

**LATE ITEMS**  
REGULAR MEETING OF CITY COUNCIL  
WEDNESDAY, AUGUST 14, 2013

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**HEARINGS**

**3e) Proposed Zoning Bylaw Amendment  
610 and 612 3<sup>rd</sup> Avenue North, and 302, 304 and 306 Queen Street  
from M2 and RM1 to M3 by Agreement  
City Park Neighbourhood  
Applicant: Opus Developments Inc.  
Proposed Bylaw No. 9128  
(File No. CK. 4351-013-015)**

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- Attached are revised copies of pages 2 and 3 from Appendix B of Bylaw No. 9129 amending Land Use section 2 and Development Standards section 3(1)(a)(i) and adding section 3(2).

**LEGISLATIVE REPORT NO. 13-2013**

**B3) Director of Emergency Planning  
(File No. CK. 4560-1, x CK. 270-1)**

- Attached is a revised copy of page 5 of Bylaw No. 9103 correcting Section 5.

**REPORT NO. 13-2013 OF THE PLANNING AND OPERATIONS COMMITTEE**

Attached is Report No. 13-2013 of the Planning and Operations Committee.

**1. Enquiry – Councillor E. Olauson (June 24, 2013)  
Implications of Amendments to Antenna Systems Policy No. C09-037  
To Make Relevant Groups Aware of Placement; and  
Amendments to Antenna Systems Policy No. C09-037 Concerning  
Amateur Radio  
(Files CK. 230-3 and PL 185-3-6)**

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- Garry Schwartz, President, Saskatoon Amateur Radio Club, dated August 12, 2013, requesting to speak regarding the above matter.

**REPORT NO. 13-2013 OF THE ADMINISTRATION AND FINANCE COMMITTEE**

Attached is Report No. 13-2013 of the Administration and Finance Committee.

## **REPORT NO. 15-2013 OF THE EXECUTIVE COMMITTEE**

1. **Acquisition of 202 - 4<sup>th</sup> Avenue North  
Sale of 130 and 140 - 4<sup>th</sup> Avenue North  
(Enquiry – Councillor T. Paulsen – January 7, 2013  
Short- and Long-Term Office Space Accommodation Strategy and Plan)  
(File No. CK. 600-1 x 4020-1 x 600-5)**
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- Frank Regier, dated August 9, 2013, requesting to speak regarding the above matter.

## **REPORT NO. 16-2013 OF THE EXECUTIVE COMMITTEE**

Attached is Report No. 16-2013 of the Executive Committee.

7. **Street Sweeping Notification and Towing Options  
AND  
Enquiry – Councillor D. Hill (January 7, 2013)  
Towing Vehicles – Posted Areas for Snow Cleaning/Street Sweeping  
(File No. CK. 6290-1)**
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- Glen Reid, dated August 13, 2013, submitting comments regarding the above matter.

## **COMMUNICATIONS TO COUNCIL**

### **B. ITEMS WHICH REQUIRE THE DIRECTION OF CITY COUNCIL**

#### **22) Brenda Peterson, dated July 10**

Submitting comments regarding rail lines through the city. (File No. CK. 6170-1)

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

#### **23) Nowshad Ali, On Purpose, dated August 8**

Requesting an exemption to the Animal Control Bylaw on August 30 and August 31 from 5:00 p.m. – 7:00 p.m. in Rotary Park to accommodate a flyball demonstration to be held in conjunction with the PotashCorp Fireworks Festival. (File No. CK. 185-1)

**RECOMMENDATION:** that the request for an exemption to the Animal Control Bylaw on August 30 and August 31 from 5:00 p.m. – 7:00 p.m. in Rotary Park, be approved, subject to any administrative conditions.

C. **ITEMS WHICH HAVE BEEN REFERRED FOR APPROPRIATE ACTION**

22) **Bev Pongracz, dated July 10, 2013**

Submitting comments regarding a cell tower in Briarwood Park. (File No. CK. 230-3)  
**(Referred to the Administration to respond to the writer.)**

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

D. **PROCLAMATIONS**

7) **Jean Dudley, President, Saskatoon Literacy Coalition, dated August 2**

Requesting City Council proclaim September 8, 2013 as International Literacy Day in Saskatoon. (File No. CK. 205-5)

**RECOMMENDATION:** that City Council proclaim September 8, 2013 as International Literacy Day in Saskatoon and that the City Clerk be authorized to sign the proclamation, in the standard form, on behalf of City Council.

## **SPEAKERS LIST**

(NOT including Presentations, Hearings or Matters Requiring Public Notice  
(\* ) represents late letter)

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### UNFINISHED BUSINESS

5B) Communications to Council

1. **Brian Hnatiw** – combative sports

### REPORT NO. 13-2013 OF THE PLANNING AND OPERATIONS COMMITTEE

1. Enquiry – Councillor E. Olauson (June 24, 2013)  
Implications of Amendments to Antenna Systems Policy No. C09-037  
To Make Relevant Groups Aware of Placement; and  
Amendments to Antenna Systems Policy No. C09-037 Concerning  
Amateur Radio  
(Files CK. 230-3 and PL 185-3-6)

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\*2. **Garry Schwartz**

### REPORT NO. 15-2013 OF THE EXECUTIVE COMMITTEE

1. Acquisition of 202 - 4<sup>th</sup> Avenue North  
Sale of 130 and 140 - 4<sup>th</sup> Avenue North  
(Enquiry – Councillor T. Paulsen – January 7, 2013  
Short- and Long-Term Office Space Accommodation Strategy and Plan)  
(File No. CK. 600-1 x 4020-1 x 600-5)

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\*3. **Frank Regier**

### MISCELLANEOUS MATTERS

4. **Tina Jackson** – driveway curb

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### PowerPoint Presentations

**The following PowerPoint presentations from the Administration are scheduled for this meeting:**

#### Administrative Report No. 13-2013 Section B - Corporate Services

B1) 2012 Audited Financial Statements and Financial Reports  
(Files CK. 1895-3, CK. 430-72, CS.1895-3 and CS.369-1)

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Dayna Johnson, Corporate Accounting Manager, will provide a PowerPoint presentation on the above matter.

- (v) Civic Address: 306 Queen Street  
Surface Parcel No. 120950434  
Land Description: Lot 33, Block 1, Plan 98SA35499 Ext 2  
As described on Certificate of Title  
98SA35499B;

(collectively referred to as the "Land").

- B. The Owner has applied for approval to rezone the lands described in Sections A(i) and (ii) from an RM1 District to an M3 District and the lands described in Sections A(iii), (iv) and (v) from an M2 District to an M3 District to allow the development of the proposal specified in this Agreement
- C. The City has an approved Development 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;
- D. The City has agreed, pursuant to the provisions of Section 69 of *The Planning and Development Act, 2007*, to rezone the Land from RM1 District and an M2 District to an M3 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 RM1 District and an M2 District to an M3 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 an office building and/or medical clinic not exceeding 1,600m<sup>2</sup> in gross floor area, not including the enclosed parking area.

### Development Standards

3. (1) The development standards applicable to the Land shall be those applicable to the M3 District except as follows:
  - (a) On-site Parking:
    - (i) one space per 30m<sup>2</sup> of gross floor area;
    - (ii) parking spaces having direct access to the registered lane shall have minimum dimensions of 2.7m x 6.2m;
  - (b) Landscaping: a landscape strip of 3m in width minimum throughout lying parallel to and abutting the front site line is required;
  - (c) Architectural Feature Wall: the architectural feature wall included in the development shall project no more than 3m into the required front yard.
- (2) The on-site parking requirement may be reduced by up to five spaces at the discretion of the Development Officer if such reduction is required to accommodate access to the site due to the presence of boulevard trees.

### 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.

- (f) a representative of The University of Saskatchewan;
- (g) a representative of the ambulance service provided for the City;
- (h) other representatives of public agencies or Crown corporations, as required.

(2) The Planning Sub-Committee, under the direction of the Director of Emergency Planning, shall conduct a city-wide emergency measures risk vulnerability analysis, and produce an emergency plan to address such emergencies for further consideration of the Planning Committee.”

**Section 5 Amended**

10. Subsection 5(1) is repealed.

**Coming Into Force**

11. This Bylaw shall come into force upon its final passage.

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.

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Mayor

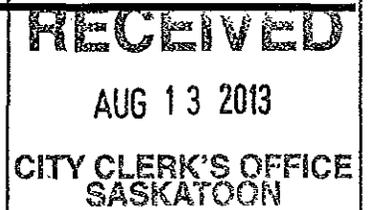
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City Clerk

P+O 13-2013

1230-3

**From:** Garry Schwartz [gtssgs@sasktel.net]  
**Sent:** Monday, August 12, 2013 8:49 PM  
**To:** City Council  
**Subject:** Speaking at the City Council Meeting of August 14, 2013



I am well aware that I am far beyond the deadline for making a request to speak to the City Council.

However, the item I would like to briefly speak to, is the Antenna Systems Policy amendments being considered by the Planning & Operations Committee on Tuesday August 13.

The Policy as originally introduced was going to have a large adverse impact on our amateur radio community.

If the Committee approves the amendments, I understand that the Antenna Systems Policy will be presented to City Council for their approval at their August 14 meeting.

If my request cannot be considered, I plan on being present in the gallery to respond to any questions from Council Members.

Garry Schwartz  
President, Saskatoon Amateur Radio Club.  
306 - 374 - 9591

Exec 15-2013

4020-1  
1.

**From:** CityCouncilWebForm  
**Sent:** Friday, August 09, 2013 1:49 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

frank regier  
1415 ave f north  
saskatoon, Saskatchewan  
s7l-1x6

EMAIL ADDRESS:

[frangreyhound@yahoo.ca](mailto:frangreyhound@yahoo.ca)

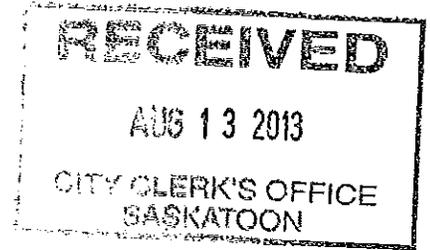
COMMENTS:

i have huge concerns about purchasing the old canada post building for 13 million dollars i would like to speak to council about this

Exec 16-2013

53017.1

From: CityCouncilWebForm  
Sent: August 13, 2013 4:29 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

glen reid  
26 127 gropper cres  
saskatoon, Saskatchewan  
s7m5w2

EMAIL ADDRESS:

[glengreid@shaw.ca](mailto:glengreid@shaw.ca)

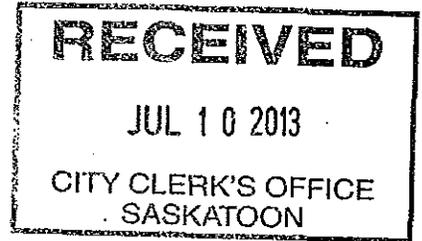
COMMENTS:

I read with interest that the city council is going to consider raising the fine for people parking when there is street sweeping or snow removal going on. What do you think this will accomplish as for years now I have seen cars parked on streets covered over with snow all winter long. If you are not going to enforce these bylaws then quit wasting your time discussing and passing them.

Glen Reid

B22)  
6170-1

From: CityCouncilWebForm  
Sent: July 10, 2013 12:29 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Brenda Peterson  
1 Cherry Lane  
Riverside Estates, Saskatchewan  
S7T 1A2

EMAIL ADDRESS:

[bpeterson@realtymax.com](mailto:bpeterson@realtymax.com)

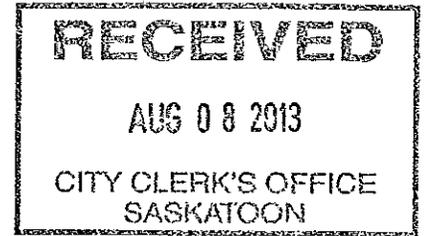
COMMENTS:

I have long felt that major rail lines running through our city are problematic on a number of levels. The tragic events in Lac-Mégantic over the weekend and an averted environmental disaster in Calgary recently highlight just two of them. Gone are the days that railways were the lifeline of prairie cities. They no longer need to be, nor should they be, running through the middle of Saskatoon or any other urban centre.

I hope you, our City Council, city administrators and Mayor Atchison will renew efforts to have major rail lines running through neighbourhoods and the heart of our city relocated.

B23

From: CityCouncilWebForm  
Sent: Thursday, August 08, 2013 10:45 AM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Nowshad Ali  
131 Wall Street  
Saskatoon, Saskatchewan  
S7K 6C2

EMAIL ADDRESS:

[lead@onpurpose.ca](mailto:lead@onpurpose.ca)

COMMENTS:

The PotashCorp Fireworks Festival is taking place on Friday, August 30 and Saturday, August 31. We are hoping to include a flyball demonstration as part of the entertainment package in Rotary Park. The demonstration would take place on both nights between 5 and 7 PM.

Flyball is a dog sport where 2 teams of 4 dogs run a relay race against each other. They jump over a series of hurdles, then turn on a box where they collect a spring-loaded tennis ball, then carry the ball back over the hurdles.

The demonstration would be run by Chris Maloney, from the Saskatoon Flyball Club and organizer of these types of events. She organized a similar event in Kiwanis Park for "Pets in the Parks" in early July.

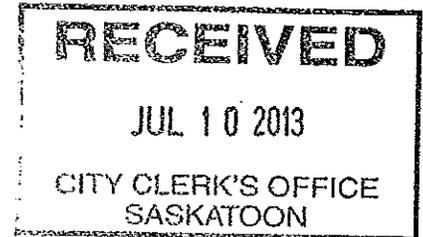
In our case, this is a demonstration only. Only the Club's dogs would participate (no general public pets), and the demonstration area would be fenced off.

We are requesting an exemption from the Pet Bylaw to allow dogs in Rotary Park so this this demonstration can happen as part of the PotashCorp Fireworks Festival

Thank you.

C22)  
2303

From: CityCouncilWebForm  
Sent: July 10, 2013 2:32 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Bev Pongracz  
1242 Beechmont View  
Saskatoon, Saskatchewan  
S7V 1E1

EMAIL ADDRESS:

basilblake@sasktel.net

COMMENTS:

Dear Mayer and city council

Recently a SaskTel tower was erected in Briarwood Park, WITHOUT any consultation with the residents of this community despite Saskatoon having policies that require such consultation. I am asking why the city felt there was no need to include the citizens of Briarwood community in the placement decision. While I would like to think this was an over site of a rookie mayor or council, the fact is you are NOT rookies, leaving me to the only available conclusion; as council you do not think you need to follow these guidelines, and that you believe you owe no level of accountability to the community.

Recently our family put in an above ground pool. Despite your city bylaws being out of date and not at all relevant to above ground pools we had to follow these bylaws or be fined. The city can not ask its citizens to follow the rules if the city itself does not follow its own rules. I expect that as mayor and council you will take responsibility for this lack of consultation, and rectify the situation. As we try to teach our children actions have consequences and each individual is responsible for the decisions they make, we should not be able to tell them "unless of course you go into government, then you can do whatever you want".

While I understand that business is important and necessary for city growth and development, the needs/wants of business can not be your only focus; the needs and wants of a tax paying community need to be addressed as well. However, in this instance, it appears business was the only group you felt needed to be involved.

I look forward to your response to this letter, and to your actions to rectify this and any further incidents that require community input. There is a community meeting Wednesday July 10, 2013 that I am unable to attend do to work commitments. I certainly hoping this meeting will be a productive consultation, however, your previous lack of consultation makes me think this will be a "too bad for you" meeting.

Each and every one of you involved in the decision to not involve the community should be ashamed of your selves, and should truly question whether or not you have the commitment required to represent the citizens of Saskatoon.

Bev Pongracz  
1242 Beechmont View  
Saskatoon, Sask  
S7V 1E1  
1-306-384-6495

205-5  
D7)



# Saskatoon Literacy Coalition

**RECEIVED**  
AUG 08 2013  
CITY CLERK'S OFFICE  
SASKATOON

August 2, 2013

His Worship the Mayor and City Council  
c/o Office of the City Clerk

222-3rd Ave. North  
Saskatoon, SK S7K 0J5

Dear Mayor Atchison,

September 8<sup>th</sup> is **International Literacy Day** and the *Saskatoon Literacy Coalition* will host its annual celebration at the Saskatoon Farmers Market at River Landing on Saturday, September 7<sup>th</sup>, 2013 at 11:00 am. This year UNESCO has chosen 'Literacies for the 21<sup>st</sup> century' as the theme. Please accept our invitation to join us as we celebrate together!

The *Saskatoon Literacy Coalition* is a non-profit organization of individuals and representatives from organizations working collaboratively to promote literacy and lifelong learning. We provide a forum for raising public awareness about literacy, exchanging information, facilitating cooperation between member groups and initiating literacy projects.

Please find enclosed information about **International Literacy Day** for promotion in your office. We anticipate that once again there will be 300 people in attendance, many of these families with children. **The *Saskatoon Literacy Coalition* requests that September 8<sup>th</sup> be declared International Literacy Day in the City of Saskatoon.**

Thank you for your consideration of these requests and for helping to ensure **International Literacy Day** is a true community celebration. If you choose to make the declaration, please send it to the below address.

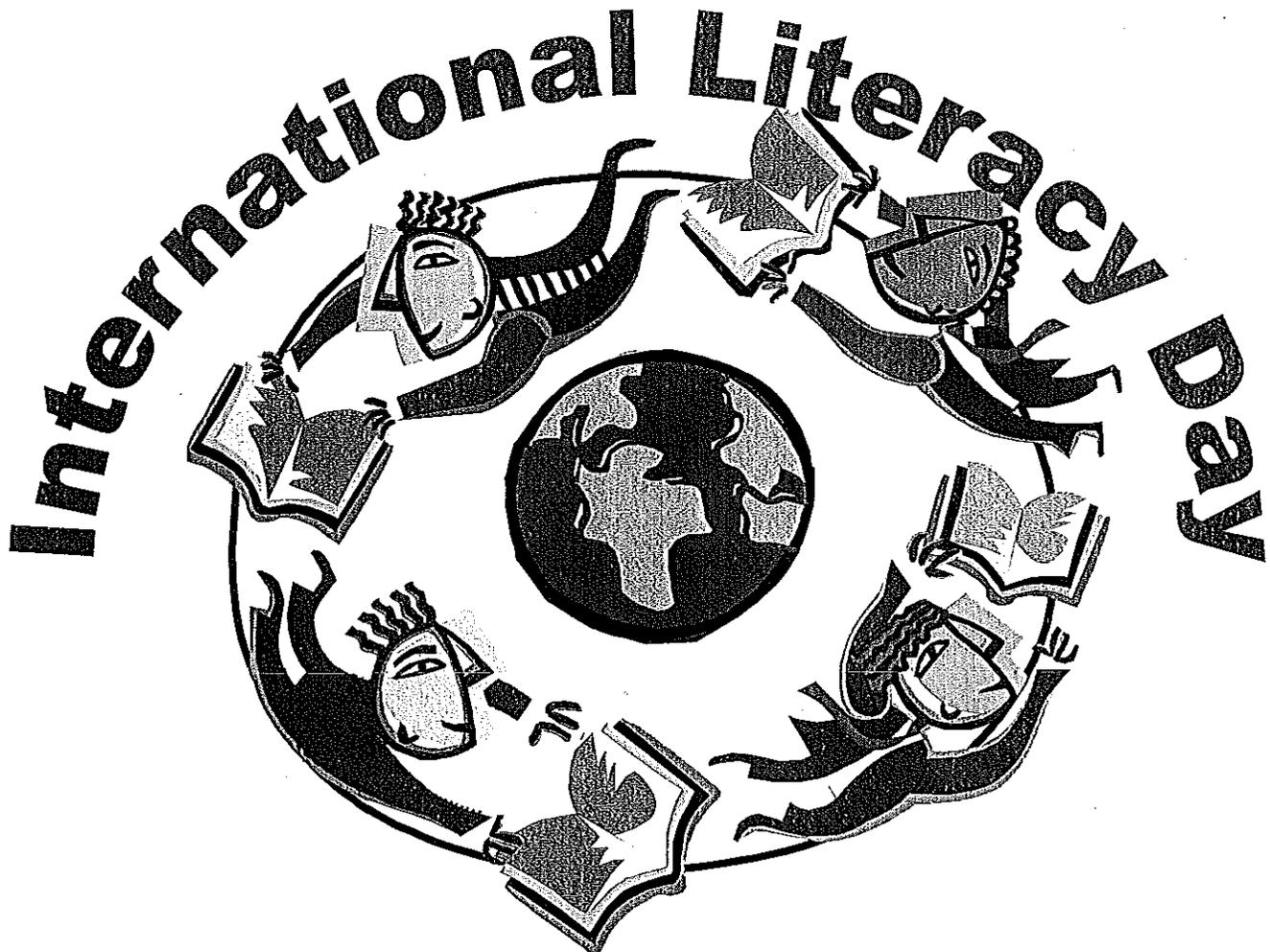
Sincerely,

Jean Dudley, President  
Saskatoon Literacy Coalition  
Telephone-306-659-5708 Email- [dudley@siast.sk.ca](mailto:dudley@siast.sk.ca)  
c/o SIAST Kelsey Campus  
Box 1528  
Saskatoon, SK S7K 3R5

# The Saskatoon Literacy Coalition Inc.

[www.saskatoonliteracy.ca](http://www.saskatoonliteracy.ca)

invites you to attend their annual celebration on



***Saturday September 7<sup>th</sup>, 2013 at 10:00 A.M.***

**In the pavilion at the Saskatoon Farmer's Market**

**414 Avenue B South, Saskatoon**

**Literacy Day cake, entertainment,  
and books.**

**Come join in the celebration and help promote  
literacy in our community. Your presence and  
interest does make a difference!**



Saskatoon Literacy Coalition Inc.

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. **Enquiry – Councillor E. Olauson (June 24, 2013)  
Implications of Amendments to Antenna Systems Policy No. C09-037  
To Make Relevant Groups Aware of Placement; and  
Amendments to Antenna Systems Policy No. C09-037 Concerning  
Amateur Radio  
(Files CK. 230-3 and PL 185-3-6)**
- 

**RECOMMENDATION:** that the Antenna Systems Policy No. C09-037 be amended as follows:

- a) exclude amateur radio antenna less than 15 metres in height from the requirements of the policy;
- b) provide relaxations for amateur radio antenna greater than 15 metres in height with respect to submission, consultation, and fee requirements, as noted in the report;
- c) encourage proponents to submit an area radius map and/or list of preferred locations for a new antenna-supporting structure in their initial submission to the City;

- d) include new design guidelines for antenna-supporting structures proposed within or adjacent to lands considered as park space; and
- e) all antenna-supporting structures, regardless of height, located directly within, or 30 metres or less from the boundary of lands designated as Municipal Reserve, Environmental Reserve, or otherwise considered as park space, require public consultation.

Your Committee has considered the attached report of the General Manager, Community Services Department dated July 29, 2013, proposing amendments to Antenna Systems Policy C09-037 in response to concerns expressed by the Saskatoon Amateur Radio Club regarding the policy and implications on amateur radio. The report also responds to an enquiry by Councillor Olauson regarding the recent placement of a cell tower in the Briarwood neighbourhood.

Your Committee heard a presentation from Mr. Sean D. Kok expressing concern regarding the public consultation process and that the 200-metre notification radius is not inclusive of all stakeholders, referencing neighbourhoods, users of parks, campsites, skating oval, ball diamonds, etc. He also indicated that there could be a negative effect on property values where these towers are erected.

Your Committee considered a letter dated August 8, 2013, from Mr. Walter Katelnikoff, President, Holiday Park Community Association, requesting the public consultation process be improved to include the whole community. A copy of the letter is attached.

Discussion was held and your Committee requested the Administration provide a further report on the Meewasin Valley Authority's responsibilities regarding poles erected near the riverbank, possible amendment to the policy to have the triggering height for public consultation be 14 metres rather than 15 metres, and review of the 200-metre notification radius.

Following review of the entire matter, your Committee puts forward the above recommendations at this time.

**2. Special Events Policy No. C03-007  
Request for Funding – Speedo Junior Development  
National Championships  
(Files CK. 1870-15 and LS 1720-8-1)**

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**RECOMMENDATION:** that the Saskatoon Diving Club, an eligible Youth Sport Subsidy Program sport organization, receive a grant of up to \$4,520 to host the Speedo Junior Development National Championships held on August 1 to 4, 2013.

Your Committee has considered and supports the attached report of the General Manager, Community Services Department dated July 29, 2013, and puts forward the above recommendation.

**3. Water Main Preservation Service Level  
(Files CK. 7820-5 x 7820-0)**

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**RESOLVED:** that the service level for water main replacement be changed from the current trigger of 12 breaks per segment, to 6 breaks per segment.

Your Committee has considered and supports the attached report of the General Manager, Utility Services Department dated July 22, 2013, regarding reducing the maximum number of breaks before a water main is considered for replacement from 12 to 6 breaks, which represents an improvement to the service provided.

**4. Emergency Mass Notification System  
(File No. CK. 270-1)**

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**RECOMMENDATION:**

- 1) that the sole source purchase of the Everbridge mass notification system, at a cost of \$36,384.58 for the first year, be approved;
- 2) that the cost for the first year be funded through the Saskatoon Fire and Protective Services' Operating Budget; and
- 3) that the plan for cost-sharing of annual costs for subsequent years be approved.

Your Committee has considered and supports the attached report of the General Manager, Fire and Protective Services Department dated July 25, 2013, regarding a proposal for an emergency mass notification system for use before, during and after unusual emergency incidents or disasters and the desire to implement this system through a public education campaign and corporate partnership program. The report includes a number of recommendations, including the approval for the sole source purchase of the Everbridge mass notification system.

**5. Arena Rates and Fees – 2013 to 2015**  
**(Files CK. 1720-3 and LS 1720-6)**

- RECOMMENDATION:**
- 1) that the information relating to proposed prime time rental rates for indoor arenas for the 2013 to 2014 and the 2014 to 2015 seasons remaining at the 2012 rate of \$241 per hour (October 1, 2013, to March 31, 2015) be received; and
  - 2) that the report of the General Manager, Community Services Department dated July 30, 2013, be referred to the 2014 Business Plan and Budget review.

Your Committee is pleased to submit the attached report of the General Manager, Community Services Department dated July 30, 2013, providing information on the rationale for the proposed 2013 to 2015 prime time rental rates for indoor arenas and recommending referral to the 2014 Business Plan and Budget Review.

Respectfully submitted,

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Councillor R. Donauer, Chair

**TO:** Secretary, Planning and Operations Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** July 29, 2013  
**SUBJECT:** Enquiry – Councillor E. Olauson (June 24, 2013)  
Implications of Amendments to Antenna Systems Policy No. C09-037  
To Make Relevant Groups Aware of Placement; and  
Amendments to Antenna Systems Policy No. C09-037 Concerning  
Amateur Radio  
**FILES:** CK. 230-3; PL. 185-3-6

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**RECOMMENDATION:** that a report be submitted to City Council recommending that Antenna Systems Policy No. C09-037 be amended as outlined in this report.

### **TOPIC AND PURPOSE**

In response to concerns expressed by the Saskatoon Amateur Radio Club (SARC) regarding Antenna Systems Policy C09-037 and implications on amateur radio, this report proposes amendments to the policy. This report also responds to Councillor Olauson's enquiry regarding the recent placement of a cell tower in the Briarwood neighbourhood.

### **REPORT HIGHLIGHTS**

1. The adoption of Antenna Systems Policy No. C09-037 prompted concerns from SARC regarding the policy's implications on amateur radio.
2. Policy amendments are proposed to exclude certain amateur radio antenna from public consultation, and provide relaxations for antenna still requiring consultation.
3. The installation of a cell tower in the Briarwood Road right-of-way (ROW) generated a number of public concerns regarding its appearance, location, and absence of prior notification.
4. Policy amendments are proposed with respect to consultation requirements and location guidelines for new antenna systems.
5. Changes to the administrative review process will improve communication with relevant stakeholders.
6. A future report will propose standardised lease rates for antenna systems being located on City of Saskatoon (City) property.

### **STRATEGIC GOAL**

This report supports the Strategic Goal of Quality of Life. Providing clear communication to stakeholders and mitigating the impact of new communications infrastructure on their surroundings ensures that the current expansion of the wireless communications network in Saskatoon occurs in an equitable manner.

## **BACKGROUND**

On January 21, 2013, City Council adopted the Antenna Systems Policy No. C09-037 which replaced the Radiocommunication Towers Policy No. C01-020 from 1999. The new policy established updated and expanded protocol for when and how public consultation is to take place when a new antenna system is proposed to be installed in Saskatoon.

Concerns expressed by SARC regarding consultation requirements for amateur radio antenna prompted the Community Services Department, Planning and Development Branch, to meet with the group in March 2013.

In June 2013, a 14.9 metre stealth pole cell tower was erected by SaskTel in the Briarwood Road ROW near Briarwood Lake Park. The tower was located more than 30 metres from the nearest site containing a residential dwelling unit, and did not require consultation under Antenna Systems Policy No. C09-037.

The following enquiry was made by Councillor Olauson at the meeting of City Council held on June 24, 2013:

“Would the Administration please research and report back for the next public committee meeting, the implications and wording of changing Policy C09-037 Section 7 to ensure that the Ward Councillor, Community Association and the Community Consultant are aware of the installation date of the tower, the rationale for the placement of the tower, as well as, any other sites that were considered for the tower. Included in this research should perhaps be more language to include parks within the 30 metre buffer zone around the proposed tower.”

A public meeting for area residents regarding the Briarwood Road tower was held on July 10, 2013, in response to concerns over its location, appearance, and the absence of prior notification.

## **REPORT**

### **Implications of Antenna Systems Policy No. C09-037 to Amateur Radio in Saskatoon**

Antenna Systems Policy No. C09-037 expanded consultation requirements to include antenna systems less than 15 metres in height and located within 30 metres of a site containing a residence. Previously, consultation was only required for antenna systems 15 metres or greater in height, and anything shorter was exempt. The intent of this policy change was to require consultation for small cell towers (commonly referred to as “stealth poles”) that were being built to a height of just less than 15 metres in height and located in close proximity to residences, prompting public concerns.

SARC, a local organization comprised of amateur radio enthusiasts, expressed opposition to these new requirements. Amateur radio antennas of varying heights are

most often installed on the residential property of the operator and in close proximity to other residences. As a result, amateur radio antennas of any height proposed on a residential property require consultation under the new policy. SARC also expressed concerns that the new consultation process, including the fee and requirements for public notification packages, were too onerous for amateur radio operators that practice the hobby out of personal interest and for no commercial benefit.

The Community Services Department, Planning and Development Branch, met with SARC at their regular monthly meeting in March 2013 to discuss these concerns.

#### Proposed Policy Amendments Concerning Amateur Radio

As a result of the concerns expressed by SARC, the Administration is proposing amendments to Antenna Systems Policy No. C09-037 with the intent to:

1. exclude amateur radio antenna less than 15 metres in height from the requirements of the policy; and
2. provide relaxations for amateur radio antenna greater than 15 metres in height with respect to submission, consultation, and fee requirements.

These proposed amendments are included in Attachment 1.

#### Installation of Briarwood Road Cell Tower

In June 2013, SaskTel installed a 14.9 metre stealth pole cell tower in the Briarwood Road ROW adjacent to Briarwood Lake Park. As the cell tower was less than 15 metres in height and located more than 30 metres from the nearest site containing a residence, it did not require public consultation (under Antenna Systems Policy No. C09-037).

The installation of the cell tower generated a number of public concerns regarding its appearance, location relative to significant views of Briarwood Lake and surrounding parks, and absence of prior notification. A public information meeting was held on July 10, 2013 with the Ward Councillor, City representatives, and SaskTel representatives in attendance.

#### Proposed Policy Amendments Concerning Tower Location and Consultation

In response to the public concerns expressed regarding the Briarwood Road cell tower, as well as Councillor Olauson's enquiry made at the June 24, 2013 City Council meeting, the Administration is proposing further amendments to Antenna Systems Policy No. C09-037 outlined as follows:

1. Applicants shall be encouraged to submit an area radius map and/or list of preferred locations for a new antenna-supporting structure in their initial submission to the City so that potential location issues can be addressed;

2. The Policy is proposed to include new design guidelines for consideration by the proponent and the Administration when an antenna-supporting structure is proposed within or adjacent to Municipal Reserve, Environmental Reserve, or lands otherwise considered as park space; and
3. The Policy is proposed to require public consultation for antenna-supporting structures less than 15 metres in height located directly within, or 30 metres or less from the boundary of, lands designated as Municipal Reserve, Environmental Reserve, or otherwise considered as park space, including river bank areas.

It is noted that this amendment would represent a further departure from Industry Canada's Federal policy exempting all structures less than 15 metres in height from consultation. Currently, Antenna Systems Policy No. C09-037 requires consultation for structures less than 15 metres in height and located within 30 metres of a residence.

These proposed amendments are included in Attachment 1.

#### Changes to the Administrative Review Process

In addition to the proposed policy amendments, the Administration has revised its internal review process for antenna systems. The revisions support enhanced communication between stakeholders, including providing notice to Ward Councillors and Community Associations, when a new antenna system is being installed that does not require public consultation.

The revised administrative review process is outlined in Attachment 2.

#### Standardised Lease Rates Will Be Established

As the wireless communication network expands in Saskatoon, it is acknowledged that locating antenna systems on City property, such as Municipal Reserve, is often necessary and preferable in order to secure locations that have the least impact on surrounding neighbourhoods.

On April 22, 2013, City Council approved a report from the General Manager, Community Services Department that provides authority to the Administration to negotiate agreements for antenna systems on City-owned land or infrastructure. Since then, the Administration has been negotiating several requests for such installations.

It is necessary to establish standardised lease rates for these installations so that certainty and consistency is provided for the wireless services industry. A future report will address this matter.

## **OPTIONS TO THE RECOMMENDATION**

City Council may decline to support expanding consultation requirements to include all locations inside, or within 30 metres from the boundary of, Municipal Reserve or similarly designated lands. Improved opportunity for appropriate locations to be negotiated between the proponent and the Administration, and the inclusion of new design guidelines for locations within or adjacent to Municipal Reserve and related lands, may prove sufficient on their own to mitigate potential location issues moving forward.

If City Council chooses this option, an amendment to “Type C” in Section 6 of Antenna Systems Policy No. C09-037 would not be required.

## **POLICY IMPLICATIONS**

Amendments to Antenna Systems Policy No. C09-037 are recommended, as outlined in this report.

## **FINANCIAL IMPLICATIONS**

There are no financial implications.

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

The Administration met with SARC in March 2013 to discuss the implications of Antenna Systems Policy No. C09-037 on amateur radio. A draft of the proposed amendments was shared with representatives of SARC to gather feedback. They have indicated that the amendments as proposed are acceptable.

The Administration has worked closely with SaskTel as new sites for antenna systems are established. A draft of the proposed amendments have been shared and discussed with SaskTel.

## **COMMUNICATION PLAN**

If the amendments are adopted, the updated policy will be shared with SARC, SaskTel, and Industry Canada.

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

A report regarding standardised lease rates for antenna systems on City property will be provided in the fall of 2013.

## **ENVIRONMENTAL IMPLICATIONS**

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

**PRIVACY IMPACT**

There are no privacy implications.

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

There are no safety or CPTED issues.

**PUBLIC NOTICE**

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

**ATTACHMENTS**

1. Proposed Amendments to Policy No. C09-037
2. Administrative Review Process for Antenna Systems

Written by: Brent McAdam, Planner

Reviewed by: “Lesley Anderson” for  
 Alan Wallace, Manager  
 Planning and Development Branch

Approved by: “Randy Grauer”  
 Randy Grauer, General Manager  
 Community Services Department  
 Dated: “July 31, 2013”

Approved by: “Murray Totland”  
 Murray Totland, City Manager  
 Dated: “August 2, 2013”

Proposed Amendments to Antenna Systems Policy No. C09-037  
(Proposed Amendments Noted in Bold Text)

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-037

<b>POLICY TITLE</b> <i>Antenna Systems</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>January 21, 2013</i>
<b>ORIGIN/AUTHORITY</b> <i>Clause 1, Planning and Operations Committee Report No. 2-2013</i>	<b>CITY FILE NO.</b> <i>CK. 230-2</i>	<b>PAGE NUMBER</b> <i>1 of 20</i>

## 1. PURPOSE

- 1.1 To establish a policy that is consistent with Industry Canada's requirements regarding the development of antenna-supporting structures within Saskatoon;
- 1.2 To provide a set of requirements for proponents regarding the public consultation process; and
- 1.3 To establish guidelines which the City of Saskatoon (City) will use to evaluate submissions of all antenna-supporting structures in a timely manner that is consistent and transparent.

## 2. DEFINITIONS

- 2.1 **Amateur radio** – means a device operated for the purpose of communications, self-training, and technical endeavors by authorized persons out of personal interest and for no commercial purpose.
- 2.2 **Antenna** - means a device or combination of devices that is used to receive and/or transmit signals for the purpose of radiocommunications.
- 2.3 **Antenna-supporting structure** – means the supporting structure used to support an antenna. This may include any rooftop, ground-mounted or building-mounted pole, tri-pole, monopole, lattice or guyed tower, or other structures used to support an antenna for the purpose of radiocommunications.

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- 2.4 Co-location - means the sharing of a single antenna-supporting structure by several proponents.
- 2.5 Concurrence - means a letter from the City of Saskatoon supporting a proponent's proposal to locate an antenna-supporting structure.
- 2.6 Non-Concurrence - means a letter from the City of Saskatoon indicating no support for a proponent's proposal to locate an antenna-supporting structure.
- 2.7 Proponent - means a party who is planning to install or modify an antenna and/or supporting structure, regardless of the type of installation or service. This includes, amongst others, Personal Communication Services and cellular, fixed wireless, broadcasting, land-mobile, license exempt and amateur radio operators, exclusive of personal and household users.
- 2.8 Residential Area - means an area of the city where residential uses are either permitted or discretionary in the City of Saskatoon's Bylaw 8770 (Zoning Bylaw).

### 3. OBJECTIVES

The objectives of this policy are to:

- a) Ensure the orderly development of antenna-supporting structures within Saskatoon that is consistent with the requirements set out by Industry Canada and this policy;
- b) Establish a public consultation process that ensures those who feel affected by the installation or maintenance of antenna-supporting structures are informed and have an opportunity to comment on the proposal;
- c) Minimize the impact of antenna-supporting structures through:

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- i) minimizing the number of antenna-supporting structures required through encouraging co-location wherever reasonably possible; and
  - ii) minimizing the visual impacts of antenna-supporting structures through identifying design guidelines and preferred system types and locations;
- d) Clearly outline submission requirements to establish an efficient and consistent review process;
- e) Clearly define the roles of each party involved in the process; and
- f) Provide a set of criteria upon which the City's position for letter of concurrence or non-concurrence will be determined.

## 4. JURISDICTION

- 4.1 The City of Saskatoon is not the approving authority for antenna systems and antenna-supporting structures.
- 4.2 The federal Minister of Industry is the approving authority for all antenna systems and antenna-supporting structures as set out in Section Five of the *Radiocommunication Act*. As such, while federal regulations require the proponent to consult the local land use authority and the general public, the City of Saskatoon cannot prevent the proponent from obtaining permission from Industry Canada for the installation of antenna systems.

## 5. ROLES

- 5.1 Industry Canada – The Federal Minister of Industry issues radio authorizations and approves each site on which radio apparatus, including antenna systems, may be located.
- 5.2 Health Canada – maintains its guideline document entitled *Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz*, which is commonly referred to as Safety Code 6.

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- 5.3 City of Saskatoon – the local land use authority within the municipal boundaries of Saskatoon.
- 5.4 Community Services Department, Development Review Section – receives all submissions for proposed antenna-supporting structures within the municipal boundaries of Saskatoon and circulates the proposal to other civic departments and government agencies for comment and review where applicable. The Development Review Section will assist the proponent in executing the requirements contained within this policy and will provide a letter of concurrence or non-concurrence upon completion of the requirements set out in this policy.
- 5.5 Community Services Department, Leisure Services Branch – is responsible for all development located within parks, designated Municipal Reserve, and other leisure facilities owned by the City of Saskatoon. They have authority over the development of any antenna-supporting structures within their respective area of ownership. Submissions will be circulated to Leisure Services for their review where applicable.
- 5.6 Infrastructure Services, Parks Branch – is responsible for the maintenance and preservation of the City of Saskatoon parks and civic open spaces. All submissions for antenna-supporting structures near or within City parkland will be circulated to Parks Branch for their review.
- 5.7 Infrastructure Services, Facilities Branch – is responsible for the City's buildings and structures. All submissions for antenna-supporting structures on or within civic buildings will be circulated to Facilities Branch for their review.
- 5.8 Infrastructure Services Department, Construction Services Section – reviews all submissions for antenna-supporting structures on City Right of Way, which will be circulated to them when applicable.
- 5.9 Administration – is comprised of all departments and branches within the City of Saskatoon that may be involved in the review of the proponent's submissions as required.

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- 5.10 Planning and Operations Committee – review reports submitted by the Community Services Department, Development Review Section and provide recommendations to City Council. Review and recommend updates to this policy.
- 5.11 City Council – review and approve amendments to this policy and consider reports and recommendations submitted by the Planning and Operations Committee and direct the Administration to undertake required actions as may be necessary.

## 6. SUBMISSION TYPES

- Type A Antenna-supporting structures 15 metres or greater in height located more than 200 metres from residential areas – do not require public consultation;
- Type B Antenna-supporting structures 15 metres or greater in height and located less than 200 metres from or directly within residential areas – require public consultation;
- Type C Antenna-supporting structures less than 15 metres in height and located 30 metres or less from:
- a site containing a residential dwelling unit – require public consultation; **and/or**
  - **the boundary of, or directly within, lands designated as Municipal Reserve, Environmental Reserve, or otherwise considered as park space, including Riverbank areas.**
- Type D **Antenna-supporting structures 15 metres or greater in height used for amateur radio or other non-commercial purposes, and located less than 200 metres from or directly within residential areas – require public consultation.**

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## 7. EXCLUSIONS

Proponents conducting the following maintenance or installations shall submit a letter notifying the City of Saskatoon, Development Review Section of the size, type and location of the antenna-supporting structure but are not required to submit an antenna-supporting structure submission as outlined in Section 8 or conduct public consultation as per Section 10:

- a) New antenna-supporting structures with a height of less than 15 metres above ground level and located greater than 30 metres from a site containing a residential dwelling unit;
- b) Installation, for a limited duration (typically not more than 3 months, to a maximum of 12 months) of an antenna-supporting structure that is used for a special event, or one that is used for emergency operations, and is removed within 3 months after the emergency or special event;
- c) Maintenance of existing radio apparatus including the antenna system, transmission line, mast tower or other antenna-supporting structure;
- d) Antenna systems affixed on top of buildings, unless the building is 4 stories or less and the combined height of the building and tower exceeds 23 metres;
- e) Antenna systems affixed to street light poles, parking lot light poles, power poles, or similar structures;
- f) Antenna-supporting structures where their location is separated from a residential area by a major arterial roadway, expressway, or freeway; and
- g) Addition or modification of an antenna-supporting structure (including improvements designed to facilitate sharing of the structure) provided the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height.
- h) Antenna-supporting structures less than 15 metres in height used for amateur radio or other non-commercial purposes, and located 30 metres or less from a site containing a residential dwelling unit (Amateur radio operators are directed to Industry Canada –**

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**Spectrum Management and Telecommunications for Federal guidelines on these structures).**

## 8. SUBMISSION REQUIREMENTS

8.1 The following must be included in the submission for an antenna-supporting structure identified as Type A or Type D:

- a) A cover letter clearly indicating the contact for the proposal and contact information, the civic address of the proposed location, and the type of proposed structure;
- b) Applicable fee;
- c) A letter from the property owner of the site attesting to their agreement to lease or sell the site;
- d) Proof co-location is not reasonably feasible (**not required for Type D submissions**); and
- e) A site plan, drawn to scale with appropriate dimensions showing the location and size of proposed antenna structure and any accessory buildings, including all front, side and rear yard setback dimensions.

8.2 In addition to the requirements outlined above, the following must be included in the submission for an antenna-supporting structure identified as Type B or C:

- a) A map showing all existing antenna-supporting structures within a 500 metre radius of the proposed facility;
- b) An image showing the type of proposed structure to scale within the existing surroundings; and
- c) A landscaping plan indicating the type of fencing, screening, structural materials, type and location of all vegetation.

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8.3 The Community Services Department, Development Review Section, will receive all submissions and will circulate the proposal to other civic departments and branches of the Administration and other government agencies, where applicable, for their review and comment. Upon completion of the review of the proposal, the Administration will respond to the contact identified in the cover letter to provide comments regarding the proposal.

8.4 The proponent will be notified, in writing, of any conditions resulting from the review of the submission. Once all conditions and comments have been addressed to the satisfaction of the Community Services Department, Development Review Section, the proponent may proceed with the public consultation process, if required.

8.5 The submission of the above requirements shall indicate the commencement of the 120 day review period.

## 9. FEES

9.1 The proponent must submit the appropriate fee indicated below with the submission for an antenna system.

Types A & D	\$150.00
Types B & C	\$800.00

9.2 It is the responsibility of the proponent to cover any additional costs associated with any permits or applications required by other civic departments in association with the development of the proposed antenna-supporting structure.

## 10. CONSULTATION PROCESS

### 10.1 Initial Contact with the City

The proponent shall contact the Community Services Department, Development Review Section, to notify the Administration that an area of

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Saskatoon is being considered for an antenna system and identify specific sites under consideration. The Administration will discuss site options, address any potential concerns or contentious issues, and provide the proponent with a copy of this policy and related information.

**As part of the initial contact, it is strongly encouraged that the proponent provide the Administration with a radius area map or list of preferred locations where an antenna-supporting structure is desired to be installed. This allows the Administration to work with the proponent to determine a suitable location that will have the least impact on the structure's surroundings.**

Prior to initial contact with the City, proponents must explore the following options:

- a) Consider co-locating on an existing antenna-supporting structure, modifying, or replacing a structure if necessary;
- b) Locate, analyze and attempt to use any feasible existing infrastructure such as rooftops, water towers, or similar structures; and
- c) Locate, analyze and attempt to use any feasible existing infrastructure such as street light poles, parking lot light poles, power poles, or similar structures.

Where co-location is not an option, proponents are required to provide in their submission a detailed list of structures considered and/or parties they have contacted and an explanation of why sharing is not possible.

## 10.2 Public Consultation Process

Proponents wishing to locate an antenna system where the antenna-supporting structure can be defined as Type B, C, or D (see Section 6) shall submit the requirements outlined in Section 8. Upon confirmation that the requirements have been met to the satisfaction of the Community Services Department, Development Review Section, the following procedures shall be followed:

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- a) The proponent shall arrange for a notification package to be sent to the Community Services Department, Industry Canada, the Ward Councillor, the Community Association President and property owners located within 200 metres of the proposed antenna system, measured from the system base or the outside perimeter of the supporting structure, whichever is greater. Sites not located within the 200 metre radius may also require notification at the discretion of the Community Services Department, Development Review Section.

The City shall provide mailing addresses to the proponent for the sole purpose of notifying all property owners within the required public notice area as set out within this policy.

The notification package shall include, at minimum:

- i) Why an antenna-supporting structure is being proposed;
- ii) Who the proponent is and a contact name, phone number, and email address of the proponent's representative whom residents may contact for more information or to comment on the proposal;
- iii) A representative at the City who may be contacted for information on this policy;
- iv) A detailed site plan showing existing and proposed structures;
- v) The civic address of the proposed location;
- vi) A detailed description of the type of antenna-supporting structure and related accessory structures proposed including, but not limited to, height, diameter, material, color, and the number of antennas to be located on the supporting structure;

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- vii) A rendering of the proposed antenna system within the context of the location proposed (**not required for a Type D submission**);
- viii) An attestation that the proposed antenna system will comply with Health Canada's Safety Code 6;
- ix) Any additional information the City or proponent deems to be of significance to the proposal; and
- x) Indicate that comments may be submitted up to 30 days past the date of the public notification package being sent.

Notices are to be sent by regular mail, and should clearly state on the exterior of the envelope, "A CELL TOWER IS PROPOSED WITHIN YOUR AREA. IMPORTANT INFORMATION IS ENCLOSED" (depending on the nature of the proposed antenna system, a term other than "cell tower" may be more appropriate).

**Notices for Type D submissions may be delivered by hand; however, an attestation signed by the proponent confirming the date(s) the notices were delivered shall be submitted to the Community Services Department, Development Review Section.**

In addition to the requirements noted above, proponents of antenna-supporting structures that are proposed to be 30 metres or more in height must place a notice in the Saskatoon Star Phoenix. The notice must be synchronized with the distribution of the public notification package.

Proponents are to address all reasonable and relevant concerns that may arise as a result of the public notification, keeping a record of all associated communications. If a member of the general public or municipality has a question or concern related to the proposed antenna system, the proponent is required to:

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- i) respond to the party in writing within 14 days acknowledging receipt of the question and keep a record of the communication;
  - ii) address in writing all reasonable and relevant concerns within 60 days of receipt or explain why the question, comment or concern is not, in the view of the proponent, reasonable or relevant;
  - iii) in the written communication referred to in the preceding point, clearly indicate that the party has 21 days from the date of the correspondence to reply to the proponent's response. The proponent must provide the Community Services Department with a copy of all public reply comments and recorded communications.
- b) Where a proposed antenna-supporting structure has resulted in substantive public concern or has been recognized as a contentious issue by the Community Services Department, the proponent **may be required to** hold a public information meeting. **In determining the need for such a meeting, the Community Services Department, Development Review Section shall consider if a meeting would be beneficial to the process by helping to disseminate information and address concerns.**

In facilitating the public information meeting, the proponent shall:

- i) Contact the Community Services Department, Development Review Section, Ward Councillors, and Community Association President to coordinate a date for the public meeting;
- ii) Arrange to hold a public meeting in the area where the proposed antenna system is to be located. All details of the public meeting are to be arranged by the proponent to the satisfaction of the Community Services Department, Development Review Section and all costs associated are the responsibility of the proponent. The Administration

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expects the following, at minimum, will be addressed by the proponent with respect to the public meeting:

- (1) The meeting will conform to the overall objectives of the City of Saskatoon Community Engagement process:
  - (a) Provide practical and appropriate opportunities for participation by citizens and stakeholders regarding proposed developments, services, programs or other governmental decisions that impact their quality of life; and
  - (b) Provide sufficient access to information to allow stakeholders to become well-informed and thus capable of participation in the dialogue;
- (2) An appropriate format and location be chosen for the public meeting;
- (3) Information available at the meeting shall include but is not limited to:
  - (a) Details about the specific proposal;
  - (b) If options available regarding siting, design, height, etc., those options are to be presented and images of the different options are to be provided;
  - (c) Information on sites that were examined but could not be obtained and reasons why the sites could not be obtained;
  - (d) A map showing the catchment area in which the proponent can locate the proposed antenna structure;
  - (e) Comment sheets are to be provided at the public meeting for those in attendance to submit written comments; and

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- (f) Names and addresses of all those who attended the public meeting are to be recorded.
- (4) The City shall provide:
  - (a) Mailing addresses for the sole purpose of notifying all property owners within the required public notice area as set out within this policy;
  - (b) Suggestions for meeting locations; and
  - (c) Assistance on interpreting the requirements outlined within this policy;
- ii) Arrange for a public meeting notice to be **mailed delivered** to all property owners within a minimum of 200 metres of the base of the proposed antenna system, or a greater distance as may be determined Community Services Department. Notices must include, at minimum:
  - (1) A date, time and location for the public meeting;
  - (2) An agenda or itinerary of the meeting;
  - (3) A contact name, phone number, and email address of the proponent's representative whom residents may contact for more information or to comment on the proposal;
  - (4) A representative at the City who may be contacted for information on this policy; and
  - (5) Any additional information the City or proponent deems to be of significance to the proposal;
- iv) Notices are to be sent by regular mail, a minimum of 21 days prior to the meeting date and should clearly state on the exterior of the envelope, "A CELL TOWER IS PROPOSED WITHIN YOUR AREA. IMPORTANT INFORMATION IS ENCLOSED" (depending on the nature of the proposed antenna system, a term other than "cell tower" may be more appropriate);

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**Notices for Type D submissions may be delivered by hand; however, an attestation signed by the proponent confirming the date(s) the notices were delivered shall be submitted to the Community Services Department, Development Review Section; and**

- v) Place a notice poster on site (minimum size 1'x2') at least 14 days in advance of the meeting. This notice should indicate:
  - (1) What the proposal is for;
  - (2) Where the tower is to be located (map);
  - (3) Meeting location, time, date;
  - (4) Who the proponent is;
  - (5) A contact number the public may call for more information.

## 10.3 Concluding Public Consultation Process

Upon conclusion of the public consultation process, the proponent shall submit to the Community Services Department, Development Review Section, the following:

- a) A copy of the notice that was delivered to households and a statement regarding the manner by which they were delivered;
- b) All correspondence between the proponent and the public; and
- c) An accurate record of proceedings of the meeting, which shall include a list of the names and addresses of all persons attending, a summary of the issues, and details as to how unresolved issues will be handled.

## 10.4 Confirmation of Consultation Concurrence

Upon receipt and review of all material submitted by the proponent, the Community Services Department, Development Review Section shall either:

- a) Issue the proponent a letter of concurrence, noting that the proponent has fulfilled the requirements described within this policy

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and any questions or concerns have been adequately addressed;  
or

- b) Where the proponent has not fulfilled the requirements of this policy, the Community Services Department shall submit a letter of non-concurrence to Industry Canada for their consideration; or
- c) Where the proponent has fulfilled the requirements of this policy, but the proposal remains a contentious issue, the Community Services Department shall submit a letter of non-concurrence to Industry Canada for their consideration.

## 11. IMPLEMENTATION TIMELINE

The proponent shall begin construction of the antenna-supporting structure at the proposed location within a period of 24 consecutive months after receiving concurrence.

## 12. PROPOSED ANTENNA-SUPPORTING STRUCTURES IN UNDEVELOPED AREAS

Proponents are encouraged to identify locations for future antenna-supporting structures at the sector plan stage (major installations) and the neighbourhood concept plan stage (minor installations).

## 13. DESIGN AND SITING GUIDELINES

### 13.1 Preferred Antenna-Supporting Structures

The City of Saskatoon encourages the use of antenna-supporting structures that are unobtrusive and in character with the surrounding landscape. Roof top installations, stealth poles, and monopoles are preferred antenna-supporting structures within the City of Saskatoon.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-037

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Antenna Systems</i>	<i>January 21, 2013</i>	<i>17 of 20</i>

Antenna-supporting structures equipped for co-location are preferred in locations more than 200 metres from residential areas.

## 13.2 Preferred Locations

The City of Saskatoon prefers antenna-supporting structures to be located on privately-owned land a minimum of 200 metres from any residential area, wherever feasible.

Where it can be demonstrated that locating an antenna-supporting structure on private land is not reasonably feasible, or where the location of the antenna-supporting structure on City-owned land or infrastructure can be demonstrated to be conducive with the operations of the City, the Administration may consider allowing antenna-supporting structures on City-owned land or infrastructure.

Municipal Reserve (MR) may be considered for antenna-supporting structures (excluding the types of MR noted below) if it can be reasonably demonstrated that the location of the antenna-supporting structure does not impact the operations of the City and the proponent agrees to any conditions that may be requested by the City as part of the license or lease agreement.

The following locations will not be considered:

- Riverbank Areas; and
- Conservation/naturalized Areas.

**The location of antenna-supporting structures within or adjacent to Municipal Reserve, Environmental Reserve, or lands otherwise considered as park space, should give consideration to the siting guidelines in Section 13.3, as well as to the following:**

- **Potential impact on significant views and the appearance of park landscapes;**
- **Opportunities to screen structures from view through the use of existing and new vegetation, utility buildings, and other mitigating physical features;**
- **Impacts on park programming and maintenance;**

# CITY OF SASKATOON COUNCIL POLICY

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- **Potential visual conflicts with prominent park entrances and signage; and**
- **An appropriate setback from residences fronting or backing on to a park or other type of MR.**

### 13.3 Siting Guidelines

The City recommends that antenna-supporting structures be located on sites that minimize the impact on surrounding development. It is expected that all efforts will be made by the proponent to ensure the proposed antenna-supporting structure will blend into the surrounding area as seamlessly as possible. To achieve this transition, it is expected the proponent will acknowledge the following recommendations for locating antenna-supporting structures:

a) Setback

The City strongly recommends the base of the antenna-supporting structure be located a distance of at least the height of the proposed antenna-supporting structure from the property line of any site zoned for residential development.

Where it is reasonably feasible, it is preferred that the antenna-supporting structure be located as close as possible to an existing building on site to minimize the visual impact of the antenna and supporting structure.

b) Screening

Screening is meant to mitigate or reduce the incompatibility between different land uses through the use of landscaping or other features. The degree or intensity of the screening is dependent on the level of incompatibility between the adjacent uses. Screening may include the use of such materials as: decorative fencing or walls, shrubs, trees and other plant materials. Soft landscaping should be provided in conjunction with fences or walls to provide a more visually appealing development. The antenna-supporting structure and any related structures on site are to be properly

# CITY OF SASKATOON COUNCIL POLICY

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screened and landscaped to mitigate visual impacts and create a buffer between potentially incompatible uses.

Appropriate screening as outlined above is stressed and expected especially where an antenna-supporting structure is proposed in close proximity to a residential area, such as that of a Type B or C submission (outlined in Section 6).

c) Materials

The selection of materials to be used for the antenna supporting structure and any related accessory buildings shall take into consideration the character of the surrounding area. In general, materials used for the antenna supporting structure should be non-reflective and be neutral in color (e.g. white or grey) so as to blend in with the sky and surroundings.

Materials used to construct any accessory building should complement the surrounding area. Materials such as brick or stone are preferred for their durability and maintenance free qualities.

The City of Saskatoon encourages innovative designs and materials that are complementary to the surrounding area.

d) Massing

The antenna-supporting structure and any related structures should be proportional to and take into consideration the surrounding development and character of the existing area.

e) Lighting

Lighting of an antenna-supporting structures or related structure is prohibited unless required by Transport Canada.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
*C09-037*

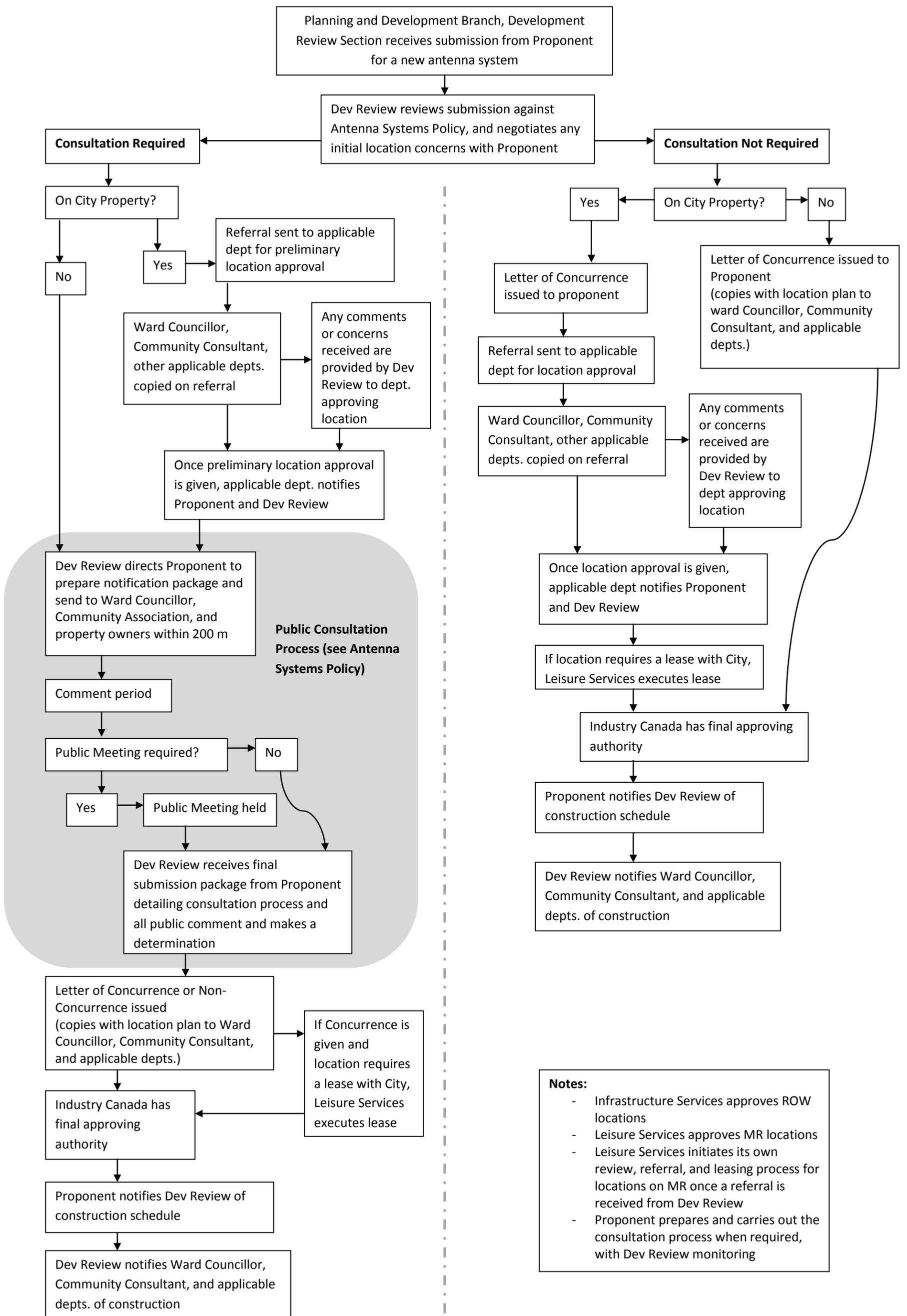
<b>POLICY TITLE</b> <i>Antenna Systems</i>	<b>EFFECTIVE DATE:</b> <i>January 21, 2013</i>	<b>PAGE NUMBER</b> <i>20 of 20</i>
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f) Signs

Identification signs or signs related to the safe operations of the antenna-supporting structure are to be placed on site for no other purpose than to indicate the owner/operator and a contact number. Third party advertising and/or advertising of the proponent is prohibited.

DRAFT

**ATTACHMENT 2**  
**Administrative Review Process for Antenna Systems**



- Notes:**
- Infrastructure Services approves ROW locations
  - Leisure Services approves MR locations
  - Leisure Services initiates its own review, referral, and leasing process for locations on MR once a referral is received from Dev Review
  - Proponent prepares and carries out the consultation process when required, with Dev Review monitoring

Provided by Councillor Lorje  
Aug 13, 2013  
**ATTACHMENT 3**

**From:** Walter Katelnikoff [wmkatelnikoff@hotmail.com]  
**Sent:** August 8, 2013 11:19 AM  
**To:** Lorje, Pat (City Councillor)  
**Subject:** Proposed Monopole

Good Morning Pat

It has been brought to our attention that Sask Tel is proposing to erect a 45.7m Monopole in Holiday Park. The Holiday Park Community Association is of the opinion that before such structures are erected in our community or any other community in the city, that a public meeting be held to inform and answer any questions from concerned residents. We feel that sending out a notice to residents within a few meters of the structure is not adequate. A structure of this size effects the whole community, and therefore we are asking that the city change it's policy about the way residents are informed about changes such as this in their community.

I would appreciate if you would share this with all members of the P&O committee.

Thank You!

Walter Katelnikoff  
President

**TO:** Secretary, Planning and Operations Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** July 29, 2013  
**SUBJECT:** Special Events Policy No. C03-007  
Request for Funding – Speedo Junior Development National  
Championships  
**FILE NO.:** LS 1720-8-1

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

- 1) that the Saskatoon Diving Club, an eligible Youth Sport Subsidy Program sport organization, receive a grant of up to \$4,520 to host the Speedo Junior Development National Championships, on August 1 to 4, 2013.

### **TOPIC AND PURPOSE**

The purpose of this report is to recommend that City Council approve a Youth Sport Subsidy Special Event Hosting Grant for the Saskatoon Diving Club for its event being held at the Shaw Centre on August 1 to 4, 2013.

### **REPORT HIGHLIGHTS**

1. The 2013 Speedo Junior Development National Championships were originally scheduled to be held in Calgary, Alberta. Due to flooding in Calgary, this event had to be relocated to another venue. The Saskatoon Diving Club was chosen by Dive Canada to host the Speedo Junior Development National Championships. The Saskatoon Diving Club was informed of this decision on July 10, 2013.
2. The Administration received a grant application package from Saskatoon Diving Club on July 26, 2013 and completed a review of eligibility criteria requirements.
3. The Special Event Reserve has uncommitted funds available to accommodate this grant application.
4. Given the urgency of organizing this event in a short time frame, the Administration reviewed the application without input from the Special Event Adjudication Committee. As well, this event will have taken place when City Council is considering this funding request.

### **STRATEGIC GOAL**

This report supports the long-term strategy to support community-building through direct investment under the Strategic Goal of Quality of Life.

## **BACKGROUND**

During its March 24, 2003 meeting, City Council approved changes to the Special Events Policy No. C03-007, in which eligible sport organizations may apply for a grant to host an event that takes place from January 1 to December 31 of the upcoming year.

During its December 10, 2012 meeting, City Council approved grants totalling \$47,795 for six eligible sport organizations to host events in 2013.

## **REPORT**

### **Event Relocation**

On July 10, 2013, the Saskatoon Diving Club received official confirmation from Dive Canada that the 2013 Speedo Junior Development National Championships would be relocated to Saskatoon from Calgary. The Talisman Center in Calgary, which was to host this event, experienced flood damage and could no longer host this event as originally scheduled.

On July 11, 2013, the Administration was contacted by the Saskatoon Diving Club to inquire about a late application for a Youth Sport Subsidy Special Event Hosting Grant for this event. Given the circumstances outlined above, the Administration requested the Saskatoon Diving Club submit a grant application for this event to be considered as a late application. Sufficient funding is available in the Special Event Reserve to accommodate this request, subject to City Council approval.

### **Eligibility Criteria Review**

On July 26, 2013, the Administration received a complete grant application package for this event. This event will host 102 of Canada's top 13 and under age class divers who represent the future of diving in Canada. It is expected that with athletes, coaches, officials, volunteers, and spectators coming to Saskatoon from across the country, this event will draw an estimated 350 people to Saskatoon. It is anticipated that approximately 460 hotel rooms will be used over the course of this weekend event, along with participants accessing Saskatoon restaurants for meals, and taxis and vehicle rentals for transportation, which contribute to a positive economic impact on Saskatoon. The facility rental costs associated with hosting this event are estimated to be \$4,520.

### **Special Event Reserve**

The Special Event Reserve currently has \$74,970 in uncommitted funds available to accommodate this grant application.

### Adjudication Committee and Approval Timeline

Given that this event had to be relocated from Calgary and this decision was confirmed on July 10, 2013, it was not possible to have the entire Special Event Adjudication Committee review this grant application. As such, the recommendation outlined in this report is based solely on the Administration's review of the application.

The Administration recognizes this event will have occurred when City Council is considering the grant request; however, given the circumstances of how the Saskatoon Diving Club was chosen to host the event, the Administration is of the opinion that it is an exceptional situation.

### OPTIONS TO THE RECOMMENDATION

The only option would be to deny the recommendation outlined in this report.

### POLICY IMPLICATIONS

The Administration wishes to bring to City Council's attention that the Saskatoon Diving Club hosted the Speedo Junior Nationals event in 2012 and received a Special Event Hosting Grant for that event.

The Special Events Policy states, in part:

“Section 3.2.1 Unexpended Youth Sport Subsidy Funds

- b) funding must be applied to events that are non-recurring on an annual basis.”

Given the circumstances surrounding the Saskatoon Diving Club's position of hosting this event again in 2013, the Administration is of the opinion that this would not be considered an annually recurring event.

### FINANCIAL IMPLICATIONS

The Special Event Reserve, which includes the unexpended Youth Sport Subsidy funds, has an uncommitted balance of \$74,970. This reserve balance will accommodate this request for funding of \$4,520 as recommended for approval in this report.

### PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The Administration received a complete Special Event Grant application from the Saskatoon Diving Club on July 26, 2013. This is considered a late application as 2013 grant applications are due on October 15 annually for events being hosted in the following year.

## **COMMUNICATION PLAN**

The Administration will inform the Saskatoon Diving Club and the Special Event Adjudication Committee of City Council's decision regarding the outcome of the recommendation outlined in this report.

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

The Saskatoon Diving Club is required to submit a post-event evaluation report within 90 days of event completion (November 4, 2013). Upon the Administration's review of this evaluation report, grant funding will be paid out to the Saskatoon Diving Club based on actual facility rental costs.

## **ENVIRONMENTAL IMPLICATIONS**

The recommendation may have resource consumption (energy and water) and waste implications relating to the increased intensity of facility usage during this event. The potential impacts on resources and associated greenhouse gas emission have not been quantified at this time.

## **PRIVACY IMPACT**

There are no privacy implications.

## **PUBLIC NOTICE**

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

Written by: Loretta Odorico, Supervisor, Customer Service

Reviewed by:           "Cary Humphrey"            
Cary Humphrey, Manager  
Leisure Services Branch

Approved by:           "Randy Grauer"            
Randy Grauer, General Manager  
Community Services Department  
Dated:           "July 30/13"          

cc: Murray Totland, City Manager

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Utility Services Department**  
**DATE: July 22, 2013**  
**SUBJECT: Water Main Preservation Service Level**  
**FILE NO: CK. 7820-5**

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**RECOMMENDATION:** that the following report be submitted to City Council recommending that the service level for water main replacement be changed from the current trigger of 12 breaks per segment, to 6 breaks per segment.

### **TOPIC AND PURPOSE**

The purpose of this report is to obtain City Council approval to reduce the maximum number of breaks before a water main is considered for replacement from 12 to 6 breaks. This is an improvement to the service provided.

### **REPORT HIGHLIGHTS**

1. Currently, the maximum number of breaks before a water main is considered for replacement is 12 breaks.
2. In 2009, the Strategic Services Branch conducted a survey of residents regarding tolerance to water service interruptions, which found that residents were not as sensitive to total water main breaks as they were to the frequency of breaks.
3. Based on resident expectations and long term economic analysis, it is recommended that the service level for water main replacements be set at 6 breaks.

### **STRATEGIC GOALS**

The recommendation in this report supports the City of Saskatoon Strategic Goal, Asset and Financial Sustainability, as it will establish an improved level of service to meet resident expectations and will reduce long-term costs for water distribution preservation and maintenance.

### **BACKGROUND**

City Council, at its meeting held on December 2, 2002, considered a report of the General Manager, Infrastructure Services Department dated November 6, 2002, and adopted the following recommendations:

- “1) that the maximum number of breaks, before a water main is considered for replacement, be reduced from 15 to 12 breaks; and
- 2) that Project 1615 in the 2003 Capital Budget, 2004-2007 Capital Plan have provisions for \$1.2 million per year for the replacement of cast iron water mains for 2003 to 2005 inclusive.”

## REPORT

### Water Main Preservation

The preservation of distribution water mains is funded from Capital Project 1615 – Water Distribution, which received funding in the amount of \$6.2 million in 2013 for projects such as water main replacement, connection replacements, water main condition assessment, administrative support and capital purchases for operating programs.

The majority of this funding is allocated to the replacement of water mains. In 2013, the City will spend approximately \$4.4 million on water main replacement and replace 3.5 kilometres (km) of mains.

### Water Main Condition

The condition of water mains is measured based upon the number of breaks (or failures) a water main has incurred in the last 25 years. Mains are then graded on an A to F scale as shown in the table below.

Physical Condition Grades			
Physical Condition	Grade	Number of Breaks	Distribution Mains (km)
Very Good	A	0	727
Good	B	1 or 2	158
Fair	C	3 to 5	54
Poor	D	6 to 8	18
Very Poor	F	9 or more	5

### Service Level

The service level is defined as the number of water main breaks that residents experience before a water main is scheduled for replacement. A water main is defined as the length of pipe that is out of service when break repairs are done. Depending on funding levels, the water main may not be replaced immediately when it reaches the defined Service Level, but will remain in backlog until funding allows for the replacement.

Current funding levels for water main preservation and using a “worst-first” selection method (i.e. the mains with the most breaks are replaced first), has resulted in a backlog of 4.6 km of mains with 9 breaks or more. Although the current written policy is to replace water mains after the 12<sup>th</sup> break, currently, after a main incurs its 9<sup>th</sup> break, it can be expected to be replaced within one to two years.

In 2009, the Strategic Services Branch conducted a survey of residents regarding tolerance to water service interruptions. This survey found that residents were not as sensitive to total water main breaks as they were to the frequency of breaks. Residents

became intolerant of service interruptions when they started occurring at a rate of approximately one or more interruptions every two years.

Using water main break history analysis, a predictive model was developed to analyze the effects of replacing water mains at different stages of their deterioration and how that affects long-term capital and operating costs.

Analysis of Saskatoon's water main break history shows that after a water main has incurred 5 previous breaks, on average the next break can be expected in approximately two years. After that the break, frequency stays relatively constant at one break every two years. When mains reach this condition (more than 5 breaks is a "Poor" rating) there is also a higher probability of multiple breaks in any given year.

In general, reducing the number of breaks at which a water main is scheduled for replacement results in reducing the long-term costs to the Utility (see Attachment 1). Deferring water main replacement and allowing system deterioration to reach a point where breaks become frequent, results in an increase of overall costs as well as a decrease in resident satisfaction.

For these reasons, it is the Administration's recommendation that a service level of 6 breaks over a 25-year period be adopted as the trigger for a water main being placed in the backlog for future replacement. This level provides a balance between resident expectations and reducing long-term costs to the Utility.

### **OPTIONS TO THE RECOMMENDATION**

Not approving the recommendation would leave the approved level of service at 12 breaks before a water main is scheduled for replacement. Current preservation funding already exceeds this level of service.

Recommending a level of service of 9 breaks before a water main is scheduled for replacement would be in agreement with current practices. However, life cycle cost analysis shows that allowing water mains to reach the 9 break threshold will result in higher long term costs to the Utility. Also, based on the responses from residents to the service level survey in 2009, this level of breaks does not meet the expectation of residents for reliable water supply.

### **POLICY IMPLICATIONS**

There are no policy implications.

## **FINANCIAL IMPLICATIONS**

Setting a service level of 6 breaks and setting preservation funding to address the backlog of water mains with 6 or more breaks will result in a long-term reduction in costs.

In order to meet the 6 break service level target and reduce the backlog, short term preservation funding levels will need to increase. Approving the recommended level of service does not set a funding level but sets the measure by which funding levels will be evaluated for effectiveness.

Separate reports from the Utility Services Department will offer recommendations for preservation funding and Utility rate impacts.

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

The public survey which was completed in 2009, as outlined in this report, contributed to the recommendations presented in this report.

## **COMMUNICATIONS PLAN**

Residents are inconvenienced when a water main break that disrupts their lives occurs. The current minimum number of breaks before the water main is replaced is not acceptable for residents.

Once the new level of service is approved and implemented, the City will have a list of eligible water main locations for replacement in order of priority. The process for replacing the water mains will be updated on the website and provided to customer service representatives who receive calls from residents. Affected residents will be notified in advance of work on their water main when it affects access to their homes or driving.

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

Annual analysis of break rates and resident complaints will be done to re-evaluate the effectiveness and suitability of the recommended service level.

## **ENVIRONMENTAL IMPLICATIONS**

An accelerated water main replacement program will result in fewer service disruptions and associated potable water losses in the long term. Activities associated with water main replacements, as well as the treatment and distribution of potable water, require significant inputs of energy and resulting greenhouse gas emissions; therefore, the avoidance or minimization of water main breaks will result in reduction of the overall environmental impact.

**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.

**ATTACHMENT**

1. Water Main Service Level and Funding

Written by: Stephen Wood, Strategic Services Branch

Approved by: Dan Willems, A/Manager  
Strategic Services Branch

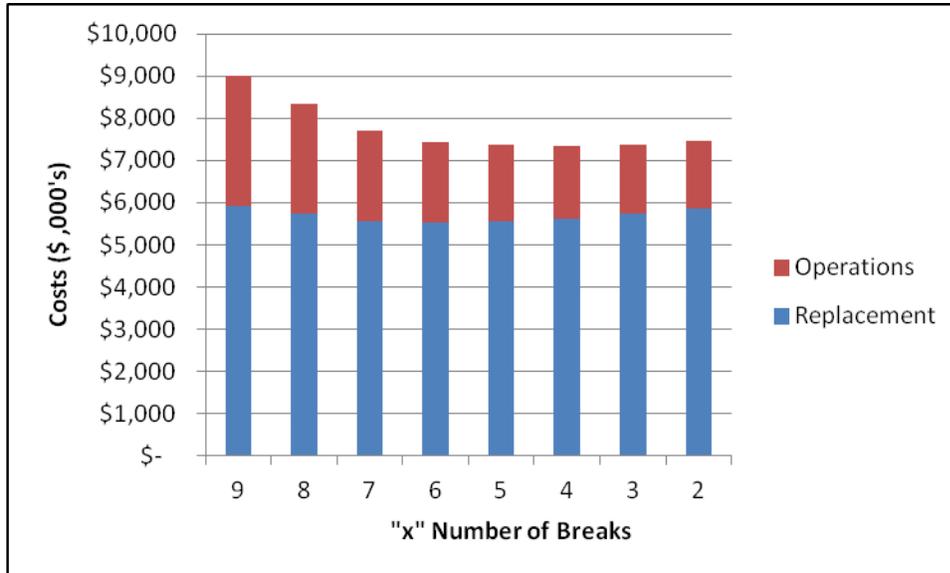
Approved by: "Jeff Jorgenson"  
Jeff Jorgenson, General Manager,  
Utility Services Department  
Dated: Aug. 1, 2013

Approved by: "Murray Totland"  
Murray Totland,  
City Manager  
Dated: August 2, 2013

WATER MAIN SERVICE LEVEL

FIGURE 1

Average Annual Total Costs with replacement scheduled at “x” number of breaks.



The results are from a 35-year simulation using Saskatoon’s measured deterioration rates and construction costs and budget allocations increasing at 3.25% per year. Operation costs represent the annual costs of repairing water main breaks. Replacement costs represent the annual capital costs for replacing water mains with “x” number of breaks or more, up to a defined budget amount with any “backlog” carrying over to the next year.

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Fire and Protective Services Department**  
**DATE: July 25, 2013**  
**SUBJECT: Emergency Mass Notification System**  
**FILE NO: CK. 270-1**

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

- 1) that the sole source purchase of the Everbridge mass notification system, at a cost of \$36,384.58 for the first year, be approved;
- 2) that the cost for the first year be funded through the Saskatoon Fire and Protective Services' Operating Budget; and
- 3) that the plan for cost-sharing of annual costs for subsequent years be approved.

### **TOPIC AND PURPOSE**

This report describes the need to employ an emergency mass notification system for use before, during and after unusual emergency incidents or disasters and the desire to implement this system through a public education campaign and corporate partnership program.

### **REPORT HIGHLIGHTS**

- A description of why this project is being put forward as a sole source contract through the Everbridge company.
- Based on the cost of the Everbridge software and the cost to implement a public awareness campaign, the goals of the partnership plan are to secure \$33,544.61 in annual funding to maintain the Everbridge System.
- The success of the system relies on the ability of the EMO to obtain residents' contact information and ensure the contact database remains accurate and up-to-date.
- A number of significant organizations have expressed interest in supporting the subscription fees.
- Any additional funding raised from the partnership program would be used to develop and implement ongoing public education and awareness campaigns that remind and encourage residents to enhance their personal preparedness through subscription to the mass notification system.

## **STRATEGIC GOAL**

This project supports the long-term strategy to make health and safety a priority under the Strategic Goal of Continuous Improvement. Approval of this project will show Saskatoon as a leader in this area and enhance public safety. The project gives emergency response organizations the ability to provide critical information to citizens, thereby enabling them to take appropriate personal action before, during and after an emergency. In addition, the proposed Emergency Mass Notification System would complete the 'Development of Neighbourhood Evacuation Planning' strategy which is listed as one of the Saskatoon Fire and Protective Services' 2012-2014 Major Initiatives of the City of Saskatoon 2012 Corporate Business Plan and Budget.

