



PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

**Thursday, November 13, 2014
4:00 PM**

Henry Baker Hall, Main Floor, City Hall



**Public Agenda
Public Works and Infrastructure Committee
Thursday, November 13, 2014**

Approval of Public Agenda

Minutes of the meeting held on October 2, 2014

Administration Reports

PW14-25 Snow Routes Options Report

Recommendation

That the Administration be directed to bring back a report on snow route options in quarter 2 of 2015.

PW14-26 2015 Landfill Fees

Recommendation

That the Landfill fees for 2015 remain the same as the 2014 rate schedule.

PW14-27 Designated Drop off area 11th Avenue - F.W. Hill Mall

Recommendation

That CR14-40 be removed from the List of Outstanding items for the Public Works and Infrastructure Committee.

Adjournment

AT REGINA, SASKATCHEWAN, THURSDAY, OCTOBER 2, 2014

AT A MEETING OF THE PUBLIC WORKS AND INFRASTRUCTURE
COMMITTEE
HELD IN PUBLIC SESSION

AT 4:00 PM

These are considered a draft rendering of the official minutes. Official minutes can be obtained through the Office of the City Clerk once approved.

Present: Councillor Sharron Bryce, in the Chair
Councillor John Findura
Councillor Bob Hawkins
Councillor Barbara Young

Regrets: Councillor Terry Hincks

Also in Attendance: Committee Assistant, Linda Leeks
Executive Director, Transportation & Utilities, Karen Gasmol
Legal Counsel, Jayne Krueger
Manager, Winter District Maintenance, Chris Warren
Director Communications, Chris Holden

Approval of Public Agenda

Councillor John Findura moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted.

Minutes of the meeting held on September 11, 2014

Councillor Bob Hawkins moved, AND IT WAS RESOLVED, that the minutes for the meeting held on September 11, 2014 be adopted.

Administration Reports

PW14-20 Snow Clearing at Homes Without Driveways adjacent to Transit Stops

Recommendation

1. That the plowing and snow removal objectives in the Winter Maintenance Policy remain unchanged.
2. That Item number PW13-17 be removed from the List of Outstanding Items for this committee.

Mr. Gordon Cowie, representing himself, addressed and answered questions of the committee.

Councillor John Findura moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

PW14-19 Annual Winter Maintenance Summary Report

Recommendation

That this report be received and filed.

Councillor Barbara Young moved, AND IT WAS RESOLVED, that this report be received and filed.

Councillor Barbara Young left the meeting.

PW14-21 Snow Routes

Recommendation

1. That the current snow plowing practice be maintained with a concurrent increase in public outreach and communication intended to reduce the on-street parking during snow plow operations.
2. That the Administration evaluate the effectiveness of enhanced education and communication over the 2014/15 winter season, and by the end of quarter three of 2015 provide City Council with a summary of findings and potential new recommendations, if necessary, to address challenges with on-street parking during snow plow operations.
3. That this report be forwarded to City Council for approval.

Councillor Bob Hawkins moved that the recommendations contained in the report be concurred in.

A request was made to vote on the amendments separately.

Councillor Bob Hawkins moved, in amendment, AND IT WAS RESOLVED, that recommendation #4 be added as follows:

That the Administration develop the most appropriate program to remove cars from roads for effective snow removal and report back to the November 13, 2014 meeting of the Public Works and Infrastructure Committee.

Councillor Bob Hawkins moved, in amendment, AND IT WAS RESOLVED, that recommendation #5 be added as follows:

That no additional funding be allocated for enhanced public education/communication.

The main motion, as amended, was put and declared CARRIED.

PW14-22 Sidewalk Clearing Options

Recommendation

1. The Winter Maintenance Policy be amended to include a requirement for the City to clear sidewalks adjacent to City-owned parks that are next to a public school.
2. That The Winter Maintenance Policy be amended to treat all commercial properties consistently, requiring building owners to clear any frontage sidewalk adjacent to senior citizen complexes with more than twenty units in a single building.
3. That this report be referred to the 2015 budget process.

