



REVISED PUBLIC AGENDA  
STANDING POLICY COMMITTEE  
ON PLANNING, DEVELOPMENT  
AND COMMUNITY SERVICES

Wednesday, December 2, 2015, 9:00 a.m.

Council Chamber, City Hall  
Committee:

Councillor D. Hill (Chair), Councillor T. Davies (Vice-Chair), Councillor Z. Jeffries, Councillor P. Lorje,  
Councillor T. Paulsen, His Worship Mayor D. Atchison (Ex-Officio)

Pages

1. CALL TO ORDER
2. CONFIRMATION OF CHAIR AND VICE-CHAIR

At the December 1, 2014 meeting of the Standing Policy Committee on Planning, Development & Community Services, the Committee resolved:

1. That the appointment of Councillor Hill as Chair of the Standing Policy Committee on Planning, Development & Community Services until December 2015 be confirmed; and
2. That the appointment of Councillor Davies as Vice-Chair of the Standing Policy Committee on Planning, Development & Community Services until December 2015 be confirmed.

City Council, at its organizational meeting held on November 23, 2015, confirmed the following appointments for 2016:

**Standing Policy Committee on Planning, Development & Community Services**

- Councillor Davies
- Councillor Hill
- Councillor Jeffries
- Councillor Lorje
- Councillor Paulsen

The Committee is now asked to appoint a Chair and Vice-Chair for 2016.

**Recommendation**

That the Standing Policy Committee of Planning, Development and Community

Services appoint a Chair and Vice-chair for 2016.

**3. CONFIRMATION OF AGENDA**

8 - 10

**Recommendation**

1. That the letter from Bill Judt, dated December 1, 2015 requesting to speak be added to item 8.1.6; and
2. That the agenda be confirmed as amended.

**4. DECLARATION OF CONFLICT OF INTEREST**

**5. ADOPTION OF MINUTES**

**Recommendation**

That the minutes of Regular Meeting of the Standing Policy Committee on Planning, Development and Community Services held on November 2, 2015 be approved.

**6. UNFINISHED BUSINESS**

**7. COMMUNICATIONS (requiring the direction of the Committee)**

**7.1 Delegated Authority Matters**

- 7.1.1 Boundary Alteration Process - New Guide Including Principles [File No. CK. 4060-1]** 11 - 18

**Recommendation**

That the matter be referred to the Administration.

**7.2 Matters Requiring Direction**

**7.3 Requests to Speak (new matters)**

- 7.3.1 Camponi Housing Corp. - Camponi Housing Corporation's Holistic Housing Strategy [File No. CK. 750-1]** 19 - 19

A request to speak on this matter dated November 24, 2015 has been received from Sandra Lloyd, Strategic Advisor, Camponi Housing Corp.

**Recommendation**

That the information be received.

**8. REPORTS FROM ADMINISTRATION**

## 8.1 Delegated Authority Matters

- 8.1.1 **Request for Funding - Frosted Gardens 2016 - Special Events Policy No. C03-007 [File No. CK. 1870-15 and RS. 1870-12-2]** 20 - 52

A letter requesting to speak from Anne-Marie Cey, dated November 13, 2015 is provided.

### Recommendation

1. That funding, in the amount of \$25,000, be approved for the Professional Ice Carving Society of Saskatoon, under the Special Event Festival category, for the Frosted Gardens 2016 event; and
2. That funding, in the amount of \$20,000, be approved to be released to the Professional Ice Carving Society of Saskatoon on December 15, 2015, to assist with event operating costs, with the remaining \$5,000 to be released upon submission of a post-event evaluation report.

- 8.1.2 **Application for Funding - Saskatoon Diving Club - Youth Sport Subsidy Program - Special Events Policy No. C03-007 [File No. CK. 1870-15 and RS. 1720-8-1]** 53 - 57

### Recommendation

That funding, in the amount of up to \$5,000, from the Special Event Reserve, be approved for Saskatoon Diving Club to host the Winter Senior National Diving Championships from December 18 to 20, 2015.

- 8.1.3 **Innovative Housing Incentives – EGADZ – 600 Queen Street [File No. CK. 750-4 and PL. 951-119]** 58 - 63

### Recommendation

1. That funding of 10% of the total capital cost for the development of four additional units in a residential care home located at 600 Queen Street, estimated at \$19,125, be approved, conditional on the project being approved for funding under the Homelessness Partnering Strategy; and
2. That the City Solicitor be requested to prepare the necessary incentive agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

- 8.1.4 **Priority List of Future Streetscape Projects [File No. CK. 4110-1 and PL 217-46]** 64 - 71

### **Recommendation**

That the information be received.

- 8.1.5 Community Mailbox Policy – Jurisdiction and Risk Issues [File No. CK. 277-1 and PL. 4350]** 72 - 74

### **Recommendation**

That the report of the General Manager, Community Services Department, dated December 2, 2015, be forwarded to City Council for information.

- 8.1.6 Unlicensed Airbnb Businesses Operating in Saskatoon – Concerned Bed and Breakfast Operators [File No. CK. 4355-1 and PL. 4350-25]** 75 - 84

A request to speak has been added to this item from Bill Judt.

### **Recommendation**

1. That the information be received; and
2. That the Administration undertake appropriate consultation with community stakeholders on the issue of regulating short-term accommodations in residential areas and report back to committee in due course.

- 8.1.7 Land Use Applications Received by the Community Services Department For the Period Between October 15, 2015, to November 12, 2015 [File No. CK. 4000-5, PL 4132, PL 4355-D, PL. 4350, and PL. 4300]** 85 - 98

### **Recommendation**

That the information be received.

## **8.2 Matters Requiring Direction**

- 8.2.1 Communications to Council – Donna Hay – Parking Concerns Regarding Duplexes [File No. CK. 4350-1 and PL. 4350-1]** 99 - 101

### **Recommendation**

That the report of the General Manager, Community Services Department, dated December 2, 2015, be forwarded to City Council for information.

- 8.2.2 Innovative Housing Incentives – New Rental Construction Land Cost Rebate Program - Broadstreet Properties Ltd. - 206 Akhtar Bend [File No. CK. 750-4 and PL. 952-6-29]** 102 - 106

**Recommendation**

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council:

1. That a five-year tax abatement of the incremental taxes be applied to 141 purpose-built rental units to be built at 206 Akhtar Bend, commencing the next taxation year, following the completion of construction; and
2. That the City Solicitor be requested to prepare the necessary incentive agreement and that His Worship the Mayor and the City Clerk be authorized to execute this agreement under the Corporate Seal.

**8.2.3 Implications of Not Permitting Garden and Garage Suites in R1 Zoning Districts [File No. CK. 4350-63 and PL. 4350-28]** 107 - 109

**Recommendation**

That the report of the General Manager, Community Services Department, dated November 2, 2015, be forwarded to City Council for information.

**8.2.4 Award of Request for Proposals – Manager Position for the Gordon Howe Campground [File No. CK. 4205-7-4 and RS. 290-45]** 110 - 113

**Recommendation**

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council:

1. That the proposal submitted by Gordon McMaster for the position of Manager at the Gordon Howe Campground be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

**8.2.5 Silverwood Heights Community Association Request to Declare Installation of Outdoor Fitness Equipment in W.J.L. Harvey Park North as a Municipal Project [File No. CK. 4205-1 and RS.0158-S]** 114 - 118

**Recommendation**

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council:

1. That the installation of outdoor fitness equipment in W.J.L. Harvey Park North be approved as a municipal project; and
2. That the Corporate Revenue Division, Asset and Financial Management Department, be authorized and requested to accept donations for this project and to issue appropriate receipts to donors who contribute funds to the project.

**8.2.6 Application for Municipal Heritage Property Designation – Pendencygrasse House (1919 St. Henry Avenue) [File No. CK. 710-66 and PL. 907-1]**

119 - 127

The Municipal Heritage Advisory Committee has considered the November 4, 2015 report of the General Manager, Community Services Department regarding the above application and supports the recommendations outlined in the report.

**Recommendation**

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council:

1. That the City Solicitor be requested to prepare and bring forward a bylaw to designate the property at 1919 St. Henry Avenue as a Municipal Heritage Property under the provision of The Heritage Property Act, with such designation limited to the exterior of the building, excluding the addition completed in 1995;
2. That the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed designation; and
3. That \$2,500 be allocated from the Heritage Reserve Fund for supply and installation of a recognition plaque for the property.

**8.2.7 Naming Process and Policy Review [File No. CK. 6310-1 and PL. 4001-5]**

128 - 143

**Recommendation**

That the report of the General Manager, Community Services Department, dated December 2, 2015, be forwarded to City Council for information.

**9. MOTIONS (notice previously given)**

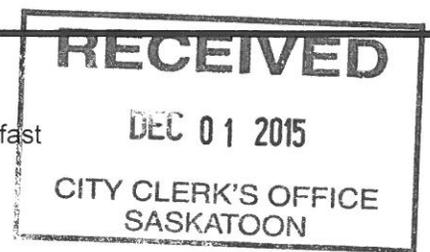
**10. GIVING NOTICE**

**11. URGENT BUSINESS**

12. IN CAMERA SESSION (If Required)

13. ADJOURNMENT

4355-1



**From:** Deborah Judt <djudt@me.com>  
**Sent:** November 30, 2015 5:27 PM  
**To:** Web E-mail - City Clerks; Chaplin's Country Bed & Breakfast  
**Subject:** Planning Commission: Wedns Dec 2nd, 2015  
**Attachments:** City of Saskatoon STA.pdf

re: Planning Commission  
Wednesday Dec 2nd, 9:00 City Chambers

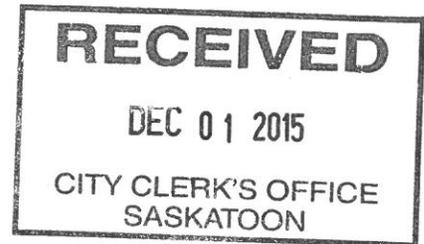
A small group of licensed Bed and Breakfast owner will be attending the Commission meeting. We have a spokes-man who would like an opportunity to speak to section 8.1.6, page 71, of the report regarding Short Term Accommodations.

Speaker will be:  
Bill Judt - owner/operator,  
Glacier Park Bed and Breakfast,  
46 Harvard Crescent  
Saskatoon.

Attached are his notes regarding section 8.1.6. We will bring copies for each committee member. Thank you for your time

Debbie & Bill Judt  
Glacier Park Bed & Breakfast  
46 Harvard Cres.,  
Saskatoon, Sask

[www.glacierparkbb.com](http://www.glacierparkbb.com)  
1-306-381-0912  
[djudt@me.com](mailto:djudt@me.com)



## City of Saskatoon Proposed STA regulation

### Appreciation:

- We wish to thank the City and the Standing Committee on Planning, Development and Community Services Committee for addressing the concern of B&B operators in the city.

### Acknowledgement:

- We wish to acknowledge the present reality that the *landscape for short term accommodation* in Saskatoon has changed dramatically in the last few years, due in no small part to the aggressive marketing of online booking websites such as AirBnB. These changes have been thrust upon both the City, the B&B community, and those who offer other types of short term accommodation in the City. As a result there is an immediate need on the part of all STA operators and the City together, to adapt to these new circumstances.

### Definition of STA's:

- If we understand the term Short Term Accommodation correctly, it includes B&B's, AirB&B rentals, motels, hotels and hostels. Are there other categories that should be included?

### The way we understand the new proposals:

- The former *Discretionary Use* approval process for B&B's and other forms of STA will be abandoned by the City.
- B&B's and other types of STA will now be categorized collectively as STA's.
- STA's will be licensed and regulated through the Business Licensing Program.
- All STA's will be required to be licensed.
- A consistent licensing standard will be applied to all STA's.
- There is some doubt that current building safety inspections and land use standards (i.e. parking) will be scrutinized during the STA licensing process.
- Enforcement of the licensing of STA's will be complaint driven (page 4)
- The ability of the City to enforce licensing compliance and standard is uncertain.
- The Saskatoon Health Region will no longer extend health inspections to all levels of Short Term Accommodation, relying instead on online reviews to alert guests to health concerns and on complaints to initiate the inspection process.

### Questions arising from the proposal:

- What will be the new fee schedule for business licensing of STA's?
- How long will the business licensing process take?
- Has a decision already been made that the Municipal Planning Commission will actually undertake a building licensing review process for every STA? In other words, will STA's be

required to undergo building inspections and meet land use standards in order to obtain business licenses?

- What action can and will the City take in order to actually encourage compliance with business licensing?

**Concerns:**

- It appears that the proposed new Short Term Accommodation regulations require the City to offer little more than information to those STA's whose operation has generated a complaint. To put a sharper point to it, the new STA regulations appear to have no teeth.
- If the City intends to get out of the "enforcement business" with regard to STA's - and there is certainly a good case for doing so - then there exists a clear need for the City to also provide clear and valuable incentives for STA's to engage in the licensing process and current licensees to renew their licenses?
- Has the City identified any clear advantages for STA operators to engage in the licensing process?
- Will the City work with Saskatoon Tourism and Tourism Saskatchewan to create and extend inducements which will encourage Short Term Accommodation operators to become licensed? (The idea here is to make it worth their time and effort for Short Term Accommodation operators to become licensed).
- Will a license to operate an STA automatically alert:
  1. The Saskatoon Health Region (in the event they need to initiate health/safety inspections)
  2. Tourism Saskatoon, Saskatchewan Tourism (so they can enlist the participation of STA's in the promotion of the City and the Province?)
  3. The Provincial Tax department so they can ensure that local STA's are supporting the tax base.
- Can and will the City develop online resources that offer a simple and effective way for visitors to identify and use the services of all manner of licensed STA's online?
- Will the new licensing requirements permit more than 4 rooms to be rented in a private residential home? Will they restrict meal service to breakfast only? Will guests be permitted to cook for themselves in B&B-type situations?
- How will the new licensing requirements address legitimate food-safe and public health concerns?

**Closing remarks:**

We appreciate that the City is faced with a regulatory dilemma as a result of major changes in the way people both offer and obtain Short Term Accommodation. We also recognize that it is not always helpful for a city to take a hard-line enforcement approach as it develops its regulatory framework. Still, we hope that the City will find ingenious and exciting new ways to entice both hosts and guests to buy into a equitable, well regulated and licensed approach to Short Term Accommodation.

Presented by W.F. (Bill) Judt,

[bjudt@me.com](mailto:bjudt@me.com)

306-715-4919



Government  
— of —  
Saskatchewan  
  
Minister of  
Government Relations  
Legislative Building  
Regina, SK Canada S4S 0B3



November 9, 2015

To: All Mayors/Reeves and Members of Council

Dear Mayor/Reeve and Members of Council:

The Saskatchewan Plan for Growth pledged to accelerate the municipal boundary alteration process by developing new policies and a common framework to provide consistency and fairness in municipal boundary alteration decisions.

One of the key issues that can delay boundary alteration agreements between municipalities is the question of what financial compensation should be paid by one municipality to the other. A set of principles or guidelines for financial settlements between municipalities for boundary alterations has been developed through collaboration among the Ministry of Government Relations and its municipal partners, the Saskatchewan Urban Municipalities Association (SUMA), and the Saskatchewan Association of Rural Municipalities (SARM). They are overarching principles intended for use both by municipalities for determining compensation, and by the Saskatchewan Municipal Board (SMB) if municipalities cannot settle the matter. The guidelines preserve the autonomy of local governments, provide flexibility for local mutually acceptable agreements and provide guidance or a road map for doing so. Municipalities will continue to be encouraged to voluntarily reach their own mutually acceptable annexation agreements.

I had the opportunity to announce these new guidelines with Presidents Ray Orb and Debra Button on November 5<sup>th</sup> at the SARM mid-term convention.

The principles are the result of several months of consultation, collaboration and compromise; SARM and SUMA have each endorsed and committed to their use. Both municipal associations agree the process of developing them has served to strengthen trust and improve the relationship between the municipal associations.

The principles also offer transparency, predictability, and advance understanding for municipalities about how the SMB will review disputes pertaining to boundary alterations, if referred to the SMB for resolution. The principles will be used as guidelines by the SMB, leaving it with sufficient flexibility to consider cases on their own merits, as required by legislation. The board will encourage municipalities to use them as the first step to voluntary agreement, before going to adjudication.

... 2

In summary, the key points imbedded in the eight principles are:

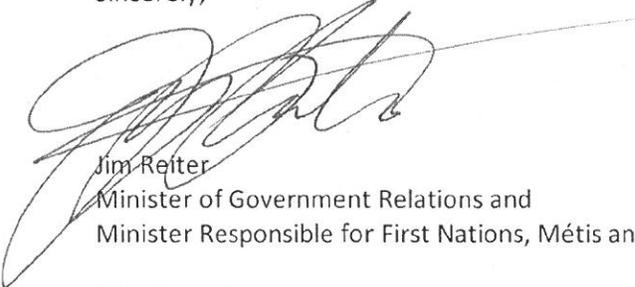
- more regional planning by urbans and bordering RMs to determine locations for growth and to inform each other about their respective plans;
- boundary alterations to be based on substantiated need for land, aligned with plans;
- financial settlements based on evidence and negotiated in good faith;
- acknowledgement of net financial benefits for both municipalities and of infrastructure investments that have been made;
- the settlement is not to jeopardize the financial ability of either municipality to meet its responsibilities;
- respect that the property tax from properties annexed is to fund municipal services to those properties;
- the settlement is to be based on present land use and circumstances, not what might be developed in the future; and
- future developments are only to be considered if the boundary alteration inhibits or transfers an imminent development.

If municipalities can adhere to these eight fundamentals, the financial settlement can be based on clear rationale taking into account both municipalities' needs and situations.

The principles have been incorporated into the document "A Guide for Municipal Boundary Alterations (Annexation)". This guide also includes a set of related questions for each principle to give municipalities guidance in their use and to help explain how each principle should be interpreted by rural and urban municipalities. The guide can be found on the government website. Other measures have already been taken by the province to streamline the boundary alteration process, including a series of legislative amendments made in 2013.

A copy of the principles is attached for your information and future use.

Sincerely,



Jim Reiter  
Minister of Government Relations and  
Minister Responsible for First Nations, Métis and Northern Affairs

Attachment

cc: Ray Orb, President, Saskatchewan Association of Rural Municipalities  
Debra Button, President, Saskatchewan Urban Municipalities Association  
All Administrators

**Principles for Financial Settlements Between Municipalities  
for Boundary Alterations (Annexation)**

Each principle includes a set of related questions to give municipalities guidance in their use and to help explain how each principle should be interpreted by rural and urban municipalities. The Principles for Financial Settlements Between Municipalities for Boundary Alterations can provide a policy framework for municipalities to try to reach voluntary agreements.

- 1. More regional planning by urbans and bordering RMs should be undertaken to determine locations for growth, the need for future boundary alterations and to inform about municipalities' respective plans.**
  - a. What does this principle mean to municipalities? How should they interpret it?*
    - clear regional plans would give future direction for urban and rural development;
    - regional planning needs to be an ongoing process;
    - regional planning makes good business sense;
    - look at future plans and opportunities for development; planning needs to be evidence-based – not speculative;
    - there needs to be a willingness to share plans and information between municipalities;
    - will result in fewer surprises about growth and boundary alteration plans between neighbouring municipalities;
    - plans can guide land use and infrastructure investment decisions prior to boundary alterations; these have an impact on the financial settlement;
    - evidence-based negotiations are required;
    - creates trust and improves relationships and mutual respect;
    - a focus on open communications, but not necessarily a push for a more formal planning commission.
  - b. How would municipalities use this principle in reaching a financial settlement?*
    - regional planning offers a way to share information, communicate better and build mutual trust;
    - it provides a basis for substantiating the need for boundary alterations;
    - good regional planning takes the surprises out of requests for boundary alterations and supports amicable financial settlements;
    - having a better understanding of future development would assist in settlements;
    - regional planning affects the financial settlement through infrastructure investment decisions, development standards used, compatibility of development, and impacts on assessment and taxation; each of these can have a bearing on reaching negotiated settlements;

- increased communication is needed between parties; building and maintaining relationships is required; regional planning contributes to this;
- look at development plans;
- rural plans may be less detailed than urban documents, but must be treated with equal respect.

**2. Municipal boundary alterations should be based on the substantiated need for land for growth and alignment with plans.**

*a. What does this principle mean to municipalities? How should they interpret it?*

- need is to be determined on a case-by-case approach; boundary alterations would proceed when applicant municipalities show they need the additional land to accommodate growth;
- the demonstration of need must be evidence-based (i.e. demographics, OCPs, infrastructure plans, land use plans, etc.);
- need could be based on the same types of evidence urbans would use to approve a new development;
- substantiating need is not “a plan on a napkin”; it shows a bonafide development interest, not a speculative proposal.

*b. How would municipalities use this principle in reaching a financial settlement?*

- the timing and magnitude of an annexation are driven by need, and this affects the financial settlement;
- information on need is time period specific;
- evidence should outline why and where growth will occur;
- evidence-based determination could include demographics, OCPs, infrastructure plans, land use plans, or other evidence the applicant municipality needs incremental lands;
- the interests of all parties need to be respected;
- determination of need and supporting documentation should be provided in good faith by both parties.

**3. Determining the amount of a boundary alteration financial settlement should be evidence-based and done in good faith.**

*a. What does this principle mean to municipalities? How should they interpret it?*

- a good faith process is demonstrated by: municipalities planning and working together; having an appropriate communication approach; looking for the potential for joint benefit of all parties; the proper timing of communications and engagement between parties (e.g. early discussions); annual meetings between parties; having regional plans; and showing an honest desire to come to an agreement;
- building relationships on a solid foundation of trust is vital to good faith negotiations;

- good faith has a legal meaning, encompassing: willingness to come to an amicable agreement, having an immediate symbolic benefit, honesty, no omissions, appropriate conduct of parties;
- evidenced-based means: actual and appropriate documentation of infrastructure investment/expenditures, an open books approach to sharing financial information on the impact of a boundary alteration on respective municipalities, amounts requested/offered for a financial settlement are not arbitrary;
- the financial impacts on both municipalities are considered.

*b. How would municipalities use this principle in reaching a financial settlement?*

- agreements and/or decisions should be made on a case-by-case basis;
- need to be able to quantify financial effects on both municipalities;
- examples of evidence-based documentation include: revenue and expenditure statements from both municipalities, SAMA's property assessment of annexed area, the infrastructure's net book value from the tangible capital asset register, engineering condition assessments of infrastructure, statements showing outstanding debt/loans/accounts payable and receivable related to the annexed land, etc.

**4. A financial settlement should acknowledge the net financial benefits for both the municipalities, and infrastructure investments that have been made.**

*a. What does this principle mean to municipalities? How should they interpret it?*

- there is a need to look at annexation impacts from the perspective of both rural and urban residents;
- the use of "net benefit" is appropriate because an annexation can benefit either municipality; for example, a rural might be better off from annexation by giving up land where servicing costs are greater than the RM's tax levied in the area;
- urbans may have a service-related need for the annexed area, but do not have a profit motive for annexation (i.e. there are no profits from providing municipal services);
- rurals are concerned the remaining rural ratepayers will bear extra cost due to lost revenues; not every tax dollar collected from a ratepayer goes directly to the level of services they receive;
- the focus should be on an evidence-based approach to support infrastructure value; the settlement should include an accounting for past infrastructure investments by the municipality that had the property within its boundaries.

*b. How would municipalities use this principle in reaching a financial settlement?*

- infrastructure valuation should look at condition assessments, not just depreciated value (net book value);

- infrastructure compensation should consider multiple factors, including: utility, condition, tangible capital asset register value, depreciation, engineering condition assessments, sources of original funding, outstanding debt and/or loans related to the annexed infrastructure, investment in other RM infrastructure in support of imminent development in the annexed area, etc.;
- need to consider the impacts on the financial situation/position of both municipalities in terms of operating revenue and expenditure increases and/or decreases related to the existing rural services provided and the initial urban services required in the annexed area;
- the potential value/benefit of future development in the annexed area is not to be considered, except for “imminent lost opportunity”.

**5. The boundary alteration financial settlement should not jeopardize the ability of either municipality to achieve the purposes of a municipality as provided for in legislation.**

- a. What does this principle mean to municipalities? How should they interpret it?*
- each municipality has an obligation to meet the needs of residents and businesses for municipal services and infrastructure appropriate to their urban or rural context;
  - the settlement should support the service needs and standards of residents in both municipalities;
  - this principle shows respect and demonstrates good faith by considering the impacts on each party;
  - a settlement should not be detrimental to the functioning of either municipality.
- b. How would municipalities use this principle in reaching a financial settlement?*
- consideration by both parties of settlement terms and flexible compensation payments in terms of settlement amount and/or the time period for payment;
  - the continuing ability of both municipalities to meet the service needs of all their residents and businesses may limit the settlement;
  - an annexation should not impact the finances of the annexed municipality to the extent that existing levels of municipal services could not be provided to its remaining ratepayers;
  - the financial and service impacts on respective taxpayers from each municipality need to be considered.

**6. The purpose of property tax is to fund municipal services. Receipt of property tax from properties affected by a boundary alteration should be linked to the provision of municipal services to those properties.**

- a. What does this principle mean to municipalities? How should they interpret it?*
- needs to be applied on a case-by-case basis;

- the property taxes in the annexed area should be used to finance services to those annexed properties;
- the settlement shouldn't impose a burden on other ratepayers of the annexing municipality to pay for the annexation settlement and the subsequent provision of municipal services to the annexed area;
- many residents in an annexed area expect immediate new services; however, the residents need to be aware of the implementation plans related to timing and level of service provision in the annexed area;
- different levels of service can require different types of service delivery (e.g. RCMP policing versus a dedicated municipal police force).

*b. How would municipalities use this principle in reaching a financial settlement?*

- the expectation of property owners needs to be considered;
- impacted property owners need to be aware of the plans/timing of new or enhanced service provision by the annexing municipality;
- existing ratepayers in an annexed area may want/expect the urban service immediately; however, they should be aware that urban service and property taxation levels will be incrementally added;
- services in the annexed area should be funded by its ratepayers;
- taxpayers outside of the annexed area should not be unduly financially burdened by municipal growth within or attributable to the annexed area;
- property tax from annexed areas needs to be available to fund services.

**7. The financial settlement should be based on present land use and circumstances and not be influenced by what future development may occur in the annexing municipality.**

*a. What does this principle mean to municipalities? How should they interpret it?*

- annexation compensation should not take into consideration the future development of the annexing municipality.

*b. How would municipalities use this principle in reaching a financial settlement?*

- a settlement needs to consider evidence, such as: land use plans, zoning, how far into the future development is, limited availability and suitability of land;
- the determination of need is to be an evidence-based collaborative process;
- the annexing municipality's future development cost would not be considered in determining the amount of the settlement;
- any financial considerations for the annexing municipality should reflect both the initial urban services required to support the annexed area in its undeveloped or present state, and any new assessment and property tax implications on the annexed area.

8. The financial settlement should only take future developments in the annexed municipality into consideration if the boundary alteration inhibits or transfers an imminent development.
- a. *What does this principle mean to municipalities? How should they interpret it?*
- “imminent” means a development process that has been started and/or for which there has already been filed a development proposal, not just an intent to develop;
  - it shows a bonafide development interest with some investments already made; not a speculative development proposal;
  - imminent development needs to be evidenced-based with official and appropriate documentation of investment/expenditures, not “a plan on a napkin”.
- b. *How would municipalities use this principle in reaching a financial settlement?*
- consideration needs to be given as to how imminent the project is in the area to be annexed;
  - the annexed municipality needs to provide evidence of a bonafide development interest before expecting any compensation for a lost development opportunity.



CAMPONI HOUSING CORP.  
SASKNATIVE RENTALS INC.  
LA MAISON MAMAWE - ATOSKETAK INC.

- 
- SERVING THE METIS HOUSING NEEDS OF SASKATOON •

1715 11TH STREET WEST SASKATOON, SK. S7M 1H8 PHONE: (306) 653-0384 FAX: (306) 653-0394

November 24, 2015

Joanne Sproule, City Clerk  
City of Saskatoon  
222 Third Avenue North  
Saskatoon, SK S7K 0J5

Committee on Planning, Development and Community Services

On November 23, 2015, Angela Bishop and Doug Richardson attended a meeting with His Worship the Mayor Don Atchison and Richard Brown to present Camponi Housing Corporation's Holistic Housing Strategy.

We would welcome the opportunity to present our Holistic Housing Strategy to the Standard Policy Committee on Planning, Development and Community Services and would appreciate being included on the Committee agenda at their next meeting scheduled for December 2, 2015 at 9:00 am.

If you require further information, please do not hesitate to contact me at 306-321-5114.

Thank you.

*Sandra Lloyd*

Sandra Lloyd  
Strategic Advisor

cc Angela Bishop, Chair  
Doug Richardson, Trustee

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## Request for Funding - Frosted Gardens 2016 - Special Events Policy No. C03-007

### Recommendation

1. That funding, in the amount of \$25,000, be approved for the Professional Ice Carving Society of Saskatoon, under the Special Event Festival category, for the Frosted Gardens 2016 event; and
2. That funding, in the amount of \$20,000, be approved to be released to the Professional Ice Carving Society of Saskatoon on December 15, 2015, to assist with event operating costs, with the remaining \$5,000 to be released upon submission of a post-event evaluation report.