## **BACKGROUND**

During the 1960s, the Canadian Department of National Defence (DND) installed and maintained 2,500 air raid sirens to provide a Canadian 'Attack Warning Siren System'. By 1994, several factors, including the aging infrastructure and the growing footprint of many cities, had outstripped the system's capacity to notify all residents causing the DND to begin dismantling the system. At the peak of the program, there were around 12 'Tower Mounted Warning Signals' within the City of Saskatoon. The last device in Saskatoon was removed in 1997.

The need for timely and appropriate notification for natural and manmade emergencies still exists. The National Fire Protection Association (NFPA) has produced a standard on Disaster/Emergency Management and Business Continuity Programs known as NFPA 1600. In May of 2003, Saskatoon Fire and Protective Services received a Prosser and Associates audit report that identified deficiencies, based on NFPA 1600, in the City of Saskatoon Emergency Measures Plan. First, the audit recognized the need for the EMO plan to include 'hazard warning and communication procedures'. The Everbridge Emergency Mass Notification System will be a critical tool that will bring the plan into compliance. The audit also identified that the City EMO Plan did not comply with the recommendation on recovery and situation analysis procedures (NFPA 1600 3-9.4). Everbridge can be set up to enhance the capacity of a post-disaster recovery by allowing any system user to submit reports related to blocked roads, downed power lines or other non life-threatening conditions, to a realtime Everbridge mapping dashboard that is displayed within the Emergency Operations Centre. This type of crowd mapping approach was used very successfully during the Haiti earthquake response to help local authorities prioritize resource allocations.

## **REPORT**

After researching several leading vendors within the emergency notification industry, Saskatoon EMO decided to approach this project as a sole source contract due to the following four key features:

- 1) Customer owned Data: Personal data owned by the customer does not allow the vendor to use it for any other purposes.
- 2) Customer data hosted in Canada: Data stored on servers in Canada is not easily accessed through the Patriot Act by the United States Government.
- 3) Social media integration. The ability to monitor social media activity from within the notification tool, not just to push messages to those channels, is considered a key feature.
- 4) No additional or ongoing usage costs. The avoidance of any additional useage, or maintenance costs, was considered a key feature.

These features are described in further detail in attachment #1.

### Product Overview

When an emergency incident occurs in the City of Saskatoon, such as severe weather or hazardous goods spill, many agencies work together to ensure Saskatoon residents remain safe. However, other unusual situations can occur that may not be emergencies, but may affect hundreds, even thousands, of residents. For example, on March 15, 2013, a snowstorm, coupled with a large watermain break in the early morning hours affected the commute of thousands of residents. A major blizzard in 2007 stranded commuters in their vehicles and essentially paralyzed the routines of many residents for several days.

When incidents like these happen, the EMO currently relies on the local media, through the issuing of Public Service Announcements (PSAs), and the services of the City of Saskatoon Communications Branch to warn residents about incidents that are occurring or could occur.

These tools are useful but are limited in a number of ways. Writing and distributing a PSA can be time consuming and result in delays in providing information to the public. Further, while local media is generally cooperative in publicizing EMO information, PSAs are an unpaid form of advertising and there is no guarantee the messages will be extensively promoted.

The Everbridge tool creates the capacity to effectively target and notify Saskatonians in a timely fashion. The tool provides timely alerts to service subscribers in the form of an email message, a text message, or a voice mail message to their phones or computers. After an emergency, if a user encounters a situation such as downed power lines or a debris-blocked street, the subscriber can send a message and GPS tagged photo to the Everbridge mapping component which would be monitored by the appropriate Department Operations Centres, or the Emergency Operations Centre.

The Everbridge company has a proven track record in Saskatchewan, Alberta and New Brunswick for the provision of emergency mass notification solutions to all major industries and government sectors.

### Partnership Details

EMO suggests that, based on interest among both the public and private sector, realistic objectives to support this program are:

- Secure funding of \$5,000 from six different major groups by June 2014 for a total of \$30,000.
- Secure funding of between \$1 and \$4,999 from a number of other public and private sector organizations by June 2014 for a total of \$34,000.

To be most successful, the EMO's partnership program will be produced according to the following best practices:

- *Realistic Funding Expectations*  
The partnership levels included in the proposal will be realistic amounts that the organizations will likely have no problem agreeing to.
- *Newsworthy Issue*  
The issue of emergency preparedness is an important topic to most people. In times of crisis, the EMO can guarantee potential partners that the media will be very interested. It is at these times that the recognition of our partners' activities will be most valuable.
- *Option for Additional In-Kind Support*  
Even if an organization is unable to provide funding, the 'Sign Up for Safety' partner 'toolkit' would provide them with various options for participation.
- *Realistic Budget*  
The 'Sign Up for Safety' public awareness campaign will include limited paid advertising activities to keep costs down. The campaign will rely mainly on public and media relations activities and the efforts of partners in spreading the campaign messages.
- *Knowledge of the Prospective Partners' Needs*  
As noted above, businesses and organizations that become partners in the EMO program will primarily be those who are concerned with employee and public safety.

### Public Awareness Campaign

The success of the system relies on the ability of the EMO to obtain residents' contact information (they have to sign up to receive the notifications), and ensuring the contact database remains accurate and up-to-date.

A public awareness campaign, 'Sign Up for Safety' has been developed to inform residents about the new mass notification system, encourage them to sign up to receive notifications, and to ensure they advise the EMO of their contact information changes.

The campaign uses a variety of advertising, public and media relations, social media and marketing tools to achieve its goals. It also provides a community outreach component whereby organizations are provided with awareness tools they can use with their own audiences (staff, customers, general public) to help spread the campaign messages.

The campaign begins with a program event launch in September 2013. Over the next three years, numerous message blitzes will take place. Within three years, the EMO would like to have 50% of Saskatoon residents signed up to receive notifications. The campaign will be evaluated by measuring public awareness of the program, the number of residents who sign up to receive notifications, and the number of local partners who are helping to promote the campaign to their own audiences.

### **OPTIONS TO THE RECOMMENDATION**

1. The City of Saskatoon can continue status quo, which would not be in compliance with the 2003 audit recommendations.
2. City Council could choose to expand the current role of ReadyAlert to meet the need of mass emergency notification. Saskatoon EMO uses ReadyAlert to issue emergency notifications to about 100 key managers or response organizations within the City of Saskatoon. Like Everbridge, the ReadyAlert system can be expanded, at a similar cost to Everbridge, to include the entire population of Saskatoon. However, the ReadyAlert system has several limitations:
  - The ReadyAlert system charges each recipient for each alert. This could result in a diminished interest in citizen participation.
  - The ReadyAlert system does not have a mapping feature to capture field data during the recovery phase of an unusual emergency.
  - The ReadyAlert system does not have the ability to push messages to internet enabled electronic message boards and facility Closed Circuit Television monitors.
  - The ReadyAlert system is not a leader within this industry.
3. City Council could choose to re-install a system of warning sirens to provide for emergency notification to a selected audience. It should be noted that disaster research does not favour one type of system over another; all emergency notification systems have pros and cons. In 2011, Phippen Technical was asked to submit a quote for the purchase of a siren system to provide emergency notification in five specific neighbourhoods that were chosen based on proximity to hazardous materials routes or hazardous materials manufacturing plants. Those locations and costs are as follows:
  - Silverwood - \$74,000 (1 siren)
  - Sutherland - \$74,000 (1 siren)
  - Downtown Core - \$148,000 (2 sirens)
  - Montgomery - \$74,000 (1 siren)
  - Nutana - \$74,000 (1 siren)

These costs do not address issues around allocation of land or the ongoing cost to maintain the system. Also, this system provides targeted notification to only the neighbourhoods listed. The rest of the city would continue to rely on the status quo.

### **POLICY IMPLICATIONS**

This particular emergency mass notification system would be new to the City of Saskatoon. However, best practices within the field of emergency management, as well as the 2003 audit, advise authorities having jurisdiction to provide for emergency mass notification. As such, there are no policy implications for the Emergency Measures Organization.

### **FINANCIAL IMPLICATIONS**

Saskatoon Fire and Protective Services is recommending that the operating costs of the Everbridge Mass Notification System for 2013 (approximately \$36,384.58) be funded through the Department's Operating Budget. Thereafter, each partner would sign a three-year contract. All monies collected within the partnership program would be applied directly to the annual Everbridge fee. Surplus funds from the partnership program would be used in the 'Sign Up for Safety' public education campaign. Any budget shortfalls in the partnership program for the Everbridge Mass Notification System would be made up by the City of Saskatoon. Any shortfalls in the 'Sign Up for Safety' program would be managed within the Emergency Measures Organization.

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

Only a few of the many potential stakeholder groups listed in the partnership plan have been contacted. This small number of potential partners were contacted to determine the level of corporate interest that existed in a partnership that would support an annual cost of \$33,544.62. Each of the organizations listed below were asked if they would consider ongoing partnership of \$5,000 per year, for a period of no less than three years. Each one expressed a keen interest in participation:

- Saskatoon Public Schools
- Akzo Nobel Chemicals
- ERCO Worldwide
- CN Rail
- Cameco

### **COMMUNICATION PLAN**

A public awareness campaign, 'Sign Up for Safety' has been developed to inform residents about the new mass notification system, encourage them to sign up to receive notifications, and to ensure they advise the EMO if their contact information changes.

It is expected that the partnership funds will support a long-term public awareness campaign, including distribution of the awareness tools. This does not include the costs of paid advertising nor “in-kind” donations from organizations. The Communication Plan will be funded directly from money collected from the partnership program after the Everbridge costs have been paid.

In addition to the awareness campaign, EMO will conduct three test messages per year which will help remind people of the system, stress the importance of providing updated contact information, and encourage citizens to subscribe to the service.

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

The fall 2013 start date for the program was chosen to meet the stated needs of the Saskatoon Public Schools (SPS). SPS was actively pursuing a similar solution for their emergency notification needs and was planning on going live with their system in the fall when they were contacted by Saskatoon EMO. If the City of Saskatoon can work within this timeline, SPS would represent a long-term partner.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental/greenhouse gas implications.

### **PRIVACY IMPACT**

The Saskatoon Emergency Measures Organization has completed a Privacy Impact Assessment and is working with the City Clerk’s Office to fully comply with the recommendations received from that assessment.

### **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.

Written by: Ray Unrau, Director of Emergency Planning

Approved by: “Dan Paulsen”  
Dan Paulsen, General Manager  
Fire and Protective Services Department  
Dated: August 6, 2013

Approved by: “Murray Totland”  
Murray Totland, City Manager  
Dated: August 6, 2013

### **Key Features – Sole Source Contract**

After researching several leading vendors within the emergency notification industry, Saskatoon EMO decided to approach this project as a sole source contract due to the following four key proprietary features:

1) Customer owned Data

Vendors who allow their customers to have ownership of the personal data entered into their system database cannot have access to the names, phone numbers or email addresses entered by the user. Vendors who maintain access to the customer data would be able to use customer data for market research purposes during the time of the contract, and even after the contract has been terminated. Everbridge ensures customer ownership of data.

2) Customer data hosted in Canada

Vendors store customer data on primary and secondary servers. Data hosted on servers located in the United States are more easily accessible by the United States Government under the Patriot Act. Everbridge hosts both its primary and secondary servers in Canada. One of the vendors allows for locally hosted data if the customer purchases and maintains a server dedicated to the data required by the mass notification system. Vendors who maintain the customer data on their own servers guarantee access that data to send mass notification messages 99.9% of the time. Access to the data is required in order to be able to send emergency messages. If Saskatoon elects to purchase and maintain our data, we would assume that responsibility. Everbridge hosts both its primary and secondary servers in Canada.

3) Social media integration inside the notification tool

Most vendors allow mass notifications to be sent to the customer's existing social media channels to ensure that important messages are delivered to these important channels. Only Everbridge allows the customer to monitor defined social media activity through a single proprietary 'dashboard' that also displays the message notification tools, the statistics of delivered messages, and live mapping information.

4) No additional or ongoing usage costs

Contracts from some vendors do not include the ability for the customer to send an unlimited number of messages per year. Some vendors also have additional charges for the service required for text to voice conversion. Text to voice is used when messages are sent to a land line phone. The Everbridge contract has no provisions for additional charges.

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Community Services Department**  
**DATE: July 30, 2013**  
**SUBJECT: Arena Rates and Fees 2013 to 2015**  
**FILES: CK. 1720-3; LS. 1720-6**

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

- 1) that the information relating to proposed prime time rental rates for indoor arenas for the 2013 to 2014 and the 2014 to 2015 seasons remaining at the 2012 rate of \$241 per hour (October 1, 2013, to March 31, 2015) be received; and
- 2) that this report be referred to the 2014 Business Plan and Budget review.

### **TOPIC AND PURPOSE**

The purpose of this report is to provide rationale for the proposed 2013 to 2015 prime time rental rates for indoor arenas.

### **REPORT HIGHLIGHTS**

1. A review of the 2012 indoor arena operating revenue and expenditures was completed.
2. A review of prime time indoor arena ice rental rates for the 2013 to 2014 season and the 2014 to 2015 season was also completed.
3. It has been concluded that approved cost recovery rates can be achieved by maintaining 2012 rental rates for the next two years.

### **STRATEGIC GOAL**

Under the Strategic Goal of Quality of Life, this report supports the long-term strategy to ensure existing and future leisure centres and other recreation facilities are accessible physically and financially, and meet community needs.

### **BACKGROUND**

In 2008, City Council approved that building reserve costs will be excluded from cost recovery calculations for indoor arenas. By excluding the building reserve costs from the rental fee calculation, it was possible to obtain a cost recovery of 100 percent for the City of Saskatoon's (City) five indoor arenas.

The 2008 cost recovery objective for indoor arenas adopted by City Council indicated that full cost recovery was to be achieved. In order to achieve this objective, between 2007 and 2012, the prime time hourly rental rates increased from \$181 to \$241 per hour.

At its May 28, 2012 meeting, City Council approved a report concerning rates and fees for indoor arenas from April 1, 2013, to March 31, 2016. In this report the Administration recommended an increase in rental rates over time to achieve its 100 percent cost recovery objective (see Attachment 1). It was proposed that the prime time hourly rental rate would have to increase by \$12 annually from \$241 in 2012, to \$253 in 2013, and \$265 in 2015.

## **REPORT**

### **Indoor Arena Revenue and Expenditures Review**

At the end of a fiscal year, the Administration conducts a review of indoor arena revenues and expenditures. During the Administration's review of the 2012 operating budget, it became evident that revenues generated based on the \$241 hourly rental rate, exceeded operating expenses by seven percent in 2012. Further investigation uncovered the following factors that contributed to a cost recovery rate greater than the 100 percent objective:

- Increased ice rentals during non-prime time hours increased net revenues and positively impacted the cost recovery rate;
- Decreased utility costs, due to an upgraded electrical meter, implementation of new ice making technology, and the replacement of boilers and hot water heaters that reached the end of the life cycles; and
- Improved efficiencies in staff scheduling resulting in reduced overtime.

Given the cost recovery exceeded the 100 percent objective, the Administration reviewed the rental rate calculation identified in the May 28, 2012 report to City Council. The review identified that the building reserve was included in the cost recovery calculation. Consequently, the rental rates for indoor arenas were higher than necessary. For reasons noted above, the Administration has now recalculated rental rates for the indoor arenas.

### **Indoor Ice Rental Rates for 2013 to 2015**

Table 1 on page three outlines the cost recovery percentage from 2012 to 2015 based on the prime time rental rates approved by City Council at its May 28, 2012 meeting. The 2012 actual cost recovery was 107.4 percent. Using the preliminary budget estimates for 2014 and 2015, the cost recovery for 2014 is projected to be 109.7 percent

Table 1

<b>Approved Rates</b>	<b>2012</b>	<b>2013/14</b>	<b>2014/15</b>
Prime time	\$241	\$253	\$265
Cost Recovery (percent)	107.4	109.7	Not Forecasted

Note: The above rates exclude G.S.T.

Table 2 below illustrates the 2013 to 2014 and 2014 to 2015 cost recovery rates when prime time rental rates remain at the 2012 rate of \$241 per hour. Using the preliminary budget numbers for 2014 and 2015, the cost recovery rates for 2013 to 2014 is estimated at 107.4 percent and for 2014 to 2015 is 105.0 percent.

Table 2

<b>Revised Fees</b>	<b>2012</b>	<b>2013/14</b>	<b>2014/15</b>
Prime time	N/A	\$241	\$241
Cost Recovery (percent)	N/A	107.8	105.0

Note: The above rates exclude G.S.T.

The Administration is recommending the prime time rental rate for the 2013 to 2014 and the 2014 to 2015 seasons remain at the 2012 rate of \$241 per hour. As outlined in Table 3 below, the City's prime time rental rate is still competitive when compared to privately operated indoor arenas within Saskatoon and area.

Table 3

<b>Indoor Arena Rate Comparison</b>	<b>City of Saskatoon</b>	<b>Schroh Arena</b>	<b>Canlan Ice Sports (Jemini and Agriplace)</b>	<b>Latrace Arena</b>
Prime Rental Rate per hour (plus G.S.T.)	\$241	\$232	\$250	TBD*

\* Rates had not been confirmed at time of this report.

### Dry Arena Rental Rates

"Dry Arena" is the term used for arenas that have had the ice removed for the off season (April to September) and continues to be rented and/or programmed (e.g. indoor ball hockey, lacrosse). At the end of 2012 year, the Administration also reviewed the indoor arena dry rental rates. It is confirmed that all expenses and operating costs were included when the rental rates were calculated. The dry arena rental rate will remain as outlined in the report approved by City Council at its May 28, 2012 meeting.

## **OPTIONS TO THE RECOMMENDATION**

City Council may choose to increase the prime time ice rental rates effective October 1, 2013 and the indoor arena cost recovery rate would increase to an estimated 109.7 percent, as outlined in this report. The Administration is not recommending this option as it would result in an unnecessary financial impact to minor sport groups.

City Council may choose to decrease the prime rental rates as of October 1, 2013; the Administration is not recommending this option as the current rate is competitive when compared to the private market.

## **POLICY IMPLICATIONS**

There are no policy implications.

## **FINANCIAL IMPLICATIONS**

Maintaining indoor arena rental rates at \$241 per hour for the 2013 to 2014, and 2014 to 2015 seasons will allow user groups to minimize the cost increase to participants and the approved cost recovery objective will be achieved.

As a result of maintaining this fee, there will be no direct impact on the Youth Sport Subsidy Program.

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

The Administration meets regularly with indoor arena user groups. All groups have been contacted and informed of the potential adjustment to the rental rates. As indicated to the users, the Administration will continue to monitor revenues and expenses annually and if changes are required, a report will be brought forward.

## **COMMUNICATION PLAN**

Rental rates for City arenas will continue to be published in the seasonal Leisure Guide, notices will be sent to each user group, and other selective advertising will be completed through various media agencies.

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

The Administration will review the cost recovery rates at the end of the 2014 indoor arena winter season and report back to City Council in May of 2014 if any further rental rate adjustments are warranted.

## **ENVIRONMENTAL IMPLICATIONS**

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

**PRIVACY IMPACT**

There are no privacy implications.

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

No safety/CPTED review is required at this time.

**PUBLIC NOTICE**

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

**ATTACHMENT**

1. 2013 to 2016 Indoor Arenas Rates and Fees Report, dated May 7, 2012

Written by: Roxane Melnyk, Supervisor, Facility Services

Reviewed by: “Cary Humphrey”  
Cary Humphrey, Manager  
Leisure Services Branch

Approved by: “Randy Grauer”  
Randy Grauer, General Manager  
Community Services Department  
Dated: “August 1, 2013”

Approved by: “Murray Totland”  
Murray Totland, City Manager  
Dated: “August 5, 2013”

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Community Services Department**  
**DATE: May 7, 2012**  
**SUBJECT: 2013 to 2016 Indoor Arenas Rates and Fees**  
**FILE NO: LS 1720-6**

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

- 1) that the rates and fees be approved for the indoor arenas from April 1, 2013, to March 31, 2016, as outlined in this report;
- 2) that the 2013 operating budget be prepared based on the rates and fees outlined in this report;
- 3) that this report be referred to the review of the 2013 Business Plan and Budget;
- 4) that the public skating rates be approved effective September 1, 2012, to March 31, 2015, as outlined in this report; and
- 5) that Recreation Facilities – Rental Fees Policy No. C03-030 be amended to include the off-season indoor arena rental rates in the establishment of a maximum per diem rental rate, as outlined in this report.

### **BACKGROUND**

The Leisure Services Branch operates five indoor arenas throughout the city (ACT, Archibald, Cosmo, Kinsmen, and Lions) which consist of six ice surfaces. The arenas accommodate various local indoor ice activities and special events.

The outside user groups that primarily use the indoor arenas include Saskatoon Minor Hockey, Saskatoon Ringette Association, Saskatoon Lions Speed Skating Club, Saskatoon Box Lacrosse (Lacrosse), Saskatoon Ball Hockey (Ball Hockey), Saskatoon Public Schools, Greater Saskatoon Catholic Schools, and various adult casual users. The internal programs offered at the indoor arenas include public skating, parent and tot skating, and children's learn-to-skate classes.

In 1990, City Council adopted the Recreation Facilities – Rental Fees Policy No. C03-030 (updated in March 2006). This policy provided direction to establish an equitable method of recovering costs associated with the provision of the City of Saskatoon (City)'s leisure facilities, under the jurisdiction of the Community Services Department, from users of those facilities. Objectives of the Recreation Facilities – Rental Fees Policy No. C03-030 are:

- a) to ensure that those who benefit from using leisure facilities pay a fair and equitable share of the cost of such service;
- b) to ensure consistency in the rental fees charged at all leisure facilities that provide

- c) the same or similar service to customers;
- c) to encourage customers to utilize leisure facilities; and
- d) to ensure that the City's rental fees do not discourage the provision of leisure facilities by outside organizations.

The recoverable costs that are currently associated with the rental rates established for indoor arenas include staffing and payroll costs, administration costs, preventative maintenance costs, utilities, general maintenance, equipment maintenance, and financing costs. Since 1995, City Council approved the cost recovery objective for indoor arenas to recover 100 percent of all costs.

In 2008, City Council approved that the building reserve costs be excluded from the cost recovery calculations for the indoor arenas. By excluding the building reserve costs from the rental fee calculation, it was possible to obtain a cost recovery of 100 percent for the City's five indoor arenas.

The 2008 cost recovery objective for indoor arenas adopted by City Council indicated that full cost recovery would be achieved by 2012 based on an annual hourly rate increase of \$12. Between 2007 and 2012, the prime-time hourly rental rate has gone from \$181 to \$241 per hour. The cost recovery rate for indoor arenas, based on 2011 actual rental revenues and expenses, is 94 percent. The two main reasons that the 100 percent cost recovery objectives have not been achieved are as follows:

- 1) the off-season indoor arena rental rate is not recovering all of the costs to provide this rental service; and
- 2) rental rates have not kept pace with the operating cost projections due to increases in staffing and utility costs.

The purpose of this report is to recommend annual rental rate increases over the next four years to achieve a 100 percent cost recovery rate for indoor ice rentals and indoor off-season arena rentals.

## **REPORT**

### Off-Season Indoor Arena Rental

The Leisure Services Branch introduced an off-season indoor arena rental rate in response to the formation of a youth league for Lacrosse. At that time, a rate was established to recover 100 percent of the estimated operating costs; however, over the years, this rate has not kept pace with increased operating costs during the summer months. As a result, off-season indoor arena rentals are not recovering 100 percent of the operating costs. Since the introduction of off-season rentals, the Leisure Services Branch has seen a significant increase in usage during the months of April to August. The two primary user groups that provide league play and tournaments for youth and adults are Lacrosse and Ball Hockey.

To calculate a cost recovery rate, your Administration calculated the operating costs associated with the off-season rental period and divided this amount by available rental hours (total capacity) to arrive at an hourly rental rate. Using the 2012 operating budget as an example, the cost recovery rate calculation is outlined in Chart 1 below:

**Chart 1**

<b>Total Operating Costs</b>	<b>Available Rental Hours</b>	<b>Target Recovery Rate</b>	<b>2012 Current Rate</b>
\$87,500	1,500 hours	\$58.33 per hour	\$45.00 per hour

As identified in Chart 1 above, the current rental rate is not recovering the total summer season operating costs. To achieve a 100 percent cost recovery rate, your Administration is proposing an increase in hourly rental rates, as outlined in Chart 2 below:

**Chart 2**

<b>Proposed Fees 2013 to 2016</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Off-Season Hourly Rental Rate	\$45	\$60	\$62	\$64

Off-Season Daily Rental Rate

Lacrosse and Ball Hockey rent the indoor arenas for the entire day during the summer months to host tournaments and clinics. Your Administration is recommending a maximum per diem rental rate be achieved based on restricting the rental rate when a value equal to the average daily rental revenue per day is achieved. This rate is achieved when an arena is booked for a consecutive nine-hour period, as indicated in the Chart 3 below.

**Chart 3**

<b>Proposed Daily Rental Rate</b>	<b>Consecutive Hours Rented</b>	<b>Charge per Hour</b>	<b>Average Rental Revenue per Day</b>
Off-Season Rental	9	\$60	\$540

Winter Season Cost Recovery Rate Calculation

Using 2012 budgeted ice rental volume and operating expenses, the cost recovery estimate for 2012 is 92 percent, as outlined in Chart 4 below. To achieve the cost recovery objective approved by City Council (100 percent of recoverable costs) by 2015, your Administration is proposing to continue with a \$12 annual hourly rate increase. The main reasons why the cost recovery is not at 100 percent is due to increases in operating costs, decreases in concession revenues, increases in public skating costs, and increases in the off-season arena rental costs.

**Chart 4**

<b>Proposed Fees 2013 to 2015</b>	<b>2011 Actual</b>	<b>2012/2013 Budget</b>	<b>2013/2014 (Proposed)</b>	<b>2014/2015 (Proposed)</b>	<b>2015/2016 (Proposed)</b>
Ice Prime time	\$229	\$241	\$253	\$265	\$277
Annual Rate Change Per Hour	-	\$12	\$12	\$12	\$12
Cost Recovery (percent)	94	92	97	99	101

Note: The above rates exclude G.S.T.

Chart 5 below illustrates that the City's prime rental rate is higher when compared to the privately operated indoor arenas within Saskatoon and area. Historically, private operators have set their rental rates after the City has set its rental rates.

**Chart 5**

<b>Indoor Arena Rate Comparison</b>	<b>City of Saskatoon</b>	<b>Schroh Arena*</b>	<b>Canlan Ice Sports (Jemini and Agriplace)</b>	<b>Harold Latrace Arena*</b>
Prime Rental Rate per Hour (plus G.S.T.)	\$241 (2012)	\$232 (2011)	\$237 (2012)	\$200 (2011)

\*Note: Schroh Arena and Harold Latrace Arena have not set their rates for 2012.

#### Public Skating Rates

Public skating rates provide general admission into any of the indoor arenas, which are intended to allow the public access at any of the indoor arenas that offer public skating throughout the season. The proposed general admission rates and fees are based on the same calculation used to set the rates for the general admission to any of the indoor leisure centres.

The proposed general admission rates and fees for single use are based on the following:

- a) adult (age 19 and over) equals the base rate;
- b) children and youth (ages 6 to 18 years) equals 60 percent of the base rate;
- c) preschool (age 5 and under) = no charge; and
- d) family equals two times the adult admission rate (A family is defined as a group up to seven individuals, related by birth, legal status or marriage, with a maximum of two adults).

The proposed public skating admission for indoor arenas from 2012 to 2016 is as follows:

<b>Public Skating</b>	<b>2012/2013</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>
Adults	\$3.50	\$4.00	\$4.50	\$5.00
Youth	\$2.10	\$2.40	\$2.70	\$3.00
Family	\$7.00	\$8.00	\$9.00	\$10.00
5 and under	No Charge	No Charge	No Charge	No Charge

## **OPTIONS**

1. City Council may delay the indoor arena rental rate increase as outlined in this report (excluding off-season indoor arena rental rates). This option for ice rental would reduce revenues between \$63,400 and \$190,200 or 6 to 7 percent under 100 percent cost recovery.
2. City Council may delay the off-season hourly rental rate increase as outlined in this report. This option for off-season hourly rental rates would reduce revenues between \$20,900 and \$27,500 or 1 to 2 percent under 100 percent cost recovery.

## **POLICY IMPLICATIONS**

Recreation Facilities – Rental Fees Policy No. C03-30 will need to be updated to include an off-season indoor arena maximum per diem rental rate as outlined in this report.

## **FINANCIAL IMPLICATIONS**

The current hourly, prime-time rental rates will see an increase of 4.9 percent, or \$12 per hour annually. The dry arena rentals will see an overall increase of 33 percent over the next four years to achieve 100 percent cost recovery. All arena users will now pay fees that accurately represent the costs associated to operate the indoor arenas.

As a result of implementing the proposed rental rate increments, the Youth Sport Subsidy Program budget will see an annual increase of approximately \$27,300, or 1.89 percent in 2013. This will be offset by annual increases in the indoor arena revenues of approximately \$40,900.

## **PUBLIC COMMUNICATION PLAN**

Your Administration meets regularly with the indoor arena user groups. In the past, organizations have requested consistent annual rate increases in order to plan ahead and properly prepare their budget from year to year. The rental rate increases being proposed will not come into effect until 2013.

Organizations have consistently indicated that rental rate increases are passed onto the program participants through registration fees, which may result in a decline in overall registration volume. If approved, your Administration will advise all sport organizations of the rental rates being proposed in this report to determine what impact the rental rate increases may have on each organization and advise City Council prior to the 2013 budget review.

Rental rates for prime-time, non prime-time, dry arenas, and public skating fees will continue to be published in the seasonal Leisure Guide, notices will be sent to all of the user groups, and other selective advertising will be done through various media.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/ or greenhouse gas implications.

**PUBLIC NOTICE**

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

Written by: Roxane Melnyk, Facility Services Supervisor

Reviewed by: “Cary Humphrey”  
Cary Humphrey, Manager  
Leisure Services Branch

Approved by: “Randy Grauer”  
Randy Grauer, General Manager  
Community Services Department  
Dated: “May 11, 2012”

Approved by: “Murray Totland”  
Murray Totland, City Manager  
Dated: “May 11, 2012”

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. Neighbourhood Traffic Management Program**  
**(Files CK. 6320-1 and IS. 6320-1)**

- RECOMMENDATION:**
- 1) that the Administration utilize the revised process, as outlined in the Neighbourhood Traffic Calming Guidelines and Tools, for addressing neighbourhood traffic concerns; and
  - 2) that the report of the General Manager, Infrastructure Services Department dated May 15, 2013, be referred to City Council during the 2014 Business Plan and Budget deliberations.

Your Committee has considered and supports the report of the General Manager, Infrastructure Services Department dated May 15, 2013 requesting approval for a new process for addressing neighbourhood traffic concerns, which includes community engagement to develop joint solutions. Guidelines and tools to support the process are also included.

Copies of the Neighbourhood Traffic Calming Guidelines and Tools and attachments are available for viewing in the City Clerk's Office and on the City's website at [www.saskatoon.ca](http://www.saskatoon.ca) as part of the Council agenda.

**2. Proposed Amendments to Bylaw 7200, The Traffic Bylaw  
Truck Routes  
(File No. CK. 6000-1 and IS. 6332-1)**

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**RECOMMENDATION:** that the City Solicitor be instructed to amend Bylaw 7200, The Traffic Bylaw, to reflect changes to truck routes as outlined in the report of the General Manager, Infrastructure Services Department dated July 3, 2013.

Your Committee has considered and supports the attached report of the General Manager, Infrastructure Services dated July 3, 2013 regarding the above matter.

**3. Traffic Control Neighbourhood Retrofit Program  
(File No. CK. 6320-1)**

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**RECOMMENDATION:** that the Traffic Control Neighbourhood Retrofit program be expanded to other grid roadway network neighbourhoods, as outlined in the report of the General Manager, Infrastructure Services Department dated July 22, 2013.

Your Committee has considered and supports the attached report of the General Manager, Infrastructure Services Department dated July 22, 2013 providing information on the results to date of the pilot Traffic Control Neighbourhood Retrofit program in the City Park neighbourhood, and to obtain approval to expand the program to other grid roadway network neighbourhoods.

**4. U-Pass Agreement between the City of Saskatoon and Oskayak High School  
(Files CK. 7312-1 and WT – 7314-1)**

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**RECOMMENDATION:**

- 1) that the Administration be directed to finalize an agreement with Oskayak High School for a permanent U-Pass Program based on the terms of this report,
- 2) that the Mayor and City Clerk be authorized to execute the necessary agreements; and

- 3) that the City Solicitor be instructed to draft the appropriate amendments to The Transit Fares Bylaw, 2004.

Your Committee has considered and supports the attached report of the General Manager, Utility Services Department dated July 25, 2013 regarding the above matter.

**5. LEED Energy Modelling, Measurement, and Verification Consultant  
Contract Extension Approval – Remai Art of  
Saskatchewan/River Landing Parkade  
(Files CK. 4129-15 and CS. 4130-3 and CC. 4130-2)**

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- RECOMMENDATION:**
- 1) that an extension of the consultant services contract with Enermodal Engineering Ltd. for LEED, Energy Modelling, Measurement and Verification for the Remai Art Gallery of Saskatchewan/River Landing Parkade project construction phase, for a total fee of \$115,836.00 (including disbursements and GST), be approved; and
  - 2) that the City Solicitor be instructed to prepare the extension to the consultant services agreements for execution by His Worship the Mayor and the City Clerk under the Corporate Seal.

Your Committee has considered and supports the attached report of the City Manager dated August 1, 2013 regarding the above matter.

**6. Commissioning Consultant Contract Approval – Remai Art  
Gallery of Saskatchewan/River Landing Parkade  
(File No. CK. 4129-15)**

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- RECOMMENDATION:**
- 1) that an extension of the consultant services contract with Thurston Engineering Services for the consulting services for Fundamental and Enhanced Commissioning Agent work for the post-tender construction phase only, for a total fee of \$127,050.00 (including disbursements and GST), be approved; and

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

Your Committee has considered and supports the attached report of the City Manager dated August 1, 2013 regarding the above matter.

**7. Enquiry – Former Councillor B. Dubois (September 4, 2012)  
Intersection of Konihowski and Rever Road  
(File No. CK. 6320-1)**

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

Your Committee has considered and supports the attached report of the General Manager, Infrastructure Services Department dated July 22, 2013 providing information in response to an enquiry from former Councillor B. Dubois regarding the safety of the intersection of Konihowski Road and Rever Road.

**8. Traffic Collision Analysis  
(File No. CK. 430-5)**

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

Your Committee has considered and supports the attached report of the General Manager, Infrastructure Services Department dated July 12, 2013 providing information on the new traffic collision analysis tool which is being used to monitor and mitigate traffic collisions in the City of Saskatoon.

**9. Saskatoon Transit 2012 Annual Report  
(Files CK. 430-17 and WT. – 7300-1)**

---

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

Your Committee has considered and supports the attached report of the General Manager, Utility Services Department dated July 22, 2013 presenting the 2012 Saskatoon Transit Annual Report that outlines the performance and activities of the branch in 2012 and included a comparative analysis of transit ridership to previous years.

Report No. 13-2013  
Wednesday, August 14, 2013  
Administration and Finance Committee  
Page 5

**10. Residential Curbside Recycling Program – Second Quarter Report  
(Files CK. 783-5 and WT 7832-10)**

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

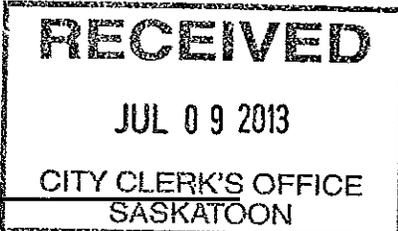
Your Committee has considered and supports the attached report of the General Manager, Utility Services Department dated July 2, 2013 providing a status update on the implementation through the second quarter of 2013.

Respectfully submitted,

---

Councillor D. Hill, A/Chair

TO: Secretary, Administration and Finance Committee  
 FROM: General Manager, Infrastructure Services Department  
 DATE: May 15, 2013  
 SUBJECT: Neighbourhood Traffic Management Program  
 FILE NO.: IS. 6320-1



- RECOMMENDATION:**
- 1) that this report be forwarded to City Council recommending that the Administration utilize the revised process, as outlined in this document, for addressing neighbourhood traffic concerns; and
  - 2) that this report be referred to City Council during the 2014 Business Plan and Budget deliberations.

**TOPIC AND PURPOSE**

The purpose of this report is obtain City Council approval for a new process for addressing neighbourhood traffic concerns, which includes community engagement to develop joint solutions. Guidelines and tools to support the process are also included.

**REPORT HIGHLIGHTS**

1. As the City of Saskatoon continues to grow, the concerns of increased traffic volumes and speed in residential areas is increasing.
2. A two-pronged approach has been developed to address the concerns.
3. New Traffic Calming Guidelines and Tools (Attachment 1) focuses on community-wide traffic calming solutions and includes significant community engagement.
4. Proposed Measures to Managing Speed have been developed to create awareness and education to address speeding concerns (Attachment 2).

**STRATEGIC GOALS**

This report supports City of Saskatoon long-term strategy of Moving Around, as traffic calming devices provide safety for motorists, cyclists and pedestrians.

**BACKGROUND**

As the population of the City of Saskatoon continues to grow, residents are indicating an increasing concern regarding neighborhood traffic issues. In particular, residents in some areas are concerned about the impact of frequent occurrences of speeding and short-cutting traffic on the quality of life within the community.

In the past, the Administration responded to traffic concerns in residential neighbourhoods by reviewing the individual concern and possibly implementing traffic calming measures such as speed humps, curb extensions, pedestrian median islands and other measures intended to slow, discourage or obstruct unwanted traffic or to improve a pedestrian crossing location.

Many areas where traffic calming has been implemented have been a result of one specific concern which involves reviewing one individual location. Often, treating one location can shift the concern to adjacent streets. In addition, where locations do not meet the typical traffic calming guidelines, no modifications are implemented, which often lead to residents not being satisfied with the results. In these cases, the concerns remain and subsequent requests for additional studies are received. This is an inefficient use of resources. A summary of the former process is included in Attachment 3.

## REPORT

Based on the inefficiency of the former process and concerns related to the lack of community input, the Administration has developed a two-pronged approach to address traffic concerns in residential areas. The components of the new process include not only physical traffic calming measures, but also education and awareness tools to assist with addressing speeding concerns in neighbourhoods.

The intent of the new approach is to review concerns on a neighbourhood-wide basis and engage the community and stakeholders to develop joint solutions to better address the concerns.

### 1. Neighbourhood Traffic Calming Guidelines

The overall objectives of the **City of Saskatoon Traffic Calming Guidelines and Tools** (Attachment 1) are to maintain the livability and environmental quality of our neighborhoods, while ensuring the safe, efficient and economical movement of persons and goods.

The new process will consist of an area-wide review for each neighbourhood. All concerns received throughout the year will be sorted and the neighbourhoods will be prioritized for review based on the number and severity of outstanding concerns. In the meantime, any concerns related to speeding will be addressed through the Speed Management Program as outlined below.

Community meetings would be set up in the early part of the year to discuss concerns, followed by traffic studies to provide data and statistical analysis as an indicator. Once reviewed, a follow up meeting with the Community will be set up to discuss the outcome of the studies and present a Neighbourhood Traffic Management Plan where the residents and stakeholders who would be affected by the proposed recommendation would be able to provide their comments. Attachment 1 provide further details on the process and outlines that various traffic calming measures that may be incorporated into the plan.

An exception to this process will be concerns adjacent to elementary schools. Concerns directly adjacent to an elementary school will be reviewed as they are received. The traffic volumes surrounding many schools in Saskatoon are continually

increasing due to the rapid growth of the City and there is a higher level of pedestrian activity around the schools. In addition, traffic control (stop, yield signage and/or traffic signals) and pedestrian crossing concerns will continue to be addressed as they are received, as the concerns are more localized.

Given the current resources, the goal is to address 4 neighbourhoods each year. It is the Administration's intent to initiate neighbourhood-wide reviews in 2014. The neighbourhoods to be reviewed for 2014 will be determined at the end of 2013. If additional resources were available, additional neighbourhoods could be address in a more timely manner. It is estimated that one additional employee for 2 years would provide the ability to undertake twice the amount of neighbourhood reviews on an annual basis. Of the 60 neighbourhoods throughout the City, approximately 15 are known to have significant concerns.

## 2. Speed Management Program

The intent of the Speed Management Program (Attachment 2) is to address speeding concerns in neighborhoods by increasing driver and community awareness of the speed conditions on their local streets. Installing traffic calming for every speed complaint would result in every street being traffic calmed or police enforcing the area on a daily basis. This is unrealistic given the current resources, and the need to ensure that traffic can still flow throughout the city.

Tools such as temporary speed signs, speed display boards, and community speed watch provide an opportunity for both the driver and community members to participate in speed reduction creating safer, more livable streets. This program requires the joint efforts of the Saskatoon Police Service, City of Saskatoon Transportation Branch, and Community Associations in order to be successful.

The primary components of the program include:

1. Temporary Speed Signs
2. Speed Display Boards
3. Informational Brochure
4. Other measures

When complaints are received related to neighbourhood speeding, the concern will be addressed through the Speed Management Program until the neighbourhood-wide review can be completed.

### Pilot Projects

The Administration will be piloting the new process in conjunction with the Mayfair Local Area Plan to address traffic issues in the neighbourhood. The new guidelines will be used to help develop a solution to the neighbourhood traffic issues. An initial meeting was held in June 2013 and traffic studies will be conducted between July and September. A follow up meeting will take place in the fall.

Similarly, the Nutana neighborhood will also be used as a pilot for this new process in Fall 2013. There are currently numerous studies underway in the neighbourhood to address outstanding concerns, and addressing them on a neighbourhood-wide basis will provide a more successful outcome.

### **POLICY IMPLICATIONS**

All solutions will follow the various policies or guidelines in place. Any deviation from these will require approval from Council.

### **PRIVACY IMPLICATIONS**

There are no privacy implications.

### **COMMUNICATIONS PLAN**

The City of Saskatoon webpage will be updated to include information on the process for reporting an area of concern. All Community Consultants will be notified of the new changes so they can share with the Community Associations.

The current method for accepting and reviewing traffic concerns was updated and now includes a formal process for receiving any traffic or parking related concerns. In order to manage all of the concerns and collect all required information upfront, residents can now complete an online form from the City's website. In addition, concerns may also be submitted through Community Associations, emails and letters.

The online component will be enhanced with an interactive map of the City over the next few months, where residents can see if the location has been reported and see the results of traffic studies on various locations.

Traffic changes as a result of a neighbourhood study will be communicated through the community associations and with signage as appropriate.

### **STAKEHOLDER INVOLVEMENT**

Traffic Calming measures impact all users of the roadway, including agencies responsible for maintenance and operations and emergency services. Discussions have been held with Public Works, Transit Services, Saskatoon Police Service, and Fire and Protective Services to identify the impact of various traffic calming measures on their operations. Their input has been incorporated into the guidelines.

### **ENVIRONMENTAL IMPLICATIONS**

Traffic calming measures are expected to have positive greenhouse gas emissions implications as they tend to reduce total vehicle mileage in an area by reducing speeds and improving conditions for walking, cycling and transit use. Residents in

neighbourhoods with suitable street environments tend to walk and bicycle more, ride transit more, and drive less than comparable households in other areas.

### **FINANCIAL IMPLICATIONS**

The funding currently being used to address traffic concerns throughout the City will be used to address 4 neighbourhood-wide reviews per year and administer the Speed Management Program. The Speed Management Program will require the purchase of 4 speed display boards at a cost of \$5,000 per unit.

An additional resource to expedite the reviews for the first two years would cost approximately \$90,000 per year. This position would assist in the community engagement aspect of the program. There will be a request for \$90,000 in the 2014 Business Plan and Budget in the Reserve for Capital Expenditures.

The total cost for the proposed program in 2014 is \$290,000. The 2014 budget submission for Capital Project 1512 – Neighbourhood Traffic Calming includes a provision for the purchase of the speed display boards and an additional resource.

All traffic calming projects are funded by the Traffic Safety Reserve through Capital Project 1512 - Neighbourhood Traffic Calming. In order to implement traffic calming measures on a neighbourhood wide basis, the current list of the outstanding temporary locations (Attachment 4) will remain as-is until a neighbourhood-wide review is undertaken to confirm the need to make the measures permanent.

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

The Administration will provide a report on the neighbourhood priority list in December 2013.

### **PUBLIC NOTICE**

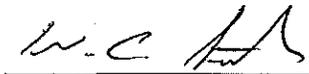
Public Notice, pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

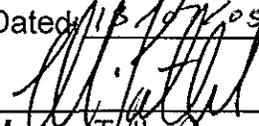
### **ATTACHMENTS**

1. Neighbourhood Traffic Calming Guidelines and Tools;
2. Proposed Measures to Manage Speed in Your Neighbourhood;
3. Neighbourhood Traffic Management – Previous Process; and
4. Outstanding Temporary Traffic Calming.

Written by: Shirley Matt, Traffic Management Engineer  
Transportation Branch

Approved by: Angela Gardiner, Manager  
Transportation Branch

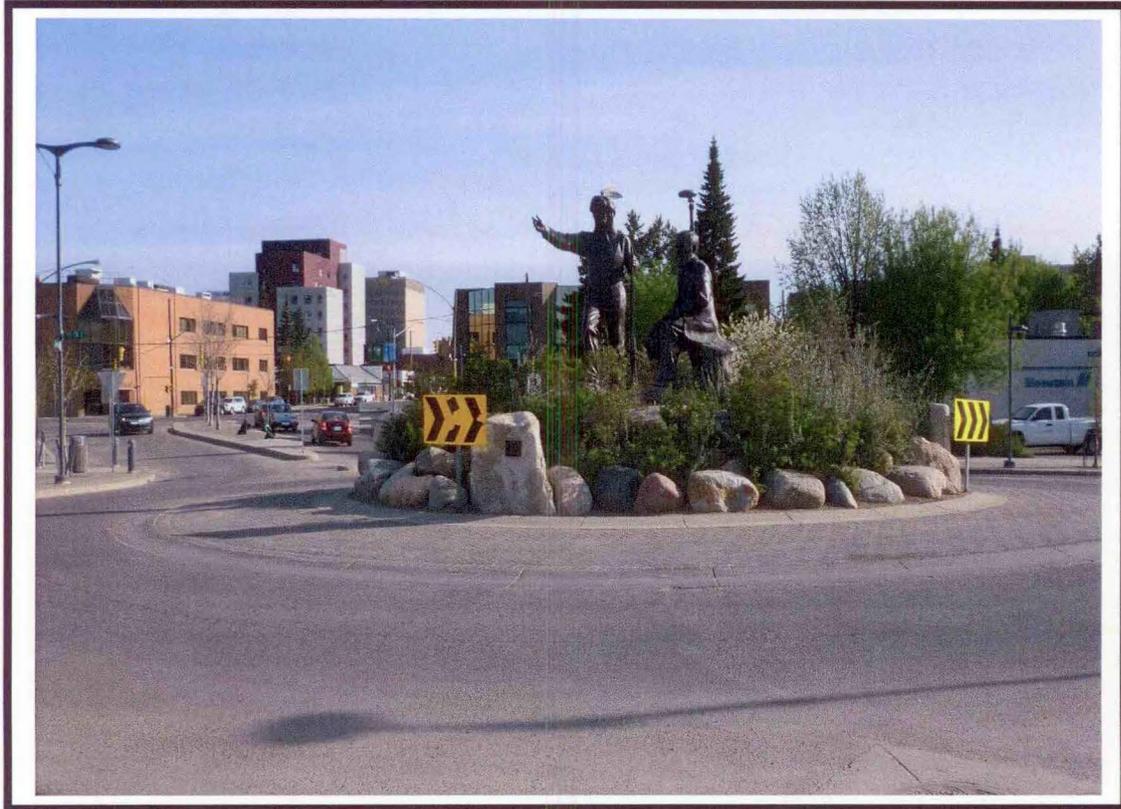
Approved by:   
Mike Gutek, General Manager  
Infrastructure Services Department  
Dated: 11/3/09

Approved by:   
Murray Totland  
City Manager  
Dated: July 9/13



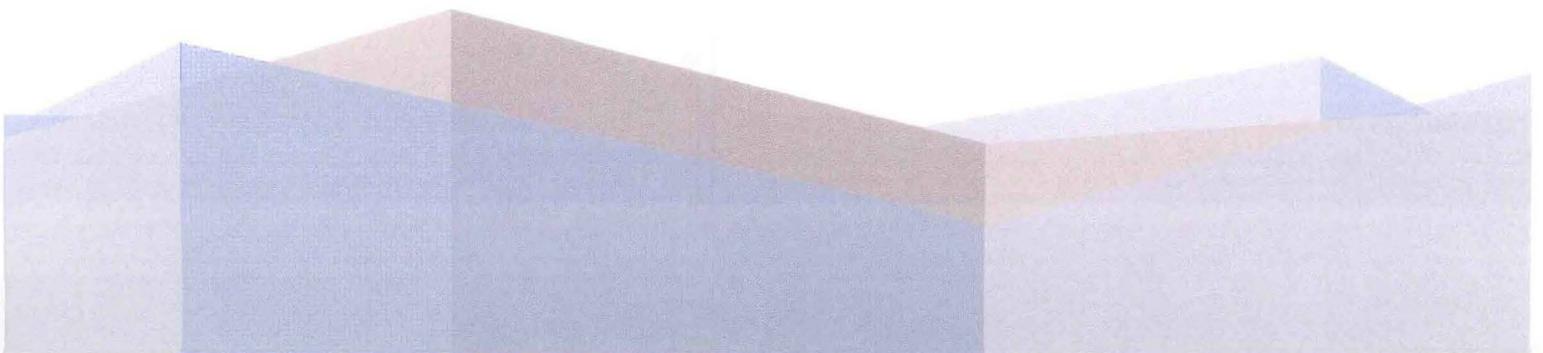
*City of*  
**Saskatoon**

Infrastructure Services Department



# Traffic Calming Guidelines and Tools

Transportation Branch  
2013



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Appendix A	Traffic Online Form
Appendix B	Community Traffic Issue Support Form
Appendix C	Sample Schematic Drawings of Traffic Calming

### Photo Credits – City of Saskatoon

Horizontal Deflections devices used by the City of Saskatoon include:

- Curb Extensions
- Raised Median Islands
- Roundabouts
- Chokers (Pinch Point)
- On-Street Parking

**Vertical deflections** measures are those which create vertical motion in a motor vehicle when it is driven over the device. Vertical deflections are not recommended on a street where there is a transit route or emergency access.

Vertical Deflections have the following benefits:

- Reduce vehicle speeds which can reduce traffic volumes.
- Relatively inexpensive.

Vertical Deflections devices used by the City of Saskatoon include:

- Raised crosswalks
- Textured Crosswalks
- Raised Intersections
- Speed Table
- Speed Kidney
- Speed Cushion

**Obstruction** measures physically restrict certain vehicle movements and should only be used on local streets and on low-volume collectors where there is not a likelihood that traffic would be diverted to nearby local streets.

Obstruction measures are typically deployed at intersections, but may also be applied in mid-block positions. The nature and number of movements obstructed, as well as the presence of other traffic calming measures in the neighbourhoods, combines to discourage shortcutting and through traffic to varying extents.

Obstructions should be avoided and should only be used where horizontal or vertical deflection measures will not adequately address a traffic problem.

Obstructions devices used by the City of Saskatoon include:

- Diverter
- Right in/Right out
- Directional Closure or Full Closure
- Intersection Channelization
- Raised Median Through Intersection

### 3.0 TRAFFIC CALMING PRINCIPLES

There is no perfect solution to traffic calming. Every situation is unique, and there is no single “best” solution to a problem. The *Canadian Guide to Neighbourhood Traffic Calming* provides guidelines regarding the applicability, location and design of specific traffic calming measures. This section identifies several “principles” of traffic calming. These principles provide overall direction and guidance in the application of traffic calming measures. Applying these principles will maximize the effectiveness of resulting traffic calming plans and will help to build community support for a final plan, rather than opposition, by ensuring that plans meet the community’s needs.

These principles include:

- 1. Identify the real problem.** Often, the perceived nature of a traffic problem is substantially different than the real problem. In some cases, the difference is so great that a solution intended to eliminate the perceived problem might make the real problem worse. For example, residents often mention “traffic volume” and “speeding” as concerns on their street, but in some cases the problem is one or the other. If the real problem is speeding, for example, a measure which significantly reduces the traffic volume on a street might encourage speeding if fewer cars remain on the street to slow traffic. Therefore, it is important to identify the real problem, so as to select the appropriate measure, or to help prioritize a number of selected measures.
- 2. Quantify the Problem.** Some problems are more significant than others. Some are all-day problems, others occur only at certain times of day or only in one direction. To select appropriate traffic calming measure, it is important to quantify the extent of the problem. This means gathering data, which includes: traffic counts, speed studies, parking surveys, collision statistics or any other data as appropriate.
- 3. Involve the community.** Residents, business owners, property owners, community groups and other local stakeholders in a community should be involved in developing traffic calming plans. Their input is essential in identifying problems and in selecting traffic calming solutions. Involving the community builds support for a traffic calming plan, enhances credibility of a plan. Involving a broad cross-section of the community; as well as key stakeholders; minimizes the potential of special interest groups who might otherwise unduly influence the preparation of a plan. If the community is not adequately involved in preparing a traffic calming plan, residents and others in a community might oppose the plan—regardless of its technical merit because they feel they were not properly consulted, that they were not listened to, or that the plan does not recognize the unique circumstances of their neighbourhood.

## 4.0 GUIDELINES AND PROCEDURES

Traffic calming measures will be applicable to local and collector streets. This section will describe the two different type of traffic calming studies and where each study will be applicable.

1. **Isolated Studies.** Traffic calming issues will arise in an isolated, localized location. For example, school zones. School zones will be the only areas, when a request for traffic calming is received by the City of Saskatoon, that an isolated study will be conducted.
2. **Area-Wide Issue.** In other areas, there will be a range of traffic calming issues on many streets within an area. For example, speeding and short-cutting traffic might be an issue on several streets, and pedestrian safety might be an issue at a number of locations throughout the area. In cases like this, traffic calming solutions must be developed on an area-wide basis, considering all issues within an area. For the purpose of traffic calming, an area is typically defined by community boundaries. If desired, two or more adjacent areas can be combined to create a single larger area for the purposes of developing traffic calming plans.

### 4.1 PROCESS – HOW TO RESPOND TO ISSUES

This section describes the process for responding to reported traffic concerns, and prioritizing those concerns which require a traffic calming plan as a solution. Isolated and area-wide issues are addressed through traffic calming plans as described in this section.

Traffic calming measures will be planned and implemented under the direction of the Transportation Branch. The staff within this branch will consult with other civic branches and circulate the proposed plans to other branch units for review and comments. The steps for responding to traffic issues include:

#### **Step 1: Screening.**

This step involves whether the issues require a traffic calming solution, or another course of action.

To ensure that City Staff and resources are directed to those issues for which action is necessary and appropriate. The screening process involves the following three activities:

support would typically include the households within the block of the street where problems are reported.

Due to limited resources within the Transportation Branch, residents are responsible for gathering community support. The community will need to submit a form which lists the addresses of all affected households, and includes space for signatures (Appendix B). In addition, any letters, emails, Communication to Council, or formal Council Enquiries will be kept on file for future reference and will be considered support from the neighbourhood.

## **Step 2: Evaluation and Prioritization**

The next step after the screening process and community support has been confirmed,, is to evaluate and prioritize the issues. This involves sorting through the issues received by individual residents, Council Enquiries, Community Association and local areas plans. The neighbourhoods that have the most significant and/or pressing issues at the end of each year will be put on a list to be studied and reviewed the following year. This process ensures that the communities with the most serious and most extensive issues are addressed first, depending on staffing and funding availability. It ensures that traffic calming funds are allocated where they will provide the greatest benefit. In addition, it will ensure that all areas of the City are treated equally and fairly.

There are over 60 neighbourhoods within the City of Saskatoon. The goal is to undertake a review of each neighbourhood. Those neighbourhoods with the most significant and/or pressing issues will receive higher priority. Because of the complexity of each neighbourhood traffic issues, it is difficult to project how many neighbourhoods will be evaluated each year; the Transportation Branch has established a goal of four Neighbourhoods-wide evaluations per year.

The Neighbourhood-wide evaluation process will be utilized during the creation of each local area plan, to ensure any proposed recommendations related to traffic are considering all issues and the potential impact of any proposed solutions. The schedule and timeline for creating local area plans is available from the Neighbourhood Planning Section.

## **Step 3 Implementation**

The traffic study process begins once a community or isolated locations have identified numerous traffic issues within their neighborhood. City staff and community members will work together to develop a joint solution to address the identified issues.

The following flow charts are a summary on the process for responding to traffic calming issues.

## Chart 2 – Implementation

This stage will involve working with the community with the highest priority and developing and implementing a Traffic Management plan

<b>Implementation</b>	At this stage Community meetings will be set up to identify issues; traffic studies and analysis will be completed and a plan on the studies will be shared for community feedback	<b>Stage 1 Problem Identification with Community</b> <ul style="list-style-type: none"> <li>Survey of local stakeholders and host public open house</li> <li>Identify traffic concerns</li> <li>Establish study goals and objectives</li> </ul>	<b>Approximate Duration</b>  Jan –April (2-4 months)
	<b>Internal Stakeholders will be invited to Community meeting to address their concerns. Internal stakeholders will include: Transit, Public Works Branch, Fire, Police, Community Consultants, City Planning etc.</b>	<b>Stage 2 Traffic Plan</b> <ul style="list-style-type: none"> <li>Collect and analyze traffic and safety data (weather permitting)</li> <li>Identify potential solutions</li> <li>Develop proposed Traffic Plan</li> <li>Determine community support for traffic plan typically through a survey and public open house</li> <li>Review Traffic Plan and identify changes as appropriate</li> </ul>	<b>Approximate Duration</b>  May- Sept (2-5 months)
		<b>Stage 3 – Implementation</b> <ul style="list-style-type: none"> <li>Present Traffic Plan to community and City Branches, then Council for adoption, if necessary</li> <li>Implement traffic calming measures</li> </ul>	<b>Approximate Duration</b>  Sept –Dec (4 months)
		<b>Stage 4 Project Competition</b> <ul style="list-style-type: none"> <li>Implement traffic calming measures. Measures may be implemented in the short, medium or long term time frame</li> <li>Monitor traffic conditions following construction</li> </ul>	<b>Time Frame</b> Time depends upon the complexity of the solution  Short term (1-2 years)  Medium (1-5 years)  Long Term (5 years plus)

- Traffic operating at excessive speed;
- Vehicles with destinations outside of the neighborhood.

## 4.2 OTHER ISSUES

Traffic calming measures will be implemented on local and collector streets only, following the process described in section 4.1. There may be a desire to have to implement traffic calming measures in other areas. This section describes other approaches to implementing traffic calming measures in the City.

- **Lanes** – It is the standard policy of the Transportation Branch that traffic calming measures are not appropriate in lanes. Lanes are meant for backyard access for the residents living in that area or for garbage pickup, access to utilities and should not be used as a short-cut. If short-cutting is deemed an issue in lanes, other measures will be considered.
- **Major Roads (Arterials and expressways)** - A different approach should be used in implementing measures on major roads. It is recommended major roads encompasses a corridor study which would consider other transportation options, such as changes to traffic signals and roadway lanes, improved pedestrian facilities and crossing, space for bicycles and parking, and streetscape enhancement.
- **Road Construction Projects** - Where traffic is diverted or delayed as a result of a construction project on a major road, there is the potential for traffic to divert to adjacent neighborhood streets. As part of construction plans, temporary traffic calming measures may be identified on adjacent local/collector roads as needed to mitigate any effects of diverted traffic. The intent would be to remove the temporary measures when the road constructions project is completed.
- **Special Events** - As with road construction projects, delays and diversions to traffic as a result of special events can divert traffic to nearby neighbourhood streets and create traffic concerns on these streets. Transportation plans for special events should include temporary traffic calming measures on adjacent local/collector roads as needed to mitigate any effects of the diverted traffic. Where possible, preparation of a temporary traffic calming plan should be required as part of the planning process for a special event. In all cases, the costs of temporary traffic calming measures associated with a special event should be paid entirely by the organization hosting the event, or the Provision of Civic Services project where applicable.
- **New Development** - Traffic calming measures are now often incorporated in the design of new residential neighborhoods and are included in the initial construction. Any devices should conform to the design standards as identified in Section 6.

## 5.0 TRAFFIC TOOLS USED BY THE CITY OF SASKATOON

This section describes the tools that will be used by the City of Saskatoon as potential traffic calming solutions within the neighbourhood. Not all tools used will be applicable to each traffic concern. For examples, obstructions are often used to reduce traffic volume and should not be used to reduce speed. Each section will outline the difference between the tools and the advantages and disadvantages of each.

This section will also include tools the City of Saskatoon will not consider as traffic calming solutions. Reasons are provided for each.

### 5.1 HORIZONTAL DEFLECTIONS

#### 5.1.1 **Curb Extensions (aka Bulb-outs or bulbing)**

A curb extension is a horizontal intrusion of the curb into the roadway resulting in a narrower section of roadway. The curb is extended on one or both sides of the roadway to reduce the width to as little as 6 m for two-way traffic.



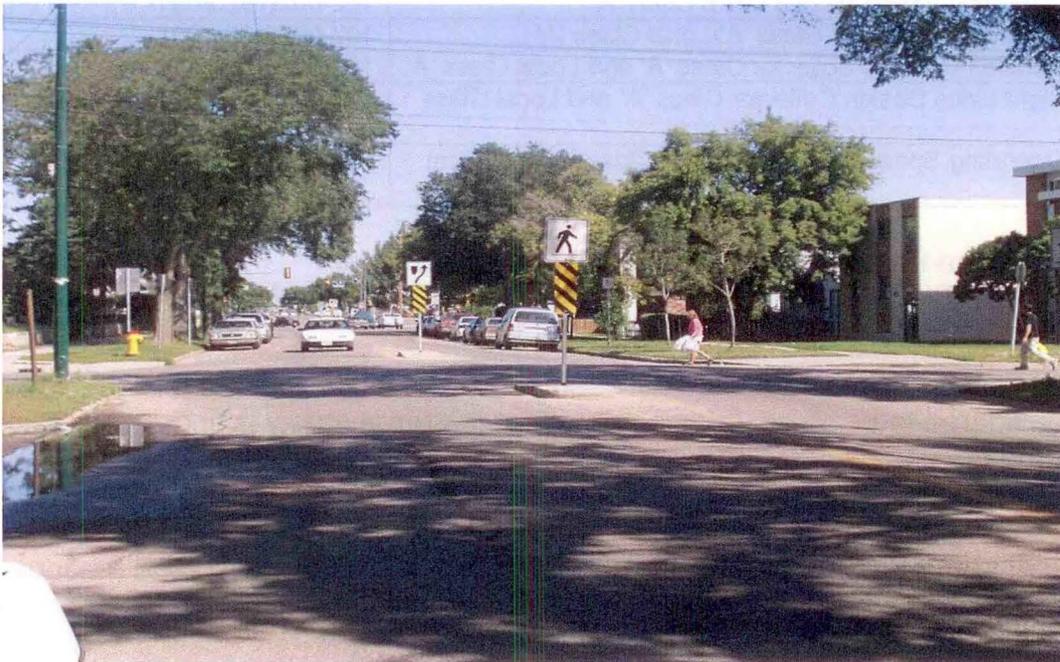
7<sup>th</sup> Ave and Princess Street (City Park Neighbourhood)

Curb extensions are often designed using concrete, paving stones or grass.

### 5.1.2 Raised Median Island (Pedestrian Refuge Island)

A pedestrian refuge island is a small-elevated median constructed on the centerline of the street, placed directly behind the crosswalk area. For example, in a marked crosswalk, it will be placed behind the standard painted markings. The purpose of the pedestrian refuge island is to offer a place of refuge for pedestrian while crossing the street. It increases pedestrian visibility and may help to reduce speeds. Raised median islands are placed to improve the visibility of four-way stop signs as well as pedestrian crosswalk signs.

Typical pedestrian refuge islands are designed using concrete and often have mountable median tip. They often are 1.5 m in width.



Ave P and 21<sup>st</sup> Street (Pleasant Hill Neighborhood)

- **One-way travel** – Roads entering a roundabout are gently curved to direct drivers into the intersection and help them travel counterclockwise around the roundabout. The curved roads and one-way travel around the roundabout eliminate the possibility for T-bone and head-on collisions.

In addition to the safety benefits, roundabouts can reduce overall delay and improve traffic flow. Contrary to many peoples' perceptions, roundabouts actually move traffic through an intersection more quickly, and with less congestion on approaching roads. Roundabouts promote a continuous flow of traffic. Unlike intersections with traffic signals, drivers don't have to wait for a green light at a roundabout to get through the intersection. Traffic is not required to stop – only yield – so the intersection can handle more traffic in the same amount of time.

### Good locations for roundabouts

Roundabouts are safe and efficient, but they are not the ideal solution for every intersection. There are several factors when deciding to consider a roundabout for traffic control.

- **Collision history:** Data about the number of collisions, type of crash, speeds, and other contributing factors are analyzed.
- **Intersection operation:** The level of current and projected travel delay being experienced, and backups on each leg of the intersection.
- **Types of vehicles using the intersection:** Different kinds of vehicles that may use the intersection. This is especially important for intersections frequently used by large trucks.
- **Cost:** This includes the societal cost of accidents, right-of-way (land purchase) requirements, and long-term maintenance needs



Stonebridge Blvd & Cornish and Galloway (Stonebridge Neighbourhood)



Temporary Roundabout on the 23<sup>rd</sup> Street part of a the Bike Boulevard

### 5.1.5 Chokers (Pinch Point)

A Choker is a curb extension at midblock or intersection corners that narrow a street by extending the sidewalk or widening the planting strip. It can leave the cross section with two narrow lanes or with a single lane. Chokers are often referred to as parallel chokers, angled chokers, twisted chokers, angle points, pinch points, or midblock narrowing. When at intersections they are called neckdowns, bulbouts, knuckles, or corner bulges. If marked as a crosswalk, they are also called safe crossings.



Pinch point on Saskatchewan Crescent indicating that traffic must yield to on-coming traffic (Nutana neighbourhood)

**Table 5.2 Horizontal Devices**

Device	Applications	Advantage	Disadvantage
Curb Extension	<ul style="list-style-type: none"> <li>Local/collector streets</li> <li>All traffic volumes</li> <li>Use on roadways, which have on-street parking or other obstacles that cause visibility issues</li> <li>Used in front of schools with school safety patrols officers</li> </ul>	<p>Narrows the street for pedestrians.</p> <p>Enhances the crosswalks</p> <p>Moderately reduce speeds</p> <p>No effect on snow plowing or street sweeping only if minimum width is maintained.</p>	<p>Can effect turning radius for large vehicles such as buses or trucks</p> <p>Not compatible with bicycle lanes</p> <p>May require some removal of on-street parking</p>
Pedestrian Refuge Island	<ul style="list-style-type: none"> <li>Local/collector streets</li> <li>All traffic volumes</li> </ul>	<p>Moderately slows down vehicles</p> <p>Allows a place of refuge for pedestrians</p> <p>Allows a place for additional signage to be placed</p>	<p>Can impact driveways access</p> <p>May require removal of on-street parking</p> <p>Speeds may increase if mid-block left turn movements are not possible.</p> <p>Maintenance -snow removal</p>
Roundabout Or Mini Roundabout	<ul style="list-style-type: none"> <li>Used at intersections of two local/local/collector street with three or more approaches</li> </ul>	<p>Reduce collisions</p> <p>Slows down vehicles</p> <p>Reduce conflict between pedestrians and motor vehicles</p> <p>Reduce delay and improve traffic flow.</p>	<p>Do not use on transit routes or primary emergency routes with high collision history</p> <p>Do not use on intersections with high pedestrian volumes and high volume of left turns (particularly buses and trucks)</p> <p>Do not use on collector streets with significantly higher traffic volumes on the collector street than on the intersection street.</p>
Choker (pinch point)	<ul style="list-style-type: none"> <li>Used on local and collector streets, pedestrian crossings</li> <li>All traffic volumes</li> </ul>	<p>Can reduce speed and traffic volume</p>	<p>Can impact parking and driveway access</p> <p>Can impact cycling abilities</p>
On-Street Parking	<ul style="list-style-type: none"> <li>Use on local and collector streets</li> <li>All traffic volumes</li> </ul>	<p>Can reduce speed</p> <p>Provide a buffer between traffic and pedestrians</p>	<p>Can reduce visibility of pedestrians crossing the roadway.</p> <p>Obstruct street sweeping and snow clearing operations unless parking restrictions are implemented</p> <p>Can obstruct driveways and reduce visibility for motorist entering the roadway from driveways</p> <p>Suddenly-opened car doors may hit or create an obstacle for cyclists</p>
Curb Radius Reduction	<ul style="list-style-type: none"> <li>Used on local and collector streets</li> <li>All Traffic volumes</li> <li>Not suitable at intersections with significant volumes of turning trucks</li> <li>Avoid designated truck routes, right turn locations on bus routes with frequent service and primary emergency vehicle routes.</li> </ul>	<p>Can reduce speed for right-turning vehicles</p> <p>Reduce pedestrian crossing distance and improve visibility</p>	<p>Long trucks, buses and other large vehicles may need to cross into adjacent (oncoming) travel lanes in order to negotiate turns at intersections with small curb radii.</p>

## 5.2.2 Textured Crosswalk

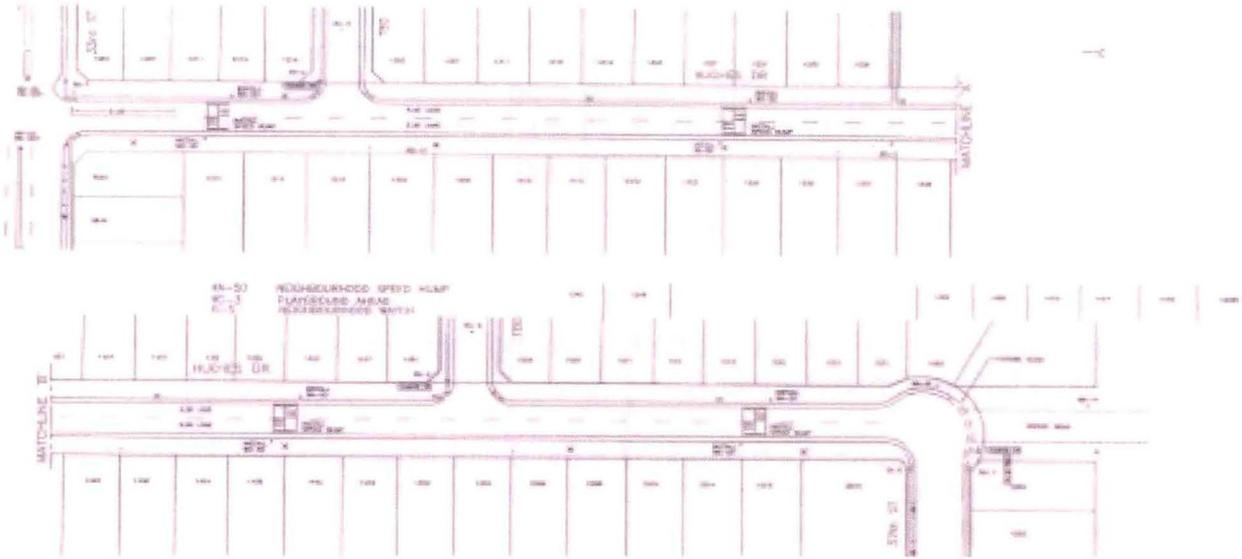
A crosswalk enhanced with patterned brick or stone pavers instead of traditional paint road markings. Textured crosswalks can also be lined with lights built into the pavement which can provide safety to pedestrians at dusk and dark.



Textured Crosswalk using Concrete in River Landing  
(downtown area)



Textured Crosswalk using pavers  
Stonebridge Blvd & Wellman Cres  
(Stonebridge Neighborhood)



Speed hump design for Hughes Ave

Speed humps are designed in series as indicated in the schematic drawing above.

Speed humps can also reduce the volume of traffic on a street by diverting traffic to other streets.

Speed humps can increase safety - Slower drivers and less traffic can reduce accident rates.

Speed humps should be avoided on roadways that are considered an emergency route or transit route.

Speed humps will only be considered if the speeds are 30% higher than the posted speed limit and supported by community, City Council and transit, emergency services (Fire, Police, and Ambulance) and public works.

The standard drawing for speed hump – Plan 102-008-002r001 is found on the City of Saskatoon Web site;

<http://www.saskatoon.ca/DEPARTMENTS/Infrastructure%20Services/Construction%20and%20Design/Construction%20Services/Project%20Management%20Group/Pages/Standard%20Specifications%20and%20Drawings.aspx>

Speed humps are different than a speed bump. Speed humps are less aggressive than speed bumps at low speeds and are used on actual streets, as opposed to speed bumps which are primarily placed in parking lots. Speed bumps are the narrow devices used only in parking lots

## 5.2.6 Speed Kidney

A speed kidney is a traffic calming device composed of a main speed hump and a complementary speed hump disposed on the same cross-section. If passenger car drivers adopt a straight path they would ride the speed kidney with one or two wheels over the main speed hump, the same as a usual speed cushion or speed table. Speed Kidney can reduce speed because of vertical discomfort.

The shape of the main speed hump is different, it is curved. Moreover, it does not occupy the entire street cross-section because it is located on the center of the lane. Drivers could modify their path, adapting it to the curvature of the main speed hump to avoid both vertical discomfort and mechanical damage. The main speed humps effective width is narrow enough that wider vehicles, such as emergency vehicles, trucks, or buses, could follow a straight path straddling the main speed hump, as with speed cushions, but passenger cars would pass over with at least one of their wheels. Cyclists can traverse the device without deflection by driving through the gaps between either the main speed hump or the complementary speed hump.

Speed Kidney will only be considered if the speeds are 30% higher than the posted speed limit and supported by community, City Council and transit, emergency services (Fire, Police, and Ambulance) and public works.

Appendix C shows a sample schematic drawing of a speed kidney.

## 5.2.7 Speed Cushion

Speed Cushions are traffic calming devices designed as several small speed humps installed across the width of the road with spaces between them. They are generally installed in a series across a roadway resembling a split speed hump.

The design of a speed cushion forces cars to slow down as they ride with one or both wheels on the humps. However, the wider axle of emergency vehicles such as fire trucks and ambulances allows them to straddle the cushions without slowing down or increasing response times.

Speed cushion will only be considered if the speeds are 30% higher than the posted speed limit and supported by community, City Council and transit, emergency services (Fire, Police, and Ambulance) and public works.

Appendix C shows a sample schematic drawing of a speed cushion.

Table 5.3 outlines the applications and the advantages and disadvantages for each of the vertical devices described above.

Table 5.3 continued-Vertical Devices

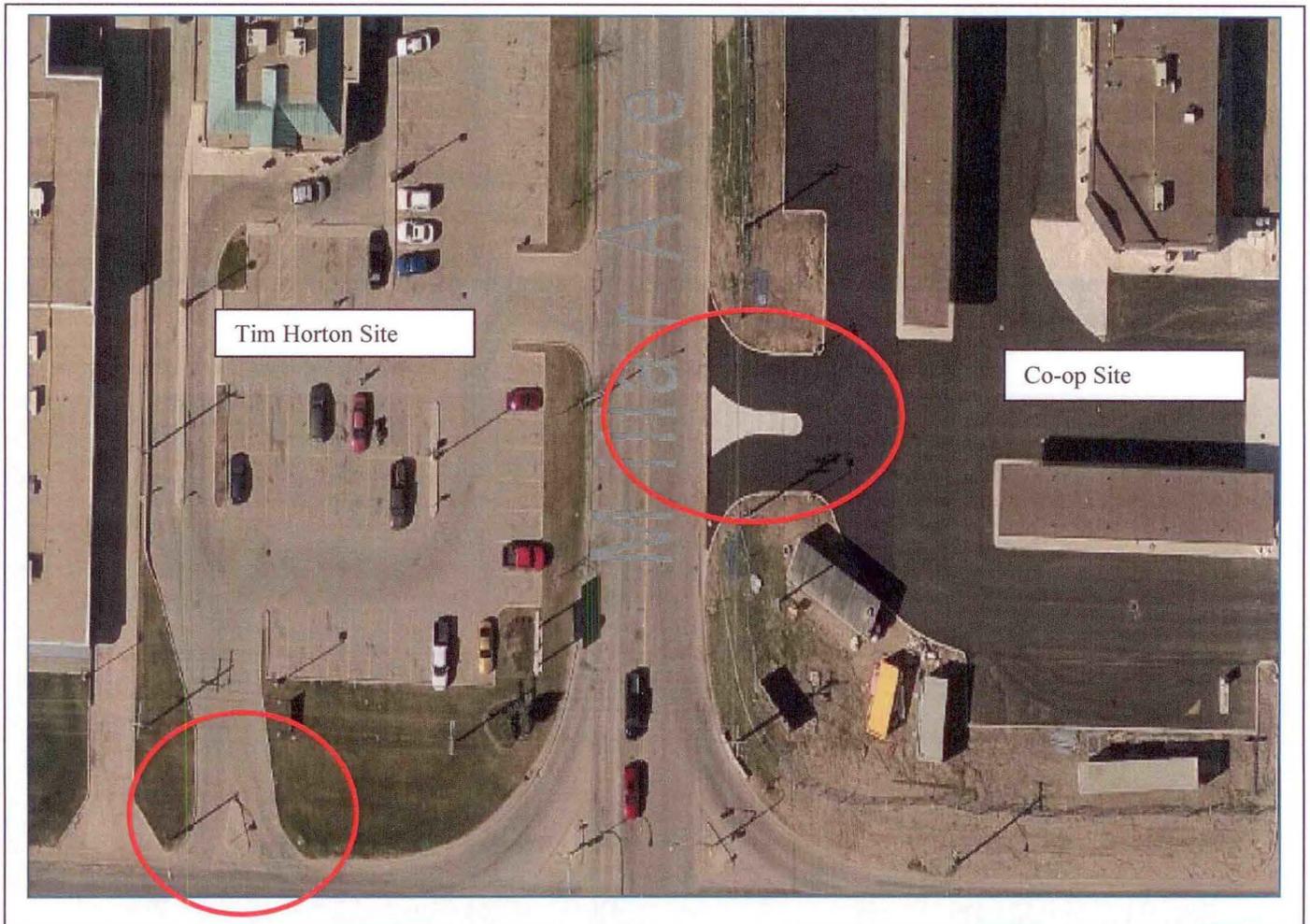
Device	Applications	Advantages	Disadvantages
Speed Hump	<ul style="list-style-type: none"> <li>Local/collector streets</li> <li>Avoid emergency routes, unless acceptable to emergency services</li> <li>Significant volume of speeds at least 20% greater than the posted speed limit</li> <li>Not to be used on truck or transit routes</li> <li>Need to be at least 25 m from intersecting street or alley</li> <li>Maximum 5 percent grade</li> <li>Street must have appropriate sight distance</li> </ul>	Reduce speed and traffic volume	<p>Traffic may be diverted to parallel streets that do not have traffic calming measures</p> <p>No effect on bicycles at moderate speed; some cyclists may experience loss of control at speeds over 40 km/hr</p> <p>Maintenance snow clearing</p> <p>Road repairs – interfere with pavement overlays</p>
Speed Table		Reduce speed and volume	
Speed Cushion		Less delay to emergency services	
		Reduce speed and volume	
		Allow larger vehicles to straddle the cushion without slowing down	
		Less delay to emergency services	
Speed Kidney	<ul style="list-style-type: none"> <li>Can be installed in local or collector streets</li> <li>Can be used on bus routes and emergency response routes</li> <li>Maximum 5 percent grade</li> <li>Should not be installed at intersections or horizontal or vertical curves</li> <li>Require sufficient stopping sight distance and should be located at a minimum distance to decision points of 20 m.</li> <li>Not be used as pedestrian crossing</li> <li>Spacing should be 90 to 110 m apart</li> </ul>	<p>Reduce speed\</p> <p>Allow larger vehicles to straddle the cushion without slowing down.</p> <p>Less delay to emergency services</p>	<p>Loss of parking spaces on outer sides of the road</p> <p>Maintenance snow clearing</p> <p>Road repairs – interfere with pavement overlays</p>

### 5.3.2 Right-in/Right Out

A right-in/right-out island is a raised triangular island at an intersection approach.