Councillor Bob Hawkins moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

PW14-23 Alley Maintenance Strategy and Special Tax Levy Funding Option

Recommendation

1. That the City Solicitor be instructed to prepare the appropriate bylaw for alley maintenance for 2015, which includes the following levies, proposed revenues, and estimated costs;

| | |
|---------------|-----------------------------------|
| Paved Alleys | \$3.85 per assessable foot |
| Gravel Alleys | \$2.71 per assessable foot |

| | |
|--|--------------------|
| The proposed revenues and estimated costs for maintenance of alleys in 2015 are: | |
| Paved Alleys | \$3,228,710 |
| Gravel Alleys | \$1,669,520 |
| TOTAL | \$4,898,230 |

2. That the City Solicitor include a definition of flankage in the bylaw for alley maintenance; and
3. That the City Solicitor amends the bylaw for alley maintenance by eliminating the provision for exempting any “property frontage that flanks an alley”. Any property abutting a laneway either on its rear or flank will be charged an alley maintenance fee based on its assessable frontage as determined by the Director of Assessment and Property Taxation.

Councillor Bob Hawkins moved that the recommendations contained in the report be concurred in.

Councillor Bob Hawkins moved, in amendment, AND IT WAS RESOLVED, that recommendation #4 be added as follows:

That this report be referred to the 2015 budget process.

The main motion, as amended, was put and declared CARRIED.

PW14-24 Snow Storage Site User Fee

Recommendation

1. That the Administration:

- a) investigate and develop an appropriate permit process and fee for commercial contractors for the use of the City of Regina’s Snow Storage Site beginning November 1, 2015;
- b) provide a follow up report back to City Council in quarter two of 2015 on the feedback received on the implementation of the fee and permit process; and,
- c) bring forward a report to City Council in quarter two of 2015 which contains the necessary amendments to *The Clean Property Bylaw, No. 9881* that include:
 - i. a fee structure for commercial contractors using City of Regina’s Snow Storage Site; and
 - ii. processes for issuing permits to commercial contractors for use of the City of Regina’s Snow Storage Site.

Councillor John Findura moved that the recommendations contained in the report be concurred in.

Councillor Bob Hawkins moved, in amendment, AND IT WAS RESOLVED, that the reports referenced in recommendations 1. b) and 1. c) be brought back to the Public Works and Infrastructure Committee.

The main motion, as amended, was put and declared CARRIED.

Adjournment

Councillor John Findura moved, AND IT WAS RESOLVED, that the meeting adjourn.

The meeting adjourned at 5:50 p.m.

Chairperson

Secretary

November 13, 2014

To: Members,
Public Works and Infrastructure Committee

Re: Snow Route Options

RECOMMENDATION

That the Administration be directed to bring back a report on snow route options in quarter 2 of 2015.

CONCLUSION

The Administration has reviewed the experiences of other municipalities with enforceable snow route and/or parking ban to enhance plowing operations. Based on that review four options were presented to Public Works and Infrastructure Committee on October 2, 2014. Due to the high cost of the evaluated snow routes options, the Administration recommended the option of enhanced public communication/education. The Committee rejected the recommended option and requested that the Administration develop other solutions. In an effort to develop a program that balances the most effective and efficient service delivery, maintains safe and drivable roads and meets the need of the residents of Regina, the Administration has begun to look at a targeted approach that addresses specific challenge as opposed to the broader implementation of snow routes.

In order to fully examine the costs and benefits associated with dedicated snow route options in targeted locations, including the arterial, collector, and local roads, the Administration is proposing that a thorough investigation for the 2014/2015 winter season be done. In doing so, the Administration will be able to identify and explore options for snow removal that target specific locations of particular concern. These options and the recommendation would then be submitted as a report to the Public Works and Infrastructure Committee in quarter 2 of 2015.

BACKGROUND

On October 2, 2014, the Administration presented PW14-21 snow routes report to the Public Works and Infrastructure Committee, and included the following options:

- *Option 1 – Status Quo*
- *Option 2 – Snow Route Declaration and Temporary Parking Ban*
- *Option 3 – Seasonal Snow Routes and Parking Ban*
- *Option 4 – Status Quo with Enhanced Public Education/Communication*

The recommended option was *Option 4 – Status Quo with Enhanced Public Education/Communication*.

