



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

**Monday, November 3, 2014, 9:00 a.m.  
Council Chamber, City Hall**

**Pages**

1. **CALL TO ORDER**
2. **CONFIRMATION OF AGENDA**
3. **ADOPTION OF MINUTES**
  - 3.1 **Minutes of Regular Meeting of the Standing Policy Committee on Planning, Development and Community Services held on October 6, 2014**
4. **UNFINISHED BUSINESS**
  - 4.1 **Name Suggestion for South Bridge (Naming Contest - Evaluation of Possibility and Process) [Files CK. 6310-1 and PL. 4001-5]** 10 - 21

The Committee, at its meeting held on October 6, 2014, deferred consideration of the October 6, 2014 report of the General Manager, Community Services Department to the next meeting of the Committee.

A communication received from Bernie Holzer is also provided.

**Recommendation**

    1. That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council:  
  
That the October 6, 2014 report of the General Manager, Community Services Department be received as information; and
    2. That the communication be received as information and included in the file.

**4.2 Amendments to the Poster Bylaw No. 7565 [Files CK. 185-6 and PL. 217-23]**

22 - 33

The Committee, at its meeting held on October 6, 2014, deferred consideration of the attached October 6, 2014 report of the General Manger, Community Services Department to the next meeting of the Committee.

As requested, attached is a copy of the current bylaw and related schedules.

In light of discussion at the October 6, 2014, the Committee may wish to consider approving the recommendation noted below and request a future report on the details of enforcement and removal processes from other municipalities for consideration.

**Recommendation**

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

That the City Solicitor be requested to prepare the necessary amendments to Bylaw No. 7565, The Poster Bylaw, 1996, as indicated in the October 6, 2014 report of the General Manager, Community Services.

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

**5.1 Delegated Authority Matters (From Advisory Committees)**

**5.2 Matters Requiring Direction (From Advisory Committees)**

**5.2.1 Application for Grant Funding under the Heritage Conservation Program Knox United Church – 838 Spadina Crescent East [Files CK. 710-49 and PL. 907-1]**

34 - 37

The report of the General Manager, Community Services dated October 1, 2014, on the above matter, has been considered and is supported by the Municipal Heritage Advisory Committee.

**Recommendation**

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

1. That funding be approved, up to a maximum of \$51,000, through the Heritage Conservation Program, for roof repairs at Knox United Church located at 838 Spadina Crescent East; 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.

- 5.2.2 Application for Tax Abatement Funding Under the Heritage Conservation Program – McLean Building – 263 3rd Avenue South [Files CK. 710-55 and PL. 907-1]** 38 - 41

The report of the General Manager, Community Services dated October 1, 2014, on the above matter, has been considered and is supported by the Municipal Heritage Advisory Committee.

**Recommendation**

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

1. That funding be approved, to a maximum of \$36,000, through the Heritage Conservation Program for rehabilitation to the façade of the Mclean Block located at 263 3rd Avenue South; 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.

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

**6. REPORTS FROM ADMINISTRATION**

**6.1 Delegated Authority Matters**

- 6.1.1 Land Use Applications Received by the Community Services Department For the Period Between September 23, 2014, to October 16, 2014 [Files CK. 4000-5, PL. 4350-1, PL. 4350 and PL. 4300]** 42 - 52

**Recommendation**

That the information be received.

- 6.1.2 Recreation and Parks Master Plan [Files CK. 5500-1and RS. 5500-1]** 53 - 64

**Recommendation**

That the information be received.

- 6.1.3 Growth Plan to Half a Million November 2014 Public Engagement [Files CK. 4110-2 and PL. 4110-12-7]** 65 - 69

**Recommendation**

That the information be received.



- 6.2.3 Capital Construction at the Saskatoon Minor Football Field at Gordon Howe Park and Friends of the Bowl Foundation Fundraising Campaign Update [Files 4205-7-2, 1700-1 and RS. 1701-32]** 102 - 108

**Recommendation**

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

1. That the Saskatoon Minor Football Inc. storage facility located at the Saskatoon Minor Football Field at Gordon Howe Park be declared as a Municipal Project, funded by Saskatoon Minor Football Inc; and
2. That this report be forwarded to the 2015 Business Plan and Budget Review deliberations to address the request for \$1.0 million additional financing from the Reserve for Capital Expenditures.

- 6.2.4 Request for Encroachment Agreement - 930 Avenue J South [Files CK. 4090-2 and PL. 4090]** 109 - 112

**Recommendation**

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

1. That City Council recognize the encroachment at 930 Avenue J South [Lot 1 and 2, Block 9, Plan (GH) H1017];
2. That the City Solicitor be requested to prepare the appropriate encroachment agreement, making provision to collect the applicable fees; and
3. That His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal and in a form that is satisfactory to the City Solicitor.

- 6.2.5 Saskatoon Fire Department - Structural Firefighting Turnout Gear [Files CK. 1000-1 and FR 1703]** 113 - 115

**Recommendation**

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

1. That the proposal submitted by SPI Health and Safety for a two-year blanket purchase order of Structural Firefighting Turnout Gear, at an estimated annual cost of \$76,500 (taxes excluded), be accepted;
2. That the source of funding is the Fire Department Uniforms Reserve; and
3. That the Finance and Supply Division be requested to issue the appropriate Purchase Order.

- 6.2.6 Inquiry - Councillor P. Lorje (February 10, 2014) - Sprinkler Systems - Nursing Homes, Retirement Home, Approved Homes [Files CK. 540-1 and PL. 541-32]** 116 - 118

**Recommendation**

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

That the report of the General Manager, Community Services Department, dated November 3, 2014, be forwarded to City Council for information.

- 6.2.7 Inquiry - Councillor Z. Jeffries (June 23, 2014) - Energy Efficient Building Standards in New Dwelling Construction [Files CK. 540-1 and PL. 540-1]** 119 - 125

**Recommendation**

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

That the report of the General Manager, Community Services Department, dated November 3, 2014, be forwarded to City Council for information.

- 6.2.8 Update on Funding and Targets for the Housing Business Plan in 2015 [Files CK. 750-1 and PL. 950-27]** 126 - 128

**Recommendation**

1. That the report of the General Manager, Community Services Department, dated November 3, 2014, be forwarded to the Business Plan and Budget Review for information; and
2. That the 2015 target for the 2013 – 2022 Housing Business Plan be revised to 500 units across the attainable housing continuum.

- 6.2.9 Expression of Interest and Proceed to Request for Proposals for Parcels A, CC, and F in Pleasant Hill Village [Files CK. 4131-31 and PL. 951-22]** 129 - 134

**Recommendation**

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

1. That the information be received; and
2. That the Administration report back on the results of the Request for Proposals for Parcels A, CC, and F and a recommendation to proceed to sales agreements.

- 6.2.10 Off-site Levies - 309 and 319 22nd Street East and 116 and 130 3rd Avenue South - City Centre Tower [File CK. 4216-1, 4130-1 and PL. 4350-Z42/14]** 135 - 144

**Recommendation**

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

That the off-site levies payable upon subdivision or condominium approval for 309 and 319 22nd Street East and 116 and 130 3rd Avenue South be calculated using the 2014 rates for a period of five years.

- 6.2.11 Towards a Food Strategy for Saskatoon – Saskatoon Regional Food System Assessment and Action Plan [Files CK. 5700-1 and PL. 5600-4]** 145 - 153

A Request to Speak has been received from Gord Enns, Executive Director, Saskatoon Food Council.

**Recommendation**

1. That the report of the General Manager, Community Services Department, dated November 3, 2014, be forwarded to City Council for information; and
2. That the communication be received as information and Mr. Enns be heard.

- 6.2.12 Addressing Grants Audit Recommendations for Stand-Alone Grants AND Communication to Council - Michael LeClaire - Restorative Action Program - Request for Increase in Funding [Files CK. 1871-1 and RS. 1870-1]** 154 - 173

**Recommendation**

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

That the process for approving non-competitive City Council directed grants (stand-alone grants), as set out in the November 3, 2014 report of the General Manager, Community Services Department, be approved.

- 6.2.13 Communications to Council - Dmitriy Chesnakov - Suggestions for Noise Bylaw Amendment – Long Term Construction Projects [Files CK. 185-15 and PL. 540-1]** 174 - 183

**Recommendation**

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

That the November 3, 2014 report of the General Manager, Community Services Department, be received as information.

- 6.2.14 Inquiries - Councillors Olauson and Jeffries – Vacant Lots for Extended Periods of Time and Tax Policy Tools to Encourage Development [Files CK. 4110-45, 4130-1, PL. 4110-28-5, PL. 4110-30-19, PL. 4110-35-13 and PL. 4110-1]** 184 - 213

**Recommendation**

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

1. That the report of the General Manager, Community Services Department, dated November 3, 2014, be forwarded to City Council for information; and
2. That the Neighbourhood Planning Section report back to Committee in due course on the option to pursue a similar vacant lot tax strategy as has been implemented by the City of Moose Jaw.

- 6.2.15 Urban Design - City-Wide Program – Interim Funding Strategy [Files CK. 4110-1, 1700-1 and PL. 216-30]** 214 - 220

**Recommendation**

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

1. That the interim funding strategy for the Urban Design - City-Wide Program outlined in this report be forwarded to the 2015 Business Plan and Budget Review deliberations; and
2. That the Administration report back with a long-term funding strategy for the 2017 Business Plan and Budget Review deliberations in conjunction with the Growing Forward! Shaping Saskatoon Project implementation.

**7. URGENT BUSINESS**

**8. MOTIONS (Notice Previously Given)**

**9. GIVING NOTICE**



**10. IN CAMERA SESSION (Optional)**

There are no In Camera items for this meeting.

[If an In Camera session were required, a ten-minute break would occur prior to the session. Items requiring consideration at the public session on the same date would be reported out publicly following the In Camera session. Otherwise the matters would be placed on a future public agenda.]

**11. ADJOURNMENT**



## **PUBLIC AGENDA – ADDITIONAL ITEMS**

### **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

**MONDAY, NOVEMBER 3, 2014, AT 9:00 A.M., COUNCIL CHAMBER**

#### **2. CONFIRMATION OF AGENDA**

The following attached emails have been received regarding the Public Agenda:

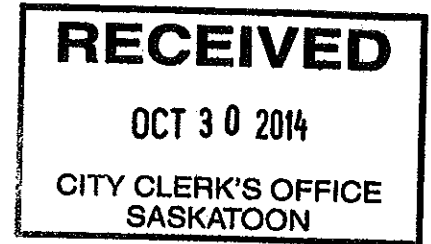
- Submitting comments – Michelle Hlady – Item 4.1 under unfinished business.
- Requests to Speak –, Michael LeClaire, President, Paul Gauthier, Treasurer and Winston Blake, Executive Director with Saskatoon Restorative Action Program Inc – Item 6.2.12 under Reports from Administration.
- Submitting comments – Dmitriy Chesnakov – Item 6.2.13 under Reports from Administration

#### **Recommendation**

That the agenda be amended as follows:

1. That the correspondence from Michelle Hlady, dated October 30, 2014, submitting comments be added to agenda item 4.1;
2. That Michael LeClaire, President, Paul Gauthier, Treasurer and Winston Blake, Executive Director with the Saskatoon Restorative Action Program Inc. be added to the agenda and be heard during consideration with agenda item 6.2.12;
3. That the correspondence from Dmitriy Chesnakov, dated November 2, 2014, submitting comments be added to agenda item 6.2.13; and
4. That the agenda be confirmed as amended.

From: CityCouncilWebForm  
Sent: October 30, 2014 8:50 AM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

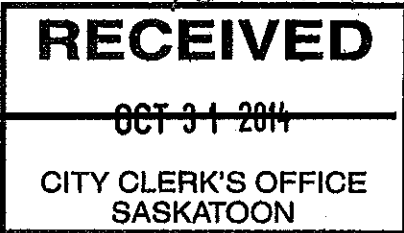
Michelle Hlady  
323 Kellough Rd  
Saskatoon, Saskatchewan  
S7N 3K6

EMAIL ADDRESS:

michellehlady@shaw.ca

COMMENTS:

I have a suggestion for naming bridges. Instead of selecting a name for the bridge, why not allow companies to sponsor a bridge by having their name on it. The money raised by the sponsorship could be used towards the next new bridge or other city infrastructure.



From: Paul Gauthier <pgauthier@sasktel.net>  
Sent: October 31, 2014 3:28 PM  
To: City Council  
Cc: Hanson, Shannon (CY - Community Development); Michael LeClaire  
Subject: Request to speak at November 3, 2014 meeting of the Standing Policy Committee on Planning, Development and Community Services

Item 6.2.12 on this agenda is a report on "Addressing Grants Audit Recommendations for Stand-Alone Grants and Communications to Council -- Michael LeClaire -- Restorative Action Program -- Request for Increased Funding".

Attending this meeting will be three representatives from the Saskatoon Restorative Action Program Inc.:

- Michael LeClaire -- President
- Paul Gauthier - Treasurer
- Winston Blake -- Executive Director

We would like to have the opportunity to speak to the report at the appropriate time.

Three areas of Concern/clarification:

1. Timing of notice that grant funding will be frozen (no options) for 2015

Initial request for increased funding was sent on March 17, 2014. Follow correspondence on September 5, 2014. Notification of funding freeze being proposed in mid-October 2014. This is six weeks after start of school year and our commitment to expand program. We have been caught a little off guard.

2. Require clarification of process to be followed in aligning Saskatoon Restorative Action Program Inc. (RAP) results with City of Saskatoon expectations. Will there be dialogue between City Administration and RAP officials to facilitate this? Will there be adequate time provided to solidify this alignment prior to next application deadline?

The RAP Board has recently launched a Strategic Planning Process to better articulate our outcomes (target date June 30, 2015) and consider scientific and objective options to measure and report results achieved (December 2015). Options chosen will be dependent upon our capacity to sustain this work on a regular and ongoing basis. It was our intent to engage City officials and other core funders in this process. The intent is to be more transparent and accountable in demonstrating value for money to ourselves, to the community, and to all our funding partners.

3. We would appreciate clarification on the intent of the proposed process? Is the basic intent to be more transparent and accountable on the use of taxpayer dollars. If it is, we are on the same page as the City and welcome the opportunity to work together on this.

If there are fundamental questions about the value of RAP, we would ask for an audience to discuss this further.

Paul Gauthier  
61 Malcolm Place  
Saskatoon, SK  
S7H 4M3

From: CityCouncilWebForm  
Sent: November 02, 2014 7:13 PM  
To: City Council  
Subject: Write a Letter to City Council

**RECEIVED**

NOV 03 2014

CITY CLERK'S OFFICE  
SASKATOON

TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

dmitriy chesnakov  
1421 Spadina Cres. E.  
Saskatoon, Saskatchewan  
S7K 3J2

EMAIL ADDRESS:

dmitriy.chesnakov@usask.ca

COMMENTS:

Dear His Worship the Mayor and Members of City Council,

This is a clarification to the problem I faced during 2012-2013 when I moved to an apartment to the student residency at the UofS (Assiniboine hall, McEwen park) and across the street a new building (Graduate house) was under construction. The problem was that the construction produced noise almost every morning, starting 7 am. Since the noise existed for over a year it became very disturbing to me, I wrote a letter to the City Council, requesting to make changes in the current noise by-law for long-term construction projects.

The discussion about the changes went to the building companies of Saskatoon, who said that the changes may have negative impact on the duration and cost of their projects(see Attachment 2 in Communications to Council - Dmitriy Chesnakov - Suggestions for Noise Bylaw Amendment - Long-Term Construction Projects), which is understandable by me.

Nonetheless, I would like to clarify the specifics of my problem. The construction site was very close to me (around 50 meters away); the work started at 7am and ended no later than 5-6pm, including Saturdays (the end date of the project was postponed several times). The construction has been continuing for at least 2012-2013. If you see the map, you may find that this area has several student residencies around with numerous students living in it. With all that the living next to the contraction site was not my best experience in Saskatoon.

As I said, I understand the impact of reduced working hours for construction sites. Still, "the Noise Bylaw has been enacted to protect, preserve, and promote the safety, health, welfare, peace, and quiet of the citizens of Saskatoon." I hope, that some changes can be made to the existing ByLaw, such that the interest of the people of Saskatoon will be reflected in it.

The following changes I propose for the section 6 (f) of the Noise Bylaw #8244:

"Construction or Repair of Buildings: In all areas of the City except agricultural and industrial districts, the construction, demolition, alteration or repair of any building or structure between the hours of 10:00 p.m. and 7:00 a.m. on a weekday, and 10:00 p.m. and 9:00 a.m. on a Saturday, on a Sunday or a statutory holiday, that produces sound that is plainly audible across the property line of the property from which the sound emanates and is unreasonably loud or excessive.

For the long-term projects (long-term will be defined by Building Standards), in all areas of the City except agricultural and industrial districts, the construction, demolition, alteration or repair of any building or structure between the hours of 10:00 p.m. and 9:00 a.m. on a weekday, and 10:00 p.m. and 9:00 a.m. on a Saturday, on a Sunday or a statutory holiday, that produces sound that is plainly audible across the property line of the property from which the sound emanates and is unreasonably loud or excessive.

In cases of emergency, construction noises are exempt from this provision."

Sincerely,  
Dmitriy Chesnakov

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## **Name Suggestion for South Bridge (Naming Contest - Evaluation of Possibility and Process)**

### **Recommendation**

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

That the report be received as information.

### **Topic and Purpose**

The aim of this report is to provide an overview of an appropriate process for a contest, or similar activity, to permanently name the Circle Drive South Bridge.

### **Report Highlights**

1. A contest, or similar activity, to permanently name the Circle Drive South Bridge is permitted under Naming of Civic Property and Development Areas Policy No. C09-008 (Naming Policy).
2. The process for a contest would involve a call for submissions from the public, a preliminary screening by Administration, short listing by the Naming Advisory Committee (NAC), a public voting process, and a decision on the renaming by City Council.
3. In order for a naming contest of this magnitude to be fair and successful, it would require the development and execution of a comprehensive communications and engagement plan.
4. A contest to name the Circle Drive South Bridge would require significant financial resources and would temporarily draw heavily on staff resources from Communications and Planning & Development, in addition to requiring support from other divisions. This would require reprioritization of other projects in the affected divisions which could impact timelines.
5. A viable option is to permanently apply the current name. The name "Circle Drive South Bridge" is well accepted and is consistent with the name for the Circle Drive North Bridge.

### **Strategic Goals**

This report supports the City of Saskatoon's (City) Strategic Goal of Quality of Life by outlining a potential process for engaging citizens in a naming contest that would celebrate the City's heritage and culture.

This report also supports the Strategic Goal of Asset and Financial Sustainability by providing an overview of anticipated impacts on funding and staff resources of such a contest.

## **Background**

During its June 10, 2013 meeting, City Council adopted the recommendations of the NAC that the new south bridge be named “Circle Drive South Bridge” and that naming options be further reviewed at the appropriate time.

Additionally, City Council resolved:

“That the Administration report on the process or possibility of creating a contest, or similar activity, which would involve public input into the permanent name for the Circle Drive South Bridge.”

The Circle Drive South project, which included the Circle Drive South Bridge, opened to drivers on July 31, 2013.

During its May 5, 2014 meeting, City Council adopted a recommendation to approve a number of housekeeping and process clarification amendments to the Naming Policy. Among the amendments was a section explicitly permitting contests to name municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, or parks, as long as the process and rules are consistent with the intent of the Naming Policy.

## **Report**

### Policy

As a result of the amendments approved in May 2014, the Naming Policy explicitly permits contests to name municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, or parks. However, any such contests must be consistent with the Naming Policy.

To be consistent with the Naming Policy, a contest to permanently name (rename) Circle Drive South Bridge must:

- a) incorporate the guidelines outlined in the Naming Policy, Sections 3.3(a) – Screening Names and 3.3(b) – Assigning Names (see Attachment 1)
- b) follow the procedure and approval requirements of the Naming Policy, specifically:
  - i) notification of those likely to be affected by the renaming;
  - ii) screening by the NAC, based on the above guidelines; and
  - iii) approval by City Council.

Some decisions related to the day-to-day implementation of the Naming Policy have been delegated to the SPC on PDCS, but because of the communications and funding implications related to a naming contest, the decision to proceed extends beyond the Naming Policy and should be made by City Council.



Process

Following are two sample processes that would include provision for broad public input and satisfy the requirements of the Naming Policy. Should City Council decide to proceed with a Naming Contest, the Administration would need to develop a detailed process and contest rules.

Sample Process 1 (see Attachment 2 for details):

1. Call for submissions from the public;
2. Administrative validation of submissions;
3. NAC recommendation of short list;
4. Public voting to select a preferred name; and
5. City Council approval of the bridge renaming.

Sample Process 2:

This process would include all of the above steps except the public voting step (Step 4). In Step 3, the NAC would select its preferred name from the public submissions rather than developing a short list for public voting. Essentially, this process would mirror the current process for a “Specific Naming” under the Naming Policy, but would involve a coordinated call for public submissions. Care would need to be taken to ensure that all submissions include sufficient supporting documentation for evaluation by the NAC. A risk of this sample process is that it may create the perception that the contest is not sufficiently fair and transparent.

Communications and Engagement

As the Circle Drive South Bridge is of a city-wide scale and impact, a naming contest would be expected to generate a high level of interest in the community.

The above processes would require the development and coordination of a comprehensive plan for communicating the contest and implementing the public engagement activities.

To fairly implement the contest, the campaign must be as broad reaching as possible throughout Saskatoon, and a minimum time period of four to six weeks must be allowed to create sufficient awareness and for idea generation and submissions. Widespread paid media communications would be required including radio, tv, social media advertising (Facebook) targeting Saskatoon residents, City Page ads, posters at civic facilities, and possibly an insert in the utility bills that go to the majority of residents. Communications would also include a series of timed News Releases.

To streamline the engagement activities, name submission and voting (if applicable) would use primarily online methods, supplemented by letter and in-person methods to ensure the process is accessible to all.

### Financial and Staff Support

A contest to permanently name the Circle Drive South Bridge would draw heavily on staff resources from Communications and Planning & Development, in addition to requiring support from other divisions. It is not expected that additional Full Time Equivalent (FTE) staff would be required. However, a decision to proceed with a naming contest would require reprioritization of other projects within the affected divisions, impacting timelines.

Given the scale and likely level of public interest in a bridge naming contest, the communication activities are anticipated to be quite significant and will require extensive planning and coordination. The naming campaign could be anticipated to cost \$30,000 or more.

### Permanently Apply the Existing Name – Circle Drive South Bridge

A viable option is to permanently apply the existing name, Circle Drive South Bridge. This name is well established and accepted in the community and is consistent with the naming approach used for the Circle Drive North Bridge. At the same time, there is some interest in the community for a naming contest reflective of the excitement and positive impact generated by this major infrastructure project.

### **Options to the Recommendation**

The following options exist:

Option 1: Permanently apply the existing name, Circle Drive South Bridge. This is a viable and practical solution.

Option 2: Proceed with a naming contest as outlined in this report. This option will have impacts on existing projects, and the financial implications are in the range of \$30,000 or more.

Option 3: Proceed with a naming contest as outlined in this report, but with minimal or no promotion activities that incur costs and instead rely on any unpaid media opportunities resulting from News Releases. This option would be less costly, but is not recommended. The Administration's understanding is that a goal of this contest would be to ensure fairness and transparency while obtaining broad, city-wide input and involvement into the permanent naming of the Circle Drive South Bridge. A corresponding level of promotion would be necessary to achieve the desired level of input.

Option 4: At the appropriate time, coordinate a contest to name the Circle Drive South Bridge with a contest to formally name the new north bridge that will be constructed as part of the North Commuter Parkway Project. This approach would allow sufficient lead time to ensure that appropriate resources could be dedicated to fund and administer the contest. It would also realize economies of scale since the two contests could be promoted and administered together. However, because of the timing of the North Commuter Parkway Project, a contest to name that new bridge is likely two or more

years away. By that time, the name, “Circle Drive South Bridge”, will have become well-established.

**Public and/or Stakeholder Involvement**

No organized public/stakeholder input has occurred to date. Naming suggestions for the Circle Drive South Bridge have been received by the Administration on an ad hoc basis. In all cases, these submissions have been added to the corporate file to be dealt with at a future date. If City Council decides to proceed with a contest, these individuals will be contacted directly and invited to submit formally under the contest process.

**Communication Plan**

If the recommendation of this report is adopted, a communication plan is not required. If the SPC on PDCS decides to recommend, and City Council supports, proceeding with the development of a naming contest, the Administration would report back with a detailed explanation of the contest, which would include a communication plan and detailed budget.

**Financial Implications**

If the recommendation of this report is adopted, there will be no funding implications. If the SPC on PDCS decides to recommend, and City Council supports, proceeding with the development of a naming contest, the Administration would report back with a detailed explanation of the financial implications of a contest.

A new Capital Project would be required to plan and deliver a naming contest. The funds would be needed primarily to support the communication and engagement activities. Staff resources to support the contest would not have a funding impact, but would need to be drawn from other projects, likely impacting timelines elsewhere. The administration of other much smaller scale contests has required approximately 150 hours of staff time. It is expected that a bridge naming contest would require a significantly higher amount.

As a very preliminary estimate, the following table presents the projected cost to deliver a bridge naming contest:

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
	\$30,000	\$30,000			

**Other Considerations/Implications**

There are no policy, environmental, privacy, or CPTED implications or considerations as a result of this report.

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

If the SPC on PDCS adopts the recommendation of this report, then no further action is required.

## **Name Suggestion For South Bridge (Naming Contest - Evaluation of Possibility and Process)**

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If the SPC on PDCS recommends, and City Council supports, the development of a naming contest, the Administration would report back in early 2015 with a detailed process which would include a timeframe for delivery of a contest.

### **Public Notice**

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

### **Attachments**

1. Naming of Civic Property and Development Areas Policy No. C09-008 (excerpt)
2. Sample Process for Circle Drive South Bridge Naming Contest

### **Report Approval**

Written by: Chris Schulz, Senior Planner II, Long Range Planning  
Reviewed by: Lesley Anderson, Acting Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department  
Approved by: Murray Totland, City Manager

S/Reports/2014/CP/PDCS - Name Suggestion For South Bridge - Naming Contest – Evaluation of Possibility and Process/ks  
BF 46-13

# CITY OF SASKATOON COUNCIL POLICY

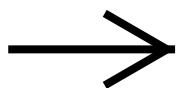
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NUMBER  
C09-008

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POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>3 of 10</i>

- 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:

# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
*C09-008*

---

<b>POLICY TITLE</b>	<b>EFFECTIVE DATE</b>	<b>UPDATED TO</b>	<b>PAGE NUMBER</b>
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>4 of 10</i>

- 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:

# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
*C09-008*

---

<b>POLICY TITLE</b>	<b>EFFECTIVE DATE</b>	<b>UPDATED TO</b>	<b>PAGE NUMBER</b>
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>5 of 10</i>

- 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;

# CITY OF SASKATOON COUNCIL POLICY

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NUMBER  
C09-008

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POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>6 of 10</i>

- 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.

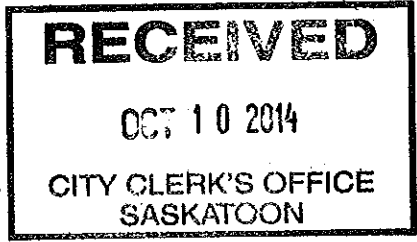


**Sample Process for Circle Drive South Bridge Naming Contest**

1. **Call for submissions from the public** – The public would be invited to submit suggestions for the permanent naming of the South Circle Drive Bridge. A requirement to submit would be the inclusion of sufficient supportive documentation for the submission to be evaluated according to the Naming Policy guidelines.
2. **Administrative validation of submissions** – During the initial submission period, the Administration would pre-screen all submissions to ensure that they meet the requirements of the Naming Policy. This would ensure that names are appropriate, fall under one or more of the categories in the Naming Policy guidelines, and that sufficient background has been provided for an evaluation to take place.
3. **Naming Advisory Committee recommendation of short list** – The Naming Advisory Committee would screen the name submissions and develop a short-list of five to ten names to be put forward to the next stage of the contest.
4. **Public voting to select a preferred name** – Using online engagement tools, supplemented with traditional means for those without access to the internet, the public would be asked to vote on their preferred name choice from the short-listed names.
5. **City Council approval of the bridge renaming** – After the conclusion of the public voting period, the results of the vote would be forwarded to the SPC on PDCS with the name receiving the highest number of votes being recommended for City Council approval as the new name for the South Circle Drive Bridge. Those names not selected out of the short-listed names could, with the permission of the applicant, be added to the Names Master List (if not already present) for possible future use on a civic street or facility.

6310-1

**From:** CityCouncilWebForm  
**Sent:** October 10, 2014 10:34 AM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Bernie Holzer  
325 Mowat Cres  
saskatoon, Saskatchewan  
S7L4Y3

EMAIL ADDRESS:

b.holzer@sasktel.net

COMMENTS:

There are many many other places on this earth to better spend \$30,000 than on naming a bridge we will all still call the Sout bridge..

many here in the city and liberia health aid or a syrian refugee camp if we look afar.

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## Amendments to The Poster Bylaw No. 7565

### Recommendation

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

That the City Solicitor be requested to prepare the necessary amendments to Bylaw No. 7565, The Poster Bylaw, 1996, as indicated in this report.

### Topic and Purpose

This report recommends amendments to Bylaw No. 7565, The Poster Bylaw, 1996 to provide for new streetscaped locations on Central Avenue, 20th Street West, and 25<sup>th</sup> Street, and that amendments be made to restrict poster fastening devices to tape only.

### Report Highlights

1. Poster application on public property is restricted on key streetscapes through The Poster Bylaw. Poster boards are part of a comprehensive design package on streetscape projects and provide a dedicated facility for posting in these areas.
2. Recent streetscape projects on 20th Street West, Central Avenue, and the 25<sup>th</sup> Street extension streetscape are substantially complete, and it is recommended that they be added to the regulated areas.
3. Other amendments include a request to allow only the use of tape on poster boards and a housekeeping amendment to add the Central Avenue Poster Board to Schedule A of The Poster Bylaw.

### Strategic Goal

The recommendations in this report support the Quality of Life strategic goal by expanding the areas where posting facilities are provided so residents may communicate with others in a simple, affordable, and easily-maintained way.

### Background

The purpose of The Poster Bylaw is to regulate the placement of posters on public property:

- a) to afford the residents of Saskatoon an opportunity to communicate with others in a simple and affordable way;
- b) to improve safety for motorists and pedestrians using the streets and sidewalks;
- c) to minimize visual clutter;
- d) to prevent littering; and
- e) to facilitate necessary maintenance of public property.

## **Amendments to The Poster Bylaw No. 7565**

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### **Report**

When urban design improvements are carried out in the Business Improvement Districts (BIDs), dedicated postering facilities are a part of the comprehensive streetscape design package, including street furniture, lighting, public art, trees, landscaping, heritage, and architectural elements.

The design and placement of street furniture is determined according to principles that consider:

- a) functional sidewalk use – what can be installed on the pedestrian right-of-way and still allow visibility and access;
- b) adequate postering surface area - to sufficiently make up for the loss of access to restricted surfaces;
- c) maintenance and durability – poster boards are made from materials that will stand up to frequent use and are easy to repair;
- d) neighbourhood identity – as part of the overall furniture approach; and
- e) other community needs – often postering facilities also accommodate a secure area for community announcements and programs, such as BID-related heritage awareness and events.

Poster application on public property is restricted on key streetscapes in order to contain visual clutter and limit wear and tear on civic infrastructure. The restrictions are only in place where the City of Saskatoon (City) provides community bulletin boards for postering. Recent streetscape projects have included community bulletin boards, and therefore, amendments to the Poster Bylaw are required.

### Amendments Proposed to The Poster Bylaw

Schedule B of the Poster Bylaw provides postering locations and identifies the locations where postering is restricted to the use of community bulletin boards, as described in Sections 5.1 and 5.2 of the Poster Bylaw. The Sutherland BID has requested that Schedule B be updated to include Central Avenue where there have been recent streetscape upgrades. Additionally, sections of the 20th Street West streetscape and the 25th Street extension streetscape are substantially complete, and it is recommended that they be added to Schedule B as well.

In addition, the Partnership Downtown BID has requested that Section 9 of the Poster Bylaw be revised to state “that a poster may only be attached with clear packing tape or some similar easily removable tape”. This change removes the options to attach posters with staples, tacks and water soluble wallpaper paste, which the Partnership reports, makes removing old posters difficult and leaves a residue. The majority of posters are already attached using tape. This change is supported by the other BIDs.

A housekeeping amendment to Schedule A of the The Poster Bylaw is also proposed. Schedule A provides diagrams of the City’s postering furniture and it is recommended that it be updated to include “type 12,” which is a Central Avenue Poster Board.

## **Amendments to The Poster Bylaw No. 7565**

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

The four BIDs (Sutherland, The Partnership, Broadway, and Riversdale) were consulted about desired changes to The Poster Bylaw.

### **Communication Plan**

"No Posters Here Bylaw #7565" stickers are provided to the BIDs to affix to street light poles and other restricted surfaces that may get posterred. The Administration will work with the BIDs to notify the event centres and those who frequently use the poster boards of the bylaw as required and increase enforcement when necessary.

### **Other Considerations/Implications**

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

The BIDs have identified bylaw enforcement issues regarding posterred, which affects their maintenance costs.

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

The Poster Bylaw is reviewed and updated regularly as streetscape projects are completed.

### **Public Notice**

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

### **Report Approval**

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

S:\Reports\CP\2014\PCDS - Amendments to The Poster Bylaw No. 7565\kt

**Bylaw No. 7565**

**The Poster Bylaw, 1996**

**Codified to Bylaw No. 9020  
(April 30, 2012)**

**BYLAW NO. 7565**  
**The Poster Bylaw, 1996**

The Council of The City of Saskatoon enacts:

**Part I**  
**General Matters**

**Short Title**

1. This Bylaw may be cited as The Poster Bylaw, 1996.

**Purpose**

2. The purpose of this Bylaw is to regulate the placement of posters on public property so as:
  - (a) to afford the residents of Saskatoon an opportunity to communicate with others in a simple and affordable way;
  - (b) to improve safety for motorists and pedestrians using the streets and sidewalks;
  - (c) to minimize visual clutter;
  - (d) to prevent littering; and
  - (e) to facilitate necessary maintenance of public property.

**Definitions**

3. In this Bylaw,
  - (a) “City” means the City of Saskatoon;
  - (b) “community bulletin board” means a board or other space designated as a community bulletin board and depicted in Schedule “A” attached to and forming part of this Bylaw;

- (b.1) “Election Poster” means a poster which is designed or intended to be displayed in connection with the following:
  - (i) a federal election or referendum;
  - (ii) a provincial election, referendum or plebiscite;
  - (iii) a local government election; or
  - (iv) a district health board election.
- (c) “Poster” means any bill, notice or sheet of paper announcing or advertising any topic, event, election, referendum or plebiscite, but does not include any material required by Court order or Court process;
- (d) “public property” means any property owned or located on property owned by the City or under the City’s direction, management and control including, but not limited to, fences, benches, bus shelters, trees, street light poles, traffic signal poles, telephone poles, power poles, traffic signal boxes, utility service boxes, or community bulletin boards.

## **Part II Poster Locations**

### **General**

- 4. No person shall attach a poster to any public property except in accordance with this Bylaw.

### **Prohibited Locations**

- 4.1 No person shall attach a poster to any public property situated on any centre median or traffic island.

### **Permitted Locations**

- 5. (1) In any area of the City shaded grey on Schedule “B”, no person shall attach a poster to any public property except that portion of a community bulletin board available for posters.



- (2) In any area of the City not shaded grey on Schedule “B”, no person shall attach a poster to any public property except to a community bulletin board and, in addition to, a street light pole, traffic signal pole, telephone pole or power pole.

### **Community Bulletin Boards**

6. (1) The community bulletin boards depicted in Schedule “A” shall be maintained in the designated locations outlined in Schedule “B” for the use of any member of the public.
- (2) Each side of a community bulletin board shall constitute a separate community bulletin board.

## **Part III Poster Requirements**

### **Size of Poster**

7. A poster must not exceed 11 inches by 17 inches in dimension.

### **Date**

8. A poster must indicate the date upon which the poster is attached.

### **Fastening Devices**

9. A poster may only be attached with staples, tacks, water soluble wallpaper paste, masking tape or some similar easily removable tape.

### **Number of Posters**

10. Only one poster containing similar information or advertisement may be attached at a permitted location at one time.

### **Duration of Placement**

11. (1) A poster, other than an election poster, must be removed from a permitted location after the earlier of:

- (a) the completion of the advertised event, if any; or
  - (b) thirty (30) days after the date indicated on the poster as required by Section 8.
- (2) An election poster may be put up at the following times:
- (a) in the case of a federal or provincial election, after an election writ has been issued;
  - (b) in the case of a federal referendum, after a proclamation has been issued;
  - (c) in the case of a provincial referendum, after an order by the Lieutenant Governor in Council;
  - (d) in the case of a provincial plebiscite, after a direction by the Assembly or the Minister; and
  - (e) in the case of a local government or district health board election, forty-five (45) days before the election;

and must be removed within seven (7) days after the date of the election, referendum or plebiscite.

### **Removal of Posters**

12. (1) A poster must be removed from a permitted location after the duration allowed in Section 11 by the person who attached the poster, or the authorized agent of such person.
- (2) A poster which is attached at a permitted location, conforms with all the poster requirements and has not expired, must not be removed by any person except the person who attached the poster, or the authorized agent of such person.
- (3) Posters which are not attached at a permitted location, do not conform with all the poster requirements, or have expired, may be removed immediately, and without notice, by any person at any time.

### **Covering of Posters**

13. No person shall cover any portion of a poster which conforms with all the poster requirements and has not expired.

### **Repair of Facilities**

14. The City or an authorized agent of the City may remove posters from permitted locations in order to repair or maintain public property or a community bulletin board.

## **Part IV Offences and Penalties**

### **Offences**

15.
  - (1) Every person who contravenes a provision of this Bylaw is guilty of an offence and liable on summary conviction for the fines provided in this section.
  - (2) If the offence is committed by an individual, the individual is liable:
    - (a) for the first offence, to a fine not exceeding \$200.00; and
    - (b) for each subsequent offence, to a fine not exceeding \$500.00.
  - (3) If the offence is committed by a corporation, the corporation is liable:
    - (a) for the first offence, to a fine not exceeding \$500.00; and
    - (b) for each subsequent offence, to a fine not exceeding \$1,000.00.
  - (4) The Court may, in default of payment of a fine imposed under this Bylaw, order imprisonment of an individual for a term not exceeding one year.

## **Part V Commencement**

### **Severability**

16. If any section or portion of this Bylaw is for any reason held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, that section or portion shall be deemed severable and shall not affect the validity of the remaining portions of this Bylaw.

**Coming into Force**

17. This Bylaw comes into force on the day of its final passing.

Read a first time this 2<sup>nd</sup> day of December, 1996.

Read a second time this 2<sup>nd</sup> day of December, 1996.

Read a third time and passed this 2<sup>nd</sup> day of December, 1996.

\_\_\_\_\_  
"Henry Dayday"  
Mayor

\_\_\_\_\_  
"Janice Mann"  
City Clerk

Schedule "A"

ATTACHMENT 2

①	②	③	④	⑤	
POSTER DRUM	2nd AVE/21st ST. DIRECTORY	BROADWAY POSTER COLUMN	20th ST. POSTER BOARD	22nd ST. POSTER BOARD	
⑥	⑦	⑧	⑨	⑩	⑪
BROADWAY POSTER DRUM	BROADWAY BRIDGE POSTER DRUM	AVE A,B&C/ 25TH STREET POSTER DRUM	RIVER LANDING DIRECTORY	3RD AVENUE DIRECTORY	3RD AVENUE POSTERBOARD

MAP REFERENCE

UPDATED: 5 MAR 2012

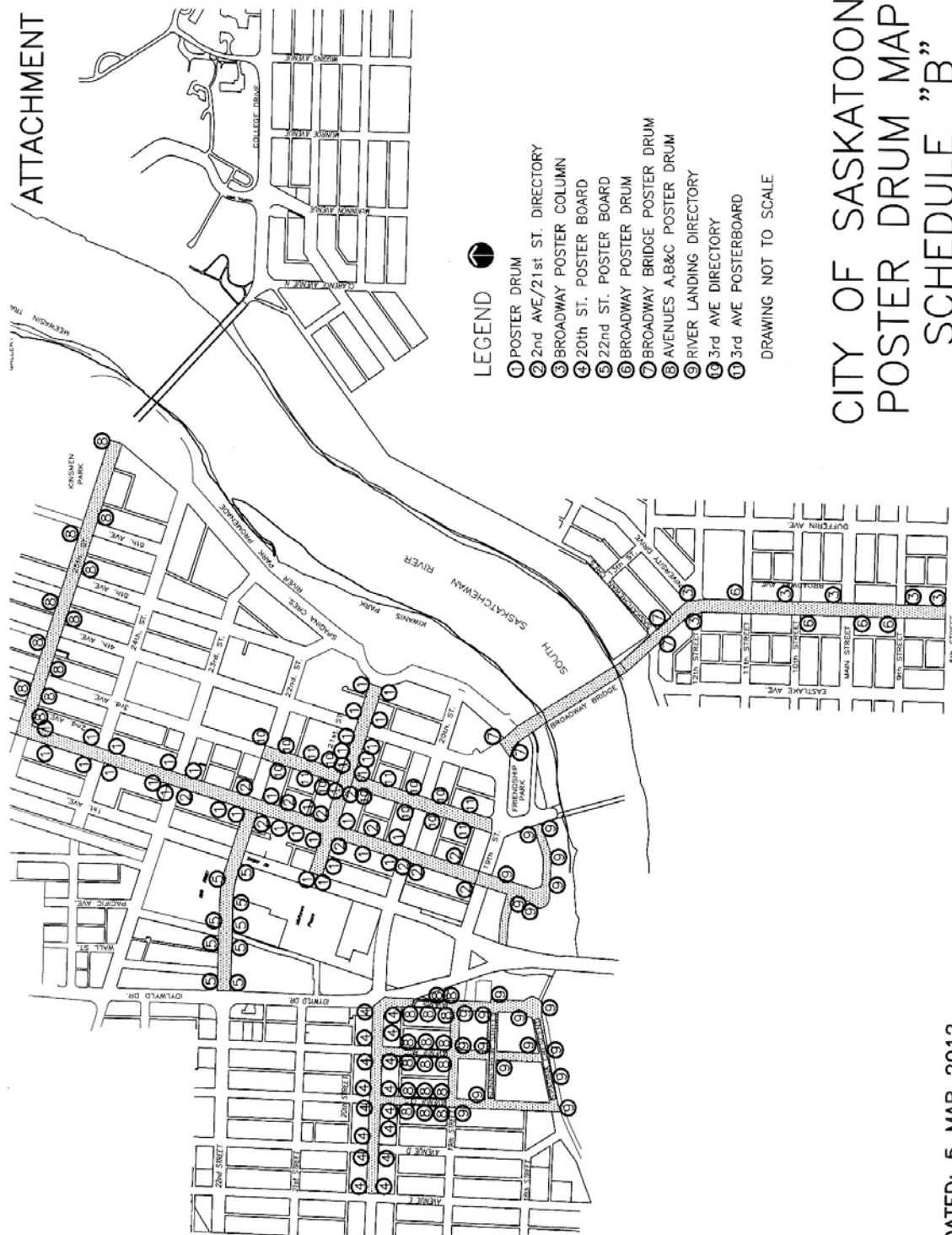
CITY OF SASKATOON  
POSTERING FACILITIES

SCALE 1:40

SCHEDULE "A"

### Schedule "B"

ATTACHMENT 1



## CITY OF SASKATOON POSTER DRUM MAP SCHEDULE "B"

UPDATED: 5 MAR 2012

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## **Application for Grant Funding Under the Heritage Conservation Program – Knox United Church – 838 Spadina Crescent East**

### **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 funding be approved, up to a maximum of \$51,000, through the Heritage Conservation Program, for roof repairs at Knox United Church located at 838 Spadina Crescent East; 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**

The purpose of the report is to request funding, under the Heritage Conservation Program, for roof repairs at the Knox United Church located at 838 Spadina Crescent West.

### **Report Highlights**

1. Knox United Church is a designated Municipal Heritage Property and qualifies for financial support under the Heritage Conservation Program.
2. Funding is being requested for roof repairs, including reshingling and a new ventilation system for the roof of the church. Undertaking this project is integral to ensuring the long-term preservation of the building.

### **Strategic Goal**

This 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**

In 2003, City Council designated Knox United Church as a Municipal Heritage Property. The church is designed in neo-gothic architectural style and the exterior of the building, including the roof, are the designated portions of the building. Knox United Church was built in 1914 by Robert John Lecky and was designed by architects David Brown and Hugh Vallance. The exterior is dark red brick with concrete trim.

The Heritage Conservation Program provides funding to Municipal Heritage properties for costs related to the restoration of architectural elements of the building. Repairing the roof is integral to maintaining the structural integrity of the building and is an eligible project under the program.

## **Application for Grant Funding Under the Heritage Conservation Program – Knox United Church – 838 Spadina Crescent East**

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### **Report**

The church is seeking funding under the Heritage Conservation Program to repair the roof, including reshingling and installing ventilation. The estimated cost of the project is \$102,000 and work will commence in the spring of 2015.

Financial assistance under the Heritage Conservation Program includes a grant to a maximum of \$75,000 for non-government, tax-exempt properties. Knox United Church is a tax-exempt property and is eligible for a grant. A grant will be awarded following the satisfactory completion of this project (as determined by the Director of Planning and Development, Community Services Department). The Administration has reviewed this proposal and is in support of the request for funding.

### **Options to the Recommendation**

The project qualifies for funding under the Heritage Conservation Program. The only option would be for City Council to deny the funding request.

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

Public and/or stakeholder consultations are not required.

### **Communication Plan**

There are no further communication plans.

### **Policy Implications**

The project complies with Civic Heritage Policy No. C10-020 (Policy).

### **Financial Implications**

This property is tax-exempt, and therefore, under the Policy, would be eligible for a grant up to 50% of total project cost, to a maximum of \$75,000. The estimated total cost of this project is \$102,000 and the applicant is requesting \$51,000. The Policy states that grants over \$10,000 will be amortized over a period of up to ten years. The Administration is proposing that \$30,000 be paid out after completion of the project and the remainder of the funding be paid out the following year.

The balance of the Heritage Reserve Fund is \$199,609.06. Funding for this project will not impact the ability of the Heritage Reserve Fund to continue funding existing property tax abatements or other previously approved programs. The Heritage Reserve Fund receives an annual transfer of \$57,600.

### **Other Considerations/Implications**

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

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

Once it is determined that the project is complete, the Administration will process the tax abatement.