A right in/right-out island restricts left turns, and through movement to and from the intersecting street or driveway.

The purpose of right-in-right-out island is to restrict shortcutting or through traffic.



The driveway entrances to Tim Hortons and Co-op Gas Bar on 51<sup>st</sup> Street and Millar Ave (Hudson Bay Industrial Neighbourhood)

### 5.3.5 Intersection Channelization

Intersection channelization is a treatment that is intended to discourage specific movements.

For the example below, the intersection channelization illustrated here discourages through movements and left-turn movements onto one leg of the intersection.

The purpose of intersection Channelization is to reduce short-cutting.

Appendix C shows a sample schematic drawing of intersection channelization.

### 5.3.6 Raised Median through Intersection

A raised median through an intersection is an island that eliminates left turns to and from a local street and obstructs straight through movements on the local streets. The median must extend a sufficient distance beyond the intersection to discourage attempts to drive to the left of the median to complete a left turn.

The raised median through intersection should be sufficiently wide to offer a pedestrian refuge area. The sidewalk crossing of the raised median through intersection should include a depressed section. This depressed section should be narrow enough to discourage general usage but yet not preclude emergency access. Separate openings may also be required for cyclists.

This measure should not be used across primary emergency access routes.

Appendix C shows a sample schematic drawing of a raised median through intersection.

Table 5.4 outlines the applications and the advantages and disadvantages for each of the obstruction devices.

## 5.4 TRAFFIC CALMING MEASURES NOT USED BY THE CITY OF SASKATOON

The City of Saskatoon currently does not use the following measures for traffic calming. These measures are not effective measures for traffic calming purposes.

### 5.4.1 Signing

Regulatory signs should be used for traffic control purposes only.

#### Stop and Yield Signs

- Should not be used as traffic calming measures
- These signs are only intended for traffic control purposes
- The unwarranted use of these signs has been shown to have little effect on vehicle speeds and volumes, which results in increased non-compliance with traffic regulations
- Stop and yield signs should follow policy *C07-007- Traffic Control –Use of Stop and Yield Signs*

#### Maximum Speed Signs

- Speed signs will be placed according to the classification of the roadway and will follow Traffic Bylaw No. 7200

#### Turn prohibitions, through movement prohibitions and one-way signage

- Used where it is not desirable to implement physical devices to obstruct certain movements
- Use of signage without accompanying obstructions can create an enforcement problem and can be costly in terms of enforcement

### 5.4.2 Rumble Strips

Rumble strips are a series of indented or raised short strips that are perpendicular to the roadway on the paved surface adjacent to the travel lane or at an important intersection. A driver, whose vehicle comes into contact with the rumble strips, generates vibration and sound cues to alert the driver. Rumble strips are more common for highway use as a shoulder lane rumble strip or centre line rumble strips. Rumble strips when driven over can produce a lot of noise, which can be annoying to neighbourhoods. Therefore, the City of Saskatoon does not recommend using rumble strips as a traffic calming measure.

## 7.0 EFFECTIVES OF TRAFFIC CALMING MEASURES

Table 7.1 below provides information on effectiveness of the traffic calming measures in addressing problems involving volume, speed, traffic conflicts and emergency services. The purpose of this table is to assist with screening and selecting appropriate traffic calming measures to address specific problems and conditions.

**Table 7.1 Effectiveness of Typical Traffic Calming Measures**

Traffic Calming Measures		Volume Reductions	Speed Reductions	Conflict Reduction	Emergency Response
Horizontal Deflections	Curb Extension	N	M	M	N
	Pedestrian Refuge island	N	M	M	N
	Roundabout	M	M	S	S
	Chokers (pinch point)	N	M	M	M
	On-street Parking	N	M	M	M
Vertical Deflection	Raised Crosswalk	M	S	M	S
	Textured Crosswalk	N	N	M	N
	Raised Intersection	N	M	M	M
	Speed Hump	M	S	M	S
	Speed Table	N	M	N	M
	Speed Cushion	N	M	N	M
	Speed Kidney	N	M	N	M
Obstructions	Diverter	S	M	M	M
	Right in/Right Out Island	M	N	M	M
	Full Closure	S	M	S	S
	Directional Closure	S	N	M	S
	Intersection Channelization	M	N	M	M
	Raised median through island	N	M	M	M

N= Minimal or no effect, M= Moderate effect, S= Significant effect

The effectiveness of some of the measures that are not used as traffic calming methods is summarized in Table 7.2.

**Table 7.2: Effectiveness of Measures Not Used by City of Saskatoon as Traffic Calming Methods**

Traffic Calming Measures	Volume Reductions	Speed Reductions	Conflict Reduction	Emergency Response
Regulatory Sign-Speed Limit	N	M	N	N
Regulatory Sign- Stop Control	N	M	M	M
Regulatory Sign-Turn Prohibitions	M	N	M	N
Regulatory Sign One-way Street	S	N	M	M
Rumble Strip	N	M	N	M
Speed Bump	M	S	M	S

N= Minimal or no effect, M= Moderate effect, S= Significant effect

**Appendix A –  
“Sample”  
Community Traffic Issue On-line Form**

The purpose of this form is to report community traffic concerns or safety issues to the Transportation Branch. Staff will follow up and determine whether traffic calming measures would be appropriate to address the problem, or whether another solution is required. If traffic calming is the appropriate solution, staff will prioritize the problem (s) identified among all reported traffic issues to the City.

1. **Identify the Location (Intersection, street and addresses).**

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2. **Identify the Type of Problem.** Check all which apply.

<input type="checkbox"/>	Pedestrian Safety	<input type="checkbox"/>	Speeding
<input type="checkbox"/>	Cycling Safety	<input type="checkbox"/>	Shortcutting Traffic
<input type="checkbox"/>	Parking	<input type="checkbox"/>	Traffic Signals
<input type="checkbox"/>	Traffic Signage	<input type="checkbox"/>	Traffic Control- Stop & yield
<input type="checkbox"/>	Lanes	<input type="checkbox"/>	Walkways

3. Describe the problem (s). Be specific and provide as much information as possible. Indicate times of day, directions of travel, magnitude and extent of problems, and so forth.

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The personal information below is collected in order for the Transportation Branch to provide a response.

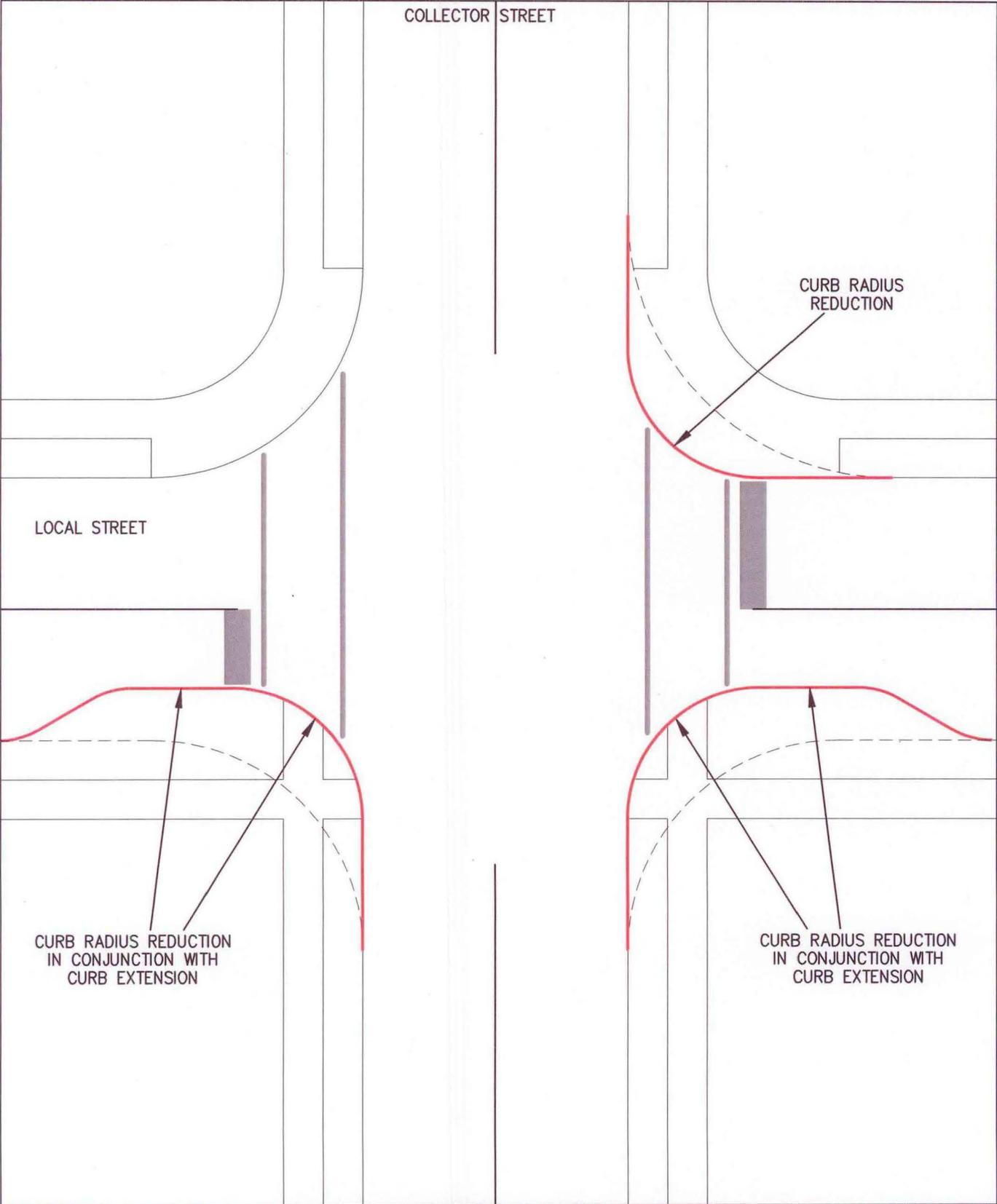
Your Name: \_\_\_\_\_ Telephone \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_

Mail to:  
City of Saskatoon  
Transportation Branch  
Infrastructure Service Department  
Traffic Calming Program  
222-3<sup>rd</sup> Ave North  
Saskatoon, SK S7K 0J5  
Or fax to (306) 975-2971

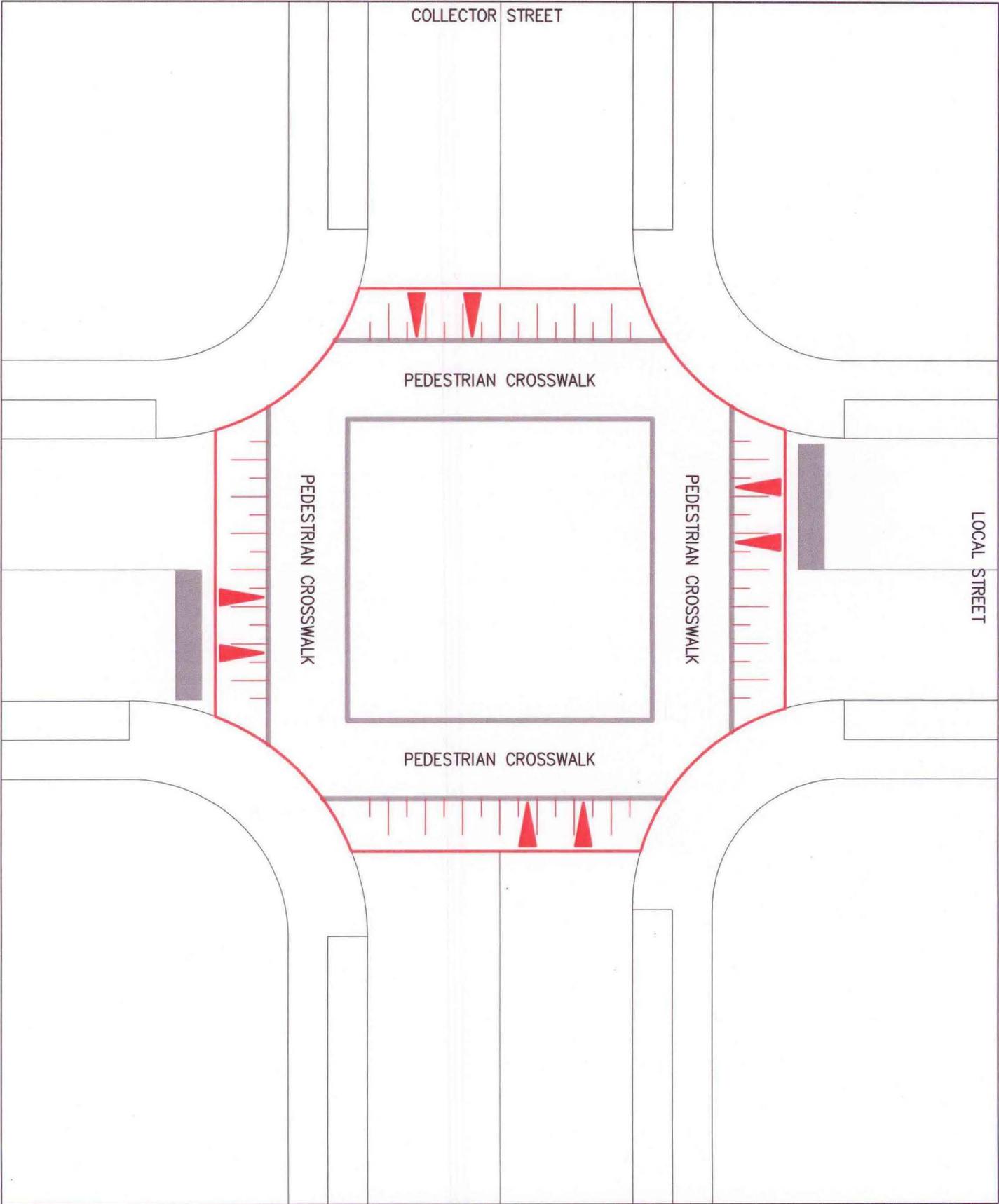


Appendix C  
Sample Schematic Drawings

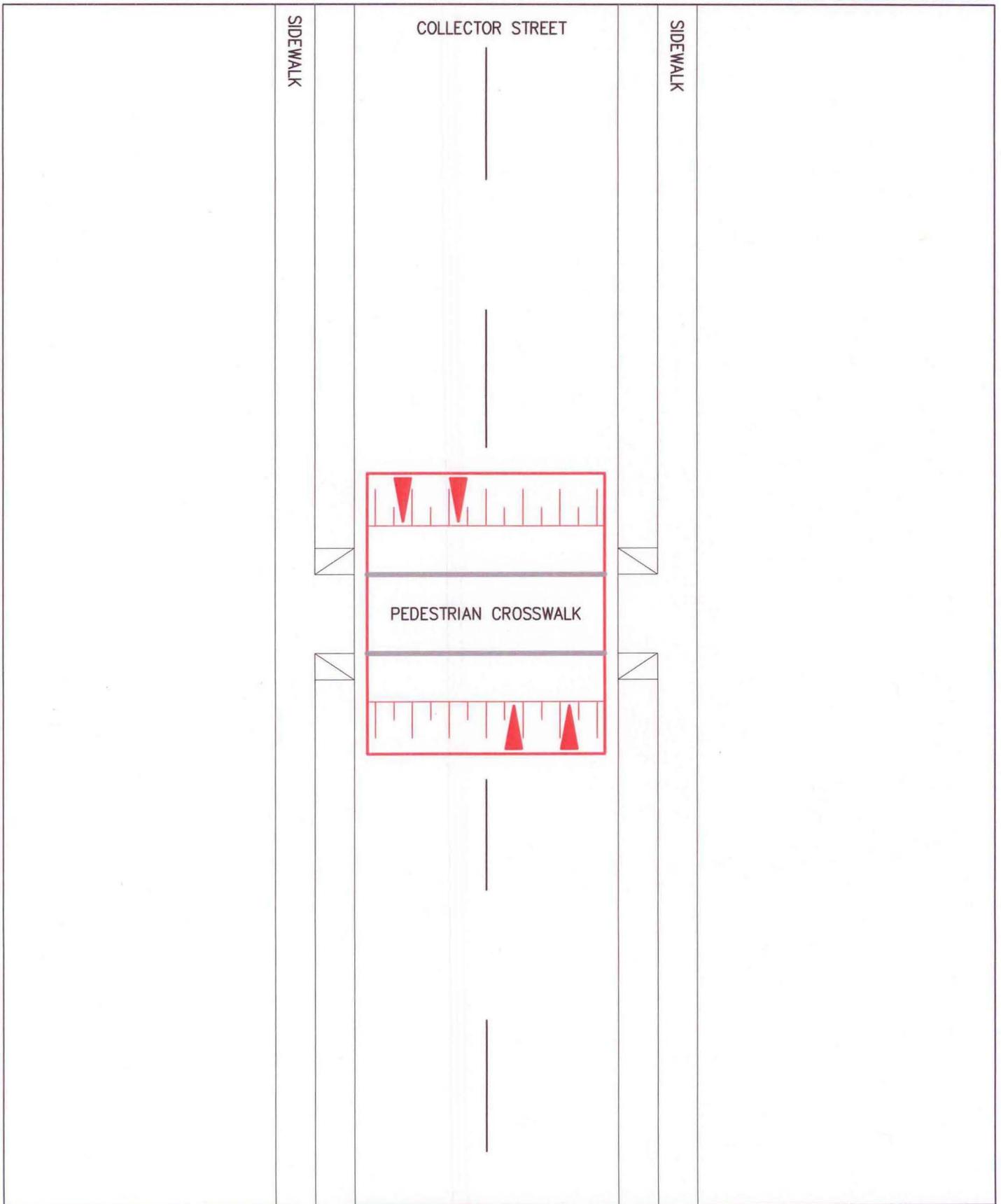
# CURB RADIUS REDUCTION



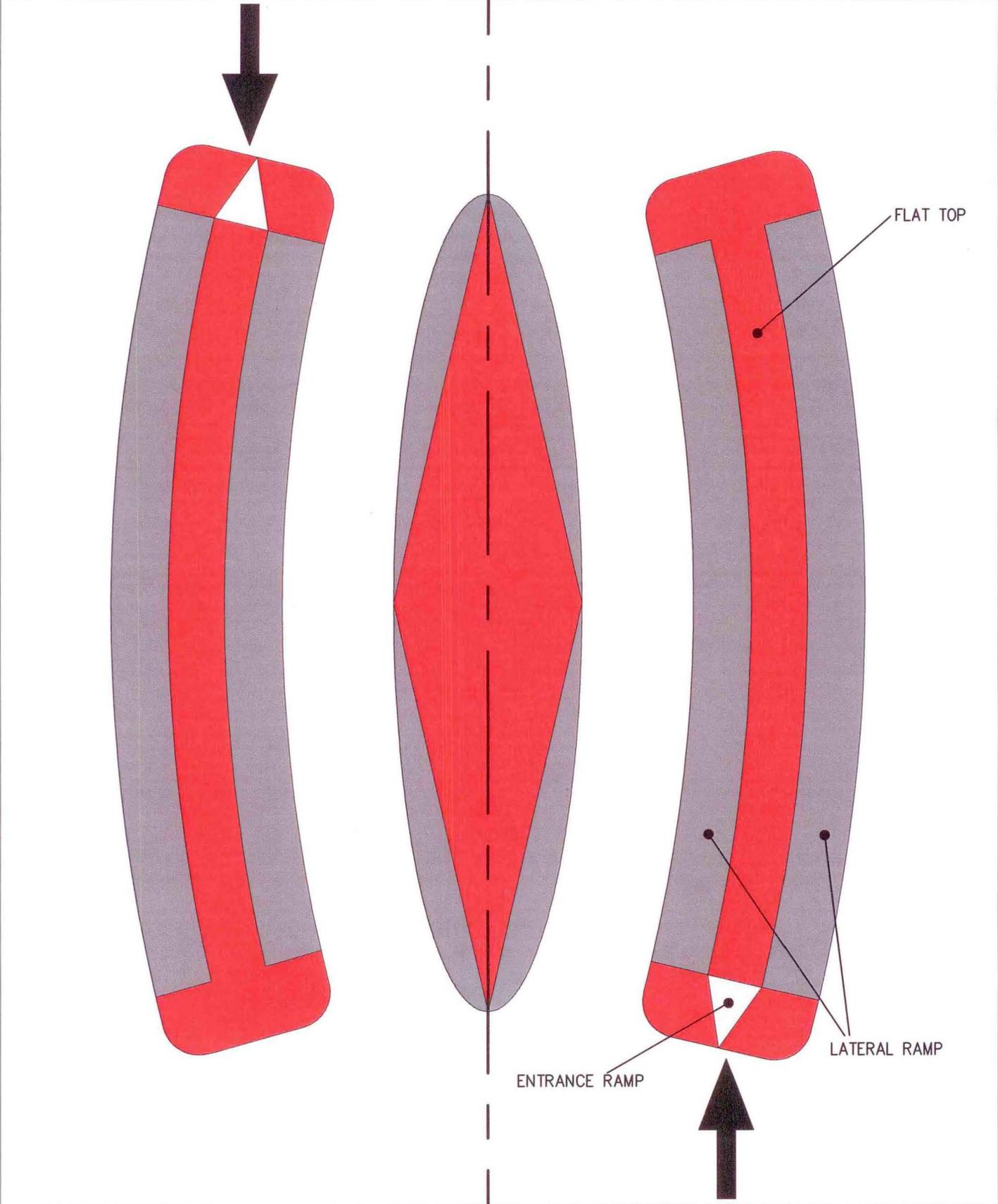
# RAISED INTERSECTION



# SPEED TABLE

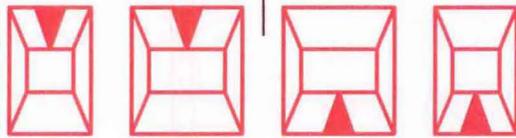


SPEED KIDNEY

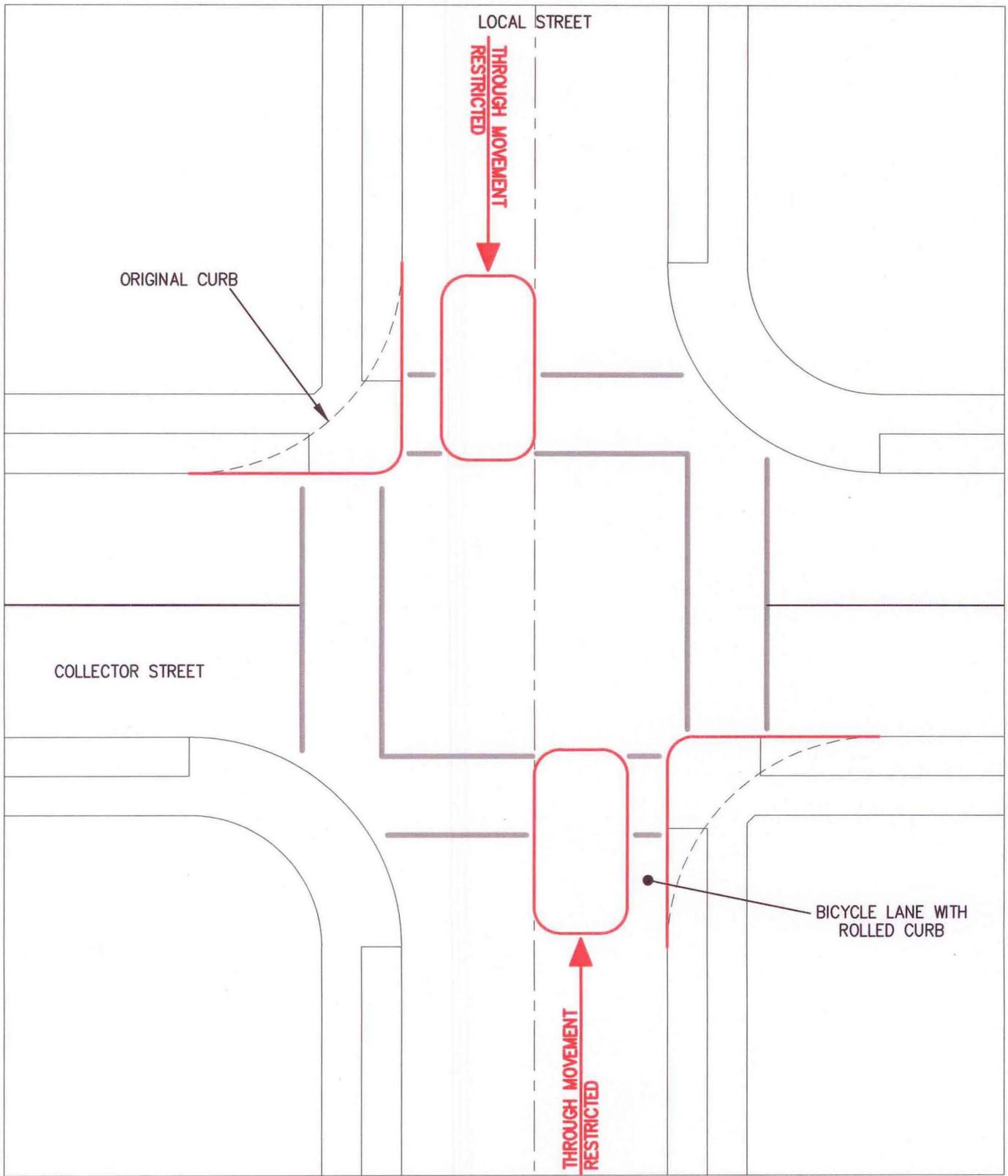


SPEED CUSHION

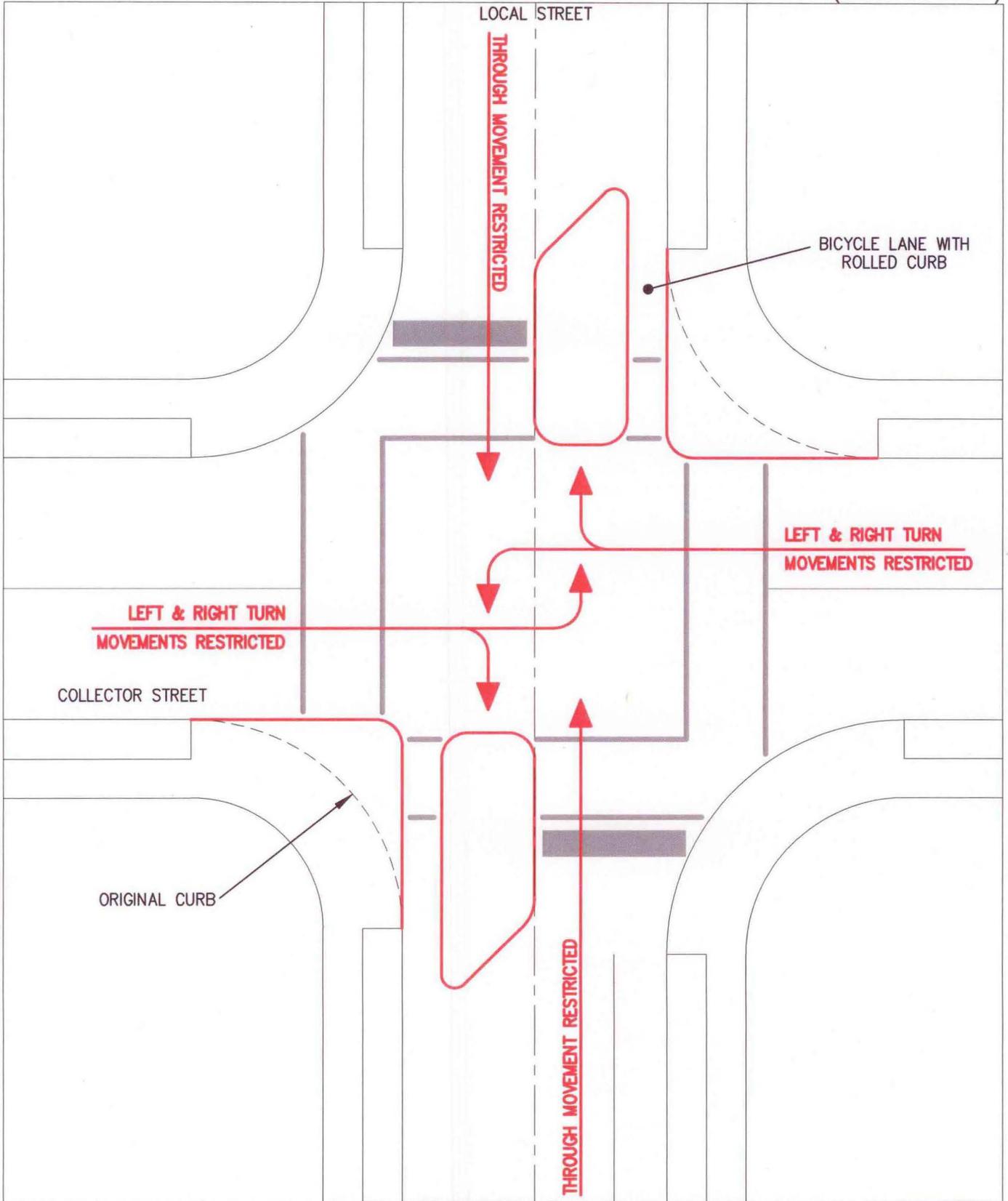
LOCAL STREET



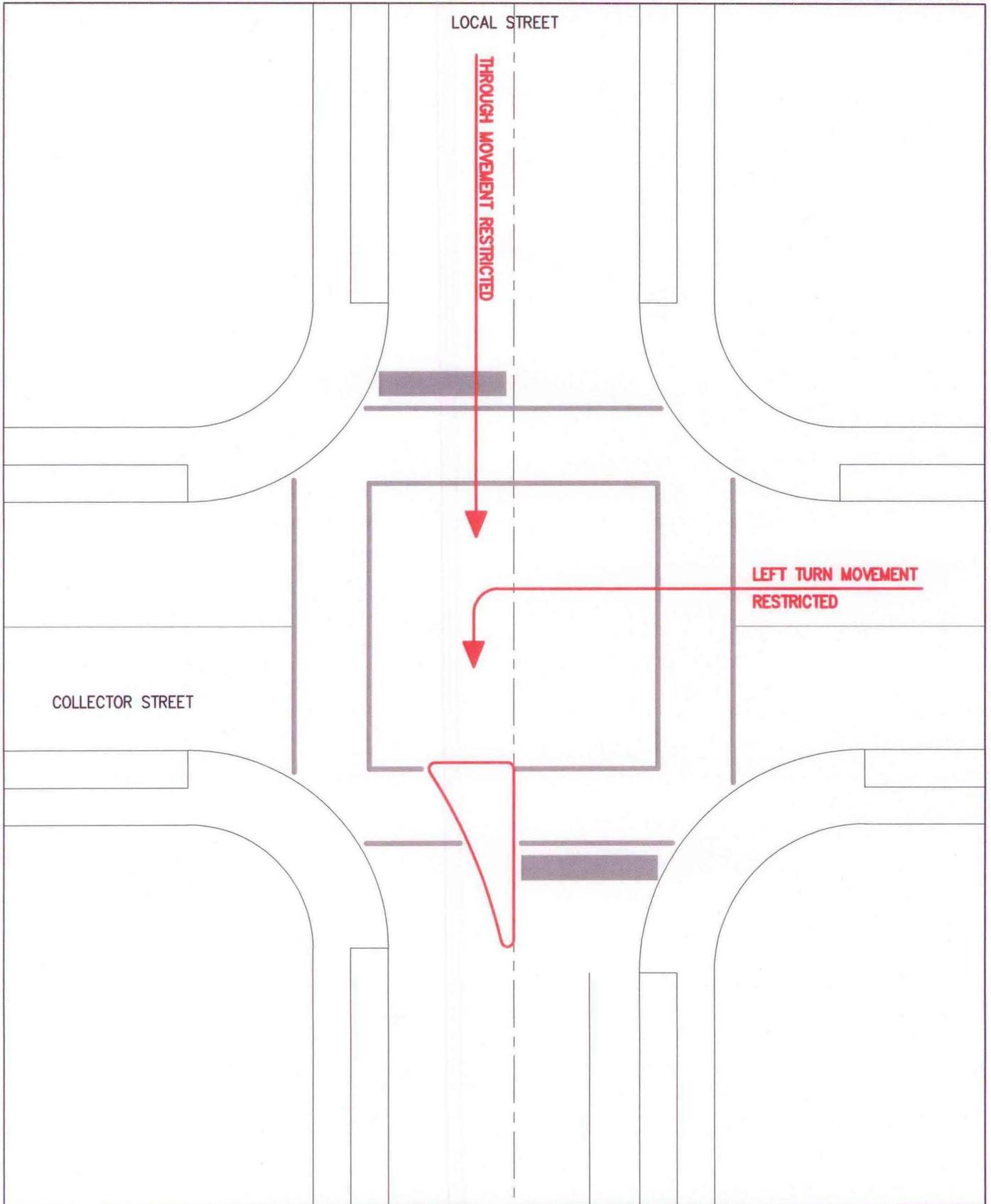
# DIRECTIONAL CLOSURE (ENTRANCE ONLY)



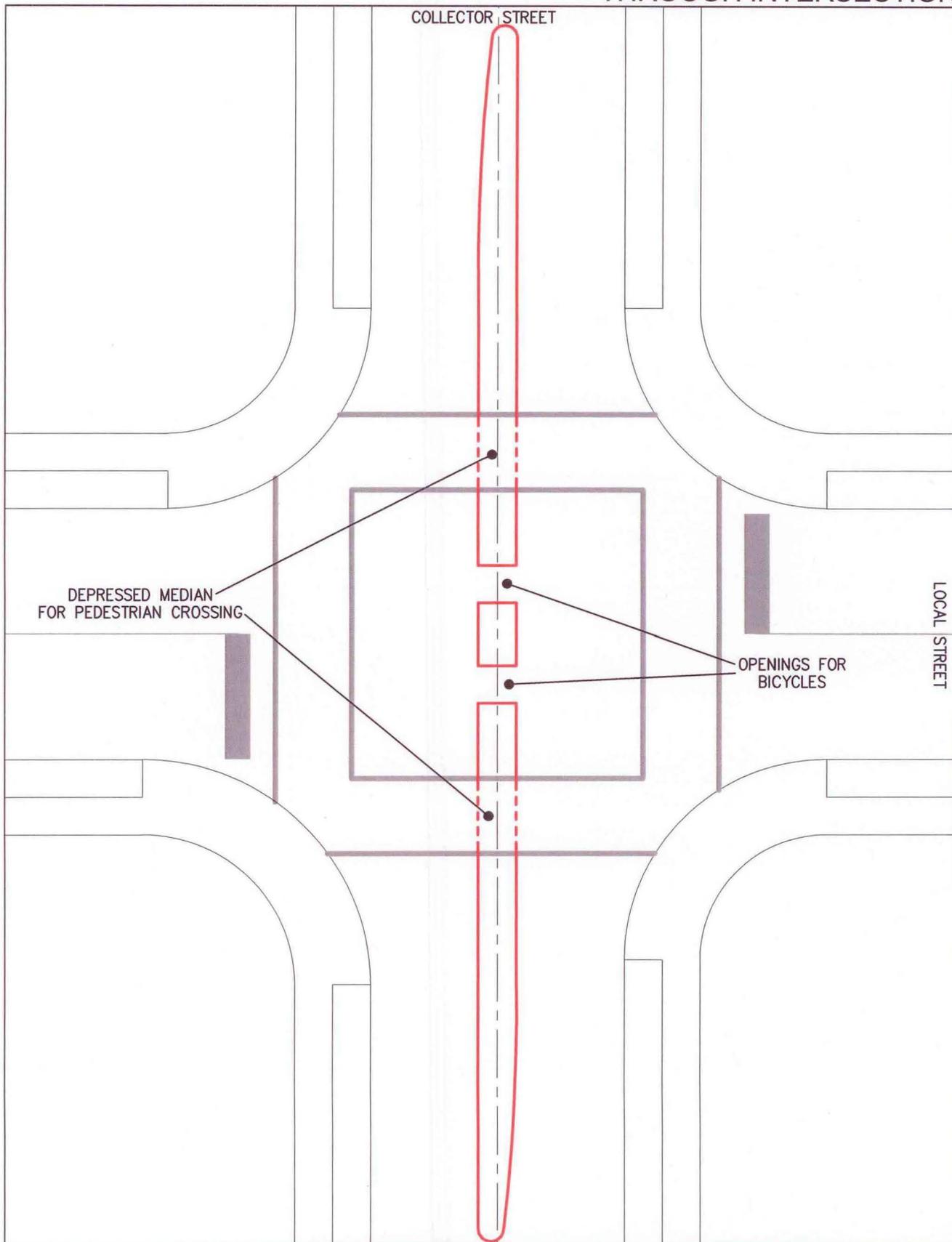
# DIRECTIONAL CLOSURE (EXIT ONLY)



# INTERSECTION CHANNELIZATION



# RAISED MEDIAN THROUGH INTERSECTION



# Proposed Measures to Managing Speed in Your Neighbourhood

Transportation Branch

July 2013



*City of*  
**Saskatoon**

Infrastructure Services Department

## **Introduction**

Residents are often concerned with speeding in their neighbourhood and request the City of Saskatoon, Transportation Branch address the issue. Typically, the Transportation Branch will follow up with a 7-day speed study to measure the 85<sup>th</sup> percentile speed (the speed at which 85 percent of the motorists are travelling at or below). In some cases where the 85<sup>th</sup> percentile speed is above the posted speed limit, the Transportation Branch would typically recommend police enforcement and in some cases traffic calming.

Unfortunately, to install traffic calming measures on all streets in the city is unrealistic and expensive and sometimes the traffic calming devices have little effect on the speeding concerns.

This document is a supplementary document to “*Traffic Calming Guidelines and Tools*” which is a guideline intended to review traffic calming concerns based on a neighbourhood review rather than a one location concern. The Transportation Branch is aware that speeding concerns will need to be addressed while the neighbourhood reviews are in progress. Thus, the intention of the Speed Management Program is to address speeding in the neighbourhood by educating motorists using various methods such as signs, speed display boards and information brochures.

## **Speed Management Program**

The intent of the Speed Management Program is to address speeding concerns in neighbourhoods by increasing driver and community awareness of the speed conditions on their local streets. Tools such as temporary speed signs and speed display boards, watch provides an opportunity for both the driver and community members to participate in speed reduction creating safer, more livable streets. This program requires the joint efforts of the Saskatoon Police Service, City of Saskatoon Transportation Branch, and Community Associations in order to be successful.

There are various components to the program, and include:

1. Temporary Speed Signs
2. Speed Display Boards
3. Informational Brochure
4. Other Measures

## Programs

### 1. Temporary Speed Signs

Residents are able to submit written requests to Infrastructure Services- Transportation Branch to have temporary speed signs installed on their block. Requests can be taken as:

- Through the Neighborhood Management Program.
- By webmail, community association and council request;

All requests will be prioritized by the date received. These signs are intended for installation on residential streets where there is a perceived speeding issue, and not always a measured speeding problem. These signs are **not** intended for installation in school zones as this may cause confusion for motorists.

**These signs are intended to be installed on local streets.**

Over time these signs lose their effectiveness. Therefore, they will be installed for up to a month in each location.

The signs will consist of posted limit speed signs for the neighborhood with a tab below indicating “***SLOW DOWN IN YOUR NEIGHBOURHOOD***”.

### **Benefits of Signage**

Local Streets typically are not signed with the 50 km/hr speed limit. Therefore installing temporary signage indicating the speed limit will:

- Educated the driver on the speed limit on local streets.
- Make the driver aware of his/her speed while driving.
- Driver will pay more attention to their surroundings on street.

## 2. Speed Display Boards

Residents are able to submit written requests to Infrastructure Services, Transportation Branch.

- Through the Neighborhood Management Program which will be available on line.
- By, webmail, community association and council request

All requests will be prioritized by the date received.

**The speed display boards are intended to be installed on collector roadways, transit routes and certain arterials** for up to a month in each location.



## 3. Information Brochure

- An informational brochure will be available to provide educational information on speeding, Traffic Bylaw 7200 and the specific speed zones.
- This brochure will be available online, at City Hall and will be provided to the community consultants.

#### 4. Other Measures

This section outlines some suggestions on how to reduce speeding in your neighborhood.

- **Set the Pace.** When you drive through your neighbourhood, stay at or below the speed limit. Set a safe pace and encourage your neighbours to do the same.
- **Narrow the Street.** People drive faster on wide open roads, and they slow down on narrower streets. By parking your car next to the curb, you'll discourage speeding. Parking is allowed on all local and collector street, except where there are parking restrictions or a fire hydrant.
- **Request Traffic Calming.** Changing the geometry of your street can bring permanent change.
- **Request Traffic Enforcement.** Ask your local police to provide assistance by monitoring local speeders.

Neighbourhood Traffic Management - Previous Process

1. Neighborhood Traffic Concerns are received in writing from a resident, school, community association or through Council. Typically the concern involves one location.
2. Depending on the nature of the complaint, review will include a traffic volume study, speed study, pedestrian study, etc. In all cases, the review includes site visits and collision history to ensure that there are no extraneous circumstances causing the concerns.
3. The traffic volume study measures the Average Daily Traffic (vehicles per day) over a three or seven day period. If the traffic volumes are within an acceptable range for the roadway classification, traffic calming is not recommended. The acceptable range is based on guidelines produced by the Transportation Association of Canada.
4. Speed studies measure the 85<sup>th</sup> percentile speed (the speed at which 85 percent of the vehicles are travelling at or below). This is a method used throughout the industry to evaluate vehicle speeds. If the 85<sup>th</sup> percentile speed is within 10 percent of the speed limit (typically 5 kph on a 50 kph roadway), it is deemed to be acceptable and traffic calming is not recommended. If the 85<sup>th</sup> percentile speed exceeds 10 percent, or if the traffic volumes are deemed to be excessive, the Administration will work with Saskatoon Police Service to address the concerns through enforcement. If this is deemed unsuccessful, traffic calming may be recommended.
5. The traffic calming devices are placed temporarily using either using rubber curbing or concrete.
6. The temporarily devices are left in place until proven effective. Typically, informal comments are received from the community association, residents in the neighbourhood, school and internal agencies, however no formal consultation is conducted. Often comments are not received as the device typically has very little impact. We only receive comments if the device has huge impact.
7. If deemed effective, the device is put on a list until funding is available to make it permanent.

## Attachment 4 Outstanding Temporary Traffic Calming

#	Year Device was Installed	Location	Temporary Device
1	2008	Centennial Dr & McDougal Cres	island
2	2009	18 <sup>th</sup> St & Witney Ave	curb & island
3	2009	Emmeline Rd midblock @ Lakeridge School	curbs
4	2009	Emmeline Rd & Swan Cres	curbs
5	2010	115 <sup>th</sup> St & Kenderdine Rd	islands
6	2011	Salisbury Dr- 75m west of Conn Ave	islands
7	2011	Egbert Ave & 110 <sup>th</sup> St	island
8	2012	29 <sup>th</sup> St & Ave C	curbs
9	2012	31 <sup>st</sup> St & Ave C	curbs
10	2012	27 <sup>th</sup> St & Ave B	island
11	2012	McClocklin Rd & Claypool Dr	channelized island
12	2009	Kingsmere Blvd & Wakaw Cres (East Leg)	curbs
13	2009	Clarence Ave & Cascade St	curbs
14	2009	Cowley Rd & Forsyth Way	curbs
15	2010	Betts Ave & Hart Rd	island
16	2010	37 <sup>th</sup> St- 60m east of Byers Cres	curbs
17	2010	Balmoral St & 9 <sup>th</sup> Ave	curbs
18	2010	Montreal Ave & 23 <sup>rd</sup> St	curbs & islands
19	2011	9 <sup>th</sup> St & McPherson Ave	traffic circle
20	2011	Ave G & 21 <sup>st</sup> St	curb
21	2011	21 <sup>st</sup> Street & Ave F	curbs
22	2011	Salisbury Dr & Early Dr	curb & island
23	2011	Witney Ave & Rylston Rd	curb & island
24	2011	Spadina Cres & Ave D	curb
25	2011	Spadina Cres & Ave C	curb
26	2011	Ave C & 38 <sup>th</sup> St	diverter
27	2011	Spadina Cres & 17 <sup>th</sup> St	island
28	2011	Garvie Rd & McWillie Ave	island
29	2011	Garvie Rd & Scissons Cres	island
30	2011	McClocklin Rd & West Hampton Blvd	island
31	2011	Adilman Dr & Russell Rd-Biro Pl	island
32	2011	McClocklin Rd & McKague Cres (E)	curb & island
33	2011	McClocklin Rd & McKague Cres(W)	curb & island
34	2011	Milton St- 100m east of Macklem Dr	island
35	2012	Wickenden Cres & Rogers Rd	curb (extension)
36	2012	Stensrud Rd & Greaves Cres/Muzyka Rd	island

37	2012	Willowgrove Blvd & Maguire Cres	curbs
38	2012	Central Ave & 112 <sup>th</sup> St	curbs
39	2012	Dufferin and 11th Street	curb
40	2013	McClocklin & Denham Way	Island
41	2013	Ave H - Princess Alexandra School	curbs
42	2013	Valens and Donald St. - St. Henry Kelsy School	curbs

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** July 3, 2013  
**SUBJECT:** Proposed Amendments to Bylaw 7200, The Traffic Bylaw  
Truck Routes  
**FILE:** IS 6332-1

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**RECOMMENDATION:** that the following report be submitted to City Council recommending that the City Solicitor be instructed to amend Bylaw 7200, The Traffic Bylaw, to reflect changes to truck routes as outlined.

### **TOPIC AND PURPOSE**

This report is to obtain City Council approval for changes to truck routes in the city.

### **REPORT HIGHLIGHTS**

1. Truck routes will be identified as Long Haul Routes and Pick Up/Delivery Routes to help clarify their intent. A number of routes will either be added to or eliminated as designated truck routes as a result of new alternative roadways being constructed, namely the Circle Drive South project.
2. Signage will be implemented on Long Haul Routes to assist in guiding trucks to the appropriate roadways.
3. A weight restriction of 8,000 kilograms (kg) will be implemented on Zimmerman Road to address concerns with the structure of the roadway.
4. The penalty for travelling off-route is proposed to increase from \$150 to \$200 per violation.

### **STRATEGIC GOALS**

The recommendation in this report supports the City of Saskatoon Strategic Goal, Moving Around, as it will ensure the optimization of the flow of goods in and around the city.

### **BACKGROUND**

The Administration and Finance Committee, at its meeting held on July 16, 2013, considered a report of the General Manager, Infrastructure Services Department, dated July 3, 2013, regarding changes to truck routes, and resolved that the matter be referred back to the Administration to consult with the trucking industry and report back to the August meeting.

The current trucks routes were implemented in 2007, following a detailed review and stakeholder engagement. With the completion of the Circle Drive South project, Wanuskewin Road and the Highway 7/14 interchange, alternative routes for long haul trucks are now available.

Specified truck routes are used in order to assist the flow of traffic and to ensure the preservation of the roadway infrastructure. Currently, designated truck routes within the city are divided into primary and secondary routes, which have caused issues regarding how to effectively sign them.

## REPORT

Due to the increase in trucking traffic across Canada, it is important that Saskatoon has a clear concise route to allow long haul trucks to travel through the city without causing traffic congestion. The Administration is, therefore, recommending changes to Bylaw 7200, The Traffic Bylaw, as detailed in Attachment 1. The following is a summary of those changes.

### Vehicle Routes

Vehicle routes will no longer be described in terms of primary and/or secondary truck routes. Instead, they will be divided into long haul vehicle routes and pick up/delivery routes.

Significant changes to the truck routes include:

- a) The addition of Wanuskewin Road from 51<sup>st</sup> Street north to the city limits, as a pickup and delivery vehicle route.
- b) The addition of Circle Drive South and interchanges to both vehicle routes.
- c) The removal of 22<sup>nd</sup> Street and Idylwyld Drive from the Long Haul Vehicle Routes. (The completion of Circle Drive South provides a better alternative for long haul trucks.)
- d) The removal of Avenue P, south of 22<sup>nd</sup> Street to the railway tracks, from both vehicle routes. (The completion of Circle Drive South minimizes the need for trucks to travel directly from 22<sup>nd</sup> Street to the West Industrial area. In addition, the intersection of Avenue P and 11<sup>th</sup> Street has been upgraded to provide a superior route for trucks.)

Schedule No. 8 will show preferred routes to access industrial areas. Currently, all identified industrial areas are unrestricted, however, access points to these areas need to be more clearly defined in terms of which roadways will accommodate proper turning movements into these unrestricted areas.

### Signage

Only long haul truck routes will be signed at this time. Individual circumstances requiring additional signage for clarification may be placed, if deemed necessary, by the Administration in accordance with industry standards and guidelines. Way-finding truck route signage will be located at all major interchanges signifying the long haul truck route. The purpose of the signage is to lead all non-delivery trucks through the city using mainly Circle Drive and keeping them off of the roadways located within Circle Drive, for example, Idylwyld Drive, 22<sup>nd</sup> Street and College Drive.

### Weight Restrictions

Weight restrictions of 8,000 kg will be placed on the following roadways:

- 1) Zimmerman Road within city limits; and
- 2) Range Road 3045 north of Fleury Road to city Limits.

These restrictions are required to preserve the integrity of the roadway structures. Both roadways will be replaced as development continues in the respective areas. Vehicles that are in excess of the weight limit and require the use of these roadways to access property along the roadways will require a permit.

### Increase in Penalty

Currently, the penalty for Off Vehicle Route and Over Dimension Summons Tickets is \$150. The Administration does not feel that it is a sufficient deterrent, and after consultation with Saskatoon Police Services, is recommending that both of these voluntary payment penalties be increased to \$200.

If the proposed new routing is approved, signage will be placed on the Circle Drive South project upon opening, to identify it as a temporary truck route until the bylaw amendment is finalized.

### OPTIONS TO THE RECOMMENDATION

No other options were considered.

### POLICY IMPLICATIONS

If approved, Bylaw 7200, The Traffic Bylaw, will need to be amended. Council Policy C07-019 - Traffic Bylaw Special Permits will not be affected by any of these changes.

### FINANCIAL IMPLICATIONS

In conjunction with changes to the bylaw, there will be additional signage installed in order to guide motorists onto and off of designated vehicle routes. The total cost for these upgrades is \$15,000 and will be paid for by Capital Projects 993 - Circle Drive South Bridge and 2241 - Truck Enforcement/Education.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
x		\$15,000			

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

An informal meeting was held on December 13, 2012, which included personnel from the trucking industry and a representative from a private driver training company. Both were in support of the changes, specifically to the increase in signage for long haul truck routes.

Both North Saskatoon Business Association (NSBA) and the Saskatchewan Trucking Association were contacted in July 2013, as requested by the Administration and Finance Committee, in regards to the proposed changes.

The NSBA responded on July 19, 2013 (Attachment 2). Highlights of their response included not wanting to remove Idylwyld Drive and the inclusion of Wanuskewin Road to the Long Haul Route.

The Administration is recommending that through truck traffic be maintained on freeways and expressways as much as possible. The Circle Drive South Bridge will provide a route for trucks travelling through Saskatoon to remain on a freeway/expressway. To allow through truck traffic to stay on Idylwyld Drive, when there are two viable options, would not be in the best interests of the citizens of Saskatoon. It should be noted that businesses utilizing the trucking industry within Saskatoon would still have access to Idylwyld Drive, as it is part of the pickup and delivery route.

Wanuskewin Road is currently being used for permitted loads and pickup and deliveries for businesses in the City. It is classified as an arterial roadway, and as stated above, the Administration is attempting to keep through truck traffic on freeways and expressways as much as possible.

A follow up call was made to the Saskatchewan Trucking Association on July 23, 2013, to elicit any concerns or questions they may have with respect to the proposed changes. No concerns were noted at this time.

## **COMMUNICATIONS PLAN**

General communication activities will advise residents and local businesses of the new vehicle route, including public service announcements, website and social media channels.

The most impacted stakeholder is the transport industry, particularly long haul and delivery drivers. Targeted communications will be as follows:

- Notification of new routes and changes to the bylaw will be distributed to all trucking permit applicants and to applicable members of the Saskatchewan Trucking Association and the North Saskatoon Business Association.
- Message boards will be used, advising of the route changes which will be marked with signage.

- Given most long haul drivers travel through many communities, they are trained to watch for industry signage for directions through a city. The standard “truck route” signs will be placed along the new route for drivers to follow.

Signage will be placed once approval by City Council is received. The time period between approval and amendments to the bylaw by the City Solicitor's Office will serve as a grace period, allowing an opportunity for education by Saskatoon Police Services.

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

If the recommendation in this report is approved, the City Solicitor's Office will report to City Council forwarding the amendment to Bylaw 7200, The Traffic Bylaw, in the fall of 2013.

### **ENVIRONMENTAL IMPLICATIONS**

The recommendations have the potential to result in greenhouse gas emissions reductions related to improved traffic flow and associated reductions in fuel consumption. As well, the designation and adherence to specified trucking routes will extend the quality and life of the roadway infrastructure, further reducing greenhouse gas emissions associated with roadway use and maintenance. The overall impact on greenhouse gas emissions has not been quantified 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**

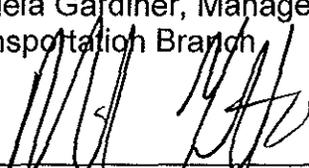
Public Notice, pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

### **ATTACHMENTS**

1. Details of Modifications to Traffic Bylaw; and
2. Letter dated July 19, 2013, from the North Saskatoon Business Association.

Written by: Lana Dodds, Traffic Program Coordinator  
Transportation Branch

Approved by: Angela Gardiner, Manager  
Transportation Branch

Approved by:   
Cal Sexsmith, A/General Manager  
Infrastructure Services Department  
Dated: July 23, 2013

Approved by:   
*for* Murray Totland  
City Manager  
Dated: July 25/13.

## Attachment 1

### Details of Modifications to Traffic Bylaw

#### Section 44

Vehicle routes will no longer be described in terms of primary and/or secondary truck routes. Instead, they will be divided into the following two sections:

1. Long haul vehicle routes, which refers to trucks going through the city, not needing to make a delivery or pick up within the city. These will be defined in map form in Schedule 8a; and
2. Pickup and delivery vehicle routes, which refers to trucks making deliveries or pickups within the city boundaries. These will be defined in map form in Schedule 8.

Any truck that exceeds either/or the maximum weight, height, width or length, as outlined in this report, will require a permit, as outlined in Council Policy C07-019 - Traffic Bylaw Special Permits.

Significant changes to the new truck route include:

- a) The addition of Wanuskewin Road from 51<sup>st</sup> Street north to the City limits, as a pickup and delivery vehicle route.
- b) The addition of Circle Drive South and interchanges to both vehicle routes.
- c) The removal of 22<sup>nd</sup> Street and Idylwyld Drive from the Long Haul Vehicle Routes. (The completion of Circle Drive South provides a better alternative for long haul trucks.)
- d) The removal of Avenue P south of 22<sup>nd</sup> Street to the railway tracks from both vehicle routes. (The completion of Circle Drive South minimizes the need for trucks to travel directly from 22<sup>nd</sup> Street to the West Industrial Area. In addition, the intersection of Avenue P and 11<sup>th</sup> Street has been upgraded to provide a superior route for trucks.)

#### Vehicle Routes

As per the current bylaw, a person shall not operate a Level 1, Level 2 or Level 3 vehicle as defined in Schedule No. 7, having a maximum gross vehicle weight of more than 8,000 kg and and/or length more than 8.6 metres through or within the city, except as provided in this section.

Schedule No. 8 will show preferred routes to access industrial areas. Currently, all identified industrial areas are unrestricted, however, access points to these areas need to be more clearly defined in terms of which roadways will accommodate proper turning movements into these unrestricted areas.

All Gross Vehicle Weights are subject to Sections 45, 50 and 51.

### Long Haul Vehicle Routes

Level 1, 2 and 3 trucks as defined in Schedule No. 7 are allowed on Long Haul Vehicle Routes Schedule No 8a and in unrestricted area up to a maximum weight of 62,500 kg (137,700 lbs) without a permit. Maximum dimensions are outlined in Section 46 and 47.

### Pick Up and Delivery Vehicle Routes

The streets set out in Schedule No 8 are hereby established as Pick Up and Delivery Vehicle Routes. Whereas Long Haul Vehicle Routes can accommodate all levels of trucks as defined in Schedule No. 7, Pick Up and Delivery Vehicle Routes have some specific restrictions. These restrictions have not changed, but are now using vehicle weight as a primary gauge.

Level 1: 8,001kg to 31,600 kg (17,600lbs to 69,600lbs)

- Must follow Pick Up and Delivery Vehicle Routes as shown in Schedule No 8.
- Deliveries and/or pickups off these routes must follow most direct route to destination on arterial road network to other City streets or route approved.
- May operate in Central Business District at any time for making a delivery, pick up or performing a service.

Level 2: up to 46,500 kg (93,100lbs)

- Must follow Pick Up and Delivery Vehicle Routes as shown in Schedule No 8.
- Deliveries and/or pickups off these routes must follow most direct route to destination on arterial road network to other City streets or route approved.
- May NOT operate in Central Business District between 07:00 to 18:00 without a permit, unless making a delivery, pick up or performing a service within the Central Business District.

Level 3: up to 62,500 kg (137,700lbs)

- Permit required to use Pick Up and Delivery Vehicle Routes as shown in Schedule No 8, unless route is shared in Schedule No. 8a.
- May NOT operate in Central Business District at any time without a permit.

Maximum dimensions are outlined in Section 46 and 47.

Subsection 8 to 10 will remain as written in the bylaw. However Subsection 8.1 can be removed as it is now addressed under Level 2 Vehicles in Pick Up and Delivery Vehicle routes section.

### Signage

Only long haul truck routes will be signed at this time. Individual circumstances requiring additional signage for clarification may be placed if deemed necessary by the

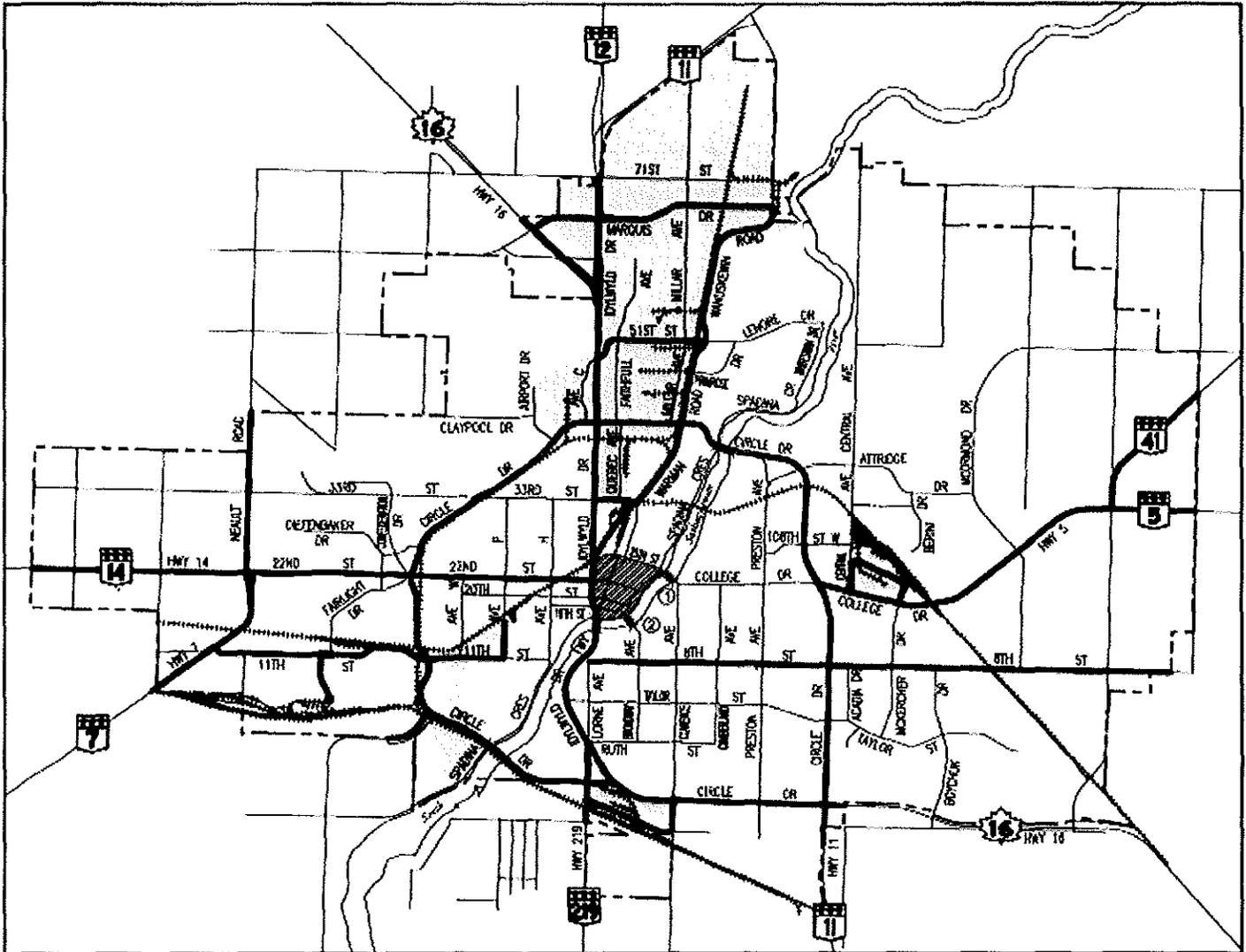
Administration in accordance with industry standards and guidelines. Way finding truck route signage will be located at all major interchanges signifying the long haul truck route. The purpose of the signage is to lead all non-delivery trucks through the City using mainly Circle Drive and keeping them off of the roadways located within Circle Drive, for example Idylwyld Drive, 22<sup>nd</sup> Street and College Drive.

**Weight Restriction (Section 48)**

Weight restrictions of 8,000kg will be placed on the following roadways:

- 1) Zimmerman Road within City Limits and,
- 2) Range Road 3045 north of Fleury Road to City Limits,

These restrictions are required to preserve the integrity of the roadway structures. Both roadways will be replaced as development continues in the respective areas. Vehicles that are in excess of the weight limit and require the use of these roadways to access property along the roadways will require a permit.



## Pick Up and Delivery Vehicle Routes

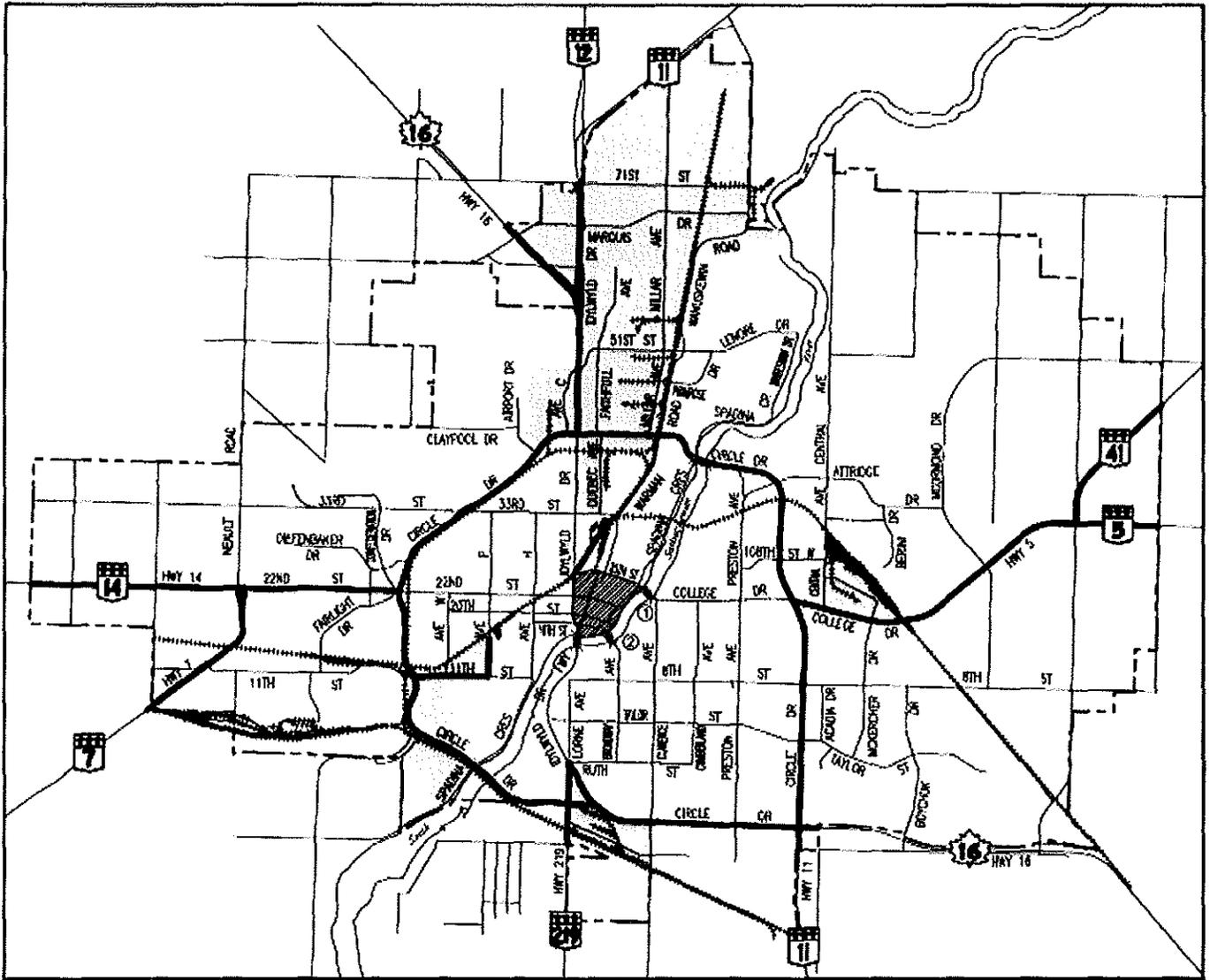
### LEGEND

-  PICK UP AND DELIVERY VEHICLE ROUTE
-  ARTERIAL ROAD NETWORK
-  CITY LIMITS
-  RAILWAY TRACKS
-  UNRESTRICTED AREA  
62,500 kg MAX (137,700 lbs.)
-  CENTRAL BUSINESS DISTRICT
- ① UNIVERSITY BRIDGE - 37,500 kg MAX (82,000 lbs.)
- ② BROADWAY BRIDGE - 37,500 kg MAX (82,000 lbs.)

### NOTES:

1. Vehicles with a GVW of 8,000kg or less may use all streets.
2. Level 1 Trucks; 8,001 kg to 31,600 kg (17,600 lbs to 69,600 lbs)
  - Must follow Pick Up and Delivery Vehicle Routes as shown,
  - Deliveries and/or pickups off these routes must follow most direct route to destination on arterial road network to other City streets or route approved,
  - May operate in Central Business District at anytime for making deliveries & pickups or performing a service.
3. Level 2 Trucks; up to 46,500 kg (102,500 lbs)
  - Must follow Pick Up and Delivery Vehicle Routes as shown,
  - Deliveries and/or pickups off these routes must follow most direct route to destination on arterial road network to other City streets or route approved,
  - May NOT operate in Central Business District between 07:00 to 18:00 without a permit, unless making a delivery, pick up or performing a service within the Central Business district.
4. Level 3 Trucks; up to 62,500 kg (137,700 lbs)
  - Permit required using Pick Up and Delivery Vehicle Routes as shown except as route shown on schedule 8a.
  - May NOT operate in Central Business District at any time without a permit.
6. Maximum dimensions are outlined in Section 46 and 47 of Bylaw 7200.
7. See Schedule 7 for maximum gross vehicle and axle weight.





## Long Haul Vehicle Routes

### LEGEND

 LONG HAUL VEHICLE ROUTE

 ARTERIAL ROAD NETWORK

 CITY LIMITS

 RAILWAY TRACKS

 UNRESTRICTED AREA  
62,500 kg MAX (137,700 lbs.)

 CENTRAL BUSINESS DISTRICT

① UNIVERSITY BRIDGE - 37,500 kg MAX (82,000 lbs.)

② BROADWAY BRIDGE - 37,500 kg MAX (82,000 lbs.)

### NOTES:

1. Vehicles with a GVW of 8,000kg or less may use all streets.
2. Level 1, 2 and 3 trucks as defined in Schedule No. 7 are allowed on Long Haul Vehicle Routes and in unrestricted area up to a max weight of 62,500 kg (137,700 lbs) without permit.
3. Maximum dimensions are outlined in Section 46 and 47 of Bylaw 7200.
4. See Schedule 7 for maximum gross vehicle and axle weight.





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#9-1724 Quebec Avenue, Saskatoon, SK S7K 1V9

July 19, 2013

Lana Dodds  
Traffic Program Coordinator  
Infrastructure Services  
City of Saskatoon

Dear Ms. Dodds

Re: Truck Route Changes

Thank you for the opportunity to provide input on pending changes to Saskatoon's Traffic Bylaw Truck Routes. Despite the tight timeline we were asked to work within, we sought the advice of NSBA members familiar with the industry. Their responses have indicated that, firstly, it was most unfortunate that the comment and response time was requested by July 19, 2013. The City spent several months or more on these proposed amendments, whereas we are being asked to review and comment on the proposed amendments in less than three days.

Suffice it to say, there is a definite requirement to improve traffic flow in the city of Saskatoon, which in part is covered off in the city's Strategic Goal of Moving Around.

The proposed changes will provide for some optimization of the movement of vehicles and goods and will also create restrictions and confusion.

Definitions of Long Haul Routes and Pick Up/Deliver Routes (P&D) are not well defined and more importantly definition to equipment is not provided and although somewhat familiar with Schedule #7 defining the levels, many units in today's applications do different things at different times, which then concerns the enforcement issue.

The addition of Wanuskewin Road from 51<sup>st</sup> Street north to city limits is already being tested by truck traffic although signed to the contrary. The concept of this being limited to a P&D route will be further challenged by equipment wanting to circumvent alternatives (such as Circle Drive or 51<sup>st</sup> Street to Idylwyld Drive to get to Highway 11 or Wanuskewin Road). These alternatives are being used to circumvent the congestion on Millar Avenue. The congestion at Millar and Circle Drive is horrendous, and according to the City of Saskatoon's 2010 Traffic Characteristics Report, is the City's busiest intersection.

22<sup>nd</sup> Street as a Long Haul route will naturally reduce with the opening of the Circle Drive South bridge and interchanges. Currently 22<sup>nd</sup> Street provides equipment arriving from West of the most efficient route to the south. Its current configuration leaves much to be desired, and equipment would naturally prefer a better route.

.../2

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The removal of Idylwyld Drive as a long haul route through the city is not a welcome change. The Circle Drive South development has the opportunity to reduce flows as a new option and the concept of closing one option to use another just transfers the problems. The utilization of Idylwyld by Long Haul coming into the city from the east or south is a result of primarily two things: 1) poor signage approaching the city 2) congestion on Circle Drive westbound. Utilization of Idylwyld Drive by Long Haul from the north is a result of congestion on the Circle drive exit ramp to travel east or west. Currently traffic can back up to 51<sup>st</sup> Street to exit on this ramp. The bridge deck over Idylwyld can only handle two long haul pieces of equipment per lane and depending on direction, access may only handle two in its entire width. Combine this with poor traffic control coordination in this area contribution is significant to extended congestion along the corridor.

Traffic controls will be equal from the Circle Drive ramp to end of controls at Millar in comparison to traffic running straight down Idylwyld Drive (once construction complete at Preston). One of our industry respondents shared a test scenario where they recently ran similar equipment from a single destination (southbound from 51<sup>st</sup> Street and Idylwyld) over the two routes to meet at the same spot south of the city; the Idylwyld route was 45 minutes quicker. Taking this time differential into account, this test confirms a particular trucking firm could add one truck load through the city for every eight truck loads taking Circle Drive South.

Therefore, it is highly recommended that until the Perimeter Road (Yellowhead Northern Gateway) and the proposed Commuter (Parkway) Bridge are functioning that the three through routes be maintained. In fact one of our industry respondents advised that the through city route for all vehicles was once a vision and action by a previous City Council.

Enforcement of the proposed modifications is as well a significant concern. We would be very interested on identification training, determination training to vehicle weights etc.

As previously identified and recognized, traffic congestion is an issue for our city. Penalizing the vehicles that provide the supply of product to our economy provides a low bearing fruit solution because of their visibility.

Traffic congestion is a result of numerous factors, the top two are generally considered as: varied vehicle speeds on same route and roadway capacity. The Circle Drive corridor between Millar Avenue and Avenue C would probably qualify for the qualitative classification of "F" (as in Fail) for level of service; to delete a corridor based on the addition of a corridor will provide less benefit than believed.

The exploration of other alternatives such as restrictive times, closure of "T" intersections, widening of intersection turns, synchronization of lights to name a few; would probably support a more efficient and harmonious environment.

.../3

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Signage is a significant issue in the City of Saskatoon. Those who have travelled in multiple jurisdictions note that Saskatoon, for all its glory, is one of the poorest signed cities travelled. This by itself creates congestion and accidents.

The most interesting events to come will occur as the south Circle Drive system opens and utilization increases, the already-challenged Avenue C to Idylwyld interchange and specifically the bridge deck and north ramp exit will truly provide for congestion with the convergence of traffic from east and west Circle Drive.

Efficient transportation is a pillar to the success of a community and its requirements; this city is losing its once boastful edge of travel time, competitive advantage and desired destination status. More options for increased traffic flow will result in a better traffic experience for all.

Sincerely,

A handwritten signature in black ink, appearing to read 'Keith Moen', with a long horizontal flourish extending to the right.

Keith Moen  
Executive Director

*"Supporting Saskatoon's business community"*

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** July 22, 2013  
**SUBJECT:** Traffic Control Neighbourhood Retrofit Program  
**FILE:** CK. 6280-1

---

**RECOMMENDATION:** that the following report be submitted to City Council recommending that the Traffic Control Neighbourhood Retrofit program be expanded to other grid roadway network neighbourhoods, as outlined in this report.

### **TOPIC AND PURPOSE**

The purpose of this report is to provide information on the results to date of the pilot Traffic Control Neighbourhood Retrofit program in the City Park neighbourhood, and to obtain approval to expand the program to other grid roadway network neighbourhoods.

### **REPORT HIGHLIGHTS**

1. Yield signs were installed at all uncontrolled intersections as part of the City Park Traffic Control Infill Pilot Project in August 2008 to mitigate collisions. Early compilation of the collision history in the three years following the installation (2009–2011) have shown a favourable result, indicating an overall reduction in collision frequency.
2. The Administration is recommending that the Traffic Control Neighbourhood Retrofit Program be expanded to include other grid roadway network neighbourhoods.
3. Neighbourhoods were prioritized based on highest average number of collisions per uncontrolled intersection per year over the past five years (2007-2011).

### **STRATEGIC GOALS**

The recommendation in this report supports the City of Saskatoon Strategic Goal, Moving Around.

### **BACKGROUND**

City Council, at its meeting held on May 5, 2008, during considered of a report of the General Manager, Infrastructure Services Department, dated April 1, 2008, regarding a proposed pilot intersection control program in the City Park neighbourhood, adopted the following recommendations:

- "1) that a pilot intersection control program be conducted in the City Park neighbourhood;
- 2) that yield signs be installed at 20 uncontrolled intersections in the pilot area, as shown on Plan 211-0039-001r001 (Attachment 2 to the report of

the General Manager, Infrastructure Services Department dated April 1, 2008); and

- 3) that the cost of implementation, estimated at \$4,000, be funded from Capital Project No. 1512 – Neighbourhood Traffic Management.

The report recommended that yield signs be installed at all 20 uncontrolled intersections in the pilot area in order to reduce frequency and severity of collisions caused by confusion regarding the assignment of right-of-way. It also recommended that the impact of the intersection control pilot project be monitored for approximately five years following implementation. This way, expected changes in traffic patterns and improvements in safety could be verified before the infill policy was extended to other problem areas within the city.

City Council, at its meeting held on April 26, 2010, considered a report of the General Manager, Community Services Department, regarding the City Park Local Area Plan (LAP) Final Report and resolved, in part, that the Administration commence implementation of the recommendations as outlined in the Plan. Recommendation 3.8 of the LAP, "Pilot intersection control infill program", states:

"That the Infrastructure Services Department, Transportation Branch, report back to the City Park Community Association on the findings of the pilot intersection control infill study."

## **REPORT**

In accordance with the approved City Park Traffic Control Infill Pilot project, yield signs were installed at all uncontrolled intersections within the City Park neighbourhood in August 2008.

Prior to installing the yield signs, a review of the five-year collision history (2003 to 2007) indicated that there was an average per uncontrolled intersection per year of 0.38 collisions susceptible to correction by installation of traffic control signage only (right-angle, left-turn, and right-turn collisions). Other collisions, such as side-swipe, head-on, rear-end, etc. were not included, as these types are not susceptible to correction by the installation of traffic control devices.

The most recently available collision data provided by SGI (up to and including 2011) has shown a favourable result, indicating an overall reduction in collision frequency at an average rate of 0.10 collisions per uncontrolled intersection per year. The Administration considers this overall reduction as a true reflection, even though the review only includes the first three years of collision data, as opposed to the full five years recommended in the original report. The Administration will continue to monitor the City Park neighbourhood collision data until the five year study is complete and will report back to the City Park Community Association on the findings of the pilot intersection control infill study at that time.

Based on the results of the study to date, the Administration is recommending that the program be expanded to include other neighbourhoods with a grid roadway network. Attachment 1 shows the total number of collisions that occurred at all City of Saskatoon uncontrolled intersections from 2007 to 2011. The collision data map aided in determining the neighbourhoods that would benefit from a stop and yield infill program, by reviewing configurations susceptible to correction by the installation of traffic control signage only.

A list of the neighbourhoods recommended for the program is summarized in the table below, and are prioritized based on the highest average number of collisions per uncontrolled intersection per year over the past five years. As previously mentioned, the most recently available collision data provided by SGI is up to and including 2011.

Priority	Neighbourhood	Ward - Councillor	Number of Uncontrolled Intersections	Collisions from 2007 - 2011	Average Number of Collisions* per Uncontrolled Intersection per Year (2007-2011)
1	Varsity View	6 – Clark	35	68	0.39
2	Adelaide / Churchill	7 - Loewen	31	57	0.37
3	Caswell Hill	2 - Lorje	23	42	0.37
4	Haultain	6 - Clark	41	71	0.35
5	Queen Elizabeth	7 - Loewen	30	46	0.31
6	Buena Vista	6 - Clark	29	39	0.27
7	Holliston	6 - Clark	26	27	0.21
8	Sutherland	1 - Hill	30	23	0.15
9	Avalon	7 - Loewen	26	6	0.05

While short cutting traffic, collision frequency and severity may be reduced at intersections through this retrofit program, in order to ensure that adjacent streets are not negatively impacted by the traffic control retrofit, traffic volumes, speeds and collision history will be monitored regularly. Adverse effects may include:

- Traffic speeds may actually increase between intersections or along collector roadways as drivers try to make up for lost time at unnecessary stops.
- Increased non-compliance to new or existing stop or yield signs, as through traffic in the opposing direction is not readily visible due to relatively low traffic volumes along local roadways.

