



CITY COUNCIL

**Tuesday, March 29, 2016
5:30 PM**

Henry Baker Hall, Main Floor, City Hall



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**Revised Agenda
City Council
Tuesday, March 29, 2016**

Confirmation of Agenda

Minutes from the meeting held on February 29, 2016

DELEGATIONS, PUBLIC NOTICE BYLAWS AND RELATED REPORTS

DE16-13 Munir Haque – Westerra Development Corporation: Zoning Amendment Application (15-Z-21) - Discretionary Use Application (15-DU-33) - Live/Work Zoning Regulations – Westerra Subdivision

CR16-17 Regina Planning Commission: Zoning Amendment Application (15-Z-21) Discretionary Use Application (15-DU-33) Live/Work Zoning Regulations – Westerra Subdivision

Recommendation

1. That Lots 23-45, inclusive, Block 1 and Lots 1-23, inclusive, Block 2, in the Westerra Subdivision be rezoned from R5(H) – Residential Medium Density (Holding Overlay Zone) to R5 – Residential Medium Density.
2. That the discretionary use for the proposed Live/Work Units located on Lots 23-45, inclusive, Block 1 and Lots 1-23, inclusive, Block 2, in the Westerra Subdivision be approved subject to the following conditions:
 - a) The development shall generally be consistent with the plans attached to this report as Appendix A-1, A-2 and A-3.0-A-3.7 inclusive.
 - b) That the Live/Work Units are subject to *The Licensing Bylaw, 2007* and the *2010 National Building Code* for Mixed Use Buildings, or equivalent;
 - c) The development is contingent on subdivision approval of the subject lots and subsequent title creation; and
 - d) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.



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3. That the proposed amendments to the *Regina Zoning Bylaw No. 9250* be approved as specified in Appendix B-1.
4. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.

DE16-14 Susan Cibere: Application for Contract Zoning (15-CZ-02) Proposed Two Mixed Use Buildings - 125 Hamilton Street and 120 Broad Street (Locally known as 1925 5th Avenue North)

CR16-18 Regina Planning Commission: Application for Contract Zoning (15-CZ-02) Proposed Two Mixed Use Buildings, 125 Hamilton Street and 120 Broad Street (Locally known as 1925 5th Avenue North)

Recommendation

1. That the application to amend Regina Zoning Bylaw No. 9250 to rezone 125 Hamilton Street and 120 Broad Street, being Lots 1-10 & 31-41, Block 39, Plan Z140; Block C, Plan G2311; and Lots A and B, Block 40, Plan 72R23442 from I -Institutional Zone to C - Contract Zone be APPROVED, and that the contract zone agreement between the City of Regina and the owner of the subject properties be executed.
2. That further to recommendation 1, the proposed contract zone agreement shall include the following terms:
 - a. The development shall conform to the attached plans labelled ECC Village, prepared by CITE 360 Studio, and dated January 29, 2016, Appendix A-3.1a-3.4b;
 - b. Permitted uses on site shall be limited to two mixed use buildings which are comprised of the uses outlined in the Contract Zone Agreement and are defined under the *Regina Zoning Bylaw No. 9250*;
 - c. Any zoning related detail not specifically addressed in the contract zone agreement shall be subject to applicable provisions of the Zoning Bylaw; and
 - d. The Agreement shall be registered as an interest in the Saskatchewan Land Titles at the applicant's cost pursuant to *Section 69 of The Planning and Development Act, 2007*.
3. That the City Solicitor be directed to prepare the necessary bylaws to authorize the respective Zoning Bylaw amendment.



Office of the City Clerk

- DE16-15 Neil Cromarty: Regina Downtown Business Improvement District – Change to Boundaries – 2016
- DE16-16 Judith Veresuk: Regina Downtown Business Improvement District – Change to Boundaries – 2016
- CR16-19 Finance and Administration Committee: Regina Downtown Business Improvement District – Change to Boundaries - 2016

Recommendation

That the City Solicitor be instructed to amend Bylaw 2003-80, *The Regina Downtown Business Improvement District Bylaw, 2003* to expand the Regina Downtown Business Improvement District boundary as depicted in Appendix A to this report.

- 2016-13 THE REGINA ZONING AMENDMENT BYLAW, 2016 (No. 2)
- 2016-14 THE REGINA ZONING AMENDMENT BYLAW, 2016 (No. 3)
- 2016-18 THE REGINA DOWNTOWN BUSINESS IMPROVEMENT DISTRICT AMENDMENT BYLAW, 2016

DELEGATIONS, BYLAWS AND RELATED REPORTS

- DE16-17 Calvin and Jean Hermann: Closure Application (15-CL-20) - Portion of Lane Adjacent to 601 Campbell Street and 710 Williams Street
- CR16-20 Regina Planning Commission: Closure Application (15-CL-20) - Portion of Lane Adjacent to 601 Campbell Street and 710 Williams Street

Recommendation

1. That the application for the closure and sale of a portion of lane right-of-way as shown on the attached plan of proposed subdivision prepared by Scott Colvin, dated October 23, 2015 and legally described as follows, be APPROVED:

“All of Lot 14, Block 31, Plan FN41; part of Lane, Plan FN41; and all of Lot 15, Block 31, Plan FN41 in NW-26-17-20-W2M in Regina, Saskatchewan”.

2. That the City Solicitor be directed to prepare the necessary bylaw.



Office of the City Clerk

- DE16-18 Dr. Jim Leskun – Saskatchewan Multicultural Centre Association: Property Tax Exemption - Saskatchewan Multicultural Centre Association (SMCA)
- DE16-19 Mary Kolitsas - Saskatchewan Multicultural Centre Association: Property Tax Exemption - Saskatchewan Multicultural Centre Association (SMCA)
- DE16-20 Bob Friedrich - Saskatchewan Multicultural Centre Association: Property Tax Exemption - Saskatchewan Multicultural Centre Association (SMCA)
- CR16-21 Finance and Administration Committee: Property Tax Exemption - Saskatchewan Multicultural Centre Association (SMCA)

Recommendation

1. The Saskatchewan Multicultural Centre Association (SMCA) be provided a three year tax exemption for the property at 2144 Cornwall Street.
2. The Administration be directed to bring back a policy outlining how to effectively proceed with tax exemption requests from non-profit organizations including any criteria that can be used.
3. The City Solicitor be instructed to bring forward the necessary bylaw and agreement to provide for the property tax exemption for 2144 Cornwall Street.

- DE16-21 Chad Novak – Saskatchewan Taxpayers Advocacy Group: Boundary Alteration - 2016 Property Tax Exemptions
- CR16-22 Finance and Administration Committee: Boundary Alteration - 2016 Property Tax Exemptions

Recommendation

1. That the property tax exemptions, as outlined in this report, be approved.
2. That the City Solicitor be instructed to bring forward the necessary bylaw to provide for the property tax exemptions listed in Appendix A, B and C.



Office of the City Clerk

- DE16-22 Chad Novak – Saskatchewan Taxpayers Advocacy Group: Annual Property Tax Exemptions – 2016
- CR16-23 Finance and Administration Committee: Annual Property Tax Exemptions - 2016

Recommendation

1. That City Council approve the property tax exemptions outlined in Appendix A.
2. That the City Solicitor be instructed to bring forward the necessary bylaw to provide for the property tax exemptions listed in Appendix A.

- DE16-23 Chad Novak – Saskatchewan Taxpayers Advocacy Group: Regina Property Tax Exemptions
- IR16-3 Finance and Administration Committee: Regina Property Tax Exemptions

Recommendation

That this report be received and filed.

- 2016-15 THE PROPERTIES EXEMPT FROM TAXATION AS A RESULT OF THE 2013 MUNICIPAL BOUNDARY ALTERATION BYLAW, 2016
- 2016-16 THE PROPERTIES EXEMPT FROM TAXATION BYLAW, 2016
- 2016-17 THE SASKATCHEWAN MULTICULTURAL CENTRE ASSOCIATION INC. - TAX EXEMPTION BYLAW, 2016

COMMITTEE REPORTS

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE

- DE16-24 Lynne Sheldon: Off-Leash Dog Park
- CR16-24 Off-Leash Dog Park

Recommendation

That Council approve the Administration's proposed approach with respect to the development of off-leash dog parks and areas as set out in Option #2 of this report.



Office of the City Clerk

EXECUTIVE COMMITTEE

CR16-25 Support to Host the Ladies Professional Golf Association (LPGA) 2018 Canadian Pacific Women's Open

Recommendation

That the City of Regina indicate support in principle in the amount of \$100,000, consisting of a \$50,000 cash grant and the provision of City services valued up to \$50,000, for the Ladies Professional Golf Association (LPGA) 2018 Canadian Pacific Women's Open, subject to the following conditions:

- a) The bid to host the 2018 Canadian Pacific Women's Open in Regina is successful;
- b) The City's funding is conditional upon the 2018 Canadian Pacific Women's Open host committee securing an additional \$300,000 in funding from other community partners such as the Province of Saskatchewan and the Regina Hotel Association;
- c) Completion of a multi-party agreement outlining relationships, accountabilities, responsibilities and roles of the funders (e.g. the Province of Saskatchewan, the City of Regina and the Regina Hotels Association) and organizers (e.g. 2018 Canadian Pacific Women's Open Host Committee);
- d) Recognition that the City accepts no obligations for deficits, loans or guarantees for the 2018 Canadian Pacific Women's Open;
- e) Demonstration of the ability of the 2018 Canadian Pacific Women's Open Host Committee to plan and host the event through a plan which outlines the proposed organizational structure, human resource plan, operations and financial plan, evaluation plan and risk management plan. Administration believes this is a critical component; and
- f) A commitment by the 2018 Canadian Pacific Women's Open Host Committee to provide a follow up report that identifies how the City's funding was utilized in the hosting of the event.



Office of the City Clerk

CR16-26 Organizational Appointments for 2016 – School Board City Council Liaison Committee

Recommendation

1. That the following organizational representative nominees for the Regina Public School Board be appointed to the School Board/City Council Liaison Committee for a term of office as indicated below:
 - Mrs. Katherine Gagne be appointed for a three year term effective January 1, 2016 to December 31, 2018;
 - Mr. Dale West be appointed for a three year term effective January 1, 2016 to December 31, 2018;
 - Mr. Greg Enion be appointed as an Administrative Representative for a three year term effective January 1, 2016 to December 31, 2018;
 - Mrs. Debra Burnett be appointed as an Administrative Representative for a three year term effective January 1, 2016 to December 31, 2018.
2. That the members appointed continue to hold office for the term indicated or until their successors are appointed.

CR16-27 2016 Appointments to Regina's Warehouse Business Improvement District Board

Recommendation

1. That the following appointment be approved to Regina's Warehouse Business Improvement District Board:
 - Ms. Heike Doerksen be appointed as citizen members for the term March 1, 2016 to December 31, 2017.
2. That Ms. Doerkson continue to hold office for the term indicated or until successors are appointed.

FINANCE AND ADMINISTRATION COMMITTEE

CR16-28 Architectural Services - Facilities Renewal - Issue and Request for Proposal (RFP) Award

Recommendation

1. That the Administration issue a request for proposal (RFP) for separate engagements of architectural and professional engineering consulting services for the development of three new facilities at the Landfill, Transit Operations and Parks and Facilities Yard for the City of Regina (City).



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2. That City Council authorize the Chief Financial Officer to award and enter into up to three contracts with the highest ranked proponents from the RFP process.
3. That the City Clerk be authorized to execute the contracts after review and approval from the City Solicitor.

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

CR16-29 Trunk Relief Initiative Advance Funding - Third Force Main

Recommendation

That City Council approve the advancement of \$8.0 million from planned future year funding from the Integrated Wastewater Solutions for New Growth project (Trunk Relief Initiative), Capital Account U7048, to allow for the tendering and construction of a third wastewater force main, pump capacity upgrades to the McCarthy Boulevard Pumping Station (MBPS), and piping and process modification at the Wastewater Treatment Plant (WWTP) in 2016.

CR16-30 Sewer Service Bylaw Change - Weeping Tile Discharge-Removal From Sanitary Sewer System

Recommendation

1. That City Council approve and authorize amendments to *The Sewer Service Bylaw, No. 5601* to include provisions relating to weeping tile discharge, as identified in this report and in Appendix A.
2. That the City Solicitor be directed to prepare amendments to *The Sewer Service Bylaw, No. 5601* to include provisions identified in recommendation 1 to this report.

CR16-31 Revised Hauled Wastewater Program

Recommendation

1. That City Council approve the following rates for the Hauled Wastewater Station (HWS) (formerly referred to as the Septage Receiving Station), phased-in over three years:
 - a) monthly hauled wastewater permit rates (cost based on hauling capacity per vehicle per month) be set at:
 - i. \$5.00/.455m³/month effective January 1, 2017;
 - ii. \$8.00/.455m³/month effective January 1, 2018; and,
 - b) discharge rates per usage be set at:



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- i. \$5.00/m³, effective when the new HWS becomes operational (planned for September 30, 2016);
 - ii. \$10.00/m³, effective January 1, 2017; and,
 - iii. \$15.72/m³, effective January 1, 2018.
2. That City Council approve the transfer of \$1.5 million from the General Utility Reserve to Capital Account U6016 to upgrade and pave a section of Condie Road.
3. That City Council approve and authorize amendments to the *Interim Extra-Municipal Servicing Agreement Policy* that contain the following:
 - a) notification to the City if the land use has changed;
 - b) notification if the land has been subdivided or the volume of wastewater significantly increases;
 - c) re-application if the owner of the land that was approved to haul wastewater to the City changes; and,
 - d) alignment of the fee schedule as recommended.
4. That the Director of Planning or their designate be directed to prepare amendments to the *Interim Extra-Municipal Servicing Agreement Policy*, to include provisions for the new hauled wastewater transfer program, as identified in recommendation 3 and Appendix E.
5. That City Council approve and authorize amendments to *The Sewer Service Bylaw, No. 5601* that contain the following:
 - a) updated requirements for hauled wastewater permit, including issuance of an Radio Frequency Identification Device (RFID) tag;
 - b) updated hauled wastewater permit obligations; and,
 - c) updated hauled wastewater fee schedule.
6. That the City Solicitor be directed to prepare amendments to *The Sewer Service Bylaw, No. 5601* (Bylaw) to include provisions relating to the new Hauled Wastewater Program, as identified in recommendation 5 and particularly in Appendices A and B.



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CR16-32 Sewer Service Bylaw No. 5601 - Repeal

Recommendation

1. That City Council repeal the existing *The Sewer Service Bylaw, No. 5601* (Sewer Bylaw) and replace it with a new sewer service bylaw.
2. That City Council approve and authorize a new sewer service bylaw that contains the following:
 - a. new formatting that improves readability of the bylaw;
 - b. changes as identified in Appendix A of this report, which include:
 - updated requirements for businesses related to the discharge of fats, oils, greases (FOG), grit and dental amalgam,
 - updated allowable limits for chemical parameters discharged into the wastewater collection system, and,
 - updated provisions relating to surcharges levied against persons for treatment of high-strength wastewater; and,
 - c. existing provisions in the Sewer Bylaw as identified in Appendix B to this report.
3. That the City Solicitor be directed to prepare a new sewer bylaw to include provisions identified in recommendation 2 to this report and the provisions relating to the new wastewater receiving station, as identified in report “*Revised Hauled Wastewater Program*” and the provisions relating to weeping tile, as identified in report “*Sewer Service Bylaw Change – Weeping Tile Discharge – Removal from Sanitary Sewer System*”.

MOTIONS

DE16-25	Lisa Hein: Truth and Reconciliation Commission
DE16-26	Ivy Kennedy: Truth and Reconciliation Commission
DE16-27	David Owen: Truth and Reconciliation Commission
MN16-2	Mayor Michael Fougere: Truth and Reconciliation Commission
MN16-3	Councillor Shawn Fraser: Pedestrian Traffic Safety



Office of the City Clerk

BYLAWS AND RELATED REPORTS

CR16-33 Community and Protective Services Committee: Community Standards Bylaw

Recommendation

1. That *The Regina Property Maintenance Bylaw, 2008-48* be repealed.
2. That the City Solicitor be instructed to bring forward a new Community Standards Bylaw consistent with the draft bylaw attached as Appendix “A” to this report.

CR16-34 Executive Committee: 2016 Municipal Election – Changes to Election Bylaws and Updating of Election Expenses Limits

Recommendation

1. That the City Solicitor be instructed to prepare amendments to the following Bylaws as outlined in this Report: Bylaw No. 2012-42 being *The Mail-In Ballot, 2012* Bylaw No. 2007-34 being *The Regina Municipal Election Expenses Bylaw*; and Bylaw No. 10197 being *The Automated Vote Counting Bylaw*.
2. That the City Clerk advise candidates of the new Election Expense Limits for the 2016 Municipal Election.

CR16-35 Public Works and Infrastructure Committee: Amendments to *The Clean Property Bylaw No. 9881*

Recommendation

1. That Schedules “I” and “K” of *The Clean Property Bylaw No. 9881* be amended as proposed in Appendices A and B.
2. That the City Solicitor be instructed to prepare the necessary bylaw to authorize the respective amendment.

2016-2 THE REGINA COMMUNITY STANDARDS BYLAW

2016-20 THE ELECTION AMENDMENT BYLAW, 2016

2016-21 THE CLEAN PROPERTY AMENDMENT BYLAW, 2016

ADJOURNMENT

AT REGINA, SASKATCHEWAN, MONDAY, FEBRUARY 29, 2016

AT A MEETING OF CITY COUNCIL

AT 5:30 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: Mayor Michael Fougere, in the Chair
Councillor Sharron Bryce
Councillor Bryon Burnett
Councillor Shawn Fraser
Councillor John Findura
Councillor Bob Hawkins
Councillor Wade Murray
Councillor Mike O'Donnell
Councillor Barbara Young

Regrets: Councillor Jerry Flegel
Councillor Terry Hincks

Also in Attendance: Chief Legislative Officer & City Clerk, Jim Nicol
Deputy City Clerk, Erna Hall
A/City Manager & CAO, Ed Archer
A/Chief Financial Officer, Ian Rea
A/Executive Director, Legal & Risk, Jana-Marie Odling
Deputy City Manager & COO, Brent Sjoberg
Executive Director, City Planning & Development, Diana Hawryluk
Executive Director, City Services, Kim Onrait
Executive Director, Human Resources, Pat Gartner
A/Executive Director, Transportation & Utilities, Pat Wilson
Director, Communications, Chris Holden
Director, Development Services, Louise Folk
Manager, Current Planning, Fred Searle

CONFIRMATION OF AGENDA

Councillor Sharron Bryce moved, seconded by Councillor Wade Murray, AND IT WAS RESOLVED, that the agenda for this meeting be approved, with the following adjustments and that the delegations listed on the agenda be heard when called forward by the Mayor:

- **Add a report from the Mayor as item IR16-2 - Mayor's Report: Federation of Canadian Municipalities (FCM) Big City Mayors' Caucus (BCMC) Meeting – February 4 – 5, 2016**

ADOPTION OF MINUTES

Councillor Barbara Young moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that the minutes for the meeting held on January 25, 2016 be adopted, as circulated.

PUBLIC NOTICE BYLAWS AND RELATED REPORTS

CR16-10 Regina Planning Commission: Proposed Zoning Bylaw Amendment (15-Z-02) – Response to MN14-6 Municipal and Provincial Daycare Regulations

Recommendation

1. That the proposed amendments to *Bylaw No. 9250, A Bylaw of the City of Regina to Provide for the Zoning of the City of Regina for the Purpose of Controlling the Use of Land to Provide for the Amenity, Health, Safety and General Welfare of the Inhabitants of the City of Regina* (commonly known as the Zoning Bylaw) be APPROVED as specified in Appendix A-1.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.

Councillor Mike O'Donnell moved, seconded by Councillor John Findura, AND IT WAS RESOLVED, that the recommendations of the Regina Planning Commission contained in the report be concurred in.

CR16-11 Regina Planning Commission: Closure Application (15-CL-21) Portion of Right-of-Way Adjacent to 54 Fox Glove Crescent and 200 Frontenac Drive

Recommendation

1. That the application for the closure of the lane as shown on the attached Descriptive Plan Type II between 54 Fox Glove Crescent and 200 Frontenac Drive as walkway as shown in Appendix A-3 as plan of proposed subdivision prepared by Scott L. Colvin of Midwest Surveys, dated October 15, 2015 and legally described as follows, be APPROVED:

Lane St/ L 26, Regd. Plan No. FZ 4297 NW ¼ Sec 6, TWP 17,
RGE 19, W2M, Regina, Saskatchewan;

2. That the City Solicitor be directed to prepare the necessary bylaw.

Councillor Mike O'Donnell moved, seconded by Councillor Barbara Young, AND IT WAS RESOLVED, that the recommendations of the Regina Planning Commission contained in the report be concurred in.

2016-6 THE REGINA ZONING AMENDMENT BYLAW, 2016

2016-7 A BYLAW TO PROVIDE FOR THE CLOSURE AND SALE OF
PORTION OF RIGHT-OF-WAY ADJACENT TO 54 FOX GLOVE
CRESCENT AND 200 FRONTENAC DRIVE

2016-9 A BYLAW TO PROVIDE FOR THE CLOSURE AND SALE OF A
PORTION OF UNNAMED AVENUE (ALSO KNOWN AS RIVERSIDE
AVENUE) RIGHT-OF-WAY

Councillor Barbara Young moved, seconded by Councillor Shawn Fraser, AND IT WAS RESOLVED, that Bylaws No. 2016-6, 2016-7 and 2016-9 be introduced and read a first time. Bylaws were read a first time.

No letters of objection were received pursuant to the advertising with respect to Bylaws No. 2016-6, 2016-7 and 2016-9.

The Clerk called for anyone present who wished to address City Council respecting Bylaws No. 2016-6, 2016-7 and 2016-9 to indicate their desire.

No one indicated a desire to address Council.

Councillor Barbara Young moved, seconded by Councillor Wade Murray, AND IT WAS RESOLVED, that Bylaws No. 2016-6, 2016-7 and 2016-9 be read a second time. Bylaws were read a second time.

Councillor Barbara Young moved, seconded by Councillor Bob Hawkins that City Council hereby consent to Bylaws No. 2016-6, 2016-7 and 2016-9 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY.

Councillor Barbara Young moved, seconded by Councillor John Findura, AND IT WAS RESOLVED, that Bylaws No. 2016-6, 2016-7 and 2016-9 be read a third time. Bylaws were read a third and final time.

DELEGATIONS, BYLAWS AND RELATED REPORTS

DE16-10 Jackie Schmidt - Heritage Regina: Removal of Property From the Heritage
Holding Bylaw (Bylaw No. 8912) 13 Leopold Crescent – Watchler 2nd
Residence

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Susan Hollinger, on behalf of Jackie Schmidt, representing Heritage Regina addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's *Procedure Bylaw No. 9004*, this brief was tabled until after consideration of CR16-12, a report from the Regina Planning Commission respecting the same subject.

DE16-11 Dennis Dodds: Removal of Property From the Heritage Holding Bylaw
(Bylaw No. 8912) 13 Leopold Crescent – Watchler 2nd Residence

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Dennis Dodds, representing himself addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's *Procedure Bylaw No. 9004*, this brief was tabled until after consideration of CR16-12, a report from the Regina Planning Commission respecting the same subject.

CR16-12 Regina Planning Commission: Removal of Property From the Heritage
Holding Bylaw (Bylaw No. 8912) 13 Leopold Crescent – Watchler 2nd
Residence

Recommendation

1. That the *Bylaw of the City of Regina to Deny a Permit for the Alteration or Demolition of Properties that the Council of the City of Regina may wish to Designate as Municipal Heritage Properties No. 8912* be amended to remove the property listed as Item 5.8 (the Watchler (2nd) Residence located at 13 Leopold Crescent) from Schedule A.
2. That the City Solicitor be instructed to prepare the required bylaw amendment.

Councillor Mike O'Donnell moved, seconded by Councillor Barbara Young that the recommendations of the Regina Planning Commission contained in the report be concurred in.

The motion was put and declared LOST.

Councillor Bob Hawkins moved, seconded by Councillor Sharron Bryce, AND IT WAS RESOLVED, that Council direct City Administration to serve on the owner of the property at 13 Leopold Crescent a Notice of Intention that Council will consider designation of the said property as a municipal heritage property within the meaning of the *The Heritage Property Act*, Province of Saskatchewan, c. H 2.2, and to take all other steps required to have the said property so designated.

DE16-12 Richard Jankowski – ISLA Ventures: Discretionary Use Application (15-DU-24) Humanitarian Services Facility – 160 McIntosh Street

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Richard Jankowski and David Sax, representing ISLA Ventures addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's *Procedure Bylaw No. 9004*, this brief was tabled until after consideration of CR16-13, a report from the Regina Planning Commission respecting the same subject.

CR16-13 Regina Planning Commission: Discretionary Use Application (15-DU-24) Humanitarian Services Facility – 160 McIntosh Street

Recommendation

That the discretionary use application for a proposed Humanitarian Services Facility located at 160 McIntosh Street, being Parcel X, Plan 65R11965 be APPROVED, and that a Development Permit be issued subject to the following conditions:

- a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 inclusive, prepared by Alton Tangedal Architect Ltd and dated October 30, 2015; and
- b) The development shall comply with all applicable standards and regulations in *Bylaw No. 9250, A Bylaw of the City of Regina to Provide for the Zoning of the City of Regina for the Purpose of Controlling the Use of Land to Provide for the Amenity, Health, Safety and General Welfare of the Inhabitants of the City of Regina* (commonly known as the Zoning Bylaw).

Councillor Mike O'Donnell moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that the recommendations of the Regina Planning Commission contained in the report be concurred in.

2016-11 A BYLAW OF THE CITY OF REGINA TO DENY A PERMIT FOR THE ALTERATION OR DEMOLITION OF PROPERTIES THAT THE COUNCIL OF THE CITY OF REGINA MAY WISH TO DESIGNATE AS MUNICIPAL HERITAGE PROPERTIES AMENDMENT BYLAW, 2016

Councillor Barbara Young moved, seconded by Councillor Sharron Bryce, AND IT WAS RESOLVED, that Bylaw No. 2016-11 be withdrawn from this agenda.

COMMITTEE REPORTS

FINANCE AND ADMINISTRATION COMMITTEE

CR16-14 Servicing Agreement Fees Exemption for New Baseball Park Subdivision

Recommendation

That the subdivision application submitted to create the land parcel intended for the development of a new baseball park in southeast Regina be exempt from Service Agreement Fees.

Councillor Bob Hawkins moved, seconded by Councillor John Findura that the recommendations contained in the report be concurred in.

Mayor Michael Fougere stepped down to enter debate.

Councillor Barbara Young assumed the Chair.

Mayor Michael Fougere returned to the Chair prior to the vote.

The motion was put and declared CARRIED.

REGINA PLANNING COMMISSION

CR16-15 Discretionary Use Application (15-DU-28) Restaurant – 410 Dewdney Avenue

Recommendation

That the discretionary use application for a proposed restaurant located at 410 Dewdney Avenue, being Unit 3, Condominium Plan No. 102143630, Condominium Parcel No. 202890775, Innismore Subdivision be APPROVED, and that a Development Permit be issued subject to the following conditions:

- a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.3 inclusive, prepared by S. Rajakumar, S.L.S. of Midwest Surveys dated October 31, 2013 and Yasemin Asili and dated December 9, 2015;
- b) Seating capacity shall be limited to the available parking capacity within the condominium plan; and
- c) The development shall comply with all applicable standards and regulations in *Bylaw No. 9250, A Bylaw of the City of Regina to Provide for the Zoning of the City of Regina for the Purpose of Controlling the Use of Land to Provide for the Amenity, Health, Safety and General Welfare of the Inhabitants of the City of Regina* (commonly known as the Zoning Bylaw).

Councillor Mike O'Donnell moved, seconded by Councillor John Findura, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

INFORMATIONAL REPORTS

IR16-1 Executive Committee: 2015 Semi-Annual Review of Closed Executive Committee Items

Recommendation

That this report be received and filed.

Councillor Barbara Young moved, seconded by Councillor Mike O'Donnell, AND IT WAS RESOLVED, that this report be received and filed.

IR16-2 Mayor's Report: Federation of Canadian Municipalities (FCM) Big City Mayors' Caucus (BCMC) Meeting – February 4 – 5, 2016

Recommendation

That this report be received and filed.

(Mayor Michael Fougere stepped down to enter debate.)
(Councillor Barbara Young assumed the Chair.)

Mayor Michael Fougere moved, seconded by Councillor John Findura that this report be received and filed.

(Mayor Michael Fougere returned to the Chair prior to the vote.)

The motion was put and declared CARRIED.

BYLAWS AND RELATED REPORTS

MR16-1 Mayor's Report: Appointment of City Manager

Recommendation

1. That in accordance with Sections 84(1) and 87(1) of *The Cities Act*, City Council appoint Christopher J. Holden as City Manager effective March 1, 2016 for a term of up to five years.
2. That the terms and conditions of Mr. Holden's appointment be confirmed as outlined in the attached Employment Contract.
3. That the City Solicitor be instructed to bring forward the necessary bylaw to authorize execution and administration of the Employment Contract.

(Mayor Michael Fougere stepped down to enter debate.)
(Councillor Barbara Young assumed the Chair.)

Mayor Michael Fougere moved, seconded by Councillor Wade Murray that the recommendations contained in the report be concurred in.

(Mayor Michael Fougere returned to the Chair prior to the vote.)

The motion was put and declared CARRIED.

CR16-16 Finance and Administration Committee: Tax Exemption – 176 and 180 St. John Street

Recommendation

1. That a five-year, 100 per cent tax exemption be provided for the affordable rental properties at 176 and 180 St. John Street commencing January 1, 2016.
2. That the City Solicitor be directed to prepare the necessary Bylaw to exempt these properties.

Councillor Bob Hawkins moved, seconded by Councillor Bryon Burnett, AND IT WAS RESOLVED, that the recommendations of the Finance and Administration Committee contained in the report be concurred in.

2016-5 THE HOUSING INCENTIVE PROGRAM TAX EXEMPTION BYLAW, 2016

2016-8 THE 176 AND 180 ST. JOHN STREET TAX EXEMPTION BYLAW, 2016

2016-10 THE CITY MANAGER CONTRACT EXECUTION AND ADMINISTRATION BYLAW, 2016

Councillor Barbara Young moved, seconded by Councillor Wade Murray, AND IT WAS RESOLVED, that Bylaws No. 2016-5, 2016-8 and 2016-10 be introduced and read a first time. Bylaws were read a first time.

Councillor Barbara Young moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that Bylaws No. 2016-5, 2016-8 and 2016-10 be read a second time. Bylaws were read a second time.

Councillor Barbara Young moved, seconded by Councillor John Findura that City Council hereby consent to Bylaws No. 2016-5, 2016-8 and 2016-10 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY.

Councillor Barbara Young moved, seconded by Councillor Mike O'Donnell, AND IT WAS RESOLVED, that Bylaws No. 2016-5, 2016-8 and 2016-10 be read a third time. Bylaws were read a third and final time.

ADJOURNMENT

Councillor Bob Hawkins moved, seconded by Councillor Wade Murray, AND IT WAS RESOLVED, that Council adjourn.

The meeting adjourned at 7:50 p.m.

Mayor

City Clerk



**2000 – 1874 Scarth Street
Regina, Saskatchewan Canada S4P 4B3
Tel (306) 777-0600 Fax (306) 522-4171**

March 29, 2016

Delegation to Council – Munir Haque, Residential Land Manager

Re: Westerra Subdivision

Zoning Amendment Application (15-Z-21)

Discretionary Use Application (15-DU-33)

Live/Work Zoning Regulations

Good evening Mayor Fougere, Councillors, and City Administration. My name is Munir Haque, I am the Residential Land Manager for Harvard Developments and Westerra Development Corporation. We would like to briefly review our position and support for the Live-Work Zoning Bylaw and Discretionary Use Application before you tonight.

Foremost, we appreciate the time and effort City Administration has put into preparing the reports. We recognize the importance of creating workable tools that ensure the guidelines approved through Design Regina process and adopted in the Official Community Plan become implementable. We feel that approval of this Live/Work is one more step towards achieving the CITY OF REGINA'S PRIORITIES of Developing complete neighbourhoods and supporting the availability of diverse housing options.

The Westerra Neighbourhood Plan was approved and adopted as part of the OCP in January 2015, and it provides direction for the incorporation of Live-Work housing.

The Live/Work housing in Westerra will be located on a pedestrian scale Mixed Use street anchored by the Main Street boutique Retail to the north and the Westerra Central Park to the South? This street will be a hub of activity that will drive the identity, distinct character and velocity of Westerra.

We anticipate Live-Work asset class to come to market as an attractive opportunity for both a residential and a commercial perspective. Would-be home-owners have the opportunity to use the work suite as a mortgage helper, or small business. For business owners, this would offer the opportunity of an attractive and economic space – they could rent or own for their small business and have the convenience of living above.

Perhaps a good location for a start-up business, or good for a professional or business person that are scaling down their work later in life. For families, it could offer proximity and harmony to live with aging parents or young adult children, giving them their own space while keeping the family close.

There are many possibilities with the policies administration is proposing tonight.

The Live/Work Location was carefully selected during the Neighborhood Plan and Concept Plan stages as part of the "Urban Centre". The urban centre includes the community retail area, West Market Street, Live-Work housing, as well as some medium - high density residential as the core of the community and a main focal point of Westerra. The L/W housing is in close proximity to transit, retail, park and pathway amenities. The proposed road network and alley configuration will support on street parking and rear unit driveways and garages which meet both residential and business visitor parking requirements.

Once again, we support the reports Administration has put forth and thank you for this opportunity to speak before you tonight. We are available to answer questions you may have.

Regards

Westerra Development Corp.

A handwritten signature in blue ink, appearing to read 'Munir Haque', with a stylized flourish at the end.

Munir Haque
Residential Land Manager

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Zoning Amendment Application (15-Z-21)
Discretionary Use Application (15-DU-33)
Live/Work Zoning Regulations – Westerra Subdivision

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– MARCH 9, 2016**

1. That Lots 23-45, inclusive, Block 1 and Lots 1-23, inclusive, Block 2, in the Westerra Subdivision be rezoned from R5(H) – Residential Medium Density (Holding Overlay Zone) to R5 – Residential Medium Density.
2. That the discretionary use for the proposed Live/Work Units located on Lots 23-45, inclusive, Block 1 and Lots 1-23, inclusive, Block 2, in the Westerra Subdivision be approved subject to the following conditions:
 - a. The development shall generally be consistent with the plans attached to this report as Appendix A-1, A-2 and A-3.0-A-3.7 inclusive.
 - b. That the Live/Work Units are subject to *The Licensing Bylaw, 2007* and the *2010 National Building Code* for Mixed Use Buildings, or equivalent;
 - c. The development is contingent on subdivision approval of the subject lots and subsequent title creation; and
 - d. The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
3. That the proposed amendments to the *Regina Zoning Bylaw No. 9250* be approved as specified in Appendix B-1.
4. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.

REGINA PLANNING COMMISSION – MARCH 9, 2016

Munir Haque, representing Harvard Developments and Westerra Development Corp. addressed the Commission.

The Commission adopted a resolution to concur in the recommendation contained in the report.

Recommendation #5 does not require City Council approval.

Councillors: Mike O'Donnell (Chairperson) and Barbara Young; Commissioners: Phil Evans, Simon Kostic, Adrienne Hagen Lyster, Ron Okumura, Daryl Posehn, Laureen Snook and Kathleen Spatt were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on March 9, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That Lots 23-45, inclusive, Block 1 and Lots 1-23, inclusive, Block 2, in the Westerra Subdivision be rezoned from R5(H) – Residential Medium Density (Holding Overlay Zone) to R5 – Residential Medium Density.
2. That the discretionary use for the proposed Live/Work Units located on Lots 23-45, inclusive, Block 1 and Lots 1-23, inclusive, Block 2, in the Westerra Subdivision be approved subject to the following conditions:
 - a. The development shall generally be consistent with the plans attached to this report as Appendix A-1, A-2 and A-3.0-A-3.7 inclusive.
 - b. That the Live/Work Units are subject to *The Licensing Bylaw, 2007* and the *2010 National Building Code* for Mixed Use Buildings, or equivalent;
 - c. The development is contingent on subdivision approval of the subject lots and subsequent title creation; and
 - d. The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
3. That the proposed amendments to the *Regina Zoning Bylaw No. 9250* be approved as specified in Appendix B-1.
4. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.
5. That this report be forwarded to the March 29, 2016 City Council meeting for approval, which will allow sufficient time for advertising of the required public notices for the respective bylaws.

CONCLUSION

The Administration recommends amendments to *Regina Zoning Bylaw No. 9250* (Zoning Bylaw) as:

- The removal of the holding symbol for the subject properties to allow development to commence; and
- The introduction of a Live/Work Unit to provide live/work opportunities which is an important component of a complete neighbourhood and is identified as a policy objective within *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP).

Subject to the approval of the amendments to the Zoning Bylaw, Administration also recommends the approval of Live/Work Units on the subject properties in the Westerra Neighbourhood, which is supported through policy. The live/work component has been approved through policy 3.5.3 in the Westerra Neighbourhood Plan, which provides direction on the location of the live/work buildings, the use of land within the live work area and density targets. Individual business operators within the Live/Work Units will require a business license prior to commencing operation and the townhouse building form will require building permit approval.

BACKGROUND

The OCP introduced the definition of Live/Work Unit as, “a unit designed and/or zoned to allow for both residential and employment (business) uses of the proprietor are permitted, though these uses do not include home-based businesses.”

To enable the development of complete neighbourhoods, a goal included in Section D5 (7.6) of the OCP encourages permitting live/work opportunities within Urban Centres and Urban Corridors, as well as residential areas identified within approved secondary or concept plans.

The Westerra Neighbourhood Plan forms part of the OCP. The approved Westerra Neighbourhood and Concept Plans fulfil the goals and policies of the OCP and have identified Urban Centres, Urban Corridors and residential areas where live/work opportunities are to be permitted.

The Zoning Bylaw does not have a complimentary land use classification or zone that would allow for live/work opportunities. During subdivision and re-zoning approval for Westerra Neighbourhood, the subject lands were zoned R5(H) - Residential Medium Density (Holding Overlay Zone) until a complimentary land use classification or zone was created. The intent of the Holding Symbol was to retain the lands for future live/work uses and to remove the Holding Symbol once an implementation mechanism (zoning amendment) was developed to introduce live/work uses. Administration is now proposing to introduce a Live/Work Unit land use classification to recognize the live/work policy area and therefore the Holding Symbol can be removed.

This application is being considered pursuant to *Regina Zoning Bylaw No. 9250, Design Regina: The Official Community Plan Bylaw No. 2013-48*, and *The Planning and Development Act, 2007*.

DISCUSSION

Existing Zoning Regulations for Residential Businesses

The Zoning Bylaw currently has zoning regulations for a Residential Business as follows:

Residential Business is defined as “an occupation, profession, activity, or use conducted for monetary gain from a residentially assessed property that:

- (a) is customary, incidental, and a secondary use to the residential dwelling unit; and
- (b) does not alter the exterior of the property or affect the residential character of the neighbourhood.”

A Residential Business is a permitted use within all residential zones and is located within a dwelling unit or accessory building on residentially assessed properties and is considered an accessory use to an existing dwelling unit land use classification.

Proposed Live/Work Unit Regulation

The location of Live/Work Units is determined through policy in the form of neighbourhood, secondary or concept plan approval. The proposed Live/Work Unit is provided as an alternative to a Residential Business for those areas identified as live/work in City of Regina policy (neighbourhood and concept plans). Landowners have the option for applying for the Live/Work Unit through the discretionary use application process which would allow them to have additional gross floor area, employees, signage, unscheduled client visits as well as merchandise storage and display above what is allowed in a residential business, as presented in Appendix B-1. The regulated business uses for the Live/Work Unit are similar to the regulated business uses allowed in a Residential Business. The proposal also allows for the option of a dwelling unit in the Live/Work Unit, instead of a business component, for townhouse and semi-detached building forms only.

Parking and signage requirements are regulated through the discretionary use application. An extra parking space is required for the Live/Work Unit in addition to the parking space required for the dwelling unit. Signage requirements will encourage a balance of commercial and residential character of the streetscape.

Proposed Live/Work Unit in Westerra

The location of the proposed Live/Work Units in the Westerra Neighbourhood is supported through the Westerra Neighbourhood Plan. The applicant's proposal complies with the proposed Live/Work Unit regulations. The proposed development is consistent with the purpose and intent of the R5 - Residential Medium Density Zone with respect to:

- Providing flexibility in building and site design.
- Providing a variety of development options.
- Encouraging mixed use development along or adjacent to major arterial streets.

Review considerations included the assessment of impacts on the neighbourhood with respect to:

- Parking - provided for both the dwelling unit and Live/Work Unit on-site at the rear of the property, accessed through a lane.
- Access to the Building - provided for both the dwelling unit and the Live/Work Unit at the front of the building facing the street.
- Signage - will adhere to proposed signage regulations for the Live/Work Unit.
- Landscaping - will meet the requirements for building form (townhouse dwelling unit) in Chapter 15 of the Zoning Bylaw.

The proposed location will be compatible with its surroundings, add diversity to the neighbourhood, help maintain a compact urban form and be within easy walking distance to future amenities within the neighbourhood, which is a central pillar of sustainable neighbourhoods. The applicant has provided conceptual layout and design which are included in Appendix A-3.0 to A-3.3. The site requirements and building design will be assessed in accordance with the R5 Zone regulations.

RECOMMENDATION IMPLICATIONS

Financial Implications

The Live/Work Unit is intended to be residential in nature and not require any infrastructure upgrades from residential service to commercial service.

Upon development of the Westerra Neighbourhood, the subject property will be located in a neighbourhood that will receive a full range of municipal services, including water, sewer and storm drainage. The applicant will be responsible for the cost of any additional or changes to existing infrastructure that may be required to directly or indirectly support the development, in accordance with City standards and applicable legal requirements.

Environmental Implications

None with respect to this report.

Policy/Strategic Implications

The proposal is consistent with the policies contained within the OCP by:

Complete Neighbourhoods

- Providing opportunities for daily lifestyle needs, such as services, convenience shopping, and recreation.
- Permit live/work opportunities within Urban Centres and Urban Corridors and within residential areas as identified within approved secondary plans or concept plans.

Employment Areas

- Encourage local commercial within residential areas.

Diversity of Housing Forms

- Consider alternatives for parking, height, or other development standards in support of specific needs housing and innovative housing within new development.

The proposal is consistent with the policies contained within the Westerra Neighbourhood Plan, Policy 3.5.3 Live Work Residential, regarding location, use of land and density targets. The Live/Work Unit will provide another option for live/work opportunities within growing neighbourhoods and provides an appropriate transition of land use between commercial and residential neighbourhoods.

Other Implications

None with respect to this report.

Accessibility Implications

The Live/Work Unit will be required to provide accessible access into the building, as per the *2010 National Building Code*, *The Uniform Building and Accessibility Standards Act and Regulations*, and the *Building Bylaw 2003-7*. The design of the Live/Work Units in the Westerra

Neighbourhood are subject to the discretionary use approval and may need accessibility improvements prior to a business license being issued.

Barrier-free parking stalls for persons with disabilities will be in accordance with Chapter 14 of the Zoning Bylaw, where two per cent of all required parking spaces shall be provided in the form of accessible parking spaces. However, as only two parking stalls (in total) are required for the Dwelling Unit and the Live/Work Unit (townhouse building form) there will be no on-site barrier free parking stalls required at this time for the discretionary use application.

COMMUNICATIONS

Public notification signage posted on	November 25, 2015
Will be published in the Leader Post on	March 12 & 19, 2016
Letter sent to immediate property owners	N/A
Public Open House held	N/A
Number of Public Comments Sheets received	0

DELEGATED AUTHORITY

City Council's approval is required, pursuant to *Part V of The Planning and Development Act, 2007*.

Respectfully submitted,

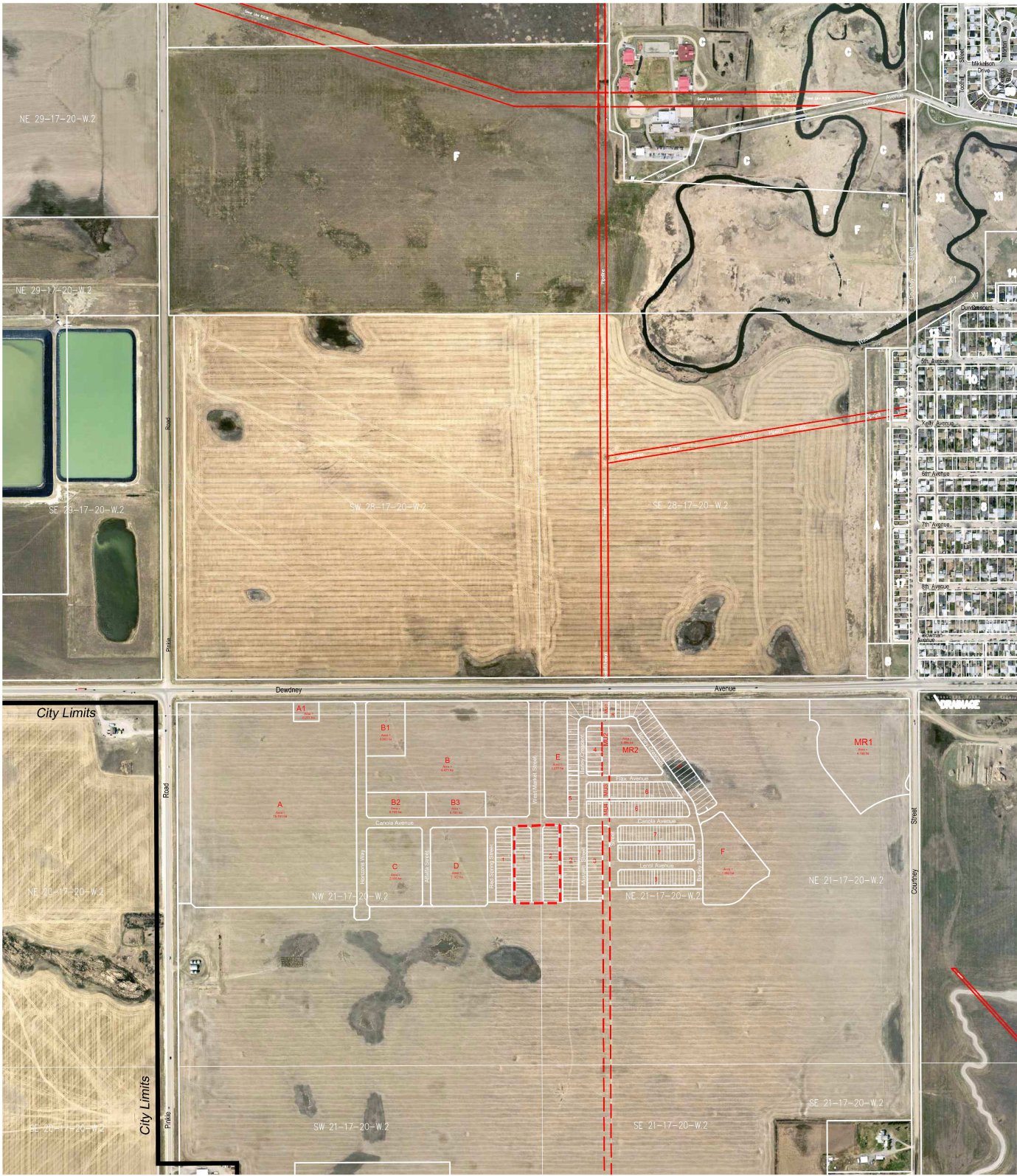
REGINA PLANNING COMMISSION



Elaine Gohlke, Secretary



Subject Property



Subject Property

Date of Photography: 2012



Project	15-Z-21 15-DU-33	Civic Address/Subdivision	Zoning Amendment Westerra Neighbourhood
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FRONT ELEVATION



15-Z-21
15-DU-33

Planning Department

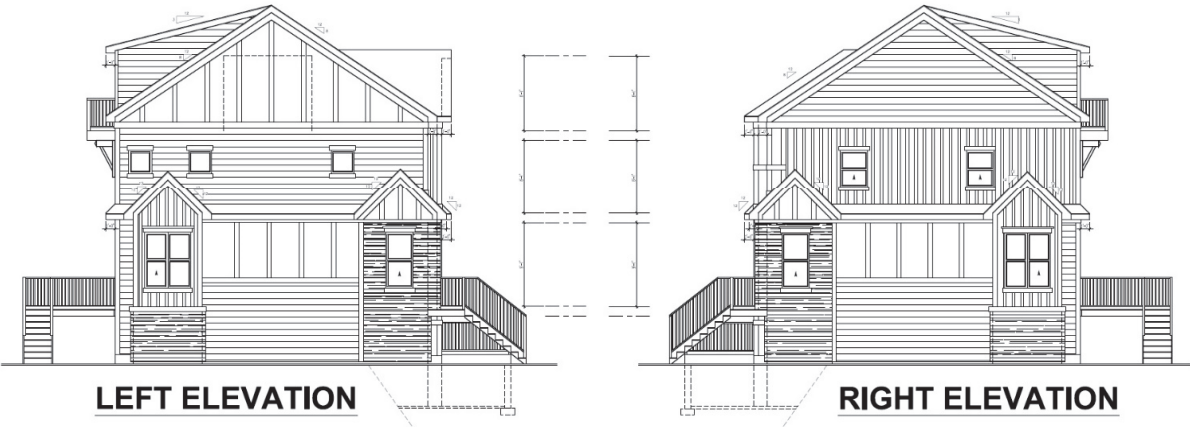
Westerra Neighbourhood

Project _____

Civic Address/Subdivision _____

REAR ELEVATION





APPENDIX B- 1
Proposed Amendments to *Regina Zoning Bylaw No. 9250* – March 2015

Amendment	Page	Proposed Amendment (C)	Existing Regulation (D)	Proposed Regulation (E)		Rationale (F)
1.	2.11	Chapter 2: Interpretation Part 2C: Definitions <i>Be amended by amending “Business Vehicle (Residential Business)” as specified in Column E.</i>	“Business Vehicle (Residential Business)” – any vehicle utilized to service a residential business which vehicle is in conformance with Chapter 6 of this Bylaw, and the Gross Vehicle Weight Rating (GVWR) which does not exceed 4,500 kilograms.	“Business Vehicle (Residential Business and Live/Work Unit)” – any vehicle utilized to service either a residential business or a live/work unit which vehicle is in conformance with Chapter 6 of this Bylaw, and the Gross Vehicle Weight Rating (GVWR) which does not exceed 4,500 kilograms.		To include Live/Work Unit in the definition for Business Vehicle.
2.	2.26	Chapter 2: Interpretation Part 2C: Definitions <i>Be amended by adding a new definition: “Live Work Unit”, as specified in Column E.</i>		“Live/Work Unit” - a self-contained unit within a residential building that allows for employment (business) uses.		To define Live/Work Unit as a separate land use classification within the Zoning Bylaw.
3.	5.7	Chapter 5: Use and Development Regulations Part: 5B: Use Regulations <i>Be amended by adding Live/Work Unit to Table 5.1: Table of Land Uses – Residential Zones</i>		TABLE 5.1: TABLE OF LAND USES – RESIDENTIAL ZONES		Live/Work Unit is added to Use Regulation Table 5.1 to indicate that a Live/Work Unit is a discretionary use in the R5-Medium Density Residential Zone.
				LAND USE TYPE	ZONE	
					R5	
				Live/Work Unit ¹⁹ Footnote 19 reads as follows: “Only in locations designated, through secondary or concept plans, as “live/work” areas” (Page 5.8)	D	
4.	6.57	Chapter 6 <i>Be amended by adding Part 6D.7 Live/Work Unit as new regulation.</i>		6.D.7 LIVE/WORK UNIT 7.1 Intent (1) This residential land use facilitates a connection between residential and commercial areas while still protecting the integrity of the residential area from adverse impacts of commercial activities.		To include regulations for Live/Work Unit in Chapter 6 to ensure land use classification is regulated.