**Application for Grant Funding Under the Heritage Conservation Program – Knox  
United Church – 838 Spadina Crescent East**

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**Public Notice**

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

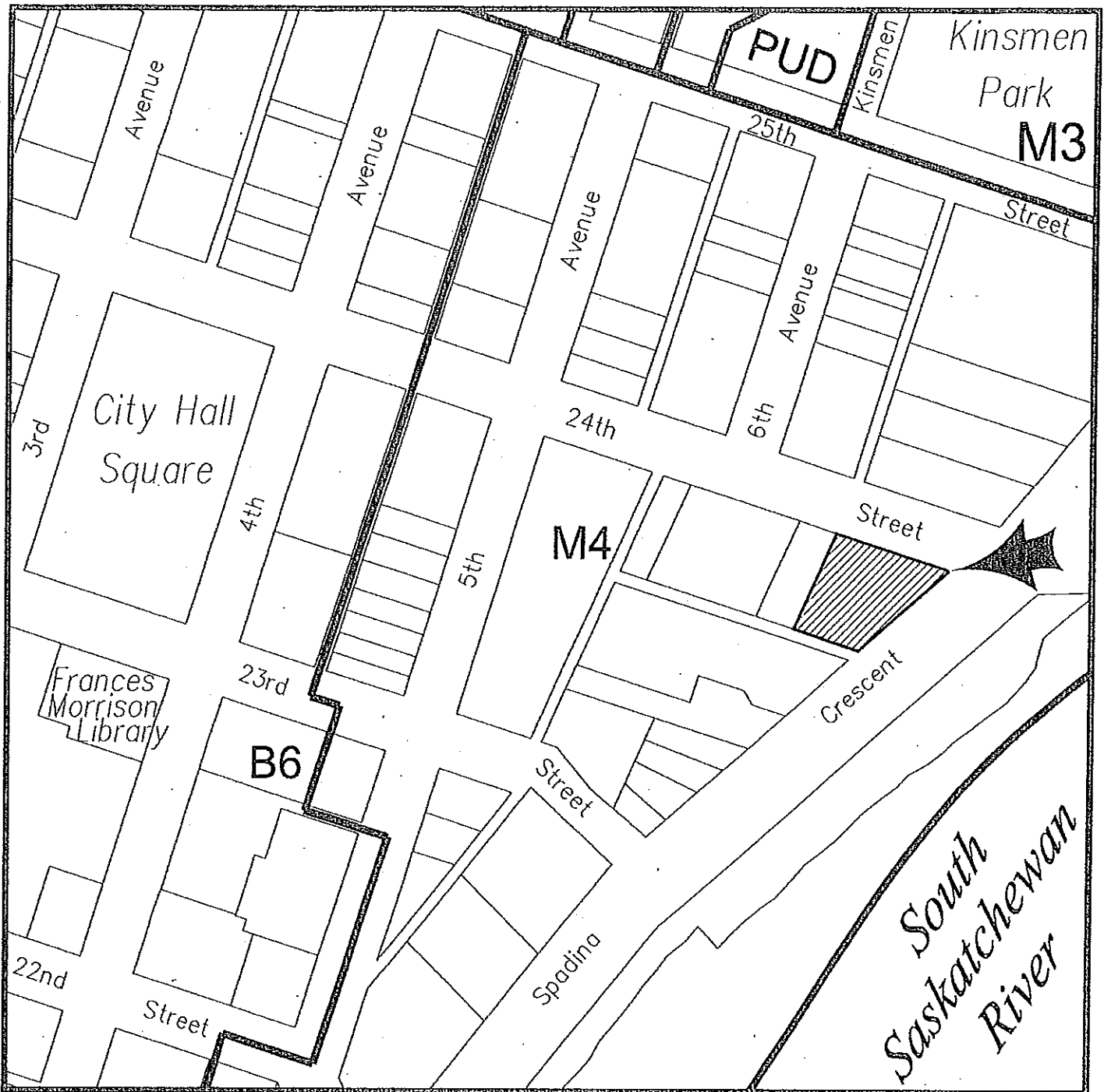
**Attachment**

1. Location Plan

**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\2014\MHAC – Application for Grant Funding Under the Heritage Conservation Program – Knox United Church – 838  
Spadina Crescent East\kt



# MUNICIPAL HERITAGE PROPERTY

Knox United Church  
838 Spadina Crescent East



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## Application for Tax Abatement Funding Under the Heritage Conservation Program - McLean Building - 263 - 3<sup>rd</sup> Avenue South

### Recommendations

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

1. That funding be approved, to a maximum of \$36,000, through the Heritage Conservation Program for rehabilitation to the façade of the McLean Block located at 263 - 3<sup>rd</sup> Avenue South; 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

The purpose of the report is to request funding, under the Heritage Conservation Program, for façade rehabilitation and window replacement to the McLean Block located at 263 - 3<sup>rd</sup> Avenue South.

### Report Highlights

1. The McLean Block is a Municipal Heritage Property and qualifies for financial support under the Heritage Conservation Program.
2. Funding is being requested, which includes the rehabilitation of the façade and replacement of several front windows.

### Strategic Goal

This 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

In 2006, City Council designated the McLean Block, located at 263 – 3<sup>rd</sup> Avenue South, as a Municipal Heritage Property. The building was constructed in 1912 and provides an example of prairie vernacular construction and is a strong contributor to the 3<sup>rd</sup> Avenue streetscape.

The Heritage Conservation Program provides funding to Municipal Heritage properties for costs related to the restoration of architectural elements of the building. The rehabilitation of the façade is important to maintaining the building both visually and structurally.

## **Application for Tax Abatement Funding Under the Heritage Conservation Program – McLean Building – 263 – 3<sup>rd</sup> Avenue South**

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### **Report**

The McLean Block is a three-storey commercial building with a buff-coloured brick façade, contrasting dark terra cotta, a decorative frieze, and pediments with scroll work. The proposed project involves reconstructing a portion of the north façade, re-pointing of bricks on the front façade and north side of the building, and other repairs to the exterior brick. The applicant has indicated that these issues must be rectified as they pose a health and safety risk to the public. The applicant has already begun work on the facade due to the safety concerns and contractor availability.

The applicant has also requested funding to replace eight upper-storey windows with bronze anodized fumed windows that will be the same shape and size of the existing windows. The windows will match the colour of those installed on the lower portion of the building.

The Heritage Conservation Program provides funding for up to 50% of costs related to restoration of the heritage elements of the property. For this project, the owner qualifies for a maximum of \$36,000 in the form of a tax abatement.

### **Options to the Recommendation**

The project qualifies for funding under the Heritage Conservation Program. The only option would be for City Council to deny the funding request.

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

Public and/or stakeholder consultations are not required.

### **Communication Plan**

There are no further communication plans.

### **Policy Implications**

The project complies with Civic Heritage Policy No. C10-020 (Policy).

### **Financial Implications**

The total estimated cost of this project is \$72,000 and under the Policy, the project would qualify for 50% of eligible costs. This property is currently receiving a tax abatement for roof repairs in the amount of \$975 per year that will end in 2018. If this application is approved, the amount of this abatement will be amortized for four years and will commence in 2015 and end in 2018. The Policy states that a property owner can make more than one application within the initial ten year period which began in 2008. If approved, the tax abatement amount for this application will be added to the existing tax abatement that the owner is currently receiving.

The source of funding is the Heritage Reserve Fund; the current balance is \$199,609.06. Funding of this project will not impact the ability of the Heritage Reserve Fund to continue funding existing property tax abatements or other previously approved programs. The Heritage Reserve Fund receives an annual transfer of \$57,600.

**Application for Tax Abatement Funding Under the Heritage Conservation Program – McLean Building – 263 – 3<sup>rd</sup> Avenue South**

---

**Other Considerations/Implications**

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

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

Once it is determined that the project is complete, the Administration will process the tax abatement.

**Public Notice**

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

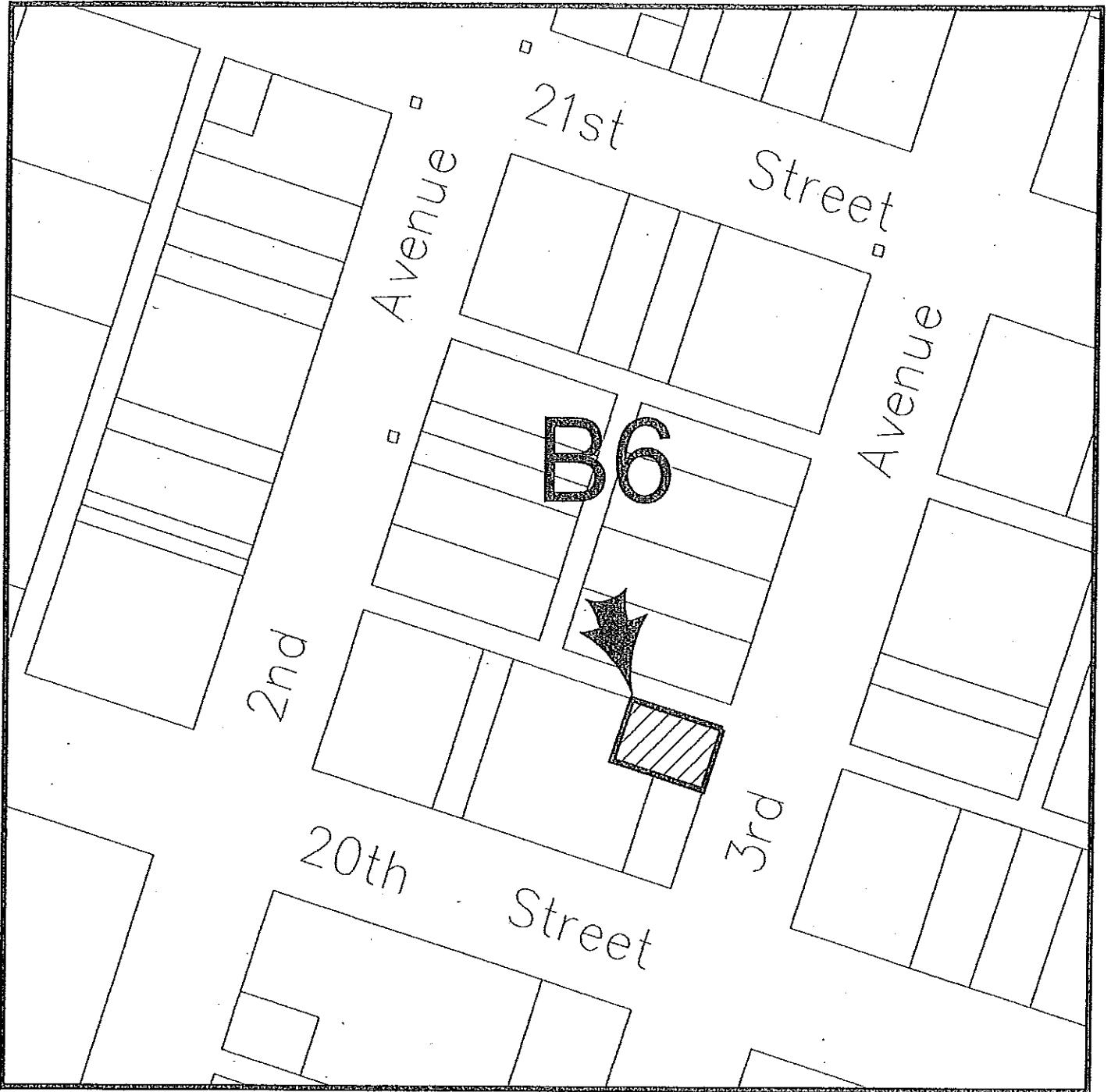
**Attachment**

1. Location Plan

**Report Approval**

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

S:/Reports/DS/2014/MHAC – Application for Tax Abatement Funding Under the Heritage Conservation Program – McLean Building – 263 – 3<sup>rd</sup> Avenue South/kt



MUNICIPAL HERITAGE PROPERTY

McLean Block  
263 3rd Avenue South



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## Land Use Applications Received by the Community Services Department For the Period Between September 23, 2014, to October 16, 2014

### 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 September 23, 2014, to October 16, 2014.

### 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 the 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/2014/PDCS – Land Use Apps – Nov. 3, 2014/ks

---

## Land Use Applications Received by the Community Services Department For the Period Between September 23, 2014 to October 16, 2014

The following applications have been received and are being processed:

### Rezoning

- Application No. 42/14: 309 - 319 22<sup>nd</sup> Street East  
 Applicant: aodbt Architects for North Prairie Developments  
 Legal Description: Lots 21 - 32, Block 157, Plan No. (Q2) C195  
 Current Zoning: B6  
 Proposed Zoning: B6 by Agreement  
 Neighbourhood: Central Business District  
 Date Received: October 8, 2014
  
- Application No. 43/14: Stonebridge Common  
 Applicant: Dream Development  
 Legal Description: Parcel H, Plan No. 101923477  
 Current Zoning: R1A  
 Proposed Zoning: RM3  
 Neighbourhood: Stonebridge  
 Date Received: October 8, 2014

### Subdivision

- Application No. 69/14: College Drive/McOrmond Drive  
 Applicant: Webster Surveys for Dream Asset Management  
 Legal Description: Parcel X, Plan No. 01SA27946;  
 Parcels A and B, Plan No. 101897062;  
 Parcel A, Plan No. 94S05078  
 Current Zoning: FUD  
 Neighbourhood: Holmwood Development Area  
 Date Received: September 17, 2014
  
- Application No. 70/14: 3210 McGill Street  
 Applicant: Altus Geomatics for Archie and Mahnaz Robertson  
 Legal Description: Lot 25, Block 606, Plan No. 66S19386  
 Current Zoning: R2  
 Neighbourhood: College Park  
 Date Received: September 18, 2014

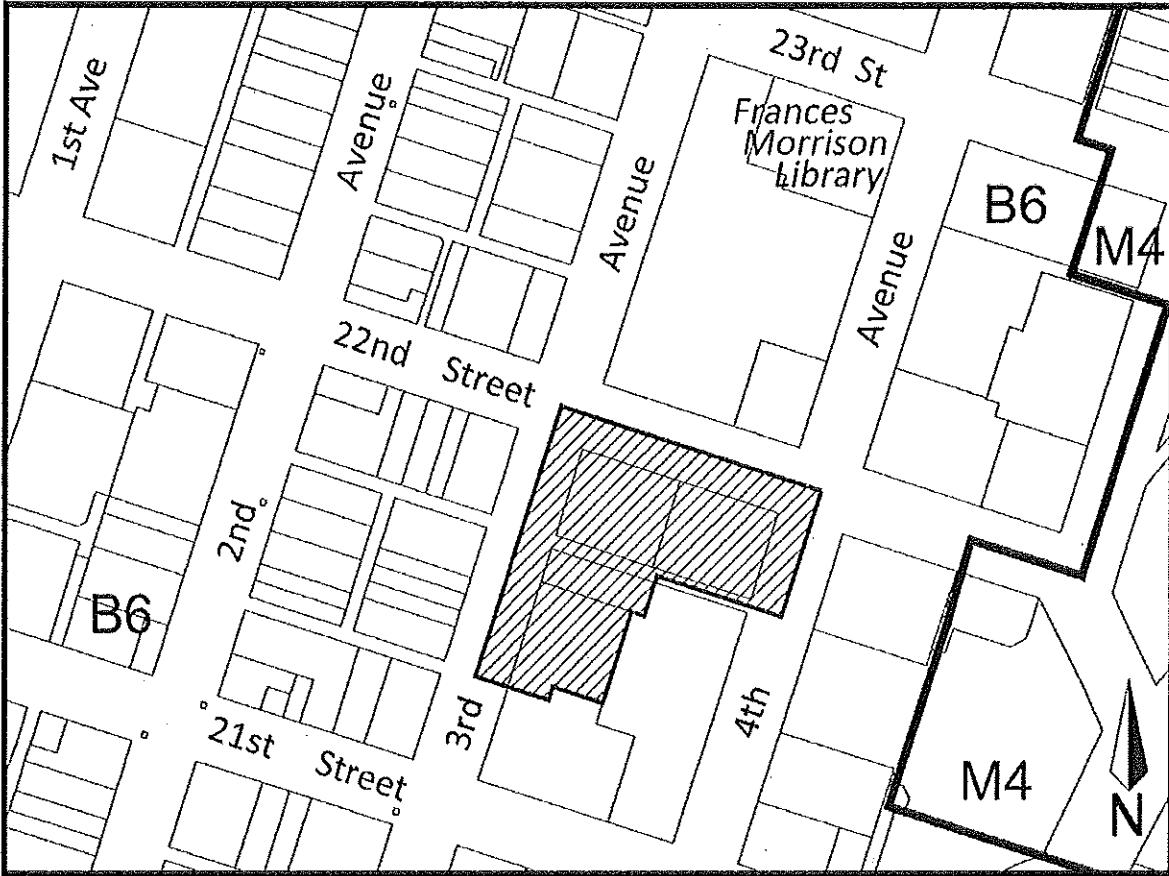


## Subdivision

- Application No. 71/14: 343 - 351 Kolynchuk Manor  
Applicant: Webb Surveys for Dream Asset Management  
Legal Description: Lots 50 to 52, Block 203, Plan No. 102147285  
Current Zoning: R1B  
Neighbourhood: Stonebridge  
Date Received: October 1, 2014
- Application No. 72/14: 2225 Melrose Avenue  
Applicant: George, Nicholson, Franko for Aaron Cain  
Legal Description: Lot 17, Block 11, Plan No. G902  
Current Zoning: R2  
Neighbourhood: Queen Elizabeth  
Date Received: October 1, 2014
- Application No. 73/14: 1555 Paton Crescent  
Applicant: Larson Surveys Ltd. for Jastek Paton Project  
Legal Description: Parcel C, Plan No. 101928405  
Current Zoning: RMTN  
Neighbourhood: Willowgrove  
Date Received: October 1, 2014
- Application No. 74/14: CNR ROW – Chappell Drive  
Applicant: Meridian Surveys for  
CN Business Development and Real Estate  
Legal Description: E. ½ Sec. 24-36-6-W3M; SW ¼ Sec. 24-36-6-W3M  
Current Zoning: AG  
Neighbourhood: CN Yards Management Area  
Date Received: October 8, 2014

## **Attachments**

1. Plan of Proposed Rezoning No. Z42/14
2. Plan of Proposed Rezoning No. Z43/14
3. Plan of Proposed Subdivision No. 69/14
4. Plan of Proposed Subdivision No. 70/14
5. Plan of Proposed Subdivision No. 71/14
6. Plan of Proposed Subdivision No. 72/14
7. Plan of Proposed Subdivision No. 73/14
8. Plan of Proposed Subdivision No. 74/14



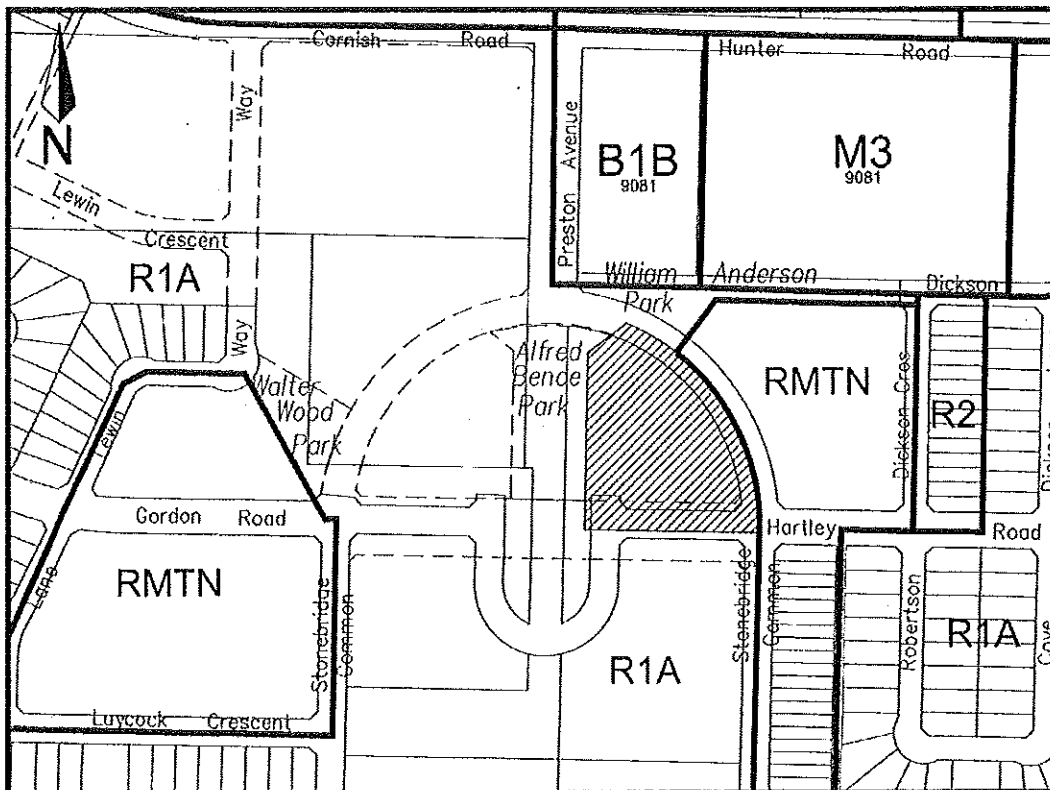
PROPOSED ZONING AMENDMENT



From B6 to B6 by Agreement

File No. R42-2014

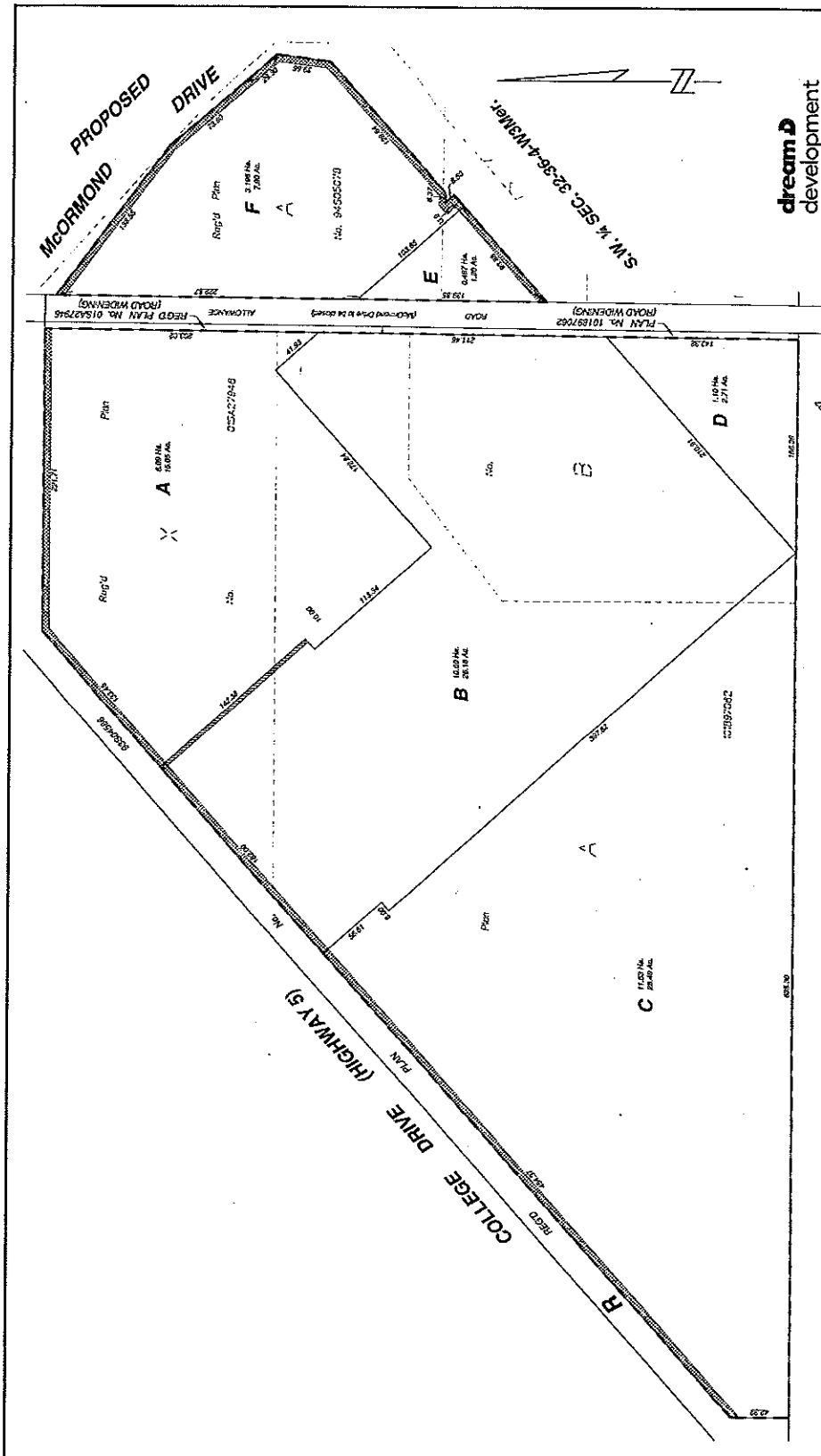
Plan of Proposed Rezoning No. Z43/14



PROPOSED ZONING AMENDMENT

 From R1A to RM3

File No. RZ43-2014



**dream D**  
development

**PLAN OF PROPOSED SUBDIVISION**  
showing subdivision of all of  
PARCEL X - REGD PLAN No. 015A27946,  
PARCELS A & B - PLAN No. 101897062,  
and parts of  
PARCEL A - REGD PLAN No. 94505078  
AND S.V. 1/4 SEC.32-36-4-W3MER  
SASKATOON, SASKATCHEWAN  
Scale: 1 : 2,000

No.	Date	Description	Rev. By	Drawn By
1	14/07/2014	Adjusted street to suitable proposed road	SPM	SPM
2	14/07/2014	Adjusted Plan to show of Parcel F, E, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	SPM	SPM
3	14/07/2014	Adjusted Plan to show of Parcel F, E, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	SPM	SPM
4	14/07/2014	Adjusted Plan to show of Parcel F, E, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	SPM	SPM

**NOTES**

- Station to be adjusted to suitable proposed road
- 20.0 Metre zone of effect
- Measurements are in metres and decimal fractions
- Distance between any two points and from any to any other

By: *[Signature]*  
DREAM ASSET MANAGEMENT CORPORATION

Examined: *[Signature]*  
DREAM ASSET MANAGEMENT CORPORATION

Examined: *[Signature]*  
WILSON'S GREEN RANGERS LTD.

Examined: *[Signature]*  
WILSON'S GREEN RANGERS LTD.

Examined: *[Signature]*  
WILSON'S GREEN RANGERS LTD.

Examined: *[Signature]*  
WILSON'S GREEN RANGERS LTD.

Examined: *[Signature]*  
WILSON'S GREEN RANGERS LTD.

Examined: *[Signature]*  
WILSON'S GREEN RANGERS LTD.

Examined: *[Signature]*  
WILSON'S GREEN RANGERS LTD.

Examined: *[Signature]*  
WILSON'S GREEN RANGERS LTD.

**PLAN OF PROPOSED SUBDIVISION**  
 Of  
 Surface Parcel # 119997961  
 Lot 25, Block 606, Plan 66S19386  
 Saskatoon  
 Saskatchewan  
 Wilfred J. Peters, S.L.S.  
 2014  
 Scale 1:250

**OWNER(S):**  
 Archie Norman Robertson  
 Mahnaz Robertson

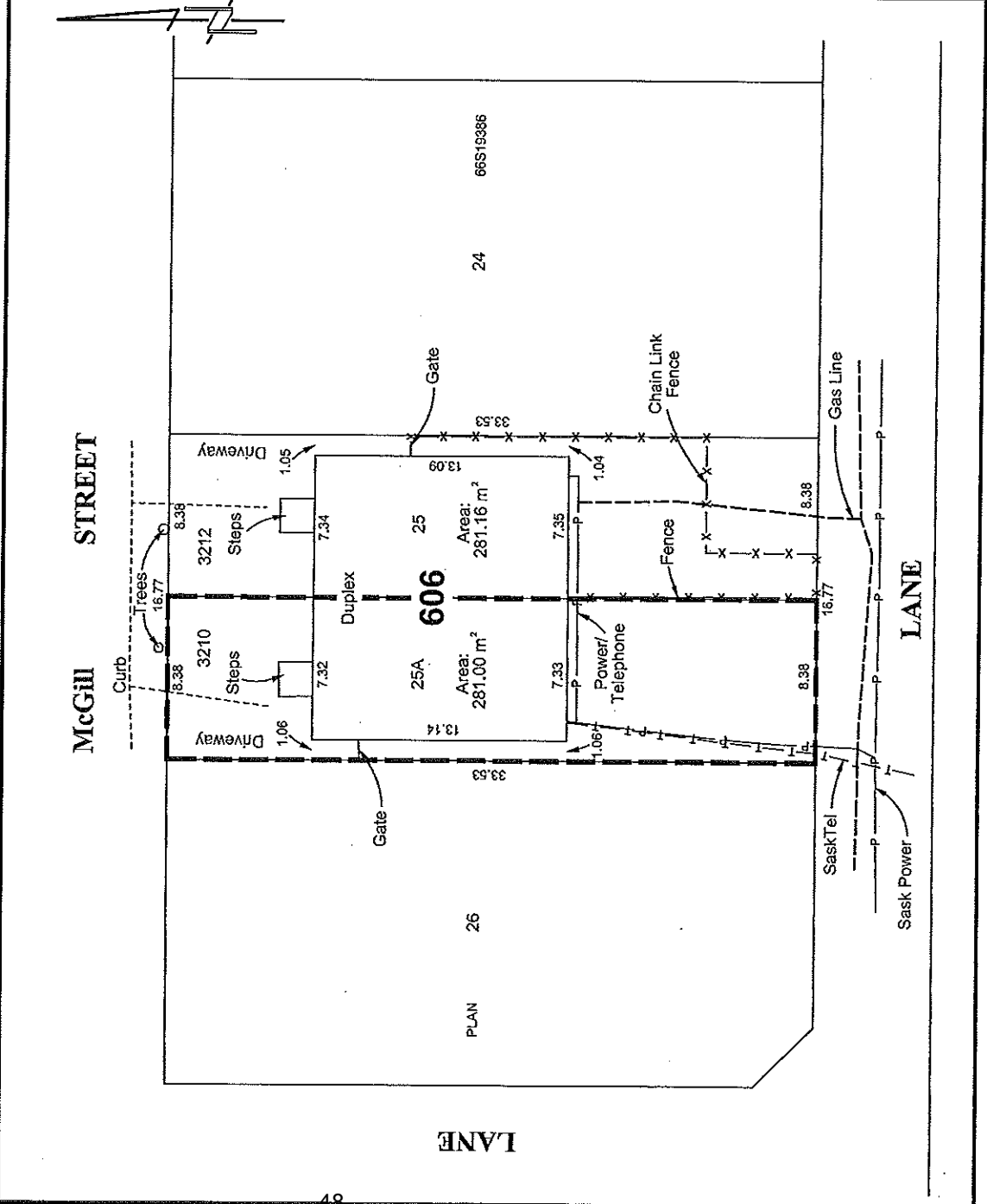
Job No.: 178311 Initials: CB - DT - WP  
 Preliminary Survey: July 30, 2014

Measurements are in metres and decimals thereof.  
 Measurements are approximate and may vary by ±10m.  
 Area to be approved is outlined in bold dashed line  
 and contains 0.03 ha (0.70 acs).

Dated at Saskatoon in the  
 Province of Saskatchewan this  
 6th day of August, 2014.

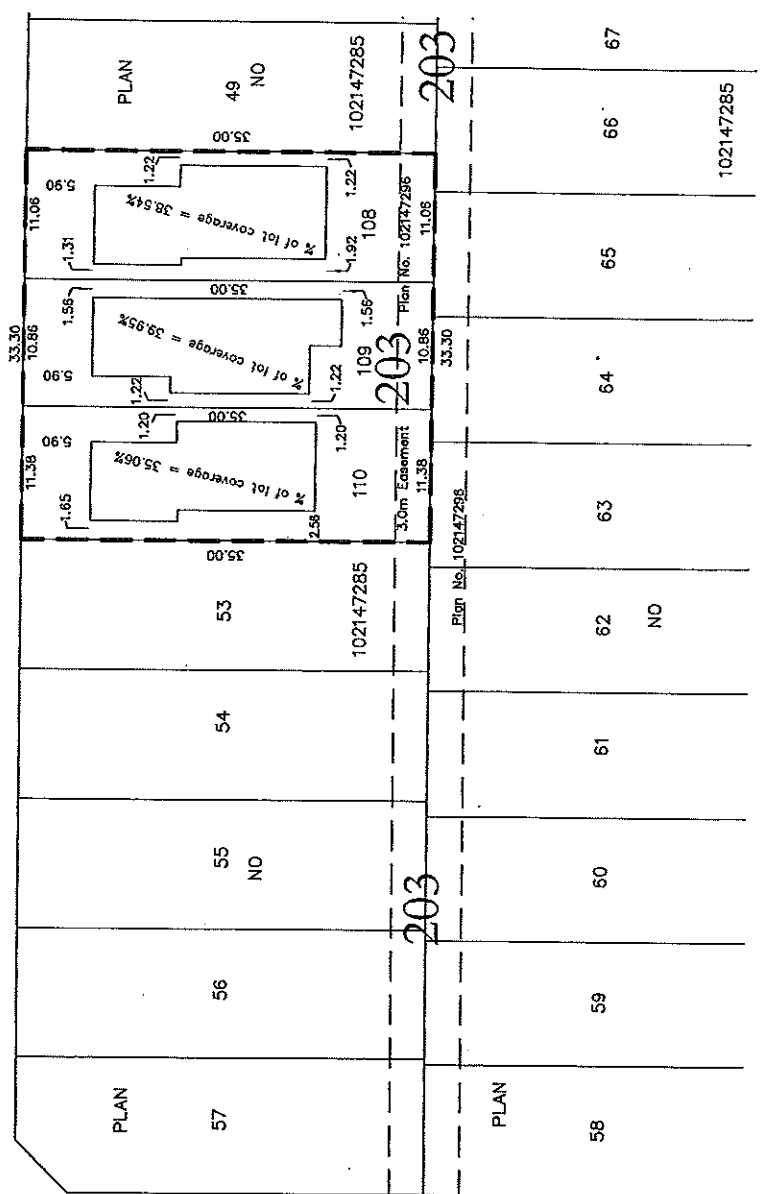
*[Signature]*  
 Saskatchewan Land Surveyor

**Altus Geomatics**  
 Limited Partnership  
 www.altusgeom.com  
 Toll Free: 1-800-  
 COMMUNITY PLANNING



PLAN 10	9	8 NO	7	204	6	5	4	3	2
							102147285		

KOLYNCHUK MANOR



PLAN OF PROPOSED  
SUBDIVISION OF  
LOTS 50 - 52, BLOCK 203  
PLAN NO. 102147285  
S.E. 1/4 SEC. 11  
TWP. 36, RGE. 5, W. 3RD MER.  
343 - 351 KOLYNCHUK MANOR  
SASKATOON, SASKATCHEWAN  
BY T.R. WEBB, S.L.S.  
SCALE 1:500

Dimensions shown are in metres and decimals thereof.  
Portion of this plan to be approved is outlined with a bold,  
dashed line and contains 0.12± ha (0.29± ac.).  
Distances shown are approximate and may vary from the  
final plan of survey by ± 1.0m.

Zoning = R1B

*T.R. Webb*  
T.R. Webb  
September 25, 2014  
Saskatchewan Land Surveyor

Prepared by  
*T.R. Webb*  
© 2014  
14-2717sn BJF

Plan Showing Proposed  
**Surface Subdivision**  
 of all of  
**Lot 17 Blk. 11 Plan No. G902**  
**City of Saskatoon**  
**Saskatchewan.**  
 By: **W.C. Soroski S.L.S.**  
 January 2014 Scale 1:200

- > Measurements are in metres and decimals thereof.
- > Area to be subdivided is outlined in a bold dashed line and contains ±0.102 ha. (±0.253 acres)
- > Date of preliminary survey December 10th, 2013.
- > All Distances are approximated and may vary by ±5.0 m

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

Plan No. 101499521

General Manager of Community Services or Designate

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

Plan No. 101499521

General Manager of Community Services or Designate

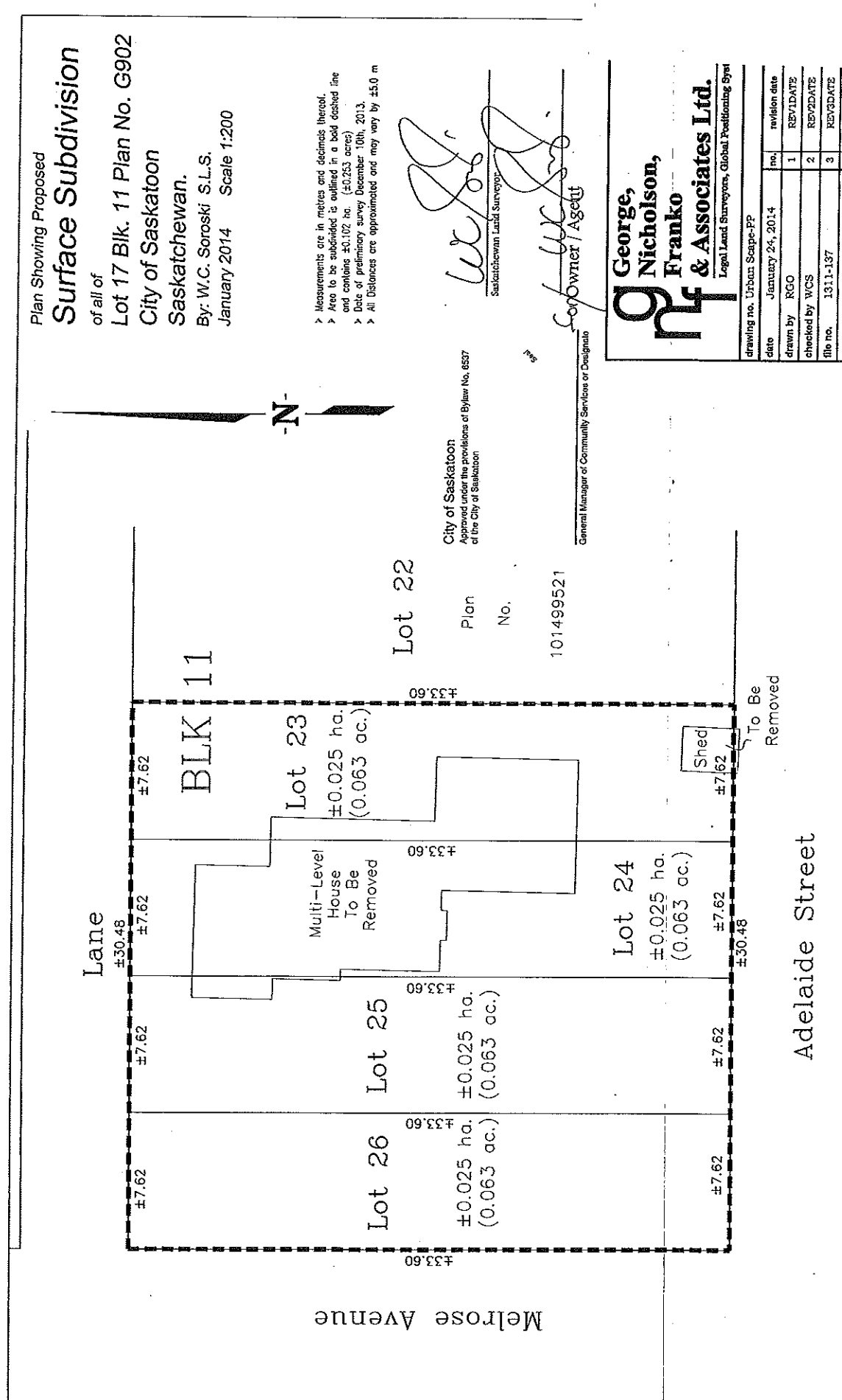
City of Saskatoon  
 Approved under the provisions of Bylaw No. 6537  
 of the City of Saskatoon

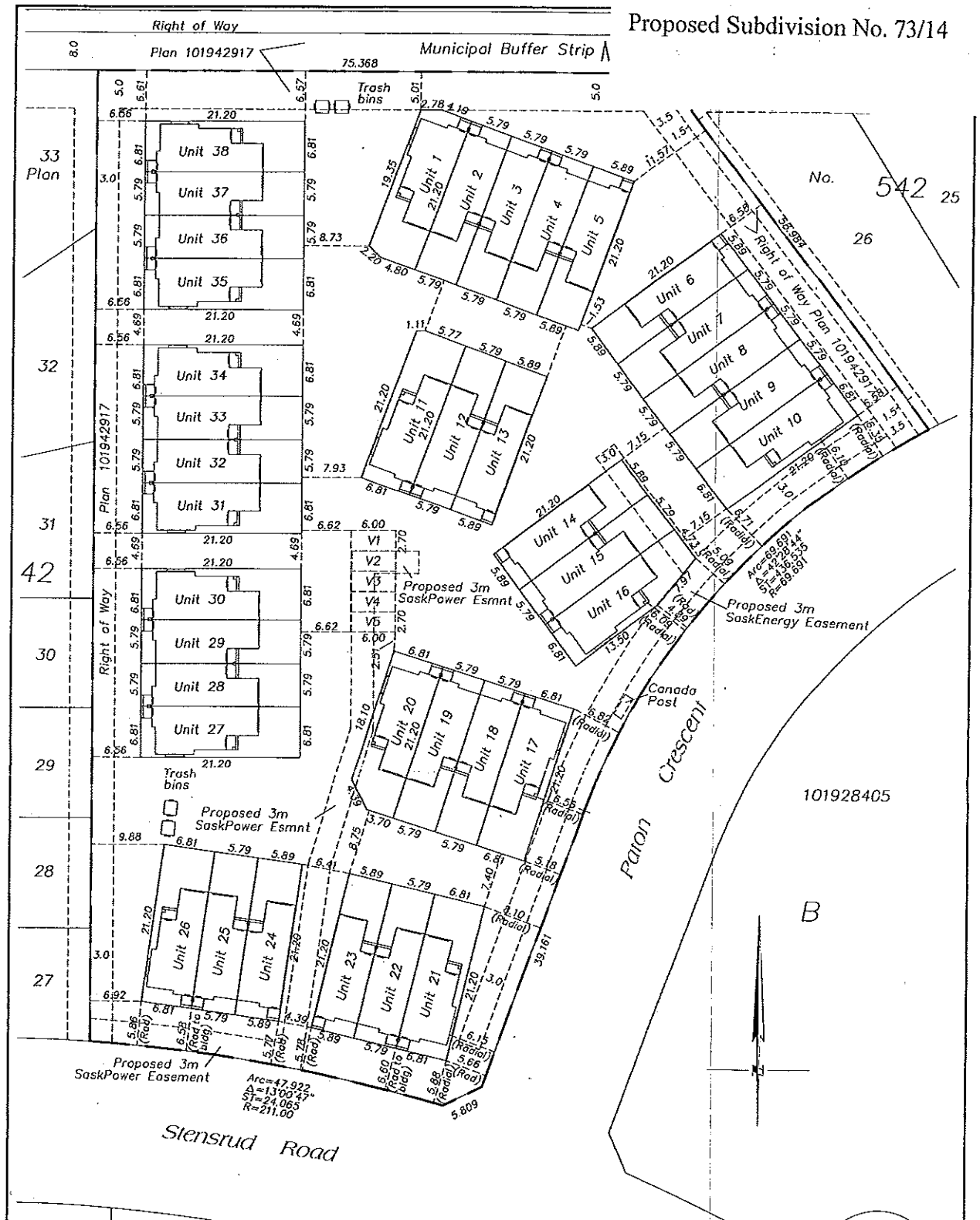
Plan No. 101499521

General Manager of Community Services or Designate

**George, Nicholson, Franko & Associates Ltd.**  
 Legal Land Surveyors, Global Positioning Syst

drawing no.	Urban Scope-PP	no.	revision date
date	January 24, 2014	1	REV1DATE
drawn by	RGO	2	REV2DATE
checked by	WCS	3	REV3DATE
file no.	1311-137	4	REV4DATE
sheet	1 of 1		





Proposed Surface Bare Land  
 Condominium Plan  
 in Parcel C, Plan No. 101928405  
 in the N.E. 1/4 Sec. 6,  
 Twp. 37, Rge. 4, W.3 Mer.  
 Saskatoon, Saskatchewan  
 Howard A. Larson S.L.S.  
 August, 2014 Scale 1:500

Measurements are in metres  
 Measurements are to unit boundaries unless shown otherwise.  
 Area to be subdivided is outlined thus - - - -

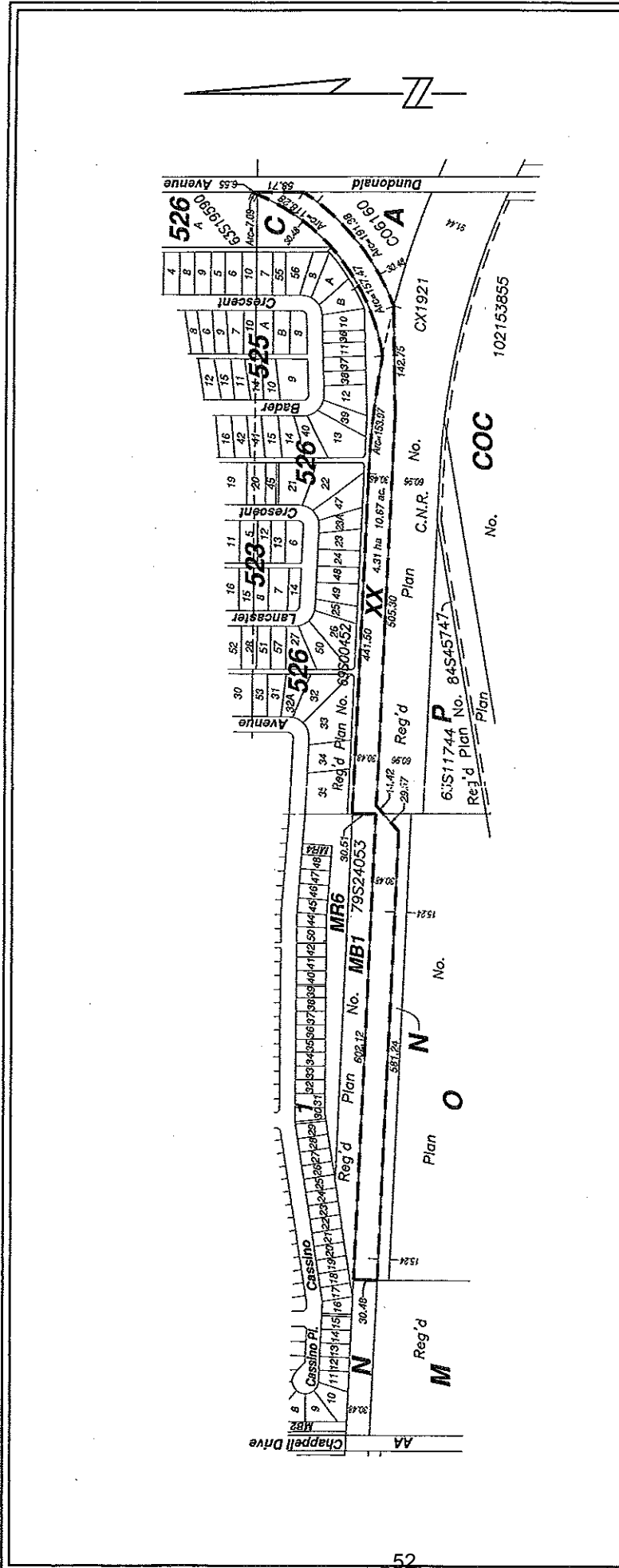
*Howard A. Larson*  
 Saskatchewan Land Surveyor  
 September 25, 2014

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

Community Services Department

Larson Surveys Ltd., Saskatoon, Sask





**Plan Of Proposed Subdivisi**

showing subdivision  
of part of Parcel A & all of Parcel B  
Reg'd Plan No. CO6160,  
part of Reg'd Plan No. CX1921,  
and part of Parcel N - Reg'd Plan No. 63S11744  
in E. 1/2 & S.W. 1/4 Sec. 24-Twp. 36-Rge. 6-W3rdM  
Saskatoon,  
**SASKATCHEWAN**  
Scale : 1 : 5000

**NOTES**

- Portion to be surveyed is outlined by a heavy broken line and contains 4.51 Hectares more or less.
- Area from Parcel B, Reg'd Plan No. CO6160 = 0.0022ac.
- Area from Parcel A, Reg'd Plan No. CO6160 = 0.71ha. (1.75ac.)
- Area from Reg'd Plan No. CX1921 = 1.78ha. (4.48ac.)
- Area from Parcel N, Reg'd Plan No. 63S11744 = 1.81ha. (4.48ac.)
- Measurements are in metres and decimals thereof.
- Standard Road Allowance shown on this plan are 20.117m in width.