It should be noted that the Nutana neighbourhood was also considered for the Traffic Control Retrofit project prior to Summer 2012. Upon inspection, it met the criteria outlined in Policy C07-007, Traffic Control – Use of Stop and Yield Signs, which states that:

“for consistency reasons, those neighbourhoods that are located within a grid roadway network and have more than 70% of the intersections controlled by stop or yield signs shall have stop or yield signs installed at the remaining intersections within the neighbourhood”.

Therefore, the few remaining uncontrolled intersections in Nutana were retrofitted with yield signage in the summer of 2012.

The primary objective of an intersection control infill system is to reduce the frequency and severity of collisions caused by confusion regarding the assignment of right-of-way. Because of the low traffic volumes and speeds, and in the absence of excessive collisions, it is the Administration’s opinion that yield signs are adequate for identifying rights-of-way at the majority of currently uncontrolled intersections in each of the proposed project neighbourhoods. Stop signs will be used at local-collector street intersections where it is required to stop minor traffic over priority traffic. Where appropriate, the proposed yield signs will be deliberately orientated in such a way as to provide alternating right-of-way priority to east-west traffic and north-south traffic, making it more inconvenient for non-residential traffic to shortcut through the residential streets.

### **OPTIONS TO THE RECOMMENDATION**

An alternative to the proposed traffic control sign infill would be to provide a more restrictive assignment through the use of stop signs at all intersections rather than just at collector roadways; however, City Policy C07-007, Traffic Control – Use of Stop and Yield Signs, states that the City is to employ the least restrictive control device possible to achieve the desired results and safety.

### **POLICY IMPLICATIONS**

Policy C07-007, Traffic Control – Use of Stop and Yield Signs is used to help evaluate the adequacy of traffic control at existing intersections on an individual basis and is used to assign the proper right-of-way based on traffic conditions at a specific intersection.

Installation of traffic control signs in the above-named neighbourhoods is not in compliance with Policy C07-007, Traffic Control – Use of Stop and Yield Signs. However, addressing right-of-way control on a neighbourhood-wide basis has proven to be beneficial in neighbourhoods in a grid roadway network based on the positive results of the City Park Pilot project. This process is similar to when traffic control is determined in new residential neighbourhoods where traffic control is assigned based on road classification.

### **FINANCIAL IMPLICATIONS**

The retrofit of each intersection with traffic control signs is estimated at \$500, including materials, manufacturing, installation and administrative costs. The number of

uncontrolled intersections per neighbourhood range from 23 to 41 locations. The total project cost is estimated at \$135,500. The detailed cost description of each neighbourhood is summarized in the table below. Additional costs may be incurred should any of the existing signs in the neighbourhoods require modification to meet the requirement for alternating right-of-way assignment.

Varsity View	\$17,500
Adelaide/Churchill	\$15,500
Caswell Hill	\$11,500
Haultain	\$20,500
Queen Elizabeth	\$15,000
Buena Vista	\$14,500
Holliston	\$13,000
Sutherland	\$15,000
Avalon	\$13,000

Capital Project 2549 - Stop/Yield Infill Program, which is funded from the Traffic Safety Reserve, received \$65,000 in 2013; therefore, the first four neighbourhoods on the priority list have been selected for retrofit. The remaining neighbourhoods will be retrofitted over the next few years as funding is available.

### **COMMUNICATIONS PLAN**

Prior to installation of the yield signs in each neighbourhood, notices will be sent to residents in the affected neighbourhoods to inform them of upcoming traffic control modifications.

Key messages, listed below, will be posted on the City's website in response to concerns or complaints about the new signage:

- The goal of the new signage is to reduce the frequency and severity of collisions caused by confusion regarding the assignment of right-of-way.
- The collision statistics for the 2007-2011 period of the pilot neighbourhood indicate that the addition of yield signs in neighbourhoods with grid networks indicate an overall reduction in collision frequency.
- The City is using the least restrictive control device possible to achieve the desired results and safety with this program.
- Where appropriate, the proposed yield signs will be deliberately orientated in such a way as to provide alternating right-of-way priority to east-west traffic and north-south traffic, making it more inconvenient for non-residential traffic to shortcut through the residential streets.
- Stop signs will be used at local-collector street intersections where it is required to stop minor traffic over priority traffic.

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

If approved, notices will be sent to residents in the affected neighbourhoods in spring 2013 and the traffic control modifications will follow soon after.

The Infrastructure Services Department, Transportation Branch, will report back to the City Park Community Association on the findings of the pilot intersection control infill study in 2014, after the five year collision data is received.

## ENVIRONMENTAL IMPLICATIONS

It should be noted that the increase in acceleration and deceleration vehicle activity as a result of the installation of additional stop and yield signs may cause an overall increase in greenhouse gas emissions in the areas to be retrofitted.

## PUBLIC NOTICE

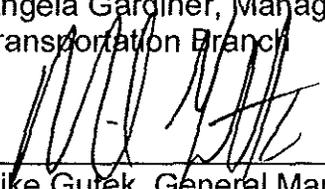
Public Notice, pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

## ATTACHMENT

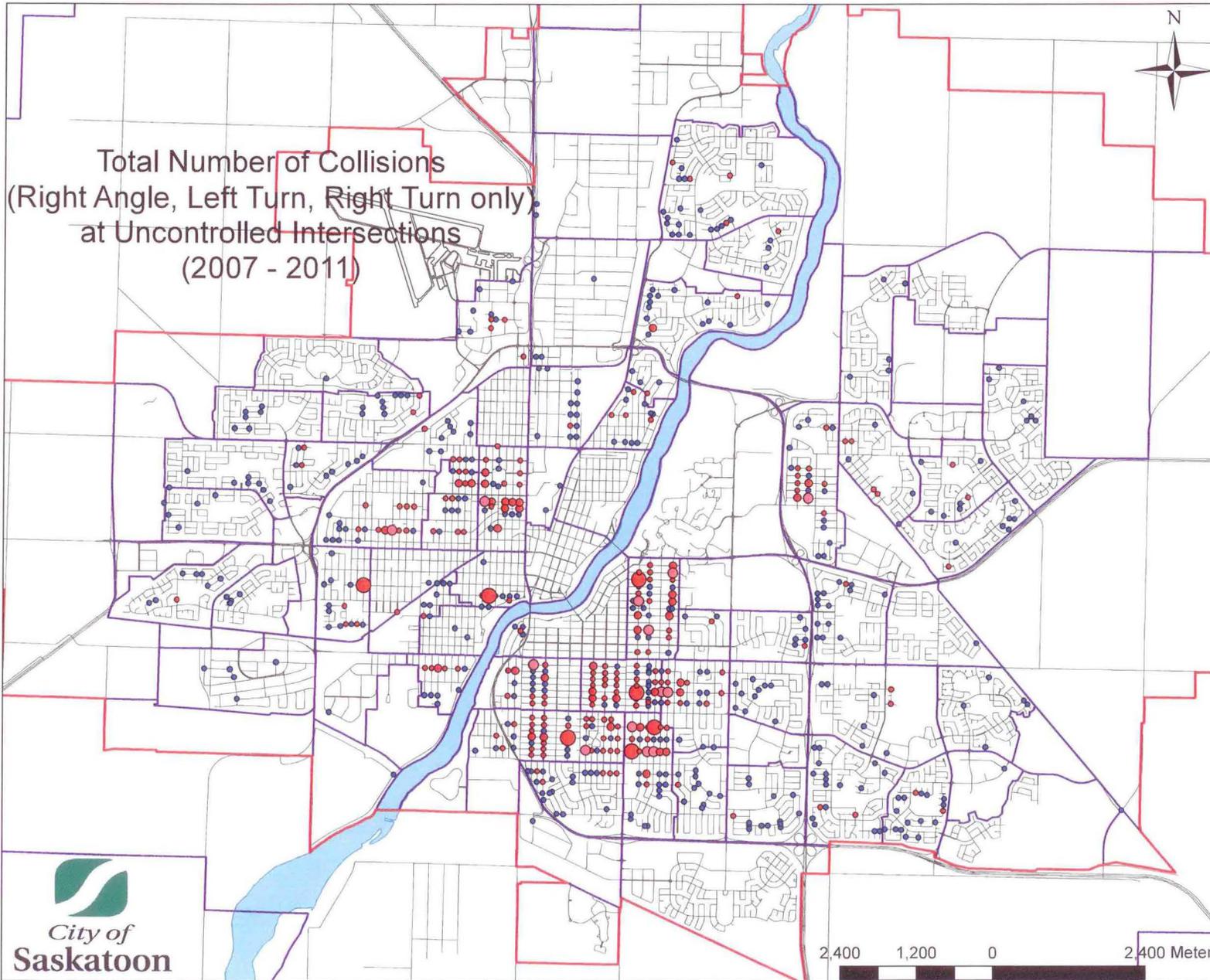
1. Total Number of Collisions (Right Angle, Left Turn, Right Turn Only) at Uncontrolled Intersections (2007 – 2011).

Written by: Justine Nyen, Traffic Safety Engineer  
Transportation Branch

Approved by: Angela Gardiner, Manager  
Transportation Branch

Approved by:   
Mike Gutek, General Manager  
Infrastructure Services Department  
Dated: July 23, 2013

cc: Murray Totland  
City Manager



Total Number of Collisions  
(Right Angle, Left Turn, Right Turn only)  
at Uncontrolled Intersections  
(2007 - 2011)



\*\*\*Collision Data according to SGI. Prior to 2011 all collisions greater than \$1,000 were recorded. Beginning in 2011 the threshold was changed to \$5,000.

TOP LOCATIONS

Rank	Street 1	Street 2	# of Collisions
1	CAIRNS AVE	ISABELLA ST	10
2	EASTLAKE AVE	HILLIARD ST	9
3	3RD ST	MCKINNON AVE	9
4	19TH ST	AVE X	9
5	18TH ST	AVE F	9
6	ADELAIDE ST	MCKINNON AVE	8
7	MCKINNON AVE	TEMPERANCE ST	8
8	109TH ST	RITA AVE	7
9	ADELAIDE ST	CAIRNS AVE	7
10	3RD ST	WIGGINS AVE	7
11	BOTTOMLEY AVE	OSLER ST	7
12	3RD ST	EWART AVE	7
13	15TH ST	MCKINNON AVE	7
14	28TH ST	AVE G	7
15	ADELAIDE ST	MUNROE AVE	6
16	11TH ST E	MUNROE AVE	6
17	ADELAIDE ST	WILLIAM AVE	6
18	7TH ST	MCPHERSON AVE	6
19	AVE T	BEDFORD RD	6
20	ISABELLA ST	MCKINNON AVE	6
21	BOTTOMLEY AVE	ELLIOTT ST	5
22	109TH ST	BRYANS AVE	5
23	28TH ST	AVE C	5
24	HILLIARD ST	MCPHERSON AVE	5
25	3RD ST	DUFFERIN AVE	5

\*Collisions: refers to those collision configurations susceptible to correction by installation of traffic control signage only (right-angle, left-turn, and right-turn collisions). Other collisions, such as side-swipe, head-on, rear-end, etc. are not included, as these types are not susceptible to correction by installation of traffic control devices.

**Legend**

**Number of Collisions**

- 1 - 2
- 3 - 5
- 6 - 7
- 8 - 10

**Uncontrolled Intersection with No Collisions**

- 

City Limit  
 Neighbourhood



**TO: Secretary, Administration and Finance Committee**  
**FROM: General Manager, Utility Services Department**  
**DATED: July 25, 2013**  
**SUBJECT: U-Pass Agreement between the City of Saskatoon and Oskayak High School**  
**FILE NO: WT – 7314-1**

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**RECOMMENDATION:** that the Administration and Finance Committee submit a report to City Council recommending:

- 1) that the Administration be directed to finalize an agreement with Oskayak High School for a permanent U-Pass Program based on the terms of this report,
- 2) that the Mayor and City Clerk be authorized to execute the necessary agreements, and
- 3) that the Office of the City Solicitor draft, for the consideration of City Council, the appropriate amendments to The Transit Fares Bylaw, 2004.

**TOPIC AND PURPOSE**

The pilot for the Oskayak High School U-Pass Agreement has expired and Administration from both Saskatoon Transit and Oskayak High School have deemed the pilot a success. Your Administration seeks approval to finalize an agreement with Oskayak High School for a permanent U-Pass Program.

**REPORT HIGHLIGHTS**

- 1. The pilot U-Pass Program with Oskayak High School, approved by City Council on September 17, 2012, was in effect from November 1, 2012 to June 30, 2013. This encompassed quarter two (Q2) through quarter four (Q4) of the student year.
- 2. The new agreement would put into place a permanent U-Pass Program for the students at Oskayak High School.

**STRATEGIC GOAL**

The recommendation in this report supports the long-term strategy to increase transit ridership by establishing transit as a viable option for transportation under the Strategic Goal of Moving Around.

**BACKGROUND**

Oskayak is a school for Aboriginal students, many of whom live in a vulnerable context. These students represent 51 different First Nations. The school provides a personalized

learning program that is based in Cree language and ceremony. In addition to high school courses, Oskayak connects students with support services in regard to challenges such as housing, daycare, mental health, nutrition, transportation and other barriers to achievement. Oskayak is operated under a Tripartite Agreement between the Kitotiminawak Parent Council, the Greater Saskatoon Catholic School Board (Oskayak is an associate school) and the Provincial Government.

In spring 2012, Saskatoon Transit and Oskayak High School (Oskayak) entered into discussions with the intent of establishing a U-Pass Program for the students attending the institution and to be designed similar in nature to the U-Pass Program currently in place for students attending the University of Saskatchewan.

On September 17, 2012 City Council approved a pilot U-Pass Program which ran from November 1, 2012 through June 30, 2013. Quarters two through four of the student year were included in this pilot with pricing as follows: Q2 \$137.28, Q3 \$112.32 and Q4 \$113.88.

## **REPORT**

Administration from both Oskayak High School and Saskatoon Transit met on June 25, 2013 to discuss the pilot U-Pass Program and the possibility of moving the program to a permanent basis. Both administrations agreed that the pilot U-Pass Program was a success and deemed it appropriate to move toward a permanent U-Pass Program for the students at Oskayak High School.

Survey results from Oskayak, obtained prior to implementation of the pilot U-Pass Program, show that 80% of students use Saskatoon Transit to get to school. When evaluating the potential increase in pass sales, the survey results show that out of the 220 students enrolled, 154 currently use a high school monthly pass while another 22 use other transit fare. If the U-Pass Program is adopted on a permanent basis, all students enrolled in the programs would be required to participate representing roughly 220 (total number of eligible students identified from Oskayak) pass sales which would be an increase of 66 pass sales (based on 2012 survey results).

The business terms between Saskatoon Transit and Oskayak High School will be based on the current agreement. The key terms of this agreement are as follows:

- the program is mandatory with exceptions to students that are: living outside Saskatoon City Limits, enrolled exclusively in distance education courses or extension programs, holding a disabilities parking pass, or eligible for a discounted pass under Saskatoon Transit's agreement with Social Services.
- the rates that will be charged and collected by the institution will be \$100 per student per term. This price will increase yearly by the municipal price index (MPI).
- either party can terminate the agreement by providing 30 days notice to the other party.

- the program requires either unique passes or stickers on student cards.
- a student that graduates or leaves the institution loses the transit pass privileges.
- the institution is responsible for the handling and distribution of the passes and reporting this information to Saskatoon Transit.

### **OPTIONS TO THE RECOMMENDATION**

The available options would be to discontinue the U-Pass Program with Oskayak High School or extend the trial period for one year. These options are not being recommended at this time since the U-Pass program with Oskayak High School has proven to be both effective and well received.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

Prior to conducting the survey that is used to calculate the U-Pass cost, Oskayak began purchasing bus passes for its student body at full market price. This had a significant and unintentional impact on their U-Pass rate when they entered into discussions with the City. Oskayak's survey results showed extremely high transit usage due in part to the school's free-pass program which artificially increased pass sales. This increase in pass sales increased the amount of revenue to be recovered through the U-Pass program in order to remain revenue neutral. When applied to the cost-recovery formula used to determine other U-Pass program prices, the resultant cost of the U-Pass for Oskayak was artificially inflated.

For this contract, the Administration has deviated from the strict formula, and has set their rate at \$100 per quarter. This rate is still significantly higher than any other U-Pass agreement. Both the Administration and Oskayak feel that this move is reasonable and defensible given the circumstances, and both parties are satisfied with the arrangement.

If Transit had charged the formula-based rates utilizing survey results, revenue would be \$11,946 higher for 2013-2014 than the revenue that is estimated based on the below per term cost. The program will provide cost effective transportation for students of the institution. The U-Pass price per quarter at Oskayak High School will be as follows.

September 3, 2013 to November 12, 2013 (Q1)	\$100
November 13, 2013 to January 30, 2014 (Q2)	\$100
January 31, 2014 to April 7, 2014 (Q3)	\$100
April 8, 2014 to June 30, 2014 (Q4)	\$100

These values will increase yearly based on increases in the MPI.

This partnership has the potential to increase ridership for Saskatoon Transit.

By continuing the U-Pass Program, Oskayak will be able to continue to offer transportation solutions to its entire student body, for which transportation has been identified as a major barrier affecting their attendance at school.

The Administration is confident that, at this time, there will be no incremental cost for bus operations to Transit for implementing a U-Pass Program for Oskayak. However, as ridership increases through subsequent U-Pass Programs, additional buses and service hours may be required subject to the number of new riders, the time of day new riders use the bus, and which part of the city new riders are being transported to and from.

Representatives from Oskayak believe there is an opportunity to receive financial support from the corporate community to fund the student's portion of the U-Pass, and that this corporate sponsorship will further assist in removing the multi-barriers that are faced by Aboriginal students attempting to further their education in efforts to obtain employment.

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

Administration and students from Oskayak High School have expressed their desire to continue with the U-Pass Program.

#### **COMMUNICATION PLAN**

Oskayak High School will be informed that the U-Pass program has been instituted on a permanent basis.

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

If approved, consultation with Oskayak High School administration will occur yearly, starting in one year's time, to discuss the U-Pass Program's efficacy and determine any possible improvements.

#### **ENVIRONMENTAL IMPLICATIONS**

The U-Pass Program will provide a positive environmental impact as a result of reducing green house gas emissions.

When looking at the commuting patterns of the students surveyed, 44 do not use Transit as their primary mode of transportation for their daily commute to classes. The result of having 44 fewer vehicles making the daily commute to school would reduce green house gas emissions by 27.09 tonnes annually. (This result was based on Statistics Canada's 2006 Census, which indicates the average daily commute in

Saskatoon was 5 km one way, Canadian average motor vehicle fuel economy of 21 mpg/City and 200 days of classes for the school year.) There could be a further reduction if these 44 students choose to use Transit on the weekends.

**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.

Written by: Beverly Stanley, Accounting Coordinator II,  
Utility Services, Business Administration

Reviewed by: Bob Howe, Branch Manager  
Saskatoon Transit

Approved by: Jeff Jorgenson  
for Jeff Jorgenson, General Manager,  
Utility Services Department  
Dated: Aug 7/13

Approved by: Murray Totland  
Murray Totland, City Manager  
Dated: Aug 7/13

**TO:** Administration and Finance Committee  
**FROM:** City Manager  
**DATE:** August 1, 2013  
**SUBJECT:** LEED Energy Modelling, Measurement and Verification Consultant  
 Contract Extension Approval – Remail Art Gallery of  
 Saskatchewan/River Landing Parkade  
**FILE NOS:** CS.4130-3 and CC.4130-2

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**RECOMMENDATION:** that the Administration and Finance Committee submit a report to City Council recommending:

- 1) that an extension of the consultant services contract with Enermodal Engineering Ltd. for LEED, Energy Modelling, Measurement and Verification for the Remail Art Gallery of Saskatchewan/River Landing Parkade project construction phase, for a total fee of \$115,836.00 (including disbursements and GST), be approved; and
- 2) that the City Solicitor be instructed to prepare the extension to the consultant services agreements for execution by His Worship the Mayor and the City Clerk under the Corporate Seal.

**TOPIC AND PURPOSE**

This report is required in order to gain City Council's approval for the consultant contract and to legally execute the agreement.

**REPORT HIGHLIGHTS**

1. An Expression of Interest for all LEED, Energy Modelling, Measurement and Verification services was issued in June 2011, and Enermodal Engineering Ltd. was the successful bidder for the work, including all phases and components.
2. LEED, Energy Modelling, Measurement and Verification services were broken down into two phases, and a pre-tender contract was entered into for the first phase of the work with Enermodal Engineering Ltd. in 2011.
3. Approval to extend consultant services to the second phase of Commissioning Services (construction) is being requested for Enermodal Engineering Ltd., valued at \$115,836.00 (including disbursements and GST).

**STRATEGIC GOAL(S)**

This project supports the City of Saskatoon's Quality of Life Strategic Goal, relating to the implementation of the Municipal Culture Plan. It supports the four-year priority to enhance the quality of life in Saskatoon by directing expenditures toward amenities in neighbourhoods to enhance and protect property values and encourage private investment.

## BACKGROUND

The LEED green building rating system is being used as the framework for the Remail Art Gallery of Saskatchewan/River Landing Parkade. The City has set a minimum standard of LEED certification for this project. LEED certification mandatory prerequisites include completing a building energy simulation. This will be used to demonstrate compliance with Canadian Conservation Institute (CCI) Standards.

The Administration issued an Expression of Interest (EOI) on June 24, 2011, for professional consulting services, including LEED consulting, Measurement and Verification, and Energy Modelling. The scope of the EOI included both the design and construction phases of the project, where LEED and Energy Modelling components were broken out separately.

Seven responses were received for LEED services, and Enermodal Engineering Ltd. had the most highly-rated submission, based on criteria which included: cost, experience in their field of work, experience with similar buildings (e.g. galleries, museums, laboratories, etc.) and proposal quality.

For Energy Modelling, eight responses were received, and Enermodal was also the most highly-rated submission.

The project scope within the EOI was for a complete scope of services from design to commissioning. On December 12, 2011, the City Solicitor prepared a contract with Enermodal Engineering Ltd. for a scope of work that combined LEED with Energy Modelling, but broke the work into design and construction phases. The contracting party accepted the two-phased approach and agreed to maintain the pricing for phase two that was part of the competitive bid process. At that time, the reduced scope was justified, as there was a possibility that the Remail Gallery project may not proceed past the design phase, with the understanding that the contract would be extended for the later construction phase of the Remail Gallery /River Landing Parkade project.

Compensation for the design phase of LEED, Energy Modelling, Measurement and Verification consultant services by Enermodal Engineering Ltd. was \$80,461.50, including tax and disbursements.

City Council approved the tender award of the construction contract to EllisDon on March 18, 2013. With the award of the construction contract, construction phase consultant services are now required to complete the LEED with Energy Modelling Services.

## REPORT

Approval Requested for extension of the LEED Energy Modelling, Measurement and Verification Consultant Services by Enermodal Engineering Ltd.

Approval is being requested to extend the service agreement with Enermodal Engineering Ltd., in order to provide the next stage of consultant services for LEED Energy Modelling, Measurement and Verification for the Remail Art Gallery of

Saskatchewan/River Landing Parkade, for the construction phase of the project, valued at \$115,836.00, including tax and disbursements.

Sufficient funds for this purchase are available in the approved 2011 Capital Budget, Project 1786.

#### A Competitive Bid Process Led to a Two-Phased Approach

In the 2011 EOI call, Enermodal Engineering Ltd. was the successful bidder for both the design and construction phases, and in both LEED and Modelling Services – proving that they excelled in the combined criteria of price and expertise. The City decided to only proceed with the first phase of the project, due to possible uncertainty around the project proceeding past the design stage. Therefore, a letter of intent was sent to the contracting party and they were requested to break out their pricing for the design phase.

Enermodal Engineering accepted the two-phased approach and was prepared to maintain the pricing for phase two so the City had price certainty. The previous consulting contract that was signed committed Enermodal to complete the design work, but the attachments to the agreements contain the entire scope of work and pricing. The phase two scope of work and the pricing proposed with this report is consistent with what was originally expressed in the EOI and was accepted through the letter of intent.

This report recommends that the extension of the consultant services contract with Enermodal for LEED, Energy Modelling, Measurement and Verification Services for the project's construction phase be approved.

#### FINANCIAL IMPLICATIONS

Phase 1 and Phase 2 LEED Energy Modelling, Measurement and Verification Consultant Services are included in the original budget for the project's consultant services approved in 2011. There are sufficient funds (\$115,836.00) for this phase of the work in the approved 2011 Capital Budget, Project 1786.

Phase 2 LEED Energy Modelling, Measurement and Verification Consultant Services:

Basic Fee, including disbursements	\$ 56,700.00
Modeling and Measurement and Verification, including disbursements	\$ 38,500.00
Independent Energy Review	\$ 4,725.00
CaGBC Certification	\$ 10,395.00
<hr/> Sub Total	<hr/> \$ 110,320.00
GST (5%)	\$ 5,516.00
<hr/> Total (including GST)	<hr/> \$ 115,836.00

#### COMMUNICATION PLAN

The July status report and photos have been added to the Remai Gallery webpage.

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

The next project update will be brought to the Executive Committee on September 16, 2013.

**ENVIRONMENTAL IMPLICATIONS**

The Environmental Services Branch is collaborating on the project to ensure the expected savings in greenhouse gas emissions can be calculated once the energy model is complete.

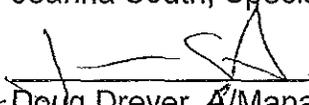
**SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

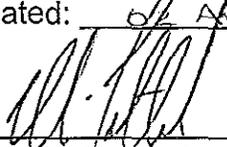
A CPTED review was conducted as part of the design process.

**PUBLIC NOTICE**

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

Written by: Jeanna South, Special Projects Manager

Reviewed by:   
For Doug Drever, A/Manager, Corporate Projects  
Dated: 06 AUG. 2013

Approved by:   
Murray Totland, City Manager  
Dated: Aug 2/13

TO: Administration and Finance Committee  
 FROM: City Manager  
 DATE: August 1, 2013  
 SUBJECT: Commissioning Consultant Contract Approval – Remail Art  
 Gallery of Saskatchewan/River Landing Parkade  
 FILE NOS: CS.4130-3 and CC.4130-2

**RECOMMENDATION:** that the Administration and Finance Committee submit a report to City Council recommending:

- 1) that an extension of the consultant services contract with Thurston Engineering Services for the consulting services for Fundamental and Enhanced Commissioning Agent work for the post-tender construction phase only, for a total fee of \$127,050.00 (including disbursements and GST), be approved; and
- 2) that the City Solicitor be instructed to prepare the necessary agreement for execution by His Worship the Mayor and the City Clerk under the Corporate Seal.

**TOPIC AND PURPOSE**

This report is required in order to gain City Council's approval for the consultant contract and to legally execute the agreement.

**REPORT HIGHLIGHTS**

1. An Expression of Interest for all Commissioning Services was issued in June 2011, and Thurston Engineering Services was the successful bidder for the work, including all phases.
2. Commissioning services were broken down into two phases, and a pre-tender contract was entered into for the first phase of the work with Thurston Engineering Services in 2011.
3. Approval to extend consultant services for the second phase of Commissioning Services (post-tender) is being requested for Thurston Engineering Services, valued at \$127,050.00 (including disbursements and GST).

**STRATEGIC GOAL(S)**

This project supports the City of Saskatoon's Quality of Life Strategic Goal, relating to the implementation of the Municipal Culture Plan. It supports the four-year priority to enhance the quality of life in Saskatoon by directing expenditures toward amenities in neighbourhoods to enhance and protect property values and encourage private investment.

## BACKGROUND

The LEED green building rating system is being used as the framework for the Remail Art Gallery of Saskatchewan/River Landing Parkade. The City has set a minimum standard of LEED certification for this project. This will be used as part of a process to demonstrate system operations which will comply with Canadian Conservation Institute (CCI) standards. The Commissioning Agent is an external third party to the design team that represents the interests of the owner.

Fundamental Commissioning is recommended for building owners that want to ensure energy related systems operate and are calibrated at the level required by the owner, and as stipulated in construction documents. Enhanced Commissioning is recommended for a building of this level of complexity, to include design documents review, ensure systems operations manual and training are done, and building and operations review before warranty expiry. Fundamental Commissioning is a requirement of LEED certification and a properly functioning building of this complexity. Enhanced Commissioning is an integral part of improved operations for this type of building.

The Administration issued an Expression of Interest (EOI) on June 24, 2011, for a professional consultant to provide third-party Commissioning Services. The scope of the EOI included both the design and construction phases of the project. Six responses were received, and Thurston Engineering Services had the most highly rated submission, based on criteria which included: cost, experience in their field of work, experience with similar buildings (e.g. galleries, museums, laboratories, etc.) and proposal quality and proximity to site.

On November 16, 2011, the City Solicitor prepared a contract with Thurston Engineering Services for the scope of work relating to the design portion only. At that time, the reduced scope was justified as there was a possibility that the Remail Gallery project may not proceed past the design phase, with the understanding that the contract would be extended at the later construction phase of the Remail Gallery/River Landing Parkade project, should the project proceed to construction.

Compensation for the design phase of Commissioning Services by Thurston Engineering was \$101,136.00, including tax and disbursements.

City Council approved the tender award of the construction contract to EllisDon on March 18, 2013. With the award of the construction contract, post-tender construction phase consultant services are now required to complete the Commissioning Services.

## REPORT

### Approval Requested to extend Commissioning Consultant Services by Thurston Engineering Services

Approval is being requested to extend the service agreement with Thurston Engineering Services to provide consultant services for third-party Fundamental and Enhanced Commissioning for the Remail Art Gallery of Saskatchewan/River Landing Parkade, for

the construction phase of the project, valued at \$127,050.00, including tax and disbursements.

Sufficient funds for this purchase are available through Capital Project 1786.

#### A Competitive Bid Process Led to a Two-Phased Approach

In the 2011 EOI call, Thurston Engineering Services was the successful bidder for pre- and post-tender/construction phase Commissioning Services – proving that they excelled in the combined criteria of price and expertise. The City decided to only proceed with the first phase of the project, due to possible uncertainty around the project proceeding past the design stage. Therefore, a letter of intent was sent to the contracting party and they were requested to break out their pricing for the design phase.

Thurston Engineering Services accepted the two-phased approach and was prepared to maintain the pricing for phase two so the City had price certainty. The previous consulting contract that was signed committed Thurston Engineering to complete the design work, but the attachments to the agreements contain the entire scope of work and pricing. The phase two scope of work and the pricing proposed with this report is consistent with what was originally expressed in the EOI and was accepted through the letter of intent.

This report recommends that the extension of the consultant services contract with Thurston Engineering for post-tender/construction Commissioning Services be approved.

#### FINANCIAL IMPLICATIONS

Phase One and Phase Two Commissioning Consultant Services are part of the original budget for the project's consultant services approved in 2011. There are sufficient funds (\$127,050.00) for this phase of the work in the approved 2011 Capital Budget, Project 1786.

Fundamental and Enhanced Commissioning Agent (Construction) - Thurston Engineering Services Costs:

Fundamental Commissioning, including disbursements	\$ 90,750.00
Enhanced Commissioning, including disbursements	\$ 30,250.00
Subtotal (PST included)	\$ 121,000.00
GST (5%)	\$ 6,050.00
Total (including GST)	\$ 127,050.00

#### COMMUNICATION PLAN

The July status report and photos have been added to the Remai Gallery webpage.

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

The next project update will be brought to the Executive Committee on September 16, 2013.

**ENVIRONMENTAL IMPLICATIONS**

The impacted soil within the excavation area that was identified in the June report has been safely removed from site.

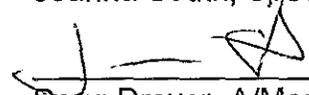
**SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review was conducted as part of the design process.

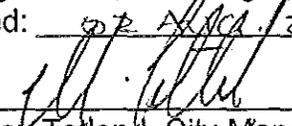
**PUBLIC NOTICE**

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

Written by: Jeanna South, Special Projects Manager

Reviewed by:   
Doug Drever, A/Manager Corporate Projects

for Dated: 02 AUG 2013

Approved by:   
Murray Totland, City Manager

Dated: Aug 21 2013

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** July 22, 2013  
**SUBJECT:** Enquiry - Former Councillor B. Dubois (September 4, 2012)  
 Intersection of Konihowski and Rever Road  
**FILE:** CK. 6220-1

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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 former Councillor B. Dubois regarding the safety of the intersection of Konihowski Road and Rever Road.

**REPORT HIGHLIGHTS**

1. To improve safety of Konihowski Road and Rever Road a standard crosswalk and pedestrian median island were installed in 2009.
2. A subsequent review of the traffic conditions indicate that the intersection now meets the requirements for an all-way stop.

**STRATEGIC GOALS**

This report supports the City of Saskatoon Strategic Goal, Moving Around, as it ensures that the flow of people and goods in and around the city is optimized.

**BACKGROUND**

Former Councillor Dubois made the following enquiry at the meeting of City Council held on September 4, 2012:

“Would the Administration please review the intersection of Konihowski and Rever Roads and report back on how we can make this intersection safer for that community.”

**REPORT**

Konihowski Road and Rever Road are classified as residential collector roadways with a one-way stop control, with Konihowski Road having the right-of-way. There is also a standard pedestrian crossing and pedestrian median island across Konihowski Road on the east side. The pedestrian median island and standard crosswalk were installed in 2009 to improve pedestrian safety.

Currently, the primary consideration when reviewing the adequacy of intersection control devices is collision history and traffic volume. Policy C07-007 Traffic Control – Use of Stop and Yield Signs outlines the criteria required for the installation of an all-way stop control. In order to warrant an all-way stop, 5 or more collisions must have been reported in the previous 12 months that are of the type susceptible to correction by an all-way stop control. An average of 600 vehicles per hour must enter the intersection in the peak hour, or a total intersection volume greater than 6,000 vehicles per day must exist. In addition, traffic volume would need to be balanced in all directions for the all-way stop to function sufficiently.

Traffic counts and intersection history were reviewed in May 2013. The results indicate that the traffic volumes now exceed the values set forth in the warrant and the balance of traffic is split 50/50. The average daily traffic volume was measured at 6,820 vehicles and the peak hour traffic was measured at 657 vehicles. The collision history showed that there have been four accidents at the intersection of Konihowski Road and Rever Road in the past five years.

Based on the review of the information gathered and the criteria set forth in Policy C07-007, an all-way stop control will be installed at Konihowski Road and Rever Road.

#### **OPTIONS TO THE RECOMMENDATION**

There are no options to the recommendation.

#### **POLICY IMPLICATIONS**

The installation of an all-way stop control at the intersection of Konihowski Road and Rever Road is in accordance with Policy C07-007 Traffic Control – Use of Stop and Yield Signs.

#### **FINANCIAL IMPLICATIONS**

The cost of the installation of the signage is approximately \$500, which will be funded by Capital Project 1506 – Traffic Signing Replacement.

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

No public consultation was undertaken.

#### **COMMUNICATION PLAN**

The City's traffic study indicated that new signs are required at this intersection in order to improve the flow of traffic and the safety of drivers, pedestrians and cyclists. Upon request, the Transportation Branch will review locations and collect data on accidents and vehicle volume through a traffic study. Residents may find more information about this process by searching "Neighbourhood Traffic" at [saskatoon.ca](http://saskatoon.ca).

When new traffic signals or signs are installed, advance notice is provided for drivers in the form of a "New Sign" sign, which is located approximately 10 metres ahead.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**PRIVACY IMPACT**

There are no privacy implications.

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

A CPTED review was not required for this project.

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

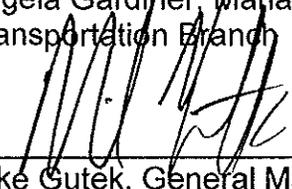
A follow up report is not required.

**PUBLIC NOTICE**

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

Written by: 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: July 16, 2013

Copy to: Murray Totland  
City Manager

8.

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** July 12, 2013  
**SUBJECT:** Traffic Collision Analysis  
**FILE:** CK. 6332-1

---

**RECOMMENDATION:** that the following report be submitted to City Council for its information.

### **TOPIC AND PURPOSE**

The following report is to provide information on the new traffic collision analysis tool which is being used to monitor and mitigate traffic collisions in the City of Saskatoon.

### **REPORT HIGHLIGHTS**

1. The Transportation Branch is currently evaluating methods to increase safety for all road users, including pedestrians, cyclists and motorists, and a new collision analysis tool has been developed to determine historical trends, collisions by location and major contributing factors.

### **STRATEGIC GOALS**

This report supports the City of Saskatoon Strategic Goal, Moving Around, as the collision analysis tool will help to ensure the safety of motorists, cyclists and pedestrians.

### **BACKGROUND**

The Transportation Branch is currently evaluating methods to increase safety for all road users including pedestrians, cyclists and motorists. A collision analysis tool has been developed to determine historical trends, collisions by location and major contributing factors.

### **REPORT**

The traffic collision analysis tool (Attachment 1) is being used by the Transportation Branch to develop traffic safety strategies to mitigate collisions in high-risk locations. Collision data was provided by the Saskatchewan Government Insurance (SGI) agency. The maps in Section 2 of Attachment 1 use the total number of collisions from the most recent five-year data available (2007 to 2011). It is anticipated that updated collision data, to 2012, will be available in November 2013.

Section 2 of Attachment 1, Collisions by Location, can be used to identify and prioritize the following:

- High-risk locations in need of a traffic safety review or improvements (i.e. traffic signal installation, geometric upgrades, etc.). (Attachment 2 shows the total number of collisions city-wide.);
- Neighbourhoods eligible for the Stop and Yield Retrofit program (Attachment 3);
- Locations in need of pedestrian safety improvements (Attachment 4); and
- Locations in need of cyclist safety.

A review of the major contributing factors can be used to identify and prioritize specific locations for enhanced snow removal/sanding (Attachment 5); and to request enforcement for impaired driving or aggressive driving (ie. speeding, tailgating, etc.).

Due to the extensive amount of information available in the Traffic Collision Analysis tool, only four of the maps are provided as samples.

Lastly, the Traffic Collision Analysis tool can also be used to set goals and measure the effectiveness of traffic safety and other transportation projects (i.e. efficiency of red light cameras). This information is being used to assist in the development of the Strategic Traffic Safety Plan, which is intended to be completed in fall 2013.

### **COMMUNICATION PLAN**

The City's website will be updated to include the most recent traffic collision statistics for information to the public.

The results from the analysis of traffic issues will be helpful in identifying current trends and measuring the success of City programs. Measurable data will be used in public education messaging to bring more relevance to issues and provide examples to support changes.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

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

Starting in 2014, the Administration will provide an annual report on the collision statistics throughout the City.

### **PRIVACY IMPACT**

There are no privacy implications.

**PUBLIC NOTICE**

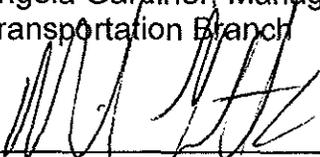
Public Notice, pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

**ATTACHMENT**

1. Traffic Collision Analysis – 2011;
2. Total Number of Collisions;
3. Total Number of Collisions Occurring at Uncontrolled Intersections;
4. Total Number of Collisions Involving Pedestrians; and
5. Total Number of Collisions with Snow/Icy Conditions as Major Contributing Factor.

Written by: Justine Nyen, Traffic Safety Engineer  
Transportation Branch

Approved by: Angela Gardiner, Manager  
Transportation Branch

Approved by:   
Mike Gutek, General Manager  
Infrastructure Services Department  
Dated: JUN 26, 2013

Copy to: Murray Totland  
City Manager

AF JN Traffic Collision Analysis



2011

# Traffic Collision Analysis



## Executive Summary

The Traffic Collision Analysis tool is to be used by the Transportation Branch on a number of transportation and traffic safety-related projects to develop traffic-safety strategies to mitigate collisions in high-risk locations. The information provided in this document is to be used for conceptual purposes only.

Collision data was provided by the Saskatchewan Government Insurance (SGI) agency. All collisions greater than \$1,000 were recorded prior to 2011. The current threshold is now \$5,000. This will affect the historical trends for the *Total Number of Collisions* and the *Property Damage Only Collisions*.

The maps in this document use the collision frequency from 2007 to 2011 (most recent 5-year data available). For intersections, the collision frequency simply represents the Total Number of Collisions. For road segments, the collision frequency represents all collisions that occurred within that segment as one centralized location. Ranking by collision frequency tends to identify the locations that serve the highest volumes as having the highest collision risk. Ranking sites according to collision frequency has the following advantages: simple and easy to understand, only requires collision reports, relatively small improvements at highly ranked locations may yield high benefits due to high frequency of collisions.

Ranking sites according to collision frequency also has disadvantages: lack of accounting for traffic volume, and severity. Collision *rate* can be used to account for traffic volume; and the collision *severity*, which weights each location according to types of severity (ie. Property Damage Only, Personal Injury, Fatalities). Currently the collision frequency is used as the primary method and collision severity is mapped according to each type. As a future goal, collision rates may be provided once traffic volumes are gathered.

Collision data from SGI for 2012 is anticipated to be complete in November 2013. The backlog is due to a high number of claims. The Traffic Collision Analysis will be updated at that time.

The Traffic Collision Analysis can be used as proactive tool to identify and prioritize the following:

- High-risk locations in need of a traffic safety review or improvements
- Neighbourhoods eligible for the Stop and Yield Retrofit Program
- Locations in need of pedestrian safety improvements
- Locations in need of cyclist safety improvements

A review of the major contributing factors can be used to identify and prioritize specific locations for snow removal/sanding; to request enforcement for impaired driving or aggressive driving (ie. speeding, tailgating etc).

Lastly, the Traffic Collision Analysis can also be used to determine the effectiveness of traffic safety measures and other transportation projects (ie. efficiency of red light cameras).

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## 2011 Quick Facts

	2010	2011	% Change
Saskatoon Population Estimate	224,300	234,200	4.4
Number of Registered Drivers	186,639	186,565	-0.04
Number of Registered Vehicles	277,849	280,516	1.0
Total Reported Collisions	7,216	6,845	-5.1
Total Reported Collisions per 100 Registered Drivers	3.87	3.67	-5.1
<b>Severity</b>			
Property Damage Only Collisions	6,043	5,640	-6.7
Personal Injury Collisions	1,162	1,197	3.0
Fatalities	11	8	-27.3
<b>Vulnerable User Groups</b>			
Pedestrian	123	136	10.6
Cyclist	69	74	7.2
Motorcycle	96	88	-8.3
Semi/Trucks >4,500kg	228	253	11.0

### Most Common Time of Occurrence

Hour: 4:00pm (9%)

Day of Week: Friday (18%)

Month: January (13%)

### Most Collisions by Location (according to most recent 5-year collision data 2007 - 2011)

Total Reported: 51<sup>st</sup> St/Lenore & Wanuskewin (413 collisions)

Property Damage Only: 51<sup>st</sup> St/Lenore & Wanuskewin (344 collisions)

Personal Injury: College Dr & Preston Ave, 51<sup>st</sup> St/Lenore & Wanuskewin (69 collisions)

Fatalities: College Dr & Central Ave, McEown Ave & Adelaide/Louise (2 fatalities each)

Pedestrian: 22<sup>nd</sup> St & 1<sup>st</sup> Ave, 20<sup>th</sup> St & Ave P, 22<sup>nd</sup> St & Ave H, 22<sup>nd</sup> St & Ave P (10 collisions)

Cyclist: 22<sup>nd</sup> St & Ave P (8 collisions)

Motorcycle: 51<sup>st</sup> St & Millar Ave (7 collisions)

Semi/Trucks >4,500kg: Circle Dr & Faithfull Ave (37 collisions)

\*\*\*Collision data provided by Saskatchewan Government Insurance

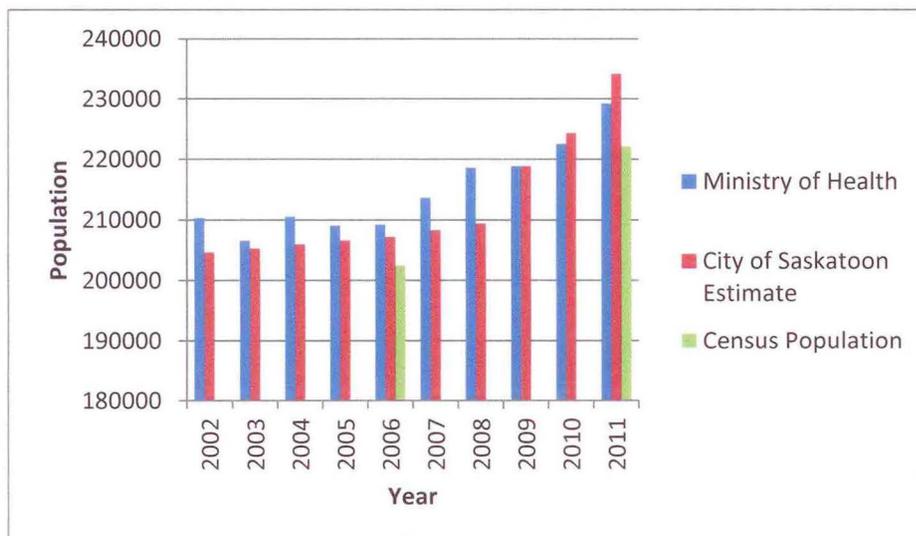
## Introduction

This document ranks locations by collision *frequency*, which tends to identify the locations that serve the highest volumes as having the highest collision risk. Ranking sites according to collision frequency has the following advantages: simple and easy to understand, only requires collision reports, relatively small improvements at highly ranked locations may yield high benefits due to high frequency of collisions.

Ranking sites according to collision frequency also has disadvantages: lack of accounting for traffic volume, and severity. Collision *rate* can be used to account for traffic volume; and the collision *severity*, which weights each location according to types of severity (ie. Property Damage Only, Personal Injury, Fatalities). Currently the collision frequency is used as the primary method and collision severity is mapped according to each type. As a future goal collision rates may be provided once traffic volumes are gathered.

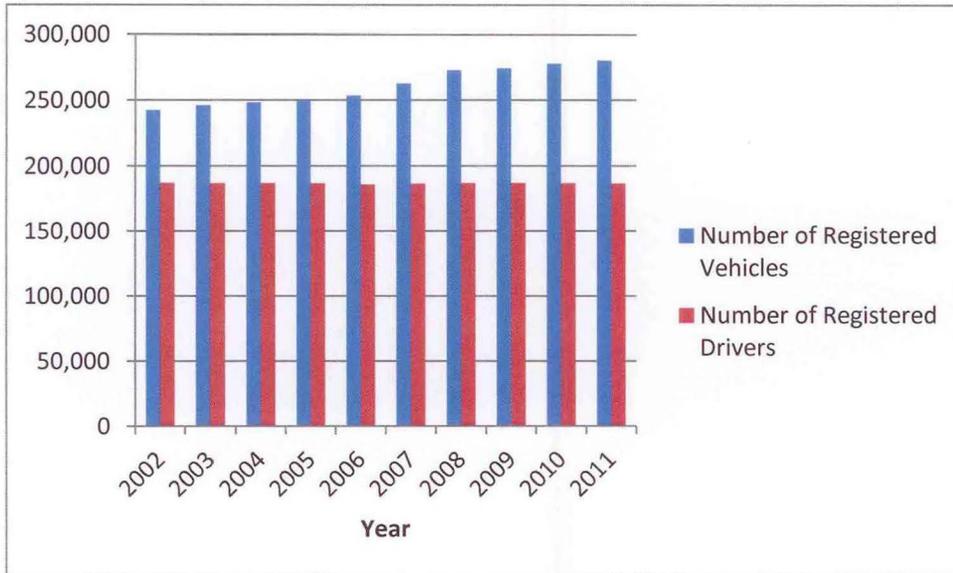
Some methods used to provide rough estimates of collision rates are by using population, the number of registered vehicles, or the number of registered drivers. This may be necessary considering the rapid population growth currently undergoing in the City of Saskatoon.

The Saskatoon population shown according to the Ministry of Health is based on the number of registered Saskatchewan Health cards with a Saskatoon postal code. The City of Saskatoon populations are estimates. The methodology used for the estimates changed in 2009 resulting in a high increase between 2008 and 2009. The census is conducted every 5 years. As shown in the graph, the census population in 2006 and 2011 was shown to be less than the Ministry of Health population and the City of Saskatoon population estimate.



As previously mentioned, the number of registered vehicles and number of registered drivers can also be used to derive a rough estimate for collision rates. Please note the SGI database also includes

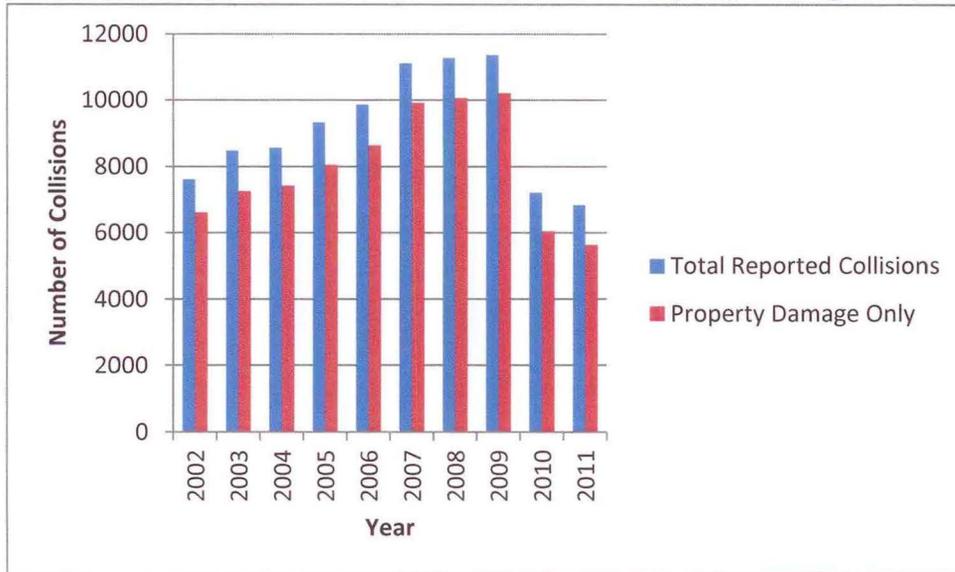
registered trailers as a registered vehicle. Therefore the number of registered vehicles will represent a slightly higher value than the actual.



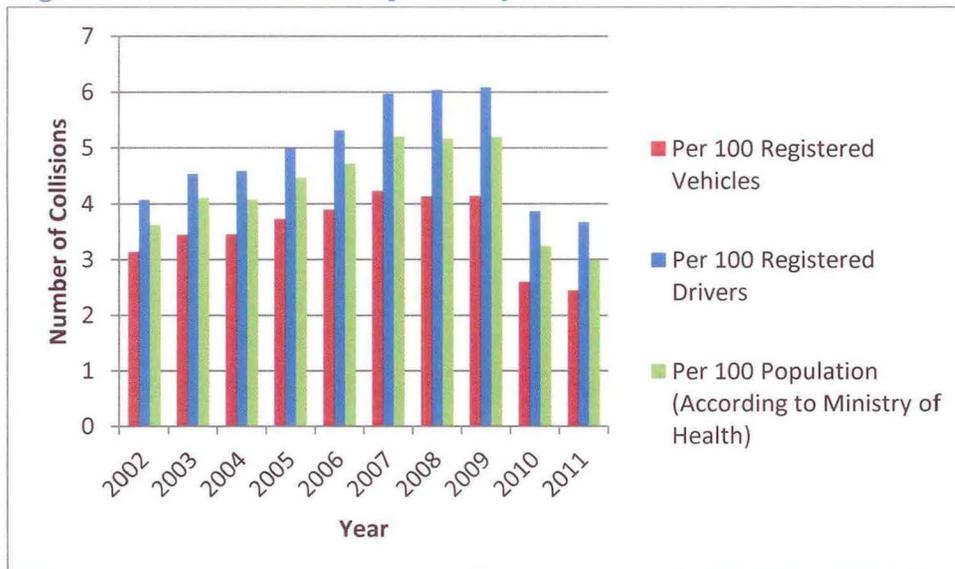
## SECTION 1: Historical Trends

The following graphs display the most recent 10-year collision data (2002-2011) as provided by SGI. All collisions greater than \$1,000 were recorded prior to 2010. The threshold for data collection is now \$5,000. This has caused a decrease beginning in 2010 for the *Total Number of Collisions* and the *Property Damage Only Collisions*.

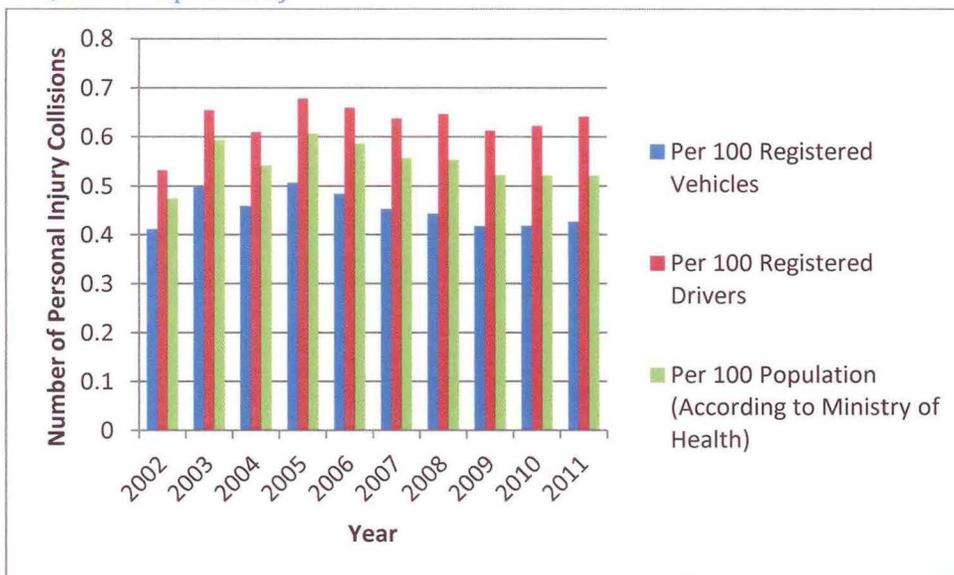
### a. Total Number of Collisions & Total Number of Property Damage Only Collisions



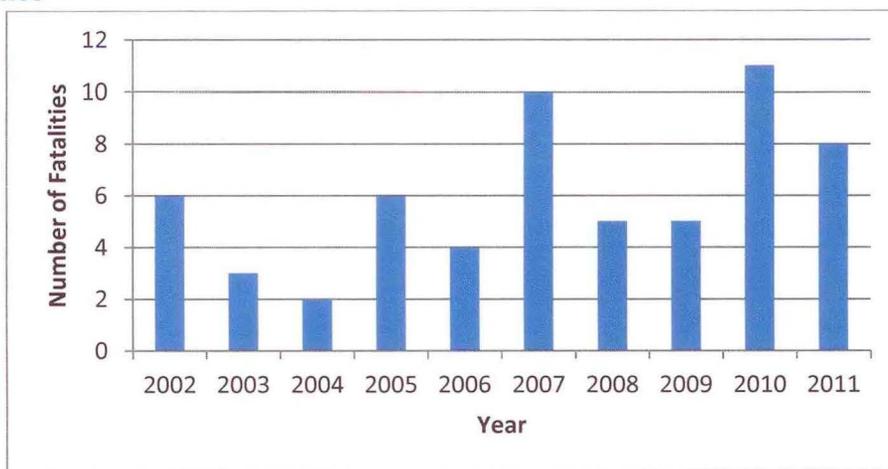
### b. Collision Rate using Total Number of Collisions (Per Registered Vehicles, Per Registered Drivers, & Per Population)



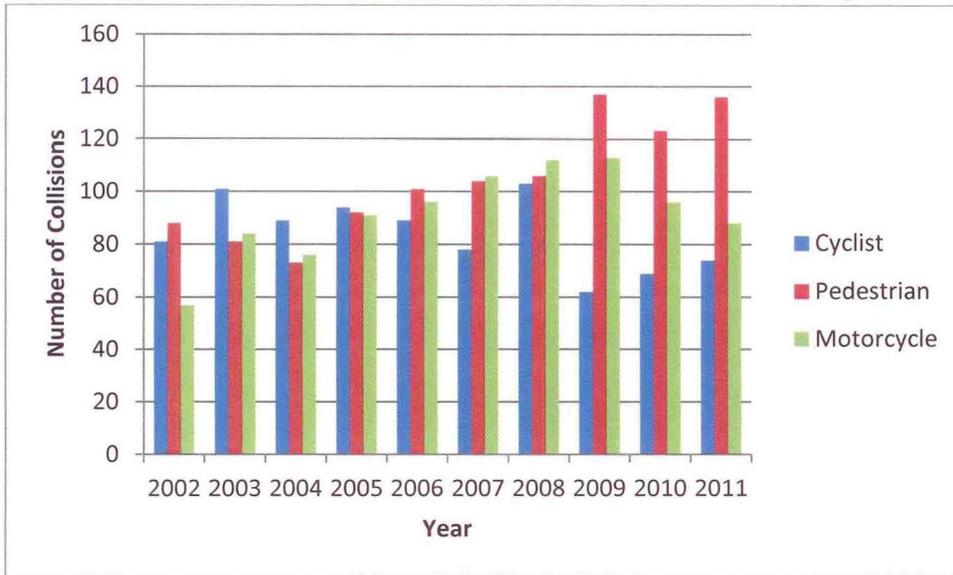
**c. Collision Rate using Personal Injury Collisions (Per Registered Vehicles, Per Registered Drivers, & Per Population)**



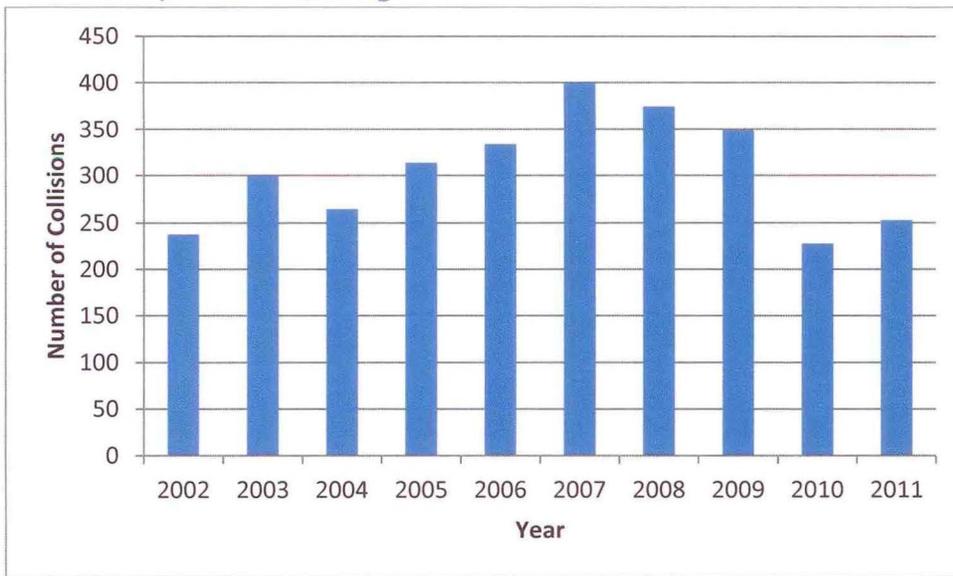
**d. Fatalities**



**e. Vulnerable Road Users (ie. Pedestrians, cyclists, motorcyclists etc)**



**f. Semi/Trucks >4,500kg**



## SECTION 2: Mapping Collisions

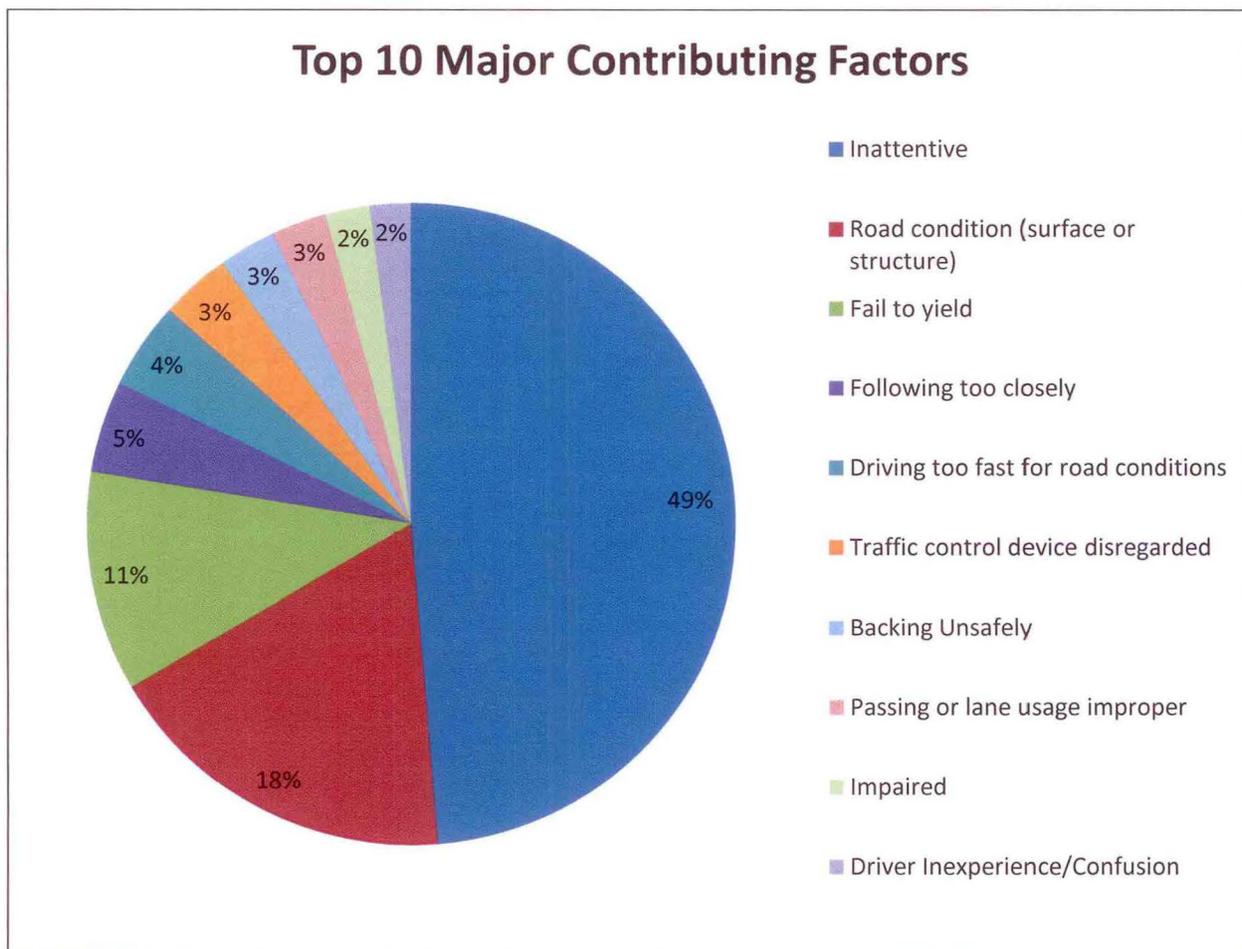
All maps provided in this document are based on the most recent 5-year collision data 2007-2011 provided by SGI. The following list is an overview of the types of maps that can be created and is intended to be used by the City of Saskatoon's Transportation Branch on various projects. These may be mapped singly or in combination.

1. Total Number of Collisions
2. Collisions by Severity
  - a. Property Damage Only
  - b. Personal Injury
  - c. Fatalities
3. Vulnerable Road Users
  - a. Pedestrian
  - b. Cyclist
  - c. Motorcycle
  - d. Semi/Trucks >4,500kg
  - e. Transit Buses
  - f. School Buses
  - g. Snowmobile
4. Intersection vs. Non-intersection locations
  - a. Uncontrolled Intersection
  - b. Yield
  - c. Stop
  - d. All-way stop
  - e. Signals
  - f. Midblock locations
  - g. Ramps/merges/bridges
5. Collisions by Time
  - a. Hour
  - b. Day of Week
  - c. Month
  - d. Season
6. Drivers Age 65 and Up
7. Drivers Age 25 and Under
8. Collision Configuration
  - a. Lost Control
  - b. Rear End
  - c. Side Swipe
  - d. Head On
  - e. Right Angle
  - f. Right Turn
  - g. Left Turn

- h. Passing
- 9. Accident Cost
- 10. Environmental Conditions
  - a. Snow
  - b. Rain
- 11. Road Surface Conditions
  - a. Snow/Ice
- 12. Lighting Conditions
  - a. Daylight
  - b. Dark
- 13. Driver Information
  - a. Age
  - b. Gender
- 14. Major Contributing Factors (refer to pages 13 and 14 for complete list)

### SECTION 3: Major Contributing Factors

The major contributing factors are categorized into four sections: Human Condition, Human Action, Vehicle Condition, and Environmental Conditions. Refer to *Appendix A: Categorized Major Contributing Factors*, for the complete list. As shown in the chart below, the major contributing factors identified in the most recent 5 years in Saskatoon are *Inattentive* (Human Condition), *Road condition* (Environmental Conditions), and *Fail to yield* (Human Action).

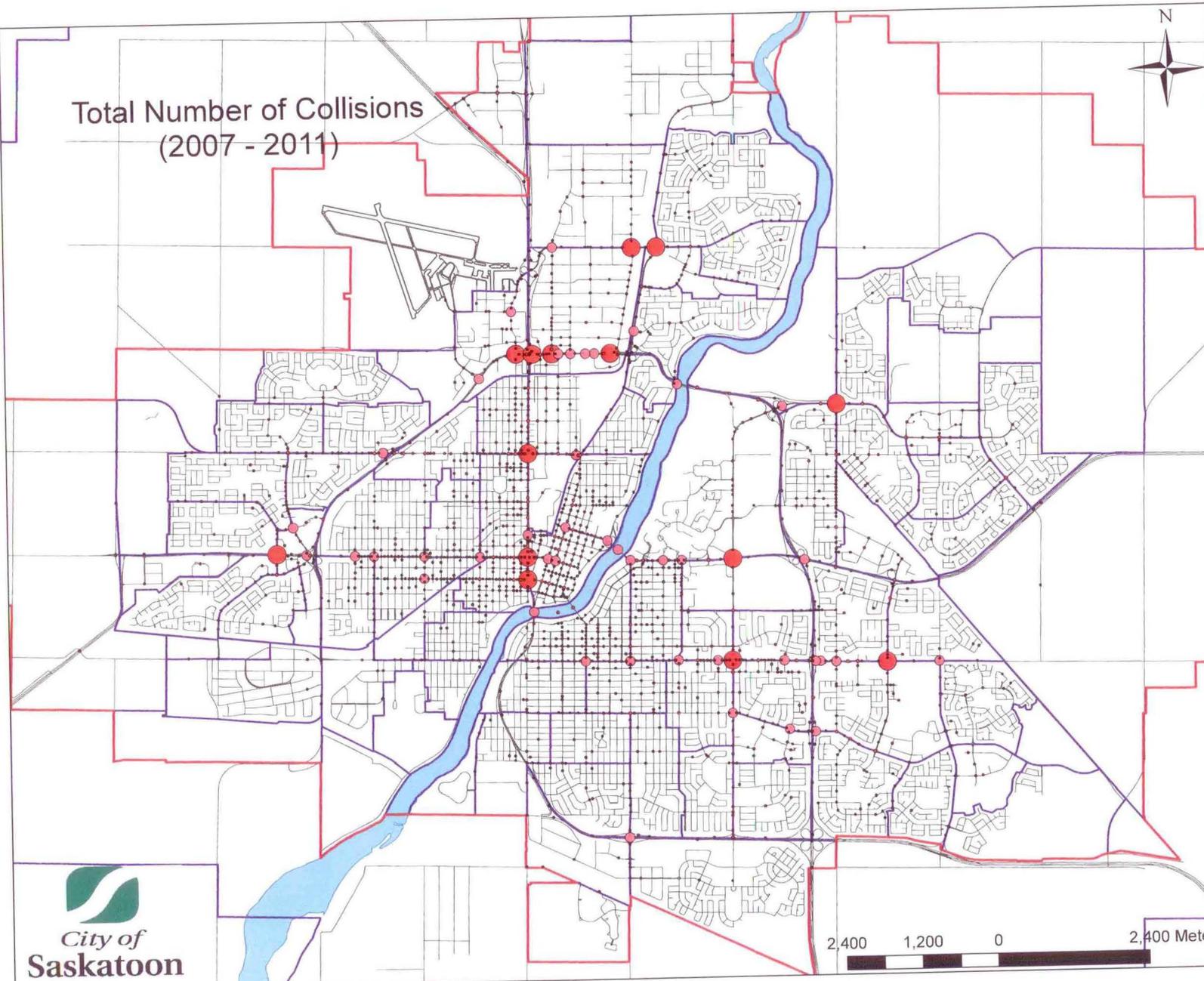


## Appendix A: Categorized Major Contributing Factors

1. Human Condition:
  - a. driver inattention
  - b. driver inexperience/confusion
  - c. driver distraction
  - d. driving while impaired
  - e. had been drinking
  - f. other human conditions
  - g. fell asleep
  - h. extreme fatigue
  - i. lost consciousness/other illness
  - j. physical/medical disability
  - k. drugs (prescription or illegal)
  - l. defective eyesight/hearing
2. Human Action/Aggressive Driving (for top locations refer to map):
  - a. fail to yield
  - b. driving too fast for conditions
  - c. following too closely
  - d. taking evasive action
  - e. traffic control device disregarded
  - f. other human action
  - g. passing or improper lane usage
  - h. turning improper
  - i. careless driving/stunting
  - j. backing unsafely
  - k. exceeding speed limit
  - l. pedestrian action contributed
  - m. driving wrong way in one way traffic
  - n. fail to signal

3. Vehicle Condition:
  - a. defective tires/tires blowout
  - b. other vehicle condition/defective
  - c. defective brakes
  - d. jackknife/trailer swing
  - e. view from vehicle obstructed
  - f. defective suspension/wheel failure
  - g. load shifted/spilled
  - h. vehicle overloaded/improperly loaded
  - i. defective engine/power train/wiring
  - j. defective steering
  - k. defective lights
  - l. lights not on
  - m. defective exhaust system
4. Environmental Conditions (for top locations due to snow/ice conditions refer to map):
  - a. animal action
  - b. road condition
  - c. weather conditions
  - d. uninvolved vehicle
  - e. snow drift
  - f. view obstructed/limited
  - g. excessive loose gravel
  - h. other environmental condition
  - i. obstruction/debris on road
  - j. sun glare
  - k. soft of defective shoulder
  - l. construction zone
  - m. uninvolved pedestrian
  - n. traffic control device not working
  - o. lane marking inadequate

# Total Number of Collisions (2007 - 2011)



\*\*\*Collision Data according to SGI. Prior to 2011 all collisions greater than \$1,000 were recorded. Beginning in 2011 the threshold was changed to \$5,000.

TOP LOCATIONS

Rank	Street 1	Street 2	# of Collisions
1	51ST ST	WANUSKEWIN	413
2	22ND ST	IDYLWYLD DR	369
3	AVE C	CIRCLE DR	355
4	33RD ST	IDYLWYLD DR	307
5	8TH ST	PRESTON AVE	296
6	51ST ST	MILLAR AVE	293
7	COLLEGE DR	PRESTON AVE	286
8	8TH ST	MCKERCHER DR	269
9	CIRCLE DR	MILLAR AVE	262
10	ATTRIDGE DR	CENTRAL AVE	249
11	20TH ST	IDYLWYLD DR	236
12	22ND ST	DIEFENBAKER DR	231
13	CIRCLE DR	FAITHFULL AVE	204
14	CIRCLE DR E	IDYLWYLD DR	203
15	8TH ST	ACADIA DR	200
16	8TH ST E	CIRCLE DR	190
17	8TH ST	CLARENCE AVE	184
18	22ND ST	CONFEDERATION	182
19	ASSINIBOINE DR	WARMAN RD	178
20	CIRCLE DR	CLARENCE AVE	172

## Legend

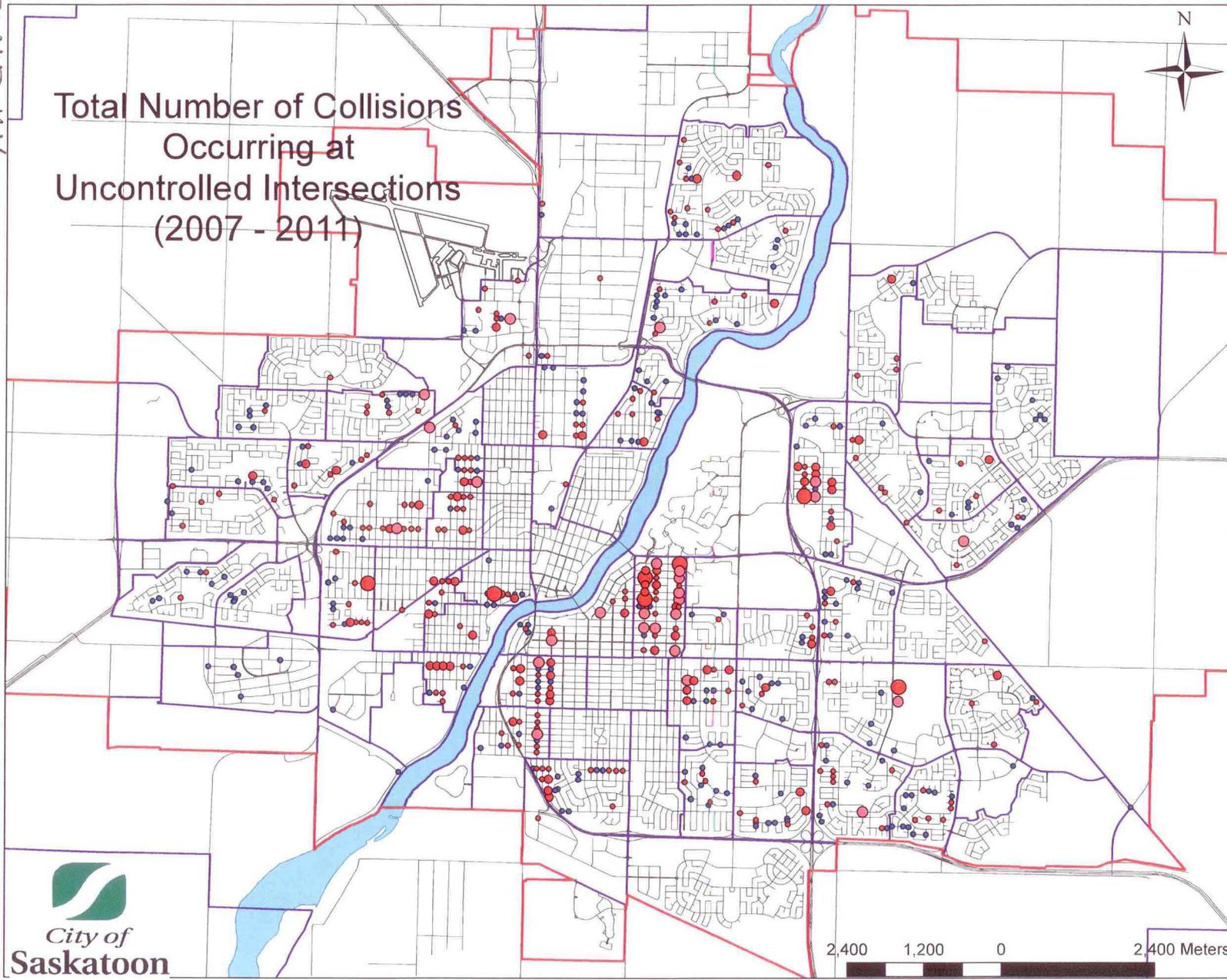
### Number of Collisions

- 0 - 5
- 6 - 50
- 51 - 100
- 101 - 200
- 201 - 413

- ▭ City Limit
- ▭ Neighbourhood



# Total Number of Collisions Occurring at Uncontrolled Intersections (2007 - 2011)



\*\*\*Collision Data according to SGI. Prior to 2011 all collisions greater than \$1,000 were recorded. Beginning in 2011 the threshold was changed to \$5,000.

TOP LOCATIONS

Rank	Street 1	Street 2	# of Collisions
1	19TH ST	AVE X	14
2	BOTTOMLEY AVE	ELLIOTT ST	11
3	TAIT CR	TAIT PL	11
4	18TH ST	AVE F	11
5	109TH ST	BRYANS AVE	10
6	15TH ST	MCKINNON AVE	10
7	MCKINNON AVE	TEMPERANCE ST	10
8	AVE T	BEDFORD RD	9
9	11TH ST E	MUNROE AVE	8
10	HILLIARD ST	MCPHERSON AVE	8
11	BOTTOMLEY AVE	OSLER ST	7
12	WHITESHORE CR	200 WHITESHORE CR	7
13	109TH ST	RITA AVE	7
14	BOTTOMLEY AVE	TEMPERANCE ST	7
15	HASKAMP ST	SPEERS AVE	7
16	ELLIOTT ST	MUNROE AVE	7
17	WRIGHT CR	WRIGHT CRT	6
18	MAIN ST	MELROSE AVE	6
19	COLUMBIA DR	ST LAWRENCE CR	6
20	7TH ST	MCPHERSON AVE	6

**Legend**

**Number of Collisions**

- 0
- 1 - 2
- 3 - 4
- 5 - 9
- 10 - 14

**Uncontrolled Intersection with No Collisions**

- 

City Limit  
 Neighbourhood

# Total Number of Collisions Involving Pedestrians (2007 - 2011)

\*\*\*Collision Data according to SGI. Prior to 2011 all collisions greater than \$1,000 were recorded. Beginning in 2011 the threshold was changed to \$5,000.