APPENDIX B- 1
Proposed Amendments to *Regina Zoning Bylaw No. 9250* – March 2015

				<p>(2) The Live/Work Unit is provided as an alternative to a Residential Business for those area identified as live/work in City of Regina policy.</p> <p>(3) All Live/Work Units are subject to all City of Regina policy and regulations including, but not limited to, the Licensing Bylaw, 2007 and the Building Bylaw 2003-7.</p> <p>7.2 Location A Live/Work Unit will only be considered in locations designated, through secondary or concept plans, as “live/work” areas.</p> <p>7.3 Building Requirements</p> <p>(1) The Dwelling Unit and the Live/Work Unit on a property shall not be legally separated through a subdivision or condominium conversion;</p> <p>(2) The Live/Work Unit shall not occupy more than 40 percent of the gross floor area of a building on any one site, including the area of the basement;</p> <p>(3) Any building containing a Live/Work Unit must adhere to the requirements of the 2010 National Building Code for Mixed Use Buildings, or equivalent;</p>	
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APPENDIX B- 1
Proposed Amendments to *Regina Zoning Bylaw No. 9250* – March 2015

				<p>(4) No mechanical or electrical equipment that could change the fire rating of the building or cause fluctuations in line voltage shall be used; and</p> <p>(5) No solid or liquid wastes shall be created that are incompatible or unacceptable for discharge into the municipal waste and wastewater service or are considered a risk to the neighbourhood.</p> <p>7.4 Employees The Live/Work Unit may employ up to 3 employees, including any resident of the Dwelling Unit on the site.</p> <p>7.5 Merchandise Storage and Display</p> <p>(1) Merchandise created, assembled or designed on-site may be stored, displayed and sold from the Live/Work Unit;</p> <p>(2) Merchandise incidental to the use may be displayed and sold on the premise but at no time shall the Live/Work Unit constitute a retail store as defined by this Bylaw; and</p> <p>(3) There shall be no exterior storage on site related to the Live/Work Unit.</p> <p>7.6 Parking</p> <p>(1) Onsite Parking shall be in accordance with Section 14.B.4, with the following exceptions:</p> <p>(a) One on-site parking space is required for the Dwelling Unit and one on-site parking space is required for the Live/Work Unit;</p> <p>(b) There shall be no parking in the front yard; and</p> <p>(c) Required on-site parking spaces may be provided as tandem parking.</p>	
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APPENDIX B- 1
Proposed Amendments to *Regina Zoning Bylaw No. 9250* – March 2015

				<p>7.7 Sign</p> <p>(1) Notwithstanding Chapter 16 Section 16C.3.1 and Table 16.1 one projecting sign may be displayed at street level which shall be no larger than 0.4m² in size for a Live/Work Unit; and</p> <p>(2) One wall sign may be displayed on the entrance to the Live/ Work Unit and shall be no larger than 0.6m² in size.</p> <p>7.8 Procedural Requirements</p> <p>(1) A development permit must be issued pursuant to Chapter 18 of this Bylaw prior to the residential use/commercial use being combined; and</p> <p>(2) An application for a Live/Work Unit shall be made to the Development Officer on a form required by him pursuant to the requirements specified in Chapter 18 of this Bylaw.</p> <p>7.9 Permitted Business Uses with a Live/Work Unit:</p> <p>(1) Subject to the regulations of this Bylaw, permitted uses within the Live/Work Unit include:</p> <p>(a) Personal services including barbershops, estheticians, hair stylists, physiotherapy, alternative health care, electrolysis, and massage therapy;</p>	
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APPENDIX B- 1
Proposed Amendments to *Regina Zoning Bylaw No. 9250* – March 2015

				<ul style="list-style-type: none">(b) Professional offices including architects, draftspersons, lawyers, accountants, engineers, editors, journalists, psychologists, graphic designers, web designers, and consultants;(c) Day Care Homes and Nursery Schools;(d) Typing services;(e) Pet grooming services;(f) Catering;(g) Instructional services, including music, dance, art and craft classes, and tutoring;(h) Repair services for small personal items including small appliances, electronic devices and personal items;(i) Tailors, seamstresses, dressmakers, milliners and craft persons, including weaving, jewelry making, and wood working;(j) Studios for artists, sculptors, musicians, photographers and authors;(k) Administrative offices for businesses conducted off-site, including construction contractors, mobile service businesses, salespersons and manufacturer's representatives;(l) Any unlisted use which is similar to a use listed above which meets the intent of the regulations of this Bylaw, at the discretion of the Development Officer.(m) Where more than one use is proposed on a property, all uses together shall not exceed the requirement in 7.3(2).	
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APPENDIX B- 1
Proposed Amendments to *Regina Zoning Bylaw No. 9250* – March 2015

				<p>7.10 Other Uses Permitted within a Live/Work Unit:</p> <p>(1) Subject to the regulations of this Bylaw, other uses within the Live/Work Unit include:</p> <p>(a) A dwelling unit used for monetary gain in the following building forms:</p> <ul style="list-style-type: none">• Townhouse Building• Semi-detached Building	
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Notice of Contract Zone Application – File No: 15-CZ-02**Address 125 Hamilton Street & 120 Broad Street (locally know as 1925 5th Ave N)**

On behalf of myself along with current and any future taxpayers who reside in 1 or more blocks north of 5th Avenue North and 1 or more blocks west and east of 5th Avenue North, I would like to ask City Council to deny the Applicant (Eden Care Communities) proposal to rezone the above property in order to allow construction of Two Mixed Use Buildings that are 9 and 10 stories high.

Taxpayers in the area don't want to have 2 giant buildings sticking out in the middle of a residential area. Our privacy will vanish along with the sunshine and there be no view to enjoy. The traffic will increase followed by increased crime and our house prices will drop as no one will want to buy them.

I did read about the Zoning Bylaw on the City Of Regina's website and the general purpose is to "promote the public amenity, health, safety and general welfare of the residents of the City of Regina" with other purposes such as "to protect the character and maintain the stability of residential areas of the City" along with "avoid undue concentration of population by regulating and limiting the height of buildings" Perhaps I'm not fully understanding but it sounded to me that the zoning bylaw was passed to protect all the residents and ensure areas of the City were developed accordingly.

If Eden Care Communities wants to build 9 and 10 stories high buildings that will house residents, retail, clinics, daycare, and space for the Northwest Community Association and a pharmacy wouldn't it be better to be built in an area already zoned for huge buildings? The nearest building that is close to that height is the Sears building on Broad and 4th Avenue which is 8 stories high. The thought that 2 huge buildings may be built in our area angers, upsets and disappoints the taxpayers.

I did notice several properties around the City of Regina that could accommodate Eden Care's proposed Two Mixed Use buildings, one of them directly across the street from the Sears building which currently has cars from a nearby dealership parked on it. Driving west on Arcola Avenue towards Winnipeg Street has property on the right hand side with nothing on it.

The concept with what Eden Care Communities wants to house in the 2 large buildings is a good idea however, why ruin a residential area when there are many areas around Regina that would be better suited.

I still really don't understand why this residential area was chosen by Eden Care Communities. I did read the comments by CEO Alan Stephen why it was chosen "because of the high First Nations, Metis, newcomer and low income populations as well as the mix of seniors and young families" which is confusing as it doesn't describe me or my neighbors.

Just to clarify, I as a taxpayer and the taxpayers in the area are not against the idea of a senior assisted facility but why not construct a 2 – 3 storey building that will fit perfectly into a residential area. It will be a win - win situation for both current and future residents in the Regina Lutheran Home as well for the current and future taxpayers in the area who will see the beauty that the neighborhood offers.

Thanks you for your time and consideration

Susan Cibere

143 Hamilton St N

Regina, Sask

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Application for Contract Zoning (15-CZ-02) Proposed Two Mixed Use Buildings,
125 Hamilton Street and 120 Broad Street (Locally known as 1925 5th Avenue North)

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– MARCH 9, 2016**

1. That the application to amend Regina Zoning Bylaw No. 9250 to rezone 125 Hamilton Street and 120 Broad Street, being Lots 1-10 & 31-41, Block 39, Plan Z140; Block C, Plan G2311; and Lots A and B, Block 40, Plan 72R23442 from I -Institutional Zone to C - Contract Zone be APPROVED, and that the contract zone agreement between the City of Regina and the owner of the subject properties be executed.
2. That further to recommendation 1, the proposed contract zone agreement shall include the following terms:
 - a. The development shall conform to the attached plans labelled ECC Village, prepared by CITE 360 Studio, and dated January 29, 2016, Appendix A-3.1a-3.4b;
 - b. Permitted uses on site shall be limited to two mixed use buildings which are comprised of the uses outlined in the Contract Zone Agreement and are defined under the *Regina Zoning Bylaw No. 9250*;
 - c. Any zoning related detail not specifically addressed in the contract zone agreement shall be subject to applicable provisions of the Zoning Bylaw; and
 - d. The Agreement shall be registered as an interest in the Saskatchewan Land Titles at the applicant's cost pursuant to *Section 69 of The Planning and Development Act, 2007*.
3. That the City Solicitor be directed to prepare the necessary bylaws to authorize the respective Zoning Bylaw amendment.

REGINA PLANNING COMMISSION – MARCH 9, 2016

The following addressed the Commission:

- Autumn Dawson, Senior City Planner, made a PowerPoint presentation, a copy of which is on file in the Office of the City Clerk;
- Judy Hoffart and Carrie Nordin; and
- Leah Clement, representing Eden Care Communities; Lee Ann Croft, representing CITE360Studio; and Chris Kailing, representing Pattison MGM.

(Laureen Snook and Kathleen Spatt left the meeting during Ms. Clement's presentation.)

(Adrienne Hagen Lyster left the meeting during Ms. Clement's presentation.)

The Commission adopted a resolution to concur in the recommendation contained in the report.

Recommendation #3 does not require City Council approval.

Councillors: Mike O'Donnell (Chairperson) and Barbara Young; Commissioners: Phil Evans, Simon Kostic, Ron Okumura and Daryl Posehn were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on March 9, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That the application to amend *Regina Zoning Bylaw No. 9250* to rezone 125 Hamilton Street and 120 Broad Street, being Lots 1-10 & 31-41, Block 39, Plan Z140; Block C, Plan G2311; and Lots A and B, Block 40, Plan 72R23442 from I -Institutional Zone to C - Contract Zone be APPROVED, and that the contract zone agreement between the City of Regina and the owner of the subject properties be executed.
2. That further to recommendation 1, the proposed contract zone agreement shall include the following terms:
 - e. The development shall conform to the attached plans labelled ECC Village, prepared by CITE 360 Studio, and dated January 29, 2016, Appendix A-3.1a-3.4b;
 - f. Permitted uses on site shall be limited to two mixed use buildings which are comprised of the uses outlined in the Contract Zone Agreement and are defined under the *Regina Zoning Bylaw No. 9250*;"
 - g. Any zoning related detail not specifically addressed in the contract zone agreement shall be subject to applicable provisions of the Zoning Bylaw; and
 - h. The Agreement shall be registered as an interest in the Saskatchewan Land Titles at the applicant's cost pursuant to *Section 69 of The Planning and Development Act, 2007*.
3. That the City Solicitor be directed to prepare the necessary bylaws to authorize the respective Zoning Bylaw amendment.
4. That this report be forwarded to the March 29, 2016 City Council meeting for approval, which will allow sufficient time for advertising of the required public notices for the respective bylaw.

CONCLUSION

The applicant proposes to develop two mixed-use buildings. Building A is proposed to contain retail and clinic uses on the main floor, long-term care programming support on the second and third floor and residential units above. Building B is proposed to contain retail and daycare on the main floor, long-term care programming support and clinic uses on the second floor and residential units above. The proposed development will provide additional amenities to the neighbourhood and strengthen Broad Street and the Urban Corridor.

Given the uniqueness of this site and the need to ensure the land-use is compatible with the existing residential surroundings, the Administration is recommending a Contract Zone agreement.

The proposal is consistent with the provisions contained within *Regina Zoning Bylaw No. 9250* for contract zoning and is consistent with the policies contained in *Design Regina: The Official Community Plan Bylaw No. 2013-48*. Accordingly, the Administration recommends approval.

BACKGROUND

An application has been received for a contract zone amendment to accommodate two Mixed-Use Buildings at 125 Hamilton Street and 120 Broad Street (locally known as 1925 5th Avenue North).

This application is being considered pursuant to *Regina Zoning Bylaw No. 9250*, *Design Regina: The Official Community Plan Bylaw No. 2013-48*, and *The Planning and Development Act, 2007*.

DISCUSSION

Existing Site Development

The subject property currently contains a building which was formerly used as the Zion United Church as well as the Regina Lutheran Home, which is home to 62 long term care residents. Parking on site is located on the corner of 5th Avenue North and Broad Street and access and egress are from 5th Avenue North and Broad Street. There is some existing landscaping in the form of street trees. The subject property is currently zoned I – Institutional Zone.

Zoning and Land Use Details

The applicant proposes to undertake a comprehensive redevelopment of the subject property. The redevelopment plan consists of two mixed use buildings as follows:

Building A

- Phase 1: Nine storey building (total height 34.2 metres).
- Level 1: Retail, Medical Clinic.
- Level 2: Program Support.
- Level 3-6: Special Care Home (24 suites over 4 floors = 96 suites).
- Level 7-9: High Rise Apartment (affordable housing) (18 suites on 7th floor, 20 suites on both 8th and 9th floor = 58 dwelling units).

Building B

- Phase 2: 10 storey building (total height 37.8 metres).
- Level 1: Daycare Centre, Adult and Child (471.7 square meters) and Retail.
- Level 2: Program Support, Accessory Office Space, Medical Clinic.
- Level 3-10 Special Care Home (24 suites over 8 floors = 192 suites).

The parking for the site was assessed for the proposed uses under the current zoning regulations for the I- Institutional Zone. Through this analysis it was determined that the on-site parking exceeds the minimum parking requirements for the I-Institutional Zone, which is 189 parking stalls. The applicant is proposing 204 parking stalls with a majority of those being be used for staff and visitor parking.

The surrounding land uses include a garden centre to the north, detached dwellings to east and west and Imperial School and open space to the south.

The proposed development is consistent with the purpose and intent of Contract Zoning with respect to:

- Conforming to the general intent of the Official Community Plan.
- Representing a unique and/or positive development opportunity.
- Being compatible with existing adjacent development and where applicable, contributes beneficially to the adjacent public realm.

Contract Zoning provides the Administration with the authority to establish site specific conditions for development.

The subject property is located along an Urban Corridor in the Growth Plan map of *Design Regina: The Official Community Plan Bylaw No. 2013-48*. The policies in the plan encourage the intensification of Urban Corridors and City growth policies to “direct at least 30 per cent of new population to existing urban areas as the City’s intensification target.”

Development Staging

As the proposed development is an existing built site containing existing uses and services, the staging of the development was considered by the applicant as part of their overall comprehensive development plans.

The existing church on the Broad Street property is proposed to be demolished to accommodate the first phase of the development (Building A). In the second phase, the Regina Lutheran Home to the west on the Hamilton Street property would be demolished to accommodate the development of Building B. The residents from the Regina Lutheran Home will be moved to Building A once the building has been constructed.

Sun Shadow and Height Impact

Given the height of the proposed high-rise buildings, the Administration required the applicant to prepare a detailed sun shadow impact analysis to assess the potential shadowing impacts on adjacent residential and commercial properties.

The shadowing analysis indicates shading only in brief periods during the primary gardening season (spring and summer months) where shading is typically an issue. The conclusions of the sun shadow study are provided below:

- Fall and winter low sun angles bring longer shadows, generally these days have less daylight hours and less outdoor activities.
- Sun shadow impacts during the summer solstice (June 21) are minor at 3 p.m.
- Sun shadow impacts during the winter solstice (December 21) have the greatest impact on adjacent properties.
- During the equinox (approximately March 21 and September 21) the proposed massing would have a modest impact.

Based on this analysis, the Administration supports the proposed building massing and height.

Transportation Impacts

The Administration required the applicant to submit a Transportation Impact Assessment (TIA). The study described existing and proposed site conditions, traffic forecast, trip generation, impact on the surrounding road network and access. The study concluded that the existing street network can support the additional traffic generated by the redevelopment under two conditions as follows:

- That a right-turn lane shall be required with future traffic volumes from 5th Avenue North to Broad Street.
- That traffic signals shall be installed at the intersection of 5th Avenue North and Broad Street at the applicant's cost.

It was recommended by Regina Transit that Paratransit service be provided for this development given that the use of portion of the development as a care home. Provision for pick-up and drop-off spaces for Paratransit service is proposed to be dedicated at both buildings and incorporated into the plans.

RECOMMENDATION IMPLICATIONS

Financial Implications

The subject area currently receives a full range of municipal services, including water, sewer and storm drainage. The applicant will be responsible for the cost of any additional or changes to existing infrastructure that may be required to directly or indirectly support the development, in accordance with City standards and applicable legal requirements.

Environmental Implications

The subject property is located within the low sensitivity Aquifer Protection Overlay Zone. The proposal is required to comply with the applicable performance regulations that put limitation on the depth of excavation (6m) as well as land use restrictions for those that may pose a risk of contaminating the aquifer. In addition, the excavations shall not expose the aquifer.

Policy/Strategic Implications

The proposal is consistent with the policies contained within Part A of *Design Regina: The Official Community Plan Bylaw No. 2013-48* with respect to:

Realizing the Plan

- Support beneficial development proposals that meet the intent of this plan, but require special regulatory treatment to address unique characteristics.

Growth Plan

- Direct at least 30 per cent of new population to existing urban areas as the City's intensification target.
- Direct future higher density intensification to the city centre, existing urban centres and corridors and adjacent intensification areas where an adequate level of service and appropriate intensity and land use can be provided.
- Require intensification in built or approved neighbourhoods to be compatible with the existing built form and servicing capacity.

Land Use and Built Environment

- Providing opportunities for daily lifestyle needs such as services, convenience shopping, and recreation.
- Providing a diversity of housing types to support residents from a wide range of economic levels, backgrounds and stages of life, including those with special needs.
- Providing a distinctive character, identity, and sense of place and buildings which are designed and located to enhance the public realm, and contribute to a better neighbourhood experience.
- Providing convenient access to areas of employment.

Infrastructure

- Optimize use of existing infrastructure to minimize financial and environmental impacts of growth.

Housing

- Providing attainable housing in all neighbourhoods through ownership, rental housing and specific needs housing.
- Providing a greater mix of housing to accommodate households of different incomes, types, stages of life and abilities.
- Considering alternatives for parking, height or other development standards in support of specific needs housing and innovative housing within new development.
- Creating barrier-free housing and housing for persons with specific needs.
- Permitting group care facilities in residential neighbourhoods.

Social Development

- Supporting the city's population of seniors and persons with specific needs by promoting 'aging in place' within the design of new neighbourhoods.

Other Implications

None with respect to this report.

Accessibility Implications

The *Regina Zoning Bylaw No. 9250* requires that 2 per cent of the required parking stalls be provided for persons with disabilities. The proposed development provides five parking stalls for persons with disabilities which exceeds the minimum requirement of four stalls.

The *Uniform Building and Accessibility Standards Act and Regulations* requires 5 per cent of units in new rental buildings to be barrier-free including accessible washrooms, space in bedrooms and kitchens, and balconies. For this proposal, this equates to 13 barrier-free units per building. The applicants' proposal will include 294 barrier free units between the two buildings. The buildings will also be equipped with elevators.

COMMUNICATIONS

Communication with the public is summarized as follows:

Public notification signage posted on	November 30, 2015
Will be published in the Leader Post on	March 12, 2016 March 19, 2016
Letter sent to immediate property owners	November 30, 2015
Public Open House held	December 15, 2015
Number of public comments sheets received	6

The application was circulated to the North East Community Association for their comments. The Community Association informed staff, (February 12, 2016) that they are in full support of the project.

The Administration received six public comment sheets. A more detailed accounting of the respondents' concerns and the Administration's response to them is provided in Appendix B. Also included are the applicant's and Administration's response to those issues.

The applicant and other interested parties will receive written notification of City Council's decision.

DELEGATED AUTHORITY

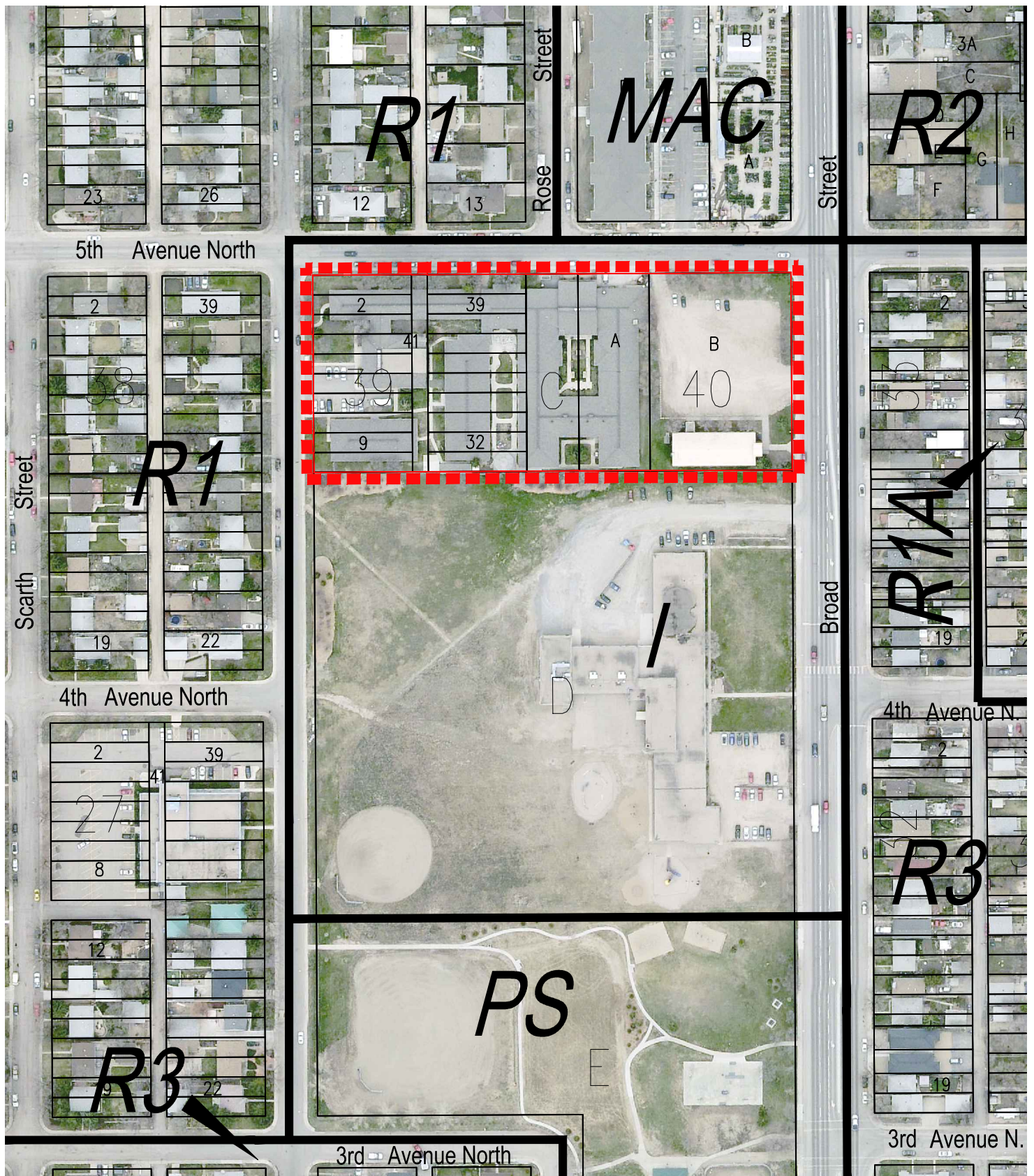
City Council's approval is required, pursuant to *Part V of The Planning and Development Act, 2007*.

Respectfully submitted,

REGINA PLANNING COMMISSION

Elaine Gohlke

Elaine Gohlke, Secretary



Subject Property



Project 15-CZ-02

Civic Address/Subdivision

1925 5th Avenue N.: Lots 1-10 & 31-41, Blk 39, Plan # Z140
and Lots A&B, Blk 40, Plan # 72R23442 and Parcel C
Plan G2311 SW 31-17-19-W2M.



Subject Property

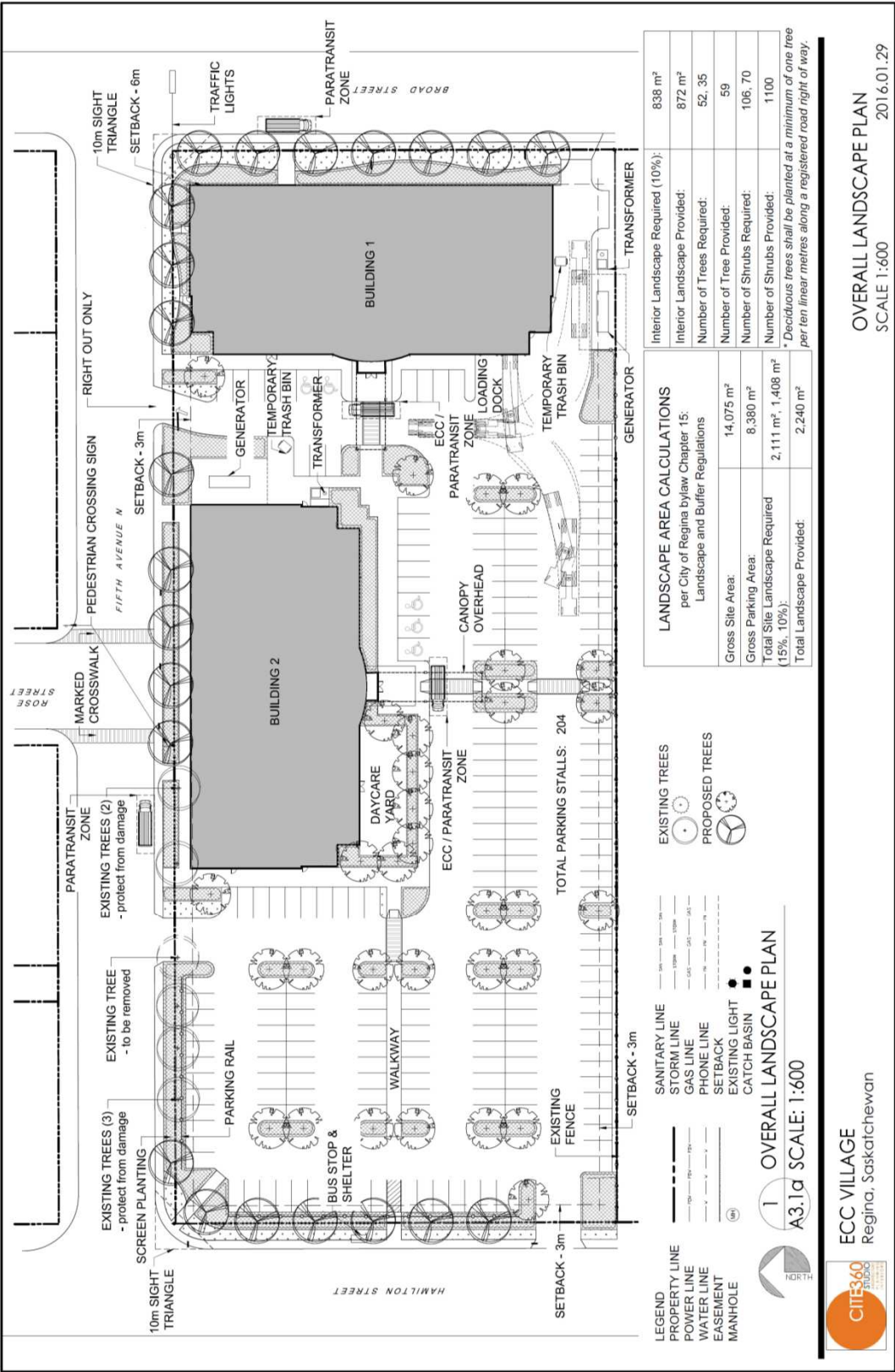
Date of Photography: 2012



Project 15-CZ-02

Civic Address/Subdivision

1925 5th Avenue N.: Lots 1-10 & 31-41, Blk 39, Plan # Z140
and Lots A&B, Blk 40, Plan # 72R23442 and Parcel C
Plan G2311 SW 31-17-19-W2M.



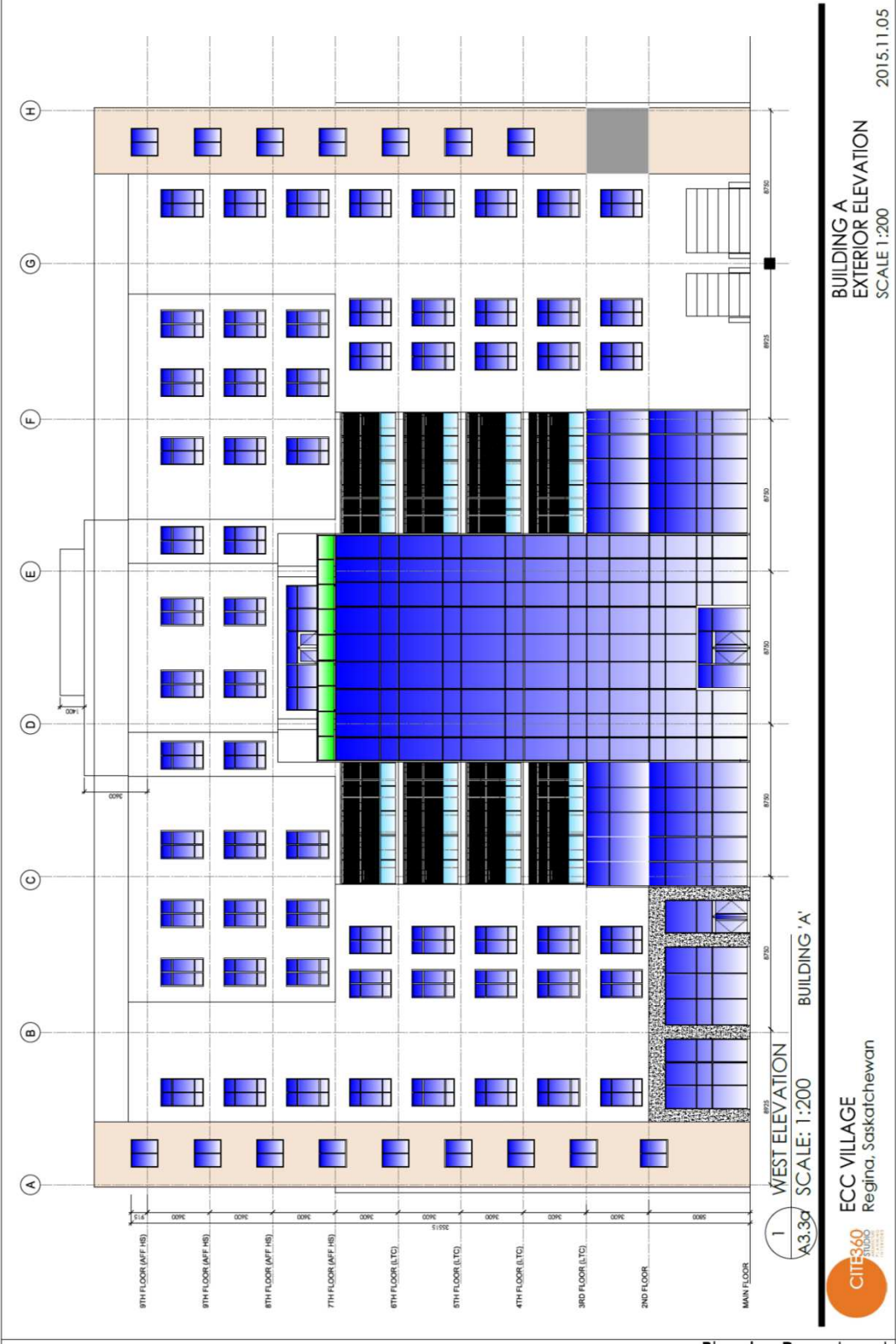
Project **15-CZ-02**

Planning Department
Civic Address/Subdivision **1925 5th Avenue North**

ECC VILLAGE
Regina, Saskatchewan

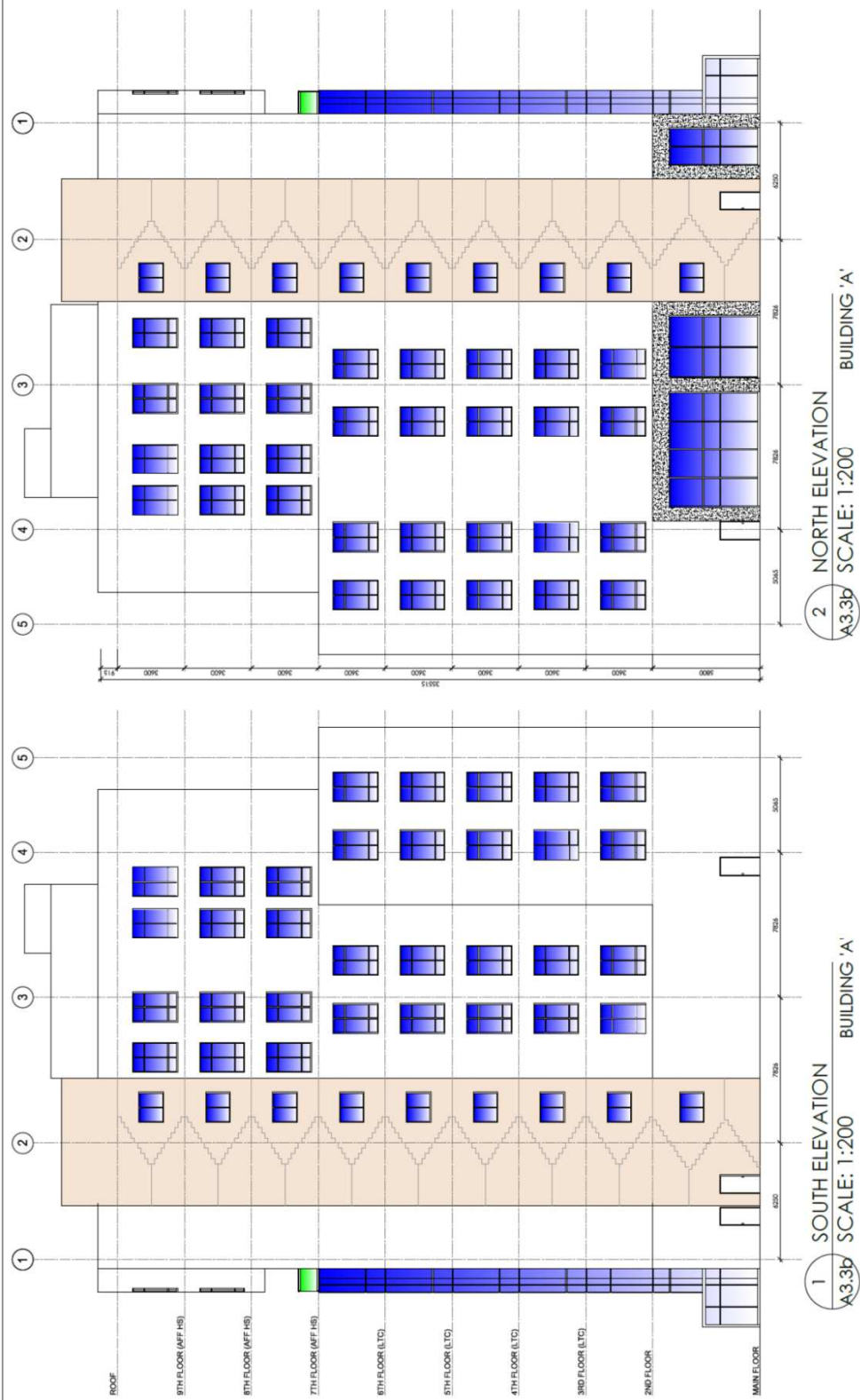


OVERALL LANDSCAPE PLAN
SCALE 1:600
2016.01.29



Project **15-CZ-02**

Planning Department
Civic Address/Subdivision **1925 5th Avenue North**

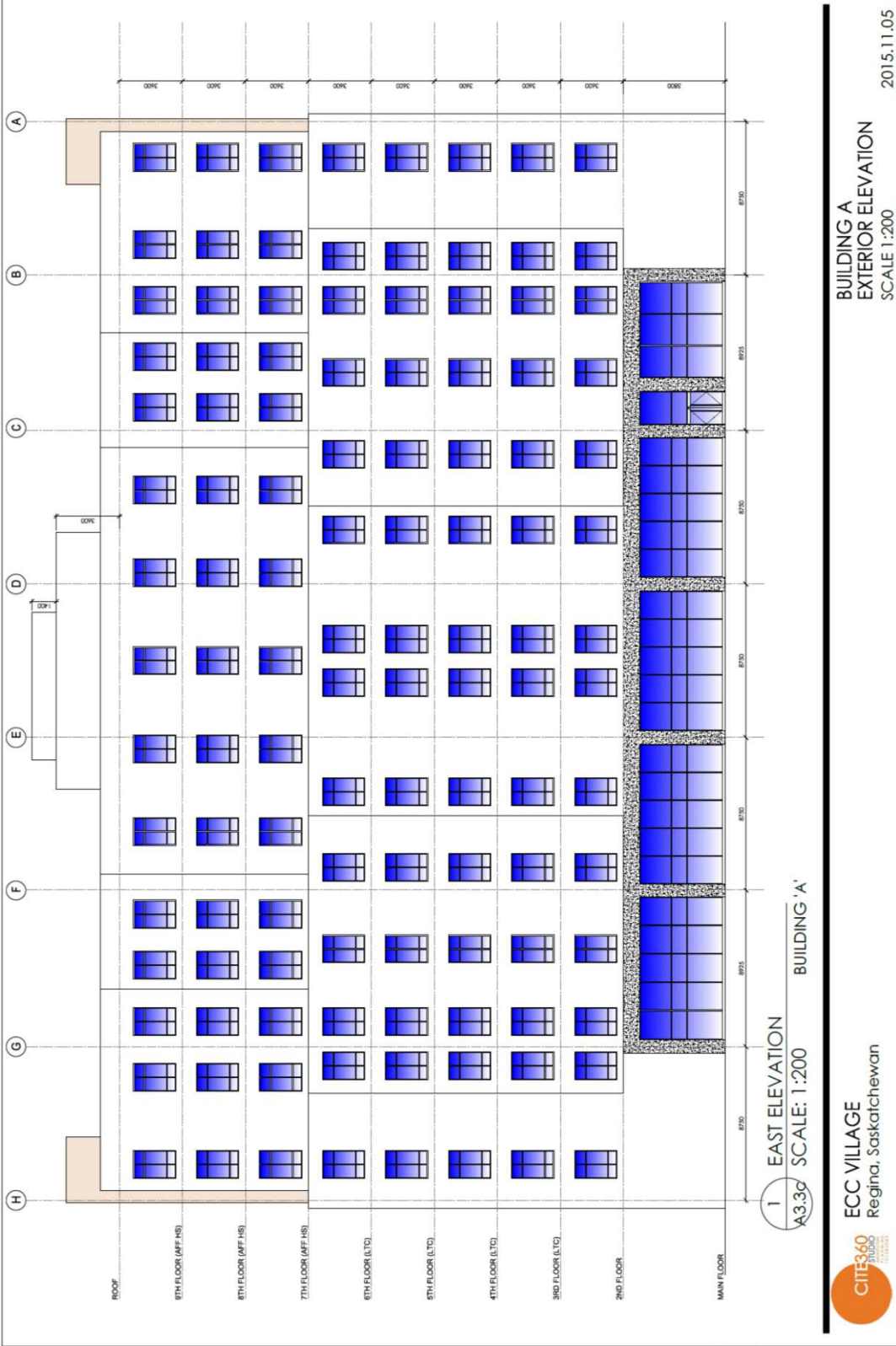


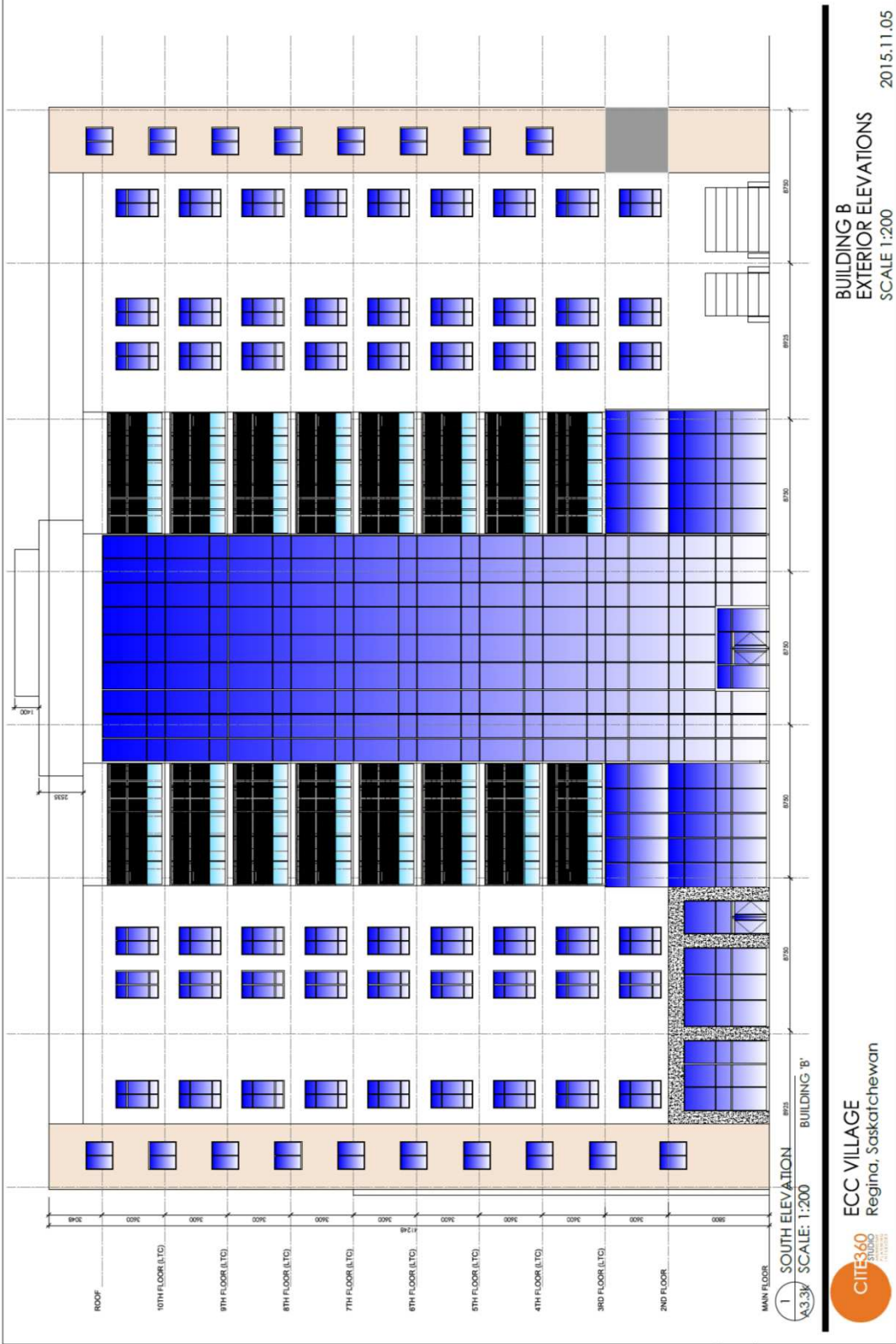
CITE360
CITY OF REGINA
PLANNING DEPARTMENT

ECC VILLAGE
Regina, Saskatchewan

BUILDING A
EXTERIOR ELEVATIONS
SCALE 1:200

2015.11.05

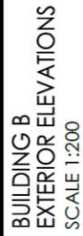


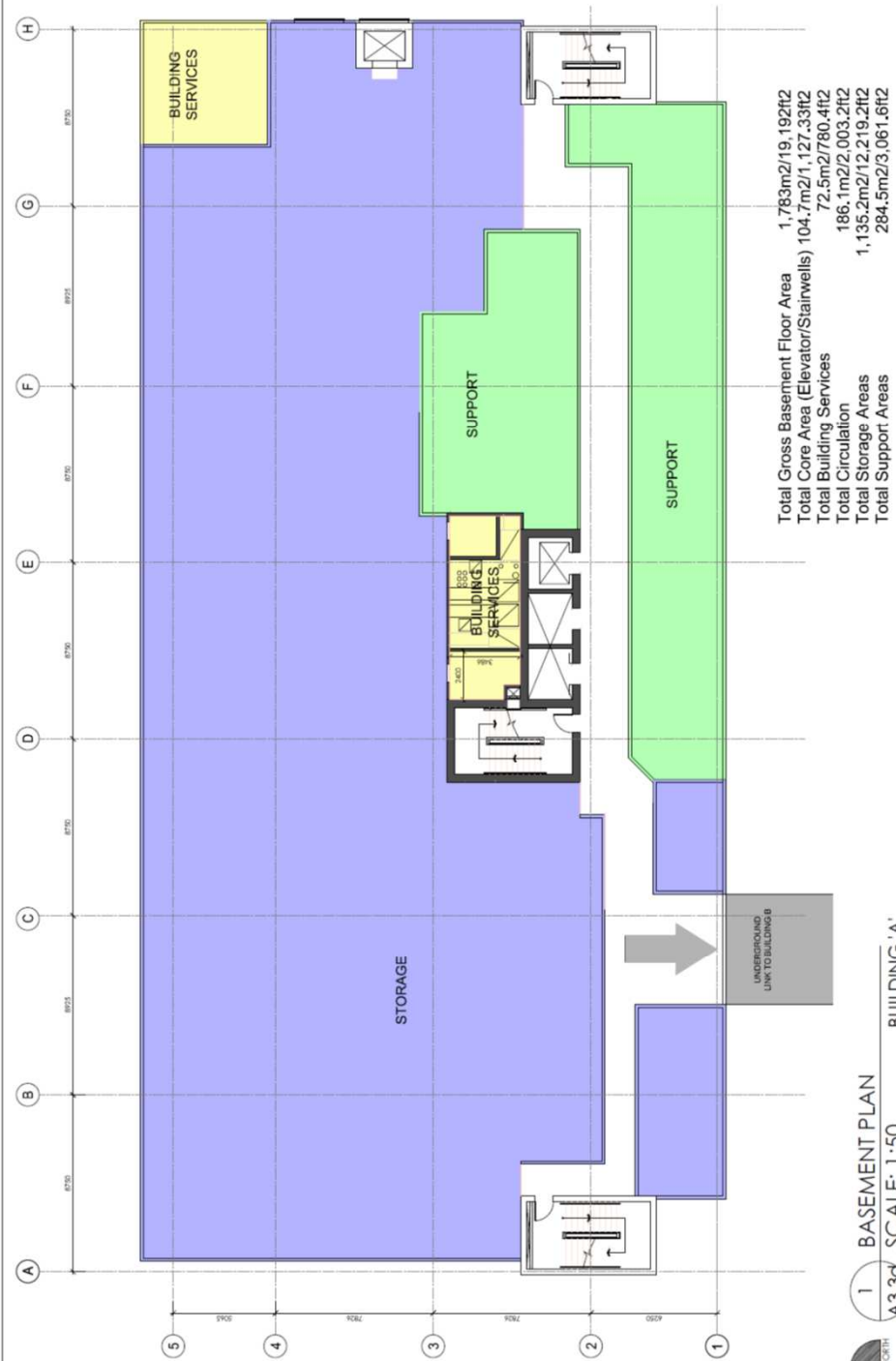


Project **15-CZ-02**

Planning Department
Civic Address/Subdivision **1925 5th Avenue North**





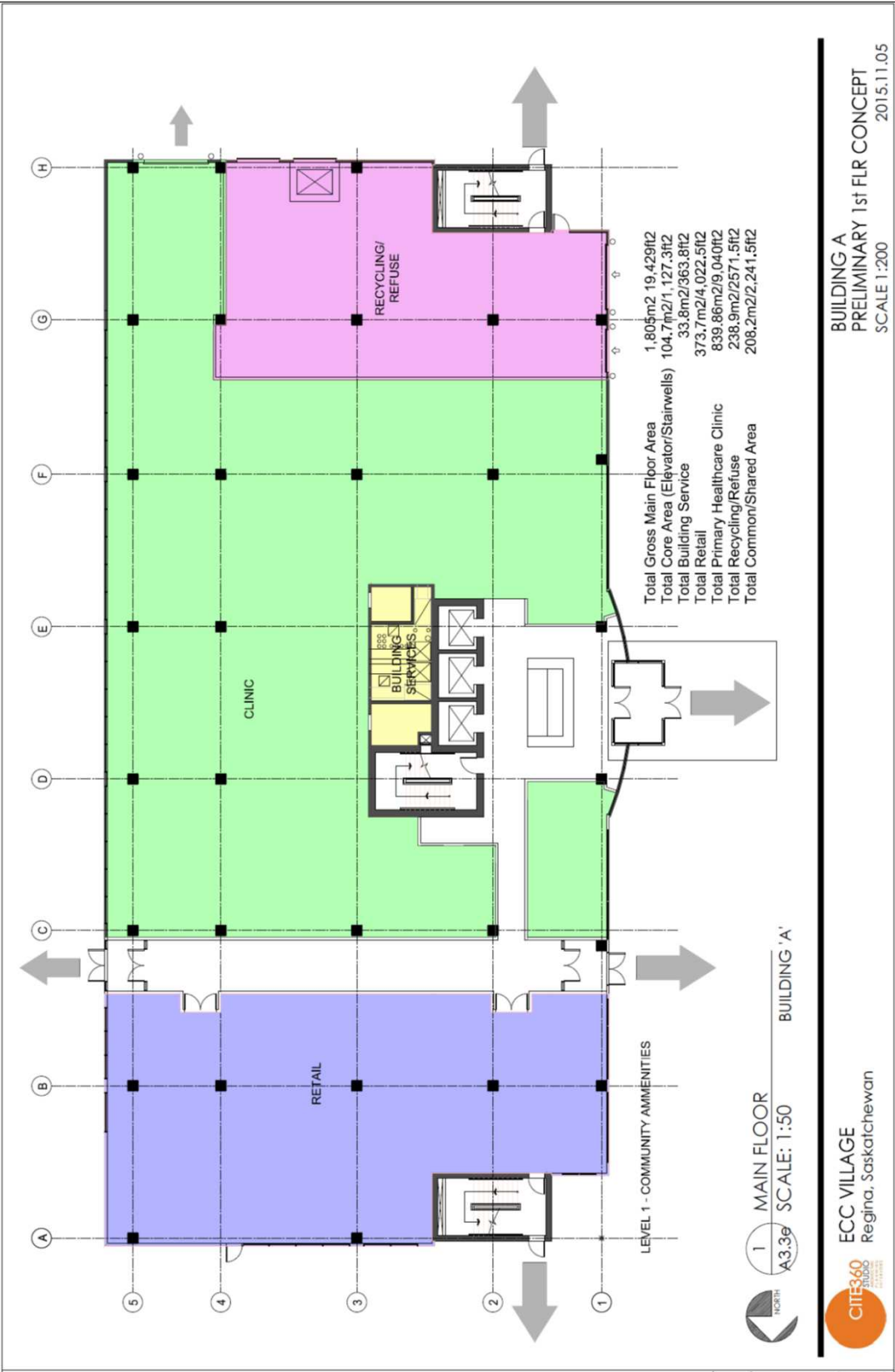


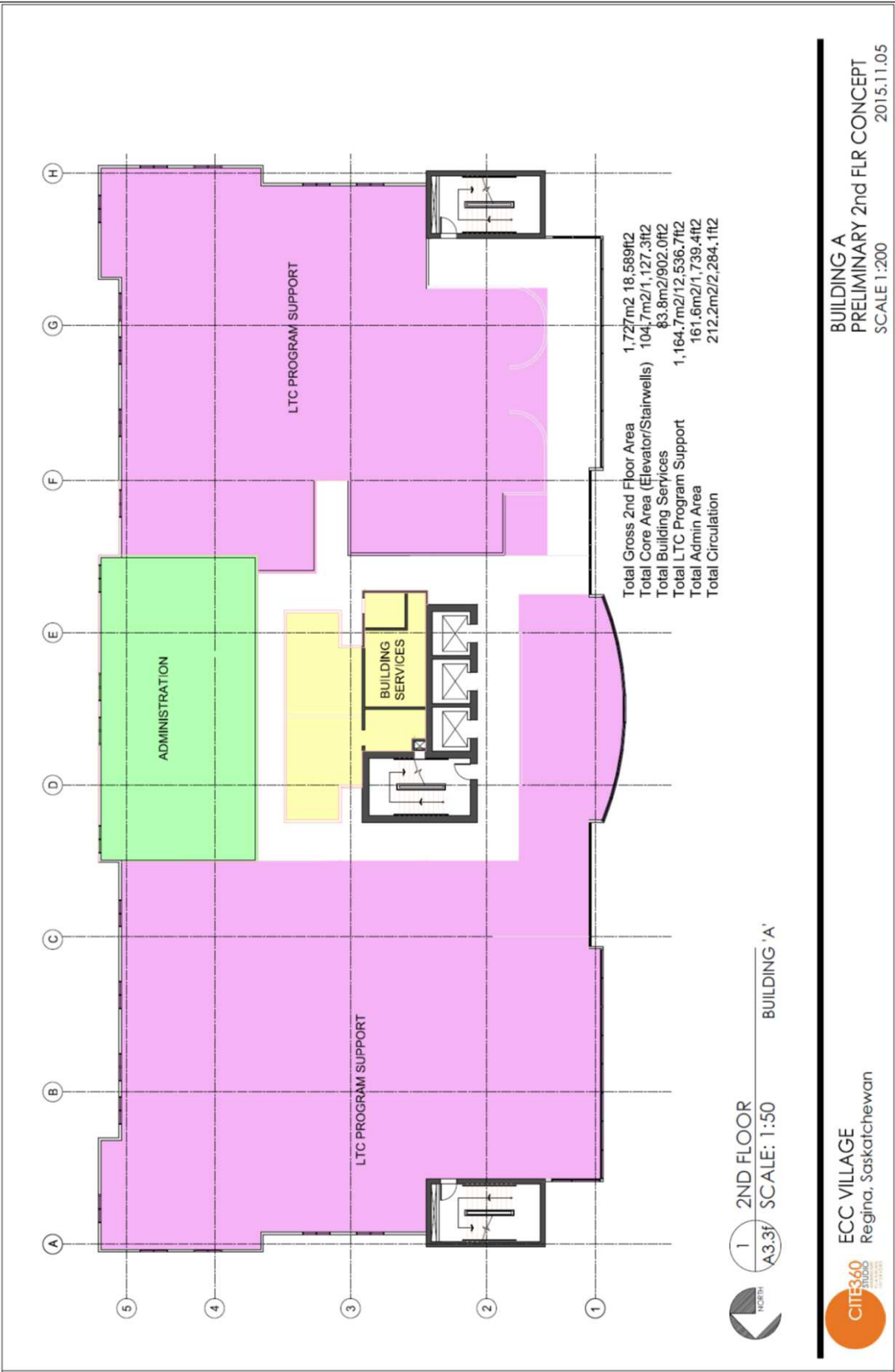
1 BASEMENT PLAN
A3.3a SCALE: 1:50 BUILDING 'A'