During this meeting, members of the committee rejected the Administration recommendations, and made the following motion:

“that the Administration develop the most appropriate program to remove cars from roads for effective snow removal and report back to the November 13, 2014 meeting of the Public Works and Infrastructure Committee.”

DISCUSSION

During winter maintenance plowing activities, manoeuvring around parked vehicles creates many challenges, including inefficiencies in the time it takes to plow the snow, increasing the risk of accidental vehicle or equipment damage, compacted snow in the parking lane resulting in lane width reduction and parking lane hazards, snow ridges left around the parked vehicles, eliminating consistent placement of the snow ridge, and reducing snow storage capacity. The original report submitted to the Public Works and Infrastructure Committee on October 2, 2014 provided options for implementing a snow route program applicable to all arterial and collector roads. The cost identified for each option was based on the experience of other municipalities and on the estimated internal cost. The options presented required over \$350,000 in one-time capital funding and almost \$500,000 in annual operating costs. There may be alternative options available that strive to provide cost effective solutions for the very specific locations that create major challenges on arterial and collector roads (Category 1, 2 and 3), as well as the Local roads (Category 4 and 5).

A major area of concern exists on many of the arterial and collector streets where on-street parking is utilized 24 hours a day. In the past, winter maintenance crews have addressed this issue by installing temporary no parking signs throughout the season to plow and remove the snow. This is necessary to restore the minimum lane widths and to maximize the expected flow of traffic. Similarly, these challenges are magnified on narrow residential roads that accommodate parking on both sides as there is limited space to maneuver maintenance equipment, and provide adequate snow storage space. The resulting conditions are compacted snow and rutting greater than 10 cm affecting the access of both resident and emergency vehicles to these streets.

The Administration is proposing that the options for snow routes that target the specific, most challenging locations be thoroughly investigated and documented throughout the 2014/2015 winter season, and that a report be submitted to the Public Works and Infrastructure Committee in quarter 2 of 2015 outlining the most appropriate program to remove cars from roads for effective snow removal.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

None with respect to this report.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Because this report is informational only, no communications strategy is required at this time. Roadways & Transportation will work with Communications to develop strategy and costing at such time as the follow-up report be brought to the Public Works & Infrastructure Committee.

DELEGATED AUTHORITY

This report is within the delegated authority of the Public Works & Infrastructure Committee, as it is for information only, and no decision is required at this time.

Respectfully submitted,



Les Malawski, A/Director
Roadways and Transportation

Respectfully submitted,



Karen Gasmu, Executive Director
Transportation and Utilities

Report prepared by:
Chris Warren, Manager, Winter Maintenance

November 13, 2014

To: Members,
Public Works and Infrastructure Committee

Re: City of Regina Landfill Fees – 2015

RECOMMENDATION

That the Landfill fees for 2015 remain the same as the 2014 rate schedule.

CONCLUSION

The Administration recommends that the 2015 Landfill fees remain the same as the 2014 rates (see Appendix A), and that a three-year (2016-2018) rate schedule be brought forward in the spring of 2015. The projected increase to volume of materials without an increase to tipping fees in 2015 will offset any effect of inflation on the operating costs, resulting in no significant impact to the Landfill operating surplus and consequently, contribution to the Solid Waste Reserve.

Bringing forward a three-year landfill fee schedule for City Council's consideration in the second quarter of 2016 will provide both our internal and external clients with an approved rate schedule in time for their financial and operational planning. As well, it will provide alignment with the City of Regina's (the "City") budget process.

The Landfill fees allow the City to meet the annual Landfill operating costs, as well as fund capital requirements for the Landfill operations, Solid Waste Collection, and Waste Diversion Services Branches, such as expansion to meet growing capacity needs, operating equipment and fleet. These fees also provide funding for long-term maintenance and monitoring costs associated with decommissioned Landfill areas that have reached their capacity.