### Topic and Purpose

The purpose of this report is to seek approval of grant funding for the Frosted Gardens 2016. Event. This will be hosted in Saskatoon by the Professional Ice Carving Society of Saskatoon (PICSS) from January 29 to February 24, 2016.

### Report Highlights

1. Frosted Gardens is an annual event held in Saskatoon from late January to mid-February. The first Frosted Gardens event was held in 2015. One-time seed money is being requested for the 2016 event to assist in marketing this event to a larger audience of visitors from outside of Saskatoon.
2. Corporate sponsorships are being sought for this event, along with other funding sources, in conjunction with the City of Saskatoon (City) Special Event grant funding request.
3. The legacy component for this event has been identified as a monetary contribution to the Saskatoon Zoo Foundation's Carnivore Trail Campaign.
4. PICSS has requested that \$20,000 in funding be released on December 15, 2015 to assist with expenses being incurred in preparation of the event taking place.

### Strategic Goal

Under the City's Strategic Goal of Quality of Life, the recommendations in this report support the long-term strategy to support community building through direct investment.

### Background

On September 21, 2015, the Administration received a business plan submission from PICSS requesting funding, in the amount of \$25,000, for the Frosted Garden 2016 event (see Attachment 1). On November 9, 2015, the Administration received a request from PICSS to release partial grant funding prior to the event taking place, as well as an updated event budget.

## **Report**

### Event Highlights

Frosted Gardens is intended to be an annual event, with the inaugural event hosted in 2015. The 2015 event achieved an attendance of 5,000 visitors.

PICSS has requested one-time seed money support from Special Events Policy No. C03-007 (Special Events policy) to assist in increasing the exposure of this event through a comprehensive marketing plan, and to assist in ensuring an even more successful event than last year. Frosted Gardens 2016 will take place at the Delta Bessborough Gardens from January 29 to February 24, 2016. It is anticipated that it will attract over 7,000 visitors through this marketing plan.

This event will offer numerous opportunities for the community to participate with activities and amenities that are family-friendly. Visitors will be able to view eight to ten massive ice sculptures on display; and participate in snow golf, an ice slide, an ice amusement centre, a Snow Ball Gala, as well as make maple sugar candy sticks in the sugar shack.

Additional event highlights are outlined in Attachment 2.

### Event Sponsorship and Other Funding Sources

PICSS is anticipating that their event sponsorship initiatives will prove successful in securing \$65,000 in funding support for this event. It is estimated that 7,000 admissions to the event, at an average of \$4 per admission, will secure \$28,000 in revenue.

In addition to this, grant applications have been submitted to Tourism Saskatchewan, Saskatchewan Arts Board, and the Community Initiatives Fund for a total of \$42,500 in funding. These applications have not yet been approved. Tourism Saskatoon has confirmed funding in the amount of \$7,500 for this event.

### Legacy Component

The organization has indicated that any profits made as a result of this event will be contributed to the Saskatoon Zoo Foundation's Carnivore Trail Campaign. This contribution meets the legacy requirement of the Special Event Policy.

### Release of Funding

In order to assist with the expenses incurred in preparation for this event, PICSS has requested that \$20,000 in grant funding be released to them on December 15, 2015. The remaining grant funding of \$5,000 would then be released upon submission of a post-event evaluation report, including audited financial statements, within 90 days of event completion. The Administration is supportive of this request.

## **Options to the Recommendation**

The options that may be considered are:

- 1) to deny the recommendations outlined in this report; or

- 2) to suggest a grant amount other than the original amount requested.

### **Public and/or Stakeholder Involvement**

On September 21, 2015, the Administration received a business plan submission from PICSS requesting funding in the amount of \$25,000. On November 9, 2015, an updated event budget was submitted, along with the PICSS request for the advance release of grant funds.

### **Communication Plan**

The Administration will inform PICSS of the Committee's decision regarding the outcome of the recommendations outlined in this report.

### **Financial Implications**

It is projected that the Special Event Reserve will have an uncommitted balance of \$815,639, comprised of \$455,000 in the Special Event category and \$360,639 in the Profile Saskatoon Event category at the end of 2015. Attachment 3 outlines the projected funding and expenditures for the Special Event Reserve for 2016.

### **Other Considerations/Implications**

There are no policy, environmental, privacy, or CPTED implications or considerations.

### **Due Date for Follow-up and/or Project Completion**

A post-event evaluation report, including audited financial statements, is to be submitted by PICSS within 90 days of event completion (prior to May 24, 2016).

### **Public Notice**

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

### **Attachments**

1. Frosted Gardens 2016 Business Plan
2. Event Business Plan Highlights
3. Projected 2016 Special Events Reserve Funding and Expenditures

### **Report Approval**

Written by: Loretta Odorico, Facility Supervisor, Customer Service, Recreation and Sport  
Reviewed by: Lynne Lacroix, Director of Recreation and Community Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/RS/2015/PDCS – Request for Funding – Frosted Gardens 2016 Event – Special Events Policy No. C03-007  
FINAL/APPROVED – R. Grauer – November 13, 2015/GS



Monday, November 9, 2015

Dear Saskatoon City Council Members:

I am writing to you on behalf of the Professional Ice Carving Society of Saskatoon (PICSS), the organizing body behind Frosted Gardens 2016.

As you know, Frosted Gardens is an ice carving exhibit happening in January and February, 2016 behind the Bessborough Hotel. It is an event showcasing the visual art of ice carving, while promoting the understanding and appreciation of First Nations and French cultures, while also providing a fun and enjoyable activity for the public.

PICCS had submitted a business plan for funding consideration dated Sept 17/15 and would like to now include this letter as a formal request for early release of funding if Frosted Gardens is to receive a grant.

Most if not all of the event expenses happen *before* the event takes place the committee felt it is in the best interest of Frosted Gardens to request release of the majority of funding (\$20,000) on or before December 15/15 and the remainder upon receipt of the post-event evaluation report.

Thank you in advance for your consideration.

Sincerely,



Anne-Marie Cey  
Secretary, PICSS



Thursday, September 17, 2015

Dear Saskatoon City Council Members:

I am writing to you on behalf of the Professional Ice Carving Society of Saskatoon (PICSS), the organizing body behind Frosted Gardens 2016. We are respectfully submitting the attached Business Plan for seed funding consideration, as detailed in the City's Special Events policy.

Frosted Gardens is an ice carving exhibit happening in January and February, 2016 behind the Bessborough Hotel. It is an event that showcases the visual art of ice carving, helps to promote the understanding and appreciation of First Nations and French cultures, while also providing fun and enjoyment for the public.

Internationally-renowned ice carvers work for seven days to prepare the amazing ice sculptures and activities for families, children and adults to enjoy over a three week period in the winter. Along with 8-12 massive sculptures the event boasts a snow mini-golf course, an ice slide, an ice amusement centre, an ice graffiti wall, ice photo pieces, an ice bar and new this year a sugar shack and warm-up tipi.

Organizers are confident that Frosted Gardens 2016 fits within the City's special event objectives as this event will attract visitors to the City of Saskatoon and, in so doing, generate significant economic benefit for the community. It will also develop an awareness, understanding and appreciation of art, culture and recreation while enhancing community spirit and pride!

Because this event happens annually we are not able to apply for funding under the Special Event category. At this early stage the Frosted Gardens organizing committee does not feel that this event is a Profile Saskatoon Event however we are confident that with the City's help, it will grow to become one - an event that attracts external media to the region while putting the city in a position of prominence in the future!

This is Frosted Gardens' second year and although we realize that in order to obtain seed funding this event *should* be in its first year we would ask you to make an exception because last year a call was made to the City of Saskatoon to discuss the possibility of receiving seed funding. Because event planning did not start until late in the year (October, 2014), and because event organizers were unaware of the City funding grants, the conversation didn't happen until December 3, 2014 at which time it was too late to submit a business plan.

Thank you in advance for your consideration.

Sincerely,



Anne-Marie Cey  
Secretary, PICSS

*The Professional Ice Carving Society of Saskatoon*



*at the Bessborough Hotel*

**A Business Plan for  
Grant Funding Consideration**

September 17, 2015

Submitted by:

The Professional Ice Carving Society of Saskatoon



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## Executive Summary

On January 29<sup>th</sup> a very cool transformation of the Delta Bessborough Gardens will begin, and before long it will again become Saskatoon's signature gallery showcasing ice carving excellence! At night, colored lights will reveal the magical beauty of the amazing Ice Sculptures while musical selections festively fill the air in the five acre winter wonderland. The feature Ice Bar, a unique place to taste a chilly cocktail or witness the Ice Luge, will attract guests from near and far. And the Snow Golf, Ice Amusement Centre, Ice Graffiti Wall, Sugar Shack, Tipi and Ice Slide interactive activities will be sure to delight both the young and young at heart!

Frosted Gardens is an event that showcases the visual art of ice carving, helps promote the understanding and appreciation of First Nations and French cultures while also providing fun and enjoyment for the public.

International ice carvers will be on site working alongside Peter Fogarty of Saskatoon's own Fire and Ice Creations, to craft the beautiful ice sculpture garden, filling the outdoors with creatively lit ice art for all to enjoy. Daytime tours for school children, seniors and special needs adults will be available by booking in advance. And evenings are for families, couples or anyone wanting to be amazed and awe-inspired. Valentine's Day happens to land on the second weekend of the event, lending an excellent opportunity for romantic date-night promotions at surrounding local restaurants. New attractions at Frosted Gardens are the Sugar Shack (Cabene à Sucre), a fun place to make maple sugar candy on a stick; The Tipi warm-up area, an inviting place to warm cold fingers and toes; and the Snow Ball gala, a romantic winter charity event

Frosted Gardens opens January 29<sup>th</sup> and will remain open for three weeks, during Valentines weekend and the schools' winter break. Guests will be charged a nominal fee to view the ice sculptures while beverages will be available for purchase at the Ice Bar, staffed by the Bessborough Hotel. The Sugar Shack is a cultural cabin where volunteers will help guests roll their own maple syrup candy sticks for a nominal fee.

This interactive educational exhibit is organized by the Professional Ice Carving Society of Saskatoon (PICSS), a non-profit organization operating out of Saskatoon, SK. A portion of the proceeds from this event will be donated to the Saskatoon Zoo Foundation's Carnivore Trail Campaign.

## Mission Statement

Frosted Gardens will provide residents of Saskatoon and area an educational, interactive ice art exhibit with activities (food, fun, sport and culture) to encourage local families to be active outdoors during the winter months while increasing tourism to the downtown core, to the City of Saskatoon and the province of Saskatchewan.

## Goals

- To further promote the art of ice carving through a three-week exhibition of ice statues and children's activities carved by professional local and international guest carvers for Saskatoon and area residents to view and enjoy.
- To become the highest attended Winter Outdoor Activity for families in Saskatchewan
- To ensure each guest has an "enthusiastically memorable" experience
- To further corporate and local business involvement and support

- To raise awareness of the Professional Ice Carving Society of Saskatoon (PICSS)
- To raise funds for the Saskatoon Zoo Foundation's Carnivore Trail Campaign

## Objectives

- To increase 2016 event attendance by 40% (2,000 people)
- To increase event gate revenue by 40% (\$8,000)
- To increase corporate sponsor contributions to \$65K
- To increase grant revenue to \$75K
- Increase volunteer commitment by 50% (10 volunteers)
- To raise \$25,000 for the Saskatoon Zoo Foundation's Carnivore Trail Campaign

## Strategies

- Keep Frosted Gardens open for three weeks (one extra week in February, during the school's winter break)
- Reduce weekday hours to peak times only (6-10 pm) to maximize volunteers' time
- Initiate planning the event five months earlier
- Initiate sponsor asks three months earlier
- Increase the number of sponsor asks by 25%
- Share survey results from the 2015 event with funding agencies
- Increase the number of grant applications by 50%
- Add the Sugar Shack facility to engage the Francophone community, add a cultural component, add an additional interactive component and to raise additional funds through candy sales
- Add the Tipi warm-up area to engage the First Nations community, add an interactive cultural component, and to possibly raise additional sponsor funding
- Add more ice carvings and activities to further engage the community, potential sponsors and the media
- Support a separate event, the Snow Ball gala, to raise funds for the Saskatchewan Heart and Stroke Foundation during Frosted Gardens, while offering an additional recognition vehicle for Frosted Gardens sponsors and funding partners

## Target Market (s)

- Saskatoon and area families with children 2-12 years
- Saskatoon and area students 6-17 years
- Saskatoon and area adults 18-60 years
- Saskatoon business and philanthropic community
- Saskatoon and area media
- Saskatchewan Tourism, Chamber of Commerce and BIDs

## Economic Impact

Last year's event saw 5,000 visitors from across the province attending Frosted Gardens.

Below is a detailed breakdown (by postal code):

Within Saskatoon	71%
< 40 Km from Saskatoon	12%
> 40Km from Saskatoon but in Saskatchewan	14%
Outside Saskatchewan	1%

The economic benefits of this event are two-fold. Not only does the event itself generate local work and utilize local suppliers (rentals, ice, supplies, advertising, promotion, labour) it also attracts people from outside the city to Saskatoon's downtown core, generating additional sales revenues to hotels, restaurants and businesses in Saskatoon during a very slow retail period. Most visitors to Frosted Gardens made the outing into an event and either went for supper, for a movie or shopping afterwards.

Many of the ice carvers who created Frosted Gardens last year were of international caliber, coming to Saskatoon from as far away as Sweden and Mexico City. Some of the artists have also competed in worldwide competitions. One carver has represented Canada in the Winter Olympics. The quality and caliber of their work is world-class, and they have been invited back to participate in Frosted Gardens 2016. The local Saskatoon media were supportive of this high-quality event, and are already interested in next year's event.

## **Legacy**

A portion of net profits from the 2016 Frosted Gardens event will be donated to the Saskatoon Zoo Foundation's Carnivor Trail Campaign (<http://www.saskatoonzoofoundation.ca/carnivoretrail/index.html>). The Saskatoon Zoo Foundation is a volunteer driven organization whose mandate is to raise funds for capital improvements within the Saskatoon Forestry Farm Park and Zoo. A major contribution to the Carnivore Trail will help to revitalize the Saskatoon Zoo, creating a new and improved animal exhibit for all to enjoy. It will also increase the opportunities for fun and engaging educational activities, putting children in touch with nature. This addition will help increase annual attendance at the Zoo and will also increase tourism to Saskatoon, having a positive effect on our local economy. The Frosted Garden's contribution goal is \$25,000, based on a projected increase in event attendance, sponsorship funding and grant dollars.

## **Program and Activities**

1. Carving Exhibit – Frosted Gardens will feature eight to twelve 2,500 lb. Ice Sculptures, a 15 foot Ice Bar, an Ice Graffiti Wall, an Ice Amusement Park, Snow Golf, Ice Photo Pieces and an Ice Slide. The Gardens will be open to the public on Friday, January 29<sup>th</sup> with admission by donation during the final carving period so guests will have the opportunity to see the finishing touches on a few carvings. Time lapse photography will capture some of the Garden's transformation. Regular admission fees will be charged after the Sneak Preview.
2. Sugar Shack - The Sugar Shack (Cabane à Sucre) is an exciting new attraction to this year's Frosted Gardens and will garner a lot of media attention. An 8 x10 building will be purchased/constructed to house the equipment needed to warm the maple syrup to the right temperature for volunteers to then serve it to guests in a trough filled with snow where they will take a Popsicle stick and make their very own maple syrup candy on a stick. Guests love to taste and create new traditional foods, and they love even more the sweet taste of maple syrup! Francophone Community Groups will be approached to partner on this project and share equally in proceeds raised and businesses and granting organizations will be approached to provide funding to build/purchase an appropriate building.
3. Warm-up Area – A tipi will be added to this year's event as a place for visitors to warm-up in a traditional First Nations shelter during Frosted Gardens. Organizations will be approached to partner with Frosted Gardens in hopes of an interactive area including traditional music, storytelling and perhaps scheduled times with food and music available.

4. Grand Opening – Media, sponsors and special guests will be invited to the unveiling of the finished carvings and official Grand Opening of Frosted Gardens. Mayor Don Atcheson and Ward 6 Councillor Charlie Clark will be invited to assist with the inaugural christening of the ice exhibit! Hot chocolate will be served while guests tour through the gardens and try carving their initials into the Ice Graffiti Wall. This event will take place the morning of Friday, January 29<sup>th</sup>, prior to the Sneak Preview.
5. Sneak Preview – On Friday, January 29<sup>th</sup> from 6-10 pm guests will be invited to Frosted Gardens by donation only. This gives them the opportunity to see some carving in action at a reduced rate prior to completion. Not all of the exhibits will be open at this time and volunteers will not be working (ie Snow Golf and Sugar Shack).
6. Children’s Activities – Once again there will be many interactive children’s activities. When they first enter the gardens there’s a place where kids and adults can make their own personal mark on the Ice Wall using authentic ice carver’s tools. As well, adults and children alike will love to try their hand at a round of Snow Golf or playing ice games in the Ice Amusement Park. And everyone will want to slide down the Ice Slide before they leave. Volunteers will be recruited to help supervise these exhibits and taking guests’ photos during public hours.
7. Snow Ball Gala – this gala charity event happens during Heart Month, Valentine’s Day and of course Frosted Gardens. Guests will have a special view and tour of the gardens while enjoying a first-class meal, dance and auction event in the Adam Ballroom on the Valentine’s weekend. This is a separate fundraising event happening at the Bessborough during Frosted Gardens and the proceeds will support the Heart and Stroke Foundation of Saskatchewan.
8. People’s Choice Award - All guests will have the chance to cast their vote for their favorite carving via an online link on the interactive voter’s kiosk. The winning ice carving will be announced after the Wind-up event. While voting, guests will also be asked to give their feedback and make suggestions about how to improve Frosted Garden’s in the future. One name will be drawn from the surveys for a chance to win the grand prize – an evening at the Bessborough with Sunday brunch!
9. Photo Contest – Guests will be encouraged to post their best photo online. The picture with the most votes will win an evening at the Bessborough with Sunday brunch plus (of course) bragging rights.
10. Wind-up Party – Volunteers, sponsors, media and VIP guests will be invited to the Wind-up Party at the end of the exhibit period. A short presentation will be made including statistics, photos from the exhibit, highlights and the announcement of the people’s choice award and best photo contests.

## Itinerary

Date	Time	Activity
Wed Jan 20 - 29	9 am – 5 pm	Site prep and carving commences.
Fri Jan 29	10 am	Grand Opening – VIPs, sponsors and Media.
Fri Jan 29	6 pm – 10 pm	Sneak preview! Carving. Admission by donation.
Sat Jan 30	10 am – 10 pm	Exhibit open to public. Carving.
Mon-Fri	6 pm – 10 pm	Exhibit open to public.
Sat, Sun, & Holidays	10 am – 10 pm	Exhibit open to public.
Friday Feb 19 <sup>th</sup>	6 pm – 10 pm	Last day.
Wednesday, Feb 24 <sup>th</sup>	5 pm – 7 pm	Wind-Up Party.

## City of Saskatoon Involvement

The Professional Ice Carving Society of Saskatoon (PICSS) is asking the City to support the 2016 Frosted Gardens event with a cash contribution of **\$25,000.00**. This will enable the purchase of the Sugar Shack building, the Tipi and other supplies in order to grow the event. It will also allow organizers to expand the advertising campaign to reach additional areas outside of Saskatoon which will further promote visitors to the city.

Because Frosted Gardens is an annual event this request is for a **one-time contribution of seed money** to expand the size and scope of the event. As mentioned in the covering letter, this is Frosted Garden's *second year*, and although the policy states seed money is for *first year* events only organizers are asking the city for funding consideration for the following reason ... last year a call *was* made to the City of Saskatoon to discuss the possibility of receiving seed funding for this event however because event planning did not start until late in the year (October, 2014), and because organizers were unaware of the available funding, the call wasn't made until December 3, 2014 at which time it was too late to submit a business plan for consideration.

## Marketing and Promotions Plan

In order to effectively market Frosted Gardens a comprehensive marketing plan must be in place. Suppliers will be asked to become sponsors of Frosted Gardens however the marketing budget must be planned for accordingly. Many media outlets and suppliers will offer a buy-one-get-one free deal however not typically 100% donated.

### Advertising

Paid advertising will concentrate on the two weeks leading up to the event and during the event. A mix of targeted print ads, posters, post cards, internet, radio and outdoor signage will be used to effectively convey the event dates and theme to the target audience while also providing sponsor recognition.

### Media Relations

A news release and arranged interviews will inform the community of the event via local media. Media representatives will be invited to attend the Frosted Gardens Grand Opening. Also, a media advisory will be sent out at the end of the event to announce the People's Choice winner.

### Branding

The Frosted Gardens logo was designed in 2015 and will be used for future events. The Presenting Sponsor's logo will be incorporated with this logo on all marketing materials.



### Online

A Facebook page and website for Frosted Gardens has been developed. These sites will further serve to educate potential sponsors, volunteers and guests about the event and the people and volunteers behind it.

### Strategic Alliance

We will once again work with the organizers of Wintershines to generate additional promotion of Frosted Gardens. Posters will be displayed at Wintershines and we'll again ask the organizers to include the Gardens in their promotions with reciprocal website links. As well, we will encourage our major sponsors to display posters and distribute postcards in their workplaces. We will also give the radio stations free passes to use as contest giveaways for added exposure. We will work closely with local Business Improvement Districts, the Meewasin Valley Authority, other downtown businesses and associations, Tourism Saskatoon, and Saskatchewan Tourism to arrange mutually-beneficial cross-promotions (ie Experience Pass with Tourism Saskatoon) while encouraging support of the event by displaying posters and handing out postcards.

### Free Publicity

The Frosted Gardens event will be effectively communicated to all online and print community events calendar developers to ensure anyone searching for a local fun event will find out about Frosted Gardens! Postings will be actively sought out, along with the PSAs being sent out to all forms of media.

### Social Media

Frosted Gardens will have a presence on Facebook, Twitter, YouTube and Instagram, to name a few of the main social media networks.

**MEDIA PLAN BLOCKING CHART**

<i>Weeks Commencing Mondays</i>				<i>Earlier</i>	<i>11-Jan</i>	<i>18-Jan</i>	<i>25-Jan</i>	<i>01-Feb</i>	<i>08-Feb</i>	<i>15-Feb</i>
<b>Dscrip.</b>	<b>Cost</b>	<b>In-Kind</b>								
<b>MEDIA RELATIONS</b>										
Television, Radio & Print	News Conf.	\$ -	\$ -							
Total		\$ -	\$ -							
<b>RADIO</b>										
Cool 98.3	40 x :30's	\$ 2,000.00	\$ 14,440.00							
PSA Support on Cool, The Bull and CJWW	69 x :30's	\$ -	\$ 12,000.00							
MBC	30 x :30's	\$ 500.00	\$ 5,000.00							
Total		\$ 2,500.00	\$ 31,440.00							
<b>PRINT MATERIALS</b>										
Postcards	1,500	\$ 350.00	\$ -							
Posters	200	\$ 250.00	\$ -							
Complimentary Passes	1500	\$ 75.00								
Print design		\$ 1,500.00								
Total		\$ 2,175.00								
<b>OUTDOOR &amp; SIGNAGE</b>										
Banners	3	\$ 500.00	\$ 500.00							
Sponsor signs	15	\$ 250.00	\$ 250.00							
Directional signs	2	\$ -	\$ -							
Total		\$ 750.00	\$ 750.00							
<b>PRINT</b>										
Saskatoon StarPhoenix - Saturdays and Bridges										
Sunday		\$ 2,000.00	\$ 10,000.00		Jan-16	Jan-23	Jan-30	Feb-06	Feb-13	Feb-20
Jan City Life Poster and flyers - 750 and 4200		\$ 520.00								
Total		\$ 2,520.00	\$ 10,000.00							
<b>WEB/SOCIAL MEDIA</b>										
Event website - Squarespace		\$ 150.00	\$ -							
Facebook - page and ads		\$ 150.00	\$ -							
Total		\$ 300.00	\$ -							
<b>TOTAL EXPENDITURES</b>		<b>\$ 16,490.00</b>	<b>\$ 84,380.00</b>							

## Fundraising Plan

### Objectives

- To secure \$65,000 in sponsor funding and \$107,710 gifts in kind for the 2016 Frosted Gardens event
- To publicly recognize sponsors in such a way that it serves to act as a stimulus for others to contribute
- To create and present “impossible to refuse” sponsor opportunities to organizations and businesses
- To establish and implement a clearly defined recognition program

### Sponsor Strategies

1. Presenting Partner – \$25,000. By becoming a presenting partner with the Professional Ice Carving Society of Saskatoon this sponsor will receive exclusive naming rights to the Frosted Gardens Ice Carving Exhibit! The partner’s name will appear on all communications associated with the event because it will be included in the event’s branding. Opportunities to involve employees at the event as volunteers or guests are included in this effective social marketing opportunity. A senior executive will have the prestigious opportunity to speak at both the opening and wrap up events. New this year a Presenting Partner will receive 8 tickets to the Snow Ball Gala event. This is a three-year commitment totaling \$100,000 (\$25K year 1, \$35K year 2, \$40K year 3).
2. Sugar Shack Sponsor: \$15,000. This major sponsor will have the opportunity to showcase their brand on the Cabene à Sucre during Frosted Gardens. Along with recognition in all event marketing they will receive 6 tickets to the Snow Ball (a \$1,500 value), speaking opportunities at events and a chance to involve their employees as volunteers. This is a three-year commitment totaling \$60,000 (\$15K year one, \$20K year two, and \$25K year three).
3. Warm-up Tipi Sponsor: \$15,000. This major sponsor will have the opportunity to showcase their organization in and on the tipi at Frosted Gardens to the 7,000+ guests in attendance. Along with name or logo recognition in all of the event marketing they will receive 6 tickets to the Snow Ball (a \$1,500 value), speaking opportunities and a chance to involve employees or members as volunteers. This is a three-year commitment totaling \$60,000 (\$15K year one, \$20K year two, and \$25K year three).
4. Children’s Activity Sponsor - \$10,000. At this level sponsors will receive recognition in all of the event advertising and have the opportunity to engage employees at the Grand Opening, the Wind-up Party and by volunteering at their sponsored activity. There are numerous activities available – Ice Graffiti Wall, Ice Amusement Centre, Snow Golf, the Ice Slide and Photo Opportunity Pieces. These sponsors will receive additional recognition signage at their sponsored activity and their brand will be incorporated into the ice bar (if they so choose). They will also receive four tickets to the Gala Snow Ball (a \$1,000 value).
5. Ice Sculpture Sponsor – \$5,000. Each ice carving is a work of art, and each one takes many hours (35 or more to be exact), to complete. To sponsor an ice carving at Frosted Gardens is a unique and exclusive creative opportunity. With a limited amount of carvings available these will be gone before we know it! Along with recognition in the majority of the event advertising they will also receive an invitation to the Wind-Up event. Each of these sponsors will receive recognition signage at their sponsored carving and two tickets to the Snow Ball gala.
6. Snow Golf Hole Sponsor: \$1,500. Showcase your business by sponsoring a Snow Golf Hole. Your brand will be featured on your hole and you’ll also receive mention on all internet and print advertising (with the exception of City Life and radio ads) plus you have the option of doing a promotion at your hole.
7. Friends - \$500 - \$999. Friends are those who wish to help out with in-kind or financial contributions to the event valued at under \$1,000. Examples include in-kind donations of volunteer gifts, prizes, storage units, lights, electrical supplies, and discounted rates on required event elements (*ie lighting, sound equipment, shovels,*

scaffolding, zoom boom, photography etc...). There is no limit to the number of opportunities for friends' contributions however we will ensure that their in-kind gifts are required items that add value to the event. Friends will receive name recognition on all internet and print advertising (except City Life ads and postcards) and 10 complimentary passes to the event. They will also be given a poster to proudly display in their workplace.