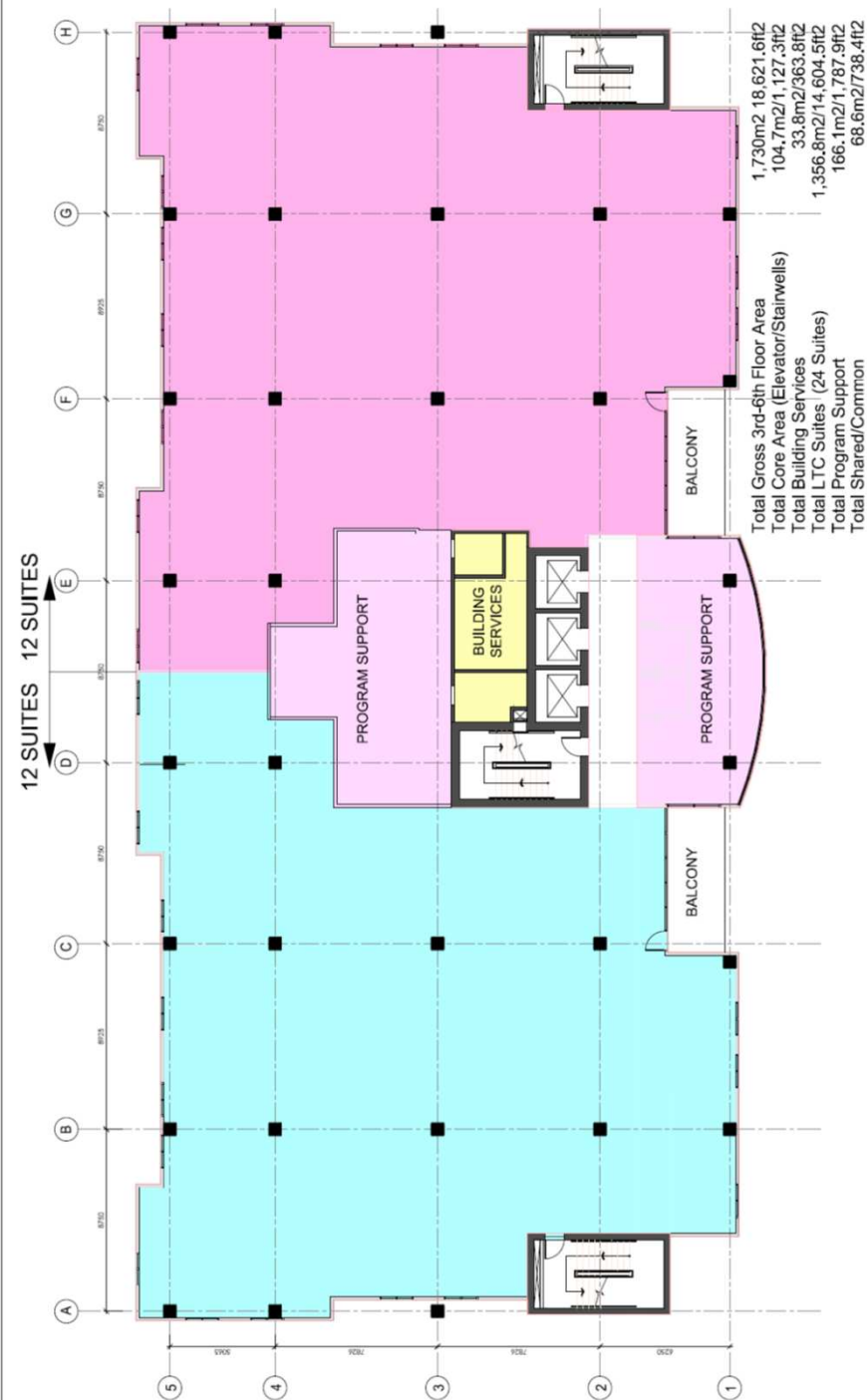
CITE360
CITY OF SASKATCHEWAN
PLANNING DEPARTMENT

ECC VILLAGE
Regina, Saskatchewan

BUILDING A
PRELIMINARY BASEMENT CONCEPT
SCALE 1:200
2015.11.05



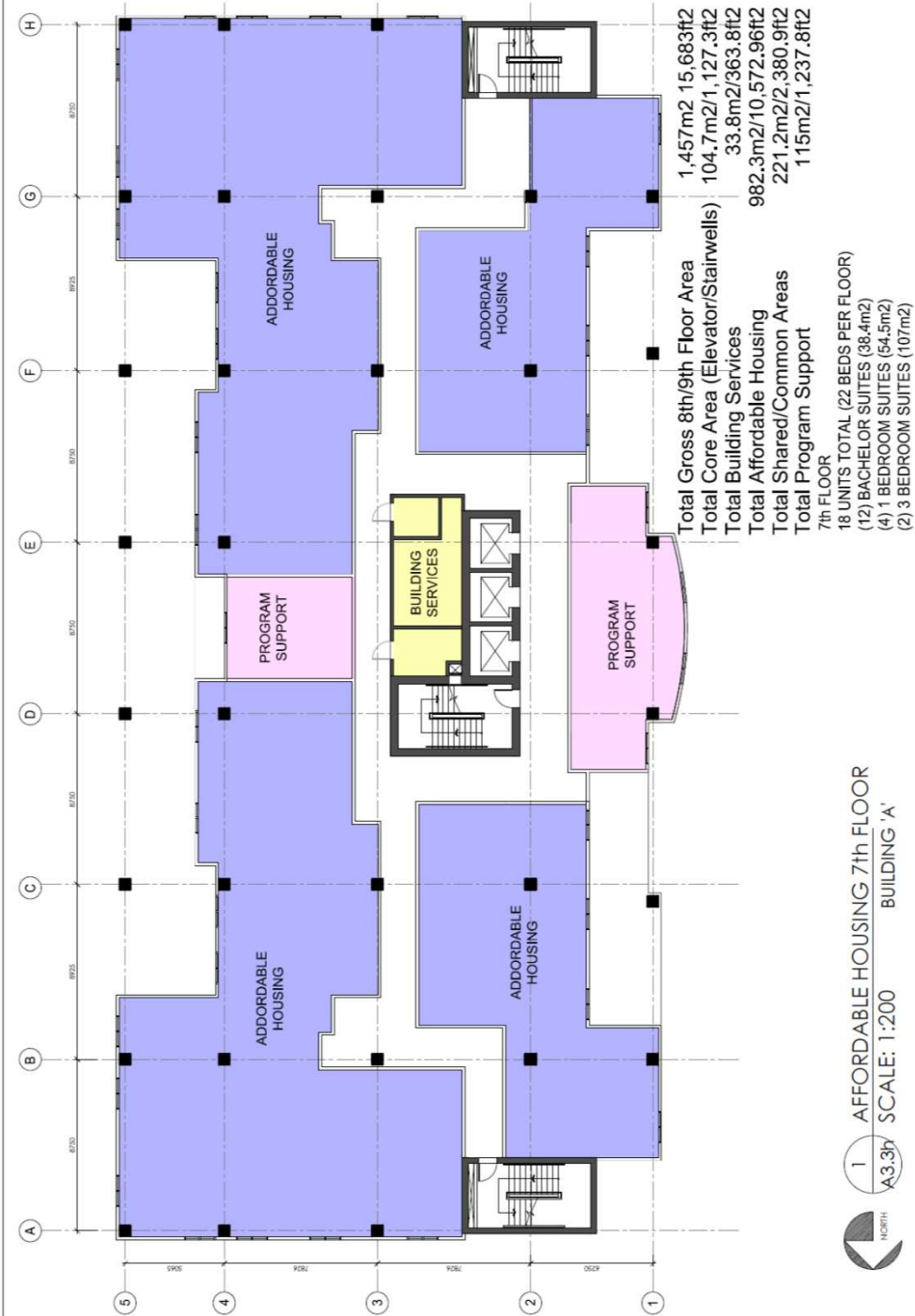




1 LONG TERM CARE FLOORS 3-6
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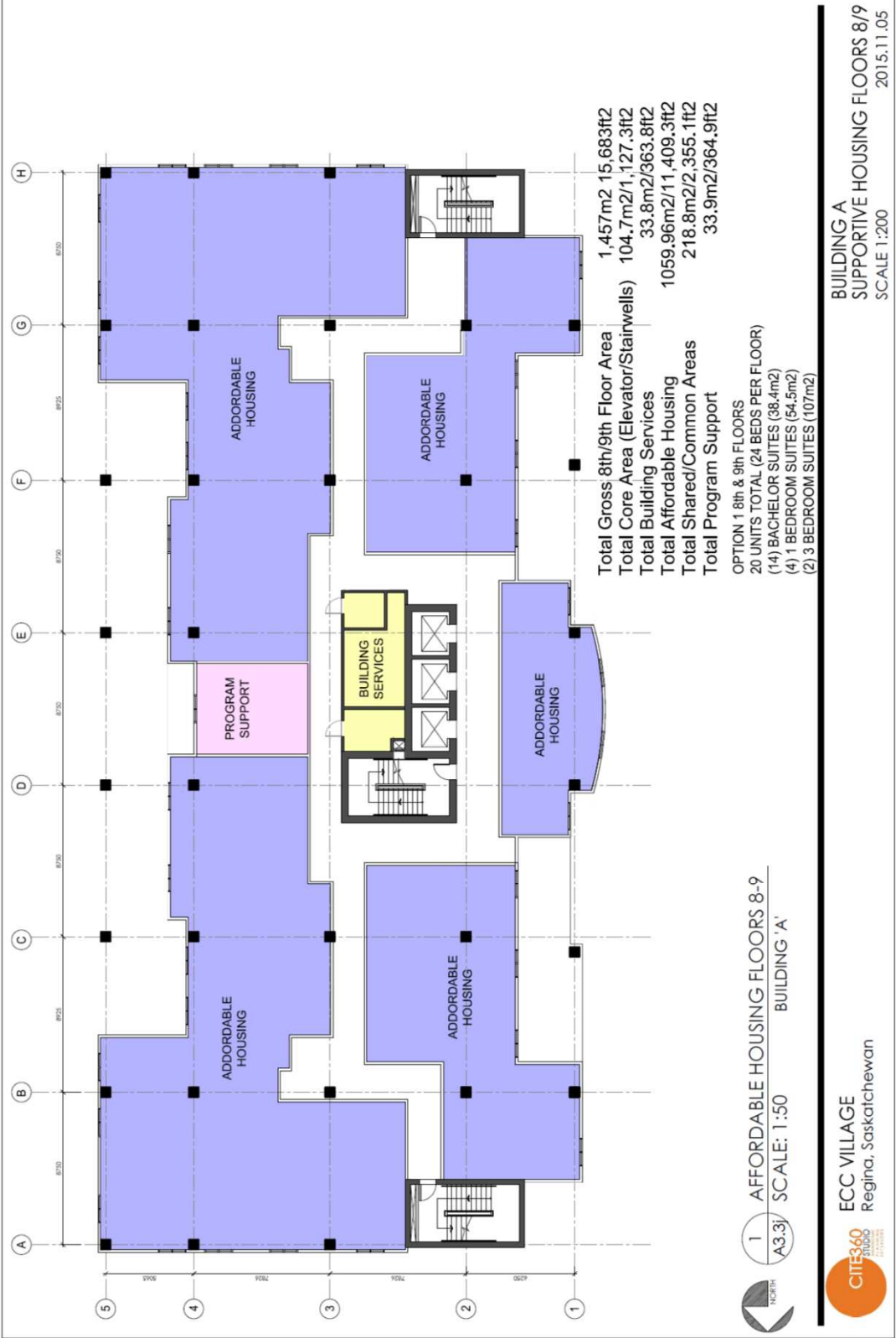
ECC VILLAGE
Regina, Saskatchewan

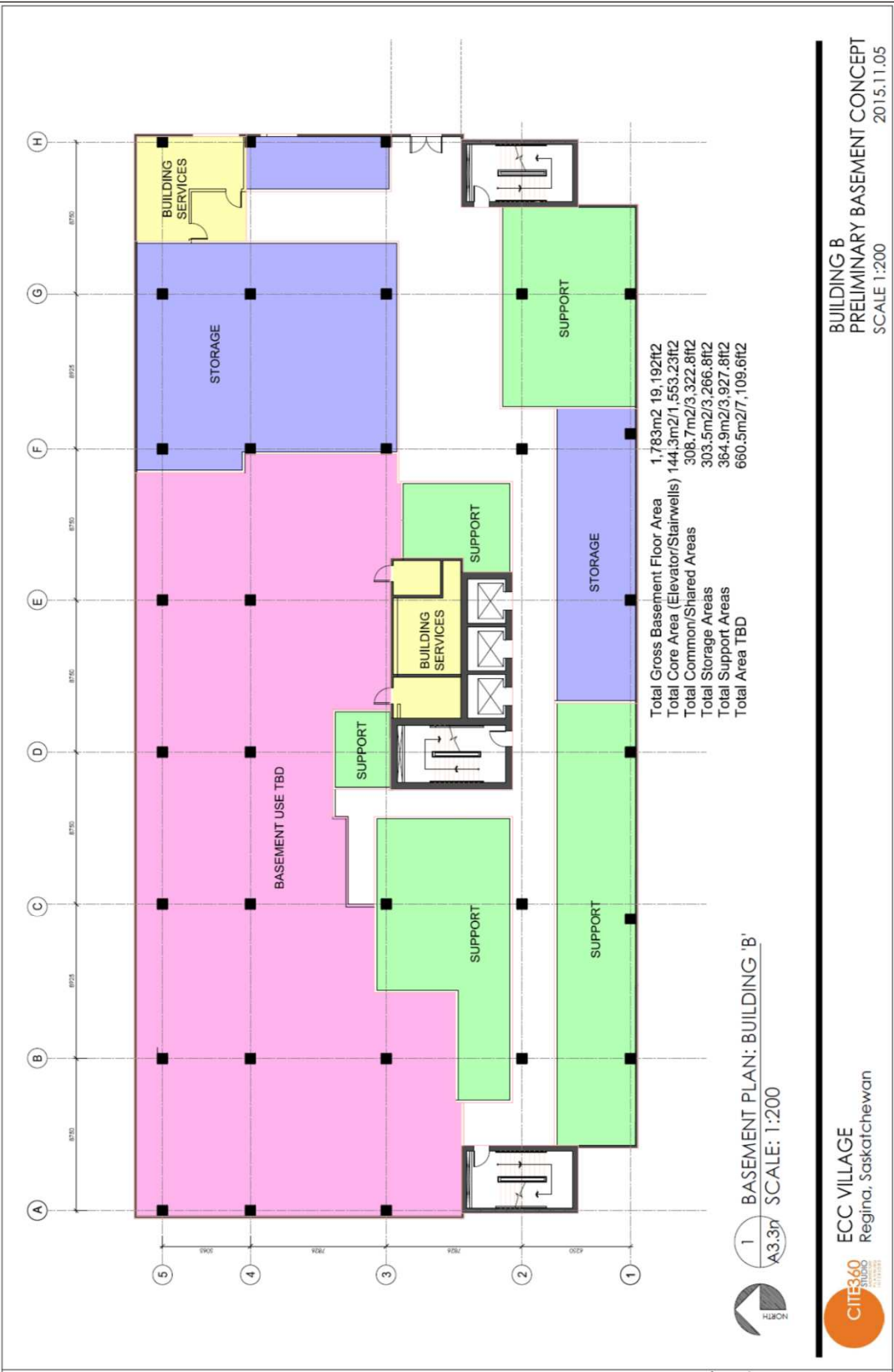
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PRELIMINARY LTC FLOORS 3-6
SCALE 1:200
2015.11.05

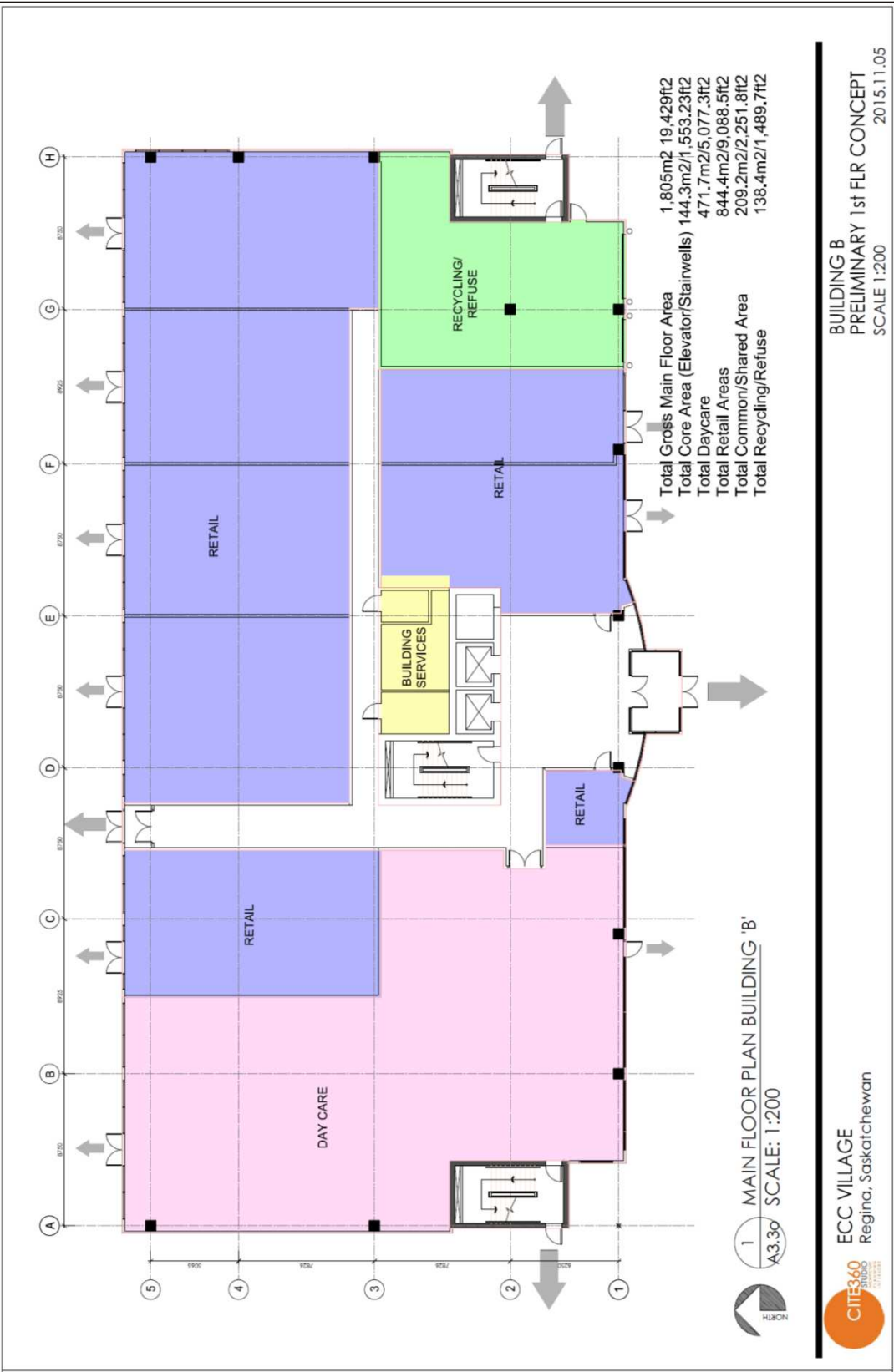


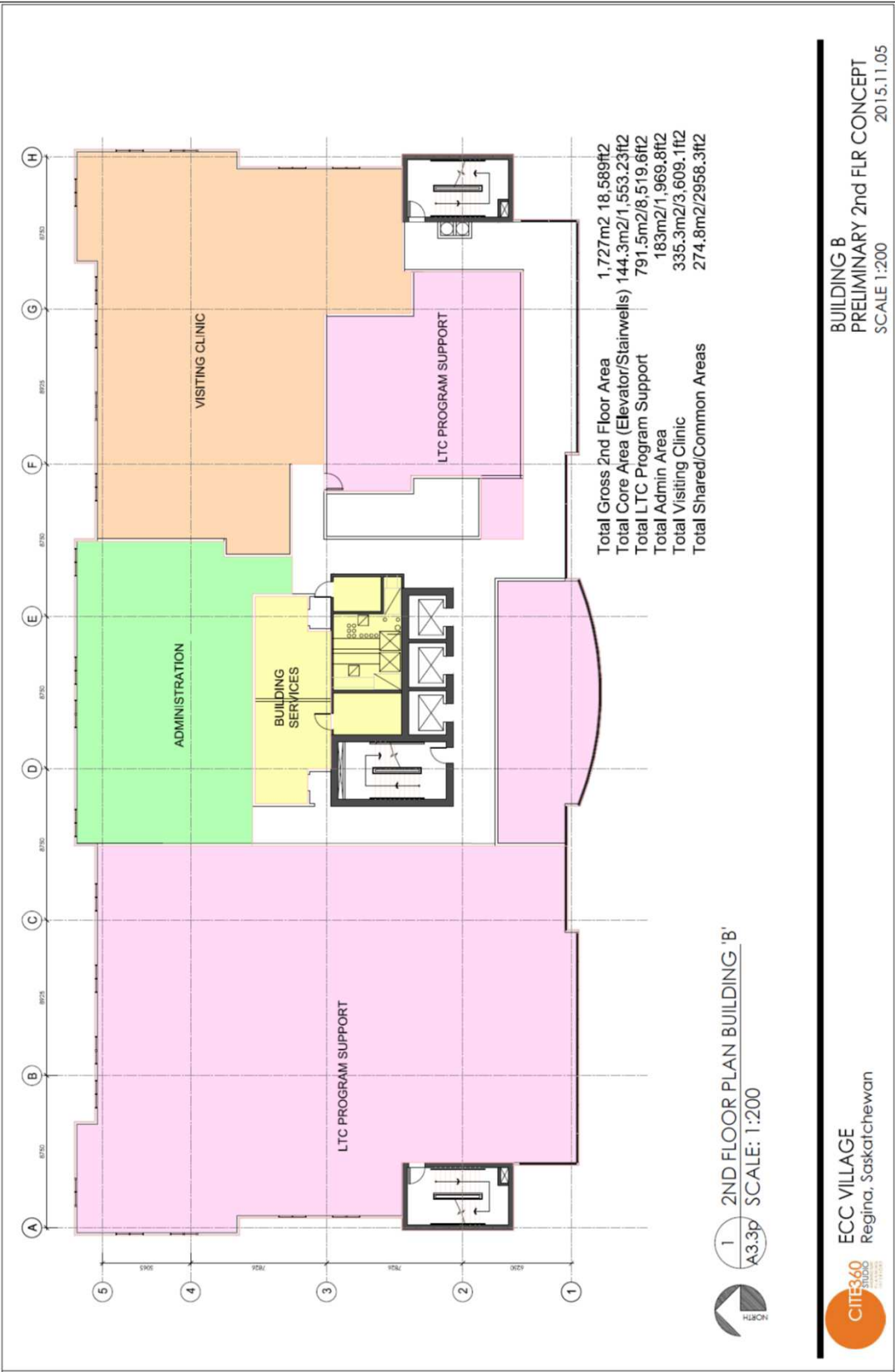
BUILDING A
SUPPORTIVE HOUSING FLOOR 7
2015.11.05
SCALE 1:200

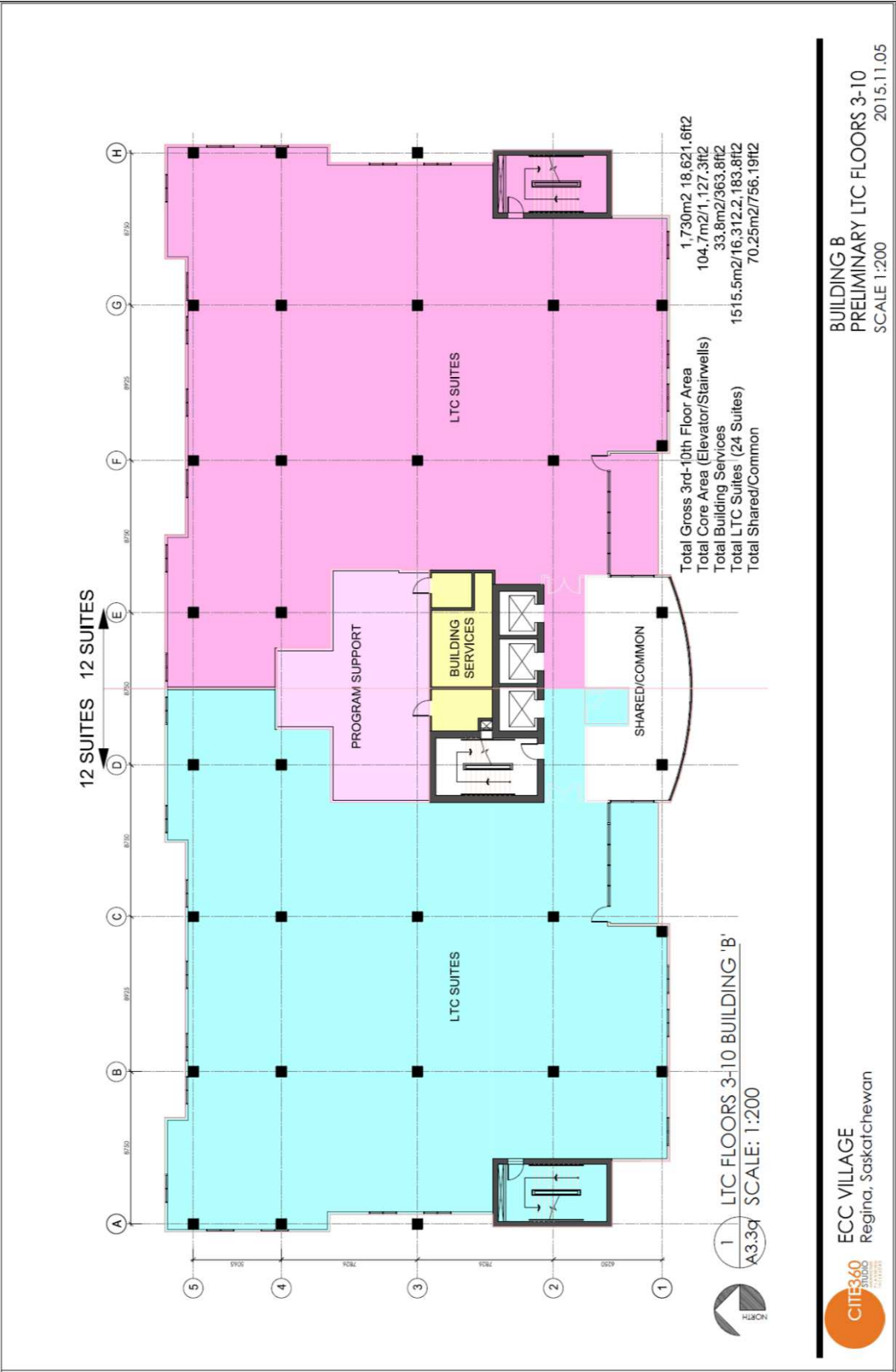
ECC VILLAGE
Regina, Saskatchewan
CITES 60
SUSTAINABLE
COMMUNITIES
FOR PEOPLE

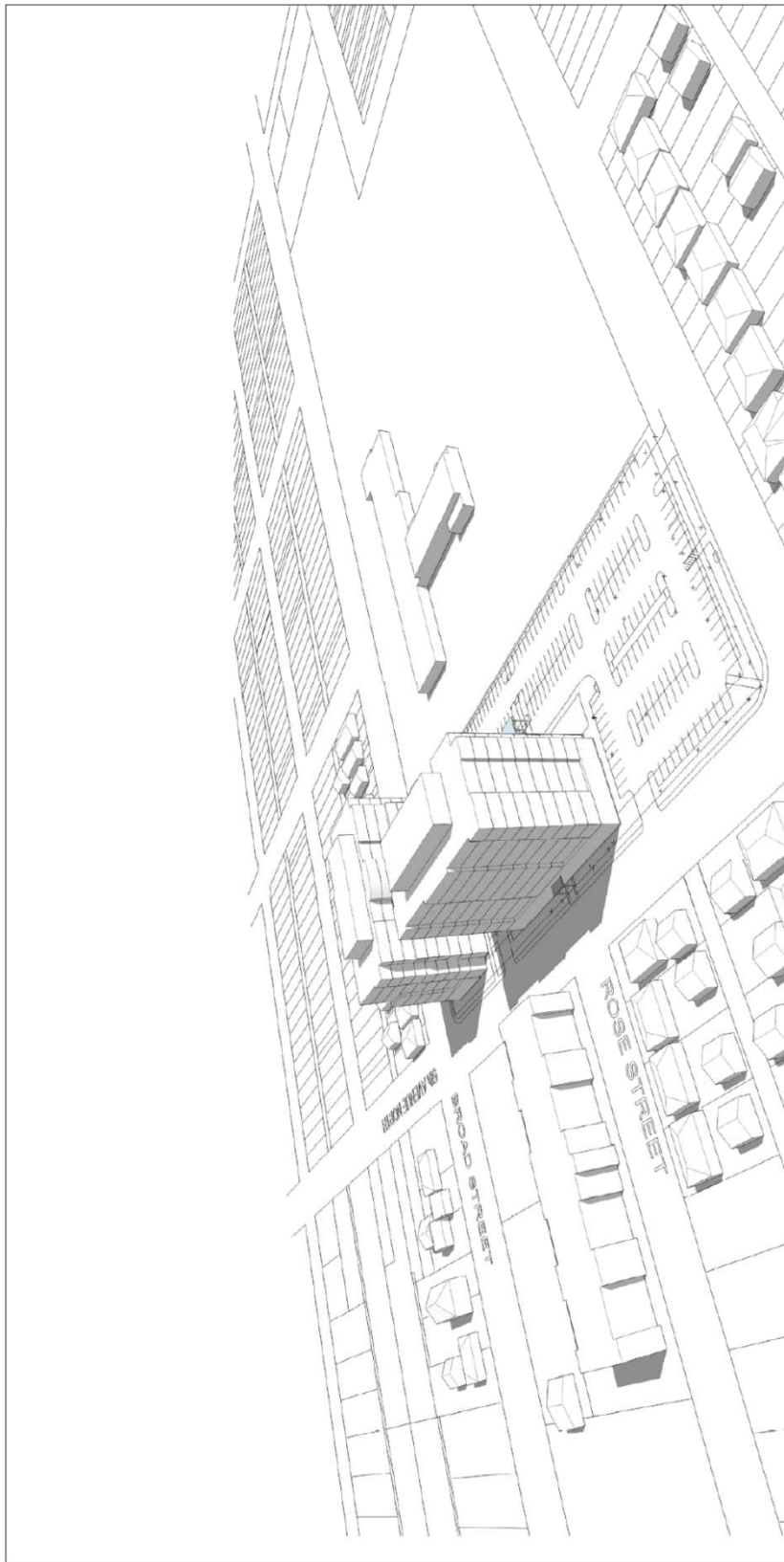








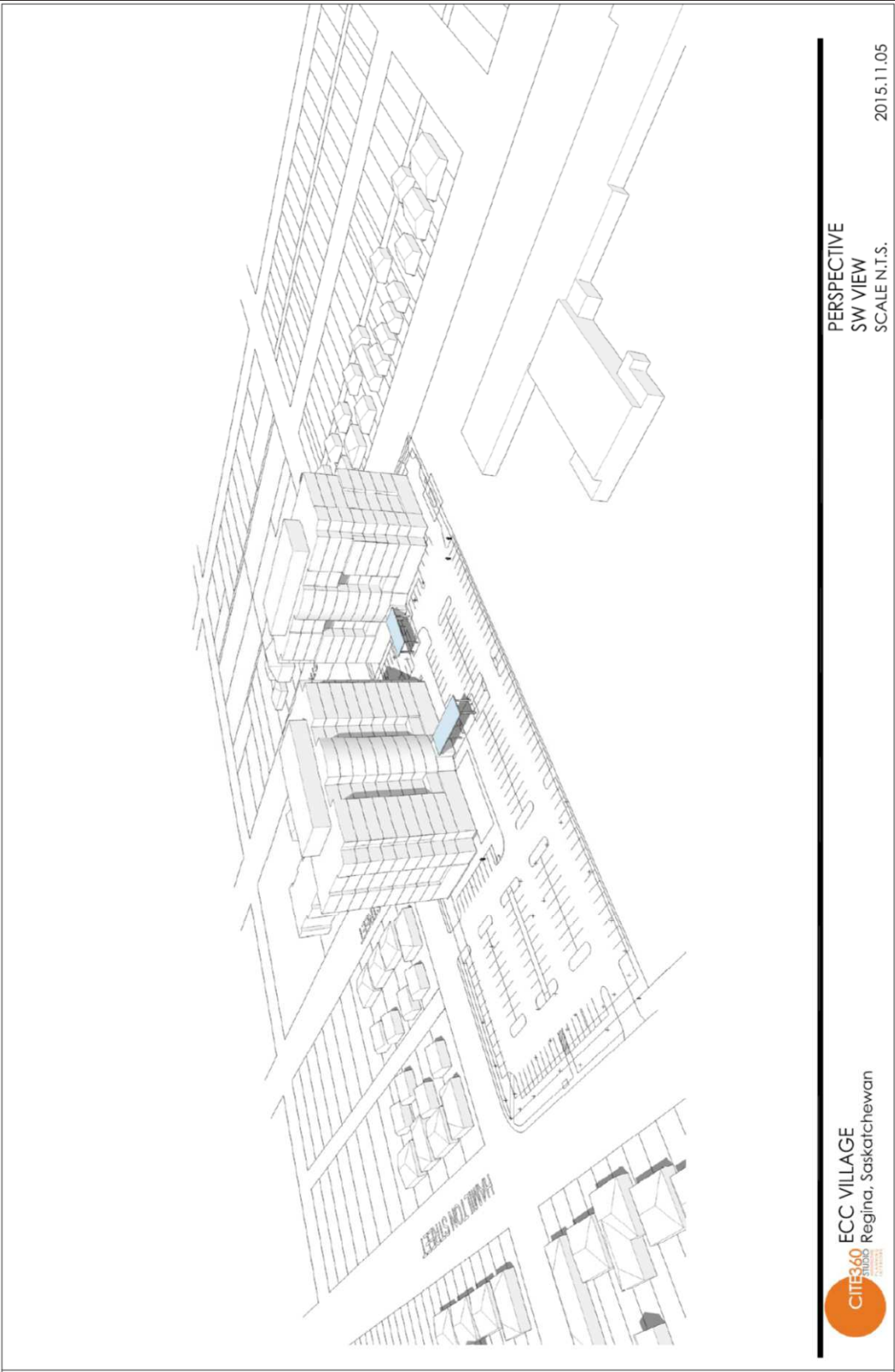




PERSPECTIVE
NW VIEW
SCALE N.T.S.

2015.11.05

CITE360
ARCHITECTURAL
DESIGN
ECC VILLAGE
Regina, Saskatchewan



PERSPECTIVE
SW VIEW
SCALE N.T.S.

2015.11.05

 ECC VILLAGE
Regina, Saskatchewan

Project **15-CZ-02**

Planning Department
Civic Address/Subdivision **1925 5th Avenue North**

Public Consultation Summary

Response	Number of Responses	Issues Identified
<i>I support this proposal</i>	2	<ul style="list-style-type: none"> ▪ Keep existing Lutheran church. ▪ Traffic lights at Broad and 5th.
<i>Accept if one or two features were different</i>	2	<ul style="list-style-type: none"> ▪ Height of the buildings is too high. ▪ There is not enough residential or commercial parking.
<i>Accept if many features were different</i>	2	<ul style="list-style-type: none"> ▪ There is not enough residential or commercial parking. ▪ Height of the buildings is too high. ▪ Shadow from buildings. ▪ Traffic lights at Broad and 5th.
<i>Completely opposed</i>	0	

1. **Issue: The buildings are too high and will negatively impact adjacent residential properties.**

Administration's Response: The Administration analysed the impacts of the building height as it relates to sun-shadowing onto adjacent residential properties, privacy, and transition and concluded that impacts of the proposal were only identified as moderate in December.

2. **Issue: There is too much density and uses proposed for the site**

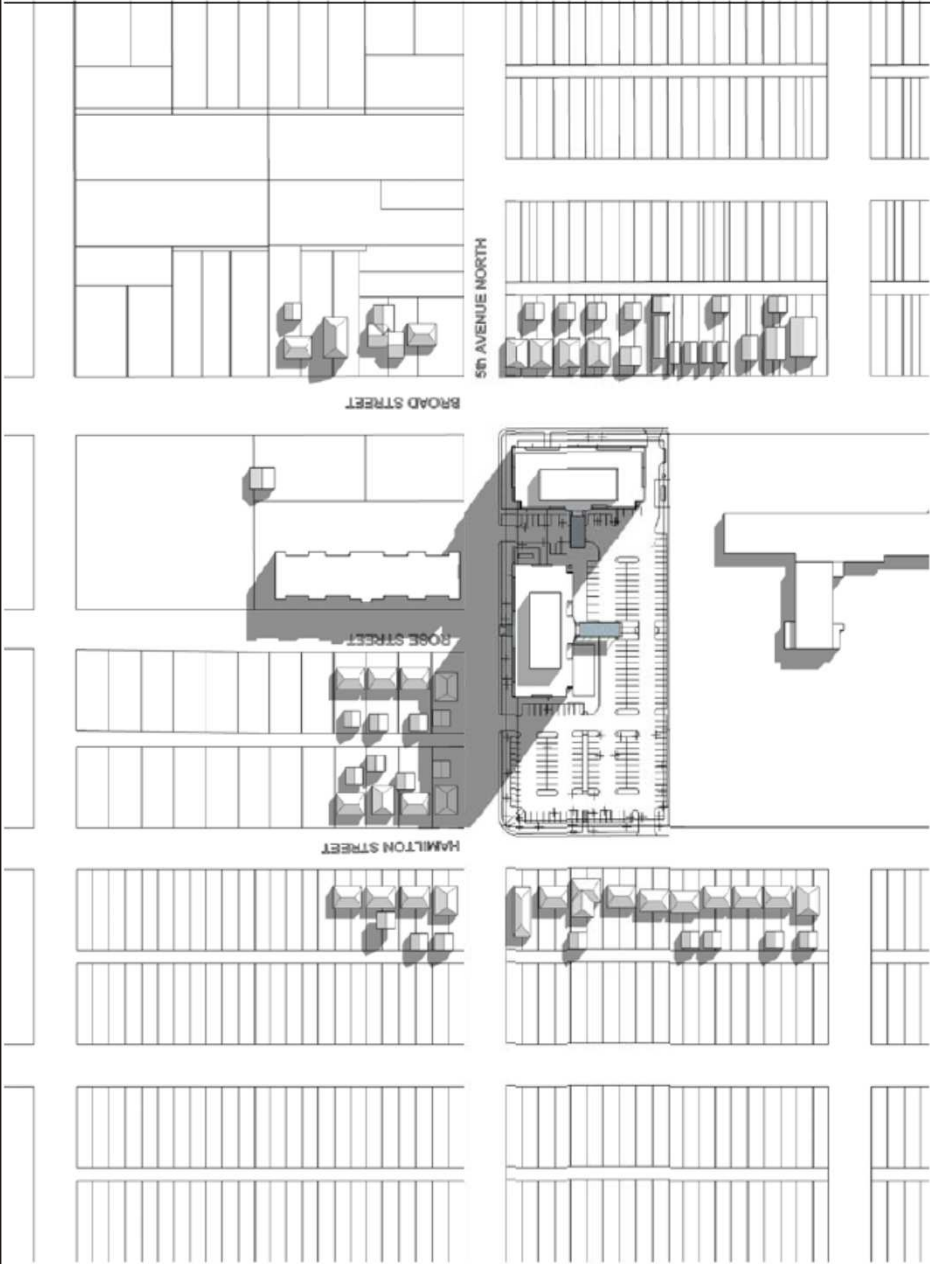
Administration's Response: The Administration assessed the existing servicing capacity and road network to determine whether the applicant's proposal could be accommodated on the subject property. It was determined that the existing infrastructure was sufficient to accommodate the development. The density increase is consistent with City policy with regards to intensification of Urban Corridors.

3. **Issue: Increase in traffic**


Administration's Response: The road network has capacity for the increase in traffic as Broad Street is a major arterial roadway designed to carry larger volumes of traffic through the City and is identified as an Urban Corridor. As indicated in this report, the Administration required the submission of a Traffic Impact Assessment (TIA) and accepts its conclusions. Adjustments to the site were made after review of the traffic study to ensure proper turning lengths. It will be the responsibility of the developer to upgrade identified items in the TIA such as lights and turn signals.

4. **Issue: There is not enough parking available on site**

Administration's Response: The parking for the site was assessed for the proposed uses under the current zoning regulations for the I- Institutional Zone. Through this analysis it was determined that the onsite parking exceeds the minimum parking requirements for the I-Institutional Zone, which is 189 parking stalls. The Applicant is proposing 204 parking stalls with a majority of those being used for staff and visitor parking.



Altitude: 27.3 Degrees
Azimuth: 127.6 Degrees

**CITE360**
STUDIO
ARCHITECTURE
INTERIORS

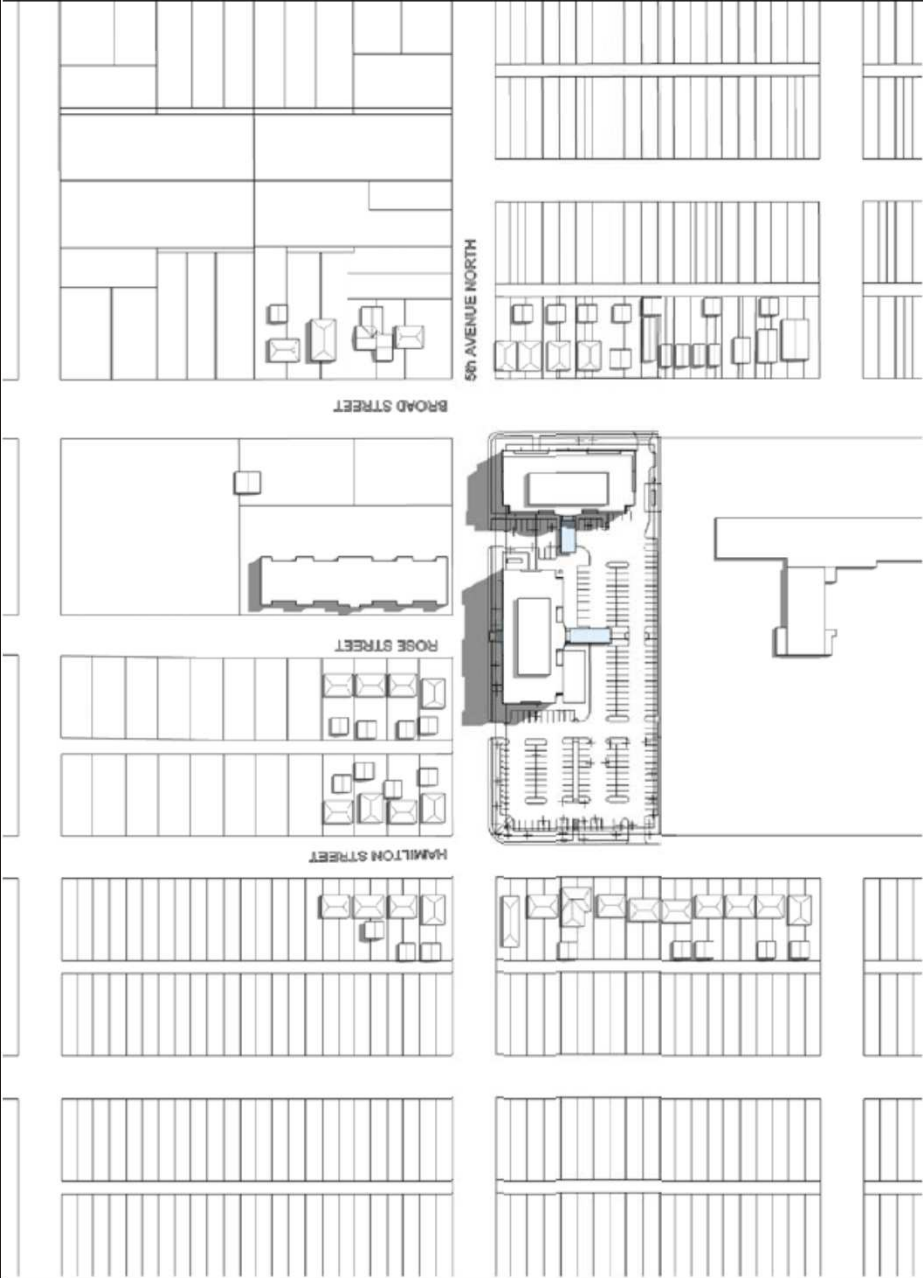
ECC VILLAGE
Regina, Saskatchewan

10AM MARCH/ SEPT. 21
SUN SHADOW IMPACT STUDY
SCALE: N.T.S. 2015.11.05









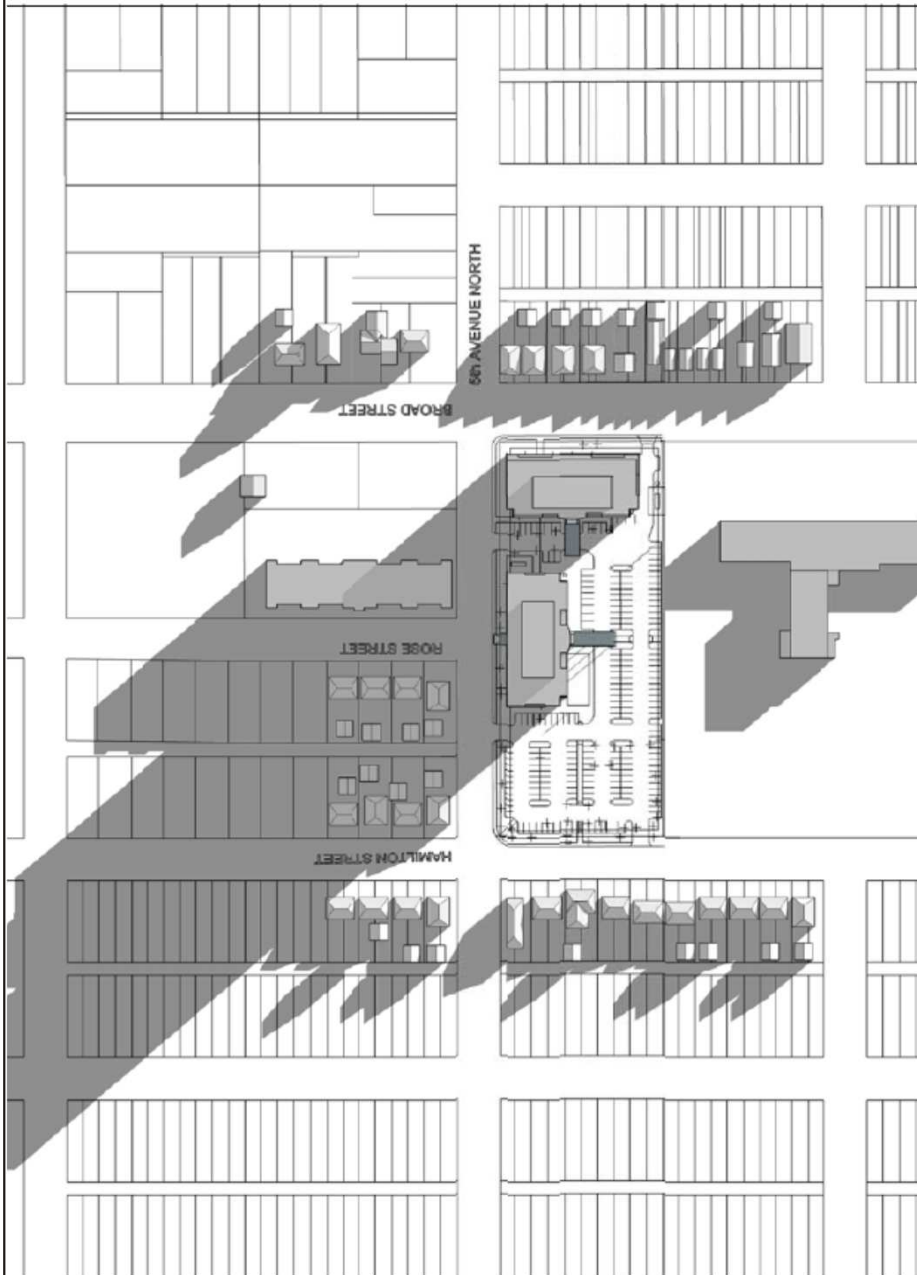
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Azimuth: 151.0 Degrees

NOON JUNE 21
SUN SHADOW IMPACT STUDY
SCALE: N.T.S. 2015.11.05



ECC VILLAGE
Regina, Saskatchewan



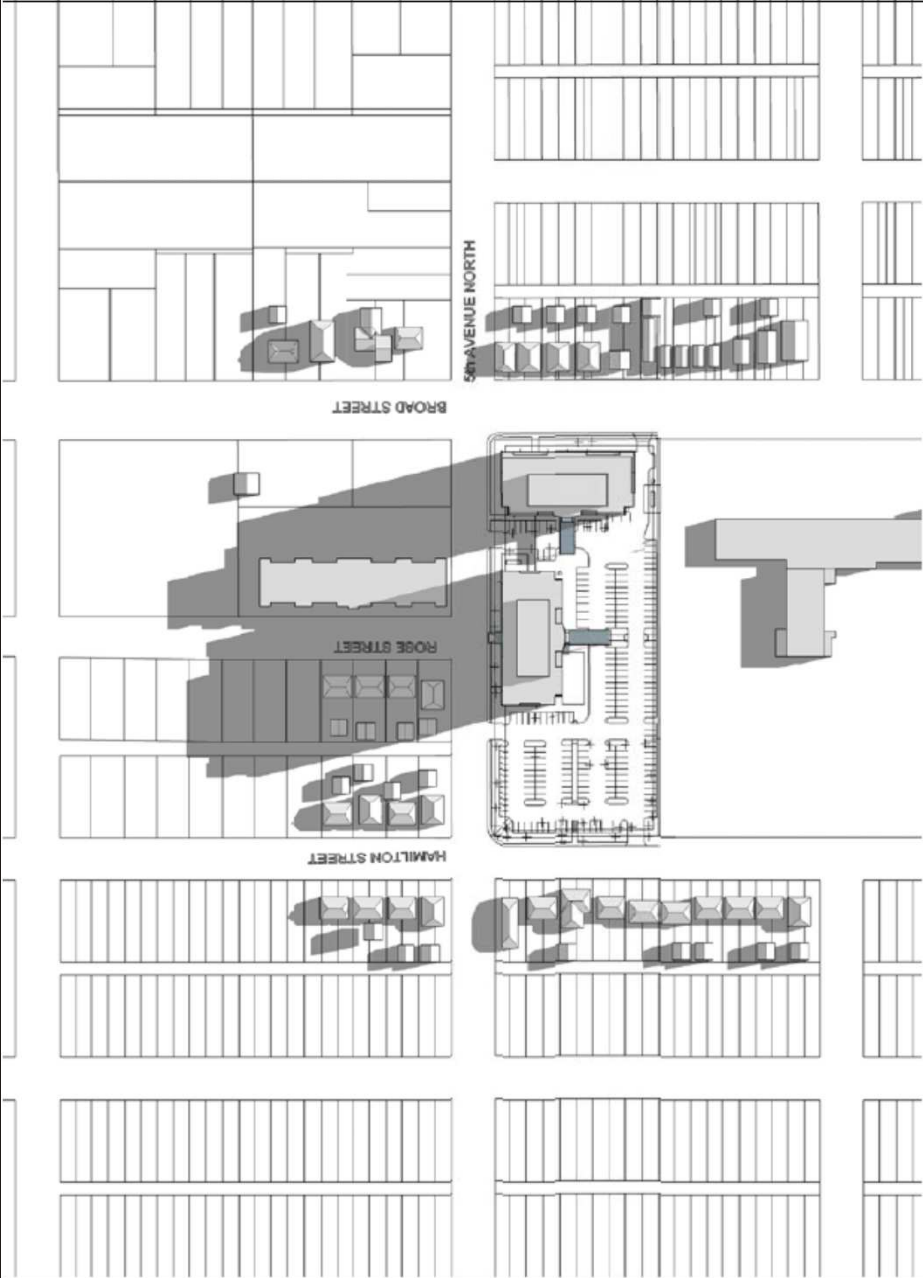


Altitude: 6.5 Degrees
Azimuth: 140.0 Degrees



ECC VILLAGE
Regina, Saskatchewan

10AM DEC. 21
SUN SHADOW IMPACT STUDY
SCALE: N.T.S. 2015.11.05

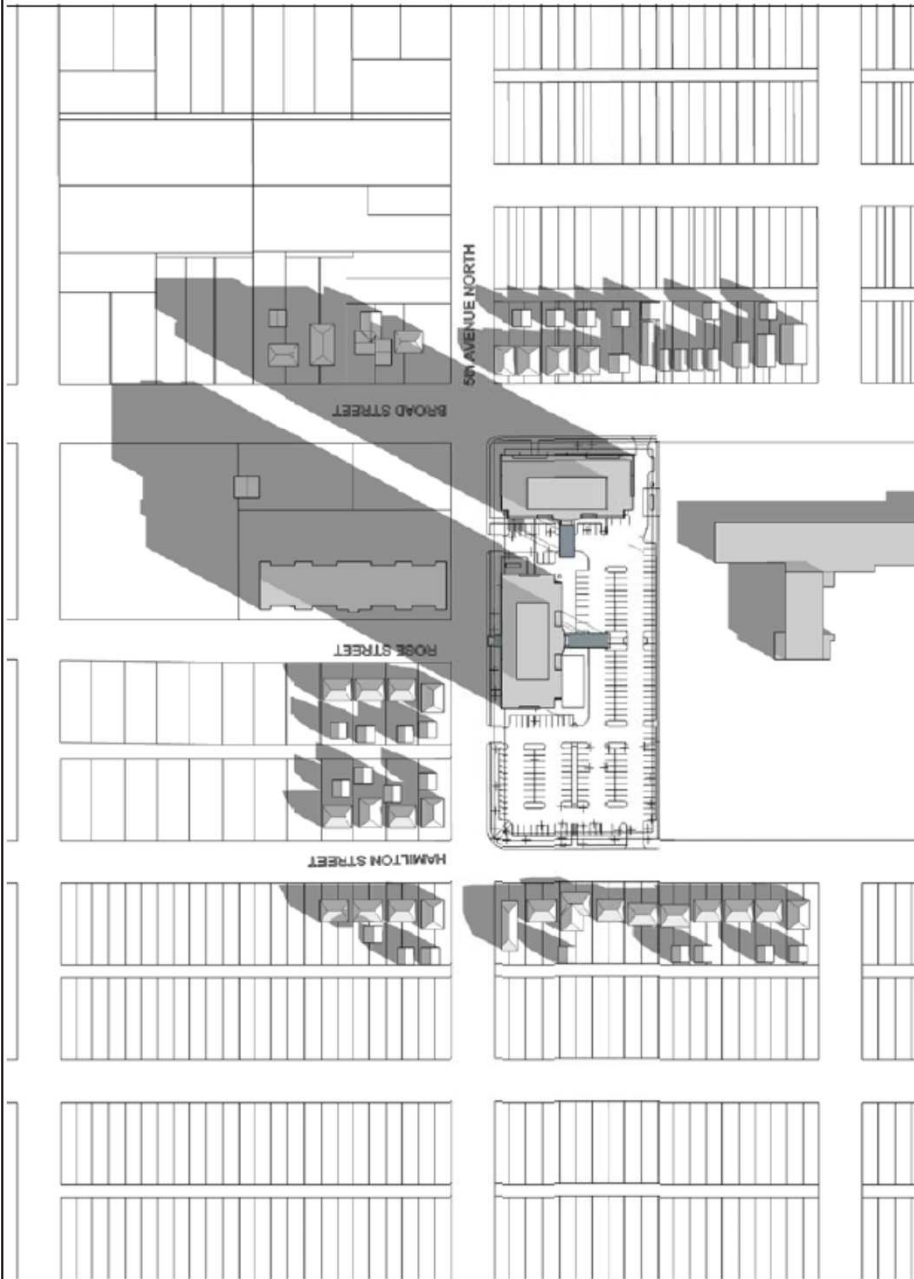


Altitude: 15.1 Degrees
Azimuth: 166.6 Degrees



NOON DEC. 21
SUN SHADOW IMPACT STUDY
SCALE: N.T.S. 2015.11.05





Altitude: 11.3 Degrees
Azimuth: 208.7 Degrees

CITE360 STUDIO
PLANNING
INTERIOR

ECC VILLAGE
Regina, Saskatchewan

3PM DEC. 21
SUN SHADOW IMPACT STUDY
SCALE: N.T.S.