BACKGROUND

The City operates the Fleet Street Solid Waste Disposal and Recovery Facility ("the Landfill") pursuant to *The Environmental Management and Protection Act, 2002* and *The Municipal Refuse Management Regulations*. The Landfill accepts various solid waste materials including residential and commercial solid waste, building demolition materials, fill dirt, and other materials. The City has operated at the current site since 1961. The Landfill accepts waste from the City's Solid Waste Collection Branch, other City departments, private businesses, government agencies, surrounding towns, villages, and rural municipalities. A tipping fee per tonne is charged for waste hauled to the Landfill.

The revenue generated from tipping fees provides for costs associated with annual operating costs as well as capital expenditures such as expansion to meet growing capacity needs, operating equipment and fleet. Landfill fees also provide funding for long-term maintenance and monitoring costs associated with decommissioned Landfill areas that have reached capacity.

Operating surpluses resulting from annual revenues exceeding expenditures are transferred to the Solid Waste Reserve. Conversely, any operating deficits are withdrawn from the Reserve in order to fund the shortfall. The Solid Waste Reserve is used to fund capital expenditures for the Landfill Operations, Solid Waste Collection, and Waste Diversion Services branches. The Landfill operates at full cost recovery.

Over the last four years, the landfill tipping fee has been increased \$10 each year, from \$45/tonne in 2011 up to \$75/tonne in 2014. The rate for private vehicle entry is \$15. A comparison of 2014 tipping fees of landfills located in Western Canada is provided in Appendix B to this report.

DISCUSSION

The main factors that influence the Landfill's revenue strategy include: volume of materials managed on an annual basis, ongoing operating costs, capital funding needs, and closure and post-closure liability costs. Annual operating expenditures are impacted by increases in labour, equipment, material, fuel and utility costs. In 2015, the Administration is projecting a 3.34 per cent Municipal Price Index (MPI) rate increase for operating costs. A modest increase in volume of materials anticipated in 2015 will offset this increase to operating costs.

The Landfill received \$15.5 million of capital funding in 2014. This included \$10 million for landfill expansion as well as \$5 million for the Landfill Gas to Energy project. Additional capital requirements for 2015, 2016, 2017 and 2018, as identified through the budget process are \$6.5 million, \$8.6 million, \$6.6 million and \$3.5 million, respectively. Landfill Operations contributes approximately \$10 million to \$12 million to the Solid Waste Reserve annually.

The Administration Bylaw provides minimum and maximum balance values for the Solid Waste Reserve. The minimum balance that must be maintained by the Reserve is \$300,000 while the maximum balance is \$13 million. The Reserve balance is and will remain within the minimum and maximum balances.

Mandatory residential recycling was introduced to Regina residents in single-family homes in July 2013. Program results to date indicate that 13,570 tonnes of recyclable material has been diverted from the Landfill as a result of this program. Combined with other waste diversion programs, approximately 17,273 tonnes of material has been diverted in 2014. Mandatory recycling services for multi-family residences will begin January 1, 2015. City Council set a 40 per cent diversion target from the residential sector by 2015, as well as a 65 per cent diversion target by 2020. Expanding this service into

multi-family residences will help achieve these diversion targets. Although the diversion of materials to the recycling program reduces the tonnage received at the Landfill from our municipal solid waste collection, overall volume continues to increase marginally due to residential and commercial growth.

The life of a Landfill is measured in available capacity. As such, diverting waste from the Landfill extends the Landfill’s life cycle. This extended life cycle defers expansion costs, as well as closure and post-closure liability costs.

The following table illustrates financial results from 2013, the 2014 budget and the 2015 proposed revenue projection.

Table 1 – Tipping Fees 2013-2015

| | 2013 Actual | 2014 Budget | 2015 Projected |
|-------------------------------|------------------------|------------------------|---------------------------|
| Tipping Fee Revenue | \$15,575,413.10 | \$17,065,000.00 | \$17,185,000.00 |
| Tonnes subject to tipping fee | 241,543 | 233,000 | 234,500 |
| Tipping Fee | \$65.00 | \$75.00 | \$75.00 |

The modest increase to volume without an increase to the tipping fee will offset any effect of inflation on the operating costs, resulting in no significant impact to the Landfill operating surplus and subsequently, contribution to the Solid Waste Reserve.

In the past, the Administration has typically put forward a three-year fee schedule. This allows both internal and external customers the ability to budget future operating costs and determine commercial rates with a degree of certainty. The Administration will present a three-year fee structure for 2016, 2017 and 2018 in quarter two of 2015.