### Sponsor Recognition

	FRIENDS	SNOW GOLF HOLE SPONSOR (9)	SCULPTURE SPONSOR (8- 12)	CHILDREN'S ICE ACTIVITY SPONSOR (8)	SUGAR SHACK/TIPI SPONSOR	PRESENTIN G PARTNER
RECOGNITION	\$500 - \$999	\$1,500	\$5,000	\$10,000	\$15,000*	\$25,000*
Name on FB Page	✓	✓	✓ logo	✓ logo	✓ logo	✓ banner
Name on Website	✓	✓	✓ link	✓ link	✓ link	✓ link
Name in StarPhoenix Thank-you Ad	✓	✓	✓ logo	✓ logo	✓ logo	✓ logo
Name on event Thank-you signage	✓	✓	✓ logo	✓ logo	✓ logo	✓ logo
Complimentary Passes to the Event	✓ 10	✓ 25	✓ 50	✓ 100	✓ 150	✓ 250
Posters and/or Post Cards to Display/Distribute	✓	✓	✓	✓	✓	✓
Name on Posters (50)	✓	✓	✓ logo	✓ logo	✓ logo	✓ logo
Employee Volunteer Opportunities	✓	✓	✓	✓	✓	✓
Name on Post Cards (1500)		✓	✓ logo	✓ logo	✓ logo	✓ logo
Name in pre-event Print Ads		✓	✓ logo	✓ logo	✓ logo	✓ logo
First Right of Refusal for 2016 event		✓	✓	✓	✓	✓
Name in Pre-Event Radio Spots			✓	✓	✓	✓
Announced in on-site event broadcast			✓	✓	✓	✓
Tickets to Snow Ball Gala Feb 13 <sup>th</sup>			✓ (2)	✓ (4)	✓ (6)	✓ (1 table or 8 tickets)
Verbal, print and signage recognition at Snow Ball Gala			✓	✓	✓	✓
Logo on Ice Bar				✓	✓	✓
Recognition on City Life Ads (750 posters and 4,200 flyers)				✓	✓	✓
CEO Quoted on Media Releases					✓	✓
CEO Speaking opportunity at the Grand Opening and Snow Ball gala					✓	✓
Exclusive Naming Rights						✓

\*Three year commitment

## Logistics

Dates: Friday, January 29<sup>th</sup> to Friday, February 19<sup>th</sup>, 2016

Exhibit Days(s)/Hours: Monday - Friday 6 pm - 10 pm  
Sat, Sun & Holidays Noon – 10 pm

Bar Days/Hours: Thursday – Saturday 7-10 pm

Location: The Delta Bessborough Gardens

### Facility Requirements

1. Equipment required for set-up and carving at Delta Bessborough Gardens
  - Scaffolding
  - Zoom Boom
  - Storage area
  - Tables
  - Outdoor water access
  - Snow removal
  
2. Buildings and Equipment Required for Frosted Gardens Event at Delta Bessborough Gardens
  - Lighting (power access and cords)
  - Outdoor music
  - Tim lapse photography
  - Site security (gate and video camera)
  - Area to post sponsor recognition sign
  - Snow removal
  - Tent for shelter to protect carvings (new for 2016)
  - Tipi for warm-up area for guests (new for 2016)
  - Sugar Shack building on skids where maple syrup candy is made (8x10) (new for 2016)
  - Signage spaces
  - Ticket taking/payment booth/area (borrowed from Prairieland Park)
  - Location for Survey and Shaw Voting Kiosk (hotel lobby)
  - Washroom access
  - Storage area (in-kind donation from Canadian Pups)
  
3. Opening and Wrap Up Events at the Delta Bessborough Hotel
  - Podium and microphone
  - AV equipment (laptop for Powerpoint, projector and screen)
  - Mood music in background
  - Appetizers and Beverages
  - Tables and chairs
  - Giveaways (branded clothing)

## Event Dates and Hours

### Dates

Carving Wednesday, January 20<sup>th</sup> – Friday, January 29<sup>th</sup>  
Open for Business Friday January 29<sup>th</sup> - Friday, February 19<sup>th</sup>

### Hours

Monday to Friday 6 pm to 10 pm  
Saturday, Sunday and Holidays Noon to 10 pm

### Ticket Pricing

Adults	\$5.00
Children 2-12	\$2.00
Family Pass (2 Adults & 2 children)	\$12.00
Group (4 Adults)	\$15.00
Group Rates	
10+ in a group	25% discount off regular rates

### Ticket Sales

Most of the ticket sales will be done at the gate during exhibit hours. There will be a contact number for schools and charities to schedule a group booking time outside of scheduled exhibit hours. Each day the Registration Staff will be provided with a list of group bookings. Large groups will be asked to prepay prior to their booking.

1,000 complimentary passes will be printed and used for sponsor recognition, media relations and cross-promotions. They will all be coded in order to track the return and provide that data to the sponsors and other organizations.

### Planning Committee

This event is being organized by the executive of the Professional Ice Carving Society of Saskatoon (PICSS). These individuals have more than 60 years of combined experience in their areas of expertise listed below. Last year was their first year of planning Frosted Gardens and more than 5,000 people attended.

#### *Peter Fogarty, President PICSS*

Lead Carver, Fire and Ice Creations

Peter has 20+ years in the field of ice carving and has fostered many relationships with carvers across the country. He is instrumental to Frosted Gardens in organizing the team to create the exhibit, handle travel and accommodation logistics and to design and create the ice exhibit. This is his second year with Frosted Gardens and

#### *Anne-Marie Cey, Secretary PICSS*

Senior Planner, Wow Factor Event Design

This is Anne-Marie's second year planning Frosted Gardens as well as being on the PICSS Executive. She has extensive marketing, event planning, communications and business experience. Her role is to oversee all areas of event management including planning, marketing, sponsorship, human resources, volunteer recruitment and evaluation.

*Cynthia Paul, Treasurer PICSS*

Owner, Garcyn Consulting Inc.

Cynthia handles all of the bookkeeping for Frosted Gardens and ensures the budget is on track and controls are in place. She has many years of experience in bookkeeping in the hospitality industry in Saskatoon and is lending her experience once again to this year's event.

#### Carver Coordination

Peter Fogarty of Fire and Ice Creations will liaise with the 6-8 guest carvers. Working with Anne-Marie Cey, they will arrange for transportation to and from Saskatoon, local accommodation and transportation, honorariums and meals for the guests. Peter will host the guest carvers at his workplace and ensure that all of their carving needs are met.

#### **Evaluation**

All great events need a feedback mechanism to provide the organizers with candid expression of the guests' opinions. Frosted Gardens is no exception and guests will be asked to provide their input when they cast their online vote for their favorite ice carving. A short survey of demographics (age range, sex, postal code) and scale rating 1-5 on their first impressions of the exhibit, the value for their dollar, and of course asking for their comments on future exhibits. After the event one name will be randomly drawn to win a terrific prize donated by a Friend of Frosted Gardens. Feedback will also be solicited from our sponsors via Survey Monkey, an online survey tool. Results will be tabulated and an overall event evaluation will be prepared.

## Budget

EXPENSES	Estimated	In-Kind
<u>Site</u>		
Hotel space rental		\$ 35,000.00
Audio-visual equipment	\$ 250.00	\$ 500.00
Lighting and audio equipment (outside)	\$ 5,500.00	
Outdoor music selection (on ipod)		\$ 75.00
SOCAN License		\$ 150.00
Fencing	\$ 25.00	
Time lapse photography		\$ 4,500.00
Feedback survey and voting kiosk		\$ 1,500.00
Metal Bar for ice curtain rental		\$ 650.00
Ticket booth delivery and return	\$ 175.00	
Sugar Shack 8x10 cabin (material costs)	\$ 7,000.00	\$ 3,000.00
Sugar Shack Construction (Labour costs)		\$ 10,000.00
Wireless outdoor security camera	\$ 250.00	
<u>Supplies</u>		
Ice	\$ 30,000.00	
Tents or heated shelters, snowmaking machine, scaffolding, zoom boom and other major equipment rentals	\$ 25,000.00	
Outside power, cords, work lights	\$ 4,000.00	
Other small supplies - rental or purchase (Space Heaters, lights, rope, power cords, sleds etc...)	\$ 350.00	
Food, beverages and snacks for volunteers and at events (tea, soup, cookies etc...)	\$ 1,000.00	
Other items for ice exhibit (candy, toys etc...)	\$ 750.00	
Volunteer, VIP and Media gifts and clothing and embroidery	\$ 1,100.00	
Storage Pup		\$ 295.00
Twinkle lights		\$ 500.00
<u>Advertising and Promotion</u>		
Ad on posters and flyers - January	\$ 520.00	
Poster, postcard, print ads (2), handout, and all event signage designs	\$ 1,500.00	
Promotional Postcards - printing (1,500)	\$ 350.00	
Posters - printing (200)	\$ 250.00	
Complimentary Passes - printing (1,500)	\$ 75.00	
Handouts for guests (5,000 d/s) - printing	\$ 500.00	
Banners & signage (promo and thank you)	\$ 750.00	\$ 750.00
Print Ads	\$ 2,000.00	\$ 10,000.00
Radio Ads	\$ 2,000.00	\$ 26,440.00

MBC Radio Ads	\$ 500.00	\$ 5,000.00
Website Hosting	\$ 175.00	
Facebook Page/Advertising	\$ 200.00	
USSU (poster display)	\$ 9.00	
Woobox	\$ 15.00	
Sponsor's discounted tickets for Gala	\$ 7,500.00	

Administration

Postage	\$ 50.00	
Office supplies	\$ 75.00	
Event and Business Insurance	\$ -	\$ 500.00
Event Audited Financial Statements	\$ 5,000.00	

Transportation (booth, buildings, rental equipment)	\$ 5000.00	
Event Planner	\$ 25,000.00	
Logistics Manager	\$ 10,000.00	
Equipment Operators, site build support	\$ 2,000.00	
Bookkeeper	\$ 369.00	
Entrance Staff	\$ 1,262.00	
Activities Volunteers		\$ 2,500.00
Ice Carvers - honorarium	\$ 14,000.00	
Ice Carvers ( <i>meals, local transportation</i> )	\$ 2,500.00	\$ 2,500.00
Travel - Carvers	\$ 2,500.00	\$ 3,000.00
Event Photographer	\$ -	\$ 350.00
Bartenders	\$ -	\$ 1,500.00
<b>TOTAL EXPENSES</b>	<b>\$ 155,000.00</b>	<b>\$ 107,710.00</b>

**REVENUE**

**Estimated**

2015 Carryover	\$ 2,000.00
Admission 7,000 x \$4 avg.	\$ 28,000.00
Sugar Shack Revenue (after expenses)	\$ 5,000.00
Corporate Sponsors	\$ 65,000.00
Tourism Saskatchewan	\$ 24,500.00
Tourism Saskatoon	\$ 7,500.00
Saskatchewan Arts Board	\$ 8,000.00
Community Initiatives Fund	\$ 10,000.00
City of Saskatoon Events Grant	\$ 25,000.00

**TOTAL REVENUE** \$ 170,000.00

**REVENUE MINUS EXPENSES (Donation to Saskatoon Zoo Foundation campaign)** \$ 20,000.00

APPENDIX

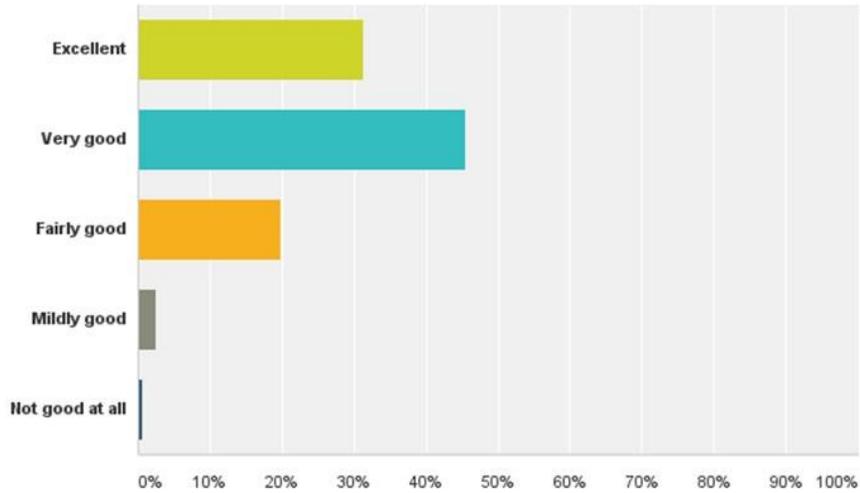
Frosted Gardens 2015 P & L

<b>Profit &amp; Loss</b>	
<b>All Transactions</b>	
	<u>Mar 20, 15</u>
Ordinary Income/Expense	
Income	
Direct Public Support	
Arts Grant and other Grants	4,770.00
Corporate Contributions	18,500.00
Gifts in Kind - Goods & Service	98,508.61
Total Direct Public Support	<u>121,778.61</u>
Ticket Sales	19,434.50
Total Income	<u>141,213.11</u>
Expense	
Frosted Gardens	
Advertising & Promotions	48,013.05
Donated Facilities	35,330.00
Equip Rental and Maintenance	15,112.64
Outside Contract Services	36,823.53
Printing and Copying	384.19
Rent, Parking, Utilities	223.55
Supplies	2,214.14
Total Frosted Gardens	<u>138,101.10</u>
Operations	
Business Registration Fees	105.00
Interest and Bank Fees	101.32
Professional Services	309.37
Total Operations	<u>515.69</u>
Total Expense	<u>138,616.79</u>
Net Ordinary Income	<u>2,596.32</u>
Net Income	<u><u>2,596.32</u></u>

## Frosted Gardens 2015 Survey Results

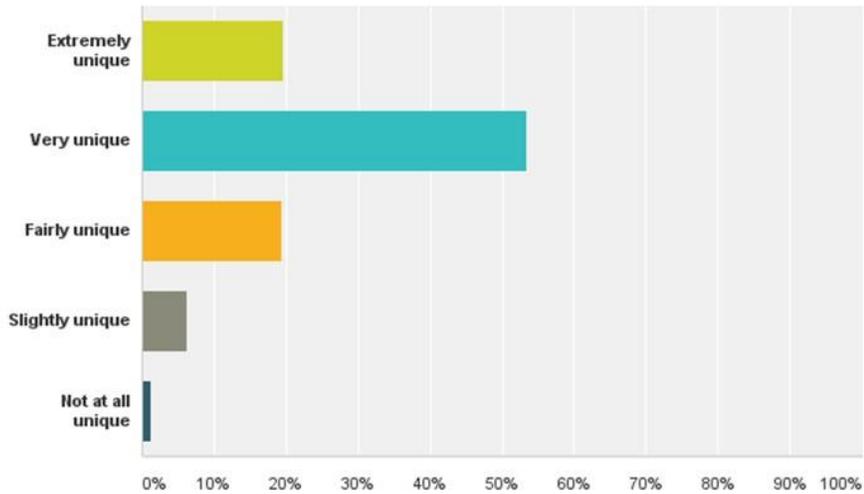
### Q1: Overall, how would you rate Frosted Gardens?

Answered: 312 Skipped: 4



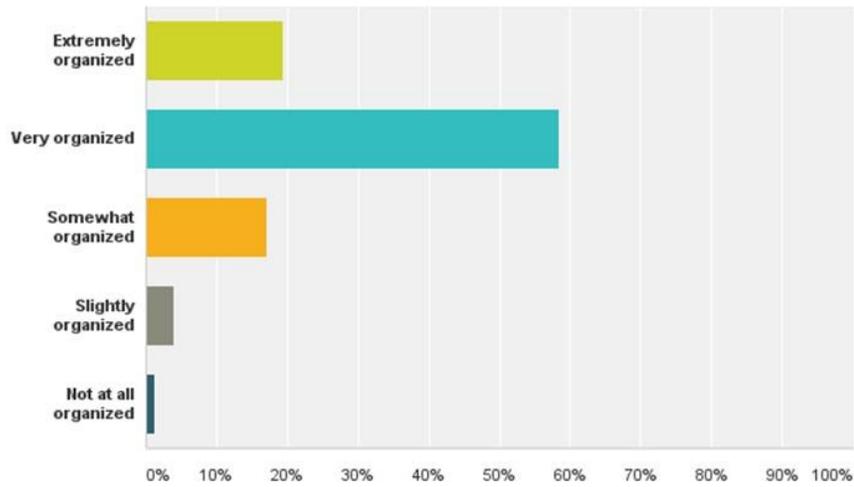
### Q6: How unique was Frosted Gardens?

Answered: 305 Skipped: 11



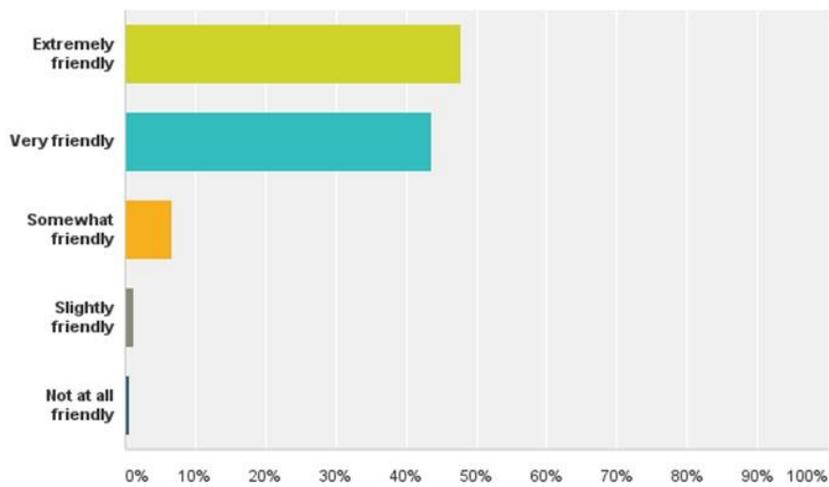
### Q7: How organized was Frosted Gardens?

Answered: 310 Skipped: 6



### Q8: How friendly were the volunteers and staff?

Answered: 310 Skipped: 6



## Q9: How many people attended Frosted Gardens with you?

Answered: 310 Skipped: 6

Answer Choices	Responses	
Just myself	5.48%	17
2 people including myself	47.42%	147
3-4 people including myself	30.65%	95
5-10 people including myself	14.52%	45
10+ people including myself	1.94%	6
<b>Total</b>		<b>310</b>



101270380  
Entity Number

# Certificate of Incorporation

*THE NON-PROFIT CORPORATIONS ACT, 1995*

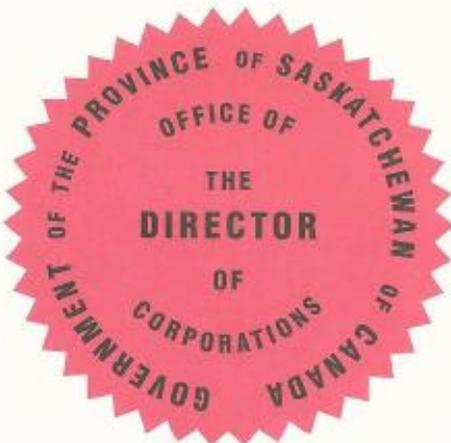
I certify that

THE PROFESSIONAL ICE CARVING SOCIETY OF SASKATOON INC.

is this day incorporated under *THE NON-PROFIT CORPORATIONS ACT, 1995* in accordance with the attached Articles.

Given under my hand and seal

this 17th day of November, 2014



  
Director of Corporations



**Featuring:**

- ◆ *Ice Sculptures*
- ◆ *Ice Maze*
- ◆ *Ice Bar with Vodka Luge*
- ◆ *Speed Carving Exhibit*
- ◆ *Ice Graffiti Wall*
- ◆ *Ice Bowling*

**\$5 Adults \$2 Children Group rates available.**  
 For more information visit: [www.frostedgardens.org](http://www.frostedgardens.org)  
 Call: 306-221-3208

*Presenting Partner*  
**DELTA**  
 BESSBOROUGH

*Ice Activity Sponsors*  
**FIRE & ICE** CREATIONS  
**WOW FACTOR** EVENT DESIGN

*Sculpture Sponsor*  
**PotashCorp**  
 Helping Nature Provide

*Media Partner*  
**98 COOL FM**

*Supporters*  
 Sask Culture | Lottery | Arts Board | TourismSaskatoon

*Friends*  
 Canadian Tire, Hunter's Bowling Centres, Pelican Media, Pepper Designs, PostashCorp Winterhines, PrairieLand Park, SaskTel, The Partnership

**FROSTED GARDENS**

**Saskatoon's Premiere Ice Carving Exhibit**

**Delta Bessborough Gardens**  
**Jan. 30 - Feb. 15**

**For more information visit:**  
[www.frostedgardens.org](http://www.frostedgardens.org)

**Welcome to**  
  
**FROSTED GARDENS**  
 At the Delta Bessborough

Thank-you for attending the first-ever Frosted Gardens ice carving exhibit. This event has been brought to you by the *Professional Ice Carving Society of Saskatoon* with the support of numerous generous sponsors, donors & suppliers.

As you walk through the grounds you'll be treated to ice art and activities created by these talented local & international professional ice carvers!



**Peter Fogarty**

The mastermind behind Frosted Gardens, Peter is the owner of **Fire & Ice Creations**, a local ice sculpting company. Peter was a chef for 30 years before pursuing his ice carving passion.



**Doug Lingelbach**

A local carver, Doug's usual carving media is wood however his talent and abilities **shine through** at this year's Frosted Gardens.



**Takashi Ito**

Takashi is an executive chef at the **Inn at Laurel Point in Victoria, BC**. He has competed in competitions in the USA, Canada, Japan, Russia, and China.



**Julio Martinez**

Julio is an international ice carving competitor from Mexico City. He started carving ice 10 years ago. He owns **Dreaming with Ice**, an ice sculpture supply firm.



**Tom Pitt**

Tom started carving ice in 1984. Hailing from Winnipeg, he represented Canada at the **Winter Olympics** in Nagano Japan, Salt Lake City and Vancouver.



**Ikuo Kanbayashi**

Ikuo is from Ottawa and is the President of the **Canadian Ice Carvers Society**. He was the Olympic Ice Art Championship Judge for the 2006 Cultural Olympiad in Torino, Italy and 2002 Cultural Olympiad in Salt Lake City, USA.



**Kee Gawah**

Originally from Malaysia, Kee is a chef at the **Radisson Hotel in Sweden**. He is an international award-winning competitor who has carved in London, Lake Louise and Edmonton.



**Larry MacFarlane**

Originally from Winnipeg, Larry is a cooking instructor in **Weyburn, SK**. He is an international competitor who has received many awards for his artistic talents.

**Sculptures:**

1. **Marlin** by Peter
2. **Mask** by Tom
3. **Dancing Sea** by Ikuo
4. **Flying Fish** by Larry
5. **Son of the Winter Warrior** by Julio
6. **Illusion** by Kee
7. **Angel Fish Kiss** by Takashi
8. **Frosted Castle** by Doug

## Interesting Ice Facts ...

- \* These ice sculptures range between 1– 1.5 tonnes (2-3,000 lbs.).
- \* One block of ice weighs 300 lbs. and takes four days to make.
- \* Frosted Gardens is made of approximately 20 tonnes of ice!
- \* On average each sculpture takes 30 hours to complete.
- \* At room temperature ice melts at approximately 1/4" per hour.
- \* Most ice carvers come from the **hospitality industry** because ice, like food, is a non-permanent form of art.

Upload your best photo to our **Facebook page** (search Frosted Gardens). The photo with the most likes **wins a stay at the Delta Bessborough & Sunday Brunch!**



Vote for your favorite ice sculpture at [www.frostedgardens.org](http://www.frostedgardens.org) and be entered to win a stay at the Bessborough & Sunday Bruch!

- |                                |  |
|--------------------------------|--|
| 1. <i>Marlin</i> by Peter      | 5. <i>Son of the Winter Warrior</i> by Julio |
| 2. <i>Mask</i> by Tom          | 6. <i>Illusion</i> by Kee                    |
| 3. <i>Dancing Sea</i> by Ikuo  | 7. <i>Angel Fish Kiss</i> by Takashi         |
| 4. <i>Flying Fish</i> by Larry | 8. <i>Frosted Castle</i> by Doug             |

PRESENTING PARTNER



SCULPTURE SPONSOR



MEDIA SPONSOR



ACTIVITY SPONSORS



SUPPORTERS



LOTTERIES SK

FRIENDS

Canadian Tire  
Freeman Audiovisual  
Hunter's Bowling Centres  
Missinipi Broadcasting Corporation  
Night Owl Entertainment  
Pelican Signs  
Pepper Designs

PotashCorp Wintershines  
PrairieLand Park  
SaskTel  
Saskatoon Forestry Farm  
Storage Vault Canada  
Stormy Marketing  
The Partnership Saskatoon Downtown BID



Thank you for your support!

The Professional Ice Carving Society of Saskatoon

Event Business Plan Highlights

Frosted Gardens is an annual event that showcases the visual art of ice carving. International ice carvers from as far away as Mexico City and Sweden will work alongside Peter Fogarty of Saskatoon's own Fire and Ice Creations to craft an ice sculpture garden to transform the Delta Bessborough Garden into an ice sculpture gallery.

The event will also promote an understanding and appreciation of First Nations and French cultures, while providing winter fun and enjoyment for the public. Event activities and amenities include a snow mini-golf course, an ice slide, an ice amusement centre, an ice graffiti wall, an ice bar, and a sugar shack and warm up tipi.

The Frosted Gardens event took place for the first time in 2015. City of Saskatoon grant funding was not sought for this inaugural event as this funding source was not known to the organizing committee until late in 2014, at which time it was too late to submit an application. As per policy, one time seed money is available to organizations hosting annual events. This annual event would, therefore, qualify for this grant for the 2016 event.

The Professional Ice Carving Society of Saskatoon (PICSS) is requesting a total of \$25,000 in grant funding support from the City of Saskatoon under the Special Event—Festival category of the Special Event Policy. A funding application has also been submitted to Tourism Saskatchewan requesting \$24,500 for this event; however, this funding request has not yet been approved. Funding applications have also been submitted to the Saskatchewan Arts Board (\$8,000) and the Community Initiatives Fund (\$10,000). Tourism Saskatoon has confirmed funding in the amount of \$7,500 for this event. Corporate sponsorship is also being sought for this event but is not yet confirmed.

The legacy component identified by PICSS is an estimated \$25,000 contribution to the Saskatoon Zoo Foundation's Carnivore Trail Campaign.

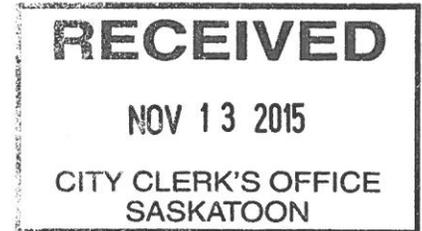
PICSS is anticipating an estimated 7,000 visitors to this event based on the actual attendance at the 2015 event of 5,000 visitors. Approximately 35% of the visitors who attended the 2015 event were from outside Saskatoon, which contributed some economic impact to the Saskatoon economy and it is anticipated that the 2016 event will draw an increased number of visitors to Saskatoon.

**Projected 2016 Special Event Reserve Funding and Expenditures**

	SPECIAL EVENTS	PROFILE SASKATOON	TOTAL RESERVE
2015 Projected Ending Balance	(\$455,000)	(\$360,639)	(\$815,639)
2016 Annual Provision	(\$250,000)	(\$250,000)	(\$500,000)
2016 Projected Requests	\$50,000	\$180,000	\$230,000
Frosted Gardens Funding Request	\$25,000	\$0	\$25,000
2016 Projected Closing Balance	(\$630,000)	(\$430,639)	(\$1,060,639)

1870-15

**From:** Anne-Marie Cey <acey@wowfactorevents.ca>  
**Sent:** November 13, 2015 1:51 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Friday, November 13, 2015 - 13:50  
Submitted by anonymous user: 142.165.250.43  
Submitted values are:

Date: Friday, November 13, 2015  
To: His Worship the Mayor and Members of City Council  
First Name: Anne-Marie  
Last Name: Cey  
Address: 214 Kinsmen Cr.  
City: Martensville  
Province: Saskatchewan  
Postal Code: S0K 0A2  
Email: [acey@wowfactorevents.ca](mailto:acey@wowfactorevents.ca)

Comments:  
Dear Sirs/Madams:

I am writing to to request to speak to the "Request for Funding - Frosted Gardens 2016 - Special Events Policy Report that will be presented to the Standing Policy Committee on Planning, Development and Community Services on December 2/15.

The reason I would like to speak to the committee is to further explain the purpose of the Frosted Gardens 2016 event, how it will benefit the city, why the Frosted Gardens planning committee didn't apply for funding last year, and also to be present to answer any questions the Standing Policy Committee might have.

Sincerely,

Anne-Marie Cey  
On behalf of the Professional Ice Carving Society of Saskatoon  
306-221-3208 (cell)  
306-978-0292 (office)

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/50929>

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## Application for Funding - Saskatoon Diving Club - Youth Sport Subsidy Program - Special Events Policy No. C03-007

### Recommendation

That funding, in the amount of up to \$5,000, from the Special Event Reserve, be approved for Saskatoon Diving Club to host the Winter Senior National Diving Championships from December 18 to 20, 2015.

### Topic and Purpose

The purpose of this report is to request approval of a Special Event Hosting Grant for the Saskatoon Diving Club, which is an eligible Youth Sport Subsidy Program (YSSP) Sport Organization, hosting an event in Saskatoon in 2015.

### Report Highlights

1. A late application was received from the Saskatoon Diving Club to host an event in December 2015. The Special Event Reserve has sufficient funding to accommodate this late application.
2. Two thirds of the participants are under the age of 18 years, making this event eligible for grant funding.
3. The Saskatoon Diving Club has requested \$5,000 in grant funding for this event.

### Strategic Goal

This report supports the City of Saskatoon's (City) long-term Strategic Goal of Quality of Life by supporting community building through direct investment.

### Background

Special Events Policy No. C03-007 (Special Events Policy) specifies the eligibility criteria for sport organizations to apply for a grant is to host an event that takes place from January 1 to December 31 of the upcoming year.

Section 3.2.1 of the Special Events Policy outlines the criteria that must be met to receive funding. Attachment 1 summarizes the criteria used to evaluate each grant application.

### Report

#### Application Submission

On October 27, 2015, the Administration received an application from Saskatoon Diving Club for a YSSP Special Event Hosting Grant to host the Senior National Diving Championships, which is a qualifying event in preparation for the 2016 Olympics.