2015.11.05

2130 Broad Street, Regina, SK S4P 1Y5
Phone: (306) 352-2552
Fax: (306) 352-2524
1-800-946-6660
E-mail: trufitdentureclinic@sasktel.net

To City Councillors and the Mayor of Regina

I am forwarding to you a letter that I have written on behalf of myself and neighbours. Building owners and business to the Regina Downtown Business Improvement District.

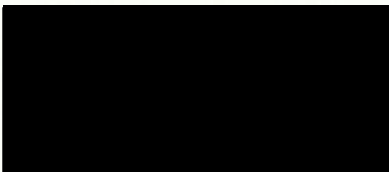
Asking Regina Downtown Business Improvement District not to annex in the 2100, 2200 and 2300 blocks of Broad St in their request to expand the boundaries of Regina Downtown. This issue is slated for City Council on March 29th of 2016.

After walking and knocking on doors, the sentiment is that we are a unique neighbourhood, and not Downtown. With 80% residential, 20% service, industry, professionals, small mom and pop restaurants and stores, we are as unique as the Cathedral Area and Warehouse District. (I believe it was called City View at one time)

Regina Downtown Business Improvement Districts own criteria, for annexation doesn't fit us geographically, or follow their own mandate. (To not include residence of professional properties)

We realize that the city, council and Regina Downtown Business Improvement District work very closely together, and hope that this matter could be resolved before going to council. I do apologize for the delay. My letter of notification was dated February 22nd of 2016 and post marked February 29th of 2016 and was received in my office March 2nd of 2016. From March 2nd of 2016 I have only had 15 days to prepare, this may be short notice for the Regina Downtown Business Improvement District to respond to our entire request. I will contact Jim Nicols at the City Clerk office regarding our short time period.

Please feel free to contact me anytime.



Best Regards Neil Cromarty

Neil B. Cromarty, F.C.A.D., D.D.

Dustin N. Cromarty, D.D.

Denturist / Denture Specialist



Sask Premium Denture Provider for Over 40 Years

Regina Downtown Business Improvement District
To the Directors
1822 Scarth St
Regina, Sask, S4P2G3

I would like to thank Judith Veresuk for meeting with me Friday March 11th. It was unfortunate that no executives could attend the meeting. This is the main reason for my letter.

Since the news of the expanded boundary proposal by Regina Downtown Business Improvement District. I have knocked on the doors and consulted with my neighbours of 2100, 2200 and 2300 blocks of Broad Street from 13th Ave south.

The general feelings in the neighbourhood is that we are not geographically downtown and will not get the full benefit from Regina Downtown Business Improvement District proposal services or the increase in the mill rate.

Annexing the 2100, 2200 and 2300 blocks of Broad Street will not benefit us, for the same reasons it would not benefit the Warehouse District or Cathedral Area.

Gateways

1. Regina Downtown Business District Improvement would like to create with the annexation a gateway to downtown. Gateways are a drive thru to get to downtown. These gateways are unavailable from Albert Street and Broad Street North. The Warehouse District has their own mill rate and mandate. Albert Street South to Victoria Street is a part of the Cathedral Area with no levy on their mill rate.

2. Regina Downtown Business Improvement District in past years has increased the foot traffic to merchant's downtown by 50,000 people a year.

The merchants on 2100, 2200 and 2300 block Broad Street have never benefited from those events, nor will they from the new boundaries.

Garbage Pick Up

3. Regina Downtown Business Improvement Districts foot traffic of 50,000 people created from their own events increases litter. For those patrons of Downtown those who live, and work there create their own litter. We do not have this litter problem; currently owners are diligent in removing litter from their own properties.

Neil B. Cromarty, F.C.A.D., D.D.

Dustin N. Cromarty, D.D.

Denturist / Denture Specialist



Sask Premium Denture Provider for Over 40 Years

Security

4. Regina Downtown Business Improvement District foot traffic and special events brings special security needs.

Geographically is not a problem for us. We have great security that was implemented from the Regina General Hospital with increased police presence and 7-11 also provides security at night benefiting our blocks.

Graffiti

5. City of Regina has a graffiti bylaw that is enforced in our area, and if you go for a drive thru the area, we have very little graffiti.

Regina Downtown Business Improvement District Criteria

6. Out of the 41 buildings on the 2100, 2200 and 2300 block of Broad Street to be annexed in only around 13 buildings fit Regina Downtown Business Improvement Districts criteria for annexation.

Downtown Business Improvement District's criteria for annexation and only 5 where the owners that own their own buildings and operate their business out of them.

We believe that the business owners and business people (tenants) of 2100, 2200 and 2300 Block Broad Street would be much better served not to be annexed in at this time.

With the proper consultation and dialog would look at a proposal annexing a larger grid from Broad Street to Albert Street and 13th Avenue to College Avenue and create a mill rate and an agreement that is beneficial to everyone involved.

For those reasons we would like to ask the Regina Downtown Business Improvement District to change the proposed boundaries to not include 2100, 2200 and 2300 blocks of Broad Street.

Best Regards Neil Cromarty

Neil B. Cromarty, F.C.A.D., D.D.

Dustin N. Cromarty, D.D.

Denturist / Denture Specialist



Sask Premium Denture Provider for Over 40 Years

I have spoke with Steve Enns chair for Regina Downtown Business Improvement District and the City Of Regina Planning Department regarding the tax and annexation .We are unsure if; (a) Council removed the 2100, 2200 and 2300 Blocks of Broad Street from the proposal and, (b) will the Regina Downtown Business Improvement District recede their funding from 2016-2017 for the remaining properties? Or does the entire proposal need to be re submitted to the planning department?

This is a forever tax and it is not fair to pay for services we will not receive, or force it through simply because Regina Downtown Business Improvement District will fall short on their funding.

During the finance meeting on March 8th, 2016 one of the councillors commented that everyone in the area should be included.

I question why Vitera on Victoria Avenue and Albert Street is exempt? And 2000, 2100, 2200 and 2300 Blocks of Albert Street are exempt also, there are exceptions.

I question why only the building owners were notified of the annexation. The business owners were never consulted or asked their opinion. These are the people that will pay the levy on the property tax.

Part of the Regina Downtown Business Improvement District mandates is to promote local businesses, but in this case local businesses have never received a knock on their door nor have they ever been asked their opinion.

If the Regina Downtown Business Improvement District does not care about the small businesses before the annexation, how much will they care after annexation?

Submission made by Neil Cromarty City Council on March 29th of 2016

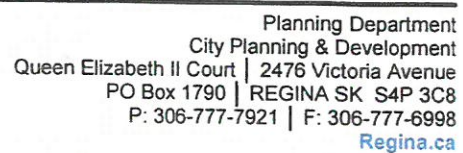
Neil B. Cromarty, F.C.A.D., D.D.

Dustin N. Cromarty, D.D.

Denturist / Denture Specialist



Sask Premium Denture Provider for Over 40 Years



BID Expansion Presentation – City Council

March 29, 2016

Good Evening Mayor Fougere and City Council. My name is Judith Veresuk and I am here on behalf of the Regina Downtown Business Improvement District. We are respectfully requesting approval of the proposed adjustments to our Business Improvement District Boundary.

Regina Downtown was founded in 1981 as a business improvement district, which was a new idea at the time. Local property owners, including Paul and Carol Hill of Harvard Developments, Harold Hague of Loggie's Shoes and the late Robert Gardikiotis of the Copper Kettle, initiated the formation of Regina's Market Square. For many years the original BID boundary stayed the same – the railroad tracks to the north, Albert to the west, Broad to the East and Victoria to the south. In the late 2000's, the boundary was extended one block to the east and west to Angus and Osler.

We now hope to expand our boundaries to reflect the growing business community throughout Regina's inner core. Our proposed expansion would extend the boundary of the BID south to 13th Avenue, along Broad between Victoria and College and east to Halifax Street from Saskatchewan Drive to 13th Avenue. This area encompasses 125 commercial properties, 19 of which are exempt.

RDBID is self-funded through a BID levy assessed on commercial properties within the boundary. The levy fee is dependent on the assessed value of the property. Within the expansion area, fees are estimate to range between \$40 to \$16,477. Of the 106 commercial properties within the expansion area, 49 will have a levy of less than \$250, 26 will be between \$251 and 500, 16 will be between \$501 and \$1000, 9 will be between \$1001 and \$2500. 6 properties will have a levy of more than \$2500.

Our public engagement process was extensive. Information packages mailed out in May and October 2014 to both the property owner and the business owner. Open Houses were held on October 27, 28 and 29, 2014. Business visits were made by RDBID staff in October 2014. During these visits, we hand delivered the Open House invitations, dropped off information packages and administered a short survey through our iPads. Additional letters were sent out in July of 2015 confirming the RDBID's intent to request the boundary expansion and two more additional open houses were held on July 27 and 28, 2015. Of the 125 properties included in the expansion request, we received 7 comments of support for inclusion in the BID and 41 unsure. Since the expansion request went to the Finance and Administration Committee on March 8, we have heard from Mr. Neil Cromarty, who is in opposition to the expansion and Michelle Espino, Dave Boys, Daniel Ince, and Kimberly Fyfe in support of the proposal.

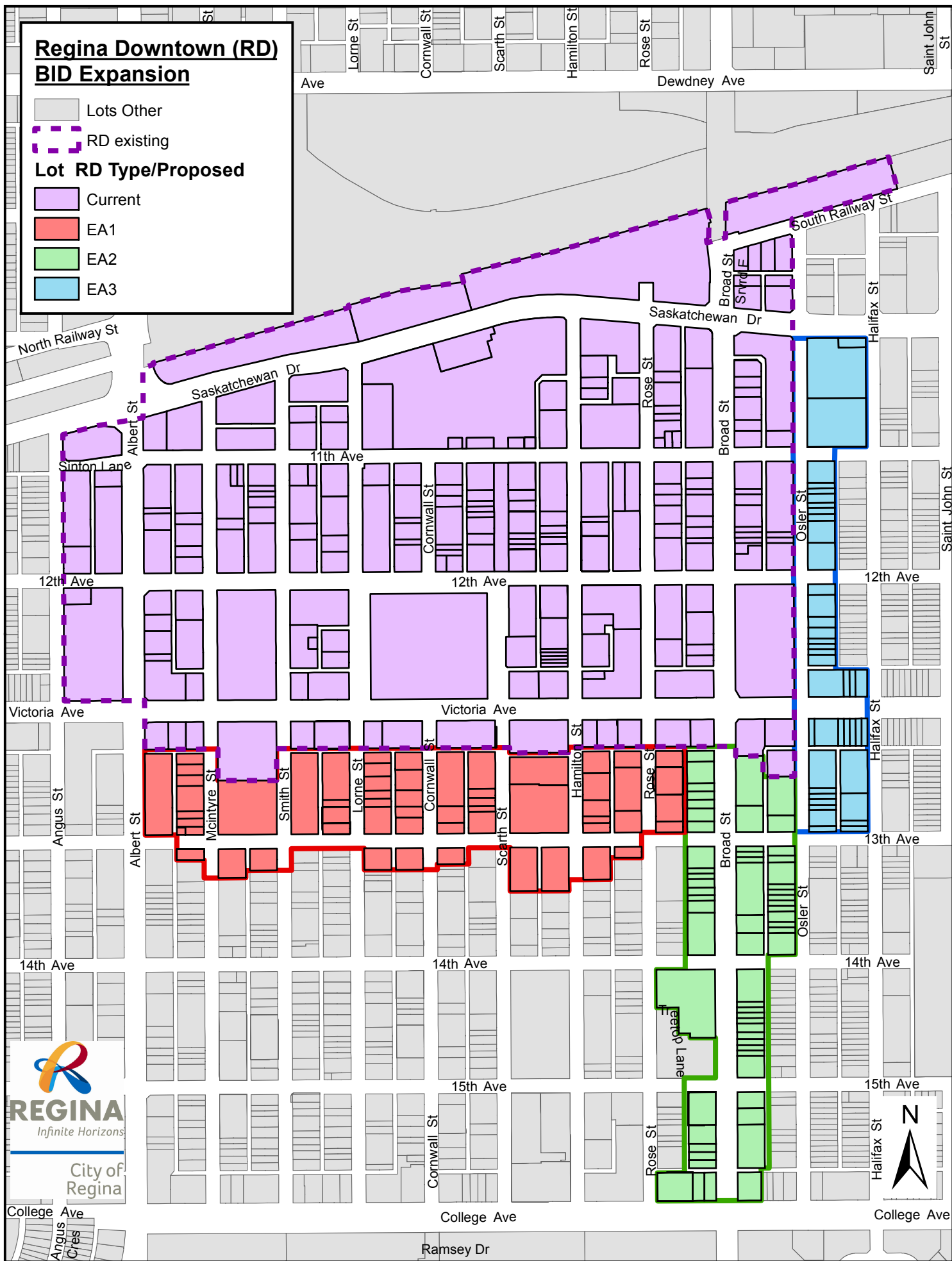
Regina Downtown offers many benefits to its members. Our programs are intended to enhance those services already provided by the City of Regina. If the boundary expansion is

approved, RDBID will expand the following services to businesses and properties in the expansion area.

- Clean and safe services - We conduct regular sidewalk sweeping from April through October, depending on weather, litter removal and minor graffiti removal. We have determined that we would be able to provide cleaning services within the expansion area one to two times a week. However, if there is a situation that needs immediate attention, the business only needs to call us and we will deploy someone to address the problem. We have two Clean team members on staff currently and are in the process of hiring two more.
- Safety and security – Our Operations Manager has been working closely with RPS and other service providers in monitoring the safety and security of our district. This includes regular meetings with RPS and information sessions with downtown members. Where there are acute needs, we will assist with developing a solution that works for everyone involved.
- Marketing and Communications – We have developed a robust marketing and promotional strategy that would be open to expansion businesses to participate in. You will see some examples of our marketing material in your package. We recently concluded the inaugural Regina Restaurant Week at no cost to our members. In anticipation of the expansion, we reached out to the Artful Dodger and The Diplomat to see if they wanted to be a part of the event, which they did.
- Advocacy – RDBID does a tremendous amount of advocacy work for our members. We have assisted with the development of solutions that work for our membership while also meeting the goals of our project partners. We have worked with the City on transit improvements on 11th Avenue, circulation and activation of City Square Plaza and the future development of the Railyard Renewal lands. We have lobbied on behalf of our members for limitations on office development outside of downtown. We have recently scheduled ongoing meetings with City of Regina Department Heads to discuss downtown issues that our membership faces, such as infrastructure improvements, street and sidewalk cleaning, events and waste removal. We are optimistic that having this dialogue with key City staff will result in solutions that benefit our membership.

As you can see, the value that we offer our members is tremendous and we look forward to working with our new members to enhance and improve our downtown community.

Thank you for your consideration. I would be happy to answer any questions you may have.



March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Regina Downtown Business Improvement District – Change to Boundaries - 2016

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- MARCH 8, 2016**

That the City Solicitor be instructed to amend Bylaw 2003-80, *The Regina Downtown Business Improvement District Bylaw, 2003* to expand the Regina Downtown Business Improvement District boundary as depicted in Appendix A to this report.

FINANCE AND ADMINISTRATION COMMITTEE – MARCH 8, 2016

The following addressed the Committee:

- Neil Cromarty, representing himself; and
- Judith Veresuk, representing Regina Downtown Business Improvement District

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #2 does not require City Council approval.

Councillors: Wade Murray (Chair), Bryon Burnett, Shawn Fraser, Bob Hawkins, and Barbara Young were present during consideration of this report by the Finance and Administration Committee.

The Finance and Administration Committee, at its meeting held on March 8, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That the City Solicitor be instructed to amend Bylaw 2003-80, *The Regina Downtown Business Improvement District Bylaw, 2003* to expand the Regina Downtown Business Improvement District boundary as depicted in Appendix A to this report.
2. That this report be forwarded to the March 29, 2016 City Council meeting for approval.

CONCLUSION

The Regina Downtown Business Improvement District (RDBID) Board of Directors have requested that the boundaries of the RDBID be expanded to add properties to the south and east of the current district as depicted in Appendix A to this report. Administration supports the proposed expansion which would include an additional 125 properties and, based on the RDBID's proposed mill rate for 2016, would generate an estimated \$90,474 annually. Note that the City of Regina simply collects an additional levy from those commercial assessed properties within the proposed expansion area as part of its regular property tax collection process and transfers it to the RDBID.

The RDBID has consulted the property and business owners within the expansion area and notice of the request has been provided in accordance with the City of Regina's *Public Notice Bylaw*. Administration has not received any objections to the proposed boundary expansion from affected businesses.

BACKGROUND

The RDBID is an organization that provides a range of business and community services that promote and enhance the downtown. It operates pursuant to *Bylaw No. 2003-80*, adopted under authority of Section 25 of *The Cities Act*. Clause 25(2)(b) of *The Cities Act* allows City Council to establish, the area that is to be encompassed by the RDBID. The RDBID is funded through a special property tax mill rate applied to commercial properties located within the RDBID boundary.

Following a series of consultations with surrounding business owners and building tenants, the Board of Directors for RDBID adopted a motion on June 9, 2015 to expand its boundary to include the 125 properties. On November 17, 2015, the RDBID submitted a letter to Administration formally requesting initiation of the boundary expansion process. A copy of the letter is attached as Appendix B to this report.

DISCUSSION

Design Regina: The Official Community Plan Bylaw No 2013-48 (OCP) recognizes the importance of the downtown area to the economic and social viability of the community and its importance within the City of Regina for specialty retail, entertainment and housing opportunities. The RDBID was established to improve the downtown's appearance and image, promote and market the downtown and undertake projects and initiatives that facilitate ongoing enhancement and redevelopment within the RDBID boundary. If the requested expansion is approved, the RDBID would provide a number of programs and services to business owners, including streetscape beautification, street cleaning, graffiti removal and inclusion in marketing and promotional campaigns.

Administration supports the requested expansion to the RDBID's boundary.

RECOMMENDATION IMPLICATIONS

Financial Implications

A special mill rate levy is applied to all taxable commercial properties within the RDBID area. Should the boundary expansion be approved, the levy will be applied to the additional properties beginning in 2016. Based on the assessed commercial value of the affected properties, it is estimated the expansion will generate an additional \$90,474 for the RDBID. City Council will consider the RDBID's mill rate for 2016 through a subsequent report from Administration.

As the City of Regina simply collects an additional levy from those commercial assessed properties within the proposed expansion area as part of its regular property tax collection process and transfers it to the RDBID, there are no financial implications to the City.

Environmental Implications

Properties within the expansion area will have access to the RDBID's Clean Team that provides litter and trash removal, cigarette butt removal and graffiti reporting and removal and street light outage reporting.

Policy and/or Strategic Implications

Properties within the RDBID expansion area are designated City Centre in the OCP. The recommendations of this report strongly align with Section 7.7.1 of the OCP which encourages collaboration with stakeholders to enhance the City Centre by "investing in an attractive, safe public realm, including pedestrian-friendly and lively streets, and inviting, versatile multi-season public spaces" as well as Section 12.6 which encourages collaboration with community economic development stakeholders across the region to leverage shared economic advantages and tourism opportunities.

In addition, the expansion is supported by the Regina Downtown Neighbourhood Plan guiding principles of promoting a gorgeous, dynamic Downtown that encourages new investment.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Subsection 25(5) of *The Cities Act* states that any person affected by the operation of a bylaw establishing a business improvement district be provided with an opportunity to be heard by City Council. Clause 101(1)(p) also requires City Council to give public notice before initially considering any report respecting the exercise of City Council's power to establish a business improvement district pursuant to Section 25.

In accordance with *The Public Notice Bylaw No. 2003-8*, a Public Notice of the requested boundary expansion was published in the Leader Post on February 27, 2016 and posted on City of Regina's webpage and public notice board at City Hall. As an additional measure, notice of this report was mailed to all affected property owners.

In addition, the RDBID has independently consulted with affected commercial property owners and building tenants by:

- Sending letters to commercial property owners on May 28, 2014, October 16, 2014 and July 6, 2015 advising of the RDBID's interest in boundary expansion. Each owner was provided an estimate of the RDBID tax levy for their property along with an information package detailing the RDBID services;
- Conducting in-person surveys in October 2014 with commercial property owners and building tenants; and
- Holding open houses in October 2014 and July 2015 for commercial property owners and tenants to find out more information.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

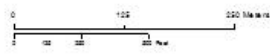
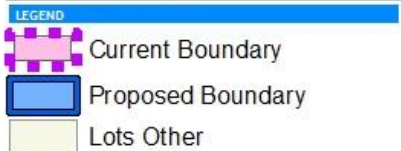
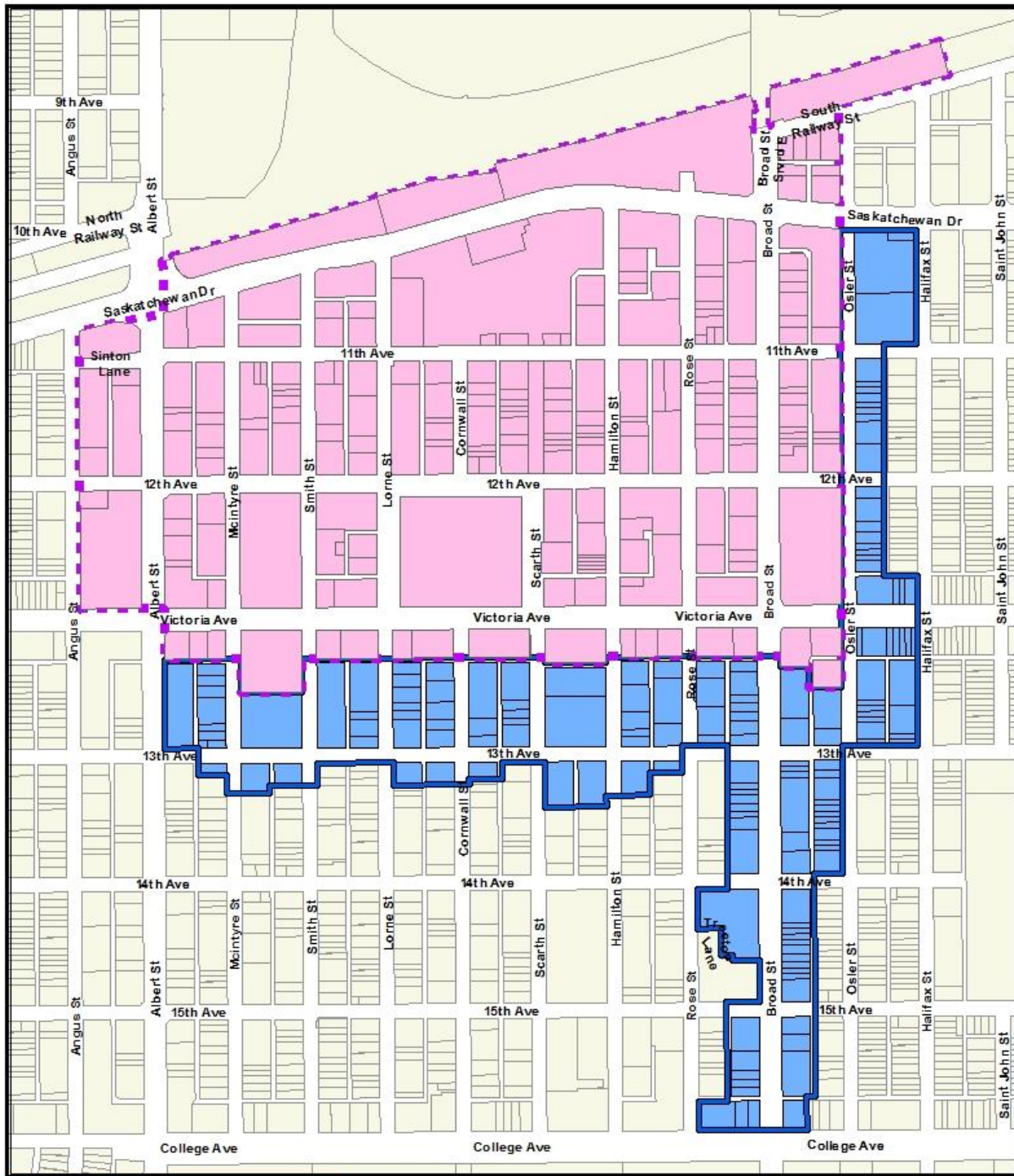
Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE



Ashley Thompson, Secretary

APPENDIX A: Regina Downtown Business Improvement District Expansion Area



REGINA DOWNTOWN
BID EXPANSION

Planning Department
Neighbourhood Planning Branch

City of Regina



FILE PATH: C:\URBAN\GIS\REG\GIS\STIP\2015\Neighbourhood Planning\Regina Downtown BID\GIS\Map of Regina Downtown BID_151210.mxd

LOCATION MAP

APPENDIX B – Regina Downtown Business Improvement District Expansion Request



November 17, 2015

Mr. Jim Nicol
City Clerk
City of Regina
P.O. Box 1790
Regina, SK S4P 3C8

Dear Mr. Nicol:

Re: Request for Boundary Expansion
Regina Downtown Business Improvement District

The Board of Directors of the Regina Downtown Business Improvement District is requesting City Council to kindly consider expanding the boundary of the downtown Business Improvement District (BID). The purpose of this letter is to formally request the City of Regina to initiate the process of amending the Regina Downtown Business Improvement District Bylaw to affect the proposed changes.

On June 9, 2015, the RDBID Board of Directors passed a motion to expand its boundaries to include three expansion areas:

Expansion Area 1

This expansion would extend the boundaries of the BID south to include properties located on the south side of 13th Avenue from Albert Street to Rose Street.

Initial estimates for this expansion area:

- 49 commercial properties, nine of which are tax/levy exempt.
- Estimated BID levy based on 2016 assessment values and a mill rate of 0.7757 is \$49,600.

Expansion Area 2

This expansion would extend the boundaries of the BID to include the properties fronting Broad Street between Victoria Avenue and College Avenue, including the north side of the 1800 block of College Avenue.

Initial estimates for this expansion area:

- 43 commercial properties, one of which is tax/levy exempt.
- Estimated BID levy based on 2016 assessment values and a mill rate of 0.7757 is \$35,942.

imagine downtown
A vision for downtown Regina today, and tomorrow
www.imagedowntown.com

Regina Downtown Business Improvement District
1822 Scarth St., 2nd Floor | Regina SK S4P 2G3
p. 306.359.7541 | f. 306.359.9060
info@reginadowntown.ca | www.reginadowntown.ca



Expansion Area 3

This expansion would extend the boundaries of the BID to include the properties fronting the east side of Osler Street between Saskatchewan Drive and 13th Avenue including Victoria Avenue between Osler Street and Halifax Street, 13th Avenue between Osler Street and Halifax Street, and properties on the west side of the 2000 block of Halifax Street.

Initial estimates for this expansion area:

- 33 commercial properties, eight of which are tax/levy exempt.
- Estimated BID levy based on 2016 assessment values and a mill rate of 0.7757 is \$4,932

A list of these properties and the proposed boundary map is included in Appendix A and Appendix B. An increase to the BID, based upon current commercial property assessment values (residential properties are exempt from the BID levy), is estimated at \$90,474/year.

Property owners were advised through written correspondence informing them of RDBID's intention to pursue a boundary expansion on May 28, 2014, October 16, 2014 and July 6, 2015. Open houses were held in 2014 (October 27, 29 and 30, 2014) and in 2015 (July 27 and 28, 2015). RDBID information packages detailing our services and initiatives were sent to each property owner. Additionally, in person survey visits to businesses were conducted in October, 2014.

As you know, BID services and programs are intended to enhance, not replace, the services already being provided to these property owners by the City of Regina. Therefore, if City Council approves this expansion, the BID will expand the following services and programs to this area:

- Our Clean Team will conduct regular sidewalk sweeping (spring – late autumn), litter and weed removal and remove minor graffiti (ie: power boxes, window surfaces, etc.) in the area;
- Our Info on the Go team, along with the Program Coordinator and Operations Manager will work with the businesses operating in the area to deter criminal and nuisance behavior in the area;
- Businesses operating in the area will be automatically included in a variety of marketing and promotional campaigns and will be eligible to participate in unique cooperative advertising opportunities; and
- Businesses and property owners will have the opportunity to provide feedback into the future of BID programs, services and other downtown revitalization efforts.



Thank you for your consideration and if you should require any additional information, please contact me at 306.359.7541.

Sincerely;

Judith Veresuk
Executive Director

cc: Don Barr, Director, City Assessor
Diana Hawryluk, Director, Planning and Sustainability

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A vision for downtown Regina today, and tomorrow
www.imaginedowntown.com

Regina Downtown Business Improvement District
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7 Chapter 6, Part 6D is amended by adding the following after Section 6D.6:

“6D.7 LIVE/WORK UNIT

7.1 INTENT

- (1) This residential land use facilitates a connection between residential and commercial areas while still protecting the integrity of the residential area from adverse impacts of commercial activities.
- (2) Live/Work Unit is provided as an alternative to a Residential Business for those areas identified as live/work in City of Regina policy.
- (3) All Live/Work Units are subject to all City of Regina policy and regulations including, but not limited to, the *Licensing Bylaw, 2007* and the *Building Bylaw 2003-7*.

7.2 LOCATION

through A Live/Work Unit will only be considered in locations designated, secondary or concept plans, as “live/work” areas.

7.3 BUILDING REQUIREMENTS

- (1) The Dwelling Unit and the Live/Work Unit on a property shall not be legally separated through a subdivision or condominium conversion.
- (2) The Live/Work Unit shall not occupy more than 40 percent of the gross floor area of a building on any one site, including the area of the basement.
- (3) Any building containing a Live/Work Unit must adhere to the requirements of the 2010 National Building Code for Mixed Use Buildings, or equivalent.
- (4) No mechanical or electrical equipment that could change the fire rating of the building or cause fluctuation in line voltage shall be used.

- (5) No solid or liquid wastes shall be created that are incompatible or unacceptable for discharge into the municipal waste and wastewater service or are considered a risk to the neighbourhood.

7.4 EMPLOYEES

resident The Live/Work Unit may employ up to 3 employees, including any of the Dwelling Unit on the site.

7.5 MERCHANDISE STORAGE AND DISPLAY

- (1) Merchandise created, assembled or designed on-site may be stored, displayed and sold from the Live/Work Unit.
- (2) Merchandise incidental to the use may be displayed and sold on the premise but at no time shall the Live/Work Unit constitute a retail store as defined by this Bylaw.
- (3) There shall be no exterior storage on site related to the Live/Work Unit.

7.6 PARKING

- (1) Onsite parking shall be in accordance with Section 14.B.4, with the following exceptions:
 - (a) One on-site parking space is required for the Dwelling Unit and one on-site parking space is required for the Live/Work Unit;
 - (b) There shall be no parking in the front yard; and
 - (c) Required on-site parking spaces may be provided as tandem parking.

7.7 SIGN

- (1) Notwithstanding Chapter 16, Section 16C.3.1 and Table 16.1 one projecting sign may be displayed at street level which shall be no larger than 0.4m² in size for a Live/Work Unit.
- (2) One wall sign may be displayed on the entrance to the Live/Work Unit and shall be no larger than 0.6m² in size.

7.8 PROCEDURAL REQUIREMENTS

- (1) A development permit must be issued pursuant to Chapter 18 of this Bylaw prior to the residential use/commercial use being combined.
- (2) An application for a Live/Work Unit shall be made to the Development Officer on a form required by him pursuant to the requirements specified in Chapter 18 of this Bylaw.

7.9 PERMITTED BUSINESS USES WITH A LIVE/WORK UNIT

- (1) Subject to the regulations of this Bylaw, permitted uses within the Live/Work Unit include:
 - (a) Personal services including barbershops, estheticians, hair stylists, physiotherapy, alternative health care, electrolysis, and massage therapy;
 - (b) Professional offices including architects, draftspersons, lawyers, accountants, engineers, editors, journalists, psychologists, graphic designers, web designers, and consultants;
 - (c) Day Care Homes and Nursery Schools;
 - (d) Typing services;
 - (e) Pet grooming services;
 - (f) Catering;
 - (g) Instructional services, including music, dance, art and craft classes, and tutoring;
 - (h) Repair services for small personal items including small appliances, electronic devices and personal items;
 - (i) Tailors, seamstresses, dressmakers, milliners and craft persons, including weaving, jewelry making, and wood working;
 - (j) Studios for artists, sculptors, musicians, photographers and authors;

- (k) Administrative offices for businesses conducted off-site, including construction, contractors, mobile service businesses, salespersons and manufacturer's representatives;
- (l) Any unlisted use which is similar to a use listed above which meets the intent of the regulations of this Bylaw, at the discretion of the Development Officer; and
- (m) Where more than one use is proposed on a property, all uses together shall not exceed the requirement in 7.3(2).

7.10 OTHER USES PERMITTED WITHIN A LIVE/WORK UNIT

Subject to the regulations of this Bylaw, other uses within the Live/Work Unit include:

- (1) A dwelling unit used for monetary gain in the following building forms:
 - (a) Townhouse Building
 - (b) Semi-detached Building ”

8 This Bylaw comes into force on the day of passage

READ A FIRST TIME THIS 29th DAY OF March 2016.

READ A SECOND TIME THIS 29th DAY OF March 2016.

READ A THIRD TIME AND PASSED THIS 29th DAY OF March 2016.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2016-13

THE REGINA ZONING AMENDMENT BYLAW, 2016 (No. 2)

PURPOSE:	To amend <i>Regina Zoning Bylaw No. 9250</i> .
ABSTRACT:	The purpose of this amendment is to introduce regulations for Live/Work Units as a new land use classification in residential zones.
STATUTORY AUTHORITY:	Section 46 of <i>The Planning and Development Act, 2007</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
PUBLIC NOTICE:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
REFERENCE:	Regina Planning Commission, March 9, 2016, RPC16-11.
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw No. 9250</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Planning

BYLAW NO. 2016-14

THE REGINA ZONING AMENDMENT BYLAW, 2016 (No. 3)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 *Regina Zoning Bylaw No. 9250* is amended in the manner set forth in this Bylaw.
- 2 Chapter 19 – Zoning Maps (Map No. 2691) is amended by rezoning the lands in Regina, Saskatchewan, as outlined on the map attached as Appendix “A”, legally described as:

Legal Address: **Lots 1-10 & 31-41, Block 39, Plan Z140, Block C, Plan G2311 and Lots A & B, Block 40, Plan 72R23442**

Civic Address: **1925 5th Avenue N.**

Current Zoning: **I – Institutional**

Proposed Zoning: **C - Contract**

- 3 The City Clerk is authorized to execute under seal the Contract Zone Agreement annexed as Appendix “B” and forming part of this Bylaw.
- 4 This Bylaw comes into force on the date an interest based on the Contract Zone Agreement is registered in the Land Registry and Information Services Corporation.

READ A FIRST TIME THIS 29th DAY OF March 2016.

READ A SECOND TIME THIS 29th DAY OF March 2016.

READ A THIRD TIME AND PASSED THIS 29th DAY OF March 2016

Mayor

City Clerk (SEAL)

CERTIFIED A TRUE COPY

City Clerk

Approved as to form this _____ day of _____, 20____.

City Solicitor

APPENDIX “A”



APPENDIX “B”

Contract will go here

ABSTRACT

BYLAW NO. 2016-14

THE REGINA ZONING AMENDMENT BYLAW, 2016 (No. 3)

PURPOSE:	To amend <i>Regina Zoning Bylaw No. 9250</i> .
ABSTRACT:	The proposed rezoning will allow the applicant to develop two mixed-use buildings.
STATUTORY AUTHORITY:	Section 69 of <i>The Planning and Development Act, 2007</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
PUBLIC NOTICE:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
REFERENCE:	Regina Planning Commission, March 9, 2016, RPC16-10.
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw No. 9250</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	Community Planning and Development
INITIATING DEPARTMENT:	Planning

BYLAW NO. 2016-18

THE REGINA DOWNTOWN BUSINESS IMPROVEMENT DISTRICT AMENDMENT
BYLAW, 2016

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is to amend Bylaw 2003-80 being *The Regina Downtown Business Improvement District Bylaw, 2003* to expand the boundaries of the Regina Downtown Business Improvement District.
- 2 The statutory authority for this Bylaw is section 25 and section 81 of *The Cities Act*.
- 3 Bylaw 2003-80 is amended in the manner set out in this Bylaw.
- 4 The definition of “**District**” in section 3 is amended by adding “as Schedule A” after “attached”.
- 5 Schedules A.1 and A.2 are repealed and the attached Schedule A substituted.
- 6 This Bylaw comes into force on the day of passage.

READ A FIRST TIME THIS 29th DAY OF March 2016.

READ A SECOND TIME THIS 29th DAY OF March 2016.

READ A THIRD TIME AND PASSED THIS 29th DAY OF March 2016.

Mayor

City Clerk

(SEAL)

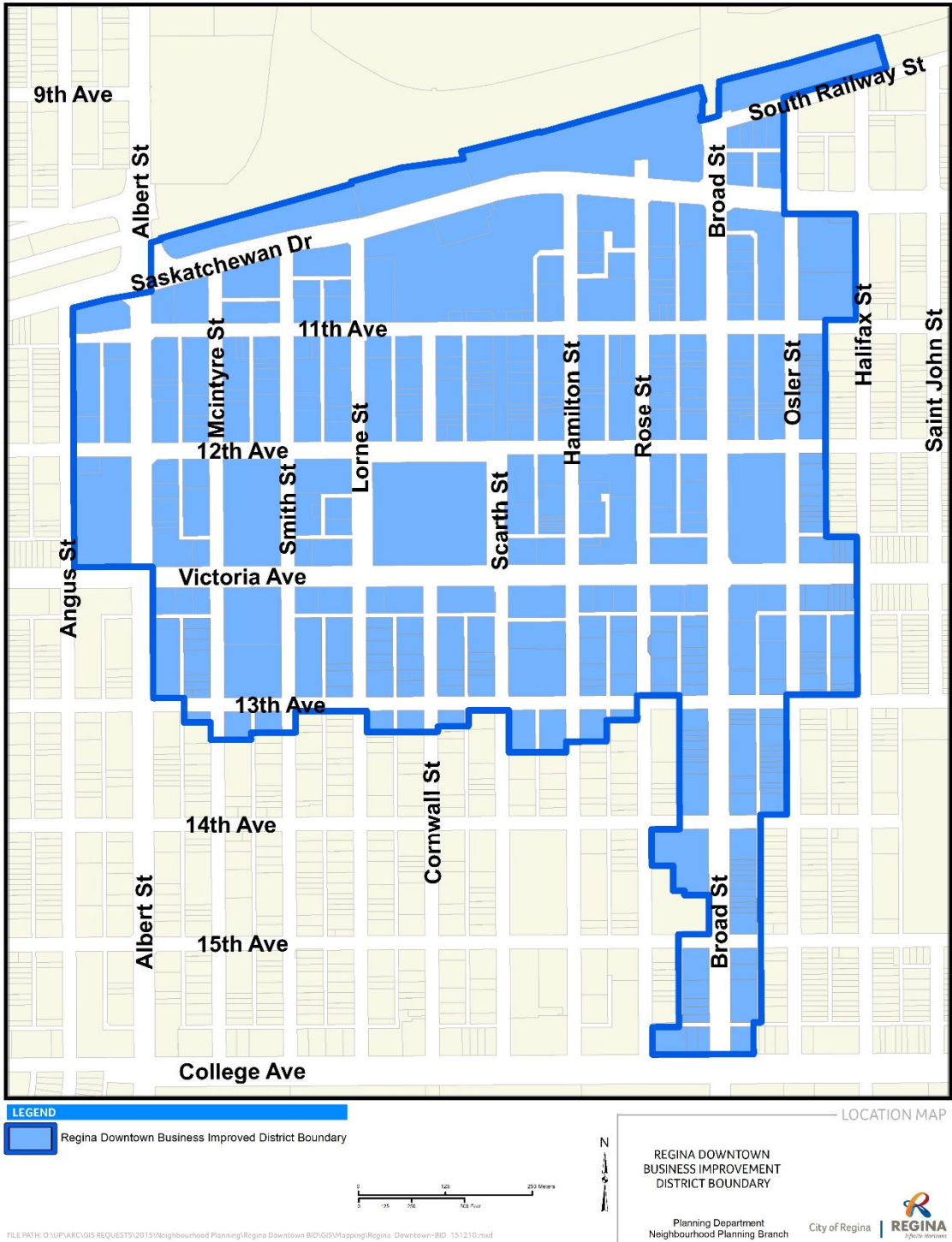
CERTIFIED A TRUE COPY

City Clerk

Approved as to form this _____ day of _____, 20____.

City Solicitor

Schedule A



ABSTRACT

BYLAW NO. 2016-18

THE REGINA DOWNTOWN BUSINESS IMPROVEMENT DISTRICT AMENDMENT BYLAW, 2016

PURPOSE:	The purpose of this Bylaw is to expand the boundaries of the Regina Downtown Business Improvement District to add properties to the south and east of the current district.
ABSTRACT:	This Bylaw expands the Regina Downtown Business Improvement District by repealing the current district map and substituting a new district map. The new map adds an additional 125 properties to the south and east of the current district.
STATUTORY AUTHORITY:	Sections 25 and 81 of <i>The Cities Act</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	Required pursuant to sections 25(5), 101(1)(p) and 101(2) of <i>The Cities Act</i> .
PUBLIC NOTICE:	Public notice of the report expanding the boundaries is required by subsection 101(1)(p) and 101(2) of <i>The Cities Act</i> . Public notice was provided pursuant to <i>The Public Notice Bylaw</i> , Bylaw 2003-8, by publication in the February 27, 2016 edition of the Regina Leader Post and posting at City Hall and on the City of Regina website.
REFERENCE:	Report FA16-6 from the March 8, 2016 meeting of the Finance and Administration Committee
AMENDS/REPEALS:	Amends Bylaw 2003-80
CLASSIFICATION:	Administrative
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Planning Department

From: Calvin & Jean Hermann, 744 Campbell Street, Regina, S4T 5N8

Date: March 22, 2016

To: City Clerk, City Clerk's Office, City of Regina, City Hall

Re: Closure Application (15-CL-20)

Portion of Lane Adjacent to 601 Campbell Street and 710 Williams Street

We request permission to appear before City Council on March 29, 2016 as per the e-mail dated March 4, 2016 sent to us by the Regina Planning Commission.

Please find attached the presentation we wish to bring before City Council.

Yours truly,

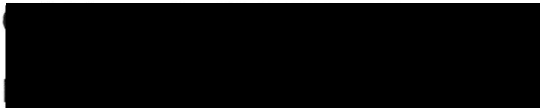


Calvin Hermann



Jean Hermann

Attachment



BACKGROUND

1. The houses on the 700 and 600 Block of Campbell Street were erected in 1958.
2. This piece of land in question has been vacant for 57 years
3. My wife and I have lived here at 744 Campbell St for 26 years, since 1990
4. In 1991 a proposal was sent to the land owners to install new Sewer, Water and Sidewalks
5. In 1993 a proposal was sent to the Land Owners to sell all the property at 601 Campbell St. to build low cost housing units

ANSWER TO THE BACKGROUND

1. In 1958 the land was deemed unsuitable for development as it was 40 feet shorter than the lots on the west side of Campbell St. because of this no WATER or SEWER lines go to the east side of the 600/700 block of Campbell St.
2. In 1991 a Petition was put forward to the city to stop the new sewer, water and sidewalk. It was successful in stopping the installation as we had new sidewalks
3. In 1993 a Petition was put forward to stop the development of the land for low cost housing units. The city administration determined that the land was again unsuitable for housing development.
4. In 1993/1994 The City of Regina gave to the residence in the adjoining area all the trees to plant on this unused piece of land, with the understanding that we were to plant the trees and look after them. We had to run our water hoses across the street to water the trees.

OBJECTIONS TO CLOSURE APPLICATION (15-CL-20)

1. The 700 block of Williams St. is a feeder street onto the 700 block Campbell St. Williams St. is 10 feet narrower than Campbell. With people parking on the west side of Williams St. in front of Lot 41, 42, and 43 as per Appendix A-3, it limits traffic to one driving lane. The developer stated in the meeting of Mar. 9, 2016 in front of the Planning Commission that lots on Williams Street will have driveways, right on the corner to back out to potential accidents.
2. The garbage cans now have to be on the front street as there is no alley
3. The houses and fences on Williams St. will block the view of drivers travelling on Williams St. and on Campbell St. causing a higher risk of Traffic Accidents.
4. The reason why the lane was never developed straight through was to prevent accidents on Williams St.
5. All the trees planted on these 3 lots, including 3 – 25 feet tall Fir trees will all be destroyed in the name of progress and taxes. This means that we have wasted 22 yrs. of our time to have a small green space. Please note that the City of Regina has been cutting the grass to keep it neat for 20 yrs.

6. Children in this area have used our green space for generations but now will be lost to them. You City Council will vote in 3 new off leash dog parks. This means that DOGS can have parks and CHILDREN cannot
7. City Council has removed all the green space /parks in the Rosemont/Mount Royal area. Closed schools in the area are now: 1. Low cost housing 2. Seniors housing 3. Regular housing.

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Closure Application (15-CL-20) Portion of Lane Adjacent to 601 Campbell Street and
710 Williams Street

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– MARCH 9, 2016**

1. That the application for the closure and sale of a portion of lane right-of-way as shown on the attached plan of proposed subdivision prepared by Scott Colvin, dated October 23, 2015 and legally described as follows, be APPROVED:

“All of Lot 14, Block 31, Plan FN41; part of Lane, Plan FN41; and all of Lot 15, Block 31, Plan FN41 in NW-26-17-20-W2M in Regina, Saskatchewan”.

2. That the City Solicitor be directed to prepare the necessary bylaw.

REGINA PLANNING COMMISSION – MARCH 9, 2016

The following addressed the Commission:

- Jean Hermann; and
- Bruce Evans, representing Dorcas Housing.

The Commission adopted a resolution to concur in the recommendation contained in the report.

Recommendation #3 does not require City Council approval.

Councillors: Mike O'Donnell (Chairperson) and Barbara Young; Commissioners: Phil Evans, Simon Kostic, Adrienne Hagen Lyster, Ron Okumura, Daryl Posehn, Laureen Snook and Kathleen Spatt were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on March 9, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That the application for the closure and sale of a portion of lane right-of-way as shown on the attached plan of proposed subdivision prepared by Scott Colvin, dated October 23, 2015 and legally described as follows, be APPROVED:

“All of Lot 14, Block 31, Plan FN41; part of Lane, Plan FN41; and all of Lot 15, Block 31, Plan FN41 in NW-26-17-20-W2M in Regina, Saskatchewan”

2. That the City Solicitor be directed to prepare the necessary bylaw; and
3. That this report be forwarded to the March 29, 2016 City Council meeting for approval, which will allow sufficient time for advertising of the required public notice for the respective bylaw.