RECOMMENDATION IMPLICATIONS

Financial Implications

The current revenue strategy is for full cost recovery of all material requiring Landfill management and future environmental liabilities. Maintaining the same fee structure into 2015 will have no significant impact on the capital or operating programs, or the Solid Waste Reserve. A financial model has been developed for solid waste management in order to ensure that capital and operating costs are properly funded over time. This model has been integrated into solid waste management planning to ensure financial alignment with those goals.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The Landfill is a significant element in achieving the outcomes identified in Waste Plan Regina. This aligns with the City's Strategic Plan of being vision-based and strengthens our relationship with the community.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Landfill rates will be posted at the Landfill, in the Leader-Post, and on the City's website.

DELEGATED AUTHORITY

The disposition of this report requires City Council's approval.

Respectfully submitted,



Lisa Legault, Director
Solid Waste

Respectfully submitted,



Karen Gasmu, Executive Director
Transportation & Utilities

Report prepared by:
Greg Jelinski, Manager, Landfill Operations

GJ/bjd

APPENDIX A

2014 Landfill Fee Schedule

| | | Effective | |
|--|----------------------|------------------------|--------|
| | | January 1, 2014 | |
| Standard Waste – Tipping fee | | \$75 | /tonne |
| Fill Dirt | | No charge | |
| Clean Concrete | | No charge | |
| Clean Asphalt | | No charge | |
| Mixed Asphalt/Concrete | | \$75 | /tonne |
| Asbestos | - flat fee for pit | \$350 | |
| | - plus fee per tonne | \$75 | /tonne |
| Burial Surcharge (excludes asbestos) | - flat fee for pit | \$50 - \$250 | |
| | - plus fee per tonne | \$75 | /tonne |
| Private Vehicle Rate ¹ | | \$15 | |
| Weight Ticket Only | | \$10 | |
| Appliances Containing Refrigerant ² | | \$10 | |
| Free Account Program ³ | | 120 tonnes | |

1. **Private Vehicle Rate:**

Small vehicles include all privately-owned cars, ¼ ton or ½ ton or ¾ ton vehicles, including trailers not exceeding 4 feet x 8 feet. Vehicles and trailers cannot have any commercial markings. Waste must be from own private residence.

2. **Appliances Containing Refrigerant:**

Refrigerant removal charge from items including, but not limited to refrigerators, freezers and air conditioners. Available to residential loads only. Charge applied regardless whether refrigerant has been removed or not. No large commercial appliances are accepted.

3. **Free Account Program:**

Standard tipping fees for non-profit organizations and community cleanups are waived up to a maximum of 120 tonnes of waste per year per account. Organizations must apply and be approved for this program.

APPENDIX A

‘Landfill Rates Survey (2014-2015 Rates)’

| Location | | Tonnage Rate (1) | Sm. Vehicle Rate (2) |
|----------------|--------------------|------------------|----------------------|
| Saskatchewan | Melfort | \$60.00 | \$6.00 |
| | Moose Jaw | Resident | Resident |
| | | \$38.00 | \$6.00 |
| | Saskatoon (City) | Non-Resident | Non-Resident |
| | | \$50.00 | \$50.00 |
| | Saskatoon (Loraas) | (2014) \$95.00 | (3) \$10.00 |
| | | (2015) \$100.00 | (3) \$10.00 |
| | Swift Current | (2014) \$95.00 | (3) \$10.00 |
| | | (2015) \$100.00 | \$10.00 |
| | Prince Albert | \$35.00 | \$5.00 |
| | North Battleford | \$53.00 | \$9.00 |
| Estevan | \$114.00 | \$5.00 | |
| Weyburn | \$30.00 - \$40.00 | \$5.00 | |
| Regina | \$46.00 | \$5.00 | |
| Western Canada | Calgary | \$75.00 | \$15.00 |
| | Edmonton | \$107.00 | \$15.00 |
| | Medicine Hat | \$85.00 | \$17.00 |
| | Brandon | \$39.65 | \$8.00 |
| | Winnipeg | \$70.00 | \$5.80 |
| | | \$59.50 | \$11.00 |

(1) Note: The tonnage rates are either based on 2014 mid year increases with intentions of using them in 2015.

