the 4<sup>th</sup> Annual Golf Fest at River Landing. (File No. CK. 205-1)

**RECOMMENDATION:** that the request for an exemption of the bylaw prohibiting playing golf in parks for the 4<sup>th</sup> Annual Golf Fest at River Landing be approved subject to any administration conditions.

6) **Miren Luczka, dated April 18**

Requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, starting at 8:00 a.m. on Sunday, June 9, 2013, for the Bridge City Boogie. (File No. CK. 185-9)

**RECOMMENDATION:** that the request for an extension to the time where amplified sound can be heard, under the Noise Bylaw, starting at 8:00 a.m. on Sunday, June 9, 2013, for the Bridge City Boogie be approved subject to any administrative conditions.

7) **Cecile Smith, dated April 19**

Requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, from 7:00 a.m. to 5:00 p.m. on June 14, 2013 for Pleasant Hill Community Pow Wow at Grace Adam Metawewinhik Park. (File No. CK. 185-9)

**RECOMMENDATION:** that the request for an extension to the time where amplified sound can be heard, under the Noise Bylaw, from 7:00 a.m. to 5:00 p.m. on June 14, 2013 for Pleasant Hill Community Pow Wow at Grace Adam Metawewinhik Park be approved subject to any administrative conditions.

8) Bob McNaughton, dated April 21

Requesting a temporary closure of Albert Avenue, between Taylor and 1<sup>st</sup> Streets, from 11:00 a.m. to 6:00 p.m., on June 15, 2013, for Queen Elizabeth Exhibition Community Association Family Day. (File No. CK. 205-1)

**RECOMMENDATION:** that the request for a temporary closure of Albert Avenue, between Taylor and 1<sup>st</sup> Streets, from 11:00 a.m. to 6:00 p.m., on June 15, 2013, for Queen Elizabeth Exhibition Community Association Family Day be granted subject to any administrative conditions.

9) Robert MacGillivray, dated April 22

Requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, for the Rotary Club of Saskatoon Nutana Rib Fest, on Sunday, August 4, 2013, from 6:00 p.m. to 9:00 p.m. (File No. CK. 185-9)

**RECOMMENDATION:** that the request for an extension to the time where amplified sound can be heard, under the Noise Bylaw, for the Rotary Club of Saskatoon Nutana Rib Fest, on Sunday, August 4, 2013, from 6:00 p.m. to 9:00 p.m., be approved subject to any administrative conditions.

10) Mona Loshack, dated April 26

Requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, at Carlton Tower, on August 27, 2013 (rain date August 28) from 7:30 a.m. to 5:30 p.m. for the 8<sup>th</sup> Annual Easter Seals Drop Zone. (File No. CK. 185-9)

**RECOMMENDATION:** that the request for an extension to the time where amplified sound can be heard, under the Noise Bylaw, at Carlton Tower, on August 27, 2013 (rain date August 28) from 7:30 a.m. to 5:30 p.m. for the 8<sup>th</sup> Annual Easter Seals Drop Zone be approved subject to any administrative conditions.

**Items Which Require the Direction of City Council**  
**Monday, May 6, 2013**  
**Page 4**

**11) Otto Schilling, dated April 26**

Commenting on parking on residential streets for longer than 36 hours.  
(File No. CK. 6120-2)

**RECOMMENDATION:** that the letter be considered with Clause 11 of Administration and Finance Report No. 7-2013.

**12) Neale Hall, dated April 27**

Commenting on addiction. (File No. CK. 150-1)

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

**13) Les Henry, dated April 28**

Commenting on the salt content of snow dumps. (File No. CK. 6290-1)

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

**14) Dan Paulsen, Fire Chief/General Manager, Fire and Protective Services dated April 29**

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Requesting City Council proclaim May 5 to 11, 2013 as Emergency Preparedness Week and requesting that the westbound lane of 23<sup>rd</sup> Street, between 2<sup>nd</sup> and 3<sup>rd</sup> Avenues, be temporarily closed on Tuesday, May 7, from 9:00 a.m. to 3:30 p.m. to accommodate a display. (File No. CK. 205-5)

**RECOMMENDATION:**

- 1) that City Council approve the proclamation as set out above, that the City Clerk be authorized to sign the proclamation, in the standard form, on behalf of City Council; and
- 2) that the request to temporarily close the westbound lane of 23<sup>rd</sup> Street, between 2<sup>nd</sup> and 3<sup>rd</sup> Avenues, be temporarily closed on Tuesday, May 7, from 9:00 a.m. to 3:30 p.m. to accommodate a display be approved subject to any administrative conditions.

15) Dagmara Genda, Director, AKA Gallery, dated April 30

Requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, until 11:00 p.m. on Sunday, July 7<sup>th</sup>, for Street Meat: Saskatoon's 1<sup>st</sup> Annual Street, Public and Graffiti Art Festival. (File No. CK. 185-9)

**RECOMMENDATION:** that the request for an extension to the time where amplified sound can be heard, under the Noise Bylaw, until 11:00 p.m. on Sunday, July 7<sup>th</sup>, for Street Meat: Saskatoon's 1<sup>st</sup> Annual Street, Public and Graffiti Art Festival be approved subject to any administrative conditions.

16) Shellie Bryant, Secretary Development Appeals Board, dated April 24

Advising of Notice of Hearing of Development Appeals Board regarding the property located at 315 Ledingham Drive. (File No. CK. 4352-1)

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

**C. ITEMS WHICH HAVE BEEN REFERRED FOR APPROPRIATE ACTION**

**1) James Polley, dated April 9**

Commenting on snow dump fees. (File Nos. CK. 1720-1 and 6290-1) **(Referred to Administration for further handling.)**

**2) Olivia Hilderman, dated April 18**

Commenting on Residential Parking Permit Program – City Park. (File No. CK. 6120-4-4) **(Referred to Administration for appropriate action and response to the writer.)**

**3) Jim Reiter, Minister of Government Relations and Minister Responsible for First Nations, Metis and Northern Affairs, dated April 18**

Advising on mill rate factor limit for 2013. (File No. CK. 1905-5) **(Referred to Administration for further handling.)**

**4) Leo Kurtenbach, dated April 23**

Commenting on combative sports. (File No. CK. 175-24) **(Referred to Administration to review with the file.)**

**5) Robert Daniels, dated April 25**

Requesting an extension of the time amplified sound can be heard under the Noise Bylaw for Saskatchewan Indian Institute of Technologies Annual President's Pancake Breakfast on June 7, 2013. (File No. CK. 185-9) **(Referred to Administration to include in review and report on the street closure request.)**

**6) Sharon Elder, dated April 25**

Commenting on cycling in Saskatoon. (File No. CK. 6000-5) **(Referred to Administration for further handling.)**

**Items Which Have Been Referred for Appropriate Action**  
**Monday, May 6, 2013**  
**Page 2**

**7) Phil Meister, dated April 25**

Commenting on bus shelters. (File No. CK. 7311-3) **(Referred to Administration for further handling.)**

**8) Murray Wedewer, Novakoski Quality Collision, dated April 26**

Commenting on proposed asphalt plant on 48<sup>th</sup> Street East. (File No. CK. 7550-1) **(Referred to Administration for review and any appropriate action.)**

**9) Roy Rodgers, dated April 26**

Commenting on water main breaks on Ash Street. (File No. CK. 7820-5) **(Referred to Administration for appropriate action and to respond to the writer.)**

**10) Edward Danneberg, dated April 27**

Commenting on transit routes. (File No. CK. 7310-1) **(Referred to Administration for further handling.)**

**11) Ashley Storos, dated April 29**

Commenting on discarded furniture. (File No. CK. 4400-1) **(Referred to Administration for appropriate action and to respond to the writer.)**

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

D. **PROCLAMATIONS**

1) **Sharon McKenzie, Intergenerational Society of Canada, dated March 11**

Requesting City Council proclaim June 1, 2013 as Intergenerational Day Canada.  
(File No. CK. 205-5)

2) **Janet Nicolson, MS Society of Canada – SK Division, dated April 19**

Requesting City Council proclaim May 2013 as MS Awareness Month.  
(File No. CK. 205-5)

3) **Lesley McGilp, Sask Innovation Week 2013 Chair, dated April 23**

Requesting City Council proclaim October 21 to 26, 2013 as Innovation Week 2013.  
(File No. CK. 205-5)

4) **Mike San Miguel, Filipino-Canadian Association of Saskatoon, Inc  
dated April 15**

Requesting City Council proclaim June 12, 2013 as Filipino-Canadian Day and requesting  
a flag raising. (File No. CK. 205-5)

5) **Norm Campbell, Saskatchewan Parks and Recreation Association  
dated April 19**

Requesting City Council proclaim June 2013 as Recreation and Parks Month. (File No.  
CK. 205-5)

**6) Natasha Wilkie, dated April 22**

Requesting City Council proclaim June 16 to 22, 2013 as 15<sup>th</sup> Annual Native Prairie Appreciation Week. (File No. CK. 205-5)

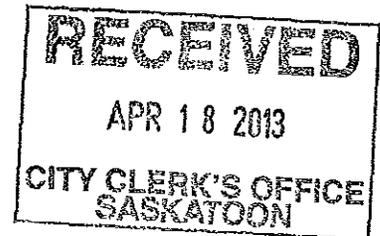
- RECOMMENDATION:**
- 1) that the flag raising request be approved subject to Administration conditions;
  - 2) that City Council approve all proclamations as set out in Section D; and
  - 3) that the City Clerk be authorized to sign the proclamations, in the standard form, on behalf of City Council.

BI) 4/27-15  
Mayor + all councillors

---

I couldn't have written  
it better myself.

Tell us the whole story  
of the total costs /  
of this white elephant!  
JN.



Ken Miller  
202 Braemar Bay  
S7V 1A2

---

# Tell us the real cost of Remai Art Gallery

**W**e should not expect to agree with everything our politicians do, but we should expect that they will be forthright with us about what they are doing.

Recently, in this publication, Mayor Don Atchison stated that the Remai Art Gallery of Saskatchewan (RAGS) was going to cost taxpayers a mere \$23.5 million dollars. In the interest of delicacy, my response is bullpoo.

There is an attempt to use smoke and mirrors to confuse the public as to the real cost of the new art gallery. The mayor is comparing apples to oranges to lemons. This project breaks into three categories — capital costs, operating expenses and acquisition values. The lines on these categories are becoming blurred, with numbers shifting back and forth, leaving me to wonder if anyone at City Hall has an inkling as to what is going on.

Let's start with Ellen Remai's generous donations, for which I thank her. Mrs. Remai has donated \$15 million to the capital account, which I understand will be paid over a period of time.

She has also committed another \$15 million to special projects/programming, \$1 million of which will now go to preparation of a room to house the Picasso prints. This donation does not pay for either capital or general operating costs.

The balance of her gift is the \$20-million value attached to the donated Picasso prints. It does not come into play on capital or operating costs, but should be classified as an acquisition. In short, of her total contribution of \$50 million, only \$15 million is for construction.

The province is contributing \$17 million, and the federal government is shelling out \$13 million, for a combined total of \$30 million. What I am unsure about is whether each of these governments is writing cheques for their respective amounts, or whether their contributions come over a period of time. If it is over a period of time and we up-front the construction costs, who pays the substantial interest on this money?

Then, we have the fundraising committee that raised another \$6 million. Whether you support this project or not, we still owe thanks to these citizens and the donors for their efforts in reducing some of the taxpayers' burden. Thank you one and all.