TOP LOCATIONS

Rank	Street 1	Street 2	# of Collisions
1	22ND ST	AVE P	10
2	20TH ST	AVE P	10
3	22ND ST	AVE H	10
4	1ST AVE	22ND ST	10
5	22ND ST	WITNEY AVE	8
6	20TH ST	IDYLWYLD DR	8
7	2ND AVE	22ND ST	7
8	22ND ST	AVE T	5
9	22ND ST	AVE F	5
10	33RD ST	IDYLWYLD DR	5
11	U of S	PRIVATE PROPERTY	5
12	8TH ST	PRESTON AVE	5
13	8TH ST	ARLINGTON AVE	5
14	22ND ST	AVE V	4
15	20TH ST	AVE I	4
16	22ND ST	AVE C	4
17	22ND ST	AVE D	4
18	20TH ST	AVE H	4
19	20TH ST	AVE F	4
20	IDYLWYLD DR	28TH - 29TH	4
21	22ND ST	IDYLWYLD DR	4
22	2ND AVE	21ST ST	4
23	8TH ST	CLARENCE AVE	4
24	PRESTON AVE	TAYLOR ST	4

## Legend

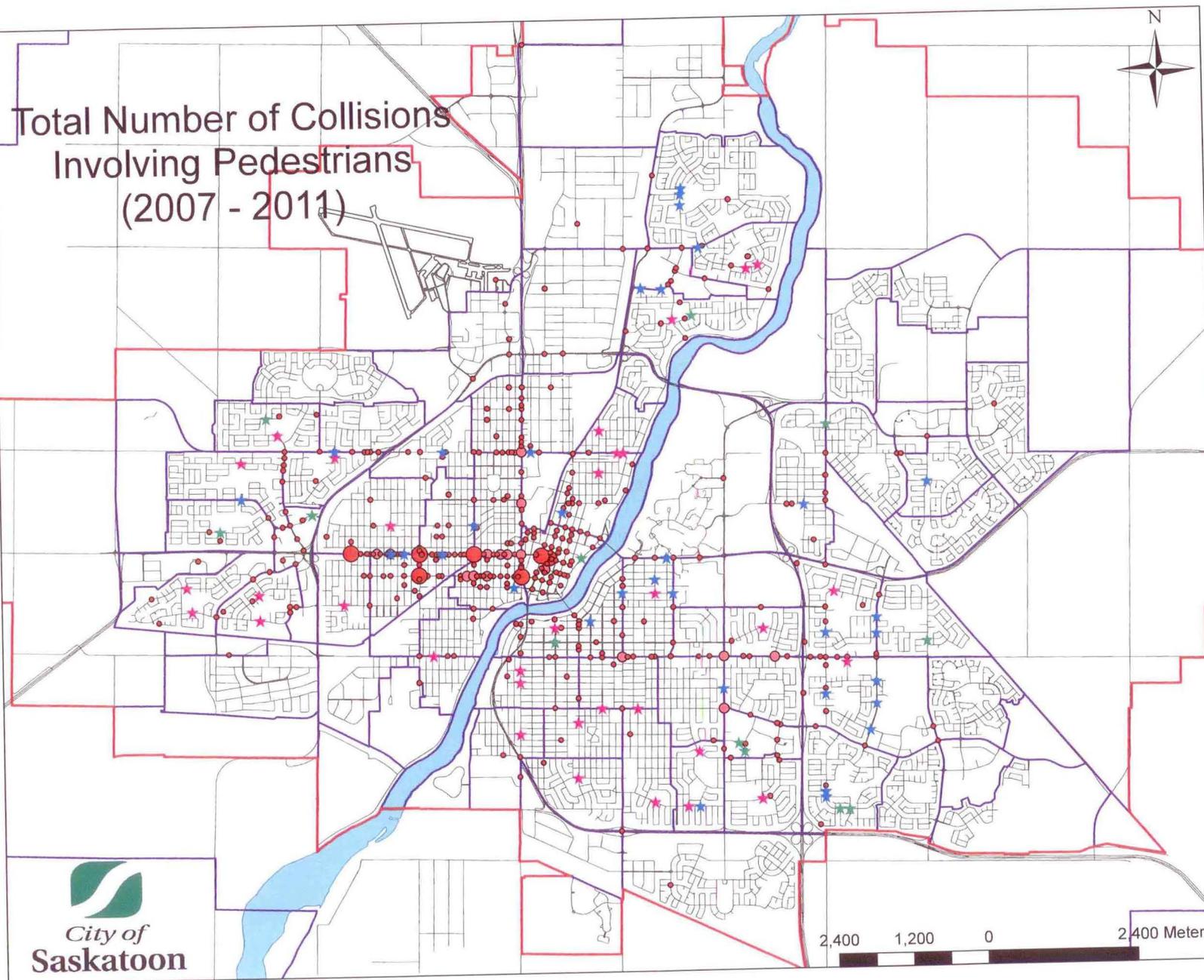
### Pedestrian Devices

- ★ APC
- ★ PAS
- ★ PC

### Number of Collisions

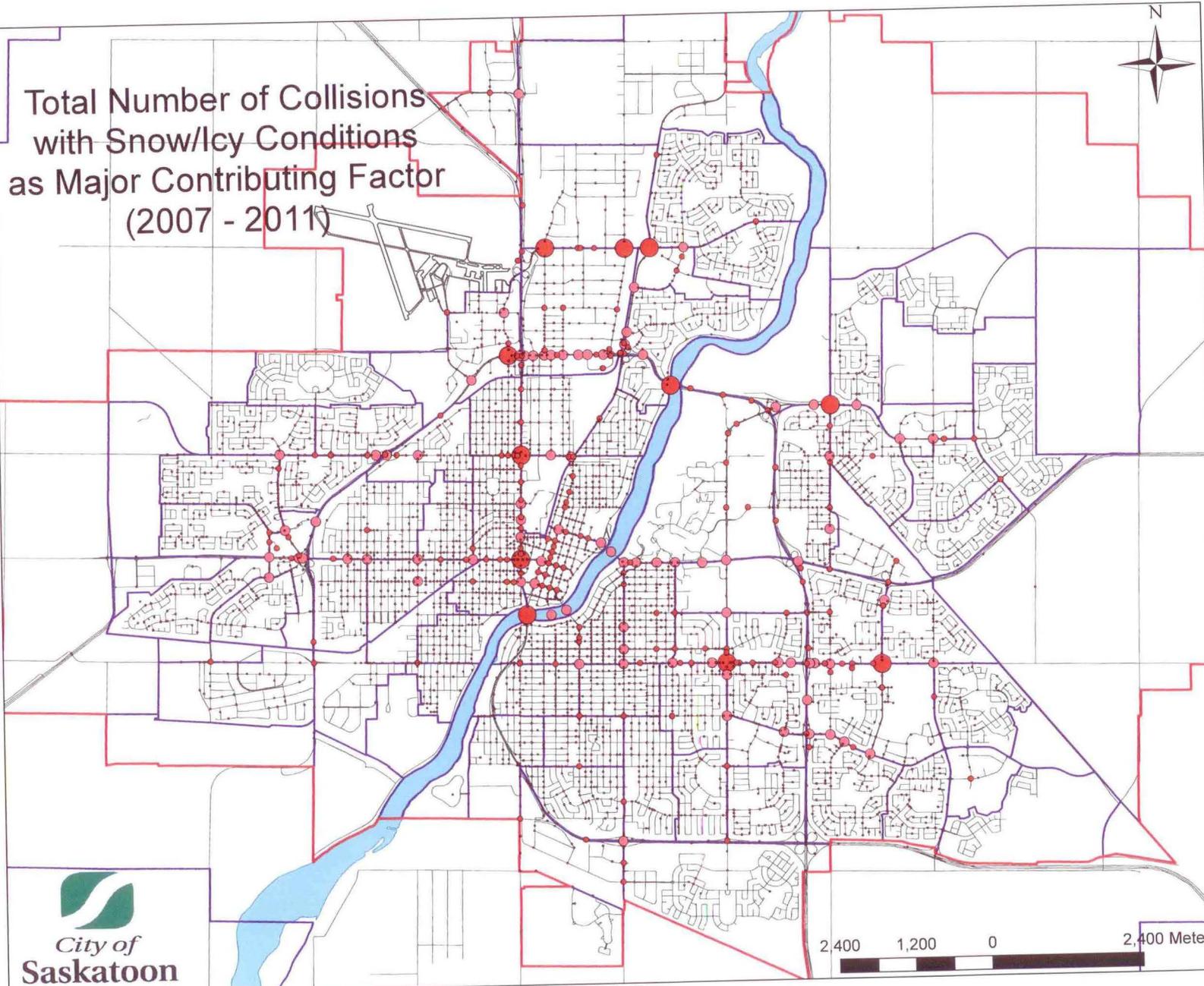
- 0
- 1 - 3
- 4 - 5
- 6 - 10

- ▭ City Limit
- ▭ Neighbourhood



# Total Number of Collisions with Snow/Icy Conditions as Major Contributing Factor (2007 - 2011)

\*\*\*Collision Data according to SGI. Prior to 2011 all collisions greater than \$1,000 were recorded. Beginning in 2011 the threshold was changed to \$5,000.



TOP LOCATIONS

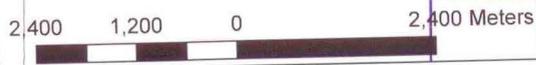
Rank	Street 1	Street 2	# of Collisions
1	51ST ST	MILLAR AVE	118
2	51ST ST / LENORE	WANUSKEWIN	112
3	AVE C	CIRCLE DR	99
4	SID BUCKWOLD BR/IDYLWYLD BR	MID BLOCK	99
5	22ND ST	IDYLWYLD DR	95
6	8TH ST	MCKERCHER DR	94
7	8TH ST	PRESTON AVE	86
8	33RD ST	IDYLWYLD DR	85
9	CIRCLE DR	BRIDGE	84
10	U of S	PRIVATE	81
11	ATTRIDGE DR	CENTRAL AVE	81
12	51ST ST	FAITHFULL AVE	77
13	CIRCLE DR	MILLAR AVE	74
14	COLLEGE DR	PRESTON AVE	74
15	8TH ST E	CIRCLE DR	66
16	20TH ST	IDYLWYLD DR	65
17	CIRCLE DR	FAITHFULL AVE	64
18	ARLINGTON AVE	TAYLOR ST	64
19	22ND ST	DIEFENBAKER	63
20	8TH ST	CLARENCE AVE	60

**Legend**

**Number of Collisions**

- 0
- 1 - 10
- 11 - 25
- 26 - 75
- 75 - 125

City Limit  
 Neighbourhood



**TO: Secretary, Administration and Finance Committee**  
**FROM: General Manager, Utility Services**  
**DATE: July 22, 2013**  
**SUBJECT: Saskatoon Transit 2012 Annual Report**  
**FILE NO: WT – 7300-1**

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

**TOPIC AND PURPOSE**

To present City Council with the 2012 Saskatoon Transit Annual Report that outlines the performance and activities of the branch in 2012 and includes a comparative analysis of transit ridership to previous years.

**REPORT HIGHLIGHTS**

1. In 2012, total actual transit ridership increased by 3.6% with an overall growth of approximately 14.6% since 2008.
2. Saskatoon Transit costs were 1.1% under budget in 2012, while total revenue was slightly over budget, resulting in \$419,000 being contributed to Transit's Stabilization Reserve.
3. Saskatoon Transit has continued finding innovative ways to increase our fleet, including the purchase of six used articulating buses from the manufacturer in good mechanical condition and structurally sound, allowing the organization to meet the increased capacity with growing ridership.
4. In addition to used buses, Transit was also able to purchase a large number of new and slightly used parts at a significantly reduced rate, allowing a major savings in parts procurement and a reduction in down time, allowing more buses to be available for regular service.
5. Customer satisfaction remained at a consistent level as compared to 2011.
6. Lost time incidents decreased in 2012, resulting in the lowest level in the past five years.
7. Previous fare-based ridership estimates will be replaced by actual ridership as measured using the Automated Fare Boxes. Actual measured ridership is 26.7% less than ridership estimates using the previous formula-based method. Other municipalities who have implemented automated fare boxes are experiencing significant corrections in reported ridership as well.

**STRATEGIC GOALS**

This report supports the City of Saskatoon Strategic Goal of Asset and Financial Sustainability through continued fiscal responsibility, and a focused effort in meeting our business needs in a cost effective manner.

Also supported through this report is the Strategic Goal of Continuous Improvement, through continually increasing and improving the Saskatoon Transit Fleet and the Strategic Goal of Moving Around through the continued improvement of the transit system.

## **REPORT**

Saskatoon Transit provides a high quality of service for all citizens of Saskatoon through 22 fixed bus routes along approximately 276 kilometres of streets, and Access Transit, which is an accessible-door-to-accessible-door service. Each year the organization undertakes initiatives focused on building its ridership and operating in a cost efficient and fiscally responsible manner.

In 2012, Transit's operating budget was \$34.9 million. Funding for Transit Operations in 2012 was provided as follows: the mill rate contributed 59% of the cost of operating, Saskatoon Transit revenue contributed 39%, and the remaining 2% is funded from the Province of Saskatchewan.

Saskatoon Transit costs were 1.1% under budget in 2012, while total revenue was slightly over budget. As a result of favourable revenue and expense budget variances, \$419,000 can be contributed to Transit's Stabilization Reserve. This reserve is available to offset unfavourable budget variances in future years.

Between 2011 and 2012, ridership increased by 3.6% with an overall growth of approximately 14.6% since 2008. Currently, the top three categories of users of transit services include the U-Pass (28%), monthly/day pass (35%), and Discounted Pass (18%). There has been a decrease in cash fare payment of 2.94% between 2011 and 2012 largely due to the implementation of electronic fare boxes and smart card technology.

Increased ridership has helped to reduce the Transit cost per passenger to \$2.70 in 2012. A recent report from CUTA showed 2011 Transit cost per passenger of \$3.11, \$2.47 and \$2.89 respectively for Calgary, Winnipeg and Regina.

In previous years, fare-based ridership estimates were used based on tickets, passes, and cash fares collected. The Automated Fare Boxes give the City the ability to measure actual ridership rather than using estimates. Actual measured ridership is 26.7% less than ridership estimates using the previous formula-based method. Other municipalities who have implemented automated fare boxes are experiencing significant corrections in ridership estimates as well.

Ridership has therefore been overestimated for a number of years, going back to 2006. Although measured ridership numbers are lower than the previous estimates, the trends remain the same, and Saskatoon Transit has realized significant ridership growth that has outpaced city growth in recent years.

### Fleet

Saskatoon Transit has a fleet size of 162 buses including:

- 52 high-floor conventional 40-foot diesel buses
- 87 low-floor conventional 40-foot diesel buses
- 8 low-floor conventional 40-foot diesel/electric hybrid buses
- 9 low-floor articulating 62-foot diesel buses, and
- 6 mid-sized low floor 26-foot diesel buses.

With a growing city, Transit has continued to find innovative ways to increase the fleet, including the purchase of used buses, including 6 articulating buses purchased from the manufacturer in 2012.

### People

Transit's employee complement increased by 9.9% or 31 employees between 2008 and 2012. In comparison, Transit ridership increased by 14.6% during this same period.

The Saskatoon Transit maintenance workgroup has experienced some challenges similar to other heavy duty equipment service providers, with a shortage of Journeyman Mechanics. Based on a 2011 comparison with similar-sized Canadian Cities, our staff is maintaining a very high ratio of 12.4 buses per mechanic in comparison to the average of 4.9. Transit has established an excellent Apprentice Program in an effort to address the shortage of the number of Journeyman Mechanics and reduce the bus to mechanic ratio.

In 2012, Saskatoon Transit Services experienced 23 lost time incidents for a total of 294 lost time days. Both measures are the lowest value when compared to the last five years.

In conclusion, Saskatoon Transit looks forward to addressing the challenges and focusing on the opportunities reflective of a growing city. The guidance and support of City Council, the City Manager, and the General Manager of the Utility Services Department is acknowledged and greatly appreciated.

### **COMMUNICATION PLAN**

A copy of the 2012 Saskatoon Transit Annual Report will be available for viewing at the Public Libraries under the August 13, 2013 Administration and Finance Committee Agenda, and on the City of Saskatoon website ([www.saskatoon.ca](http://www.saskatoon.ca), click on "c" for City Clerk's and look under Reports and Publications).

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

This report is provided on an annual basis and no further follow-up is required at this time.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse gas implications.

**PUBLIC NOTICE**

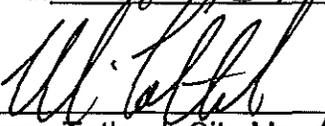
Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**ATTACHMENT**

1. Saskatoon Transit 2012 Annual Report

Written by: Bob Howe, Branch Manager  
Saskatoon Transit

Approved by:   
Jeff Jorgenson, General Manager,  
Utility Services Department  
Dated: July 30/2013

Approved by:   
Murray Totland, City Manager  
Dated: Aug 1/13

Saskatoon Conventional Transit 2012 Annual Report



# 2012 Annual Report



## 2012 Saskatoon Transit Services Annual Report

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Saskatoon Transit provides a high quality of service for all citizens in our community, and is undertaking initiatives focused on building its ridership. Like most North American cities, Saskatoon has been built to accommodate private vehicles as the primary means for moving around. Cities everywhere are realizing that car-oriented patterns of development are no longer sustainable in the long term, and that more and more people are seeking other ways to ‘move around’.

Transit services include both a fixed-route component, that operates 22 bus routes along approximately 276 kilometres of streets, and Access Transit, which is an accessible-door-to-accessible-door service for citizens who cannot use the fixed-route service with safety and dignity.

Saskatoon Transit has a fleet size of 162 buses including 52 high-floor conventional 40-foot diesel buses, 87 low-floor conventional 40-foot diesel buses, 8 low-floor conventional 40-foot diesel/electric hybrid buses, 9 low-floor articulating 62-foot diesel buses, and 6 mid-sized low floor 26-foot diesel buses.



(mid-sized low floor 26' diesel bus)

# 2012 Saskatoon Transit Services Annual Report

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In 2012, Saskatoon Transit purchased 6 used articulating buses from New Flyer Industries that were in good mechanical condition and structurally sound. These buses allow Saskatoon Transit to meet the increased capacity demand that comes with increasing ridership in a growing city.



(40' Low Floor diesel bus)

Saskatoon Transit also purchased 2 decommissioned buses from the city of Lethbridge, Alberta. Although the buses were not roadworthy, they both contained a significant amount of brand new and slightly used parts that were used on several units in the current fleet. This achieved a significant savings in parts procurement and a reduction in down time, allowing more buses to be available for regular service

Access Transit is discussed in a separate annual report; this report will focus on the fixed-route regular transit service.

## OUR CUSTOMER



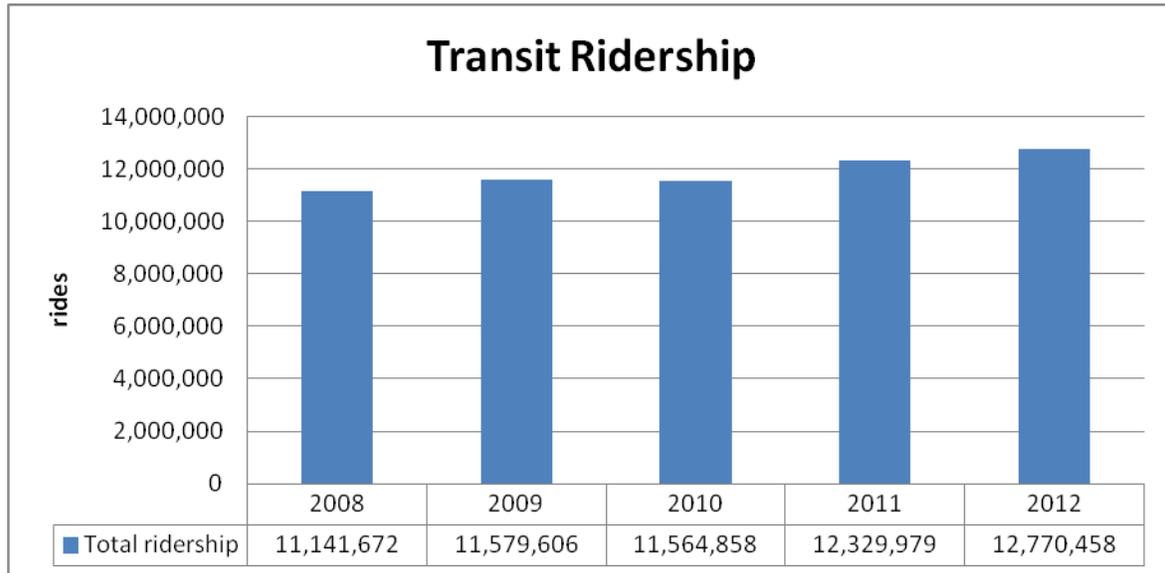
**Ridership** – Since 2008, ridership has grown by approximately 14.6% for Saskatoon Transit. This growth followed a strategic service change in 2006 including the implementation of a DART (Direct Access Rapid Transit) system.

Between 2011 and 2012, ridership increased by 3.6% (Using Formula-Based Ridership). Transit will continue to focus on increasing ridership by changing attitudes around public transit and providing a service that is safe, convenient, efficient and affordable. These initiatives are supported by City Council's Strategic Goal *Moving Around*, and a

# 2012 Saskatoon Transit Services Annual Report

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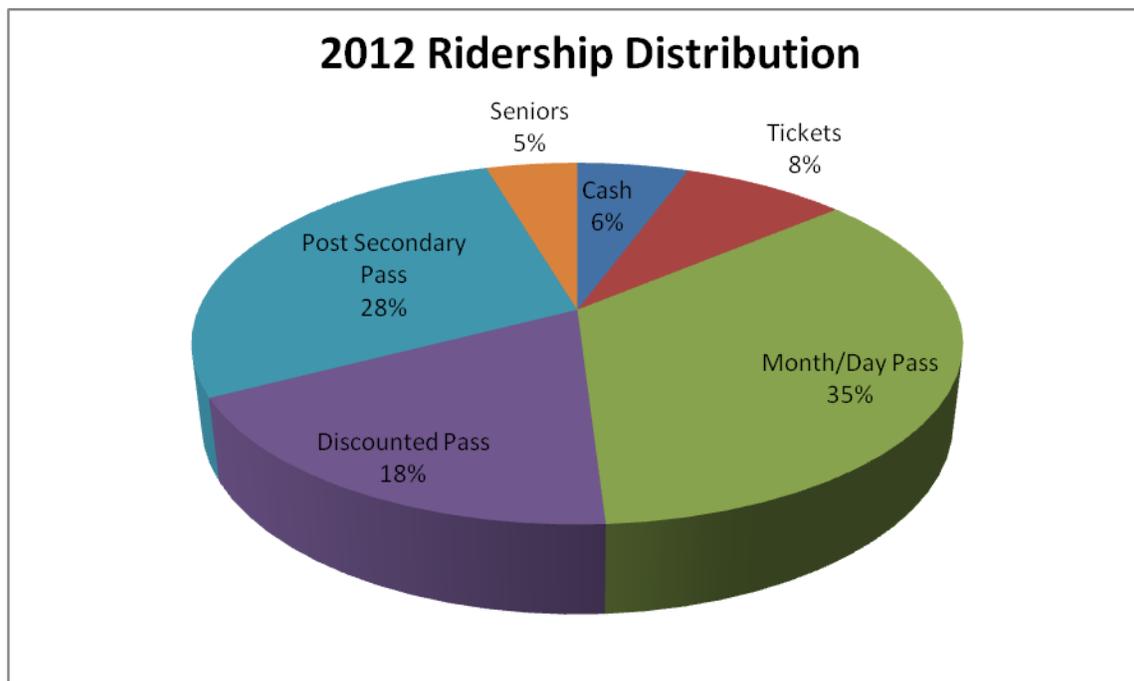
Corporate Integrated Growth Plan intended to support Transit as a viable option for transportation.



## Formula-Based Ridership

Transit ridership is distributed between the following categories: seniors, cash/ticket, month/day pass, discounted pass, and post-secondary pass (i.e. UPass and Semester Pass).

Currently, the top three categories of users of transit services include the UPass (28%), monthly/day pass (35%), and discounted Pass (18%). There has been a decrease in cash fare payment of 2.94% between 2011 and 2012 largely due to the implementation of electronic fare boxes and smart card technology.



## Formula-Based Ridership

### **Actual Ridership provided by the Automated Fare box System is lower than our Previous Estimates of Ridership**

In 2011, Saskatoon Transit began measuring ridership based upon data collected from the automated farebox system. Based upon this information Total Rides for 2012 are 9,364,010. The difference between the current estimated ridership and electronic ridership is because assumptions of average number of rides per pass used in the formula method are higher than actual measured average rides per pass. For example:

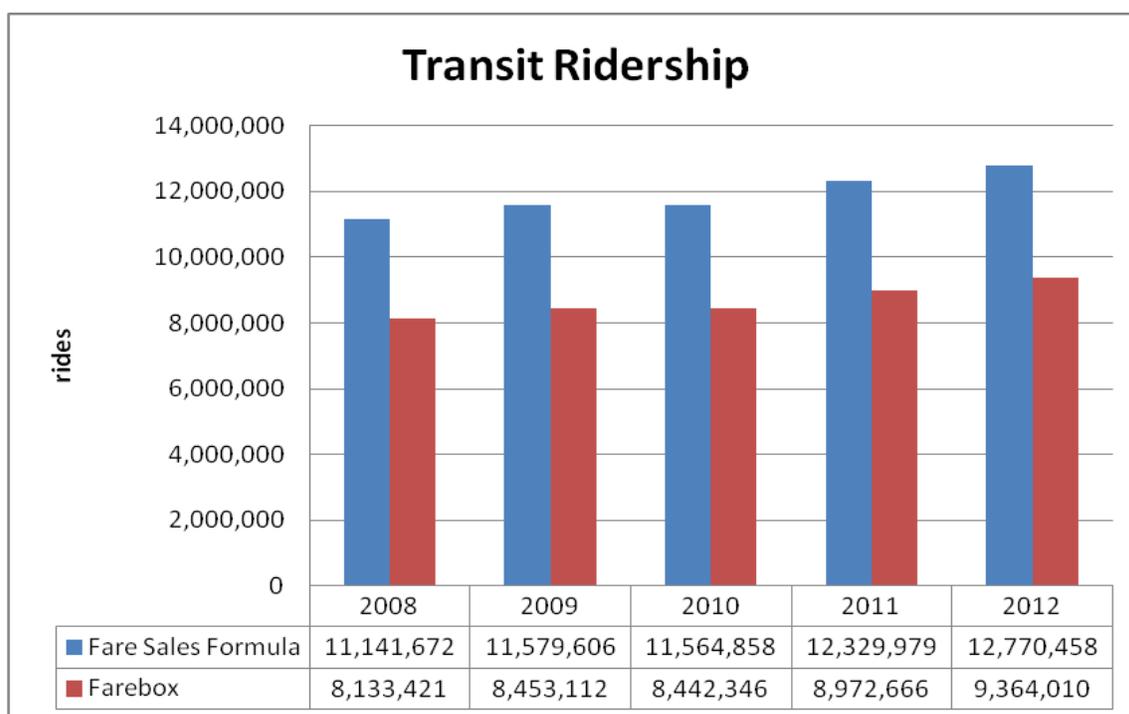
1. Monthly and DCR pass: 71rides per month assumed vs 48 rides per month measured.
2. UPASS: 29.6 rides per month assumed vs. 15.4 rides per month measured.
3. Semester pass: 71rides per month assumed vs. 41 rides per month measured.

## 2012 Saskatoon Transit Services Annual Report

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In addition there is a change in the timing of recognition of the use of Rides (formerly tickets) from time of sale to customer to time of actual use on the bus. Prior to Automatic Fare box systems Formula ridership based upon estimates from surveys has been used by Transit systems throughout Canada.

As shown earlier, our estimate of ridership for 2012 was 12,770,458, which are 3,406,448 rides (36.4%) more than our actual ridership provided by the automated fare box system. On the following chart, past estimated ridership is compared to actual ridership.



The 2012 Ridership increase based on electronic data was 4.36% (2011 electronic farebox ridership was 8,972,666). Note that the Farebox values for 2011 and 2012 are measured, and for 2008 to 2010, adjusted values are shown.

Saskatoon Transit will be reporting ridership based on electronic farebox data on a go-forward basis. Key performance indicators “Transit cost per passenger” and “Utilization – passengers per vehicle hour” will worsen with the lower actual ridership.

## 2012 Saskatoon Transit Services Annual Report

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**Competitive Fares** - Saskatoon offers discounted fares for low income residents, seniors, and elementary, high school and post-secondary students. Fares accepted include cash, bulk purchase of rides, or one of several passes that allow unlimited monthly rides (i.e. Adult Pass and High School Student Pass). Senior citizens may purchase unlimited rides for periods of one month, three months, six months and one year. Post secondary students may purchase a semester pass that allows unlimited rides.

Adult fares on Saskatoon Transit are compared to other prairie cities in the following charts. Regina and Calgary do not have senior monthly fares; the amounts shown are average monthly annual fares.



# 2012 Saskatoon Transit Services Annual Report

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# 2012 Saskatoon Transit Services Annual Report

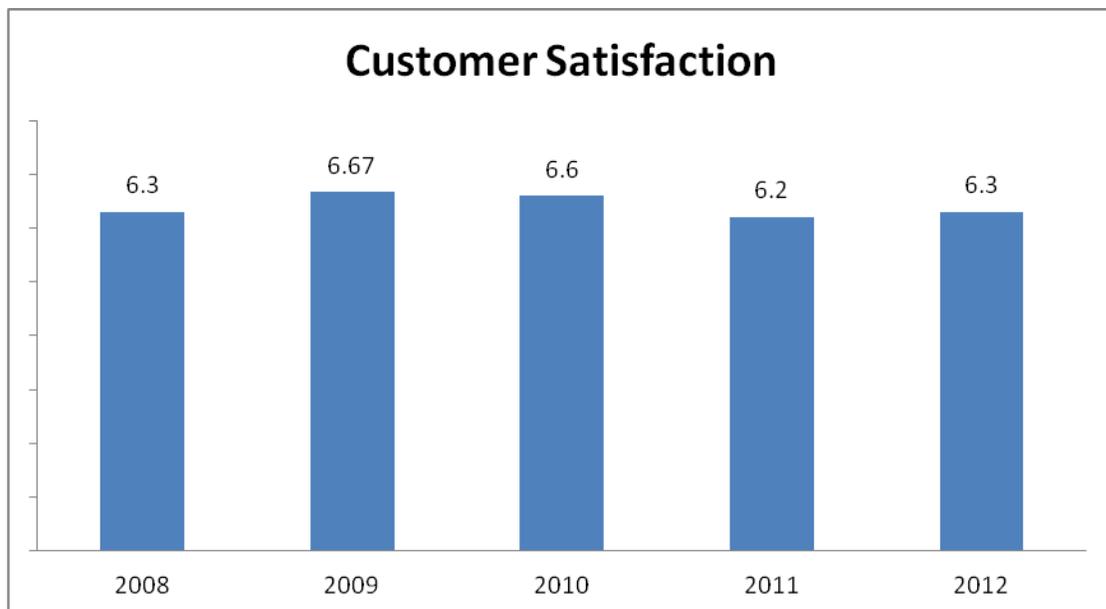
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## Customer Satisfaction and Complaints

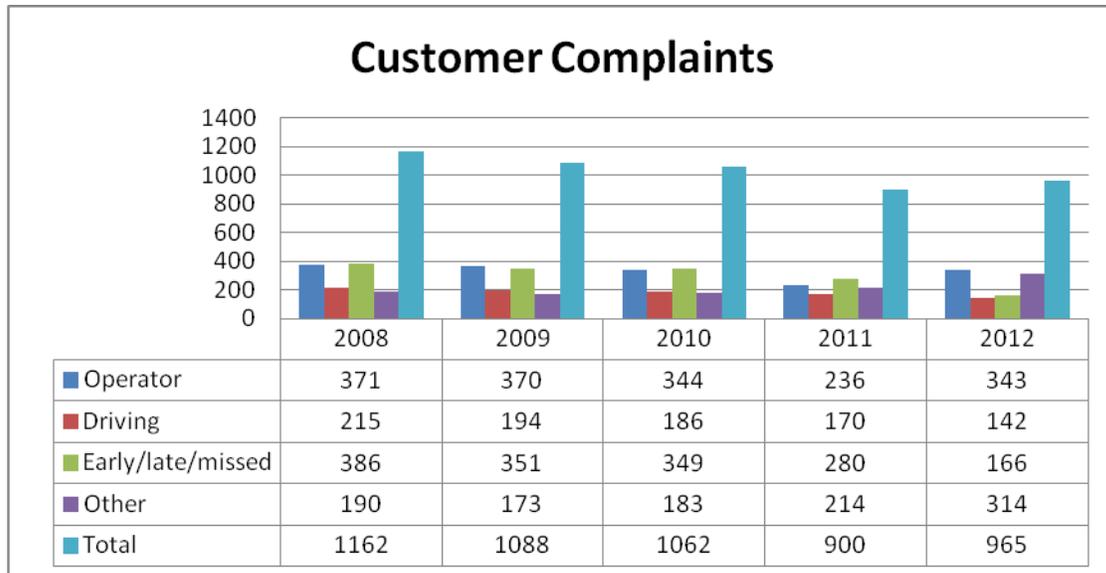
- Our customer goal is to provide consistent, timely, friendly, and professional services to our customers, where customers feel they have received value and are treated in a fair and equitable manner.

The City of Saskatoon 2012 Civic Services Survey results show that public transportation is important to the residents of Saskatoon. A score of 10 means “excellent” and 5 means “average”. The following chart tracks customer satisfaction for public transportation, buses and routes. Public satisfaction increased by 0.1 between 2011 and 2012. Transit believes the underlying issues are insufficient run times, increased traffic congestion and higher passenger loads during peak operating periods.



# 2012 Saskatoon Transit Services Annual Report

There were 965 complaints received by Saskatoon Transit in 2012, which is 65 more than 2011. Complaints were primarily about the buses arriving early, late, or driving by without stopping; the operator; and operator driving.



## OUR PEOPLE



Transit services are provided to the residents of Saskatoon 7 days a week, 18 hours per day, 365 days per year.

Our Transit team includes a diverse and skilled group of people including operators, customer service staff, administration staff, dispatchers, planners, payroll employees, mechanics, utility and servicemen, accountants, driver trainers, supervisors and managers.

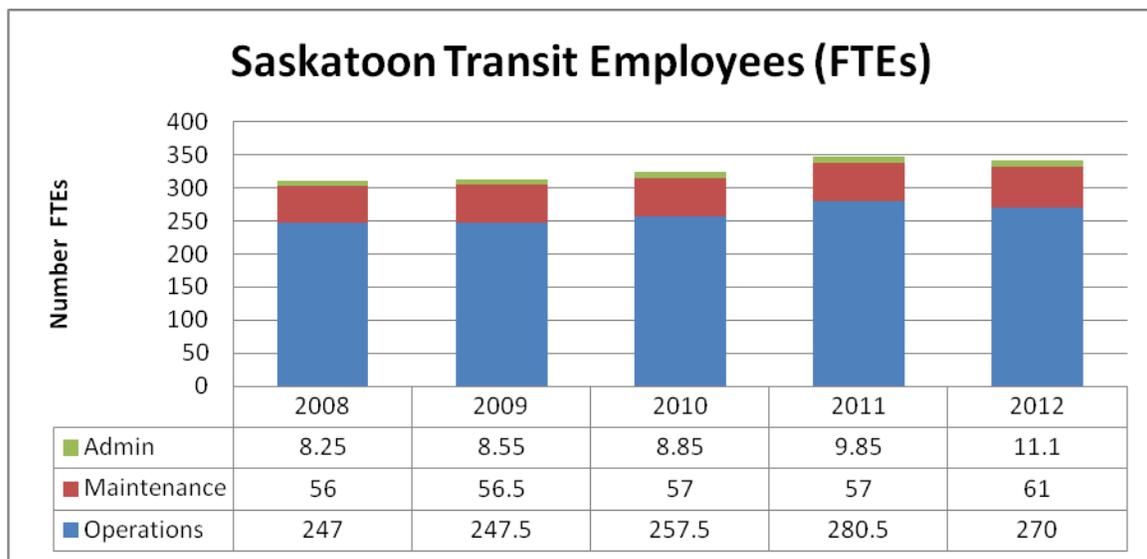
## 2012 Saskatoon Transit Services Annual Report

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Transit’s team also includes support from Human Resources to assist in administering collective bargaining/labour related issues, recruitment and health and safety programs at our workplace. Infrastructure Services provides support with building maintenance and repairs.

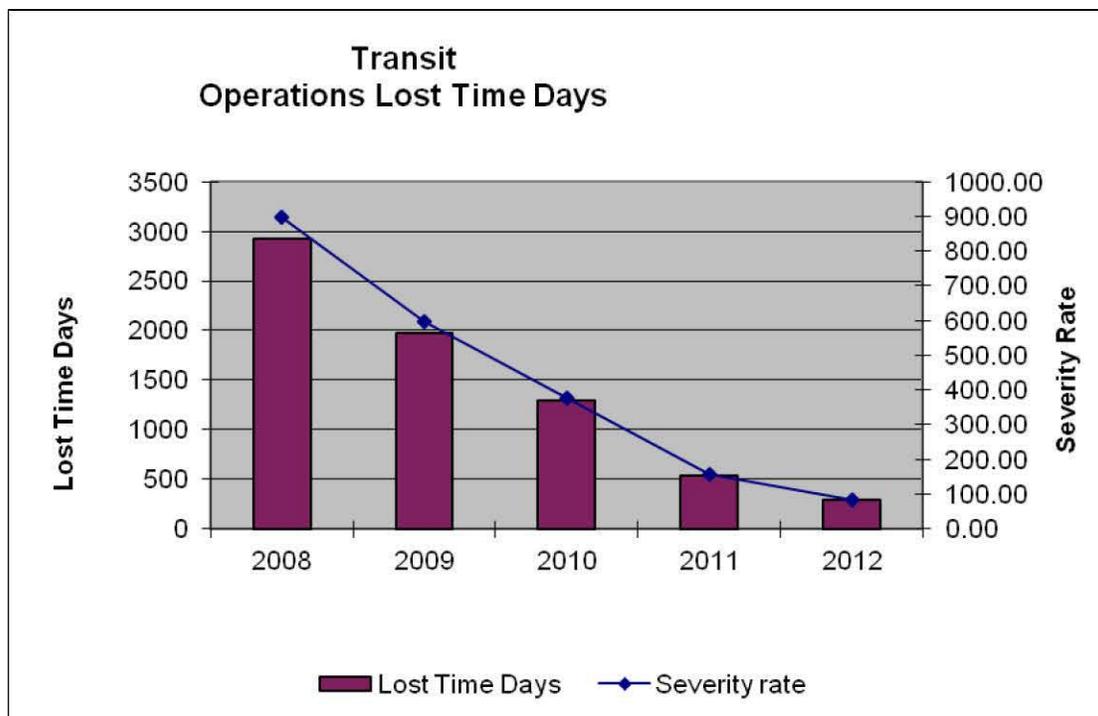
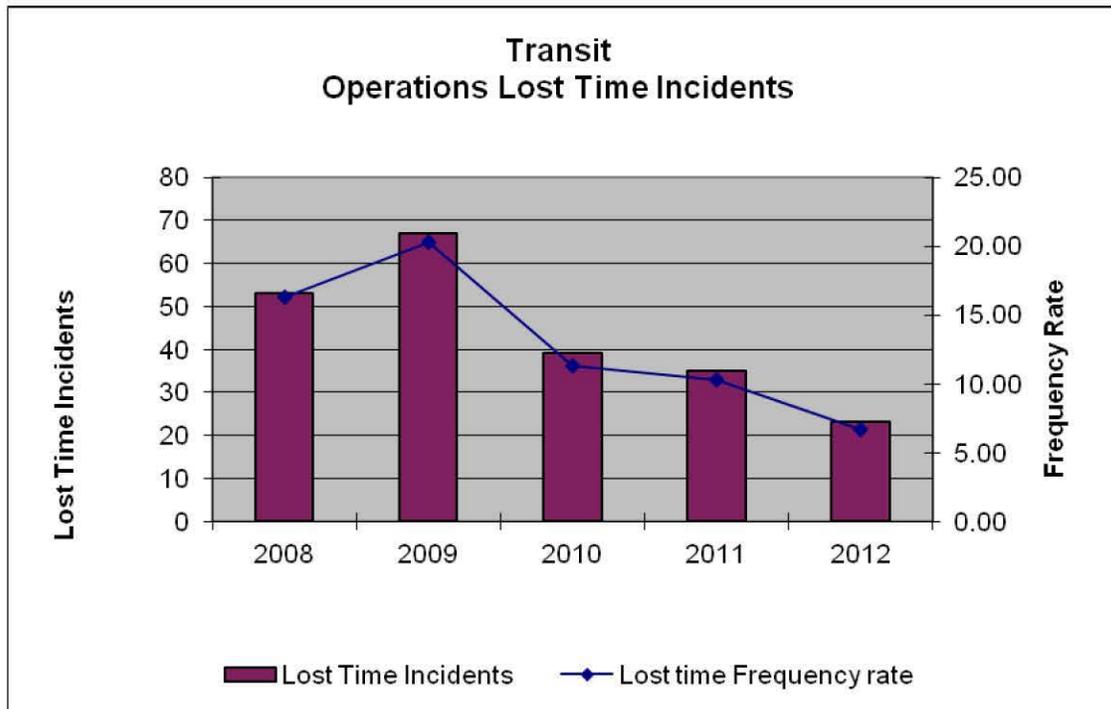
All levels and classifications of employees are passionate about delivering a quality transit service to the community on a daily basis.

Transit’s employee complement increased by 9.9% or 31 employees between 2008 and 2012. In comparison, Transit ridership increased by 14.6% or 1,628,786 rides during this same period.



In 2012, Saskatoon Transit Services experienced 23 lost time incidents for a total of 294 lost time days. Both measures are the lowest over the last five years. Safety statistics are presented in the following charts, which show the lost time incidents and days by year as well as frequency rates (number of incidents or days per 200,000 hours worked).

# 2012 Saskatoon Transit Services Annual Report

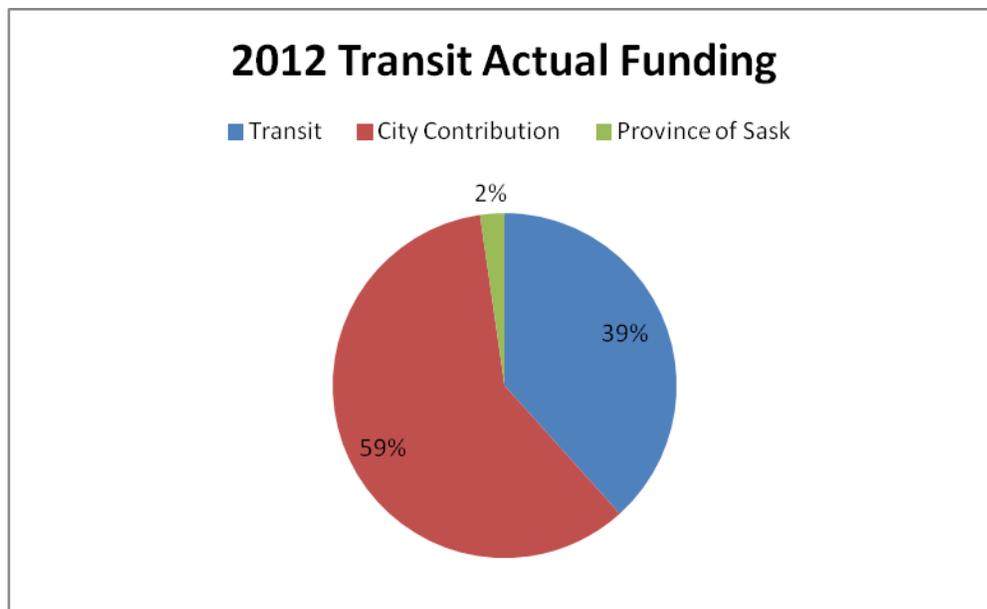


# 2012 Saskatoon Transit Services Annual Report

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## OUR FINANCES

In 2012, Transit's operating budget was \$34.9 million. Funding for Transit Operations in 2012 was provided as follows: the mill rate contributed 59% of the cost of operating, Saskatoon Transit revenue contributed 39%, and the remaining 2% is funded from the Province of Saskatchewan to help pay for the Discounted Bus Program.



Saskatoon Transit costs were 1.1% under budget in 2012, while total revenue was slightly over budget. The variance from budget is due to higher than budgeted fare revenue of \$132,000 due to the ridership increase. Charter revenue was less than budget. In addition, transit operations, fuel, maintenance and administration expenses were lower than budget by \$385,000.

## 2012 Saskatoon Transit Services Annual Report

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As a result of favourable revenue and expense budget variances, \$419,000 can be contributed to Transit's Stabilization reserve. This reserve is available to offset unfavourable budget variances in future years.

The Saskatoon Transit maintenance workgroup is second to none when it comes to maintaining both a mechanically and structurally sound fleet; however, similar to other heavy duty equipment service providers, Transit's Maintenance Section has a shortage of Journeyman Mechanics. Based on a 2011 comparison with similar-sized Canadian Cities, our staff is maintaining a very high ratio of 12.4 buses per mechanic in comparison to the average of 4.9. Transit has established an excellent Apprentice Program in an effort to address the shortage of the number of Journeyman Mechanics and reduce the bus to mechanic ratio. However, when Apprentice Mechanics are away for training, higher expenditures in maintenance salaries are required to ensure the work is completed in a timely manner.

## 2012 Saskatoon Transit Services Annual Report

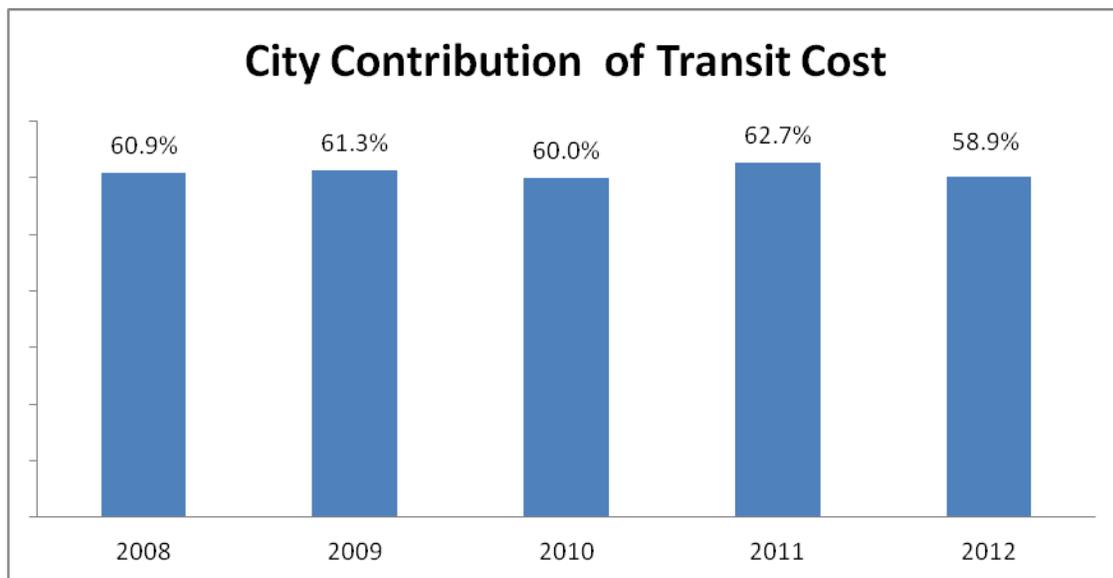
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### 2012 Transit Utility Operating Budget Variance (\$000)

	Budget	Actual	Variance	%
Fare Revenue	\$11,889	\$12,021	\$132	1.11%
Charter, advertising, and other	\$1,415	\$1,389	(\$26)	-1.80%
City Contribution	\$20,746	\$20,746	0	0.00%
Province of Sask	\$873	\$800	(\$73)	-8.29%
<b>Total revenue</b>	<b>\$34,923</b>	<b>\$34,956</b>	<b>\$33</b>	<b>0.10%</b>
<b>Expenses:</b>				
Transit Operations	\$18,456	\$18,314	(\$142)	-0.77%
Fuel, Lube & Oil	4,297	4,170	(127)	-2.95%
Transit Maintenance	5,859	5,809	(50)	-0.85%
Building Maintenance	964	964	0	0.04%
City Hall Services	678	684	6	0.82%
Grants-in-lieu of taxes	199	199	0	0.00%
General & admin	2,135	2,062	(73)	-3.41%
Capital (debt & reserve)	2,335	2,335	(0)	0.00%
<b>Total expense</b>	<b>\$34,923</b>	<b>\$34,537</b>	<b>(\$385)</b>	<b>-1.10%</b>
<b>Revenue less expense (To)/From Stabilization reserve</b>	<b>\$0</b>	<b>\$419</b>	<b>\$419</b>	
	0	(\$419)		
<b>Return on Investment</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

## 2012 Saskatoon Transit Services Annual Report

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The City Contribution of Transit cost fell to 58.9% in 2012. Saskatoon Transit policy established in 2002 was that the City contribution would be 50%. A recent report from Canadian Urban Transit Authority (CUTA) showing this information from 2011 showed Regina with a 65% contribution of Transit cost. Calgary, Vancouver, Hamilton and Mississauga showed City contribution of Transit Costs near 50%, while Winnipeg and Toronto reduced the city contribution to less than 40%.

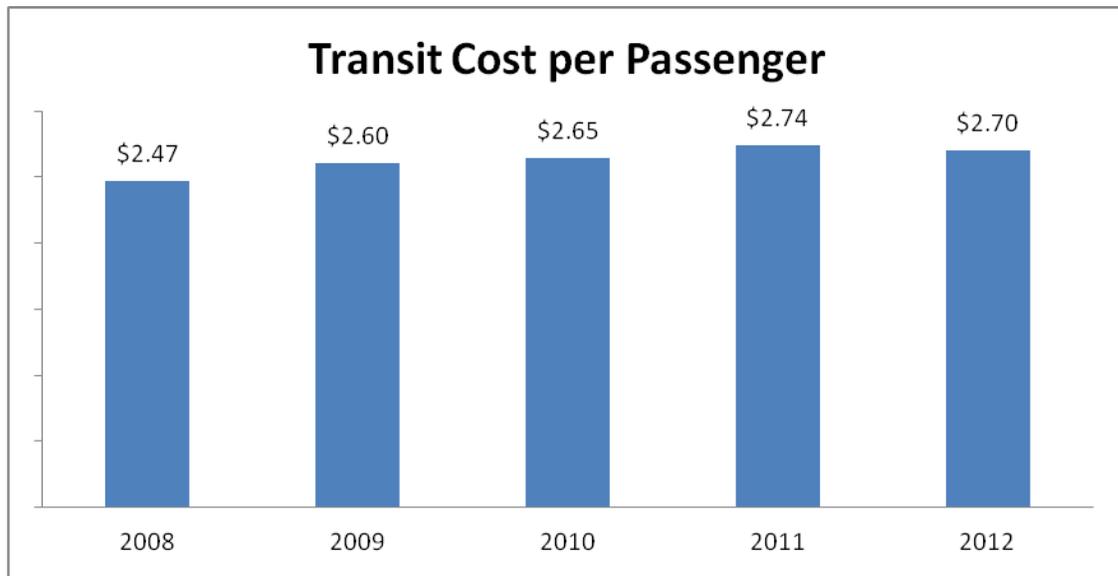
Transit's discounted employer/employee bus fare program (Eco Pass) has slowly been evolving as a positive ridership and revenue generator for transit. Additional agreements were established between 2010, 2011 and 2012, resulting in 653 employer-supported Eco Bus Passes. In addition Transit has begun providing a Upass program to SIIT and Oskayak High School resulting in affordable transportation for 265 students.

Transit continues to purchase and install bike racks to encourage new riders to combine multi-modal transportation options and effectively increase ridership.

## 2012 Saskatoon Transit Services Annual Report

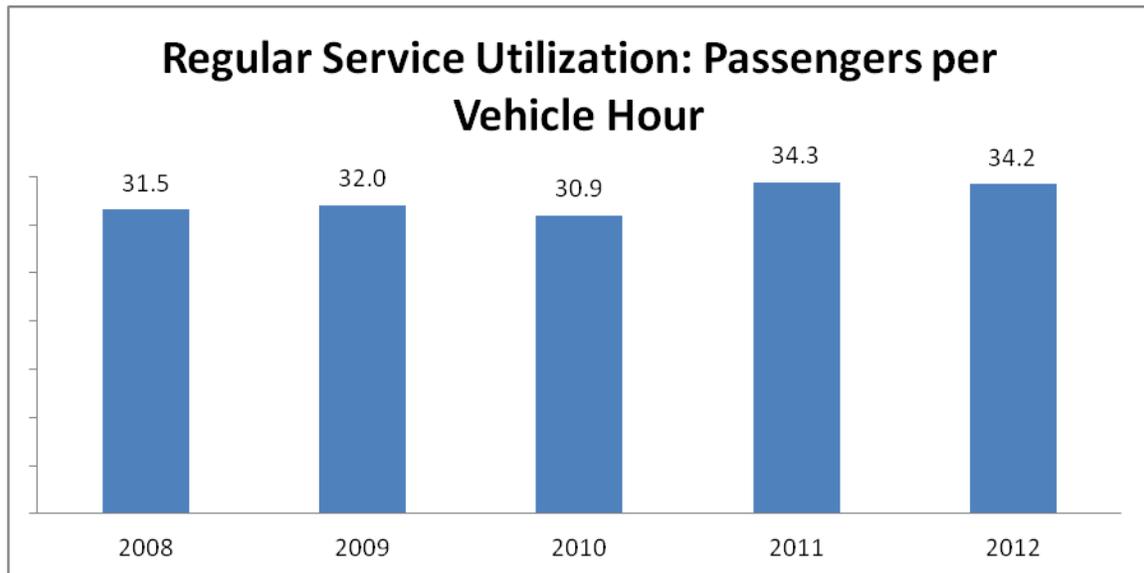
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Increased ridership has helped to reduce the Transit cost per passenger to \$2.70 in 2012. A recent report from CUTA showed 2011 Transit cost per passenger of \$3.11, \$2.47 and \$2.89 respectively for Calgary, Winnipeg and Regina.



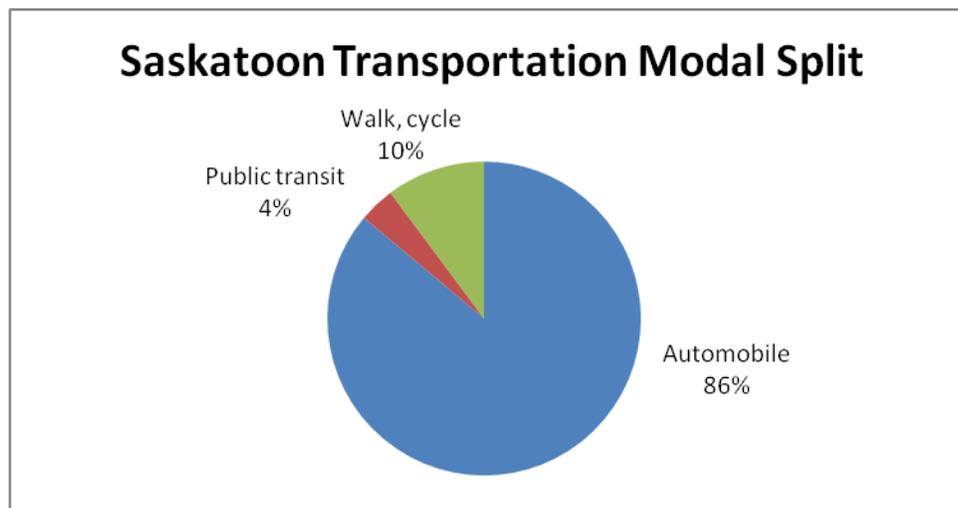
Comparable increases in both ridership and service hours maintained the Transit passengers per service hour ratio at 34.2 in 2012 (based on the formula method for consistent comparison to previous years). Based on a population size of 239,000 Transit Services cost per capita in 2012 was \$145.98 compared to \$144.34 the year before.

The recent CUTA report showed passengers per vehicle hour in 2011 ranging from 27 in Mississauga to 52 in Toronto.



### **OUR WORK – MOVING FORWARD**

**A More Environmentally-Sustainable City** - The City of Saskatoon is working on making public transit more efficient and attractive, but it will be important to complement improvements with a more transit-oriented approach to planning growth and designing development. An integrated approach between Saskatoon Transit, Transportation, and Planning and Development Branches will support a community shift towards transit as a primary mode of transportation. As Saskatoon grows, traffic congestion and commuting times will continue to increase, and this shift to a public transportation focus will become more and more important.



**Transit Relocation** - Numerous issues have evolved supporting the need to relocate Saskatoon Transit to a new location, including:

- an immediate need for expansion and upgrade to both the storage and maintenance areas;
- the current location of transit operations and facilities is not compatible with the adjacent neighbourhood;
- the auto body area for Transit is in a separate facility at the north end of the city, in a building intended to be dedicated to Access Transit; and
- Transit is continuing to increase the size of its fleet and is purchasing various bus sizes and types.



In 2010, AECOM submitted its building program which outlines the functional needs of the new transit facility. The City's Administration has a Council-approved, high-level funding strategy in place and has worked with P3 Canada on a funding application for the transit facility and other Public Works amenities.

# 2012 Saskatoon Transit Services Annual Report

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**Continual Improvement** - Transit will focus on improving services, increasing ridership and reducing expenses in subsequent years.

- A combination of buying good used buses and new buses in 2012 will result in a net capital cost savings of approximately \$6.6 M.
- Initiatives to increase ridership including customer surveys, marketing initiatives, installation of intelligent technology systems (e.g. GPS) on buses, increased installation of bus shelters and the development of Transit 2.0 (a new transit designed to improve efficiency and schedule frequency) will improve public perception and attract a greater percentage of the community to use transit as their primary mode of transportation.
- Fare increases approved in the 2013 Transit Operating Budget will contribute towards higher operating costs.



## IN CONCLUSION

Saskatoon Transit looks forward to addressing the challenges and focusing on the opportunities reflective of a growing city. The guidance and support of City Council, the City Manager, and the General Manager of the Utility Services Department is acknowledged and greatly appreciated.

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Utility Services Department  
**DATE:** July 2, 2013  
**SUBJECT:** Residential Curbside Recycling Program – Second Quarter Report  
**FILE NO:** WT 7832-10

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**RECOMMENDATION:** that a report be forwarded to City Council recommending the information be received.

### **TOPIC AND PURPOSE**

The Residential Recycling Program launched on January 2, 2013. This report provides a status update on the implementation through the second quarter of 2013.

### **REPORT HIGHLIGHTS**

1. The launch phase of the Residential Curbside Recycling Program is now complete with the service available to 66,000 households in 66 neighbourhoods.
2. Reported complaints about the program continue to be low.
3. Participation (cart set-out) rates remain stable at 63%.
4. 1829 tonnes of recyclable materials have been processed under the program.
5. Residual rates are 4% and within the standards established by the contract with Loraas Recycle.

### **STRATEGIC GOAL**

The recommendations in this report support the long-term strategy to eliminate the need for a new landfill under the Strategic Goal of Environmental Leadership. The recommendations also support the long-term strategy to increase revenue sources and reduce reliance on residential property taxes under the Strategic Goal of Asset and Financial Sustainability.

### **BACKGROUND**

On November 13, 2012, City Council approved the Residential Recycling Program Implementation plan. The following report provides an update on progress toward this plan achieved in the first five (5) months of 2013.

### **REPORT**

Deployment of recycling carts to all 66,000 households in Saskatoon's 66 neighbourhoods was completed in May, 2013. Approximately 1,829 tonnes of recyclable material has been processed under the program so far, 900 tonnes were processed in May alone. A comparison of recyclable materials in the first 5 months of 2013 to the first 5 months of 2012 showed that more materials are being recycled in 2013. In 2012, the recycling depots collected 2,695 tonnes of fibre between January and May (only the weight of fibre is available) and in 2013 the combined weight of the depot fibre and recyclable materials from the residential recycling program was 3,787 tonnes.

Residual rates are 4% and within the standards established by the contract with Loraas Recycle. A waste audit providing detailed information on contamination rates was completed in the first week of July, and the results will be available in the third quarter report.

Loraas received inquiries or complaints from approximately 2.5% of households with recycling carts in May. These were typically quickly resolved without being escalated to the City. Generally, residents are calling in with questions on cart maintenance, collections procedures, how materials are recycled, and billing.

Spring snowmelt conditions required a temporary mandatory front street collection strategy for both garbage and recycling. The City of Saskatoon and Loraas Recycle provided assistance moving carts and established a series of staging areas to accommodate locations where front street collection was not possible. All recycling carts have been returned to their normal location and collections are proceeding as usual. Issues arising from the temporary service change included resident's having difficulty moving their cart, lack of space for carts in the front of houses, and being unaware that back lane pick up had resumed. The result was a spike in the number of calls received to customer service; this has declined considerably now that collections have returned to normal.

The majority of additional carts delivered to homes with secondary suites have been collected where residents have indicated they do not have a secondary suite. An Environmental Protection Officer (EPO) has visited the majority of these homes to have declarations signed stating that a secondary suite does not exist. Once the declaration form is signed by the resident, the required information is submitted to Revenue Branch so that utility billing can be adjusted and a credit issued for any overpayments. This process should be complete by the end of July.

A small number of residents have reported windblown materials occurring as a result of blue cart lids being opened by strong winds. The Administration has discussed this with Loraas Recycle who is examining potential solutions.

A small but consistent number of calls have come in regarding missed collections. This is the most common type of complaint escalated to the City. Missed collections are rare if the recycling cart is placed out for collection by 7:00 AM as required by the program. Loraas Recycle provides an incentive for each cart tipped by its drivers to maximize collection. Loraas also has on-board GPS and Radio-Frequency Identifiers (RFID) to monitor carts that are tipped.

When Loraas Recycle receives a call regarding a missed collection, they verify the occurrence using on board cameras and GPS and RFID route data. If it is determined that the missed collection is not a result of the cart not being out, they will return to collect the cart the next day. This call must come within 24 hours of the missed collection. If the resident does not call in within 24 hours, they are required to wait until the next collection day and/or take their surplus materials to the drop off depot situated at Loraas Recycle's

processing facility. This process is consistent with the contract between the City and Loraas Recycle.

A number of newly constructed homes have not yet received their blue carts as they were occupied after the original list of addresses for the program was developed. Administration is compiling a list of all new addresses so that Loraas can distribute blue carts to them. This work will be completed by summer's end and weekly updates to the list of service addresses will be provided to Loraas throughout the remaining term of the contract.

Participation rates measure the number of carts actually placed on the curb for collection compared to the number of carts in the field. Participation in the program so far has been steady at 63%. This is lower than desired for the program and enhancements to program education and promotion to build greater enthusiasm for the program will be developed for implementation this fall.

### **POLICY IMPLICATIONS**

As an information report there are no policy implications at this time.

### **FINANCIAL IMPLICATIONS**

As an information report there are no financial implications to report at this time. All program costs to date have aligned with the established budget and the seven (7) year contract signed with Loraas Recycle.

### **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 next phase of education and communications for the Saskatoon Recycles Residential Curbside Recycling Program will begin soon. Messages will include a celebration of the success of the program; provide clarity on what type of material can or cannot be recycled; and provide reminders about placement and return of carts when not in use. Communication tools will be very similar to the pre-launch phase of the program and utilize billboards, social media, website components, and other media.

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

Further updates on the implementation of the new Residential Curbside Recycling Program will be provided at the end of each quarter through 2013.

## **ENVIRONMENTAL IMPLICATIONS**

The green house gas (GHG) emissions reduced by recycling 1,829 tonnes of recyclables equates to a net environmental benefit of at least 5,440 tonnes of avoided CO<sub>2</sub>e.

## **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.

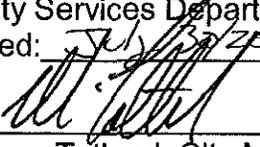
## **PUBLIC NOTICE**

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

Written by: Kelly Goyer, Environmental Coordinator, Environmental Services

Reviewed by: Amber Jones, Education and Environmental Performance  
Manager, Environmental Services  
Brenda Wallace, Manager, Environmental Services Branch

Approved by:   
\_\_\_\_\_  
Jeff Jorgenson, General Manager,  
Utility Services Department  
Dated: July 29/13

Approved by:   
\_\_\_\_\_  
Murray Totland, City Manager  
Dated: Aug 2/13

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. Communications to Council**

**From: Randy Lawrence**

**Date: July 29, 2013**

**Subject: Request for Extension of Time – Noise Bylaw**

**August 14 or 15, 2013 at Cairns Field**

**Saskatoon Baseball Council Outdoor Movie Night**

**(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., August 14 or 15, 2013 at Cairns Field for the Saskatoon Baseball Council Outdoor Movie Night be granted, subject to any administrative conditions.

Attached is a communication from Randy Lawrence, Saskatoon Baseball Council, requesting an extension of time under the Noise Bylaw, until 11:00 p.m. on either August 14 or 15, 2013, for the Saskatoon Baseball Council Outdoor Movie Night at Cairns Field.

As the event is scheduled to commence on the date of the next meeting of City Council on August 14, 2013, your Committee granted advance notice of approval of the requested exemption with respect to the time amplified sound can be heard, subject to any administrative conditions.

**2. 2013 Civic Services Survey**  
**(File No. CK. 365-1)**

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

Your Committee has reviewed the attached report of the City Manager dated August 1, 2013, and submits the 2013 Civic Services Survey report to City Council for its information.

The referenced survey (Attachment 2) has previously been circulated, and is also available for viewing on the City of Saskatoon website [www.saskatoon.ca](http://www.saskatoon.ca), by clicking: "R", Reports to Council, City of Saskatoon Annual Civic Services Survey – June 2013.

The Administration will provide a brief overview of the report.

**3. Paved Roadways – Condition Summary**  
**(File No. CK. 6315-1)**

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

Your Committee has considered the attached report of the General Manager, Utility Services Department dated July 24, 2013, providing the annual Condition Rating Summary, Paved Roadways Report (2012) and the roadway treatment plans for 2013. The report is submitted to City Council for its information.

The Administration will provide a brief overview of the report.

**4. Neighbourhood and Primary Roadway and Sidewalk Preservation**  
**(File No. CK. 6315-1)**

**RECOMMENDATION:** 1) that neighbourhood roadway and sidewalk preservation be funded separately from primary roadway and sidewalk preservation; and

- 2) that the Administration report separately on the Neighbourhood and Primary Networks in future years.

Attached is a report of the General Manager, Utility Services Department dated July 25, 2013, providing information and recommendations regarding options for roadway and sidewalk preservation planning.

Your Committee has reviewed this report and supports the recommendations outlined above.

The Administration will provide a brief overview of the report.

**5. Roadway Design Standards  
AND  
Enquiry – Councillor Z. Jeffries (December 10, 2012)  
Design-Build Warranty Process – New Roads and Rehabilitation  
(File No. CK. 6000-1)**

---

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

At the meeting of City Council held on December 10, 2012, Councillor Jeffries made the following enquiry:

“Can Administration please report back on the feasibility of using a design-build-warranty process when building new roads or undertaking large road rehabilitation projects with a goal of extending the life of our roads and saving money.”

Attached is a report of the General Manager, Utility Services Department dated July 24, 2013, providing information in response to the enquiry from Councillor Jeffries. The report discusses design-build-warranty and Saskatoon’s roadway design standards.

Your Committee has reviewed this report and is forwarding it to City Council for its information.

The Administration will provide a brief overview of the report.

**6. Paved Roadways – Summer and Winter Operational Service Level Increases  
(File No. CK. 6315-1)**

---

**RECOMMENDATION:** that the operational changes outlined in the report of the General Manager, Utility Services Department dated July 24, 2013, be approved in principle and forwarded to the 2014 Business Plan and Budget deliberations.

The following enquiry was made by Councillor Iwanchuk at the meeting of City Council held on January 7, 2013:

“Would the administration please report on options and costs of a comprehensive snow clearing and removal system, to be presented to Council in time for the 2014 budget deliberations including but not limited to:

1. Residential snow clearing and removal;
2. Lowering the requirement that is currently six inches for ruts in residential areas before they are shaved;
3. Response time for clearing Priority 1, 2 and 3 streets, and the criteria for determining the priority level of streets;
4. Acceptable height of windrows on boulevards;
5. Snow removal in school zones, and
6. Sidewalk clearing in commercial and residential areas.

I would appreciate comparisons of other municipalities in Western Canada.”

In addition, on May 21, 2013 City Council considered Clause E3, Administrative Report No. 9-2013, in response to Councillor Paulsen’s March 18, 2013 enquiry regarding Enforcement – Street Sweeping Notices and Parking Restrictions for Entire Neighbourhoods Designated for Street Sweeping, and referred the following matters back to the Administration for further review and report:

- a) the process of a zone system, including costs;
- b) incorporating towing costs in the price of a ticket and the subsequent amount of the ticket; and
- c) towing capacity, costs for a fall sweep, potential use of the private sector, increased staffing issue, street sweep in front of schools, and sweep schedule timeline reduction from 8 weeks to 4 weeks.

Attached is a report of the General Manager, Utility Services Department, dated July 24, 2013, presenting operational changes that could be made that would significantly increase the City's pothole patching, street sweeping, and snow clearing service levels. The report addresses the street sweeping and snow clearing items. The process of a zone system and towing of vehicles is addressed in a separate report.

Your Committee has reviewed this report and recommends that it be approved in principle and forwarded to the 2014 Business Plan and Budget deliberations.

The Administration will provide a brief overview of the report.

**7. Street Sweeping Notification and Towing Options  
AND  
Enquiry – Councillor D. Hill (January 7, 2013)  
Towing Vehicles – Posted Areas for Snow Cleaning/Street Sweeping  
(File No. CK. 6290-1)**

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- RECOMMENDATION:**
- 1) that the Administration take the necessary steps to implement an enhanced parking enforcement Pilot Program for the spring area sweep and snow clearing programs, in 9 to 12 neighbourhoods, in 2014 as outlined in the attached report;
  - 2) that the Administration significantly increase efforts to notify residents of snow clearing and area sweeping on residential streets;
  - 3) that the Administration increase the towing efforts in posted areas with the objective to Courtesy Tow all vehicles illegally parked during both snow clearing and sweeping operations;
  - 4) that the Administration implement a two-tier Snow Route approach as outlined in this report;
  - 5) that the City Solicitor prepare and bring forward the necessary bylaw changes required to implement neighbourhood-based parking controls and increase the ticket cost from \$50 to \$100; and

- 6) that in 2014, prior to the 2015 budget process, the Administration report on the success of the Pilot Program and make a recommendation regarding next steps.

The following enquiry was made by Councillor Hill at the meeting of City Council held on January 7, 2013:

“Would the Administration report on what resources, from private sector and City operations, would be required to tow all vehicles from areas posted for snow clearing or street sweeping.”

In addition, on May 21, 2013 City Council considered Clause E3, Administrative Report No. 9-2013, in response to Councillor Paulsen’s March 18, 2013 enquiry regarding Enforcement – Street Sweeping Notices and Parking Restrictions for Entire Neighbourhoods Designated for Street Sweeping, and referred the following matters back to the Administration for further review and report:

- a) the process of a zone system, including costs;
- b) incorporating towing costs in the price of a ticket and the subsequent amount of the ticket; and
- c) towing capacity, costs for a fall sweep, potential use of the private sector, increased staffing issue, street sweep in front of schools, and sweep schedule timeline reduction from 8 weeks to 4 weeks.

Attached is a report of the General Manager, Utility Services Department, dated August 1, 2013, providing information and options regarding how citizens could be notified when their area will be swept or snow cleared, and options regarding ticketing and towing of vehicles left on the street. This report deals with the notification and parking components of the above-referenced resolution of City Council. Sweeping and snow clearing program service level options have been addressed under a separate report.

Your Committee has reviewed this report and supports the recommendations outlined above.

The Administration will provide a brief overview of the report.

**8. Project Schedule – North Commuter Parkway Project  
Capital Project 2407 – IS North Commuter Bridge  
(File No. CK. 6050-10)**

---

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

Attached is a report of the General Manager, Infrastructure Services Department dated July 19, 2013, advising City Council that the Administration has commenced the procurement for the P3 business case for the North Commuter Parkway project, and provided expected project timelines.

Your Committee is forwarding this report to City Council for its information.

**9. Purchase of Land along Idylwyld Drive South  
(File No. CK. 4020-1)**

---

- RECOMMENDATION:**
- 1) that the Real Estate Manager be authorized to purchase the vacant lands at 120 Idylwyld Drive South (as shown on Attachment 1) from 621217 Saskatchewan Ltd. at a total purchase price of \$2.4M;
  - 2) that the City Solicitor's Office be requested to administer the required documentation to complete this transaction; and
  - 3) that the purchase price of \$2.4M be funded from the Property Realized Reserve. Legal and Administration costs, plus disbursements, will also be withdrawn from the Property Realized Reserve.

Your Committee has considered the following report of the City Manager dated July 24, 2013, regarding the purchase of vacant land along Idylwyld Drive South for future development/use and supports the above recommendations.

**"TOPIC AND PURPOSE**

To receive approval for the purchase of vacant land totalling approximately 21,740 square feet along Idylwyld Drive South in downtown Saskatoon at a purchase price of \$2.4M.

## **REPORT HIGHLIGHTS**

1. Strategic land purchases support the sustainability of City-owned facilities.
2. The Terms of the Purchase Agreement regarding the payment of the purchase price.

## **STRATEGIC GOAL**

This report supports the long-term strategy of establishing the City Centre as a cultural and entertainment district with employment, corporate offices and store-front retail under the City's Strategic Goal of Sustainable Growth.

## **BACKGROUND**

The City of Saskatoon currently owns the properties at 110 Idylwyld Drive, 126 Idylwyld Drive and the lane running between these parcels. 126 Idylwyld Drive and the lane were purchased in March of 2013, while 110 Idylwyld Drive was purchased in a few phases between the 1950s and 1970s.

110 Idylwyld Drive is currently used as a public parking lot operated by the City's Parking Services group.

The lands for acquisition consist of four vacant parcels situated on the east side of Idylwyld Drive between 22<sup>nd</sup> Street and the south entrance to Auditorium Avenue. 120 Idylwyld Drive South is a midblock, approximately 21,740 square feet in size.

The legal descriptions of the four parcels are as follows:

1. 120 Idylwyld Drive South, Lot E, Plan No. G110 Ext 0, as described on Certificate of Title 97S39481, Surface Parcel No. 136210722
2. 120 Idylwyld Drive South, Lot F, Plan No. G110 Ext 0, as described on Certificate of Title 97S39481, Surface Parcel No. 136210733
3. 120 Idylwyld Drive South, Lot G, Plan No. G110 Ext 0, as described on Certificate of Title 97S39481, Surface Parcel No. 136210744
4. 120 Idylwyld Drive South, Lot E, Plan No. G110 Ext 0, as described on Certificate of Title 97S39481, Surface Parcel No. 136210755

## **REPORT**

### **Strategic Land Purchases**

The lands being proposed for acquisition are strategically located west of TCU Place and the YMCA. These sites could immediately provide overflow or replacement parking for TCU Place, thus ensuring that on-going parking requirements for the City-owned facility are maintained.

The site at 120 Idylwyld Drive is partially paved and currently being utilized as a pay parking lot operated by a private parking lot management company. The agreement for the management of this parking lot can be terminated upon six months notice if required.

As the City would now own 110, 120, and 126 Idylwyld Drive, it would be financially prudent to review the parking lot design, the parking lot management agreements in place, lighting, pavement conditions, entrances, and overall use of the sites to ensure maximum revenues are being generated. It is anticipated that a report will be presented to Council detailing our findings and providing recommendations of any advantageous improvements to the three lots.

### **Terms of the Agreement**

The City's Real Estate Services has negotiated a purchase agreement with the property owner, 621217 Saskatchewan Ltd., to acquire their land. Noteworthy details of the Offer to Purchase Agreement are as follows:

#### **Purchase Price**

- \$2.4M total with an initial deposit of \$50,000 to be paid within 15 days of acceptance of the Offer to Purchase.
- Approximately \$1.35M (less adjustments) on Closing Date of August 30, 2013.
- \$1M on March 30, 2014.

#### **Conditions Precedent**

- City Council approval by August 16, 2013.
- Possession shall coincide with Closing Date (August 30, 2013).

#### **Other Terms and Conditions of the Agreement**

- Adjustments of all taxes against the Land shall be as of the Closing Date.

- Additional payment of \$9,500 for compensation of a utility deposit that is currently held with the City.

### **OPTIONS TO THE RECOMMENDATION**

An option would be to not approve the purchase of this land. The Administration does not recommend this option as this land would ensure that on-going parking requirements for TCU Place are maintained.

### **POLICY IMPLICATIONS**

There are no identified policy implications.

### **FINANCIAL IMPLICATIONS**

Sufficient funds for this purchase exist in the Property Realized Reserve. The funds in the Property Realized Reserve originated from land development profits.

### **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**

It is anticipated that a report will be presented to Council detailing our findings and provide recommendations for improvements to be made to the parking lots at 110, 120, and 126 Idylwyld Drive.

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

**ATTACHMENT**

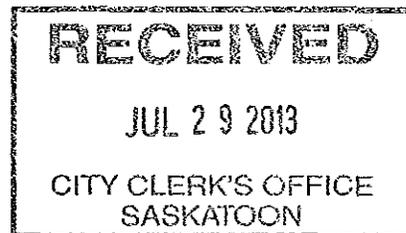
1. Location Diagram Indicating Proposed Land Acquisition.”

Respectfully submitted,

---

His Worship Mayor D. Atchison, Chair

**From:** CityCouncilWebForm  
**Sent:** Monday, July 29, 2013 1:24 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Randy Lawrence  
126 Eastman Cove  
Saskatoon, Saskatchewan  
S7N 4K9

EMAIL ADDRESS:

[randy.lawrence33@gmail.com](mailto:randy.lawrence33@gmail.com)

COMMENTS:

URGENT MATTER:

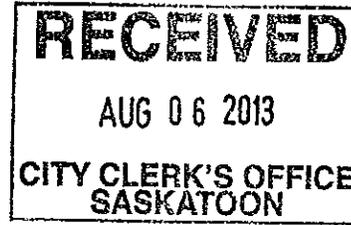
I am representing the Saskatoon Baseball Council, and I am inquiring about getting an extension on the City of Saskatoon's noise bylaw.

We are going to be having an outdoor movie night at Cairns Field on August 14, 2013 and should it rain, it will postponed to August 15, 2013. The event will be held from roughly 8:00PM to 11:00PM. As Cairns Field is somewhat removed from the surrounding residential area, we don't foresee any noise complaints for the request.

I am aware that the next City Council meeting will not be held until August 14, and I was hoping that we could gain approval prior to August 14th? That is why I have marked this an urgent matter. We do not want to create any issues, nor do we want to be fined should there be any complaints.

Thank you.

TO: City Clerk, Executive Committee  
FROM: City Manager  
DATE: August 1, 2013  
SUBJECT: 2013 Civic Services Survey  
FILE NO: CC 365-5



**RECOMMENDATION:** that the Executive Committee submit the 2013 Civic Services Survey report to City Council as information.

**TOPIC AND PURPOSE**

This report provides the results of the 2013 Civic Services Survey which is conducted annually to obtain citizen feedback on a variety of civic issues. The City will use the information during its planning cycle as input into program or service changes and budget decisions, in an attempt to meet the program and service needs of the citizens of Saskatoon.

**REPORT HIGHLIGHTS**

1. Overall, perceptions of the quality of life and overall satisfaction remain high in Saskatoon.
2. Most commonly citizens cite road conditions as the most important issue facing the city.
3. Importance of overall civic services remains consistent with 2012. Top areas of importance continue to include quality of drinking water, maintenance of roadways/freeways, fire and protection services, and police services.
4. Satisfaction with many civic services remains largely unchanged from 2012. Subtle declines in satisfaction are noted in several infrastructure areas, particularly for both snow management and road maintenance. However, respondents have become more satisfied with recycling services.
5. Six in ten respondents support a fee to accelerate road maintenance and additional residential snow removal.
6. The use of the City's website and City-related social media outlets as a form of seeking civic-related information continues to rise among citizens.

**STRATEGIC GOAL**

The Civic Services Survey supports the City of Saskatoon's Strategic Plan 2012 – 2022, under the Strategic Goal of Continuous Improvement and being the best-managed city in Canada. The overall goal of the annual survey is to obtain citizen feedback on a variety of civic issues. In turn, the results are used as feedback into the planning process, and to provide high quality services to meet the dynamic needs and high expectations of our citizens.

## **BACKGROUND**

The City of Saskatoon conducts an annual civic services survey. Since the late 1990s, this research has been conducted in the fall. On February 7, 2011, City Council adopted Administrative Report No. 2-2011 which included your Administration's recommendation that the 2011 Annual Civic Services Survey be conducted in May, and that the survey again utilize both telephone and online formats. Moving to a May survey provides better alignment with the City of Saskatoon's planning cycle to utilize the information to make program or service changes and budget decisions, in an attempt to meet the program and service needs of the citizens of Saskatoon.

The objective of the survey is to obtain citizen feedback on a variety of civic issues including:

- Perceptions of the quality of life in Saskatoon.
- Understanding what citizens believe are the most important issues facing Saskatoon.
- Perceptions of what services are most important, and how satisfied they are with the services provided by the City.
- Perceived value for property tax dollars contributed to the City.
- Tracking perceptions and satisfaction with the above areas over the past several years.
- Understanding interest in receiving information about City programs and services via online communication platforms (website and social media tools).
- Collecting opinions on hot topic items (in 2013, these topics included road maintenance and snow removal fees).

## **REPORT**

In May 2012, the City of Saskatoon contracted Inshtrix Research Inc. (Inshtrix) to conduct the 2012 and 2013 City of Saskatoon Annual Civic Services Survey. As in previous years, both a telephone and an online survey were utilized. For the 2013 survey, 500 randomly selected citizens were contacted via telephone, and over 800 additional citizens were selected to participate via online panels. Results were collected between May 21 and June 7, 2013.

There are differences in respondent behaviours to online studies when compared with telephone studies. Specifically, online respondents tend to offer slightly lower ratings on scale questions such as satisfaction or likelihood of usage.