Examined and Approved:

*[Signature]*  
Representative  
Canadian National Railway Company  
Date *2014*

No.	Date	Revision

Drawn By: <i>per</i>	Checked By: <i>7/m</i>	Date: July 6, 2014	File No. SK107	Drawing Name: SK107Rev.dwg	Rev: 0
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By: *[Signature]*  
**SASKATCHEWAN LAND SURVEYOR**

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# Recreation and Parks Master Plan

## Recommendation

That the information be received.

## Topic and Purpose

The purpose of this report is to provide a progress update on the Recreation and Parks Master Plan (Master Plan).

## Report Highlights

1. Following City Council approval, work on the Master Plan began in June 2014 with the establishment of an internal Administrative Committee and an external Community Feedback Committee (see Attachment 1).
2. Public Consultation is underway, including intercept surveys. Approximately 90 stakeholder interviews (internal and external) were held from September 22 to 24, with broad representation from the groups identified on the Master Contact List (see Attachment 2).
3. Next steps will include continued public engagement with the telephone and web surveys, surveys with high school students, followed by a summary report on The State of Recreation and Parks (see Attachment 3).
4. The end goal will be to present a comprehensive Master Plan that reflects on the current state of recreation and parks in Saskatoon and region and provides a framework to guide the development and delivery of recreation programs and facilities for the future.

## Strategic Goal

The provision of recreation, sport, culture, parks, facilities, and programs is a core service for the residents of Saskatoon and is strongly connected to the outcomes of a number of the City of Saskatoon's (City) Strategic Goals; the strongest connection is to the Strategic Goal of Quality of Life.

## Background

During its December 3, 2013 meeting, City Council resolved:

“that the Administration proceed with the development of a Recreation Master Plan for the City of Saskatoon, as outlined in the November 19, 2013, report of the General Manager, Community Services Department.”

On March 31, 2014, City Council received an informational report with an overview of the terms of reference for the Request For Proposal (RFP) being issued for the Master Plan, including the intended scope, key deliverables, and timelines for the project.

On May 20, 2014, City Council resolved:

“That RC Strategies be awarded the contract for the development of the Recreation and Parks Master Plan for a total of \$141,512, net of GST.”

## Report

### Background Review and Project Start Up

- i) consultants have been undertaking a full literature review of key reports, data, facility, and program inventories, etc.;
- ii) terms of reference have been established for an external Community Feedback Committee; and
- iii) on June 27, 2014, kick off meetings were hosted with the (internal) Administrative Committee and the (external) Community Feedback Committee to discuss each committee's role, expectations, potential "hot spots", and to confirm the process/methodology to be used for the Master Plan (see Attachment 3).

### Public Engagement and Research

- i) conducted intercept surveys this summer at outdoor pools, paddling pools, Saskatoon Forestry Farm Park and Zoo, golf courses, and local community events;
- ii) prepared a Master Contact List (see Attachment 2) of groups that will all be contacted for input during the process of community consultations; and
- iii) interviewed approximately 90 stakeholders through interviews and focus group discussions from September 22 to 24, with a broad representation across local community groups and within the region.

### Next Steps – See Attachment 3 for Complete Details

- i) continue public engagement and research with telephone interviews, a web survey, web polling, surveys with high school students, and interviews with the Mayor and City Council;
- ii) prepare a summary report on the state of Recreation and Parks in Saskatoon; and
- iii) hold a public open house and a visioning workshop in late fall.

### Main Deliverable for the Master Plan

- i) deliver a comprehensive Master Plan report that includes:
  - a) a description of the current status of recreation services;
  - b) issues and challenges ahead;
  - c) policy and economic considerations for the provision of local recreation and parks facilities and services within an expanding regional market;
  - d) a framework to guide the development, delivery, and continuous improvement of recreation and parks programs, services, and facilities; and
  - e) a long-term capital plan and implementation strategy for program and facility development.

\*See Attachment 4 for a full list of objectives and deliverables.

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

The Administration will continue to involve the public and stakeholders through web, telephone, youth and group surveys, as well as hosting an open house in late fall.

### **Communication Plan**

Information and updates on the Master Plan will be posted on the website under Shaping Saskatoon, as well as sent out through Public Service Announcements.

### **Other Considerations/Implications**

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

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

The Administration will report back upon the completion of the Master Plan in March/April 2015.

### **Public Notice**

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

### **Attachments**

1. Community Feedback and Internal Administrative Committees
2. Master Contact List
3. Methodology/Process Phases 1 to 5
4. Recreation and Parks Master Plan Objectives - Project Components and Deliverables

### **Report Approval**

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

S/Reports/CD/2014/PDCS – Recreation and Parks Master Plan/ks

## Community Feedback and Internal Administrative Committees

<b>Community Feedback Committee</b>		
Meewasin Valley Authority	Mike	Velonas
Sport Tourism	Randy	Fernets
University of Saskatchewan - Kinesiology	Carol	Rodgers
Health Region	Cora	Janzen
Public Schools	Bruce	Bradshaw
Catholic Schools	Johnny	Marciniuk
YMCA	Dean	Dodge
YWCA	Barb	Macpherson
Saskatoon Indian and Metis Friendship Centre	Bill	Mintram
University of Saskatchewan – Healthy Cities	Nazeem	Muhajarine
SIAST	Nancy	Dill
Culture	Clare	Middleton
Saskatoon Council on Aging Inc.	Elliott	Paus-Jenssen
Community Associations	Christine	Ruys
Newcomers	Joe	Garcea
Accessibility	Robin	East

**Description:**

The Recreation and Parks Master Plan Community Feedback Committee (Community Feedback Committee) is a committee external to the City of Saskatoon Administration, struck to serve as an “external reality check” for the project team as they bring forward observations and recommendations throughout the project. It will be the responsibility of the Community Feedback Committee to review draft documents submitted by the consultant team and provide comments and advice on content development.

**Membership:**

Committee members will include individuals with broad knowledge and experience, living in Saskatoon with knowledge of the Recreation/Parks and policy sectors in Saskatoon.

**Scope of Duties:**

- Read, review, and provide feedback to the consultants on all draft reports and recommendations as presented and submitted by the consulting team;
- Serve as an “external reality check” on recommendations, bringing different perspectives to the discussion; and
- Attend meetings when requested (four anticipated).

<b>Internal Administrative Committee</b>
Lynne Lacroix - Director of Community Development
Cary Humphrey - Director of Recreation and Sport
Darren Crilly - Director of Parks
Kevin Kitchen - Section Manager, Community Development
Mike Libke - Section Manager, Community Development
Nancy Johnson – Supervisor, Program Services, Recreation and Sport
Brad Babyak – Integrated Facility Supervisor, Recreation and Sport

\*\*Note: The following Master Contact List will be used throughout the project, all contacts will be provided a group survey and invitations to participate in public open houses. In addition, a cross section of these organizations have been designated to receive stakeholder interviews.

### Master Contact List

#### Organization

#### Community Associations

Adelaide Park/Churchill

Avalon

Brevoort Park

Briarwood

Buena Vista

Caswell Hill

City Park

College Park

Confederation Park

Dundonald

East College Park

Eastview

Erindale/Arbor Creek

Fairhaven

Greystone Heights

Hampton Village

Holiday Park

Holliston

Hudson Bay Park/Mayfair

King George

Lakeridge

Lakeview

Lawson Heights

Lawson Heights

Massey Place

Meadowgreen

Montgomery Place

Mount Royal

North Park/Richmond Heights

Nutana

Pacific Heights

Parkridge

Pleasant Hill

QEX (Queen Elizabeth/Haultain/Exhibition)

River Heights

Riversdale

Rosewood

Silverspring

Silverwood Heights

Silverwood Heights

South Nutana Park

Stonebridge

Sutherland/Forest Grove

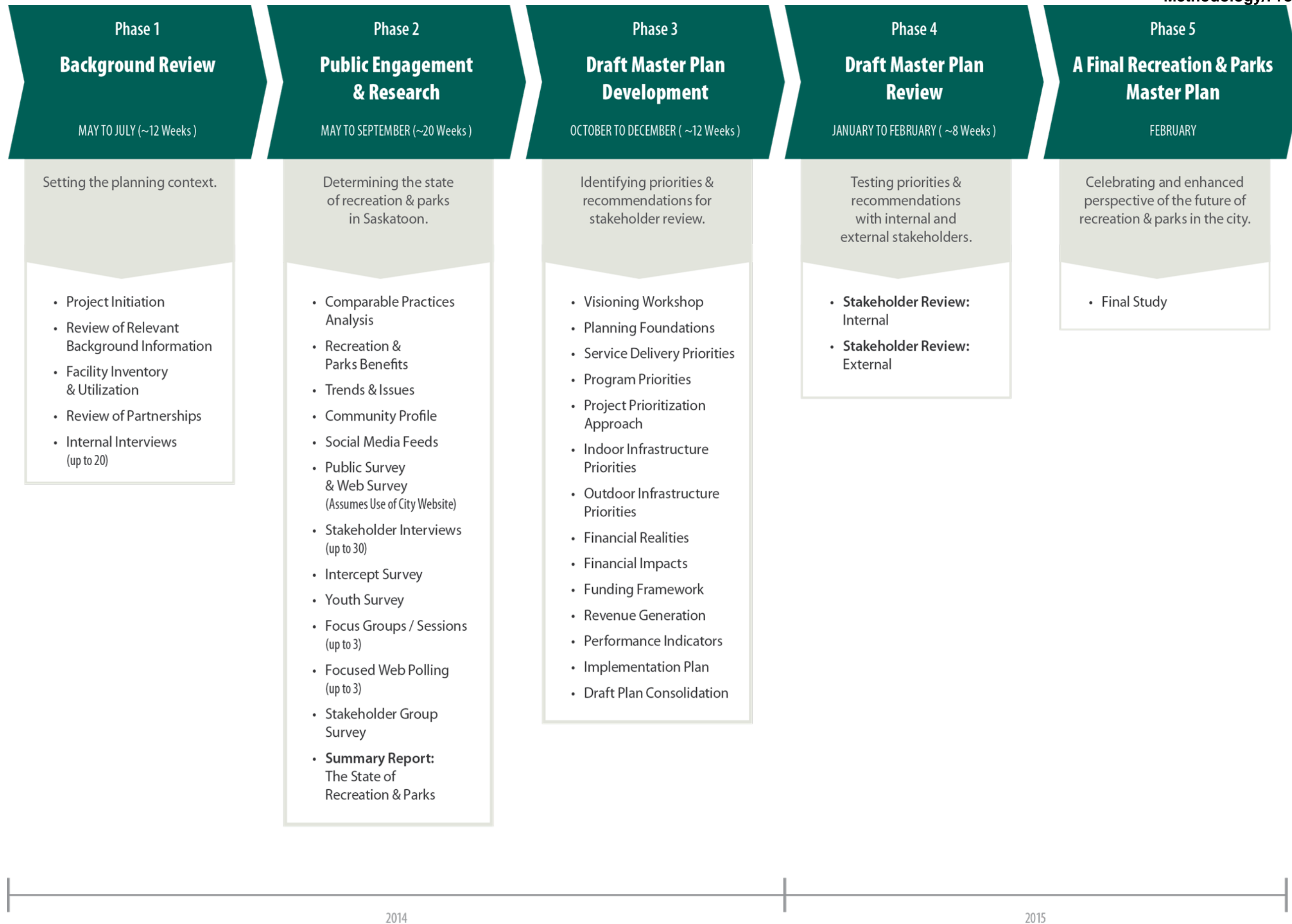
Varsity View
Westmount
Westview Heights
Wildwood
Willowgrove/University Heights
<b>Festivals (major)</b>
Dragon Boat Festival
Taste of Saskatchewan
Shakespeare on the Sask.
Saskatoon Folkfest
Saskatchewan Jazz Festival
Sum Theatre Saskatoon
NSI Children's Festival
<b>Community Organizations</b>
CHEP Good Food Inc.
Saskatoon Food Coalition
Nordic Ski Club
Canlan Ice
Harold Latrace Arena
Schroh Arena
Meewasin Valley Authority
Saskatoon Tourism
Sport Tourism
University of Saskatchewan
UofS (Community Rec)
SIAST
Health Region
In Motion (Health Region)
On Purpose Leadership
Public Schools
Catholic Schools
YMCA
YWCA
Bike Polo
Sask Sport
Saskatoon Sports Council
Alzheimer's Society of Sask.
Avenue Community Centre for Gender and Sexual Diversity Inc.
Bridge City Senior Action Inc.
Big Brothers Big Sisters of Saskatoon and Area Inc.
Boys and Girls Club
Canadian Diabetes Assoc. Saskatoon
Canadian Mental Health Association Saskatoon Branch Inc.
Canadian National Institute for the Blind (CNIB)
Canadian Paraplegic Associ.
Care and Share
Community Living Association Saskatoon Inc. (CLASI)
Coronary Artery Rehab Group Inc
Core Neighbourhood Youth Co-op

Cosmopolitan Industries
Newcomer Information Centre
Crocus Co-operative *
Egadz
Epilepsy Saskatoon Inc
First Step Program - Health Region
Global Gathering Place Inc.
International Women of Saskatoon (IWS) Inc.
Kinsmen Hockey League
Kinsmen Tackle Football
Mennonite Central Committee Saskatchewan
Open Door Society
Pickleball
READ Saskatoon
Lions Club of Saskatoon
Rotary Club of Saskatoon
Kinsmen Club
Saskatoon Optimist Club
Saskatchewan Abilities Council
Sask Athletics
Saskatchewan Ball Hockey
Saskatchewan Association for the Rehabilitation of the Brain Injured
Saskatchewan Blind Sports Assoc
Saskatchewan Brain Injury Assoc
Saskatoon Cricket Assoc
Saskatchewan Cycling Assoc
Saskatoon Cycles
Saskatoon Cycling Club
Saskatoon Roller Derby League
Saskatchewan Rugby Union
Saskatoon Amateur Softball Association
Saskatoon Minor Football League
Saskatoon Ultimate Disc
CN Curling Club
Granite Curling Club
Nutana Curling Club
Sutherland Curling Club
Saskatchewan Deaf and Hard of Hearing Services Inc.
Saskatchewan Intercultural Association Inc.
Saskatoon Community Youth Arts Programming Inc. (SCYAP)
Saskatoon Council on Aging Inc.
Saskatoon Food Bank Inc.
Saskatoon Zoo Society
Recreational Off-leash Organization
Saskatoon Tribal Council
Central Urban Metis Federation Inc.
Saskatoon Indian and Metis Friendship Centre
STC Urban First Nations Services, Inc.
WBYL



Credit Union Centre
TCU Place
Prairie Land Park
Wildlife Federation
N.E. Swale Watchers
Ducks Unlimited
Wild about Saskatoon
Saskatchewan Perennial Society
Saskatoon Nature Society
<b>Youth Sport Subsidy</b>
Aqualenes Synchro Swim Club
Can Am Gymnastics Club
Curl Saskatoon
Hub City Boxing Club
Hub City Track Council
Jook Am Tae Kwon Do Inc
Lions Speedskating Club
Living Skies Pony Club
Marian Gymnastics Club
Myracles Baton Twirling Club
North Saskatchewan Rugby Union
Optimist Twirling Connection
Orca Synchro Swim Club
Riverside Tennis and Badminton Club
Saskatoon Baseball Council
Saskatoon Box Lacrosse
Saskatoon Diving Club
Saskatoon Fencing Club
Saskatoon Figure Skating Club
Saskatoon Freestyle Skiing
Saskatoon Goldfins Swim Club
Saskatoon Lasers Swim Club
Saskatoon Minor Basketball Association
Saskatoon Minor Hockey
Saskatoon Minor Softball League
Saskatoon Pony Club
Saskatoon Ringette Association
Saskatoon South Zone Tae Kwon Do
Saskatoon Tae Kwon Do West Inc.
Saskatoon Triathlon Club
Saskatoon Youth Soccer Inc.
Taiso Gymnastics Club
Volleyball Saskatoon Association Inc.
Water Polo Saskatoon
<b>Developers</b>
Saskatoon Land
Dream
Boychuk
Arbutus
Northridge Developments

West Canadian
<b>Regional Planners/Recreation Directors</b>
P4G Committee - Regional Planning
Warman Recreation
Martensville Recreation and Community Director
RM Corman Park Administrator
Town of Osler



## Recreation and Parks Master Plan Objectives Project Components and Deliverables

### Recreation and Parks Master Plan Objectives

The objectives of the Recreation and Parks Master Plan (Master Plan) are to:

- 1) engage the public, partners, and stakeholders in a creative consultation process as a means to assess needs, identify service gaps, and minimize overlap and duplication amongst service providers;
- 2) confirm the City of Saskatoon's (City) mandate for recreation, and the role the City should play in the provision of recreation and parks facilities, programs and services, as well as better define its relationship with other private and non-profit recreation service providers;
- 3) confirm the City's definition of core recreation and parks services and interpret how the value and benefits associated with public recreation and parks services contribute to "public good";
- 4) determine how the inventory of programs and facilities meet current needs and identify changes in supply required to meet new and emerging needs in the short- and long-term future;
- 5) review current qualitative and quantitative service standards, guidelines, and policies to ensure they are suitable to guide future investment of public resources in the development of new and/or improved recreation programs, facilities, and services;
- 6) review and refine the City's long-range recreation infrastructure planning and priority model, Future Sport and Recreation Facility Development Model, to ensure that the proposed development of new facilities represents the highest priority and best use of public resources;
- 7) review the City's Recreation and Parks Asset Management Plan and ensure that it addresses the long-term sustainability of current assets and inventory;
- 8) consider the policy and economic considerations for the provision of local recreation and parks facilities and services within an expanding regional market;
- 9) identify creative financing strategies, potential funding sources, and strategic partnerships necessary to sustain existing infrastructure and economically meet emerging program and facility needs over the long term; and
- 10) outline the magnitude of capital and operating cost implications related to recommendations in the Master Plan, consider this in the preparation of the long-term capital plan, and assess the City's financial capacity to achieve the facility development projections outlined in the plan.

### Project Components and Deliverables

It is expected that the Master Plan will include, but not be limited to, the following components:

- 1) a comprehensive needs assessment based on stakeholder engagement that clearly identifies long-term needs, current service gaps, and recommended strategies to meet growing facility and program needs and expectations within the resources of the City;
- 2) development of a community profile with respect to social, economic, and demographic trends and characteristics, and the impact these factors have on the provision of recreation services now and over the long-term future;
- 3) an analysis of trends in recreation participation and facility use likely to have an impact on future recreation demand and development in Saskatoon;
- 4) an inventory and analysis of City-owned recreation facilities in terms of their current condition, capacity, geographic distribution, and utilization to determine unmet needs and service gaps. The facility demand analysis should also consider the planning implications of the supply facilities operated in the private and non-profit sector;
- 5) the development of a framework, principles, and model for prioritization of future program and facility development;
- 6) a comparative analysis of best practices and industry standards related to recreation and parks services, public investment strategies, and suitable outcome assessment models in City-owned recreation assets; and
- 7) a comprehensive Master Plan report that includes:
  - i) a description of the current status of recreation services;
  - ii) issues and challenges ahead;
  - iii) a framework to guide the development, delivery, and continuous improvement of recreation and parks programs, services and facilities; and
  - iv) a long-term capital plan and implementation strategy.

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## Growth Plan to Half a Million November 2014 Public Engagement

### Recommendation

That the information be received.

### Topic and Purpose

This report provides an overview of “Growth Plan to Half a Million” (Growth Plan) public engagement activities from November to December 2014.

### Report Highlights

1. Growth Plan public engagement will focus on obtaining community feedback on long-term strategies for growth near major corridors, transit, and core area bridges, as well as key opportunities and challenges for employment areas as Saskatoon doubles its population to half a million people over the next 30 to 40 years.
2. A city-wide engagement event will be held on November 26, 2014, at TCU Place from 10 a.m. to 1 p.m. and 6 p.m. to 8 p.m.
3. Community information sessions will be held on December 1 at the Cliff Wright Library Auditorium from 6 p.m. to 8 p.m. and on December 4 at the Cosmo Civic Centre from 6 p.m. to 8 p.m.
4. Online engagement will occur on [www.growingfwd.ca](http://www.growingfwd.ca) from November 19 to December 7, 2014.

### Strategic Goals

The development of the Growth Plan supports a number of strategies and priorities for the Strategic Goals of Asset and Financial Sustainability, Sustainable Growth, and Moving Around. Please refer to Attachment 1.

The Growth Plan will also assist in meeting the Strategic Goal of Environmental Leadership by enhancing the range of choices for Moving Around and providing a new model for growth to a population of half a million people that more effectively utilizes infrastructure.

### Background

Development of the Growth Plan began in 2013 with the award of the Transit Plan; Rapid Transit Business Case; Core Area Bridge Strategy; and the Nodes, Corridors, and Infill Plan to Urban Systems Ltd. Other projects are being completed alongside this work that will be incorporated into the Growth Plan, including:

- i) an Active Transportation Plan to increase opportunities for safe and easy walking and cycling to daily activities;
- ii) an Employment Areas Study to ensure sufficient and suitable land is available to support employment growth;
- iii) a Financing Growth Study to assess growth-related costs and revenues to determine the extent to which growth pays for itself; and

- iv) a Water and Sewer Plan to accommodate Saskatoon's growth to half a million people.

The first round of Growth Plan public engagement occurred from February to March 2014 which confirmed Saskatoon's aspirations for growth and set strategies to guide the development of options for growth near major corridors, a new transit system, rapid transit, and core area bridges within Circle Drive. The Winter 2014 Engagement Summary Report was released in June 2014, alongside the Growth Plan Summary Report #1 to share what was heard during the engagement, and outline the work that was completed.

Upon adoption of the Growth Plan projects by City Council in 2016, development of an updated Road Network Plan will begin to implement the Growth Plan across the entire city.

## **Report**

### Long-Term Strategies

The next round of Growth Plan public engagement will take place from November 19 to December 7, 2014. This engagement will:

- i) discuss Growth Plan projects and timelines;
- ii) seek input on strategic long-term directions for growth near major corridors, transit, and core bridges;
- iii) prepare for follow-up community conversations about detailed options for growth near major corridors, transit, and core bridges in Winter 2015;
- iv) introduce the Employment Areas Study; and
- v) provide an overview of the other Growth Plan projects listed below and information on how people may get involved:
  - a) Active Transportation Plan;
  - b) Financing Growth;
  - c) Road Network Plan; and
  - d) Water and Sewer Plan.

### City-Wide Engagement

A city-wide engagement event will be held on Wednesday, November 26, 2014, at TCU Place from 10 a.m. to p.m. and 6 p.m. to 9 p.m. The daytime and evening events will begin with a presentation to summarize the Growth Plan and expectations of the engagement, followed by come-and-go style information stations and activity workshops.

### Community Information Sessions

Smaller community information sessions will be held the following week, with a session on Monday, December 1, 2014, at the Cliff Wright Branch Library from 6 p.m. to 8 p.m. and another on Thursday, December 4, 2014, at the Cosmo Civic Centre from 6 p.m. to 8 p.m. The community information sessions will feature presentations, opportunity for questions and discussion, as well as activities to encourage feedback and input.

### Online Engagement

All engagement materials, including an online survey, will be available on the Growing Forward! Shaping Saskatoon project website, [www.growingfwd.ca](http://www.growingfwd.ca), from November 19 to December 7, 2014, to provide additional opportunity for the community to give feedback.

Public feedback will be utilized to refine the detailed options and potential priorities for growth near major corridors, transit, and core bridges that will be presented for community consideration during follow-up engagement in Winter 2015. Public input for the Employment Areas Study will help to form long-term strategies and policies for employment areas in Saskatoon.

Public feedback obtained from the November 2014 and Winter 2015 engagement activities will be summarized and released in an engagement summary report alongside the next Growth Plan Summary Report #2 to document the assessment of detailed options for growth near major corridors, transit, and core bridges.

The final round of public engagement will occur in Fall 2015 to confirm the preferred Growth Plan and implementation priorities.

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

Public and stakeholder involvement is as described above.

### **Communication Plan**

Communications for Growth Plan projects are ongoing through the Growing Forward! Shaping Saskatoon public planning initiative and align with key project milestones and deliverables.

The project website, [www.growingfwd.ca](http://www.growingfwd.ca), is the primary location for Growth Plan-related updates and information.

Due to the complexity of the Growth Plan and the many projects contributing to its development, a Spotlight Series has been developed to release information in smaller pieces and help the public stay informed and engaged.

Growth Plan Summary Reports and Engagement Summary Reports are also provided at key milestones throughout the development of the Growth Plan.

### **Other Considerations/Implications**

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

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

All projects included in the development of the Growth Plan are expected to be complete by the end of 2015, with communications occurring at key milestones throughout the process.



**Public Notice**

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

**Attachment**

1. Support Documentation for Strategic Goals

**Report Approval**

Written by: Lee Thomas, Project Manager, Growing Forward! Shaping Saskatoon  
Jennifer Pesenti, Marketing Coordinator, Special Projects, Community Services  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/DS/2014/PDCS – Growth Plan to Half a Million November 2014 Public Engagement/ks

**Support Documentation for Strategic Goals**

- i) completing an assessment to determine the costs and revenues related to growth;
- ii) adopting an integrated approach to growth related to transportation, servicing, transit, and land use;
- iii) increasing and encouraging infill development and corridors to balance growth;
- iv) creating “complete community” neighbourhoods that feature mixed uses and employment opportunities;
- v) developing an integrated transportation network that is practical and useful for vehicles, buses, bikes, and pedestrians;
- vi) increasing transit ridership by establishing transit as a viable option for transportation;
- vii) establishing rapid transit corridors for Saskatoon to guide investments, transportation, and urban planning decision making; and
- viii) developing an Employment Areas Strategy aimed at creating new employment areas adjacent to existing residential areas.

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## Seasonal Commercial Enterprise in Parks

### Recommendations

1. That the proposed Seasonal Commercial Enterprise in Parks Policy be approved, in principle, as outlined in Attachment 1; and
2. That the Administration circulate the proposed policy to the Meewasin Valley Authority and other key stakeholders for review, and report back to Committee in due course.

### Topic and Purpose

The purpose of this report is to provide an update on the status of the Request for Proposal (RFP) for Commercial Enterprise in Parks and propose a Seasonal Commercial Enterprise in Parks Policy.

### Report Highlights

1. The Administration is proposing a new policy to permit Seasonal Commercial Enterprise (SCE) in parks.
2. An Adjudication Committee (Committee) would be established, consisting of representatives from the City of Saskatoon (City), Meewasin Valley Authority (MVA), Tourism Saskatoon, Saskatoon Chamber of Commerce, Broadway Business Improvement District (BBID), Riversdale Business Improvement District (RBID), and the Partnership. The Committee would review and recommend approval of SCE applications.
3. After a review of other Canadian cities, proposed permit fees for SCE in Parks are deemed to be appropriate.

### Strategic Goal

This report supports the City's Strategic Goal of Quality of Life by balancing fun and enjoyment of park users while maintaining the natural beauty of the parks. It also supports the City's four-year priority to provide additional recreation activities in the winter season.

### Background

During its July 18, 2012 meeting, City Council passed a motion recommending that the Administration conduct a study to facilitate Commercial Enterprise in Saskatoon parks.

At the May 28, 2013 Planning and Operations Committee meeting, the Administration proposed guidelines for Commercial Enterprise in Parks and four possible locations. The Committee also requested the Administration prepare an RFP to ensure City Council would be informed on the intent of the criteria included and how the RFP would be evaluated.

## Seasonal Commercial Enterprise in Parks

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Through development of the RFP, it was determined that an RFP is not the best tool to use for establishing what types of businesses should operate in parks. In the view of the Administration, a policy is a preferred way to meet this goal. A policy would set out criteria and a process by which individuals could apply to use those parks identified as suitable for operation of an SCE. The policy would include licensing requirements, application process, approval criteria, and operating conditions.

### **Report**

#### Proposed SCE in Parks Policy

The purpose of the policy is to establish the criteria and a process to apply for park spaces identified as suitable for the operation of an SCE. Attachment 1 is the proposed City Council policy that will govern SCE in parks.

Under the policy, the Planning and Development Division will be responsible for coordinating the licensing of the SCE in Parks. Prior to issuance of a business license, the vendor will be responsible for obtaining all proper approvals and documentation, as identified in the proposed policy.

Enforcement will be administered through the Recreation and Sport Division.

#### Approval Process

To obtain authorization to use a park for SCE, an applicant must complete and submit an application, as outlined in the proposed policy. Approval will be based on the applicant's ability to meet the specific criteria also outlined in the proposed policy. Once the application has been approved and all required documentation received by the City, a permit will be issued.

#### Fees

A review of other Canadian cities shows that many municipalities do not have Commercial Enterprise within parks with the exception of food services. This review also revealed that Commercial Enterprise in Parks are typically charged a permit fee in addition to a business license; however, the structure of permit fees varies greatly between municipalities making it difficult to determine a benchmark rate. A comparison of fees from across Canada is included in Attachment 2 and indicates that the City's proposed rate is mid-range.

The Administration is proposing differential pricing for profit versus not-for-profits at an annual rate of \$1,800 and \$600 respectively. In consultation with stakeholders and based on current leasing valuations of commercial/residential land, this was determined to be a fair market value for an SCE in a park.

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

1. City Council may request revisions to the proposed policy in Attachment 1.
2. City Council may choose not to adopt the policy and maintain the status quo.

## Seasonal Commercial Enterprise in Parks

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

The MVA, Tourism Saskatoon, RBID, BBID, and The Partnership were consulted during the development of this policy. The MVA recommends that the policy receive support through the development review process to eliminate the requirement for each individual applicant to go through the process. The proposed policy will be re-circulated to the MVA and other key stakeholders for final review.

### **Communication Plan**

If approved, the SCE in Parks Policy and supplementary application guide will be distributed to the BIDs, vendors, and other interested parties. Information will be available on [www.saskatoon.ca](http://www.saskatoon.ca) and advertised in [The StarPhoenix](#). It is anticipated that the Administration will begin licensing SCE in Parks in early 2015.

### **Policy Implications**

The proposed policy is new; however, it is based on similar policies for both Food Trucks and sidewalk vending.

### **Other Considerations/Implications**

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

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

Pending approval of the proposed SCE in Parks Policy by City Council, a full review of the program would take place in the fall of 2015. A report to City Council will follow.

### **Public Notice**

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

### **Attachments**

1. Proposed Seasonal Commercial Enterprise Parks Policy
2. Comparison of Canadian Municipalities Commercial Enterprise in Parks Permit Fees

### **Report Approval**

Written by: Heather Newell, Special Projects Consultant, Recreation and Sport  
Reviewed by: Cary Humphrey, Director of Recreation and Sport  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/RS/2014/PDCS – Seasonal Commercial Enterprise in Parks/ks

## Proposed Seasonal Commercial Enterprise in Parks Policy

# CITY OF SASKATOON COUNCIL POLICY

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NUMBER  
C0

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<b>POLICY TITLE</b> <i>Seasonal Commercial Enterprise in Parks</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b>
<b>ORIGIN/AUTHORITY</b>	<b>CITY FILE NO.</b> <i>CK.</i>	<b>PAGE NUMBER</b> <i>1 of</i>

## 1. PURPOSE

To enhance the enjoyment and usage of parks by providing opportunities for Seasonal Commercial Enterprise subject to the terms of this policy. The objectives of this policy are:

- a) To ensure the Seasonal Commercial Enterprise supports sport, recreation, and/or cultural events or opportunities.
- b) To ensure Seasonal Commercial Enterprise provides a complimentary service to the park users' experience.
- c) To ensure the Seasonal Commercial Enterprise supports the creation, enhancement, or continuation of tourism opportunities.

## 2. DEFINITIONS

For the purposes of this policy, the following definitions are used:

- 2.1 Adjudication Committee means a committee made up of representatives from the City of Saskatoon, Meewasin Valley Authority (MVA), Tourism Saskatoon, The Partnership, Broadway BID, Riversdale BID, and the Saskatoon Chamber of Commerce to review Seasonal Commercial Enterprise Applications.
- 2.2 City means City of Saskatoon Administration.
- 2.3 Commercial Enterprise means any organization engaged in the sale of goods or services to consumers.
- 2.4 Operating Conditions are parameters established by the City and specified in the agreement as a requirement for the Seasonal Commercial Enterprise in Parks permit.

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- 2.5 Operation means any activity associated with the Commercial Enterprise business including set-up, clean-up, and take-down time.
- 2.6 Park means Municipal Reserve or other lands maintained for recreational purposes owned by the City.
- 2.7 Permit means authorized to operate.
- 2.8 Seasonal means the Commercial Enterprise is temporary with specific start and end dates.
- 2.9 Vendor means any person(s) who owns and/or operates a Seasonal Commercial Enterprise in a park within city limits.

### 3. POLICY

The City shall have the authority to issue a permit to Seasonal Commercial Enterprise in Parks in accordance with the objectives and criteria set out in this policy.

#### 3.1 Licensing

- a) All Seasonal Commercial Enterprise in parks shall be required to obtain a City Business License.
- b) A Business License must be obtained for each Seasonal Commercial Enterprise and is only valid for the location specified on the license.
- c) The Seasonal Commercial Enterprise shall not operate if the Business License has expired, been suspended, or revoked.
- d) The Business License and Seasonal Commercial Enterprise in Parks Permit must be displayed in a prominent location at the place of business for which the license was issued.

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## 3.2 Application Submission and Approval Process

All requests must be submitted in writing with the appropriate fees to the City using a standard application form. Once the application form has been received, the following process will follow:

- a) The City will review the application to ensure all documentation is complete and acceptable. An application will be deemed complete and acceptable when it contains the following:
  - i) A completed application form;
  - ii) A Business Plan;
  - iii) A map indicating the intended location;
  - iv) Plan of proposed site improvements;
  - v) Visual representation of the Seasonal Commercial Enterprise appearance;
  - vi) An application for a Business License; and
  - vii) Proof of Liability Insurance with a minimum liability limit of \$2,000,000.

Once the documentation is deemed to be complete, a copy will be sent to all members of the Adjudication Committee for review.

- b) The City will convene a meeting with the Adjudication Committee to review applications and recommend to the City approval to issue a permit to operate a Seasonal Commercial Enterprise in a park.
- c) If the application is approved by the Adjudication Committee, the City will generate a list of operating conditions. These conditions must be agreed to, in writing, by the applicant.
- d) Once the applicant has agreed, in writing, to the operating conditions, a permit will be issued.



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### 3.3 Selection Criteria

Applications will be reviewed and evaluated based on the following criteria:

- a) Compatibility with the Policy Purpose and Objectives;
- b) Compatibility with current park programming;
- c) Integration of temporary structure into park setting;
- d) Vendor's Business Plan;
- e) Vendor's experience and qualifications;
- f) Need for product or service; and
- g) Uniqueness of proposal.

### 3.4 Conditions of Operations

A selected applicant will be required to enter into an operating agreement with the City, which will include the following terms:

- a) The Vendor accepts full and complete responsibility for any and all loss of, or damage to, any item of Vendor's property from any cause whatsoever and expressly releases the City of Saskatoon, its officers, agents, and employees, from any liability therefore.
- b) No Vendor shall sell a product or service that directly competes with a like product or service by a Seasonal Commercial Enterprise within, or directly adjacent, to the park.
- c) The Vendor is responsible for ensuring that the space within a 6.0 metre radius of their operation is clean and litter free. The vendor shall provide refuse containers for litter generated by customers or other persons. All litter, refuse, and waste shall be removed from City property for proper disposal at Vendor's

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expense. The City shall charge for the costs of special clean up necessary should the Vendor fail to reasonably perform.

- d) The Vendor is confined to the areas specified in the permit unless subsequently agreed to, in writing, by the General Manager of the Community Services Department.
- e) The Seasonal Commercial Enterprise must be kept clean and aesthetically pleasing in appearance at all times.
- f) The City shall be under no obligation to furnish shelter, utilities, equipment, furniture, or fixtures.
- g) The Seasonal Commercial Enterprise shall supply its own power and water source if required. Generators are permitted providing they do not cause a disturbance and operate within the hours stipulated under Noise Bylaw No. 8244.
- h) The Vendor shall not place any signage in the park or adjacent right-of-way except which is directly affixed to the vendor's structure(s) or has been agreed to, in writing, by the City.
- i) Prices of items and/or services sold or offered shall be visibly posted.
- j) The Vendor shall be responsible for cost of repair or replacement for any damage to park property from Vendor's or its participants' activities.
- k) Seasonal Commercial Enterprise activities must be conducted in a safe, orderly manner and not interfere with other users' enjoyment of the park.
- l) All elements associated with the Seasonal Commercial Enterprise and its operations (including line-ups, signage, and trash receptacles) shall not obstruct any park trails or pathways or cause any potential hazards for passersby.

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- m) Seasonal Commercial Enterprise operations shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste, etc. Lights, sounds, or actions which may detract from park users' enjoyment of the natural setting are not permitted. Failure to comply with these regulations may result in revoking of the Business License.
- n) The operator will be restricted to carrying on business in a defined zone and will not solicit business from park users outside of this zone except through approved advertising.

### 3.5 Hours of Operation

The Seasonal Commercial Enterprise must be in compliance with Facilities and Parks Usage Bylaw, 1998, No. 7767 and Noise Bylaw No. 8244.

### 3.6 Legislation

Seasonal Commercial Enterprise vendors must abide by all the laws and regulations, bylaws, and resolutions governing Seasonal Commercial Enterprise in parks.

### 3.7 Contraventions

Suspension or revocation of the Business License may result if the Vendor fails to meet one or more of the requirements outlined in this policy, or any other laws, regulations, or bylaws.

## 4. RESPONSIBILITIES

### 4.1 Administration

- a) Administrative support will be provided to the Seasonal Commercial Enterprise in Parks Adjudication Committee to act as a liaison between the Administration and the Seasonal Commercial Enterprise in Parks Adjudication Committee and to perform such duties as may be required with regard to this policy.

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- b) City Administration will recommend to City Council any changes to this policy required to reflect changing priorities or to correct inequities that may become apparent.

#### 4.2 Seasonal Commercial Enterprise in Parks Adjudication Committee

- a) Review and evaluate each application to ensure that objectives of the policy are met.
- b) Conduct interviews with applicants (when necessary) to obtain or provide any additional information that may be required.
- c) Recommend approval to the City for Seasonal Commercial Enterprise in Parks Permits.
- d) Monitor and evaluate the effectiveness of each Seasonal Commercial Enterprise that was approved under this policy.
- e) Recommend to the Standing Policy Committee on Planning, Development and Community Services any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.

#### 4.3 Community Services Department

The General Manager, Community Services Department, or designate, will:

- a) Administer this policy; and
- b) Ensure any Commercial Enterprise is licensed and operating in accordance with this policy.

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4.4 Standing Policy Committee on Planning, Development and Community Services

- a) Recommend to City Council any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.

4.5 City Council

- a) Review and approve amendments to this policy.

**Comparison of Canadian Municipalities Commercial Enterprise in Parks Permit Fees**

Municipality	Permit Type	Estimated Annual Fee	Estimated Monthly Fee
Hamilton	Food Service Vehicles	\$ 408	\$ 34
Kelowna	Outdoor Fitness Activities in Parks	\$ 400	\$ 65
Edmonton	Parks Vendor Permit	\$ 660	\$110
Regina	Mobile Food Vending	\$1,400	\$250
Saskatoon	Seasonal Commercial Enterprise in Parks	\$1,800	\$300
Vancouver	Commercial Recreation Activities in Parks	\$2,220	\$370
Saskatoon	Mobile Food Truck License	\$2,300	\$400
Winnipeg	Seasonal Park Space Rental	\$3,990	\$665

Estimated Annual Fee based on six months of operations.

Vancouver charges \$18.50 per hour (estimate 1 hour per day\*5 days per week)

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## 2014 Prepaid Servicing Rates (Direct and Offsite)

### Recommendation

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

That the 2014 Prepaid Service Rates be approved, as submitted under Attachment 1.

### Topic and Purpose

This report is to obtain City Council approval for the 2014 Prepaid Service Rates.

### Report Highlights

1. The Land Development section of the Transportation & Utilities Department reviews and recommends rates for the installation of services on non-serviced land. The net overall effect for the 2014 year will be an increase of 3.7% for the residential prepaid service rates. Of this change, the net effect that impacts private developers that may utilize City direct rates is also an increase of approximately 3.7%.
2. Setting rates late in the year ensures accuracy for the development community. However, it hinders their ability to plan ahead. By March of 2015, the Administration will report back to the Standing Policy Committee on Planning, Development and Community Services the results of discussions with the Developer Liaison Committee on alternative rate setting strategies.

### Strategic Goal

This report supports the Strategic Goal of Asset and Financial Sustainability as it will assure that the City is recouping the cost of constructing municipal services on new land.

### Background

The City of Saskatoon's financial source of revenue for the construction of infrastructure in new areas within the city is the prepaid service rates. The prepaid service rates were established on the premise that new development should pay the cost of the services provided. City Council has resolved that general revenues are not to be used to fund the services covered by these rates.

The prepaid rates are divided into two major servicing categories: direct services, which benefit the frontage of new property; and offsite services, which benefit the neighbourhood or catchment area as a whole.

The Administration has prepared the rates with the understanding that shortfalls may be absorbed in the following year's process. The risk in this method is the possibility of a following year where limited construction is forecasted but shortfalls are evident. To

mitigate this potential problem, the Administration attempts to wait for a considerable cross section of tenders to be awarded in order to arrive at a reasonable overall prepaid service rate.

The prepaid service rates were last approved on September 9, 2013. The Land Development section has reviewed the actual 2013 costs of land developed by the City, as well as the 2014 tenders received to date, in order to establish the proposed 2014 offsite and direct service rates.

The proposed rates were discussed and received by Saskatoon Land, Asset & Financial Management Department, as well as with the Developers' Liaison Committee.

If City Council continues the policy, whereby, new development funds the entire cost of servicing new development, the proposed rate increases are required to meet projected and actual expenditures. The present rates do not reflect the cost of interest or carrying costs.

### **Report**

The City has awarded a majority of the planned tenders for construction of various services in 2014. This year's program will eventually entail awarding tenders for the partial direct servicing of 1,195 residential lots in the Kensington, Elk Point, and Aspen Ridge neighbourhoods; continued offsite service construction in various areas; as well as servicing within the Marquis Industrial area. Other direct service construction includes road and utility work not completed from 2013 contracts in the Evergreen and the Kensington neighbourhoods. Offsite service tenders will include primary water main construction along 33<sup>rd</sup> Street, as well as in the Marquis Industrial area; trunk sewers within Aspen Ridge, continued work within the Holmwood Sector, Marquis Industrial; as well as arterial road work along Fedoruk Drive, Mcormond Drive and Claypool Drive.

The net effect is a construction program higher than in 2013, with expected land development costs totalling \$165 million.

The offsite levies comprise services that are common to the entire neighbourhood or geographical catchment area. These services usually benefit a number of neighbourhoods and are derived from studies that encompass very large piping and roadway systems. The majority of the tenders have been awarded this year, and the cost analysis of these tenders, including information on construction costs from last year, are the basis for the prepaid service rates. The net overall inflationary pressures for new development have slightly increased in 2014. Oil and gas prices including diesel fuel, which is a major component within the rates, has increased as verified by average Statistics Canada Industry Price Indexes. Contract unit prices, as reviewed within tenders, are fairly consistent in many instances from last year's levels. It is assumed that contract prices will stay fairly constant through most of the tendering process until capacity issues result in contract prices exceeding normal pricing patterns. Within the analysis of individual rates, changes have occurred. The main difference in the prepaid service rates for 2014 has been the analysis and inclusion of additional



## 2014 Prepaid Servicing Rates (Direct & Offsite)

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costs for structural differences in the construction of arterial roadways. These changes will require an adjustment to the prepaid rates (Attachment 1).

Following is a brief breakdown of the various services covered under the direct and offsite rates (see Attachment 2 for complete details).

### Water and Sewer Servicing

It is recommended that the general construction rate change by the following percentages, with similar changes noted within Attachment 1 for other zoning classifications:

Water and Sewer Mains	3.4%
Water and Sewer Connections	0.0%
Trunk Sewers	3.9%
Primary Water Mains	9.5%
Lift Stations	8.8%

### Roadways

The net effect on the prepaid service rates for this category is as follows:

Grading	3.5%
Buffers	-1.4%
Sidewalks and Curbing	0.0%
Paving	0.0%
Arterial Roadways	4.6%
Interchanges	3.8%
Lanes	0.0%

### Utilities

The recommended change to the utility rates is as follows:

Street Lighting	4.4%
Gas Servicing	19.2%
Underground Electrical Servicing	12.9%

### Administration

The servicing fees for the administration of the land development program are increased each year in tandem with the changes to the standard collective agreement and the car allowance rate, where applicable. For 2014, the change is between 2.2% and 2.7%.

### Parks and Recreation Levy, Community Centres

The Parks and Recreation Levy is a significant portion of the total offsite levies and is submitted as a separate report from the Community Services Department. The inclusion within this report is to illustrate completeness of the prepaid service rate schedule.

The levy for community centres has been implemented as a separate charge per residential neighbourhood, calculated on a front metre basis for all saleable property. This levy will also be reported on by the Community Services Department.

### **Options to the Recommendation**

One option would be to phase in the change in the rates. The Administration does not recommend this method as all costs for the various reserves would not be recouped for the 2014 program.

A second option would be to not change the prepaid rates. The Administration does not recommend this as it would increase pressure on the mill rate; prepaid service rates are expected to reflect the current cost of construction wherever possible; and a higher-than-normal increase would be required for next year's rates.

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

Public meetings are not held for the setting of the rates.

### **Communication Plan**

A communications plan to the public is not required. The rates were brought forward and received at a recent Developers' Liaison Committee meeting.

### **Financial Implications**

The financial impact of increasing the prepaid rates is to ensure the costs to prepare serviced lots for sale in Saskatoon is in equilibrium with the revenue generated from the sale of these lots. The overall prepaid service rates for the recovery of costs for residential property will change by 3.7%.

### **Environmental Implications**

There are no environmental implications in changing the prepaid service rates. The process of servicing land has negative greenhouse gas emission implications. The overall environmental impacts of development have not been quantified at this time.

### **Other Considerations/Implications**

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

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

The rates are approved by City Council each year and will be reviewed and presented again in one year.

Setting rates late in the year ensures accuracy for the development community. However, it hinders their ability to plan ahead. By March of 2015, the Administration will report back to the Standing Policy Committee on Planning, Development and Community Services the results of discussions with the Developer Liaison Committee on alternative rate setting strategies.

## 2014 Prepaid Servicing Rates (Direct & Offsite)

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### **Public Notice**

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

### **Attachment**

1. 2014 Prepaid Service Rates
2. 2014 Prepaid Service Rate Evaluation

### **Report Approval**

Written by: Daryl Schmidt, Land Development Manager  
Reviewed by: Shelley Korte, Director of Business Administration  
Reviewed by: Chris Hallam, Director of Construction & Design  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

PDCS DS - 2014 Prepaid Servicing Rates (Direct & Offsite)

## SCHEDULE I

## 2014 RESIDENTIAL PREPAID SERVICE RATES

Application:

All lots and/or parcel having an area less than 1,000 square metres and zoned R1, R1A, R1B, R2, RMHC, RMHL, R2A, RM1, RM2. RMTN, RMTN1 < 40 metres in depth.