If my math is right, we have \$30 million from senior governments, \$15 million from Mrs. Remai and \$6 million raised locally, for a total of \$51 million for the construction only.

When this project was officially announced, it was for \$84 million, including the underground parking. As much as council has tried to separate the underground parking from the gallery, these projects are linked. One would not be built without the other. With the recent cost increase of \$9.7 million, it brings the total cost of construction of the gallery/parking to

The public's share on construction is now \$42.7 million.

We are not done yet. The administrative reports to council state "outside" costs to date of \$16.6 million. Not to confuse you, "outside" costs do not mean building exterior, landscaping or the like. The outside costs are for items such as design fees, marketing, branding and fundraising and are usually called "soft" costs. Coming out of the starting gate, this project is up to a total expenditure to \$110.3 million, with \$59.3 million being the taxpayers' share.

Next up would be interest charges on this debt. For whatever reason, council has now decided to amortize this project over 25 years, rather than the initially planned 15 years. This 10-year extension is going to add to the substantial interest costs, possibly in tens of millions of dollars, all of which is payable by taxpayers. Mortgage companies

give homeowners annual statements as to how much interest they paid in a given year. I think we deserve the same consideration from our council. What is the estimated interest charges payable by taxpayers during the next 25 years on this project?

I would be remiss not to mention the annual operating costs, which are over and above debt repayment. I recall a report to council indicating taxpayers will need to pony up about \$1.5 million a year over and above current costs at the Mendel. The only anticipated income on the project is parking and/or rental fees, which will amount to little more than a drop in this great big bucket.

The dollar figures on construction of RAGS have fluctuated over time and the numbers I use in this article come from early reports on the project. But please council, no more excuses about the increased cost of construction in our booming city. We have heard this excuse with every cost over-run on every other project, and I would like to think by now proposed budgets would incorporate a higher contingency component to off-set endless "boom" increases.

Sometime down the road, we will have the inside costs for furnishings and fixtures. To date we have not heard what those costs might be.

I have always supported an enhanced art gallery for Saskatoon, but within reason. Although I do not think this project is reasonable, council in its wisdom has decided this project is one that is good for our city. We decided to elect them to council. Now we will bear the consequences of our decision.

But there should be an onus on council to be forthright with taxpayers and disclose all costs, real and anticipated, rather than blowing smoke up our butts.

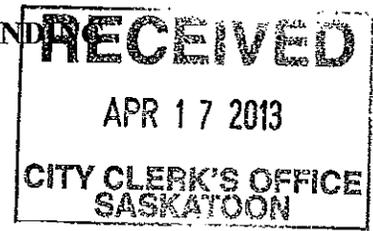


**ELAINE  
HNATYSHYN**  
Columnist



185 - (B2)

RIVER LIGHTS FESTIVAL INC.  
3<sup>rd</sup> ANNUAL FAMILY FESTIVAL AT RIVER LANDING  
JULY 26 - 28, 2013



April 17, 2013

Your Worship the Mayor and Members of City Council,

I am writing to you on behalf of the Organizing Committee of the 3rd Annual *River Lights Festival*. This year's River Lights Family Festival is being held on the July 26-28, 2013 weekend to coincide with the very successful *Saskatoon Dragon Boat Festival*. Although the two events are in separate areas of the River Landing area, the organizers have scheduled events in order to share the water.

The *River Lights Festival* weekend's on-water activities are designed to highlight and show case some of Saskatoon's 'river users' which will include (i) frequent river users: Saskatoon Racing Canoe Club, Saskatoon Rowing Club, Marathon Canoe Club, White Water Canoe Club, Rotary Duck Derby, Wake Board and Water Ski Clubs and (ii) developing river users activities: Paddle Board and Water Motor Cross using personal water craft.

The dry-land activities will include an 'artisan market place', 'several mobile eating location' and 'static boat display by Saskatoon boat dealers'. The River Landing back-drop will be enhanced by some of the colourful light scenes from the BHP Billiton Enchanted Forest.

The Water Sports demonstrations will be scheduled, in conjunction with the Dragon Boat races, on (i) Friday between 4 p.m. to 11 p.m., (ii) Saturday between 9 a.m. to 11 p.m. and (iii) Sunday from 10 a.m. to 6 p.m. Opening Ceremonies will be held at River Landing on Friday at 5 p.m. The Saskatchewan Water Cross Association will host the Water Cross Nationals. It is anticipated that many personal water craft professionals from western Canada and California will attend this second event. These professionals, driving modified 'seadoos', compete on the North American and International Water Cross circuit and again, we will have several world champions in attendance as well as their event announcer from Denver.

Therefore, we are asking Council to grant temporary exemption from By Law 8244 "amplified noise before 11 a.m. and after 10 p.m." for the time period of the River Lights Festival on-water and dry-land activities for Friday, July 26, 4 p.m. to 11 p.m.; Saturday, July 27, 9 a.m. to 11 p.m.; and Sunday, July 28, 10 a.m. to 6 p.m.

I would like to thank you for your consideration of this matter. If you have any questions or concerns, please feel free to contact myself by email ([dsomers@sasktel.net](mailto:dsomers@sasktel.net)) or telephone (306 222-0283) or Hugh Vassos ([hvassos@sasktel.net](mailto:hvassos@sasktel.net)) or telephone (306 222-5392).

We will again work with Saskatoon Fire and Protective Services for on-water support and Saskatoon City Police for on-land protection. The organization will provide toilet facilities, hire the Boys and Girls Club for site litter control and if required, have private security. The City of Saskatoon will provide trash receptacles and barricades for street closure.

Sincerely,

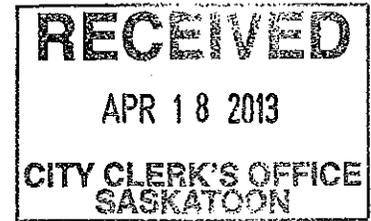
  
Don Somers

Executive Committee Member

Cc: Hugh Vassos

185-9  
B3)

**From:** CityCouncilWebForm  
**Sent:** Wednesday, April 17, 2013 9:36 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Daysi Hernandez  
128 Beechmont Cres  
Saskatoon, Saskatchewan  
S7V1C7

EMAIL ADDRESS:

[dnhocarl@yahoo.com](mailto:dnhocarl@yahoo.com)

COMMENTS:

Dear City Council,

My name is Daysi Hernandez and i am the current manager for the Central America and Mexico pavilion.

We are wanting to rent the Lion's Arena for Folkfest days August 14th- August 18th of this year 2013 and we are requesting for permission to extend the amplified music until midnight since Folkfest ends at midnight every night.

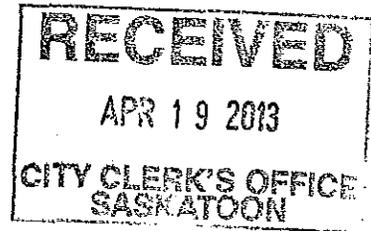
I have read the Guidelines for Special Events and are willing to speak with the neighbour surrounding Lion's Arena area.

Please consider our request and if you have further questions i can be reached at 306-241-6711.  
thank you

Sincerely,  
Daysi Hernandez

7920-1  
B4)

Marine Perran  
#3 – 135 Pinehouse Drive  
Saskatoon SK S7K 5W1



April 15, 2013

Re: Fluoridation of Saskatoon's Public Water Supply

His Worship Mayor Don Atchison and Saskatoon City Council:

I am writing to express my concerns over the continued treatment of Saskatoon's water with the chemical fluoride. As you may be aware, the City of Calgary has ceased adding fluoride to its water system on the grounds of public safety and health; a move that was upheld by the Province of Alberta.

In consideration of the conclusive evidence that the continued use of fluoride in the drinking water causes an increase in a variety of health problems, including the impairment of mental development in children, I would ask that Saskatoon City Council pass a resolution to cease the addition of this dangerous additive to the City's water supply. (Please see the attached article from the Saskatoon Star-Phoenix, September 29, 2012.)

The City's website erroneously suggests that fluoride reduces tooth decay. As the above article points out, this is not true and the statement should be corrected.

Finally, the City could save financially on an annual basis by ceasing the dangerous practice of adding fluoride to the water and direct the savings to more urgent matters such as street repair.

Regards,

A handwritten signature in cursive script, appearing to read "Marine Perran".

Marine Perran

Attachment (1)

Sept 29, 2012

# Fluoride isn't worth the risks



DR. W GIFFORD-JONES  
Doctor Game

Why, in 1974, didn't authorities learn from this terrible tragedy? A three-year-old Brooklyn boy, during his first dental checkup, had fluoride paste applied to his teeth. He was then handed a glass of water, but the hygienist failed to inform him to swish the solution around in his mouth and then spit it out. Instead, he drank the water and a few hours later he was dead from fluoride poisoning. Fluoride is an acute toxin with a rating higher than lead.

I was severely criticized by dentists when I issued a warning about fluoride five years ago. Now, a report from the Harvard School of Public Health (HSPH), says that the use of fluoride causes a decrease in children's IQ.

Anna Choi, at the HSPH, reports in the journal *Environmental Health Perspectives* on a study involving children from two nearby communities. Researchers discovered that children in the low fluoride area had a 28 per cent chance of being normal, bright or of high intelligence. In the high fluoride area, the figure was eight per cent. They also found that in the low fluoride community six per cent of children suffered from mental retardation compared to 15 per cent in the high fluoride community.

The HSPH says that there are now 23 human and 100 animal studies that link the use of fluoride water to brain damage. These findings show an increase of aluminum and beta amyloid plaque in the brain, both associated with Alzheimer's disease. There's also a decrease in acetylcholine receptors, which help to transmit nerve messages. These changes could have an adverse effect on a child's neurodevelopment.

The sole argument favouring fluoridation is that it reduces tooth decay. But several studies, involving as many as 480,000 children, found no beneficial evidence between fluoridated and non-fluoridated communities. In fact, one study showed tooth decay was greater in the fluoridated area! Moreover, dental health in Europe has improved since 1970 without fluoridation.

So why the U.S. and Canada continue to add

a toxic element to our drinking water is hard to fathom. After all, 98 per cent of Europe is fluoride-free. Sweden, Germany, Norway, Holland, Denmark and France stopped using fluoridation 30 years ago. These countries are hardly backward nations.

In 1980, a New Zealand dentist, an ardent supporter of fluoride therapy, was sent by the government on a tour to study fluoridation. He returned an outspoken critic of the treatment.

Later, in 1999, Dr. Hardy Limeback, professor of dentistry at the University of Toronto, and former supporter of fluoridation, reported that fluoride may be destroying our bones, teeth and overall health. He claimed that children under three should never use fluoride toothpaste, drink fluoride water and mothers should never use tap water to prepare baby formula. Fluoride passes through the placental barrier, so it could cause problems in the developing brain.

Most parents are not aware of dental fluorosis, a discolouring of teeth due to excess fluoride. In 1940 this mottling of teeth occurred in 10 per cent of children's teeth. Today, in some areas, it's as high as 55 per cent. One reason: Children's toothpaste tastes good and they swallow too much of it.

I'm not alone in thinking there is no convincing evidence that water should contain 1.5 parts per million (ppm) fluoride, when our bodies have no use for it and when the risk is greater than the benefit. Toothpaste has up to 1,500 ppm and treatment in a dentist's office a whopping 10,000 to 20,000 ppm!