This is a late application as the application submission deadline for events taking place in 2015 was October 15, 2014. As the Special Event Reserve has funding available, this late application was accepted and reviewed by the Administration.

The 2015 Youth Sport Subsidy Special Event Grant Application Summary presents an overview of this YSSP Special Event Hosting Grant application and also recommends the grant amount that this youth sport organization should receive in 2015 (see Attachment 2).

This application meets the Special Events Policy eligibility criteria required to receive a grant from the unexpended YSSP funds.

#### Eligible Participants

As per the Special Events Policy, only those 18 years of age and under are eligible for this grant. Of the total 60 event participants, 40 participants will be 18 years of age and under and 20 will be over the age of 18. The eligible rental costs have been calculated based on 67% of event participants being 18 years of age and under. As such, the eligible rental costs for this event are \$5,388.95.

#### Grant Amount Requested

Taking the funding into consideration that Saskatoon Diving Club has secured for this event from Diving Plongeon Canada, Saskatoon Sports Tourism, and Saskatchewan Diving, the amount of grant funding being requested for this application is \$5,000.

#### **Options to the Recommendation**

The options that may be considered are:

- a) to deny the recommendations outlined in this report; or
- b) to suggest a grant amount other than the amount recommended.

#### **Public and/or Stakeholder Involvement**

The Administration received a YSSP Special Event Hosting Grant application from Saskatoon Diving Club on October 27, 2015. The Adjudication Committee (Committee) was made aware of and reviewed this late application at its November 5, 2015 meeting.

#### **Communication Plan**

The Administration will inform the Saskatoon Diving Club, as well as the Committee, of the Standing Policy Committee on Planning, Development and Community Services' decision regarding the outcome of the recommendation, as outlined in this report.

#### **Financial Implications**

The Special Event Reserve Unexpended Youth Sport Subsidy Fund has an uncommitted balance of \$149,723.20 for 2015. This reserve balance will accommodate this late application, as recommended for approval in this report.

**Application for Funding – Saskatoon Diving Club - Youth Sport Subsidy Program - Special Events  
Policy No. C03-007**

2015 Reserve Balance	Saskatoon Diving Club's Eligible Grant Amount	Reserve Balance Remaining
\$149,723.20	\$5,000.00	\$144,723.20

**Other Considerations/Implications**

There are no policy, environmental, privacy, or CPTED implications or considerations.

**Due Date for Follow-up and/or Project Completion**

A post-event evaluation report will be submitted to the Administration by the Saskatoon Diving Club within 90 days of event completion. Approved grant funding, based on actual rental costs, will be dispersed upon receipt and review of the post event report.

**Public Notice**

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

**Attachments**

1. Section 3.2.1 - Unexpended Youth Sport Subsidy Funding Criteria
2. 2015 Youth Sport Subsidy Special Event Hosting Grant Application Summary

**Report Approval**

Written by: Loretta Odorico, Facility Supervisor, Customer Service, Recreation and Sport  
Reviewed by: Lynne Lacroix, Director of Recreation and Community Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/reports/RS/2015/PDCS – Application for Funding – Saskatoon Diving Club – Youth Sport Subsidy Program – Special Events  
Policy No. C03-007/gs

**Section 3.2.1 Unexpended Youth Sport Subsidy Funding Criteria**

The following additional criteria shall be used for grants made from the unexpended funds remaining in the Youth Sport Subsidy Program (YSSP):

- a. Eligible applicants will be restricted to those organizations receiving funding under the YSSP.
- b. As indicated in the special events definition, funding must be applied to events that are non-recurring on an annual basis. However, groups applying for seed money to host recurring events for the first time would be eligible to apply on a one-time basis. Events that are now held on an annual basis would not be eligible for this funding.
- c. Funding must be used for the rental cost of facilities only.
- d. Events that have an operating budget of less than \$100,000 are eligible for funding.
- e. YSSP events are not required to have an event legacy component and are not required to submit a business plan.

**2015 Youth Sport Subsidy Special Event Hosting Grant Application Summary**

<b>Organization</b>	Saskatoon Diving Club
<b>Event</b>	Senior National Diving Championship League 16 and under
<b>Date</b>	December 18-20, 2015
<b>Rental Cost</b>	\$5,388.95 eligible rental costs Grant amount requested: \$5000
<b>Economic Impact</b>	Estimated number of participants/spectators/coaches/volunteers from outside Saskatoon (80 km away) = 10 Estimated number of participants/spectators/coaches/volunteers from other provinces = 150 Estimated economic impact: 3 nights x 60 rooms = 198 Estimated number of meals 450 x 3 days = 1,350 Estimated vehicle rentals = 30
<b>Participation</b>	Total number athletes - 60 Number of athletes 18 years of age and under = 40 (67%) Spectators = 200 Volunteers = 40 Coaches = 25
<b>Benefits of this Event</b>	Local athletes will be exposed to high performance competitors. It will raise the profile of diving in Saskatoon.

**RECOMMENDED GRANT:   \$5,000.00**

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## Innovative Housing Incentives – EGADZ – 600 Queen Street

### Recommendation

1. That funding of 10% of the total capital cost for the development of four additional units in a residential care home located at 600 Queen Street, estimated at \$19,125, be approved, conditional on the project being approved for funding under the Homelessness Partnering Strategy; and
2. That the City Solicitor be requested to prepare the necessary incentive agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### Topic and Purpose

The purpose of this report is to recommend that a 10% capital grant be given toward the cost of four additional units in an existing residential care home operated by Saskatoon Downtown Youth Centre Inc. (EGADZ).

### Report Highlights

1. EGADZ is renovating and adding additional capacity to accommodate four new bedrooms at 600 Queen Street.
2. The Administration is recommending a 10% capital grant estimated to be \$19,125.
3. The project is eligible for funding from the Homelessness Partnering Strategy (HPS).

### Strategic Goal

This report supports the City of Saskatoon's (City) long-term Strategic Goal of Quality of Life by increasing the supply and range of affordable housing options.

### Background

On January 20, 2014, City Council approved funding for 9% of the total capital cost for the purchase and renovation of a transitional rental home, for mothers and their children, by EGADZ to a maximum of \$90,000. Additionally, City Council approved a land cost differential incentive of 5% of the total capital cost estimated at \$50,250.

On December 2, 2014, City Council revised the 2015 housing target to 500 units across the attainable housing continuum; 70 units of which were targeted to be affordable rental or transitional units. To date, City Council has committed \$1,089,782 in support of 63 new affordable rental and transitional units. A total of \$44,302 is available to support additional projects in 2015.

## **Report**

### EGADZ is Renovating and Adding Four Bedrooms at 600 Queen Street

In 2014, EGADZ purchased and renovated a building at 600 Queen Street that is being operated as a residential care home for young mothers and their children who are at risk of being homeless. The Sweet Dreams home currently accommodates up to eight mothers and their young children. There is currently a child care worker, a social worker, and outreach staff available to support the mothers as they transition toward independence.

EGADZ is looking to expand the capacity of their residential care home by creating an additional four bedrooms and two bathrooms. This is part of a larger renovation project that will also include a new daycare centre on site. A discretionary use application for the daycare has been received and is under review. Attachment 1 shows a rendering of what the completed building will look like.

### Project Evaluation and Capital Grant Amount

The cost of adding the four bedrooms and two bathrooms is estimated to be \$191,256. EGADZ's application for financial assistance was evaluated by Neighbourhood Planning using the Capital Grant Project Evaluation Matrix and was awarded ten points, which equates to a 10% capital grant estimated to be \$19,125. A copy of the evaluation has been provided in Attachment 2.

As a group home licensed by the provincial government, EGADZ is exempt from paying property tax and, therefore, will not be applying for the five-year incremental property tax abatement.

### Funding Commitments from Other Sources

EGADZ is working to secure federal government funding under HPS to cover the balance of the cost of this project. The City's funding is tied to the HPS funding since the HPS is responsible for the income screening. EGADZ has received a funding commitment from the provincial Ministry of Social Services to cover the operating costs of this project.

## **Options to the Recommendations**

City Council could choose to not provide financial incentives for this project. Choosing this option would represent a departure from Innovative Housing Incentives Policy No. C09-002.

## **Public and/or Stakeholder Involvement**

Public consultation is not required to add bedrooms to the residential care home. However, a public meeting will be held as part of the Discretionary Use process for the daycare that will be built as part of this project.

**Communication Plan**

Upon completion of the project by EGADZ, a news release and/or media event will be organized that will include the level of government and agencies involved in funding the project.

**Financial Implications**

The funding source for the \$19,125 capital grant is from the Affordable Housing Reserve. A total of \$44,302 is remaining for capital grants in 2015. If this project is approved, an allocation of \$25,177 would remain available for grants in 2015.

**Other Considerations/Implications**

There are no policy, environmental, privacy, or CPTED implications or considerations.

**Due Date for Follow-up and/or Project Completion**

The project is scheduled to be completed by December 31, 2016.

**Public Notice**

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

**Attachments**

1. Rendering of Completed 600 Queen Street
2. Point System, Project Evaluation - Innovative Housing Incentive Program – Capital Grant Project Evaluation Matrix

**Report Approval**

Written by: Michael Kowalchuk, Planner, Planning and Development  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

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# Rendering of Completed 600 Queen Street



## Point System, Project Evaluation Innovative Housing Incentive Program Capital Grant Project Evaluation Matrix

A point system has been developed to achieve various targets within the 2013 to 2022 Housing Business Plan. The Innovative Housing Incentive Program is the City of Saskatoon's (City) main incentive program for affordable and special-needs housing. The program offers a capital grant of up to 10% of the total capital cost of affordable housing projects. Housing created under this incentive must be provided to households within incomes below the Saskatchewan Household Income Maximums (SHIMs) described in Appendix 2 of the Housing Business Plan.

The program offers a base level of municipal support equal to 3% of the total capital cost. The capital grant can be increased to a maximum of 10% of the total capital cost of affordable housing projects. Grants are calculated on a point system matrix, with extra points assigned for each housing priority addressed within the City's Housing Business Plan.

Below is the point evaluation score for the project located at 600 Queen Street and the corresponding capital grant percent.

<b>Proponent</b>	<b>Project Location</b>	<b>Date Application Received</b>	<b>Date Application Evaluated</b>
EGADZ	600 Queen Street	January 9, 2015	January 12, 2015
<b>Housing Business Plan Priority</b>	<b>Criteria</b>	<b>Possible Point Percentage (%)</b>	<b>Points Earned</b>
Base Grant	Projects must serve households below provincial SHIMs.	3	3
Leveraging Funding from Senior Levels of Government	Secured funding from federal or provincial government under an eligible grant program.	2	2
Significant Private Partnership	There is a significant donation (at least 10% in-kind or donation) from a private donor, faith group, or service club.	1	0
Accessible Housing	At least 5% of units meet barrier-free standards.	1	0
Neighbourhood Revitalization	Project improves neighbourhood by:		
	a) renovating or removing rundown buildings; and/or b) developing a vacant or brownfield site.	1 1	0 0
Mixed Tenure Development	Project has a mix of affordable/market units or a mix of rental/ownership.	1	0
Safe and Secure Housing	Landlord is committed to:		
	a) obtaining Crime Free Multi-Housing certification for the project, and/or b) incorporating CPTED principles into design.	1 1	0 0

Housing Business Plan Priority	Criteria	Possible Point Percentage (%)	Points Earned
Supportive Housing	The proposal includes ongoing supports for residents including assistance to stay housed, such as remaining drug and alcohol free, cultural supports, and elements of Housing First initiatives.	1	1
Meets Specific Identified Housing Need	Project meets an identified housing need from a recent study such as: a) homelessness; b) large family housing (three bedrooms or more); c) accommodation for students; and d) Aboriginal housing.	2	2
Innovative Housing	Project uses innovative design, construction techniques, materials, or energy-saving features.	1	1
Innovative Tenure	Innovative Housing tenures such as rent-to-own, life lease, land trust, sweat equity, cooperative housing, or co-housing.	1	1
<b>Notes:</b>			<b>Total Points and Capital Grant Percent Earned 10%</b> <b>10 Points = 10% Capital Grant</b>

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## Priority List of Future Streetscape Projects

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to provide the prioritized list of future streetscape projects.

### Report Highlights

1. The goal of the Urban Design Program is to make Business Improvement Districts (BIDs) more memorable, inclusive, and vibrant.
2. The Urban Design Committee (UDC) reviews Urban Design projects and programs to identify and prioritize future work. Continued rehabilitation of older streetscapes and planning for future Idylwyld Drive improvements are the priorities for 2016.
3. The UDC is preparing a new City Council policy that will formalize the relationship between the City of Saskatoon (City) and the BIDs.

### Strategic Goals

The improvement of streetscapes through the Urban Design Program supports four strategic goals: Quality of Life, Environmental Leadership, Sustainable Growth, and Moving Around, by enhancing and providing amenities to key existing commercial districts and by contributing to BID revitalization efforts. Streetscape projects create warm and welcoming people places, improve public safety, and add cultural and community infrastructure. Urban Design projects make walking, cycling, and transit use easier with more accessible sidewalks, bulbed intersections, and street furniture.

### Background

At its October 27, 2014 meeting, City Council resolved, in part:

“That the Administration provide the list of prioritization of future streetscape projects to the Standing Policy Committee on Planning, Development and Community Services in a future report.”

### Report

#### Goal of Urban Design

The goal of the Urban Design Program is to make BIDs more memorable, inclusive, and vibrant. A key objective is to maintain and increase patronage of these districts. Urban Design strives to create places where people want to visit; increase functionality and use of the public realm, including sidewalks and streets; and maintain streetscapes at the highest possible standard. The Urban Design Program accommodates and promotes all modes of transportation and also helps implement the City’s strategic plans and policies.

### Urban Design Committee Prioritizes Urban Design Projects

The UDC advises the Urban Design Program on all matters relating to budget, priorities, and emerging trends in the BIDs. The UDC is comprised of Urban Design staff; Executive Directors from the three core BIDs (Broadway, Downtown, and Riversdale), and relevant civic staff, depending upon the meeting agenda. Although they are funded through a different budget, the Sutherland BID is invited to attend UDC meetings. The UDC has met monthly in 2015 to review Urban Design projects and programs and to identify and prioritize future work.

With respect to prioritizing future projects, the UDC maintains a list of recommended urban design work (see Attachment 1). This work is identified through a variety of means, including the City's strategic plan, planning reports, and by the BID membership. The UDC evaluates and prioritizes projects based on the following considerations:

- provides or supports animation of the street;
- strengthens or renews existing streetscapes;
- supports City and BID's strategic plans; and
- aligns with other planned projects in the Corporation.

For the period 2016 to 2019, the Urban Design priorities are Streetscape Rehabilitation and Idylwyld Drive, as described in Capital Project No. 2162.

### New City Council Policy

The UDC is preparing a new City Council policy that will formalize the relationship between the City and the BIDs, and define the goals and objectives of the Urban Design BID Program. The purpose of the policy is to recognize the important relationship between the City and BIDs, identify the roles each group plays in the delivery of services, and reaffirm that construction and maintenance within the BID areas is a priority for civic departments. The policy will also establish the criteria for adding new BIDs to the Urban Design BID Program. It is anticipated that this policy will be presented to City Council by March 2016.

### **Public and/or Stakeholder Involvement**

The UDC, which includes the core BIDs, guides the prioritization of the projects, as well as identifies needed projects and programs. Major construction projects are presented to City Council for approval as part of the tendering process.

### **Communication Plan**

Communication plans for each project are developed on a project-specific basis.

### **Other Considerations/Implications**

There are no options, policy, financial, environmental, privacy, or CPTED implications.

## Priority List of Future Streetscape Projects

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### **Due Date for Follow-up and/or Project Completion**

Although this report closes the October 8, 2014 request from City Council, a report involving the proposed new City Council policy will be brought forward by March 2016.

### **Public Notice**

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

### **Attachment**

1. Prioritized Urban Design Projects List

### **Report Approval**

Written by: Genevieve Russell, Urban Design Manager, Neighbourhood Planning Section  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

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## Urban Design Recommendations - BID

Updated October 20, 2015

The following projects are aligned with the Urban Design Program and require funding, in whole or in part, from the BID Streetscape Reserve.

#	Recommendation	Description	Report	Status	Area	Priority
1	Street Animation Program	Develop a street animation program.	Identified by UDC		All	High
2	Streetscape Rehabilitation	Repair trip hazards, expand tree wells, replace worn out furniture, address current amenity needs, etc.	Identified by UDC		All	High
3	Public Art	Provide additional public art and put art back on vacant plinths.	Identified by UDC		All	High
4	Wayfinding	Develop a wayfinding system to help visitors orient themselves in the BIDs and easily find desired places.	Identified by UDC		All	High
5	Broadway 5-Corners Plaza	Create an open space focus for Broadway Avenue in the form of an urban plaza at 5-corners. Framed by existing and future mixed-uses, this consolidates a variety of existing open spaces into a coherently designed plaza that extends feature paving in the roadways to accommodate occasional road closures for major festivals and events.	Broadway 360°		Broadway	High
6	The Mews - Rethinking the Lanes	Correspond to existing commercial lanes that have existing or potential commercial frontages and which are not shared by residential homes. Rethink the purpose and design treatment of these lanes to transform them into spaces that, in addition to parking and servicing, are also inviting to pedestrians. The Mews can accommodate outdoor patios, enable viable storefronts and galleries, and serve as event spaces.	Broadway 360°		Broadway	High
7	Implement Streetscape Improvements to 21 <sup>st</sup> Street	Implement improvements to 21 <sup>st</sup> Street, including crosswalks at 1 <sup>st</sup> Avenue, the length of 21 <sup>st</sup> Street and across Spadina Crescent.	City Centre Phase 3		Partnership	High
8	Downtown Catalyst Project	Such as implement initial phase of linear park at 21 <sup>st</sup> Street and Spadina Crescent.	City Centre Phase 3		Partnership	High

#	Recommendation	Description	Report	Status	Area	Priority
9	Redevelop Idylwyld Drive		City Centre Phase 3	Design budget approved	Partnership and Riversdale	High
10	Complete a Streetscape Master Plan for the Area North of 20 <sup>th</sup> Street	Create a streetscape Master Plan for the area north of 20 <sup>th</sup> Street West, up to 22 <sup>nd</sup> Street West, and between Idylwyld Drive and Avenue D South.	Riversdale LAP		Riversdale	High
11	Improve Connections Between Riversdale and Downtown	Commit to the design and construction of a pedestrian connection across Idylwyld Drive to the Downtown to strengthen connectivity and linkages between Rivesdale, River Landing, and the Downtown.	Riversdale Business Development and Revitalization Plan	Draft Report	Riversdale	High
12	Gateway at Idylwyld Drive and 20 <sup>th</sup> Street		Riversdale Business Development and Revitalization Plan	Draft Report	Riversdale	High
13	Public Art		Broadway 360°		Broadway	High
14	Street Improvements at Broadway Avenue		City Centre Phase 3		Broadway	Medium
15	Improved Crosswalks	Distinctive paving, count-down signals, improved pedestrian crossing timing.	Broadway 360°		Broadway	Medium
16	Gateways		Broadway 360°		Broadway	Medium
17	City Hall Square Design Considerations	Complete design drawings for improved landscape at City Hall Square area.	City Centre Phase 3		Partnership	Medium
18	Implement Streetscape Improvements to 23 <sup>rd</sup> Street	Implement improvements to 23 <sup>rd</sup> Street, including initial phase of linear park at 23 <sup>rd</sup> Street and Spadina Crescent. Complete design plans for new entry to Meewasin Trail.	City Centre Phase 3		Partnership	Medium
19	Redevelop 1 <sup>st</sup> Avenue		City Centre Phase 3		Partnership	Medium
20	Streetscape Improvements at 19 <sup>th</sup> Street		City Centre Phase 3		Partnership	Medium
21	Streetscape Improvements at 20 <sup>th</sup> Street		City Centre Phase 3		Partnership	Medium

#	Recommendation	Description	Report	Status	Area	Priority
22	Streetscape Improvements at Western Portion of 23 <sup>rd</sup> Street		City Centre Phase 3		Partnership	Medium
23	Streetscape Improvements at Portions of 3 <sup>rd</sup> Avenue		City Centre Phase 3		Partnership	Medium
24	Streetscape Improvements at Portions of 4 <sup>th</sup> Avenue		City Centre Phase 3		Partnership	Medium
25	Streetscape Improvements at Spadina Crescent.		City Centre Phase 3		Partnership	Medium
26	Design Competition for Streetscaping along Avenue B, south of 20 <sup>th</sup> Street	Hold a design competition for streetscaping of the proposed mixed-use development along Avenue B, south of 20 <sup>th</sup> Street, and raise funding to hire the winning team to implement their design.	Riversdale Business Development and Revitalization Plan	Draft Report	Riversdale	Medium
27	Encourage Developing a Pedestrian-Intensive Neighbourhood with Traffic Calming along 20 <sup>th</sup> Street West and the Neighbourhood Spatial Element to Encourage the Active Use of Sidewalks and Streetscapes	Carry out a traffic study for the possible closure of Avenue B from 19 <sup>th</sup> Street West to 20 <sup>th</sup> Street West, and the implementation of more effective traffic calming measures along 20 <sup>th</sup> Street West, between Idylwyld Drive and Avenue F.	Riversdale Business Development and Revitalization Plan	Draft Report	Riversdale	Medium/Low
28	A better integrated Oskayak School	Enhance the quality of open spaces around the building by eliminating the fencing, feature paving the parking area to second as a plaza for events.	Broadway 360°		Broadway	Low
29	Victoria School Plaza		Broadway 360°		Broadway	Low
30	St. Joseph's Church Plaza		Broadway 360°		Broadway	Low
31	Develop a Green Network, Rain Garden Master Plan	Integrate into streetscape projects.	City Centre Phase 3		All	Low

#	Recommendation	Description	Report	Status	Area	Priority
32	Develop a Plan for Streetscape Improvements, such as Banners, Garbage Receptacles, Benches, and Art to be Installed in The Junction.	Providing pedestrian amenities, such as street furniture, public art, and banners at major intersections and along key streets will help to entice private investment, while improving connectivity and quality of life in The Junction.	The Junction Improvement Strategy		Junction Area/ Riversdale	Low
33	Improve Pedestrian Crossings in The Junction	That Urban Design and Transportation work to improve pedestrian crossings at: a) Avenue H at 17 <sup>th</sup> and 19 <sup>th</sup> Streets; b) Avenue N at 19 <sup>th</sup> Street, with improvements extending beyond the CP Rail crossing; c) 20 <sup>th</sup> Street West at Avenues H, N, and P; and 20 <sup>th</sup> Street between Avenue K and L at the CP Rail crossing; and d) Avenue P from 17 <sup>th</sup> to 19 <sup>th</sup> Street West.	The Junction Improvement Strategy		Junction Area/ Riversdale	Low
34	Implementation of City Centre Wide Public Art Walk		City Centre Phase 3	Interactive imap application on website is completed	All	Low
35	Implement Development Controls	Implement appropriate development controls on all new city-owned parcels created in the Warehouse District, which reflect the Design Guidelines contained on Page 65, Section 3: Elements of Design of this report.	Warehouse District LAP		Warehouse District/ Partnership	Low
36	Historic Character Lighting	That the historic character lighting that has been used on 24 <sup>th</sup> Street be applied on all the new streets that will be built in the area, and eventually all the lighting in the District be replaced with this treatment through the Urban Design Program.	Warehouse District LAP		Warehouse District/ Partnership	Low

#	Recommendation	Description	Report	Status	Area	Priority
37	Redevelop Warehouse District		North Downtown Master Plan	Draft Report	Warehouse District/ Partnership	Low
38	Commemorative Sign	That a report recommending the options for the preservation, design, and incorporation of the brick that has been salvaged from the Imperial Oil Building into a commemorative entry-point sign at one of the four proposed locations be presented to the UDC and the Municipal Heritage Advisory Committee.	West Industrial LAP		West Industrial/ Riversdale	Low

<b>Prioritization Considerations:</b>	
a	provides or supports animation of the street;
b	strengthens or renews existing streetscapes;
c	supports City and BIDs strategic plans; and
d	aligns with other planned projects in the Corporation.

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## Community Mailbox Policy – Jurisdiction and Risk Issues

### Recommendation

That the report of the General Manager, Community Services Department, dated December 2, 2015, be forwarded to City Council for information.

### Topic and Purpose

The purpose of this report is to provide information in response to a City Council inquiry on the possibility of implementing a community mailbox policy.

### Report Highlights

1. *The Canada Post Corporation Act (The Act)* and subsequent regulations provides Canada Post with the authority to determine where community mailboxes are placed in a municipality. Canada Post does collaborate with local municipalities.
2. Community mailbox implementation does not present new liability or risk issues.

### Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Sustainable Growth, as it addresses issues related to access to amenities and services.

### Background

During its January 26, 2015 meeting, City Council considered the report of the General Manager, Community Services Department, addressing the proposed discontinuation of door-to-door mail service and resolved, in part:

“That the Administration report to SPC on Planning, Development and Community Services outlining the process for implementation of a community mailbox policy; and

That the City Solicitor provide a report to the appropriate committee on any liability and risk issues”.

On October 26, 2015, Canada Post provided a News Release stating that Canada Post is temporarily suspending future deployment of the program to convert door-to-door mail delivery to community mailboxes. No conversions of door-to-door mail delivery to community mailboxes have occurred in Saskatoon or Regina to date.

### Report

#### Jurisdiction for a Community Mailbox Policy

*The Act* established Canada Post as a Crown corporation in 1985. *The Act* gives Canada Post the power to make regulations to govern the design, placement, and use of mailboxes, including community mailboxes. As such, Canada Post created mail

## Community Mailbox Policy – Jurisdiction and Risk Issues

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receptacle regulations to provide guidance in relation to community mailboxes. *The Act* and regulations make it clear that Canada Post has the authority to decide where community mailboxes are placed in a municipality so long as the placement is on public property, including municipally-owned property. There is no requirement that Canada Post consult with the municipality prior to making this decision; however, as a matter of courtesy, Canada Post had established a consultation process with both the municipality in question and adjacent property owners. This provided the ability to have some level of input for the placement of community mailboxes.

Presently, the Transportation and Utilities Department maintains guidelines for the placement of community mailboxes in new neighbourhoods. These guidelines could be extended to established neighbourhoods should there be future conversions from home mail delivery. As such, there is no need to create a new community mailbox policy (refer to Attachment 1 for a summary of these guidelines).

### Liability or Risk Issues

Community mailboxes have been in use in new neighbourhoods in the City since the late 1980's. Since that time, there have been no claims filed and no complaints made in relation to community mailboxes. The liability and risk associated with community mailboxes would be no different than that associated with any other City property. Circumstances that will open the City up to any further liability are not anticipated.

### **Public and/or Stakeholder Involvement**

Canada Post and the Canadian Postal Workers Union have been provided a copy of this report for information.

### **Other Considerations/Implications**

There are no options, policy, financial, environmental, privacy, or CPTED implications or considerations; a communication plan is not required at this time.

### **Due Date for Follow-up and/or Project Completion**

No additional follow-up 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. Transportation and Utilities Summary Guidelines for the Placement of Community Mailboxes

### **Report Approval**

Written by: Daniel McLaren, Planner, Planning and Development  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

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**Transportation and Utilities Summary Guidelines for the Placement of Community Mailboxes**

A Community Mailbox is used to distribute mail as an alternative to door-to-door service.

- 1) Mailboxes are placed according to the configuration of lots, roads, etc., which is outlined in a general subdivision plan.
- 2) Mailboxes are placed approximately 1 meter from the sidewalk or curb.
- 3) Mailboxes are always placed on City of Saskatoon property.
- 4) Mailboxes are usually placed:
  - by the flankage of the house, usually in corners; or
  - where there is lot of green space or by utility boxes.
- 5) Mailboxes are usually installed before houses are built.
- 6) Once a plan has been developed by Canada Post, it is sent to various departments for approval.

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## Unlicensed Airbnb Businesses Operating in Saskatoon – Concerned Bed and Breakfast Operators

### Recommendation

1. That the information be received; and
2. That the Administration undertake appropriate consultation with community stakeholders on the issue of regulating short-term accommodations in residential areas and report back to committee in due course.

### Topic and Purpose

The purpose of this report is to provide an overview of Airbnb rentals in Saskatoon and address a request from concerned Bed and Breakfast operators regarding potential regulation of this land use.

### Report Highlights

1. For the purpose of this report, a short-term accommodation (STA) is considered an unlicensed dwelling unit advertised on websites, such as Airbnb, offering temporary accommodation for a period not exceeding 30 consecutive days. Many cities do not regulate STAs due, in part, to challenges with enforcement.
2. Regulation of STAs and bed and breakfasts (B&Bs) through the business licensing program is recommended in order to provide a consistent standard for these similar land uses. The preferred option would classify B&Bs as a STA and remove the requirement for discretionary use approval. All STAs would be required to hold a business license.
3. Appropriate stakeholder consultation is required, including a referral to the Municipal Planning Commission, prior to a further report to the Standing Policy Committee on Planning, Development and Community Services.

### Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Continuous Improvement by ensuring civic government reflects best practices and changing demands. This report also supports the Strategic Goal of Quality of Life by coordinating a consistent approach toward bylaw enforcement.