CONCLUSION

The City of Regina's Real Estate Branch proposes to close and consolidate a portion of the subject lane between 601 Campbell Street and 710 Williams Street to accommodate a developer's plan of proposed subdivision.

The portion of the subject lane is not developed as a physical lane and is not functioning as a lane. There will be no impact on the traffic circulation and flow in the area or access issues on adjacent properties. Accordingly, the Administration supports the proposed lane closure.

BACKGROUND

A Closure application has been submitted concerning a portion of a lane right-of-way between 601 Campbell Street and 710 Williams Street.

This application is being considered pursuant to *Design Regina: The Official Community Plan Bylaw No. 2013-48*, *The Planning and Development Act, 2007* and *The Cities Act, 2002*.

The related subdivision application is being considered concurrently by the Administration, in accordance with *The Subdivision Amendment Bylaw, 2003 Bylaw No. 2003-3*, by which subdivision approval authority has been delegated to the Administration. A copy of the plan of proposed subdivision is attached for reference purposes as Appendix A-3.

DISCUSSION

The City's Real Estate Branch proposes to close and sell the portion of the lane between 601 Campbell Street and 710 Williams Street. The resulting subject property is shown in Appendix A-1 and A-2. The purpose of the closure is to consolidate the portion of the lane with the adjacent properties to facilitate the proposed subdivision design as shown on the attached plan of proposed subdivision in Appendix A-3.

The subject lands are currently vacant and zoned R1 – Residential Detached. The owner of the lands at 601 Campbell Street intends to subdivide and consolidate the lane and property at 710 Williams Street with their lands to create 13 residential lots. The proposed lots will be developed with detached dwelling units which are permitted in the R1 Zone and is consistent with the development on surrounding lands. As indicated in the background section of this report, the proposed subdivision is being processed separately by the Administration and is subject to the lane closure being approved but does not fall within the purview of this decision.

The proposed closure will not impact traffic flow or circulation in the surrounding area as this is currently undeveloped land.

The City has provided additional communication and information regarding this closure to surrounding property owners as the property proposed for detached dwelling unit development has been undeveloped and used by some surrounding residents as undesignated recreational green space.

RECOMMENDATION IMPLICATIONS

Financial Implications

The net land price for both the subject right-of-way and the Williams Street parcel was \$35,120. Consolidation of the land with the adjacent property will result in an increase in the property tax assessment attributable to the property owner. The closure will relieve the City of any obligations for lane maintenance or physical condition of the closed right-of-way as well as the maintenance of the adjacent land being developed with detached dwelling units.

Environmental Implications

None with respect to this report.

Policy/Strategic Implications

The proposal is consistent with the policies contained within *Design Regina: The Official Community Plan Bylaw No. 2013-48* with respect to the community goal of achieving long-term financial viability. By divesting itself of an unused portion of road right-of-way, the City has ensured that there will not be any long-term financial implications associated with the land.

The portion of right-of-way to be closed is not required for traffic circulation purposes.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Communication with the public is summarized below:

Will be published in the Leader Post on	March 12 & 19, 2016
Letter sent to property owners within 75 m	December 4, 2015
Number of public comments sheets received	8

The application was circulated to adjacent properties within 75 metres of the subject lane as well as the Rosemont Mount Royal Community Association for comments. A more detailed accounting of the concerns from those that responded as well as Administration's responses to those concerns is provided in Appendix B.

The applicant and other interested parties will receive a copy of the report and notification of the meeting to appear as a delegation in addition to receiving written notification of City Council's decision.

DELEGATED AUTHORITY

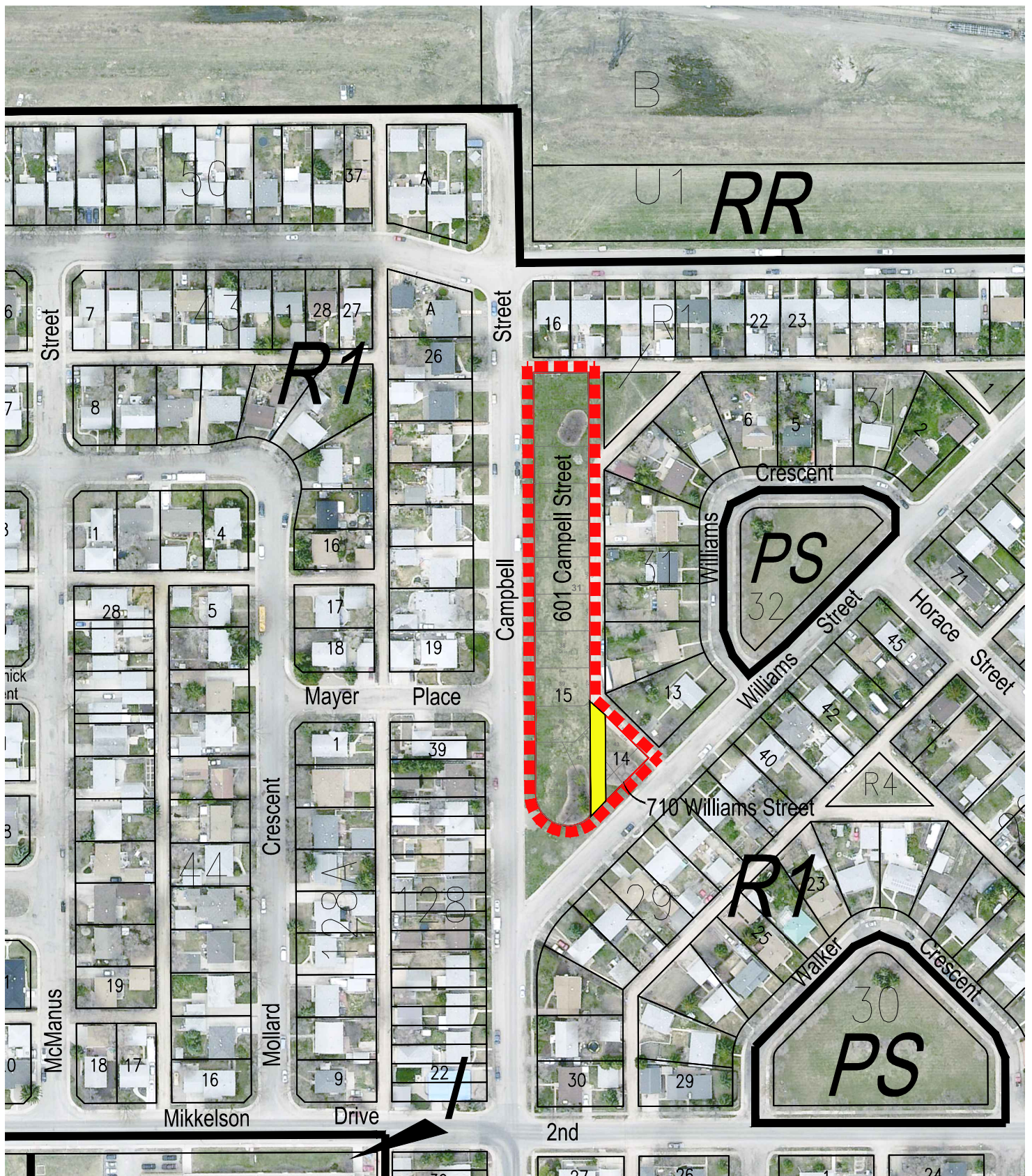
City Council's approval is required, pursuant to *Section 13 of The Cities Act, 2002*.

Respectfully submitted,

REGINA PLANNING COMMISSION

Elaine Gohlke

Elaine Gohlke, Secretary



Subject Property



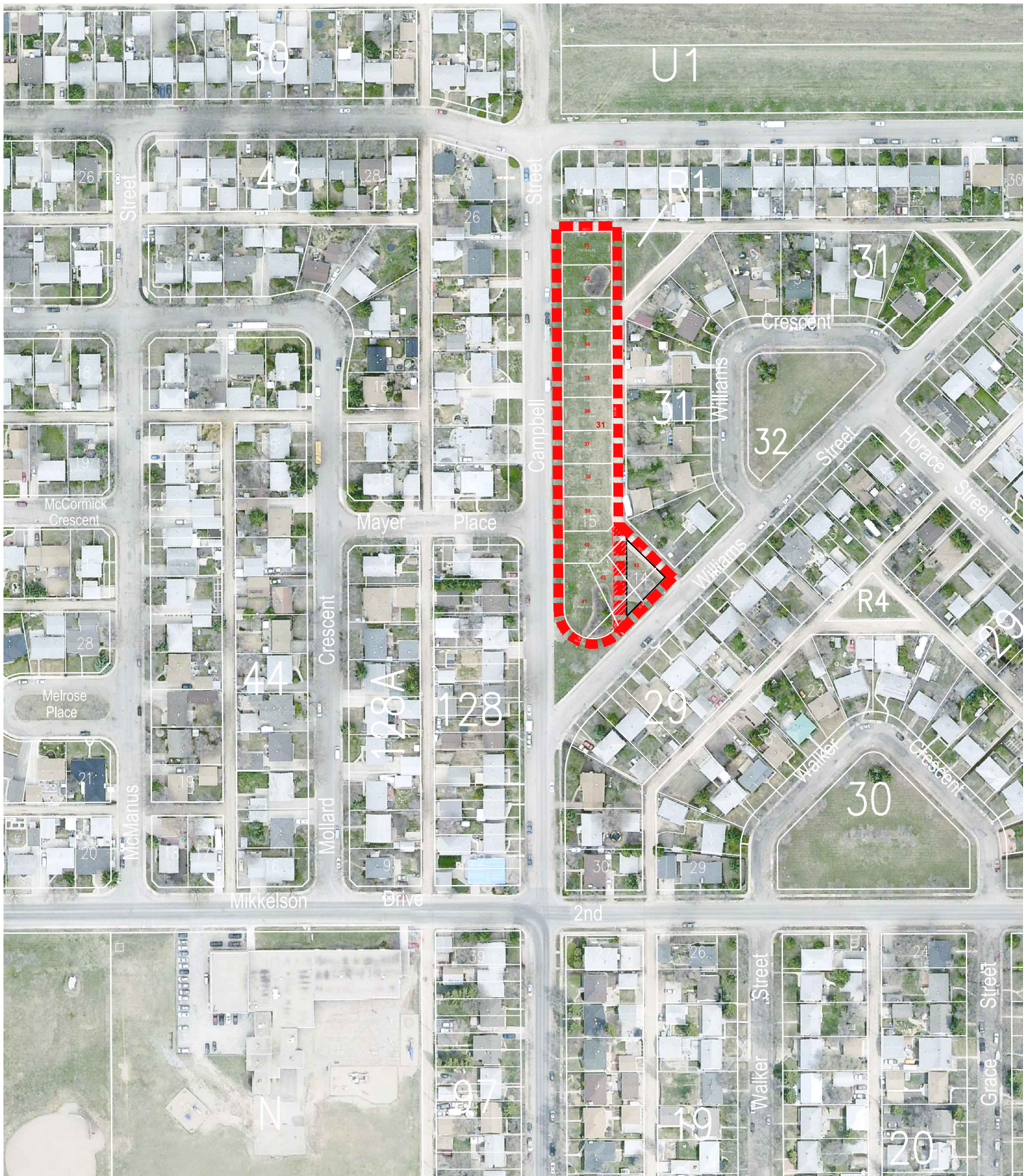
Lane Closure



Project 15-SN-40
15-CL-20

Civic Address/Subdivision

601 Campbell Street and 710 Williams Street



Subject Property

Date of Photography: 2012



Project 15-SN-40
15-CL-20

Civic Address/Subdivision

601 Campbell Street and 710 Williams Street

Public Consultation Summary

Response	Number of Responses	Issues Identified
<i>Completely opposed</i>	5	<ul style="list-style-type: none"> • Preserve existing landscaped area • Traffic concerns, sightlines • Especially object to lots 41, 42 and 43
<i>Accept if many features were different</i>	2	<ul style="list-style-type: none"> • Three lots along Williams Street are not supported • Preserve existing landscaped area • Leaving a small area of green space would enhance aesthetics • Traffic Concerns
<i>Accept if one or more features were difference</i>	0	
<i>I support this proposal</i>	1	<ul style="list-style-type: none"> • North end has drainage issues • Parking north of Campbell Street and Williams Street intersection should be prohibited to preserve site lines

1. Issue: Preservation of Existing Landscaping

Administration's Response: Regina Zoning Bylaw No. 9250 does not regulate landscaping on residential lots used for single detached dwelling units. Purchasers will have the ability to landscape lots as desired. The sites at 601 Campbell Street and 710 Williams Street have not been dedicated as municipal reserve space and do not form part of the City's open space inventory. These lands have been zoned R1 – Residential Detached for a number of years but not developed for residential purposes to date.

2. Issue: Drainage Issues

Administration's Response: Grading for drainage will be addressed when the plans are submitted for review. Approval will be based on proper gradation away from back of lots.

3. Issue: Traffic Issues

Administration's Response: When the new lots are implemented they will be required to conform to the sight line requirements as outlined in the Traffic Bylaw. The existing roadway network can accommodate the incremental traffic that will be generated. The segment of lane proposed to be closed has never been physically developed as a lane and as such its legal closure will not impact traffic circulation in the immediate area.

Brief to City Council, March 29, 2016 – Delegate #1 (Dr. Jim Leskun)
Saskatchewan Multicultural Centre Association (SMCA)

My name is Jim Leskun, and I am the current Vice-President, as well as Past President, of the Saskatchewan Multicultural Centre Association (SMCA). The SMCA is a small non-profit organization that is responsible for managing the cultural facility at 2144 Cornwall Street in Regina, Saskatchewan on behalf of its resident members, the Saskatchewan Organization for Heritage Languages Inc. (SOHL) and the Multilingual Association of Regina Inc. (MLAR).

All of these organizations are dedicated to preserving and promoting languages in Saskatchewan through various educational and cultural programs. SOHL, MLAR, and the numerous heritage language schools they support are providing important services that play a vital role in strengthening Regina's economy. Taking into consideration the recent influx of refugees and immigrants to our city, it is imperative to have resources that make newcomers feel welcome. The heritage language schools, SOHL, and MLAR contribute to the retention of immigrants in our city by helping people to maintain their culture, identity, and traditions, while simultaneously learning about Canadian ways of life. Of course, the schools also provide services to all Canadians wishing to learn an additional language; whether to brush up on a mother tongue, for travel purposes, to increase career opportunities, and much more.

On November 13, 2015, the SMCA received its annual Property Tax Assessment, and the assessed value of the building increased from \$261,100.00 in 2015 to \$424,800.00 in 2016. Upon contacting the City of Regina, we were notified that the process had changed and that as a result, our property taxes would increase from just under \$6,000.00 to approximately \$10,000.00 per year.

Unfortunately, just a month after receiving this notification, one of the SMCA's resident members, SOHL, was notified by the provincial government that all funding for heritage language learning was being eliminated as of the 2016/17 fiscal year. This announcement results in a loss of \$225,000 to the heritage language community, and will have a devastating effect on SOHL, MLAR and consequently, the SMCA, which exists to serve its two resident members. Most importantly, this decision directly impacts over 80 community-based heritage language schools and multicultural organizations throughout the province who make up the membership of SOHL and MLAR. These organizations have relied on this financial support for 25 years now, so the unexpected and shocking loss of the provincial government grant will make it even more difficult for our organizations to sustain the high property taxes at our 2144 Cornwall Street facility.

The Saskatchewan Multicultural Centre Association has been home to SOHL and MLAR since 1993, at which time this building was purchased with assistance from the Government of Saskatchewan. Now that the Government has withdrawn its funding support for heritage languages entirely, the future of all of these organizations is uncertain. With our property taxes almost doubling in cost, our small organization will struggle just to make ends meet.

We are truly grateful to the City of Regina's Finance Committee for recommending a 3-year tax exemption for our organization. We can assure you that these funds will be put to very good use and that this exemption will give our facility the chance to survive a very difficult period. We humbly hope that City Council will choose to uphold the Finance Committee's recommendation.

Funding pulled from heritage language schools in Saskatchewan

Minister says \$225K in dropped funding can be provided by parents

[CBC News](#) Posted: Mar 06, 2016 11:39 AM CT Last Updated: Mar 06, 2016 3:03 PM CT



Refugee high school students get extra help learning English in an after school program. (CBC News)

219 shares

- [ESL classes will be crucial for new influx of refugees: Regina Open Door Society](#)
- [Where and when? Sask. still waiting for details on refugees](#)
- [Former refugees across Canada offer advice to Syrian newcomers](#)

A government-subsidized language program in Saskatchewan says it's having its funding pulled after 25 years.

The Saskatchewan Organization for Heritage Languages has been operating language schools since 1991 with funding from the government, teaching more than 40 languages across the province.

According to the organization, the Ministry of Education says it will not renew the program's \$225,000 grant next year.

SOHL operates 80 heritage language schools and organizations. The schools focus on teaching language and culture to immigrants and refugees, and improving access to indigenous languages.

Schools across province

In Regina, there are heritage language schools for Chinese, Cree and Ojibway, Dari, Filipino and dozens of other languages.

However, the organization says the cuts will mean the continuation of many of the schools will be uncertain.

"As a result of the announcement by the Ministry of Education, many of these non-profit heritage language schools will be faced with the difficult decision of whether they can continue to operate," said SOHL President Girma Sahlu in a press release.

The program also receives funding from other organizations and relies on help from volunteers.

The organization is questioning the timing of the decision, when Canada is bringing in more refugees. It said the heritage classes are crucial support for newcomers searching for a way to feel at home in their new surroundings.

Decision due to economy: Ministry

Minister of Education Don Morgan spoke about the decision on Friday.

He said the heritage language and schools make the province a "culturally rich and diverse place," but said the decision to cut funding was made for economic reasons.

"This was a difficult decision made in light of the current economic situation in our province," he said.

According to the Ministry of Education, the heritage language program funding amounts to \$4.58 per student each month.

"We think this is a particular program that can be provided by the parents," he said.

Government cuts funding for Saskatchewan language schools



[Emma Graney](#)

[More from Emma Graney](#)

Published on: March 4, 2016 | Last Updated: March 4, 2016 8:06 PM CST



Ola Tundun, top left, teacher, Girma Sahlu, top middle, president of Saskatchewan Organization for Heritage Languages (SOHL) and Tamara Ruzic, top right, executive director of SOHL pose with students out front of their head office in Regina on Friday. TROY FLEECE / Regina Leader-Post

Language schools in Saskatchewan face an uphill battle after the provincial government cancelled their funding.

The Saskatchewan Organization of Heritage Languages (SOHL) said it was told two days before Christmas that the \$225,000 it receives from the provincial government each year will be cut in a belt-tightening measure.

The bulk of that cash goes directly from the non-profit to more than 80 community-based schools that teach more than 30 languages. Generally, it's after-school and weekend programs for children and youth, though some also provide pre-schools or night classes for adults.

SOHL executive director Tamara Ruzic said she cannot understand why the amount was cut at a time when the provincial government has announced its commitment to Syrian refugees and purports to embrace multiculturalism.

On Monday, SOHL met with Education Minister Don Morgan and Parks, Culture and Sport Minister Mark Docherty.

I'm really quite afraid that this will mean schools will shut down

The outcome wasn't positive.

"They told us it was a decision because of the economy right now, but our grant truly is so modest," Ruzic said.

"The money was barely enough to keep the schools afloat."

With more immigrants settling in Saskatchewan, Ruzic estimated an average of 10 language schools each year have opened their doors. Arabic schools in particular "are huge, and are only growing."

One of the biggest language schools in the province is in Saskatoon and teaches Chaldean (a Syriac language spoken in Iran, Iraq and parts of Turkey).

Ruzic says about 200 families from that region have immigrated to Saskatoon in the last 20 years, and, like other newcomers, look to the language school as an important community support.

Schools under the SOHL umbrella also provide education in indigenous languages, many of which are endangered.

About 20 kids attend Regina's Yoruba School, of which Ola Tundun is principal. Most of the students came to Saskatchewan from Nigeria as young children or were born here to Nigerian parents.

"It's so important so they can communicate with their parents and other people in the Yoruba community," Tundun said.

As it is, most teachers are volunteers with a small honorarium. The funding cut came "out of the blue," she said, and will make it tough to survive.

“I don’t know what we will do,” Tundun said.

“It will be hard, but we need to try our best to keep our language alive.”

When the province’s forecast deficit was announced this week, Finance Minister Kevin Doherty said the \$427 million was only a small percentage of the province’s overall budget.

As far as Ruzic is concerned, the \$225,000 SOHL receives is “peanuts to the government.”

Her organization also receives funding from Sask. Lotteries, and is “so grateful for that,” but without government funding, she fears schools will struggle.

“I’m really quite afraid that this will mean schools will shut down,” Ruzic said.

“Our country is built on multiculturalism and diversity, and the whole multicultural and multilingual community is affected by this.”

Morgan said while it was a “difficult decision,” the schools don’t fall under the ministry’s mandate.

Instead of the government providing funding of \$4.50 per student per month, he said “this programming can be provided by the parents.”

“We felt it was an appropriate thing to do now, and we’ll see where we go,” he said.

With files from Charles Hamilton, Saskatoon StarPhoenix

egraney@postmedia.com

twitter.com/LP_EmmaGraney

Brief to City Council, March 29, 2016 – Delegate #2 (Mary Kolitsas)
Saskatchewan Multicultural Centre Association (SMCA)

Thank you for the opportunity to present our request for a tax exemption at 2144 Cornwall Street. Our Mayor and many City Councillors have attended our events and have an understanding of who SOHL and MLAR and their many volunteers are and the services that they offer our multicultural residents.

I am an immigrant. I was five when my family came from Greece to Winnipeg. Because I was young, I never experienced the difficulties that my parents and most immigrants face when moving to a new country with a new language, customs and way of life. I have worked as a volunteer with many immigrants most of my life and they have shared many of their worries and fears regarding their new home. They want to find similarities between their own way of life and that of their fellow Canadians. They want to learn the way of life here but they also want to keep their language and culture.

I am a former Heritage language student. When I was young, our multilevel Greek class was held at our church basement, taught by our priest. For immigrants, having a school where their language and culture can be maintained is of great importance. It allows them to have a successful settlement. There has been and continues to be a great influx of new immigrants to Regina and other cities and towns in Saskatchewan. One great benefit for the new immigrants, so that they will feel at home, is their language school. The teachers at the schools are often well educated but not professional teachers. MLAR and SOHL step in by providing professional development opportunities and guidance for their schools. These heritage language programs are for immigrants, refugees, Aboriginal and all Canadians. I hope that you understand the very important role that our many volunteers play in this endeavor. With limited funds, there are great outcomes in the promotion and retention of languages. In Regina most schools are housed at Balfour and Campbell Collegiate.

Prior to 1992, MLAR held board meetings in homes of their committed volunteers until they were able to rent a small space. The late Councillor Badham sat on SMCA's first board in 1992 and helped us establish our home for SOHL and MLAR at 2144 Cornwall Street. The city understood the important role that these organizations played in the lives of the immigrant population. With the tax increase and the funding cuts, we do not know if we will be able to keep our home. We hope that you will support the tax exemption.

Brief for City Council, March 29, 2016 – Delegate #3 (Bob Friedrich)
Saskatchewan Multicultural Centre Association (SMCA)

My name is Bob Friedrich and I am the Vice President of the Multilingual Association of Regina (MLAR). I am here to say a few words about MLAR. For over 30 thirty years I was a funding officer with the Federal Government and MLAR was a client of mine for a good many years. I can say without qualification that MLAR was one of my most responsible and effective clients. After I retired I chose to devote a portion of my time supporting worthwhile organizations in the community and MLAR was one of those.

In short, we make Regina a safe caring place to settle and raise a family. Newcomers from around the world can come to Regina knowing it is a community that respects them, protects them, and nurtures them and their families. SMCA is that safe haven of cultural integrity; a place where they can still have a bit of where they came from, that being their language and their culture. We support over 30 language schools in Regina. Our partner organization, SOHL, supports over 70 schools province-wide. The organizations we work with have an impact on thousands of people. We have had a few big hits lately and our very organization is threatened to survive. We need a bit of a break to collect our thoughts and build new strategies to go forward. This tax abatement is part of our interim strategy. We ask you please consider approving this.

March 8, 2016

To: His Worship the Mayor
and Members of City Council

Re: Property Tax Exemption - Saskatchewan Multicultural Centre Association (SMCA)

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- MARCH 8, 2016**

1. The Saskatchewan Multicultural Centre Association (SMCA) be provided a three year tax exemption for the property at 2144 Cornwall Street.
2. The Administration be directed to bring back a policy outlining how to effectively proceed with tax exemption requests from non-profit organizations including any criteria that can be used.
3. The City Solicitor be instructed to bring forward the necessary bylaw and agreement to provide for the property tax exemption for 2144 Cornwall Street.

FINANCE AND ADMINISTRATION COMMITTEE – MARCH 8, 2016

The following addressed the Committee:

- Girma Sahlu, representing Saskatchewan Multicultural Centre Association
- Mary Kolitsas, representing Saskatchewan Multicultural Centre Association; and
- Bob Frienrich, representing Multilingual Association of Regina

The Committee adopted the following resolution:

1. The Saskatchewan Multicultural Centre Association (SMCA) be provided a three year tax exemption for the property at 2144 Cornwall Street.
2. The Administration be directed to bring back a policy outlining how to effectively proceed with tax exemption requests from non-profit organizations including any criteria that can be used.
3. The City Solicitor be instructed to bring forward the necessary bylaw and agreement to provide for the property tax exemption for 2144 Cornwall Street.

Recommendation #4 does not require City Council approval.

Councillors: Wade Murray (Chair), Bryon Burnett, Shawn Fraser, Bob Hawkins, and Barbara Young were present during consideration of this report by the Finance and Administration Committee.

The Finance and Administration Committee, at its meeting held on March 8, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That the request from the Saskatchewan Multicultural Centre Association (SMCA) for a five year tax exemption for the property at 2144 Cornwall Street be DENIED.
2. That this report be forwarded to March 29, 2016 City Council meeting for consideration.

CONCLUSION

The Saskatchewan Multicultural Centre Association (SMCA) has requested a property tax exemption starting in 2016. There is no existing City policy that supports an exemption for non-profit organizations. Having said that, historically there have been instances in which Council has provided exemption bylaws.

BACKGROUND

A letter was received from the Saskatchewan Multicultural Centre Association (SMCA) requesting a property tax exemption for the property owned at 2144 Cornwall Street attached as Appendix A. City Council has the authority pursuant to subsection 262(3) of *The Cities Act* to exempt from taxation, in whole or in part, any land or improvements designated in the bylaw.

Unless specifically exempted, all property in a municipality is subject to assessment and taxation pursuant to *The Cities Act*. There are specific exemptions provided in subsection 262(1) of *The Cities Act*. City Council may enter into agreements, on any terms and conditions, to exempt property from taxation for not more than five years.

DISCUSSION

SMCA is a non-profit organization which is responsible for managing a facility on behalf of its resident members, the Saskatchewan Organization for Heritage Languages Inc. (SOHL) and the Multilingual Association of Regina Inc.(MLAR).

SOHL was established in 1985 as a provincial cultural organization. Their membership includes eighty-four community-based heritage language schools and multicultural organizations throughout the province and twelve associate members which in 2016 will provide \$2,220 in membership revenues. The mission of SOHL is to preserve and promote languages in Saskatchewan through educational and cultural programs.

SOHL provided its financial statements for the year ending March 31, 2015. The statements show a net profit of revenue over expenses from operations of \$5,856 for 2015 with revenues totalling \$526,211 and expenses of \$520,355.

MLAR is a local non-profit organization whose membership also includes over 30 Regina-based heritage language schools. MLAR was founded in 1978 and Regina Multilingual School activities began in 1979. MLAR is committed to the retention and promotion of heritage languages in Regina. In the 2012-2013 school year, 30 Heritage Language Schools were in operation as members of MLAR, with enrollment of more than 1,300 students and three new

schools having requested access to classrooms to teach their language in the 2013-2014 school year. Many volunteer teachers are involved in teaching classes outside of regular school time. In addition to language instruction, heritage language schools celebrate the diversity of cultural traditions. MLAR helps students of its member schools celebrate their cultural heritage. In addition the support for instruction through workshops and in-service training for language teachers has been an ongoing focus of the MLAR.

MLAR provided its financial statements for the year ending March 31, 2015. The statements show a net profit of revenue over expenses from operations of \$8,183 for 2015 with revenues totalling \$53,235 and expenses of \$45,052.

SOHL, MLAR and the number of heritage language schools they support all provide services that play a role in strengthening Regina's economy. They also contribute to the retention of immigrants in our city and province by helping people to maintain their culture, identity and traditions, while simultaneously learning about Canadian ways of life.

SMCA is requesting a property tax exemption on the property they own known as 2144 Cornwall Street. Unless specifically exempted, all property in a municipality is subject to assessment and taxation pursuant to *The Cities Act*. There are specific exemptions provided in subsection 262(1) of *The Cities Act*. Further, Council may enter into agreements, on any terms and conditions, to exempt property from taxation for not more than five years.

The assessed values are calculated by the Assessor in accordance with provincial legislation. The 2013 reassessment updated values from a base date of June 30, 2006 to a base date of January 1, 2011. Over that time frame, there was significant change in the value of properties. The 2013 assessed value was \$242,000 compared to the 2012 assessed value of \$121,800. In 2015 the City's Assessment Branch did a review of commercial properties which were formally residential houses within the City of Regina. From this review it was identified that this property, as well as other similar properties had been incorrectly assessed and the assessments were updated for 2016. For 2144 Cornwall Street, the changes made resulted in an increase in assessed value to \$424,800 compared to the 2015 assessed value of \$297,800.

The property includes .143 acres of land which the 4,090 square feet building is situated. The records indicate SMCA has been the owner of the property since January 1, 1992. Assessment and property tax information since 2010 is shown in the following table:

Tax Year	Assessed Value	Municipal Tax	Library Tax	School Tax	Phase-In	Total Tax
2010	\$119,600	\$2,055.60	\$226.45	\$1,465.10	(\$164.02)	\$3,583.13
2011	\$119,600	\$2,137.83	\$234.07	\$1,465.10	-	\$3,837.00
2012	\$121,800	\$2,221.20	\$238.51	\$1,465.10	-	\$3,924.81
2013	\$242,000	\$2,716.84	\$287.99	\$2,005.41	(\$843.44)	\$4,166.80
2014	\$261,200	\$3,102.40	\$316.79	\$2162.73	(\$421.73)	\$5,160.19
2015	\$297,800	\$3,222.14	\$325.21	\$2,161.90		\$5,709.25
*2016	\$424,800	\$5,242.31	\$ 529.10	\$3,517.34		\$9,288.75

*Estimated taxes based on 2016 assessed value and 2015 mill rates.

If the total property tax on this property was exempted for 2016 the estimated amount of the total tax exempted would be about \$9,288. The City share of the tax would be approximately \$5,242.

The Saskatchewan Multicultural Centre Association Inc. provided its financial statements for the year ending March 31, 2015. The statements show a net loss of revenue over expenses from operations of \$2,306 for 2015 with revenues totalling \$31,836 and expenses of \$34,142.

In 1992, Council approved a property tax exemption for the Saskatchewan Multicultural Centre Association for 1993 to 1996, along with 8/12 of the 1992 taxes, which was for the portion of the year that SMCA owned the property. At that time the report noted that given the City's involvement with the organization in attempting to provide space and in considering support for other "umbrella" organizations, tax relief was proposed. The two situations where Council considered a request from an "umbrella" organization was for Theatre Regina, which was provided a five year exemption as part of their acquisition of the Performing Arts Centre and the Optimist Gymnastics Association of Regina, which the exemption was denied.

CR349-92 Finance & Administration Committee report also stated that the Saskatchewan Multicultural Centre Association should be advised that further tax relief beyond 1996 would not be considered.

RECOMMENDATION IMPLICATIONS

Financial Implications

If a property tax exemption were denied, there would be no financial implication.

If a property tax exemption is provided for this property the annual amount of the exemption would be approximately \$9,288.75 with the City share being \$5,242.31. A tax exemption for this property was not considered in the 2016 budget and would be a variance to the revenue in the 2016 budget for the City as well as the other taxing authorities.

Environmental Implications

None with regard to this report.

Policy and/or Strategic Implications

None with regard to this report.

Other Implications

None with regard to this report.

Accessibility Implications

None with regard to this report.

COMMUNICATIONS

All affected parties will be provided with a copy of this report prior to the Committee and City Council meeting and will receive a letter advising of the final decision of City Council.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE

A handwritten signature in black ink, appearing to read 'Ashley Thompson', followed by a horizontal line.

Ashley Thompson, Secretary



Saskatchewan Multicultural Centre Association
2144 Cornwall Street Regina, SK. S4P 2K7
306-780-9275

November 24, 2015

Office of the City Clerk, City of Regina
Queen Elizabeth II Court
2476 Victoria Avenue
Regina, SK S4P 3C8

Dear Sir/Madam:

On behalf of the Saskatchewan Multicultural Centre Association (SMCA) Board of Directors, I am writing to you today to express our concern over the substantial property tax increase notice our organization recently received.

For many years, our property at 2144 Cornwall Street was valued at \$261,100.00 and our annual property taxes over the last few years were as follows: 2015: \$5,901.75; 2014: \$5,355.19; 2013: \$4,344.80. As you can see, they have already significantly increased each year, with an especially large jump from 2013 to 2014.

On November 13, 2015, the SMCA received its annual Property Tax Assessment. The assessed value of the building increased from \$261,100.00 in 2015 to \$441,500.00 in 2016. Upon contacting the City of Regina, we were notified that the process had changed and that as a result, our property taxes would increase from under \$6,000.00 to approximately \$10,000.00 per year.

The SMCA is a small non-profit organization, which is responsible for managing the facility at 2144 Cornwall Street in Regina, Saskatchewan on behalf of its resident members, the Saskatchewan Organization for Heritage Languages Inc. (SOHL) and the Multilingual Association of Regina Inc. (MLAR).

All of these organizations are dedicated to preserving and promoting languages in Saskatchewan through various educational and cultural programs. SOHL is a provincial cultural organization whose membership is comprised of over eighty community-based heritage language schools and multicultural organizations throughout the province. MLAR is a local non-profit organization whose membership is also comprised of over 30 Regina-based heritage language schools.

SOHL, MLAR, and the numerous heritage language schools they support are all providing important services that play a vital role in strengthening Regina's economy. Taking into consideration the recent influx of new immigrants to our province and city, as well as the number of refugees expected to arrive shortly, it is imperative to have resources that make newcomers feel welcome. The heritage language schools, SOHL, and MLAR contribute to the retention of immigrants in our city and province by helping people to maintain their culture, identity, and traditions, while simultaneously learning about Canadian ways of life. Of course, the schools

also provide services to all Canadians wishing to learn an additional language; whether to brush up on a mother tongue, for travel purposes, to increase career opportunities, and much more.


The Saskatchewan Multicultural Centre Association has been the home to SOHL and MLAR since 1993, at which time this building was purchased with assistance from the Government of Saskatchewan. We are very disappointed that the leaders of our city and province who helped to create this centre are now making it next to impossible for our organization to survive, much less to thrive. With our property taxes almost doubling in cost, our small organization will struggle just to make ends meet.

We also have concerns about the new assessed value of the building. Though the building is structurally sound, it is over 100 years old and much of it is still in need of considerable repair. The SMCA recently obtained an appraisal from DTZ Barnicke Regina Ltd. and the estimated value of the building was noticeably lower. We understand that the assessed value can vary depending on a number of factors, including the rate of return used, but the value of \$441,500.00 seems quite high.

On behalf of not only the SMCA, but of SOHL, MLAR, and by extension, the heritage language schools, we ask you to please consider a tax exemption or abatement for our organization. We truly are doing very important work, and feel that this huge property tax increase will hinder our progress at a time when we need to be increasing and strengthening our efforts.

Thank you in advance for considering our request.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Girma Sahlu', with a stylized flourish at the end.

Girma Sahlu
SMCA President



DE16-21

Regina City Council Delegation – Tuesday, March 29, 2016

RE: Boundary Alteration – 2016 Property Tax Exemptions

Good evening ladies and gentlemen, my name is Chad Novak, and I am here representing the Saskatchewan Taxpayers Advocacy Group, which is a grassroots organization proudly standing up for the rights of individual taxpayers. The first item I would like to address this evening is the 2016 Property Tax Exemptions for properties that were included in the approved November 2013 Boundary Alterations.

A common theme you're going to hear from me this evening is the concept of providing fair and equitable treatment of *all taxpayers of Regina*. To that extent, I feel strongly that the overall concept of tax exemptions for properties brought into City boundaries is fair to an extent, as it can be quite a jump in property taxes going from an RM to a City the size of Regina. With that said, the question becomes just how much is fair, for how long, and **should it make a difference if the property owner *did not want to be annexed* versus those that had *explicitly requested to be annexed*.**

Based on my research, the general consensus is the exemption amount and the time contained within this framework is more than fair, where the amount and length of exemption is dependent upon the anticipated timeline of when the affected lands may be used for City purposes rather than RM purposes. However, there is serious concern amongst taxpayers regarding property owners that specifically requested to be annexed versus those that were annexed against their wishes, as well as differentiating between commercial and residential property owners. Also, and we can't stress this enough, the ability to pay should be a major factor, and like is policy for other city services, it is felt that any affected property owners should have to demonstrate that ***the additional property taxes will cause "unreasonable financial hardship"*** as a result of the annexation. And, in fact, this clause was included within this very policy as you will see in Appendix A. We would be remiss to not mention the fact that, according to real estate experts, the mere act of annexation immediately increases the affected property's value because of the fact they are now within City jurisdiction and have access to City services. Keeping this in mind, it is a fact that a major property owner East of Tower Road very quickly flipped some of their affected lands to the Province for the Regina Bypass and to the City for the Pacers Ball Park relocation for upwards of 10x the value immediately prior to annexation. This was with absolutely no improvement by that property owner.

Further on the concept of *"unreasonable financial hardship"*, it seems only reasonable that a homeowner who has lived in the RM for decades should be considered moreso for relief from the additional property tax versus, say, a giant multimillion dollar corporation who explicitly requested to be annexed into the City for undisclosed reasons, who ought to have anticipated and budgeted for the additional property taxes. A reasonable person would argue that they most certainly have the ability to

afford the higher taxes, even before taking into account the financial benefits that is realized because of that annexation. As you can see in Appendix B, one of these companies, publicly traded AGT Foods on East Primrose Drive, which is amongst a group of companies associated with Alliance Pulse Processors, Long Lake Investment Inc. and Nutrasun Foods Ltd., is set to receive over \$80,000 in property tax exemption this year alone. When factored over the anticipated 15 year life span of this exemption, barring any further extensions, that translates to over \$1.2M in lost property taxes to the City of Regina and in turn, its residents. For a company with annual revenues nearing two billion dollars, as outlined in Appendix C, I would hardly consider them to have realized any “*unreasonable financial hardship*” due to annexation.

It is also important to note that the aforementioned properties were never previously included in any long-term (25 year) Official Community Plans prior to 2013. The question that a reasonable person would have to ask is – why then were these lands annexed and why did we not stick to the 25 year plans as previously designed up to 2011?

Thank you for your time this evening, and I will gladly answer any questions you may have.

Appendix A

On November 6, 2013, City Council approved the resolutions for boundary alteration, tax mitigation principles and tools for impacted landowners, as outlined in the body of report CM13-14. These tax mitigation principles are as follows:

1. Protect the property owner, whose land is annexed into the City of Regina from unreasonable financial hardship;
2. Balance the need to protect the City’s financial viability with protecting its long-term growth needs;
3. Property tax mitigation will be applied through existing legislation; and
4. Property tax mitigation will expire over time either when the property is developed or when the time frame for the mitigation expires.

Appendix B

10269150	6000 E PRIMROSE GREEN DRIVE	ALLIANCE PULSE PROCESSORS INC.	5,100	50.59	18.06	23.65
10269053	6100 E PRIMROSE GREEN DRIVE	TRACER PRODUCTIONS INC.	167,800	6.49	138.82	242.88
10269151	6200 E PRIMROSE GREEN DRIVE	ALLIANCE PULSE PROCESSORS INC.	3,850,000	62.22	30,399.10	53,110.84
10268974	6201 E PRIMROSE GREEN DRIVE	NUTRASUN FOODS LTD.	2,717,600	50.89	17,630.13	30,844.64
MULTIPLE	2501 - 3201 TOWER ROAD	LONG LAKE INVESTMENT INC.	515,200	66.62	2,237.10	3,270.20
10269241	3601 TOWER ROAD	LONG LAKE INVESTMENT INC.	641,400	49.19	1,994.24	3,058.29

Appendix C

REGINA, March 21, 2016 /CNW/ - AGT Food and Ingredients Inc. (TSX:AGT) ("**AGT**" or the "**Company**") has announced its financial results for the three and twelve months ended December 31, 2015.

Results include:

Adjusted EBITDA* was \$101.0 million for the year ended December 31, 2015, an increase of 16.1% over \$87.0 million for the year ended December 31, 2014, and compared to \$92.4 million for the trailing twelve months ended September 30, 2015.

Adjusted EBITDA* was \$32.9 million for the unaudited three months ended December 31, 2015, an increase of 41.8% over \$23.2 million from the unaudited three months ended September 30, 2015, and an increase of 34.8% over \$24.4 million for the unaudited three months ended December 31, 2014.

Revenue was \$1.70 billion for the year ended December 31, 2015 compared to \$1.36 billion for the year ended December 31, 2014.

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Boundary Alteration - 2016 Property Tax Exemptions

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- MARCH 8, 2016**

1. That the property tax exemptions, as outlined in this report, be approved.
2. That the City Solicitor be instructed to bring forward the necessary bylaw to provide for the property tax exemptions listed in Appendix A, B and C.

FINANCE AND ADMINISTRATION COMMITTEE – MARCH 8, 2016

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #3 does not require City Council Approval.

Councillors: Wade Murray (Chair), Bryon Burnett, Shawn Fraser, Bob Hawkins, and Barbara Young were present during consideration of this report by the Finance and Administration Committee.

The Finance and Administration Committee, at its meeting held on March 8, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That the property tax exemptions, as outlined in this report, be approved.
2. That the City Solicitor be instructed to bring forward the necessary bylaw to provide for the property tax exemptions listed in Appendix A, B and C.
3. That this report be forwarded to the March 29, 2016 City Council meeting for approval.

CONCLUSION

The exemptions outlined in Appendix A, B and C are consistent with the recommended tax mitigation principles outlined in Boundary Alteration Report CM13-14 approved November 6, 2013. It is recommended that the exemptions in Appendix A, B and C be approved.

BACKGROUND

Unless specifically exempted, all property in a municipality is subject to assessment and taxation pursuant to *The Cities Act*. There are specific exemptions provided in subsection 262(1) of *The Cities Act*. Further, City Council may, by bylaw, exempt from taxation the whole or part of any land or improvement designated in the bylaw. City Council may also enter into agreements, on any terms and conditions, to exempt property from taxation for not more than five years.

The purpose of this report is to provide exemptions for properties impacted by boundary alteration.

DISCUSSION

On November 6, 2013, City Council approved the resolutions for boundary alteration, tax mitigation principles and tools for impacted landowners, as outlined in the body of report CM13-14. These tax mitigation principles are as follows:

1. Protect the property owner, whose land is annexed into the City of Regina from unreasonable financial hardship;
2. Balance the need to protect the City's financial viability with protecting its long-term growth needs;
3. Property tax mitigation will be applied through existing legislation; and
4. Property tax mitigation will expire over time either when the property is developed or when the time frame for the mitigation expires.

The approved tax mitigation tools are:

- a) For those properties where the main property use is commercial or industrial in the Commercial Corridor (attached as Appendix A): Five-year phase-in – For the properties where the main current property use is commercial or industrial in the commercial corridors on Victoria Avenue East and Dewdney Avenue East. Since these properties are in the imminent development area, tax mitigation should include a phase-in of the tax change between RM tax levels to City tax levels over five years. The amount of exemption will then decrease each year by 20 per cent so that in year five the property will not have an exemption and will pay taxes based on the City tax levels. This option takes into account that a number of the ratepayers in this category would also receive the benefit of no longer paying the water surcharge.
- b) For lands within the 300,000 growth plan (attached as Appendix B): Five-year tax mitigation – These properties received an exemption in 2014 that set the first year property taxes to what they would have paid in the RM. This exemption amount (percentage) will be applied for the five years and serve as the base for taxation in years two to five. After five years, the exemption will expire and the properties will be subject to property taxation based on the City tax levels.

- c) For lands beyond the 300,000 growth plan: Long-term 15-year Administration. Recommended tax mitigation (attached as Appendix C): For long-term agricultural land, a long-term remedy is proposed - These properties received an assessment exemption that set the first year property taxes to what they would have paid in the RM. This exemption amount (percentage) will be applied for five years and serve as the base for taxation in years two to five. After five years, the exemption will expire and Administration would recommend that Council provide another five-year exemption to identified long-term properties. Administration would continue recommending the exemption to identified long term properties within this annexation area up to a maximum of fifteen years exemption.

The levels of mitigation applied to the land will in general reflect the levels of services that the property is receiving. Existing uses of the land will continue until the land is planned for development. Development will occur in a staged approach consistent with growth management policies in the current *Design Regina: The Official Community Plan Bylaw No 2013-48* and development regulations in the *The Zoning Bylaw No. 9250* to ensure an orderly transition from primarily agricultural land to urban development.

There are some linear properties, such as pipelines and railways, within the annexed area crossing through the city that are not receiving tax mitigation. Properties where the tax difference between the 2013 rural taxes and the 2013 estimated municipal tax is less than \$10 will not receive tax mitigation.

The estimated total municipal share of all the exemptions in Appendices A, B and C is approximately \$293,064 and represents the third year of a five-year exemption policy for lands within the 2013 Boundary Alteration area.

RECOMMENDATION IMPLICATIONS

Financial Implications

The property tax exemptions listed in Appendices A, B and C total approximately \$490,413 in foregone tax revenue. The City's share of this foregone revenue is approximately \$293,064. All exemptions listed in this report are incorporated in the 2016 budget.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The annexation and tax mitigation is aligned with the strategic objective of managing growth.

Other Implications

None with regard to this report.

Accessibility Implications

None with regard to this report.

COMMUNICATIONS

All affected land owners received communication with respect to the resolutions previously passed by City Council regarding assessment exemptions for lands within the Boundary Alteration area. The exemptions outlined in this report will be reflected on the 2016 Property Tax Notices for the affected properties.