I believe it's dangerous for health authorities to brush aside the Harvard study. So-called experts are not always right. As Carl Sagan, the noted astronomer remarked, when discussing authoritarian judgments, "Arguments from authorities do not count. Too many authorities have been mistaken too often." I say Amen to that.

This is just my opinion about fluoridation and since I'm not related to the Almighty, I could be wrong. But it appears that since the three-year-old boy died, experts continue to ignore the dangers.

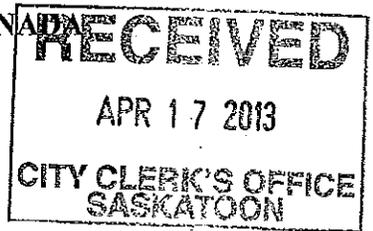
For me, I've learned one thing: To be prepared for criticism that invariably descends on me about this issue.

See the website [www.docgiff.com](http://www.docgiff.com). For comments email [info@docgiff.com](mailto:info@docgiff.com).

205-1

B5)

**DAKOTA DUNES OPEN SASKATCHEWAN  
PROFESSIONAL GOLF ASSOCIATION (PGA) TOUR CANADA**



April 17, 2013

Your Worship the Mayor and Members of City Council,

I am writing to you on behalf of the host team of the Dakota Dunes Casino Saskatchewan Open, Professional Golf Association (PGA) Tour Canada stop in Saskatchewan. Although the tour golf competition begins on Thursday, July 4<sup>th</sup> with the final round on Sunday, July 7<sup>th</sup>, 2013, the host committee has planned a number of events during the week to coincide with the Open and introduce these golfers to our community.

In conjunction with the 2013 Schedule of Events at the Dakota Dunes, we would like to host the 4<sup>th</sup> Golf Fest at River Landing. This activity would be held over the noon hour on the Tuesday, July 2<sup>nd</sup> (July 3<sup>rd</sup> as backup for inclement weather). The program will bring 5 or 6 members from the PGA Tour Canada to River Landing to put on a golf demonstration – speak about their golf experience, club selection and for each of them to hit several golf balls across the South Saskatchewan River to a selected target in Rotary Park. The golf presentation platform will be located on the flat grassed area of the serpentine walk. The target landing zone in Rotary Park will be between the Traffic Bridge and parking lot, a distance of approximately 300 yards. It is also our intent to include a small number (6 – 8) of ‘celebrity golfers’ to participate in the event.

The Saskatoon Chamber of Commerce will host a charity BBQ and CTV will carry the event live on their noon program. We have spoken to or will speak with, civic administration, Saskatchewan Crescent residents, and the various groups that are involved with the river use and river front activities. Roadways and walkways will be barricaded and volunteers will be stationed throughout the area, on both sides of the river. A Rental Contract / Permit has been obtained from the City of Saskatoon.

Therefore, we are asking Council to grant a temporary exemption from By Law 7767 which states that “no person shall play golf in any park”, for the time period of the Golf Fest activity, 10:00 a.m. to 3:00 p.m.

I would like to thank you for your consideration of this matter. If you have any questions or concerns, please feel free to contact me by email ([dsomers@sasktel.net](mailto:dsomers@sasktel.net)) or telephone (306 222-0283) or Hugh Vassos ([hvassos@sasktel.net](mailto:hvassos@sasktel.net)) or telephone (306 222-5392).

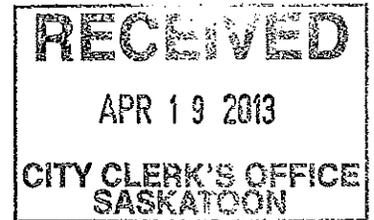
Sincerely,

Don Somers  
Host Team Member

Cc: Hugh Vassos

185-9  
B6)

From: CityCouncilWebForm  
Sent: Thursday, April 18, 2013 5:28 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Miren Luczka  
204 5th Ave. North  
Saskatoon, Saskatchewan  
S7K 2P1

EMAIL ADDRESS:

[mluczka@thestarphoenix.com](mailto:mluczka@thestarphoenix.com)

COMMENTS:

To His Worship the Mayor and Members of City Council,

The City of Saskatoon has been a proud sponsor of The Bridge City Boogie since its inception in 2007. The Bridge City Boogie is a 2km, 5km and 10km wellness event with emphasis on fun, fitness and community.

Unique to the Bridge City Boogie is the live entertainment along the courses. We have numerous volunteer entertainment groups performing along the courses to keep our participants moving and grooving along.

The Bridge City Boogie committee realizes that the City of Saskatoon Noise Bylaw for outdoor public events does not permit the operation of loudspeakers, stereo, musical instruments etcetera before the hours of 1pm on Sundays.

At this time we ask that His Worship the Mayor and Members of City Council grant permission to the Bridge City Boogie to extend the hours in which musical instruments and amplification equipment can be used. We wish to request that an extension be provided starting at 8am on Sunday, June 9th, 2013.

On behalf of the Bridge City Boogie committee, I would like to thank you for considering this request and we hope that we can count on Council's support in ensuring the continued success of the Bridge City Boogie.

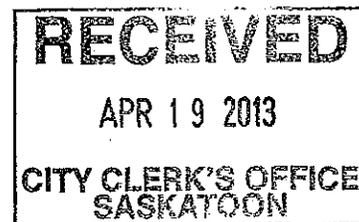
Kindly contact me if you wish to discuss this matter further.

Sincerely,

Miren Luczka  
Bridge City Boogie Race Director  
306-657-6322  
[mluczka@thestarphoenix.com](mailto:mluczka@thestarphoenix.com)

185-9  
(B7)

**From:** CityCouncilWebForm  
**Sent:** Friday, April 19, 2013 9:22 AM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Cecile Smith  
327 Ave N South,  
Saskatoon, Saskatchewan  
S7L 2P5

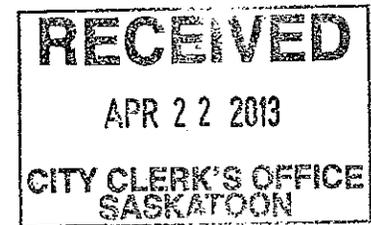
EMAIL ADDRESS:

[cmsmith@gscs.sk.ca](mailto:cmsmith@gscs.sk.ca)

COMMENTS:

Good Evening Your Worship and Council members. I am writing this letter to ask for permission to use the Grace Adam Metawewinhik Park for our Pleasant Hill Community Pow wow on June 14, 2013. On behalf of the Pow wow Committee I would like to apply for a noise bylaw form on this day from 7:00 am to 5:00 pm. I could not find the form on the City's web page so I thought the next best thing was to write to you and ask. Councillor Lorje is aware of this Pow wow and she is also on the Pow wow Committee. I will wait for your response. Thank you  
Cecile Smith  
Phone-306-659-7783

**From:** CityCouncilWebForm  
**Sent:** Sunday, April 21, 2013 8:05 AM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Bob McNaughton  
312 Willow St.  
Saskatoon, Saskatchewan  
S7J 0C6

EMAIL ADDRESS:

[qeca.saskatoon@gmail.com](mailto:qeca.saskatoon@gmail.com)

COMMENTS:

Your Worship, Mayor Atchison, and Councillors,

After much effort by our volunteers and the City administration, the newly-amalgamated Queen Elizabeth Exhibition Community Association is very pleased to have an accessible playground in W W Ashley Park. To celebrate, we are planning a family day in the park this June 15th.

In addition to an "official opening" ceremony, there will be children's activities, such as face-painting and henna tattoos. As well, we are arranging musical entertainment for everyone and street concessions, such as food vendors. We are requesting permission to close the section of Albert Avenue between Taylor and First Streets for the street concessions. We will also use the restricted access of the closure to allow drop-off of disabled participants.

We are aware of the soccer tournament on that day and that it is the first Saturday that Lathey pool will be open for the season. We appreciate that these activities will increase the need for parking around the park. For this reason, we are asking only to close one block of the street and only from 11:00 a.m. to 6 p.m.

We will inform the neighbourhood residents and the Fellowship Baptist Church in advance of the closure. They will still have access to the lane between Taylor and First Streets from Clarence Avenue. Access to First Street from Albert Avenue will not be restricted.

We hope you will consider this as an invitation to any and all members of City Council who would like to participate in this celebration.

Thank you your attention to our request. We look forward to your prompt response.

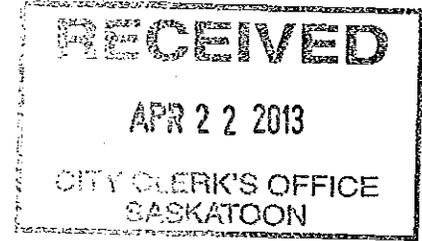
Sincerely,  
Bob McNaughton

On behalf of the Queen Elizabeth Exhibition Community Association

B9)

185-9

**From:** CityCouncilWebForm  
**Sent:** April 22, 2013 9:52 AM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Robert MacGillivray  
912 Queen St  
Saskatoon, Saskatchewan  
S7K 0N2

EMAIL ADDRESS:

[Rmacgill@shaw.ca](mailto:Rmacgill@shaw.ca)

COMMENTS:

The Rotary Club of Saskatoon Nutana is planning a Rib Fest to be held August 2,3,4 and 5 in 2013. We will be using Diefenbaker park as the location for this event. We will feature a Rib Fest and competition, children's activities, musical entertainment.

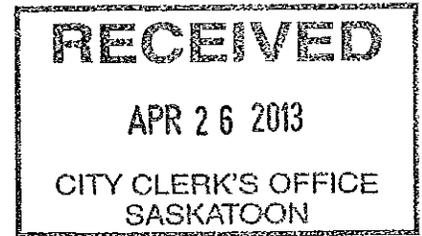
We are asking City Council for a noise bylaw extension for the following hours:  
Sunday Aug 4 from 6:00 pm to 9:00pm. We have sent correspondence of this request to the Advisory council in the Exhibition and Queen Elizabeth areas.

Thank you for your consideration of this request.

Thank you for your consideration.

185-8  
B10

From: CityCouncilWebForm  
Sent: Friday, April 26, 2013 12:21 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Mona Loshack  
2310 Louise Avenue  
Saskatoon, Saskatchewan  
S7J 2C7

EMAIL ADDRESS:

[mloshack@abilitiescouncil.sk.ca](mailto:mloshack@abilitiescouncil.sk.ca)

COMMENTS:

April 24, 2013

Re: Request for extension of Noise Bylaw  
hours  
Easter Seals Drop Zone Event -  
August 27, 2013  
Carlton Tower 325 5th Avenue North

Dear Mayor Atchison & Members of City Council:

The 8th annual Easter Seals Drop Zone will be held at Carlton Tower on August 27, 2013 (rain date August 28). We anticipate 75 participating Superheroes to assist us in reaching our fundraising goal of more than \$100,000 for Easter SealsT programs of the Saskatchewan Abilities Council.

The Saskatchewan Abilities Council respectfully requests an extension of the Noise Bylaw between the hours of 7:30 am to 5:30 pm on Tuesday, August 27, 2013, for amplified music with DJ services for the Easter Seals 2013 Drop Zone.

The Drop Zone will begin at 7:30 am Tuesday August 27th and continue until approximately 5:30 pm that same day. Participants will rappel down the side of the Carlton Tower located at 5th Ave and 25th Street. The day will be an outdoor event with music and commentary provided by a DJ from Night Owl entertainment as each superhero performs their rappel down the 22-storey Carlton Tower located at the corner of 5th Avenue and 25th Street.