The following information outlines the key conclusions of the 2013 survey. A summary of the key findings is found in Attachment 1 (see Attachment 2 for the complete survey)

Quality of Life

- The quality of life in Saskatoon continues to be rated highly overall, with 90% of telephone respondents and 86% of online respondents rating it as either good or very good. These results are relatively consistent with findings from previous years.

Satisfaction with Services

- Overall satisfaction with the level of service provided by the City is relatively strong. The majority of telephone respondents (83%) are satisfied or very satisfied with the overall level of services provided by the City of Saskatoon. The majority of online respondents (73%) also report they are satisfied or very satisfied. Although satisfaction is relatively high there has been a decline since the 2012 survey.

Most Important Issues Facing the City

The condition of streets continues to be the most frequently mentioned priority issue facing the City today (36% among telephone respondents and 31% of online respondents).

As with last year, it should be noted that the survey takes place in the spring, when road conditions are typically at their worst. In addition, on top of regular spring-melt work, Saskatoon experienced a major snow event on March 19 and 20. These unusual weather conditions resulted in snow ruts.

- Overall, the top ten most frequent primary and secondary issues mentioned are generally the same as found in 2012, although there are small variations in the order.

2012	2013
Condition of Roads	Condition of Roads
Infrastructure/Roads	Traffic flow/Congestion
Crime/Policing	Planning for City Growth/Development
Housing	Crime/Policing
Traffic Flow/Congestion	Housing
Taxation/Spending	Infrastructure/Maintenance-General
Planning for City Growth/Development	Taxation/Spending
Social Issues	Provision of Municipal Services
Environment/Pollution	Social Issues
Garbage Pick-up/Recycling	Transit Service

### Importance of Services

- There were no significant changes in how respondents rated the importance of a wide range of civic services with 2012. Among both telephone and online respondents, the services rated the highest continue to include quality of drinking water, maintenance of roadways/freeways, fire protection services, and police services.

### Performance in Delivering Services

- Similar to the 2012 survey, the services that received the average highest ratings for performance include: the quality of drinking water; fire protection services; electrical services reliability; recycling initiatives, repair of water main breaks, treatment of sewage, garbage collection, police services, and maintenance of city parks.
- The largest differences between importance, and perceived satisfaction with civic services, are mosquito control, planning and development of the city, neighbourhood street maintenance, traffic management, maintenance of major roadways and freeways, and ice and snow management.

### 2013 Hot Topics

- Six in ten respondents support paying a \$15 monthly fee to accelerate the repair of roadways, while one quarter do not want to pay any amount.
- Approximately six in ten respondents support ploughing residential roads with costs of \$7.50 per year for the average home once during the winter, and/or \$15.00 per year twice during the winter.

### Communications

- Most commonly, respondents prefer to receive information about the City's programs and services through the City's website. Email and social media are also becoming an increasingly preferred method. The usage of the website and City social media sources also continues to increase from 2012.

### **OPTIONS TO THE RECOMMENDATION**

There are no options to the recommendation.

### **POLICY IMPLICATIONS**

There are no policy implications related to this report.

## **FINANCIAL IMPLICATIONS**

The cost to perform the 2013 Civic Services Survey was as follows:

- \$11,694 to conduct the phone survey (500 respondents)
- \$11,732 to conduct the online survey (813 respondents)
- \$23,426 total cost (excluding taxes and printing).

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

The annual Civic Services Survey is an important tool used for public engagement and collecting citizen feedback on a variety of civic issues. The next Civic Services Survey will take place in May 2014.

## **COMMUNICATION PLAN**

Your Administration will provide the media and citizens with an update to advise them that the final 2013 Civic Services Survey will be made available online. The update will also indicate that the City will use the information during its planning cycle as input into program or service changes and budget decisions, in an attempt to meet the program and service needs of the citizens of Saskatoon. A variety of tools will be used including a Public Service Announcement and social media updates (Twitter and Facebook).

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

In 2014, the Administration will begin a review of the survey tool and questions used to collect citizen feedback. Upon completion of the review, a Request for Proposal will be issued to secure a research company to implement the 2014 and 2015 Civic Services Survey in May of each year.

## **ENVIRONMENTAL IMPLICATIONS**

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

## **PRIVACY IMPLICATIONS**

There are no privacy implications.

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

There are no CPTED implications.

## **PUBLIC NOTICE**

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

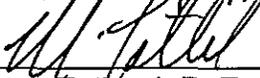
**ATTACHMENTS**

1. Summary of Key Findings for the 2013 Civic Services Survey.
2. City of Saskatoon Annual Civic Services Survey – June 2013.

Written by: Carla Blumers  
Communications Manager

Approved by:   
Catherine Gryba  
Strategic and Business Planning Manager

Dated: Aug 5/13

Approved by:   
Murray Tottand, P. Eng., MBA  
City Manager

Dated: Aug 5/13

# City of Saskatoon



## ANNUAL CIVIC SERVICES SURVEY JUNE 2013

**Report compiled by:**

Insightrix Research Inc., P: 306-657-5640  
Saskatoon, SK S7K 5Y3 E: [info@insightrix.com](mailto:info@insightrix.com)



*the art of research*

The City of Saskatoon has conducted an annual survey focusing on civic services with Saskatoon residents since the early 1990s. In the 2013 iteration of the study, randomly selected Saskatoon residents participated in the study either by telephone or online. A total of 500 citizens participated via telephone and 813 completed the survey online between May 21 and June 7, 2013. The key findings are noted below.

## **Perceptions of Quality of Life, Overall Satisfaction & Value**

- Perceptions of the quality of life in Saskatoon remain very high (telephone 90%; online 86%).
- Overall satisfaction with the level of service provided by the City is relatively strong (telephone 83%; online 73%), yet declines are noted compared to 2012 (87% and 78%, respectively).
- A majority of citizens believe they receive good value from what is paid in civic property taxes (telephone 80%; online 56%); however, assessments in this area have declined since 2012 among online respondents (63%).

## **Important Issue**

- Most commonly, citizens cite road conditions as the most important issue facing the city.

## Importance of and Satisfaction with Specific Civic Services

- The importance of all civic services remains consistent with 2012. The top areas of importance continue to include quality of drinking water, maintenance of roadways/freeways, fire protection services, and police services.
- Satisfaction with many civic services remains largely unchanged from last year; however, subtle declines in satisfaction are noted in several infrastructure areas. Statistically significant declines are noted for both snow management and road maintenance.
- However, it is noteworthy that respondents have become more satisfied with recycling services.

### Key Strengths – Rated High in Importance and Satisfaction

Quality of drinking water	Treatment of sewage
Fire protection services	Garbage collection
Electrical services reliability	Police services
Recycling initiatives	Maintenance of city parks
Repair of water main breaks	

### Key Weaknesses – Rated High in Importance but Low in Satisfaction

Mosquito control	Traffic management
Planning and development of the city	Maintenance of major roadways and freeways in the city
Street maintenance in your neighborhood	Ice and snow management

## Hot Topics 2013: Support for Road Maintenance and Residential Snow Removal Fees

- Support for a \$15 monthly fee to accelerate the repair of roadways is divided. While six in ten support the notion, one quarter do not wish to pay any monthly fee to restore roadways.
- Support for residential snow removal is similar, with roughly six in ten supporting either one removal at an average cost of \$7.50 per household or two removals at a total cost of \$15.00 per household.

## Methods of Communication

- The use of Saskatoon.ca and City-related social media outlets as a means of seeking civic-related information continues to rise among citizens.

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# Study Background & Methodology

The City of Saskatoon has conducted an annual survey on civic services with Saskatoon residents since the early 1990s. Originally, this research was conducted in the fall. Starting with the 2011 wave of the survey, research has been conducted in the spring.

The objectives of the survey include the following:

- Determining perceptions of the quality of life in Saskatoon
- Understanding what citizens believe is the most important issue facing the city
- Learning Saskatoon residents' perceptions of importance and satisfaction relating to the services provided by the City of Saskatoon
- Gaining insight into perceived value for property tax dollars contributed to the City
- Tracking perceptions and satisfaction with the services over the past several years
- Understanding interest in receiving information about City programs and services via social media tools
- Collecting opinions on hot-topic items (in 2013, these are road maintenance and snow removal fees)

## Sampling and Data Collection Approach

Historically, this study has been conducted via telephone interviews with randomly selected households within Saskatoon city limits. In 2010, it was determined that the City of Saskatoon would utilize both online telephone data collection methods in order to reach cell phone-only households and to address declining participation rates in telephone surveys in general.

Online research has become more commonplace and many research companies access research panels to engage respondents online. Inshtrix launched its Saskatchewan-based online panel in 2008, SaskWatch Research™. The panel currently represents more than 14,250 Saskatchewan residents, with more than 4,300 residing in Saskatoon.

There are slight differences in respondent behaviours in online studies when compared with telephone studies. Specifically, online respondents tend to offer slightly lower ratings on scale questions such as satisfaction or likelihood of usage. This trend has been noted in several tandem studies conducted by Inshtrix where the same set of questions are asked of a sample of telephone and online respondents. Therefore, to maintain trending capabilities with the historical data from the Annual Civic Services Survey, both telephone and online methods were used in the 2010 to 2013 iterations of the study.

## **Telephone Sampling**

The sampling approach used in the 2013 telephone study has remained unchanged since 2009 to allow for direct comparisons year over year. Specifically, 500 interviews were conducted with randomly selected households throughout the city. For consistency with previous years, quotas were not set to be representative of the Saskatoon population by age and gender. As a result, the distribution of responses does not precisely match the general adult population within the city, yet the distribution of respondents in the 2013 wave is consistent with previous waves (dating back to 2009) and, as such, the results are directly comparable between the time periods. Similarly, the data was not weighted to reflect the actual distribution of the population in the city by age and gender, as this was not done in past waves.

## **Online Sampling**

For the online study, given that the age and gender of panel members are known, Insigtrix was able to set precise quotas by both demographics to ensure that a close match with the general population was achieved. Due to the cost savings associated with conducting online research, in 2011 the sample size was increased from 500 to 800 to allow for more statistically accurate findings and more detailed comparisons by demographic groups. This increased sample size has since been maintained. As respondent proportions in this wave of the study are very close to census actuals, the data was not weighted (as was required in the 2011 wave of the study).

## Completed Questionnaires by Demographic Variables

The following table outlines the distribution of telephone interviews and online respondents by demographic variables:

Demographics		Online Survey		Phone Survey	
		Count	Percent	Count	Percent
Gender	Male	381	47%	224	45%
	Female	432	53%	276	55%
Age	18-34	262	32%	96	19%
	35-54	312	38%	201	40%
	55+	239	29%	203	41%
<b>Total</b>		<b>813</b>	<b>100%</b>	<b>500</b>	<b>100%</b>

## Questionnaire Review

All tracking sections of the survey instrument remained unchanged in order to maintain the ability to track results with previous years, with the exception of a few minor adjustments. In addition, questions specifically related to road maintenance and snow removal fees were added to the 2013 study.

## Data Collection

### Telephone

Data was collected via telephone interviews with randomly selected households within Saskatoon city limits. Household contact information was provided by ASDE Survey Sampler, Inc., a reputable Canadian sample provider. Trained telephone interviewers contacted potential respondents and asked for their voluntary participation in the study.

### Online

Randomly selected SaskWatch Research™ panel members living within the city were invited to participate in the research study via an email message which included a link to the online survey. Those who did not respond within one week of receiving the invitation were sent a reminder invitation.

Data was collected between May 21<sup>st</sup> and June 7<sup>th</sup> 2013. A total of 500 surveys were completed via telephone and 813 respondents participated in the study online. The margin of error for the telephone research is  $\pm 4.4$  percentage points at a 95% confidence interval (19 times out of 20). Margin of error for the online study is not applicable as online research is considered a non-probability proportional sampling technique.

- Each survey question was analyzed by all appropriate demographic variables, including suburban area, age, and gender. Notable differences have been highlighted in this report. A standard alpha value of less than 0.05 is considered statistically significant. This means that there is less than a 5% chance that the results would have occurred by chance.
- Because of the larger sample size and the objective of transitioning the Saskatoon Civic Services Survey to an online methodology, any demographic cross-tabulation results have been based solely on online respondents.
- Due to rounding, not all results will add to exactly 100%.
- Results for questions with multiple allowed responses may total more than 100%, as respondents are able to choose more than one option.
- Each question includes a base description detailing the number of respondents who answered each question (n=#).
- Open-ended questions have been themed and coded into categories. The percentages from individual codes could total more than 100%, as comments from each respondent could be relevant to more than one code.

# Study Results

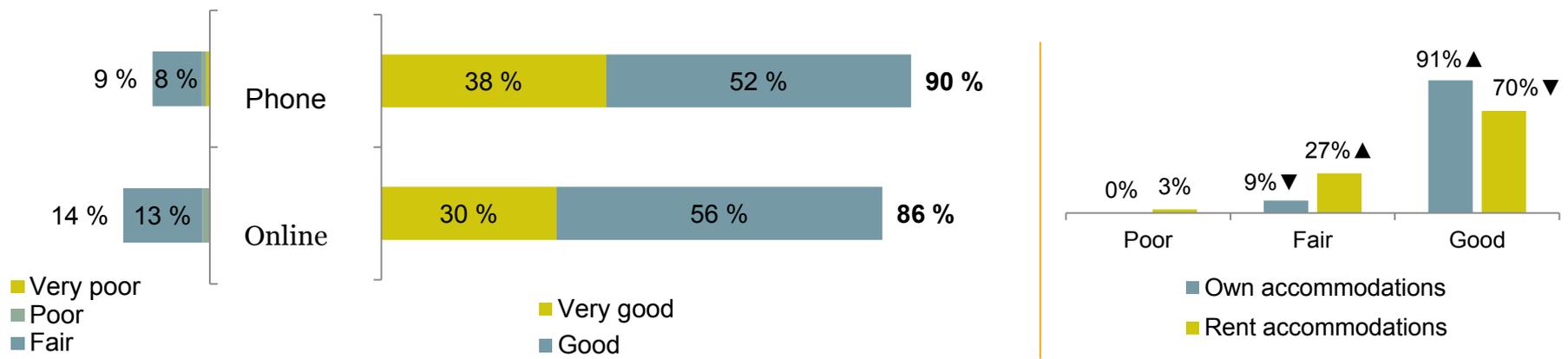




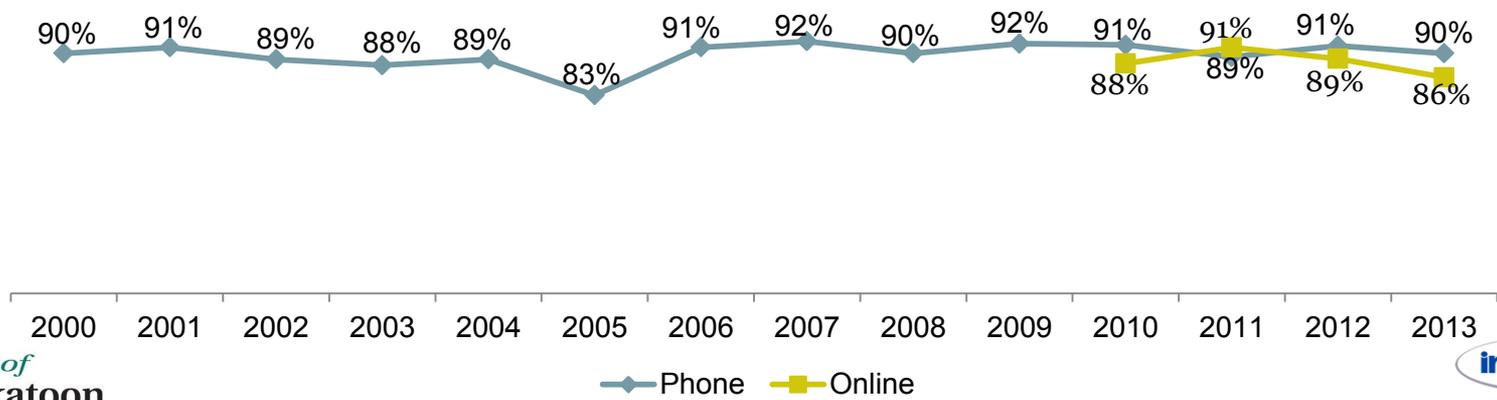
# Quality of Life, Overall Satisfaction & Value

# Perceptions of quality of life in Saskatoon remain positive.

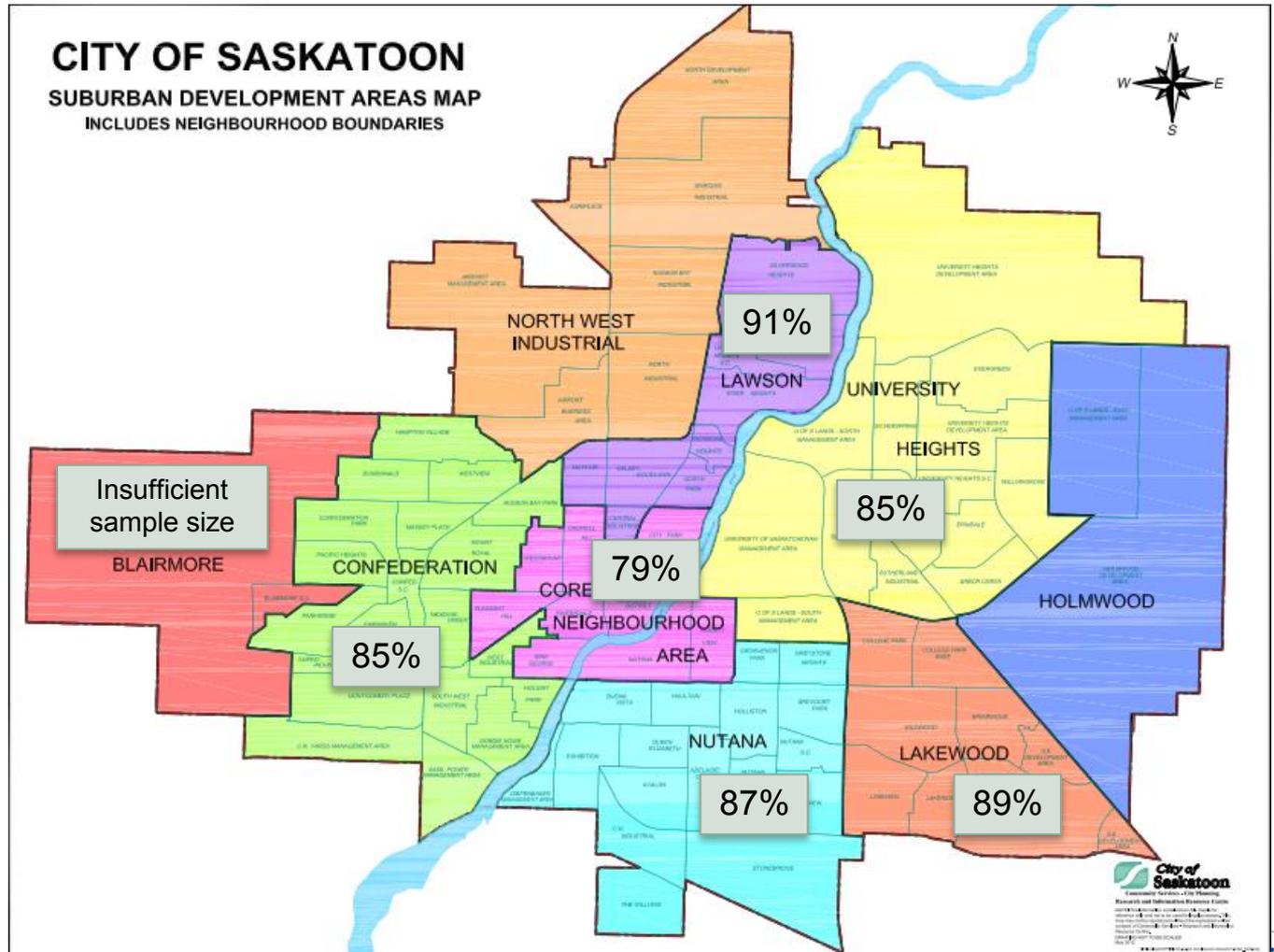
## Quality of Life in Saskatoon



## Trended Results



Quality of life impressions are highest in Lawson and lowest in the Core SDA\*.

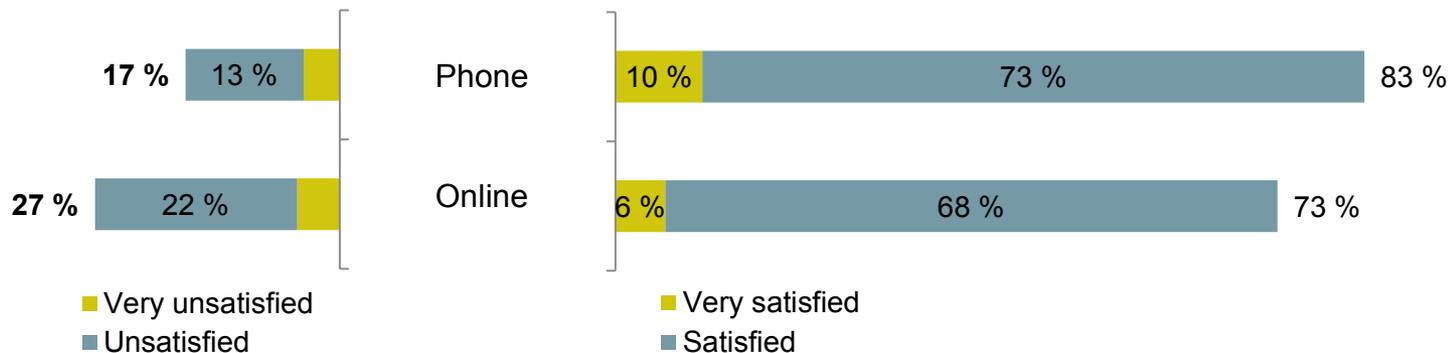


Quality of Life in Saskatoon – Percentage Good / Very Good

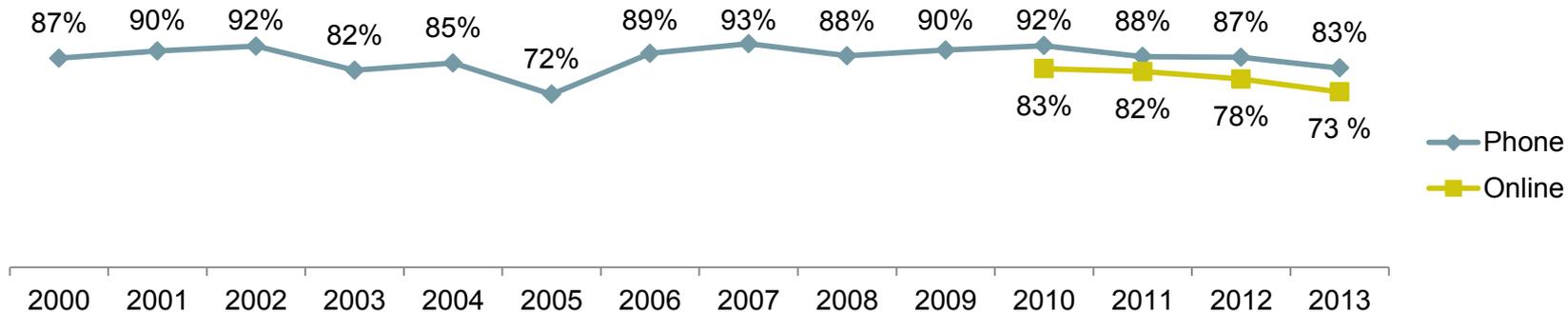
\*Online respondents only

Overall satisfaction with civic services is relatively high yet has declined notably since last year.

### Overall Satisfaction with Services Provided by the City of Saskatoon

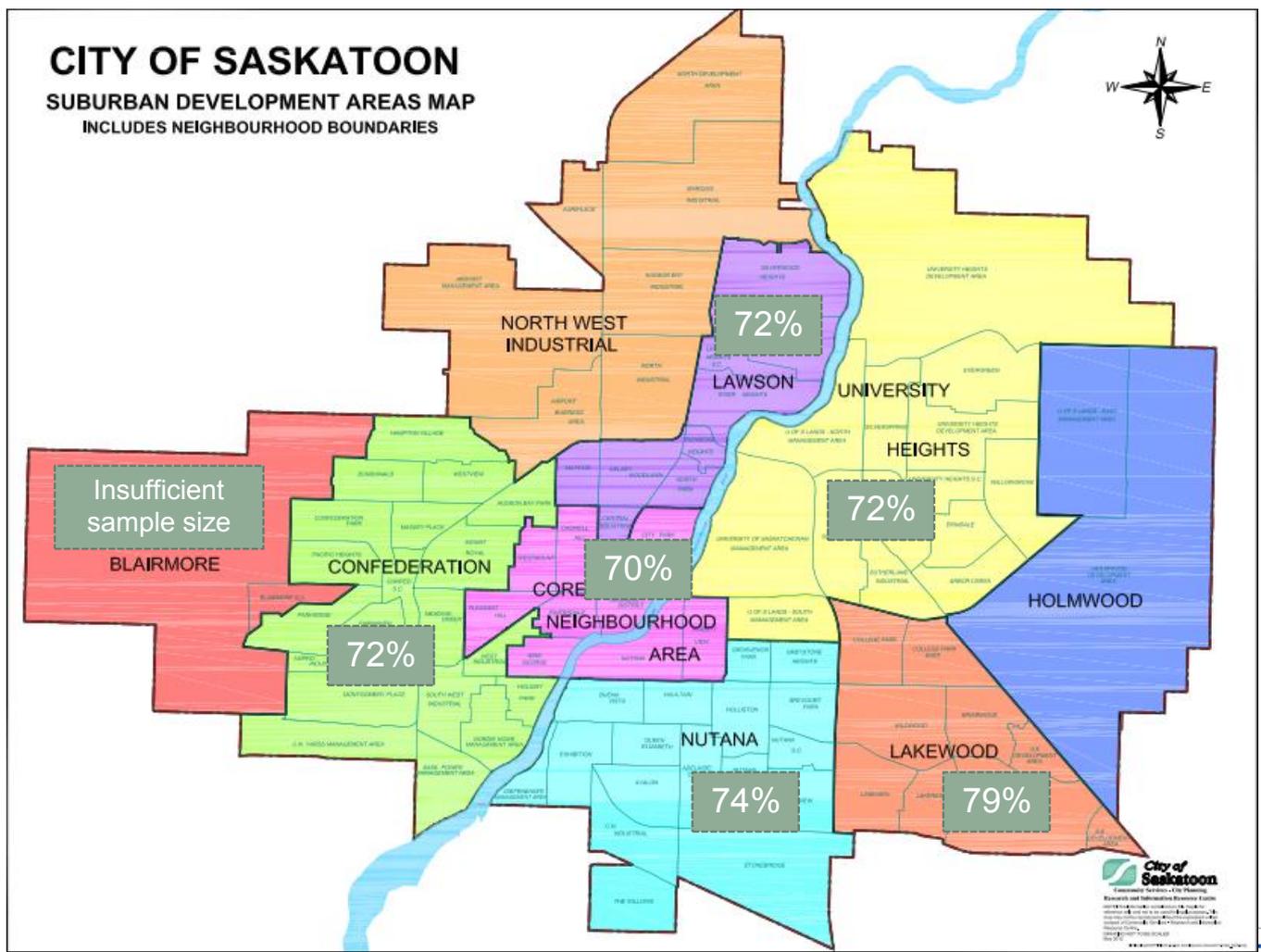


### Trended Results



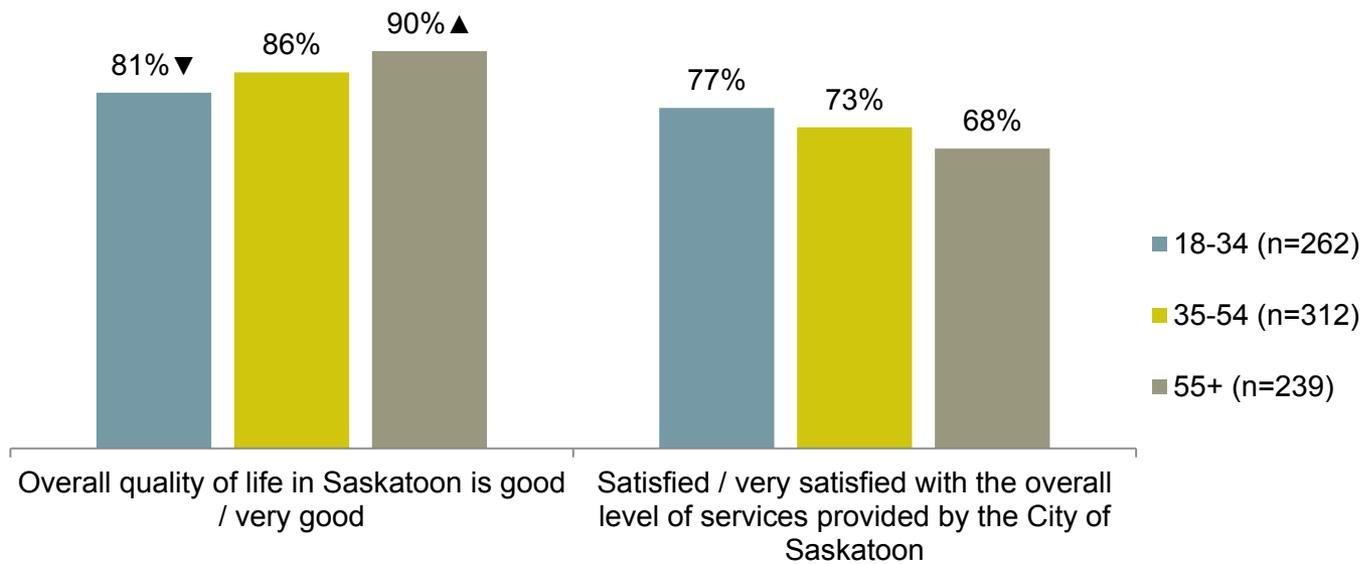
Lakewood residents tend to be more satisfied with civic services overall than those in other SDAs\*.

Perceptions of Civic Services in Saskatoon – Percentage Satisfied/  
Very Satisfied  
\*Online respondents only



# Seniors tend to be more satisfied with the quality of life in the city but less satisfied overall with civic services provided\*.

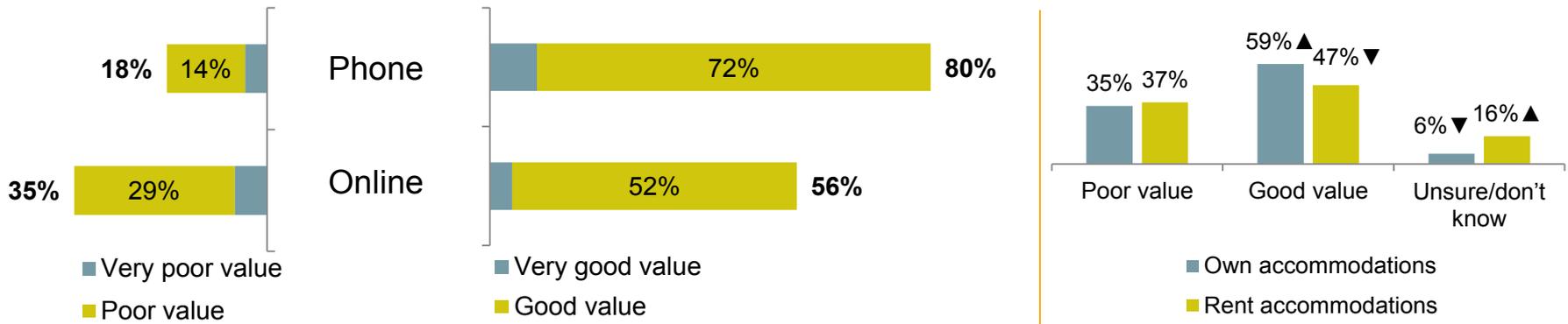
### Perceptions of Quality of Life and Level of Services Provided by the City by Age



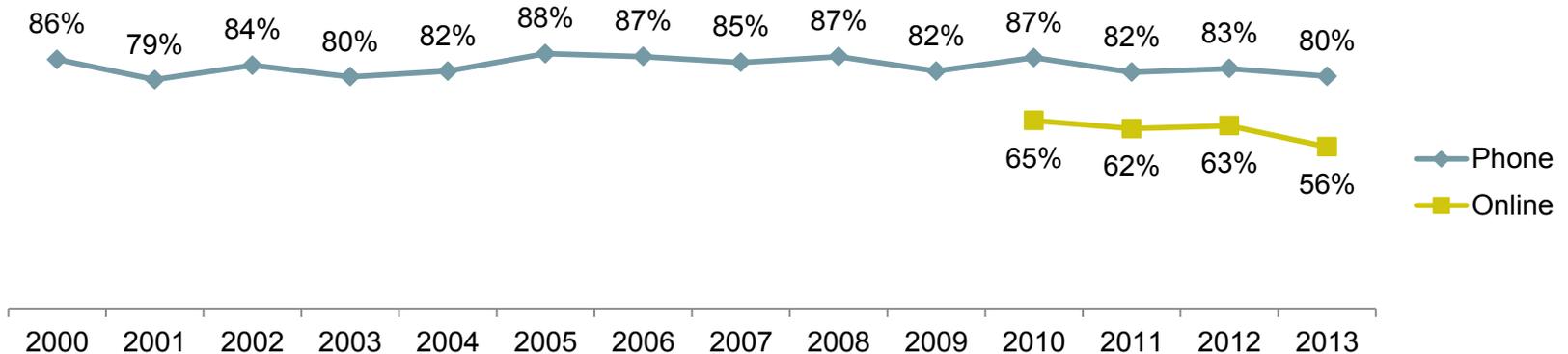
1. Overall, how would you rate the quality of life in Saskatoon?  
6. Generally speaking, how satisfied are you with the overall level of services provided by the City of Saskatoon?  
Base: All respondents, Online n=813.  
\* Online respondents only.

A majority believe they receive good value from what is paid in civic property taxes. However, perceptions of value have declined notably since last year among online respondents.

### Perceptions of Value of Paid Civic Services



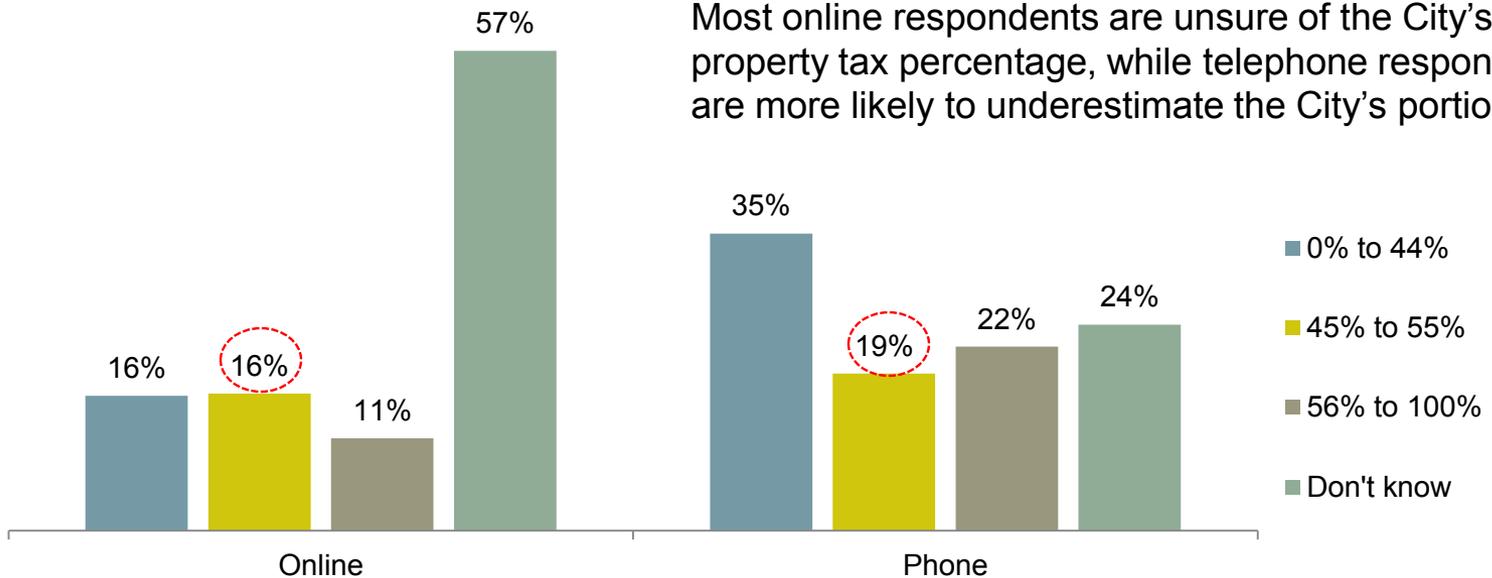
### Trended Results – Percentage Good/Very Good Value



# Few citizens correctly identify the city's proportion of property taxes.

## Knowledge of Property Tax Percentage that Goes to the City of Saskatoon for Civic Services

Most online respondents are unsure of the City's property tax percentage, while telephone respondents are more likely to underestimate the City's portion.



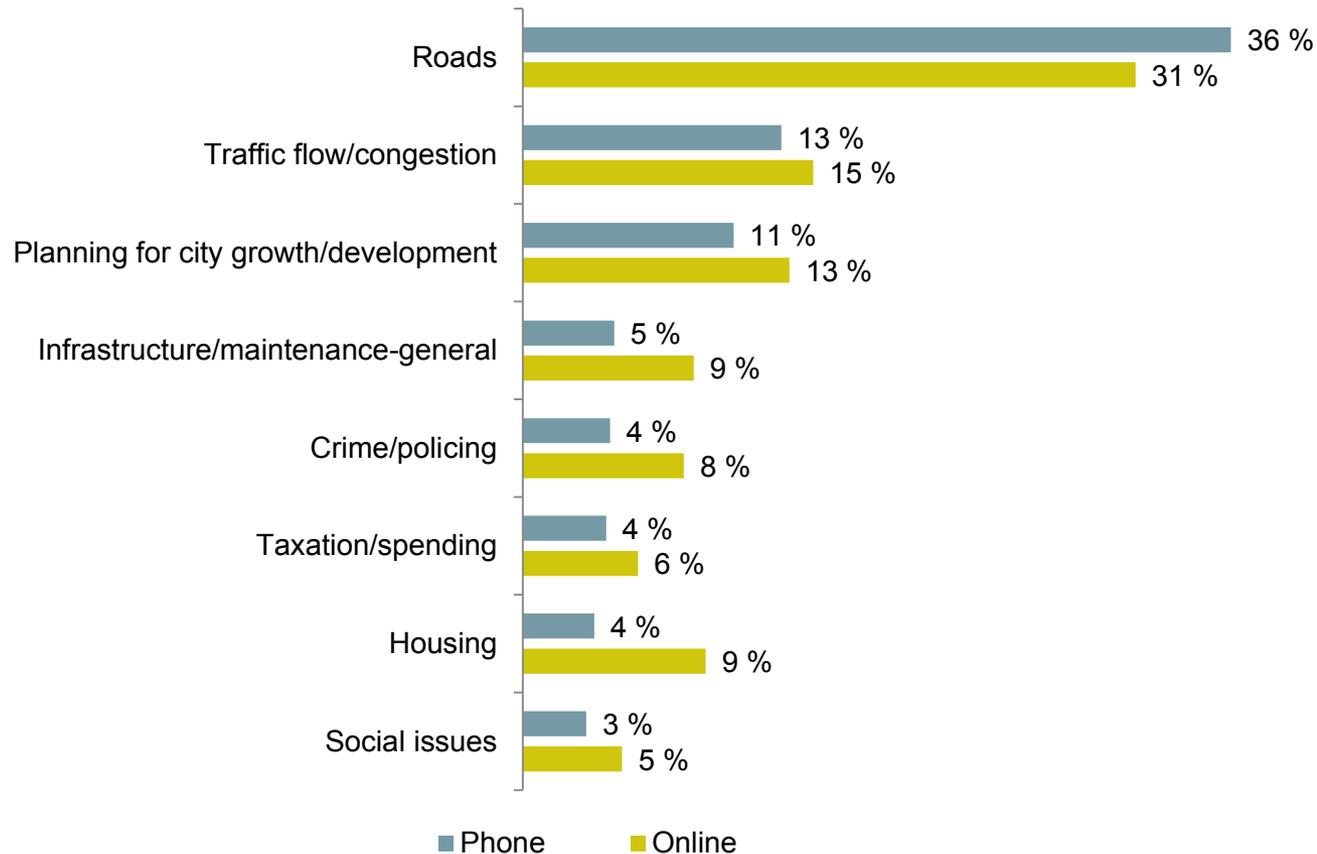
	Minimum	Maximum	Mean	Count
Online	0%	100%	47%	351
Phone	2%	100%	45%	378



# Most Important Issues Facing the City

Most commonly, residents believe road conditions are the primary issue facing the city.

### Most Important Issue Facing the City (open-ended question)



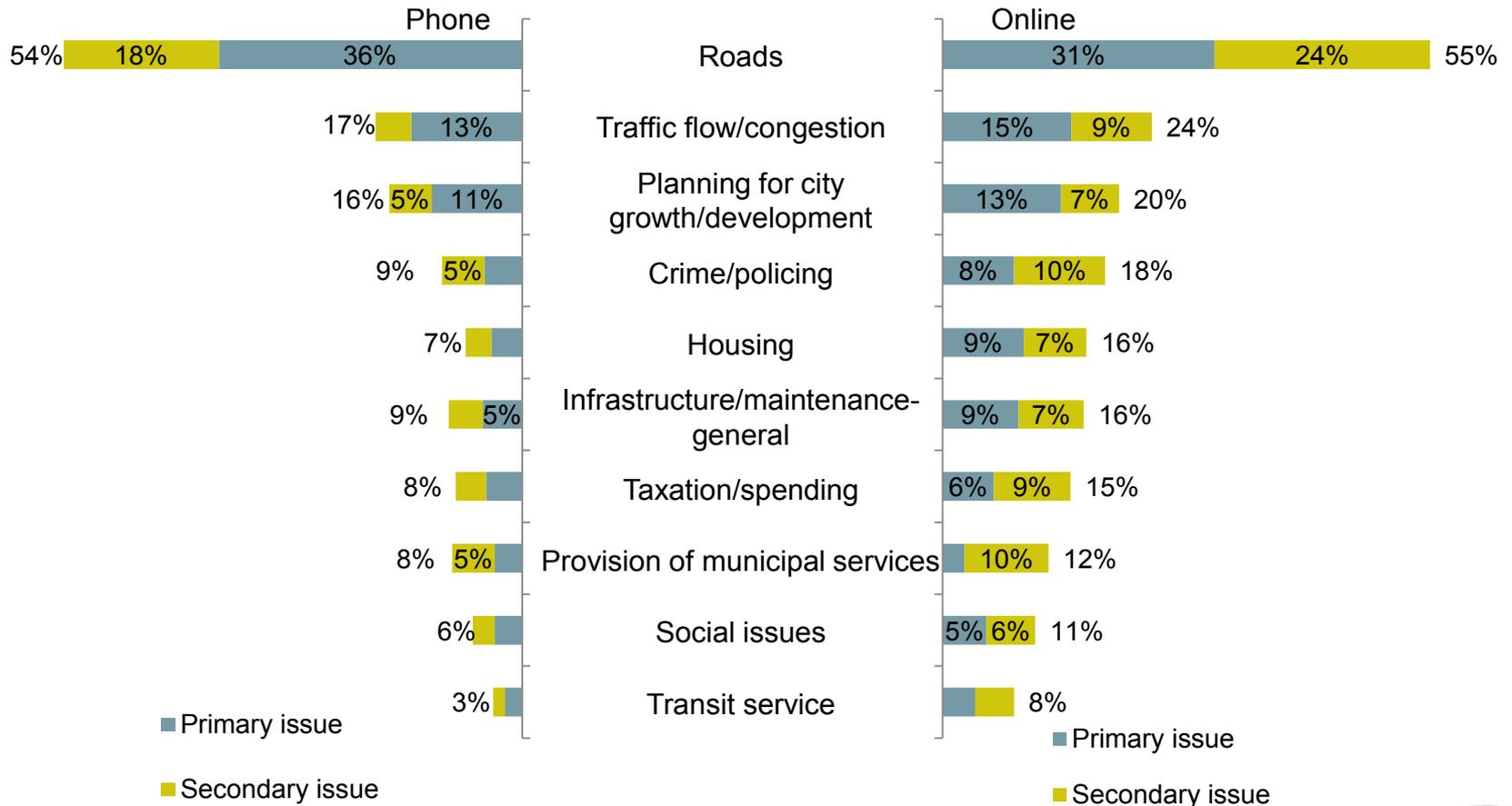
While road conditions have become increasingly important, fewer believe the city's infrastructure in general is a primary issue.

### Trended Results Most Important Issue Facing the City

Primary issues	2010 Phone	2011 Phone	2012 Phone	2013 Phone	Phone Difference from 2012	2010 Online	2011 Online	2012 Online	2013 Online	Online Difference from 2012
Condition of streets/Roads	11%	18%	24%	36 %	12 %	3%	23%	22%	31 %	9 %
Traffic flow/congestion	18%	8%	7%	13 %	6 %	16%	11%	9%	15 %	5 %
Planning for growth/development	7%	3%	8%	11 %	2 %	11%	9%	9%	13 %	5 %
Infrastructure/roads	8%	16%	17%	5 %	-12 %	20%	13%	19%	9 %	-10 %
Crime/policing	16%	12%	8%	4 %	-4 %	20%	12%	10%	8 %	-2 %
Taxation/spending	5%	4%	6%	4 %	-2 %	6%	6%	7%	6 %	-1 %
Housing	7%	10%	7%	4 %	-4 %	10%	11%	10%	9 %	-1 %
Social issues	6%	2%	4%	3 %	-1 %	12%	6%	3%	5 %	2 %

# Road conditions are the most dominant issue facing the city.

## Most and Second-Most Important Issues Facing the City (open-ended question)





# Specific Civic Services: Importance & Satisfaction

# Civic services evaluated by citizens (importance of and satisfaction with)

## Infrastructure Services

- ❖ Street maintenance in your neighborhood
- ❖ Sidewalk maintenance in your neighborhood
- ❖ Maintenance of major roadways and freeways in the city
- ❖ Traffic management
- ❖ Maintenance of city trees
- ❖ Maintenance of city parks
- ❖ Accessibility of city parks
- ❖ Mosquito control
- ❖ Ice and snow management
- ❖ Repair of water main breaks
- ❖ Maintenance of back lanes
- ❖ Parking

## Community Services

- ❖ Outdoor swimming pools
- ❖ Ice rinks
- ❖ Indoor pools/community centres
- ❖ Golf courses
- ❖ Planning and development of the city

## Fire and Protective Services

- ❖ Fire protection services

## Utility Services

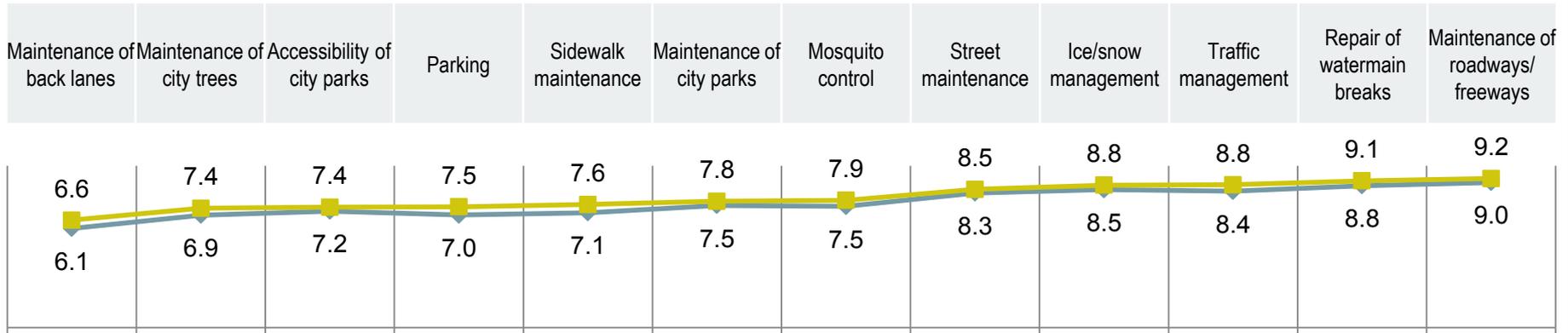
- ❖ Public transportation, that is buses and bus routes
- ❖ Quality of drinking water
- ❖ Treatment of sewage
- ❖ Recycling initiatives
- ❖ Landfill services
- ❖ Electrical services reliability
- ❖ Garbage collection

## Other

- ❖ Control of dangerous and nuisance animals
- ❖ Funding for arts and cultural groups
- ❖ Funding for community service organizations that help people in need
- ❖ Bylaw enforcement
- ❖ Police services
- ❖ Customer services
- ❖ Online services

Citizens believe that the maintenance of roadways is the most important infrastructure service provided by the City, while quality of drinking water is the most important utility service.

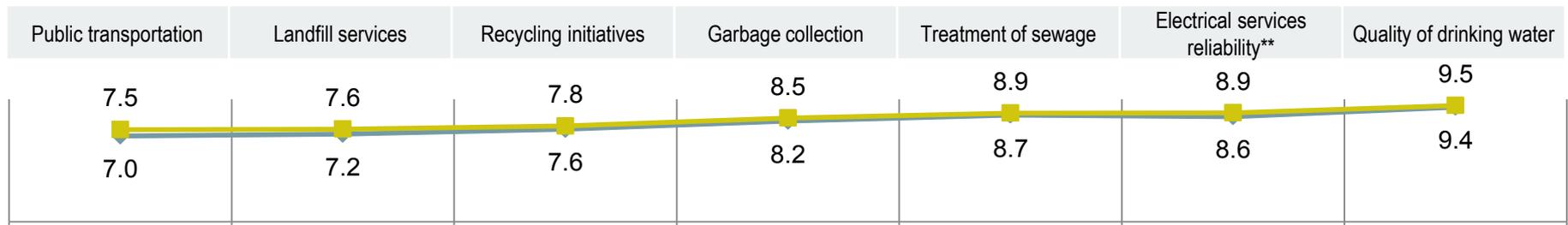
### Importance of Infrastructure Services\*



4. Please rate how important each of the following services are to you personally. Base: All respondents excluding "don't know" responses, Telephone n= 482-500, Online n=801-813.

◆ Phone ■ Online

### Importance of Utility Services\*



◆ Phone ■ Online

4. Please rate how important each of the following services are to you personally. Base: All respondents excluding "don't know" responses, Telephone n=490-500, Online n=801-812.

\* Based on average ratings (10 point scale where 1 is 'not at all important' and 10 is 'extremely important'.

\*\* SaskPower customers are excluded.

# The importance of infrastructure services remains relatively unchanged.

## Trended Averages Importance of Infrastructure Services

Infrastructure Services	2010 Telephone	2011 Telephone	2012 Telephone	2013 Telephone	Difference from 2012	2010 Online	2011 Online	2012 Online	2013 Online	Difference from 2012
Sidewalk maintenance in your neighbourhood	7.2	7.1	7.0	7.1	0.0	7.7	7.7	7.6	7.6	0.0
Street maintenance in your neighbourhood	8.2	8.2	8.3	8.3	0.0	8.3	8.5	8.5	8.5	0.0
Maintenance of major roadways and freeways in the City	8.7	8.9	9.0	9.0	0.0	9.1	9.1	9.1	9.2	0.1
Traffic management	8.4	8.1	8.4	8.4	0.0	9.0	8.7	8.8	8.8	0.1
Maintenance of city parks	7.5	7.5	7.6	7.5	-0.1	7.8	7.8	7.7	7.8	0.1
Maintenance of city trees	7.0	7.0	7.0	6.9	0.0	7.3	7.4	7.3	7.4	0.1
Accessibility of city parks	7.4	7.2	7.3	7.2	-0.1	7.4	7.6	7.4	7.4	0.0
Mosquito control	7.3	7.5	7.4	7.5	0.1	7.7	7.9	7.8	7.9	0.1
Ice and snow management	8.5	8.3	8.3	8.5	0.2	8.9	8.8	8.6	8.8	0.1
Repair of watermain breaks	8.7	8.7	8.9	8.8	-0.1	9.0	8.9	9.0	9.1	0.1
Maintenance of back lanes	6.4	6.4	6.1	6.1	0.0	6.5	6.5	6.4	6.6	0.2
Parking availability**	7.2	7.1	7.2	-	-	7.5	7.6	7.5	-	-
Parking enforcement**	5.9	5.8	5.9	-	-	6.0	6.0	6.0	-	-
Parking	-	-	-	7.0	-	-	-	-	7.5	-

\*\*Options for parking availability and parking enforcement were deleted and a new option, parking, was added for the 2013 questionnaire.

# Perceived importance of utility services remains consistent over time.

## Trended Averages Importance of Utility Services

Utility Services	2010 Telephone	2011 Telephone	2012 Telephone	2013 Telephone	Difference from 2012	2010 Online	2011 Online	2012 Online	2013 Online	Difference from 2012
Public transportation	7.3	7.0	7.1	7.0	-0.1	7.6	7.4	7.3	7.5	0.2
Quality of drinking water	9.3	9.2	9.4	9.4	0.0	9.5	9.4	9.5	9.5	0.1
Recycling initiatives	7.9	7.6	7.6	7.6	0.0	8.0	7.7	7.6	7.8	0.2
Treatment of sewage	8.8	8.5	8.7	8.7	0.1	8.8	8.7	8.8	8.9	0.1
Back-lane garbage collection	6.0	6.1	-	-	-	5.8	5.5	-	-	-
Front-street garbage collection	6.7	6.7	-	-	-	6.5	6.5	-	-	-
Garbage Collection	-	-	8.4	8.2	-0.2	-	-	8.3	8.5	0.1
Electrical services reliability	8.7	8.4	8.6	8.6*	n/a	8.9	8.8	8.8	8.9*	n/a
Landfill services	7.4	7.2	7.2	7.2	0.0	7.6	7.5	7.5	7.6	0.1

\* SaskPower customers are excluded, not directly comparable to results from previous years.

\*\*Options for front-lane garbage collection and back-lane garbage collection were deleted and a new option, garbage collection, was added for the 2012 questionnaire.



# The importance of community services and other type of services remains unchanged from previous years.

## Trended Results Importance of Community Services

Community Services	2010 Telephone	2011 Telephone	2012 Telephone	2013 Telephone	Difference from 2012	2010 Online	2011 Online	2012 Online	2013 Online	Difference from 2012
Outdoor swimming pools	6.2	6.2	6.2	6.2	-0.1	6.2	6.1	6.2	6.4	0.2
Ice rinks	6.3	5.9	6.0	5.9	-0.1	6.0	5.8	5.7	5.8	0.1
Indoor pools/community centres	7.2	6.8	7.0	6.9	-0.1	7.0	7.0	6.9	7.0	0.1
Golf courses	4.8	4.7	4.6	4.7	0.1	4.6	4.6	4.5	4.6	0.1
Planning and development of the city	8.1	8.0	8.2	8.4	0.1	8.6	8.5	8.5	8.6	0.1

4. Please rate how important each of the following services are to you personally. Base: All respondents excluding "don't know" responses, Telephone n=491-500, Online n=803-808.

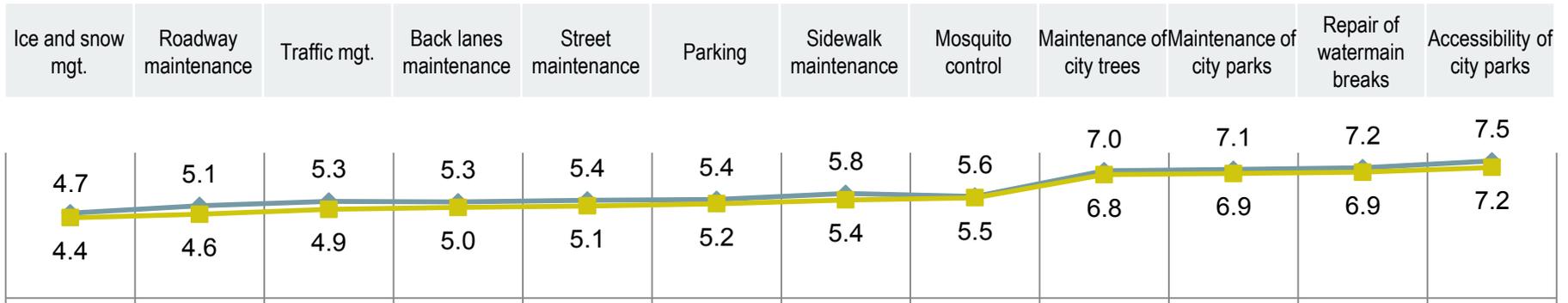
## Trended Results Importance of Other Services

Other services	2010 Telephone	2011 Telephone	2012 Telephone	2013 Telephone	Difference from 2012	2010 Online	2011 Online	2012 Online	2013 Online	Difference from 2012
Control of dangerous and nuisance animals	7.0	6.9	7.0	6.9	-0.1	7.1	7.1	7.0	7.0	0.1
Funding for arts and cultural groups	6.1	5.9	5.9	5.9	0.0	6.1	6.0	5.9	5.8	-0.1
Funding for community service organizations	7.8	7.7	7.7	7.5	-0.2	7.5	7.5	7.4	7.4	0.0
Bylaw enforcement	7.2	7.0	6.9	7.0	0.1	7.2	7.3	7.2	7.3	0.1
Police services	9.0	8.8	9.0	9.0	0.0	9.1	9.1	9.0	9.0	0.0
Customer services	6.8	6.7	6.8	6.7	0.0	6.9	6.7	6.8	6.8	0.0
Fire protection services	9.1	8.9	9.1	9.1	0.0	9.1	9.1	9.0	9.1	0.0
Online services	-	-	-	5.8	-	-	-	-	6.4	-

# Strong satisfaction: most utility services

## Weaker satisfaction: road-related issues, mosquito control, and transit

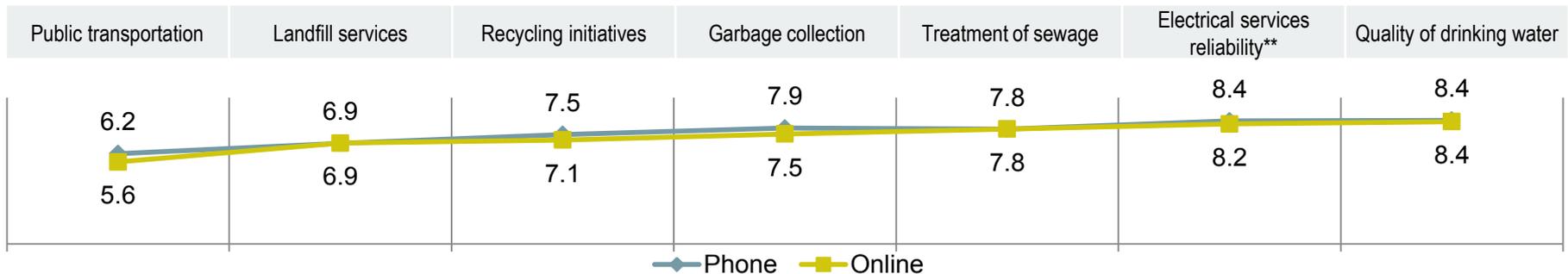
### Satisfaction with Infrastructure Services\*



5. Please rate how satisfied you are with how the City of Saskatoon is doing in delivering each of these services. Base: All respondents excluding "don't know" responses, Telephone n= 427-500, Online n=609-808.

◆ Phone ■ Online

### Satisfaction with Utility Services\*



◆ Phone ■ Online

5. Please rate how satisfied you are with how the City of Saskatoon is doing in delivering each of these services. Base: All respondents excluding "don't know" responses, Telephone n= 449-499, Online n=610-790.

\* Based on average ratings (10 point scale where 1 is 'not at all important' and 10 is 'extremely important'.

\*\* SaskPower customers are excluded.

Subtle declines in satisfaction are noted in several infrastructure service areas with significant declines for snow management and road maintenance.

### Trended Results Satisfaction with Infrastructure Services

Infrastructure Services	2010 Telephone	2011 Telephone	2012 Telephone	2013 Telephone	Difference from 2012	2010 Online	2011 Online	2012 Online	2013 Online	Difference from 2012
Sidewalk maintenance in your neighbourhood	6.1	5.9	6.0	5.8	-0.2	5.7	5.6	5.7	5.4	-0.3
Street maintenance in your neighbourhood	6.3	5.4	5.6	5.4	-0.2	5.8	5.2	5.4	5.1	-0.3
Maintenance of major roadways and freeways	6.0	5.0	5.4	5.1	-0.3	5.4	4.9	4.9	4.6	-0.3
Traffic management	5.6	5.5	5.7	5.3	-0.3	4.8	5.2	5.2	4.9	-0.3
Maintenance of city parks	7.4	7.1	7.3	7.1	-0.2	7.1	6.9	7.0	6.9	-0.2
Maintenance of city trees	7.2	7.1	7.1	7.0	-0.1	6.8	6.9	7.0	6.8	-0.2
Accessibility of city parks	7.8	7.6	7.7	7.5	-0.2	7.2	7.4	7.3	7.2	-0.2
Mosquito control	6.1	5.5	6.1	5.6	-0.5	5.7	5.5	5.8	5.5	-0.3
Ice and snow management	5.5	5.5	5.9	4.7	-1.2	5.0	5.4	5.8	4.4	-1.4
Repair of watermain breaks	7.4	7.1	7.5	7.2	-0.3	6.9	7.0	7.2	6.9	-0.2
Maintenance of back lanes	5.7	5.2	5.3	5.3	0.0	5.3	5.2	5.2	5.0	-0.2
Parking availability	6.0	5.6	5.7	-	-	5.5	5.5	5.5	-	-
Parking enforcement	7.0	6.7	6.8	-	-	6.4	6.5	6.6	-	-
Parking	-	-	-	5.4	-	-	-	-	5.2	-

\*\*Options for parking availability and parking enforcement were deleted and a new option, parking, was added to the 2013 questionnaire.

# Citizens have become increasingly satisfied with recycling initiatives.

## Trended Results Satisfaction with Utility Services

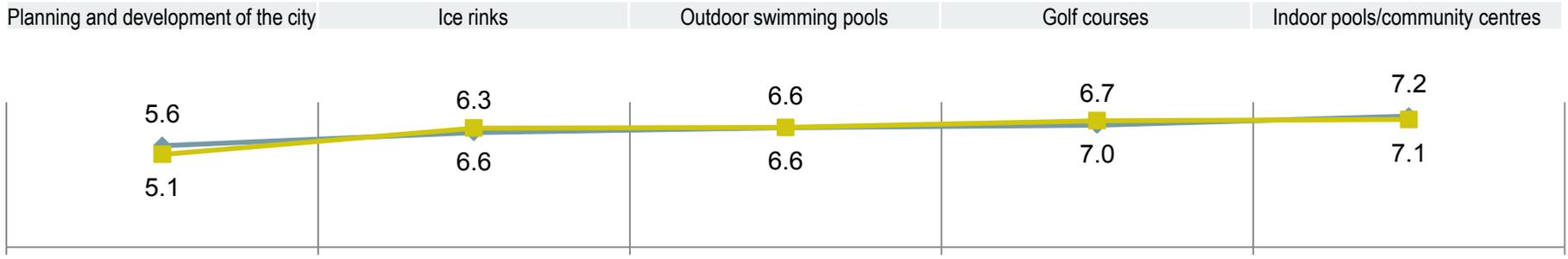
Utility Services	2010 Telephone	2011 Telephone	2012 Telephone	2013 Telephone	Difference from 2012	2010 Online	2011 Online	2012 Online	2013 Online	Difference from 2012
Public transportation	6.6	6.2	6.3	6.2	-0.1	5.9	5.8	5.7	5.6	-0.1
Quality of drinking water	8.7	8.4	8.6	8.4	-0.2	8.4	8.6	8.5	8.4	-0.2
Recycling initiatives	5.4	5.1	5.9	7.5	1.6	4.9	4.9	5.7	7.1	1.4
Treatment of sewage	7.9	7.5	8.0	7.8	-0.2	7.7	7.8	7.8	7.8	0.0
Back-lane garbage collection**	6.6	6.2	-	-	-	6.4	6.1	-	-	-
Front-street garbage collection**	7.5	7.5	-	-	-	7.3	7.3	-	-	-
Garbage Collection	-	-	7.7	7.9	0.2	-	-	7.6	7.5	-0.1
Electrical services reliability	8.4	8.0	8.0	8.4*	n/a	8.2	8.3	7.8	8.2*	n/a
Landfill services	7.0	6.8	7.1	6.9	-0.2	6.7	6.8	7.0	6.9	-0.1

\* SaskPower customers are excluded; not directly comparable to results from previous years.

\*\*Options for front-lane garbage collection and back-lane garbage collection were deleted and a new option, garbage collection, was added for the 2012 questionnaire.

Strong satisfaction: police and fire services  
 Weaker satisfaction: city planning, arts/community service funding, and bylaw enforcement

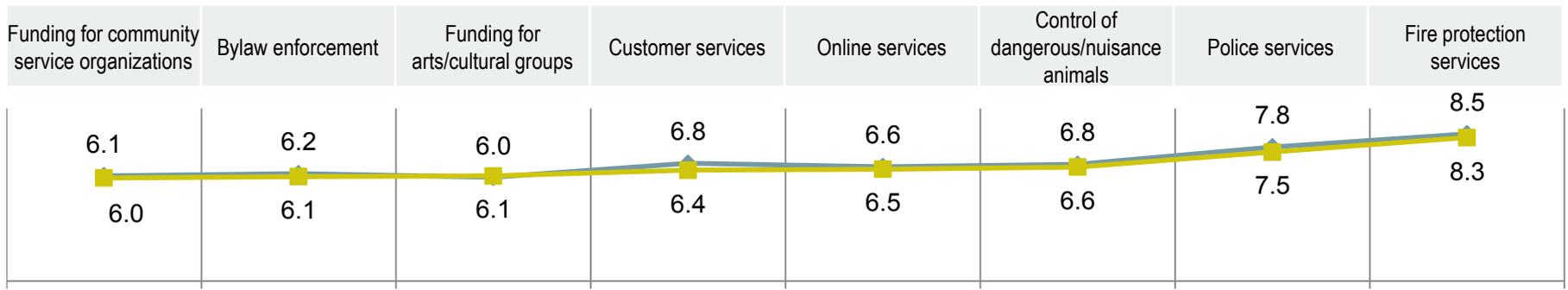
**Satisfaction with Community Services\***



5. Please rate how satisfied you are with how the City of Saskatoon is doing in delivering each of these services.  
 Base: All respondents excluding "don't know" responses, Telephone n=377-486, Online n=465-741.

◆ Phone ■ Online

**Satisfaction with Other Services\***



◆ Phone ■ Online

5. Please rate how satisfied you are with how the City of Saskatoon is doing in delivering each of these services.  
 Base: All respondents excluding "don't know" responses, Telephone n=413-489, Online n=548-768.

\* Based on average ratings (10 point scale where 1 is 'not at all important' and 10 is 'extremely important')

# Satisfaction remains relatively consistent for community services and other services.

## Trended Results Satisfaction with Community Services

Community Services	2010 Telephone	2011 Telephone	2012 Telephone	2013 Telephone	Difference from 2012	2010 Online	2011 Online	2012 Online	2013 Online	Difference from 2012
Outdoor swimming pools	6.7	6.6	6.6	6.6	0.0	6.5	6.6	6.7	6.6	0.0
Ice rinks	6.5	6.6	6.4	6.3	-0.1	6.4	6.6	6.5	6.6	0.1
Indoor pools/community centres	7.4	7.3	7.3	7.2	-0.1	7.0	7.1	7.1	7.1	0.0
Golf courses	6.8	6.7	6.5	6.7	0.2	6.9	6.9	6.9	7.0	0.0
Planning and development of the city	6.2	5.9	5.9	5.6	-0.3	5.4	5.5	5.5	5.1	-0.4

5. Please rate how satisfied you are with how the City of Saskatoon is doing in delivering each of these services. Base: All respondents excluding "don't know" responses, Telephone n=377-486, Online n=465-741.

## Trended Results Satisfaction with Other Services

Other services	2010 Telephone	2011 Telephone	2012 Telephone	2013 Telephone	Difference from 2012	2010 Online	2011 Online	2012 Online	2013 Online	Difference from 2012
Control of dangerous animals	6.8	6.6	6.8	6.8	-0.1	6.4	6.6	6.8	6.6	-0.2
Funding for arts and cultural groups	6.0	6.0	5.9	6.0	0.1	6.0	6.0	6.0	6.1	0.1
Funding for community service organizations	6.4	6.1	6.1	6.1	0.0	5.9	6.1	6.0	6.0	0.0
Bylaw enforcement	6.6	6.4	6.3	6.2	-0.1	6.0	6.3	6.3	6.1	-0.2
Police services	7.6	7.5	7.6	7.8	0.1	7.1	7.5	7.5	7.5	0.0
Customer services	7.1	6.8	7.0	6.8	-0.2	6.4	6.5	6.6	6.4	-0.2
Fire protection services	8.6	8.4	8.5	8.5	0.1	8.3	8.4	8.4	8.3	-0.1
Online services	-	-	-	6.6	-	-	-	-	6.5	-

5. Please rate how satisfied you are with how the City of Saskatoon is doing in delivering each of these services. Base: All respondents excluding "don't know" responses, Telephone n=413-489, Online n=548-768.

## Strengths and Weaknesses of Services Delivered by the City of Saskatoon

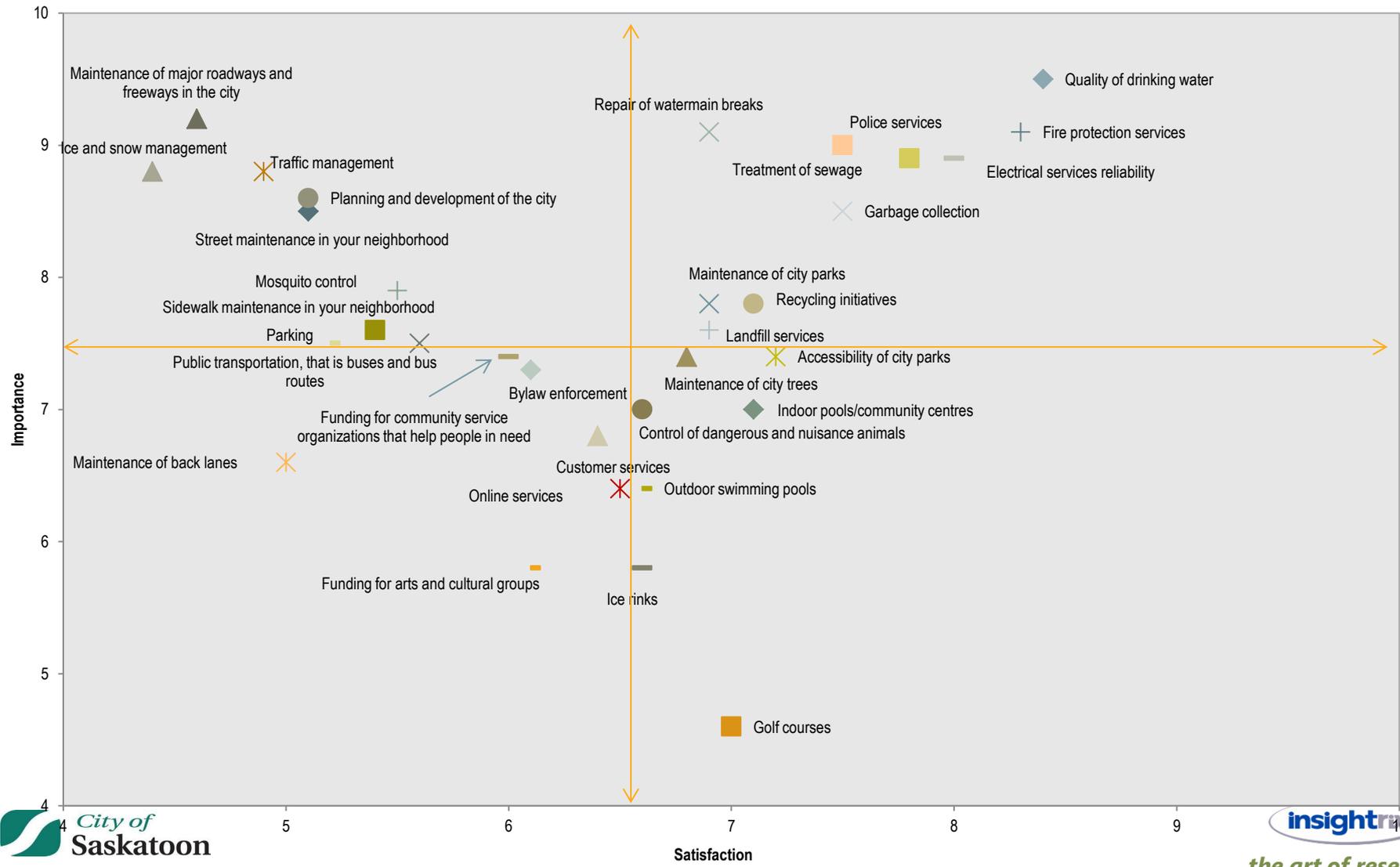
### Key Strengths – Rated High in Importance and Satisfaction

Quality of drinking water	Treatment of sewage
Fire protection services	Garbage collection
Electrical services reliability	Police services
Recycling initiatives	Maintenance of city parks
Repair of water main breaks	

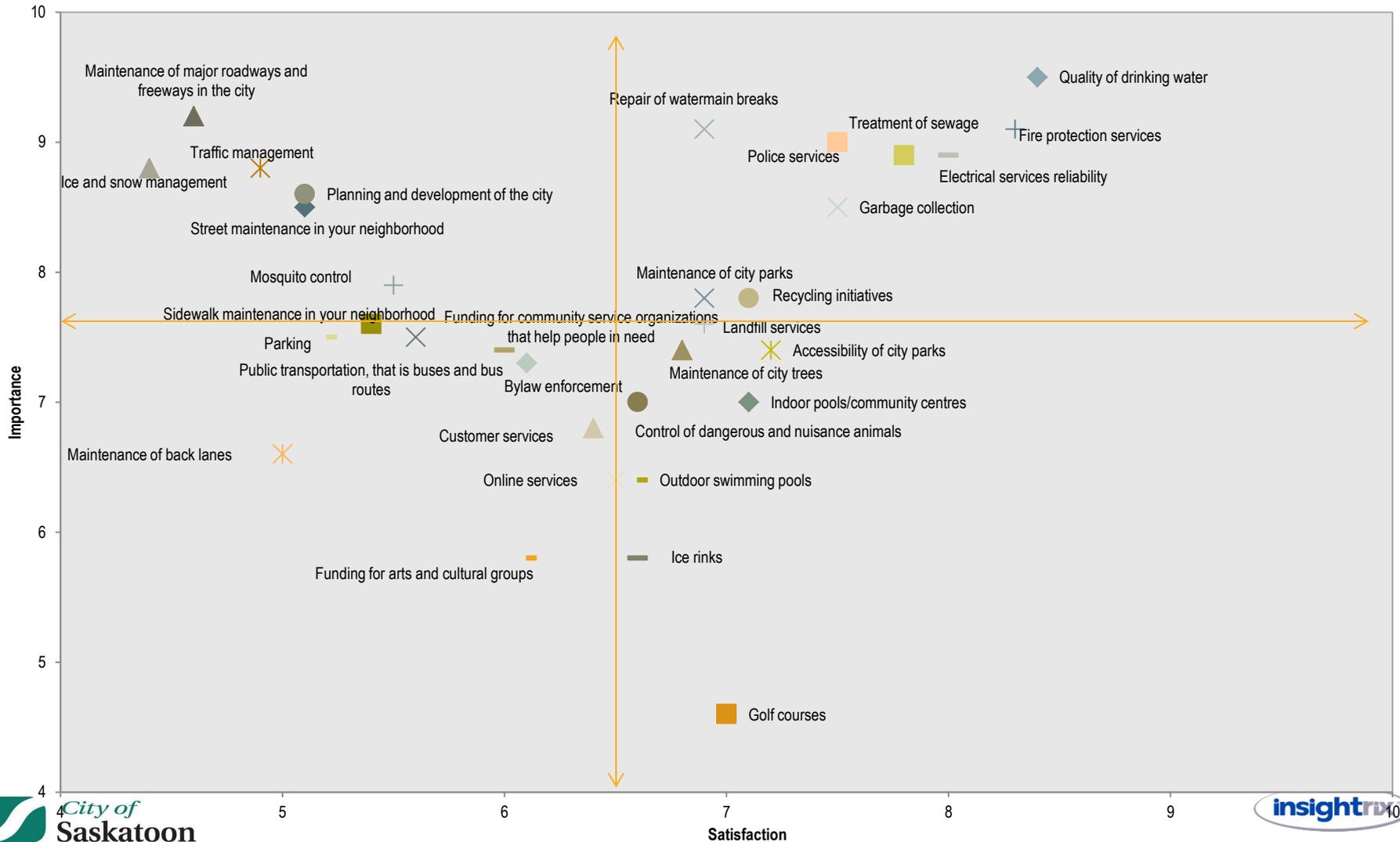
### Key Weaknesses – Rated High in Importance but Low in Satisfaction

Mosquito control	Traffic management
Planning and development of the city	Maintenance of major roadways and freeways in the city
Street maintenance in your neighborhood	Ice and snow management

# Quadrant Analysis – Telephone Respondents



# Quadrant Analysis – Online Respondents

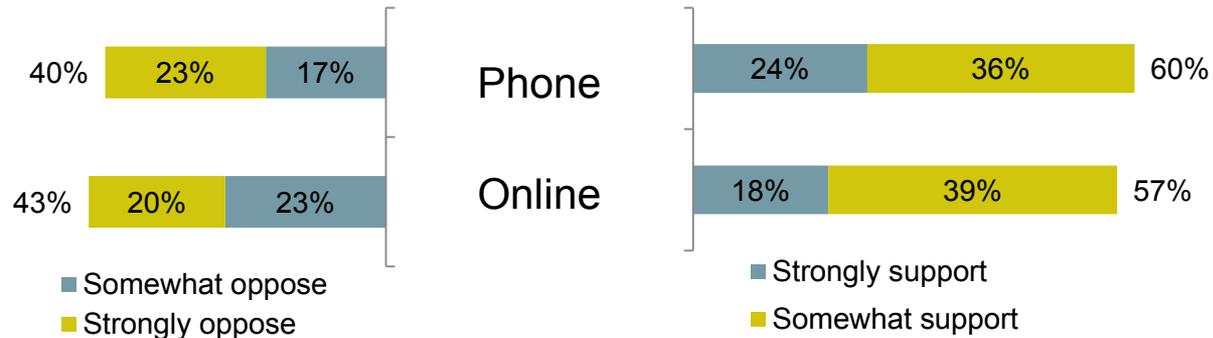




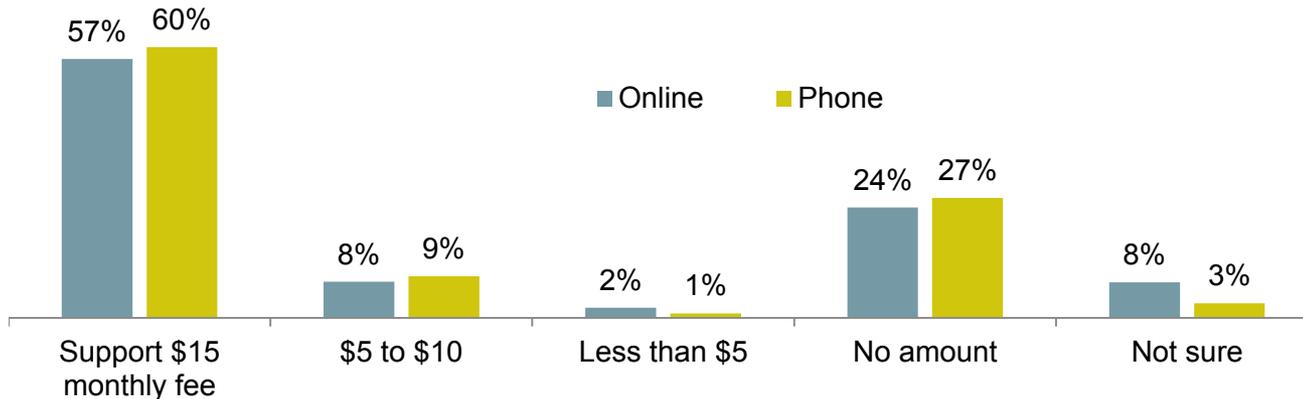
# 2013 Hot Topics: Support for Road Maintenance & Residential Snow Removal Fees

Six in ten support paying a \$15 monthly fee to accelerate the repair of roadways while one quarter do not want to pay any amount.