Copies of the report will be provided to the Regina Public School Board, Regina Catholic School Board and the Regina Public Library Board.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE



Ashley Thompson, Secretary

Appendix A - Commercial Corridor Annexation Tax Exemptions

Account	Civic Address	Assessed Value	% Exempt	Foregone Municipal Tax	Total Foregone Tax
10268941	601 CONDIE ROAD	7,400	33.36%	31.47	55.06
10268897	1101 CONDIE ROAD	760,400	22.31%	2,162.61	3,783.58
10268078	1201 CONDIE ROAD	1,020,000	29.57%	3,844.93	6,726.86
10268935	9800 DEWDNEY AVENUE	5,017,500	34.62%	22,143.78	43,535.74
10269001	1701 KENNEDY STREET	1,515,000	34.08%	6,581.88	11,515.26
10268997	4000 E VICTORIA AVENUE	6,036,300	18.54%	14,266.52	24,959.87
10268077	4001 E VICTORIA AVENUE	5,032,700	18.24%	11,702.08	20,473.27
10268975	4150 E VICTORIA AVENUE	2,839,200	13.87%	5,020.07	8,782.82
10268139	4200 E VICTORIA AVENUE	565,400	28.70%	2,068.60	3,619.10
10268141	4330 E VICTORIA AVENUE	530,900	27.24%	1,843.56	3,225.38
10268982	4500 E VICTORIA AVENUE	2,824,300	21.94%	6,795.81	11,839.35
10268140	4600 E VICTORIA AVENUE	932,100	22.52%	2,675.89	4,681.58
10268992	4601 E VICTORIA AVENUE	200,174	31.53%	442.13	578.95
10268143	4750 E VICTORIA AVENUE	2,222,400	19.01%	5,385.69	9,422.49
10269034	4850 E VICTORIA AVENUE	2,892,400	21.64%	7,979.08	13,959.73
10268142	5050 E VICTORIA AVENUE	3,369,600	24.49%	10,519.73	18,404.70
10269444	5200 E VICTORIA AVENUE	3,242,600	27.03%	10,512.80	18,362.55
10269032	1700 ZINKHAN STREET	1,798,600	34.58%	7,928.61	13,871.44
Commercial Corridor Totals:		40,806,974		121,905	217,798

Appendix B - Lands Within the 300,000 Growth Plan

Account	Civic Address	Assessed Value	% Exempt	Foregone Municipal Tax	Total Foregone Tax
10268073	4800 ARMOUR ROAD	143,800	90.87%	915.13	1,198.33
10268955	5000 ARMOUR ROAD	241,500	67.80%	1,147.79	1,502.99
10268952	5800 ARMOUR ROAD	287,100	63.42%	1,276.57	1,671.62
10269420	4500 CAMPBELL STREET	345,100	60.12%	1,454.63	1,904.79
10268134	4800 CAMPBELL STREET	145,000	89.59%	910.24	1,191.93
10268098	4820 CAMPBELL STREET	32,600	15.33%	34.98	45.81
10268135	605 CONDIE ROAD	248,600	67.16%	1,170.36	1,532.55
10268147	1300 N COURTNEY STREET	1,649,610	97.05%	11,223.70	14,697.07
10268772	1400 N COURTNEY STREET	154,500	86.22%	933.16	1,221.95
10268149	1550 N COURTNEY STREET	911,700	31.92%	1,726.57	2,905.89
10268977	1600 N COURTNEY STREET	154,500	86.61%	937.38	1,227.47
10290538	1710 N COURTNEY STREET	138,100	93.06%	900.42	1,179.07
10269249	1750 N COURTNEY STREET	156,400	86.00%	942.83	1,234.60
10268773	1760 N COURTNEY STREET	785,100	52.05%	2,419.74	4,083.57
10269002	4001 E DEWDNEY AVENUE	206,800	73.50%	1,065.33	1,395.01
10269240	5201 E DEWDNEY AVENUE	405,600	26.49%	728.09	1,004.94
10268898	10000 DEWDNEY AVENUE	206,900	73.53%	1,065.77	1,395.59
10268080	10600 DEWDNEY AVENUE	257,700	66.31%	1,197.80	1,568.49
10269161	11400 DEWDNEY AVENUE	255,400	66.26%	1,185.92	1,552.93
10269248	12400 DEWDNEY AVENUE	242,900	67.97%	1,156.74	1,514.72
10268744	13000 DEWDNEY AVENUE	384,700	42.24%	1,138.87	1,491.31
10268743	600 FLEMING ROAD	253,200	66.65%	1,182.71	1,548.72
10269421	4245 GARRY STREET	16,200	14.85%	16.85	22.07
10268133	4820 GARRY STREET	32,600	15.33%	34.98	45.81
10272004	600 PINKIE ROAD	215,800	72.01%	1,088.72	1,425.64
10269452	1301 N PINKIE ROAD	259,700	66.23%	1,205.64	1,578.75
10268088	5813 SECORD AVENUE	19,500	21.31%	29.07	38.07
10269403	4801 E VICTORIA AVENUE	244,700	67.54%	1,158.03	1,516.41
300,000 Population Totals:		8,395,310		38,248	51,696

Appendix C - Lands Beyond the 300,000 Growth Plan

Account	Civic Address	Assessed Value	% Exempt	Foregone Municipal Tax	Total Foregone Tax
10269919	6500 26TH AVENUE	36,200	95.77	242.95	318.13
10269307	6501 26TH AVENUE	27,100	94.35	179.21	234.66
10268615	6500 28TH AVENUE	27,100	94.35	179.21	234.66
10268381	6501 28TH AVENUE	36,100	95.75	241.67	316.46
10269859	6501 29TH AVENUE	19,400	92.06	124.39	162.88
10268166	5800 31ST AVENUE	9,700	20.57	13.90	18.20
10269453	9000 9TH AVENUE N	330,800	42.32	942.05	1,313.43
10268137	9001 9TH AVENUE N	924,300	48.69	3,169.87	5,170.75
10268996	9300 9TH AVENUE N	261,500	66.44	1,217.94	1,594.85
10268086	9801 9TH AVENUE N	399,400	49.07	1,373.68	1,798.79
10268942	11601 9TH AVENUE N	220,800	83.31	1,289.29	1,688.29
10269920	3800 ABBOTT STREET	25,300	15.2	26.94	35.27
10269976	3801 ABBOTT STREET	36,200	15.38	39.02	51.09
10269309	3900 ABBOTT STREET	27,100	15.24	28.95	37.91
10269310	3901 ABBOTT STREET	27,100	15.24	28.95	37.91
10268609	4020 ABBOTT STREET	10,800	14.37	10.81	14.15
10268671	4037 ABBOTT STREET	10,800	14.37	10.81	14.15
10268467	4069 ABBOTT STREET	1,800	70.96	8.15	10.67
10269461	4101 ABBOTT STREET	14,400	14.74	14.84	19.43
10268153	6700 ARMOUR ROAD	225,600	70.49	1,114.27	1,459.10
10268774	7801 ARMOUR ROAD	779,100	51.3	2,375.59	3,987.44
10269162	8201 ARMOUR ROAD	259,200	66.37	1,205.65	1,578.76
10269961	3800 BELMONT STREET	36,200	15.38	39.02	51.09
10269994	3801 BELMONT STREET	78,200	21.68	118.84	155.62
10269341	3900 BELMONT STREET	27,100	15.24	28.95	37.91
10269372	3901 BELMONT STREET	27,100	15.24	28.95	37.91
10268587	4021 BELMONT STREET	14,400	14.74	14.84	19.43
10268454	4028 BELMONT STREET	21,700	15.1	22.91	30.00
10268944	4053 BELMONT STREET	12,600	14.58	12.82	16.79
10268184	4117 BELMONT STREET	21,700	15.1	22.91	30.00
10268537	4201 BELMONT STREET	19,400	12.63	17.07	22.36
10269141	3300 CAMPBELL STREET	254,800	67.18	1,199.82	1,571.13
10269058	3500 CAMPBELL STREET	456,800	31.88	986.08	1,615.70
10272977	3600 CAMPBELL STREET	219,200	49.59	1,385.71	2,424.35
10268567	4044 CAMPBELL STREET	16,200	14.85	16.85	22.07
10268864	4112 CAMPBELL STREET	12,600	14.58	12.82	16.79
10268927	4200 CAMPBELL STREET	14,400	14.74	14.84	19.43
10269430	4244 CAMPBELL STREET	16,200	14.85	16.85	22.07
10269119	4300 CAMPBELL STREET	18,000	14.95	18.87	24.71

Appendix C - Lands Beyond the 300,000 Growth Plan

Account	Civic Address	Assessed Value	% Exempt	Foregone Municipal Tax	Total Foregone Tax
10269410	3801 CARLTON STREET	36,200	15.38	39.02	51.09
10269477	3900 CARLTON STREET	27,100	15.24	28.95	37.91
10269492	3901 CARLTON STREET	18,100	14.95	18.87	24.71
10269093	4021 CARLTON STREET	27,100	15.24	28.95	37.91
10268444	4040 CARLTON STREET	18,100	14.95	18.87	24.71
10268208	4108 CARLTON STREET	10,800	14.37	10.81	14.15
10268198	4140 CARLTON STREET	18,000	14.95	18.87	24.71
10269390	4200 CARLTON STREET	10,800	14.37	10.81	14.15
10268150	1950 N COURTNEY STREET	155,800	86.29	941.61	1,233.01
10268886	2200 N COURTNEY STREET	910,300	36.84	1,978.76	3,357.44
10269455	3801 COURTNEY STREET	673,800	41.22	1,946.85	2,549.34
10268981	4800 E DEWDNEY AVENUE	1,108,300	35.97	2,555.42	3,838.13
10269902	3800 DONALD STREET	36,100	14.96	37.76	49.45
10268518	3809 DONALD STREET	14,400	14.74	14.84	19.43
10268656	3841 DONALD STREET	18,100	14.95	18.87	24.71
10268274	3901 DONALD STREET	27,100	15.24	28.95	37.91
10268492	3920 DONALD STREET	18,100	14.95	18.87	24.71
10268810	4021 DONALD STREET	27,100	15.24	28.95	37.91
10268399	4112 DONALD STREET	10,800	14.37	10.81	14.15
10269508	4121 DONALD STREET	10,800	14.37	10.81	14.15
10268508	3821 ELLICE STREET	19,900	15.03	20.88	27.34
10268718	3848 ELLICE STREET	14,400	14.74	14.84	19.43
10268289	3900 ELLICE STREET	27,100	15.24	28.95	37.91
10268815	3901 ELLICE STREET	14,400	14.74	14.84	19.43
10269024	3933 ELLICE STREET	12,600	14.58	12.82	16.79
10268796	4020 ELLICE STREET	27,100	15.24	28.95	37.91
10268220	4101 ELLICE STREET	28,900	14.74	29.69	38.88
10269296	4200 ELLICE STREET	19,400	92.06	124.39	162.88
10268648	3821 FORT STREET	18,100	57.48	72.55	95.00
10268701	3840 FORT STREET	18,100	14.95	18.87	24.71
10268912	3916 FORT STREET	19,900	15.03	20.88	27.34
10268622	3921 FORT STREET	12,600	14.58	12.82	16.79
10269538	4036 FORT STREET	10,800	14.37	10.81	14.15
10268409	4100 FORT STREET	36,100	14.96	37.76	49.45
10268828	4101 FORT STREET	36,100	14.96	37.76	49.45
10268375	4200 FORT STREET	10,800	14.37	10.81	14.15
10269061	4201 FORT STREET	19,400	12.63	17.07	22.36
10268629	3900 GARRY STREET	21,700	15.1	22.91	30.00
10269006	4036 GARRY STREET	18,000	14.95	18.87	24.71

Appendix C - Lands Beyond the 300,000 Growth Plan

Account	Civic Address	Assessed Value	% Exempt	Foregone Municipal Tax	Total Foregone Tax
10268885	4100 GARRY STREET	36,100	14.96	37.76	49.45
10269072	4200 GARRY STREET	19,400	12.63	17.07	22.36
10268156	4301 GARRY STREET	18,000	14.95	18.87	24.71
10268641	5900 PARLIAMENT AVENUE	9,700	20.57	13.90	18.20
10268823	5920 PARLIAMENT AVENUE	9,700	20.57	13.90	18.20
10268257	6001 PARLIAMENT AVENUE	9,700	20.57	13.90	18.20
10268775	6101 PARLIAMENT AVENUE	19,500	21.31	29.07	38.07
10268616	6116 PARLIAMENT AVENUE	11,700	21.06	17.18	22.50
10268482	6200 PARLIAMENT AVENUE	19,500	21.31	29.07	38.07
10269083	6201 PARLIAMENT AVENUE	19,500	21.31	29.07	38.07
10269352	6300 PARLIAMENT AVENUE	19,500	21.31	29.07	38.07
10269035	6301 PARLIAMENT AVENUE	19,500	21.31	29.07	38.07
10269331	6400 PARLIAMENT AVENUE	19,500	21.31	29.07	38.07
10268589	6401 PARLIAMENT AVENUE	19,500	21.31	29.07	38.07
10269257	6500 PARLIAMENT AVENUE	19,500	21.31	29.07	38.07
10268599	6501 PARLIAMENT AVENUE	19,500	21.31	29.07	38.07
10272003	100 N PINKIE ROAD	331,100	69.32	1,609.19	2,107.18
10269047	400 PINKIE ROAD	5,926,500	58.33	44,068.43	77,099.55
10268151	1801 N PINKIE ROAD	398,100	42.76	1,193.23	1,562.50
10269150	6000 E PRIMROSE GREEN DRIVE	5,100	50.59	18.06	23.65
10269053	6100 E PRIMROSE GREEN DRIVE	167,800	6.49	138.82	242.88
10269151	6200 E PRIMROSE GREEN DRIVE	3,850,000	62.22	30,399.10	53,110.84
10268974	6201 E PRIMROSE GREEN DRIVE	2,717,600	50.89	17,630.13	30,844.64
10268072	1101 PRINCE OF WALES DRIVE	139,100	91.99	897.09	1,174.71
10268964	500 TOWER ROAD	141,800	47.12	467.92	612.73
10269247	2331 TOWER ROAD	437,100	54.38	1,586.35	2,240.07
MULTIPLE	2501 - 3201 TOWER ROAD	515,200	66.62	2,237.10	3,270.20
10269241	3601 TOWER ROAD	641,400	49.19	1,994.24	3,058.29
10268146	4201 TOWER ROAD	417,700	65.92	2,512.23	4,295.76
10269055	4301 TOWER ROAD	414,900	26.22	648.85	1,083.32
10268154	5601 E VICTORIA AVENUE	179,000	79.37	995.61	1,303.72
Beyond 300,000 Population Totals:		25,110,900		132,910.97	220,918.99



DE16-22

Regina City Council Delegation – Tuesday, March 29, 2016

RE: 2016 Annual Property Tax Exemptions

Good evening ladies and gentlemen, my name is Chad Novak, and I am here representing the **Saskatchewan Taxpayers Advocacy Group**, which is a grassroots organization proudly standing up for the rights of individual taxpayers. I am here to address the 2016 Annual Property Tax Exemptions.

As I said before, a common theme you're going to hear from me this evening is the concept of providing ***fair and equitable treatment of all taxpayers in Regina***. To that extent, I feel strongly that the entire listing of annual property tax exemptions, *and more specifically the policy behind it*, needs to have a thorough review and a complete overhaul. A quick review of the list of properties subject to exemption will show you what I mean. There are some sporting organizations receiving tax exemptions, *where others are not*. There are some cultural organizations on the list, *where others are not*. There are some non-profit organizations on the list, *where others are not*. To me, this suggests one of two things – either the treatment of all applicable groups is not being applied fairly, or more likely, not all organizations that *may* be eligible for a tax exemption are *aware* that they could apply and be granted an exemption.

Tonight, we've seen a prime example of this with the **Saskatchewan Multicultural Centre Association**. Their worthwhile cultural organization has paid property taxes for decades, and now, only when they are in financial dire straits, they have applied for an exemption. At first Administration recommended denial, but thankfully the Finance and Administration Committee not only saw this as a fair request, but also recommended approval of the exemption request for at least three years. With regards to their specific situation, I would personally like to see the City of Regina provide a rebate to their organization for the property taxes they've paid over the past 25 years, as a goodwill gesture. I am confident that this would be a welcome financial boost to their group, and by the taxpayers of Regina, since they unfortunately lost a significant portion of their annual funding because of a short-sighted action by our Provincial Government.

We desperately need a complete overhaul of our policies for property tax exemptions, so there isn't any further confusion by community groups as to their qualification for such exemptions. Most importantly, **we need to implement a clear policy on charitable and non-profit organizations**, since one does not currently exist (See Appendix A). Further to this, we also need to implement an "ability to pay" clause into these exemptions, because as we've seen in recent years, there are organizations receiving continued property tax exemptions simply because "that's what they've received in the past" – *even though their financial circumstances had changed significantly from when they first applied for the*

exemption. One glaring recent example of this was the Saskatchewan Roughriders, who in the 1990's most certainly needed a hand up from anywhere they could get it. However, in recent years, their financial situation had significantly improved which called this exemption into question, and rightfully, it was finally removed. The same can be said for other organizations like the Cornwall Centre for their parkade, or the Regina Airport Authority (RAA). What I find interesting about the RAA is, based on the current formula (See Appendix B), when it comes time to determine their property tax exemption, it would appear that the more financially successful they are, the higher their property tax exemption actually is. This seems almost counter intuitive, at least on the ability to pay premise.

On the concept of fair and equitable treatment of all community groups, I can't help but question the exemption for the Regina Trades and Skills Centre (RTSC). Granted, they provide assistance for certain trades, similar to how Sask Polytechnic might, but I don't think they are an accredited educational facility. Not to take anything away from their ability to help the construction industry, but they are nothing more than a glorified training room at a construction company as shown by their "Who We Are" section of their website, as shown in Appendix C. Their organization is quite similar, in fact, to the **Saskatchewan Indian Institute of Technology Career Centre**, which operates just down the street from the RTSC. As far as I've found through my research, they do not receive any sort of tax exemption. My question for you is, *why is this*, and ***what can we do to level the playing field for all groups?***

Finally this evening, in a situation that appears to have *attempted* to level the playing field for a particular group, let's take a look at the Caledonian Curling Club's tax exemption. I note that the original reason they were granted a property tax exemption, as shown in Appendix D, was actually to pay for a 99 year lease that the City of Regina entered with them in exchange for the use of their facility as a clubhouse for the Craig Golf Course - ***a golf course which is no longer in operation***, and the future of which is subject to review by your organization. That said, I can't help but wonder, why then are we still giving them a tax exemption? What's even more bizarre is that, to be "fair", other curling clubs in the City applied for, and continue to receive, a similar property tax exemption. I think the taxpayers of Regina deserve to know why these clubs receive tax exemptions when there are other groups that can barely make ends meet year over year and could desperately use these kinds of exemptions and financial assistance.

Thank you for your time this evening, and I will gladly answer any questions you may have.

Appendix A

Subsection 262(1) of *The Cities Act* provides for some exemptions to specific charitable organizations. **The City does not have a specific policy in providing exemptions for non-profit or charitable organizations.** Some exemptions have been provided on specific case by case basis.

The process to have an exemption considered by City Council is for the organization to submit a letter to City Clerk requesting an exemption. The letter outlines why the organization believes it should be exempt and the purpose of the organization. The City also requires the organization's incorporation documents and the financial statements for the past three years. The organization must clearly identify all sources of government funding received in the past.

Appendix B

The portion of the property owned and occupied by the Regina Airport Authority Inc. and located at 5201 Regina Avenue; Block A Plan 68R15859, as described in tax account 10065031 and as shown in the map attached as Schedule “B” is exempted from payment of taxes in accordance with the following formula:

$$EX = PT - (0.65 \times PC)$$

Where:

EX is the amount of the tax exemption the Regina Airport Authority Inc. shall receive; and

PT is the total amount of property taxes that would be imposed against the Regina Airport Authority Inc.'s Property described above for the 2016 tax year prior to the exemption; and

PC is the total passenger count report by the Regina Airport Authority Inc. for the 12 month period that commenced three years prior to the 2016 tax year.

Appendix C

Who We Are

The Regina Trades & Skills Centre was established as a not-for-profit with two main goals:

1. Deliver short-term trades and skills training that leads to entry-level jobs in industries where workers are in high demand.
2. Work with industry to develop and deliver relevant and recognized programs that are responsive to industry needs for trained and skilled workers.

Regina Trades and Skills Centre courses are taught by experienced tradespeople. Our course offerings change throughout the year and stay attuned to the demands of the labour market. All RTSC courses include:

1. Specific occupational training, both practical and theoretical.
2. Training in Occupational Health and Safety and Workplace Essential Skills.
3. Program Coordinators work with employers to link them with course participants prior to the completion of training.

Regina Trades & Skills Centre is succeeding! RTSC grads are getting jobs, many are going on to apprenticeship and feedback from employers is positive.

Appendix D

In the mid 1970s, the City entered into an agreement with the Caledonian Curling Club where the City agreed to pay a lease payment that is equivalent to the annual taxes for the property in exchange for use of the facility during the summer as a clubhouse for the Craig Golf Course. The property is located at 2225 Sandra Schmirler Way; Plan: 78R35572 Block: A. Ext. 7. The property is described on the Assessment Roll as Account No. 10112030.

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Annual Property Tax Exemptions - 2016

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- MARCH 8, 2016**

1. That City Council approve the property tax exemptions outlined in Appendix A.
2. That the City Solicitor be instructed to bring forward the necessary bylaw to provide for the property tax exemptions listed in Appendix A.

FINANCE AND ADMINISTRATION COMMITTEE – MARCH 8, 2016

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #3 does not require City Council approval.

Councillors: Wade Murray (Chair), Bryon Burnett, Shawn Fraser, Bob Hawkins, and Barbara Young were present during consideration of this report by the Finance and Administration Committee.

The Finance and Administration Committee, at its meeting held on March 8, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That City Council approve the property tax exemptions outlined in Appendix A.
2. That the City Solicitor be instructed to bring forward the necessary bylaw to provide for the property tax exemptions listed in Appendix A.
3. That this report be forwarded to the March 29, 2016 City Council meeting for approval.

CONCLUSION

The exemptions outlined in Appendix A are consistent with exemptions provided in past years or are based on agreements entered into by the City. It is recommended that the exemptions in Appendix A be approved.

Appendix B provides additional information on the miscellaneous exemptions for 2016. As part of the land leasing or sale policy, City Council has approved the exemption of occupants of City owned properties from property tax, if the occupant maintains the property that otherwise would not be taxed and where the City would incur maintenance costs.

BACKGROUND

City Council annually considers property tax exemptions based on past practices or agreements. The purpose of this report is to consider exemptions for 2016. City Council has the authority pursuant to subsection 262(3) of *The Cities Act* to exempt from taxation, in whole or in part, any land or improvements designated in the bylaw.

DISCUSSION

Unless specifically exempted, all property in a municipality is subject to assessment and taxation pursuant to *The Cities Act*. There are specific exemptions provided in subsection 262(1) of *The Cities Act*. Further, City Council may, by bylaw, exempt from taxation the whole or part of any land or improvement designated in the bylaw. City Council may also enter into agreements, on any terms and conditions, to exempt property from taxation for not more than five years. Appendix A is a summary of the proposed annual exemptions for 2016, which include exemptions for small land parcels and easements. The exemptions include non-profit organizations, organizations providing support for our community and other properties City Council has determined are appropriate. These exemptions are consistent with past practices. The significant properties are the Mackenzie Art Gallery, Saskatchewan Science Centre, Regina & District Foodbank and the Regina Airport Authority. The estimated total municipal share of all the exemptions in Appendix A approximates \$1,580,993.

The changes in the properties included in Appendix A from 2016 are as follows:

Removals from the Annual Bylaw		
Lakeview Manor Condo Corp.	3403 Wascana Street	Corrected to reflect the Condo Corporation, has an easement agreement with the City rather than a lease. Removed from the annual bylaw.
101063955 Sask Ltd.	1834E Victoria Avenue	Corrected to reflect that there is an easement for entry and exit of the adjacent property, therefore removed from the annual bylaw.
Regina Thunder Football Club Inc.	750 Winnipeg Street	2015-64 Bylaw passed for tax exemption for period of 2016-2020, therefore removed from annual bylaw.

RECOMMENDATION IMPLICATIONS

Financial Implications

The property tax exemptions listed in Appendix A, total about \$2,794,629 in foregone tax revenue. The City's share of this foregone revenue is approximately \$1,580,993. These estimates are based on 2016 assessments. Municipal, library and school are based on 2015 rates. These amounts will change once the tax rates are finalized for 2016. All of the properties included in Appendix A were exempt in 2015.

Environmental Implications

None with regard to this report.

Policy and/or Strategic Implications

None with regard to this report.

Other Implications

None with regard to this report.

Accessibility Implications

None with regard to this report.

COMMUNICATIONS

All affected parties will be provided with a copy of this report prior to the Finance and Administration Committee and City Council meetings.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE



Ashley Thompson, Secretary

APPENDIX A
2016 Property Tax Exemptions by Bylaw

PROPERTY OWNER		CIVIC ADDRESS	ADDITIONAL DESCRIPTION	2016 ASSESSED VALUE	ESTIMATED 2016 PROPERTY TAX
Miscellaneous Exemptions - Annual Bylaw					
10042141	GIRL GUIDES OF CANADA - GUIDES DU CANADA	1530 BROADWAY AVENUE	Appendix B - Note 1	741,900	16,223
10042143	THE CANADIAN BLOOD SERVICES	2571 BROAD STREET	Appendix B - Note 2	2,976,700	65,089
10060139	THE GLOBE THEATRE SOCIETY	2 - 1801 SCARTH STREET	Appendix B - Note 3	216,100	4,885
10060140	THE GLOBE THEATRE SOCIETY	3 - 1801 SCARTH STREET	Appendix B - Note 3	216,100	4,885
10060141	THE GLOBE THEATRE SOCIETY	4 - 1801 SCARTH STREET	Appendix B - Note 3	175,400	3,965
10065555	MACKENZIE ART GALLERY INCORPORATED	3475 ALBERT STREET	Appendix B - Note 4	10,766,800	243,384
10145969	SASKATCHEWAN SCIENCE CENTRE INC.	2901 POWERHOUSE DRIVE	Appendix B - Note 5	18,445,000	403,322
	THE BOARD OF EDUCATION OF THE REGINA SCHOOL				
10065604	DIVISION NO. 4	142 MASSEY ROAD	Appendix B - Note 6	586,600	12,827
10027144	REGINA TRADES AND SKILLS INC.	1275 ALBERT STREET	Appendix B - Note 7	4,043,200	88,409
10112030	CALEDONIAN CURLING CLUB	2225 SANDRA SCHMIRLER WAY	Appendix B - Note 8	2,573,100	56,264
10025856	THEATRE REGINA INC.	1077 ANGUS STREET	Appendix B - Note 9	1,980,500	43,306
10018622	REGINA & DISTRICT FOOD BANK INC.	445 WINNIPEG STREET	Appendix B - Note 10	10,134,400	82,768
10037637	THE CANADIAN RED CROSS	2050 CORNWALL STREET	Appendix B - Note 11	1,414,200	29,253
10065031	REGINA AIRPORT AUTHORITY	5201 REGINA AVENUE	Appendix B - Note 12	62,713,400	548,522
10017267	REGINA PUBLIC LIBRARY	331 ALBERT STREET	Appendix B - Note 13	6,352,100	37,877
10065624	REGINA PUBLIC LIBRARY	2715 GORDON ROAD	Appendix B - Note 14	3,415,400	74,682
10115375	RCMP HERITAGE CENTRE	6101 DEWDNEY AVENUE	Appendix B - Note 15	26,678,100	583,349
10091139	REGINA PLAINS MUSEUM	1375 BROAD STREET	Appendix B - Note 16	3,353,100	13,637
10064962	REGINA COMMUNITY CLINIC	1106 WINNIPEG STREET	Appendix B - Note 17	2,850,700	28,674
10055792	SOUTH ZONE REC. BOARD	3303 GRANT ROAD	Appendix B - Note 18	28,360,700	291,466
10065528	COLUMBUS PARK BOARD INC.	2940 PASQUA STREET	Appendix B - Note 19	15,100	330
10065491	REGINA SENIOR CITIZENS CENTRE INC.	2134 WINNIPEG STREET	Appendix B - Note 19	1,565,100	34,223
10065460	ROTARY SENIOR CITIZENS RECREATIONAL CENTRE	2404 ELPHINSTONE STREET	Appendix B - Note 19	24,100	527
10065269	CORE COMMUNITY GROUP INC.	1654 11TH AVENUE	Appendix B - Note 19	104,400	2,283
10065463	CATHEDRAL AREA COMMUNITY ASSOCIATION	2900 13TH AVENUE	Appendix B - Note 19	19,400	424
10035876	CATHEDRAL AREA COMMUNITY ASSOCIATION	2010 ARTHUR STREET	Appendix B - Note 19	44,000	617
10035875	CATHEDRAL AREA COMMUNITY ASSOCIATION	2005 FORGET STREET	Appendix B - Note 19	42,200	591
10035874	CATHEDRAL AREA COMMUNITY ASSOCIATION	2019 FORGET STREET	Appendix B - Note 19	37,200	521
10035873	CATHEDRAL AREA COMMUNITY ASSOCIATION	2021 FORGET STREET	Appendix B - Note 19	39,900	559
10035872	CATHEDRAL AREA COMMUNITY ASSOCIATION	2029 FORGET STREET	Appendix B - Note 19	39,900	559
10035871	CATHEDRAL AREA COMMUNITY ASSOCIATION	2055 FORGET STREET	Appendix B - Note 19	44,500	624
10065459	THE ART GALLERY OF REGINA	2404 ELPHINSTONE STREET	Appendix B - Note 19	58,400	1,277
10270833	SASK. STOCK GROWERS ASSOC.	1700 ELPHINSTONE STREET	Appendix B - Note 19	95,100	2,079
10270834	SASK. LIVESTOCK ASSOC.	1700 ELPHINSTONE STREET	Appendix B - Note 19	124,400	2,720
10065193	REGINA LAWN BOWLING CLUB	3820 VICTORIA AVENUE	Appendix B - Note 19	2,144,200	46,886
10115555	REGINA EDUCATION & ACTION ON CHILD HUNGER INC	1308 WINNIPEG STREET	Appendix B - Note 19	159,500	3,609
10049337	GROW REGINA	3500 QUEEN STREET	Appendix B - Note 19	2,292,300	50,124
OTHER MISCELLANEOUS TOTAL				194,843,200	2,780,740

PROPERTY OWNER		CIVIC ADDRESS	ADDITIONAL DESCRIPTION	2016 ASSESSED VALUE	2016 ESTIMATED PROPERTY TAX
<u>Small Land Parcels and Easements - Annual Bylaw</u>					
10065583	SELO ESTATES CONDOMINIUM CORPORATION	51 MARTIN STREET		5,800	81
10065586	SELO ESTATES CONDOMINIUM CORPORATION	91 MARTIN CRESCENT		13,200	185
10065589	SELO ESTATES CONDOMINIUM CORPORATION	110 PATTERSON DRIVE		7,800	109
10065223	REGINA EXHIBITION ASSOCIATION LTD.	1881 ELPHINSTONE STREET		192,700	4,214
10065227	REGINA EXHIBITION ASSOCIATION LTD.	2905 NORTH RAILWAY STREET		417,500	9,129
10065563	VARSITY CONDOMINIUMS	3242 HARDING STREET		12,200	171
LAND AND EASEMENT TOTAL				649,200	13,889
Total Property Tax Exemption - Annual Bylaw				195,492,400	2,794,629

- B-1 -
APPENDIX B

Property Tax Exemptions

Exemptions Pursuant to Past Practice or Agreement

1. The Girl Guides of Canada acquired ownership in 1990 of the property located at 1530 Broadway Avenue; Lot D, Block 8, Plan FU 1338. City Council has continued to exempt this property on the annual exemption bylaw as long as the property is owned and used by The Girl Guides of Canada, Regina Area Council with the intent of providing exemption until a private members bill is passed for the exemption. In 1990 The Girl Guides of Canada Purchased the property from the boy scouts and provided a letter to Council requesting that council support a request for a private members bill that would exempt the Girl Guides location at 1530 Broadway Ave. The property is described on the Assessment Roll as Account No. 10042141.
2. The Canadian Blood Services (CBS) acquired property located at 2571 Broad Street; Lot B, Block 8, Plan FU 1338, previously owned by the Canadian Red Cross Society. CBS has assumed responsibility of the blood collection previously completed by the Red Cross. The blood collection portion of the Red Cross was previously considered exempt from payment of property tax by statute. City Council passed bylaw 2001-19 to include The Canadian Blood services annually until such time as they are exempted by legislation. To date, CBS has not been specifically identified as an exempt entity by statute even though they are performing the same function as previously provided by the Red Cross. The property is described on the Assessment Roll as Account No. 10042143.
3. The Globe Theatre Society- When the City owned the Old City Hall, The Globe Theatre Society occupied space in the building and was exempted from property taxes. The exemption has continued to be provided for the space even though the City no longer owns the property located at 1801 Scarth Street; units 2, 3 and 4; Plan 99RA23145. The properties are described on the Assessment Roll as Account No's. 10060139, 10060140, 10060141.
4. The Mackenzie Art Gallery Incorporated was previously exempted for 10 years pursuant to City Council's approval of two five-year exemption agreements. Bylaw 9645 expired effective December 31, 1999; since then the property located at 3475 Albert Street, part of the Plan 101991865 Block C Ext.31 and Block D Ext. 43, known as the T.C. Douglas Building, has been included on the annual exemption bylaw. The property is described on the Assessment Roll as Account No. 10065555.
5. The Saskatchewan Science Centre Inc. (Science Centre) is occupying property located at 2901 Powerhouse Drive; Plan 101919416 Block A. This property is owned by the Saskatchewan Power Corporation. While Saskatchewan Power is exempt from property taxation, the Science Centre, as an occupant of exempt property, is not. The Science Centre has been included in the annual exemption bylaw since its inception. The property is described on the Assessment Roll as Account No. 10145969.
6. Regina School Division No. 4 is to be exempted from payment of property tax by the occupant for the lands located at 142 Massey Road; Plan: AY 4087 Block: B Lot: N 330'.

Students attending Campbell Collegiate use property on Massey Road for parking. In 1976, All Saints Anglican Church signed a fifteen year lease agreement, which was extended by a further fifteen years, that provides parking for Campbell Collegiate Students. The City has annually included this property in the list of exemptions. Under *The Cities Act* the school board is exempt for land it owns and occupies, but as this is leased land it is taxable unless council provides a tax exemption. The property is described on the Assessment Roll as Account No. 10065604.

7. Regina Trades and Skills Centre Inc. was provided a 5 year exemption for property located at 870 Albert Street. Regina Trades and Skills Centre provide trades and skills training to high school students and adults leading to jobs in industries where workers are in high demand. They deliver relevant and recognized programs that respond to industry needs. The exemption is for the property located at 1275 Albert Street, Plan: 94R44318 Block: 145 Lot: 22. The property is described on the Assessment Roll as Account No. 10027144.
8. In the mid 1970s, the City entered into an agreement with the Caledonian Curling Club where the City agreed to pay a lease payment that is equivalent to the annual taxes for the property in exchange for use of the facility during the summer as a clubhouse for the Craig Golf Course. The property is located at 2225 Sandra Schmirler Way; Plan: 78R35572 Block: A. Ext. 7. The property is described on the Assessment Roll as Account No. 10112030.
9. Theatre Regina Inc. (Regina Performing Arts Centre) occupies the property located at 1077 Angus Street; Plan: OLD33 Block: 86 Lot: 1-10; Plan: GA1016 Block: C. This property was previously owned by the City and transferred to this group. The group was previously exempted through five-year agreements, but as of 2003 the exemption was considered as part of the annual exemption process. The property is described on the Assessment Roll as Account No. 10025856.
10. Regina & District Food Bank Inc. is the owner of the property located at 445 Winnipeg Street; Plan: 79R42384 Block: X. City Council has continued to exempt the portion of the property on the annual exemption procedure as long as the property is used by the Regina & District Food Bank Inc and non-profit agencies operating in conjunction with the Regina & District Food Bank Inc. The property is described on the Assessment Roll as Account No. 10018622.
11. The Canadian Red Cross is the owner of the property located at 2050 Cornwall Street; Plan: 98RA28309 Block: 368 Lot: 45. City Council since 2005, has provided an exemption for The Canadian Red Cross because the City of Regina is provided with ESS (Emergency Social Services), family reunification, emergency lodging and personal disaster assistance, as well as influenza pandemic response. The exemption is for the portion of the property owned and operated by The Canadian Red Cross. The property is described on the Assessment Roll as Account No. 10037637.
12. The portion of the property owned and occupied by the Regina Airport Authority Inc. and located at 5201 Regina Avenue; Block A Plan 68R15859, as described in tax account 10065031 and as shown in the map attached as Schedule "B" is exempted from payment of taxes in accordance with the following formula:

$$EX = PT - (0.65 \times PC)$$

Where:

EX is the amount of the tax exemption the Regina Airport Authority Inc. shall receive; and

PT is the total amount of property taxes that would be imposed against the Regina Airport Authority Inc.'s Property described above for the 2016 tax year prior to the exemption; and

PC is the total passenger count report by the Regina Airport Authority Inc. for the 12 month period that commenced three years prior to the 2016 tax year.

13. The Regina Public Library is located at 331 Albert Street Regina, SK. The property is owned by Melcor Developments Ltd. and a portion is leased to the Regina Public Library. Location is known as Plan: 68R23751 Block: 17 Lot: 1 & 2 as described on the Assessment Roll as Account No. 10017267 - 303 Albert Street.
14. The Regina Public Library is located at 2715 Gordon Road Regina, SK. The property is owned by Gordon Road Property Holdings Inc. and a portion is leased to the Regina Public Library. Location is known as Plan: 66R13992 Block: M; PLAN: 78R20752 Block: Q; Plan: 101145710 Block: N as described on the Assessment Roll as Account No. 10065624.
15. RCMP Heritage Centre is located at 6101 Dewdney Avenue. The RCMP Heritage Centre was initially provided with a 5 year property tax exemption. Upon its expiration administration moved the exemption to the annual bylaw for yearly consideration by Council. The property is owned by the RCMP and leased to the RCMP Heritage Centre. The location is known as Plan: 101973494 Block: A, NE/SW/SE/NW 22-17-20-2; NW 23-17-20-2 as described on the Assessment Roll as Account No. 10115375.
16. 101041839 Saskatchewan Ltd. & Wudvue Management Ltd. (c/o The Regina Plains Museum occupied leased space) historically occupied space in the Old City Hall and received an annual exemption from property taxes. City Council continued to provide an exemption when the Old City Hall was sold and the Museum relocated from the Old City Hall to 1825 Scarth Street. They have once again relocated to 1375 Broad Street; Plan: 101864280 Block: 184 Lot: E. The property is described on the Assessment Roll as Account No. 10091139.
17. The Community Health Services Association (Regina) Limited operating as Regina Community Clinic owned by Namerind Housing Corporation. The Government of Saskatchewan's intent was to have this property exempt from taxation, however based on the wording in the legislation, leased locations do not qualify for the statutory exemption and therefore must be placed on the annual bylaw while the ministry looks at a legislative change to correct this. The leased location is known as: Plan: 87R02581 Block: BB. The property is described on the Assessment Roll as Account No. 10064962 - 1106 Winnipeg Street.
18. South Zone Rec. Board – They have a lease agreement with the University of Regina for the Community Garden Plot. As part of the lease they are exempt from taxation and upon

renewal, exemptions must be placed on the Annual Bylaw. The leased location is known as: Plan: 00RA15705 Block: B. The property is described on the Assessment Roll as Account No. 10055792 – 3303 Grant Road.

19. Occupants of City of Regina Property - historically, City Council has exempted taxes for groups occupying city owned property. Although the property is exempt by virtue of being City-owned, the organizations are not exempt and therefore subject to property tax, unless specifically exempted by City Council.
 - a) Columbus Park Board Inc.
2940 Pasqua Street; Plan AO5241; Portion Blocks L and K
 - b) Regina Senior Citizens Centre Inc.
2134 Winnipeg Street; Plan: 80R39494 Block: 417A Lot: C
 - c) Rotary Senior Citizens Recreational Centre
2404 Elphinstone Street
Plan: K4654 Block: B & C; Plan: DV4420 Block: C
 - d) Core Community Group Inc.
1654 11th Avenue; Plan: 90R36844 Block: 289 Lot: A
 - e) Cathedral Area Community Association
2900 13th Avenue; Plan: 98RA28311 Block: 375 Lot: 51
2010 Arthur Street; Plan: I5211 Block: 32 Lots 1-3
2005 Forget Street; Plan I5211 Block 32 Lots 19 & 101197896 Block 32 Lots 22
2019 Forget Street; Plan 101197919 Block 32, Lot 20
2021 Forget Street; Plan I5211 Block 32 Lot 17
2029 Forget Street; Plan I5211 Block 32, Lot 16
2055 Forget Street; Plan I5211 Block 32 Lots 11-15
 - f) The Art Gallery of Regina
2420 Elphinstone Street
Plan: K 4654 Block: B & C; DV 4420 Block: C
 - g) Saskatchewan Stock Growers Association
1700 Elphinstone Street
Plan: 14513 Block: H; Plan: 84R29489 Block: FF; Plan: 102012613 Block: B;
Plan: DV4404 Block: K
 - h) The Saskatchewan Livestock Association
1700 Elphinstone Street
Plan: 14513 Block: H; Plan: 84R29489 Block: FF; Plan: 102012613 Block: B;
Plan: DV4404 Block: K
 - i) Regina Lawn Bowling Club
3820 Victoria Avenue; Plan: DV4420 Block: G Lot: (East of Blk H)
 - j) Regina Education and Action on Child Hunger Inc.
1308 Winnipeg Street; Plan: 67R03593 Block: C

- o) Grow Regina Community Gardens Incorporated
3500 Queen Street; Plan: 60R07552 Block: R2

Owners of Property Adjacent to City Property
Exempted from Property Tax Payable by an Occupant

1. Selo Estates Condominium Corporation: the portion of the following lane easements adjacent to 1180 McNiven Ave; Plan 97R09147:
 - a) 51 Martin Street; Lot 15, Block 19, Plan FZ 2501;
 - b) 91 Martin Crescent; Lot 42, Block 19, Plan GE 191; and
 - c) A 110 Patterson Drive; Lot 41, Block 19, Plan GE 191.
2. Regina Exhibition Association Ltd.:
 - a) 1881 Elphinstone Street; a portion of Lot 1, Block A, Plan 94R41933; and
 - b) 2905 North Railway Street; a portion of Lot 2, Block A, Plan 94R41933, south of North Railway Street.
3. 626036 Saskatchewan Ltd. (Varsity Condominiums): 3242 Harding Street; portion of buffer strip Lot PB13, Block 22, Plan 86R36770.



DE16-23

Regina City Council Delegation – Tuesday, March 29, 2016

RE: Regina Property Tax Exemption Review

Good evening ladies and gentlemen, my name is Chad Novak, and I am here representing the Saskatchewan Taxpayers Advocacy Group, which is a grassroots organization proudly standing up for the rights of individual taxpayers. I am here to address the Regina Property Tax Exemption Review.

Once again, I am working hard to ensure our City provides fair and equitable treatment of all taxpayers in Regina. To that extent, I must say that I am very pleased to see this report not only being initiated by City Council, but also being reviewed in detail by your Administration and brought back for a full public review. With that said, I think **we need to take it to the next step and develop a consistent policy to ensure that there are minimal questions and confusion** behind what groups can qualify and how they can become aware of their ability to apply.

If I am reading this correctly, according to this report, there are a **total of approximately \$6.5 Million in property tax exemptions from 2015**, with \$3.7M of that being the City's share. Is this accurate? The question that taxpayers want answered is, *is this a reasonable amount?* To answer that, there are many variables that would need to be looked at, but to me, the more important question to ask is, **how much of this is truly necessary, as every dollar that we exempt, we must make up elsewhere, which is often in the form of additional property taxes to residents** who are already taxed to death.

When I look at this report, the one item that really jumps out at me is the \$2.8M for the **Housing Incentive Policy** in 2015, spread across 569 accounts. While I applaud you for taking steps to encourage rental housing development, this number is just outrageous and unfortunately, many of these properties are not tied to truly "affordable" housing. I know it is your *hope* that increasing the supply will cause the market to adjust accordingly, but **handing out millions of dollars in tax incentives to an industry that is hardly "just scraping by", to me is just a slap in the face to the individual property owners in our great City that desperately need truly affordable housing in our community**. There are so many people that can barely scrape enough together to put food on their table, let alone pay their property taxes or rents. I'm sure the residents of Regina would love to have that \$2.8M put towards even a fraction of their annual property taxes being exempted, which to me would have a far more reaching impact on our cost of living and housing supply than anything.

It is also very important to note that the original intent of the **Housing Incentive Policy** (See Appendix A) is very commendable, which talks about encouraging development within existing communities. What it appears has happened, though, by the reviewing the list of affected properties, is that **this is now**

expanded to any development anywhere in the City (See Appendix B). This goes against the original intent of the policy altogether, as it doesn't do anything to encourage infill development or reduce urban sprawl.

Further into this report, there is a specific property tax exemption that Economic Development Regina is now apparently in charge of, and that's for **Economic Development Incentives**. I understand that the authority for this tax exemption has been delegated, but do you have a current copy of the criteria required to be met, to get this exemption? The reason I ask is that it seems rather subjective, and given *there is only one account taking advantage of this incentive*, I have to wonder why more aren't being granted and what justifications are being used. I recall there being some sort of complex matrix the last time I reviewed this issue, but I'm wondering if that's still being used.

Thank you for your time this evening, and I will gladly answer any questions you may have.

Appendix A

Housing Incentive Policy (HIP):

The HIP supports objectives and policies established by City Council through *Design Regina: The Official Community Plan Bylaw 2013-48* including inner-city revitalization, growth management and economic development, below market and special needs housing, compatible infill and cost effective, sustainable development.

The current policy was approved by City Council, effective as of January 1, 2016. The previous policy was effective from November 1, 2014 to December 31, 2015. Applications are received each year and the program allows for tax exemptions for a term of up to five years.

Originally, the HIP was approved by City Council on August 17, 2009 and supported objectives and policies established by Council through the *Regina Development Plan Bylaw No. 7877* (Official Community Plan). The plan included inner-city revitalization, growth management and economic development, affordable and special needs housing, compatible infill and cost effective sustainable development.

In 2015, a total of 569 accounts received City Council approved HIP exemptions. The total exempt assessment has increased to 192,426,660 for total exemption levies of \$2,696,621, of which the total exempt municipal portion is \$1,570,234.

Appendix B

10170859	PROPERTY DEVELOPMENTS LTD.	111 N ROSE STREET	HIP	4,349,700	\$35,494.35	\$60,955.79
10173444	101212220 SASKATCHEWAN LTD.	5929 ROCHDALE BOULEVARD	HIP	5,208,400	\$42,501.50	\$72,989.42
10210577	SKY HARBOUR DEVELOPMENTS GP INC.	4621 TUTOR COURT	HIP	11,997,300	\$97,900.19	\$168,127.71
10210578	SKY HARBOUR DEVELOPMENTS GP INC.	4015 HARBOUR LANDING DRIVE	HIP	9,375,300	\$76,504.19	\$131,383.54
10239754	SKY POINTE DEVELOPMENTS GP INC.	5960 LITTLE PINE LOOP	HIP	5,208,400	\$42,501.50	\$72,989.42
10246833	NPR GP INC.	5920 LITTLE PINE LOOP	HIP	11,819,000	\$96,445.22	\$165,629.04
10252236	101162901 SASKATCHEWAN LTD.	3200 ROCHDALE BOULEVARD	HIP	6,585,400	\$53,738.08	\$92,286.45
10252237	101162901 SASKATCHEWAN LTD.	3300 ROCHDALE BOULEVARD	HIP	7,182,700	\$58,612.16	\$100,656.89
10264457	DEVERAUX HEIGHTS DEVELOPMENTS LTD.	5601 GORDON ROAD	HIP	11,315,900	\$92,339.84	\$158,578.71
10266266	101172832 SASKATCHEWAN LTD.	1251 N GALLOWAY STREET	HIP	5,802,900	\$47,352.73	\$81,320.63
10266267	101172832 SASKATCHEWAN LTD.	1252 N GALLOWAY STREET	HIP	6,954,200	\$56,747.56	\$97,454.73
10272934	YQR VENTURES INC.	102 3351 E EASTGATE BAY	HIP	1,176,700	\$9,602.08	\$16,490.01
10272935	YQR VENTURES INC.	202 3351 E EASTGATE BAY	HIP	1,176,700	\$9,602.08	\$16,490.01
10272936	YQR VENTURES INC.	313 3351 E EASTGATE BAY	HIP	294,100	\$2,399.90	\$4,121.43
10272937	YQR VENTURES INC.	312 3351 E EASTGATE BAY	HIP	294,100	\$2,399.90	\$4,121.43
10272938	YQR VENTURES INC.	302 3351 E EASTGATE BAY	HIP	441,200	\$3,600.27	\$6,182.86
10272939	YQR VENTURES INC.	303 3351 E EASTGATE BAY	HIP	294,100	\$2,399.90	\$4,121.43
10273958	MADISON RIDGE APARTMENTS GP INC.	1251 N MCEACHERN DRIVE	HIP	3,784,600	\$30,883.03	\$53,036.57

See the following samples of current rental rates for the above properties:



Northfair Manor
111 Rose St. N.
Regina, Saskatchewan

NEW 70 Suite Rental Apartment Complex for Seniors (age 55 and up)

MAIN FLOOR Rates

Suite #	Rental Rate	Sq. Ft.	Suite Layout	Suite Orientation
101	\$1,200.00	861	C	S.W. Corner

2nd, 3rd, & 4th FLOOR Rates

Suite #'s	Rental Rate	Sq. Ft.	Suite Layout	Suite Orientation
201 / 301 / 401	\$1,225.00	861	C	S.W. Corner

***\$300.00 Non-Refundable Rental Deposit** - required to place a hold on a suite until possession date (rental deposits deducted from 1st months rental payment).

****Security/Damage Deposit** - Equal to one (1) months rent. Half (½) payable on possession date of suite, remaining half (½) due within sixty (60) days of possession date of suite.



ADAM NIESNER REALTY (1991) LTD.

or call (306) 569-1424

(return to top)

ROCHDALE CROSSING

Rochdale Crossing
5929 Rochdale Boulevard
Northwest Regina

Altern Properties (Main Office)
4013 Harbour Landing Drive
Harbour Landing, Southwest Regina
306-781-RENT (7368)
info@altern.ca



Pricing Overview

Suite Type	Rent Starts At
1 Bedroom	\$1000
1 Bedroom with Den	\$1160
2 Bedroom	\$1190

- * In suite laundry available at \$50/month
- * Rent includes one electrified parking stall
- * Extra parking available at \$40/month

5920 Little Pine Loop

Property Description

Located in North West Regina at the very edge of the city. Across the street from a children's park complete with play apparatus and bordered on the north face by wheat fields, open sky, and stars in the evening. This tranquil location gives you the feeling of country living, yet the convenience of easy access to stores and the rest of the city.

These brand new buildings feature two bedroom layouts that include two full bathrooms! Perfect for sharers

There are also a selection of 2 bedroom with 1 bath being offered.

Your two bedroom suite in this well planned building features: modern kitchen designs, "Energy Star" Stainless Steel appliances, double sinks, ample cupboard space, walk in and walk through closets plus either a balcony or patio for extended living space. Each bedroom and bathroom is separated by your living room and kitchen area to allow for increased privacy - no listening to your neighbours TV!

Your new apartment home also has the luxury of its own laundry room with full size, front loading Energy Star washer and dryer and your own Air Conditioning system included.

All privacy blinds included.

Surface parking is provided, and equipped with electric plugs for winter use. This apartment community is equipped with elevators so that you are not restricted in your choice of floors.

Contact us now to realise your dream of luxury apartment living!

Suite Types & Rates

Suite Type Bath Rent From Sq. Ft.

2 Bedrooms 2 \$1250 N/A

*Information, suite availability and rental rates presented are subject to change. Rental rates listed are net and include current incentives when applicable. Suites and floor plans may not be as shown.

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Regina Property Tax Exemptions

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- MARCH 8, 2016**

That this report be received and filed.

FINANCE AND ADMINISTRATION COMMITTEE – MARCH 8, 2016

The Committee adopted a resolution to concur in the recommendation contained in the report.

Councillors: Wade Murray (Chair), Bryon Burnett, Shawn Fraser, Bob Hawkins, and Barbara Young were present during consideration of this report by the Finance and Administration Committee.

The Finance and Administration Committee, at its meeting held on March 8, 2016, considered the following report from the Administration:

RECOMMENDATION

That this report be forwarded to the March 29, 2016 City Council meeting for informational purposes.

CONCLUSION

City Council requested an explanation of existing exemption policies. This report is a summary of the existing assessment exemption policies and programs in response to that request. Two lists of all properties within the exemption program are included with Appendix A being a list of all properties receiving non-housing exemptions, and Appendix B is a list of all properties receiving housing exemptions.

The Cities Act provides the framework for much of the property assessment and taxation provisions including exemptions. There is also provision in other legislation for specific exemptions such as *The Health Districts Act*, *The Residential Services Act*, *The University of Regina Act* and many other Acts.

Unless specifically exempted, all property in a municipality is subject to assessment and taxation pursuant to *The Cities Act*. There are several specific exemptions provided in subsection 262(1) of *The Cities Act*. City Council has also approved policies, such as the Housing Incentive Policy (HIP) and the Heritage Incentive Policy allowing for exemptions on certain properties. City Council has the authority pursuant to subsection 262(3) of *The Cities Act* to exempt from taxation, in whole or in part, any land or improvements designated by bylaw. City Council may enter into agreements, on any terms and conditions, to exempt properties from taxation for not more than five years.

In 2015 the City of Regina had six separate programs that provide for property tax exemptions, each having their own policies and processes. The programs are summarized in the following table:

INCENTIVE NAME	2015 TOTAL EXEMPTION	2015 MUNICIPAL LEVY
HOUSING INCENTIVE PROGRAM (HIP)	\$2,696,621.50	\$1,570,234.66
DOWNTOWN RESIDENTIAL INCENTIVE PROGRAM (DRIP)	\$11,477.23	\$6,683.16
RESIDENTIAL HOUSING INCENTIVE PROGRAM (RHIP)	NIL	NIL
HERITAGE INCENTIVE POLICY	\$175,336.69	\$99,180.59
ECONOMIC DEVELOPMENT INCENTIVES PROGRAM (EDIP)	\$228,589.20	\$129,009.17
BOUNDARY ALTERATION TAX MITIGATION	\$567,307.82	\$332,257.55
TOTAL EXEMPTIONS	\$3,679,332.44	\$2,137,365.13

City Council has, upon request of customers or groups, approved specific property exemptions. Some of these exemptions are included in the Annual Property Exempt from Property Tax Bylaw and others are individual agreements. These are summarized in the following table:

INCENTIVE NAME	2015 TOTAL EXEMPTION	2015 MUNICIPAL LEVY
AHMADIYYA MUSLIM JAMA	\$14,105.84	\$7,960.94
CURLING CLUBS	\$27,306.16	\$27,306.16
REGINA TRADES & SKILLS	\$10,561.34	\$5,960.53
ANNUAL BYLAW	\$2,735,696.41	\$1,544,062.19
TOTAL EXEMPTIONS	\$2,787,669.75	\$1,585,289.82

All exemptions approved under the Section 262(3) of *The Cities Act* must be approved through a bylaw passed by City Council.

BACKGROUND

City Council has the authority pursuant to Subsection 262(3) of *The Cities Act* to exempt from taxation, in whole or in part, any land or improvements designated by bylaw.

Unless specifically exempted, all property in a municipality is subject to assessment and taxation pursuant to *The Cities Act*. Council may enter into agreements, on any terms and conditions, to exempt properties from taxation for not more than five years.

There are several specific exemptions provided in subsection 262(1) of *The Cities Act*. City Council has also approved policies allowing for exemptions, which are consistent with the objectives and goals in *Design Regina: The Official Community Plan Bylaw No. 2013-48*.

DISCUSSION

Exemption programs originate from various business areas and committees in the corporation. The programs have administrative processes that may involve several business areas playing a role in determining the qualification for the program, the amount of exemption to be applied, monitoring continued compliance requirements and the processing of the exemptions.

The following are property tax exemptions provided through current City policies:

Housing Incentive Policy (HIP):

The HIP supports objectives and policies established by City Council through *Design Regina: The Official Community Plan Bylaw 2013-48* including inner-city revitalization, growth management and economic development, below market and special needs housing, compatible infill and cost effective, sustainable development.

The current policy was approved by City Council, effective as of January 1, 2016. The previous policy was effective from November 1, 2014 to December 31, 2015. Applications are received each year and the program allows for tax exemptions for a term of up to five years.

Originally, the HIP was approved by City Council on August 17, 2009 and supported objectives and policies established by Council through the *Regina Development Plan Bylaw No. 7877* (Official Community Plan). The plan included inner-city revitalization, growth management and economic development, affordable and special needs housing, compatible infill and cost effective sustainable development.

In 2015, a total of 569 accounts received City Council approved HIP exemptions. The total exempt assessment has increased to 192,426,660 for total exemption levies of \$2,696,621, of which the total exempt municipal portion is \$1,570,234.

The past five year total exemption is \$6,228,971 in levies of which the municipal portion is \$3,563,278.

YEAR	DESCRIPTION	EXEMPT ASSESSMENT	TOTAL EXEMPT LEVIES	TOTAL MUNICIPAL LEVY
2015	569 ACCOUNTS	192,426,660	\$2,696,621.50	\$1,570,234.66
2014	415 ACCOUNTS	119,650,085	\$1,637,516.93	\$939,720.90
2013	276 ACCOUNTS	75,401,195	\$997,832.64	\$559,281.25
2012	215 ACCOUNTS	25,018,015	\$618,959.42	\$342,372.67
2011	142 ACCOUNTS	11,512,910	\$278,040.65	\$151,669.20
		5 YEAR TOTAL	\$6,228,971.14	\$3,563,278.68

Downtown Residential Incentives Policy (DRIP):

City Council initially adopted an incentive policy for residential development in the downtown on March 10, 1997. The purpose of this policy is to support the downtown by encouraging the conversion of existing buildings no longer suited for commercial to residential purposes, or for the construction of new residential development, to increase the viability and population density in the downtown area.

In November 2013, this policy was reviewed and updated to reflect the needs and demands of the current economic situation of Regina. This revised policy took effect on January 1, 2014. As of January 1, 2016 all housing type of exemptions are included in the Housing Incentive Policy. The current policy provides an exemption for a maximum of five years.

The DRIP and RHIP (below) policy results may be an indicator that Regina's population growth is slowing and rental demands are easing and that fewer former warehouses remain suitable for conversion. In 2015, five accounts received the DRIP, which had previously been approved by City Council. The total exempt assessment is 819,000 for a total exemption levy of \$11,477, of

which the total exempt municipal portion is \$6,683 in 2015.