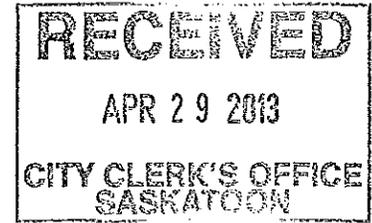
Thank you for your consideration.

Sincerely,

Mona Loshack  
Community Relations & Events Planner  
Saskatchewan Abilities Council/Easter Seals Saskatchewan  
2310 Louise Ave.  
Saskatoon, SK S7J 2C7  
Tel: 374-4448  
Email: [mloshack@abilitiescouncil.sk.ca](mailto:mloshack@abilitiescouncil.sk.ca)

6120-2  
B11)

**From:** CityCouncilWebForm  
**Sent:** Friday, April 26, 2013 4:48 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Otto Schilling  
128 - 7th Street East  
Saskatoon, Saskatchewan  
S7H 0W8

EMAIL ADDRESS:

[tito2@sasktel.net](mailto:tito2@sasktel.net)

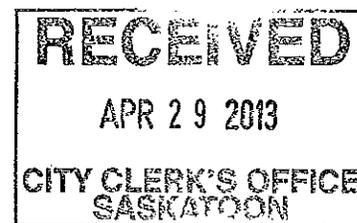
COMMENTS:

I have lived in my house for 44 years.  
I always park my car in front of my house.  
Last month I got a ticket for parking longer than 36 hours. I paid the ticket and moved the car. Two mornings later a tow truck came and was in the process of towing my car away. I told them that I had paid my ticket and moved the car. They said that I had it parked there for 36 hours again. Considering the condition our streets are in, do these people have nothing better to do? That is downright mean-spirited. How did you ever come up with 36 hours? When people have worked all week and park for the weekend - that is 60 hours. I would suggest at least a week.

Sincerely, Otto Schilling.

150-1  
B12)

**From:** CityCouncilWebForm  
**Sent:** Saturday, April 27, 2013 5:51 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

neale hall  
111-1215 moss avenue  
saskatoon, Saskatchewan  
S7H 5B1

EMAIL ADDRESS:

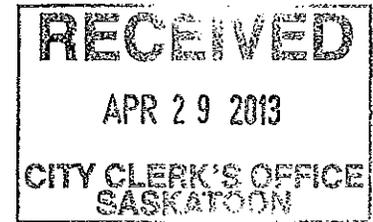
[mckneeknee@hotmail.com](mailto:mckneeknee@hotmail.com)

COMMENTS:

I just want to take this time to say just how great Saskatoon is. We have a population that's becoming ethnically diverse. The population is growing along with the economy. Yet I still see people that are penniless roaming downtown. Some attitudes towards these people are awful. Some people that these "bums" should just get a job. However, many of these people are lost in addiction. Saskatoon still is a good city, it just has some adjustments to make in my opinion.

6290-1  
B13

From: CityCouncilWebForm  
Sent: Sunday, April 28, 2013 9:07 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Les Henry  
143 Tucker Cres  
Saskatoon, Saskatchewan  
S7H 3H7

EMAIL ADDRESS:

[ilesHenry@shaw.ca](mailto:ilesHenry@shaw.ca)

COMMENTS:

SNOW DUMPS AND SALT- for your info only. Not intended for any immediate action by council.

Today I measured salt level in water at melting front of Central Av snow dump. Details are being forward to Infrac. Services. Based on very few measurements I calculate that it would take < 30 minutes of river flow to dilute salt level of river back to base level if all of snow salt for 2012-13 ended up in river.

My point is - C o S should get a firm no to take to Envir Sask. We do not need expensive snow salt desalinization.

Salt is least of the problems - a lot of garbage at snow dump- IT STINKS. Photos attached to Infrac Services letter.

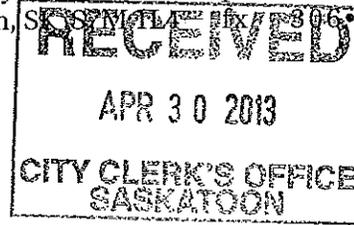


City of  
**Saskatoon**

Fire and Protective Services

125 Idylwyld Dr. South ph 306•975•2520  
Saskatoon, SK S7N 1E2 fax 306•975•2589

205-5  
B14)



April 29, 2013

His Worship the Mayor and  
Members of City Council

Dear Council Members:

**Re: Request for Proclamation  
Week of May 5 to 11, 2013  
Emergency Preparedness Week in Saskatoon  
and Temporary Street Closure**

Saskatoon Fire and Protective Services is requesting that City Council proclaim the week of May 5 to 11, 2013, as Emergency Preparedness Week in Saskatoon.

This week has been designated as National Emergency Measures Preparedness Week and is an annual event designed to build public awareness about the risks of natural and man-made disasters and how to be prepared.

This year, the Saskatoon Emergency Measures Organization is requesting that the westbound lane of 23<sup>rd</sup> Street, between 2<sup>nd</sup> and 3<sup>rd</sup> Avenues, be temporarily closed on Tuesday, May 7, from 9:00 a.m. to 3:30 p.m. to accommodate a display. The display will feature Fire, Police, EMS and Saskatoon Fire and Protective Services' Command Bus, showing the citizens of Saskatoon how the City is prepared for an unusual emergency.

During the week, EMO will also be conducting various media activities to support the theme, "Public and Personal Preparedness".

We appreciate your consideration of these requests.

Sincerely,

Dan Paulsen  
Fire Chief/General Manager

/bjs

185-9 B15)

From: AKA Gallery Director [director@akagallery.org]  
Sent: April 30, 2013 2:11 PM  
To: City Council  
Subject: Re: Write a Letter to City Council

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

City Council:

aka gallery is proud to present Street Meat: Saskatoon's 1st Annual Street, Public and Graffiti Art Festival, a three-day summer festival celebrating new, contemporary public art.

Between July 5-7, through a series of artworks, workshops and discussions, Street Meat will explore new and exciting ways to make and appreciate public art. The festival will not only bring in nationally recognized artists and art historians for the festival, but also showcase local work and form new partnerships with high calibre local organizations such as Saskatoon Community Youth Arts Programming.

We address the council for the purpose of getting permission for our final event of the festival taking place on Sunday July 7th, 2013. It will be a "Public Dance Party" held at the River Landing Amphitheatre. aka gallery has put in a request to the City of Saskatoon to host a Special Event at this location.

Because the event takes place on a Sunday night after 6pm, we would require permission from the Council to have amplified sound at this time. It will be a dry event, with an artist DJing sound art and music between the hours of 9pm and 11pm. SCYAP will be placing artworks done by their youth in the area of the dance. aka would be happy to adhere to any administrative conditions that the Community Services Department and Open Space Consultant should put forward.

Thank you for your consideration of our request; we look forward to hearing from you.

--

Dagmara Genda  
Director - aka gallery  
424 20th Street West  
Saskatoon, SK S7M 0X4  
[director@akagallery.org](mailto:director@akagallery.org)  
306 652 0044

On 30-Apr-13, at 9:37 AM, City Council wrote:



*City of*  
**Saskatoon**

Saskatoon Development  
Appeals Board

B16)

---

c/o City Clerk's Office      ph 306•975•3240  
222 - 3rd Avenue North    fx 306•975•2784  
Saskatoon, SK S7K 0J5

April 24, 2013

His Worship the Mayor  
and Members of City Council

Ladies and Gentlemen:

**Re:    Development Appeals Board Hearing  
      Refusal to Issue Building Permit  
      Placement of Fence in Required Front Yard of Proposed Dwelling Group  
      (With Front Yard Encroachment)  
      315 Ledingham Drive – RMTN Zoning Group  
      Boychuk Construction Corp.  
      (Appeal No. 9-2013)**

In accordance with Section 222(3)(c) of *The Planning and Development Act, 2007*, attached is a copy of a Notice of Hearing of the Development Appeals Board regarding the above-noted property.

Yours truly,

**Shellie Bryant**  
Secretary, Development Appeals Board

SB:ks

Attachment

Templates\DABs\Mayor.dot



*City of*  
**Saskatoon**

Board of Revision

---

c/o City Clerk's Office      ph 306•975•3240  
222 - 3rd Avenue North      fx 306•975•2784  
Saskatoon, SK S7K 0J5

**NOTICE OF HEARING - DEVELOPMENT APPEALS BOARD**

|               |   |              |                  |
|---------------|---|--------------|------------------|
| <b>DATE:</b>  | <b>Monday, May 13, 2013</b>   | <b>TIME:</b> | <b>4:00 p.m.</b> |
| <b>PLACE:</b> | <b>Committee Room E, Ground Floor, South Wing, City Hall</b>  |              |                  |
| <b>RE:</b>    | <b>Refusal to Issue Development Permit<br/>Placement of Fence in Required Front Yard of<br/>Proposed Dwelling Group<br/>(With Front Yard Encroachment)<br/>315 Ledingham Drive - RMTN Zoning Group<br/>Boychuk Construction Corp.<br/>(Appeal No. 9-2013)</b> |              |                  |

TAKE NOTICE that Boychuk Construction Corp. has filed an appeal under Section 219(1)(b) of *The Planning and Development Act, 2007*, in connection with the City's refusal to issue a Building Permit regarding a proposal to place a fence with a height of 2.0 metres in required front yard at the proposed dwelling group at 315 Ledingham Drive.

The property is located in an RMTN Zoning District. Section 5.13(6) of the Zoning Bylaw states that:

Notwithstanding Section 5.13(1), walls, fences, or other permitted structures may be erected in the required front yard of a dwelling group to a height of up to 2.0 metres above grade level provided that the wall, fence or other permitted structure is located at least 3.0 metres from the property line, that no site lines are obstructed at corners or adjacent to driveways, and that landscaping has been provided on both sides of the wall, fence, or structure to the satisfaction of the Development Officer.

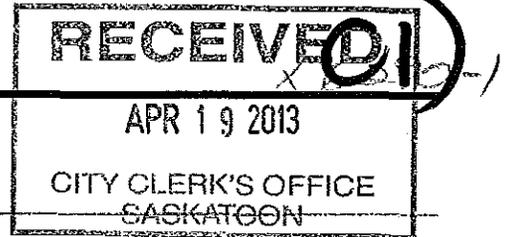
Based on the information provided, the proposed fence is located 1.5 metres from the property line, resulting in an encroachment of 1.5 metres.

**The Appellant is seeking the Board's approval to allow the proposed fence as submitted.**

Anyone wishing to provide comments either for or against this appeal can do so by writing to the Secretary, Development Appeals Board, City Clerk's Office, City Hall, Saskatoon, Saskatchewan, S7K 0J5 or email [development.appeals.board@saskatoon.ca](mailto:development.appeals.board@saskatoon.ca). Anyone wishing to obtain further information or view the file in this matter can contact the Secretary at (306)975-2880.

Dated at SASKATOON, SASKATCHEWAN, this 24th day of April, 2013.