### Background

On July 20, 2015, the Standing Policy Committee on Planning, Development and Community Services (Committee) considered a request from B&B operators to pursue regulation of STAs that operate through online booking websites. The Committee referred this request to the Administration for a report on this matter. Correspondence submitted to the Committee by the B&B operators is attached (see Attachment 1).

Monitoring of listings on the Airbnb website indicates that up to approximately 90 dwelling units are offering STAs. However, this figure may include a number of licensed B&Bs and other forms of permitted short-term rental suites located in commercial and institutional zoning districts. It is difficult to isolate the number of unlicensed listings or determine the percentage of listings that are typically rented.

With respect to other agency approvals and enforcement of STAs, the provincial Department of Finance has advised that upon receipt of a complaint, they contact the business operator to provide them with information on requirements to remit Provincial Sales Tax, but do not typically take any further action. The Saskatoon Health Region has confirmed, under their current regulations, a person who provides accommodation within their private home (excluding B&Bs) does not require an inspection or license.

### **Report**

For the purpose of this report, a STA is considered an unlicensed dwelling unit that is advertised on websites, such as Airbnb, offering temporary accommodation for a period not exceeding 30 consecutive days.

### Review of Regulatory Approaches and Enforcement Issues

Approaches taken in other municipalities span a wide range of regulation; however, many cities do not actively enforce STA regulations. Cities that derive a significant proportion of their economy through tourism are more likely to have some form of regulation for STAs. A summary of regulation and enforcement approaches taken by other municipalities is appended as Attachment 2.

A number of municipalities have advised that enforcement is difficult to address due to the limited information provided on booking websites (i.e. owner contact information or property address) and the transient nature of the tourists (i.e. difficult to confirm if an STA was rented). Most enforcement is complaint-driven.

### Options and Approaches to Address STA Units

The following options have been identified to establish a level of fairness in regulating STAs and B&Bs, which are considered similar types of land uses.

- A. Option 1: Permit B&Bs and STAs in residential districts, provided they have a business license.

Currently, Zoning Bylaw No. 8770 (Zoning Bylaw) permits B&B operations in residential zoning districts, subject to discretionary use approval. The definition of B&B specifies that not more than three bedrooms may be used to provide sleeping accommodation. A total of 14 B&Bs are currently approved within the City. Currently, the discretionary use application fee is \$800 and the process takes about four months to complete.

The discretionary use approval process provides opportunity for neighbours and other civic departments to provide comments or concerns. To date, very few

land-use issues, other than potential parking concerns, have been received. Parking requirements are addressed through the Zoning Bylaw, which requires two off-street parking spaces for a B&B. The Administration is not aware of any complaints being received about licensed B&Bs, their operations, or clientele.

This suggests that consideration could be given to allowing B&Bs to operate as a permitted accessory use, provided a business license is obtained. STAs would be held to the same standard; any STA or B&B in a residential zoning district would be required to hold a valid business license.

This approach would offer the following advantages:

- Eliminating the discretionary use approval requirement would reduce cost and time delays for B&B operators;
- B&Bs would be regulated in a manner consistent with other similar land uses, such as small-scale care homes, or home-based businesses;
- A consistent licensing standard for B&Bs and STAs would establish a level of fairness for these similar types of land uses;
- Confirmation of required building safety inspections and land use standards (i.e. parking) can be addressed through the business licensing review process; and
- Licensing is an effective mechanism for communication and education regarding appropriate standards of operation.

In terms of enforcement, the Zoning Bylaw contraventions are addressed on a complaint basis, and it is anticipated that a similar approach would be appropriate with respect to STAs or B&Bs operating in a residential neighbourhood. Given the lower cost and timelines associated with obtaining a business license (compared to a discretionary use approval), a higher compliance rate from STA operators is anticipated.

### B. Option 2: Require all STAs and B&Bs to obtain discretionary use approval.

Another approach would be to require all STAs to obtain discretionary use approval, as is currently required for B&Bs, and take more active enforcement of unlicensed STAs.

This approach would offer the following advantages:

- A consistent licensing standard for STAs and B&Bs would establish a level of fairness for these similar types of land uses; and
- A public referral process to receive feedback from neighbouring property owners would be maintained.

This option is not recommended as:

- Compliance, including voluntary self-identification of STAs and submission of a discretionary use application is uncertain due to the costs and timelines associated with receiving discretionary use approval;

- More proactive enforcement measures and additional staffing resources would likely be required to successfully implement this approach; and
- The ability to enforce is uncertain. For example, documentation of rental (i.e. a receipt) may be required to establish proof of an STA operating, and to take enforcement action.

### **Options to the Recommendation**

Committee has the option to suggest other scenarios, in which further direction would be required.

### **Public and/or Stakeholder Involvement**

The Administration has advised the Saskatchewan Bed and Breakfast Association that this report would be considered by the Committee and has provided a link to the report on the agenda. Similar communications have also been provided to other external stakeholders who have submitted correspondence on this matter.

### **Communication Plan**

Consultation with stakeholders, including B&B operators, Tourism Saskatoon, the hotel industry, community associations, and other interested individuals and organizations will be undertaken prior to a further report.

### **Other Considerations/Implications**

There are no policy, financial, privacy, environmental, or CPTED implications or considerations at this time.

### **Due Date for Follow-up and/or Project Completion**

After appropriate stakeholder consultation, including an information report to the Municipal Planning Commission, a further report will be submitted to Committee.

### **Public Notice**

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

### **Attachments**

1. Standing Policy Committee on Planning, Development and Community Services Correspondence, July 20, 2015
2. Summary of Regulation and Enforcement of Short-Term Accommodations in Other Municipalities

### **Report Approval**

Written by: Wes Holowachuk, Planner, Business License Program  
Reviewed by: Alan Wallace, Director of Planning and Development  
Reviewed by: Andrew Hildebrandt, Director of Community Standards  
Approved by: Randy Grauer, General Manager, Community Services Department

S:\Reports\DS\2015\PCDS – Unlicensed Airbnb Businesses Operating in Saskatoon – Concerned Bed and Breakfast Operators\kt  
BF 064-15

Standing Policy Committee on Planning, Development and Community Services Correspondence, July 20, 2015

6.2.4

RECEIVED  
JUN 30 2015  
Planning & Development

To: Saskatoon City Hall

June 25, 2015

Please forward this letter to:  
Standing Policy Committee: Planning, Development and Community Living Services

Regarding: Unlicensed Airbnb businesses operating in Saskatoon

As of June 25, 2015, there are 96 rooms listed on the Saskatoon Airbnb website. Approximately 15 of the listed rooms have the business license required by city bylaws. The owners have taken the time, effort and money to operate their Airbnb's legally, be health, safety and fire inspected, have liability insurance and pay GST, PST and income tax.

In early 2015 the licensed Bed and Breakfasts met with Shall Lamb and Leonard Cherepacha from the City of Saskatoon licensing department, asking them to do something about the unlicensed businesses. The B&B owners were told that they needed to make official complaints. This was done

We have been told:

1. It may take more than a year.
2. They will need to contact guests that have stayed in the unlicensed Airbnb's.
3. They do not have the time or manpower to find them. Most can be found through Google Maps and Google Streets.
4. If a licensed and inspected B&B decides not to renew their business license every year, nothing will be done by the licensing department.

This is unfair and has caused many licensed B&B's to loose a large percentage of their business and some have closed because of it.

Will the Standing Policy Committee: Planning, Development and Community Living Services please look into this matter for us. We would like to come to one of your meetings and put this matter forward.

Thank you,  
Concerned Bed and Breakfast operators

- Glacier Park B&B
- Prairieland B&B
- Nineth Street B&B
- Wild Rose B&B
- Inn-Chanted B&B
- Courtney Leanne B&B
- Meadowgreen Cottage B&B
- Chaplin's Country B&B
- Lorna's B&B
- College Park B&B

RECEIVED  
JUN 30 2015  
CITY CLERK'S OFFICE  
SASKATOON

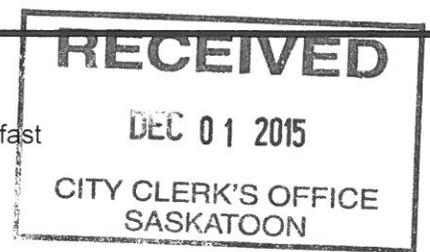
Kathy Chaplin  
RR5, Box 43  
Saskatoon, SK  
S7N 3J8

**Summary of Municipal/Provincial Approaches to Address  
Airbnb-Type Accommodations**

Municipality	Definition / Description	Comments
<b>Saskatoon</b>	<p>Zoning Bylaw No. 8770 (Zoning Bylaw) does not address the type of short-term stay offered through online websites, such as Airbnb.</p> <p>The Zoning Bylaw provides for Short-Term Accommodation (STA) under the definitions of “bed and breakfast”, “hotel”, “motel”, and “hostel”. Only B&amp;Bs are permitted, subject to discretionary use approval, in residential zoning districts.</p> <p>A B&amp;B is defined as “a dwelling unit in which the occupants use a portion of a dwelling unit for the purpose of providing, for remuneration, sleeping accommodation, and one meal per day to members of the general public, for periods of one week or less, and in which:</p> <ul style="list-style-type: none"> <li>i) not more than three bedrooms within the dwelling unit are used to provide such sleeping accommodation;</li> <li>ii) the dwelling unit is the principal residence of the person or persons receiving the remuneration and providing the sleeping accommodation and one meal per day; and</li> <li>iii) the meal that is provided is served before noon each day”.</li> </ul>	<p>Enforcement is complaint-driven.</p> <p>A Business License is required for all uses providing a STA.</p>
<b>Vancouver</b>	Airbnb-type rentals are prohibited unless provided by a licensed accommodation provider (hotel and B&B)	- Enforcement is complaint driven.
<b>Whistler/ Kimberley</b>	Both municipalities define Airbnb type rentals as Tourist Accommodations and permit this type of operation in specific zoning districts.	<ul style="list-style-type: none"> <li>- No permits or licensing are required.</li> <li>- Whistler imposes a commercial tax rate for the days the property is rented and addresses violations on a complaint basis (has provisions for fines).</li> <li>- Kimberley does not enforce and does not impose a different tax rate.</li> </ul>
<b>Calgary</b>	<p>There are no specific regulations for Airbnb-type rentals. Short-term stays (less than one month) are not permitted unless provided for by a licensed hotel, B&amp;B, lodge, or hostel.</p> <p>B&amp;Bs are a discretionary use in select zoning districts.</p>	<ul style="list-style-type: none"> <li>- A Business License is not required for B&amp;Bs if hosting less than four tenants, but land use approval and health inspection is required.</li> <li>- not currently exploring regulations for Airbnb-type rentals.</li> </ul>
<b>Edmonton</b>	STA's are classified as a B&B "providing accommodation within a private residence, not	- B&Bs are required to obtain a Business License, in addition to discretionary use

Municipality	Definition / Description	Comments
	<p>including the complete rental of such private residence.”</p> <p>B&amp;Bs are considered a major home-based business, which are deemed a discretionary use in select zoning districts</p>	<p>approval, the maximum number of sleeping units is restricted to two, cooking facilities are not permitted within the sleeping unit, and one parking space is required per sleeping unit.</p> <p>- not currently exploring regulations for Airbnb-type rentals or actively enforcing</p>
<b>Canmore</b>	<p>No short term leasing permitted unless dwelling has been approved as a Tourist Home, defined as “a dwelling unit operated as a temporary place to stay, with or without compensation, and includes all vacation rentals of a dwelling unit.”</p> <p>May also be used as a residential dwelling unit.</p>	<p>- A development permit is required to change the land use from residential to a Tourist Home. A Business License is required.</p> <p>- Fines are in place for unlicensed STAs, but enforcement is still an issue.</p> <p>- Considering further enforcement provisions.</p>
<b>Regina</b>	<p>Provision for regulation of STA’s is currently under review, as a discretionary use in residential zoning districts. Proposed definitions include: “STA – the provision of sleeping and bathing quarters for less than 30 days, and where a daily or weekly rate is charged.”</p> <p>“Residential Homestay – a dwelling unit where STAs are provided without meals.”</p>	<p>- No more than four bedrooms would be permitted, rooms must be a minimum of 10 square meters, no guest room shall contain cooking facilities, one sign is permitted, and parking at a rate of 0.5/guest room is required.</p>
<b>Quebec</b>	<p>Currently, residents are not allowed to advertise online or rent out their properties for fewer than 31 days. Hoteliers in Quebec must register and pay a \$250 annual fee for the right to rent a room for under 31 days.</p>	<p>- Proposed legislation will require those who regularly rent their home to meet the same regulations as other forms of accommodations (hotels and B&amp;Bs). They will also be required to pay a hospitality tax. These regulations are not intended to impact those who infrequently rent their property.</p>
<b>Ontario</b>	<p>An Ontario Member of Provincial Legislature is proposing a Bill “Opportunity in the Sharing Economy” that would create province-wide guidelines for ride sharing, home sharing, and other shared economy business models.</p>	<p>- Proposed legislation would permit homeowners to rent their property for up to 120 days a year without obtaining a municipal license and they would be required to hold minimum liability insurance.</p>

4355-1



**From:** Deborah Judt <djudt@me.com>  
**Sent:** November 30, 2015 5:27 PM  
**To:** Web E-mail - City Clerks; Chaplin's Country Bed & Breakfast  
**Subject:** Planning Commission: Wedns Dec 2nd, 2015  
**Attachments:** City of Saskatoon STA.pdf

re: Planning Commission  
Wednesday Dec 2nd, 9:00 City Chambers

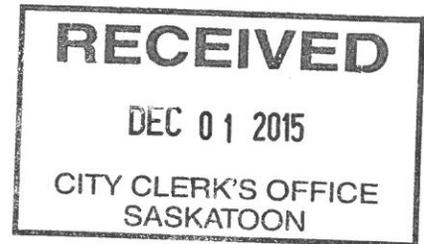
A small group of licensed Bed and Breakfast owner will be attending the Commission meeting. We have a spokes-man who would like an opportunity to speak to section 8.1.6, page 71, of the report regarding Short Term Accommodations.

Speaker will be:  
Bill Judt - owner/operator,  
Glacier Park Bed and Breakfast,  
46 Harvard Crescent  
Saskatoon.

Attached are his notes regarding section 8.1.6. We will bring copies for each committee member. Thank you for your time

Debbie & Bill Judt  
Glacier Park Bed & Breakfast  
46 Harvard Cres.,  
Saskatoon, Sask

[www.glacierparkbb.com](http://www.glacierparkbb.com)  
1-306-381-0912  
[djudt@me.com](mailto:djudt@me.com)



## City of Saskatoon Proposed STA regulation

### Appreciation:

- We wish to thank the City and the Standing Committee on Planning, Development and Community Services Committee for addressing the concern of B&B operators in the city.

### Acknowledgement:

- We wish to acknowledge the present reality that the *landscape for short term accommodation* in Saskatoon has changed dramatically in the last few years, due in no small part to the aggressive marketing of online booking websites such as AirBnB. These changes have been thrust upon both the City, the B&B community, and those who offer other types of short term accommodation in the City. As a result there is an immediate need on the part of all STA operators and the City together, to adapt to these new circumstances.

### Definition of STA's:

- If we understand the term Short Term Accommodation correctly, it includes B&B's, AirB&B rentals, motels, hotels and hostels. Are there other categories that should be included?

### The way we understand the new proposals:

- The former *Discretionary Use* approval process for B&B's and other forms of STA will be abandoned by the City.
- B&B's and other types of STA will now be categorized collectively as STA's.
- STA's will be licensed and regulated through the Business Licensing Program.
- All STA's will be required to be licensed.
- A consistent licensing standard will be applied to all STA's.
- There is some doubt that current building safety inspections and land use standards (i.e. parking) will be scrutinized during the STA licensing process.
- Enforcement of the licensing of STA's will be complaint driven (page 4)
- The ability of the City to enforce licensing compliance and standard is uncertain.
- The Saskatoon Health Region will no longer extend health inspections to all levels of Short Term Accommodation, relying instead on online reviews to alert guests to health concerns and on complaints to initiate the inspection process.

### Questions arising from the proposal:

- What will be the new fee schedule for business licensing of STA's?
- How long will the business licensing process take?
- Has a decision already been made that the Municipal Planning Commission will actually undertake a building licensing review process for every STA? In other words, will STA's be

required to undergo building inspections and meet land use standards in order to obtain business licenses?

- What action can and will the City take in order to actually encourage compliance with business licensing?

**Concerns:**

- It appears that the proposed new Short Term Accommodation regulations require the City to offer little more than information to those STA's whose operation has generated a complaint. To put a sharper point to it, the new STA regulations appear to have no teeth.
- If the City intends to get out of the "enforcement business" with regard to STA's - and there is certainly a good case for doing so - then there exists a clear need for the City to also provide clear and valuable incentives for STA's to engage in the licensing process and current licensees to renew their licenses?
- Has the City identified any clear advantages for STA operators to engage in the licensing process?
- Will the City work with Saskatoon Tourism and Tourism Saskatchewan to create and extend inducements which will encourage Short Term Accommodation operators to become licensed? (The idea here is to make it worth their time and effort for Short Term Accommodation operators to become licensed).
- Will a license to operate an STA automatically alert:
  1. The Saskatoon Health Region (in the event they need to initiate health/safety inspections)
  2. Tourism Saskatoon, Saskatchewan Tourism (so they can enlist the participation of STA's in the promotion of the City and the Province?)
  3. The Provincial Tax department so they can ensure that local STA's are supporting the tax base.
- Can and will the City develop online resources that offer a simple and effective way for visitors to identify and use the services of all manner of licensed STA's online?
- Will the new licensing requirements permit more than 4 rooms to be rented in a private residential home? Will they restrict meal service to breakfast only? Will guests be permitted to cook for themselves in B&B-type situations?
- How will the new licensing requirements address legitimate food-safe and public health concerns?

**Closing remarks:**

We appreciate that the City is faced with a regulatory dilemma as a result of major changes in the way people both offer and obtain Short Term Accommodation. We also recognize that it is not always helpful for a city to take a hard-line enforcement approach as it develops its regulatory framework. Still, we hope that the City will find ingenious and exciting new ways to entice both hosts and guests to buy into a equitable, well regulated and licensed approach to Short Term Accommodation.

Presented by W.F. (Bill) Judt,

[bjudt@me.com](mailto:bjudt@me.com)

306-715-4919

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# Land Use Applications Received by the Community Services Department For the Period Between October 15, 2015, to November 12, 2015

## Recommendation

That the information be received.

## Topic and Purpose

The purpose of this report is to provide detailed information on land use applications received by the Community Services Department from the period between October 15, 2015, to November 12, 2015.

## Report

Each month, land use applications within the city of Saskatoon are received and processed by the Community Services Department. See Attachment 1 for a detailed description of these applications.

## Public Notice

Public notice, pursuant to Section 3 of Public Notice Policy No. C01-02, is not required.

## Attachment

1. Land Use Applications

## Report Approval

Reviewed by: Alan Wallace, Director of Planning and Development

Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/DS/2015/PDCS – Land Use Apps – Dec. 2, 2015/ks

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**Land Use Applications Received by the  
Community Services Department For the Period  
Between October 15, 2015, to November 12, 2015**

The following applications have been received and are being processed:

**Condominium**

- |                          |   |
|--------------------------|---|
| • Application No. 17/15: | 415 Willowgrove Square (25 Units)                     |
| Applicant:               | Webb Surveys for M & A Groups Ltd.                    |
| Legal Description:       | Condo Unit 1, Plan No. 102199888                      |
| Proposed Use:            | 8 residential-unit and 17 commercial-unit condominium |
| Current Zoning:          | B1B   |
| Neighbourhood:           | Willowgrove   |
| Date Received:           | October 16, 2015                                      |
  
- |                          |  |
|--------------------------|--|
| • Application No. 18/15: | 415 Maningas Bend (63 Units)               |
| Applicant:               | Webb Surveys for Brixton Development Corp. |
| Legal Description:       | Condominium Unit 1, Plan No. 102202748     |
| Proposed Use:            | 63 residential-unit condominium            |
| Current Zoning:          | RM3  |
| Neighbourhood:           | Evergreen                                  |
| Date Received:           | October 29, 2015                           |
  
- |                          |  |
|--------------------------|--|
| • Application No. 19/15: | 545 Hassard Close  |
| Applicant:               | Webb Surveys for Innovative Residential Investments Inc. |
| Legal Description:       | Block B, Plan No. 102164475                              |
| Proposed Use:            | 63 residential-unit condominium                          |
| Current Zoning:          | RM3  |
| Neighbourhood:           | Kensington   |
| Date Received:           | November 2, 2015   |

**Discretionary Use**

- |                           |  |
|---------------------------|--|
| • Application No. D14/15: | 838 3 <sup>rd</sup> Street East                |
| Applicant:                | Froese Seeds Ltd.                              |
| Legal Description:        | Lots 18 and 19, Block 7, Plan No. G186, Ext. 0 |
| Current Zoning:           | R2   |
| Proposed Use:             | Bed and Breakfast                              |
| Neighbourhood:            | Haultain                                       |
| Date Received:            | October 15, 2015                               |

## Subdivision

- Application No. 64/15: 1134 - 1136 1<sup>st</sup> Street East  
Applicant: Webb Surveys for Aquifer Distribution Ltd.  
Legal Description: Lot O, Block 2, Plan No. G780  
Proposed Use: Convert two-unit dwelling to semi-detached dwelling  
  
Current Zoning: R2  
Neighbourhood: Haultain  
Date Received: October 15, 2015
- Application No. 65/15: 3214 11<sup>th</sup> Street West  
Applicant: Webb Surveys for Highlander Ridge Developments Ltd. c/o Northridge Developments  
Legal Description: Parcel H, Plan No. 102184972  
Proposed Use: 22 townhouse-style bare-land condominium units  
Current Zoning: RM4  
Neighbourhood: Montgomery  
Date Received: October 22, 2015
- Application No. 66/15: 211 Slimmon Road  
Applicant: Webb Surveys for Habitat for Humanity  
Legal Description: Lot 10, Block 433, Plan No. 01SA29464  
Proposed Use: 12 bare-land condominium units  
Current Zoning: M3  
Neighbourhood: Lakewood Suburban Centre  
Date Received: October 22, 2015
- Application No. 67/15: 1620 Avenue C North  
Applicant: Webster Surveys for Duc Dao Chau  
Legal Description: Lots 19, 20, and 21, Block 29, Plan No. F5509  
Proposed Use: To split site into two new lots  
Current Zoning: R2  
Neighbourhood: Mayfair  
Date Received: October 26, 2015
- Application No. 68/15: 1174 Spadina Crescent East  
Applicant: Larson Surveys Ltd. for 101101827 Sask. Ltd.  
Legal Description: Lot 11, Block 2, Plan No. G1322  
Proposed Use: To convert two-unit dwelling to semi-detached dwelling  
  
Current Zoning: R2  
Neighbourhood: City Park  
Date Received: October 26, 2015

Subdivision

- Application No. 69/15: Rosewood Boulevard East  
Applicant: Webster Surveys for Casablanca Holdings Inc.  
Legal Description: Part of NW and SW ¼ 17-36-4 W3M; and  
Part of Parcel EE, Plan No. 102028586  
Proposed Use: Create blocks for future development  
Current Zoning: FUD  
Neighbourhood: Rosewood  
Date Received: November 9, 2015

**Attachments**

1. Plan of Proposed Condominium No. 17/15
2. Plan of Proposed Condominium No. 18/15
3. Plan of Proposed Condominium No. 19/15
4. Plan of Proposed Discretionary Use No. D14/15
5. Plan of Proposed Subdivision No. 64/15
6. Plan of Proposed Subdivision No. 65/15
7. Plan of Proposed Subdivision No. 66/15
8. Plan of Proposed Subdivision No. 67/15
9. Plan of Proposed Subdivision No. 68/15
10. Plan of Proposed Subdivision No. 69/15

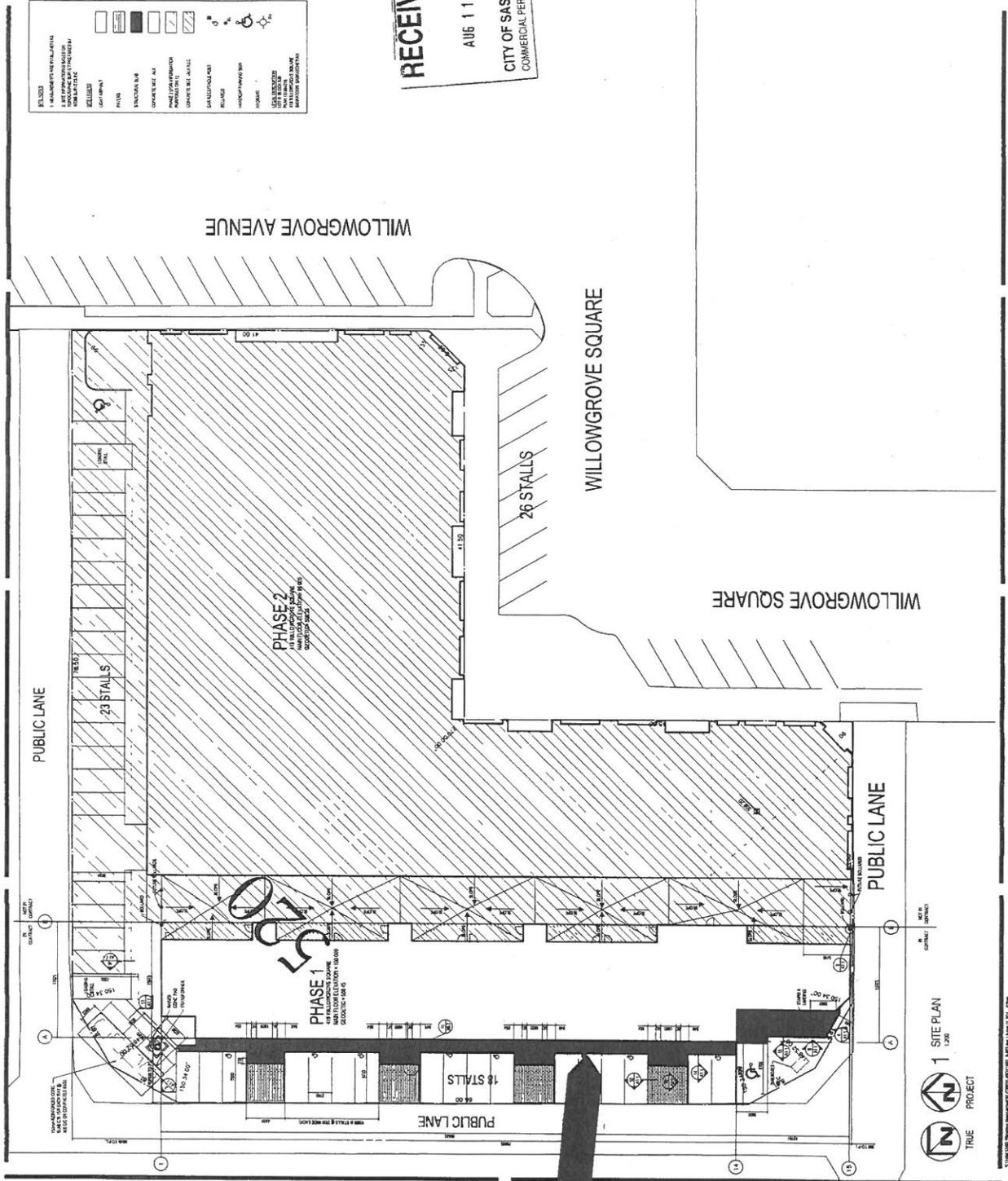
**aodbt**  
 architecture + interior design  
 225 Ave D West  
 Saskatoon, SK  
 S4N 0A2  
 306.922.8181  
 www.aodbt.com