Cost Per Front Metre:

	2013 Final Rates	Proposed 2014 Rates	% Change
<b>Direct Services:</b>			
1. Water Mains, Sanitary Sewer Mains, and Storm Sewer Mains	\$1,379.25	\$1,426.65	3.4
2. Grading	420.90	435.65	3.5
3. Sidewalks	410.00	410.00	0.0
4. Paving	901.75	901.75	0.0
5. Street Lighting	73.10	76.35	4.4
Subtotal Direct Services	3185.00	3250.40	2.1
<b>Offsite Services:</b>			
1. Trunk Sewer Levy	540.40	561.45	3.9
2. Primary Watermain Levy	143.50	157.15	9.5
3. Arterial Road Levy	496.50	519.45	4.6
4. Interchange Levy	91.65	95.10	3.8
5. Parks and Recreation Levy	353.10	388.00	9.9
6. Buffers	39.50	38.95	-1.4
7. Signing and Signals	16.25	16.80	3.4
8. Fencing	11.75	11.75	0.0
9. Planning	15.15	15.50	2.3
10. Municipal Administration	10.95	11.25	2.7
Subtotal Offsite Services	1718.75	1815.40	5.6
<b>TOTAL</b>	<b>\$4,903.75</b>	<b>\$5,065.80</b>	<b>3.3</b>
<b>Others: (Where Applicable)</b>			
1. Water and Sewer Connection (per lot)	\$4,091.50	\$4,091.50	0.0
2. Lift Station Levy (where applicable)	88.25	96.00	8.8
3. Inspection (Private Development)	18.65	19.10	2.4
4. Long Term Warranty	17.25	17.25	0.0
5. Lanes (Where Applicable)	242.20	242.20	0.0
6. Telephone/Gas (per City lot)	1180.00	1406.00	19.2
7. Electrical Servicing (per lot)	1586.00	1790.00	12.9
8. Servicing Agreement Fee	2330.00	2382.00	2.2
9. Community Centres (per neighbourhood)			

## SCHEDULE II

### 2014 INSTITUTIONAL, COMMERCIAL AND SCHOOL

#### PREPAID SERVICE RATES

Application:

All lots and/or parcels zoned M1, M2, M3, M4, MX, B1A, B1, B2, B3, B4, B5, B6, DCD1, B1A, B1, B2, B3, B4, B5, B6, RA. RMTN, RMTN1 > 40 metres in depth.

All lots having an area greater than 1,000 metres and zoned R1, R1A, R2, RMHC, RMHL, RM1, RM2, RM3, RM4, RM5, AG, FUD, APD, PUD, PPD.

All lots and/or parcels zoned contract zoning and located in a Residential, Commercial or Institutional Subdivision.

Cost Per Front Metre:

	2013 Final Rates	Proposed 2014 Rates	% Change
<b>Direct Services:</b>			
1. Water Mains, Sanitary Sewer Mains, and Storm Sewer Mains	\$1,684.50	\$1,742.40	3.4
2. Grading	551.00	570.30	3.5
3. Sidewalks	698.00	698.00	0.0
4. Paving	2147.20	2147.20	0.0
6. Street Lighting	84.05	87.80	4.5
Subtotal Direct Services	5164.75	5245.70	1.6
<b>Offsite Services:</b>			
1. Trunk Sewer Levy	760.65	790.25	3.9
2. Primary Watermain Levy	143.50	157.15	9.5
3. Arterial Road Levy	496.50	519.45	4.6
4. Interchange Levy	183.30	190.20	3.8
5. Parks and Recreation Levy	353.10	388.00	9.9
6. Buffers	39.50	38.95	-1.4
7. Signing and Signals	16.25	16.80	3.4
8. Fencing	11.75	11.75	0.0
9. Planning	15.15	15.50	2.3
10. Municipal Administration	10.95	11.25	2.7
Subtotal Offsite Services	2030.65	2139.30	5.4
<b>TOTAL</b>	<b>\$7,195.40</b>	<b>\$7,385.00</b>	<b>2.6</b>
<b>Others: (Where Applicable)</b>			
1. Lift Station Levy (where applicable)	\$88.25	\$96.00	8.8
2. Inspection (Private Development)	18.65	19.10	2.4
3. Long Term Warranty	17.25	17.25	0.0
4. Lanes (Where Applicable)	242.20	242.20	0.0
5. Servicing Agreement Fee	2330.00	2382.00	2.2
6. Community Centres (per neighbourhood)			

**SCHEDULE II - Continued**

Notes:

- a) Parcels over 60 metres in depth.

Charges are assessed on an area basis at the rate of 169 front metres per hectare for underground services, area grading, arterial roads, interchanges and the parks & recreation levy.

Area rate:  $169 \times \$4,357.75 = \$736,459.75$  per hectare.

- b) School property is assessed for prepaid services at the same rates as Institutional and Commercial for all items except the Trunk Sewer Levy. The trunk Sewer Levy rate for schools is the same as the Residential Trunk Sewer Levy, therefore:

1) For parcels less than 60 metres in depth, the total rate for underground services, area grading, arterial roads, interchanges, and parks and recreation is \$4,128.95 per front metre.

2) For parcels greater than 60 metres in depth, the total rate for underground services, area grading, arterial roads, interchanges, and parks and recreation is  $169 \times \$4,128.95 = \$697,792.55$  per hectare.

- c) Water and Sewer Service connection costs are not included. The owner is responsible for installation of the required connections at his own expense.

- d) Institutional, Commercial and School Buildings are subject to a connection fee based on calculated electrical demand.

**SCHEDULE III**

**2014 INDUSTRIAL PREPAID SERVICE RATES**

**PREPAID SERVICE RATES**

Application:

All lots and/or parcels zoned IL1, IL2, IB, ID3, IH, AG, FUD, DCD2.

All Lots and/or parcels zoned contract zoning and located in an Industrial Subdivision.

Cost Per Front Metre:

	2013 Final Rates	Proposed 2014 Rates	% Change
<b>Direct Services:</b>			
1. Water Mains, Sanitary Sewer Mains, and Storm Sewer Mains	\$1,441.35	\$1,441.35	0.0
2. Grading	470.25	610.75	29.9
3. Curbing & Boulevards	197.85	211.70	7.0
4. Paving	1529.80	1574.45	2.9
5. Street Lighting	75.80	79.65	5.1
Subtotal Direct Services	3715.05	3917.90	5.5
<b>Offsite Services:</b>			
1. Trunk Sewer Levy	1039.50	1131.90	8.9
2. Primary Watermain Levy	215.25	235.70	9.5
3. Arterial Road Levy	537.05	561.75	4.6
4. Interchange Levy	119.15	123.65	3.8
5. Parks Levy	40.38	40.38	0.0
6. Buffers	7.70	7.70	0.0
7. Street Signing and Traffic Controls	13.30	13.75	3.4
8. Fencing	11.75	11.75	0.0
9. Planning	18.30	18.70	2.2
10. Municipal Administration	10.95	11.25	2.7
Subtotal Offsite Services	2013.33	2156.53	7.1
<b>TOTAL</b>	<b>\$5,728.38</b>	<b>\$6,074.43</b>	<b>6.0</b>
<b>Others: (Where Applicable)</b>			
1. Lift Station Levy (where applicable)	43.15	43.15	0.0
2. Inspection (Private Development)	26.25	26.90	2.5
3. Long Term Warranty	23.00	23.00	0.0
4. Lanes (Where Applicable)	242.20	242.20	0.0
5. Servicing Agreement Fee	2330.00	2382.00	2.2

**SCHEDULE III - Continued**

Notes:

- a) Water and Sewer Service connection costs are not included. The owner is responsible for installation of the required connections at his own expense.
- b) Industrial buildings are subject to a connection fee based on calculated electrical demand for electrical service.
- c) Lots over 88 Metres in Depth (underground)

Charges are assessed on an area basis at the rate of 113 front metres per hectare for underground services, area grading, arterial roads, interchanges and the parks levy.

Area rate:  $113 \times \$4,145.48 = \$468,439.24$  per hectare.



## 2014 – Prepaid Service Rate Evaluation

### Water and Sewer Servicing

#### Water and Sewer Mains, Trunk Sewers, Primary Water Mains and Lift Stations

- 1) Water, Sewer Mains and Service Connections – Seven tenders have been awarded within the residential neighbourhoods of Evergreen, Kensington and Elk Point as well as one tender in the Marquis Industrial area for the construction of water and sewer direct servicing. There has been a high level of interest shown towards these projects with between six and ten contractors bidding. Most unit prices were within a narrow band and inflation was subdued. The main change noted last year is the inclusion of subdrainage piping as part of the City storm sewer system. This system is costing about \$130.00 per lineal metre and is being utilized extensively where needed. Currently, the Kensington and Elk Point neighbourhoods have predominately utilized this system to alleviate the impact of high water tables. The net result is an increase in the water and sewer prepaid service rate of 3.4%.
  
- 2) Trunk Sewers and primary Watermains – Primary watermains are currently being constructed along 33<sup>rd</sup> Street adjacent to Kensington and also in Marquis Industrial north of 71<sup>st</sup> Street. Primary water mains include the larger piping systems that serve entire neighbourhoods, typically equal or greater than 400 mm in size. Primary water mains have, in most cases, lagged initial development and may include a variety of components that are not necessarily utilized consistently for each job, such as pumped drain structures or concrete bulkheads. A common component is piping, however, this can also vary between sizes, material type, construction required through pavement structures or undeveloped land. Depending on the size and the length of individual pipes needed in any one contract, different types of piping materials are utilized. Most of the unit prices were comparable to last year. The main incentive for additional costs that is affecting the rate this year is the inclusion of additional bulkheads due to the curved sections of many arterial roadways currently being planned.

Trunk sewers have been tendered this year in the Marquis Industrial, Aspen Ridge and Elk Point area. Within the Administration's studies, sanitary and storm sewer piping comprises 74.7% of the trunk sewer levy cost. The remaining 25.3% of the levy funds storm ponds, where the primary cost is the excavation of large amounts of earth material. From an evaluation of prices, an estimate for trunk sewer pricing was derived. This information, along with information from Statistics Canada for items included for these types of projects used during construction, derived a modification of the trunk sewer rate for 2014. A change is necessary in the Trunk Sewer levy of 3.9% and 9.5% in the Primary Watermain levy.

- 3) Lift Stations – This is a smaller levy that funds the construction of lift stations within specific neighbourhoods that utilize lift station services. Additional costs identified during the progress in construction of the current lift station in Aspen Ridge demonstrated a need to increase this levy by 8.8%.

Taken as a whole, the net price change for various services and calculated frontages has resulted in a cost increase for 2014. It is recommended that the general construction rate change by the following percentages, with similar changes noted within Attachment 1 for other zoning classifications:

Water and Sewer Mains	3.4%
Water and Sewer Connections	0.0%
Trunk Sewers	3.9%
Primary Water Mains	9.5%
Lift Stations	8.8%

## **Roadways**

### **Grading, Sidewalks, Paving, Lanes, Buffers, Fencing and Arterial Roadways**

This year, as well as in recent years, the City has embarked on an extensive road building program, including over 40,000 metres of sidewalk and curbing, compared to an impressive 27,000 metres in 2013. The 2014 program will again be balanced between residential/industrial direct servicing and arterial roadways. This year, the main projects include construction on Fedoruk Drive, McOrmond Drive and Claypool Drive, as well as residential sidewalk and roadway construction in Evergreen, Kensington, Aspen Ridge and Marquis Industrial. All of the roadwork that was planned for 2014 has now been awarded. Areas of noted significance are as follows:

- 1) Grading and Buffers – This component involves the excavation, transportation and placement of large quantities of dirt to facilitate the overall drainage pattern within a development area. In the spring of 2014, area-grading contracts were awarded for Aspen Ridge, Kensington, Elk Point and Marquis Industrial. A storm pond in Kensington was also tendered. In total, the proposed work includes the excavating and moving of over 569,000 cubic metres of earth material. The main component utilized within this area is diesel fuel, which had stabilized in 2012 but has now increased on a year-over-year basis. For the last number of years, the City has experienced unit price increases for the stripping of topsoil and excavation of material. Prices have fluctuated from between \$4.48 to \$10.00 per cubic metre as opposed to last year where the range was \$5.34 to \$7.91. The net average increase to the grading rate worked out to 3.5% after considering frontage and rock excavation.

The main components within the Buffer levy are berming which also utilizes the movement of earth material and fine grade and seeding. As noted previously, excavation costs have moved upwards. Fine grade and seeding from last year are relatively the same, while berming costs increased based on values pertaining to excavation to embankment costs, however, frontage was favourable

as a percentage of the square metres of buffers required in some of the new neighbourhoods. The net effect will be a decrease for 2014 of -1.4%.

- 2) Sidewalk and Curbing – This service is normally tendered as part of the overall roadway contract and has been very competitive in 2013 & 2014. Different components are included within residential versus multi-family/commercial areas, which are then blended together in arriving at a rate for each classification. As a result, the multi-family/commercial rate, used primarily in suburban areas and on collector roadways, is traditionally 1.7 times greater in cost than the residential rate. In 2014, the expected ratio of construction between the more expensive separate walk and curb collector street application versus the less expensive local combined walk and curb was higher than normal. When this occurs, as in this year, credits are applied to normalize the amount of each sidewalk component. In addition, overall unit prices have been very stable in 2014 and the effect will be to not raise the residential walk and curb rate that has now been held steady for the last two years. Industrial curbing has experienced values that have changed and will require an adjustment to the rates.
- 3) Paving, Lanes, Arterial Roadways and Interchanges – Unit prices from five direct service tenders and two arterial roadway tenders were used to arrive at the arterial roadway rate and paving rates, as well as an analysis of frontage from the inclusion of the Aspen Ridge neighbourhood.

As with sidewalks mentioned previously, an analysis was performed and costs were again averaged between local residential roadways and multi-family/commercial rates. The amount of multi-family/commercial roadways constructed this year, as a ratio to narrower residential roads, is higher than the historical average and will result in credits applied. Prices have been fairly stable for residential and commercial properties and City road structures were previously modified in 2012/13 to mitigate the problems encountered due to the wet conditions. The City will continue to construct local roadways with a modified design due to high water tables within residential neighbourhoods. In 2013, a large amount of roadway subgrade was substandard with a CBR factor below 5, resulting in a modified design incorporated for all local and collector roadways. The modified design for wet subgrade construction will see two layers of geotextile added, a 220 mm drainage layer, as well as drainage piping. As a consequence of incorporating these methods in previous year's, and the fact that unit prices were fairly consistent, no increase within the City's active residential neighbourhoods will be needed in 2014. The industrial classification, after analysing the unit costs and average frontage will require a small increase of 2.92% to breakeven.

Arterial roadways will be built in various areas of the city this year. The final two lanes will be finished along both Claypool Drive and McOrmond Drive while Fedoruk Drive will be constructed with four lanes from McOrmond Drive to Feheregyhazi Boulevard. These roadways are constructed to convey traffic between neighbourhoods and are normally developed as two lanes initially

before traffic conditions warrant the addition of two final lanes including a centre median. The arterial road levy in 2013 was updated to include a component of the North Commuter Parkway Project. The arterial road rate in 2014 has begun the process that began a number of years ago with the residential rates for dealing with wet subgrade conditions and overall structural deficiencies. The outcome is to begin incorporating these same standards in the arterial road rate. For 2014 this will include crushed rock, geo-textile layers and drainage piping systems. Additional measures may also be utilized in future years that will include modification to existing asphalt standards and increased base material. For 2014 the change in standards will require an increase in the rate by 4.6%.

The interchange levy is one source of funding for the construction of interchanges where the construction benefits new land development. Concrete and earthwork information together with frontage analysis from the four existing sectors and the new Holmwood sector was conducted. The net result, after also analyzing revenues to date and costs to date, is an adjustment to the global interchange rate. Within the Administration’s study areas, costs have been extrapolated to determine a projected value for 12 interchanges identified as requiring funding from the interchange levy, including flyovers in Stonebridge and Rosewood. It was decided that an increase was warranted in the rate of 3.8%.

The net effect on the prepaid service rates for this category is as follows:

Grading	3.5%
Buffers	-1.4%
Sidewalks and Curbing	0.0%
Paving	0.0%
Arterial Roadways	4.6%
Interchanges	3.8%
Lanes	0.0%

**Utilities**

**Street Lighting, Gas and Underground Electrical**

City developed land includes a prepaid levy for street lighting, gas and underground electrical servicing. Private developers contract directly with the respective crown corporation for telephone and gas servicing. A data base exists that includes two decades of street lighting service applications where costs and revenues are tracked. Street lighting service is provided exclusively from Saskatoon Light & Power. Increases have occurred for material and labour price changes and the street lighting rate should be increased in order to break even for this year.

The Saskatchewan Energy Corporation provides natural gas servicing to all classifications of property. The gas servicing levy is composed of a header allocation charge that is calculated by the utility for each neighbourhood, as well as a gas distribution charge. SaskEnergy absorbs a portion of these costs by applying a capital contribution investment charge of \$1,145 per lot which has not changed in 2014. During

2012, SaskEnergy, SaskTel and SaskPower undertook a pilot project whereas an option now exists for developer's to privately construct the capital cost of underground services. As a consequence of this option, SaskEnergy has reviewed the various components that are noted within their traditional quotations to developers including the header, distribution and administration costs. As a result of this review, and in analyzing the various applications that have been received this year, it was evident that an adjustment in the Underground Gas Servicing Rate was essential. A change to the prepaid rate is currently needed to break even in 2014.

New underground electrical service within Saskatoon is almost entirely provided by the Saskatchewan Power Corporation. The exception to this was a portion of the Evergreen neighbourhood, which is included within Saskatoon Light & Power's franchise area. In 2013, 1,739 residential lots received underground electrical servicing. Both the crown corporation and the City also provide a \$1,300 per lot capital contribution. SaskPower has also undergone a similar review of costs and indicated to the City that they will be increasing the cost charged to customers, as part of a province-wide initiative, to around \$1,800.00 per lot, which the City is currently experiencing on applications this year. The Administration's model indicates that a rate of \$1,790 per lot should be adequate for 2014.

The recommended change to the utility rates is as follows:

Street Lighting	4.4%
Gas Servicing	19.2%
Underground Electrical Servicing	12.9%

### **Administration**

#### **Planning, Municipal Administration, Servicing Agreement Fees, Inspection**

The servicing fees for the administration of the land development program are increased each year in tandem with the changes to the standard collective agreement and the car allowance rate, where applicable. For 2014, the change is between 2.2% and 2.7%.

#### **Parks and Recreation Levy, Community Centres**

The Parks and Recreation Levy is a significant portion of the total offsite levies and is submitted as a separate report from the Community Services Department. The inclusion within this report is to illustrate completeness of the prepaid service rate schedule.

The levy for community centres has been implemented as a separate charge per residential neighbourhood, calculated on a front metre basis for all saleable property. This levy will also be reported on by the Community Services Department.

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## Reserve and Rate Sufficiency Review

### Recommendation

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

1. That the 2014 Parks and Recreation Levy component rate on residential lots be increased as follows:

Neighbourhood:	\$257.10
District:	\$106.50
Multi-District:	<u>\$ 24.40</u>
	\$388.00
2. That the 2014 Community Centre Levy rates be approved for each developing neighbourhood, as outlined in this report.

### Topic and Purpose

The purpose of this report is to provide rationale for the proposed 2014 rate increases for the Parks and Recreation Levy and the Community Centre Levy.

### Report Highlights

1. To seek approval for the 2014 Parks and Recreation Levy rates.
2. To seek approval for the 2014 Community Centre Levy rates.

### Strategic Goal

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

### Background

The City of Saskatoon (City) established the Parks and Recreation Levy as a means to fund neighbourhood local parks (including core neighbourhood parks, neighbourhood parks, and linear parks) and recreation facilities, district parks and recreation facilities, and residential funds for multi-district parks and recreation facilities.

At its August 15, 2012 meeting, City Council approved a single-blended, city-wide formula for the calculation of the Community Centre Levy, beginning with the Kensington neighbourhood and all new neighbourhoods. The calculation of the Community Centre Levy is based on the year-to-year cost of acquiring 8.0 acres of potential school site property in each developing neighbourhood.

At its September 9, 2013 meeting, City Council approved the 2013 Parks and Recreation Levy and the Community Centre Levy rates.

## Reserve and Rate Sufficiency Review

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### Report

#### Parks and Recreation Levy

The proposed Parks and Recreation Levy rate increase includes a 9.88% increase in the costs to construct parks in 2014. The proposed rate increase is based on the actual costs to prepare a park design and park construction cost estimates for the 2014 construction season. Table 1 below summarizes the Parks and Recreation Levy rate increase for 2014.

Table 1: Parks and Recreation Levy Rate Change

	<b>2013 Approved Rate</b>	<b>2014 Proposed Rate</b>	<b>Percent Change</b>
Neighbourhood Park	\$233.15	\$257.10	<b>10.27%</b>
District Park	\$ 95.55	\$106.50	<b>11.46%</b>
Multi-District Park	\$ 24.40	\$ 24.40	<b>0.0%</b>
<b>Total</b>	<b>\$353.10</b>	<b>\$388.00</b>	<b>9.88%</b>

Costs have increased for site amenities, such as signage, play structures, park lights, and trash units, in addition to increased costs to landscape irrigated surface areas.

#### Community Centre Levy

The proposed Community Centre Levy rate increase includes a 14.5% increase due to the increase in the cost of land and a small change in interest rates. The proposed Community Centre Levy rates are summarized in Table 2.

Table 2: Community Centre Levy Rate Change

	<b>2013 Approved Rate</b>	<b>2014 Proposed Rate</b>	<b>Increase (Percent)</b>	<b>Estimated Final Reserve Balance</b>
<b>Rosewood</b>	\$140.65	\$140.65	<b>0.0%</b>	<b>\$5.86 million</b>
<b>Stonebridge</b>	\$107.75	\$123.30	<b>14.43%</b>	<b>\$4.19 million</b>
<b>Evergreen</b>	\$167.85	\$192.10	<b>14.45%</b>	<b>\$6.12 million</b>
<b>Future Neighbourhoods</b>	\$162.50	\$186.00	<b>14.46%</b>	<b>\$6.40 million</b>

The Community Centre Levy rates for the Rosewood, Stonebridge, and Evergreen neighbourhoods were established based on individual neighbourhoods before the single blended rate policy changed. Each of these neighbourhoods has a unique rate, primarily to variations in the size of the neighbourhood.

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

The new levy rates were tabled for comments with the Developers Liaison Committee (DLC) during its September 22, 2014 meeting. Attachment 1 provides a summary of the Administration's response to DLC concerns.

## **Reserve and Rate Sufficiency Review**

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### **Communication Plan**

A Communication Plan is not applicable as the DLC has been informed of the proposed 2014 rate increases for the Parks and Recreation Levy and the Community Centre Levy.

### **Financial Implications**

The financial implications have been outlined in this report.

### **Other Considerations/Implications**

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

### **Public Notice**

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

### **Attachment**

1. Administration's Response to Developers Liaison Committee Concerns

### **Report Approval**

Written by: Brad Babyak, Integrated Facility Supervisor, Recreation and Sport Division

Reviewed by: Cary Humphrey, Director of Recreation and Sport Division

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

S:\Reports\RS\2014\PDSCS – Reserve and Rate Sufficiency Review\kt



### Administration's Response to Developers Liaison Committee Concerns

Concern	Administration's Response
If we are going to lower specifications, rates should go down, not up.	The park standards have been modified as a means to better manage lifecycle and ongoing operating costs to maintain the parks. The proposed Parks and Recreation Levy rate increase reflects the actual costs to the City of Saskatoon (City) to prepare park design and park construction cost estimates for the 2014 construction season. Design and construction costs are reviewed annually. In future reviews if it is determined that construction costs are decreasing, the Parks and Recreation levy would be reduced.
The 9.88% increase is not consistent with the general market.	The proposed Parks and Recreation Levy rate increase is based on the actual costs to prepare park design and park construction cost estimates for the 2014 construction season. Costs have increased for site amenities, such as signage, play structures, park lights, concrete, shrub installations, irrigation installations, site grading, and trash units. As well, consultant costs were increased to reflect what we are experiencing in actual costs that are consistent with industry standards.
What specific park tenders were reviewed in 2014 to establish the 2014 Parks and Recreation Levy?	The City of Saskatoon Parks Division has reviewed park construction tenders for Korpan Park, Dundonald Park Phase 2, and Kate Waygood District Park Phase 2. These were the only major park construction projects done in 2014. During the review it was discovered that there were cost estimates less than actual and the 2014 costs have been adjusted accordingly.
Would there be any rebate given for the decrease in costs for the cheaper operating costs of new cost-effective LED lights?	The Parks and Recreation Levy Policy No.C03-011 states, in part, that the Parks and Recreation Levy (Levy) shall cover the entire capital cost of parks and recreation facilities at the neighbourhood local and district levels. It further states that the Levy shall not include recovery of on-going operating costs. Just as we are not able to not use the Levy to fund operating costs, we are also not able to reduce the Levy for operating efficiencies realized through a change in construction standards. New park design and construction is funded by the Levy and the operating costs are funded by the mill rate.
Community centre rates were originally set by the same standards so what changed to generate the 14.45% increase?	The calculation of the Community Centre Levy is based on the cost of acquiring land of potential school site property in each developing neighbourhood. The 2014 Community Centre Levy rate increase is due to the increase in the cost of land and a small change in interest rates. The serviced land costs used to calculate the Community Centre Levy have increased from \$700,000 in 2013 to \$800,000 in 2014.

<b>Concern</b>	<b>Administration's Response</b>
<p>With regard to the funding for the community centres, when an area is built out, should there be enough in the fund to actually build the centre? In which case, the neighbourhood is funding the whole project, but others will be using it, so the funding is wrong and saddles the young people who will be paying up front. Should it be funded by taxes over a long period of time?</p>	<p>The City does not amortize the cost of the community centre over the life of the building. The Community Centre Levy is collected up front and held in trust by the City through a one-time charge against new land development placed on each lot sale. Interest collected from the Community Centre Levy is used to help offset future construction cost increases.</p> <p>The practise of collecting up front is consistent with current policy and is similar to other land service levies where costs are collected in advance of construction (e.g. Truck Sewer Levy).</p>
<p>When the community center concept began, home owners in the development were paying up front with the expectation that the community center would be built once the neighbourhood was 50% developed. But, the community centre is not built yet and if they are waiting for schools, we don't know if or when they will be built, so we have the option of building it as stand-alone.</p>	<p>The Community Centre Levy is the best approach to ensure the development of a facility for the neighbourhood within a reasonable timeframe given the reality that there is no guarantee of elementary schools being built in a neighbourhood. There is an expectation that the Provincial Ministry of Education (Ministry) implement an education services plan within five years of reaching the 75% build out phase. Should the Ministry decide not to build schools in a given neighbourhood, the Community Centre Levy would be used to develop a facility within each neighbourhood to serve as the community hub for residents.</p>

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# Capital Construction at the Saskatoon Minor Football Field at Gordon Howe Park and Friends of the Bowl Foundation Fundraising Campaign Update

## Recommendation

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

1. That the Saskatoon Minor Football Inc. storage facility located at the Saskatoon Minor Football Field at Gordon Howe Park be declared as a Municipal Project, funded by Saskatoon Minor Football Inc; and
2. That this report be forwarded to the 2015 Business Plan and Budget Review deliberations to address the request for \$1.0 million additional financing from the Reserve for Capital Expenditures.

## Topic and Purpose

The purpose of this report is to provide information on the progress of Phase 1 and Phase 2 capital upgrades to the Saskatoon Minor Football (SMF) Field at Gordon Howe Park. This report identifies the capital funds raised by the Friends of the Bowl Foundation (FOTBF) through its fundraising campaign, and the Administration's request for an additional \$1.0 million contribution from the 2015 Reserve for Capital Expenditures (RCE).

## Report Highlights

1. SMF Field Phase 1 construction started in April 2014 and was complete on September 3, 2014. The SMF Field Phase 1 opened on September 6, 2014; feedback received from the community has been very positive.
2. SMF Field Phase 2 is comprised of three stages; each construction stage will progress as funding becomes available to complete the work.
3. The FOTBF launched a capital campaign in June 2013 that will end on October 15, 2014. The Administration is proposing that \$1.0 million from the 2015 RCE be allocated toward the project.
4. The FOTBF applied to Revenue Canada to be a charitable organization and requested the City to declare the SMF storage facility be designated as a Municipal Project.

## Strategic Goals

Under the City of Saskatoon's (City) Strategic Goal of Quality of Life, this report supports the long-term strategy to ensure recreation facilities are accessible, both physically and financially, and meet community needs.

Under the Strategic Goal of Asset and Financial Sustainability, this report supports the long-term strategy to increase revenue sources and reduce reliance on residential property taxes.

## Capital Construction at the Saskatoon Minor Football Field at Gordon Howe Park and Friends of the Bowl Foundation Fundraising Campaign Update

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### Background

During its November 17, 2013 meeting, City Council granted permission to the FOTBF to manage the design and construction of Gordon Howe Bowl Capital Upgrades Phase 1 and Phase 2.

During its May 5, 2014 meeting, City Council approved an amended site plan and the lease of park land to Saskatoon Football Inc. (SFI) for a storage facility to be built at Gordon Howe Park. At its June 23, 2014 meeting, City Council approved SFI's request to operate the SMF Field at Gordon Howe Park.

### Report

#### SMF Field Upgrades - Phase 1

SMF Field Upgrades - Phase 1 include the artificial turf, score clock, sound system, and field lighting. The existing concession and changeroom facilities will continue to operate during the 2014 football season and will not be demolished until the new auxiliary building construction is complete. The estimated cost for completing Phase 1 of the SMF Field upgrades is \$4.044 million.

SFI began operating the SMF Field on September 6, 2014, and has received positive responses from minor football organizations about the new artificial surface. Attachment 1 summarizes the need by minor sport organizations for a new auxiliary building that supports programs and services.

#### SMF Field Upgrades - Phase 2

SMF Field Upgrades - Phase 2 includes a new auxiliary building, entry plaza, and landscaping. Attachment 2 outlines the three stages to complete Phase 2 of the project. Each of the stages can proceed independently when funding is in place to complete the work. The estimated cost to complete Phase 2 of the SMF Field upgrades is \$6.006 million.

#### Capital Fundraising Campaign

The FOTBF launched a capital campaign in June 2013 that ended on October 15, 2014. The FOTBF's capital campaign fundraising efforts to date is estimated at approximately \$4.857 million. The funding required to complete Phase 2, at the time of this report, is estimated at \$3.483 million (see Attachment 3).

The Administration recognizes that, over time, the fundraising program for the FOTBF will receive progress payments to meet fundraising commitments. The City and the FOTBF will track these payments and the City will assume carrying costs as part of the City's overall \$1.710 million capital contribution.

The FOTBF has approached the Federal and Provincial Government to provide capital funding toward this important community project. The FOTBF has advised the Administration that funding support from these two levels of government has not been successful.

## **Capital Construction at the Saskatoon Minor Football Field at Gordon Howe Park and Friends of the Bowl Foundation Fundraising Campaign Update**

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To further support this project, the Administration is proposing that \$1.0 million from the RCE be used as a funding source toward completion of this project. This would reduce the funding shortfall to \$2.483 million.

### **SMF Storage Facility Declared as a Municipal Project**

The FOTBF has applied to Revenue Canada for a business number and to be a registered charity which will allow it to issue tax receipts to individuals and businesses that donate to the capital upgrades. The FOTBF's application has not yet received approval. In the interim, the FOTBF has an agreement with the Saskatoon Community Foundation (SCF) to accept donations and issue the appropriate tax receipts for declared municipal projects.

SMF has secured a \$500,000 donation from the Yauzie and Wenke families toward the construction of its storage facility. The FOTBF is unable to issue the appropriate tax receipt because its registered charitable status has not yet been approved by Revenue Canada. The FOTBF requested that the City declare the SMF storage facility as a Municipal Project which will allow the SCF to issue the appropriate tax receipt to the Yauzie and Wenke families.

### **Options to the Recommendation**

City Council may choose to not approve an additional \$1.0 million toward this project from the 2015 RCE. The Administration is not recommending this option as it would further delay the completion to the SMF Field Upgrades - Phase 2 as additional funds become available through the FOTBF fundraising initiatives.

City Council may choose to not support declaring the SMF storage building as a Municipal Project. The Administration does not support this as it would impact the opportunity for a significant donation to assist in the funding of this storage building, which will support the ongoing program at the SMF Field.

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

The FOTBF have been actively engaged throughout the capital fundraising campaign and in the SMP Field Upgrades - Phase 1 construction.

### **Communication Plan**

The Administration will advise the FOTBF of City Council's decision.

### **Financial Implications**

As outlined in the table below, there is a funding shortfall of \$3.483 million. The Administration is proposing that \$1.0 million from the RCE be used as a funding source toward completion of the project. This would bring the City's contribution toward the project at \$2.710 million. As outlined in the chart below, this would reduce the funding shortfall from \$3.483 million to \$2.483 million. The FOTBF is continuing to explore new capital fundraising initiatives to raise the additional \$2.483 million to complete Phase 2. The FOTBF will continue its efforts to encourage the Federal and Provincial Government to support this important community project.

**Capital Construction at the Saskatoon Minor Football Field at Gordon Howe Park and Friends of the Bowl Foundation Fundraising Campaign Update**

<b>Capital Project Expenditures (\$000s)</b>	<b>Total (\$000)</b>
Projected Actual Cost (Phase 1 and 2)	\$10,050
<b>Project Funding (\$000s)</b>	
City Contribution (previously approved)	\$ 1,710
Foundaton Fundraising Pledges	\$ 4,857
Total Funding Sept 15, 2014	\$ 6,567
<b>Funding(Surplus)/Shortfall</b>	\$ 3,483
Proposed City Contribution from RCE	\$ 1,000
<b>Funding (Surplus)/Shortfall</b>	\$ 2,483

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

A CPTED review was completed in April 2014; recommendations submitted by the CPTED review committee will be reviewed by the appropriate authority.

**Other Considerations/Implications**

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

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

The Administration will provide a futher report to City Council in February 2015 on progress by the FOTBF to raise the required capital funds to complete the capital upgrades to the SMF Field , as well as report on overall site operations.

**Public Notice**

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

**Attachments**

1. Minor Sport Organizations Support for a New Auxiliary Building
2. Saskatoon Minor Football Field Phase 2 – Capital Construction Summary
3. Friends of the Bowl Foundation Capital Fundraising Campaign

**Report Approval**

Written by: Cary Humphrey, Director of Recreation and Sport  
 Approved by: Randy Grauer, General Manager, Community Services Department  
 Approved by: Murray Totland, City Manager

S:\Reports\RS\2014\PDCS Budget Review – Capital Construction at the SMF Field at Gordon Howe Park and FOTBF Fundraising Campaign Update\kt

### **Minor Sport Organizations Support for a New Auxiliary Building**

The synergies that are created from having a community of sport organizations that are part of the Gordon Howe Sports Complex are invaluable. The need to network and be on-site promotes the use of the field and the entire area. This has been one of the most underused areas of the city and specifically the recreation facilities in the City of Saskatoon (City). Saskatoon Football Inc. (SFI) is reminded daily that the community is not aware of this beautiful facility and the Saskatoon Minor Football (SMF) Field at Gordon Howe Park.

A new auxiliary building is an essential aspect of the SFI business plan that will utilize this important community facility in the delivery of programs and services. The direct benefit of completing the auxiliary building is as follows:

- Two sport organizations will establish four offices at the facility that will generate \$3,000 monthly rental revenue. This rental income is important to SFI to fulfil its business plan objectives.
- SFI has learned from Saskatoon sport organizations there is a shortage meeting space. The second floor will offer a boardroom for small meetings and a large room for clinics, workshops, game/training film sessions, and a space for larger sport organization meetings.
- A new modern equipped concession area is needed to provide food and beverage services for parents, spectators, and athletes that attend sport events at the SMF Field at the adjacent softball facilities. The concession contractor will also provide food services for organizations that host clinics and workshops at the facility.
- The second level deck will allow persons with mobility issues to view a game or sport event in a sheltered accessible environment. The second level floor plan also includes a turret for end zone filming of games for training purposes.
- In addition to the team change rooms the auxiliary building also has officials rooms that can be used for softball tournaments during the summer. This is an important feature when hosting national and international tournaments in Saskatoon.

The new auxiliary building provides a year round presence at the SMF Field that should reduce vandalism by having various sport organization renting office space at this facility. In the short time that SFI has operated the facility there has been real sense of ownership by people helping to pick up garbage and litter as they leave the facility. The citizens of Saskatoon consider this facility as if it was their own and the second floor amenities will encourage that ownership and usage of this facility.

**Saskatoon Minor Football Field Phase 2  
Capital Construction Summary**

SMF Field Phase 2 upgrades include a new auxiliary building, entry plaza, and landscaping. Phase 2 design is comprised of three stages and each stage will proceed when funding is in place to complete the work. The three stages of Phase 2 construction are as follows:

- Stage 1      This stage is comprised of the auxiliary building foundation work that includes the construction of structural piles and grade beams to support the service building structure. The Friends of the Bowl Foundation has completed Stage 1 design drawings and specifications and awarded a contract in September 2014, and plans to begin foundation work in October for completion by mid-November 2014. The estimated cost to complete Stage 1 is \$288,000.
- Stage 2      This stage includes the auxiliary building exterior frame work (e.g. perimeter walls, load bearing interior partitions, second floor, and roof structure) and the interior components (e.g. change rooms, concession area, washrooms, and storage areas) of the facility. The estimated cost to complete Stage 2 is \$4.818 million. Stage 2 construction is scheduled to commence in spring of 2015 and the anticipated completion date is November 2015.
- Stage 3      The final stage of construction includes the entrance plaza and facility landscaping. The entrance plaza work is scheduled to commence after the completion of Stage 2 work in 2015. The estimated cost to complete Stage 3 is \$900,000.



**Friends of the Bowl Foundation Capital Fundraising Campaign**

<b>Friends of the Bowl Foundation Capital Fundraising Campaign</b>	<b>SMF Field (\$000)</b>
Total Construction Cost	\$10,050
<b>Funding</b>	
Private Contributions	\$ 4,857
City of Saskatoon Funding	\$ 1,710
Total Funding	\$ 6,567
<b>Funding (Surplus)/Shortfall</b>	<b>\$ 3,483</b>

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## Request for Encroachment Agreement - 930 Avenue J South

### Recommendation

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

1. That City Council recognize the encroachment at 930 Avenue J South [Lot 1 and 2, Block 9, Plan (GH) H1017];
2. That the City Solicitor be requested to prepare the appropriate encroachment agreement, making provision to collect the applicable fees; and
3. That His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal and in a form that is satisfactory to the City Solicitor.

### Topic and Purpose

The purpose of this report is to seek permission for an encroachment for the existing portions of the garage eave, which extend onto the City of Saskatoon (City) lane located at 930 Avenue J South.

### Report Highlights

1. The encroachment area is 0.93 square metres.
2. The existing east garage eave extends onto the City lane by up to 0.15 metres.

### Strategic Goals

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

### Background

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

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

### Report

The owner of the property located at 930 Avenue J South has requested permission to allow an encroachment (see Attachment 1). As shown on the Site Plan (see Attachment 2), the existing garage eave encroaches onto the City lane by up to 0.15 metres. The total area of the encroachment is approximately 0.93 square metres; therefore, will be subject to an annual charge of \$50.

## Request for Encroachment Agreement - 930 Avenue J South

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### Options to the Recommendation

There are no options to the recommendation.

### Public and/or Stakeholder Involvement

There is no public or stakeholder involvement.

### Communication Plan

There is no communication plan required.

### Other Considerations/Implications

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

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

There is no follow-up report planned.

### Public Notice

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

### Attachments

1. Request for Encroachment Agreement
2. Copy of Site Plan Detailing Existing Encroachment

### Report Approval

Written by: Kara Fagnou, Senior Building Code Engineer, Building Standards  
Reviewed by: Bob Baran, Director of Building Standards  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/DS/2014/PDCS - Request for Encroachment Agreement – 930 Avenue J South/ks



COMMUNITY SERVICES DEPARTMENT - BUILDING STANDARDS BRANCH  
ENCROACHMENT AGREEMENT APPLICATION

February 14, 2012

Page 1 of 1

## REQUEST FOR ENCROACHMENT AGREEMENT

Name of Applicant TKB LAW - Karen Martin

Applicant Mailing Address 622 Duchess Street, Saskatoon, SK, S7K0R1

Applicant Telephone (306) 978-3385

Name of Owner(s) Robin Mryszak  
(Official Name That Will Be On Encroachment Agreement)

Owner's Mailing Address 930 Avenue J South, Saskatoon, SK, S7M2B7

Owner's Telephone (306) 280-5981

Site Address 930 Avenue J South, Saskatoon, SK, S7M2B7

Legal Description of Site Lot 1+2 Block 9 Plan H1017

Application must include the following documents:

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

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

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

Applicant Signature

Application Date

April 1, 14

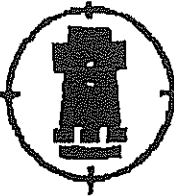
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306 975 7712

T-523 P.005/008 F-565

Petex Surveys Ltd.

1136 6th St. E., Saskatoon  
Phone 343-8187 - 97H 054

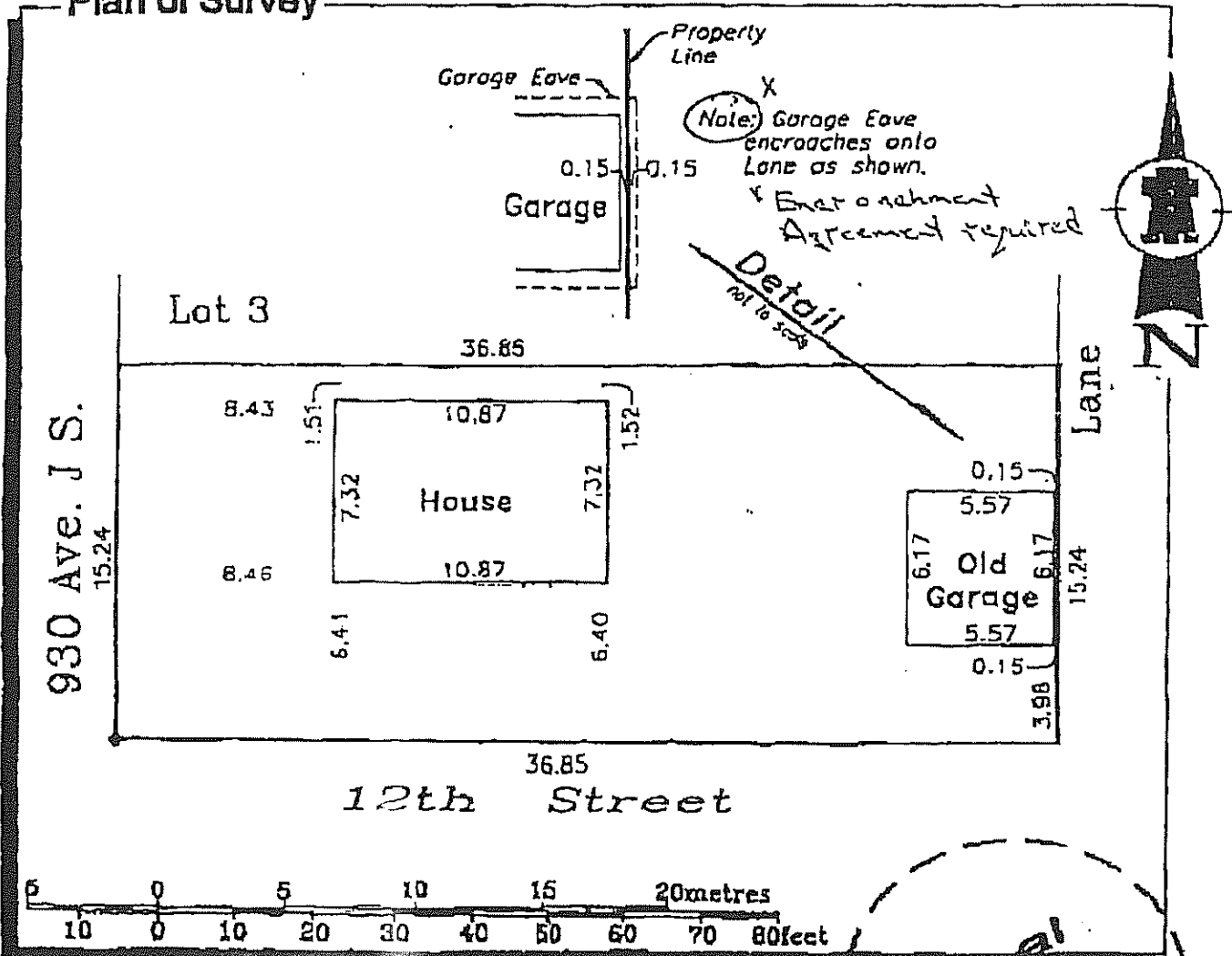


Saskatchewan Land Surveyor's  
Real Property Report

Property Report Prepared for: Ed and Lillian Freerechs  
Property Description: Lots 1 & 2, Block B, Plan (GH) H1017  
Saskatoon, Sask.

I, Wilfred John Peters, Saskatchewan Land Surveyor, do hereby certify that:  
1 This survey was completed on: April 22nd, 1999.  
2 This plan and survey were made in accordance with the standards established by Bylaw Number XMI of the Saskatchewan Land Surveyors' Act.  
3 There are no visible encroachments onto the parcel.

Plan of Survey



Legend:

Measurements shown are in metres and decimals.  
Iron pins at property corners are shown thus...  
This document is not valid unless it bears the original signature and embossed seal of the certifying Saskatchewan Land Surveyor.  
Measurements are to the main exterior wall of structure shown.

File: C5

Dated at Saskatoon this 23rd day of April, 1999 A.D.

Book: 33

Re: RUPR88075

Seal  
©1999  
[Signature]  
Saskatchewan Land Surveyor

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## **Saskatoon Fire Department Structural Firefighting Turnout Gear**

### **Recommendation**

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

1. That the proposal submitted by SPI Health and Safety for a two-year blanket purchase order of Structural Firefighting Turnout Gear, at an estimated annual cost of \$76,500 (taxes excluded), be accepted;
2. That the source of funding is the Fire Department Uniforms Reserve; and
3. That the Finance and Supply Division be requested to issue the appropriate Purchase Order.

### **Topic and Purpose**

The purpose of this report is to seek Council's approval to purchase structural firefighting turnout gear from SPI Health and Safety for a two-year period, with the option of extending the contract to five years upon mutual agreement. Turnout gear is replaced as needed at approximately 50 sets per year.

### **Report Highlights**

1. The Saskatoon Fire Department (SFD) has not had a turnout gear contract for two years.
2. A Request for Proposal was issued in April 2014 to turnout gear distributors.
3. The SFD joint labour/management committee's recommendation is to award the RFP to SPI Health and Safety, supplier of Starfield Lion gear.
4. The source of funding is the Fire Department Uniforms Reserve which is sufficient to accommodate this purchase.

### **Strategic Goal(s)**

This project supports the Strategic Goal of Quality of Life, ensuring the department has the proper equipment to meet the Occupational Health and Safety Standards of approved equipment for firefighters.

### **Background**

The SFD requires an ongoing contract for turnout gear replacement. The turnout gear has a guaranteed primary life expectancy of five years. Gear may require early replacement if it has sustained considerable damage and does not pass inspection after a major incident or routine annual inspection. The Fire Department Uniforms Clothing Reserve is sufficient to accommodate this purchase and is part of the approved annual operating budget.

### **Report**

There were fit and warranty issues with the previous supplier of turnout gear for SFD and two years were spent trying to resolve these problems. At the end of the two-year

**Saskatoon Fire Department  
Structural Firefighting Turnout Gear**

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period, an order was placed and upon receiving the new gear it was determined that a new RFP would be required since the previous contract had run out.

In April 2014, a Request for Proposal was sent to all turnout gear distributors and ten bids were received. Two Bids were deemed non-compliant by the Finance and Supply Division and were not evaluated further.