Shellie Bryant, Secretary  
Development Appeals Board



**Subject:** FW: Snow Dump Fees

**From:** James [mailto:allans@sasktel.net]

**Sent:** April 09, 2013 4:03 PM

**To:** iuanne.sirota@saskatoon.ca; Hill, Darren (City Councillor); Lorje, Pat (City Councillor); Iwanchuk, Ann (City Councillor); Davies, Troy (City Councillor); Donauer, Randy (City Councillor); Clark, Charlie (City Councillor); Loewen, Mairin (City Councillor); Olason, Eric (City Councillor); Paulsen, Tiffany (City Councillor); Jeffries, Zach (City Councillor); Web E-mail - Mayor's Office

**Subject:** Snow Dump Fees

Dear City Council,

I am writing in regards to the proposed snow dump fee that will be charged to individuals and businesses using Saskatoon's snow storage facilities. This fee will be extremely detrimental to Saskatoon's residents, particularly local business owners. Snow removal is a necessity in Saskatoon, especially in years with heavy snowfall. Charging an extra fee for businesses to dump snow removed from their parking lots will likely result in business owners increasing the prices of the goods and services they provide to cover the cost of snow removal. Increased prices will deter customers from continuing to purchase from locally owned business, but instead purchase from large corporate or franchise businesses who are more capable of keeping their prices low.

As well as it affecting local business owners it will also negatively affect Saskatoon residents who own or reside in condominiums. The snow dumping fee will cause their condo fees to rise. Considering that many condo owners are first time home owners, who are often young and starting a family or elderly people who can no longer keep up with the maintenance of a house, it seems unfair to expect them to front the entire cost of dumping the snow that accumulates outside of their homes.

Snow dumping is a service that needs to be provided by our city out of its annual budget. If the cost of maintaining a proper snow storage facility is increasing then our city snow budget needs to increase to cover that cost. The city has also cited statistics on the increased cost, however, that should be expected when Saskatoon has the most rapid population growth in the country. With an increased population and area, it is reasonable for the city's snow storage facility costs to increase accordingly, particularly in a year with a large amount of snow fall combined with a winter of long duration. The statistics provided by the city of the increased snow storage facility costs are misleading because all city expenditure is bound to increase with a larger population. It is entirely possible that the cost of snow storage facilities will be lower next year if we have a milder winter as the costs fluctuate every year depending on weather conditions. This is quite evident considering last year's snow storage costs were much lower than this year. The city should have saved the surplus from last year's lower costs due to the possibility of heavier snow fall this year.

The city should be covering the costs of our snow storage facilities out of the taxes all Saskatoon residents pay. If this is not possible, then perhaps the city should increase taxes so that everyone pays slightly more as opposed to local businesses and residents who do not receive snow removal services from the city having to pay for all of it upfront. This only seems fair as all Saskatoon residents use parking lots that are cleared privately and dumped at the Saskatoon snow storage facilities.

Sincerely,

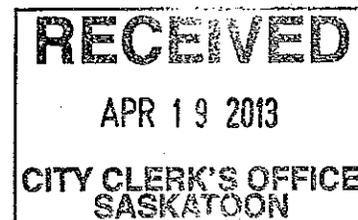
James Polley

Allan's Landscaping Ltd.  
Phone: 306-931-2604

Fax: 306-933-0473  
777-60<sup>th</sup> St W  
Saskatoon, SK  
S7K 3J7

6120-4-4  
(ca)

From: CityCouncilWebForm  
Sent: Thursday, April 18, 2013 10:03 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Olivia Hilderman  
1116 King Crescent  
Saskatoon, Saskatchewan  
S7K 0N8

EMAIL ADDRESS:

oliviagreenwood@hotmail.com

COMMENTS:

April, 18 2013

City of Saskatoon  
222 - 3rd Avenue North  
Saskatoon SK S7K 0J5

His Worship the Mayor and Members of City Council:

I am writing to the City of Saskatoon in advance of the streets being added to the existing Residential Permit Parking Program in City Park. I live on the 1100 block of King Crescent facing Wilson Park and urge city council to include both block faces of the street in the program. Our home faces the school yard of City Park Colligate however a portion of the school yard is Wilson Park that runs the length of my street. I feel this block face should be included in the program. I wish to offer my opinions and concerns as well propose a solution.

We moved onto this street in the spring of 2011 and were ecstatic to have the opportunity to raise our family in such a desired location. A year after we moved onto King Crescent, the RPP program was extended to encompass more streets and the transient parking was pushed onto our street. In a matter of days that spring we were bombarded by non-resident cars lining the street. My hope is that council will consider the safety of the residence, the width of our street, the increase in transient parking and the misuse of parking in relation to green space use when deciding if the block face should be included in the program.

My major concern is the safety of my family and the negative impact the transient parking is having on our daily lives from Monday-Friday. My twin girls are in grade one and I walk them a block away to

get on the bus. We have almost been hit by inattentive drivers that are more concerned about racing to a parking spot than the pedestrians that are crossing the street.

Also I am concerned for their safety when getting in and out of our vehicle since the street becomes narrow with parking on both sides. I fear that one day an inattentive driver, in search of free parking won't see me or my children. We unfortunately do not have a driveway which would eliminate this safety concern and I would love to have the opportunity to park in our garage but the depth of the garage was not intended for a minivan.

One intersection is especially dangerous. I travel down Princess Street and turn left onto King Crescent daily. This is a T intersection which means there is through traffic travelling down King Crescent. I have almost been t-boned twice because I cannot safely see down the street when turning from Princess Street onto King Crescent due to the angle of the streets and the cars that line the sides. I worry that this problem will only increase because there will be even more traffic and the constant line of cars on the green space will still hinder the view when turning.

This green space is predominately used for soccer in the late afternoon and evenings. With soccer season starting in early May families will be arriving to our street and have nowhere to park. I must question the logic of providing parking for an unlimited amount of time on green space when doing so prohibits the access by those it was intended for. The use of this green space would not be affected by a parking limitation such as 2hr or 4hr parking. As it stands now, if someone does come to use the green space they will not be able to find a parking spot since all spots will be taken up with non-residents using the block face as all day free parking. I have never heard of another major city that has free parking available within such a close proximity to their downtown.

Besides all the other negatives involved with allowing this transient parking to continue on this block face, I worry too about the impact this will have on my resale value of my homes and others on this street. The transient parking problem and the narrowness of the street would have been a safety concern for my young family when we were purchasing as I think it would be for everyone.

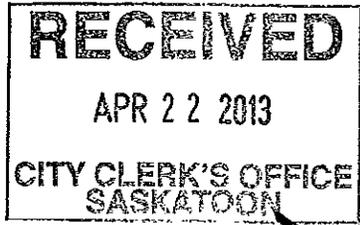
The fact is our street was not intended to have solid parking on both sides because it is so narrow. The other streets in City Park that have experienced my concerns and been included in the RPP program have successfully decreased the congestion on both sides of their street. Unfortunately we will never have that luxury if only one side is changed. We will continue to have transient parking and dangerous situations.

I would like to propose a solution that I feel will eliminate this problem without hindering people from using the green space as it was intended. I would like council to consider a 4 hour parking limit on the green spaces located in RPP areas. I believe that this will reduce the transient parking problem and the negative impact it has on residents and people wanting to use the green space. Instead, people will be able to come and use the area at their convenience and still have ample time in which to enjoy the space. At this park area there is no bathroom facilities and thus I can't imagine why anyone would be here for more than 4 hours from Monday-Friday between the hours of 8 am-5pm.

I look to the day that the RPP signage goes in on my block face with mixed emotions. On one hand I will be so relieved to be able to park in front of my own home. But with the other streets in our area being added to the RPP the transient parkers will be looking to our street as the closest possible free parking to City Hospital in City Park. Imagine the amount of inattentive drivers that will travel down my street in need of a parking spot. Imagine my family walking to the bus or as we get in and out of our vehicle, always concerned if that driver sees us and if today is the day that someone gets hurt because our street is too narrow to have congested parking on both sides.

Sincerely,  
Olivia Hilderman

1905-5



Minister of  
Government Relations



Legislative Building  
Regina, Saskatchewan S4S 0B3

C3

April 18, 2013

To: Mayors of Cities and Members of Council

**RE: Mill Rate Factor Limit For 2013**

I am writing to advise you that government has decided to introduce an interim limit on the use of mill rate factors by municipalities under *The Municipalities Act* (MA). This will not apply to municipalities under *The Cities Act*.

Regulations under the MA are being prepared to put the interim limit in place; they will be retroactive to January 1, 2013. I am writing to advise you now so that you are aware of the change in respect of municipal property taxes for 2013 for municipalities falling under the MA, even though it does not apply to cities.

For 2013 the maximum ratio of the highest to lowest mill rate factors implemented by a municipality for the three property classes (agriculture, residential, commercial/industrial) to which local tax tools may be applied, will be 15.0.

This interim limit is expected to affect only a few municipalities with extreme differences in mill rate factors for 2013, pending a more detailed review, consultations with both the business and municipal sectors, and development of recommendations for longer term limits that would take effect in 2014. The review will extend to include cities. **The interim limit must in no way be interpreted as a new benchmark that government sanctions or that municipalities should move to.** I fully expect the longer term limit that results from the review I mentioned above will be substantially lower.

Government is taking this action in the interests of protecting Saskatchewan's plan for growth. Growth is a priority of government and we do not wish to see other efforts to support it eroded by a few egregious actions by a few municipalities. Tax fairness is a key element of this plan.

I also want to note that the new interim limit is not intended to pass judgment on municipal councils' spending decisions or the amount of taxes raised to support these. Good municipal services and infrastructure are essential to support growth.

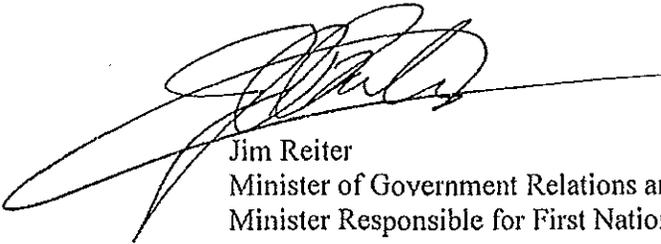
... 2

To: Mayors of Cities and Members of Council  
Page 2

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Government will be monitoring implementation of this new interim limit over the year, in parallel with the review that I mentioned.

Sincerely,

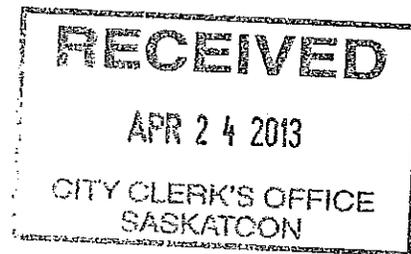
A handwritten signature in black ink, appearing to read 'Jim Reiter', with a long horizontal line extending to the right.

Jim Reiter  
Minister of Government Relations and  
Minister Responsible for First Nations, Métis and Northern Affairs

cc: Debra Button, President SUMA  
City Manager

175-24 (C4)

From: CityCouncilWebForm  
Sent: April 23, 2013 5:35 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Leo Kurtenbach  
915 Saskatchewan Cres. W.,  
Saskatoon, Saskatchewan  
S7M 0M7

EMAIL ADDRESS:

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

COMMENTS:

This letter is a follow up to a similar letter that I emailed to the Honourable Jim Reiter, Minister of Government Relations.

On March 16th the Saskatoon Star Phoenix carried a long article about the endeavor of Ultimate Fighting Championships [UFC] To bring this "sport" to the province of Saskatchewan.--They the UFC,--apparently are salivating at the thought of how much money they believed Saskatchewanians would spend to watch two people trying to hurt each other.