**RECEIVED**  
 AUG 11 2014  
 CITY OF SASKATOON  
 COMMERCIAL PERMIT OFFICER

PROJECT NAME: THE MYRIAD A  
 PROJECT NUMBER: 13.022  
 419 Willowgrove Square  
 SASKATOON, SK  
 PROJECT NAME: SITE PLAN  
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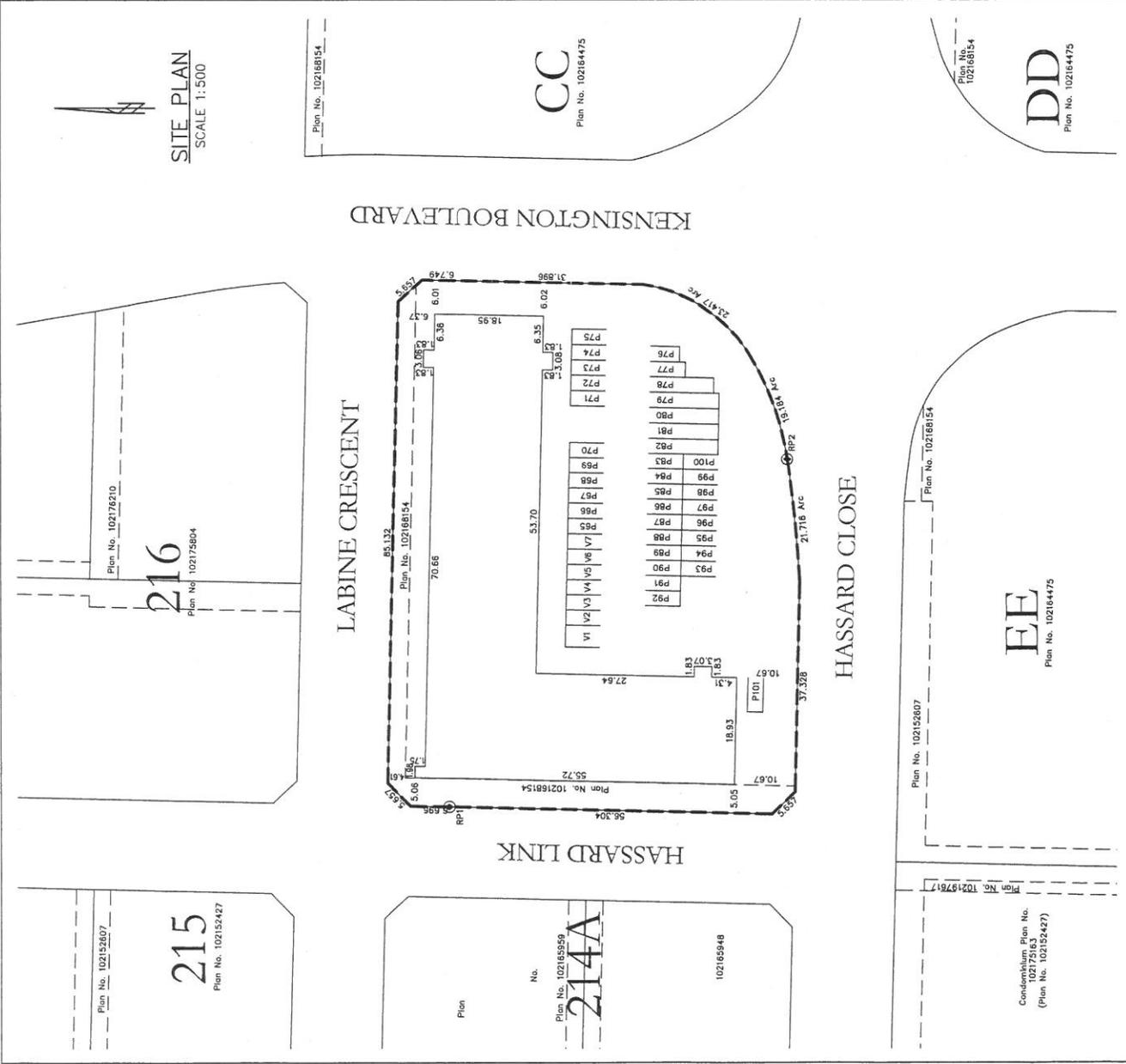
1 SITE PLAN  
 TRUE PROJECT



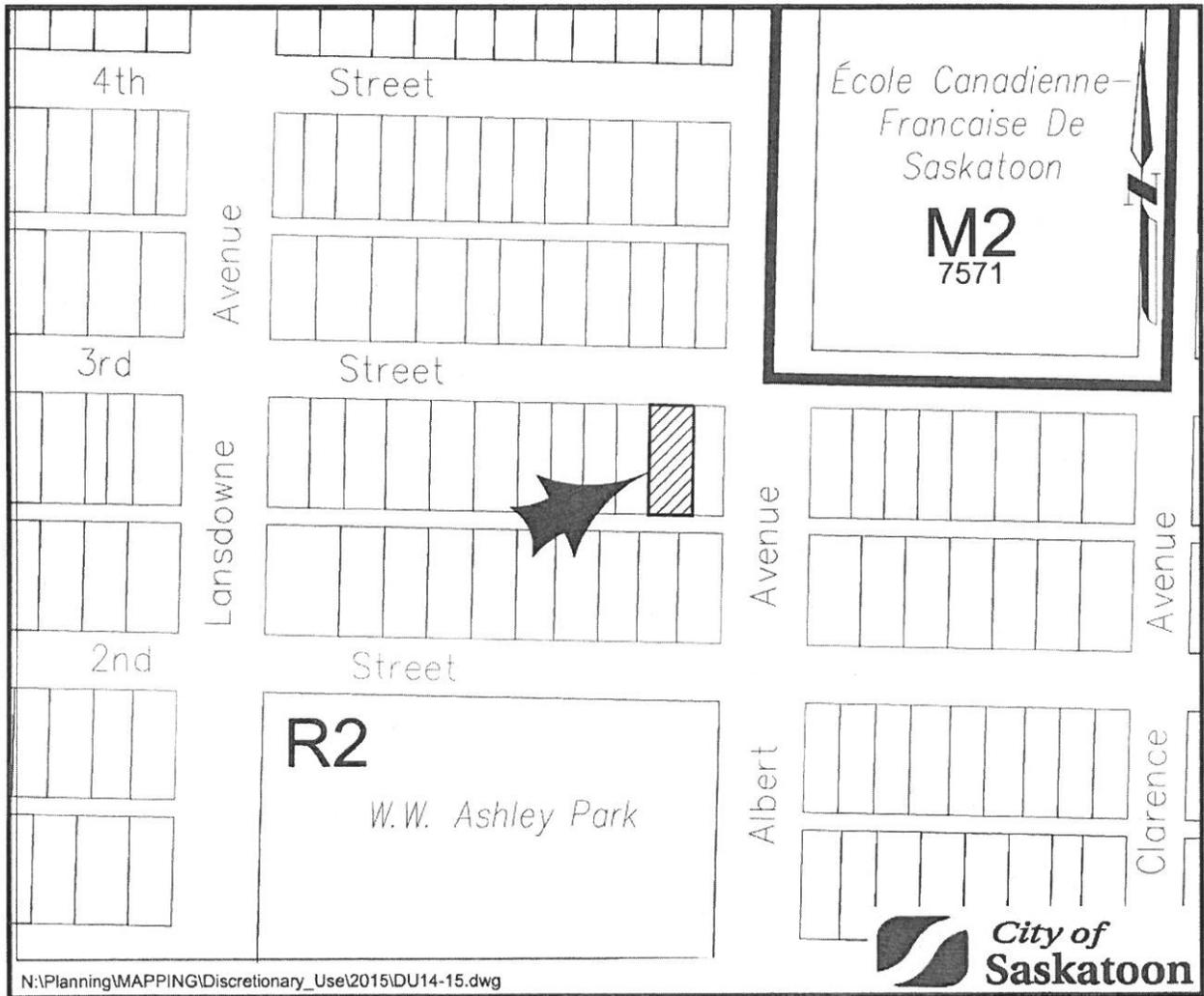
SHEET NUMBER 1 OF 5  
SITE PLAN & LEGEND

PLAN OF SURVEY SHOWING SURFACE BUILDING CONDOMINIUM FOR PARCEL BB  
PLAN NO. 102164475  
S.W. 1/4 OF SECTION 35  
TWP. 36, RGE. 6, W. 3rd MER.  
SASKATOON, SASKATCHEWAN  
BY: T.R. WEBB, S.L.S.  
DATE: SEPTEMBER - OCTOBER 2015  
SCALE: AS SHOWN

- LEGEND.**
- Measurements are in metres and decimals thereof.
  - Measurements indicating the position of the building in relation to the outer boundaries of the parcel are taken to the concrete foundation at ground level.
  - Residential unit numbers are shown as 1, 2, 3, etc. on sheets 3, 4 & 5.
  - Regular residential unit boundaries are shown on Sheets 3, 4 & 5 by a heavy solid line and are defined as follows:  
- the exterior surface of any interior finishing material that forms the surface of any common and exterior wall, floor, or ceiling.
  - The doors and windows form part of the regular residential units.
  - All exterior surfaces are common property.
  - The owner of each regular residential unit shall have exclusive use of that balcony, 1 that unit has sole access.
  - Parking spaces are in accordance with Section 11(1)(c) of The Condominium Property Act.
  - Parking spaces shown on Sheets 1 & 2 are designated P1, P2, P3, etc.
  - Visitor parking spaces shown on Sheet 1 are designated as V1, V2, V3 etc.
  - All areas not designated with a unit number are common property.
  - Area to be approved is outlined by a heavy dashed line.
  - The parcel within the line of approval has an Extension 0.
  - Standard iron posts found are shown thus unless otherwise shown.....◆
  - Reference Points are shown thus...○RP1 ○RP2
  - The Datum used: MDD83 (CGRS89)
  - The Projection used: UTM Zone13N extended
  - Geo referenced points are derived from GNSS and post processed from the Precise Positioning Service from Natural Resources Canada
  - RP Coordinates are derived as of October 27, 2015



Proposed Discretionary Use No. D14/15



N:\Planning\MAPPING\Discretionary\_Use\2015\DU14-15.dwg

PLAN OF PROPOSED  
SUBDIVISION OF  
LOT O, BLOCK 2  
REG'D PLAN NO. G780  
STREET ADDRESS  
SASKATOON, SASKATCHEWAN  
BY B.J. LUEY, S.L.S.  
SCALE 1:500

Dimensions shown are in metres and decimals thereof.

Portion of this plan to be approved is outlined with a bold, dashed line and contains 0.06± ha (0.14± ac.).

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

*B. J. Luey*  
B.J. Luey, October 13, 2015  
Saskatchewan Land Surveyor

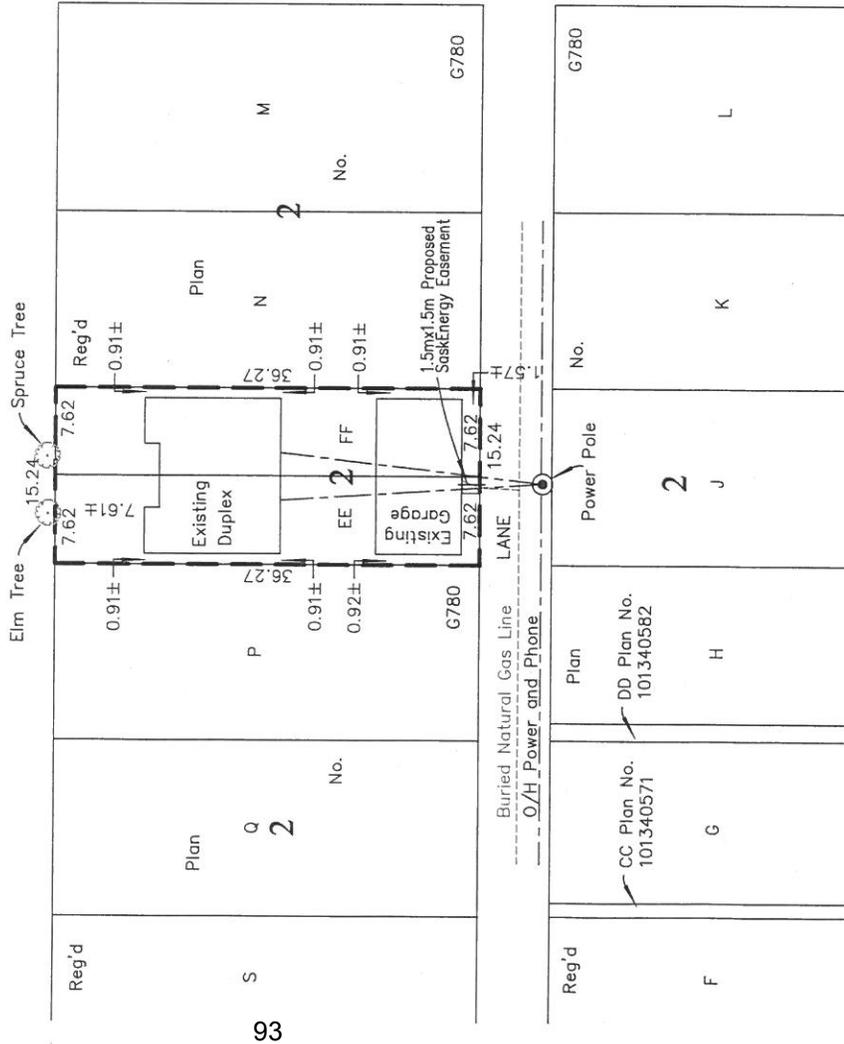
Prepared by  
*Webb*  
© 2015  
15-2899sa NI

Approved under the provisions of  
Bylaw No. 65.37 of the  
City of Saskatoon

Date \_\_\_\_\_  
Director of Planning & Development Division

MUNROE AVENUE SOUTH

1ST STREET EAST

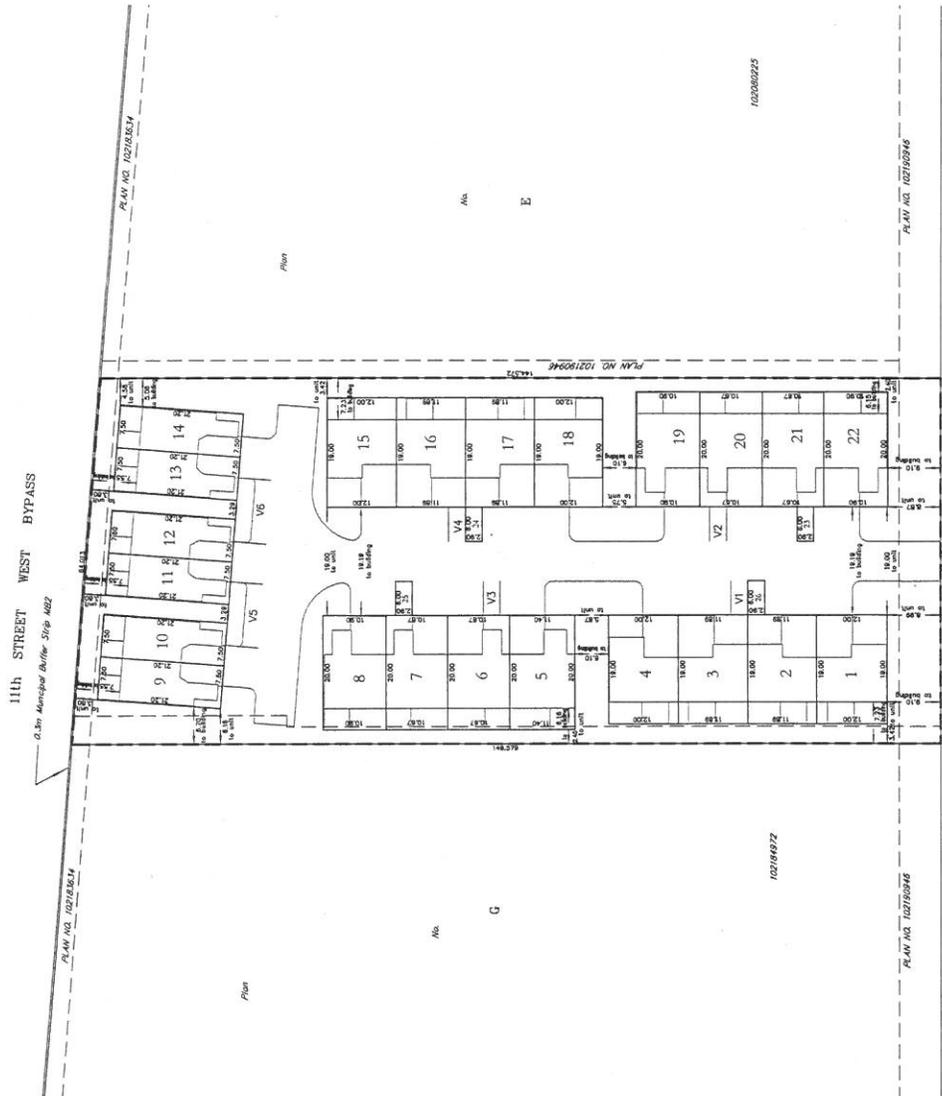


HIGHLANDER RIDGE  
 PLAN OF PROPOSED SURFACE  
 BARE LAND CONDOMINIUM FOR  
 PARCEL H  
 PLAN NO. 102184972  
 S.E. 1/4 SEC. 25  
 TWP. 36RGE. 6 W. 3RD MER.  
 3214 11th STREET WEST  
 SASKATOON, SASKATCHEWAN  
 BY T.R. WEBB, S.L.S.  
 -SCALE 1:500-

Dimensions shown are in metres and decimals thereof.  
 Constructed buildings or buildings to be constructed are  
 wholly within the proposed unit boundaries as shown.  
 All areas not designated with a unit number are common  
 property.  
 Portion of this plan to be approved is outlined with a bold,  
 double line and contains 22 units (2,324 sq. m.).  
 Scale of survey is as shown and may vary from the  
 floor plan of survey by ± 0.2m.

Seal

*T.R. Webb*  
 T.R. Webb, October 27, 2015  
 Saskatchewan Land Surveyor

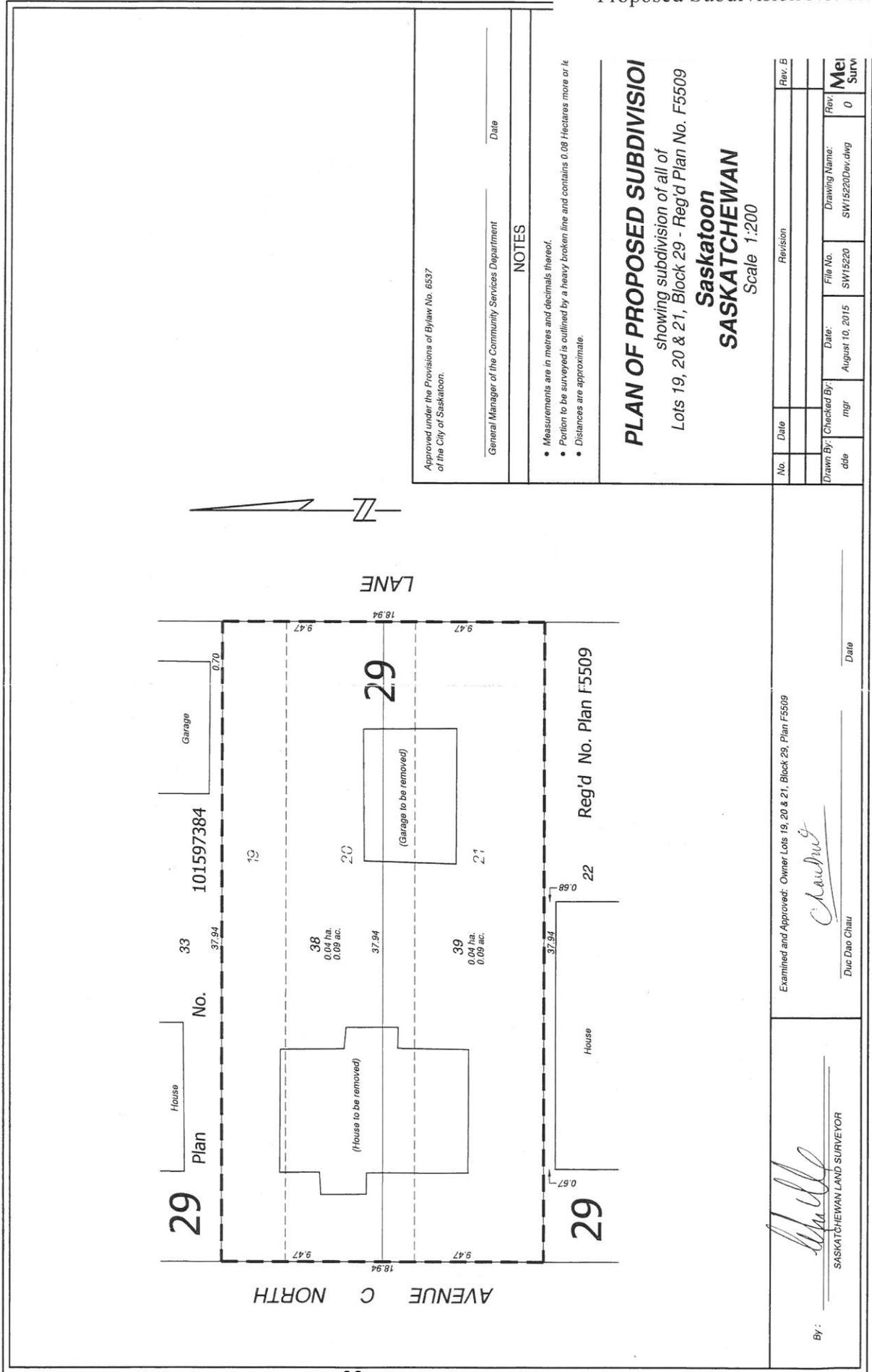


11th STREET WEST

Reg'd Plan No. ER 5101

Reg'd Plan No. ER 5101





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

General Manager of the Community Services Department \_\_\_\_\_ Date \_\_\_\_\_

**NOTES**

- Measurements are in metres and decimals thereof.
- Portion to be surveyed is outlined by a heavy broken line and contains 0.08 Hectares more or less.
- Distances are approximate.

**PLAN OF PROPOSED SUBDIVISION**  
 showing subdivision of all of  
 Lots 19, 20 & 21, Block 29 - Reg'd Plan No. F5509  
**Saskatoon**  
**SASKATCHEWAN**  
 Scale 1:200

No.	Date	Revision	Rev. B
Drawn By: cde	Checked By: mgr	Date: August 10, 2015	File No. SW15220
		Drawing Name: SW15220Dev.dwg	Rev: 0
			Mei Surv

Examined and Approved: Owner Lots 19, 20 & 21, Block 29, Plan F5509

By: \_\_\_\_\_  
 SASKATCHEWAN LAND SURVEYOR

*Chauhan*  
 Date \_\_\_\_\_  
 Dac Dao Chau

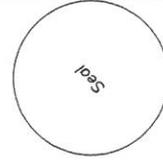
Saskatoon  
 Plan of Proposed Subdivision  
 of Part of Lot 11, Block 2,  
 Reg'd Plan No. G1322  
 in the N.W. 1/4 Sec. 34,  
 Twp. 36, Rge. 5, W.3 Mer.  
 Saskatchewan  
 by Howard A. Larson, S.L.S.  
 2015

Scale 1:1050

Measurements are in metres  
 Area to be subdivided is outlined thus ---

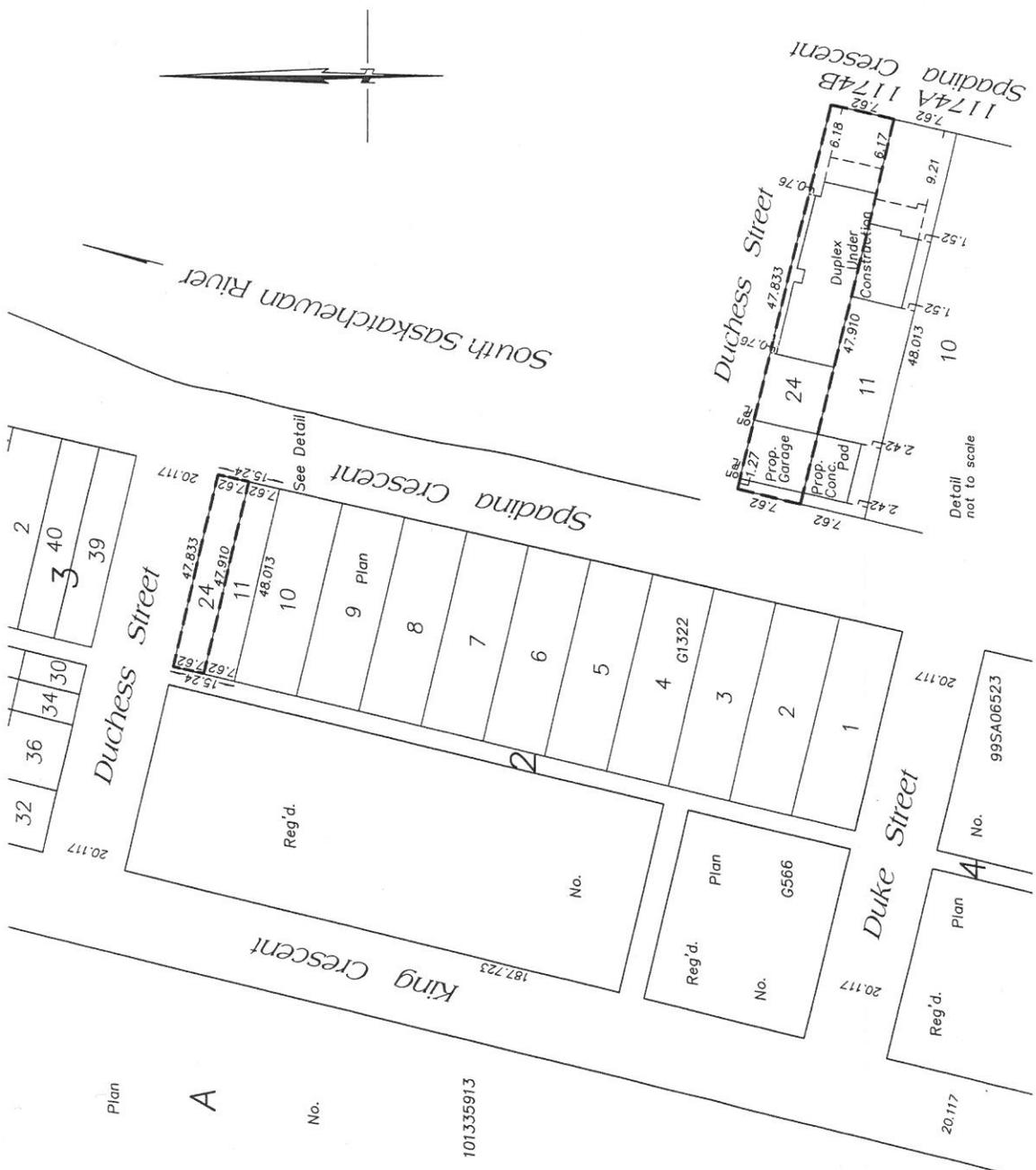
September 3, 2015

*Howard A. Larson*  
 Saskatchewan Land Surveyor



Approved under the provisions of Bylaw  
 number 6537 of the City of Saskatoon.

Community Services Department





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## Communications to Council – Donna Hay – Parking Concerns Regarding Duplexes

### Recommendation

That the report of the General Manager, Community Services Department, dated December 2, 2015, be forwarded to City Council for information.

### Topic and Purpose

The purpose of this report is to provide a response to a communication to City Council with respect to parking issues caused by duplexes, and consideration of limiting the number of duplexes per block.

### Report Highlights

1. The Administration is of the opinion that it is not practical to limit the number of two-unit dwellings in a specific area.
2. The R2 Zoning District is intended to accommodate the development of one-unit, two-unit, and semi-detached dwellings and requires a site size for these uses that accommodates off-street parking.

### Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Sustainable Growth by ensuring that infill development is compatible with the existing built form.

### Background

At its September 12, 2011 meeting, City Council considered a letter from Donna Hay, dated August 27, 2011, with respect to parking issues caused by duplexes and that consideration be given to limiting the number of duplexes allowed per block. City Council resolved that the Administration provide a report to the Planning and Operations Committee. A response to this inquiry was delayed due to the development of a strategy to guide infill development in the established neighbourhoods.

The Neighbourhood Level Infill Development Strategy studied infill residential development in the established neighbourhoods. The Strategy was endorsed by City Council on December 16, 2013, and outlined best practices, design guidelines, and regulations, which provide design flexibility and minimize impact of developments on neighbouring property owners. Recommendations contained within the Strategy have been implemented through the Zoning Bylaw to allow garden and garage suites and additional development standards for one-unit, two-unit, and semi-detached dwellings. These amendments were adopted by City Council on March 23, 2015.

### Report

The communication from Donna Hay requested that City Council consider limiting the number of duplexes (two-unit and semi-detached dwellings) per block or per

neighbourhood. In her communication, Ms. Hay stated that the development of duplexes has caused parking congestion in Sutherland.

Most low-density residential areas in the established neighbourhoods, including Sutherland, are located in the R2 – One- and Two-Unit Residential District. The R2 Zoning District permits two-unit and semi-detached dwellings on sites with a minimum site width of 15 metres. The bylaw contains standards that regulate setbacks, site coverage, and massing. However, there is no requirement for parking for one- and two-unit dwellings. The sites in the R2 District are of adequate size to accommodate off-street parking, and in particular, where there is a rear lane.

In regard to development activity in Sutherland, during the period from 2010 to 2014, 7 building permits were issued for one-unit dwellings, and 26 permits were issued for two-unit dwellings for a total of 52 dwelling units. Based on this information, the predominant form of infill development in Sutherland is two-unit dwellings. During this period, neighbourhoods experiencing the greatest amount of infill development were Buena Vista, Haultain, Nutana, North Park, Sutherland, and Varsity View.

In the established neighbourhoods, on-street parking is often an issue; however, there are a number of factors that contribute to this, including the proximity to major institutions, including hospitals and post-secondary institutions, number of occupants in a dwelling, and the development of illegal suites. If a complaint is received in regard to the development of an illegal suite, an investigation will occur.