The past five year total exemption is \$360,160 in levies of which the municipal portion is \$199,661.

YEAR	DESCRIPTION	EXEMPT ASSESSMENT	TOTAL EXEMPT LEVIES	TOTAL MUNICIPAL LEVY
2015	5 ACCOUNTS	819,000	\$11,477.23	\$6,683.16
2014	5 ACCOUNTS	819,000	\$11,208.70	\$6,432.34
2013	41 ACCOUNTS	8,063,100	\$106,703.77	\$59,807.10
2012	41 ACCOUNTS	4,747,200	\$116,661.80	\$64,581.63
2011	41 ACCOUNTS	4,747,200	\$114,108.66	\$62,157.55
		5 YEAR TOTAL	\$360,160.16	\$199,661.78

Residential Housing Incentives Policy (RHIP – Warehouse District):

The RHIP - Warehouse District Policy was approved by City Council in August 2006, which provides an exemption of up to \$7,500 for the development of residential units in the historic Warehouse District. These programs combined with City contributions to social and affordable housing formed the core of the City's investment in housing. As of January 1, 2016 all housing type of exemptions are included in the Housing Incentive Policy.

The purpose of the RHIP – Warehouse District is to encourage the adaptive re-use and preservation of existing buildings in the Warehouse area, diversity in the housing options in the District, and new residential construction. The program provides a property tax exemption for the conversion of commercial properties to residential units and for new residential construction.

In 2013, three accounts received the RHIP - Warehouse District, which had previously been approved by City Council. No funding applications have been submitted for this program in 2014 or 2015. The total exempt assessment is 116,308 for a total exemption levy of \$1,539, of which the total exempt municipal portion is \$862 for 2013.

The past five year total exemption is \$26,932 in levies of which the municipal portion is \$14,740.

YEAR	DESCRIPTION	EXEMPT ASSESSMENT	TOTAL EXEMPT LEVIES	TOTAL MUNICIPAL LEVY
2015	0 ACCOUNTS		NIL	NIL
2014	0 ACCOUNTS		NIL	NIL
2013	3 ACCOUNTS	116,308	\$1,539.19	\$862.72
2012	4 ACCOUNTS	211,248	\$5,191.43	\$2,873.85
2011	10 ACCOUNTS	840,429	\$20,201.49	\$11,004.20
		5 YEAR TOTAL	\$26,932.11	\$14,740.77

Heritage Incentive Policy:

Property tax exemptions are permitted under Section 28(a) of *The Heritage Property Act*. The City had a policy originally adopted by City Council, known as the *Municipal Heritage Incentives for the Preservation of Heritage Properties*. This provided an eight year exemption in the downtown area and five years in all other areas of the city.

City Council approved the current Heritage Incentive Policy on August 25, 2014, which increased the partial property tax exemption for a maximum of 10 years.

In 2015, nine accounts received Heritage Tax Incentives, which had previously been approved by City Council. The total exempt assessment is 8,341,105 for a total exemption levy of \$175,336, of which the total exempt municipal portion is \$99,180.

The past five year total exemption is \$591,279 levies of which the municipal portion is \$328,390.

YEAR	DESCRIPTION	EXEMPT ASSESSMENT	TOTAL EXEMPT LEVIES	TOTAL MUNICIPAL LEVY
2015	9 ACCOUNTS	8,341,105	\$175,336.69	\$99,180.59
2014	15 ACCOUNTS	3,230,051	\$58,774.46	\$32,996.57
2013	24 ACCOUNTS	5,492,031	\$97,573.26	\$53,429.26
2012	28 ACCOUNTS	4,008,939	\$115,674.18	\$64,879.05
2011	27 ACCOUNTS	4,819,714	\$143,920.59	\$77,904.58
		5 YEAR TOTAL	\$591,279.18	\$328,390.05

Economic Development Incentives Program (EDIP):

City Council adopted an Economic Development Incentives Program that is administered under the authority of subsection 262(4) of *The Cities Act*, which allows for tax exemptions for up to five years under agreement. The program was designed by the Regina Regional Economic Development Authority (RREDA), now known as Economic Development Regina Inc. (EDRI) and is jointly administered by the City and EDRI.

EDRI manages the application process, evaluates applications and makes recommendations to City Council. EDRI also manages the eligibility criteria, evaluation of the program, the annual monitoring and reporting to the City Administration of the business performance targets and any prorating of the tax exemption as set out in the written agreement.

EDRI is the primary contact for information on the Economic Development Incentive Program. Contact points in the City that are likely to get inquiries regarding the program advises that EDRI is the primary contact and can provide information and applications. The City will be the primary contact for information on the property assessment, taxes, bylaws and agreements. The City and EDRI will copy each other on correspondence with participants regarding the program.

In 2015 there is one account receiving an Economic Development Incentive which has previously been approved by City Council. The total exempt assessment is 10,453,996 for a total exemption levy of \$228,589, of which the total exempt municipal portion is \$129,009.

EDRI is currently reviewing the EDIP and a further report will come forward with recommendations on the program.

The past five year total exemption is \$1,300,245 in levies of which the municipal portion is \$691,482.

YEAR	DESCRIPTION	EXEMPT ASSESSMENT	TOTAL EXEMPT LEVIES	TOTAL MUNICIPAL LEVY
2015	1 ACCOUNT	10,453,996	\$228,589.20	\$129,009.17
2014	1 ACCOUNT	10,936,996	\$223,405.55	\$124,167.28

2013	2 ACCOUNTS	12,422,169	\$256,970.45	\$139,344.13
2012	3 ACCOUNTS	6,870,642	\$246,092.57	\$127,601.20
2011	4 ACCOUNTS	9,586,672	\$345,187.43	\$171,360.31
		5 YEAR TOTAL	\$1,300,245.20	\$691,482.09

Boundary Alteration Tax Mitigation:

Historically, when the City is involved in boundary alterations, tax mitigation is one of the tools used to reduce the impact to landowners.

The initial impact of a boundary alteration on individual landowners is that their property taxes are payable to the City instead of a different jurisdiction. As different municipalities provide different levels of service and have different mill rates, the property owners may see significant changes in their property valuation, taxes and service levels. Property owners impacted by boundary alterations will be aware of the property tax changes from switching municipal jurisdictions.

While each property's assessment and taxation is unique, City Council typically reviews tax mitigation principles and the recommended tax tools from Administration to allow new City land owners to transition into the City's tax system. Administration is responsible to communicate this with new City land owners.

City Council approved tax mitigation principles for the 2014 boundary alteration, resulting in partial exemptions for a period of five years. Previously, while no boundary alteration exemption was required in 2009, partial exemptions were provided during the 2007 boundary alteration.

In 2015, there were 182 accounts receiving Boundary Alteration Tax Mitigation which had previously been approved by City Council. The total exempt assessment is 27,692,892 results in a total exemption levy of \$567,307, of which the total exempt municipal portion is \$332,257.

The past five year total exemption is \$1,223,585 in levies of which the municipal portion is \$706,836.

YEAR	DESCRIPTION	EXEMPT ASSESSMENT	TOTAL EXEMPT LEVIES	TOTAL MUNICIPAL LEVY
2015	182 ACCOUNTS	27,692,892	\$567,307.82	\$332,257.55
2014	183 ACCOUNTS	32,278,321	\$655,360.50	\$373,888.21
2013	0 ACCOUNTS		NIL	NIL
2012	0 ACCOUNTS		NIL	NIL
2011	4 ACCOUNTS	38,627	\$917.05	\$690.45
		5 YEAR TOTAL	\$1,223,585.37	\$706,836.21

Independent exemptions:

Subsection 262(1) of *The Cities Act* provides for some exemptions to specific charitable organizations. The City does not have a specific policy in providing exemptions for non-profit or charitable organizations. Some exemptions have been provided on specific case by case basis.

The process to have an exemption considered by City Council is for the organization to submit a letter to City Clerk requesting an exemption. The letter outlines why the organization believes it

should be exempt and the purpose of the organization. The City also requires the organization's incorporation documents and the financial statements for the past three years. The organization must clearly identify all sources of government funding received in the past.

Exemptions provided over the past five years falling under this category are as follows:

INCENTIVE NAME	2015 TOTAL EXEMPTION	2015 MUNICIPAL LEVY
AHMADIYYA MUSLIM JAMA	\$14,105.84	\$7,960.94
CURLING CLUBS	\$27,306.16	\$27,306.16
REGINA TRADES & SKILLS	\$10,561.34	\$5,960.53
ANNUAL BYLAW	\$2,735,696.41	\$1,544,062.19
TOTAL EXEMPTIONS	\$2,787,669.75	\$1,585,289.82

Annual Bylaw:

Historically City Council has exempted taxes for many groups which occupy City owned property and properties that support the community in various ways including charitable, sport, culture and recreation.

Although properties owned by the City are exempt, the organizations using those facilities may be taxable entities and therefore technically are subject to property tax, unless specifically exempted by City Council. While not all of these are non-profit or charitable situations, City Council has shown support for various organizations and examines their situation and contribution to the City when considering an exemption.

These properties are brought forward for yearly review by City Council to consider continuing the exemption. Funding for these exemptions is accounted for in the budget process through revenue projections on an annual basis.

In 2015, 46 accounts received an exemption included in the annual bylaw which was approved by City Council. The total exempt assessment is 125,273,236 for a total exemption levy of \$2,735,696 of which the municipal portion is \$1,544,062.

The overall five year total exemption is \$13,326,176 in levies of which the municipal portion is \$6,806,199.

YEAR	DESCRIPTION	EXEMPT ASSESSMENT	TOTAL EXEMPT LEVIES	TOTAL MUNICIPAL LEVY
2015	46 ACCOUNTS	125,273,236	\$2,735,696.41	\$1,544,062.19
2014	48 ACCOUNTS	122,492,650	\$2,614,887.01	\$1,453,427.67
2013	54 ACCOUNTS	129,641,167	\$3,151,526.26	\$1,426,863.96
2012	45 ACCOUNTS	65,556,664	\$2,441,920.99	\$1,216,951.54
2011	50 ACCOUNTS	65,199,764	\$2,382,145.40	\$1,164,893.78
		5 YEAR TOTAL	\$13,326,176.07	\$6,806,199.14

The Community Investment Grants have limited funding to disburse to groups that apply. In 2015 some organizations listed on the Annual Bylaw also received funding through Community Investment programs. The breakdown for 2015 funding is as of October 13, 2015 and is listed in

the following table:

ORGANIZATION	ACCOUNT NUMBER	2015 TOTAL EXEMPT MUNICIPAL LEVIES	2015 COMMUNITY INVESTMENTS FUNDS:	TOTAL SUPPORT RECEIVED IN 2015
THEATRE REGINA INC.	10025856	\$ 24,440.66	\$17,000.00	\$41,440.66
THE GLOBE THEATRE SOCIETY	10060139 10060140 10060141	\$7,498.15	\$125,000.00	\$132,498.15
MACKENZIE ART GALLERY INCORPORATED	10065555	\$132869.36	\$30,000.00	\$162,869.36
REGINA PLAINS MUSEUM	10091139	\$7,696.57	\$115,000.00	\$122,696.57
THE ART GALLERY OF REGINA	10065459	\$720.68	\$82,000.00	\$82,720.68
MOUNTED POLICE HERITAGE CENTRE	10115375	\$329,225.22	\$100,000.00	\$429,225.22
SASKATCHEWAN SCIENCE CENTRE INC.	10145969	\$227,623.37	\$170,000.00	\$397,623.37
REGINA SENIOR CITIZENS CETNRE INC.	10065491	\$19,314.35	\$134,600.00	\$153,914.35
REACH (Regina Education & Action on Child Hunger Inc.)	10115555	\$1,909.09	\$79,285.00	\$81,194.09
REGINA & DISTRICT FOOD BANK INC.	10018622	\$ 69,885.02	\$37,500.00	\$107,385.02
SOUTH ZONE REC. BOARD (COMMUNITY GARDEN PLOT)	10196513	\$105,473.11	\$5,476.00	\$110,949.11
** CATHEDRAL AREA COMMUNITY ASSOCIATION *(ACCOUNTS ARE COMMUNITY GARDEN PLOTS)	10065463 10035876* 10035875* 10035874* 10035873* 10035872* 10035871*	\$2,260.64	\$34,000.00	\$36,260.64
REGINA EXHIBITION ASSOC. LTD.	10065223	\$2,378.03	\$5,000.00	\$7,378.03
GRAND TOTALS		\$931,294.25	\$934,861.00	\$1,866,155.25

Curling Clubs

The Highland Curling Club and the Tartan Curling Club requested tax exemptions in 2015. City Council has the authority pursuant to subsection 262(3) of *The Cities Act* to exempt from taxation, in whole or in part, any land or improvements designated in the bylaw. City Council approved a two-year tax exemption on the municipal levy only, with the 2016 exemption being conditional on the owners developing and providing a business plan to the City by January 1,

2016 outlining the owner's sustainable futures. The exemption was only for the municipal levy which in 2015 totals \$27,306. These curling clubs remain responsible for the applicable school and library taxes.

YEAR	DESCRIPTION	EXEMPT ASSESSMENT	TOTAL EXEMPT LEVIES	TOTAL MUNICIPAL LEVY
2015	Highland Curling Club	866,900	\$10,698.11	\$10,698.11
2015	Tartan Curling Club	1,345,800	\$16,608.05	\$16,608.05
		2015 Total	\$27,306.16	\$27,306.16

Ahmadiyya Muslim Jama (AMJ)

Ahmadiyya Muslim Jama (AMJ) requested and City Council, in report CR15-68, approved a property tax exemption for 2015 and future years until the Mosque they are constructing is completed on the property at 3810 Eastgate Drive. Once the Mosque is completed and the property is used as a place of public worship a statutory exemption would apply.

Section 262(1) (e) of *The Cities Act* provides an exemption from taxation for "every place of public worship and the land used in connection with a place of public worship." There are limits as to the amount of land and the ownership of the property for exemptions. The exemption does not apply to any portion of a property used as a residence or vacant land.

Regina Trades & Skills

The Regina Trades & Skills Centre Inc. had requested a five year exemption for the land it leases at 1269 Albert Street. This land is adjacent to it building at 1275 Albert Street and is required for parking. City Council, in report CR13-69, approved a five year property tax exemption for the Trades & Skills Centre at 1275 Albert Street and it is now on the Annual Bylaw. The lease on the adjacent parking lot transferred with the sale and was not included in the exemption request for the building they own. This separate agreement is an exemption for the leased portion of land they use for parking.

In 2015 these two accounts received an exemption as previously approved by City Council. The total exempt assessment is 1,128,100 for a total exemption levy of \$24,667 of which the total exempt municipal portion is \$13,921.

The overall five year total exemption is \$34,989 in levies of which the municipal portion is \$19,658.

YEAR	DESCRIPTION	EXEMPT ASSESSMENT	TOTAL EXEMPT LEVIES	TOTAL MUNICIPAL LEVY
2015	2 ACCOUNT	1,128,100	\$24,667.18	\$13,921.47
2014	1 ACCOUNT	483,000	\$10,321.86	\$5,736.83
2013				
2012				
2011				
		5 YEAR TOTAL	\$34,989.04	\$19,658.30

RECOMMENDATION IMPLICATIONS

Financial Implications

There are none associated with this report.

Environmental Implications

There are none associated with this report.

Policy and/or Strategic Implications

There are none associated with this report.

Other Implications

There are none associated with this report.

Accessibility Implications

There are none associated with this report.

COMMUNICATIONS

There are none associated with this report.

DELEGATED AUTHORITY

There is no delegated authority associated with this report as it is for informational purposes only. The request for the information was received through an undertaking at City Council, therefore this report will be forwarded to City Council for information.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE



Ashley Thompson, Secretary

BYLAW NO. 2016-15

THE PROPERTIES EXEMPT FROM TAXATION AS A RESULT OF THE 2013
MUNICIPAL BOUNDARY ALTERATION BYLAW, 2016

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

Purpose

- 1 The purpose of this Bylaw is to exempt certain properties which were annexed into the City of Regina as a result of the 2013 municipal boundary alteration from property taxes in whole or in part for the 2016 financial year.

Authority

- 2 The authority for this Bylaw is subsection 262(3) of *The Cities Act*.

Definitions

- 3 In this Bylaw:

“Commercial Corridor Lands” means those lands listed in Schedule “A” to this Bylaw;

“Lands Within the 300,000 Growth Plan” means those lands listed in Schedule “B” to this Bylaw; and

“Lands Beyond the 300,000 Growth Plan” means those lands listed in Schedule “C” to this Bylaw.

Calculation of Exemption

- 4 The owners or occupants of the Commercial Corridor Lands, the Lands Within the 300,000 Growth Plan and the Lands Beyond the 300,000 Growth Plan are partially exempted from payment of property tax payable by the owner or occupant of the land and improvements as outlined in the respective Schedules “A”-“C” to this Bylaw.

- 5 The exemptions in this Bylaw shall:

- (a) apply only to taxes assessed in 2016 on land or improvements; and
- (b) not include special taxes, local improvement levies, public utility charges, development fees or other such charges imposed by the City or other taxing authority.

- 6 The City Assessor shall conclusively determine the scope and extent of any exemption.

Approved as to form this _____ day of _____, 20____.

City Solicitor

7 This Bylaw comes into force on January 1, 2016.

READ A FIRST TIME THIS 29th DAY OF March 2016.

READ A SECOND TIME THIS 29th DAY OF March 2016.

READ A THIRD TIME AND PASSED THIS 29th DAY OF March 2016.

Mayor

City Clerk (SEAL)

CERTIFIED A TRUE COPY

City Clerk

SCHEDULE "A"

Commercial Corridor Lands
Partially Exempted from Property Tax – Five Year Phase In ¹

Appendix A - Commercial Corridor Annexation Tax Exemptions

Account	Civic Address	Assessed Value	% Exempt	Foregone Municipal Tax	Total Foregone Tax
10268941	601 CONDIE ROAD	7,400	33.36%	31.47	55.06
10268897	1101 CONDIE ROAD	760,400	22.31%	2,162.61	3,783.58
10268078	1201 CONDIE ROAD	1,020,000	29.57%	3,844.93	6,726.86
10268935	9800 DEWDNEY AVENUE	5,017,500	34.62%	22,143.78	43,535.74
10269001	1701 KENNEDY STREET	1,515,000	34.08%	6,581.88	11,515.26
10268997	4000 E VICTORIA AVENUE	6,036,300	18.54%	14,266.52	24,959.87
10268077	4001 E VICTORIA AVENUE	5,032,700	18.24%	11,702.08	20,473.27
10268975	4150 E VICTORIA AVENUE	2,839,200	13.87%	5,020.07	8,782.82
10268139	4200 E VICTORIA AVENUE	565,400	28.70%	2,068.60	3,619.10
10268141	4330 E VICTORIA AVENUE	530,900	27.24%	1,843.56	3,225.38
10268982	4500 E VICTORIA AVENUE	2,824,300	21.94%	6,795.81	11,839.35
10268140	4600 E VICTORIA AVENUE	932,100	22.52%	2,675.89	4,681.58
10268992	4601 E VICTORIA AVENUE	200,174	31.53%	442.13	578.95
10268143	4750 E VICTORIA AVENUE	2,222,400	19.01%	5,385.69	9,422.49
10269034	4850 E VICTORIA AVENUE	2,892,400	21.64%	7,979.08	13,959.73
10268142	5050 E VICTORIA AVENUE	3,369,600	24.49%	10,519.73	18,404.70
10269444	5200 E VICTORIA AVENUE	3,242,600	27.03%	10,512.80	18,362.55
10269032	1700 ZINKHAN STREET	1,798,600	34.58%	7,928.61	13,871.44
Commercial Corridor Totals:		40,806,974		121,905	217,798

¹ The intention as resolved by City Council pursuant to CM13-14 is that tax mitigation for properties identified within the Commercial Corridor where, on the date of boundary alteration, the main property use is commercial or industrial should include a phase-in of the tax change between RM tax levels to City tax levels over five years. Upon the effective date of the boundary alteration, property taxes applicable to these properties will not exceed the RM taxation amount for the first year (2014). The amount of the exemption will decrease each year by 20% over the next four years (2015-2018) so that in year six following the boundary alteration (2019) the properties will be subject to City property taxation levels. Eligibility for any exemption will expire either over the suggested time frame, when development occurs on a particular property or otherwise at the annual discretion of City Council.

SCHEDULE "B"

**Lands Within the 300,000 Growth Plan
Partially Exempted from Property Tax – Five Year Fixed Tax Mitigation**

Appendix B - Lands Within the 300,000 Growth Plan

Account	Civic Address	Assessed Value	% Exempt	Foregone Municipal		Total Foregone Tax
				Tax	Tax	
10268073	4800 ARMOUR ROAD	143,800	90.87%	915.13	1,198.33	1,198.33
10268955	5000 ARMOUR ROAD	241,500	67.80%	1,147.79	1,502.99	1,502.99
10268952	5800 ARMOUR ROAD	287,100	63.42%	1,276.57	1,671.62	1,671.62
10269420	4500 CAMPBELL STREET	345,100	60.12%	1,454.63	1,904.79	1,904.79
10268134	4800 CAMPBELL STREET	145,000	89.59%	910.24	1,191.93	1,191.93
10268098	4820 CAMPBELL STREET	32,600	15.33%	34.98	45.81	45.81
10268135	605 CONDIE ROAD	248,600	67.16%	1,170.36	1,532.55	1,532.55
10268147	1300 N COURTNEY STREET	1,649,610	97.05%	11,223.70	14,697.07	14,697.07
10268772	1400 N COURTNEY STREET	154,500	86.22%	933.16	1,221.95	1,221.95
10268149	1550 N COURTNEY STREET	911,700	31.92%	1,726.57	2,905.89	2,905.89
10268977	1600 N COURTNEY STREET	154,500	86.61%	937.38	1,227.47	1,227.47
10290538	1710 N COURTNEY STREET	138,100	93.06%	900.42	1,179.07	1,179.07
10269249	1750 N COURTNEY STREET	156,400	86.00%	942.83	1,234.60	1,234.60
10268773	1760 N COURTNEY STREET	785,100	52.05%	2,419.74	4,083.57	4,083.57
10269002	4001 E DEWDNEY AVENUE	206,800	73.50%	1,065.33	1,395.01	1,395.01
10269240	5201 E DEWDNEY AVENUE	405,600	26.49%	728.09	1,004.94	1,004.94
10268898	10000 DEWDNEY AVENUE	206,900	73.53%	1,065.77	1,395.59	1,395.59
10268080	10600 DEWDNEY AVENUE	257,700	66.31%	1,197.80	1,568.49	1,568.49
10269161	11400 DEWDNEY AVENUE	255,400	66.26%	1,185.92	1,552.93	1,552.93

SCHEDULE "B"

**Lands Within the 300,000 Growth Plan
Partially Exempted from Property Tax – Five Year Fixed Tax Mitigation ²**

Appendix B - Lands Within the 300,000 Growth Plan

Account	Civic Address	Assessed Value	% Exempt	Foregone Municipal Tax	Total Foregone Tax
10269248	12400 DEWDNEY AVENUE	242,900	67.97%	1,156.74	1,514.72
10268744	13000 DEWDNEY AVENUE	384,700	42.24%	1,138.87	1,491.31
10268743	600 FLEMING ROAD	253,200	66.65%	1,182.71	1,548.72
10269421	4245 GARRY STREET	16,200	14.85%	16.85	22.07
10268133	4820 GARRY STREET	32,600	15.33%	34.98	45.81
10272004	600 PINKIE ROAD	215,800	72.01%	1,088.72	1,425.64
10269452	1301 N PINKIE ROAD	259,700	66.23%	1,205.64	1,578.75
10268088	5813 SECORD AVENUE	19,500	21.31%	29.07	38.07
10269403	4801 E VICTORIA AVENUE	244,700	67.54%	1,158.03	1,516.41
300,000 Population Totals:		8,395,310		38,248	51,696

² The intention as resolved by City Council pursuant to CM13-14 is that tax mitigation for the properties identified as being located within the City's 300,000 growth plan should include an assessment exemption that will keep their property tax levels equal to what they would have paid in the RM for five years following boundary alteration. The exemption amount applied in the first year (2014) will serve as the base for taxation in years two to five (2015-2018). After five years the exemption will expire and the properties will be subject to City property taxation levels. Eligibility for any exemption will expire either over the suggested time frame, when development occurs on a particular property or otherwise at the annual discretion of City Council.

SCHEDULE "C"

**Lands Beyond the 300,000 Growth Plan
Partially Exempted from Property Tax – Long Term Tax Mitigation ³**

Appendix C - Lands Beyond the 300,000 Growth Plan

Account	Civic Address	Assessed Value	% Exempt	Foregone Municipal Tax	Total Foregone Tax
10269919	6500 26TH AVENUE	36,200	95.77%	242.95	318.13
10269307	6501 26TH AVENUE	27,100	94.35%	179.21	234.66
10268615	6500 28TH AVENUE	27,100	94.35%	179.21	234.66
10268381	6501 28TH AVENUE	36,100	95.75%	241.67	316.46
10269859	6501 29TH AVENUE	19,400	92.06%	124.39	162.88
10268166	5800 31ST AVENUE	9,700	20.57%	13.90	18.20
10269453	9000 9TH AVENUE N	330,800	42.32%	942.05	1,313.43
10268137	9001 9TH AVENUE N	924,300	48.69%	3,169.87	5,170.75
10268996	9300 9TH AVENUE N	261,500	66.44%	1,217.94	1,594.85
10268086	9801 9TH AVENUE N	399,400	49.07%	1,373.68	1,798.79
10268942	11601 9TH AVENUE N	220,800	83.31%	1,289.29	1,688.29
10269920	3800 ABBOTT STREET	25,300	15.20%	26.94	35.27
10269976	3801 ABBOTT STREET	36,200	15.38%	39.02	51.09
10269309	3900 ABBOTT STREET	27,100	15.24%	28.95	37.91
10269310	3901 ABBOTT STREET	27,100	15.24%	28.95	37.91
10268609	4020 ABBOTT STREET	10,800	14.37%	10.81	14.15
10268671	4037 ABBOTT STREET	10,800	14.37%	10.81	14.15
10268467	4069 ABBOTT STREET	1,800	70.96%	8.15	10.67
10269461	4101 ABBOTT STREET	14,400	14.74%	14.84	19.43
10268153	6700 ARMOUR ROAD	225,600	70.49%	1,114.27	1,459.10
10268774	7801 ARMOUR ROAD	779,100	51.30%	2,375.59	3,987.44
10269162	8201 ARMOUR ROAD	259,200	66.37%	1,205.65	1,578.76
10269961	3800 BELMONT STREET	36,200	15.38%	39.02	51.09
10269994	3801 BELMONT STREET	78,200	21.68%	118.84	155.62
10269341	3900 BELMONT STREET	27,100	15.24%	28.95	37.91
10269372	3901 BELMONT STREET	27,100	15.24%	28.95	37.91
10268587	4021 BELMONT STREET	14,400	14.74%	14.84	19.43

SCHEDULE "C"

Lands Beyond the 300,000 Growth Plan
Partially Exempted from Property Tax – Long Term Tax Mitigation ³

Appendix C - Lands Beyond the 300,000 Growth Plan

Account	Civic Address	Assessed Value	% Exempt	Foregone Municipal Tax	Total Foregone Tax
10268454	4028 BELMONT STREET	21,700	15.10%	22.91	30.00
10268944	4053 BELMONT STREET	12,600	14.58%	12.82	16.79
10268184	4117 BELMONT STREET	21,700	15.10%	22.91	30.00
10268537	4201 BELMONT STREET	19,400	12.63%	17.07	22.36
10269141	3300 CAMPBELL STREET	254,800	67.18%	1,199.82	1,571.13
10269058	3500 CAMPBELL STREET	456,800	31.88%	986.08	1,615.70
10272977	3600 CAMPBELL STREET	219,200	49.59%	1,385.71	2,424.35
10268567	4044 CAMPBELL STREET	16,200	14.85%	16.85	22.07
10268864	4112 CAMPBELL STREET	12,600	14.58%	12.82	16.79
10268927	4200 CAMPBELL STREET	14,400	14.74%	14.84	19.43
10269430	4244 CAMPBELL STREET	16,200	14.85%	16.85	22.07
10269119	4300 CAMPBELL STREET	18,000	14.95%	18.87	24.71
10269410	3801 CARLTON STREET	36,200	15.38%	39.02	51.09
10269477	3900 CARLTON STREET	27,100	15.24%	28.95	37.91
10269492	3901 CARLTON STREET	18,100	14.95%	18.87	24.71
10269093	4021 CARLTON STREET	27,100	15.24%	28.95	37.91
10268444	4040 CARLTON STREET	18,100	14.95%	18.87	24.71
10268208	4108 CARLTON STREET	10,800	14.37%	10.81	14.51
10268198	4140 CARLTON STREET	18,000	14.95%	18.87	24.71
10269390	4200 CARLTON STREET	10,800	14.37%	10.81	14.51
10268150	1950 N COURTNEY STREET	155,800	86.29%	941.61	1,233.01
10268886	2200 N COURTNEY STREET	910,300	36.84%	1,978.76	3,357.44
10269455	3801 COURTNEY STREET	673,800	41.22%	1,946.85	2,549.34
10268981	4800 E DEWDNEY AVENUE	1,108,300	35.97%	2,555.42	3,838.13
10269902	3800 DONALD STREET	36,100	14.96%	37.76	49.45

SCHEDULE “C”

**Lands Beyond the 300,000 Growth Plan
Partially Exempted from Property Tax – Long Term Tax Mitigation ³**

Appendix C - Lands Beyond the 300,000 Growth Plan

Account	Civic Address	Assessed Value	% Exempt	Foregone Municipal Tax	Total Foregone Tax
10268518	3809 DONALD STREET	14,400	14.74%	14.84	19.43
10268656	3841 DONALD STREET	18,100	14.95%	18.87	24.71
10268274	3901 DONALD STREET	27,100	15.24%	28.95	37.91
10268492	3920 DONALD STREET	18,100	14.95%	18.87	24.71
10268810	4021 DONALD STREET	27,100	15.24%	28.95	37.91
10268399	4112 DONALD STREET	10,800	14.37%	10.81	14.15
10269508	4121 DONALD STREET	10,800	14.37%	10.81	14.15
10268508	3821 ELLICE STREET	19,900	15.03%	20.88	27.34
10268718	3848 ELLICE STREET	14,400	14.74%	14.84	19.43
10268289	3900 ELLICE STREET	27,100	15.24%	28.95	37.91
10268815	3901 ELLICE STREET	14,400	14.74%	14.84	19.43
10269024	3933 ELLICE STREET	12,600	14.58%	12.82	16.79
10268796	4020 ELLICE STREET	27,100	15.24%	28.95	37.91
10268220	4101 ELLICE STREET	28,900	14.74%	29.69	38.88
10269296	4200 ELLICE STREET	19,400	92.06%	124.39	162.88
10268648	3821 FORT STREET	18,100	57.48%	72.55	95.00
10268701	3840 FORT STREET	18,100	14.95%	18.87	24.71
10268912	3916 FORT STREET	19,900	15.03%	20.88	27.34
10268622	3921 FORT STREET	12,600	14.58%	12.82	16.79
10269538	4036 FORT STREET	10,800	14.37%	10.81	14.15
10268409	4100 FORT STREET	36,100	14.96%	37.76	49.45
10268828	4101 FORT STREET	36,100	14.96%	37.76	49.45
10268375	4200 FORT STREET	10,800	14.37%	10.81	14.15
10269061	4201 FORT STREET	19,400	12.63%	17.07	22.36
10268629	3900 GARRY STREET	21,700	15.10%	22.91	30.00
10269006	4036 GARRY STREET	18,000	14.95%	18.87	24.71
10268885	4100 GARRY STREET	36,100	14.96%	37.76	49.45

SCHEDULE "C"

**Lands Beyond the 300,000 Growth Plan
Partially Exempted from Property Tax – Long Term Tax Mitigation ³**

Appendix C - Lands Beyond the 300,000 Growth Plan

Account	Civic Address	Assessed Value	% Exempt	Foregone Municipal Tax	Total Foregone Tax
10269072	4200 GARRY STREET	19,400	12.63%	17.07	22.36
10268156	4301 GARRY STREET	18,000	14.95%	18.87	24.71
10268641	5900 PARLIAMENT AVENUE	9,700	20.57%	13.90	18.20
10268823	5920 PARLIAMENT AVENUE	9,700	20.57%	13.90	18.20
10268257	6001 PARLIAMENT AVENUE	9,700	20.57%	13.90	18.20
10268775	6101 PARLIAMENT AVENUE	19,500	21.31%	29.07	38.07
10268616	6116 PARLIAMENT AVENUE	11,700	21.06%	17.18	22.50
10268482	6200 PARLIAMENT AVENUE	19,500	21.31%	29.07	38.07
10269083	6201 PARLIAMENT AVENUE	19,500	21.31%	29.07	38.07
10269352	6300 PARLIAMENT AVENUE	19,500	21.31%	29.07	38.07
10269035	6301 PARLIAMENT AVENUE	19,500	21.31%	29.07	38.07
10269331	6400 PARLIAMENT AVENUE	19,500	21.31%	29.07	38.07
10268589	6401 PARLIAMENT AVENUE	19,500	21.31%	29.07	38.07
10269257	6500 PARLIAMENT AVENUE	19,500	21.31%	29.07	38.07
10268599	6501 PARLIAMENT AVENUE	19,500	21.31%	29.07	38.07
10272003	100 N PINKIE ROAD	331,100	69.32%	1,609.19	2,107.18
10269047	400 PINKIE ROAD	5,926,500	58.33%	44,068.43	77,099.55
10268151	1801 N PINKIE ROAD	398,100	42.76%	1,193.23	1,562.50
10269150	6000 E PRIMROSE GREEN DRIVE	5,100	50.59%	18.06	23.65
10269053	6100 E PRIMROSE GREEN DRIVE	167,800	6.49%	138.82	242.88
10269151	6200 E PRIMROSE GREEN DRIVE	3,850.00	62.22%	30,399.10	53,110.84
10268974	6201 E PRIMROSE GREEN DRIVE	2,717.600	50.89%	17,630.13	30,844.64
10268072	1101 PRINCE OF WALES DRIVE	139,100	91.99%	897.09	1,174.71
10268964	500 TOWER ROAD	141,800	47.12%	467.92	612.73
10269247	2331 TOWER ROAD	437,100	54.38%	1,586.35	2,240.07
MULTIPLE	2501 – 3201 TOWER ROAD	515,200	66.62%	2,237.10	3,270.20
10269241	3601 TOWER ROAD	641,400	49.19%	1,994.24	3,058.29

SCHEDULE “C”

Lands Beyond the 300,000 Growth Plan
Partially Exempted from Property Tax – Long Term Tax Mitigation ³

Appendix C - Lands Beyond the 300,000 Growth Plan

Account	Civic Address	Assessed Value	% Exempt	Foregone Municipal Tax	Total Foregone Tax
10268146	4201 TOWER ROAD	417,700	65.92%	2,512.23	4,295.76
10269055	4301 TOWER ROAD	414,900	26.22%	648.85	1,083.32
10268154	5601 E VICTORIA AVENUE	179,000	79.37%	995.61	1,303.72
Beyond 300,000 Population Totals:		25,110,900		132,910.97	220,918.99

³ The intention as resolved by City Council pursuant to CM13-14 is that tax mitigation for the properties identified as being located beyond the City’s 300,000 growth plan should include an assessment exemption that will keep their property tax levels equal to what they would have paid in the RM for a period up to fifteen years following boundary alteration. The exemption amount applied in the first year (2014) will serve as the base for taxation in years two to five (2015-2018). A similar exemption would continue to be recommended on an annual basis for up to 15 years following the boundary alteration (2028). Eligibility for any exemption will expire either over the suggested time frame, when development occurs on a particular property or otherwise at the annual discretion of City Council.

ABSTRACT

BYLAW NO. 2016-15

THE PROPERTIES EXEMPT FROM TAXATION AS A RESULT OF THE 2013 MUNICIPAL BOUNDARY ALTERATION BYLAW, 2016

PURPOSE:	To exempt certain properties from property taxes in whole or in part for the 2016 financial year as a result of the 2013 municipal boundary alteration. 2016 is the third year of a 5 year tax mitigation policy.
ABSTRACT:	Provide property tax exemptions to owners and occupants of land that was annexed into the City of Regina as a result of the 2013 municipal boundary alteration.
STATUTORY AUTHORITY:	Subsection 262(3) of <i>The Cities Act</i>
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Finance and Administration Committee, March 8, 2016, FA16-3
AMENDS/REPEALS:	N/A
CLASSIFICATION:	Administrative
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Assessment, Tax & Real Estate

BYLAW NO. 2016-16

THE PROPERTIES EXEMPT FROM TAXATION BYLAW, 2016

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

Purpose

- 1 The purpose of this Bylaw is to exempt certain properties from property taxes in whole or in part for the 2016 financial year.

Authority

- 2 The authority for this Bylaw is *The Cities Act*, and in particular, subsection 262(3) of the *Act*.

Exemptions

- 3 The named occupants of properties owned or under control of the City of Regina or properties adjacent to City property listed in Schedule "A" to this Bylaw are exempted from payment of property tax payable by the owner or occupant of the land and improvements specified in the Schedule.
- 4 Girl Guides of Canada – Guides du Canada is exempted from payment of property tax for the land and improvements located at 1530 Broadway Avenue; Lot D, Block 8, Plan FU 1338.
- 5 The Canadian Blood Services is exempted from payment of property tax for the portion of the land and improvements used for blood collection, which land and improvements are located at 2571 Broad Street; Lot B, Block 8, Plan FU 1338.
- 6 The Globe Theatre Society is exempted from payment of property tax for the portion of the land and improvements located at 1801 Scarth Street; units 2, 3 and 4, Plan 99RA23145.
- 7 Mackenzie Art Gallery Incorporated is exempted from payment of property tax payable by an occupant of a portion of the land and improvements located at 3475 Albert Street; part of the Plan 101991865, Block C Ext. 31, and Block D Ext. 43, known as the T.C. Douglas Building.
- 8 Saskatchewan Science Centre Inc. is exempted from payment of property tax payable by an occupant of the land and improvements located at 2901 Powerhouse Drive; Block A, Plan 101919416.
- 9 The Board of Education of the Regina School Division No. 4 of Saskatchewan is exempted from payment of property tax payable by an occupant of the lands located at 142 Massey Road, Lot N 330', Block B, Plan AY 4087.

Approved as to form this _____ day of _____, 20____.

City Solicitor

- 10 The Regina Trades and Skills Inc. is exempted from payment of property tax payable by an occupant of the land and improvements located at 1275 Albert Street, Lot 22, Block 145, Plan 94R44318.
- 11 Caledonian Curling Club is exempted from payment of property tax payable by an occupant of the land and improvements located at 2225 Sandra Schmirler Way; Block A, Plan 78R35572, Extension 7.
- 12 Theatre Regina Inc. (Regina Performing Arts Centre) is exempted from payment of property tax for the land and improvements located at 1077 Angus Street; Lots 1 - 10, Block 86, Plan OLD 33 and Block C, Plan GA1016.
- 13 Regina & District Food Bank Inc. is exempted from payment of property tax for the portion of the land and improvements used by the Regina & District Food Bank Inc. and non-profit agencies operating in conjunction with the Regina & District Food Bank located at 445 Winnipeg Street; Block X, Plan 79R42384.
- 14 The Canadian Red Cross Society is exempted from the payment of property tax for the portion of the land and improvements owned and operated by The Canadian Red Cross Society located at 2050 Cornwall Street; Lot 45, Block 368, Plan 98RA28309.
- 15 The portion of property owned and occupied by the Regina Airport Authority Inc. and located at 5201 Regina Avenue; Block A, Plan 68R15859, and described in tax account 10065031 and as shown in the map attached as Schedule "B" is exempted from payment of property taxes in accordance with the following formula:

$$EX = PT - (0.65 \times PC)$$

Where:

EX is the amount of the tax exemption the Regina Airport Authority Inc. shall receive; and

PT is the total amount of property taxes that would be imposed against the Regina Airport Authority Inc.'s Property described above for the 2016 tax year prior to the exemption; and

PC is the total passenger count reported by the Regina Airport Authority Inc. for the 12 month period that commenced three years prior to the 2016 tax year.

- 16 The Regina Public Library is exempted from payment of property tax payable by an occupant of the land and improvements located at 331 Albert Street; Lots 1 and 2, Block 17, Plan 68R23751.
- 17 The Regina Public Library is exempted from payment of property tax payable by an occupant of the land and improvements located at 2715 Gordon Road; Block M, Plan 66R13992; Block Q, Plan 78R20752 and Block N, Plan 101145710.
- 18 The RCMP Heritage Centre is exempted from payment of property tax payable by an occupant of the land and improvements located at 6101 Dewdney Ave; Block A NE/SW/SE/NW 22-17-20-2 and NW 23-17-20-2, Plan 101973494.
- 19 Wudvue Management Ltd. and 101048839 Saskatchewan Ltd. is exempted from payment of property tax for the portion of the land and improvements located at 1375 Broad Street, Lot E, Block 184, Plan 101864280, occupied by the Regina Plains Museum.
- 20 The Community Health Services Association (Regina) Limited, operating as Regina Community Clinic, owned by Namerind Housing Corporation is exempted from payment of property tax for the land and improvements located at 1106 Winnipeg Street, Block BB, Plan 87R02581.
- 21 The South Zone Rec. Board is exempted from payment of property tax for the land and improvements located at 3303 Grant Road, Block B, Plan 00RA15705.
- 22 The exemptions in sections 3 to 21 shall:
 - (a) apply only to taxes assessed in 2016 on land or improvements; and
 - (b) not include special taxes, local improvement levies, public utility charges, development fees or other such charges imposed by the City or other taxing authority.
- 23 The City Assessor shall conclusively determine the scope and extent of any exemption.

24 This Bylaw comes into force on January 1, 2016.

READ A FIRST TIME THIS 29th DAY OF March 2016.

READ A SECOND TIME THIS 29th DAY OF March 2016.

READ A THIRD TIME AND PASSED THIS 29th DAY OF March 2016.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

SCHEDULE "A"

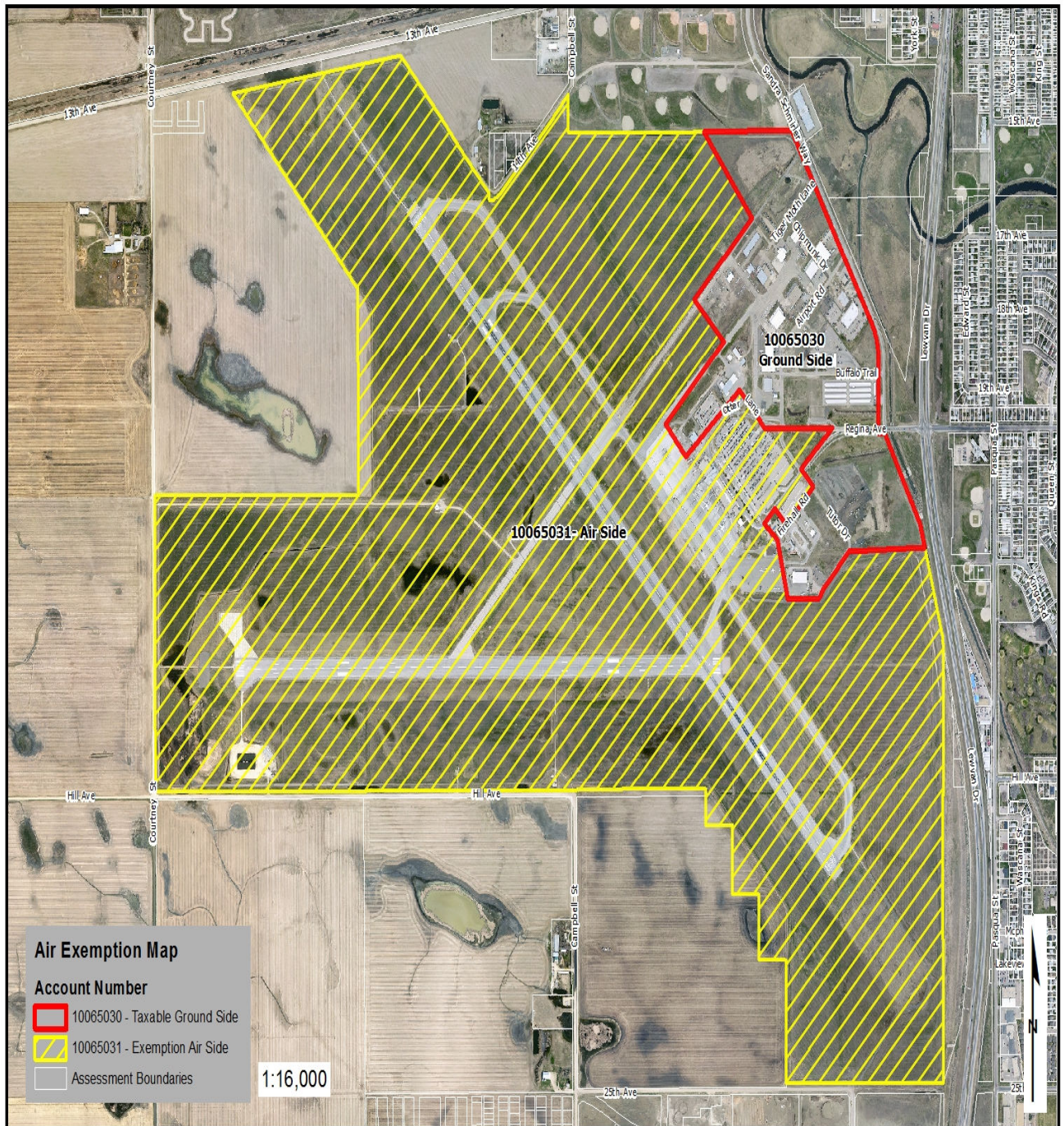
**Occupants of Regina Owned or Controlled Properties
Exempted from Property Tax Payable by an Occupant**

1. Columbus Park Board Inc.: 2940 Pasqua Street; Portion of Blocks L and K, Plan AO5241;
2. Regina Senior Citizens Centre Inc.: 2134 Winnipeg Street; Lot C, Block 417A, Plan 80R39494;
3. Rotary Senior Citizens Recreational Centre: 2404 Elphinstone Street; Block C, Plan DV4420, and Blocks B and C, Plan K4654;
4. Core Community Group Inc.: 1654 11th Avenue; Lot A, Block 289, Plan 90R36844;
5. Cathedral Area Community Association: 2900 13th Avenue, Lot 51, Block 375, Plan 98RA28311; 2010 Arthur Street, Lots 1 - 3, Block 32, Plan I5211; 2005 Forget Street, Lot 19, Block 32, Plan I5211, Lot 22, Block 32, Plan 101197896; 2019 Forget Street, Lot 20, Block 32, Plan 101197919; 2021 Forget Street, Lot 17, Block 32, Plan I5211; 2029 Forget Street, Lot 16, Block 32, Plan I5211; and 2055 Forget Street, Lots 11 - 15, Block 32, Plan I5211;
6. The Art Gallery of Regina: 2404 Elphinstone Street; Block C, Plan DV 4420, and Blocks B and C, Plan K 4654;
7. Saskatchewan Stock Growers Association: 1700 Elphinstone Street; Block H, Plan 14513; Block FF, Plan 84R29489; Block B, Plan 102012613; Block K, Plan DV4404;
8. The Saskatchewan Livestock Association: 1700 Elphinstone Street; Block H, Plan 14513; Block FF, Plan 84R29489; Block B, Plan 102012613; Block K, Plan DV4404;
9. Regina Lawn Bowling Club: 3820 Victoria Avenue; Lot (East of Blk H), Block G, Plan DV4420;
10. Regina Education and Action on Child Hunger Inc.: 1308 Winnipeg Street; Block C, Plan 67R03593; and
11. Grow Regina Community Gardens Incorporated: 3500 Queen Street, Block R2, Plan 60R07552.

**Owners of Property Adjacent to City Property
Exempted from Property Tax Payable by an Occupant**

1. Selo Estates Condominium Corporation: the portion of the following lane easements adjacent to 1180 McNiven Avenue; Plan 97R09147:
 - (a) 51 Martin Street; Lot 15, Block 19, Plan FZ 2501;
 - (b) 91 Martin Crescent; Lot 42, Block 19, Plan GE 191; and
 - (c) A 110 Patterson Drive; Lot 41, Block 19, Plan GE 191.
2. Regina Exhibition Association Ltd.:
 - (a) 1881 Elphinstone Street; a portion of Lot 1, Block A, Plan 94R41933; and
 - (b) 2905 North Railway Street; a portion of Lot 2, Block A, Plan 94R41933, south of North Railway Street; and
3. 626036 Saskatchewan Ltd. (Varsity Condominiums): 3242 Harding Street; portion of buffer strip Lot PB13, Block 22, Plan 86R36770.

SCHEDULE “B”



ABSTRACT

BYLAW NO. 2016-16

THE PROPERTIES EXEMPT FROM TAXATION BYLAW, 2016

PURPOSE:	To exempt certain properties from property taxes in whole or in part for the 2016 financial year.
ABSTRACT:	Provide property tax exemptions to owners and occupants of land based on past practice or policy of the City of Regina.
STATUTORY AUTHORITY:	Subsection 262(3) of <i>The Cities Act</i>
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Finance and Administration Committee, March 8, 2016, FA16-7
AMENDS/REPEALS:	N/A
CLASSIFICATION:	Administrative
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Assessment, Tax & Real Estate

BYLAW NO. 2016-17

THE SASKATCHEWAN MULTICULTURAL CENTRE ASSOCIATION INC.
TAX EXEMPTION BYLAW, 2016

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

Purpose

- 1 The purpose of this Bylaw is to provide a tax exemption to the owner of property located at 2144 Cornwall Street, Regina, Sask.

Authority

- 2 The authority for this Bylaw is pursuant to section 262(4) of *The Cities Act*.

Exemption

- 3 An exemption for taxation is granted for the real property owned by Saskatchewan Multicultural Centre Association Inc. located at 2144 Cornwall Street and legally described as:

Surface Parcel No. 107011189
Lot 15
Block 407
Plan No. Old 33
As described on Certificate of Title 92R18932

Scope of Exemption

- 4 The City shall exempt from taxation an amount equivalent to 100 percent of the property taxes on the captioned Property for three years commencing January 1, 2016 and concluding on December 31, 2018.

Agreement

- 5 The exemption in sections 3 and 4 shall be governed by the attached agreement between The City of Regina and Saskatchewan Multicultural Centre Association Inc. marked as Schedule "A".
- 6 The City Clerk is authorized to sign and seal the Agreements in section 5 on behalf of the City of Regina.

Approved as to form this _____ day of _____, 20____.

City Solicitor

Coming Into Force

7 This Bylaw comes into force on the day of passage of the Bylaw, or on the date the Agreement is executed, whichever is later.

READ A FIRST TIME THIS 29th DAY OF March 2016.

READ A SECOND TIME THIS 29th DAY OF March 2016.

READ A THIRD TIME AND PASSED THIS 29th DAY OF March 2016.

Mayor

City Clerk (SEAL)

CERTIFIED A TRUE COPY

City Clerk

Schedule "A"

**TAX EXEMPTION AGREEMENT
2144 Cornwall Street, Regina, Sask.**

Agreement dated _____, 20__ (City Clerk to fill in)

Between:

THE CITY OF REGINA (the "City")

- and -

SASKATCHEWAN MULTICULTURAL CENTRE ASSOCIATION INC.
(the "Owner")

The Parties agree as follows:

Definitions

1 In this Agreement:

"Property" means the real property owned by the Owner which Land is civically known as 2144 Cornwall St., Regina, Saskatchewan and legally described as Surface Parcel No. 107011189, with a Reference Land Description of:

Lot 15
Block 407
Plan No. Old 33
As described on Certificate of Title 92R18932

City's Covenants

Tax Exemption

- 2 Pursuant to section 262(4) of *The Cities Act*, and subject to the terms of this Agreement, the City exempts from taxation the Property for the years 2016, 2017 and 2018.
- 3 The scope of the tax exemption, including calculation of any percentage or proportion and the determination of any use or cost, shall be conclusively determined by the City Assessor, subject to any statutory right of appeal against the assessment of the Property.

- 4 The exemption from taxation granted pursuant to this Agreement does not include local improvement levies, utility charges, special taxes, development fees or other such charges or fees property imposed by the City or other taxing authority.

Owners' Covenants

- 5 The Owner shall:

- (a) not sell or agree to sell the Property during the term of this Agreement;
- (b) manage the property on behalf of its resident members and provide the benefit of the tax exemption to its resident members, the Saskatchewan Organization of Heritage Languages Inc. and the Multilingual Association of Regina Inc.;
- (c) notify the City of any occurrences which would, pursuant to the Agreement, discontinue or terminate the tax exemption;
- (d) provide the City Assessor with any information or documents requested by the City Assessor for the purpose of assessing the Property.