Then on April 19th the Star Phoenix stated that the CEO of Credit Union Centre,[CUC] Will Lofdahl would support the UFC. --"it would fill the facility." he stated.

As a long time member of Credit Unions, I would be ashamed to have my name as supporting UFC activities in our fine city:

The Canadian Medical Association has voted to place a ban on MMA. The Association believes that this kind of fighting could result in broken bones,lacerations and brain damage.

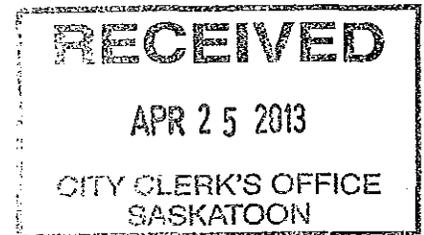
Are we in this province so devoid of good family entertainment that we have to resort to glorifying two people beating up each other?

Would you really like to have our children watch this kind sophisticated demonstration of uncivilized brutality?

UFC will increase the violence in our streets.

185-9 (CS)

From: CityCouncilWebForm  
Sent: April 25, 2013 9:53 AM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Robert Daniels  
229-4th Ave South  
Saskatoon, Saskatchewan  
S7K 4K3

EMAIL ADDRESS:

[danielsr@siit.sk.ca](mailto:danielsr@siit.sk.ca)

COMMENTS:

April 25, 2013

Dear City Council,

The Saskatchewan Indian Institute of Technologies is currently planning an Annual President's Pancake Breakfast on June 07, 2013. SIIT and Cruz FM will be raising money for a charitable organization called Camp Circle of Friends. Breakfast will be provided to the public, where we will welcome donations towards this charitable organization. We are hoping to have 1200-1500 people come through that morning.

Last year we held our Annual President's Pancake Breakfast at our head office, where we were able to provide the Camp Circle of Friends with a generous donation. This year we will hold our Annual President's Pancake Breakfast downtown in hopes to exceed last year's donations. SIIT is a non-profit organization that finds it important to support our community, and many charitable organizations to help reach their goals and possibly make a difference in someone's life.

According to the noise bylaw we are out side of the regular noise violation hours. With your approval SIIT would like to have entertainment at this event, such as traditional drummers, singers, and music. This event will start at 7:30 am to 10:30 am on the Morning of June 07th, 2013 on 4th Ave between 20th and 21st St. We look forward to hearing from you and we thank you for considering this event. If you have any further questions please contact me at the information below.

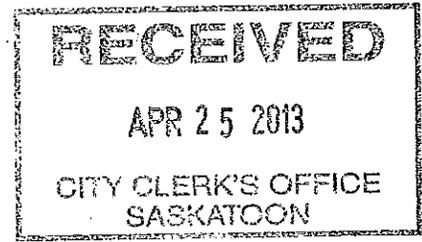
Sincerely;

Robert Daniels

Director, Marketing & Communications Dept.  
Saskatchewan Indian Institute of Technologies  
229 4th Ave South  
Saskatoon, SK S7K 4K3  
Ph: (306) 477-9300  
Cell: (306) 370-8198  
Fax:(306) 373-4977

6000 (6)

From: CityCouncilWebForm  
Sent: April 25, 2013 9:40 AM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Sharon Elder  
Box 21094  
Saskatoon, Saskatchewan  
S7H 5N9

1704 Shannon Cres.  
S7H 2T9

EMAIL ADDRESS:

bselder@usa.net

COMMENTS:

On Apr 24, I struggled to cycle along Attridge Blvd from Central Ave to the Kenderdine Clinic. This path is not user friendly, it has not been plowed, is impassible in several places, is not paved (hence a mud hole) in others and is strewn with garbage - the most of which is in front of the Catholic cathedral and St Joseph's School.

Traveling on Attridge, same as on all streets in the city is very dangerous due to the tons of sand/grave/broken glass on the shoulders.

I understand it is spring, pot holes are a priority but this city does not provide for easy or safe non motorized travel. I am disappointed.

7311-2  
C7

**From:** CityCouncilWebForm  
**Sent:** Thursday, April 25, 2013 12:00 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Phil Meister  
506, 157-2nd Ave. N.  
Saskatoon, Saskatchewan  
S7K 2A9

EMAIL ADDRESS:

[pd.meister@sasktel.net](mailto:pd.meister@sasktel.net)

COMMENTS:

I am concerned with the image of Saskatoon presented by the bus shelters at the 23rd St. Bus Mall. The glass in the shelters presents a filthy and disgusting example of Saskatoon's self-image. It looks like it has never been cleaned. No responsible store owner lets his or her windows present anywhere near such evidence of lack of care.

At the speed with which Saskatoon is growing it is inevitable that prospective new residents, entrepreneurs and business owners will use the Transit System from time to time. Seeing that the City has so little respect for such a high visibility service cannot give them a good impression. They will have to wonder how things they can't see are being handled, possibly causing them to reconsider whether Saskatoon is where they really want to be.

7550-1  
C8

**From:** CityCouncilWebForm  
**Sent:** Friday, April 26, 2013 2:06 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Novakoski Quality Collision Murray Wedewer - Pres  
810 48th ST E  
Saskatoon, Saskatchewan  
S7K 3Y4

EMAIL ADDRESS:

murray.nqc@sasktel.net

COMMENTS:

April 25, 2013-04-26

Novakoski Quality Collision  
810 48th ST E  
Saskatoon, SK S7K 3Y4

City Council  
City of Saskatoon  
222 3rd Ave N  
Saskatoon, SK S7K 0J5

To Whom it may concern,

We are writing you today, to express our frustration.

We have learned that the lot across from our property (805 48th St E) is going to become an 'Asphalt Plant'. We have complained about the dust that was created from that lot as well as the fine sand from the sandblasting company directly behind us, and how hard it is to keep newly repaired and washed vehicles clean until customers arrived to pick them up; but now, we need to strongly voice our exasperation to the city. We replace our paint booth filters 3 times more than any other body shop in the city due to the extreme dust that is created in the area. So, we are very concerned about having an asphalt plant directly across from us, less than 100 meters away from our booth intake vents, as well as residue in the air that might land on our freshly repaired/painted vehicles. We are worried about higher maintenance costs, as well as health problems. One other issue in having an asphalt plant right across the street from us is how it will negatively affect our property value when we decide to sell our business.

Asphalt plants are known to be highly toxic. The fumes emit formaldehyde, hexane, phenol, polycyclic organic matter, and toluene. Exposure to these hazardous air pollutants may cause cancer, central nervous system problems, liver damage, respiratory problems and skin irritations. It has also been noted that these cancer causing substances may also cause coughing, wheezing or shortness of breath, severe irritation of the skin, headaches, dizziness, and nausea. We could go on as there are more disturbing facts linked with these types of plants. I will add links to sites that you may read and gather more information on the subject.

In the City's Official Community Plan you mention how you need study the impact on existing neighborhoods.

"Another component of the Study is a review of the City's commercial hierarchy, which is set out in the Official Community Plan (for example, Downtown, Regional Commercial, Suburban Centre Commercial, District Commercial, Arterial Commercial and Neighbourhood Commercial). It examines the relationship between the commercial classes within the hierarchy, including the geographic distribution of commercial and industrial development and provide general recommendations to be considered in guiding the form and function of development within each class.

In keeping with the direction of the Official Community Plan, it is essential that adding to or modifying the current stock of commercial and industrial space is done in a sustainable manner. It must take into account the location and timing of projected population growth, the potential impact on existing neighbourhoods, businesses and industries as well as give consideration to growth in developed areas versus growth in new areas of the city. In recognizing the significance of maintaining an appropriate balance in land use and development, it is important to analyze the amount and type of existing commercial and industrial development in the city so that we may accommodate growth and economic development as well as identify any gaps in service provision or development potential."

Another excerpt from The Land Use Policy and Development states:

#### "Industrial Land Use Policy

The City of Saskatoon Official Community Plan contains policies to guide industrial land use and development. The Development Plan states the following objectives:

To promote economic development by providing an adequate supply of industrial land, in locations and in industrial use categories that are consistent with market requirements; and

To ensure that industrial activity is consistent with maintaining a high quality built and natural environment over the long term." (Official Community Plan, Section 7.0.1)

The Official Community Plan contains four industrial land use designations:

1. Business Park, which is a high quality business and industrial park environment.
2. Light Industrial, which is mainstream industrial development that does not create land use conflicts in the normal course of operations.
3. Heavy Industrial: which includes manufacturing and processing, and has the potential to create land use conflicts in the normal course of operations.
4. Environmental Industrial Park: which includes the safe storage, handling and processing of dangerous or hazardous products."

Honorable Mayor Atchison and esteemed City Councillors, we hope that you will look into this matter. We do not believe that the city sanctions these types of toxic processing plants in this area. We are very concerned for the long term health of ourselves, our employees, our fellow business compatriots in the area as well as the people who frequently use businesses in the area.

This plea is from very concerned business people and tax payers from your community and the city as a whole.

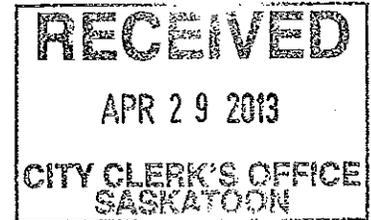
Yours truly,

Novakoski Quality Collision owners and operators,

Valerie Welygan  
Murray Wedwer

7820-5  
(C9)

From: CityCouncilWebForm  
Sent: Friday, April 26, 2013 9:25 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Roy Rodgers  
206 ash st  
Saskatoon, Saskatchewan  
s7j 0k1

EMAIL ADDRESS:

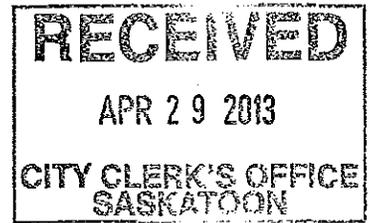
[rjr3782006@yahoo.com](mailto:rjr3782006@yahoo.com)

COMMENTS:

Mr. Mayor and council members. I live in the 200bl of ash st. As I write this letter to you, we are dealing with the 4th water main break on our block this year. The issue is this. All 4 breaks have been in the same spot each time. This leads me to believe that it isnt being fixed properly. This last break happened this morning around 11am. Im writing this letter at 930pm. There hasnt been any city workers dispatched here to deal with the problem yet. If this was the first break of the year on our block. I could uunderstand. But this is not only the 4th break. But the 2nd in a week. I understand that the city crews are busy with other water main breaks through out the city. But I believe we, given the circumstances, should have been bumped up the "to do" list. I, personally, would be embarrassed if this was me and my crew that kept having to come back to the same spot to "re-fix" the same break almost on a weekly bases. I realize that by the time anyone reads this letter, our water will be back on and life will be all good again on the 200bl of ash st. But I think this needs to be addressed. Thank you for taking the time to read my letter. I hope to hear from you soon.

7310-1  
C10

From: CityCouncilWebForm  
Sent: Saturday, April 27, 2013 8:58 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Edward Danneberg  
1418 Ave N South  
Saskatoon, Saskatchewan  
S7M2R3

EMAIL ADDRESS:

[edanneberg@gmail.com](mailto:edanneberg@gmail.com)

COMMENTS:

Dear Council, Once again I must bring your attention to the terrible decision that was to extend the transit route in Holiday Park, from Schuyler Street to going around Avenue M, Wellington and Avenue N. We - along with many of our neighbors - have watched and recorded the bus traffic and ridership in our neighborhood. The ridership has NEVER been more than 5 passengers at a pickup (the 7am rush)but generally, the transit vehicles make this loop absolutely EMPTY.