To determine a supplier for turnout gear, the Saskatoon Fire Department established a joint labour/management committee to develop an evaluative tool and testing regiment to aid in determining the successful supplier. This evaluative process was included in all tender packages.

Turnout gear is an integral part of the personal protective equipment for a firefighter with their safety being the primary consideration. After short listing of the three top proponents, field tests were conducted and all testing participants completed evaluation forms based on stated general requirements. Many evaluations were conducted to rank functional maneuverability and durability.

The proposal packages and field tests were evaluated using the criteria outlined below:

8.1.1 Functional Manoeuvrability and Durability Testing	25
8.1.2 Pricing	30
8.1.3 Proposal Package	10
8.1.4 Ability to meet Project minimum standards	10
8.1.5 Warranties	8
8.1.6 References	7
8.1.7 Delivery Time. State guaranteed delivery after receipt of order	10
<b>TOTAL</b>	<b>100 points</b>

An established wear trial evaluation form was used to test the many functional needs of the turnout gear. The trial sets of turnout gear were purchased and will be issued to the trial participants as gear replacement.

The proposal with the highest score using the above criteria including field testing was SPI Health and Safety. The Administration is recommending the tender for Structural Firefighting Turnout Gear be awarded to SPI Health and Safety to supply Starfield Lion turnout gear for a two-year contract with the option to renew for an additional three years upon mutual agreement.

**Options to the Recommendation**

Contractually the City of Saskatoon is obligated to supply SFD firefighters with turnout gear. The requirement for a turnout gear supplier is necessary and SPI Health and Safety's Starfield Lion turnout gear is the best choice based on their proposal and subsequent evaluations.

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

There is no Public or Stakeholder involvement required.

### **Communication Plan**

There is no communication plan required.

### **Financial Implications**

The estimated annual cost of the Structural Firefighting Turnout Gear for 2014 and 2015 is \$76,500, taxes excluded. The Fire Department Uniforms Reserve is sufficiently funded to accommodate this purchase. Budgeting for future years will remain in place to cover the required expenditure. The remaining three years of the contract would see an increase of 4.5% per year.

### **Other Considerations/Implications**

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

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

Once the supplier is confirmed, orders for replacement turnout gear will be placed and firefighters will be measured for proper sizing. Delivery time for new gear is guaranteed for 45 to 60 days after receipt of order. Turnout gear is replaced on an as needed basis.

### **Public Notice**

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

### **Report Approval**

Written by: Glenn Ledray, Assistant Chief

Reviewed by: Dan Paulsen, Fire Chief

Approved by: Murray Totland, City Manager

Fire Department Turnout Gear 2014.docx



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## **Inquiry – Councillor P. Lorje (February 10, 2014) – Sprinkler Systems – Nursing Homes, Retirement Homes, Approved Homes**

### **Recommendation**

That the report of the General Manager, Community Services Department, dated November 3, 2014, be forwarded to City Council for information.

### **Topic and Purpose**

The purpose of this report is to provide information regarding sprinkler systems within nursing homes, retirement homes, and approved homes that accommodate six or more residents.

### **Report Highlights**

1. The Saskatoon Fire Department (SFD) performs inspections of personal care homes and also keeps an inventory of the number of homes inspected. The SFD records indicate that there are no personal care homes that do not have sprinkler systems that provide accommodation for six or more elderly residents.
2. The SFD requires that each care home post emergency procedures and have a fire safety plan in accordance with the 2010 National Fire Code of Canada (NFCC), Division B, Section 2.8. Fire drills are also a monthly requirement. Records of fire drills and testing of fire protection equipment must be kept on site for two years. Since there are no homes that do not have sprinkler systems accommodating six or more elderly residents, there is no special emergency evacuation plan needed that is over and above the normally required plan for care homes.

### **Strategic Goal**

This report supports the City of Saskatoon's (City) Strategic Goal of Quality of Life by ensuring that persons receiving care in private approved care homes have safe places to live.

### **Background**

Councillor P. Lorje made the following inquiry at the February 10, 2014 City Council meeting:

"Will the Administration please report on the inventory of nursing homes, retirement homes or approved homes providing accommodations for 6 or more elderly residents that do not have sprinkler systems, as is mandated for all such newer buildings under the National Fire Code. In addition, could the Administration comment on the emergency evacuation plans for any such homes that do not have sprinkler systems."

The *Uniform Building and Accessibility Standards Act and Regulations* (UBASA), along with the 2010 National Building Code of Canada (NBC) require that all care occupancies be sprinklered throughout.

UBASA makes an exception for small care occupancies where there is sleeping accommodation for not more than ten persons. Under this exception, UBASA does not require care homes with ten or less occupants to be equipped with an automatic sprinkler system. However, UBASA does require sprinklers if any occupant is not capable of self-preservation. Self-preservation is defined as the ability to recognize and respond to an emergency given a person's physical, cognitive, and behavioural abilities. A person must be able to arise and walk, or transfer from a bed or chair to a means of mobility, and leave the building, or move to a safe location on their own without the assistance of another person.

The licensing and operation of personal care homes is regulated by the Province of Saskatchewan. The Personal Care Home Regulations (Regulations) require all personal care homes to operate in accordance with the most recent edition of the Licensees' Handbook published by Ministry of Health. The Licensees' Handbook requires that all personal care homes with six or more residents be sprinklered throughout. This is a provincial licensing requirement and not enforceable by local municipalities under the current UBASA or NBC.

### **Report**

Inspections by the SFD are conducted at the request of the care home operator, who is obliged to have a fire inspection conducted pursuant to the legislation granting the license to operate. The *Mental Health Act and Regulations* and the *Personal Care Homes Act and Regulations* require the operator to have their alternative family care home inspected every three years. The *Residential Services Act and Regulations* requires the operator to have their alternative family care home inspected annually.

The inventory of Saskatoon care homes at August 12, 2014, that is prepared and maintained by the SFD is as follows:

#### Personal Care Homes – Ministry of Health:

- i) care homes inspected by the SFD every three years;
- ii) total of homes fewer than five residents not sprinklered is 16;
- iii) total of homes over five residents sprinklered is 68; and
- iv) total number of homes inspected is 84.

#### Mental Health Approved Homes – Mental Health Services:

- i) care homes inspected by the SFD every three years;
- ii) total of homes fewer than five residents not sprinklered is 83;
- iii) total of homes over five residents sprinklered is 3; and
- iv) total number of homes inspected is 86.

Approved Private Service Homes (clients with cognitive Issues) Community Living Division - Ministry of Social Services:

- i) homes inspected by the SFD every year;
- ii) total of approved private service homes fewer than five residents not sprinklered is 43;
- iii) total of residential group homes not sprinklered is 8;
- iv) total of residential group homes sprinklered is 26; and
- v) total number of homes inspected is 77.

Total of non-sprinklered residential care homes in Saskatoon is 150.

Total of sprinklered residential care homes in Saskatoon is 97.

A review of the above inventory indicates that there are no personal care homes that provide accommodation for six or more elderly residents that do not have sprinkler systems.

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

There is no public or stakeholder involvement.

#### **Communication Plan**

There is no communication plan required.

#### **Other Considerations/Implications**

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

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

There is no follow-up report planned.

#### **Public Notice**

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

#### **Report Approval**

Written by: Bob Baran, Director of Building Standards  
Reviewed by: Dan Paulsen, Fire Chief, Saskatoon Fire Department  
Approved by: Randy Grauer, General Manager, Community Services Department

S:\Reports\DS\2014\PDCS – Inquiry – Councillor P. Lorje (February 10, 2014) – Sprinkler Systems - Nursing Homes, Retirement Homes, Approved Homes/ks  
BF 22-14

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## **Inquiry – Councillor Z. Jeffries (June 23, 2014) – Energy Efficient Building Standards in New Dwelling Construction**

### **Recommendation**

That the report of the General Manager, Community Services Department, dated November 3, 2014, be forwarded to City Council for information.

### **Topic and Purpose**

The purpose of this report is to provide information regarding energy efficient building standards in new dwelling construction within Canada.

### **Report Highlights**

1. The City of Vancouver currently has energy efficient building standards for new dwelling construction in local bylaws.
2. The Institute for Research in Construction (National Building Code of Canada authors) has drafted an amendment to the 2010 National Building Code of Canada (NBC) by adding a section entitled “Energy Efficiency”. In 2013, the Province of Saskatchewan (Province) held consultation meetings with stakeholders that would be impacted by these proposed code changes. The changes still have not been adopted by the Province, and municipalities are waiting for the Province to determine the next steps in the process.
3. To implement local energy efficiency requirements outside those that are proposed by the Province and outside the normal process for implementing change to building regulations would create inconsistency among municipalities in Saskatchewan.
4. The NBC is an objective-based code. Many options, including heat recovery ventilators, energy efficient windows, etc., may be used to achieve the stated objective.

### **Strategic Goal**

This report supports the City of Saskatoon’s (City) Strategic Goal of Environmental Leadership by ensuring that energy efficient building codes and standards that are adopted by the Province are encouraged and enforced where necessary.

### **Background**

During its June 23, 2014 City Council meeting, Councillor Jeffries inquired:

"Many communities in Canada have local bylaws that mandate energy efficient building standards in new dwelling construction. Can the Administration please report on what other communities have implemented in this regard. As well as, the feasibility of requiring green building elements, including but not limited to, energy efficient windows, dual flush toilets, energy usage display meters, heat recovery ventilators, and vertical solar access shafts."

Before considering the addition of local construction or building code requirements in a municipal bylaw, it is important to first understand the process in which current building regulations are created and adopted, and the process for making changes, deletions, or additions to the requirements. Attachment 1 describes the development of building codes, and the process used by the provinces and territories when including any building requirements in provincial or territorial legislation.

## **Report**

### Energy Efficient Building Standards in Other Communities

The provincial Building Standards and Licensing Branch is not aware of any municipalities in Saskatchewan that have local bylaws that mandate energy efficient building standards in new dwelling units. To their knowledge, the only municipality that has adopted energy efficiency standards is the City of Vancouver. They have a unique position as a “charter city” under which they have powers similar to that of the province. The adoption of their own energy standards is consistent with the adoption of their own building code. In addition, three cities outside of Saskatchewan (Edmonton, Calgary, and Winnipeg) were contacted, and they have confirmed that they do not have a local bylaw that would mandate energy efficient building standards in new dwelling construction.

### Energy Efficiency Amendment

In 2013, the Canadian Codes Centre of the National Research Council's Institute for Research in Construction introduced Section 9.36 (Energy Efficiency) of the 2010 NBC which focuses on energy efficiency. The new amendment is the introduction of energy efficiency standards for building construction and renovation. If adopted by the Province, these standards will result in increased efficiencies in many areas, including:

- in a building's envelope;
- heating, ventilating, and air-conditioning systems;
- water heating;
- lighting; and
- electric power systems.

Before adopting this new amendment to the NBC, the provincial Building Standards and Licensing Branch conducted consultation meetings with stakeholders in order to develop an overall plan for energy efficiency standards for buildings. See Attachment 2 for the Building Standards Bulletin notifying stakeholders of planned meetings.

The Building Standards Division, along with other municipalities, builders, material suppliers, architects, engineers, building officials, and other interested parties, participated in these consultation meetings. The consensus was that there is a desire to adopt the changes introduced by the amended Section 9.36; however, there was concern with how building officials will be educated in inspecting these new features and how these new requirements will be enforced. The changes have not yet been adopted by the Province, and municipalities are waiting for the Province to determine the next steps in the process.

### Implementation Inconsistencies

To implement local requirements outside those that are proposed by the Province and the NBC would create inconsistency among municipalities in Saskatchewan. On more than one occasion during consultation processes, the building industry has indicated that they are interested in being compliant, but they want consistent interpretation and application of the standards that apply.

If the City adopted bylaw requirements for energy conservation features in buildings, this would be done outside the scope of UBASA and would create inconsistency among municipalities in the province. Enforcement of these requirements could also be an issue as they would be outside the enforcement tools in UBASA that the Building Standards Division uses to obtain compliance.

### Objective-Based Code

The NBC is an objective-based code. In the context of energy conservation, this code would state an energy usage objective for certain items, and the designer could use some flexibility in how the stated objective will be met. If heat recovery ventilators, energy efficient windows, or vertical solar access shafts, etc., are to be used to achieve the objective, then the intent of an objective-based code is that these elements should be the designer's or building owner's choice and not something that is prescribed to them in a local bylaw as a mandated solution.

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

Public or stakeholder involvement on the proposed energy conservation changes to the NBC have already been conducted by the provincial Building Standards and Licensing Branch through consultation meetings with the building industry.

### **Other Considerations/Implications**

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

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

There is no follow-up report planned.

### **Public Notice**

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

### **Attachments**

1. Building Code Development Process
2. Building Standards Bulletin

### **Report Approval**

Written by: Bob Baran, Director of Building Standards

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

## Building Code Development Process

The following describes the development of building codes, and the process used by the provinces and territories when including any building requirements in provincial or territorial legislation:

- i. The Canadian Commission on Building and Fire Codes (CCBFC) is responsible for the content of the National Building Code (NBC). The CCBFC is an independent body made up of volunteers from across the country and from all facets of the code-user community. Members of the CCBFC and its standing committees include builders, engineers, skilled trade workers, architects, building owners, building operators, fire and building officials, manufacturers, and representatives of general interests.
- ii. The NBC is an objective-based National Model Construction Code that can be adopted by provincial and territorial governments. The NBC is a model code in the sense that it helps promote consistency among provincial and territorial building codes.
- iii. In Canada, provincial and territorial governments have the authority to enact legislation that regulates building design and construction within their jurisdictions. This legislation may include the adoption of the NBC without change or with modifications to suit local needs.
- iv. The CCBFC is advised on scope, policy, and technical issues pertaining to the Codes by the Provincial/Territorial Policy Advisory Committee on Codes (PTPACC), which is a committee of senior representatives from provincial/territorial ministries responsible for the regulation of buildings, fire safety, and plumbing in their jurisdictions. The PTPACC was created by the provinces and territories, with provision of guidance to the CCBFC as one of its main functions. Through the PTPACC and its subcommittees on building, fire, and plumbing regulation, the provinces and territories are engaged in every phase of the model Code development process.
- v. The Canadian Codes Centre of the National Research Council's Institute for Research in Construction provides technical and administrative support to the CCBFC and its standing committees. The National Research Council publishes the National Model Codes and periodic revisions to the Codes to address pressing issues.
- vi. The broader code-user community also makes a significant contribution to the model Code development process by submitting requests for changes or additions to the Codes and by commenting on the collected proposed changes during the public reviews that precede each new edition.
- vii. The CCBFC takes into consideration the advice received from the provinces and territories, as well as code users' comments at each stage of Code development. The scope and content of the Model Codes are determined on a consensus basis, which involves the review of technical, policy, and practical concerns and debate on the implications of these concerns.

- viii. In dealing with proposed changes or additions to any of the National Model Codes, the CCBFC considers many issues such as the following:
- a. Does the proposed requirement provide the minimum level of performance and no more than the minimum needed to achieve the Code's objectives?
  - b. Will persons responsible for Code compliance be able to act on or implement the requirement using commonly accepted practices?
  - c. Will enforcement agencies be able to enforce the requirement?
  - d. Are the costs of implementing the requirement justifiable?
  - e. Have the potential policy implications of the requirement been identified and addressed?
  - f. Is there broad consensus on this requirement among Code users representing all facets of the design and construction industries as well as among provincial and territorial governments?
- ix. The Province of Saskatchewan, through *The Uniform Building and Accessibility Standards Act and Regulations* (UBASA), adopts the NBC with modifications made to suit local needs. This includes any additions to the requirements that may be asked for by stakeholders.
- x. Before adopting the NBC or amendments to the NBC, the provincial Building Standards and Licensing Branch conducts consultations with stakeholders in the province of Saskatchewan to obtain feedback and consensus on the proposed changes.
- xi. If the City of Saskatoon wishes to have certain items included in the provincial amendments to the NBC, then these may be presented to the provincial Building Standards and Licensing Branch by way of a formal request. Requested amendments are considered within the context of the broader code requirements or other proposed amendments to ensure that there is no conflict with existing proposals or regulations and to ensure consistency throughout the province.



## BUILDING STANDARDS BULLETIN



# Saskatchewan Energy Efficiency Standards for Buildings

*Promoting energy performance and sustainability*

**Why are energy efficiency standards for buildings being considered by Saskatchewan?**

Saskatchewan is experiencing growth, and it is important that the Government of Saskatchewan works to ensure that it is sustainable and well planned.

With changes to the National Energy Code for Buildings (NECB) 2011 and the recent publication of Section 9.36 of the National Building Code (NBC) 2010 that focuses on energy efficiency, the introduction of energy efficiency standards for building construction and renovation in Saskatchewan is a timely and positive step towards the reduction of Saskatchewan's carbon footprint. Adoption of these modified standards will result in increased efficiencies in a building's envelope, heating, ventilation and air-conditioning systems, water heating, and lighting and electrical power systems.

The possible adoption of the NECB 2011 and revisions to the NBC 2010 also serves to ensure that the existing harmonization in building code requirements across Canada is maintained.

**What energy efficiency related changes have been introduced to the NECB and NBC?**

There are a number of energy efficiency-related changes that have been incorporated into the 2011 edition of the NECB and Section 9.36 of NBC 2010. Some of these highlights include:

**Building envelope:** Maximum overall thermal transmittance (U-Value) is prescribed according to six different regional climate zones and applies to all building assemblies and components, air leakage (continuous air barrier plus protection of insulation materials), maximum prescribed fenestration and door to wall ratios (NECB only).

**HVAC:** Minimum equipment energy performance efficiencies, proper equipment sizing restrictions, insulated pipe and ducts, variable flow pumps (NECB only), and mandatory use of heat recovery units (NECB only).

**Service water heating:** Minimum equipment efficiencies, additional requirements for dual-use equipment, prescribed temperature and operational controls.

**Lighting (NECB only):** Prescriptive energy allowances plus mandated use of automatic controls.

**Electrical power systems and motors (NECB only):** Ability to monitor energy consumption of HVAC, interior lighting, exterior lighting, and individual dwelling units.

**Compliance path methodology:** Allows a designer to choose between simple/trade-off prescriptive compliance or "whole building" energy performance modelling.

### How can I participate in the consultation process?

The Saskatchewan Ministry of Government Relations is holding initial consultations with a broad range of stakeholders beginning in late February and continuing throughout March and April 2013.

You are invited to participate in the process through the following opportunities:

1. Attendance at any of the scheduled information sessions located throughout the province (see [www.gr.gov.sk.ca/Building-Standards](http://www.gr.gov.sk.ca/Building-Standards) for a schedule of times and locations).
2. Completion of a survey by April 21, 2013 at [www.gr.gov.sk.ca/Building-Standards](http://www.gr.gov.sk.ca/Building-Standards)).
3. Forward written comments to the email or mailing address stated at the bottom of this document.

### What happens after the initial consultation process has been completed?

The feedback received from the initial consultations (including comments and observations received through information sessions, completed questionnaires, and written comments received) will be gathered, assessed, and summarized. These results will be considered during the development of an overall plan for energy efficiency standards for buildings that will be presented to government for consideration.

Once government has approved a plan, additional public information sessions will be scheduled to inform stakeholders and industry of the new requirements.

It is anticipated that, if approved, new energy efficiency standards would become mandated sometime in early to mid 2014, as it is expected that legislative and/or regulatory amendments will be required to support the initiative.

Additional background information on Saskatchewan Energy Efficiencies Standards for Buildings can be found at [www.gr.gov.sk.ca/Building-Standards](http://www.gr.gov.sk.ca/Building-Standards).

For additional information or to provide written comment, please contact:

William Hawkins  
Government of Saskatchewan  
Building Standards and Licensing Branch  
Ministry of Government Relations  
101 – 1855 Victoria Avenue  
REGINA SK S4P 3T2  
[building.standards@gov.sk.ca](mailto:building.standards@gov.sk.ca)

**Please visit [www.nationalcodes.ca](http://www.nationalcodes.ca) for further details concerning specific code amendments.**

Building Standards and Licensing Branch	(306) 787-4113 Phone
Government of Saskatchewan	(306) 798-4172 Fax
Ministry of Government Relations	<a href="mailto:building.standards@gov.sk.ca">building.standards@gov.sk.ca</a>
Room 100 - 1855 Victoria Avenue	<a href="http://www.gr.gov.sk.ca/Building-Standards">www.gr.gov.sk.ca/Building-Standards</a>
Regina, Saskatchewan S4P 3T2	

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## Update on Funding and Targets for the Housing Business Plan in 2015

### Recommendation

1. That the report of the General Manager, Community Services Department, dated November 3, 2014, be forwarded to the Business Plan and Budget Review for information; and
2. That the 2015 target for the 2013 – 2022 Housing Business Plan be revised to 500 units across the attainable housing continuum.

### Topic and Purpose

The purpose of this report is to provide an update on funding sources and targets for the 2013 – 2022 Housing Business Plan (Housing Business Plan) in 2015.

### Report Highlights

1. Funding has been allocated to support the creation of affordable homeownership units for large families in 2015.
2. There is available funding from 2014 in the Affordable Housing Reserve that can be used to support additional affordable rental and transitional housing in 2015.
3. The Administration is not recommending a financial allocation to influence the location of affordable rental housing in 2015.
4. The Administration is recommending that the housing target for 2015 be revised to 500 units across the attainable housing continuum.

### 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 April 14, 2014, City Council resolved that the 2013 annual report on the Housing Business Plan be received as information, and the annual target for 2015 be set at 480 housing units across the attainable housing continuum. The annual report included financial allocations for the various types of housing, including \$829,800 to support the creation of 50 affordable rental or transitional housing units.

The annual report included an option that would require an additional \$750,000 in funding to achieve the following three priorities of the Housing Business Plan:

- i) \$250,000 to support ten units of affordable ownership housing for large families with low incomes;
- ii) \$200,000 to fund an additional 20 units of affordable rental and transitional housing to bring the housing target up to 500 units; and

- iii) \$300,000 to influence housing providers to locate affordable rental housing in areas with a low concentration of affordable housing.

City Council resolved that the Administration report to the 2015 Business Plan and Budget Review regarding funding sources to potentially fund the \$750,000 option which would increase the target to 500 units across the attainable housing continuum.

### **Report**

#### Funding has been Allocated for Affordable Ownership Units for Large Families

On August 21, 2014, City Council allocated \$250,000 in surplus funding from the Pleasant Hill Village project to the Affordable Housing Reserve. This funding will support the creation of ten affordable 3- or 4-bedroom units that will be sold to large families under the Mortgage Flexibilities Support Program (MFSP). Families purchasing one of these units will need to be low-income earners and have two or more dependent children.

Proposals are currently being sought for the creation of large units with appropriate financial supports that will enable low-income households to purchase one of these units. The Administration is aware of at least two builders that are working on proposals and are confident that these ten units will be available by the end of 2015.

#### Surplus Funding from 2014 is Available to Support Additional Units in 2015

The City has achieved the 2014 target of 50 affordable rental and transitional units with a total of 53 units approved for funding by City Council. A surplus of \$242,675 remains in the 2014 allocation. This surplus is due to the 2014 projects being smaller units and renovated market units, which tend to qualify for much smaller grants than new construction.

This surplus of \$242,675 will be available to support affordable rental projects, in addition to the \$829,800 previously allocated for 2015. This funding should provide grants for approximately 70 new units. This will allow the target for 2015 to be increased to 500 new units across the attainable housing continuum. Therefore, the Administration is not recommending the allocation of any additional funding for affordable rental projects in the 2015 budget.

#### Funding is Not Needed to Influence the Location of Affordable Rental Housing in 2015

The Housing Business Plan includes provisions to provide a supplemental grant of up to 5% of the total project cost to offset the higher cost of land for projects in neighbourhoods with a low concentration of affordable rental housing.

The Administration does not anticipate that there will be applications under this program in 2015 and does not see a need to allocate \$300,000 to this program in 2015. The housing providers that are currently working with the Administration on proposals for 2015 have owned their land for some time and purchased it for significantly less than what it is worth in today's market. Therefore, these providers would not qualify for a supplemental grant to offset the high cost of land. Most of these projects are not in

## Update on Funding and Targets for the Housing Business Plan in 2015

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areas with a high concentration of affordable rental housing. The majority of the units being planned are in a neighbourhood with a medium concentration of affordable rental housing.

### The Target for 2015 will be Set at 500 Units

The Administration is recommending that the target for 2015 be revised to 500 units across the attainable housing continuum as shown in the table below:

Housing Type	Original Target for 2015 (set by City Council on April 14, 2014)	Proposed Target for 2015
Affordable Rental and Transitional Housing	50	70
Secondary Suites (affordable rental)	30	30
Affordable Ownership (moderate income)	100	90
Affordable Ownership (large families with low income)	0	10
Purpose Built Rental	200	200
Entry-Level Ownership	100	100
<b>Total</b>	<b>480</b>	<b>500</b>

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

The Administration consults regularly with affordable housing providers and is aware of housing proposals that are likely to be received for 2015.

### **Other Considerations/Implications**

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

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

The annual status report on the Housing Business Plan will be presented to City Council in February 2015 and will include an update on housing targets for 2015.

### **Public Notice**

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

### **Report Approval**

Written by: Daryl Sexsmith, Housing Analyst, Planning and Development  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/CP/2014/PDCS-BUDGET REVIEW – Update on Funding and Targets for the Housing Business Plan in 2015/ks

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## Expression of Interest and Proceed to Request for Proposals for Parcels A, CC, and F in Pleasant Hill Village

### Recommendation

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

1. That the information be received; and
2. That the Administration report back on the results of the Request for Proposals for Parcels A, CC, and F and a recommendation to proceed to sales agreements.

### Topic and Purpose

The purpose of this report is to provide an overview of the main terms and conditions to be used in a Request for Proposals (RFP) process for the redevelopment of Parcels A, CC, and F in Pleasant Hill Village.

### Report Highlights

1. A call for Expressions of Interest (EOI) for the development of the last three development sites in Pleasant Hill Village resulted in three submissions. These results will help inform the final RFP for these sites.
2. Proposed terms and conditions for each site are outlined. These terms and conditions serve to reiterate important values of the community expressed during the concept plan process while also recognizing the need to ensure that the sites are viable and attract market demand.
3. The RFP will list the sale price for each site, which has been estimated at a current market value of \$12 per square foot.
4. The Administration estimates that a report on the results of the RFP would be brought forward for approval in May 2015, with a recommendation to proceed to sell the sites.

### Strategic Goal

This report supports the City of Saskatoon's (City) strategic goal of Quality of Life by directing project expenditures towards amenities in an established neighbourhood to enhance and protect property values and encourage private investment.

### Background

The Pleasant Hill Village Project commenced in autumn of 2006. One of the fundamental objectives of the Pleasant Hill Village Project was to offer home ownership opportunities in a neighbourhood where rental occupancy rates were high. Pleasant Hill Village is intended to attract families who want to live in a new home in a community with a new school and wellness centre, daycare, new seniors' residence, and surrounded by new and attractive park space.

## **Expression of interest and Proceed to Request for Proposals for Parcels A, CC, and F in Pleasant Hill Village**

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During its July 16, 2007 meeting, City Council adopted a new redevelopment Concept Plan for Pleasant Hill containing five residential development sites, a new park, and a new school site. The Concept Plan contained five development sites, identified as Parcels A through E. At that time, authorization was given to disburse these parcels through an EOI/RFP process.

During its November 30, 2009 meeting, City Council adopted an enhanced Concept Plan for Pleasant Hill Village, which incorporated the former Olfert Trucking site and Grover house, creating the opportunity to add an additional, medium-density development parcel (Parcel F) and more greenspace (see Attachment 1). At the same meeting, City Council also authorized the disbursement of this parcel through an RFP process.

Parcels B and D were disbursed through an RFP process and resulted in the creation of 36 new ground-oriented units. Parcel E was disbursed through a direct sale to Saskatoon Knights of Columbus Charitable Foundation Inc. (Knights of Columbus) for the construction of a 75-unit seniors' rental apartment building.

The disbursement of Parcels A and CC was delayed as it required the removal of St. Mary's Community School, which has now been fully completed. Parcel F was also held until all City-owned units on Parcels B and D were sold, which occurred in March 2014.

At its September 29, 2014 meeting, City Council approved changes to the Enhanced Concept Plan, land use, and zoning designations for Parcels A and CC in order to accommodate the types of developments envisioned by the Concept Plan and allow for the disbursement of these remaining sites with appropriate zoning in place.

### **Report**

#### **Expressions of Interest Received**

As a preliminary step, the Administration, in collaboration with the Community Review Panel, prepared and released a call for EOI's for the last three development sites. This call was intended to gauge interest in the market place, explore the types and characteristics of housing for these sites, and test acceptance of potential conditions that could be placed on these sites, such as requirements for accessible or large family units. The responses will be used to help develop the requirements in the RFP.

The EOI was widely distributed and advertised. It was sent to the Homebuilders Associations of Manitoba, Saskatchewan, and Alberta; the Manitoba and Alberta Urban Development Institutes; all builders that have accessed the City's Attainable Housing Program; the City's website; SaskTenders; and a number of individual companies that had previously expressed interest.

## **Expression of interest and Proceed to Request for Proposals for Parcels A, CC, and F in Pleasant Hill Village**

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Participation in the EOI stage was not a requirement, and developers/builders that chose not to submit an EOI are still eligible to submit through the RFP. The call had a closing date of September 8, 2014, and three submissions were received.

Submissions were received from INHOUSE Attainable Housing Society (Calgary), DRatzlaff Constuction Inc. (Saskatoon), and Dream/regionalArchitects/planning Alliance (Toronto). All were considered to be qualified development companies and/or partnerships, and the submissions included a range of development styles.

### Proposed Terms and Conditions for RFP

Working with the Community Review Panel, the results of the EOI process, as well as background information from the earlier project elements, the Administration has drafted a set of proposed terms and conditions that will form the basis of the RFP (see Attachment 2).

The intent of these terms are to ensure that the new developments meet the goals of the Concept Plan, which include:

- a) providing home ownership opportunities for a range of income levels;
- b) creating an open concept, fluid community atmosphere throughout Pleasant Hill Village using berming rather than fencing where possible, or visually permeable low fencing in order to keep “eyes on the park,” and
- c) incorporating ground-oriented dwellings or dwellings with direct access to the outside on all three development sites.

In order to release these sites and complete the project envisioned by the Enhanced Concept Plan, the Administration will proceed with the RFP process, as outlined in this report. The final RFP will be prepared and reviewed by the Community Review Panel prior to issuance. After the RFP has closed, the Administration and the Community Review Panel will review the submissions and present City Council with recommended proponent(s) to proceed to sales agreements.

### Sites to be Sold for Market Price

Real Estate Services, Saskatoon Land, provided an estimate of \$12 per square foot as the current market value for the sites. Therefore, the RFP will list the market price per site as follows:

- a) Parcel A - \$227,451;
- b) Parcel CC - \$360,677; and
- c) Parcel F - \$381,586.

### Estimated Timeline for the RFP and Approval Process

The Administration anticipates the following steps and estimated dates:

- a) Finalize RFP with Community Review Panel – November 2014
- b) Release of RFP – December 2014
- c) Close of RFP – February 2015
- d) Review Period – March 2015
- e) Report to Committee – May 2015



## **Expression of interest and Proceed to Request for Proposals for Parcels A, CC, and F in Pleasant Hill Village**

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### **Options to the Recommendation**

City Council has the option to request changes to the terms and conditions outlined in this report.

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

Each stage of this project has involved an array of stakeholders and public members, as required and feasible at each stage.

A Community Review Panel has been established to guide the EOI, RFP, and review process for the remaining development parcels. The Community Review Panel consists of members of the Pleasant Hill Community Association, residents from Parkview Green, a local building designer, a representative of the SIAST Women in Trades Program/YWCA, and members of the Administration. Members of the Community Review Panel have been asked to communicate with their respective groups as the process moves forward.

### **Communication Plan**

A communication plan is not required at this time. However, the Administration will prepare a communication plan in preparation for the remaining elements of this project, leading to project completion in 2016.

### **Financial Implications**

Any proceeds from the sale of these parcels will go back to the Property Realized Reserve.

### **Other Considerations/Implications**

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

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

The Administration will report back with the results of the RFP process and bring forward a recommendation to proceed to sell these development sites.

### **Public Notice**

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

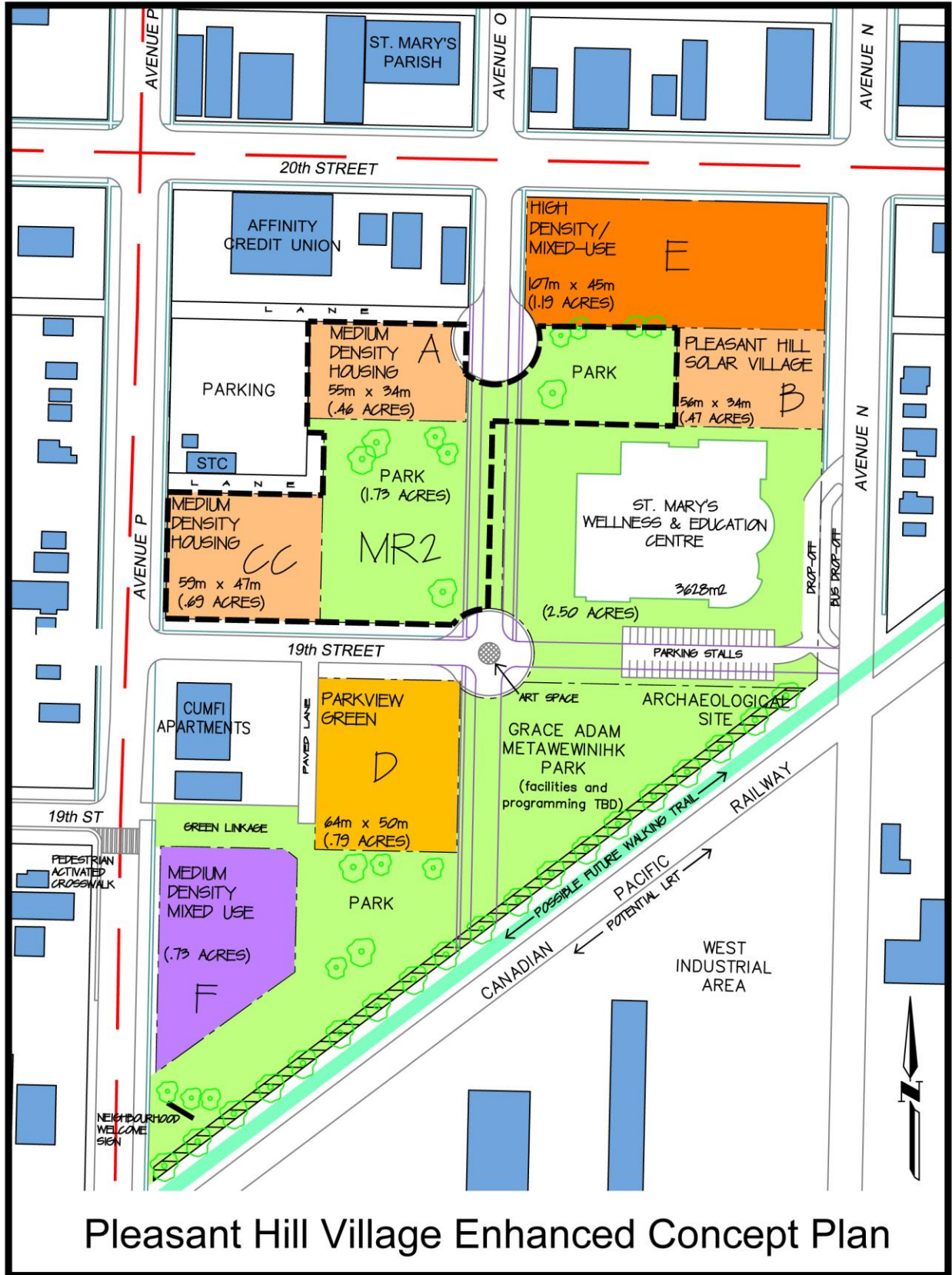
### **Attachments**

1. Pleasant Hill Village Enhanced Concept Plan
2. Proposed Terms and Conditions for the RFP Process

### **Report Approval**

Written by: Lesley Anderson, Manager, Neighbourhood Planning  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department  
Approved by: Murray Totland, City Manager

S:\Reports\CP\2014\PDCS – EOI and Proceed to RFP for Parcels A, CC, and F in Pleasant Hill Village\kt



Pleasant Hill Village Enhanced Concept Plan

As approved September 29, 2014

## Proposed Terms and Conditions for Pleasant Hill Village RFP Process

### Conditions of Sale

- Parcels to be sold for full market value.
- Parcels to be sold in “as-is” condition.
- Parcels A and CC will be bundled together in one package for sale.
- Housing on Parcels A and CC must meet CMHC “modest housing” requirements.
- City has no role in marketing or selling the housing units.
- City will provide no buy-back provision regarding unsold units.
- Proposals which include rental housing units will not be considered.
- Designs must adhere to Crime Prevention Through Environmental Design (CPTED) principles.
- Designs must have an open concept in facing Grace Adam Park, with minimized fencing and maintaining “eyes on the park.”
- Servicing and grading of the parcels is complete.
- Developers will be asked to document previous multi-family experience with projects of a similar scale.
- Multi-family buildings with interior corridors are discouraged.
- Ground-oriented housing units with individual entries are strongly encouraged.
- Building envelope design and systems should maximize energy-efficiency performance and use durable materials to lower the cost of operation for homeowners.

### Preference will be given to proposals which:

- Meet the design guidelines of the City’s *Architectural Controls for Multi-Unit Dwelling Districts 2013*.
- Propose creative tools for housing affordability and/or provide incentives to homebuyers.
- Provide a significant number of large-sized units (eg. 3BR, 4BR) to meet the housing needs of families.
- Provide accessible or adaptable units to meet the needs of mobility-impaired and/or multi-generational households.
- Add wider value to the community through partnerships, apprenticeships or other means.

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## Off-Site Levies – 309 and 319 22<sup>nd</sup> Street East and 116 and 130 3<sup>rd</sup> Avenue South – City Centre Tower

### Recommendation

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

That the off-site levies payable upon subdivision or condominium approval for 309 and 319 22<sup>nd</sup> Street East and 116 and 130 3<sup>rd</sup> Avenue South be calculated using the 2014 rates for a period of five years.

### Topic and Purpose

The purpose of this report is to consider a request by North Prairie Developments Ltd. to maintain the off-site levies for 309 and 319 22<sup>nd</sup> Street East and 116 and 130 3<sup>rd</sup> Avenue South at the 2014 rates for a period of five years. A Location Plan is included in Attachment 1.

### Report Highlights

1. The City Centre Tower project consists of three phases of development:
  - a) Phase One consists of the existing office building located at 116 and 130 3<sup>rd</sup> Avenue South;
  - b) Phase Two consists of a proposed commercial and residential tower at 309 22<sup>nd</sup> Street West designed to be approximately 105 meters tall; and
  - c) Phase Three of the development consists of a commercial and office tower located at 319 22<sup>nd</sup> Street West designed to be approximately 87 metres tall.
2. Maintaining off-site levies at 2014 rates will provide North Prairie Developments Ltd. with cost certainty to assist in the planning, design, and construction period for the project.

### Strategic Goal

Under the Strategic Goal of Sustainable Growth, this report supports the long-term strategy of encouraging development in our City Centre ensuring it is a vibrant hub for culture, commerce, and civic life.

### Background

North Prairie Developments Ltd. is proposing a significant development at 309 and 319 22<sup>nd</sup> Street East and 116 and 130 3<sup>rd</sup> Ave South known as the City Centre Tower. The project involves three phases of development:

- a) Phase One of the development consists of the existing office building located at 116 and 130 3<sup>rd</sup> Avenue South, which will be connected to Phase Two by an above grade walkway across the lane;
- b) Phase Two consists of a proposed commercial and residential tower at 309 22<sup>nd</sup> Street West designed to be approximately 105 meters tall; and

## Off-Site Levies – 309 and 319 22<sup>nd</sup> Street East and 116 and 130 3<sup>rd</sup> Avenue South – City Centre Tower

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- c) Phase Three of the development consists of a commercial and office tower located at 319 22<sup>nd</sup> Street West designed to be approximately 87 metres tall. Elevations of the City Centre Tower project are included in Attachment 2.

### Report

#### Off-Site Levies

Off-site levies are applied as a condition of approval at the time a subdivision or condominium application is approved. The levies collected apply to the provision of trunk sewers, primary water mains, arterial roadways, and other permanent services. All development contributes to off-site levies city-wide.

The proposed City Centre Tower project includes future plans for subdivision to realign the property boundaries between 309 and 319 22<sup>nd</sup> Street East and a condominium application. As a result of subdivision or condominium application, a total of \$168,381 of outstanding off-site levies would be applied to the project based on estimated 2014 rates. North Prairie Developments Ltd. is requesting that the off-site levies be held at the 2014 rate to provide cost certainty during the planning, design, and construction period for the City Centre Tower Project.

Cost of construction and land acquisition are generally higher in the Downtown. To create an environment that encourages more growth in the Downtown, the Administration is recommending that the off-site levies for the City Centre Tower Project be held for a five-year period. Should the planning, design, and construction period extend past five years, North Prairie Development Ltd. would need to request a further extension.

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

City Council may choose to deny the request from North Prairie Development Ltd. to hold off-site levies at 2014 rates for five years. This would result in the applicable rates being applied at the time of subdivision or condominium application.

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

No public or stakeholder involvement is required at this time.

#### **Communication Plan**

No communication plan is required at this time.

#### **Financial Implications**

While there will be some potential loss in off-site levies in holding the rates at 2014 values, holding the rates would create an environment to encourage growth in the City Centre. There is no existing policy for waiving or holding development charges constant in the City Centre. Each request is dealt with on its own merit. A formal policy position will be brought forward as part of the Growing Forward! Shaping Saskatoon project to encourage growth and development in the City Centre and along major corridors.

## **Off-Site Levies – 309 and 319 22<sup>nd</sup> Street East and 116 and 130 3<sup>rd</sup> Avenue South – City Centre Tower**

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### **Other Considerations/Implications**

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

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

No follow-up is required.