The Planning and Development Division has implemented development standards for primary dwellings, which include one-unit, two-unit, and semi-detached dwellings. To accommodate additional sites for the development of one-unit dwellings, the site width requirement was reduced. The provision requires that the new one-unit dwelling site must be at least 60% of the average site width for one-unit dwelling sites fronting on the block face and the opposite block face; the previous requirement was 70% of the average lot widths. This reduction will allow for additional sites for one-unit dwellings, while ensuring that lot width along the block face remains consistent. The Strategy did not contain further direction in regard to the concentration of two-unit dwellings. It is the opinion of the Administration that limiting the number of duplexes per block or neighbourhood is not practical because the R2 District is intended to accommodate two-unit dwellings.

#### **Due Date for Follow-up and/or Project Completion**

No additional follow-up is required at this time.

#### **Public Notice**

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

**Report Approval**

Written by: Paula Kotasek-Toth, Senior Planner, Planning and Development  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/DS/2015/PDCS – Communications to Council – Donna Hay – Parking Concerns Regarding Duplexes/ks  
BF 67-11

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## **Innovative Housing Incentives – New Rental Construction Land Cost Rebate Program - Broadstreet Properties Ltd. - 206 Akhtar Bend**

### **Recommendation**

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council:

1. That a five-year tax abatement of the incremental taxes be applied to 141 purpose-built rental units to be built at 206 Akhtar Bend, commencing the next taxation year, following the completion of construction; and
2. That the City Solicitor be requested to prepare the necessary incentive agreement and that His Worship the Mayor and the City Clerk be authorized to execute this agreement under the Corporate Seal.

### **Topic and Purpose**

The purpose of this report is to recommend that a five-year tax abatement of the incremental taxes be applied to a purpose-built rental project in the Evergreen neighbourhood.

### **Report Highlights**

1. Broadstreet Properties Ltd. is proposing to build 204 purpose-built rental units in Evergreen.
2. The Administration is recommending a five-year tax abatement of the incremental taxes be applied to 141 units.
3. The Province of Saskatchewan's (Province) Rental Construction Incentive (RCI) Program will expire on March 31, 2016, and all cash incentives from that program are fully committed. Therefore, only the City of Saskatoon's (City) five-year tax abatement is available.

### **Strategic Goal**

This report supports the City's long-term Strategic Goal of Quality of Life by increasing the supply and range of affordable housing options.

### **Background**

On June 23, 2008, City Council approved the creation of the New Rental Construction Land Cost Rebate Program, which provides a five-year incremental property tax abatement and a cash grant of up to \$5,000 per unit for the creation of new purpose-built rental housing. At the same meeting, City Council allocated resources to support the creation of 1,000 new purpose-built rental units under this program.

On September 26, 2011, City Council allocated incremental property tax abatements for an additional 1,000 purpose-built rental units. At the same meeting, City Council approved an agreement with the Province under which the Province would fund the cash grants under the New Rental Construction Land Cost Rebate Program until March 31, 2016.

To date, City Council has approved incentives for 1,860 purpose-built rental units. All of the cash incentives have now been committed; however, there are still incremental property tax abatements available under the program.

### **Report**

Broadstreet Properties Ltd. is Developing a Purpose-Built Rental Project in Evergreen  
Broadstreet Properties Ltd.'s proposal calls for the construction of 3 four-storey apartment buildings on the site, located at 206 Akhtar Bend in the Evergreen neighbourhood. The project will include a total of 204 units with a mix of one-, two-, and three-bedroom units. This project will create the first purpose-built rental apartments in the Evergreen neighbourhood.

As of October 2014, the apartment vacancy rate in the Northeast Sector of Saskatoon, which encompasses the Evergreen neighbourhood, was 3.1%. The Northeast Sector has one of the lowest numbers of rental units in Saskatoon. The low vacancy rate and small capacity for rental units within the Northeast Sector indicate that there is a need for rental units in the area.

### Project Qualifies for an Incremental Five-Year Property Tax Abatement

After a thorough review of this application, the Administration has concluded the project qualifies for a five-year incremental property tax abatement under Innovative Housing Incentives Policy No. C09-002. Of the 2,000-unit allocation approved by City Council, there is only capacity to abate taxes on 140 units. The Administration is recommending one additional unit receive a tax abatement because 141 units is the number of units in two of the three buildings. This will make the administration of the abatement much simpler.

The Corporate Revenue Division estimates the value of this abatement to be approximately \$102,867 annually, or \$514,335 over five years.

To ensure that the units remain as rental stock for 15 years, as per Innovative Housing Incentives Policy No. C09-002, the applicant will be required to enter into an incentive agreement. Further ensuring that the units remain rental, City Council could deny approval of any condominium conversion application for these units while the incentive agreement is in effect.

### Future of the Rental Construction Incentive Programs

The Province has indicated that the RCI Program will expire on March 31, 2016, and the \$5,000 per door incentive is no longer available as all funds are committed towards

existing projects. However, the City's five-year tax abatement remains available. The Administration is recommending that the City continue to offer the five-year tax abatement, but with a reduced target for 2016. This recommendation is contained in a report going to the 2016 Business Plan and Budget Review on November 30 to December 3, 2015.

### **Options to the Recommendations**

City Council could choose to not provide financial incentives for this project. Choosing this option would represent a departure from Innovative Housing Incentives Policy No. C09-002.

### **Financial Implications**

As a result of the proposed incremental tax abatement, this project will result in foregone revenue of the Municipal Portion of property taxes of approximately \$329,702.

### **Public and/or Stakeholder Involvement**

Public consultation is not required.

### **Other Considerations/Implications**

There is no policy, environmental, privacy, or CPTED implications or considerations; a communication plan is not required at this time.

### **Due Date for Follow-up and/or Project Completion**

The project is expected to be completed August 31, 2016.

### **Public Notice**

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

### **Attachments**

1. Rendering
2. Map of Adjacent Area

### **Report Approval**

Written by: Michael Kowalchuk, Planner, Planning and Development  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

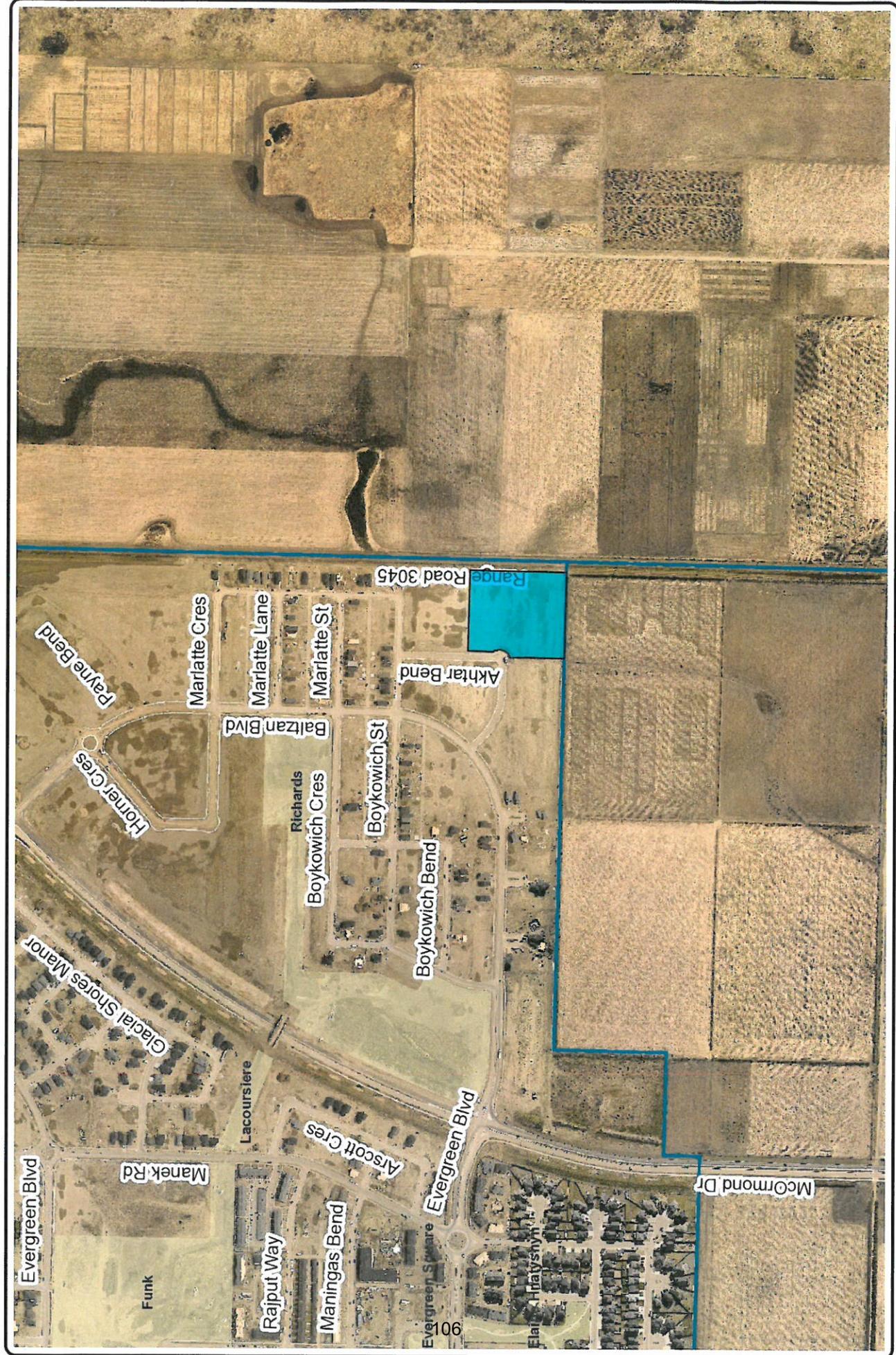
S/Reports/CP/2015/PDCS – Inn. Housing Inc. – New Rental Construction Land Cost Rebate Program - Broadstreet Properties Ltd. - 206 Akhtar Bend/ks



Printed: November 6, 2015  
Scale: 1:8,615



# Map of Surrounding Area - 206 Akhtar Bend



Disclaimer: This information is supplied solely as a courtesy and the City of Saskatoon makes no guarantee as to its accuracy. The recipient accepts all risks and expenses which may arise from the use of this information.

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## Implications of Not Permitting Garden and Garage Suites in R1 Zoning Districts

### Recommendation

That the report of the General Manager, Community Services Department, dated November 2, 2015, be forwarded to City Council for information.

### Topic and Purpose

The purpose of the report is to provide information on the implications of not permitting garden and garage suites in R1 Zoning Districts (R1 District).

### Report Highlights

1. The development of secondary suites, including garden and garage suites, is appropriate in the R1 District, providing benefits to owners and tenants.
2. There are some 2,300 R1 zoned properties in Saskatoon, in a variety of different neighbourhoods.
3. The City of Saskatoon (City) Housing Business Plan recommends that attainable housing be available in all parts of the City.

### Strategic Goal

This report supports the City's Strategic Goal of Sustainable Growth by ensuring that infill development is compatible with the existing built form.

### Background

Secondary suites, accessory to a one-unit dwelling, have been provided for in all residential zoning districts since 1999. Since that time, secondary suites have been developed throughout the City, including those areas zoned R1.

At its May 4, 2014 meeting, City Council approved amendments to Zoning Bylaw No. 8770 (Zoning Bylaw) to allow for an alternate form of secondary suite, the garden and garage suite, when accessory to a one-unit dwelling. These amendments were based on the recommendations contained in the Neighbourhood Level Infill Development Strategy (Strategy). The Zoning Bylaw now provides for garden and garage suites as a discretionary use in residential zoning districts city-wide, with discretionary use approval delegated to the Administration.

In the R1 District, secondary suites are considered a permitted accessory use to one-unit dwellings, and garden and garage suites are considered a discretionary use.

At its March 23, 2015 City Council meeting, Councillor Olauson made the following inquiry:

“Will the Administration investigate and report back this year on the implications of not permitting garden and garage suites in R1 zoning districts.”

### **Report**

The Administration has reviewed the implications of not permitting garden and garage suites in the R1 District and is providing the following information:

#### R1 Zoning District

The R1 District allows for one-unit dwellings and other community related uses. This district provides for large lot development with the minimum site width required for a one-unit dwelling being 15 metres. Due to their size, sites in the R1 District are ideally suited for garden and garage suites as they are generally larger than other residential sites and have lane access. There are 2,300 properties that are zoned R1. They are located in the College Park, East College Park, Forest Grove, Grosvenor Park, Greystone Heights, Lawson Heights, North Park, Forest Grove, Richmond Heights, River Heights, and Silverwood Heights neighbourhoods. Of these neighbourhoods, North Park, Grosvenor Park, and Greystone Heights are considered established neighbourhoods in the Zoning Bylaw.

If garden and garage suites were no longer allowed in the R1 District, 2,300 property owners would not have the option of developing this type of secondary suite. The development standards contained in the Zoning Bylaw ensure that garden and garage suites do not detract from existing neighbourhood character and remain accessory to the principal use. Assessed property owners within 75 metres are provided notice of discretionary use applications.

It is the opinion of the Administration that allowing for garden and garage suites, as an alternative form of secondary suite, does not unreasonably impact the purpose, character, or density of the R1 District.

#### City of Saskatoon Housing Business Plan

The City's Housing Business Plan (Plan) recommends the deconcentration of attainable housing and making attainable housing available in all parts of the City. The Plan recognizes that secondary suites provide affordable rental opportunities throughout the City. Secondary suites provide benefits to both home owners and tenants. Rental income from the suite makes the purchase of a home more affordable. Garden and garage suites were introduced as an alternative form of secondary suites and not allowing garden and garage suites in R1 areas is contrary to the priorities contained in this Plan.

#### Other Implications

The development of all types of secondary suites, including garden and garage suites, should be applied consistently in residential neighbourhoods.

When City Council endorsed the Strategy, the following motion was made:

“that the Administration report on the matter of all neighbourhoods being treated equally in terms of participating, once the policies and guidelines have been established for garden and garage suites.”

The Strategy recommended that garden and garage suites be allowed in all established neighbourhoods and did not recommend that separate regulations be developed for individual neighbourhoods, nor did it recommend that garden and garage suites be prohibited in specific neighbourhoods or zoning districts. During implementation, Planning and Development brought forward recommendations that allowed for the development of garden and garage suites city-wide, consistent with the provisions for secondary suites. If garden and garage suites are no longer allowed in the R1 District, it will allow for other neighbourhoods or areas to request that they also be excluded.

**Options to the Recommendation**

If City Council were to direct the Administration to begin the process of prohibiting garden and garage suites in the R1 District, this option would require consultation with appropriate stakeholders and the public.

**Public and/or Stakeholder Involvement**

During the development and implementation of the Strategy, there were several opportunities for the public and stakeholders to provide input. A public open house, attended by approximately 150 people, was held. There were few comments received in opposition, and generally most comments referred specifically to regulations.

**Other Considerations/Implications**

There are no policy, financial, environmental, privacy, or CPTED implications or considerations. A communication plan is not required at this time.

**Due Date for Follow-up and/or Project Completion**

There is no follow-up required.

**Public Notice**

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

**Report Approval**

Written by: Paula Kotasek-Toth, Senior Planner, Planning and Development  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

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## Award of Request for Proposals – Manager Position for the Gordon Howe Campground

### Recommendation

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council:

1. That the proposal submitted by Gordon McMaster for the position of Manager at the Gordon Howe Campground be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### Topic and Purpose

This report addresses the awarding of the contract for the position of Manager of the Gordon Howe Campground (GHC). Purchase of Goods, Services and Work Policy No. C02-030 states all contracts that exceed \$75,000 shall be approved by City Council.

### Report Highlights

1. A Request for Proposals (RFP) for the position of Manager of the GHC was released to the public on August 6, 2015, and closed on September 10, 2015. Of the six proposals received, two proponents were interviewed for the position and evaluated based on their management experience, qualifications, and past experience as a Campground Manager.
2. The Administration recommends awarding the contract to Mr. Gordon McMaster, according to the terms outlined in this report, and based on his experience in management, customer service, and his history working as a Campground Manager.

### Strategic Goal

GHC operations support the Strategic Goal of Quality of Life by providing access to facilities and programs that promote active living, and enjoy the natural beauty and benefits of parks and trails that brings people together.

### Background

GHC is located at the end of Avenue P South in Saskatoon. The campground is open to patrons from the middle of April until the middle of October annually. This mature campground offers patrons 135 sites with electrical and water, and 12 tent sites. The sites offer a choice of bright sunny locations and cool shady bays for motorhomes and tent dwellings. The campground provides a 24-hour on-site manager. In September 2005, the City of Saskatoon (City) put out a call for interest for the on-site manager position. The position was filled by Gordon McMaster, and an annual contract agreement has been in place since. A review of the process was recently completed,

and the awarding of the Campground Manager contract was updated to align with current procedures and practises.

## **Report**

### Proponent Evaluation Criteria Through the RFP Process

In August 2015, an RFP calling for a proponent with experience managing and operating a campground was released to the public. The successful proponent would be responsible for the management and operation of the GHC, which would include an onsite manager 24 hours a day during camping season. The manager would be responsible for:

- a) training and scheduling customer service staff;
- b) collecting registration/rental fees;
- c) assisting with budget monitoring;
- d) operating the confectionary independently of the City; and
- e) working with the Administration to ensure the smooth operation of the campground.

The RFP closed on September 10, 2015, and six proposals were received. The proponents were evaluated based on the following:

- a) extent to which the "Conditions of the Proposal" were met;
- b) management experience, qualifications, and strategy of proponent; and
- c) an in-person interview.

The Administration interviewed two of the six proponents based on the conditions of the proposal submitted, their management experience, and the qualifications outlined in their proposals.

### Contract Award to Gordon McMaster and Terms of Agreement

The Administration is recommending that City Council approve the award of the contract to Gordon McMaster based on the following supportive attributes of the proposal received:

- a) proposal met all conditions as set out in the RFP;
- b) proponent has campground management experience, customer service experience, and experience working with a campground booking system; and
- c) proponent was professional and represented himself well in the interview.

The terms and conditions are reflective of the City's standard agreement, with the exception of the following:

- a) The term of this agreement is from April 1, 2016, to October 31, 2018.
- b) For the year commencing April 1, 2016, and ending October 31, 2016, the City agrees to pay Gordon McMaster \$48,000, plus GST. First payment in the amount of \$2,000, including all applicable taxes, will be made on April 15 of each year. Balance of contract will be paid in equal payments on a bi-weekly basis, commencing April 30 and concluding after 26 weeks of operation each year.

## Award of Request for Proposals - Manager Position for the Gordon Howe Campground

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- c) The City agrees to pay Gordon McMaster \$49,000, plus GST, in 2017, and \$50,000, plus GST, in 2018.
- d) An option to renew for an additional two years, subject to the two parties reaching an agreement on any amendments, including financial remuneration, operating terms regarding the facility, and acceptable past performance of the operator. The Payment for Services will increase by 2% on an annual basis (rounding to the nearest 100) for the two optional years.

### Public and/or Stakeholder Involvement

No public or stakeholder involvement is required at this time.

### Communication Plan

The Administration will report the outcome of City Council's decision to Gordon McMaster. All proponents have been notified of the Administration's recommendations.

### Financial Implications

As outlined in the chart below, the total cost for the three-year contract is \$147,000. Funding for the Campground Manager will come from the Gordon Howe Campground annual operating budget.

Year	Contract Amount
2016	\$ 48,000
2017	\$ 49,000
2018	\$ 50,000
<b>Total</b>	<b>\$147,000</b>

### Other Considerations/Implications

There are no options, policy, environmental, privacy, or CPTED implications or considerations.

### Due Date for Follow-up and/or Project Completion

Subject to City Council's acceptance of the recommendations as listed in this report, a contract for the services of Manager – Gordon Howe Campground between Gordon McMaster and the City will be set in place, commencing April 1, 2016, and expiring October 31, 2018.

The two parties may enter into negotiations to extend the contract for a two-year term past the expiry date of 2018.

### Public Notice

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

**Report Approval**

Written by: Roxane Melnyk, Facility Supervisor, Recreation and Sport  
Reviewed by: Lynne Lacroix, Director of Recreation and Community Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/RS/2015/PDCS – Award of Request for Proposals – Manager Position for the GHC/ks

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## **Silverwood Heights Community Association Request to Declare Installation of Outdoor Fitness Equipment in W.J.L. Harvey Park North as a Municipal Project**

### **Recommendation**

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council:

1. That the installation of outdoor fitness equipment in W.J.L. Harvey Park North be approved as a municipal project; and
2. That the Corporate Revenue Division, Asset and Financial Management Department, be authorized and requested to accept donations for this project and to issue appropriate receipts to donors who contribute funds to the project.

### **Topic and Purpose**

Silverwood Heights Community Association (SHCA) is planning to install new outdoor fitness equipment in W.J.L. Harvey Park North. See Attachment 1 for a map of the park indicating the location of the new fitness equipment adjacent to the park trail. The project is in response to feedback from Silverwood Heights residents about the current neighbourhood amenities and what upgrades they would like to see.

### **Report Highlights**

1. To help fund the installation of outdoor fitness equipment in W.J.L. Harvey Park North, the SHCA will be doing fundraising, seeking private sponsorship, and has been approved for a City of Saskatoon (City) Park Enhancement Grant.
2. SHCA is requesting to have the installation of outdoor fitness equipment in W.J.L. Harvey Park North approved as a municipal project.

### **Strategic Goal**

Under the Strategic Goal of Quality of Life, the recommendations in this report support the long-term strategy to support community building through direct investment, community development expertise, and support of community associations.

### **Background**

This project is similar to other projects approved as municipal projects by City Council over the past several years. Such projects include the lighting project in Dundonald Park, the installation of a play structure in Glacier Park, the installation of a play structure in Parc Canada, the lighting project in Sidney L. Buckwold Park, the approval of the Lakeview playground equipment, and the approval of the Albert Recreation Unit playground.

## **Report**

### Financial Support

A letter from the President of the SHCA indicates the community association's support and agreement to contribute financially to the installation of outdoor fitness equipment in W.J.L. Harvey Park (see Attachment 2). In addition to a grant from the City of Saskatoon Park Enhancement Grant, fundraising efforts through private donations and/or sponsorships will be undertaken. It is recommended that Corporate Revenue be authorized and requested to accept donations and to issue receipts to donors who contribute funds to this project.

The Administration supports the SHCA in their efforts to raise the required funds and has approved them to receive \$12,985 through the Park Enhancement Program. The SHCA will also make a financial contribution and look for corporate sponsorship and individual donors to raise the balance of \$49,000, to complete the approximate \$62,000 project.

### Approval as a Municipal Project

Sections 110 and 118 of *The Income Tax Act* provide for the same tax receipts to be issued for gifts to a municipality as for gifts to registered charities. In accepting donations where a receipt is to be issued for tax purposes, it is most important to keep in mind the following Revenue Canada definition:

“A gift for which an official donation receipt may be issued can be defined as a voluntary transfer of property without consideration. There must be a donor who freely disposes of the property and there must be a donee who receives the property given. In other words, the transfer must be freely made and no right, privilege, material benefit, or advantage may be conferred on the donor or on the person designated as the donee as a consequence of the gift.”

In order that donors may claim their contribution under *The Income Tax Act*, the SHCA is requesting that City Council declare this project to install outdoor fitness equipment in W.J.L. Harvey Park North as a municipal project and authorize the City Treasurer to accept donations and issue appropriate receipts to donors.

### **Options to the Recommendation**

The only option would be for City Council to deny the request to have this project declared as a municipal project. This may impact the ability of the SHCA to raise the required money to purchase the outdoor fitness equipment.

### **Public and/or Stakeholder Involvement**

The SHCA received feedback from neighbourhood residents, which revealed a desire for improvements to the neighbourhood park, including a specific request for outdoor fitness equipment to enhance existing amenities.

## **SHCA Request to Declare Installation of Outdoor Fitness Equipment in W.J.L. Harvey Park North as a Municipal Project**

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Civic staff, including the Community Development and Parks Divisions, will be involved in various elements of planning and installation of the new structure.

### **Communication Plan**

Information updates on the outdoor fitness trail fundraising progress and installation for the equipment will be provided to residents in the neighbourhood through the SHCA newsletter, website, and other means of communication.

### **Financial Implications**

There will be an annual operating impact of \$3,400 for routine maintenance and inspections that will need to be incorporated within the Facilities and Fleet Management Division 2017 Operating Budget.

### **Safety/Crime Prevention Through Environmental Design (CPTED)**

The fitness equipment will be planned with appropriate City and CPTED design safety measures in mind and be subject to a CPTED review.

### **Other Considerations/Implications**

There are no policy, environmental, or privacy implications or considerations.

### **Due Date for Follow-up and/or Project Completion**

The project is expected to be completed by December 31, 2017.

### **Public Notice**

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

### **Attachments**

1. Aerial View of Fitness Equipment Location
2. Letter from SHCA President to His Worship the Mayor and Members of City Council

### **Report Approval**

Written by: Leanne Schellenberg, Community Consultant, Community Development  
Mike Libke, Neighbourhood Services Manager, Community Development  
Reviewed by: Lynne Lacroix, Director of Recreation and Community Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/CD/2015/PDCS – SHCA Request to Declare Installation of Outdoor Fitness Equip. in WJL Harvey Park as a Municipal Project/ks



**Letter from SHCA President to His Worship the Mayor  
and Members of City Council**

**ATTACHMENT 2**



Silverwood Heights Community Association  
403 Silverwood Road  
Saskatoon SK S7K 6G1  
[www.silverwoodcommunity.org](http://www.silverwoodcommunity.org)

November 9th, 2015

Saskatoon City Council  
City Hall  
222 Third Avenue North  
Saskatoon SK S7K 0J5

His Worship the Mayor and the members of City Council; Saskatoon

**RE: Declaration Request for a Municipal Project**

The Silverwood Heights Community Association, who serves the residents within the boundaries of Silverwood Heights, strives to encourage a sense of community by improving the quality of life for the people of the neighbourhood as well as promoting, developing and organizing recreational, educational and social programs for our residents.

The Fitness Trail project is in response to feedback from Silverwood Heights residents about the neighborhood amenities as well as the recent park upgrade to WJL Harvey Park North. Residents indicated that they enjoy the beautiful enhancements to the trails and park; but would also like the added benefit of body conditioning equipment along the path.

The Silverwood Heights Community Association is requesting for the Fitness Trail to be considered a Municipal Project. In addition to private fundraising and sponsorship, Silverwood Heights Community Association has been approved for a City of Saskatoon Park Enhancement Grant.

Thank you for your consideration of this request. If you have any questions regarding the Fitness Trail project, please do not hesitate to contact me at (306) 260-5113 or by email at: [president@silverwoodcommunity.org](mailto:president@silverwoodcommunity.org).

Best Regards,

Cam Kenny, President  
Silverwood Heights Community Association  
(306) 260-5113  
[president@silverwoodcommunity.org](mailto:president@silverwoodcommunity.org)  
[www.silverwoodcommunity.org](http://www.silverwoodcommunity.org)

cc: Chelsea Wright, Vice President  
Michele Cozart, Indoor Programming Director  
Leanne Schellenberg, City of Saskatoon Community Consultant

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## Application for Municipal Heritage Property Designation – Pendygrasse House (1919 St. Henry Avenue)

### Recommendation

That a report be forwarded to the Standing Policy Committee on Planning, Development and Community Services with a recommendation to City Council:

1. That the City Solicitor be requested to prepare and bring forward a bylaw to designate the property at 1919 St. Henry Avenue as a Municipal Heritage Property under the provision of *The Heritage Property Act*, with such designation limited to the exterior of the building, excluding the addition completed in 1995;
2. That the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed designation; and
3. That \$2,500 be allocated from the Heritage Reserve Fund for supply and installation of a recognition plaque for the property.

### Topic and Purpose

The purpose of this report is to consider an application by the property owner requesting that 1919 St. Henry Avenue (Pendygrasse House) be designated as a Municipal Heritage Property.

### Report Highlights

1. Pendygrasse House is a two-and-a-half-storey dwelling located in the Exhibition neighbourhood.
2. The heritage value of the Pendygrasse House resides in its Victorian influenced architectural style, and its association with the Pendygrasse family who were early settlers in Saskatoon.
3. A formal evaluation of 1919 St. Henry Avenue has been conducted, and the Administration is recommending designation of Pendgrasse House as a Municipal Heritage Property.

### Strategic Goal

The report supports the City of Saskatoon's (City) Strategic Goal of Quality of Life. As a community, we find new and creative ways to showcase our city's built, natural, and cultural heritage.

### Background

The Pendygrasse House has been identified as a significant heritage resource in Saskatoon through the Saskatoon Register of Historic Places. In 2002, the Pendygrasse House received an award under the City's Heritage Awards Program for

## **Application for Municipal Heritage Property Designation – Pendygrasse House (1919 St. Henry Avenue)**

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restoration of the home's exterior. The current owners of 1919 St. Henry Avenue have requested Municipal Heritage Designation of this property.

### **Report**

#### Description of the Historic Place

Built between 1909 and 1910, the Pendygrasse House is a large two-and-a-half-storey house in the Exhibition neighbourhood (see Attachment 1). The home is situated adjacent to the South Saskatchewan River and features a unique architectural style with Victorian influences.

#### Heritage Value

The heritage value of the Pendygrasse House resides in its association with the Pendygrasse family, one of Saskatoon's oldest families. Harold Pendygrasse, who built the dwelling at 1919 St. Henry Avenue, established a real estate business in Saskatoon. Pendygrasse Road, located in Fairhaven, is named in honour of Harold's mother, Sarah Pendygrasse, who homesteaded a quarter section in the late 1800s, which is now bounded by the South Saskatchewan River, Taylor Street, Ruth Street, and Lorne Avenue.