### Support \$15 Monthly Fee to Accelerate the Repair of Roadways in Saskatoon



### Amount of Monthly Fee Supported

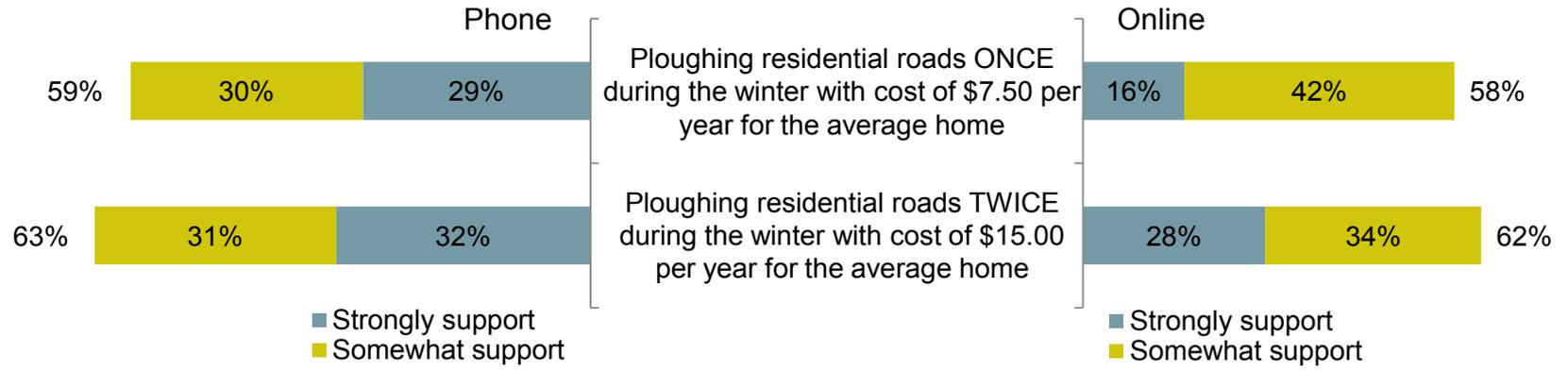


8a. As you may be aware, there has been a lot of discussion about the condition of roads in Saskatoon. Saskatoon City Council has approved a road rehabilitation plan to improve roadways to an appropriate level, such as replacing worn out roads or repaving existing roads. The City estimates that it will require \$15.00 per month from each home to accelerate this road rehabilitation plan. Would you support or oppose the City implementing a \$15.00 monthly fee to accelerate the repair of roadways in Saskatoon?

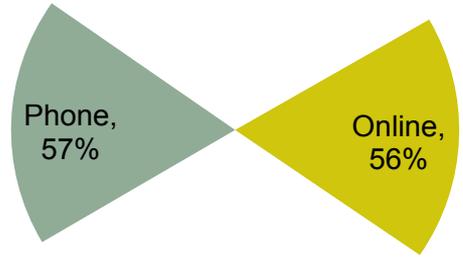
8b. What amount would you be willing to pay each month to accelerate the repair of roadways in Saskatoon? Base: All respondents, Telephone n=500, Online n=813.

# Residential snow ploughing charges are supported by six in ten citizens.

## Support for Snow Removal on Residential Roads

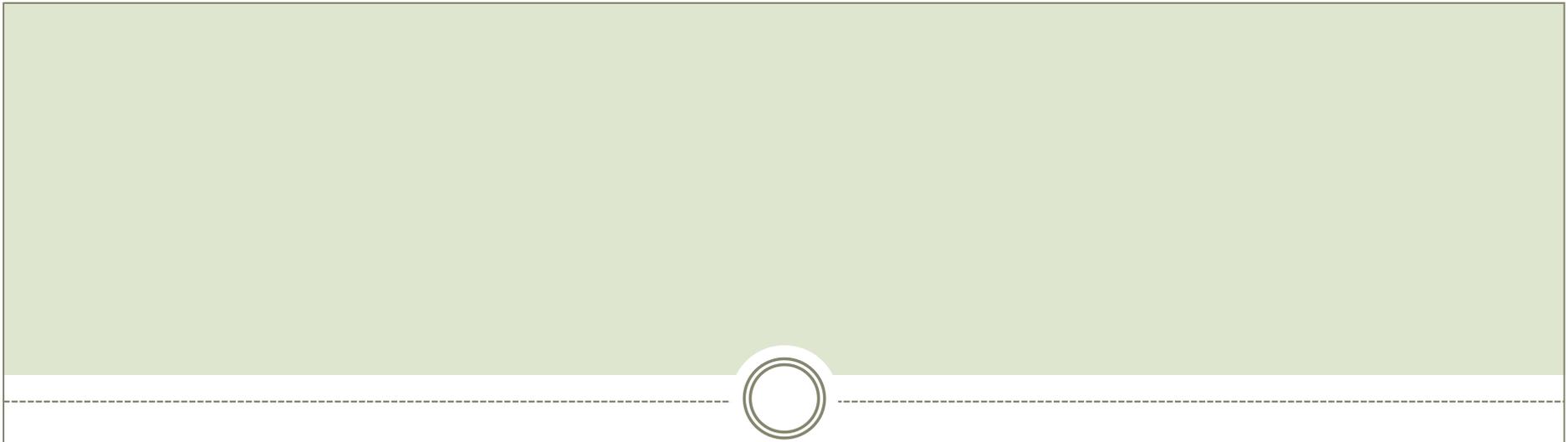


## Live on a Residential Road Not Normally Ploughed by the City



8c. Presently, the City has a budget for limited residential snow ploughing during the winter. Would you support or oppose the City charging the following amounts to have city-wide residential roadways ploughed in the winter? Note that the snow would not be removed from the streets and loss of on-street parking may occur.

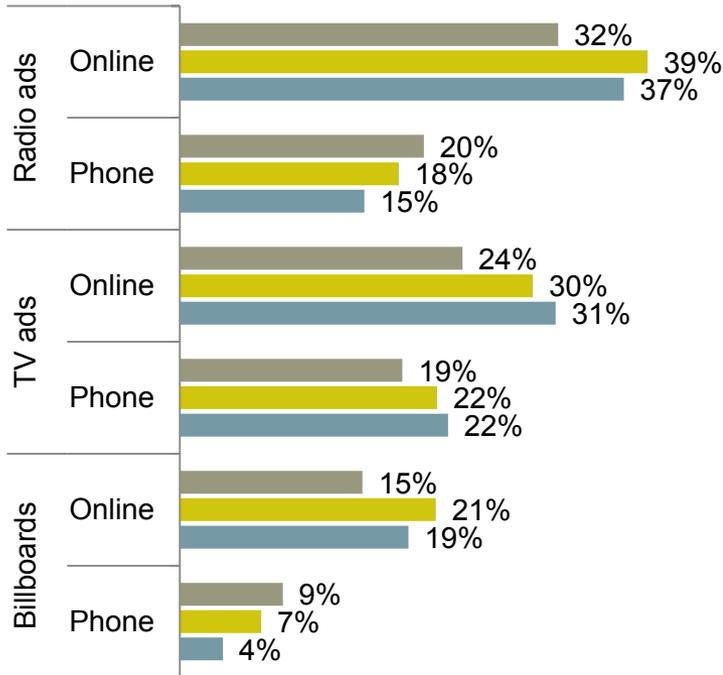
8d. Do you currently live on a residential road that is not normally ploughed by the City? Base: All respondents, Telephone n=500, Online n=813.



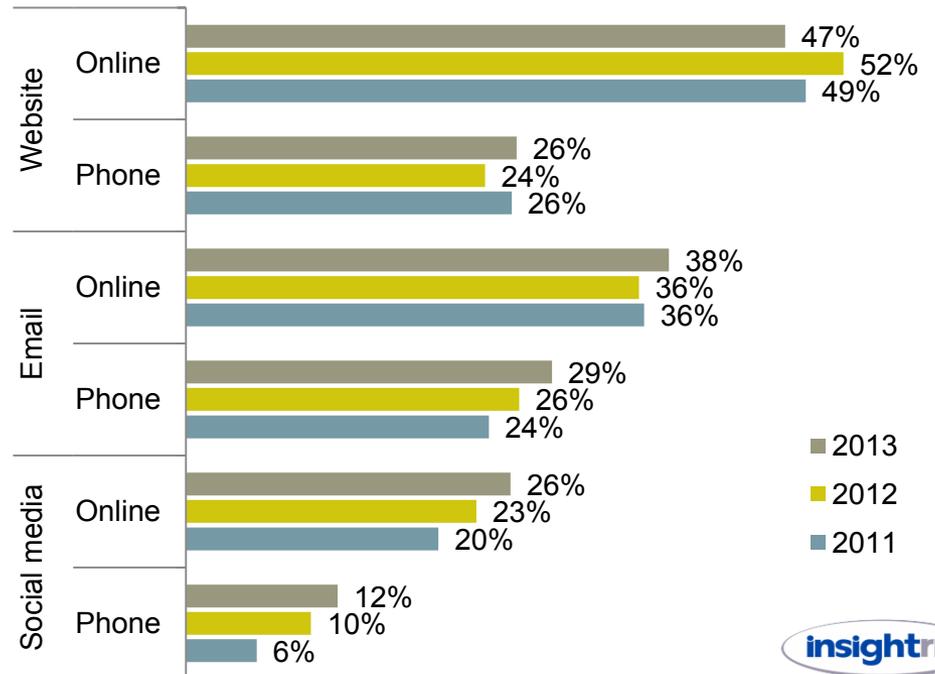
# Methods of Communication

# Most commonly, respondents prefer to receive information about the City's programs and services through Saskatoon.ca.

## Preferred Information Sources



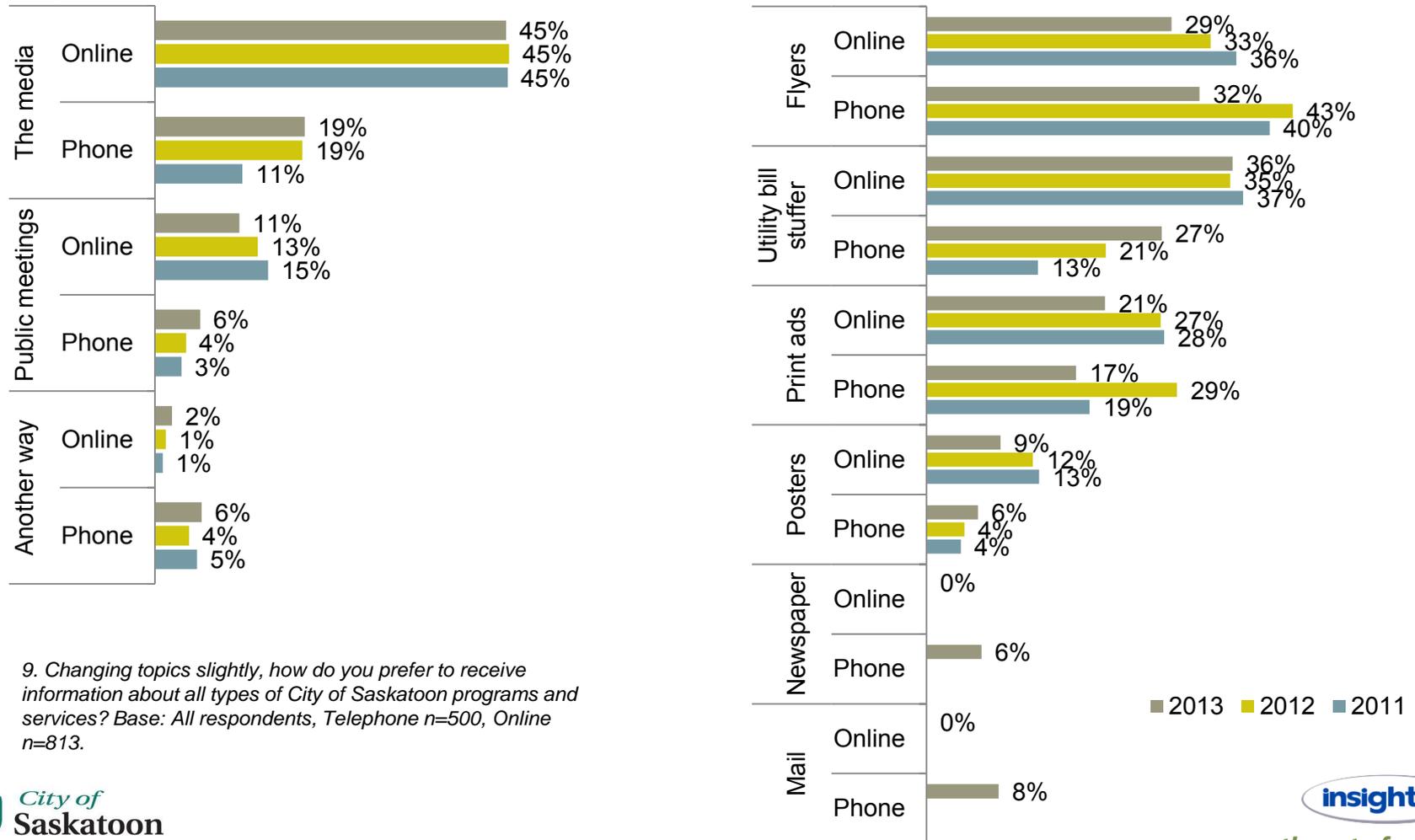
### Email and Social Media Increasingly Preferred



9. Changing topics slightly, how do you prefer to receive information about all types of City of Saskatoon programs and services? Base: All respondents, Telephone n=500, Online n=813.

# The media is also a widely preferred information source.

## Preferred Information Sources



9. Changing topics slightly, how do you prefer to receive information about all types of City of Saskatoon programs and services? Base: All respondents, Telephone n=500, Online n=813.

As expected, younger generations are more likely to prefer online sources than are older generations.

### Preferred Information Sources by Age Group

Information source		18-34	35-54	55+
Online	Email	32% ▼	42% ▲	41%
	Social media	40% ▲	24% ▲	12% ▼
	Web site	52% ▲	51% ▲	38% ▼
Printed materials	Newspaper	0%	0%	0%
	Mail	0%	0%	0%
	Utility bill stuffer	27% ▼	32% ▼	49% ▲
	Flyers	26%	27%	33%
	Posters	13% ▲	8%	5% ▼
	Print ads	17% ▼	19%	27% ▲
Public engagement	Public meetings	10%	9%	15%
	The media	42%	41% ▼	53% ▲
Traditional ads	TV ads	22%	22%	28%
	Radio ads	36% ▲	33%	25% ▼
	Billboards	23% ▲	15% ▲	7% ▼
Base (100%, n=)		262	312	239

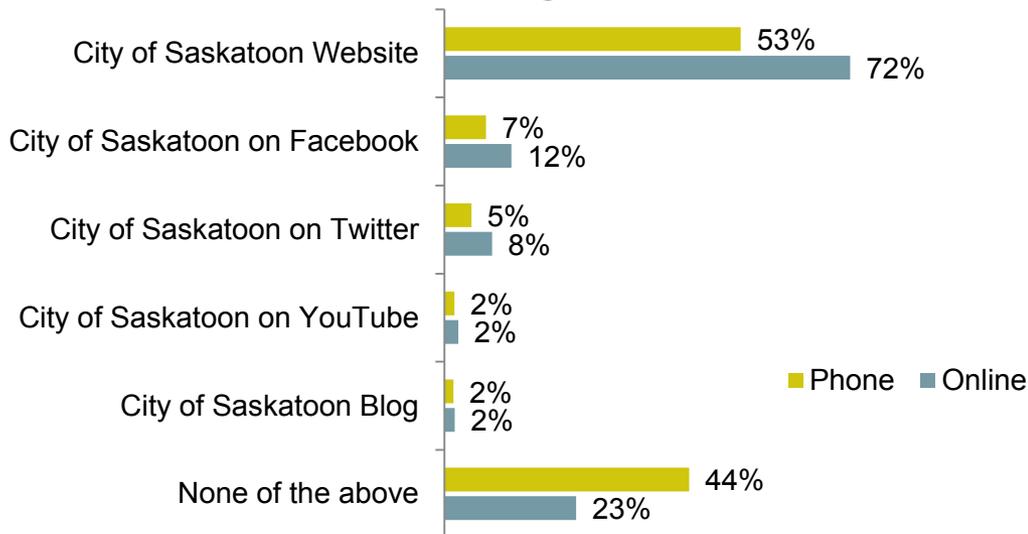
## Preferred sources of information vary by type of accommodation.

### Preferred Information Sources by Type of Accommodation

Information source		Own accommodations	Rent accommodations
Online	Email	41%	34%
	Social media	22% ▼	33% ▲
	Web site	46%	53%
Printed materials	Newspaper	0%	0%
	Mail	0%	0%
	Utility bill stuffer	40% ▲	29% ▼
	Flyers	28%	30%
	Posters	6% ▼	13% ▲
	Print ads	21%	20%
Public engagement	Public meetings	11%	9%
	The media	47%	43%
Traditional ads	TV ads	23%	25%
	Radio ads	32%	32%
	Billboards	13% ▼	21% ▲
Base (100%, n=)		517	194

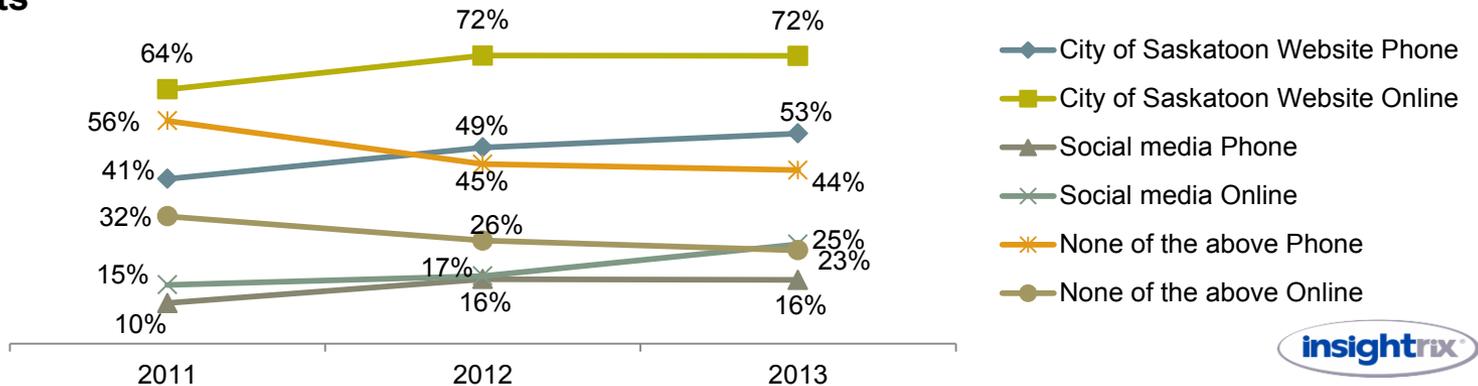
# Usage of Saskatoon.ca and City social media sources continues to increase.

## Media Usage



10. The City of Saskatoon website includes various social media tools to better communicate with citizens. This includes a blog, Twitter, Facebook, and YouTube. In the past six months, which of the following have you visited? Base: All respondents, Telephone n=500, Online n=813.

## Trended Results



# Younger generations are significantly more likely to use social media.

## Media Usage by Age Group

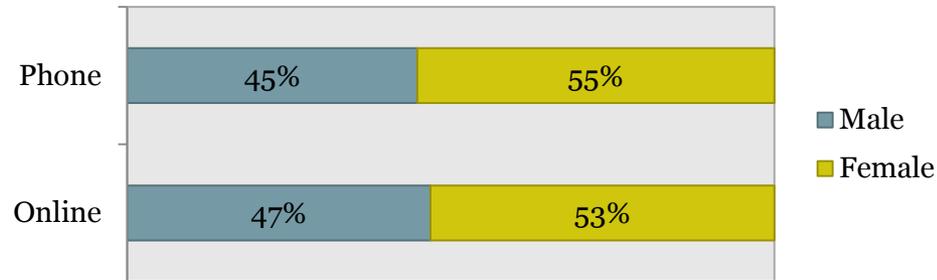
Media	18-34	35-54	55+
City of Saskatoon on Twitter	13% ▲	8% ▲	3% ▼
City of Saskatoon on Facebook	21% ▲	11% ▲	4% ▼
City of Saskatoon on YouTube	4%	2%	1%
City of Saskatoon Blog	3%	1%	1%
City of Saskatoon Website	72%	76%	68%
None of the above	19% ▼	21% ▼	31% ▲
<b>Base (100%, n=)</b>	<b>262</b>	<b>312</b>	<b>239</b>

10. The City of Saskatoon website includes various social media tools to better communicate with citizens. This includes a blog, Twitter, Facebook, and YouTube. In the past six months, which of the following have you visited? Base: All respondents, Telephone n=500, Online n=813.

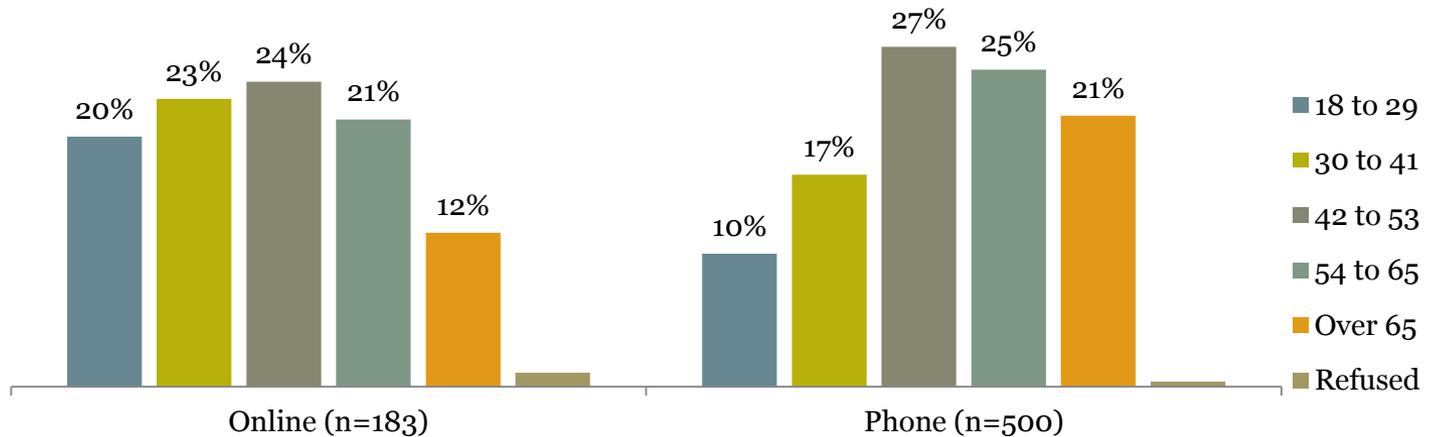


# Demographics

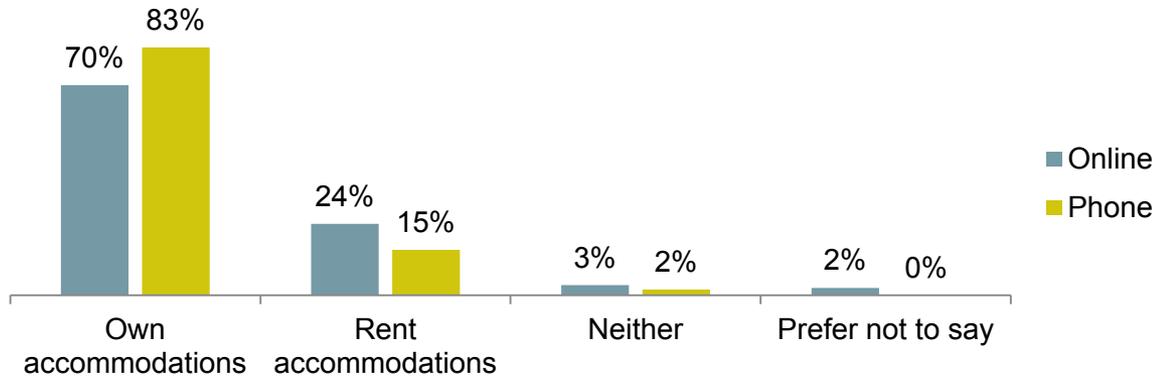
## Gender



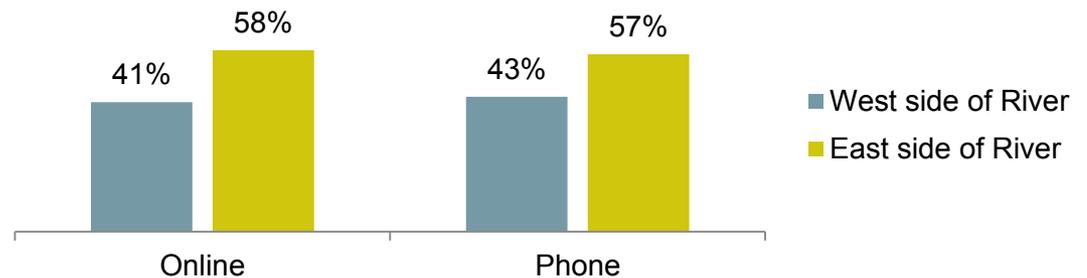
## Age Group



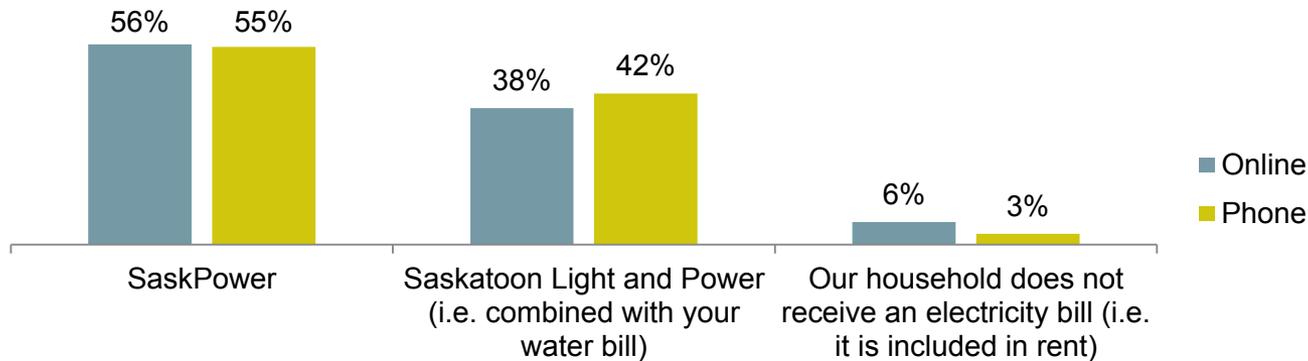
### Type of Accommodation



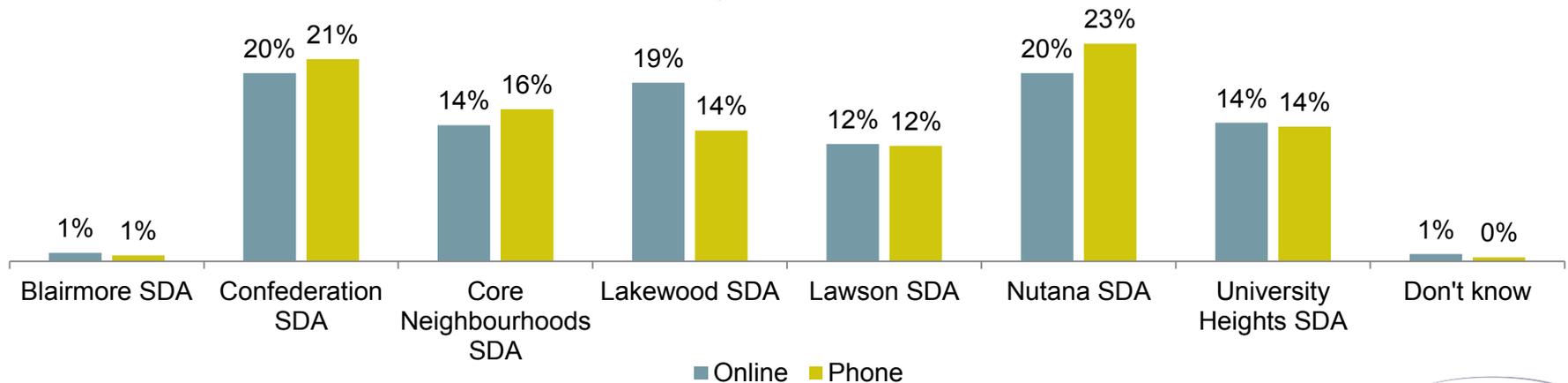
### Area of Residence



## Electricity Provider



## Neighbourhood





## Summary of Key Findings: 2013 Civic Services Survey

### Perceived Quality of Life

- Overall, the perceived quality of life remains very high. Presently, 90% of telephone respondents rated their quality of life as good or very good, while 86% of online respondents rated their quality of life as good or very good. These results are relatively consistent with findings from previous years.
- Respondents who own their home rate the perceived quality of life higher than those who rent their home.
- Most neighbourhoods consistently rate the quality of life in Saskatoon as either good or very good, although those in the Core Neighbourhoods suburban district areas are more likely to rate the quality of life lower.

### Overall Satisfaction

- Overall satisfaction with telephone respondents is relatively high, yet has declined since 2012. In 2013, 83% of participants responded that they are satisfied or very satisfied in 2012 versus 87% in 2012.
- Satisfaction with online respondents has somewhat lowered to 73% in 2013 from 78% in 2012.
- Lakewood residents tend to be slightly most satisfied with civic services overall than those in other suburban development areas.

### Perception of Property Tax Spending

- A majority of telephone (80%) respondents feel they receive “good” or “very good” value from their property taxes. However, 35% of those respondents also admit they do not know what percentage of property taxes go to the municipal government.
- Perceptions of value have declined notably since last year among online respondents. However, it is also worth noting that approximately six in ten respondents admit they do not know what percentage of property taxes go to the municipal government. Only 16% of respondents correctly identified the percentage that goes to the City.

### Most Important Issues

- The condition of streets continues to be the most frequently mentioned priority issue facing the City today (36% among telephone respondents and 31% of online respondents).

- As with last year, it should be noted that the survey takes place in the spring when road conditions are typically at their worst. In addition, on top of regular spring-melt work, Saskatoon experienced a major snow event on March 19 and 20. These unusual weather conditions resulted in snow ruts.
- Overall, the top ten most frequent primary and secondary issues mentioned are generally the same as found in 2012, although there are small variations in the order.

2012	2013
Condition of Roads	Condition of Roads
Infrastructure/Roads	Traffic Flow/Congestion
Crime/Policing	Planning for City Growth/Development
Housing	Crime/Policing
Traffic Flow/Congestion	Housing
Taxation/Spending	Infrastructure/Maintenance-General
Planning for City Growth/Development	Taxation/Spending
Social Issues	Provision of Municipal Services
Environment/Pollution	Social Issues
Garbage Pick-up/Recycling	Transit Service

#### Importance of Specific Civic Services

- Overall, there were no significant changes in how respondents rated the importance of a wide range of civic services with 2012. Among both telephone and online respondents, the services rated the highest continue to include quality of drinking water, maintenance of roadways/freeways, fire protection services, and police services (for a detailed breakdown, see pages 28 - 32 of the survey).

#### City's Performance Delivering Specific Civic Services

- Similar to the 2012 survey, the services that received the average highest ratings for performance include: the quality of drinking water; fire protection services; electrical services reliability; recycling initiatives, repair of water main breaks, treatment of sewage, garbage collection, police services and maintenance of city parks.
- For the majority of services, satisfaction has remained consistent from the 2012 survey results (see pages 34 - 37 of the survey).
- Overall, there was strong satisfaction for most utility services and weaker satisfaction for road-related issues, mosquito control and transit. However, citizens have been increasingly satisfied with recycling initiatives in Saskatoon.

- Overall, there was strong satisfaction for police and fire services, while there was weaker satisfaction for city planning, arts/community service funding, and bylaw enforcement.
- As anticipated, ratings from online respondents are generally somewhat lower than assessments provided by telephone respondents.

### Comparing Importance and Performance

- Golf courses and ice rinks continue to be areas where the level of satisfaction with the service is higher than the level of importance.
- Maintenance of major roadways and freeways in the city, ice and snow management, traffic management, planning and development of the city, and neighbourhood street maintenance are areas where the level of satisfaction with the service is lower than the level of importance.

### Quadrant Analysis

- To clearly delineate areas of strength and weakness in the City of Saskatoon service offerings, a quadrant analysis was performed for each service, using importance of, and performance with, the service (see pages 39 and 40 of the survey).

### 2013 Hot Topics

- Two new questions were added to the 2013 Civic Services Survey to measure the general support for implementing additional fees to accelerate repair of roadways and limited residential snow ploughing during the winter.
- Six in ten respondents support paying a \$15 monthly fee to accelerate the repair of roadways, while one quarter does not want to pay any amount.
- Approximately six in ten respondents support ploughing residential roads with costs of \$7.50 per year for the average home once during the winter, and/or \$15.00 per year twice during the winter.

### Method for Receiving Information

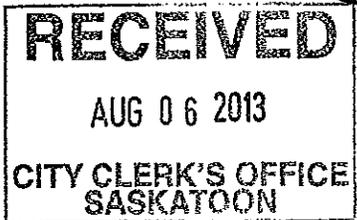
- The majority of telephone respondents say they prefer to receive information about City of Saskatoon programs and services through flyers (32%), email (29%), utility bill stuffer (27%), website (26%), radio ads (20%), the media (19%) tv ads (19%) and print ads (17%). Less prefer to receive information through social media (12%), billboards (9%), mail (8%), newspaper (6%), public meetings (6%) and posters (6%).
- The majority of online respondents say they prefer to receive information about City of Saskatoon programs and services through the website (47%); the media (45%); email (38%), utility bill stuffer (36%), radio ads (32%), flyers (29%), social media (26%) and tv ads (24%). Less prefer to receive information through print ads (21%), billboards (15%), public meetings (11%), and posters (9%), while none prefer to receive information through newspaper or mail.

- The results show that the City of Saskatoon website is an important communication tool. Furthermore, there are a variety of communication tools that are necessary to reach the broad population, as not one tool will effectively reach all citizens, particularly different age groups.

#### Using Social Media Tools to Receive Civic Information

- Online respondents are notably more likely than telephone respondents to use social media communication methods to access civic information.
- Most commonly, 53% of telephone respondents reference visiting the City's website, while 72% of online respondents have visited the City's website.
- Younger respondents are significantly more likely to have visited the City of Saskatoon's accounts on Facebook, Twitter, YouTube, and the Blog.

6315-13.



TO: Secretary, Executive Committee  
FROM: General Manager, Utility Services Department  
DATE: July 24, 2013  
SUBJECT: Paved Roadway – Condition Summary  
FILE NO: US. 6000-1

**RECOMMENDATION:** that the following report be submitted to City Council for its information.

**TOPIC AND PURPOSE**

The purpose of this report is to provide, for information, the annual Condition Rating Summary, Paved Roadways Report (2012) and the roadway treatment plans for 2013.

**REPORT HIGHLIGHTS**

1. The paved roadways in Saskatoon have a replacement value in excess of \$1.5 billion.
2. Very poor streets increased from 9.8% in 2011 to 10.9% in 2012;
3. Poor streets increased from 5.1% in 2011 to 7.1% in 2012; and
4. Fair streets increased from 5.2% in 2011 to 17.4% in 2012

**STRATEGIC GOALS**

This report supports the City of Saskatoon Strategic Goals, Asset and Financial Sustainability and Moving Around.

**BACKGROUND**

The Strategic Services Branch is responsible for evaluating the condition of the City of Saskatoon's paved roadways and for developing an annual program to maintain them at a minimum long-term cost, with modifications based on approved funding levels.

The preservation of the paved roadways is funded from the Roadway Infrastructure Reserve, which totalled \$9.49 million in 2012. The budget for 2013 is \$13,064,000 and is distributed as follows:

2013 Paved Roadways Preservation Investment	
Funding Source	Budget
<b>2013 Roadways Infrastructure Reserve</b>	
Base Funding	\$ 8,838,900
One-Time Supplemental Funding	2,525,100
Preliminary 2012 Fiscal Year-End One-Time Funding	1,500,000
Sub Total 2013 Roadways Infrastructure Reserve	\$12,864,000
Additional One-Time Funding from Reserve for Capital Expenditure	200,000
<b>Total Paved Roadways Preservation Investment</b>	<b>\$13,064,000</b>

The 37.6% increase in funding received in 2013 dramatically exceeded the average increase of 0.5% that occurred from 2003 to 2008, which will enable more roadways to be treated.

## REPORT

The current investment level for roadways is at a Level of Service 'E', as shown in Table 1 below. An investment level of 'A' would result in the highest level of service at the lowest long-term cost. The approved service level for roadways is 'B', which will not be achieved without a significant increase in funding.

**Table 1: Asset Service Levels**

Level of Service	Asset Condition	Description
A	Getting Better Quickly	Sufficient expenditures to maintain and keep assets in optimal condition. Asset condition/value improves to optimal levels, eliminating any backlog.
B	Getting Better	Sufficient expenditures to increase asset condition/value and decrease backlog slowly over time. Once backlog is eliminated, the funding is sufficient to maintain condition without a backlog.
C	Maintained	Sufficient expenditures to keep assets in constant condition over time. The backlog remains constant.
D	Maintain Assets that are in Very Poor Condition	Sufficient expenditures to replace assets when they completely fail. Insufficient funding to treat all segments requiring preservation and restoration work, and the backlog will slowly increase with time.
E	Getting Worse	Insufficient expenditures to maintain asset condition. Asset condition deteriorates annually. Some assets may need to be closed or removed from service.
F	Getting Worse Quickly	Asset condition/value decreases rapidly. Assets are frequently removed from service due to deterioration as insufficient funding exists to replace all completely failed segments.

The Strategic Services Branch conducts surface condition assessments of the paved roadways on an annual basis. The assessments are used to determine condition and service level targets as well as to develop annual capital improvement plans. Surface condition assessments are taken on a four-year cycle for local streets, and a three-year cycle for collector streets.

As of December 31, 2012, the City of Saskatoon had a roadway network totalling approximately 3,800 lane kilometres, with a replacement value estimated at \$1.5 billion. Additional inventory details are presented in the attached Condition Rating Summary – Paved Roadways 2012 Report (Attachment 1).

The funding for roadway preservation needs to continue to increase for the service level to improve. At the current funding level of 'E', the roadway network is getting worse annually. This is most evident on local streets, where the streets increased in each condition category as follows:

- Very poor streets increased from 9.8% in 2011 to 10.9% in 2012;
- Poor streets increased from 5.1% in 2011 to 7.1% in 2012; and
- Fair streets increased from 5.2% in 2011 to 17.4% in 2012.

Figure 7, on Page 11 of Attachment 1 shows the local streets surface ratings as of December 31, 2012.

The treatment of paved roadways is funded from the Roadways Infrastructure Reserve, with the following Capital Projects:

- 0835 - Collector Road Preservation;
- 0836 - Arterial Road Preservation;
- 1531 - Local Road Preservation;
- 1890 - Expressway Road Preservation; and
- 2249 - Street Reconstruction.

The 2013 investment of approximately \$13.06 million was allocated to these five capital projects. The largest allocation, \$4.26 million, went to arterial roads, which carry a significant amount of traffic and account for approximately 19% of the roadway network. Common arterial roadways are 22<sup>nd</sup> Street, 8<sup>th</sup> Street and Confederation Drive.

A map indicating the 2013 roadway treatment locations is included as Attachment 2.

All of the capital project work is grouped into three condition states:

- 1) Rehabilitation treatments replace the roadways that are in very poor condition, typically structural failure, but are very costly. The most common rehabilitation treatment is reconstruction.
- 2) Restoration treatments repair roadways that are in poor condition. These treatments typically cost one third to one quarter of rehabilitation treatments. The most common restoration treatments are resurfacing on major streets and a blade level on minor streets.
- 3) Preservation treatments repair roadways that are in fair condition. These treatments extend the life of the roadway and defer more expensive treatments; therefore, the roads remain in a good to fair condition for a longer period of time. Preservation treatments typically cost one half to one quarter of a restoration treatment. The most common preservation treatments are Ultra Thin Overlay (UTO) on major streets and a micro surface on minor streets.

## **POLICY IMPLICATIONS**

There are no policy implications.

## **FINANCIAL IMPLICATIONS**

The 2013 capital funding for roadway preservation has been approved. Future funding allocations towards roadways will include annual base funding increases (to both off-set construction inflation plus provide increased funding levels). Funding strategies will be dealt with under separate reports.

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

Public and/or stakeholder involvement is not required.

## **COMMUNICATIONS PLAN**

The 2013 Civic Services Survey is conducted annually to obtain citizen feedback on a variety of civic issues. The City uses the information during its planning cycle as input into program or service changes and budget decisions, in an attempt to meet the program and service needs of the citizens of Saskatoon.

The condition of streets continues to be the most frequently mentioned priority issue facing the City today (36% among telephone respondents and 31% of online respondents). As with last year, it should be noted that the survey takes place in the spring when road conditions are typically at their worst.

Maintenance of major roadways and freeways in the city, ice and snow management, traffic management, planning and development of the city, and neighbourhood street maintenance are areas where the level of satisfaction with the service is lower than the level of importance.

The 37.6% increase in funding received in 2013 was significant, and enabled more roadways to be treated this year. The 2013 survey will not reflect comments on the work in 2013, given the results were collected prior to construction season.

Residents may not recognize that more work occurred this year as a result of the increased funding, but as the City moves closer to the recommended funding levels and higher volumes of roadwork is happening, the overall quality of road network will begin to be noticeable.

Information about the types of roadway treatments, including restoration, rehabilitation and reconstruction processes will be added to the website, along with more information about the current roadway network inventory, conditions and funding recommendations.

**ENVIRONMENTAL IMPLICATIONS**

The implementation of an increased roadway preservation program will increase greenhouse gas emissions by the City of Saskatoon. The details of the funded program will be forwarded to the Environmental Services Branch for calculations.

**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**

The Strategic Services Branch reports annually on the condition of our roadways, therefore, an updated report will be submitted in 2014.

**PUBLIC NOTICE**

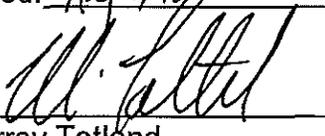
Public Notice, pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

**ATTACHMENT**

1. Condition Rating Summary Paved Roadways 2012
2. 2013 Roadway Treatments

Written by: Rob Frank, Branch Manager  
Strategic Services Branch

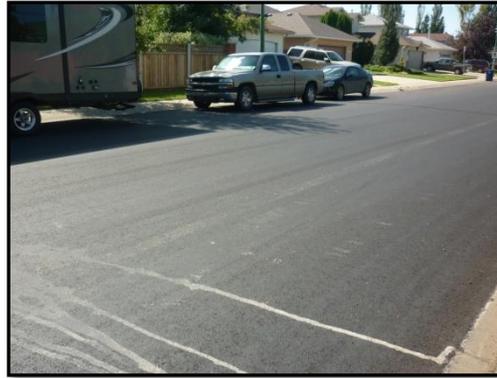
Approved by:   
for Jeff Jorgenson, General Manager  
Utility Services Department  
Dated: Aug 7/13

Approved by:   
Murray Totland  
City Manager  
Dated: Aug 8/13

# Condition Rating Summary

## Paved Roadways 2012

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Lindsey Mitchener  
Asset Planning Technologist  
Strategic Services Branch  
Infrastructure Services Department

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## 1. Introduction

The Surface Infrastructure Section of Strategic Services is responsible for evaluating the condition of the entire public surface infrastructure within the right of way. Using this information, this section develops an annual program that preserves the City's roadway, lane, sidewalk, and bridge assets at a minimum long-term cost constrained by Council approved funding levels.

This summary presents information on paved roadways regarding inventory, method of condition assessment, surface condition results for 2012, treatment strategy, and roadway treatments completed in 2012. The surface condition results in this report are a key component in determining the current state of the roadway infrastructure and finalizing treatment candidate lists. However, there are other components which are outside the scope of this report such as soil condition, structural condition, and traffic loading that are also crucial to defining the current state and finalizing candidate lists.

This report summarizes surface condition results and identifies preliminary treatment categories from the 2012 results. In addition, this information can be projected to provide a broad perspective of the surface condition of the roadway network.

## 2. Roadway Inventory

The City of Saskatoon's existing roadway inventory is managed by the Strategic Services Branch of Infrastructure Services. Strategic Services maintains an asset management database ensuring the inventory data accurately represents the current roadway inventory along with its attributes. This database is updated throughout the year. Most changes are due to the addition of new assets as well as the upgrades from gravel roadways to pavement.

Roadways are classified into four functional classes: locals, collectors, arterials, and expressways. These categories are based on two main factors: traffic volume and traffic speed, see **Table 1**.

**Table 1: Traffic Volume by Functional Class**

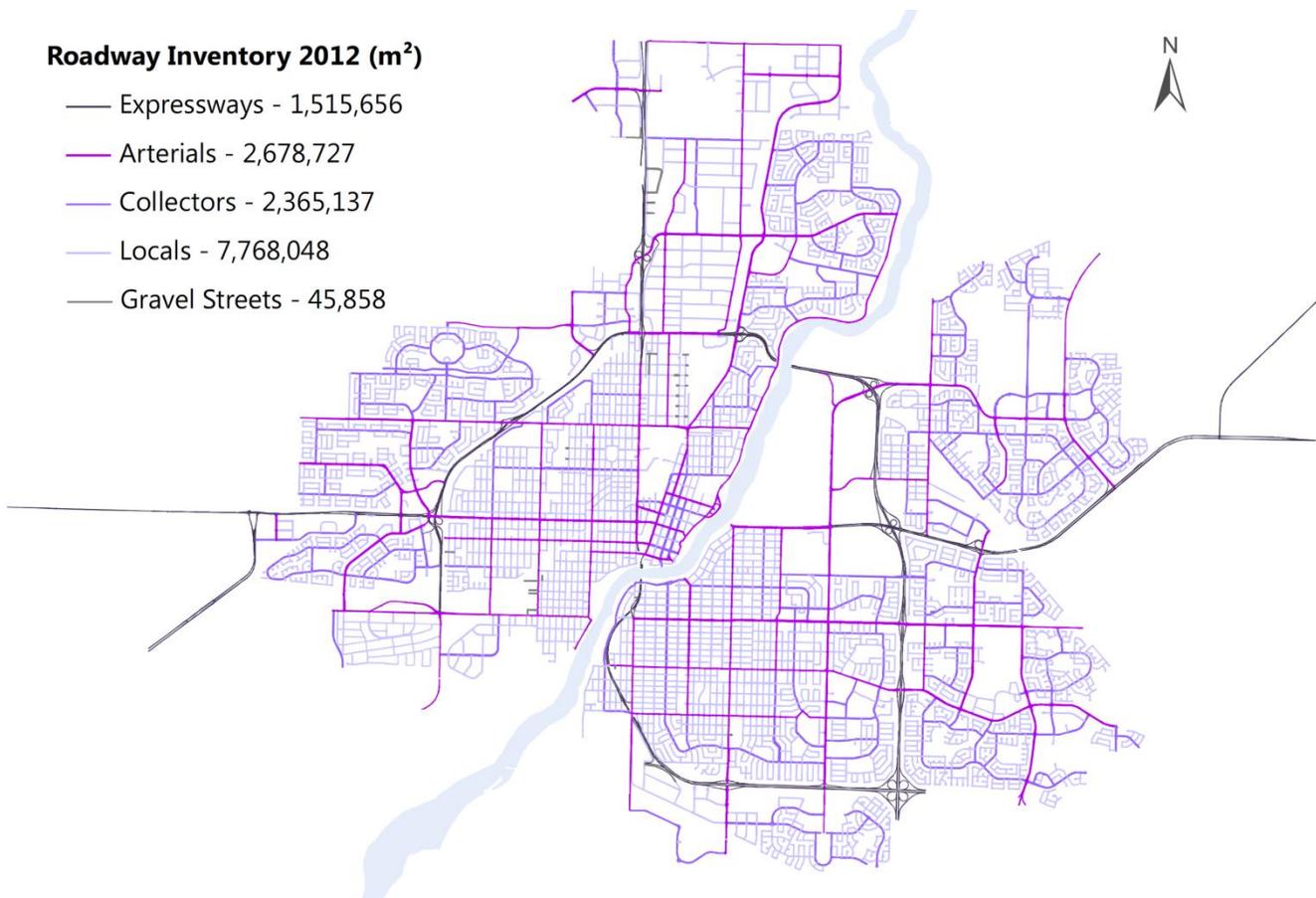
Functional Class	Traffic Volume
Local	< 1,500
Collector	1,000 - 12,000
Arterial	5,000 - 30,000
Expressway	> 30,000

**Table 2** enumerates the City of Saskatoon paved roadway inventory by functional class and **Figure 1** maps those classes. The second last column of **Table 2** represents the network percentages of each roadway class by area and the last column represents the inventory increase from 2011. Although it is easier to comprehend the length of the roadway for calculating rehabilitation budgets, pavement area is the most accurate and also an industry standard when considering treatment costs. Saskatoon's roadway network is approximately 14 million square meters which is comparable to the entire combined areas of the Silverwood Heights, Lawson Heights, River Heights, Hudson Bay Industrial and North

Industrial neighborhoods. Correspondingly, this network is 3,700 lane kilometers long, and by comparison, this length is greater than the distance from Saskatoon to Quebec City.

**Table 2: Paved Roadway Inventory 2012 by Functional Class**

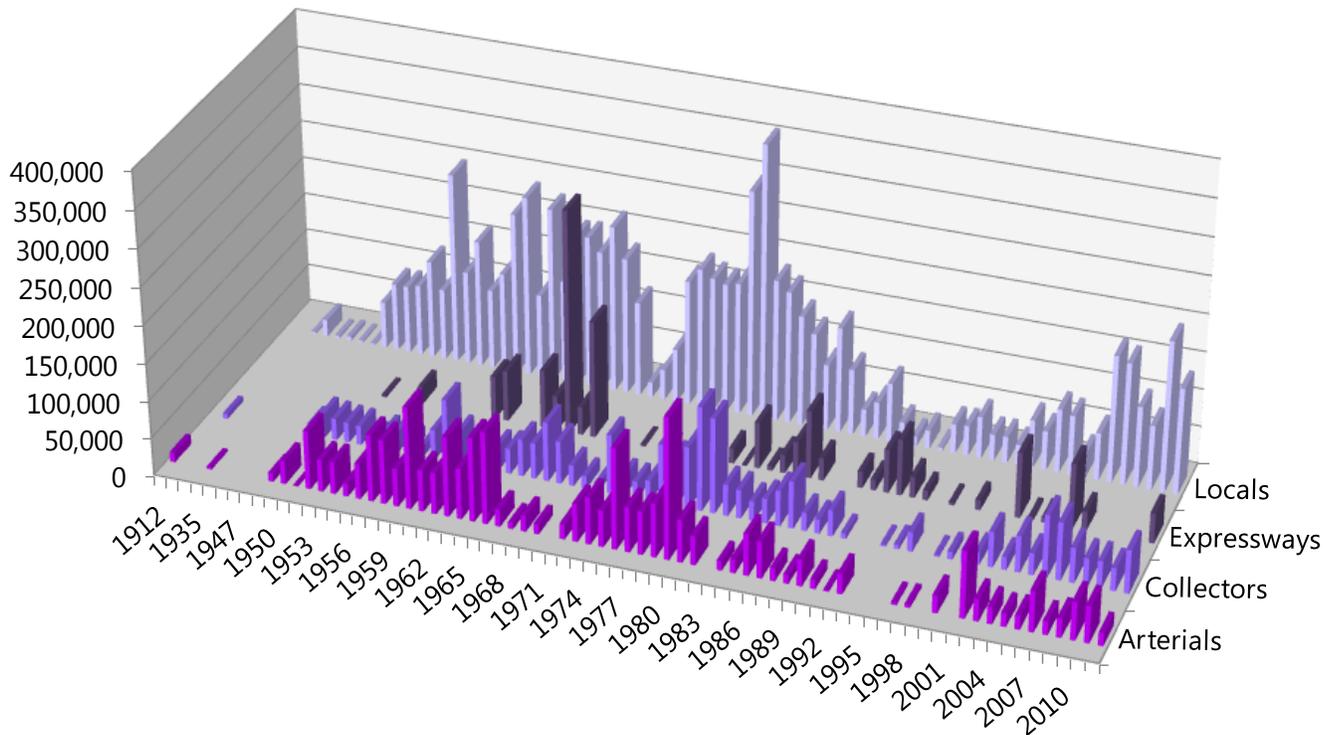
Functional Class	Area (m <sup>2</sup> )	Lane Kms		Network % by Area	2012 Functional Class Increase by Area
		(Area/3.8m width)	Length (km)		
Local	7,768,048	2,044	698	54.0%	3.6%
Collector	2,365,137	622	181	16.5%	8.2%
Arterial	2,678,727	705	228	18.6%	4.7%
Expressway/Ramp	1,515,656	399	~141	10.5%	1.2%
Gravel Streets	45,858	12	~4	0.32%	-
<b>Network Total</b>	<b>14,373,426</b>	<b>3,782</b>	<b>1,107</b>	<b>100.0%</b>	<b>-</b>



**Figure 1: City of Saskatoon Roadway Inventory by Functional Class**

Age of the roadway network is a very important factor for evaluating condition. Age may help to explain certain defects at stages in a roadway's life cycle. It may also help to forecast funding levels required to sustain the network at a minimum long-term cost.

The City of Saskatoon Roadway pavement area by age and functional class are represented in **Figure 2**. The local network is approximately 54% of the roadway network and shows significant amounts of inventory currently in the age range of 30-60 years. Arterials and collectors contribute comparable amounts to the network at 18.6% and 16.5% respectively with similar age distribution to locals. The expressways account for approximately 10.5% of the paved roadway network with a large portion of inventory at 50 years of age.



**Figure 2: Roadway Pavement Area (m<sup>2</sup>) by Year and Functional Class**

### 3. Method of Condition Assessment

The method of assessing the condition of roadway assets is dependent on the functional class of the asset. Specifically, the cycle of rating the network as well as the type of rating varies with each functional class. There are currently three methods used to condition rate paved roadways: manual, structural (Heavy Weight Deflectometer or HWD), and visual inspection.

Manual condition rating of the road surface evaluates three key distress condition indicators; surface integrity, durability, and ride quality and drainage. Surface integrity is assessed by estimating observed pattern cracking on the roadway surface. Durability measures the amount of large aggregate loss and the loss of fine material. And finally, ride quality and drainage are assessed by the number of depressions in the roadway surface categorized into small dips, large dips, and swales.

Locals and collectors are rated manually by a team of infrastructure raters within Strategic Services. The target rating cycle for locals is four years and for collectors three years; these cycles may increase depending on the amount of other surface infrastructure such as sidewalks that require manual rating.

**Figure 3** demonstrates city staff performing manual condition rating of durability (large and fine aggregate loss) on a local roadway. The rating process evaluates the road segment for durability at intervals of 100 meters along the segment. Since variations in the start point can occur, the information collected can provide varied results. However, these results can provide a broad perspective of the durability of the network. It is also important to note that any maintenance actions on the rated roadways can affect the rating results.



**Figure 3: Manual Condition Rating**

Arterials have been manually rated in the past, providing some manual condition rating results for this functional class. Due to increased traffic volumes, it has become a safety concern to rate this class using the manual method. Now arterials are rated using a Heavy Weight Deflectometer (HWD) which measures structural condition, but not durability (surface condition). Arterials are also rated by visual inspection. **Figure 4** shows a Heavy Weight Deflectometer unit which is pulled by a van and with no need for staff out of the vehicle exposed to traffic.



**Figure 4: Heavy Weight Deflectometer (HWD)**

The HWD procedure is an improved structural evaluation process and is considered non-subjective because the deflectometer measures how the roadway responds to a load similar to a garbage truck. The HWD can identify sub grade structural issues years before the surface integrity is compromised. The HWD testing has been utilized on some local and collector roadways since 2005. The target rating cycle for arterials using the HWD rating method is four years.

The third condition rating method is less formal than the methods previously mentioned. The expressway functional class is currently rated by a driven visual inspection every two years.

In 1995 road segmentation was introduced to assist network condition assessment and to identify candidates for treatment strategies. All of the streets in the city were divided into distinct roadway segments based on year of construction, functional class, and construction practices. Distress indicators are used to classify each roadway segment into one of four condition state categories.

These four condition state categories include good, fair, poor, and very poor. The roadways within good condition do not have defects severe enough to require any treatment from the annual Capital project; rather these locations are maintained by roadway operations. Defects in the maintenance stage are primarily potholes which can be an indication that the roadway is showing early signs of failure. The second condition state is fair, where streets are just beginning to show signs of degradation. Treating assets in this condition state with preservation strategies are the most cost effective. Poor is the third condition state and candidates for treatment in this state typically have defects that are a combination of rough sections and noticeable settlements. Restoration treatments are applied to this condition state to improve ride quality and drainage while prolonging the life of the asset. The last condition state is very poor which requires the most expensive treatments, rehabilitation, and includes roadways that are structurally failing.

**Table 3** below outlines the method of condition state classification based on distress indicator ranges evaluated by manual rating. For example, surface integrity is based on the cracking percentage per

roadway segment. Durability is based on the rated value of aggregate loss. The ride quality and drainage percentage is the average amount of depressions rated on the roadway segment. Remaining roadways that do not fall into one of these three listed states are within the maintenance condition state. Notice that **Table 3** is different from last year's summary because this simplified format is a more conducive way to present the data for the purposes of this summary. Any of the tables and figures regarding condition state throughout this summary also follow this format.

**Table 3: Manual Rating Distress Measurements Classify Surface Condition State**

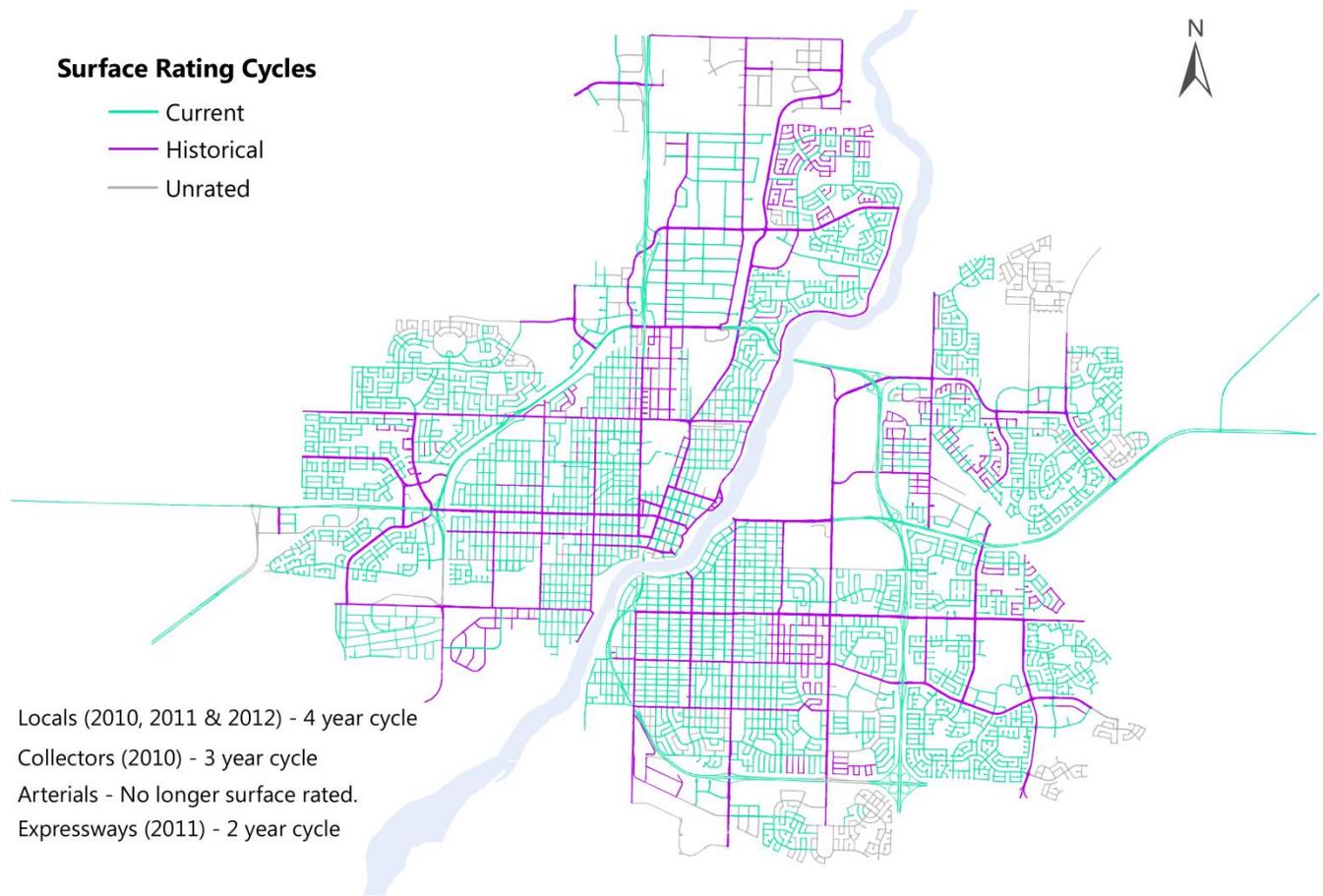
Distress Indicator	Severity	Condition State
Durability (Numeric (0-200))	≥ 40	Fair
Ride Quality and Drainage (%)	≥ 8	Poor
Surface Integrity (%)	≥ 5	Very Poor

The City of Saskatoon roadways network can be effectively improved by utilizing the surface condition assessment along with other condition rating methods to determine treatment categories and then estimate budget requirements. The most economical approach is to treat roadways in the fair and poor condition states and only treat very poor segments when safety becomes a concern.

## 4. Condition Assessment Results for 2012

The condition assessment results for locals reflect the past five years of road inspection of which 35% of locals were rated in 2012. The collectors reflect the past three years of road inspection of which approximately 80% of collectors were rated in 2010. At this time we do not have current rating data on arterials; therefore they will not be included in this summary. In 2011, 92% of the expressways were assessed for condition. The risk of using older data is accepted at this time even though this data may not accurately reflect the most current condition of all segments. For example, if the condition of the asset has changed within the last number of years since it has been rated, the data may not be as accurate as recently rated assets. Manual condition rating is one key component in treatment selection, however other variables such as traffic loading, soil condition, and structural condition are considered to determine final treatment selection. Site specific prioritization and treatment selection occur after a final field inspection.

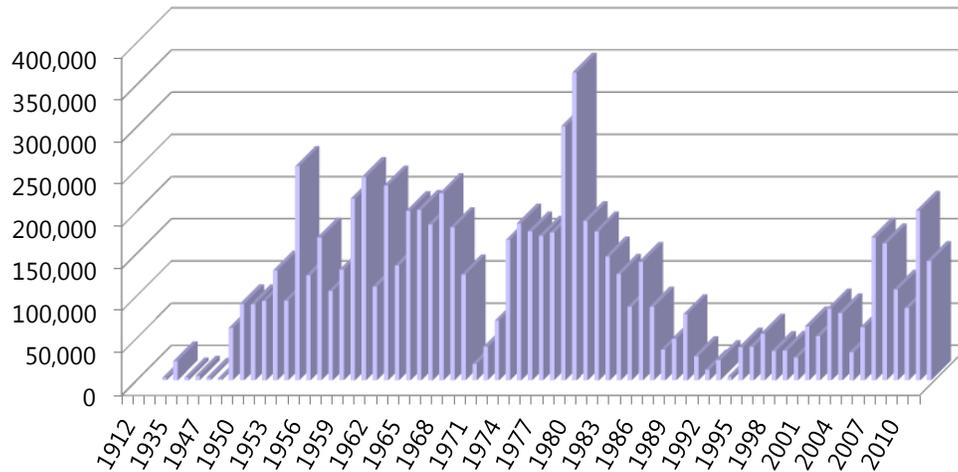
The following four sections detail the condition assessment results of individual roadway functional classes: Locals, Collectors, Arterials, and Expressways. These sections will identify the roadway inventory and age, the condition state percentages, locations, and treatments options available to suitable roadway candidates. **Figure 5** represents the locations that have been assessed for condition to date.



**Figure 5: Surface Rating Cycles**

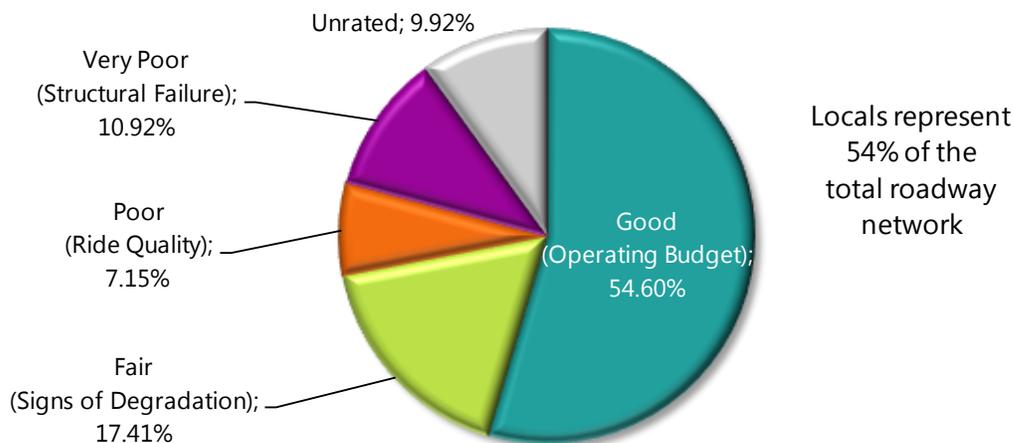
### 4.1 Local Roadways

Local roadways account for approximately 54% of the total roadway network making it the largest functional class. The City of Saskatoon local roadway pavement areas by year are represented in **Figure 6**. This graph shows that the majority of the local roadways are now in the 30-60 year age range, with a large amount of existing local roadways constructed in the boom of the 1980s.



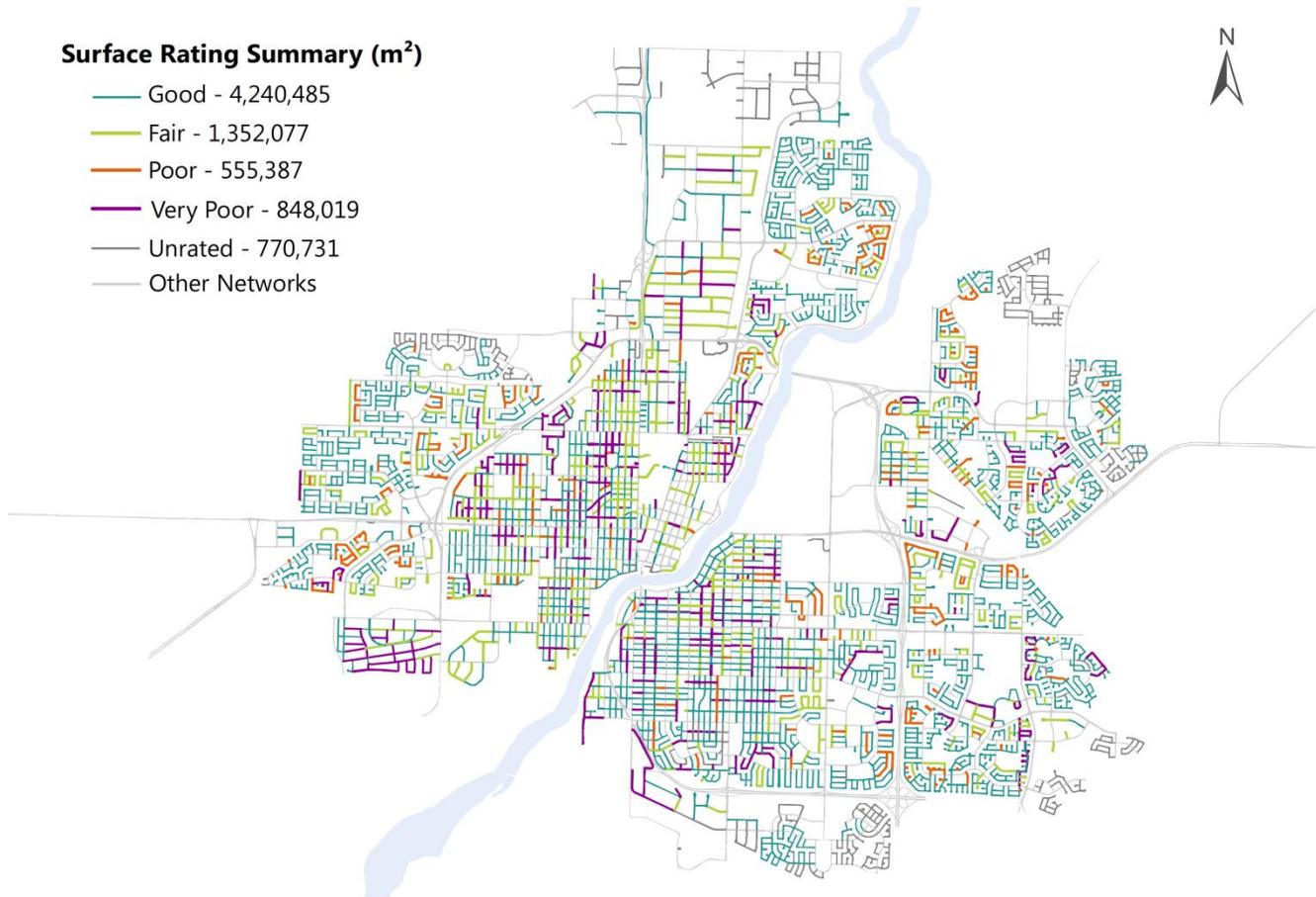
**Figure 6: Locals Roadway Pavement Area (m<sup>2</sup>) by Year of Construction or Reconstruction**

**Figure 7** is a summary of the local roadway surface rating. Currently, there are large concentrations of local roadways in the fair, poor, and very poor conditions. 35% of local roadways were rated in 2012 and the remaining 65% of the local roadway surface rating reflects data up to five years old. Notably different from last year’s summary, this data is summarized in the simplified format based on the severity of distress indicators as outlined by **Table 3**. It is also important to note that an unrated percentage is now included in **Figure 7**. If a treatment occurred on a roadway segment within the last 3 years it is considered to be in good condition.



**Figure 7: Local Surface Rating by Area (m<sup>2</sup>)**

**Figure 8** illustrates the local roadway surface rating summary locations. The majority of very poor locations appear to be in mature areas. However, more recent areas such as Erindale with an average age of 21 and Briarwood with an average age of 12 indicate that other factors may be contributing to structural failure. The pavement areas within each surface condition state are identified in the legend.



**Figure 8: Local Surface Rating Summary**

In order to improve local roadway condition it is economically beneficial to treat the roadways with preservation and restoration treatments and defer rehabilitation treatments. However, delaying rehabilitation treatments will decrease the level of service for those assets in the interim. **Table 4** identifies the recommended treatment categories for local roadways.

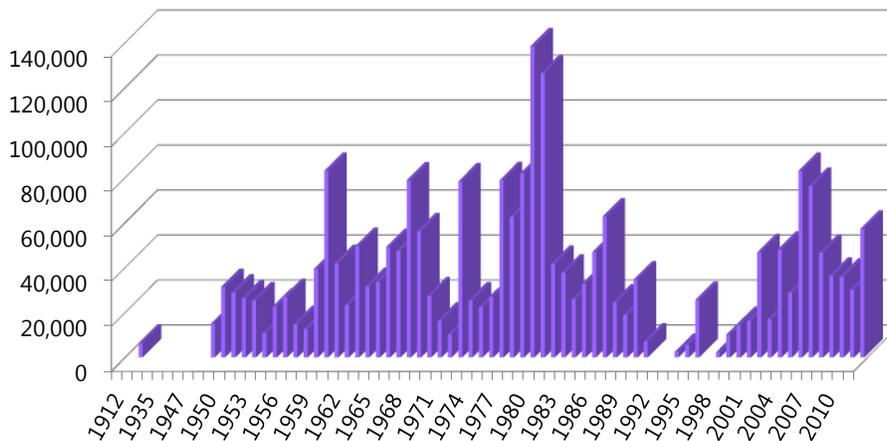
**Table 4: Local Network Treatment Categories by Area**

Surface Condition	Treatment Category	Treatment Area (m <sup>2</sup> )	For Comparison, ~ Avg. City Blocks
Good	Maintenance	4,240,485	2,106
Fair	Preservation	1,352,077	671
Poor	Restoration	555,387	276
Very Poor	Rehabilitation	848,019	421

This treatment program would improve 356 lane kms in the fair state, 146 lane kms in the poor state, and 223 lane kms in the very poor state, bringing all 725 lane kms to a good condition state. Although budget constraints limit the amount of annual treatments that can be done, these results summarize the need of the locals to bring the entire network to good condition. This summary is one way to measure the disrepair of the network; however, it does not necessarily represent the service expectations of the community. It can be noted that the chip seal treatment, a poor condition state treatment, is still a cost effective and recommended treatment that we plan to use in the future, even though it is not currently used.

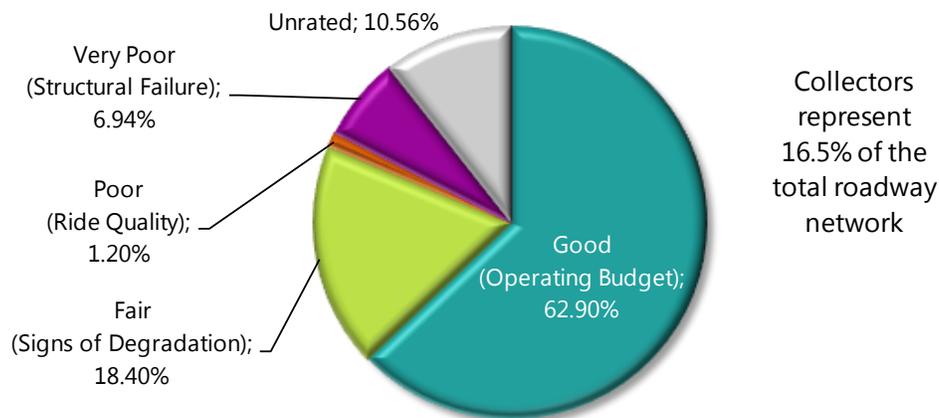
## 4.2 Collector Roadways

Collector roadways are one of the smallest functional classes accounting for approximately 16.5% of the total roadway network. The City of Saskatoon collector roadway pavement areas by year are represented in **Figure 9**. A considerable portion of the collector roadways are within the 30-60 year age range, comparable to the local roadways. The spike in the figure represents a construction boom that occurred in the 1980s.



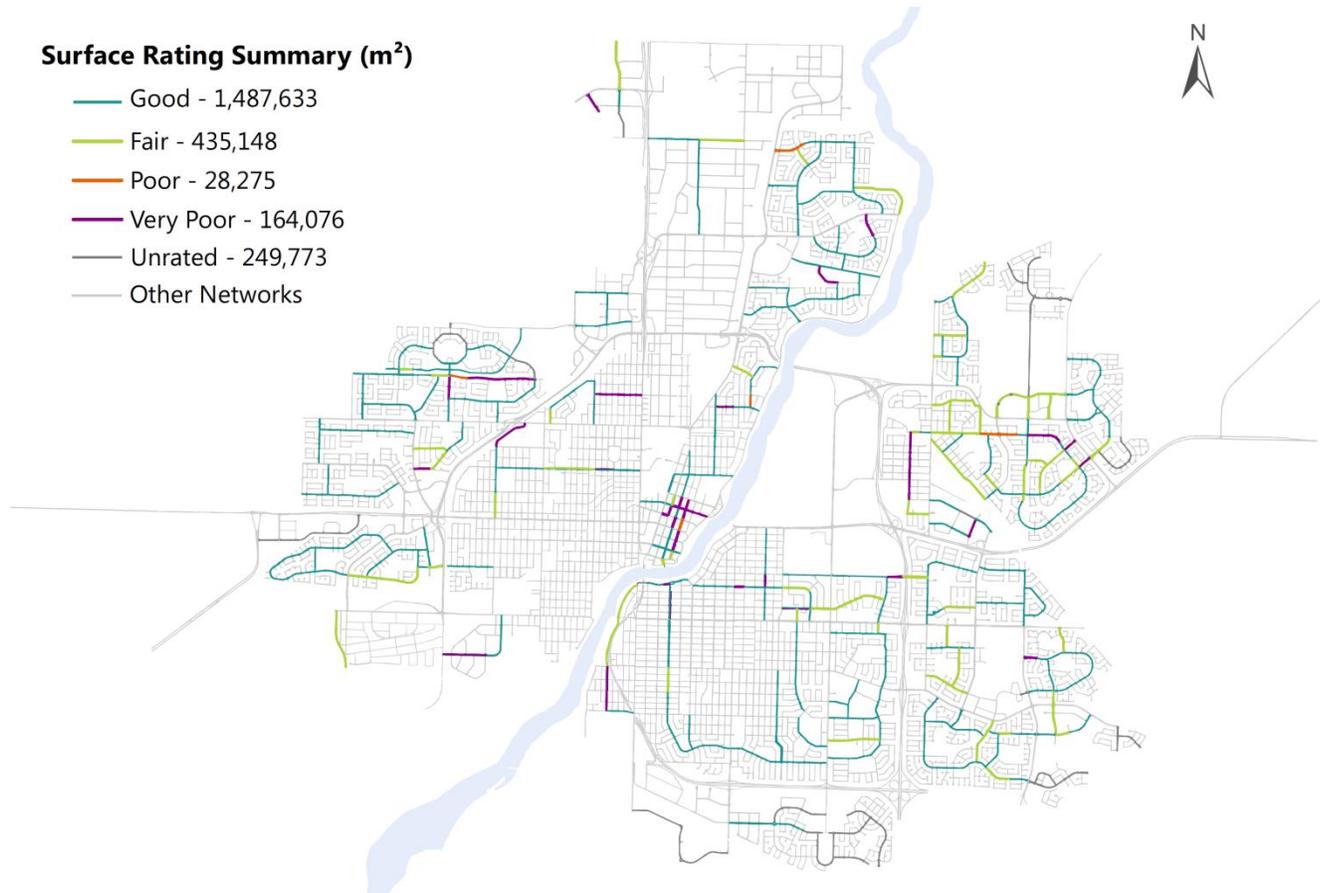
**Figure 9: Collectors Roadway Pavement Area (m<sup>2</sup>) by Year of Construction or Reconstruction**

The following **figure (10)** summarizes the percentage of area of the collector network by surface rating summary. Approximately 25% of the collector roadways qualify for some type of capital investment. 80% of the collector roadway network was rated in 2010, the remaining 9% of the data represents condition rating up to three years old. Notably different from last year’s summary, this data is summarized in the simplified format based on the severity of distress indicators as outlined by **Table 3**. It is also important to note that an unrated percentage is now included in **Figure 10**. If a treatment occurred on a roadway segment within the last 3 years it is considered to be in good condition.