### **Public Notice**

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

### **Attachments**

1. Location Map
2. Elevations of Proposed Development

### **Report Approval**

Written by: Darryl Dawson, Manager, Development Review Section,  
Planning and Development Division

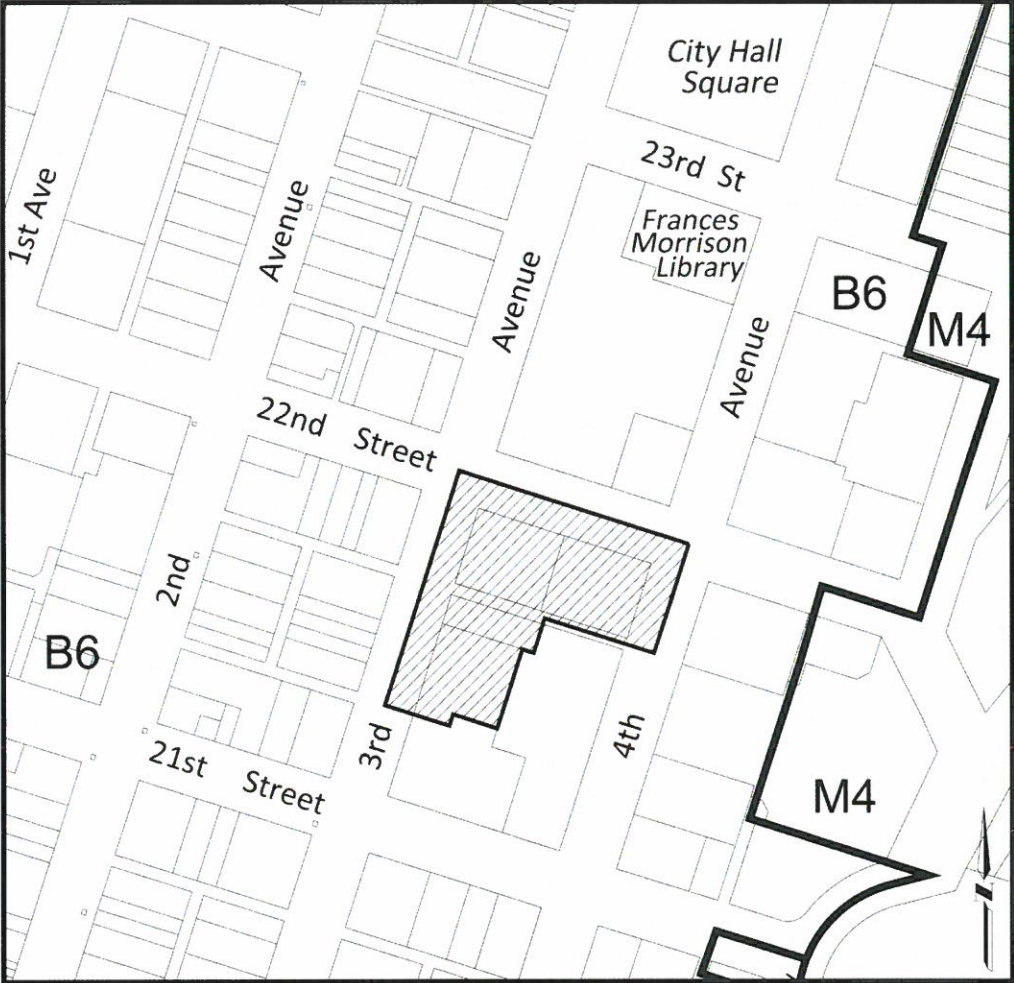
Reviewed by: Alan Wallace, Director of Planning and Development

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

Approved by: Murray Totland, City Manager

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Location Map



ZONING AMENDMENT

 From B6 to B6 by Agreement



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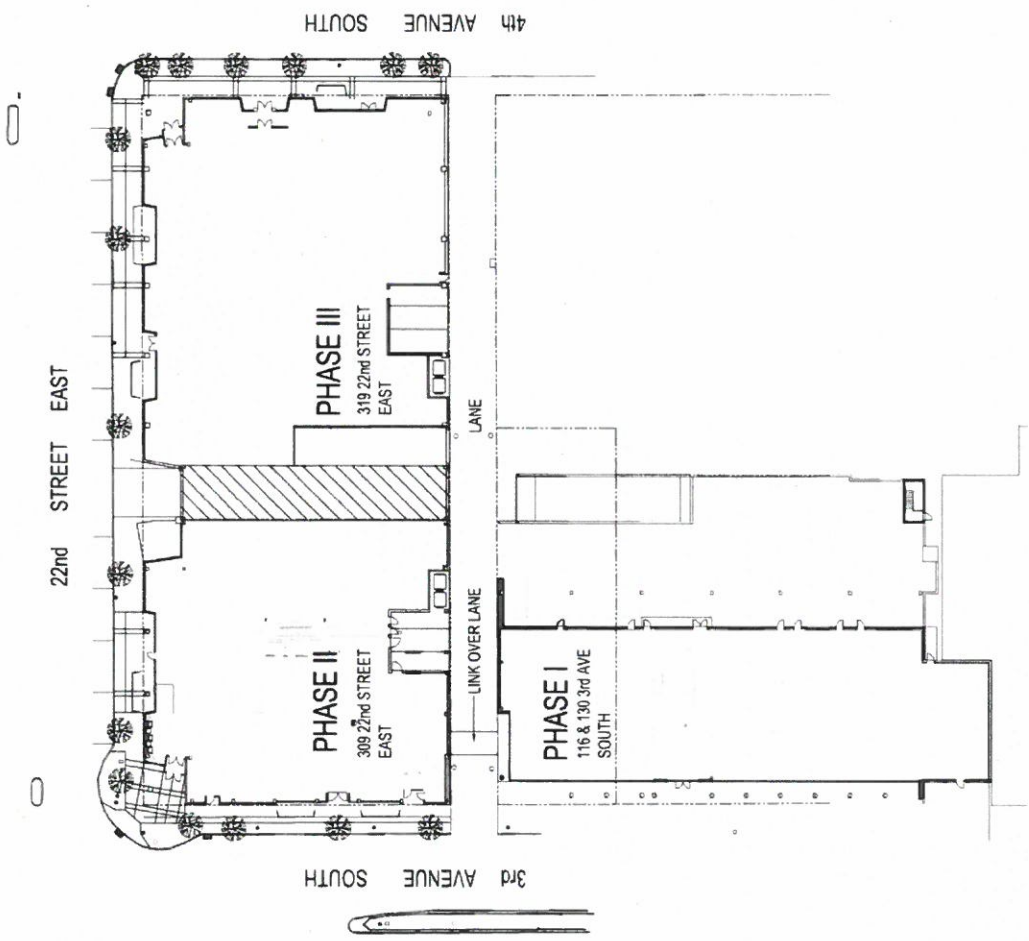


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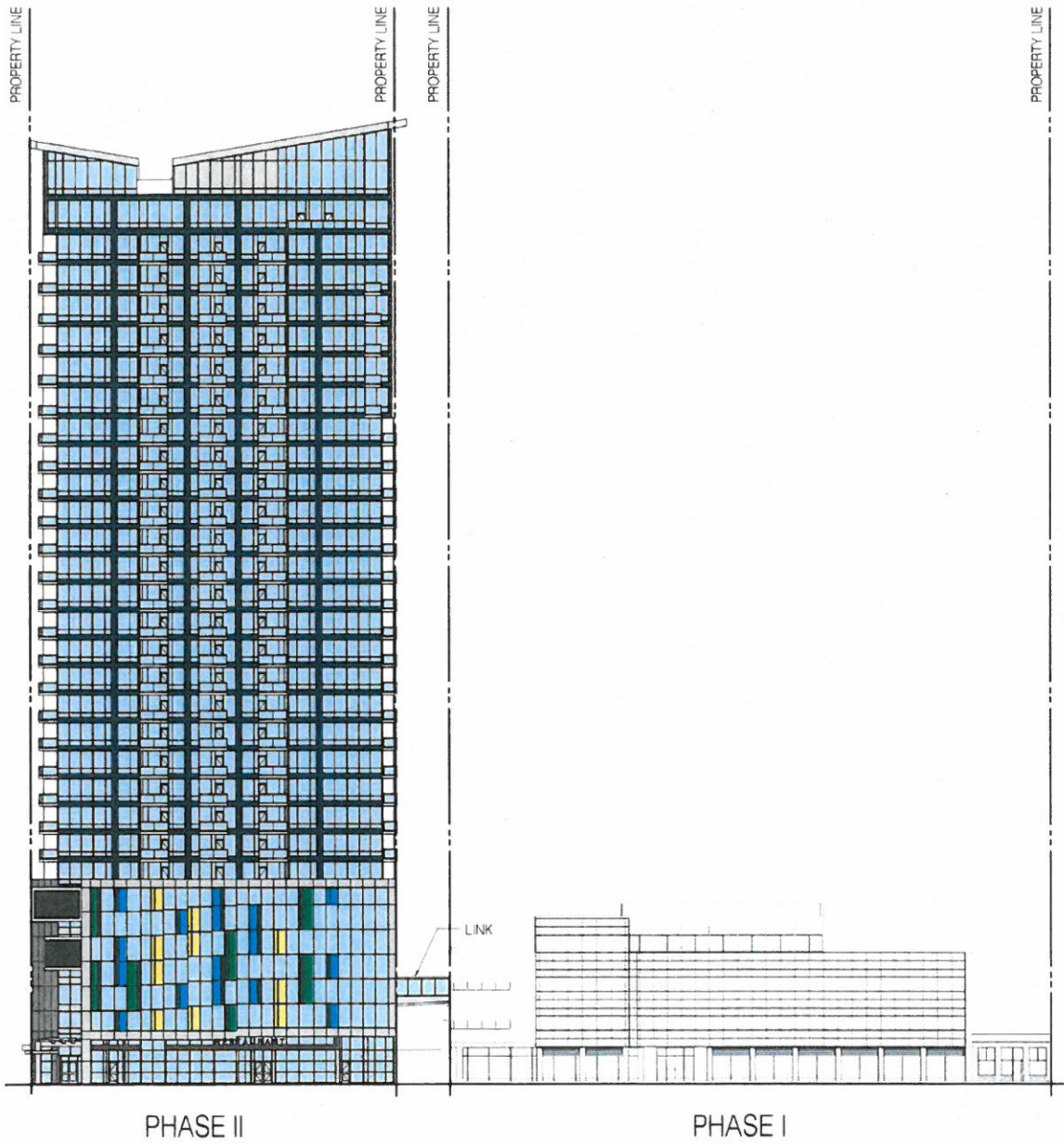
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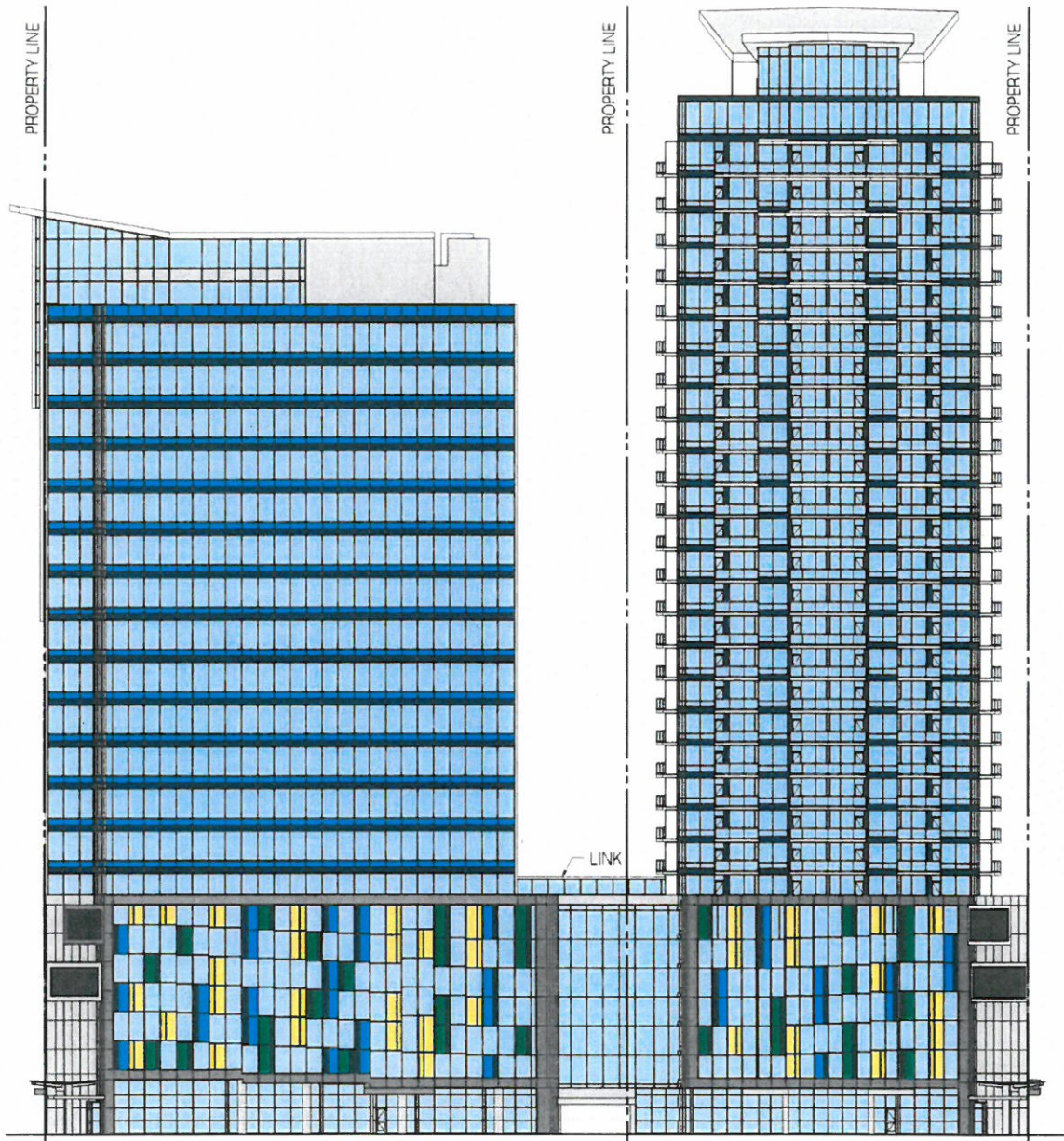
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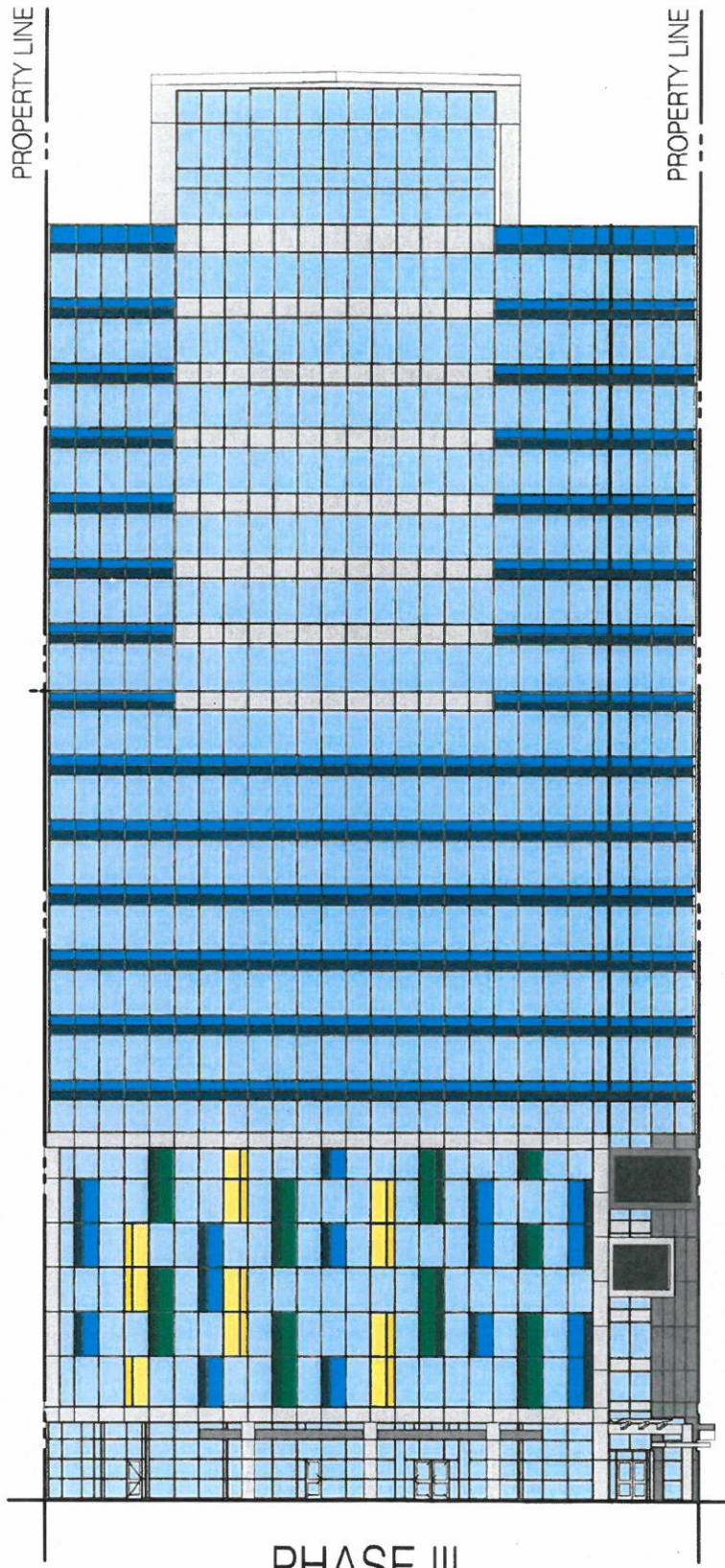
WEST ELEVATION - 3rd AVENUE SOUTH



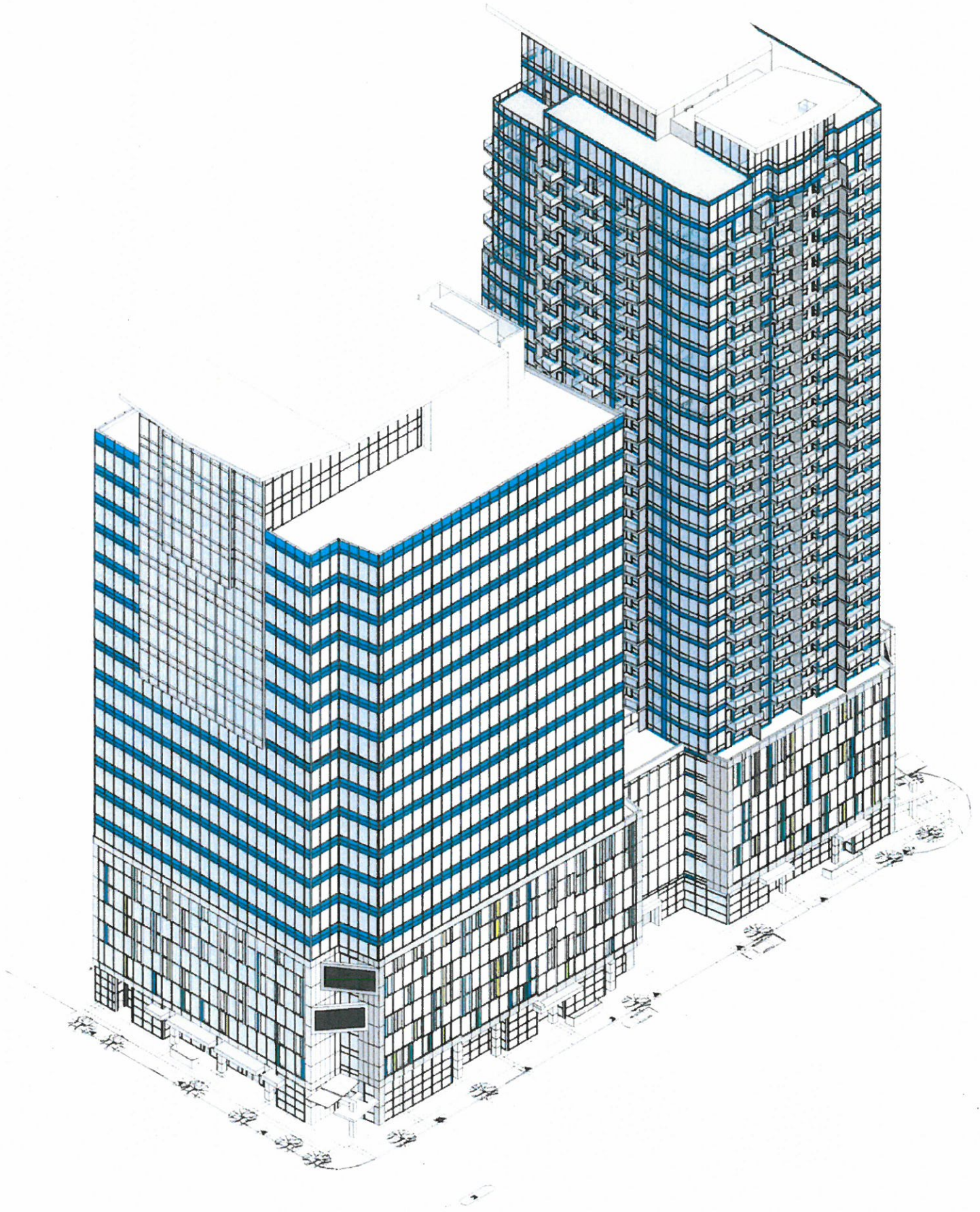
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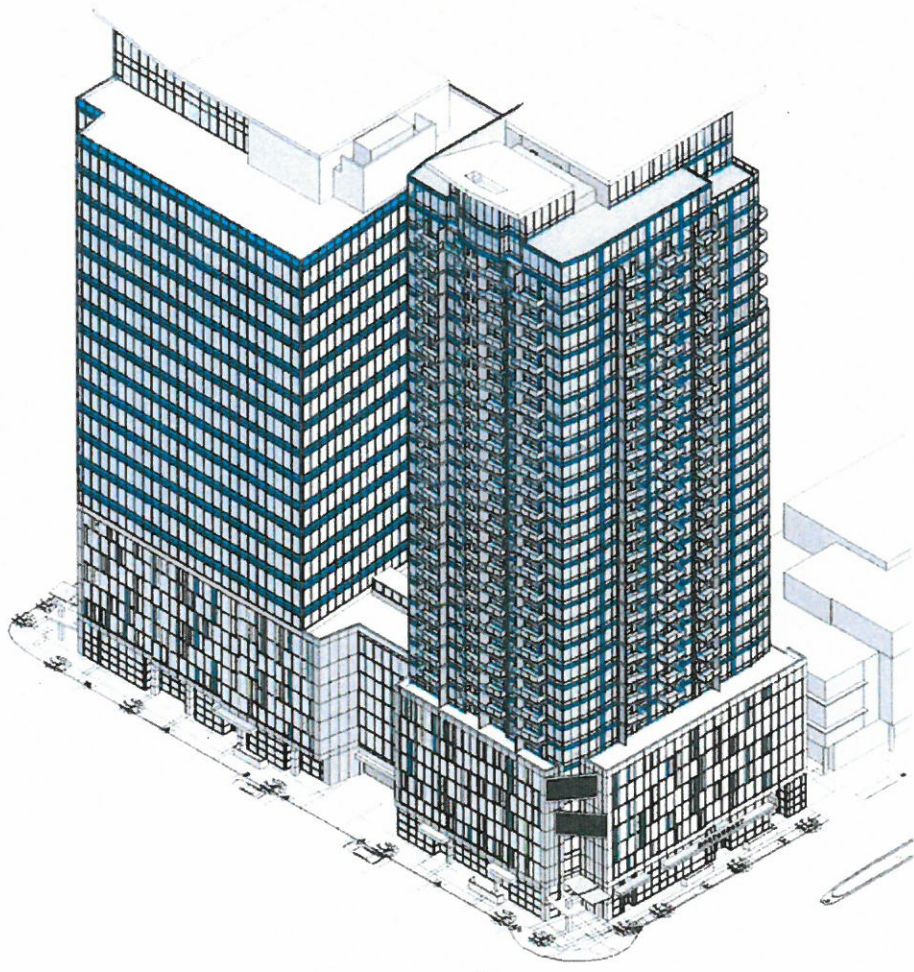
PHASE II

NORTH ELEVATION - 22nd STREET EAST



EAST ELEVATION - 4th AVENUE SOUTH





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## **Towards a Food Strategy for Saskatoon – Saskatoon Regional Food System Assessment and Action Plan**

### **Recommendation**

That the report of the General Manager, Community Services Department, dated November 3, 2014, be forwarded to City Council for information.

### **Topic and Purpose**

The purpose of this report is to present the implementation timeline of the City of Saskatoon (City) related recommendations from Towards a Food Strategy for Saskatoon – Regional Food System Assessment and Action Plan (Food Strategy) to City Council.

### **Report Highlights**

1. Implementation of the Food Strategy for Saskatoon is ongoing with work being completed by various divisions within the city.
2. The Food Strategy contains 11 City-related recommendations, each of which is in various stages of implementation.

### **Strategic Goals**

This Food Strategy supports the City's Strategic Goal of Environmental Leadership by promoting food production in the city and decreasing the ecological footprint and environmental impacts of food production, consumption, and transport. It also broadly contributes to Quality of Life through recreational opportunities, such as community and allotment gardens.

### **Background**

The Food Strategy includes specific recommendations directly related to services and programs provided by the City. At its March 3, 2014 meeting, City Council endorsed the 12 key strategies of the Food Strategy, and requested:

“that the General Manager of Community Services co-ordinate an implementation plan for the city-related strategies and report back to City Council with a timeline and process for action.”

### **Report**

The objective of the Food Strategy is to improve Saskatoon's food access, culture, and sustainability. Recommendations in the Food Strategy involve a variety of divisions and implementation of some items will take place over the long term. This report outlines the responses to each City-related recommendation in the Food Strategy from the responsible divisions (see Attachments 1 and 2).

## **Towards a Food Strategy for Saskatoon – Saskatoon Regional Food System Assessment and Action Plan**

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The Saskatoon Food Council was officially incorporated earlier in 2014 and an Executive Director was hired. The Saskatoon Food Council also organized a local food celebration and is in the process of creating other events and raising awareness of the organization and its goals.

### **Other Considerations/Implications**

There are no options, policy, environmental, financial, privacy, or CPTED implications or considerations. Some of the specific implementation items may result in future reports to City Council. No communication plan is in place at this time.

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

The implementation of the City-related recommendations will be undertaken over time. The Administration will provide further progress reports and other key strategies are implemented.

### **Public Notice**

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

### **Attachments**

1. Action Plan
2. Increasing Protection of Our Water Sources

### **Report Approval**

Written by: Konrad Andre, Senior Planner, Neighbourhood Planning Section  
Reviewed by: Lesley Anderson, Manager, Neighbourhood Planning  
Reviewed by: Brenda Wallace, Director of Environmental and Corporate Initiatives  
Approved by: Randy Grauer, General Manager, Community Services Department

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## Action Plan

<u>Recommendation</u>	<u>Division</u>	<u>Implementation Status</u>
<p>The City of Saskatoon (City) should integrate the food strategy goals into the Official Community Plan (OCP) and promote the food strategy as part of Saskatoon's image and values; and</p> <p>Inventory available land and resources, such as land that can be leased by food growers, publicly accessible edible fruit, and community accessible kitchens.</p>	<p>Planning and Development</p>	<p>Addition of food strategy-related items into the OCP will be considered in the next 1 to 3 years.</p> <p>Planning and Development will begin an inventory of available land and food resources in 2015, in conjunction with the Food Council.</p>
<p>Support existing gardens and increase the number available; and</p> <p>Child Hunger and Education Program (CHEP) and the City should continue to promote and develop community gardens, in order to keep them affordable and accessible to people with fewer resources and so the gardens can be a way to supplement the food intake for lower income people.</p>	<p>Community Development</p>	<p>Prior to 2009, there were three community gardens with 42 plots on City-owned land. In 2009, City Council approved the Garden Guidelines, which outlined the process for starting gardens on City-owned land and the supports available. Since this time, community gardens have flourished, increasing to 19 gardens on City-owned land, with over 600 plots.</p> <p>For new Community Gardens, the City provides water hook up to an existing irrigation line where available, and the first year's tilling of the garden site. Also, with the help of the applicable Community Consultant, an approved Community Engagement Plan will be developed and implemented, which will indicate neighbourhood support for each suggested garden site.</p>
<p>Create a problem-solving mechanism to assist in the operation of the</p>	<p>Community Development</p>	<p>At this time, operational issues largely relate to the availability of infrastructure. In 2012, the City worked</p>



community gardens.		with CHEP to develop the Garden Support Fund. This is a grant that was developed to create a pool of funding for infrastructure that will support the development and sustainability of community gardens.
Plan for community gardens in new neighbourhoods.	Community Development/ Recreation and Sport	As new neighbourhoods are being developed, Community Development and Recreation and Sport Divisions review the neighbourhood plans with attention to how the Municipal Reserve (park land) is allocated. Where possible, space is set aside that can be used as a future community garden, when community support for a garden arises. Evergreen was the first neighbourhood to have an area set aside for a community garden.
Develop a program to foster rooftop, balcony, and boulevard gardens; and  Let people know that front yard gardens are allowed;	Environmental and Corporate Initiatives	The City will consolidate existing information and materials and develop additional resources that will be made available to residents on the City's website.  For example, the website will include gardening information; yard/landscaping tips; rain barrel/composting information; relevant bylaw information; and highlight food- and gardening-related programs offered by the City and in the community. The information will clarify what is allowed in terms of boulevard and front-yard gardening.  Environmental and Corporate Initiatives has resources in place to develop this content; however, no funds have been identified at this time to develop additional programs or communications materials related to urban food production.
Plant berry bushes and fruit trees where possible on City-owned land; and	Parks	Through the design process, Parks incorporates fruit trees and shrubs in parks. This fosters a diversified and sustainable plant inventory throughout

<p>The City should adopt several of the best practices relating to allotment gardens, as well as bylaws and practices supportive of urban agriculture.</p>		<p>the city. Edible fruit trees and shrubs are incorporated into new neighbourhood and naturalized parks, and citizens are free to pick the fruit on their own or in organized community groups. The food source also supports birds and other wildlife, enhancing biodiversity in the City.</p> <p>Parks is investigating new locations for allotment gardens on both the east and west side of the city, with criteria for site selection based on:</p> <ul style="list-style-type: none"> <li>• accessibility;</li> <li>• soil conditions and fertility;</li> <li>• access to irrigation;</li> <li>• appropriate reuse of park space;</li> <li>• parking; and</li> <li>• cost of development.</li> </ul>
<p>The City should implement the city-wide curbside composting program for food waste, now being studied.</p>	<p>Environmental and Corporate Initiatives</p>	<p>Work towards an organics (food waste) program is ongoing by the Administration, as indicated in a separate report forwarded to City Council in October 2014.</p>
<p>The City should increase protection of our water sources.</p>	<p>Environmental and Corporate Initiatives</p>	<p>There are numerous initiatives being undertaken by several divisions, in relation to conserving water resources, including protection of wetlands, monitoring of water quality, education, and outreach. For a more detailed overview, please see Attachment 2.</p>

## Increasing Protection of Our Water Sources

There are many activities that have already taken place to address the following recommendation from the *Saskatoon Regional Food System Assessment and Action Plan*:

“The City of Saskatoon should increase protection of our water sources.”

### Prevention of Contamination

The City of Saskatoon (City) has four initiatives that protect water sources by removing the potential for contamination: (1) Sanitary Sewer Source Control Programs; (2) River Spill Prevention/Response; (3) Soils Handling Strategy; and (4) Storm Water Management Plan.

#### 1. Sanitary Sewer Source Control Programs

In advance of proposed changes to Sewer Use Bylaw No. 5115, Source Control Programs for discharges to the sanitary sewer system are being developed. Environmental and Corporate Initiatives is working with businesses to benchmark current discharge practices and to identify risks that may impact the City’s sanitary sewer system and/or the receiving environment for the discharge from our wastewater treatment plant. A residential education program about appropriate sewer use practices is also being planned.

Capital funding and staffing resources are currently in place to support the development and operation of source control programs for the sanitary sewer system until 2016. Continued operation of the source control programs beyond this point is intended to be supported via an increase in water and wastewater utility rates.

#### 2. River Spill Prevention/Response

A Corporate Spill Response Plan that coordinates the efforts of the Fire Department, Public Works, Environmental Protection Officers, and staff from other operations has been developed. The goal of timely spill response is to ensure materials harmful to the environment (and human health) are not released to the South Saskatchewan River or its immediate watershed.

Timely spill response requires that all responders to spill events are trained to protect water sources. Additional funding to support this training is required. Funding is also required to support containment and cleanup of spills that reach the river. Funding to support River Spill Response will be requested during the 2015 Business Plan and Budget deliberations.

#### 3. Soils Handling Strategy

A corporate Soils Handling Strategy (Strategy) is under development. The Strategy includes a component for the safe handling and placement of existing contaminants to ensure that soils excavated from City land are dealt with

appropriately and generate no future impacts to surface water or groundwater. Capital funding to develop the Strategy is in place. A source of funding for the ongoing implementation of the Strategy has not yet been identified. The Strategy is expected to generate significant cost savings for projects and programs that currently handle soils. Future funding may be identified from these savings.

#### 4. Storm Water Management Plan

A new integrated Storm Water Management Plan will ensure the design of storm infrastructure considers the impacts of climate change and uses innovative storm water practices, such as rain gardens, rain water harvesting, use of constructed wetlands, and minimization of runoff whenever possible. Storm water infrastructure is funded through the storm water utility and capital funding is available for planning.

The City is currently looking for opportunities to pilot a green roof concept on a civic building in Saskatoon. Budgetary implications are not yet fully confirmed.

#### Protection of Wetlands

The City's Wetland Policy No. C09-041 (Policy) recognizes that wetlands play an important role in preserving water quality and recharging groundwater sources. The Policy guides development to protect and mitigate harm to our wetlands.

Implementation of the Policy will include an inventory of existing wetlands, as well as the adoption of design guidelines for constructed wetlands, storm ponds, swales, and rain gardens as they are integrated into neighbourhood designs. Capital funding is available for this project.

#### Monitoring of Water Quality

The City has increased sampling of Saskatoon's raw water source (the South Saskatchewan River) to include substances that are typically found in storm water runoff and landfill leachate, as well as increased sampling from important outfalls within city limits.

To date, the increased costs of sampling are supported by operating budgets. Future water quality monitoring projects and their related costs are in the planning stages.

#### Education

The City continues to partner with the Saskatchewan Environmental Society to raise awareness about the alternatives to pesticide use. Using pesticide-free alternatives to manage home and garden pests could improve water, air and soil quality, support biodiversity, and lower the risks to human health. The City also uses an Integrated Pest Management System and is committed to the use of the least toxic control methods wherever possible to control urban pests.

The Be Water Wise Campaign supports the City's efforts to reduce water consumption for outdoor irrigation and reduce the potential for increased runoff to the river. Since

2013, residents have been provided with tips on how to reduce their outdoor water consumption, as well as incentives to purchase rain barrels and compost bins.

The next steps of the Be Water Wise Campaign are to assess the water use of a limited number of businesses with high water usage and to provide education to residents, businesses, institutions, and industry regarding indoor and outdoor water conservation. This program has capital funding; however, program enhancements, such as incentives to replace high water-using equipment in buildings may require additional funding.

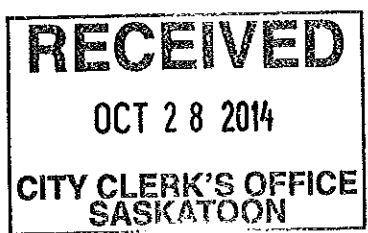
### Outreach

The City is a participating party in the Meewasin Valley Authority, a conservation agency dedicated to protecting water resources by conserving the cultural and natural resources of the South Saskatchewan River Valley.

The City also plays a very active role in the South Saskatchewan River Watershed Stewards (Stewards). The Stewards support overall watershed health by facilitating relationships between community and industry representatives in the watershed and creating or supporting projects and programs that improve water quality and quantity in the South Saskatchewan River. Funding resources are currently in place for ongoing membership and board representation to the Stewards (operational funding).

In conclusion, implementation of the recommendation from the Saskatoon Regional Food System Assessment and Action Plan is feasible and is already being addressed through the many initiatives that are currently taking place, or are planned, in order to continually improve and protect the quality of Saskatoon's water sources.

**From:** CityCouncilWebForm  
**Sent:** Tuesday, October 28, 2014 9:41 AM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Gord Enns  
Saskatoon Food Council  
Saskatoon, Saskatchewan  
S7N 1 M3

EMAIL ADDRESS:

saskatoon.foodcouncil@usask.ca

COMMENTS:

I am the Executive Director of the Saskatoon Food Council. I will appreciate the opportunity to present to the SPC on Planning, Development, and Community Services on November 3 with regards to the Toward a Food Strategy for Saskatoon report.

Thanks.

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## **Addressing Grants Audit Recommendations for Stand-Alone Grants AND Communication to Council - Michael LeClaire - Restorative Action Program - Request for Increase in Funding**

### **Recommendation**

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

That the process for approving non-competitive City Council directed grants (stand-alone grants), as set out in this report, be approved.

### **Topic and Purpose**

The purpose of this report is to provide a more effective and transparent model for non-competitive City Council approved grant funding to community-based organizations (stand-alone grants). This model addresses several recommendations within the audit report on Grants Administration. This report also responds to the request from the Restorative Action Program (RAP) for increased City of Saskatoon (City) funding. These increases would be identified and submitted for the 2016 budget utilizing the new funding process.

### **Report Highlights**

1. The current system of providing funding to community-based organizations involves two streams: application through an established grant program; or a request directly to City Council for City Council directed grant funding. A recent audit report on Grants Administration recommended a number of changes to the processes utilized for stand-alone grant funding requests.
2. The Administration is recommending a procedure to establish written multi-year funding agreements with the organizations currently receiving stand-alone City grants.
3. The new process is to be implemented in 2015, and any requested funding changes to these stand-alone grants would be identified and submitted for the 2016 budget process.
4. New requests for funding and/or funding increases will follow a defined process to ensure that they are dealt with in an effective and transparent manner and that funding is approved based on City strategic priorities.

### **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 to volunteers on civic boards, committees, and community associations.

## **Background**

In 2012, an audit of current grant administration practises and processes was completed. The auditors made the following recommendations with respect to the current stand-alone grants to community-based organizations:

- a) that criteria, processes, and procedures for receiving and evaluating stand-alone grant funding requests be documented;
- b) that written agreements be prepared for each stand-alone grant;
- c) that each stand-alone grant agreement include adequate accountability mechanisms, including ensuring that:
  - i) the expectations of the City are clearly defined as to the results expected from its investment in the grant recipients' organization (i.e. outputs, outcomes, goals, or objectives);
  - ii) the responsibility to achieve those expectations is explicitly accepted by the grant recipient; and
  - iii) the recipient organization reports on achievement of the stated expectations annually (at least), and in areas where expectations have not been achieved, a plan for corrective action is provided to the City.
- d) that responsibility for managing each stand-alone grant agreement be clearly assigned.

At its March 31, 2014 meeting, City Council considered a letter from the Board of Directors, RAP, requesting an increase to funding (see Attachment 1). City Council resolved that the matter be referred to the Administration to provide a report in time for the 2015 budget review. The RAP is one of the City's current stand-alone grants to community-based organizations. The Administration has since received an email from RAP clarifying the details of their funding request to go from \$75,000 to \$105,000, which is a \$30,000 increase (see Attachment 2).

## **Report**

### Current Grant Allocation System

The City invests in the community to improve the quality of life for Saskatoon citizens, including investments in community-based organizations to provide programs and services to citizens. Through community investment, the City provides opportunities to build social and cultural capital in the community to meet identified needs.

There are numerous benefits to providing municipal funding through community grant programs and/or direct funding to community-based organizations in the community, which include:

- a. Local community-based organizations are often well positioned to better leverage funding from other sources and levels of governments for which municipalities are often deemed ineligible;
- b. These organizations provide services at a grassroots level in a manner that is accessible, affordable, and inclusive; and
- c. They provide residents, as volunteers, with an opportunity to contribute to enhancing quality of life in the community and helps builds community.



**Addressing Grants Audit Recommendations for Stand-Alone Grants AND Communication to Council - Michael LeClaire - Restorative Action Program - Request for Increase in Funding**

The City currently invests in community-based organizations through two processes:

<b>City Council Directed Funding to Defined Granting Programs</b>	<b>City Council Directed Funding to Community-Based Organizations (stand-alone grant funding)</b>
City Council, through the annual budget process, approves funding into these grant programs, and the Administration develops and administers these grant programs based on established policies, criteria and processes. City Council is provided with an annual update of these programs. Examples of these programs include the Assistance to Community Groups – Cash Grant Social and the Cultural Grant.	Organizations approach City Council directly to request new and/or additional funding for a variety of reasons ranging from an identified need in the community to loss of other funding/revenue streams. There is currently no clearly identified process or criteria to administer these requests. Examples of these stand-alone grants include: Detox, Crisis Nursery, EGADZ, and Restorative Action Program.

This report deals with the second process, City Council directed funding to community based organizations or stand-alone funding. Over the years, City Council has received and approved direct funding for the following six community-based organizations and/or projects:

<b>Organization</b>	<b>2014 Funding</b>	<b>% of Organization's 2013 Revenue</b>
Wanuskewin Heritage Park	\$184,000	6%
White Buffalo Youth Lodge	\$133,100	13%
Saskatoon Crisis Intervention Service	\$125,200	7%
Detoxification Centre	\$100,000	4%
Saskatoon Downtown Youth Centre	\$120,000 plus tax abatement	2%
Restorative Action Program	\$75,000	15%

The chart in Attachment 3 provides a full summary of these groups and their funding history with the City.

**Proposed Changes to Current Stand-Alone Grants**

A structured funding process for organizations that are receiving City funding provides City Council with a process that can support these funding requests on a consistent and transparent manner. The Administration is suggesting that the agencies currently receiving a stand-alone grant be provided multi-year funding agreements similar to that of the existing flagship category within the Assistance Community Groups Cash Grant (see Attachment 4). The establishment of a formalized multi-year funding agreement with each of the existing stand-alone grant recipients will provide a higher degree of accountability for, and certainty in, the funding to these organizations, which in turn will help stabilize the delivery of services in Saskatoon and allow for better long-term planning from these agencies.

## **Addressing Grants Audit Recommendations for Stand-Alone Grants AND Communication to Council - Michael LeClaire - Restorative Action Program - Request for Increase in Funding**

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The one exception is the White Buffalo Youth Lodge which is different from the other organizations currently receiving stand-alone funding in that it is not a distinct organization; the City owns the building; and it is a formal partnership between the City, Saskatoon Health Region, Saskatoon Tribal Council, and Central Urban Metis Federation Inc. This partnership has an existing signed agreement between all four partners, which outlines the roles of each partner and the supports provided.

The Administration is recommending the implementation plan outlined in Attachment 5 be used to establish multi-year funding agreements with existing stand-alone grant holders.

The Administration will work with its funding and community partners to have this process in place in time for the 2016 budget cycle. The funding levels for all current stand-alone grants will remain at their current level for the 2015 budget year to allow implementation of the new process. This includes the current request from the RAP.

### Proposed Process for Future Funding Requests

City Council will continue to receive funding requests from community-based organizations for a variety of initiatives and projects. The Administration is recommending the process outlined in Attachment 6 to manage these requests.

### **Options to the Recommendation**

There is the option to continue with the existing process. This option is not recommended as it does not address the recommendations in the grants audit.

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

Current recipients of the City Council directed stand-alone grants have been informed of the proposed changes in this process.

### **Financial Implications**

There are no financial implications for the 2015 Operating Budget. Funding increases to current stand-alone grants and requests from new organizations do not currently have a funding source and would have to be considered during budget deliberations for that fiscal year.

### **Other Considerations/Implications**

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

### **Public Notice**

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

### **Attachments**

1. Letter from Restorative Action Program
2. Email from Restorative Action Program

**Addressing Grants Audit Recommendations for Stand-Alone Grants AND Communication to Council - Michael LeClaire - Restorative Action Program - Request for Increase in Funding**

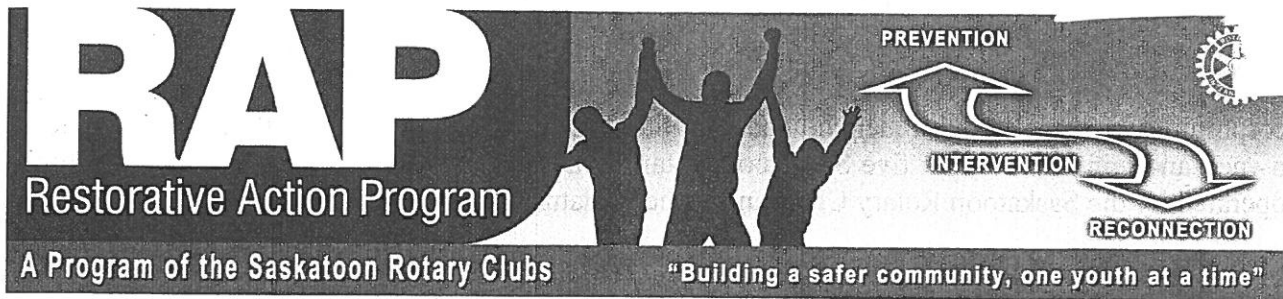
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3. Summary of Current Stand-Alone Grants
4. Assistance to Community Groups Cash Grant – Social Services Flagship Category
5. Implementation Plan for Multi-Year Agreements with Stand-Alone Grant Recipients
6. Flow Chart for New Funding Requests

**Report Approval**

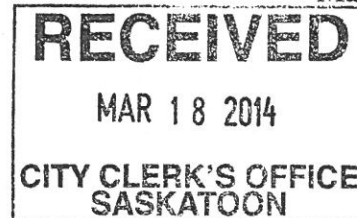
Written by: Shannon Hanson, Social Development Manager, Community Development  
Reviewed by: Lynne Lacroix, Director of Community Development  
Approved by: Randy Grauer, General Manager, Community Services Department  
Approved by: Murray Totland, City Manager

S/Reports/CD/2014/PDCS – Addressing Grants Audit Recommendations for Stand-Alone Grants; and Communication to Council - Michael LeClaire – Request for Increase in Funding/ks  
BF 40-14



March 17, 2014

His Worship the Mayor and Members of City Council  
 C/o Office of the City Clerk  
 2<sup>nd</sup> Floor, City Hall  
 222 - 3rd Avenue North  
 Saskatoon, SK, S7K 0J5



Your Worship and Councillors

### History

At its November 2013 Annual General Meeting, Saskatoon Restorative Action Program Inc. celebrated 10 years of providing the Restorative Action Program (RAP) in Saskatoon.

The Restorative Action Program (RAP) is a community driven initiative providing conflict resolution training and services, leadership development, and life skills to over 5,000 youth in Saskatoon. The current RAP High Schools or Collegiates in Saskatoon are listed below, with the year the program was implemented noted:

Mount Royal Collegiate - 2003  
 Bedford Road Collegiate - 2006  
 E. D. Feehan Catholic High School - 2007\*  
 Bethlehem Catholic High School - 2008  
 Walter Murray Collegiate - 2009  
 Bishop James Mahoney Catholic High School - 2010\*  
 Tommy Douglas Collegiate - 2011

\* These high schools share a RAP worker and operate half time.

RAP directly deals with bullying, relationship breakdown, violence, and crime that stand in the way of academic success and personal growth. RAP helps to transform the cycle of conflict affecting youth into opportunities for learning, change, and growth. RAP supports and responds to the needs of all youth so they can live in safer and more productive communities; and provides them with a skill set that make the youth more employable and self-reliant.

The City of Saskatoon started to fund this program as a separate line item in the operating budget in 2008 and increased funding by \$15,000 per school per annum in each of the following three budget years for a current annual contribution of \$75,000.

In September 2011, the operation of RAP was transferred from being a project within the Rotary Club of Saskatoon to an autonomous non-profit corporation registered as a charity. The new

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corporation was registered under the name of Saskatoon Restorative Action Program Inc. and is owned and controlled by all five Saskatoon Rotary Clubs. This is the first and only project jointly operated by the Saskatoon Rotary Clubs and is the signature project of Rotary in Saskatoon.

In addition to developing a new governance structure for the new corporation, the Board of Directors set out to solidify its long term financial plans such that the RAP program could be made available in all high schools/Collegiates in Saskatoon. A business plan was prepared in October 2013 for the five fiscal years ending August 31, 2018. During this transition, requests to the City for expanded funding were suspended.

## Results

In September 2013, RAP received a report from the University of Saskatchewan - Centre for Forensic Behaviour Science and Justice Studies. The report was in response to a request from RAP to prepare a formal study on the *Development of a Program Monitoring System for the Restorative Action Program*. The Board of Directors reviewed this study at its regular meeting on September 18, 2013. Below are extracts from the Board of Director's response to this study:

*"The report was a systematic collection of detailed, accurate, and useful data about day-to-day program activities that will allow us in the future to build the foundation for evaluating program outcomes and support for funding applications.*

*This report reinforces our vision that RAP is meeting the holistic needs of all youth. The non-academic issues that impede school performance such as bullying (cyber bullying and relational bullying) discrimination, substance abuse, physical violence, crime, and emotional needs are effectively resolved through the interventions used by RAP.*

*We firmly believe that Asset development is a critical component of RAP's program logic. The report has identified and defined 5 key skill areas and 10 key leadership traits that target these outcomes.*

*The report identified that most referrals were self-referrals and we deduce that students feel comfortable approaching their school RAP Worker and the students understand how RAP can help them manage the issues that challenge them in school and in the community. This monitoring system clearly identified that most conflict was between peers and was resolved to the satisfaction of the participants.*

*We recognize that RAP's strength is in our partnerships with both school divisions, municipal and provincial government, Rotary, and community partners highlighted in this report. Partnerships and active collaboration within the school and the broader community is an essential component of RAP. It is through our partnerships that we are making a difference for youth in the city of Saskatoon."*

Researchers at Search Institute, a nonprofit organization in Minneapolis, Minnesota, have named the valuable resources that young people need as "Developmental Assets". Attachment A is a listing of those assets. Studies have shown that when young people have more of those 40 assets, they are

more likely to be leaders, to be careful of their health, and to do well in school. And when young people have more of those 40 assets, they are less likely to use drugs, become involved in violence, or participate in underage drinking. In short, the more of the assets a young person has, the more likely he or she is to succeed in many aspects of life.

The following tables are extracts from an unpublished report from the Search Institute: *Developmental Assets: A Profile of Your Youth*. The report contains results of a survey of almost 150,000 6<sup>th</sup> to 12<sup>th</sup> grade youth in 202 communities across the United States in calendar year 2003.

Table 1  
Impact of Developmental Assets on Negative Behaviour

Negative Behaviour	0-10 Assets	11-20 Assets	21-30 Assets	31-40 Assets
Problem Alcohol Use	45%	26%	11%	3%
Violence (bullying & other)	62%	38%	18%	6%
Illicit Drug Use	38%	18%	6%	1%
Sexual Activity	34%	23%	11%	3%

Table 2  
Impact of Developmental Assets on Positive Behaviour

Positive Behaviour	0-10 Assets	11-20 Assets	21-30 Assets	31-40 Assets
Exhibits Leadership	48%	66%	78%	87%
Maintain Good Health	27%	48%	69%	88%
Values Diversity	39%	60%	76%	89%
Succeeds in School	9%	19%	34%	54%

As is noted above, the RAP program targets 15 of these developmental assets on the preventative aspects of the program services offered.

Between the conflict resolution supports, and the leadership asset building opportunities, provided to students, our Board of Directors strongly believes that the RAP program is making a difference in our community by: creating a safer and more respectful environment; giving a hand up to youth in developing the critical developmental skills they require to succeed; and, reducing the demand on a broad scope of social services (police, primary health, social services, mental health and justice).

It also aligns well with the Saskatoon Police Service strategies dealing with Community Partnerships and crime reduction. The program links the police when required, but primarily assists the school body with non-criminal justice interventions concerning issues such as bullying and student disagreements through structured interventions. The RAP workers provide skills to students so they can find solutions to resolve disagreements rather than resorting to verbal or physical altercations. The work done by the RAP workers assists with conflict resolution and a safer school environment.

A principal at a RAP school remarked that since the program has been implemented in the school, they have been able to redirect their time “from dealing with student issues to being an instructional leader”.

The following is an example provided by one of the RAP Workers related to the impact RAP has had on the life of a student:

“A young lady moved to Saskatoon and came to a RAP school with a file filled with previous personal difficulties, and academic and behavioral issues. Within the first few weeks of school this young lady was having difficulties with some of her peers. One of the student counselors advised her to meet with the RAP worker and resolve the conflict through mediation. Using a few expletives she clearly voiced her views on mediation and expressed how mediation failed her in the past. With reluctance she eventually agreed to use RAP to help her with her conflict. The process was successful and she was able to mend her strained relationships.

This student needed RAP support numerous times throughout the year. She became a very willing participant. The last time she was in the RAP Worker’s office, she sat down at the table with a few girls who had never experienced the mediation process. Before the RAP worker could say a word, the young lady started describing the process and coaching the other girls on what needed to be done. She knew the process and she developed the language to help her resolve conflict and guide others to do the same.”