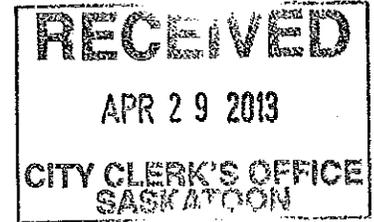
The cost of this add-on route cannot be overstated. In addition to the added cost of fuel and drive time for NO EXTRA passengers (all were being picked up on Shuyler prior), snow grading, sanding and cleanup, the incredible amount of degradation of infrastructure must be built into this cost of change: since this route change has been put into effect, Avenue N has had to be repaved in sections every year. This year it will likely have to be completely repaved.

Please look into this and do you due diligence. I am confident you will see the mounting losses easily overshadow any benefits that may have been foreseen.

Thank you.

4400-1  
C11

**From:** CityCouncilWebForm  
**Sent:** Monday, April 29, 2013 11:06 AM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

ashley storos  
36 hahn cres  
kindersley , Saskatchewan  
s0l 1s1

EMAIL ADDRESS:

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

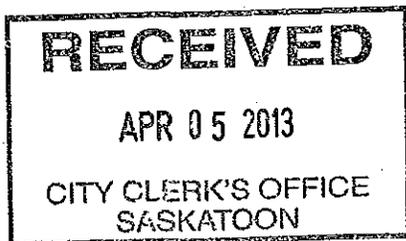
COMMENTS:

My father lives at 917 Ave x north. While visiting back home this past weekend, I noticed he now has more outdoor furniture behind his house in the park. A Couch! Come on! He called and reported it over a month ago. As I grew up in Saskatoon, I know that alley area has always been a transient area, but is it now acceptable for people to dump garbage and allow others to be living there?

As a former councillor in Kindersley, I find it hard to believe that you as council condone employees who flat out ignore these sorts of reports.

I look forward to your response in this matter and I'm sure my retired father would appreciate a speedy resolution to this latest matter.

Ashley



205-5  
D1)

March 11, 2013  
i2i Intergenerational Society of Canada  
[www.intergenerational.ca](http://www.intergenerational.ca) 1-250-308-7892

Dear Mayor and Council,

We would like to invite you to proclaim **June 1<sup>st</sup>** as **Intergenerational Day Canada** in your city.

This 4<sup>th</sup> Intergenerational Day Canada is a national initiative\* created by adults and youth:

- to remind people of the importance of simple and respectful connecting between generations, and
- to raise awareness of the many benefits inter-generational connecting brings to education, health and community safety.  
([www.intergenerational.ca](http://www.intergenerational.ca))

Respectful and purposeful inter-generational connecting is a way to prevent isolation and mistreatment of older and younger generations. It effectively creates safer and more resilient communities. By breaking down ageism, we build all-age-friendly neighbourhoods.

**Intergenerational Day Canada June 1<sup>st</sup>** provides an easy opportunity to make a powerful statement about the value of intergenerational relations within your community. Last year Victoria, Kelowna, Calgary, Campbell River, and Williams Lake, to name a few, proclaimed this day. Vancouver has recently joined the list. As the number of Canadian cities acknowledging this focus day grows, the more vibrantly the message is heard across the nation.

A Proclamation (attached e.g., Victoria, BC) will encourage those within your community already involved in inter-generational activities to share and celebrate. As well, our organization will invite and assist others within your jurisdiction to build bridges of understanding between age groups. We will provide ideas on our website and through local media, and assist citizens in networking their ideas. There is no financial or other commitment requested from you. This is an awareness initiative only.

Please consider working towards a stronger Canada by:

1. proclaiming **June 1<sup>st</sup>** officially as **Intergenerational Day Canada** in your City,
2. allowing publication of this Proclamation in your local media and on the i2i website in order to build community and national awareness, and
3. sharing news of your Proclamation through word-of-mouth, newsletters and social media.

If your community would like to participate in any way, contact us, or check out the ideas for IG Day Canada at [www.intergenerational.ca](http://www.intergenerational.ca). Thank you for your consideration and support.

Sincerely,  
Sharon MacKenzie, Executive Director  
i2i Intergenerational Society of Canada

\*Intergenerational Day Canada is acknowledged in the following government publications:

- PHAC document- Across the Generations—Respect All Ages  
English- <http://www.intergenerational.ca/images/stories/pdfs/AcrossGenerationsEnglish.pdf>  
French- <http://www.intergenerational.ca/images/stories/pdfs/AcrossGenerationsFrench.pdf>
- International Federation on Ageing/PHAC/International Network for the Prevention of Elder Abuse publication, Elder Abuse Awareness Teen Kit, Intergenerational Day, p. 20 <http://www.intergenerational.ca/images/stories/pdfs/Elder-Abuse-Awareness-Teen-Tool-Kit.pdf>

See attached Proclamation below.

417 Durban St.  
Victoria B.C.  
V8S 3K2



CITY OF VICTORIA

PROCLAMATION

"INTERGENERATIONAL DAY CANADA"

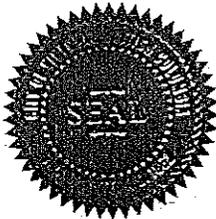
*WHEREAS Intergenerational Day Canada is meant to raise awareness about the simplicity and power of intergenerational connections; and*

*WHEREAS Intergenerational Day Canada will have its greatest strength as a reminder, an invitation for every individual to do something positive in bridging generations with the local community; and*

*WHEREAS Intergenerational Day is a focus day, and does not require finding, time or extensive planning. Mostly it requires limited energy....how much effort does it take to smile at someone from a different generation?...with huge return.*

**NOW, THEREFORE I do hereby proclaim the day of June 1<sup>st</sup>, 2012 as "INTERGENERATIONAL DAY CANADA" in the CITY OF VICTORIA, CAPITAL CITY of the PROVINCE of BRITISH COLUMBIA.**

*IN WITNESS WHEREOF, I hereunto set my hand this 24<sup>th</sup> day of May, Two Thousand and Twelve.*



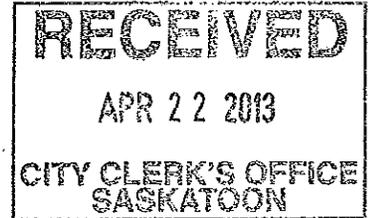
DEAN FORTIN  
MAYOR  
CITY OF VICTORIA  
BRITISH COLUMBIA



505-5  
Saskatchewan Division  
150 Albert Street  
Regina, Saskatchewan S4R 2N2  
Telephone: (306)-522-5600  
Toll Free: 1-800-268-7582  
Fax: (306)-565-0477  
www.mssociety.ca

April 19, 2013

Office of the City Clerk  
City of Saskatoon, City Hall  
222 3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5



Dear Office of the City Clerk,

The 2,000 members of the Saskatchewan Division of the Multiple Sclerosis Society of Canada want to set aside the month of May to call attention to the exemplary efforts of the 55,000 to 75,000 Canadians who live every day with the challenge of multiple sclerosis.

We hope you will proclaim May as MS Awareness Month, and have enclosed a sample proclamation for your consideration.

To help people with MS today, the Saskatchewan Division of the Multiple Sclerosis Society of Canada provides a wealth of crucial services for people and their families in Saskatchewan. The Saskatchewan Division is proud to offer up-to-date, accurate information about MS, support and consultation, self help groups, educational workshops and social and recreational activities.

The MS Society designates May as MS Awareness Month throughout Canada. The Society focuses on educational events during the month of May to raise public awareness about the effects of multiple sclerosis on the individual, the family and the community. An official proclamation helps us spread the word.

Thank you for considering this request. We look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads 'Janet Nicolson'.

Janet Nicolson  
Communications Manager  
MS Society of Canada- SK Division  
(306) 522.5600  
[janet.nicolson@mssociety.ca](mailto:janet.nicolson@mssociety.ca)

## Proclamation

- WHEREAS** Multiple sclerosis is a chronic, often disabling neurological disease affecting an estimated 55,000 to 75,000 Canadians;
- WHEREAS** Multiple sclerosis symptoms vary widely and may lead to problems with numbness, coordination, vision and speech, as well as extreme fatigue and even paralysis;
- WHEREAS** There is no known cause of, or cure for multiple sclerosis;
- WHEREAS** The Multiple Sclerosis Society of Canada founded in 1948, is the only national voluntary organization in Canada that supports both MS research and services for people with MS and their families;
- WHEREAS** The Multiple Sclerosis Society of Canada has provided more than \$117 million for MS research during the past 60 years, as well as a wide range of programs and services for people with MS and social action;
- WHEREAS** The dedication and commitment of the supporters and volunteers here today could only make this possible;
- THEREFORE** I, the Town Crier of the City of Saskatoon, Canada, do hereby claim the month of May to be MS Awareness Month for the Multiple Sclerosis Society of Canada.

This Date: \_\_\_\_\_ Signature: \_\_\_\_\_



RECEIVED  
APR 23 2013  
CITY CLERK'S OFFICE  
SASKATOON

Sask Innovation Week  
643 Frobisher Terrace  
Saskatoon SK S7K 4Z1  
[info@saskinnovationweek.ca](mailto:info@saskinnovationweek.ca)  
April 23, 2013

D3)

Office of the City Clerk  
2nd Floor, City Hall  
222 3rd Avenue North  
Saskatoon SK S7K 0J5  
[city.clerks@saskatoon.ca](mailto:city.clerks@saskatoon.ca)

Dear Office of the City Clerk:

**Re: Request for Proclamation of Innovation Week 2013**

In accordance with City of Saskatoon Council Policy C01-004, please accept this request for City Council to proclaim October 21-26, 2013 as "Innovation Week 2013."

Thank you for putting our request before City Council last year, with the result that September 16-22, 2012 was proclaimed as Innovation Week 2012.

Innovation Week is a celebration of made-in-Saskatchewan ideas and the people behind them that impact on our province, country, and world. The goal of Innovation Week is twofold: to showcase Saskatchewan innovation and to encourage creation and development of innovation networks in our province. The week is intended to be multi-disciplinary, including innovation not only in science and technology but also in the arts, humanities, social sciences and so on.

This year the theme of Innovation Week is "Pathways to Innovation." Similar to last year, we are encouraging companies, groups and organizations to host an event or activity during Innovation Week that can be targeted to specific audiences or open to the public. Sask Innovation Week will promote these events and activities to the community.

The attached poster provides some additional details. For more information, please contact us at [info@saskinnovationweek.ca](mailto:info@saskinnovationweek.ca).

Lesley McGilp, P.Eng., MBA  
Sask Innovation Week 2013 Chair

Att.



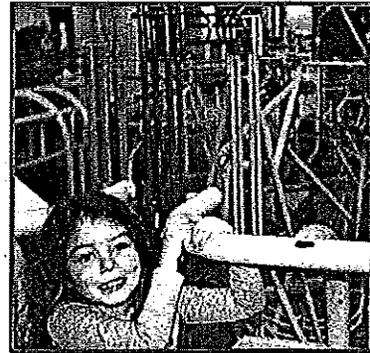
# Innovation Week 2013

## *Pathways to Innovation*

*Inspire, Create, Discover, Collaborate, Build  
Innovate your Saskatchewan*

**October 21-26, 2013**

**Innovation Week** is an opportunity for innovative people, organizations and companies in our community to share their experiences and results, with the goal of stimulating new ideas and collaborations. Innovation Week 2013 will be held in conjunction with National Science and Technology Week.