The Pendygrasse House is also valued for its Victorian architectural influences and its unique architectural features. Of particular note is the home's large turret; the widow's walk, which offers sweeping views of the South Saskatchewan River; and the fish-scale shingles located on the structure's upper storey.

Additional information on the heritage value of the Pendygrasse House is included in the property's Statement of Significance (see Attachment 2).

#### Evaluation

A formal evaluation of the exterior of the building has been conducted, and the Administration is recommending designation of 1919 St. Henry Avenue as a Municipal Heritage Property. Despite a number of changes to the dwelling over the years, the exterior remains in excellent condition, and the current property owners have been meticulous in caring for and rehabilitating this historic place. Major changes to the home include an altered roofline (as a result of the conversion of the home into two suites in the 1950s) which has since been corrected, and a sympathetic addition to the north side of the home in 1995 to accommodate a dining space.

The Administration is recommending that only the building's exterior, with the exclusion of the addition completed in 1995, be designated as a Municipal Heritage Property.

### **Options to the Recommendation**

City Council has the option of not designating this building as a Municipal Heritage Property. In this case, further direction would be required.

### **Public and/or Stakeholder Involvement**

Public and/or stakeholder consultations are not required.

## **Application for Municipal Heritage Property Designation – Pendencygrasse House (1919 St. Henry Avenue)**

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### **Communication Plan**

All Municipal Heritage Properties are marked with a bronze plaque on site that describes the heritage significance of the property. If designation is approved, the property will also be noted as “designated” in the Saskatoon Register of Historic Places.

### **Policy Implications**

The proposal complies with Civic Heritage Policy No. C10-020.

### **Financial Implications**

The amount of \$2,500 from the Heritage Reserve Fund would be allocated for the fabrication of the bronze plaque and installation on the property. As per the Municipal Heritage Policy, the designation of this building as a municipal heritage property makes it eligible for future financial incentives. Any such application will be considered on its own merit and subject to sufficiency of the Heritage Reserve.

The designation of this building as a Municipal Heritage Property makes it eligible for future financial incentives as per the Municipal Heritage Policy. Any such application will be considered on its own merit and subject to sufficiency of the Heritage Reserve.

### **Other Considerations/Implications**

There are no environmental, privacy, or CPTED implications or considerations.

### **Due Date for Follow-up and/or Project Completion**

If City Council recommends designation of the property, a date for a public hearing will be set. This date will be set in accordance with the provisions in *The Heritage Property Act*.

### **Public Notice**

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

If designation as a Municipal Heritage Property is recommended, the designation will be advertised in accordance with the provisions in *The Heritage Property Act*, which requires that the Notice of Intention to Designate be advertised at least 30 days prior to the public hearing.

### **Attachments**

1. Location Plan
2. Statement of Significance
3. Photographs of Subject Property

## **Application for Municipal Heritage Property Designation – Pendygrasse House (1919 St. Henry Avenue)**

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### **Report Approval**

Written by: Catherine Kambeitz, Heritage and Design Coordinator, Planning  
and Development

Reviewed by: Alan Wallace, Director of Planning and Development

Approved by: Randy Grauer, General Manager, Community Services Department

S:\Reports\DS\2015\MHAC – Application for Municipal Heritage Property Designation – Pendygrasse House (1919 St. Henry Avenue)\ks

Location Plan



MUNICIPAL HERITAGE PROPERTY

1919 St. Henry Avenue



## Statement of Significance

Pendygrasse House – 1919 St. Henry Avenue

<b>Neighbourhood:</b>	Exhibition
<b>Date Constructed:</b>	1909 - 1910
<b>Development Era:</b>	1906 – 1913 (Pre WWI)
<b>Architectural Style:</b>	Victorian Influences
<b>Architect:</b>	-
<b>Builder:</b>	Henry Pendygrasse
<b>Designation:</b>	Municipal
<b>Original Use:</b>	Private Residence
<b>Current Use:</b>	Private Residence



Source: City of Saskatoon

### Description of Historic Place

The Pendygrasse House features a two-and-a-half-storey dwelling along St. Henry Avenue. Constructed by Henry Pendygrasse between 1909 and 1910, the home is located in the Exhibition neighbourhood and was once home to the Pendygrasse family, one of the earliest families in Saskatoon.

### Heritage Value

The heritage value of the Pendygrasse House lies in its association with the Pendygrasse family. Sarah Pendygrasse, along with her daughter, arrived in Saskatoon from Ireland in 1887 to meet her sons Harold, Sefton, and Neville, who had come earlier with the Temperance Colonists. Sarah Pendygrasse received a homestead grant for the quarter section now bounded by the South Saskatchewan River, Taylor Street, Ruth Street, and Lorne Avenue. Tragically, Neville had drowned in a ferry accident just weeks prior to her arrival. A log house, located on the corner of St. Henry Avenue and Isabella Street, was erected on the quarter section owned by the Pendygrasses. Sarah eventually returned to Ireland where she died in 1909.

Harold took over the homestead and lived in the log cabin until 1910 when he built the house at 1919 St. Henry Avenue (north of the original log house) for him and his wife, Poppy Clisby. Harold sold off much of the land of the original homestead and established a real estate business. Harold and his family lived in the home until the outbreak of the First World War. The house was rented for several years before being sold in 1918. Pendygrasse Road, located in Fairhaven, is a tribute to Sarah Pendygrasse and her family.

The heritage value of the Pendygrasse House also resides in its Victorian influences and unique architectural features. The large turret is one of the home's more distinctive features, along with its widow's walk and fish-scale shingle siding. Up until the 1950s, the house was subject to very little change. At that time, the dwelling was converted to a two-unit dwelling with main and second floor suites, along with the addition of a new stair case. The Pendygrasse House was later converted back to a single-family dwelling, and the current owners have undertaken a number of large-scale renovations to return the home to a form more true to its original. Exterior renovations to the home have included the reconstruction of the widow's walk (1970s) after the railing had been removed in the 1950s and correction of the roof lines (2001) that occurred as a result of the addition of the second floor suite. In 1982, the original chicken coop was demolished, and a new garage was constructed at the rear of the home that compliments the home's existing character. In 1995, a sympathetic addition was constructed to provide space for a dining room; and in 2001, a playhouse in the backyard was built as a replica of the original home.

The extent of restoration work completed by the current owners, and their regard for the character-defining elements of the home, earned them an award for exterior restoration under the City's Heritage Program in 2002 and special recognition through the Saskatchewan Architectural Heritage Society in 2001.

The Pendygrasse House continues to add visual interest and character to the surrounding neighborhood and is an excellent example of heritage conservation and restoration in Saskatoon.

Source: City of Saskatoon Built Heritage Database

#### Character-Defining Elements

Key elements which contribute to the heritage value of this historic place include:

- Its architecture with Victorian influences evident in: its clapboard exterior and fish-scale shingle siding; its turret and widow's walk; its trim and cornices; gabled roof ends; and its form, scale, and massing.
- Those elements associated with the Pendygrasse family, such as its location on the original Pendygrasse homestead and its proximity to, and views of, the South Saskatchewan River.

Photographs of Subject Property



West Façade (2015)



West Façade (1950s)



East Façade with Addition (Rear)



Façade Materials, Trim, and Decorative Details (Top Right, Bottom Left, and Bottom Right)

Garage (Top Left)



Streetscape Comparison (1972 and 2015)/Roofline Changes

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## Naming Process and Policy Review

### Recommendation

That the report of the General Manager, Community Services Department, dated December 2, 2015, be forwarded to City Council for information.

### Topic and Purpose

The purpose of this report is to outline the existing guidelines for adding names to the Names Master List and assigning names to civic property and development areas. In addition, this report summarizes the communication plan to encourage interest in the naming process.

### Report Highlights

1. Criteria for assigning names is outlined in Naming of Civic Property and Development Areas Policy No. C09-008 (Naming Policy).
2. A communication strategy is being developed to encourage a greater diversity of names on the Names Master List.
3. In anticipation of a greater diversity of names, the Diversity Inclusion Consultant from the Community Development Division will be added to the Naming Advisory Committee (NAC).

### Strategic Goal

This report supports the Strategic Goal of Quality of Life as providing for a greater diversity in the applications of names for civic infrastructure to reflect the City of Saskatoon's (City) built, natural, and cultural heritage.

### Background

At its May 5, 2014 Council meeting, it was resolved, in part:

- "1) that the Administration report back on developing the appropriate criteria for assigning names; and
- 2) that the Administration report back with alternative options for populating the Names Master List in order to improve the diversity of the options on that list."

In addition, on June 26, 2014, the NAC resolved, in part:

- "2) that in addition to Council's above-noted resolutions dated May 5, 2014, the Administration report back regarding themes, advertising, and further housekeeping items."

### Report

#### Criteria for Assigning Names

The Naming Policy outlines criteria for assigning names in Section 3.3 b) (see Attachment 1). This criteria includes, but is not limited to, “ease of identification and avoidance of confusion for the public, consistency in the theme of an area, and purpose of facility and logical connection to the name.” This criteria is consistent with other Canadian cities’ criteria for the assignment of names. No change in the criteria used to assign names to civic infrastructure, including roads, is being proposed.

#### Names Master List

As of November 2015, there are 113 names in the unassigned section of the Names Master List. In collaboration with the Corporate Performance Department, a cost-effective marketing strategy has been put together to encourage more names from individuals and community organizations. Details of that strategy are included as part of the Communication Plan.

The naming process is a public process where individuals or groups are encouraged to submit names to the NAC. Additionally, Planning and Development will partner with Aboriginal Relations to provide opportunities for the Aboriginal community to engage with the naming of streets, parks, and civic properties. As an initial step, 1,200 brochures will be distributed to First Nation and Metis housing organizations including the Saskatoon Tribal Council, Central Urban Metis Federation Inc., Sask Native Rentals, and Camponi Housing. Further collaboration will be made with identified community and educational organizations, including presentations at public events.

#### Diversity Inclusion Consultant

In recognition that the names of civic buildings and public spaces should reflect the city’s cultural diversity, and in anticipation of a greater diversity of names reflecting Saskatoon’s diverse citizenry being brought forward, the NAC will be changing the composition of the Administrative component to include a Diversity Inclusion Consultant from the Recreation and Community Development Division. This addition to the NAC also supports recommendations found in the Kitaskinaw Report and the Truth and Reconciliation Commission Calls to Action. The existing Naming Policy provides for this opportunity.

Additionally, if there are any cultural protocols prior to a name being assigned (e.g. a special ceremony to be performed), an opportunity will be provided for the applicant to address them.

#### **Public and/or Stakeholder Involvement**

Identified community organizations will continue to be consulted regarding ways to encourage more naming applications. Moving forward, other community organizations will be invited to participate in the naming process as they are identified.

**Communication Plan**

To date, the Naming Policy has been promoted with a brochure and information on the City's website. For 2016, the provision of brochures and presentations to inform identified community groups and leaders will be undertaken. With an expanded budget, print ads in targeted publications, along with an annual public awareness campaign could be provided. The annual campaign will target individuals and community groups, including Aboriginal organizations, with the goal of enhancing the profile of the policy and increasing the volume of submissions and diversity of options on the Names Master List. New campaign elements could include Public Service Announcements, posters, social media posts, community association newsletter ads, and the City's existing relationships with community groups to encourage submissions.

**Policy Implications**

No amendments to the Naming Policy are recommended at this time.

**Financial Implications**

The Planning and Development Division will be including additional brochures within their operational budget for 2016. In addition, measures taken for 2016 will include having face-to-face meetings with identified cultural groups and leaders, which will not have a budget implication. Moving forward, an expanded budget would be required for 2017 to add print materials and other advertising opportunities to reach a wider audience.

**Other Considerations/Implications**

There are no options, environmental, privacy, or CPTED implications or considerations.

**Due Date for Follow-up and/or Project Completion**

No follow-up is required at this time. City Council receives quarterly updates as to names assigned to new roadways and parks, as well as requests for assigning specific names through reports from the NAC.

**Public Notice**

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

**Attachment**

1. Naming Policy Guidelines

**Report Approval**

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# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C09-008

<b>POLICY TITLE</b> <i>Naming of Civic Property and Development Areas</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>November 18, 1991</i>
		<b>UPDATED TO</b> <i>May 5, 2014</i>
<b>ORIGIN/AUTHORITY</b> <i>Planning and Development Committee Report No. 33-1991; Planning and Operations Committee Report No. 17-2000; Administrative Reports No. 9-2002, 1-2005, 10-2008; and Executive Committee Report No. 7-2014</i>	<b>CITY FILE NO.</b> <i>CK. 500-1 &amp; 6310-1 and PL. 4001-5</i>	<b>PAGE NUMBER</b> <i>1 of 10</i>

## 1. PURPOSE

To ensure proper screening of suggested names and consistency with Council naming guidelines, and to avoid duplication in the naming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, and parks.

## 2. DEFINITIONS

- 2.1 Municipally-owned or Controlled Facility - any building, or structure owned by or under the direction and control of the City, including bridges, civic buildings, firehalls, substations, etc. The naming of halls, rooms, or other facilities within a municipally-owned or controlled facility, and libraries are excluded from this policy.
- 2.2 Names Master List – a master list, kept in the Mayor’s Office, containing all screened and approved name suggestions for naming municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, and parks. The Names Master List is divided into two categories: Assigned Names and Unassigned Names.
- 2.3 Neighbourhood - for purposes of this policy, a neighbourhood is any residential development area recognized by the City of Saskatoon Development Plan as a neighbourhood, or a residential section having distinguishing characteristics.
- 2.4 Suburban Development Area - an area consisting of multiple neighbourhoods and includes housing and related facilities for approximately 50,000 persons.

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- 2.5 Street - for the purpose of this policy, a street is any roadway (excluding laneways and unimproved right-of-ways) under the direction and control of the City of Saskatoon.
- 2.6 Park - for the purpose of this policy, a park is any area owned or controlled by the City for which the primary uses are the provision of leisure services and beautification of the community. Small pieces of City land not suitable for Park development are excluded from this policy. The naming of sports fields, dog parks, or other amenities within a park are excluded from this policy. Leisure Centres and other community centres that may be located in a park are not excluded from this policy.

### 3. POLICY

Suburban Development Areas, Neighbourhoods, Streets, Parks and major municipally-owned or controlled facilities, shall be named. Names are to be chosen from a pre-screened Names Master List.

#### 3.1 Names Master List

- a) A Names Master List for naming municipally-owned or controlled facilities (excluding libraries), streets, suburban development areas, neighbourhoods and parks, shall be created by the Naming Advisory Committee and approved by City Council. Libraries will be named by the Board of the Saskatoon Public Library.
- b) The Names Master List shall be kept in the Mayor's Office.

#### 3.2 Naming Advisory Committee

- a) A Naming Advisory Committee shall be formed to review and screen all suggestions and requests for naming municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks.

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- b) The Naming Advisory Committee shall be comprised of the following members:
  - i) The Mayor;
  - ii) Two (2) City Councillors (appointed by City Council); and
  - iii) Three (3) members from the Administration.
  
- c) The two City Councillors shall be appointed to serve on the Naming Advisory Committee for a one (1) year term.
  
- d) The Naming Advisory Committee shall appoint a chair and shall meet at the call of the Chair.
  
- e) The Naming Advisory Committee shall screen all requests and suggestions for naming, or renaming, municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks to ensure that each suggestion or request meets the Council Guidelines for naming as set out in 3.3 below.
  - i) Deliberations regarding the screening of names may be carried out In-Camera at the Discretion of the Chair; however the outcome of all committee decisions regarding name screening shall be public information.
  
- f) The Naming Advisory Committee shall report to Council as new requests and suggestions are screened and recommended for approval and addition to the Names Master List.
  
- g) The Naming Advisory Committee may also report and recommend to Council on any other matter related to this policy.

### 3.3 Guidelines

- a) The screening of new name submissions for the naming or renaming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks, shall be done in consideration of, but not limited to, the following criteria:

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- i) Outstanding contribution by any individual from the public at large, in any of the following ways:
- A person who has demonstrated excellence, courage, or exceptional dedication to service in ways that bring special credit to the City of Saskatoon, Province of Saskatchewan, or Canada;
  - A person who has volunteered significant amounts of time, effort, and/or resources to support community services or humanitarian causes;
  - A person who has risked his or her life to save or protect others; and
  - A person who has achieved a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit to the City of Saskatoon, Province of Saskatchewan, or Canada.
- ii) Former Department Heads, City Managers, Fire Chiefs, or elected officials of the City of Saskatoon;
- iii) Historical names celebrating an historic event or figure;
- iv) Names which recognize the flora and fauna of the local area or the geographical or topographical feature of the local area; and
- v) The name of a person or a name other than a person may be added to the Names Master List when unique or extenuating circumstances warrant.



- b) The naming or renaming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, and parks, shall be done in consideration of, but not limited to, the following guidelines:

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- i) Ease of identification and avoidance of confusion for the public;
- ii) Consistency in the theme of an area;
- iii) Purpose of facility and logical connection to the name;
- iv) The suffix 'Street' will be reserved for streets that are aligned east to west, and the suffix 'Avenue' will be reserved for streets that are aligned north to south;
- v) Surnames alone will be used for the naming of streets, urban development areas, and neighbourhoods;
- vi) The surname alone will be used for the naming of municipally-owned or controlled facilities and parks, except in the case of former elected officials of the City of Saskatoon, where given name(s) and surname together may be used;
- vii) For the naming of fire halls, any former Fire Chief of the City of Saskatoon, serving a minimum of five (5) years;
- viii) For the naming of electrical substations, any former Electrical Distribution Department Head;
- ix) An external party may become a title sponsor (namesake) of a future or existing facility in recognition for its funds, goods, and service support, as set out in Council Policy C09-028, "Sponsorship";
- x) When a name has been applied, it will be removed from the Unassigned Names category of the Names Master List and placed in the Assigned Names category. Names of former elected officials of the City of Saskatoon will be identified in both categories;

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- xi) The naming must not result in, or be perceived to confer, any competitive advantage, benefit or preferential treatment to the named party;
- xii) Names applied to extensions of streets should normally be the same as the existing street that is being extended; and
- xiii) The name of an extension of an existing street may be applied administratively where the name being applied is the same as the name of the existing street.

### 3.3.1 Duplicate Surnames

- a) Subject to the approval of City Council as provided in this policy, where a name submission duplicates a surname that is on the Names Master List or that has been used for naming or renaming:
  - i) in the case of an individual who is not a former elected official of the City of Saskatoon, the individual's history will be acknowledged in the Names Master List without creating a new record or in the City's naming records, as appropriate; and
  - ii) in the case of an individual who is a former elected official of the City of Saskatoon, the name will be added to the Names Master List and given name(s) and surname may be applied together to a municipally-owned or controlled facility, suburban development area, neighbourhood, or park.

### 3.4 Suggestions for Adding to Names Master List

- a) All suggestions for adding names to the Names Master List for naming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks shall be submitted to the Community Services Department, Planning and Development Division.

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- b) All suggestions will be screened by the Naming Advisory Committee and forwarded to City Council for approval.

### 3.5 Requests for Naming Specific Municipally-Controlled Property

- a) All requests for a name to be applied to a specific municipally-owned or controlled facility, street, suburban development area, neighbourhood or park shall be submitted to the Community Services Department, Planning and Development Division.
- b) The Naming Advisory Committee will screen all requests for naming a specific municipally-controlled property and forward a recommendation to Council for approval.

### 3.6 Requests for Renaming a Specific Civic-Controlled Property

- a) All requests for the specific renaming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks shall be submitted to the Community Services Department, Planning and Development Division.
- b) The Community Services Department, Planning and Development Division shall notify all property owners, civic departments, agencies, community associations, etc. who may be affected by the proposed renaming and gather comments.
- c) The Naming Advisory Committee will screen all requests for renaming any municipally-controlled property and forward a recommendation to Council for approval.
- d) The City of Saskatoon will not normally provide compensation for any costs associated with a name change.

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## 3.7 Selection of Names from Names Master List

- a) Upon request from the Community Services Department, the Mayor will select the appropriate name for each municipally-owned or controlled facility, street, suburban development area, neighbourhood or park from the Names Master List.
- b) Upon selection of name(s) by the Mayor, the Community Services Department will forward a brief report to City Council noting the selection(s) for Council's information.

## 3.8 Naming Contests

- a) Any naming contests to name municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks shall be consistent with the intent of this policy.
- b) Naming contest rules will be approved by the Naming Advisory Committee and City Council.

## 3.9 Re-use of Names

- a) Names from renamed or decommissioned municipally-owned or controlled facility, streets, and parks will normally be transferred to the Unassigned Names category of the Names Master List and flagged with a high priority for re-use.
- b) In the case of reused street names, a note will be included within the Names Master List that the same suffix cannot be re-used to avoid any confusion.

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## 4. RESPONSIBILITIES

### 4.1 City Council

- a) Approves all names to be included on the Names Master List for naming municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks.
- b) Receives and approves all requests for naming, or renaming, specific municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks.

### 4.2 Office of the Mayor

- a) Selects names for municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks upon request from the Community Services Department.
- b) Keeps the Names Master List on file for use when appropriate.
- c) Notifies the nominator and/or family when a name is selected for use.

### 4.3 Naming Advisory Committee

- a) Recommends amendments to this policy to City Council.
- b) Screens all suggestions for adding new names to the Names Master List, naming a specific municipally-controlled property and renaming of any municipally-controlled property and recommends support or non-support of suggestion to City Council.

### 4.4 Community Services Department – Planning and Development Division

- a) Receives all suggestions and requests for naming or renaming of any municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks.

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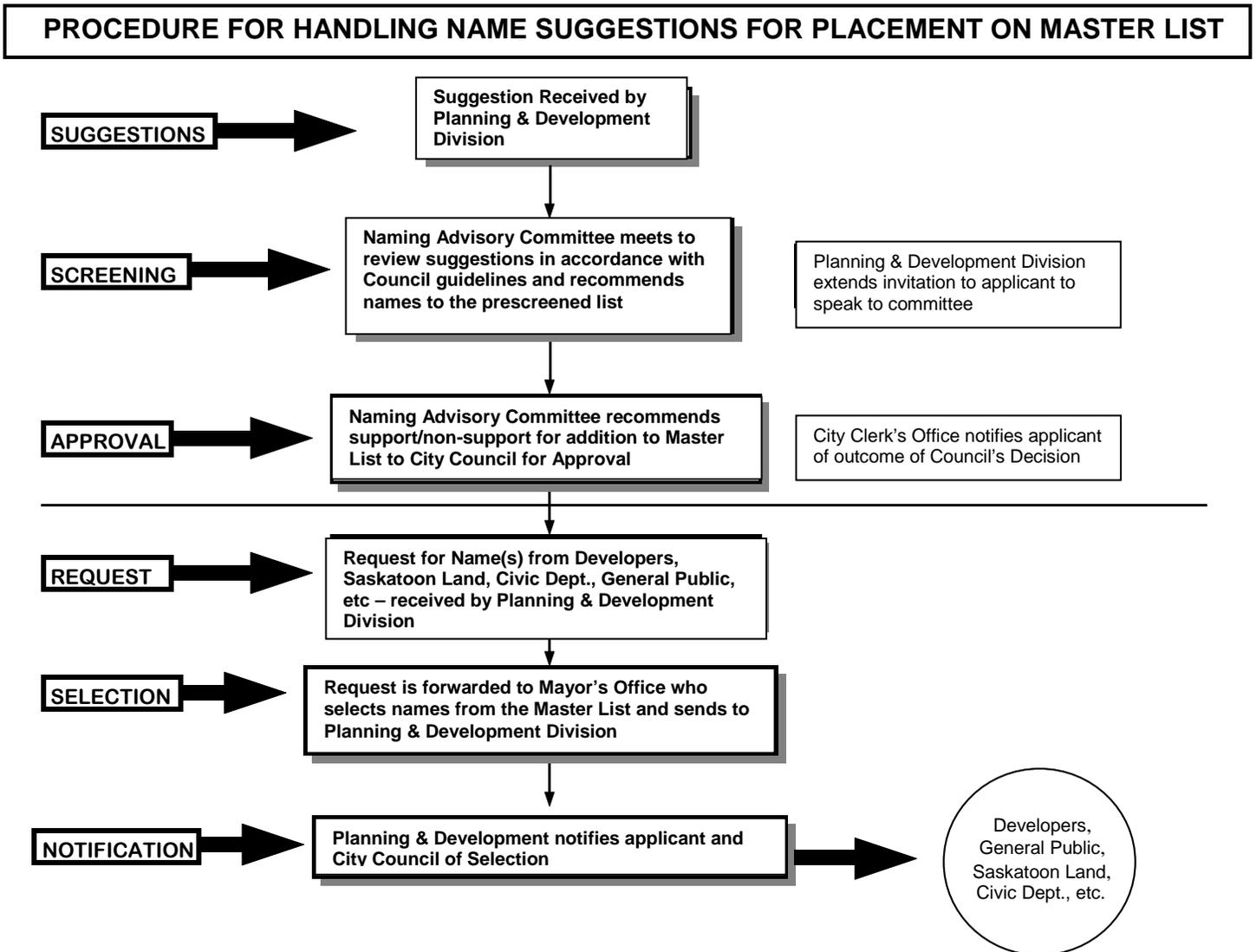
- b) Forwards all suggestions and requests for naming or renaming to the Naming Advisory Committee for screening and recommendation.
- c) Notifies applicants of the opportunity to be heard by the Naming Advisory Committee.
- d) Prepares information reports to Council upon selection of names from the Names Master List by the Mayor.
- e) Notifies all affected property owners, neighbourhood associations or any other organization where a renaming of a municipally-owned or controlled facility, street, suburban development area, neighbourhood or park is proposed.
- f) Performs all related administrative duties associated with the effective administration of this policy.
- g) Applies street names to street extensions when appropriate.

#### 4.5 City Clerks Office

- a) Prepares reports to City Council on behalf of the Naming Advisory Committee recommending that new names be added to the Names Master List, and the naming, or renaming, of specific municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks.
- b) Notifies all affected property owners, neighbourhood associations or any other organization where a renaming of a municipally-owned or controlled facility, street, suburban development area, neighbourhood or park is proposed.

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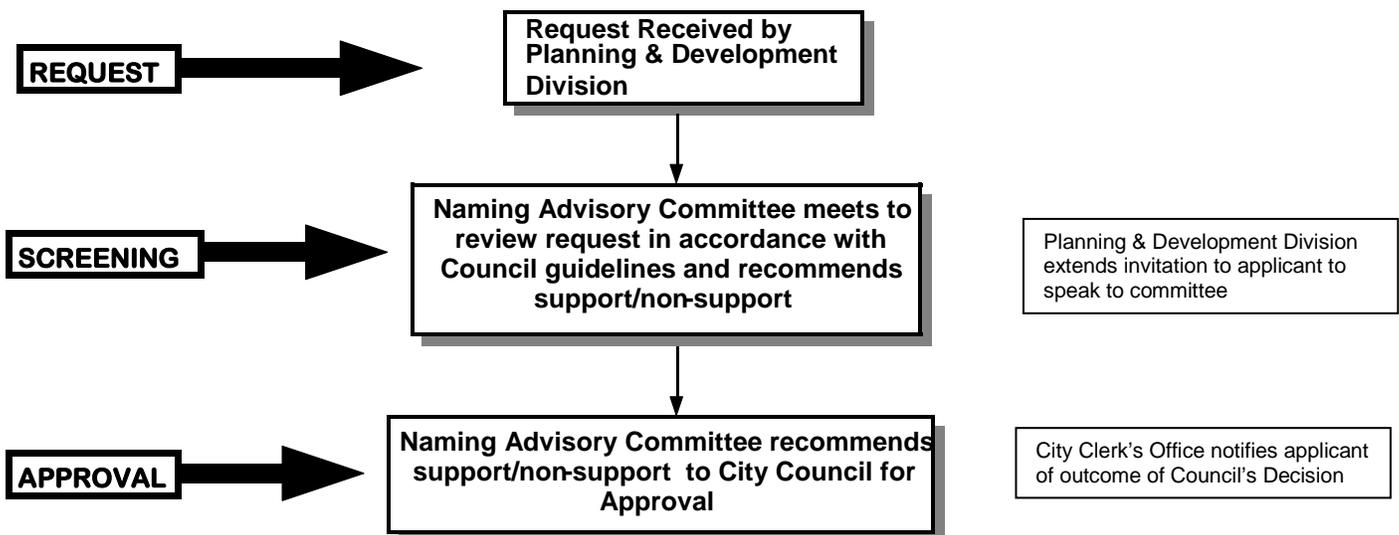
## NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS



**CITY OF SASKATOON COUNCIL POLICY C09-008**

**NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS**

**PROCEDURE FOR HANDLING NAMING REQUESTS FOR SPECIFIC CIVIC-CONTROLLED PROPERTY**



**CITY OF SASKATOON COUNCIL POLICY C09-008**

**NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS**

**PROCEDURE FOR HANDLING REQUESTS FOR RENAMING SPECIFIC CIVIC-CONTROLLED PROPERTY**