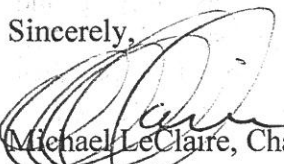
Request

The Board of Directors is requesting continued ongoing funding from the City of Saskatoon; however, rather than a fixed amount per year, the Board of Directors is requesting funding to reflect a formula of \$15,000 per operating school unit per year.

There are currently six school units in operation, with one school unit being shared by E. D. Feehan Catholic High School and Bishop James Mahoney Catholic High School. Application of the proposed funding formula would increase the annual funding to Saskatoon Restorative Action Program Inc. to \$90,000 immediately. The current level of funding is \$75,000.

It is the intent of the Board of Directors to expand the program into all High Schools/Collegiates in the city of Saskatoon with the proviso that funding is sustainable and that our Board of Directors is invited by the respective School Division Board of Trustees to provide the Restorative Action Program at their respective facilities. The most current Business Plan and Program Evaluation Reports can be found on our website.

Sincerely,



Michael LeClaire, Chair  
Board of Directors

Attachment: Search Institute – 40 Developmental Assets for Adolescents

# 40 Developmental Assets for Adolescents

Search Institute has identified the following building blocks of healthy development—known as Developmental Assets—that help young children grow up healthy, caring, and responsible.

This particular list is intended for adolescents (age 12-18).

## EXTERNAL ASSETS



### SUPPORT

1. **Family Support** | Family life provides high levels of love and support.
2. **Positive Family Communication** | Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parents.
3. **Other Adult Relationships** | Young person receives support from three or more nonparent adults.
4. **Caring Neighborhood** | Young person experiences caring neighbors.
5. **Caring School Climate** | School provides a caring, encouraging environment.
6. **Parent Involvement in Schooling** | Parent(s) are actively involved in helping the child succeed in school.



### EMPOWERMENT

7. **Community Values Youth** | Young person perceives that adults in the community value youth.
8. **Youth as Resources** | Young people are given useful roles in the community.
9. **Service to Others** | Young person serves in the community one hour or more per week.
10. **Safety** | Young person feels safe at home, school, and in the neighborhood.



### BOUNDARIES AND EXPECTATIONS

11. **Family Boundaries** | Family has clear rules and consequences and monitors the young person's whereabouts.
12. **School Boundaries** | School provides clear rules and consequences.
13. **Neighborhood Boundaries** | Neighbors take responsibility for monitoring young people's behavior.
14. **Adult Role Models** | Parent(s) and other adults model positive, responsible behavior.
15. **Positive Peer Influence** | Young person's best friends model responsible behavior.
16. **High Expectations** | Both parent(s) and teachers encourage the young person to do well.





### CONSTRUCTIVE USE OF TIME

17. **Creative Activities** | Young person spends three or more hours per week in lessons or practice in music, theater, or other arts.
18. **Youth Programs** | Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in community organizations.
19. **Religious Community** | Young person spends one hour or more per week in activities in a religious institution.
20. **Time at Home** | Young person is out with friends "with nothing special to do" two or fewer nights per week.

## INTERNAL ASSETS



### COMMITMENT TO LEARNING

21. **Achievement Motivation** | Young person is motivated to do well in school.
22. **School Engagement** | Young person is actively engaged in learning.
23. **Homework** | Young person reports doing at least one hour of homework every school day.
24. **Bonding to School** | Young person cares about her or his school.
25. **Reading for Pleasure** | Young person reads for pleasure three or more hours per week.



### POSITIVE VALUES

26. **Caring** | Young Person places high value on helping other people.
27. **Equality and Social Justice** | Young person places high value on promoting equality and reducing hunger and poverty.
28. **Integrity** | Young person acts on convictions and stands up for her or his beliefs.
29. **Honesty** | Young person "tells the truth even when it is not easy."
30. **Responsibility** | Young person accepts and takes personal responsibility.
31. **Restraint** | Young person believes it is important not to be sexually active or to use alcohol or other drugs.



## SOCIAL COMPETENCIES

32. **Planning and Decision Making** | Young person knows how to plan ahead and make choices.
33. **Interpersonal Competence** | Young person has empathy, sensitivity, and friendship skills.
34. **Cultural Competence** | Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds.
35. **Resistance Skills** | Young person can resist negative peer pressure and dangerous situations.
36. **Peaceful Conflict Resolution** | Young person seeks to resolve conflict non-violently.



## POSITIVE IDENTITY

37. **Personal Power** | Young person feels he or she has control over "things that happen to me."
38. **Self-Esteem** | Young person reports having a high self-esteem.
39. **Sense of Purpose** | Young person reports that "my life has a purpose."
40. **Positive View of Personal Future** | Young person is optimistic about her or his personal future.

This list is an educational tool. It is not intended to be nor is it appropriate as a scientific measure of the developmental assets of individuals.

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**Email from Restorative Action Program**

**From:** Paul Gauthier [mailto:pgauthier@sasktel.net]  
**Sent:** Friday, September 05, 2014 8:11 PM  
**To:** Hanson, Shannon (CY - Community Development)  
**Cc:** Jack Brodsky; Michael LeClaire; Mr. Winston George Blake B.A. C. Med  
**Subject:** RAP Funding request for 2014-2015

This is a follow up to the March 17, 2014 letter that was sent to His Worship The Mayor and Members of City Council.

In that letter we requested funding to reflect a formula of \$15,000 per operating school unit per year.

This email is to inform you that Saskatoon Restorative Action Program Inc. will be operating 7 school units during our 2014-2015 fiscal year. Because one school unit is operated half time in two schools, the RAP program will be available to students in 8 high schools this upcoming school year.

Given our proposed funding formula, our funding request amounts to \$105,000 during the 2014-2015 fiscal year.

I understand you will be bringing forward funding requests for a number of community organizations sometime during November 2014. We would appreciate being kept informed of progress and would welcome a copy of the report once it becomes public.

Please advise if there is any information that we can present to you to assist with our request. The Board of Directors will be reviewing a performance report on RAP during the 2013-2014 operating year from the University of Saskatchewan, Center for Forensic Behavioural Science and Justice Studies. We will ensure that a copy of this report is available to you as soon as possible.

Organization	Mandate/Mission	City's Role	History	Current Agreement
Wanuskewin Heritage Park (WHP)	<p><b>Mission</b> To advance the understanding and appreciation of the evolving cultures of the Northern Plains indigenous peoples.</p> <p><b>Vision</b> Wanuskewin will be the living reminder of the peoples' sacred relationship with the land.</p> <p><b>Positioning Statement</b> Wanuskewin will be a centre of excellence in education, interpretation and expression of indigenous heritage and art.</p>	Founding partner and funder. The City is currently represented on the Board by one City Councillor.	<p>WHP was designated a Provincial Heritage Property in 1984 and named a National Historic Site in 1986.</p> <p>The park officially opened in June of 1992.</p> <p>In 1997, the Province of Saskatchewan established the Wanuskewin Heritage Park Act. That Act allows City Council to appoint one representative to the Board.</p> <p>An annual grant of \$184,000 is provided.</p>	There is no formal signed agreement.
Saskatoon Crisis Intervention Services	<p><b>Mission</b> Crisis resolution for people in distress.</p> <p><b>Vision</b> Quality and timely crisis intervention service for all Saskatoon citizens</p> <p>It has two main programs – mobile crisis service and crisis management service.</p>	Founding board member and funder. The City is represented on the board by Saskatoon Police Services.	<p>In August 1979 City Council approved the following recommendations: - That City Council approve of the establishment of a Mobile Crisis Intervention Unit in the City of Saskatoon on the basis of the brief submitted, and - That City Council approve of an over-expenditure of \$9,000 in the police budget, to finance this undertaking for the balance of 1979</p> <p>In 1997, the Police Commission transferred \$40,000 to the city operating budget for the Saskatoon Crisis Intervention Services and an additional amount of \$23,800 was provided to bring the total funding level to \$63,800. The following is a summary of Council approved funding since that date:</p> <ul style="list-style-type: none"> <li>▪ 2000 - \$88,800</li> <li>▪ 2004 - \$113,820</li> <li>▪ 2007- 2014 - \$125,200.</li> </ul>	There is no formal signed agreement.
White Buffalo Youth Lodge (WBYL)	The mission and vision of WBYL is dedicated to improve the quality of life and health of children, youth and young	Founding partner and funder. The City	In 1998, the City of Saskatoon acquired an old grocery store through tax title. At that time, there were also a number of core	There is a formal signed partnership agreement between

	<p>adults and their families in the inner city through integrated, holistic support services and programs. The vision of WBYL is that children, youth and young adults will have the capacity to make healthy life choices and be leaders in the community, through collaboration of all orders of government and the community.</p>	<p>is represented at the management table by civic Administration.</p> <p>The City owns the building.</p>	<p>neighbourhood initiatives underway and expressing a strong need for a community centre in the core neighbourhoods of Saskatoon. At the time, there was a commitment to help finance the project from the Federal Government, the Provincial Government, and the City of Saskatoon. The City as owner of the building and land secured a loan for \$1,500,000 to do renovations and upgrades for the building.</p> <p>In 2000, a partnership agreement was signed by the City of Saskatoon, the Saskatoon Health Region, Saskatoon Tribal Council and Central Urban Metis Federation Inc. At that time, the Federal Government was also a major contributor to the operating costs of the facility, but they were not signatory to the Partnership Agreement.</p> <p>As owner of the building and land, the City of Saskatoon contributes funds each year equivalent to the costs for the Property Maintenance Contract and the contribution to the Civic Buildings Comprehensive Maintenance Reserve. The following is a summary of funding since 2009:</p> <p>2009 - \$118,500  2010 - \$122,900  2011 - \$129,800  2012 - \$133,100  2013 - \$138,900  2014 - \$151,500</p>	<p>the four partners including City of Saskatoon, the Saskatoon Health Region, the Saskatoon Tribal Council, and Central Metis Federation Inc.</p>
<p>Saskatoon Downtown Youth Centre (EGADZ)</p>	<p>Vision - Every child grows up to become a contributing citizen.</p> <p>Mission - A community based, non - profit charitable organization that provides programs and services to children, youth and their families in making healthy choices that improves their quality of life.</p>	<p>Founding board member and funder. The City is represented on the board by civic Administration.</p>	<p>In December 1989 City Council considered the original proposal to establish the Saskatoon Downtown Youth Centre, Inc. (EGADZ) and agreed to provide an annual operating grant of \$120,000 and an annual tax abatement. The tax abatement portion is through the approved Assistance to Community Groups – Social which includes a tax credit component.</p>	<p>There is a formal agreement for this funding.</p>

			City Council has renewed this funding through multi-year agreements (every five years) at the same level of \$120,000 annual operating grant and annual tax abatement.	
Detoxification Centre	<p>The Brief Detox Unit (DBU) is a 12 bed unit which provides a safe place to stay for a short period of time to rest and recover from intoxication or drug abuse. The BDU is an alternative to overnight incarceration or admission to emergency rooms for intoxicated people who do not require emergency care.</p> <p>The BDU is an opportunity for brief intervention where clients are monitored (vital sign/observed) for approximately 12 hours by an Emergency Medical Technician (EMT). Addiction counselling support is also available.</p> <p>Following a brief stay in the BDU, clients may choose to attend the Social Detox Unit to enter a recovery focused program.</p>	Funder through an annual contribution to the Saskatoon Health Region for the operation of the Detoxification Centre.	<p>In June of 2001, the City of Saskatoon, along with other various orders of government, attended a meeting hosted by the Saskatoon Health Region regarding the pressing need for addressing two gaps in the addictions treatment continuum in Saskatoon: a brief detoxification facility and a long-term addictions recovery centre.</p> <p>On December 3rd, 2001, a report was submitted to City Council from the Executive Committee recommending that City Council commit \$100,000 annually to the operating costs of a detoxification centre.</p> <p>The Brief Detoxification Centre opened for operations in 2004. Since that date, City Council has provided an annual operating grant of \$100,000 to the operating costs of this facility.</p>	There is no formal signed agreement.
Restorative Action Program	<p>Vision A safe community where mentorship and empowerment are nurtured through guided discovery.</p> <p>Mission The Restorative Action Program (RAP) will be a long-term successful program, empowering and supporting youth in the context of family and community, to take a proactive role in fostering positive citizenship, effective relationships, and enhanced well-being.</p>	Funder and board member (represented by Saskatoon Police Services)	<p>The RAP program has been operating since 2003, starting initially at Mount Royal Collegiate. The initial program was funded by the Rotary Club of Saskatoon, Saskatoon Public Schools and the Saskatchewan Community Initiatives Fund and has since been expanded within both Public and Catholic high schools.</p> <p>In 2008, the Rotary Club formally approached the City of Saskatoon, along with a number of other community agencies, to request funding assistance. The following is a summary of their funding to date:</p> <ul style="list-style-type: none"> <li>▪ 2008 - \$15,000</li> <li>▪ 2009 - \$50,000</li> <li>▪ 2010 – 2011 - \$60,000</li> <li>▪ 2012 - 2014 - \$75,000</li> </ul>	There is no formal signed agreement.

**Assistance to Community Groups Cash Grant  
Social Services Flagship Category**

**Cash Grant – Social Services Component  
Flagship Category Multi-Year Agreements**

Purpose

The purpose of a multi-year funding agreement is:

- To reduce administrative workload both internally within the City and externally within the agencies; and
- To provide agencies with a stable funding source to better enable them to strategically meet the needs of vulnerable populations with the City.

Criteria

Organizations that will be considered for multi-year funding must meet the following criteria:

- Be eligible for funding under the Assistance to Community Groups, Cash Grants Social Component;
- Have a long-term funding relationship with the City of Saskatoon and are currently receiving a significant funding contribution towards the provision of programs and services targeted to vulnerable populations that support access to clearly identified needs and basic service;
- Demonstrated track record for service delivery including quantity, scope and quality;
- Effective management practises;
- Evidence of collaborative approach with other community organizations; and
- Diversity in funding base including support by other major funders i.e. Government of Saskatchewan, United Way of Saskatoon and Area.

Conditions and Reporting

All agencies in receipt of multi-year funding will be required to abide by the following conditions:

- All multi-year funding agreements will be for a period of three years in length.
- Financial and program reporting will occur on an annual basis. The proposed reporting requirement will include the submission of the organization's annual financial statement and annual program report that are normally prepared for each organization's annual general meeting.
- Payments to agencies will be based on the same timing and procedures as those receiving ongoing annual funding, through the cash grant social component.
- The agencies will not be eligible for increases, outside the terms of their current agreement, for the duration of the multi-year agreement unless significant, additional funds become available or there is a significant change in their operations.
- Any increases considered would be based on available funding and would only be for the duration of the current agreement.



**Implementation Plan for Multi-Year Agreements  
with Stand-Alone Grant Recipients**

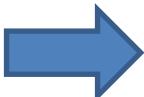
	<b>Timeline</b>	<b>Proposed Funding Process</b>
	December 31, 2014	The Administration finalizes templates, including applications/service plans, funding agreements, reporting tools.
Application Process	February 15, 2015	Existing stand-alone grant holders submit applications for renewal of existing funding and/or requests for additional funding.
	February – April, 2015	The Administration oversees the application process and reviews applications based on: <ul style="list-style-type: none"> <li>• Funding alignment with City of Saskatoon vision and strategic priorities;</li> <li>• Capacity of the organization requesting the funds; and</li> <li>• The availability of City of Saskatoon funds.</li> </ul>
	June – December	The Administration drafts a report outlining all requests, recommending funding levels and providing supporting documentation, and refers these requests to the annual budget process.
Approval Process	December, 2015	City Council approves funding levels through the budget process.
Allocation of Funding	February, 2016	The Administration administers the funding based on budget approvals and after a funding agreement is completed.
Reporting and Accountability	Ongoing	As per the formal funding agreement, financial and program reporting expectations are clearly outlined.

### Flow Chart for New Funding Requests

Funding requests received at City Council

Requests are referred to Administration for review

Requests are reviewed for alignment to community needs and City of Saskatoon Strategic Priorities

No  Referral made to funding sources other than City if applicable

Yes



Requests are reviewed for organizational capacity, is the organization able to deliver on the outcomes and manage the funds

No  Notify applicant

Yes



Requests are reviewed to determine if there is an available City of Saskatoon funding source through an existing grant or incentives program

No  Notify applicant

Yes



Request is referred to the appropriate grant or incentives program and process

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## Communications to Council - Dmitriy Chesnakov - Suggestions for Noise Bylaw Amendment – Long-Term Construction Projects

### Recommendation

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

That the November 3, 2014 report of the General Manager, Community Services Department, be received as information.

### Topic and Purpose

The purpose of this report is to provide information regarding best practices in other cities with options for mitigating noise impacts for residents on long-term construction projects.

### Report Highlights

1. Best practices in several other cities were examined for mitigating noise impacts on long-term construction projects.
2. Limiting the hours that construction could take place for long-term construction projects may have negative financial consequences for all those involved in the project and would likely prolong construction projects, thus exposing residents in the area to noise for a longer period of time.

### Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Quality of Life. Specifically, Noise Bylaw No. 8244 (Noise Bylaw) was enacted to protect, preserve, and promote the safety, health, welfare, peace, and quiet of the citizens through the reduction, control, and prevention of loud and excessive noise, or any noise that unreasonably disturbs, injures, or endangers the comfort, repose, health, peace, or safety of reasonable persons of ordinary sensitivity.

### Background

At its February 10, 2014 meeting, City Council resolved:

"That the matter be referred to the Administration to look at best practices in other cities and report to the Planning and Operations Committee with options for mitigating noise impacts for residents on long-term construction projects."

A report regarding construction noise as it relates to long-term construction projects was considered by City Council at its meeting held on February 10, 2014 (see Attachment 1). The report in Attachment 1 provides highlights of the Noise Bylaw and how it currently regulates noise arising from the construction or repair of buildings and City construction projects.

To summarize, the Noise Bylaw has been enacted to protect, preserve, and promote the safety, health, welfare, peace, and quiet of the citizens of Saskatoon.

The Noise Bylaw prohibits the construction, demolition, alteration, or repair of any building or structure that produces sound that is plainly audible across the property line of the property from which the sound emanates and is unreasonably loud or excessive between the hours of 10 p.m. and 7 a.m. on a weekday and between 10 p.m. and 9 a.m. on a Sunday or statutory holiday. In cases of emergency, construction noises are exempt from this provision.

The factors to determine whether the sound is unreasonably loud or excessive during the prohibited hours include, but not limited to, the following:

- a) the proximity of the sound to sleeping facilities, whether residential or commercial;
- b) the land use, nature, and zoning of the area from which the sound emanates and the area where it is received or perceived;
- c) the time of day or night the sound occurs;
- d) the duration, nature, and volume of the sound;
- e) whether the sound is recurrent, intermittent, or constant; and
- f) the nature of the event or activity from which the sound emanates.

Any individual or corporation who contravenes the provisions of the Noise Bylaw is guilty of an offence and can be fined in accordance with this bylaw.

### **Report**

Building Standards contacted several municipalities to determine what best practices, if any, exist for mitigating noise impacts for residents on long-term construction projects. In total, 12 western Canadian cities were contacted to determine if a Noise Bylaw is present, who enforces the requirements in the bylaw, and if any special provisions or best practices are in place for long-term construction projects.

All municipalities contacted have a noise bylaw with similar hours to the City's Noise Bylaw in terms of allowing construction noise. These bylaws are almost all enforced by a peace officer (police), or in some cases, jointly enforced by a peace officer and bylaw enforcement officer. None of the municipalities contacted have any special or specific requirements for mitigating the impact of long-term construction noise on area residents. Communication and appropriate enforcement appear to be the accepted practice.

In addition to contacting other municipalities, Building Standards also contacted several local building companies to determine what the impact would be if there was a reduction in the allowable hours for noise on construction projects. The common theme in all responses was that reducing the hours available for construction activity would severely impact the ability to complete projects within required timeframes due to the limited warm weather construction season. This would also have an impact on construction costs. Some of the responses to reduced hours in the Noise Bylaw are included in Attachment 2.

**Communications to Council - Dmitriy Chesnakov - Suggestions for Noise Bylaw Amendment  
– Long-Term Construction Projects**

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From discussions with other municipalities, and from our own experience, the current practice of communicating with contractors about permitted hours, and the need to be sensitive to neighbours, will continue to be our recommended practice going forward. Options to enhance the communications process are also being implemented.

**Public and/or Stakeholder Involvement**

There is no public or stakeholder involvement.

**Communication Plan**

Building Standards has prepared a handout that will be distributed to builders at the time that a building permit is issued. A copy of this handout is in Attachment 3.

**Other Considerations/Implications**

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

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

There is no follow-up report planned.

**Public Notice**

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

**Attachments**

1. Copy of Clause C1, Administrative Report No. 3-2014
2. Comments From Builders
3. Noise Levels on Construction Sites – Building Standards handout

**Report Approval**

Written by: Bob Baran, Director of Building Standards

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

S:\Reports\DS\2014\PDSCS – Communications to Council – Dmitriy Chesnakov – July 13, 2013 – Suggestion for Noise Bylaw Amendment – Long-Term Construction Projects\kt

The following is a copy of **Clause C1, Administrative Report 3-2014** which was **DEALT WITH AS STATED** by City Council at its meeting held on **February 10, 2014**:

**Section C – CORPORATE PERFORMANCE**

**C1) Communications to Council**

**From: Dmitriy Chesnakov**

**Date: July 13, 2013**

**Subject: Suggestion for Noise Bylaw Amendment - Long-Term Construction Projects**

**(Files CK. 185-15 and CP.185-1)**

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**RECOMMENDATION:** that the following report be received as information.

**TOPIC AND PURPOSE**

The purpose of this report is to provide information regarding Noise Bylaw 8244 as it relates to long-term construction projects.

**REPORT HIGHLIGHTS**

1. Currently, Noise Bylaw 8244 prohibits noise arising from the construction or repair of buildings for specific days and hours, which applies to both short and long-term construction projects.
2. Construction projects initiated by, or on behalf of the City of Saskatoon (City), are undertaken within the regulations of the Noise Bylaw. In addition, communications are provided to residents and businesses when outlining any disruptions which may occur including anticipated, excessive noise and how long it is expected to last.
3. Private contractors must follow the same noise bylaw for short and long-term construction projects. However, there are no requirements for private contractors working on construction sites to notify residents and businesses when excessive noise is anticipated and how long it is expected to last. Building Standards will encourage private contractors to do so in the future.
4. On November 4, 2013, City Council approved the realignment of the corporate structure. Once Corporate Bylaw Enforcement is established, a communications plan will be prepared to inform citizens and private construction companies on the rules and regulations of Noise Bylaw 8244.

## STRATEGIC GOAL

This report relates to the Strategic Goal of Quality of Life. Specifically, the Noise Bylaw was enacted to protect, preserve and promote the safety, health, welfare, peace and quiet of the citizens through the reduction, control, and prevention of loud and excessive noise, or any noise which unreasonably disturbs, injures, or endangers the comfort, repose, health, peace or safety of reasonable persons of ordinary sensitivity.

## BACKGROUND

At its meeting of August 14, 2013, City Council received the above noted communication with respect to a suggestion for a Noise Bylaw Amendment for long-term construction projects. City Council passed a motion that the matter be referred to the Administration for review and report.

As Saskatoon continues to grow into a major urban centre in Canada, meeting the wants and needs of its residents continues to be a top priority. This can be seen in an unprecedented number of successful infrastructure improvements and projects, such as the Circle Drive South and the 25<sup>th</sup> Street Expansion projects. The noises caused by the increase of construction activity may be a concern for some citizens. In addition, as the City focuses efforts on increasing density through infill development initiatives, there is also increased potential for impact on property owners in the vicinity of that development.

Relatively few complaints related to construction noise and activity are received by the Zoning Bylaw Compliance section per year. When appropriate, noise complaints are forwarded to Police Services who are responsible for enforcing the noise bylaw.

## REPORT

### Noise Bylaw 8244

Currently, Noise Bylaw 8244 prohibits noise for the construction or repair of buildings as follows:

- In all areas of the city except agricultural and industrial districts, the construction, demolition, alteration or repair of any building or structure between the hours of 10:00 p.m. and 7:00 a.m. on a weekday, and 10:00 p.m. and 9:00 a.m. on a Sunday or a statutory holiday, that produces sound that is plainly audible across the property line of the property from which the sound emanates and is unreasonably loud or excessive. In cases of emergency, construction noises are exempt from this provision.

While the current bylaw prohibits noise from construction activity before 7:00 a.m. on weekdays and Saturdays, and before 9:00 a.m. on Sundays and statutory holidays, it does not distinguish between short or long-term construction projects. Bylaws must be amended by City Council and at this time, the Administration has not been directed to undertake changes to the bylaw.

#### City of Saskatoon Construction Projects

When contracts for City-related construction projects are put in place, the City includes expectations for hours of work, which coincide with the hours outlined in Noise Bylaw 8244. In addition, prior to the start of construction, Construction & Design issues Public Service Announcements (PSAs) and direct notices to area residents outlining any disruptions which may occur during construction. Where applicable, PSAs and direct notices incorporate information related to excessive noise to inform area residents when excessive noise is anticipated, what the noise is, and how long it is expected to last.

In the future, Construction & Design has identified ways to increase the awareness of the Noise Bylaw for future City-initiated construction projects. During the 2014 summer construction season, increased communication efforts will be made which will include additional information on the Construction & Design webpages, as well as social media messages. In addition, the standard messaging about the Noise Bylaw will be updated to incorporate information on the roles and regulations surrounding noise, what is prohibited, how to file a complaint if residents have a concern, and where to find more information on the construction project or Noise Bylaw 8244.

#### Private Contractors and Construction Sites

Private contractors must apply for a building permit for the construction or repair of a building. However, there are no provisions in the permit process that require private contractors to notify residents and businesses when excessive noise is anticipated and how long it is expected to last.

In the future, Building Standards will encourage private contractors to notify residents. In addition, Building Standards will make private contractors aware of the Noise Bylaw and that more information is available on the City's website.

#### Corporate Bylaw Enforcement

On November 4, 2013, City Council approved the alignment of the corporate structure. Once the new Corporate Bylaw Enforcement is aligned, a communications plan will be prepared to identify ways to inform citizens and private construction companies on the rules and regulations of Noise Bylaw 8244.



In addition, other bylaws will be identified which will require additional communication efforts to inform and educate citizens on roles and responsibilities for topics of importance and interest to citizens.

### **OPTIONS TO THE RECOMMENDATION**

The option is for City Council to amend Noise Bylaw 8244 to differentiate the prohibiting of noise for short-term and long-term construction projects.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

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

No public or stakeholder consultation was pursued as part of this report.

### **COMMUNICATION PLAN**

The City of Saskatoon will continue to work towards increasing general awareness of Noise Bylaw 8244 during the 2014 summer construction season. PSAs and direct notices will continue to be issued to area residents when disruptions will occur during construction and will incorporate information related to excessive noise such as what the noise is and how long it is expected to last.

In addition, Construction & Design will include additional information on its webpages and social media messages. The standard message for PSAs and direct notices will be updated to incorporate information on the roles and regulations surrounding noise, what is prohibited, how to file a complaint if residents have a concern, and where to find more information on the construction project or Noise Bylaw 8244.

In 2014, Corporate Bylaw Enforcement will identify ways to inform citizens and private construction companies on the rules and regulations of Noise Bylaw 8244. In addition, the division will identify other bylaws which require additional communication efforts to inform and educate citizens on roles and responsibilities for topics of particular interest.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications at this time.

**PRIVACY IMPLICATIONS**

There are no privacy implications.

**PUBLIC NOTICE**

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

- IT WAS RESOLVED:*
- 1) *that the information be received; and*
  - 2) *that the matter be referred to the Administration look at best practices in other cities and report to the Planning and Operations Committee with options for mitigating noise impacts for residents on long-term construction projects.*

### Comments From Builders

In addition to contacting other municipalities, Building Standards also contacted several local building companies to determine what the impact would be if there was a reduction in the allowable hours that noise can be made on construction projects. The common theme in all responses was that reducing the hours available for construction activity would severely impact the ability to complete projects within required timeframes because of the limited warm weather construction season. This would also have an impact on construction costs. Increases in construction costs would add to the already high cost of construction in Saskatoon. Some of the responses to reduced hours in Noise Bylaw No. 8244 (Noise Bylaw) are as follows:

“This would be a disaster if this were to happen. With our short construction season we need every hour we can get. I also tell people would you like us in your neighborhood banging and making noise for twice as long? Why not get in, get it done, and let the neighbors have their peace as quick as possible, rather than dragging it out, which we have found really wears on people. This would add significant cost and significant delays to projects if enacted.”

“It can cost a lot of money, and months of losing work if we reduce the hours of construction in a day.”

“Reducing hours of construction operation would not be well received at all. Our company rarely works outside 7 a.m. to 7 p.m. hours, however it is occasionally required. Given our seasons, productive work time has to be maximized. Cutting back on hours permitted for work would very likely cause projects to run longer, which could lead to significant cost and time overruns depending on the size and scale of the project.”

“The impact on our projects would be significant if allowable work hours were reduced. As an example, when pouring concrete in the summer, we typically start early in the morning to avoid the mid-afternoon heat and the need to provide cooled concrete. With larger pours and especially in the winter when it takes longer for concrete to setup, our finishing crews are usually working late into the evening. The impacts we would experience are related to material cost premiums and increased project overhead costs resulting from extended project schedules.”

“I am strongly opposed to reducing working hours. It is challenging enough dealing with the weather delays, shortening the work window does not work out in anyone’s favour. I would strongly suggest stronger enforcement of working hours, including fines for not obeying the Noise Bylaw. We have had issues on one of our sites with a sub trades not obeying the Noise Bylaw, which we strongly enforce. We have no leg to stand on when enforcing it, besides informing and requiring sub trades to follow it. It is important to keep in mind new construction and renovations of existing buildings improve existing communities and adds value to the city on a whole.”

## NOISE LEVELS ON CONSTRUCTION SITES

Noise Bylaw No. 8244 (Noise Bylaw) has been enacted to protect, preserve, and promote the safety, health, welfare, peace, and quiet of the citizens of The City of Saskatoon. This is accomplished through the reduction, control, and prevention of loud and excessive noise, or any noise, which *unreasonably* disturbs, injures, or endangers the comfort, repose, health, peace, or safety of reasonable persons of ordinary sensitivity.

This handout outlines the Noise Bylaw's requirements in and around construction sites.

### Construction or Repair of Buildings:

In all areas of the City, except agricultural and industrial districts, the construction, demolition, alteration, or repair of any building or structure that produces sound that is plainly audible across the property line of the property from which the sound emanates and is *unreasonably loud* or excessive between the hours below is prohibited:

**Unreasonably Loud or Excessive Sound Prohibited**  
**Monday to Saturday between 10:00 P.M. and 7:00 A.M.**  
**Sunday and statutory holidays between 10:00 P.M. and 9:00 A.M.**

In cases of emergency, construction noises are exempt from this provision.

**The factors to determine whether the sound is *unreasonably loud* or excessive** include, but not limited to, the following:

- the proximity of the sound to sleeping facilities, whether residential or commercial;
- the land use, nature, and zoning of the area from which the sound emanates and the area where it is received or perceived;
- the time of day or night the sound occurs;
- the duration, nature, and volume of the sound;
- whether the sound is recurrent, intermittent or constant; and
- the nature of the event or activity from which the sound emanates.

**Notify Area  
Residents about  
Long-Term  
Construction  
Projects**

### Long-Term Construction Projects:

If your construction project will be longer than one year in duration, you are asked to notify area residents of the type of construction, type of noise to be expected, and the expected length of the project. Direct communication helps foster good working relationships with area residents throughout the duration of your project, as residents will know what to expect and for how long to expect it.

### Offences and Penalties:

Any individual or corporation who contravenes the provisions of the Noise Bylaw is guilty of an offence and can be fined in accordance with the Noise Bylaw.

### Questions/Information:

If more information or clarification is required regarding sound and noise levels permitted at all stages of your Building Permit Construction, please refer to the Noise Bylaw.

Policy Options to Discourage Vacant Lot Retention

# PROPOSED VACANT LOT AND ADAPTIVE REUSE STRATEGY

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*DISCUSSION PAPER*

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## DESCRIPTION OF ISSUES

Saskatoon currently has a total of **428 vacant developable sites<sup>1</sup> (47.55 hectares)** within established neighbourhoods and industrial areas<sup>2</sup>. **Table 1** shows a summary of developable vacant properties by type.

**Table 1: Vacant Developable Land in Established Areas**

<u>Property Type</u>	<u>Area</u>	<u>Sites</u>
Residential	7.042 hectares (17.401 acres)	142 (12 City-owned)
Multi-Family Residential	2.634 hectares (6.509 acres)	15 (0 City-owned)
Commercial / Industrial	37.878 hectares (93.599 acres)	271 (27 City-owned)
<b>TOTAL</b>	<b>47.553 hectares</b> <b>(117.506 acres)</b>	<b>428</b> <b>(39 City-owned)</b>

Approximately 91%, or 389 of the 428 vacant commercial, residential and multi-unit residential sites are privately-owned. The City currently owns 12 vacant residential sites (for one or two unit dwellings) and 27 vacant commercial sites. The majority of City-owned sites are currently being used for civic purposes (such as parking stations in the downtown), and others were acquired through property tax enforcement. The majority of vacant, developable land in the City’s established neighbourhoods is privately-owned.

### Effects of Vacant Sites

Vacant properties, especially those within the established, mature neighbourhoods, tend to create a range of negative effects that cost the City of Saskatoon and its residents in a variety of ways:

- **Reduced Average Property Values** – vacant land is less valuable than comparable land with improvements. Additionally, vacant property may be under-maintained or have other problems (e.g. loitering, illegal dumping, etc.) which can have a negative impact on the value of surrounding properties.
- **Reduced Property Tax Revenue** – vacant land is not being used to its full potential, and is assessed a lower property value than would be the case if it were developed to its potential. This results in significant foregone tax revenue for the City. Based on estimates by the City Assessor and Planning and Development Branch, the City’s tax revenue could be increased by approximately \$6.74 million at the

<sup>1</sup> “Developable Sites” excludes greenfield sites, walkways, rights-of-way, railway leases, and sites without civic addresses.

<sup>2</sup> For the purposes of this report, “established areas” refers to those neighbourhoods and industrial areas that are identified as such in Appendix B of the Zoning Bylaw No. 8770. All areas within the boundary of Circle Drive (and in the south, the CN rail line), as well as Sutherland, Forest Grove, Sutherland Industrial, and Montgomery Place are considered to be “established”.

2009 mill rate if all of the developable vacant property (Table 1) in established areas of the City were developed to a state similar to surrounding properties.

- **Higher Municipal Costs** – lack of development within established parts of the city can lead to more greenfield development at the city’s edge. As urban expansion occurs at the edge, municipal services must be expanded ever outward, while at the same time maintaining and upgrading services in the existing areas. This tends to increase the costs of servicing.
- **Lower Density** – vacant lots hinder a compact city form. In contrast, the great majority of vacant and brownfield sites within the City are already connected to City services including existing transit routes.
- **Environmental and Public Health Consequences** – when vacant property, particularly brownfield sites, remains undeveloped environmental contamination which may be present remains in place which poses a potential health risk to the community and risks the cross-contamination of adjacent sites. Additionally, under-maintained vacant sites can contribute to both real and perceived safety concerns as potential locations for crime to occur.

## PURPOSE

The purpose of this discussion paper is to examine what municipal responses are possible to address the issue of vacant and underutilized properties in established neighbourhoods of Saskatoon. This strategy is intended to meet the visions and objectives outlined in the City's Corporate Business Plan, Strategic Plan and Official Community Plan:

### Corporate Business Plan (2009 – 2011)

- Create an environment that encourages economic development and includes infill development and existing neighbourhood densification.
- Exercise responsible, progressive environmental management in the provision of all civic services.
- Develop a strategy to address infill opportunities within older neighbourhoods, including discussions on the possible creation of incentives for infill projects with a target of 100 units per year in the private sector.

### Strategic Plan (2004)

- Responsible, Progressive Environmental Management – Saskatoon will be progressive in protecting and enhancing the beauty of our environment, and it will continue to promote responsible use of natural resources.
- Planned Growth – Saskatoon will experience responsible economic growth and residential development.

### Official Community Plan (2009)

- Build a fiscally, socially and environmentally sustainable community by: i) ensuring the efficient use of land and civic infrastructure and; ii) maintaining a rational and effective system to manage urban growth.
- Encourage infill residential development that: a) helps to meet the housing needs of a diverse population; b) makes efficient use of civic and community infrastructure; and c) recognizes the interests of local residents and the impact of development on neighbourhood character and infrastructure
- Promote efficient use of land, infrastructure and other resources in managing the City and accommodating growth and change.

### Local Area Plan Recommendations

A number of Local Area Plans (LAPs) and supporting Neighbourhood Safety Reports, including the Riversdale LAP, Pleasant Hill LAP, Pleasant Hill Safety Audit Report, and the King George Safety Audit Report, have identified concerns with vacant lots. Concerns raised include: poor maintenance, increased crime, and decreased investor confidence in the area as a result of vacant sites.

The King George and Pleasant Hill Safety Audit Reports contain recommendations meant to encourage improved maintenance on vacant lots within these neighbourhoods. The Pleasant Hill LAP and Safety Audit Report both identify the need to consider vacant lots as a measure of neighbourhood stability. Finally, the Riversdale LAP



recommends the creation of a vacant lot registry to publicly list vacant lands in the city as a means to encourage development.

Additionally, the Warehouse District LAP calls for the creation of a “Warehouse Development Incentives Program” to encourage the development of this area of Downtown. While the Downtown Housing Incentive Program includes the Warehouse District, the housing-specific program’s focus is narrower than the LAP recommendation calls for.

This report recommends the creation of a vacant lot registry (or inventory) and an incentive program that more broadly addresses the needs of areas like the Warehouse District, and indirectly addresses the related LAP recommendations by encouraging the development of vacant lots in the city.

## STRATEGIES

This report proposes a comprehensive new approach to addressing the growing problem of vacant and underutilized sites in Saskatoon. Four complementary strategies are provided for discussion:

- **Incentives** – Incentives are a means to attract investment to meet a public policy objective. The proposed incentive program is intended to reduce or remove perceived barriers to redevelopment and intensification of vacant and underutilized sites in established, mature neighbourhoods of the city. Examples of such barriers to redevelopment include: unforeseen environmental remediation costs, offsite levies, required upgrades to direct services, and uncertainty regarding a neighbourhood’s future.
- **Policy Options** – A variety of policy options including penalties, or disincentives, may be used in circumstances where public policy objectives are not being met and where community well-being is at risk of decline. Penalties, such as fees or a special property tax sub-class, could improve accountability for property owners who choose to retain their sites in a vacant state by better reflecting the costs that such sites have for the city as a whole. Other policy options may help to discourage retention of sites in a vacant state or the creation of new vacant lots without imposing a fine.
- **Information** – An inventory of vacant sites will be made available to the public through the City’s website and other means so that the information is available to prospective buyers. The inventory will contain the address, legal description, site area, zoning, neighbourhood name. Over time, other useful information will be added, such as proximity to neighbourhood services, shopping, transit, access to utilities, and so on. No ownership information will be included.
- **Education** – The City recently produced a guide called “Redeveloping Brownfields in Saskatoon”. The guidebook provides information for developers who may be considering the redevelopment of a brownfield site, but who are unsure of the process, potential costs, and the potential benefits. This information is intended to increase the comfort level of developers with projects that they may be otherwise unfamiliar with and reluctant to take on.

## INCENTIVES AND POLICY OPTIONS

### PROPOSED NEW VACANT LOT INCENTIVE

The incentive program is based on the City's established practice of offering five year tax abatements (enterprise zone, affordable housing, and downtown housing). The vacant lot program proposes to use the abatement differently. Instead of forgoing revenue for five years, the City may provide a grant and recoup it over a five year period. In this way, the proposed new incentive program provides much needed capital to the developer/builder upon completion. The incentive program is also self-financing. The only funding needed would be "start-up" funding to start the program. The incentive program uses the City portion of the property tax increment generated by the proposed development project to determine the maximum incentive amount and to fund the repayment of the program reserve (i.e. to repay the grant).

The size of the grant is determined through a point system. A point system is objective, easy to understand and straightforward to administer.

#### Definitions

**Vacant Site** – For the purpose of the incentive program, vacant sites are sites formerly used for an urban use on which there existed no previous building, on which the existing primary building has been demolished, or where a building has become wholly vacant and has remained vacant for a period of at least 3 consecutive years. Greenfield sites are not eligible for this program.

**Brownfield Site** – A vacant site that has formerly had a commercial or industrial use on it which has resulted in actual or perceived environmental contamination is considered to be a brownfield site.

**Adaptive Re-Use** – Where a building formerly used for industrial or commercial uses has been substantially vacant for at least 3 consecutive years, and a development proposal involves the conversion or re-purposing of this building to host a different type of use (e.g. conversion from industrial or commercial to residential, or from industrial to commercial) it shall be considered adaptive re-use.

#### Eligibility

To qualify, applicants must have a **full development proposal prepared** for a vacant or brownfield site or an adaptive re-use project.

#### Maximum Incentive Amount (MIA)

The maximum incentive amount is determined by the increment between the existing property taxes (City portion) and the taxes upon completion multiplied by 5 years. The incentive cannot exceed this amount because the grant is funded by redirecting the City's portion of incremental taxes over a 5 year period (5 years is proposed, but this can be increased or decreased). Incentives will be provided in the form of a grant to the applicant following the completion of the project.

A point system and variable maximum incentive is intended to encourage developers to build projects of greater density/intensity. Since the maximum incentive amount is determined by the incremental property tax from a project, the size of the project will determine the amount of the potential grant.

### Points System

A points system is a simple, fair, and transparent way to assess the value of a development proposal and determine the level of support.

Points are used to determine what percentage of the total **Maximum Incentive Amount** may be available to the applicant upon completion of the project. The points are linked to policy objectives and values identified in the Strategic Plan (SP), the Corporate Business Plan (CBP), and the Official Community Plan (OCP).

The points system is based on points out of 100. A score of 100 points earns 100% payout of the Maximum Incentive Amount (MIA). It is possible to gain more than 100 points, but the incentive will never exceed the MIA.

### Sample Points System

Proposals can receive points by including development features that achieve a range of policy objectives defined in the following table:

Development Feature	Community Objective	Sample Points
Housing Units Provided  Downtown Housing Units	Encourage infill residential development that makes efficient use of civic and community infrastructure. (OCP)  Encourage a significant portion of the City’s overall housing development to take place in the Downtown. (OCP, Downtown Plan)	<p>           OUD (s) / TUD (s) – 10 pts.             Multi-unit Housing – 20 pts.             Downtown Housing (high rise) – 30 pts.         </p>
Mixed Use - Development includes a residential component and one non-residential use.	Facilitate unique development opportunities, flexibility and reinvestment in neighbourhoods by encouraging new mixed use developments and the rehabilitation of existing mixed use development arrangements. (OCP)	<p>           Live-work units – 10 pts             Mixed Use w/multi-unit Res – 20 pts         </p>
On-site and Structured parking facilities	Ensure that adequate parking facilities are provided throughout the City, including the appropriate location and design of parking facilities as part of an efficient and functional transportation system. (OCP)	<p>           On-site parking– 5 pts.             On-site structured parking – 10 pts.         </p>
Provides a “Key Service” (i.e. Grocery Store) or develops a “Key Site”	Example: Improve access to grocery store (Riversdale and Pleasant Hill LAPs)	10 pts.

Development Feature	Community Objective	Sample Points
Adaptive Re-use of building	Encourage efficient use of land, infrastructure and other resources in managing the City and accommodating growth and change. (OCP)	25 pts.
Contributes to public realm (e.g. developer-provided streetscaping improvements, provides public space on private property)	Be progressive in protecting and enhancing the beauty of our environment. (SP)	20 pts.
Environmental Remediation of site	Ensure appropriate remediation measures are carried out on any property containing environmental contaminants prior to development. (OCP)	Commercial Standard – 15 pts. Residential Standard – 25 pts.
Transit Oriented Development (e.g. dwellings located no more than 450 m from an existing or proposed stop)	Reduce the need for new transportation infrastructure, and support alternative forms of transportation. (OCP)	10 pts.
Development Site is located within former Enterprise Zone boundary or in the Central Business District	Encourages development within the former Enterprise Zone on vacant lots in the city's Downtown.	10 pts.

### Funding

This incentive program is intended to be self funding through tax increment financing. However, the program will require initial seed funding to start a new program reserve. All grants will be funded from this reserve and will only be paid upon completion of the project.

Maximum grant amounts will be based on an estimate of the Municipal portion of the five year incremental property tax. Grants will be no more than the City's portion of the estimated five year incremental property tax. These grants will be repaid to the program reserve over the course of five years as the incremental property tax is collected and redirected to the program account. The City's existing revenue is not affected in years 1-5 following project completion because the base tax is still collected and allocated to general revenue. In year 6, general revenue will increase by the amount of the annual increment because the full amount of the grant will have been repaid.

### Residual Funding

The proposed method of funding creates the potential to capture residual funds which are over and above the grant paid to the developer. The points system determines what percentage of the maximum grant a project is eligible for. For projects that score less than 100%, there will be a residual portion of the incremental taxes available which could be allocated to the program fund (see Figure 1).

**Figure 1. Sample Grant Calculation and Repayment**

<b>Project A (Hypothetical)</b>		
Project earns 60/100 points (60%) in the point system		
	<u>Grant Calculation</u>	<u>Repayment</u>
Tax Increment (City Portion)	\$10,000	
	x 5 years	
<b>Maximum Incentive Amount</b>	= <b>\$50,000</b>	\$50,000 tax increment collected over 5 years
Points	x 60/100	
<b>Grant Amount</b>	= <b>\$30,000</b>	- \$30,000 grant repayment over 5 years
	(paid on project completion)	= <b>\$20,000</b> residual increment (allocated to program reserve)

The example in Figure 1 shows how a project grant is funded, and the potential residual amount which can be collected and allocated to the reserve.

Council could allocate the residual incremental taxes to the vacant lot program to allow the program reserve to grow .

**Proposed Use of Residual Funds**

It should be noted that some projects, such as adaptive reuse projects (e.g. warehouse or commercial space converted to residential or mixed use), are valuable, but may not generate tax increments. If no increment is generated, these projects would gain no benefit from the proposed incentive program. It is recommended that the residual funds be used to provide incentives to this type of project where no tax increment is generated.

**Tax Abatements vs. Grants**

It has been noted that a tax abatement still has value for some projects where the developer intends to retain ownership and lease the property as opposed to selling the property. The new incentive program should provide a choice to the developer between a grant paid upon completion, or a five-year tax abatement of equivalent value.

## POLICY OPTIONS

A variety of policy approaches and disincentives are examined to address chronically-vacant lots in the city's established, mature neighbourhoods. These include regulations, fees, or policies that are intended to discourage the creation of new vacant land (building demolition) and/or the retention of existing vacant land. This report explores a wide range of possible options and assesses their suitability in the Saskatoon context.

It is important to note that disincentives and penalties can be very difficult to apply to specific cases. In other words, the options examined may have an unintended negative effect on development. The penalties assume that there is a market demand which exists and the owner of the vacant site has chosen not to satisfy the market demand.

The main focus of applying disincentives is to aim specifically at those owners who have **chosen** to remove their land from the marketplace. In other words, they have no intention of using the land themselves and do not offer the land for sale to others who would. It is the strong opinion within the Community Services Department that this must be the focus of any disincentive or penalty system. Each of the following options have been evaluated in this context.

### Taxation and Fee Approaches

#### A. Fees and Surcharges

Fees for retaining land in a vacant state or for rendering a site vacant.

This approach could discourage property owners from demolishing an existing building, or could encourage property owners to develop already-vacant sites more quickly. Such fees could conceivably be applied under a standalone fee program or as a surcharge on the property tax.