### *Pathways to Innovation*

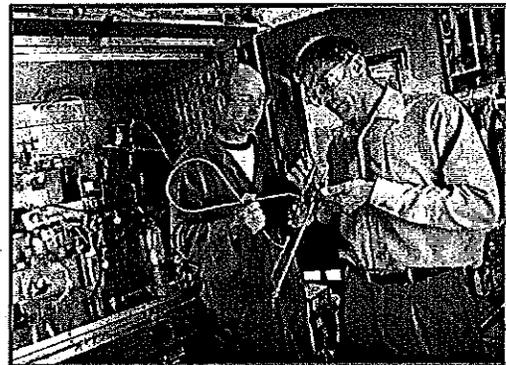
*Saskatchewan has been built on a history of invention and community. In 2013 Innovation Week will focus on exploring the variety of pathways to Innovation in Saskatchewan.*

### **Get Involved!**

#### ***Explore your paths to Innovation!***

Help celebrate innovation. Organize an event, sponsor an activity, volunteer! Industry, local associations, schools, university and community groups are all invited to participate in Innovation Week. Here are a few ideas:

- Speakers    - Forums    - Sponsorships
- Workshops    - Contests    - Charity events
- Museums    - Displays    - Discussions
- Galleries



Check out our website at

[www.saskinnovationweek.ca](http://www.saskinnovationweek.ca) or contact us  
at [info@saskinnovationweek.ca](mailto:info@saskinnovationweek.ca)

*Pathways to Innovation*



October 21-26, 2013



## Celebrate Innovation Week 2013!

October 21-26, 2013

### *Event Host Information*

To publicize and promote your event through Innovation Week listings, please send the following information to [info@saskinnovationweek.ca](mailto:info@saskinnovationweek.ca) or visit our website to fill this information in online, at [www.saskinnovationweek.ca](http://www.saskinnovationweek.ca)

Event name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Host(s): \_\_\_\_\_

Host contact person: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

And the following (if available) which will be included on the **Innovation Week** website and potentially other promotional materials:

- Website URL for more information about your event: \_\_\_\_\_
- Logo for your event
- Logo for the event host
- One paragraph description of your event including a statement regarding how it embodies or celebrates innovation
- Photo or image to accompany your description



*Filipino-Canadian Association of Saskatoon, Inc.*

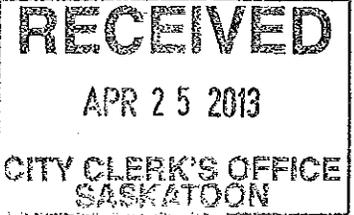
14-115 THIRD AVENUE SOUTH, SASKATOON, SK. S7K 1L7

PHONE (306) 653-4499

FAX (306) 653-3971

E-MAIL ADDRESS: FILCAS@SASKTEL.NET

205-5  
D4)



April 15<sup>th</sup> 2013

His Worship Mayor Donald Atchison  
and Members of the City Council

**RE: DECLARING JUNE 12—A FILIPINO-CANADIAN DAY TO  
COMMEMORATE THE INDEPENDENCE DAY OF THE PHILIPPINES**

Greetings! The Filipino Canadian community of Saskatoon takes great pride in commemorating annually the independence of the Philippines. This year marks the 115<sup>th</sup> year ending the 336 years of Spanish colonization characterized by cultural genocide, greed, injustice, and corruption.

Filipinos throughout the world celebrate the event in order to communicate the great history's lesson from one generation to the next, and to enable us to chart our future, according to our martyred national hero, Dr. Jose Rizal.

We would greatly appreciate and consider it a great honor if you can declare June 12<sup>th</sup>, a Filipino-Canadian Day, not only to remember the Philippines' independence from colonial Spain and from 36 years of American occupation, but also to recognize the many contribution of Filipino-Canadians in Saskatoon who work in various workplaces and sectors of our city.

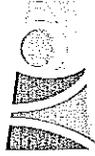
As it has been in the previous years and with your permission, we would like to start the celebration of this occasion by having a flag-raising ceremony at the civic square. We would like to open this ceremony to the working members of our community by having it done at 10:30 a.m. on June 15, 2013. We hope that the City of Saskatoon is represented at this flag raising. Please feel free to contact the undersigned if there are any questions.

Thank you for your attention.

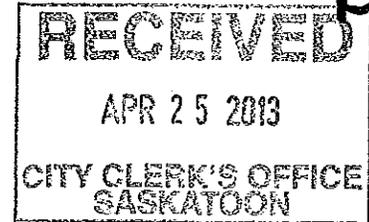
Sincerely,

Mike San Miguel, FILCAS President

Shella Luistro  
Special Events Chairperson



Saskatchewan  
Parks and Recreation  
Association  
Recreation  
An investment for life



April 19, 2013

His Worship Donald Atchison  
City of Saskatoon  
222 - 3rd Ave. N.  
Saskatoon, Saskatchewan  
S7K 0J5

Dear Mayor Atchison:

**Re: 2013 June is Recreation & Parks Month**

Saskatchewan communities excel in providing recreational opportunities and leisure time pursuits for residents. *June is Recreation & Parks Month* (JRPM) is a national campaign that advocates appreciation of parks and recreation in our Province. As a community leader, you can encourage friends, family, neighbours and co-workers to gather and celebrate. Individual participation in recreation and park activities leads to a healthier community.

The Saskatchewan Parks and Recreation Association (SPRA) invites you to become a champion of JRPM by carrying out any of the following:

1. Register your community as an Ambassador of JRPM. (Note: Registered communities are entered in a draw to win a piece of playground equipment from Henderson recreation equipment limited)
2. Complete the JRPM Proclamation supporting *June is Recreation & Parks Month*.
3. Dedicate an activity or event to recognize JRPM. (Note: Events can be posted on the SPRA/JRPM Events Calendar)
4. Encourage residents to access local parks and recreational services, and the associated benefits, by using them everyday!

To assist your community with the JRPM initiative, enclosed are a JRPM poster, a JRPM flyer, the Ambassador Registration Form, a sample Proclamation and a Celebration Merchandise Order Form.

We look forward to celebrating *June is Recreation & Parks Month* with you. For additional information, visit the SPRA website at [www.spra.sk.ca/jrpm](http://www.spra.sk.ca/jrpm), or contact Andrew Exelby, Consultant – Parks and Open Spaces, by phone at (306) 780-9262 or toll-free at 1-800-563-2555, or by email at [aexelby@spra.sk.ca](mailto:aexelby@spra.sk.ca).

Yours truly,

Norm Campbell,  
Chief Executive Officer

cc: Andrew Exelby, SPRA Consultant – Parks and Open Spaces

Encl. (5)

AE/wc S:\2012-13 CEO\Correspondence\Others\JRPM\I-JRPM mayors invite - April 19, 2013.docx

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# PROCLAMATION

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## *June is Recreation & Parks Month*

Whereas, in Saskatchewan, we are fortunate to have a variety of recreation and parks systems providing countless recreational opportunities for residents and visitors from around the world; and

Whereas, recreation enhances quality of life, active living and lifelong learning, helps people live happier and longer, develops skills and positive self image in children and youth, develops creativity and builds healthy bodies and positive lifestyles; and

Whereas, recreation participation builds family unity and social capital, strengthens volunteer and community development, enhances social interaction, creates community pride and vitality, and promotes sensitivity and understanding to cultural diversity; and

Whereas, recreation, therapeutic recreation and leisure education are essential to the rehabilitation of individuals who have become ill or disabled, or disadvantaged, or who have demonstrated antisocial behaviour; and

Whereas, the benefits provided by recreation and parks programs and services reduce healthcare and social service costs, serve to boost the economy, economic renewal and sustainability, enhance property values, attract new business, increase tourism and curb employee absenteeism; and

Whereas, our parks, open space and trails ensure ecological sustainability, provide space to enjoy nature, help maintain clean air and water, and preserve plant and animal wildlife; and

Whereas, all levels of government, the voluntary sector and private enterprise throughout the Province participate in the planning, development and operation of recreation and parks programs, services and facilities.

**Now, Therefore be it Resolved,** that the Saskatchewan Parks and Recreation Association (SPRA) does hereby proclaim that June, which witnesses the greening of Saskatchewan and serves as a significant gateway to family activities, has been designated as *June is Recreation & Parks Month* which will annually recognize and celebrate the benefits derived year round from quality public and private recreation and parks resources at the local, regional and provincial levels.

Therefore, \_\_\_\_\_ (name of municipality/  
organization), in recognition of the benefits and values that recreation, parks and leisure services provide,  
do hereby designate the month of June as *June is Recreation & Parks Month*.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2013 by:

\_\_\_\_\_ (printed name and title)

\_\_\_\_\_ (signature)





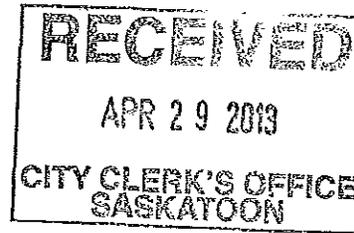
Saskatchewan  
Prairie Conservation  
Action Plan

Box 4752, Regina, SK S4P 3Y4  
Phone: (306) 352-0472 • Fax: (306) 569-8799  
E-mail: [pcap@sasktel.net](mailto:pcap@sasktel.net) • Website: [www.pcap-sk.org](http://www.pcap-sk.org)

205-5  
D6)

April 22, 2013

His Worship Donald J. Atchison  
Office of the Mayor  
222 Third Ave. N.  
Saskatoon, SK S7K 0J5



Dear Mayor Atchison,

On behalf of the Saskatchewan Prairie Conservation Action Plan (SK PCAP), I am requesting the City of Saskatoon's cooperation to proclaim **June 16-22, 2013** as the **15<sup>th</sup> Annual Native Prairie Appreciation Week (NPAW)**, as proclaimed by the city since 2011. Since 1999, the third week of June has been jointly declared provincially as NPAW by the Saskatchewan Ministries of Agriculture and Environment with the purpose to raise awareness and appreciation of native prairie ecosystems and their importance to Saskatchewan's environmental and agricultural sectors. NPAW is the only week in North America dedicated to celebrating native prairie and highlighting the important role the ranching industry plays in its management and conservation.

By the City of Saskatoon proclaiming NPAW 2013 municipally, it will greatly assist SK PCAP in increasing awareness of this important initiative to Saskatoon residents. Promotion of NPAW 2013 by the SK PCAP office will include a poster and native seed packets promoting this year's theme, a native prairie activity checklist for families, daily news releases, promotional booths at the Regina and Saskatoon Farmer's Market as well as promotion of partner events on both the SK PCAP and Tourism Saskatchewan websites.

SK PCAP would be more than happy to provide the City of Saskatoon with promotional posters, seed packets and checklists to hand out at City Hall and other events held by the city during this week. I invite you to visit our website at [www.pcap-sk.org](http://www.pcap-sk.org) for more information on NPAW 2013 and our organization.

If you have any questions or concerns, please do not hesitate to contact me at (306) 352-0472 or [pcap@sasktel.net](mailto:pcap@sasktel.net). I look forward to speaking with you about how the City of Saskatoon can get involved.

Sincerely,

*Natasha Wilkie*

Natasha Wilkie  
SK PCAP Manager