(2) Note: The application of the small vehicle rate varies for different communities. The rate shown is a minimum.

(3) Note: This is a minimum rate; a tonnage charge is also applicable.

November 13, 2014

To: Members,
Public Works and Infrastructure Committee

Re: Outstanding Item #CR14-40 – Designated Drop Off Area – 11th Avenue Side (F.W. Hill Mall)

RECOMMENDATION

That CR14-40 be removed from the List of Outstanding items for the Public Works and Infrastructure Committee.

CONCLUSION

Recommendations from the 2012 Downtown Transportation Study (DTS) identified the need to reconfigure transit bus stops on portions of 11th Avenue in order to improve transit operation activities and to meet the needs of local area businesses. To address concerns related to the decrease in on-street parking, the curb space adjacent to the Old City Hall Mall, located on the 2000 block of 11th Avenue, is being re-configured to accommodate two metered parking spaces, one metered loading zone and one accessible parking stall. This will provide the necessary parking options for those requiring an accessible stall, visiting local businesses or to making deliveries. The installation of the on-street changes will take place once the current bus stop is relocated in front of the SaskTel building on 11th Avenue in early November 2014.

BACKGROUND

In April 2014, City Council considered Phase Two of the DTS which included recommendations surrounding transit service and location of bus stops on 11th Avenue. Over the past few years, the City of Regina's (City) transit operations have been focused on making 11th Avenue their downtown hub for bus services. As a result, local businesses have experienced a decrease in on-street parking options for their customers. This report has been prepared to address a motion passed by City Council at its meeting on April 14, 2014, directing Administration to "*develop a plan to address the absence of a designated drop-off area on the 11th Avenue side of the F.W. Hill Mall, specifically to deal with business deliveries and the needs of citizens requiring accessible transportation.*"

DISCUSSION

In the past, F.W. Hill Mall area businesses have expressed concern about the loss of the metered parking stalls and loading zone adjacent to the Old City Hall Mall building on 11th Avenue. This was done to accommodate the installation of the current bus stop in 2013. Recommendations from the DTS highlighted similar concerns and proposed that the City look to reconfigure bus stops on 11th Avenue in order to improve transit operations and to meet the needs of local downtown businesses by providing on-street parking options for their customers.

In April 2014, City Council approved a number of recommendations from the DTS, which included the proposal to reconfigure the Old City Hall Mall building transit bus stop in order to facilitate a more customer friendly environment that would meet the needs of transit riders and local businesses. Beginning the week of November 3, the relocation of the Old City Hall Mall transit bus stop will begin and the installation of two metered parking stalls, one loading zone

and one accessible parking stall will take place once the bus stop has been relocated two blocks west along 11th Avenue.

It is important to note that this curb space is located on a designated bus lane. As a result, all parking spaces will be limited to the current bus lane time restrictions where stopping is prohibited Monday to Friday between 7 – 8:30 a.m. and 3:30 – 5:30 p.m.

F.W. Hill Mall

The F.W. Hill Mall is designated as a pedestrian mall, and is not a shared space. The pedestrian crossing located at the north end spans the entire width of the mall, and therefore cannot accommodate a drop-off area/parking area, due to the safety concerns for pedestrians.

RECOMMENDATION IMPLICATIONS

Financial Implications

The costs associated with the sign installation and parking meter relocation are being funded through existing approved operating budgets.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

None with respect to this report.

Accessibility Implications

The relocation of the bus stop results in an additional accessible parking stall being added in the downtown.

COMMUNICATIONS

There was extensive consultation with Regina Downtown BID and area businesses throughout the development of the DTS and in determining the locations of these stops. A communications approach was developed to advise transit users about the relocation of the transit stop. Tactics include signage, public service announcement, social media as well as Transit staff on location to provide face-to-face communication.

DELEGATED AUTHORITY

There is no delegated authority associated with this report as it is for information purposes only.

Respectfully submitted,



Laurie Shalley, A/Director
Community Services

Respectfully submitted,



Kim Onrait, Executive Director
City Services