#### Evaluation

According to *The Cities Act* the City is only entitled to charge a fee for a service provided, and then only to recover the cost of providing the service. Further, *The Cities Act* also defines what types of charges can be applied to the property tax. Charges for the retention of vacant lots are not endorsed by *The Cities Act*. If a fee/surcharge approach is to be pursued, it would likely require a change in Provincial legislation.

Further, a program of this nature would involve significant time and resources to administer.

Other North American cities – notably the City of Winnipeg – charge fees for retaining *buildings* in a vacant, derelict state, however none are known to charge such fees specifically for vacant land. Winnipeg charges incrementally-increasing fees for a “boarded building permit” and a required “annual inspection”<sup>3</sup>. This program is intended to encourage either the repair and reuse or the demolition of derelict buildings. However, this model does not translate well for use on vacant land since the fees are tied to the inspection of vacant buildings for fire safety and structural integrity. A similar justification for vacant land does not exist.

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<sup>3</sup> City of Winnipeg, *Vacant and Derelict Buildings By-law (By-law 35/2004)*, (2004)

## **Recommendation**

***A fee/surcharge approach for vacant, derelict buildings could be pursued. However it is not recommended for vacant sites, which is the main focus of this report.***

### ***B. New Tax Sub-Class***

The creation of a new tax sub-class (or classes) for vacant land would allow the City to assign a higher Mill Rate Factor to vacant land, and thereby to charge a different effective mill rate. An increase in the effective mill rate on vacant property would increase the cost to property owners of holding land in a vacant state and thereby encourage the development of these sites. This approach would require very little additional administration since it would use the City's existing tax collection process.

### Evaluation

There are two main problems with this approach.

Firstly, no North American cities are known to have a separate tax class or similar distinction for vacant land. Further, while it may be possible for the City to create such a class, it is not clear that the City could charge a higher effective mill rate for the vacant land class of properties. It may violate the principle of *ad valorem* taxation (taxation according to value) since it would require that vacant land be taxed at a substantially higher rate in order for the disincentive to have any impact. Such a measure may be subject to legal challenge.

Secondly, a vacant land sub-class could not be applied selectively based on geography or other characteristics. This means that such a class could not be directed at vacant land within the City's "Established Neighbourhoods" where the most significant concern about vacant land exists. As a result, such a plan would require holders of vacant land at the City's edge, such as undeveloped sites in new neighbourhoods, to pay significantly higher taxes without addressing the problem of vacant land in the established city.

## **Recommendation**

***A new property tax sub-class for vacant land is not recommended.***

### ***C. Land Value Taxation***

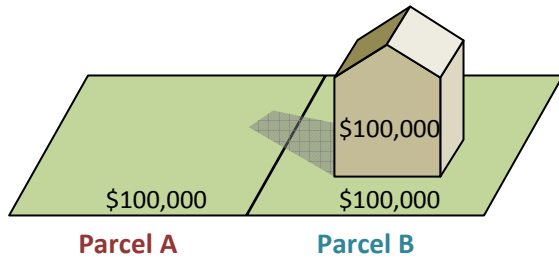
Land value taxation is a form of property tax that assesses tax based solely on the value of the land, ignoring buildings and other improvements. Often considered to be more efficient than conventional property tax systems,<sup>4</sup> land value taxation encourages the most efficient use of land at any location because equivalent pieces of land are taxed identically, regardless of whether or not improvements are present. At the same time, it discourages speculation and the retention of land in a vacant state because property owners pay the same tax whether a parcel is vacant or developed and capable of generating income. Thus development and density is encouraged. The conventional tax system actually discourages improvements to a degree since improvements result in a corresponding increase in taxes. Figure 2 provides a simplified illustration of land value taxation in action.

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<sup>4</sup> Vickrey, William. "The Corporate Income Tax in the U.S. Tax System", (1996).



**Figure 2. Land Value Taxation**



Parcel A	
Land Value	\$100,000
Improvements	\$0
<b>Assessment</b>	<b>\$100,000</b>

Parcel B	
Land Value	\$100,000
Improvements	\$100,000
<b>Assessment</b>	<b>\$200,000</b>

**Conventional Taxation (Current System)**

Assuming revenue must = \$6,000, effective tax rate = 0.020 (20 mills), based on \$300,000 total assessment

**Parcel A**

Assessment	\$100,000
<u>Effective tax rate</u>	<u>x 0.020</u>

**Parcel A Property Tax \$2,000**

**Parcel B**

Assessment	\$200,000
<u>Effective tax rate</u>	<u>x 0.020</u>

**Parcel B Property Tax \$4,000**

**REVENUE \$6,000**

**Land Value Taxation**

Assuming revenue must = \$6,000, effective tax rate = 0.030 (30 mills) based on \$200,000 total assessment

**Parcel A**

Assessment (Land Only)	\$100,000
<u>Effective tax rate</u>	<u>x 0.030</u>

**Parcel A Property Tax \$3,000**

**Parcel B**

Assessment (Land Only)	\$100,000
<u>Effective tax rate</u>	<u>x 0.030</u>

**Parcel B Property Tax \$3,000**

**REVENUE \$6,000**

The above example illustrates that land value taxation shifts the burden of taxation away from property owners with improved properties toward those with unimproved properties, distributing the burden equally based solely on the value of the land. This creates an incentive for owners of vacant or underdeveloped land to improve their properties in order to reduce the costs of holding it.

Evaluation

No known municipalities in Canada use a system of land value taxation. However, land value taxation is used in some form in a number of jurisdictions in the United States, notably in several Pennsylvania municipalities. Additionally, the State of Connecticut has recently approved enabling legislation and one municipality in that state is pursuing the implementation of a land value tax program. Some versions of land values tax are hybrids of the conventional system and the pure land value tax. These “split rate” systems apply a much higher tax rate on land values than on the value of improvements (sometimes as much as 6:1)

In Saskatchewan, the implementation of a land value taxation system in a municipality would require enabling legislation from the Provincial government. The implementation of a land value tax system in Saskatoon would represent a very substantial shift in the City’s tax policy and would have a significant impact on property owners in the city, shifting the burden of taxation for a large number of properties. Further, land value tax systems

present challenges in the assessment of land values since it can often be difficult to distinguish the value of land from the value of improvements. A split rate system would present a compromise between the two systems, and the impacts on property owners would be less severe, but such a system presents similar challenges with property assessment.

### **Recommendation**

***A land value tax, or split rate tax system is not recommended.***

#### ***D. Permit-Based***

Implementing a permit-based approach to manage vacant lots within established neighbourhoods is intended to ensure that development within established neighbourhoods takes place promptly following the demolition of a structure. A condition of demolition permit would require that builders/developers submit a satisfactory “statement of intent” for future use of a site prior to the approval of a permit for demolition of an existing building. The statement of intent would need to be consistent with established limits on the length of time that a site can be left vacant and would be enforced through a fee system (following a violation of the statement of intent) or a performance bond (collected prior to demolition approval). Under this system, a developer/property owner would face a financial disincentive for retaining a site in a vacant state for too long.

#### Evaluation

Permit-based penalties could effectively deter some property owners from demolishing buildings that remain in useful condition on a speculative basis. It would encourage them to wait until construction on a new, replacement project is imminent. However, this approach does not address the problem of existing vacant lots which would not have a similar statement of intent lodged, and which would not be subject to the proposed fees or performance bonds. Further, permit-based penalties would require significant additional administrative steps and follow-up in the demolition permit process. Violations of statements of intent would be difficult to enforce, and the requirement of a performance bond in advance of a demolition permit may actually hinder the advancement of a project.

This option has a high risk of having an unintended negative effect of discouraging people from tearing down buildings in disrepair for fear of triggering new penalties.

### **Recommendation**

***A permit-based system to deter the creation of new vacant sites is not recommended.***

#### **Zoning Approaches**

##### ***E. Vacant Lots as a Discretionary Use***

The number of vacant lots in established neighbourhoods could be closely controlled and monitored by amending the Zoning Bylaw to include vacant lots as a permitted use at the discretion of City Council.

#### Evaluation

Implementation of this option would be relatively straightforward. However, categorizing vacant lots as a discretionary use within established neighbourhoods would not address the current vacant lot situation – it

would only be useful for future vacant sites. Sites listed as vacant prior to the amendment would be granted “legal non-conforming” status, and as such would not be affected as a discretionary use under the Zoning Bylaw.

Once again, this option may have an unintended negative effect by discouraging people from tearing down buildings in disrepair. It may also have little impact on limiting the number of future vacant sites which are simply granted discretionary use approval and left in a vacant state.

### **Recommendation**

***The classification of vacant lots as a discretionary use in the Zoning Bylaw is not recommended.***

#### ***F. Restrictions on Surface Parking***

A number of vacant lots (most notably in the downtown area) are used for surface parking purposes. Owners of these sites use temporary surface parking lots as a means to generate revenue, while waiting for suitable market conditions to build or sell. However, it could be years before market conditions are favourable to encourage someone to build. Options such as amending the Zoning Bylaw to include surface parking lots as a discretionary use in specified zoning districts and/or prohibiting surface parking along certain streets may promote densification (particularly in the downtown) and help to avoid the problem of useful buildings being demolished in favour of placing a temporary surface parking lot on the site.

#### **Evaluation**

Classifying surface parking (as a primary use) as a discretionary use would allow City Council to impose conditions on approval of such a use (such as the length of time that the use may persist) and even to oppose the establishment of surface parking where Council is not satisfied that the applicant intends to redevelop the site for active uses within a certain length of time or where surface parking is not consistent with the goals of the relevant area plan (e.g. Local Area Plan, Downtown Plan, etc.). This option is intended to ensure that temporary parking lots are only temporary. Other measures might include prohibition of surface parking at certain locations, and where surface parking lots are permitted, a requirement that beyond a certain time limit, the parking lot must become permanent with paving, landscaping and fencing.

This option does not address those vacant lots that are not used for surface parking, nor does it effectively target those areas outside the downtown and surrounding neighbourhoods where pressure for surface parking is lower. In addition, existing surface parking lots prior to the amendment would be granted “legal non-conforming” status and would not be affected by the amendment.

The City of Regina has a new Downtown Neighbourhood Plan which stipulates that no parking will be permitted as a primary use in the downtown, without active uses screening them along the street (e.g. retail, residential or office). The City of Regina anticipates that that this will help to minimize any wholesale demolition for purposes of surface parking.

The City of Saskatoon is in the process of preparing the City Centre Plan which will consider measures to address vacant lots in the City’s downtown area.

## **Recommendation**

***It is recommended that the Administration examine a number of zoning approaches to address vacant lots in the downtown during the City Centre Plan process, such as establishing surface parking as a discretionary use, placing “active use” conditions on the approval of surface parking in certain zoning districts and/or prohibiting surface parking at certain locations.***

### ***G. City Purchase or Expropriation of Vacant Land***

As a major landowner and land developer in Saskatoon, the City Land Bank is in a unique position to become actively involved in the purchase and sale of vacant land within the established area as a means to stimulate development. The City could purchase or expropriate chronically vacant sites where no development proposal exists and which have been effectively removed from the marketplace by their owners. These sites could then be remediated (if necessary) and offered for sale via requests for proposals which would ensure desired conditions are met, such as a requirement to build within a specified period of time. The intent of this approach, in addition to developing the site in question, is to spur development momentum in the vicinity of the City-purchased site. This could encourage vacant property owners to “use it or lose it”.

#### Evaluation

This would be a new civic initiative. Based on Local Area Plans and other civic policy documents, the City could selectively purchase or expropriate a small number of sites it identifies as “key sites” in strategic areas which may encourage further development of nearby properties, including other vacant sites.

The Pleasant Hill neighbourhood contains two examples (Pleasant Hill Village and Station 20 West) where the City purchased or expropriated private land for the purposes of both stimulating development and re-using land held in a vacant state. Both projects involved the partnership of the Provincial and Federal governments through Urban Development Agreements (UDAs) which assisted in the funding of these initiatives.

Examples of sites which may be suitable for such a policy include: former gas station sites, vacant residential lots, vacant industrial land, brownfield sites, etc.

There are significant cost implications to this approach and uncertainty around the City’s ability to dispose of sites once they are obtained.

## **Recommendation**

***This option is only recommended in cases where there is an approved, comprehensive redevelopment scheme designed to have a large impact on an entire neighbourhood (i.e. Pleasant Hill Village, South Caswell Hill).***

## INFORMATION AND EDUCATION

The Community Services Department has developed two new tools for assisting builders and organizations interested in developing on vacant sites in established, mature neighbourhoods.

### 1. VACANT LOT INVENTORY

The Riversdale Local Area Plan contains the following recommendation:

- 1.8 VACANT LOT REGISTRY: That the Community Services Department, City Planning Branch, research the options of creating and maintaining a Vacant Lot Registry that would be available on the City of Saskatoon website to help encourage the development of vacant lots and identify funding options for such a program.

One obstacle to the development of vacant lots in Saskatoon is the absence of complete information about the quantity, locations, and characteristics of vacant sites in the city. If vacant sites are not actively listed on the real estate market, developers interested in pursuing infill development must manually search neighbourhoods to locate candidate sites, determine the civic addresses (not always a straightforward matter when no structure is present), return to City Hall or the Land Titles Office to request a search for the owner's name, and attempt to track down the owner's contact information. An inventory of current vacant land in the city would help to remove some of these obstacles.

Through the regular property assessment cycle, the City maintains a comprehensive inventory of property use for all sites in the City. This inventory includes a group of property use categories for undeveloped land, which also includes surface parking lots. All land which falls into these "undeveloped" categories is considered vacant.

To address the recommendation from the Riversdale LAP, and to reduce the impediments to locating and pursuing the development of vacant lots, the Administration has developed a modified version of this inventory to publish on the City's website. This modified inventory includes the following information about vacant sites: civic address, site area, neighbourhood, and zoning designation. The inventory is limited only to established neighbourhoods (infill sites only), and excludes any sites that are considered to be undevelopable (e.g. walkways, rights-of-way, and other residual parcels). The inventory also excludes all ownership information. This is to ensure compliance with Federal and Provincial privacy legislation. Individuals wishing to contact the owner of a vacant site must visit City Hall to request a search (\$7.00).

The public vacant lot inventory will be regularly updated following the internal update of the property use information as part of the property assessment cycle.

### 2. BROWNFIELD REDEVELOPMENT GUIDE

To encourage the adaptive reuse of brownfield sites within the City and to educate developers and property owners on the issues as well as benefits of brownfield redevelopment, the City's Planning and Development Branch and Environmental Services Branch has developed the *Redeveloping Brownfields in Saskatoon: A Guidebook* (the Guidebook). The Guidebook provides general information about brownfield legislation, environmental assessment and remediation, challenges that may present themselves and how to overcome

them, as well as illustrate successful brownfield redevelopment projects that have been recently undertaken in Saskatoon.

The redevelopment of brownfield sites results in numerous benefits to municipalities, citizens and the developers who take on these projects. Increased tax revenue, improved environmental condition, economic opportunities, job creation and revitalized neighbourhoods are just some of the benefits that are realized by brownfield redevelopment. However, challenges often present themselves to brownfield redevelopment and can include difficulty obtaining financing, liability concerns, regulatory requirements, and the perception and stigma association with brownfield sites. As part of the City's commitment to brownfield redevelopment and to successfully encourage more redevelopment of brownfield sites, the Guidebook has been developed to increase education and awareness, and provide valuable information for developers and property owners who may be considering undertaking a brownfield redevelopment project. The Guidebook is a comprehensive approach, and is fundamental to the framework for the Vacant Lot and Adaptive Reuse Strategy.

Brownfield redevelopment was identified as a key issue affecting neighbourhood revitalization in the Local Area Planning process for the West Industrial Area. A recommendation from the West Industrial LAP provided the impetus for creation of a guidebook for developers.

## CONCLUSION

This discussion paper proposes a comprehensive strategy comprised of four components to address vacant and brownfield land inside established, mature neighbourhoods located inside Circle Drive. The City of Saskatoon has a well established track record of using tax abatements as an incentive to achieve a public policy objective. The vacant lot incentive program is simply using the “value” of the foregone revenue in a different way. An incentive program based on an Earned Points system will have the benefit of providing an incentive to builders and developers as opposed to the tenant or new owner of the finished development.

While an incentive program on its own may be an effective tool to encourage development when property owners are already considering options for their site, it does not address owners who are disengaged from the market and remain content to keep their property in a vacant state. A combined, incentive/policy-based approach may provide added motivation to help engage disinterested or absentee property owners to reconsider their intentions for vacant and underutilized sites.

However, this discussion paper demonstrates that there are limited benefits to a disincentive system which may have unintended negative effects. The use of disincentives must be done carefully to avoid interfering with the marketplace and penalizing those who have intentions to use vacant land, but the market conditions are not yet favourable. More discussion and direction from City Council is required on this issue before a penalty system can be recommended.

The incentive program, information and education resources are well understood and developed to a point where implementation of these components, including a new marketing and awareness campaign could be in place by January 1, 2011.

# CITY OF SASKATOON COUNCIL POLICY

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NUMBER  
C09-006

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<b>POLICY TITLE</b> <i>Residential Lot Sales – General Policy</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>September 9, 1991</i>
		<b>UPDATED TO</b> <i>September 9, 2013</i>
<b>ORIGIN/AUTHORITY</b> <i>Land Bank Committee Report No. 6-1991, with amendments up to and including Land Bank Committee Report No. 5-2013; Clause 2, Report No. 17-2013 of the Executive Committee</i>	<b>CITY FILE NO.</b> <i>CK. 4110-36 and 4214-1, 1500-1</i>	<b>PAGE NUMBER</b> <i>1 of 5</i>

## 1. PURPOSE

To allow the City to be competitive in marketing City-owned residential lots.

## 2. DEFINITIONS

2.1 Newly-Created Lots - new lots developed under the City's Land Bank Program and sold through the Land Branch.

## 3. POLICY

Newly-created lots will, subject to the terms and conditions outlined in this policy, be sold to individuals and contractors through a public lot-draw process. The draw will be advertised twice in the local newspaper prior to the lot-draw taking place. Any lots which are not sold at the completion of the draw will be sold on a first-come, first-served basis.

3.1 Use of Lots - Lots sold to individuals are to be used only for construction of personal residences. Lots sold to contractors are to be used for the construction of homes for resale.

3.2 Number of Lots - The City will determine the number of lots which will be drawn for by both individuals and contractors.

a) Individuals are entitled to purchase only one City-owned residential lot every three years.



# CITY OF SASKATOON COUNCIL POLICY

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<i>Residential Lot Sales – General Policy</i>	<i>September 9, 1991</i>	<i>April 8, 2013</i>	<i>2 of 5</i>

b) The number of lots to be sold to an individual contractor will be governed by City Policy No. C09-001 - “Residential Lot Sales - Contractor Allocations.”

c) Lots sold during the public lot-draw process are to be allocated on the ratio of 90% for Eligible Contractors and 10% for Individuals.

3.3 Payment Terms - A minimum down-payment of 13 percent of the purchase price together with all applicable taxes is required at the time of purchase.

a) The prime rate of interest, as set by the City Treasurer on the date of sale (i.e. the date that the receipt is issued), will be charged on the unpaid balance of the purchase price.

b) The unpaid balance of the purchase price is due and payable in eight months from the date of purchase. If the outstanding balance is not paid in full at this predetermined date, the rate of interest will increase by another five percentage points and will be applied to the unpaid balance.

3.4 Transferring Down-payments - At any time prior to issuing the Transfer of Title, a purchaser may, upon the approval of the Land Manager, transfer the down-payment from one lot to another.

3.5 Assignments - Agreements for sale cannot be assigned.

3.6 Cancellations - When a cancellation occurs before the lease-option agreement has been signed, the purchaser’s down-payment and any taxes paid during the lease period will be fully refunded. When a cancellation occurs after the lease-option agreement has been signed, the purchaser will be charged rent at a rate of 1 percent per month of the selling price for the period during which he/she possessed the lot. The purchaser will receive a refund equal to the difference between the down-payment (including any taxes paid during the lease period) and the rent charged.

3.7 Residency Requirement – Individual purchasers are required to maintain the property for their personal residence for a period of four years, commencing upon the time of Title transfer.

# CITY OF SASKATOON COUNCIL POLICY

<b>NUMBER</b>
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POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
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3.8 Time Frame to Build Requirement – Purchasers are required to build a fully completed residence by obtaining a clear Final Building Inspection within three years, commencing upon the date of the Agreement for Sale.

3.9 Enforcement of Residency and Time Frame to Build Requirements

a) Individual Purchasers - A \$50,000 forgivable mortgage related to both requirements will be registered against each lot sold to an individual purchaser. Forgiveness will be granted for the residency requirement in equal monthly instalments over the final thirty-six months of the four year term that the requirement has been met. No forgiveness will be granted during the first twelve months of the residency term or during the complete term of time frame to build requirement.

The Administration, at its discretion, may consider an extension of up to one year, on the condition the individual adds a year to their residency requirement. The following criteria would be used to determine whether the extension would be granted:

- i) the site has passed inspection at the framing stage of construction;
- ii) the timeline of construction has increased past the original Three Year Time Frame to Build Requirement due to illness, death, marriage breakdown, job transfer, or seasonal construction limitations; and
- iii) that the individual submits a written request to the Land Branch.

b) Eligible Contractors - Violators of the Time Frame to Build Requirement will be temporarily removed from the Eligible Contractor Listing, until such time as the violation has been rectified in full. Responsibility of the build requirement remains with the original purchaser term regardless of future changes in ownership. The Administration, at its discretion, may extend the Three Year Time Frame to Build Requirement for an Eligible Contractor should all of the following conditions be satisfied:

# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
*C09-006*

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<b>POLICY TITLE</b>	<b>EFFECTIVE DATE</b>	<b>UPDATED TO</b>	<b>PAGE NUMBER</b>
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- i) that the Eligible Contractor has no more than one lot purchased from the City in violation of the Three Year Time Frame to Build Requirement;
  - ii) that the Eligible Contractor has purchased at least one single family residential lot from the City in the 12 months preceding from the date of violation of the requirement; and
  - iii) that the Eligible Contractor submit a written request for the extension, providing sufficient explanation and supporting documentation identifying the reason for the request and indicating the proposed steps to complete construction, including a completion date that shall not exceed 12 months from the date of request.
- c) City Mortgage Appeals Board – A Review Board will consider all requests for forgiveness of City Mortgages. All decisions of the Board are final. Forgiveness may be granted where the owner must sell the mortgaged property due to any of the following:
- i) Marriage breakdown;
  - ii) Job transfer involving a move out of Saskatoon;
  - iii) Change of employment involving a move out of Saskatoon;
  - iv) Death of a signatory;
  - v) Any other unanticipated event which, in the Board’s view, make it fair and reasonable to forgive the indebtedness under the mortgage (e.g. serious illness, loss of employment).

Should a request for an extension on the Three Year Time Frame to Build Requirement be denied by the Administration, the individual would be permitted to appeal this decision in front of the Mortgage Appeals Board, whose decision would be final. The Board would consider other unanticipated events and provide up to a one year extension when in the Board’s view, it is “fair and reasonable.”

# CITY OF SASKATOON COUNCIL POLICY

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POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
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## 4. RESPONSIBILITIES

### 4.1 Land Branch

- a) Administer the sale of City-owned residential lots in accordance with the terms and conditions set out in this policy.
- b) Recommend changes to this policy, when required, to City Council through the Land Bank Committee.

### 4.2 Land Bank Committee

- a) Receive and consider recommendations from the Land Branch for amendments to this policy.
- b) Provide recommendations to City Council for amendments to this policy.

### 4.3 City Council

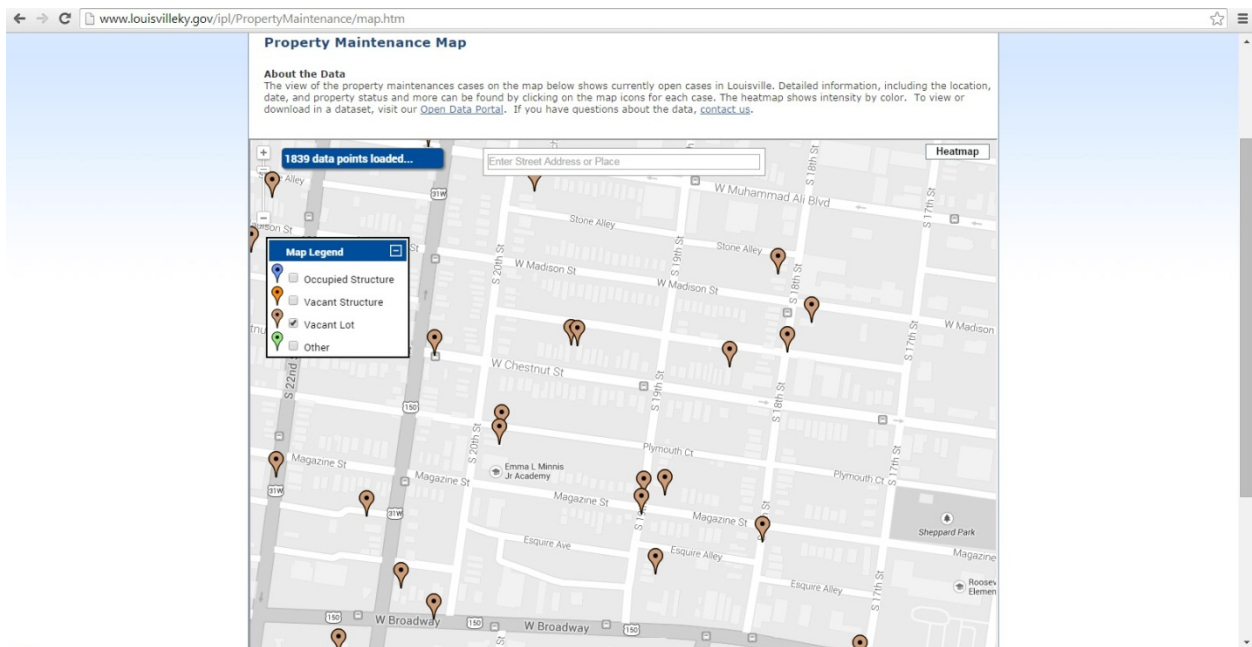
- a) Receive and consider recommendations from the Land Bank Committee for amendments to this policy.
- b) Approve amendments to this policy when and as required.

## Case Study – City of Louisville, Kentucky, Property Maintenance Program

The City of Louisville, Kentucky, utilizes an online mapping tool to assist in encouraging compliance with property maintenance orders, making a variety of information available to the public. This database is searchable by address or on a map and offers information regarding all aspects of open property maintenance complaint cases, including site address, ownership information, dates of inspections, results of inspections, orders regarding violations, and payment summary for fines accrued.

Publicizing the inspection process can encourage compliance and helps the public understand the significant efforts put forth by inspectors.

More information about the City of Louisville's program can be found at:  
<http://www.louisvilleky.gov/ipl/propertymaintenance/>



Property Maintenance Map – Louisville, Kentucky

### Assessment

The City of Saskatoon (City) is governed by *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. LAFOIP requires that the City protect personal information in its possession or control.

An exception to this requirement is that individuals have privacy rights, while corporations do not. The City will always be cautious when considering the disclosure of information, including case files regarding the enforcement of City bylaws. Property maintenance inspection reports are not considered to be public documents and would not normally be released to anyone other than the owner or occupant of a property.

If an Order to remedy a violation exists, it may be attached to the title of a property, which would then become a public document and is accessible through Information Services Corporation for a fee. The Order will typically include personal information, such as contact information of the owner or agent charged with managing the property. Orders that are not registered on title would not be considered to be public documents, although they have the potential to become public if registered on title.

At City Council's direction, consideration could be given to sharing basic information about property maintenance inspections conducted by the Saskatoon Fire Department (SFD). It would be necessary for the SFD to discuss with the City Solicitor's Office and City Clerk's Office the specific information that could be made public.

If a mapping tool were utilized, the SFD would require additional Information Technology (IT) resources. The Administration already offers citizens the opportunity to report potholes or faulty streetlights via online mapping tools, and a property maintenance application would be similar.

Among the property maintenance file information to consider disclosing would be the date a property maintenance complaint is received by the SFD, the address of the property, the date of inspection(s), and case status (Open, Order Issued, Closed).

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## **Inquiries – Vacant Lots for Extended Periods of Time; and Tax Policy Tools to Encourage Development**

### **Recommendation**

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

1. That the report of the General Manager, Community Services Department, dated November 3, 2014, be forwarded to City Council for information; and
2. That the Neighbourhood Planning Section report back to Committee in due course on the option to pursue a similar vacant lot tax strategy as has been implemented by the City of Moose Jaw.

### **Topic and Purpose**

The purpose of this report is to respond to two related City Council inquiries regarding strategies to encourage timely development of vacant lots in the Downtown, established neighbourhoods, and new neighbourhoods.

### **Report Highlights**

1. The City Centre Plan included a number of methods to reduce the prevalence of surface parking lots in the Downtown, which the Administration is currently pursuing.
2. The City of Moose Jaw recently implemented a new tax sub-class intended to assist in addressing the issue of long-term vacant commercial and industrial properties.
3. Saskatoon Land has responded to the issue of sites remaining vacant for extended periods by including additional clauses in sales agreements to encourage timely development by the purchaser.
4. Saskatoon Fire Department prioritizes property maintenance files with health and safety issues over complaints that are aesthetic in nature.
5. Expropriation is a last resort option that should only be considered in rare circumstances as a method of addressing issues regarding a specific property.

### **Strategic Goal**

Under the City of Saskatoon (City) Strategic Goal of Sustainable Growth, this report discusses strategies to address issues of long-term vacant lots in the downtown area, established neighbourhoods, and new neighbourhoods.

### **Background**

There are two City Council inquiries addressed through this report. The inquiries are both related to issues arising from vacant lots.

Councillor E. Olauson submitted the following inquiry at the meeting of City Council held on September 9, 2013:

## **Inquiries – Councillors Olauson and Jeffries - Vacant Lots for Extended Periods of Time; and Tax Policy Tools to Encourage Development**

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“The City currently has a number of incentives for the development of vacant lots. Currently, we have a situation in Briarwood where the lot has remained vacant for over 13 years in a residential neighbourhood. Would the Administration please report on options to further remedy situations where lots remain vacant for an extended period of time?”

The vacant lot in Briarwood cited by Councillor E. Olauson was addressed in a previous report to City Council on December 16, 2013, when City Council authorized the purchase of 114 Brookmore Crescent.

Councillor Z. Jeffries submitted the following inquiry at the meeting of City Council held on October 8, 2013:

“An ongoing frustration is the length of time that lots are left vacant, especially in our Central Business District. Can Administration please report on what tools we have at our disposal in terms of tax policy to encourage development?”

At its August 18, 2010 meeting, City Council approved, in principle, the Vacant Lot and Adaptive Reuse (VLAR) Incentive Program. Included as an attachment to that report was a detailed analysis of “Policy Options to Discourage Vacant Lot Retention” (see Attachment 1). Among the options considered at that time were:

- a) fees and surcharges;
- b) new tax sub-class(es);
- c) land value taxation;
- d) permit-based approach;
- e) vacant lots as a discretionary use;
- f) temporary surface parking as a discretionary/prohibited use; and
- g) City purchase or expropriation of vacant land.

### **Report**

#### Vacant Lots in the Downtown and the VLAR Incentive Program

The City Centre Plan reported that approximately 26% of Saskatoon’s Downtown is dedicated to surface parking. This is partly due to a pattern of demolishing buildings to make room for parking. Removing the structure can significantly reduce the property tax requirement, and use as a commercial parking lot generates a revenue source. Very few site improvements are typically applied to these sites because parking is viewed as a temporary use; however, some sites have been operating as a surface parking lot for several years.

The Administration recently initiated the “Comprehensive Downtown Parking Strategy.” One purpose of the study is to develop strategies to help transition parking patterns from a surface to a structured format. By moving parking from surface lots to structured facilities, sites will become more developed, pedestrian activity will increase, and more stable parking options will be available.



## **Inquiries – Councillors Olauson and Jeffries - Vacant Lots for Extended Periods of Time; and Tax Policy Tools to Encourage Development**

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At its June 23, 2014 meeting, City Council approved new incentives for the development of office buildings and structured parking facilities in the Downtown, as part of the VLAR Incentive Program. The Administration is also investigating options to reduce the creation of new surface parking lots in the Downtown, as part of the implementation strategy for the City Centre Plan.

During the development of the VLAR Incentive Program, a variety of options were considered and not recommended by the Administration at the time (see Attachment 1). The rationale for not pursuing those options continues to be valid today.

### New Tax Sub-Class(es)

In Spring 2014, the City of Moose Jaw implemented a new tax sub-class for vacant commercial and industrial properties. Taxes on these sites were raised a factor of 2.5 times previous taxation levels.

Preliminary discussions with the City's Assessment and Taxation Division indicates that it would be prudent to observe the City of Moose Jaw's experience for a period of time before deciding if the development of a new tax sub-class should be pursued in Saskatoon. Early reports from Moose Jaw suggest affected owners are attempting to avoid the higher tax rate through a number of methods, without pursuing new developments on the lots. Over time, it will become apparent whether the strategy is cost effective and having a positive effect on the vacant lot issue by prompting redevelopment.

### Lots Sold By Saskatoon Land

Saskatoon Land and the City Solicitor's Office developed additional clauses that are now standard in land sales agreements and are intended to prevent properties in new neighbourhoods from being held vacant for extended periods (see Attachment 2).

Saskatoon Land does not experience significant issues with contractor-owned properties remaining vacant for extended periods of time because the policy deems contractors ineligible to purchase additional lots if they are in violation of build time requirements on previously purchased lots.

### Vacant Lots with Property Maintenance Concerns

The Saskatoon Fire Department (SFD) manages Property Maintenance and Nuisance Abatement Bylaw No. 8175. Due to the large number of cases, the SFD prioritizes files to focus on addressing issues related to health and safety before inspecting properties that have received complaints of an aesthetic nature.

SFD records indicate a total of 1,097 inspections of approximately 160 vacant lots have been conducted over the last ten years. Inspections of these vacant lots were prompted by 339 complaints from the general public. These complaints were predominantly for overgrown grass, weeds, and dumping of materials and garbage. In the most challenging of cases, the SFD may need to conduct dozens of inspections throughout the investigation.

Attachment 3 provides an overview and assessment of the tools that the City of Louisville, Kentucky, is utilizing to encourage appropriate property maintenance, which could be considered for use in Saskatoon.

### Expropriation

This remains a last resort option that should only be considered in situations following efforts to purchase long-term vacant properties. There are no specific criteria to identify a property suitable for the expropriation process because every situation has a unique set of circumstances. In cases where the quality of life for nearby residents is being negatively affected or there is a larger community benefit, expropriation may be suitable as a final option after exhausting all other potential solutions. While the City should not limit the use of expropriation only to situations of economic benefit, the value of the property and probability that a new owner would develop the site in a timely manner must be considered as part of the overall assessment.

### **Options to the Recommendation**

City Council could direct the Administration to pursue further investigation of any of the approaches outlined in this report, in advance of receiving a review of the results of Moose Jaw's new tax sub-class.

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

No public and/or stakeholder involvement is necessary.

### **Other Considerations/Implications**

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

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

The Neighbourhood Planning Section will report back to Committee in due course with an assessment of the vacant lot tax strategy implemented by the City of Moose Jaw.

### **Public Notice**

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

### **Attachments**

1. Policy Options to Discourage Vacant Lot Retention
2. Residential Lot Sales – General Policy No. C09-006
3. Case Study – City of Louisville, Kentucky, Property Maintenance Program

### **Report Approval**

Written by: Mark Emmons, 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/CP/2014/PDCS – Inquiries – Councillors Olauson and Jeffries (respectively) – Vacant Lots for Extended Periods of Time and Tax Policy Tools to Encourage Development/ks  
BF 66-13  
BF 73-13

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## Urban Design - City-Wide Program – Interim Funding Strategy

### Recommendation

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

1. That the interim funding strategy for the Urban Design - City-Wide Program outlined in this report be forwarded to the 2015 Business Plan and Budget Review deliberations; and
2. That the Administration report back with a long-term funding strategy for the 2017 Business Plan and Budget Review deliberations in conjunction with the Growing Forward! Shaping Saskatoon Project implementation.

### Topic and Purpose

The purpose of this report is to provide an update on the Urban Design - City-Wide Program (City-Wide Program) and to present an interim funding strategy for 2015 and 2016. In 2017, a new, long-term funding strategy will be brought forward as part of the implementation and funding plan for the Growing Forward! Shaping Saskatoon (Growing Forward) Project.

### Report Highlights

1. Demand for urban design projects throughout the city has been growing, and current funding for the program is inadequate to meet future anticipated demand.
2. The City-Wide Program is anticipated to transition into a key element of the major corridor redevelopment program in the implementation of the Growing Forward Project. Program challenges are anticipated.
3. The Administration is recommending an interim funding strategy for 2015 and 2016 and will prepare a long-term funding strategy beginning in 2017 in conjunction with the implementation of the Growing Forward Project.
4. A future capital request in 2017 is recommended in order to complete the Central Avenue Master Plan in a timely manner.

### Strategic Goals

The improvement of streetscapes through the Urban Design Program supports four City of Saskatoon (City) Strategic Goals – Quality of Life, Environmental Leadership, Sustainable Growth, and Moving Around – by enhancing and providing amenities to key corridors and districts. Streetscape projects create warm and welcoming people places, improve public safety, and make walking, cycling, and transit use easier with more accessible sidewalks, bulbed intersections, and street furniture.

### Background

The Urban Design Program is comprised of two parts that are funded from two different sources: the BID Program, which is funded from parking meter revenue; and the City-Wide Urban Design Program, funded from Land Sales Administration Fees. During its January 28, 2008 meeting, City Council approved the City-Wide Program and

funding strategy for a five-year term. Refer to Attachment 1 for additional background, goals, and information on current challenges to the Program.

At its August 15, 2012 meeting, City Council received a report containing a review of the City-Wide Program. The report contained a recommendation that the program be extended for two years, with funding to continue from the Land Sales Administration Fees. This funding was approved during the 2013 budget deliberations. A future funding report was to be submitted to City Council as part of the 2015 budget process.

## **Report**

### Growing Program Demands

The success of the City-Wide Program has led to a wide range of requests for service which can't be accommodated quickly within the current funding. Support for Local Area Plans, requests for upgrades to key transportation corridors, and potential support to new BIDs, are all elements that are targeted by the City-Wide Program. Refer to Attachment 2 for the 10-Year Projects Schedule, comparing current and proposed funding strategies.

### Key Program to Support the Growth Plan to 500,000

The methodology used in the Growing Forward Project to identify and prioritize urban design projects focuses on key transportation corridors, and the concentration of retail and related uses. The City-Wide Program will be a key element required for the successful implementation of the Growth Plan. It would provide streetscaping design and construction, in coordination with major corridor redevelopment projects identified by the Growth Plan. The staff and expertise available in the City-Wide Program will form part of a larger work group responsible for undertaking planning, design, and construction of enhanced corridors throughout the city.

### Interim Funding Strategy

The Administration is recommending that the current funding source, Land Sales Administration Fees, continue to be used for funding in 2015 and 2016, with \$750,000 in funding for 2015 (current funding level), declining to \$500,000 in 2016. In 2017, it is proposed that the City-Wide Program be incorporated into the Growing Forward Project funding plan, subject to a further report at that time.

In addition, in 2016, staff resources would begin to be rebalanced to accurately reflect the use of resources between the BID and City-Wide programs. In 2017, the Administration would also recommend that staffing and operating programs, such as maintenance, etc., transition to a mill rate-funded operating budget in order to stabilize the City-Wide Program. Requests for new capital projects would be submitted during budget deliberations, as required, with funding to come from the Reserve for Capital Expenditures or an alternative funding source identified for the Growing Forward Project. Reliance on the Land Sales Administration Fees would be eliminated.

### Future Capital Request to Complete Central Avenue Master Plan

The Central Avenue Master Plan, approved by City Council in 2009, called for streetscape improvements from 107<sup>th</sup> Street to 115<sup>th</sup> Street, including the

commercial/industrial properties along Gray Avenue. The proposed interim funding strategy for 2015 and 2016 would have the effect of reducing the sufficiency of the Reserve, and the 2018 work would be deferred.

In order to complete the majority of the Master Plan in a timely manner, with improvements along Central Avenue only, the Administration will include a capital budget request for the 2017 budget.

**Options to the Recommendation**

An option to the recommendation would be to discontinue the City-Wide Program. This is not recommended as the City-Wide Program will be a key component of the implementation of the Growth Plan. Discontinuing the City-Wide Program would also result in the loss of four permanent positions, including those positions which currently provide services to the Urban Design BID Program.

**Public and/or Stakeholder Involvement**

The Urban Design Committee, which includes the BIDs, the Meewasin Valley Authority, and Administrative representatives, reviews the sufficiency of the City-Wide Streetscape Reserve annually and identifies and prioritizes Urban Design projects.

**Financial Implications**

If the interim funding strategy is approved, \$750,000 would continue to be funded from the Saskatoon Land operating budget during 2015, and an additional \$500,000 in 2016. This will reduce the annual transfer of Saskatoon Land operating funds to the Property Realized Reserve. This recommendation has been discussed with the Asset and Financial Management Department and Saskatoon Land Division. Projections from Saskatoon Land indicate that there are sufficient funds to continue to support this City-Wide Program for these additional two years; however, should land sales slow during this period, the funding source may be insufficient, and an alternate arrangement would be required.

**Other Considerations/Implications**

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

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

The Administration will report back in 2016 for the 2017 Business Plan and Budget Review deliberations.

**Public Notice**

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

**Attachments**

1. Background and Challenges for the Urban Design City-Wide Program
2. Reserve Sufficiency Worksheet - Streetscape Reserve City-Wide

**Report Approval**

Written by: Lesley Anderson, Manager, Neighbourhood Planning  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services  
Approved by: Murray Totland, City Manager

S/Reports/CP/2014/PDCS – BUDGET REVIEW – Urban Design - City-Wide Program - Interim Funding Strategy/ks

## **Background and Challenges for the Urban Design City-Wide Program**

### Background

The current funding for the Urban Design City-Wide Program (City-Wide Program), in the amount of \$750,000 annually, is through Land Sales Administration Fees. This funding supports the annual operating costs of the program and capital improvements.

### Intent to Leverage Other Funding

The City-Wide Program was originally intended to leverage cost-sharing opportunities to undertake capital projects with external organizations. For example, a cost sharing arrangement between the University of Saskatchewan and the City of Saskatoon (City) to upgrade College Drive was one possibility. However, since the inception of the program, the goal to leverage funding from external sources did not meet expectations. The funding available to the City-Wide Program is not sufficient, by itself, to meet the growing demands of the program going forward.

### Program Goals

The 2008 report establishing the City-Wide Program identified 16 important corridors that required streetscape and safety improvements. Some of these projects include:

- a) Central Avenue Business District;
- b) College Drive;
- c) Idylwyld Drive (20<sup>th</sup> Street to Circle Drive);
- d) 33<sup>rd</sup> Street;
- e) Airport Drive;
- f) 22<sup>nd</sup> Street; and
- g) 8<sup>th</sup> Street Commercial District.

A Master Plan for Airport Drive has been prepared, and construction of the second phase of Central Avenue will be substantially complete in 2014. The creation of a Streetscape Master Plan for Idylwyld Drive began in 2014. However, work on the other corridors is outstanding.

The City-Wide Program is intended to:

- a) identify urban design goals and objectives across the city;
- b) address the streetscape design of significant transportation corridors, including pedestrian and cycling routes, and facilities;
- c) design projects and programs affecting both public open spaces and public rights-of-way; and
- d) assist in the development of architectural controls and best practice guidelines related to public spaces.

### Services and Programs provided by the Urban Design City-Wide Program

The City-Wide Program offers a range of programs and services:

- a) \$30,000 annually for Façade Conservation and Enhancement Grants to eligible commercial locations;
- b) banner installations in co-operation with Saskatoon Light and Power;

- c) temporary art installations through the Placemaker Program;
- d) funding for partnerships with private development;
- e) flower pots for Central Avenue; and
- f) capital improvement projects such as the Central Avenue Streetscape Master Plan.

#### Current and Anticipated Challenges for the City-Wide Program

Challenges that affect the City-Wide Program include:

- a) growing demand for future city-wide projects, such as those to be identified through the Growing Forward Project, far outweigh the current funding capacity of the program;
- b) current construction costs are generally in excess of \$1.5 million per block, which requires an estimated five years to build up sufficient funds in the Reserve at the current funding level (see Attachment 2);
- c) annual increases to construction costs, currently estimated at 10%, further reduce the ability of the City-Wide Program to undertake capital projects in a timely manner;
- d) the City-Wide Program was originally set up with four staff who were to be responsible for project design and construction management for the entire city, including the core BID area. This was done to ensure consistency in approach, as well as to free up additional funds in the BID Streetscape Reserve for capital improvements. However, this approach has reduced the funds available in the City-Wide Program;
- e) new requirements to perform environmental site assessments and stricter management of contaminated material on streetscape projects increase project costs. Costs could be as much as \$250,000 per block of streetscape;
- f) as capital improvements are completed, associated maintenance costs are added and funded by the City-Wide Streetscape Reserve, which reduces funds available for further capital projects;
- g) Central Avenue Phase I and Phase II Projects have completed streetscaping from 109<sup>th</sup> Street to 112<sup>th</sup> Street. Based on the current funding model, further work could not occur until 2018 at the earliest. The funding would also be insufficient to complete the entire scope of the Master Plan.



**Urban Design City Wide 10 Year Project Schedule**

Updated May 7, 2014

Subject to Review by Urban Design Committee

<b>CURRENT FUNDING MODEL OF \$750,000/YEAR</b>	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
OPENING BALANCE	(1,450,270)	(174,970)	(363,970)	(535,970)	(690,970)							
LAND BANK ADMIN FEE REVENUE CONTRIB. TO STREETScape RE:	(224,700)	(189,000)	(172,000)	(155,000)	(137,000)							
CAPITAL PROJECT	1,500,000			750,000								
BALANCE	(174,970)	(363,970)	(535,970)	(690,970)	(77,970)							
<b>CITY WIDE</b>												
City Entrance Signs												
West Spadina Promenade Extension (Broadway Bridge to Traffic Bridge)												
Mid Spadina Promenade Extension (25th Street to Queen Street)												
North Promenade Extension (Queen Street to Weir)												
College Drive												
Central Avenue	Phase 2				Phase 3							
33rd Street												
8th Street												
22nd Street (Idywyld to Laurier Dr)												
2nd Avenue (25th Street to 33rd St.)												
Airport Drive Median (Cynthia Street to 45th Street west)												
Idywyld Drive												

Subject to Review by Urban Design Committee

<b>INTERIM FUNDING MODEL</b>	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
OPENING BALANCE	(1,450,270)	(174,970)	(363,970)									
LAND BANK ADMIN FEE REVENUE CONTRIB. TO STREETScape RE:	(224,700)	(189,000)	-									
GROWING FORWARD PROJECT FUNDING PLAN												
CAPITAL PROJECT	1,500,000											
BALANCE	(174,970)	(363,970)	(363,970)									
<b>CITY WIDE</b>												
City Entrance Signs												
West Spadina Promenade Extension (Broadway Bridge to Traffic Bridge)												
Mid Spadina Promenade Extension (25th Street to Queen Street)												
North Promenade Extension (Queen Street to Weir)												
College Drive												
Central Avenue	Phase 2											
33rd Street												
8th Street												
22nd Street (Idywyld to Laurier Dr)												
2nd Avenue (25th Street to 33rd St.)												
Airport Drive Median (Cynthia Street to 45th Street west)												
Idywyld Drive												

Urban Design City-Wide 10-Year Project Schedule

ATTACHMENT 2