**Figure 10: Collector Surface Rating by Area (m<sup>2</sup>)**

**Figure 11** shows the collector roadway surface rating summary locations. There are a significant amount of collector roadways that fall within the fair and very poor surface condition states. The pavement areas within each condition are listed in the legend.



**Figure 11: Collector Surface Rating Summary**

Typically delaying rehabilitation treatments is most cost effective. However, this delay may cause a poor level of service especially when assets are in the collector, arterial, and expressway functional classes. The higher traffic volumes and speeds increase user risk on an asset in the very poor condition state. The treatment categories for collector roadways are identified in **Table 5**.

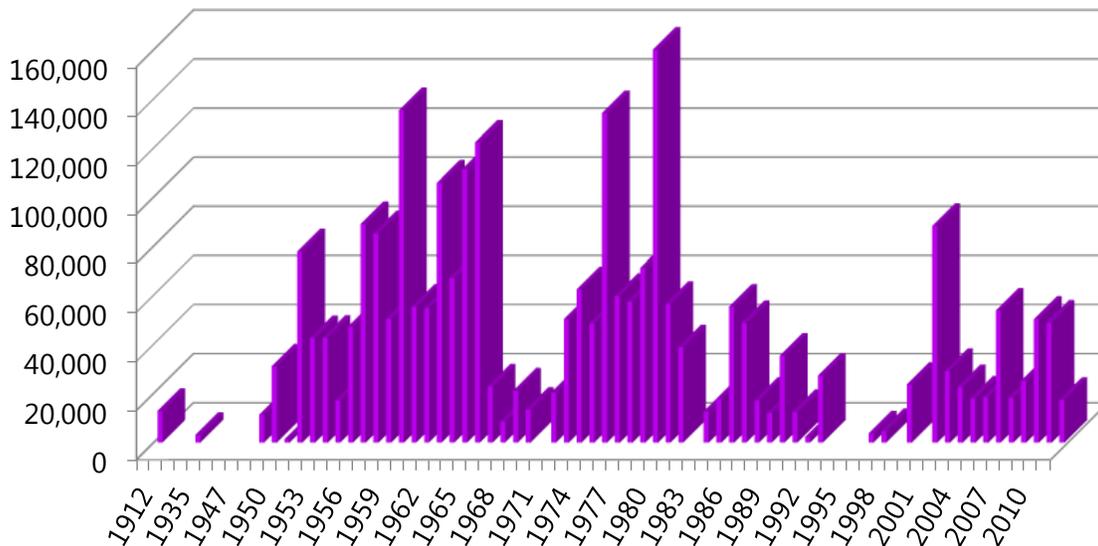
**Table 5: Collector Network Treatment Categories by Area**

Surface Condition	Treatment Category	Treatment Area (m <sup>2</sup> )	For Comparison, ~ Avg. City Blocks
Good	Maintenance	1,487,633	637
Fair	Preservation	435,148	186
Poor	Restoration	28,275	12
Very Poor	Rehabilitation	164,076	70

This treatment program would improve 115 lane kms in the fair condition state, 7 lane km in the poor condition state, and 43 lane kms in the very poor condition state, bringing all 165 lane kms to a good condition state. Although budget constraints limit the amount of annual treatments that can be done, these results summarize the deterioration of the collector network. One goal of Strategic Services is to proactively recommend achievable treatment options to optimize investment.

### 4.3 Arterial Roadways

As the second largest functional class of the network, arterial roadways account for approximately 18.6% of the total roadway network. **Figure 12** reflects the City of Saskatoon arterial roadway areas by year. Similar to locals and collectors, this graph shows that the majority of the arterial roadways are now in the 30-60 year age range.

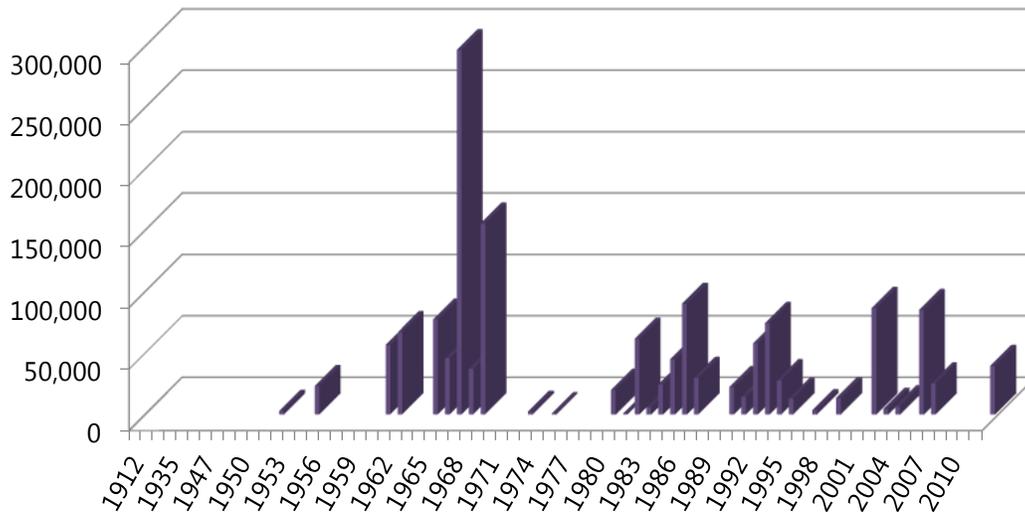


**Figure 12: Arterial Roadway Pavement Area (m<sup>2</sup>) by Year of Construction or Reconstruction**

It is important to note that arterials have not been rated recently and will require updated information in order to get an accurate evaluation of the current condition. Strategic Services is considering a few different options with regards to future rating methods for the arterial road class. At this time, arterial treatments are selected based solely on visual inspection rating and minimal structural condition testing on select arterials such as Attridge Drive, 8<sup>th</sup> Street, and Taylor Street.

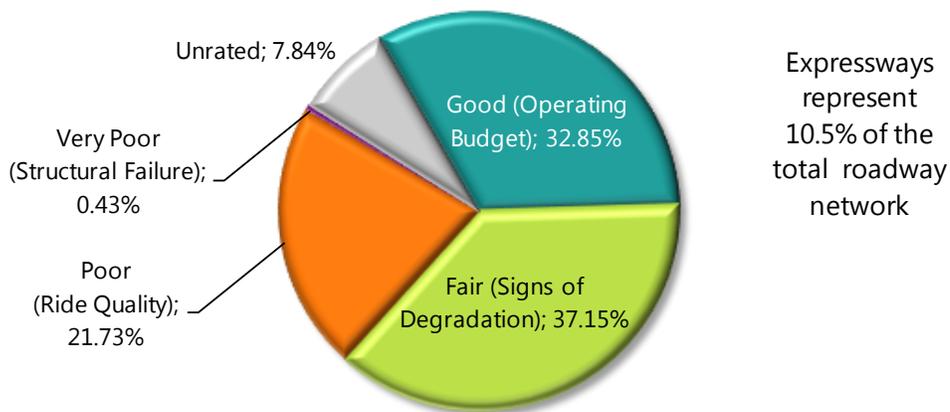
### 4.4 Expressway Roadways

As the smallest functional class of the network, expressway roadways account for approximately 10.5% of the total roadway network. **Figure 13** reflects the City of Saskatoon expressway roadway pavement areas by year. This graph shows that the majority of the expressway roadways are now in the 50 year age range. In contrast to last year’s summary, this information represents all City of Saskatoon expressway assets including the assets recently acquired through the Urban Highway Connector Program (UHCP).



**Figure 13: Expressways Roadway Pavement Area (m<sup>2</sup>) by Year of Construction or Reconstruction**

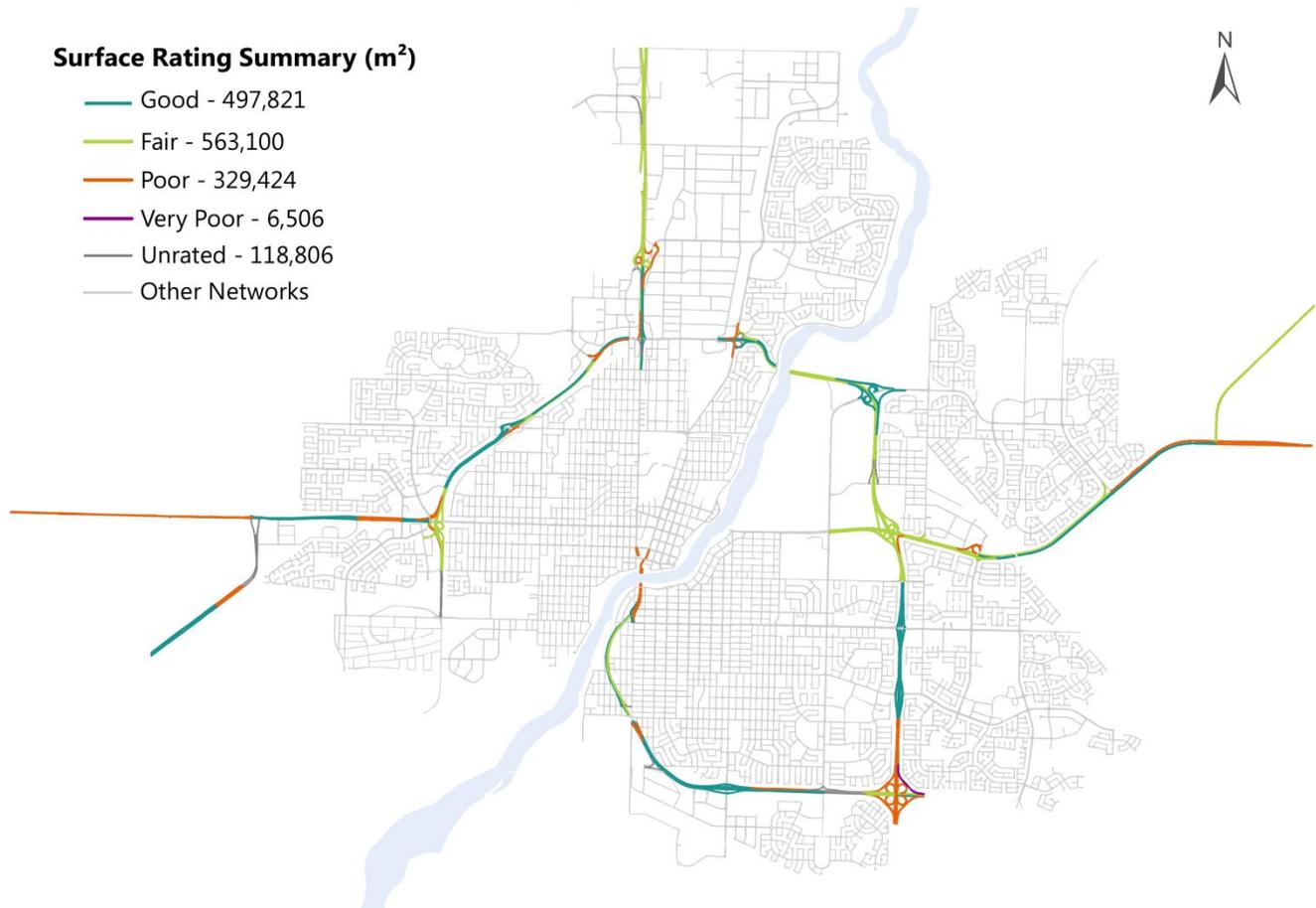
**Figure 14** represents a summary of the expressway roadway surface rating. Most of the assets that may require a treatment are within the fair and poor surface condition states with a small portion of assets in the very poor surface condition state. 92% of the expressway network was rated in 2011.



Expressways represent 10.5% of the total roadway network

**Figure 14: Expressway Surface Rating by Area (m<sup>2</sup>)**

**Figure 15** illustrates the expressway roadway locations by surface condition rating summary. There are low quantities of assets in the very poor surface condition state. The expressway roadway network has the highest percentage of assets in the fair and poor surface condition states. The pavement areas within each condition state are listed in the legend.



**Figure 15: Expressway Surface Rating Summary**

Typically delaying rehabilitation treatments is most cost effective. However, this delay may cause a poor level of service especially when assets are in the collector, arterial, and expressway functional classes. The higher traffic volumes and speeds increase user risk on an asset in the very poor condition state. The treatment categories for expressway roadways are identified in **Table 6**.

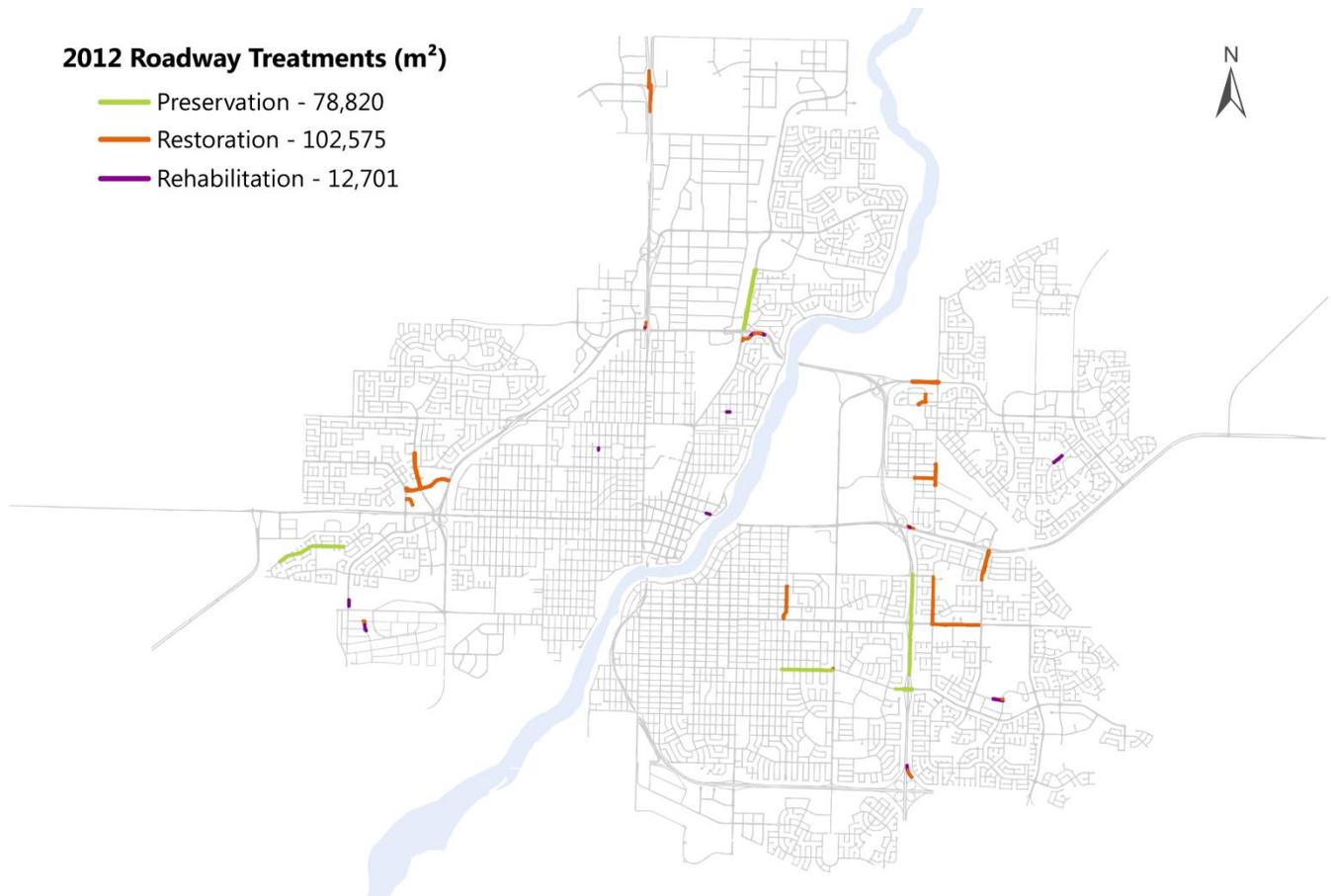
**Table 6: Expressway Network Treatment Categories by Area**

Surface Condition	Treatment Category	Treatment Area (m <sup>2</sup> )	For Comparison, ~ Avg. City Blocks
Good	Maintenance	497,821	234
Fair	Preservation	563,100	265
Poor	Restoration	329,424	155
Very Poor	Rehabilitation	6,506	3

There are large numbers of expressway assets in the fair condition state which contain the most cost effective treatment options. This treatment program would improve 148 lane kms in the fair state, 87 lane kms in the poor state, and 2 lane kms in the very poor state, bringing all 237 lane kms to a good condition state. Although budget constraints limit the amount of annual treatments that can be done, these results summarize the deterioration of the expressway network. One goal of Strategic Services is to proactively recommend achievable treatment options to optimize investment.

## 5. Roadway Treatments Completed in 2012

The condition assessment results in conjunction with other variables such as traffic loading, soil condition, and structural condition are used to prepare the paved roadway treatment program. The candidates are selected and prioritized based on criticality and efficient treatment strategies. The capital funding levels influence the allotted treatment types and the amount of roadway treated in each condition state. **Figure 16** shows all of the roadway treatments that were completed in 2012.



**Figure 16: 2012 Roadway Treatments (m<sup>2</sup>)**

The majority of treatments completed in 2012 were restoration treatments. The two types of restoration treatments used in 2012 were Resurfacing, the most common restoration treatment, along with shallow patching. All preservation treatments in 2012 were Ultra Thin Overlays. Several road segments required spot rehabilitation treatments in reaction to severe spot failures that occurred during spring thaw. Approximately half of the rehabilitation treatments shown in **Figure 16** were planned such as; Heritage Crescent, Haida Avenue, and Cowley Road. These types of treatments are the most expensive and will become more common as the average network condition deteriorates.

## 6. Summary

Based on the results in Section 4, there is a considerable amount of roadway that requires some form of treatment. Local roadways have the most candidates in all three of the main condition states, while expressways have the majority of candidates in the most cost effective treatment condition state, preservation. The best return on investment is to treat these assets in the fair and poor condition states. For example, **Figures 17 & 18** shows the result of an ultra thin overlay treatment on a collector in the fair condition state and **Figures 18 & 20** shows the result of resurfacing an arterial roadway in the fair condition state. It is very economical to defer rehabilitation treatments. Nevertheless, complete failure can occur quickly which can cause public safety issues and provide a poor level of service.

A significant portion of the rated assets have advanced levels of decay resulting in a long list of candidates for treatment. An increase in investment may be necessary to eliminate the current candidates that require a treatment and to improve service levels. Proactively treating the roads will provide an improved level of service for users and demonstrate effective asset management practices.



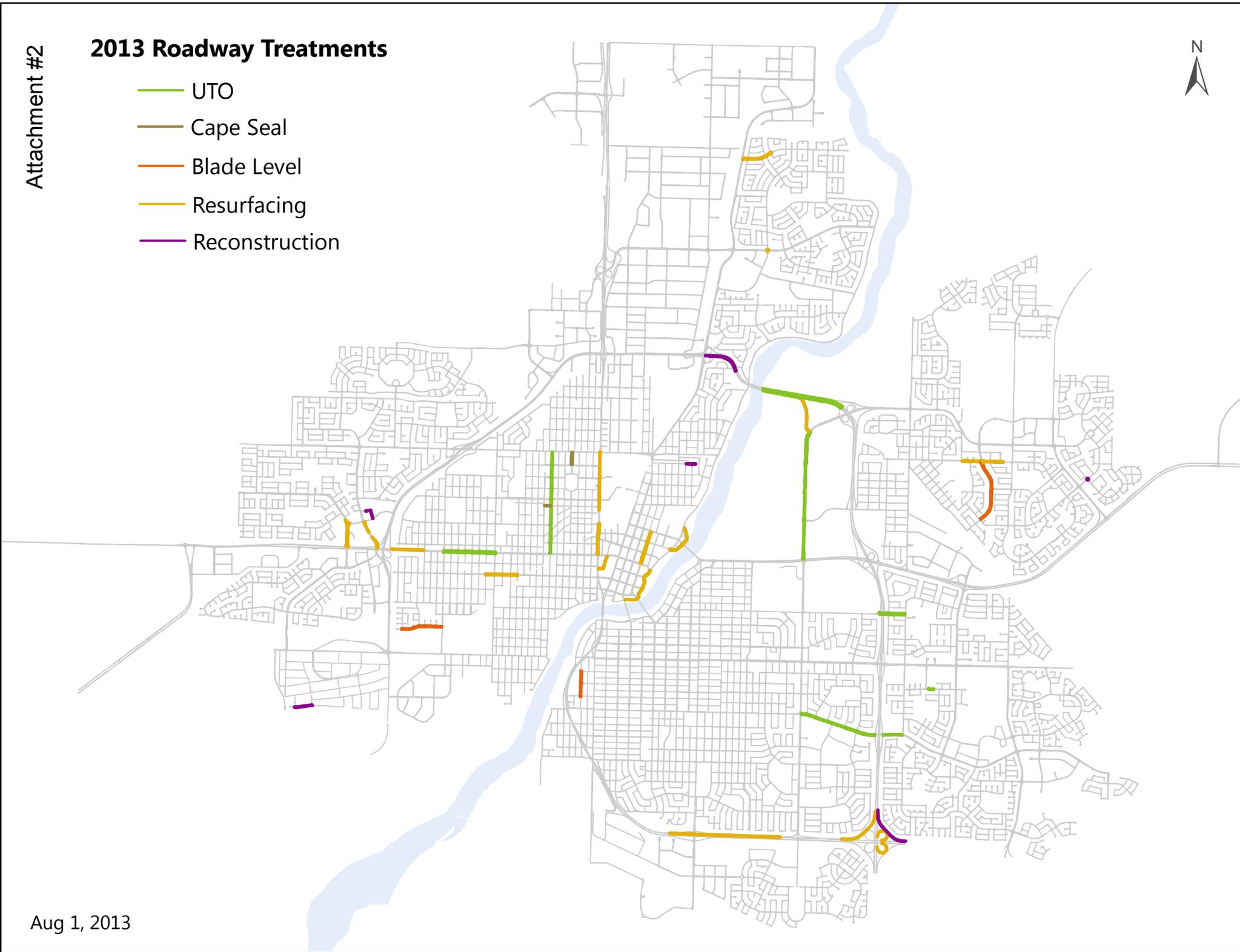
**Figures 17 & 18: Collector Before and After 2012 Ultra Thin Overlay**

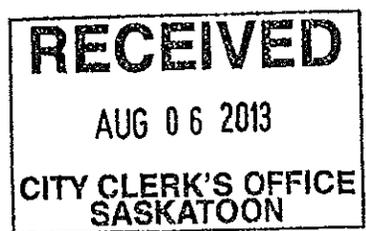


**Figures 18 & 20: Arterial Before and After 2012 Resurfacing**

# 2013 Roadway Treatments

- UTO
- Cape Seal
- Blade Level
- Resurfacing
- Reconstruction





TO: Secretary, Executive Committee  
FROM: General Manager, Utility Services Department  
DATE: July 25, 2013  
SUBJECT: Neighbourhood and Primary Roadway and Sidewalk Preservation  
FILE NO: CK. 6000-1

**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that neighbourhood roadway and sidewalk preservation be funded separately from primary roadway and sidewalk preservation, and
- 2) that the Administration report separately on the Neighbourhood and Primary Networks in future years.

**TOPIC AND PURPOSE**

This report provides information and recommendations regarding options for roadway and sidewalk preservation planning.

**REPORT HIGHLIGHTS**

- 1. Local roadways and sidewalks are classified as neighbourhood assets, primarily serving residents of the neighbourhood.
- 2. Expressway, arterial and collector roadways and sidewalks are classified as primary assets, serving a broader range of people.
- 2. The City has a current roadway and sidewalk backlog of approximately \$93.3 million dollars. This backlog requires an estimated annual investment of \$28.98 million in order to achieve a Level of Service B, which will decrease the backlog slowly over time.
- 3. The Administration is recommending a preservation strategy that funds the neighbourhood roadway and sidewalk network separately from the primary roadway and sidewalk network.
- 4. This new preservation reporting strategy introduces a Neighbourhood Network Renewal Program and a Primary Network Renewal Program where both roadways and sidewalks are managed in a coordinated approach.
- 5. The Administration is recommending that the Neighbourhood Network and Primary Network condition rating and funding decisions be considered separately on a yearly basis.
- 6. Target annual funding levels remain the same; they are simply reported as two distinct programs. Neighbourhood Network Renewal Program and a Primary network Renewal Program require funding of \$13.48 million and \$15.5 million respectively to achieve Council's target funding amount of \$28.98 million.

## **STRATEGIC GOALS**

The Roadway and Sidewalk Preservation Strategy supports the City of Saskatoon's Strategic Goals of Asset and Financial Sustainability and Moving Around.

## **BACKGROUND**

The results of the 2012 Annual Civic Services Survey, completed by Inshightrix, indicated that the condition of city streets remains the most important issue facing the City of Saskatoon. It should be noted that this survey took place in the spring, when road conditions are typically at their worst condition. The results are similar to the 2011 survey.

At its meeting on December 4 and 5, 2012, City Council adopted service level targets for paved roadways and sidewalks. The adopted Level of Service B includes sufficient expenditures to increase asset condition/value and decrease the backlog slowly over time. Table 1 below summarizes the adopted service level targets in 2012 values.

**Table 1: Target Service Levels and Base Annual Contributions**

<b>Asset Category</b>	<b>Service Level Target</b>	<b>Annual Base Contribution Target (2012 Dollars)</b>
Roadways	B	\$25,000,000
Sidewalks	B	\$2,700,000

At the same meeting, on December 4 and 5, 2012, City Council adopted that the dollar amounts for the annual base contribution targets be adjusted for construction inflation in each budget year, and that a 1.25% mill rate increase be dedicated to paved roadway preservation.

## **REPORT**

### **Roadway, Sidewalk Classification and Current Funding Levels**

The treatment of paved roadways is funded from the Roadway Infrastructure Reserve. Paved roadway funding for the 2013 construction season is \$13.06 million, including both base funding and one time funding.

The treatment of sidewalks is funded from the Roadway Infrastructure Reserve. Sidewalk rehabilitation funding for the 2013 construction season is \$0.5 million.

Local roadways and sidewalks are classified as neighbourhood assets, while collectors, arterials, expressways and associated sidewalks are classified as primary assets, serving more than one neighbourhood.

### **Roadway and Sidewalk Backlog and Current Funding Requirements**

The estimated preservation backlogs for roadway and sidewalk assets are summarized in Table 2 below.

**Table 2: Roadway and Sidewalk Preservation Backlog**

<b>Asset Category</b>	<b>Estimated Preservation Backlog (2013 Dollars)</b>
<b>Neighbourhood Road Assets:</b>	
Local Roads	\$43,100,000
Local Sidewalks	6,000,000
<b>Primary Road Assets:</b>	
Collector Roads	4,800,000
Arterial Roads	19,500,000
Expressway Roads	18,700,000
Primary sidewalks	1,200,000
<b>TOTAL</b>	<b>\$93,300,000</b>

As shown in Table 2, it is estimated that road and sidewalk assets account for a total current backlog of \$93.3 million, of which \$49.1 million is related to the neighbourhood paved road and sidewalk assets, and \$44.2 is related to primary paved road and sidewalk assets.

A 2014 annual investment of \$26.2 million in roadways and \$2.78 million in sidewalks is required in order to achieve the adopted Level of Service B, for a total of \$28.98 million. These updated investment values for 2014 include construction inflation and growth.

#### Preservation Strategy

Investing in treatments that preserve roadways before they fail is paramount to managing the network. This is the most economical approach and allows the City to maintain a larger volume of roadways in good condition. Very poor condition roadways can cost up to 4 times more to treat than poor condition roadways, and up to 16 times more than fair condition roadways.

City sidewalks in fair and poor condition states are maintained for safety through grinding, magcreting, crack filling and mud jacking. Panels are replaced only when in a very poor condition state and maintenance for safety is not possible.

Currently the preservation of roadways and sidewalks are not implemented in common areas. Generally, either the roadway is preserved or the sidewalk is preserved but both treatments are not implemented in the same location.

The Administration is recommending a new preservation strategy that funds the neighbourhood roadway and sidewalk network separately from the primary roadway and sidewalk network. This includes the concept of a Neighbourhood Network Renewal Program and a Primary Network Renewal Program, where the condition rating and funding requirements of each network would be reported separately on a yearly basis.

Implementing separate programs will ensure that an adequate portion of funding is split between the neighbourhood network and primary network each year. Until target

funding levels are reached, higher traffic volume roadways in the primary network will be considered a higher priority for preservation.

Preservation planning for neighbourhood assets will be coordinated as much as possible to treat larger segments of roadway and sidewalk in one geographic area which could provide a mix of preservation, restoration and rehabilitation treatments. The larger quantities of work in one area will help to realize economies of scale that would not be realized by treating smaller surface areas throughout the City.

The neighbourhood network requires an estimated \$11.7 million per year in paved roadway funding and \$1.78 million per year in sidewalk funding for a total funding requirement of \$13.48 million per year.

The Primary Network Renewal Program will also target coordinated roadway and sidewalk treatments along larger segments. This preservation strategy will also be a practical approach to improve the entire primary surface quality at a treated location and will provide a more complete preservation strategy.

The primary network requires an estimated \$14.5 million per year in paved roadway funding and \$1.0 million per year in sidewalk funding for a total funding requirement of \$15.5 million per year.

#### Total Funding Commitment

If we adopt separate Neighbourhood and Primary network renewal programs, an annual funding requirement of \$13.48 million for the neighbourhood network and \$15.5 million for primary network would be required, for a total of \$28.98 million in annual funding.

This strategy is based on an estimated 50-year renewal period and assumes a mix of preservation, rehabilitation and reconstruction treatments, depending on the current condition of each asset.

Several additional items will need to be taken into account when planning for neighbourhood and primary network renewal. Required utility repairs need to be coordinated so the renewal program is not compromised by a near future need to renew underground infrastructure; road strengths need to be determined through testing; and communication with residents will be important since not all areas can be renewed in the same year. In addition, increasing funding quickly can have a direct effect on the local construction industry, and local contractors will require notice in order to prepare for the increased work quantities.

#### OPTIONS TO THE RECOMMENDATION

One option would be to maintain the status-quo. The change is recommended to enable both Council and Administration to manage networks in two broad categories, rather than by classification of roadway and sidewalks separately.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

The 2013 capital funding for roadway preservation has been approved. The Administration has developed a financial strategy to address the funding shortfall for paved roadways and sidewalks. This strategy is the subject of a companion report.

**PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

In order to achieve the efficiencies and cost-saving with this approach, reconstruction or rehabilitation plans will continue to be coordinated with between Transportation, Water and Sewer, Public Works and other branches in order to identify all maintenance or upgrade requirements.

**COMMUNICATIONS PLAN**

A full communications plan will be developed once the strategy is mapped out for the each program. This will identify the best way to present the strategy/plan so that residents understand and support it.

As the City continues to improve the condition of its roadway network, milestones will be identified and celebrated.

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

A follow-up report is not required.

**ENVIRONMENTAL IMPLICATIONS**

The implementation of an increased Roadway Preservation program will significantly increase greenhouse gas emissions by the City of Saskatoon. The details of the funded program will be forwarded to the Environmental Services Branch for calculations.

**PRIVACY IMPACT**

There are no privacy implications.

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

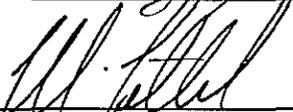
A CPTED review is not required.

**PUBLIC NOTICE**

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

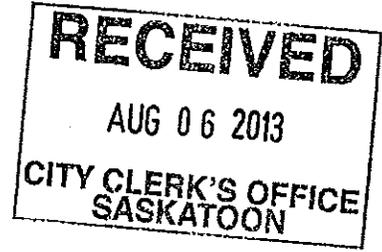
Written by: Rob Frank, Manager  
Strategic Services Branch

Approved by:   
Jeff Jorgenson, General Manager,  
Utility Services Department  
Dated: Aug 11/13

Approved by:   
Murray Totland  
City Manager  
Dated: Aug 5/13

Neighbourhood and Primary Roadway and Sidewalk Preservation

6000-1 5.



TO: Secretary, Executive Committee  
FROM: General Manager, Utility Services Department  
DATE: July 24, 2013  
SUBJECT: Roadway Design Standards  
AND  
Enquiry – Councillor Z. Jeffries (December 10, 2012)  
Design-Build Warranty Process – New Roads and Rehabilitation  
FILE: CK. 6000-1

**RECOMMENDATION:** that the following report be submitted to City Council for its information.

**TOPIC AND PURPOSE**

The purpose of this report is to provide information in response to an enquiry from Councillor Jefferies regarding extending the life of Saskatoon's paved roadways by discussing design-build-warranty and Saskatoon's roadway design standards.

**REPORT HIGHLIGHTS**

1. The City's current design standards are empirical-based procedures based on Saskatchewan Highways and Transportation and they have a standard design life of 15 years.
2. Design-build-warranty is based on a Design-Build-Maintain project delivery method where a company provides design services, construction services, financing services and maintenance services.
3. Design-Build-Maintain is primarily used on major freeway and arterial roadways and bridge structures, it is not considered advantageous for collector or local roadway infrastructure.
4. The Administration is in the process of reviewing and revising the City's roadway design standards for local and collector roadways with new design approaches.
5. The changes under consideration are projected to increase the speed of roadway construction, decrease the potential for design changes during construction, and improve the performance and sustainability of future roadways.
6. There will be up front financial implications on green field land development due to the proposed new design standards.

**STRATEGIC GOALS**

Extending the life of paved roadways supports the City of Saskatoon Strategic Goals of Asset and Financial Sustainability and Moving Around, because it reduces the gap in funding to maintain the City's infrastructure and will ensure that our roads are in good working order.

**BACKGROUND**

The following enquiry was made by Councillor Jefferies at the meeting of City Council on December 10, 2012:

"Can administration please report back on the feasibility of using a design-build-warranty process when building new roads or undertaking large road rehabilitation projects with a goal of extending the life of our roads and saving money."

## REPORT

The current City of Saskatoon design standards, which are widely used across the Province of Saskatchewan, are empirically based and follow current Saskatchewan Highways and Transportation design standards which were originally developed in the 1960s and last updated in 2001. Basic soil sub-grade testing is conducted along the route of proposed roadways, which is then compared to the Saskatchewan Highways and Transportation data and predicted truck loading to determine the minimum roadway structure. Once completed, testing data and designs for new roadways are submitted to the Infrastructure Services Department for review and approval prior to construction. Our current design standards have served the City well for nearly 50 years.

There are some known challenges that our current designs have in an urban environment:

- They do not always adequately account for the effect of elevated moisture in the sub-grade. Highways are designed with rural cross section and generally elevated to drain water effectively. Municipal roadways have an urban cross section and can be more easily susceptible to water infiltration or high water table since they cannot easily drain water from the roadway structure. This is particularly important in soils that are susceptible to moisture, as saturated soils can severely affect the structural capacity and deterioration of the overlying roadway and as we develop further from the river valley the insitu-subgrade soils are generally more susceptible to moisture.
- In addition, urban traffic is known to cause more severe roadway damage compared to highway traffic due to slower speeds, stresses from stopping, lack of road bans, and concentrated construction traffic during neighbourhood development early in a roadway's life cycle.

Roadway design life is the expected time until the first major preservation treatment is required, and is based on the pavement structure design assuming acceptable materials and construction methods. Under current roadway design standards, the design life is 15 years. Design life is different than the construction warranty. The construction warranty is intended to ensure that the work by a contractor is free from any and all defects and deficiencies in workmanship and materials. The City of Saskatoon currently requires a two-year warranty on new roadways. This is significantly different from a design-build-warranty process which would require a Design-Build-Maintain (DBM) project delivery model.

The DBM project delivery model form of Public-Private Partnership (PPP) requires a project company to provide design services, construction services, and maintenance services for a set term, typically 25 to 30 years. The project company assumes the

majority of the risks associated with design, construction and maintenance of the infrastructure over the concession period, and hand-back requirements are stipulated within the contract to define the minimum condition required for the project infrastructure at the end of the term. These projects often include a Finance component as well.

For transportation infrastructure, use of the DBM or Design-Build-Finance-Maintain (DBFM) method is typically limited to large arterial or expressway projects, due to a variety of reasons. These projects often include several kilometres of roadway and bridge/overpass structures, making the maintenance contract of sufficient size to attract contractors over the long term. Also, as the long-term configuration is typically defined (i.e. the number of lanes and access points through interchanges within the project area), the project company is able to more accurately assess the risks associated with maintaining the project during the concession period.

This method is not typically considered advantageous for collector or local roadway infrastructure due to greater risk imposed by reduced control of the road right-of-way and infrastructure. Collector and local roadways often provide direct driveway access to private properties, which increase the level of risk to a private company responsible for maintaining the roadway. These roadways also have more narrow rights-of-way, which require water and sewer infrastructure to be installed directly under the road surface, which in turn imposes an additional risk to a private company. When developing a contract price, any and all foreseeable risks are assessed by the project company, and this often reduces the value-for-money of the DBM method for local and collector roadway infrastructure.

In order to address the long term performance of our roadway structures, the Administration is reviewing and modifying our roadway design standards. The City's current design standards provide a standard road structure for local and collector roadways built in competent subgrade soils and require design on an individual basis for roads that are built in weaker subgrade soils. In some cases, high moisture levels have caused premature failure and this has occurred primarily in local and collector roadways. In recent years, the City has been adapting our roadway design practices to help deal with elevated moisture on the weak subgrades. Several methods have been constructed and tested throughout the City which include: installation of drainage structures (including free draining granular, geotextiles and weeping tile), installation of wick drains, construction using thicker roadway structures and installation of geotextiles and geogrids to stabilize subgrade. These methods have proven reliable at improving roadway strength; therefore, the City embarked on a study of our current roadway design standards for local and collector roadways to ensure we address the possibility of elevated moisture in weaker subgrade soils and the additional stresses that our roadways experience.

The study found that in dry conditions our current design standards are adequate, however, in moisture susceptible soils that become saturated due to water table or potential infiltration, a drainage structure and additional structure thickness is required. The Administration is nearing completion of the study which will generate a new set of standard paved roadway structures for local and collector roadways based on

Mechanistic Pavement Design, utilizing designs for the wide range of variable soils that exist in Saskatoon. The intent of the new standards is to specify standard roadway structures based on site-specific sub-grade characteristics. The new standards will require roadway drainage structures to be installed with free draining granular material, weeping tile and geotextiles for all local and collector roadways except those that are built on sandy subgrade soils. In addition, thicker structures will be required in many subgrade soils types. The Administration will also consider alternate industry standard design submittals from developers for review and approval; minimum drainage structures will still be required in most soil types as described above. Arterials and expressways will also require drainage structures in most soil types, these roadways will be require design on an individual basis using industry standard design and these roadways will not have a standard road structure specified in the design standards.

The changes under consideration are projected to increase the speed of roadway construction, decrease the potential for design changes during construction and improve the performance and sustainability of future roadways.

With regard to "Green Streets", which involve the construction or reconstruction of roadways using recycled concrete and asphalt pavements, the Administration is continuing an evaluation of the performance of the roadways constructed to this concept under a pilot program in 2010. As the pilot roadways are still relatively young, it is intended that the performance be evaluated for at least five years before a decision is made regarding inclusion in the roadway design standards.

The Administration is also exploring the use of Concrete Pavements as a standard roadway option and is constructing several test sections in 2013 to assist in the evaluation of their maintenance needs, durability and sustainability.

The Administration is making a concerted effort to improve roadway design standards to ensure that Saskatoon's roads maintain a long service life.

### **OPTIONS TO THE RECOMMENDATION**

No other options were considered.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

Based on the condition of the sub-grade in many new development areas it is anticipated that the changes being considered to the roadway design standards will increase the initial cost of road construction in green field development. The most significant changes are expected to occur in paved lanes and local streets, although the additional material costs should be somewhat offset by construction efficiencies. Savings should also be realized as a result of less reactionary structural changes and

delays as a result of site conditions. The planned roll out of the roadway design changes is January 1, 2014, and it will immediately affect all road work tendered after that date.

Based on the results of sub-grade testing throughout the City of Saskatoon in 2012, the Administration is expecting a smaller cost increase for areas where the sub-grade is competent and easily drained in sandy soil locations. However, in areas with low to highly plastic clay, a subsurface drainage system and thicker structures will be required increasing the cost of construction.

It is expected that the financial implications as a result of this design change will range from \$40 to \$190 per metre of frontage, depending on the sub-grade characteristics. The prepaid service rates for 2012 paving were \$810 per front metre and these design changes will increase those rates from 5% to 25%.

The 2012 paved lane rates were \$220 per front metre and these changes will increase those rates from 10% to 50%. This would result from constructing the paved lanes to handle the same critical loads as the residential front streets.

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

Preliminary financial impacts due to the City's proposed roadway design standards for local and collector roadways were presented to the Developers Liaison Committee on January 9, 2012. At that time, design standard changes were expected to be implemented on March 1, 2013, and the date for implementation was later revised to January 1, 2014.

The 2014 roadway design standards are currently being finalized and an information session will be provided to relevant stakeholders (including developers, design consultants and City of Saskatoon roadway designers) prior to submission to Council for approval.

#### **COMMUNICATIONS PLAN**

If the new roadway design standards are approved, the Administration will provide updates to the Design and Development Standards Manual (New Neighbourhoods), which is available on the City of Saskatoon website, for design consultants, developers and contractors or residents who are interested. In addition, the Administration will provide an information session for relevant stakeholders involved in roadway design.

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

An information session on proposed 2014 design standards will be provided to relevant stakeholders in October of 2013. The proposed revisions to the roadway design standards will be presented to City Council for approval in November of 2013. If approved, the revisions to the roadway design standards will be implemented on January 1, 2014.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**PRIVACY IMPACT**

There are no privacy implications.

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

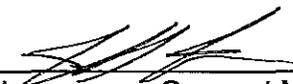
A CPTED review is not required.

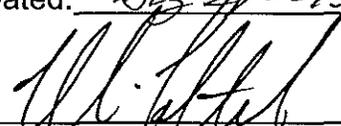
**PUBLIC NOTICE**

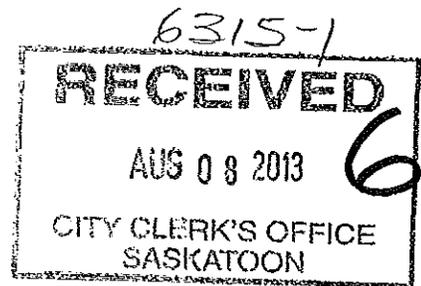
Public Notice, pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

Written by: Dan Willems, Special Projects Manager  
Corporate Projects Team

Rob Frank, Manager  
Strategic Services Branch

Approved by:   
Jeff Jorgenson, General Manager,  
Utility Services Department  
Dated: Dec 3/2013

Approved by:   
Murray Totland  
City Manager  
Dated: Aug 5/13



**TO:** Secretary, Executive Committee  
**FROM:** General Manager, Utility Services Department  
**DATE:** July 24, 2013  
**SUBJECT:** Paved Roadways – Summer and Winter Operational Service Level Increases  
**FILES:** CK. 6315-1; US. 6000-1

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**RECOMMENDATION:** that the operational changes outlined in this report be approved in principle and forwarded to the 2014 Business Plan and Budget deliberations.

### **TOPIC AND PURPOSE**

The purpose of this report is to present operational changes that could be made that would significantly increase the City's pothole patching, street sweeping, and snow clearing service levels.

### **REPORT HIGHLIGHTS**

1. Service level increases for paved street maintenance, snow clearing, and street sweeping have the potential to significantly improve the impact each program has on residents.
2. Key services have been targeted, and the incremental costs estimated.
3. If adopted, Administration will utilize both internal and external resources to deliver the work.

### **STRATEGIC GOALS**

This report supports the City of Saskatoon Strategic Goals of Quality of Life and Moving Around.

### **BACKGROUND**

The following enquiry was made by Councillor Iwanchuk at the meeting of City Council held on January 7, 2013:

"Would the administration please report on options and costs of a comprehensive snow clearing and removal system, to be presented to Council in time for the 2014 budget deliberations including but not limited to:

1. Residential snow clearing and removal;
2. Lowering the requirement that is currently six inches for ruts in residential areas before they are shaved;
3. Response time for clearing Priority 1, 2 and 3 streets, and the criteria for determining the priority level of streets;
4. Acceptable height of windrows on boulevards;
5. Snow removal in school zones, and
6. Sidewalk clearing in commercial and residential areas.

I would appreciate comparisons of other municipalities in Western Canada.”

During its May 21, 2013 meeting, when dealing with Clause E3, Administrative Report No. 9-2013 in response to Councillor T. Paulsen’s March 18, 2013 enquiry regarding Enforcement – Street Sweeping Notices, the following matters regarding street sweeping was referred back to the Administration for further review and report:

- a) the process of a zone system, including costs;
- b) incorporating towing costs in the price of a ticket and the subsequent amount of the ticket;
- c) towing capacity, costs for a fall sweep, potential use of the private sector, increased staffing issue, street sweep in front of schools, and sweep schedule timeline reduction from 8 weeks to 4 weeks.”

This following report will address the street sweeping and snow clearing items, and the process of a zone system and towing of vehicles will be addressed in a separate report.

## **REPORT**

### **Street Sweeping Service Changes**

Over time, the sweeping program has come under increasing pressure. Growth and additional special events requiring sweeping in particular have had an impact on the ability to meet citizen’s expectations, particularly during spring sweeping initiatives. For at least ten years, staff have struggled to keep up with sweeping center lines to facilitate spring lane-line painting, and with the boulevard sweeping program. The spring of 2013 compounded the effect of these building pressures with the excessive volumes of sand to be collected from the hard winter of 2012/2013, and the compressed sweeping season due to the late spring thaw. Although all involved with the spring sweeping initiatives did their very best, neither the staff involved nor the public were satisfied with the results of the 2013 spring sweeping initiatives.

The Administration have identified the resources and operational practice changes that would be required in order to significantly improve the sweeping program, in particular during the first eight weeks of operation. In summary, these changes are as follows:

### **Replace the Pre-Sweep Program with a “Spring Sweeping Blitz” Program**

In previous years, the City attempted to sweep all arterial and collector roadways, and business districts, as early as possible in the spring. This was referred to as the “Pre-Sweep” program. Crews were asked to move quickly through areas, and pick up as much material as could be collected. Vehicles are not relocated, and are simply swept around. By removing material from high volume roadways, air quality in the spring months was significantly improved, as were overall city aesthetics. In order to get out as early as possible in the spring, this work is performed when there is still some snow along curb lines, and is performed during the day due to typically freezing overnight temperatures. This past spring, the Pre-Sweep was not completed and those areas that were swept were done quickly in order to advance the Area Sweep program. The

approach to the Pre-Sweep program has been to get as much done with the resources available before the Area Sweep program commences.

The Administration is proposing to replace the previous Pre-Sweep approach with a much more regimented and comprehensive "Spring Sweeping Blitz" program. The purpose of this approach is to mobilize and coordinate enough resources over a two-week period to achieve the following:

- Fully sweep all travelled lanes and shoulders in the City's freeway, collector and arterial roads. Parked cars will continue to be swept around, as will portions of curb lanes where snow prohibits.
- Sweep and remove material from boulevards on these roadways.
- Hand or machine-sweep all gore areas, bullnoses, and other elevated areas.

Once this two-week blitz is complete, only residential streets will remain to be swept. This will result in citizens enjoying a clean city for the majority of spring and summer.

If weather or other factors force a delay in completion of the Spring Sweeping Blitz program, commencement of the Area Sweep program will be delayed. Cleaning higher volume streets will be considered a priority. There will still be some sweeping occurring before formal commencement of the Spring Sweeping Blitz, as crews will sweep downtown and business areas as soon as conditions permit in those areas.

In order to complete this program using both internal and external resources, an additional \$175,000 of annual funding is estimated to be required. The result of this approach is that other than residential streets, the entire city will be swept well within two weeks of commencement of the Spring Sweeping Blitz program.

#### Accelerated Residential Area Sweep Program

A compressed Residential Area Sweep program is desired. The current schedule is eight weeks in duration, and includes days to sweep for special events and days inserted for rain-out delays. The Administration is proposing a fixed six-week schedule. Additional contract and internal resources will be required in order to complete the work. Any neighbourhoods that are rained-out will be bumped to the end of the schedule as has been done for all years up to 2013.

The Administration estimates that the additional annual funding required in 2014 and beyond to accelerate this program is \$250,000, which will be primarily directed to hiring a contractor during the Area Sweep program. In order for the City to successfully initiate such a contract, a multi-year arrangement would be required to give contractors security required to capitalize the purchase of equipment.

A four-week schedule is also possible. This would be a much more compressed schedule than used by any other similar-sized or larger city in Western Canada. The Administration has met with various contractors to discuss sweeper availability, both in Saskatchewan and outside the province. There are few available sweepers during this season, as all resources are fully deployed at this time. As such, a six-week Area

Sweep schedule is proposed. Once that schedule is successfully achieved, the Administration will be in a better position to more fully report on the impact of further shortening the schedule.

#### Additional Summer Sweeping

Additional day or night sweeping resources can be added to improve the level of service in commercial and business districts following the completion of the spring sweeping programs. An additional \$20,000 would fund an additional four sweeper-weeks during the summer season, which would be applied to increased sweeping frequency in the downtown and business areas.

#### Additional Investment in Equipment and Equipment Maintenance

One of the single largest issues facing the sweeping program is the high percentage of priority season operating time that sweepers are unavailable due to breakdowns. An additional \$160,000 would have a positive impact on the reliability of the fleet, and would be used to implement the following:

- A dedicated field mechanic during the Spring Sweeping Blitz and Area Sweep programs.
- Bolster off-season maintenance and increase the frequency of critical wear item replacements.
- Add sweepers to the City's fleet, and increase the replacement cycle for the sweeper fleet.

The changes outlined in the above sections involve additional internal and external resources. Contracts will be tendered in order to procure a significant component of this additional sweeping work. Multi-year contracts will be required, as the industry will need to make an investment in equipment and staff training in order to deliver this work. The total of these additions to the sweeping service levels provided is \$605,000.

#### Paved Streets Patching Service Changes

The current Paved Street Maintenance program has sufficient funding for four hot-box pothole trucks for the summer season, along with two spray-patchers. For 2012, a capital program was created to purchase and implement four additional pull-type hot-box patchers. The plan was to operate these trailer units for two years, and then dispose of the four old units, effectively replacing them with the new pull-type units.

The Administration has identified the resources and operational practice changes that would be required in order to significantly improve the pothole program, during the first weeks of operation, and throughout the summer. In summary, these changes are as follows:

#### Initiate a Significant "Spring Pothole Blitz" Program

Following the 2012/13 winter season, a tremendous effort was put forth by both City and contract forces as soon as hot-mix asphalt could be produced. This spring, hot-mix was available on April 24, which is much later than in 2012 when hot-mix was available the last week of March. Pothole resources on the road were more than doubled, and

additional contract resources were procured to carry out overlays at particularly troublesome locations, typically near or at intersections. The result was a very rapid and concise attack on potholes, which was well received by residents.

The Administration is proposing to replace the previous approach with an approach similar to what was implemented in 2013. The purpose of this is to mobilize and coordinate enough resources to achieve the following:

- Fully patch all travelled lanes in the City's freeway, collector and arterial roads over a two to three week period commencing as soon as hot-mix asphalt can be produced.
- Overlay areas of large defects.

Once this blitz is complete, only residential streets will remain to be patched. Immediately following the start of the Area Sweeping program, pothole trucks will move in the residential areas, patching the roadways shortly after the sweep crews move through.

In order to complete this significant spring effort using both internal and external resources, an additional \$550,000 of annual funding is estimated to be required. The result of this approach is that other than residential streets, the entire city will be patched within three weeks of commencement of the Pothole Blitz program. Approximately \$300,000 will be used for pothole patching, and the remaining \$250,000 will be applied to the spot-overlay program.

#### Supplemented Summer Pothole Patching Program

In order to achieve the Spring Pothole Blitz objective, the City will need to retain all eight hot-box patchers (four self propelled, and four pull-type). If the City were to operate all 8 machines for the remainder of the season following the Spring Pothole Blitz, an additional \$500,000 of funding is required for labour, equipment, and hot-mix asphalt which is supplied through contract. The need for this level of resources is directly related to the overall condition of city streets.

#### Snow Program Service Level Option Increases

The Administration will be building into the 2014 budget approximately \$700,000, which will allow for the addition of potentially two annual city-wide snow clearing efforts throughout the winter season. In recent years, residential street clearing has focused on rut shaving. This additional funding will allow up to two city-wide clearing blitzes on streets, using both contract and in-house forces. Actual cost and duration of clearing is heavily dependent on snow accumulations.

The Snow Reserve will balance this additional funding to allow the service to be implemented when needed. Although some costs will be fixed, such as annual contract retainers and mobilization costs, other costs are variable and are only incurred if residential clearing is required. If all funding is not required to be used in a year when one or fewer clearings are required, funds will be carried over to the next year in case a higher number of clearings are required.

The new service level target will be based on snow pack depth. The trigger will be 6 inches (15 cm) of compacted snow in the roadway, not rut depth. Although rutted areas will continue to be treated as required, the trigger for initiating a city-wide snow clearing will be the rut *potential*, which is indicated by the depth of snow pack on the roads.

#### Further Possible Service Level Increase Options

The residential clearing efforts described above will have an adverse impact to on-street parking, which may cause concern to residents. In order to alleviate these concerns, the City could put additional resources into snow removal or bolstered clearing. A full load-out of residential streets would cost approximately \$3,500,000.

Alternatively, snow could be stored within the neighbourhoods where space is available. This could be on boulevards, whether behind the sidewalk or between the sidewalk and the roadway. The per-event cost based on production and estimated hours would be approximately \$220,000, or based on two events, or \$440,000 per average year.

Increasing the school zone snow removal frequency, and extending some areas, would result in additional contract costs of approximately \$370,000 per season. This would account for a doubling of the loaded-out area, and doubling the frequency to four removals per site per season.

Administration is recommending that, at this time, an additional \$500,000 be allocated to winter roadway operations, over and above the approximate \$700,000 that will be built into the 2014 budget. These funds will be used to bolster the school loading contracts where required, and would fund additional snow clearing and removal operations if conditions warrant. If snow conditions do not require this funding to be expended, this additional funding will be placed into the snow reserve in order to offset the costs of a significant winter such as that of 2012/2013, when all aspects of winter operations are typically over-expended.

### **FINANCIAL IMPLICATIONS**

Based on communications from both City Council and the public, the Administration is recommending additional service levels be added to the 2014 budget. These include the following:

1. Increases to the street sweeping program of \$605,000. This includes the following: introduction of a "Spring Sweeping Blitz" estimated at \$175,000; a compressed Residential Area Sweep program at an estimated additional cost of \$250,000, additional summer sweeping estimated at \$20,000, and additional equipment estimated at \$160,000.
2. "Spring Pothole Blitz" program totalling \$550,000. This program will fully patch all travelled lanes in the City's freeway, collector and arterial roads over a 2 to 3-week period and will overlay areas of large defects.
3. An increase in annual operating funding levels to supplement the existing summer pothole patching program. The 2013 operating budget includes resources for four

crews. This was enhanced for two years to eight crews and a weekend crew through capital funding. This is estimated at a cost of \$500,000.

4. Additional winter funding of \$500,000 to be utilized as required based on snow conditions.

These four service level increases total \$2,155,000 and translate into a 1.37% property tax increase.

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

Public and/or stakeholder involvement is not required.

### **COMMUNICATIONS PLAN**

A comprehensive communications approach will be required if these changes are implemented. Once an indication is received from Council, the Administration will begin building the implementation and communication plans for these new initiatives.

### **ENVIRONMENTAL IMPLICATIONS**

The implementation of an increased roadway preservation program will increase greenhouse gas emissions by the City of Saskatoon. The details of the funded program will be forwarded to the Environmental Services Branch for calculations.

### **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**

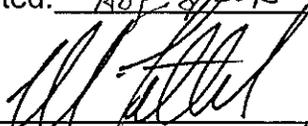
In the first quarter of 2015, the Administration will report to Committee on the impact of the changes implemented.

### **PUBLIC NOTICE**

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

Written by: Jeff Jorgenson, General Manager, Utility Services Department  
Paul Bracken, Public Works, Roadways Manager

Approved by:   
Jeff Jorgenson, General Manager  
Utility Services Department  
Dated: Aug 8/2013

Approved by:   
Murray Totland, City Manager  
Dated: Aug 8/13

Paved Roadway – Summer and Winter Operational Service Level Increases

6290-1 7.  
**RECEIVED**  
AUG 08 2013  
CITY CLERK'S OFFICE  
SASKATOON

**TO:** Secretary, Executive Committee  
**FROM:** General Manager, Utility Services Department  
**DATE:** August 1, 2013  
**SUBJECT:** Street Sweeping Notification and Towing Options  
- AND -  
Enquiry – Councillor D. Hill (January 7, 2013)  
Towing Vehicles – Posted Areas for Snow Cleaning/Street Sweeping  
**FILE NO:** 6290-1

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**RECOMENDATION:** that the following report be submitted to City Council recommending:

- 1) that the Administration take the necessary steps to implement an enhanced parking enforcement Pilot Program for the spring area sweep and snow clearing programs, in 9 to 12 neighbourhoods, in 2014 as outlined in this report;
- 2) that the Administration significantly increase efforts to notify residents of snow clearing and area sweeping on residential streets;
- 3) that the Administration increase the towing efforts in posted areas with the objective to Courtesy Tow all vehicles illegally parked during both snow clearing and sweeping operations;
- 4) that the Administration implement a two-tier Snow Route approach as outlined in this report;
- 5) that the City Solicitor prepare and bring forward the necessary bylaw changes required to implement neighbourhood-based parking controls and increase the ticket cost from \$50 to \$100; and
- 6) that in 2014, prior to the 2015 budget process, the Administration report on the success of the Pilot Program and make a recommendation regarding next steps.

**TOPIC AND PURPOSE**

This report provides information and options regarding how citizens could be notified when their area will be swept or snow cleared, and options regarding ticketing and towing of vehicles left on the street.

## **REPORT HIGHLIGHTS**

1. The City of Winnipeg utilizes a "Know Your Zone" program to assist with parking compliance for their snow clearing activities.
2. Parking compliance during Saskatoon's spring sweep program and city-wide snow clearing program can be improved through the use of higher ticket prices and towing, which will require a change to the Traffic Bylaw.
3. The Administration is recommending the following changes:
  - a Pilot "Know Your Zone" based program in 2014 consisting of a combination of education, signing and ticketing, and courtesy towing for the area sweep and snow clearing programs;
  - a Pilot program in 2014 to significantly sign these areas; and
  - increased ticket costs.
4. The program is expected to be cost-neutral in 2014.
5. The Administration is recommending a modification to the existing Snow Route system, which is aimed at reducing adverse impacts on citizens and improving the effectiveness of the snow clearing program on Priority 1 and 2 roadways.

## **STRATEGIC GOALS**

The recommendations in this report support the Strategic Goals of Moving Around and Quality of Life. The options presented are intended to increase the effectiveness of the spring sweeping and snow clearing programs.

## **BACKGROUND**

This report addresses the following enquiry by Councillor Hill at the meeting of City Council held on January 7, 2013:

"Would the Administration report on what resources, from private sector and City operations, would be required to tow all vehicles from areas posted for snow clearing or street sweeping."

Councillor Hill later forwarded the following comments not included in his enquiry:

- It should be cost recovery,
- It should involve all vehicles removed from a street that has been posted,
- Could involve more than one towing company involved in a contract,
- Could also involve the use of private towing company impound yards,
- It should/could be combined with the forthcoming "know your zone" report.

This report also addresses resolutions of Council made during its May 21, 2013 meeting. The resolutions were made when dealing with Clause E3 Administrative Report No. 9-2013 in response to parking restrictions for entire neighbourhoods

designated for street sweeping and Councillor Paulsen's March 18, 2013 enquiry with respect to street sweeping notices. City Council resolved:

"That the following matters regarding street sweeping be referred back to the Administration for further review and report:

- a) the process of a zone system, including costs;
- b) incorporating towing costs in the price of a ticket and the subsequent amount of the ticket;
- c) towing capacity, costs for a fall sweep, potential use of the private sector, increased staffing issue, street sweeping in front of schools, and sweep schedule timeline reduction from 8 to 4 weeks."

This report deals with the notification and parking components of these resolutions. Sweeping and snow clearing program service level options will be dealt with under a separate report.

## **REPORT**

### **Winnipeg Model**

The City of Winnipeg utilizes a "Know Your Zone" program to enhance the efficiency of its snow clearing operations. When the need arises to clear accumulated snow from residential and other streets, a Residential Parking Ban is declared. Under its Winter Parking Ban Bylaw, all streets in Winnipeg not marked as a Snow Route have been assigned to a plowing zone. When a particular zone is scheduled for plowing, any vehicle parked on a street in that zone is in violation of the bylaw and will be ticketed. Notification of a Residential Parking Ban is made through local media and zone information, and plowing schedules are available through the City's website and 311 call centre. Winnipeg's ticket for parking during a residential parking ban is \$150.

There are approximately 35 snow zones in Winnipeg, and 230 neighbourhoods. Winnipeg's population is 664,000 based on the 2011 Census.

### **Saskatoon's Sweeping Program Notification and Ticketing Process**

The City currently utilizes a zone system based on neighbourhood boundaries, and has done so since 2011. Prior to 2011, a zone system was used that was not neighbourhood based. This often resulted in confusion for residents. Overall, the change to a neighbourhood-based zone system has been found to have helped citizens understand what was being swept during the spring sweep and overall has improved communications. Each zone typically consists of two to three neighbourhoods, based on what can be accomplished in one sweeping shift.

Saskatoon uses a door-hanger to notify residents, and vehicles are not ticketed or towed in the majority of neighbourhoods during the spring sweep program.

Approximately 90 cars are left on the street and 'swept around' each sweeping shift. This can cause frustration for neighbours, and for operators, due to the resultant debris left on the street.

For those relatively few areas of the city that are formally posted with 'no parking' signs due to significant parking of non-residents, up until recently the City would simply tow illegally-parked vehicles to an adjacent street. This has been referred to as a Courtesy Tow, and the City paid the full cost of the tow. In recent years, a more assertive approach was taken, and offending vehicles were ticketed and in 2013 were also towed to the City's impound lot. This placed the cost of the tow and storage fees on the vehicle owner. The current ticket value is \$50, for the infraction of *Parking Where Signs Prohibit*. The vehicle is ticketed and then towed to the City's impound lot where it is assessed a \$50 entrance fee, a \$15 daily fee, and the cost of the tow which can range from \$40 to \$70. In 2013, 381 vehicles were towed to the City's impound lot. Not all vehicles left on the street were towed, as the towing companies could not keep up with the pace of the sweepers.

#### Saskatoon's Snow Clearing Program Notification Process

The City currently does not ticket or tow vehicles on the street in most residential areas. Residents are informed of schedules, but there is no on-street signage in most areas. Graders simply plow around any parked vehicles they encounter, which both slows the clearing process and also results in a poorer quality finished product.

This year during the three rut blitzes carried out, posting was utilized in many areas for the second and third events. This was merely to alert residents that the ruts were going to be cleared and ask that they remove their vehicles from the street. Some residents assist by moving their vehicles, and in some cases people will leave cars on the street which ensures a parking area is available. The posting of signs without consequence can be more detrimental to this program than helpful, given the current practice of ensuring snow is moved in such a way as not to block in any parked vehicles.

Very narrow streets that would be impossible to clear with parked cars present are posted by hand with "No Parking" signs, which indicate the effective date. The signs are erected 36 hours or more in advance of the time the parking restriction comes into effect. Although the vehicles are ticketed and as many are towed as possible, in some cases towing companies cannot keep up to the pace of the snow clearing crew.

In order for the City to significantly reduce the number of vehicles left on the street during the spring sweep or snow clearing programs, three inter-related process changes would be required as follows:

- i. An updated notification process through media, webpage updates, and radio and television ads.
- ii. An updated Traffic Bylaw and enforcement to enable ticketing in zones with alternate signage.
- iii. An updated towing process.

The Administration is recommending that the following be incorporated into the Street Sweeping and Snow Clearing services:

1. Notification
  - a. A description of the Street Sweeping and Snow Clearing programs will be clearly defined and well communicated to the citizens so there is an understanding of what the service is and how it will be delivered.
  - b. Citizens will have advance notice of when they are to remove their vehicles for street sweeping and snow clearing
2. Vehicles that are not removed will be ticketed and Courtesy Towed to a nearby street.

The following sections of this report describe the notification, ticket and towing process for street sweeping and snow clearing.

### Updated Notification Process

#### *Area Sweep*

The existing door-hanger process used for the spring area sweep program has been complimented in recent years with other communications strategies to inform citizens of the Area Sweep program schedule. However, it appears to not be meeting the needs of citizens for a variety of reasons. Many people lead busy lives and cannot be expected to be actively paying attention to City news releases and published schedules.

Moving to a full Know-Your-Zone system for the City's Area Sweep program could be onerous to citizens. Not only would people need to know their own zone schedules, but they would need to know other zone schedules if parking in other neighbourhoods.

If highly visible temporary signage complimented a Know-Your-Zone campaign, these signs would serve as a reminder to residents who live in an area, and would help ensure anyone coming into the neighbourhood knows that the parking ban is in effect. This approach could be used for the spring area sweep, but is more problematic for use during snow clearing due to the compressed schedule.

For the Area Sweep program, a series of "sandwich board" signs at crescent entrances and other strategic locations could be effective at communicating schedules to citizens, and, if done consistently with Traffic Bylaw changes, would provide proper notification that would enable ticketing. This signing approach could replace the door-hangers used during the spring sweep, and would be implemented in conjunction with a comprehensive communication campaign aimed at helping citizens understand when their area will be swept or snow cleared. A different approach would be required for areas of the city consisting of curvilinear streets than the approach used in older grid-based neighbourhoods with few driveways, where streets and avenues may be treated on different days in order to facilitate on-street parking.

The Administration believes that this sign-board approach, combined with a comprehensive communication approach that provides an advance schedule, could improve the notification process, and would improve the quality of each program. For 2014, this approach will be used city-wide.

### *Snow Clearing*

For snow clearing, a similar comprehensive communication strategy including extensive media announcements and regular and constant web page updates. The sandwich boards, however, will not be deployed city-wide for this coming winter. They will be deployed in the pilot areas described below, and if successful will be used city-wide for the winter of 2014/2015.

### Updated Traffic Bylaw and Enforcement to Enable Ticketing in Zones

Amendments to the Traffic Bylaw No. 7200, would be required in order to increase ticket costs from \$50 to \$100. A separate section would need to be created where the City could ticket for the offence of *Prohibition of Parking for Street Maintenance*. Once a vehicle has been ticketed, the next step would be to have it towed.

### Updated Towing Process – For All Posted Areas and Street Sweeping Pilot Areas

Discussions have taken place between the Administration and all towing companies within the City of Saskatoon. A total of 13 companies were approached, 6 of which expressed an interest in this type of work. These 6 companies share a total of 58 trucks, of which a total of 24 could possibly be made available. This availability is slightly higher than what would be available in the winter, when trucks are typically busier. One company mentioned that, with a reasonable amount of notice, more trucks could be made available or put on standby.

The City currently has an existing active tender with Always Towing for the next three years. Public Works, in its operations, typically utilizes this tender to relocate vehicles. As required, other towing companies are contracted to conduct work.

Two main towing options have been considered. The recommended option is the Courtesy Tow approach. In order for such a relocation program to work, some vehicles may require multiple tows. Some vehicles on the first street may need to be towed to another untreated street and then towed back when crews make their rounds through the neighborhood. The alternative is to relocate the vehicles to a nearby neighborhood not scheduled for that particular day, which could be some distance away, but would be much more convenient and less expensive than towing to the impound lot. A phone-in hotline would need to be established, along with an active web site, to notify people of the location of their vehicle. Towing companies would have a much better chance of keeping up with the sweeping or snow clearing crews due to the significantly reduced travel time associated with the Courtesy Tow approach. Towing costs range from around \$31 to \$50 (if dollies are required).

The other option that was considered, but is not recommended, is towing to the impound lot. By impounding vehicles at the compound, the entire cost is transferred to the vehicle owner. These costs can be as high as \$220 (includes tow, administration, and storage fees) if removed the same day. If the vehicle remains longer in the compound, costs continue to mount. This is in addition to any ticket amount selected.

Implementing a tow-to-impound approach would increase the City's reliance on the towing industry's capacity due to the extended time required to tow vehicles from the sweeping zone to the impound lot.

### Pilot Program

The Administration believes that the enhanced notification process, increased ticket price, and Courtesy Tow approach represents a reasonable balance of significantly improving parking compliance yet not being overly punitive to citizens.

However, because this is such a significant change for both citizens and staff, the Administration recommends implementing the new ticketing and towing approach in portions of the city only as a pilot. In total, 9 to 12 neighbourhoods would be selected, representing two zones on each side of the city. Both curvilinear and grid-based zones will be selected. Following this pilot in 2013/2014, the results will be reported to Council and direction sought for city-wide implementation in 2015 and beyond. The notification process improvements will be conducted city-wide.

Increasing the ticket price to \$100 is expected to increase compliance, and will be applied to both posted areas, as well as the Pilot areas. For posted areas, ticket prices will increase to \$100 as well, and the Administration will procure as much towing resources as are necessary to Courtesy Tow all vehicles from posted areas.

### Recommended Improvement to the Snow Route System

In addition, the Administration is recommending a modification to the existing Snow Route program. The Snow Route program currently includes a 72-hour parking ban on the city's Priority 1 through Priority 2 streets. The problem with this approach is that 72 hours is a long period of time for citizens to make alternative parking arrangements, when the City knows it will not get to lower Priority Snow Route streets during the first 36-hours of cleanup. Therefore, a two-tier system is proposed, possibly based on colours. For example, Priority 1 streets would be labelled as "Red" snow routes. When the City initiates a "Red Snow Route" in effect, all the parking ban would be in effect on all Red snow routes for a shorter period of time; 12 hours would be reasonable. Subsequently, once these higher priority roads are cleared, the Red Ban would be lifted and the "Blue Snow Route" parking ban would be initiated, for a period of 24 hours. The City would then proceed to clear the lower priority Snow Routes.

This approach is expected to significantly improve both the quality of the service provided, and will result in a more fit-for-purpose approach. It is difficult to answer citizen concerns about why they could not park in front of their house for 3 days, when they know from past experience that their street is lower down on the list of priority streets to be cleared.

### **OPTIONS TO THE RECOMMENDATION**

Council has myriad options in this regard. Various combinations and permutations of solutions can be implemented, each having a different effect on compliance and inconvenience for those owning vehicles left on the street.

The Administration views the recommendations as a targeted and phased-in approach. The changes will help crews treat priority streets to a higher quality product and also faster, which will be of a benefit to all. In particular, Transit will benefit from the winter approach as bus routes are typically along Snow Routes.

The enhanced notification, and Pilot Area ticketing and towing program represents a significant step forward for parking compliance along non-priority roadways.

If the actions taken are as successful as anticipated and Council ultimately adopts such changes city-wide, the program would be expanded. Subsequent phases could include, for example, a solution that would be used to notify citizens of parking bans during snow removal operations on priority streets.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

The Administration believes that, all factors considered, there is a possible annual savings associated with the spring sweep notification approach. Regarding snow clearing, the extra costs of signing could be offset by increased efficiency. Considering that citizens will realize a significantly improved quality and consistency in the work performed, these changes are recommended.

Any savings would not be realized in the first year of the implementation, as materials will need to be purchased, and implementation details will need to be developed. An aggressive communications strategy in early years will also offset any savings.

For the 2014 pilot program, the Administration believes there will be no net cost or savings. Once the program has been refined and evaluated, a more detailed cost analysis can be performed. The cost in 2013 of implementing the changes to Snow Routes, and adding a colour indicator to signs, is estimated at \$11,000.

**PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Public and/or stakeholder involvement is not required

**COMMUNICATION PLAN**

To supplement the communication tools identified as part of the enhanced notification process, a branded campaign for "Know Your Zone" will be developed with an aggressive media relations, social media and paid advertising plan to change the behaviour of residents. Communication's activities will begin prior to the respective season and continue throughout so citizens can plan to have their vehicles off the street if they will be away. Community Associations will be engaged and messaging will include asking citizens to remind their neighbours of schedules. Detailed and easy-to-understand program and level-of-service information will be available on the City's website and for City Councillors to share with their constituents.

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

Administration will report on the results of these changes by September of 2014.

**ENVIRONMENTAL IMPLICATIONS**

The environmental implications will be developed following the pilot program, at which time further detail will be known.

**PRIVACY IMPACT**

There are no privacy implications.

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

A CEPTED review is not required

**PUBLIC NOTICE**

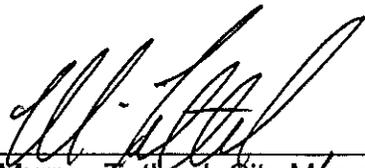
Public Notice, pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

Written by: Paul Bracken, Roadways Manager, Public Works  
 Jeff Jorgenson, General Manager, Utility Services Department

Approved by:   
 Jeff Jorgenson, General Manager  
 Utility Services Department

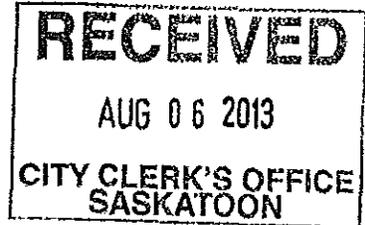
Dated: Aug 7/13

Approved by:

  
\_\_\_\_\_  
Murray Totland, City Manager  
Dated: Aug 8/13

Sweeping and Snow Clearing – Notification and Towing Options Aug 7, 2013

**TO:** Secretary, Executive Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** July 19, 2013  
**SUBJECT:** Project Schedule - North Commuter Parkway Project  
Capital Project 2407 – IS North Commuter Bridge  
**FILES:** CK. 6050-10 and IS. 6050-104-044)



**RECOMMENDATION:** that the following report be submitted to City Council for its information.

### **TOPIC AND PURPOSE**

This report is to advise City Council that the Administration has commenced the procurement for the P3 business case for the North Commuter Parkway project, and to provide expected project timelines.

### **REPORT HIGHLIGHTS**

1. In the interest of optimizing the project schedule, the Administration has proceeded with procurement of the P3 business case in advance of being screened in by PPP Canada.
2. Based on the minimum procurement timelines expected for the Design-Build-Finance-Maintain (DBFM) method, the target completion date will be delayed if PPP Canada and Provincial funding is not confirmed and the DBFM procurement process is not initiated prior to April/May 2014.
3. Construction of the project must begin by early 2015 in order to meet the original November 2016 target deadline.

### **STRATEGIC GOALS**

The construction of the North Commuter Parkway supports the City of Saskatoon Strategic Goal, Moving Around, as it will optimize the flow of people and goods in and around the city.

### **BACKGROUND**

City Council, at its meeting held on May 21, 2013, during consideration of Clause 2, Report No. 10-2013 of the Executive Committee, regarding the North Commuter Parkway project, adopted the following recommendations:

- "1) that the Administration proceed with the North Commuter Parkway project based on the bridge and arterial roadway configuration recommendations of the Functional Planning Study;
- 2) that the Traffic Bridge Replacement project be combined with the North Commuter Parkway project; and

- 3) that the Administration continue to pursue available funding for this project from the Federal and Provincial Governments.”

At its meeting on June 17, 2013, the Executive Committee received an informational report from the General Manager, Corporate Services Department, advising that a screening application had been submitted to PPP Canada for funding of 25 per cent of the direct construction cost of this project.

## REPORT

### Proceed with P3 business case.

Funding for the North Commuter Parkway project relies on significant contribution by senior levels of government. With federal and provincial funding not yet secured, the project schedule may be impacted by this uncertainty. In the interest of optimizing the project schedule, the Administration has proceeded with procurement of a Financial Advisor to assist with development of the P3 business case in advance of being screened in by PPP Canada. It is anticipated that the business case would be completed by early November 2013. The business case will be written for public release.

A P3 business case is part of the due diligence process and is an essential tool in determining how best to procure this major infrastructure project. The intent of the business case is to identify, assess and make a recommendation on the procurement option that best achieves the project objectives and produces Value for Money (VfM). The business case analysis will develop a detailed cost breakdown of the implementation and operation of a project over its expected duration under a traditional project model known as a Public Sector Comparator (PSC). The PSC is then compared against the P3 project cost to determine whether a positive VfM is realized. A positive VfM indicates that P3 is a viable procurement method.

### Procurement timelines

Assuming that the PPP Canada approval and necessary provincial funding approval is received by January 2014, a Request for Qualifications (RFQ) for the DBFM contract could be issued in January/February 2014. A minimum of two months will be allowed for the DBFM RFQ period, with interviews and evaluations, resulting in up to four proponents being short-listed and provided the Request for Proposals (RFP) for the DBFM contract.

The RFP could be issued in March/April 2014. Then, allowing a minimum of six months for the RFP period, interviews, and evaluations, the commercial and financial close portions of the procurement would not commence until September/October 2014. The commercial and financial close phases would extend to another two months before the contract is finalized in November/December 2014. It should be noted that this schedule is very aggressive in comparison with industry guidelines for PPP projects.

Alternatively, if federal and provincial funding were to be realized through different grant programs, such as the yet unannounced replacement for the Building Canada Plan, the project could potentially proceed under a Design-Build (DB) or a DBFM, if the business case indicated so, procurement method. With regard to procurement time, the DB method is generally quicker than the DBFM method, and a DB contract RFQ, RFP, evaluation and award process could be completed within a minimum of six months of funding confirmation. However, the Administration has been advised by the Federal Government that funding applications for any project over \$100 million must be vetted through the PPP Canada program before being considered through alternate funding programs. As well, the Building Canada Plan will not be 'application ready' until April/May 2014 at the earliest. Therefore, even under the DB method, it is anticipated that it could be as late as October/November 2014 before any funding commitment could be confirmed through the Building Canada Plan.

Construction of the project must begin by early 2015 in order to meet the original November 2016 target deadline.

The Administration anticipates that a minimum of two full years of construction will be required to construct the North Commuter Parkway bridge, although three full 'summer' construction seasons (i.e. May to October) would likely be preferred by the successful contractor. Based on the minimum procurement timelines presented herein, it is not feasible to assume that construction of the project can begin in 2014. Therefore, construction of the project must begin no later than early 2015 in order to meet the November 2016 target deadline. Given the information presented in this report, it must be noted that the target completion date will be delayed if PPP Canada and Provincial funding is not confirmed and the DBFM RFQ not issued prior to April/May 2014.

### **OPTIONS TO THE RECOMMENDATION**

There are no other options.

### **POLICY IMPLICATIONS**

There are no policy implications

### **FINANCIAL IMPLICATIONS**

A P3 business case is estimated to cost \$200,000.00. There is sufficient budget within the project to cover this cost.

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

Public consultation was completed as part of the functional plan development. Stakeholder involvement will be required at various stages of the project. The Administration will coordinate with applicable stakeholders as necessary.

## COMMUNICATIONS PLAN

A communications agency has been retained through the Technical Advisor for the project, and a phased-in communications plan will be developed for the life of the project. Initially, webpages will be developed and updated with milestones and key decisions. Various community events will be planned in order to engage and educate the public. Regular project updates will be provided to City Council by the Project Manager, and more broadly to the general public, through the media.

The P3 business case will be posted on the project website when complete.

## 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

The North Commuter Parkway project is proceeding based on a target of November 2016 for the roadways and bridge to be open to traffic.

## PUBLIC NOTICE

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

Written by: Dan Willems, Special Projects Manager  
Corporate Projects Team

Linda Andal, Financial Policy and Strategy Analyst  
Corporate Services Department

Approved by:   
FOR Mike Gutek, General Manager,  
Infrastructure Services Department  
Dated: August 2, 2013

Approved by: 

Murray Totland  
City Manager

Dated: Aug 5/13

Executive Committee Report – North Commuter Parkway Project Schedule



# Drawing Indicating Proposed Land Acquisition



Proposed Land Acquisition - approximately 21,740 square feet in total