Continuation

- 6 The tax exemption will continue only for so long as the Owner complies with the terms of this Agreement.

- 7 The tax exemption will cease if the Owner:

- (a) becomes bankrupt or insolvent or is so adjudged;
- (b) makes a general assignment for the benefit of creditors;
- (c) substantially changes its operations such that the Property is no longer being used or occupied by the Saskatchewan Organization of Heritage Languages Inc. and the Multilingual Association of Regina Inc., unless such change has been expressly approved in writing by the City;
- (d) ceases to operate entirely;
- (e) carries out major alterations or improvements to the Property, unless such alterations have been expressly approved in writing by the City;
- (f) sells or agrees to sell the Property;

- (g) fails to pay local improvement levies, utility charges, special taxes, development fees or other such charges or fees properly imposed by the City or other taxing authority with respect to the Property.

8 If the tax exemption ceases by reason of an event in section 7 occurring:

- (a) the Property will be taxable on a pro-rated basis for the portion of the year during which the exemption granted no longer continues; and
- (b) the taxes that would have been payable on the Property during the term of this agreement up to the date of the termination including any penalties shall become due and payable as a debt due to the City.

Notices

- 9(1) Any notice required or permitted to be given to either Party pursuant to this Agreement shall be in writing and may be delivered to the Party in person, or to its authorized agent, or by sending it by prepaid mail, addressed:

To the City at:

Attention: City Clerk
City of Regina
2476 Victoria Avenue
P.O. Box 1790
Regina, Saskatchewan
S4P 3C8

To the Owner at:

Saskatchewan Multicultural Centre Association Inc.
2144 Cornwall St.
Regina, Saskatchewan
S4P 2K7

or to such alternate address as either Party may, from time to time, by notice advise.

- (2) If a notice is mailed pursuant to subsection (1), it is deemed to be given on the third business day after the date of such mailing.
- (3) If postal service is interrupted or substantially delayed, any notice shall be hand-delivered.

General

- 10 This Agreement is not assignable without the prior written consent of the City.
- 11 In the event that this Agreement or any part of it is found to be invalid or ultra vires of Council, then the City shall not be liable to the Owner for any amount of the tax exemption which would otherwise have been granted to the Owner.
- 12 The City may register this Agreement at the Land Titles Registry, Saskatchewan Land Registration, with respect to the Property.
- 13 This Agreement will not become effective until adopted by bylaw of the Council of the City and fully executed by all parties to the Agreement.

In witness whereof, the Parties have executed the Agreement on the date first written above.

THE CITY OF REGINA**SASKATCHEWAN MULTICULTURAL**

City Clerk

The corporate seal should be affixed. If the corporate seal is not
Affixed the attached affidavit of corporate signing authority must
be filled out.

AFFIDAVIT OF CORPORATE SIGNING AUTHORITY

CANADA

SASKATCHEWAN

I, _____ of Regina, Saskatchewan,
 Print Full Name of Signing Authority

MAKE OATH/AFFIRM AS FOLLOWS:

1. I am a _____ (insert position) of Saskatchewan Multicultural Centre Association Inc. named in the Tax Exemption Agreement to which this Affidavit is attached.

2. I am authorized by Saskatchewan Multicultural Centre Association Inc. to execute the Tax Exemption Agreement without affixing the Corporate Seal of Saskatchewan Multicultural Centre Association Inc.

SWORN BEFORE ME at
 _____, Saskatchewan
 on
 Month Date 20__

A Commissioner for Oaths in and for the
 Province of Saskatchewan.
 Being a lawyer —or—
 My commission
 expires:

 Signature of Signing Authority

ABSTRACT

BYLAW NO. 2016-17

THE SASKATCHEWAN MULTICULTURAL CENTRE ASSOCIATION INC. TAX EXEMPTION BYLAW, 2016

PURPOSE: To provide a tax exemption to the owner of property located at 2144 Cornwall Street, Regina, SK.

ABSTRACT: The owner of the property located at 2144 Cornwall Street will receive a tax exemption which is governed by a tax exemption agreement between the parties.

STATUTORY
AUTHORITY: Clause 262(4) of *The Cities Act*.

MINISTER'S APPROVAL: N/A

PUBLIC HEARING: N/A

PUBLIC NOTICE: N/A

REFERENCE: Finance and Administration Committee, March 8, 2016, FA16-4

AMENDS/REPEALS: N/A

CLASSIFICATION: Executory

INITIATING DIVISION: City Planning and Development

INITIATING DEPARTMENT: Assessment Tax & Real Estate

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Hello, here are the talking points we would like to briefly present to Council before they vote on adding dog parks to the city.

Benefits of dog parks include:

- the opportunity for dogs to become well-socialized with each other and a variety of people, which contributes to their positive citizenship outside the dog park.
- off-leash exercise provides dogs with an excellent form of exercise that on-leash time cannot, further promoting good behaviour in our city's dogs outside the park.
- encourages new dog owners to learn from others about responsible dog ownership in controlling their dogs' behaviour, picking up their dogs' waste, etc.
- having several dog parks decreases the burden upon our existing park by spreading out the city's dog population among multiple spots. This is also helpful for dogs and owners that are new to the dog park (young puppies, recently adopted dogs) to be able to acclimate to the dog park without being overwhelmed by too many other park users. Small dogs can have some space of their own, and shy dogs can not be crowded, thereby lessening some anxiety and possible disagreements amongst dogs.
- they allow disabled and/or less mobile city residents an opportunity to socialize with other dog owners while more easily exercising their dog.
- discourages people from using less desirable areas for off-leash play, such as school yards and baseball diamonds.
- promotes a sense of community and friendship among the city's dog lovers.
- more dog parks will put Regina on par with other cities of similar size, like Saskatoon.

Thank you for your time.

Lynne Sheldon and Janna Holtz.

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Off-Leash Dog Park

**RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES
COMMITTEE - MARCH 14, 2016**

That Council approve the Administration's proposed approach with respect to the development of off-leash dog parks and areas as set out in Option #2 of this report.

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE – MARCH 14, 2016

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #2 does not require City Council approval.

Councillors: Bob Hawkins (Chair), John Findura, Shawn Fraser and Mike O'Donnell were present during consideration of this report by the Community and Protective Services Committee.

The Community and Protective Services Committee, at its meeting held on March 14, 2016, considered the following report from the Regina Planning Commission:

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– MARCH 9, 2016**

1. That Council approve the Administration's proposed approach with respect to the development of off-leash dog parks and areas as set out in Option #2 of this report.
2. That the report be forwarded to the March 29, 2016 meeting of City Council for approval.

REGINA PLANNING COMMISSION – MARCH 9, 2016

The Commission adopted a resolution to concur in the recommendation contained in the report after amending Recommendation #2 to read:

2. That this report be forwarded to the March 14, 2016 Community & Protective Services Committee Meeting for consideration.

Recommendation #2 does not require City Council approval.

Councillors: Mike O'Donnell (Chairperson) and Barbara Young; Commissioners: Phil Evans, Simon Kostic, Adrienne Hagen Lyster, Ron Okumura, Daryl Posehn, Laureen Snook and Kathleen Spatt were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on March 9, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That Council approve the Administration's proposed approach with respect to the development of off-leash dog parks and areas as set out in Option #2 of this report.
2. That this report be forwarded to the March 16, 2016 Community & Protective Services Committee Meeting for consideration.
3. That the report be forwarded to the March 29, 2016 City Council for approval.

CONCLUSION

The Administration has conducted leading practice research, along with a statistically valid survey (telephone survey of 600 Regina citizens), to solicit opinions about off-leash dog parks for planning purposes. Based on this feedback, as well as requests received from current park users, the Administration is proposing an approach that better serves the community with three additional fenced off-leash parks located in the south, east and north/northwest ends of Regina as development occurs. In addition the Administration will continue to work with stakeholders to develop a plan to begin to pilot up to three un-fenced off-leash areas in 2017.

BACKGROUND

Off-leash dog parks and areas play an important role in providing spaces for pet owners to exercise their dogs. They often serve as a space for community interaction among pet owners, particularly when situated in neighbourhood settings. Regina currently has one partially fenced off-leash dog park, the Cathy Lauritsen Memorial Off-Leash Dog Park and five seasonal off-leash areas that are contained within boarded rinks at the following locations: Leslie Park (central), Mike Badham Park (south), Glencairn Park (east), M.J. Coldwell Park (north), and Rosemont School Park (west).

Across Canada, municipalities are adding to their inventory of off-leash dog parks and areas. Many Regina citizens have responded to this trend, by voicing interest in additional off-leash dog parks and areas in Regina when participating in community consultation processes related to recreation facilities. Regina's current Recreation Facility Plan, which was approved by Council in 2010, recommended that the Administration prepare a dog park plan for Regina. Subsequently, in January, 2014, Council passed a motion directing the Administration to "prepare a report through the Regina Planning Commission that outlines the City's ability to require an off-leash dog park in each new development that has a population of 5,000."

The purpose of this report is to provide an update on the research that has been done to address this motion in the context of the Recreation Facility Plan.

DISCUSSION

The Administration has conducted leading practice research as well as a survey of citizens and a review of applicable planning policies and practices to provide information from which to develop a plan. As part of this research, the Administration has also explored the option of requiring an off-leash dog park for every new development with 5,000 residents. The results of this research are provided below.

Off-leash Dog Park Planning in Municipalities across Canada

The Administration conducted research with municipalities across Canada to develop a better understanding of how other municipalities are addressing the growing demand for off-leash spaces. Research conducted through discussions with Calgary, Edmonton, Winnipeg, Saskatoon, Hamilton, Toronto, Surrey, Vancouver and Kamloops indicates that there are two primary approaches to establishing new off-leash dog parks and areas:

1. The first approach is driven by community leadership. For example, in Calgary and Saskatoon, an off-leash dog park is developed when a group of citizens works through the municipality to apply for designation of a space in the built environment.
2. The second approach is City-led, but still involves community participation. Municipalities such as Edmonton and Surrey have developed criteria for off-leash dog parks and areas and based on the criteria identified specific sites that are eligible to be designated as an off-leash site. In Edmonton citizens then apply to have the spaces brought on line and in Surrey, bringing the spaces online is led by the municipality.

Through the research, the Administration was not able to identify a city with a population-based ratio for triggering the creation of an off-leash dog park. However, if ratios are calculated based on what currently exists, the ratios vary significantly. Kamloops which only provides unfenced off-leash areas, has one space per every 5,000 residents, whereas Toronto provides a combination of fenced dog parks and un-fenced areas at a ratio of one for every 106,000 residents. The research also showed that all cities but one (Saskatoon) were not focused on providing off-leash areas in relation to new development taking place within their municipalities.

	Number			Population ¹	Ratio
	Fenced	Partially Fenced	Unfenced		
Regina ²	0	1	0	237,800	1:237,800
Saskatoon	8	0	0	300,600	1:37,575
Kamloops	0	0	18	87,000	1:4,833
Surrey	9	0	0	468,300	1:52,033
Vancouver	6	0	30	2,470,300	1:68,619
Winnipeg	0	11	0	782,600	1:71,145
Calgary	4	0	146	1,406,700	1:9,378
Edmonton	0	0	40	1,328,000	1:33,200
Toronto	37	1	19	6,055,700	1:106,240
Hamilton	5	0	4	765,200	1:85,022

Research further shows that the type of off-leash dog parks and areas provided in the eight cities ranges greatly. While some cities provide all fully fenced dog parks, others provide only unfenced areas. Vancouver also provides unfenced off-leash areas within existing parks during limited hours to try and ensure spaces are multi-functional. It should be noted that some municipalities have or are moving away from providing unfenced off-leash areas. These are proving to be difficult to monitor, as municipalities do not typically build staff capacity to ensure appropriate use of the parks.

¹ For the purposes of this report population is reported using census metropolitan areas from Statistics Canada.

² For the purposes of off-leash dog park calculations the seasonal boarded rink sites used in Regina are not included, as they are not available year round.

Planning Context

The designation of park spaces is addressed in *The Planning and Development Act, 2007*(Act). The Act provides direction with respect to the dedication of municipal reserve (MR) within the development context. Currently, the Act requires that MR is dedicated at the following rates:

- 5 per cent of the total industrial/commercial lands developed; and
- 10 per cent of the total residential lands developed.

One of the typical uses for lands dedicated as MR is neighbourhood park space to serve the needs of the new development, however in accordance with the Act MR can also be used for other requirements, such as natural areas, school purposes, agricultural use or for public buildings or facilities. The Community Services Department works with the Planning Department to provide input into plans, regarding the recreation elements required for inclusion within the neighbourhood to meet future community and program needs. Once the plan is approved, detailed site design and programming is refined.

Due to the range of recreation amenities often proposed to ensure complete neighbourhoods, along with the inclusion of school sites as part of MR dedication and more dense development, it is becoming challenging to meet needs for developing communities. It should also be noted that municipalities do not typically include off-leash dog parks as part of active recreation spaces as the two uses are not compatible.

Off-Leash Dog Park Public Feedback

Over the past several years, the City has heard mixed feedback from citizens with respect to off-leash dog parks and areas. While many citizens have expressed an interest in adding off-leash dog parks and areas throughout the city, others have expressed concern over having new locations in close proximity to their homes or concern regarding the priority of off-leash dog park development compared to other recreational amenities. As a result, the Administration contracted Ipsos Reid to conduct a statistically valid survey in June 2015, in an effort to collect public opinion with respect to off-leash dog parks and areas in Regina. The summary report is provided in Appendix A. Highlights are provided below.

A total of 600 telephone surveys were conducted with a randomly selected sample of Regina residents aged 18 years and older. As the survey was intended to solicit broad public opinion, both dog owners and non-owners were interviewed. Interviews were conducted between June 11 and 29, 2015. Sixty-four per cent of households interviewed did not own a dog; 36 per cent did.

When assessing attitudes about off-leash dog parks and areas, the majority (82 per cent) believe that “off-leash parks and areas are important for a city like Regina”. Eighty-two per cent also believe that “providing designated and FENCED off-leash dog parks is important to overall community safety”. Eighty-two per cent also agreed that they “support the idea of off-leash dog parks throughout the city”.

Although 59 per cent of respondents said they were satisfied with the current level of service, it is important to note that Ipsos believes this number reflects the fact that respondents perceive there to be unfenced off-leash areas designated within the city, which is not currently the case. Despite the fact that a number of respondents were satisfied with the current service level for off-leash dog parks, there was also widespread support from the respondents for increasing the

number of off-leash dog parks and areas in Regina. Seventy two per cent support increasing the number of off-leash dog parks and areas, while 20 per cent opposed a proposed increase. More specifically:

- 53 per cent of respondents support increasing designated fenced off-leash dog parks
- 37 per cent support increasing both designated fenced off-leash dog parks and unfenced off-leash areas

When asked why they support an increase, residents typically mentioned that there are currently not enough, there would be positive benefits for dogs and access would be more convenient for users.

Despite this support for an increased number of off-leash dog parks and areas, survey respondents were cautious about trade-offs. The majority of respondents (87 per cent) expressed that they would like the City of Regina to focus on other priorities rather than off-leash dog parks and areas. Ipsos Reid indicated that if respondents felt that moving forward with the implementation of off-leash dog parks meant that other services they considered to be a higher priority would be unlikely to move forward, their response to supporting development of off-leash dog parks and areas would change.

Options for Moving Forward

Option #1: Status Quo

As noted, Regina currently has one off-leash dog park. Research shows that Regina's current service level is not comparable to the service level for the provision of off-leash dog parks in other municipalities. Through the Recreation Facility Plan consultations conducted in 2008/2009 as well as the survey conducted, the Administration has also heard from citizens that they believe a city of Regina's size should have better access to off-leash dog parks and areas. It is for these reasons the Administration does not recommend the option of remaining status-quo.

Option #2: Three fenced off-leash parks in new developments in the north/northwest, south and east areas of the city; develop criteria to identify and pilot two to three unfenced areas in the built environment

This option proposes that the City move forward by establishing a target of developing an additional three additional fenced off-leash dog parks, one in the south, east and north/northwest areas of Regina. This approach is an alternative to using a population-based trigger such as one off-leash dog park per every 5,000 residents. The Administration would continue to work with the Planning Department and developers to add fenced off-leash dog parks, with appropriate amenities, in the north/northwest, east and south zones to augment the Cathy Lauritsen Memorial Off-Leash Park, which is currently located in the central zone.

Discussions have already begun with developers, with respect to these additions and policy directions related to off-leash dog parks have been included in the Tower Crossing Neighbourhood Plan. Furthermore, in recognition of the fact that the rate of development can be challenging to predict and so it may take years to reach this target, the Administration has moved forward with the fencing of a utility parcel in the East Industrial Area. This space, although not the ideal solution for the addition of an off-leash dog park from a

neighbourhood planning perspective, will provide another interim option for people who want to run their dog's off-leash. The space will be a fully fenced, coarse grass area with a safety gate and on-street parking.

In addition to the three new proposed fenced off-leash dog parks, the Administration would develop a plan in conjunction with partners like the Regina Humane Society (RHS) and the Regina Off-Leash Association (ROLA) to pilot two to three locations for unfenced off-leash areas within the current built environment. This would involve the development of criteria for the selection of spaces to ensure all necessary factors, such as compatibility with park amenities, are considered through the site selection process. The plan with criteria and selected locations would then be brought to Council in 2017. The test sites would be established, with follow-up information being shared with Committee and Council.

This plan for the addition of fenced and un-fenced spaces has been shared with the RHS, who is supportive of moving forward. RHS feels that providing more options for residents to run their dogs in designated off-leash spaces may reduce some of the off-leash activity in parks that are currently not designated.

Option #3: Establish off-leash dog parks in new developments based on population

Currently when a new subdivision is constructed, *The Planning and Development Act, 2007*, requires a developer to dedicate the following as Municipal Reserve (MR):

- 10 per cent of the total lands developed for residential purposes; and
- 5 per cent of the total lands developed for commercial/industrial purposes.

Parks, storm water management, school and sport and recreation requirements all must be accommodated through this MR. In a community housing 5,000 residents, typical requirements in the MR include items such as:

- A school site with park space to accommodate the school yard;
- One soccer pitch for every 2,500 residents;
- One playground within 800 m walking distance of most residences;
- Walking paths and bikeway connections;
- Other outdoor recreation amenities, such as basketball courts, skateboard pods, outdoor fitness equipment, and;
- Depressed areas for storm water detention, as determined through engineering analysis.

As communities become denser, it is becoming increasingly challenging to meet all of the programmed and spontaneous recreation needs, storm water utility requirements and school requirements within the current 10 per cent MR dedication. It also makes it challenging to add off-leash dog parks on a population basis of 5,000 residents. It is for this reason the Administration does not recommend moving forward with a population based target for the addition of off-leash dog parks in Regina.

Given this analysis, the Administration is recommending Option #2, which includes a total of three new fenced off-leash parks in new developments in the north/northwest, south and east areas of the city and up to three unfenced areas in the built environment.

RECOMMENDATION IMPLICATIONS

Financial Implications

Currently there are placeholders in the Servicing Agreement Model for the development of future dog parks. As developers are currently responsible to develop parks at a neighbourhood level, the costs reflected in the model are capital funds required to contribute additional funds to enhance selected neighbourhood level dog parks as city-wide parks. These costs are estimated at \$160,000 (for a park approx. 2.5 Ha.), with 70 per cent of those costs being funded by the municipality and 30 per cent being funded through Servicing Agreement Fees. Funds would be used to fence the park and install parking and safety gates, which are currently not required as part of the standard neighbourhood park development. Operating costs associated with maintaining a park of this size are estimated at \$3,500. Required funding will be reviewed when developments reach the concept plan stage, as sizes for parks will vary based on the plan for the overall community. Once costs and Servicing Agreement amounts have been confirmed, funding requests will be forwarded through the annual budget process.

The Administration has also discussed the service level contract with the RHS. At this time the service level contract with the RHS does not require adjustment. As the City grows and as additional off-leash locations are brought on-line a review of the service level contract in conjunction with *The Regina Animal Bylaw No, 2009-44*, No. 2009-44 may be required.

Environmental Implications

There are no environmental implications associated with this report.

Policy and/or Strategic Implications

The development of off-leash parks and areas supports the community priority to develop complete neighbourhoods, as identified in the City's Official Community Plan, *Design Regina*. They serve as a place not only for dogs to socialize, but also for people with common interests to meet and enjoy the amenities that the city has to offer. The addition of off-leash parks and areas is also supported by the Council approved Recreation Facility Plan.

Other Implications

There are no other implications related to this report.

Accessibility Implications

Site accessibility would be included as part of the criteria that would be adhered to for the development of any future fenced off-leash dog parks or unfenced off-leash areas.

COMMUNICATIONS

The Community Services Department will work in collaboration with the Communications Department and the Regina Off-leash Association (ROLA) to communicate the development and opening of future off-leash dog parks and areas to the public as they are brought online.

The Administration will also ensure development of a consultation and communication plan as part of pilot project for unfenced off-leash areas. This will include engaging with residents regarding potential locations as well as development of an educational communications plan for both fenced and unfenced off-leash spaces.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE

A handwritten signature in black ink, appearing to read 'Ashley Thompson', followed by a period.

Ashley Thompson, Secretary

Public Perceptions Research

July 2015

FINAL REPORT

Off-Leash Dog Parks

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OVERVIEW

Methodology

These are the results of The City of Regina's Off Leash Dog Park Perception Research.

A total of 600 telephone interviews have been conducted with a randomly selected representative sample of Regina residents aged 18 years or older.

Interviews were conducted between June 11 – June 29, 2015.

The data has been weighted to ensure the age/gender distribution reflects that of the actual population in Regina according to the most recent Census data.

Summary of Key Findings

OFF-LEASH DOG PARK RESEARCH

Key Findings

OVERALL CITY PERFORMANCE ASSESSMENT

PERCEPTIONS ABOUT QUALITY OF LIFE IN REGINA ARE HIGH AND IS ON THE RIGHT TRACK.

- ◆ 95% of respondents rank the overall quality of life in Regina today as good.
- ◆ **Three-quarters (74%)** of Regina residents agree that **Regina is on the right track to be a better city 10 years from now.**

OVERALL, RESIDENTS ARE SATISFIED WITH THE CITY'S PROGRAM AND SERVICE DELIVERY

- ◆ **87%** of respondents are satisfied with the level and quality of services and programs provided by The City of Regina.
- ◆ **18%** of those people are very satisfied and 69% are somewhat satisfied.

PERCEIVED VALUE PROPERTY TAXES IS ALSO STRONG.

- ◆ **72%** of respondents report receiving good value for their tax dollars while 6% of say that they receive very poor value.

OFF-LEASH DOG PARK RESEARCH

Key Findings

OVERALL SATISFACTION WITH THE CITY'S PARK SERVICES

RESIDENTS ARE SATISFIED WITH THE QUALITY OF CITY PARKS AND GREEN SPACES.

- ◆ **92%** of respondents are satisfied with the overall quality of city parks and green spaces.
- ◆ Satisfaction with all aspects of parks and green spaces provided by The City ranges from 88-95%.
- ◆ Satisfaction with all aspects of off-leash dog parks ranges from 54-59%. It is important to note that results suggest (by the perceived levels of satisfaction) that citizens believe that there are designated, unfenced off-leash dog parks in Regina today, when there are no such designated areas.

DOG PARK USAGE AND AWARENESS

- ◆ The majority of respondents (**64%**) do not have a dog living in their household.
- ◆ **One-quarter (25%)** of respondents report visiting an off-leash dog park in Regina at least once in the past 12 months, somewhere between 1 – 10 times.

OFF-LEASH DOG PARK RESEARCH

Key Findings

ATTITUDES ABOUT OFF-LEASH DOG PARKS

THERE IS WIDESPREAD AGREEMENT THAT OFF-LEASH DOG PARKS ARE IMPORTANT.

- ◆ Eight-in-ten (82%) still agree that *“off-leash dog parks are important for a city like Regina.”*
- ◆ Eight-in-ten (82%) agree that *“providing designated and FENCED off-leash dog parks is important to overall community safety.”*
- ◆ Eight-in-ten (82%) agree that they *“support the idea of off-leash dog parks throughout the city.”*

SUPPORT FOR OFF-LEASH DOG PARKS

THERE IS WIDESPREAD SUPPORT FOR INCREASING THE NUMBER OFF-LEASH DOG PARKS IN REGINA.

- ◆ Seven-in-ten (72%) respondents **support (strongly or somewhat) increasing the number of designated off-leash dog parks**, while 20% strongly or somewhat strongly oppose the idea.
- ◆ Just over half of respondents (53%) support increasing **designated, fenced** off-leash dog parks, while 37% support increasing **both designated fenced** off-leash dog parks, and **designated unfenced** off-leash areas equally.

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Executive Committee: Support to Host the Ladies Professional Golf Association (LPGA)
2018 Canadian Pacific Women's Open

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- MARCH 16, 2016**

That the City of Regina indicate support in principle in the amount of \$100,000, consisting of a \$50,000 cash grant and the provision of City services valued up to \$50,000, for the Ladies Professional Golf Association (LPGA) 2018 Canadian Pacific Women's Open, subject to the following conditions:

- a) The bid to host the 2018 Canadian Pacific Women's Open in Regina is successful;
- b) The City's funding is conditional upon the 2018 Canadian Pacific Women's Open host committee securing an additional \$300,000 in funding from other community partners such as the Province of Saskatchewan and the Regina Hotel Association;
- c) Completion of a multi-party agreement outlining relationships, accountabilities, responsibilities and roles of the funders (e.g. the Province of Saskatchewan, the City of Regina and the Regina Hotels Association) and organizers (e.g. 2018 Canadian Pacific Women's Open Host Committee);
- d) Recognition that the City accepts no obligations for deficits, loans or guarantees for the 2018 Canadian Pacific Women's Open;
- e) Demonstration of the ability of the 2018 Canadian Pacific Women's Open Host Committee to plan and host the event through a plan which outlines the proposed organizational structure, human resource plan, operations and financial plan, evaluation plan and risk management plan. Administration believes this is a critical component; and
- f) A commitment by the 2018 Canadian Pacific Women's Open Host Committee to provide a follow up report that identifies how the City's funding was utilized in the hosting of the event.

EXECUTIVE COMMITTEE – MARCH 16, 2016

John Lee, representing Economic Development Regina Inc., and Greg Dukart, representing Wascana County Club addressed the Committee.

The Committee adopted a resolution to concur in the recommendation contained in the report.

Mayor Michael Fougere, Councillors: Bryon Burnett (Chairperson), John Findura, Shawn Fraser, Bob Hawkins, Wade Murray and Barbara Young were present during consideration of this report by the Executive Committee.

The Executive Committee, at its meeting held on March 16, 2016, considered the following report from the Executive Committee:

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- FEBRUARY 17, 2016**

1. That the City of Regina indicate support in principle in the amount of \$100,000, consisting of a \$50,000 cash grant and the provision of City services valued up to \$50,000, for the Ladies Professional Golf Association (LPGA) 2018 Canadian Pacific Women's Open, subject to the following conditions:
 - a) The bid to host the 2018 Canadian Pacific Women's Open in Regina is successful;
 - b) The City's funding is conditional upon the 2018 Canadian Pacific Women's Open host committee securing an additional \$300,000 in funding from other community partners such as the Province of Saskatchewan and the Regina Hotel Association;
 - c) Completion of a multi-party agreement outlining relationships, accountabilities, responsibilities and roles of the funders (e.g. the Province of Saskatchewan, the City of Regina and the Regina Hotels Association) and organizers (e.g. 2018 Canadian Pacific Women's Open Host Committee);
 - d) Recognition that the City accepts no obligations for deficits, loans or guarantees for the 2018 Canadian Pacific Women's Open;
 - e) Demonstration of the ability of the 2018 Canadian Pacific Women's Open Host Committee to plan and host the event through a plan which outlines the proposed organizational structure, human resource plan, operations and financial plan, evaluation plan and risk management plan. Administration believes this is a critical component;
 - f) A commitment by the 2018 Canadian Pacific Women's Open Host Committee to provide a follow up report that identifies how the City's funding was utilized in the hosting of the event.
2. That this report be forwarded to the March 29, 2016 City Council meeting for approval.

EXECUTIVE COMMITTEE – FEBRUARY 17, 2016

The Committee adopted a resolution to concur in the recommendation contained in the report after amending recommendation #2 as follows:

2. That this report be forwarded to the March 16, 2016 public meeting of the Executive Committee and the March 29, 2016 meeting of City Council for approval.

Mayor Michael Fougere, Councillors: Barbara Young (Chairperson), Sharron Bryce, John Findura, Wade Murray and Mike O'Donnell were present during consideration of this report by the Executive Committee.

The Executive Committee, at the **PRIVATE** session of its meeting held on February 17, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That the City of Regina indicate support in principle in the amount of \$100,000, consisting of a \$50,000 cash grant and the provision of City services valued up to \$50,000, for the Ladies Professional Golf Association (LPGA) 2018 Canadian Pacific Women's Open, subject to the following conditions:
 - a) The bid to host the 2018 Canadian Pacific Women's Open in Regina is successful;
 - b) The City's funding is conditional upon the 2018 Canadian Pacific Women's Open host committee securing an additional \$300,000 in funding from other community partners such as the Province of Saskatchewan and the Regina Hotel Association;
 - c) Completion of a multi-party agreement outlining relationships, accountabilities, responsibilities and roles of the funders (e.g. the Province of Saskatchewan, the City of Regina and the Regina Hotels Association) and organizers (e.g. 2018 Canadian Pacific Women's Open Host Committee);
 - d) Recognition that the City accepts no obligations for deficits, loans or guarantees for the 2018 Canadian Pacific Women's Open;
 - e) Demonstration of the ability of the 2018 Canadian Pacific Women's Open Host Committee to plan and host the event through a plan which outlines the proposed organizational structure, human resource plan, operations and financial plan, evaluation plan and risk management plan. Administration believes this is a critical component;
 - f) A commitment by the 2018 Canadian Pacific Women's Open Host Committee to provide a follow up report that identifies how the City's funding was utilized in the hosting of the event.
2. That this report be forwarded to City Council for approval.

CONCLUSION

During 2014, the City's Administration was invited by its community partners, the Province of Saskatchewan, Regina Regional Opportunities Commission (RROC), Regina Hotel Association (RHA) and the Wascana Country Club (WCC), to participate in the preparation of a bid, on behalf of the community, to host the LPGA 2016 Canadian Pacific Women's Open. Ultimately, this event was awarded to Calgary, Alberta. In late December, 2015, our community partners informed us that there was an opportunity to participate in a community based bid for Regina to host the LPGA 2018 Canadian Pacific Women's Open.

Hosting a successful 2018 Canadian Pacific Women's Open would provide short and long-term economic and social benefits to the community. A bid committee has been developed and is comprised of representatives from the City, the Province of Saskatchewan, RROC, RHA and the WCC, who will have prepared a quality bid on behalf of Regina.

The City's support and involvement in this event is contingent on a commitment by the provincial government and the RHA to provide funding. City Council's consideration should be conditional on a satisfactory plan, a multi-party agreement and a very clear understanding of the accountabilities.

BACKGROUND

The LPGA is the longest running women's sports association in the world. Founded in 1950, the organization has grown from its roots as a playing tour into a non-profit organization involved in every facet of golf. In 2016, the LPGA Tour season will feature 34 events in 15 countries and prize money of more than \$63 million (US).

The Canadian Pacific Women's Open is a marquee tournament on the LPGA Tour schedule and is a key element of the Canadian golf landscape. The Canadian Pacific Women's Open is conducted annually at some of the premier golf facilities in Canada. The 2015 tournament purse of \$2.25 million (US) was one of the largest full field event purses on the LPGA Tour and the Open is one of the most popular tournaments among LPGA players. As a result of the event moving around Canada, the Canadian Pacific Women's Open has been able to draw upon the enthusiasm of host communities in making the event best in class on the LPGA Tour. Host cities derive an international profile as well as both an economic and social impact on the community.

Format: 72 holes stroke play

Field: 156 players, field cut to lowest 70 scores and ties after 36 holes.

Purse: \$2.25 million (US)

Spectators: 70,000+

Future Hosts:

2017 Ottawa Hunt and Golf Club, (Ottawa, ON)

2016 Priddis Greens Golf & Country Club, (Calgary, AB)

Previous Hosts:

2015 The Vancouver Golf Club, (Vancouver, BC)
2014 London Hunt & Country Club, (London, ON)
2013 Royal Mayfair Golf Club, (Edmonton, AB)
2012 Vancouver Golf Club, (Coquitlam, BC)
2011 Hillsdale Golf & Country Club, (Mirabel, QC)
2010 St. Charles Country Club, (Winnipeg, MB)
2009 Priddis Golf & Country Club (Calgary, AB)
2008 Ottawa Hunt & Golf Club (Ottawa, ON)
2007 Royal Mayfair Golf Club (Edmonton, AB)
2006 London Hunt & Country Club (London, ON)
2005 Glen Arbour Golf Course (Halifax, NS)
2004 Legends on Niagara (Niagara Falls, ON)

DISCUSSION

The Canadian Pacific Women's Open is a seven day event that will take place in August 2018. This includes three full days (Monday to Wednesday) of pre-tournament events, featuring a Monday Pro-Am, Pro-Am Pairings Party, Wednesday Pro-Am and Gala Players Party, followed by the four day (Thursday to Sunday) championship event.

The WCC has confirmed its commitment to host this event, and in 2014 Golf Canada indicated the course and facilities have the capacity to host this prestigious event. The staff of Golf Canada will operate the tournament; with volunteers and the staff of the WCC providing support at the local level. A host committee will be put in place starting with the selection of a Host Club Tournament Chair. The host committee is made up of approximately 50 local volunteers who will donate their time and effort to help organize the remainder of the volunteers in order to contribute to the event, while supporting the charitable give-back to the designated community charity. Approximately 1,300 volunteers help make this event a success.

The event is supported by prime television broadcast time on TSN as well as additional time on The Golf Channel. In prior years, the LPGA Canadian Pacific Women's Open reached over 200 million households across the world in countries such as the United States, Australia, Japan, Thailand, India and South Africa. Media attending prior events included 275 representatives from 90 outlets worldwide.

Hosting a successful 2018 Canadian Pacific Women's Open would provide many benefits to the community, such as:

- Provide the opportunity for Regina to host a major international sport competition;
- Have an economic impact on the community and region (Golf Canada states that from 2006 through 2013 the average economic impact for the host city has surpassed \$8 million annually);
- Expose Regina as a destination area to participants, spectators and an international market;
- Promote the values of sport and healthy living to the community, specifically to girls and young women;

- Build capacity and leadership competencies within the community in terms of knowledge, skills and informational resources, leaving a legacy of trained volunteers and staff;
- Leave a financial legacy to a local charity in the community (In 2013 over \$1 million was raised for the Children's Hospital in Edmonton).

The host committee will be required to make a financial contribution of approximately \$400,000 to Golf Canada which may include a maximum of \$200,000 of donated services. The Host Committee may choose to procure additional support from various levels of government, local tourism entities and economic development associations.

The Administration believes that the event would be beneficial to the community and suggest a contribution of up to \$100,000 which represents approximately 25 per cent of the financial contribution required to host the event. The Administration proposes a cash grant in the amount of \$50,000 be considered along with the provision of City services valued up to \$50,000.

The City services provided would be comprised of the following as required for the event:

- policing services
- permits
- transit services
- parking lands
- road signage
- staff support to the planning of the event and
- other appropriate services as determined by City

The remainder of the financial contribution is expected to include a \$250,000 contribution from the Province of Saskatchewan and a \$50,000 contribution from the RHA. The RHA will also contribute funding to support any site visit costs associated with the bid process.

The schedule for the bid process required a bid submission by January 8, 2016. It is anticipated that, in addition to Regina's bid, a bid will be submitted by Toronto, ON.

The Administration recommends that the following conditions be placed on the \$50,000 cash grant and provision of up to \$50,000 in City services:

1. That the bid to host the 2018 Canadian Pacific Women's Open in Regina is successful;
2. That the City's funding is conditional upon the 2018 Canadian Pacific Women's Open host committee securing an additional \$300,000 in funding from other community partners such as the Province of Saskatchewan and the Regina Hotel Association;
3. Completion of a multi-party agreement outlining relationships, accountabilities, responsibilities, and roles of the funders and organizers;
4. Recognition that the City accepts no obligations for deficits, loans or guarantees for the 2018 Canadian Pacific Women's Open;
5. Demonstration of the ability of the 2018 Canadian Pacific Women's Open Host Committee to plan and host the event through a plan which outlines the proposed organizational structure, human resource plan, operations and financial plan, evaluation plan and risk management plan. Administration believes this is a critical component;

6. A commitment by the 2018 Canadian Pacific Women's Open Host Committee to provide a follow-up report that identifies how the City's funding was utilized in the hosting of the event.

RECOMMENDATION IMPLICATIONS

Financial Implications

The proposed City contribution to support the hosting of the 2018 Canadian Pacific Women's Open is \$100,000 as follows:

- a cash grant of \$50,000, and
- City services, as outlined in the body of the report, valued up to \$50,000. The grant and City services would be referred to the 2018 General Operating Budget process for approval.

Environmental Implications

None related to this report.

Strategic Implications

This funding supports the City's Vision and aligns with its Community Priority to embrace built heritage and invest in arts, culture, sport and recreation.

Other Implications

None related to this report.

Accessibility Implications

None related to this report.

COMMUNICATIONS

The decision of the Executive Committee and City Council will be communicated to the 2018 Canadian Pacific Women's Open Bid Committee and Golf Canada.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



Jim Nicol, Secretary

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Organizational Appointments for 2016 – School Board City Council Liaison Committee

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- MARCH 16, 2016**

1. That the following organizational representative nominees for the Regina Public School Board be appointed to the School Board/City Council Liaison Committee for a term of office as indicated below:
 - Mrs. Katherine Gagne be appointed for a three year term effective January 1, 2016 to December 31, 2018;
 - Mr. Dale West be appointed for a three year term effective January 1, 2016 to December 31, 2018;
 - Mr. Greg Enion be appointed as an Administrative Representative for a three year term effective January 1, 2016 to December 31, 2018;
 - Mrs. Debra Burnett be appointed as an Administrative Representative for a three year term effective January 1, 2016 to December 31, 2018.
2. That the members appointed continue to hold office for the term indicated or until their successors are appointed.

EXECUTIVE COMMITTEE – MARCH 16, 2016

The Committee adopted a resolution to concur in the recommendation contained in the report.

Mayor Michael Fougere, Councillors: Bryon Burnett (Chairperson), John Findura, Shawn Fraser, Bob Hawkins, Wade Murray and Barbara Young were present during consideration of this report by the Executive Committee.

The Executive Committee, at its meeting held on March 16, 2016, considered the following report from the City Clerk:

RECOMMENDATION

1. That the following organizational representative nominees for the Regina Public School Board be appointed to the School Board/City Council Liaison Committee for a term of office as indicated below:

- Mrs. Katherine Gagne be appointed for a three year term effective January 1, 2016 to December 31, 2018;
- Mr. Dale West be appointed for a three year term effective January 1, 2016 to December 31, 2018;
- Mr. Greg Enion be appointed as an Administrative Representative for a three year term effective January 1, 2016 to December 31, 2018;
- Mrs. Debra Burnett be appointed as an Administrative Representative for a three year term effective January 1, 2016 to December 31, 2018.

2. That the members appointed continue to hold office for the term indicated or until their successors are appointed.

CONCLUSION

The Regina Public School Board's (RPSB) organizational appointments to the Committee expired on December 31, 2015. The RPSB has put forward the names of the individuals that they would like as their representatives on the Committee. The appointments would be effective upon Council approval.

BACKGROUND

Pursuant to Section 4 of City Council's *Procedure Bylaw 9004*, the process for filling vacancies on City boards, commissions and committees has been initiated. The purpose of this report is to facilitate the appointment of organization representatives to committees for 2016 that are not affected by the committee structure review and to address any outstanding matters related to the appointments.

DISCUSSION

Executive Committee is required to nominate individuals for City Council consideration on all committees presented in this report. The following information is provided on activities that have been carried out in preparation for the appointments.

Organizational Appointments

Letters were sent to all organizations that have representatives whose terms of office will expire as of December 2015. These organizations were requested to advise by October 23, 2015 of their nominations for the upcoming term.

Correspondence was received from the Regina Public School Board on September 29, 2015 and January 13, 2016 confirming their nominations, which are included in the recommendation of the report.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications associated with the recommendations of this report.

Environmental Implications

There are no environmental implications associated with the recommendations of this report.

Policy and/or Strategic Implications

Serving on a committee of Council is both a privilege and means for the public to communicate with Council on behalf of the community. The time, effort and expertise members dedicate to committees of Council is invaluable and contributes significantly to Council's vision.

Other Implications

There are no other implications associated with the recommendations of this report.

Accessibility Implications

There are no accessibility implications associated with the recommendations of this report.

COMMUNICATIONS

After City Council has finalized the appointments, the following communications will take place the RPSB will be notified in writing

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



Jim Nicol, Secretary

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: 2016 Appointments to Regina's Warehouse Business Improvement District Board

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- MARCH 16, 2016**

1. That the following appointment be approved to Regina's Warehouse Business Improvement District Board:
 - Ms. Heike Doerksen be appointed as citizen members for the term March 1, 2016 to December 31, 2017.
2. That Ms. Doerksen continue to hold office for the term indicated or until successors are appointed.

EXECUTIVE COMMITTEE – MARCH 16, 2016

The Committee adopted a resolution to concur in the recommendation contained in the report.

Mayor Michael Fougere, Councillors: Bryon Burnett (Chairperson), John Findura, Shawn Fraser, Bob Hawkins, Wade Murray and Barbara Young were present during consideration of this report.

The Executive Committee, at the **PRIVATE** session of its meeting held on March 16, 2016, considered the following report from the Nominating Committee for Regina's Warehouse Improvement District Board:

RECOMMENDATION

1. On behalf of the Nominating Committee, it is recommended that the following appointment be approved to Regina's Warehouse Business Improvement District Board:
 - Ms. Heike Doerksen be appointed as citizen members for the term March 1, 2016 to December 31, 2017.
2. That Ms. Doerksen continue to hold office for the term indicated or until successors are appointed.

CONCLUSION

The Nominating Committee, established by Bylaw 2003-15, for recommendation of appointments to Regina's Warehouse Business Improvement District Board has met to determine recommendations for the consideration of City Council. There is one positions on the Board to be filled for 2016. The Committee has reviewed all applications and is recommending the appointment of one new member.

BACKGROUND

Bylaw 2003-15, *Regina's Warehouse Business Improvement District Bylaw*, provides for a Nominating Committee comprised of:

- Chairperson of the Board
- Vice Chair
- First year member
- City Councillor
- City of Regina ex-officio member

Chairperson and Treasurer were unable to participate so an alternate member of the Board participated. The role of the Nominating Committee is to recommend to City Council, the appointment of members to Regina's Warehouse Business Improvement District Board (the Board). The purpose of this report is to facilitate the appointments for 2016.

DISCUSSION

The Board is comprised of 11 members appointed by Council. The current composition of the Board includes a member of Council, one citizen to represent the district residents and nine other citizens at large. The terms of the citizen members are staggered appointments up to three years in length. In January 2016, Mr. John Fettes resigned from the Board of Directors, his term was to end December 31, 2016.

The Nominating Committee met via conference call on February 18, 2016, with the Executive Director of the Board in attendance to act as Secretary. The Committee reviewed the seven applications (Appendix A) received by the Office of the City Clerk through the advertising process.

After reviewing the applications, the Nominating Committee is recommending the following appointments to the Board:

Ms. Heike Doerksen, for a term of March 1, 2016 to December 31.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Strategic Implications

Regina's Warehouse Business Improvement District plays a key role in managing growth and community in the warehouse area. Serving on the board provides citizens with the opportunity to become involved in their community and its future. The time, effort and expertise members dedicate is invaluable and contributes significantly to Council's vision of an inclusive community.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATION PLAN

After City Council has finalized the appointments, the following communications will take place:

1. All applicants will be notified, in writing, of the outcome of their applications.
2. The incumbents who have finished their terms on the Board will be sent letters from the Mayor, on behalf of City Council, indicating appreciation for their service.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



Jim Nicol, Secretary

March 8, 2016

To: His Worship the Mayor
and Members of City Council

Re: Architectural Services - Facilities Renewal - Issue and Request for Proposal (RFP) Award

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- MARCH 8, 2016**

1. That the Administration issue a request for proposal (RFP) for separate engagements of architectural and professional engineering consulting services for the development of three new facilities at the Landfill, Transit Operations and Parks and Facilities Yard for the City of Regina (City).
2. That City Council authorize the Chief Financial Officer to award and enter into up to three contracts with the highest ranked proponents from the RFP process.
3. That the City Clerk be authorized to execute the contracts after review and approval from the City Solicitor.

FINANCE AND ADMINISTRATION COMMITTEE – MARCH 8, 2016

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #4 does not require City Council approval.

Councillors: Wade Murray (Chair), Bryon Burnett, Shawn Fraser, Bob Hawkins, and Barbara Young were present during consideration of this report by the Finance and Administration Committee.

The Finance and Administration Committee, at its meeting held on March 8, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That the Administration issue a request for proposal (RFP) for separate engagements of architectural and professional engineering consulting services for the development of three new facilities at the Landfill, Transit Operations and Parks and Facilities Yard for the City of Regina (City).
2. That City Council authorize the Chief Financial Officer to award and enter into up to three contracts with the highest ranked proponents from the RFP process.
3. That the City Clerk be authorized to execute the contracts after review and approval from the City Solicitor.
4. That this report be forwarded to the March 29, 2016 meeting of City Council for approval.

CONCLUSION

This report sets out the Administration's procurement plan to obtain professional services for the development of three new facilities at the Landfill, Transit Operations and Parks and Facilities Yard for the City of Regina (City). The City will issue a RFP for architectural, professional engineering and specialized consulting services required for the development of each of these new facilities. City Council approval is required under *The Regina Administration Bylaw No. 2003-69* as the fees for each engagement are expected to exceed \$500,000 for each project.

BACKGROUND

Facilities Management Services (FMS) manages \$730 million in City-owned facilities and this responsibility ranges from: construction and decommissioning; preservation and sustainability; day-to-day operation; to a variety of services such as space management, security, furniture, fixtures and equipment management and parking management. Management of the City facilities includes not only buildings, but also infrastructure such as parking lots, transit shelters, pathway bridges and tennis and basketball courts. All City facilities support the delivery of services and programs – half of which are facilities directly used by the community. These include indoor and outdoor pools, neighbourhood centres, arenas, golf course facilities and many more. The other facilities managed by FMS are described as facilities that enable the delivery of services, in that they are used by City staff. They include facilities within the Public Works Yard, Landfill, the Parks and Facilities Yard, Transit Operations, Fire Stations, Police facilities, City Hall and many others.

Overall, the demands on corporate facilities management are increasing. The need for major renovation or renewal of facilities is growing as a result of substandard condition, changing business needs and capacity issues. Business changes such as corporate reorganizations and growth have also increased the demands for flexible spaces that can efficiently and effectively adapt to support an ever-changing environment.

There have been several master plans developed in recent years that have outlined the need for several new facilities to support the business needs of the City. Business cases have been developed and capital funds have been approved through the 2016 budget process to allow the following projects to proceed, addressing separate business needs:

- Landfill Operations Centre;
- Transit Fleet Maintenance Facility; and
- Parks and Facilities Trades Shop.

Concept plans for these facilities have been completed and the projects are now ready to move on to more detailed planning and design, as well as construction tender document development. Architectural, professional engineering and specialized consulting services are required to complete this next phase for each of these projects as well as, to perform contract administration throughout construction and warranty reviews for the development of these three facilities. The development of each of these facilities will occur separate from one another.

DISCUSSION

Landfill Operations Centre

The Landfill Operations Centre concept was developed using a collaborative design effort between the facility stakeholders and the design team as part of the Public Works Facilities Master Plan. The facility will provide a model of efficiency between the Landfill and other branches in the Solid Waste Department by sharing crew spaces and office support areas. The facility will be designed so that all functions and pedestrian traffic, including truck parking, are indoors to make operations more efficient during severe weather conditions. The location of the building on the site will provide a visual identity for customers, as well as, separate the public vehicle traffic from the Landfill and Solid Waste Department trucks and equipment to mitigate traffic hazards. The facility will have the capability of expansion for future Landfill and Solid Waste Collection needs. Fleet service for the Landfill and Solid Waste Department equipment will be provided on site within the facility for improved efficiencies. Fleet training space will also be accommodated in the facility.

The Landfill Facility is the most critical item and first recommended phase identified in the Public Works Facilities Master Plan and is also a critical component to the Corporate Facilities Master Plan. This project is expected to have a positive impact on service levels. By having multiple City Operations departments within the same facility and co-located at the Landfill site, increased collaboration and efficiencies are expected.

Transit Fleet Maintenance Facility

The new Transit Fleet Maintenance Facility involves the construction of a new facility co-located with the current Transit Operations Centre. The existing Transit Fleet Maintenance Garage no longer meets the functional requirements necessary to provide the appropriate level of service to the Transit Fleet, both in terms of total numbers and type of fleet. Operational inefficiencies exist due to the travel distance between the two sites. A new facility will enable the City to meet the service level needs of the community into the future and support the delivery of transit to existing and new neighbourhoods supporting complete communities. The new facility will improve operational efficiencies, safety for employees who maintain the bus fleet and the City's ability to maintain a safe fleet for use year-round.

The physical works of the facility includes full service bays with hoists for the maintenance of the City's Transit Fleet. The space includes support areas for staff, a wash bay and storage area for parts. The facility will be constructed on the existing Transit Operations Centre site and will be considered a brownfield development. Additional capital funds for the design and construction of this facility are subject to the project being approved through the New Building Canada Fund (NBCF).

Parks and Facilities Trades Shop

The Parks and Facilities Trades Shop involves the construction of a new facility and associated site development to accommodate the Parks and Facilities field maintenance staff in one facility co-located in the Parks and Facilities yard. The new facility will improve staff working conditions, generate efficiencies expected from a shared facility and facilitate the delivery of services of maintaining parks space and civic facilities throughout the community. The project will see the consolidation of the Parks and Facilities field maintenance staff, as well as, other

staff currently working in the yard, into one facility. The project will allow for the conversion of existing staff facilities into equipment storage and the divestment of other facilities assets. The construction of the new facility will complete the major construction necessary to consolidate the Parks and Facilities departments at the Parks and Facilities Yard.

The primary objective is to provide sound, effective operational facilities to ensure employees have access to space and equipment that allows them to perform program related duties to the best of their ability, providing service to the community. New and updated facilities will allow the City to update work processes, provide opportunities for more energy efficient operation of the facilities and ensure that programs meet the needs of the community while ensuring that the organization is making the most effective use of human, equipment and material resources to complete the required tasks. More effective use of human resources, better work flow and updated processes made possible by the development of these facilities will ensure service levels can be reached into the future.

Procurement Process

The City requires the services of architectural, professional engineering and specialized consulting services to complete the next phase of each of these projects, as well as to perform contract administration throughout construction and warranty reviews for each of the three facilities.

The City will issue a single, consolidated RFP for the procurement of these professional services required as all three projects have similar timelines. Up to three separate engagements are anticipated and the fees are each expected to exceed \$500,000. The consolidated RFP process is expected to increase project exposure and interest in the work along with potential efficiencies in the procurement process.

The proposals will be evaluated on criteria such as technical expertise, corporate experience, personnel availability, general understanding of the scope of work and overall cost.

RECOMMENDATION IMPLICATIONS

Financial Implications

Funding for each of these projects has been approved in the capital budget. The consulting fees are expected to exceed \$500,000 for each engagement; therefore, Council's delegated authority is being sought to award the engagements as required by *The Regina Administration Bylaw No. 2003-69*.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The completed projects will be aligned with the policies from *Design Regina: The Official Community Plan* by supporting the goals of:

- Safe and Efficient Infrastructure;
- Asset Management and Service Levels;
- Planned Infrastructure for Growth;
- Conservation and Environment;
- Infrastructure Staging; and
- Built Form and Urban Design.

Other Implications

Additional capital funds for the design and construction of the Transit Fleet Maintenance facility are subject to the project being approved through the NBCF.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

None with respect to this report.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE



Ashley Thompson, Secretary

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Trunk Relief Initiative Advance Funding - Third Force Main

**RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE
COMMITTEE – MARCH 10, 2016**

1. That City Council approve the advancement of \$8.0 million from planned future year funding from the Integrated Wastewater Solutions for New Growth project (Trunk Relief Initiative), Capital Account U7048, to allow for the tendering and construction of a third wastewater force main, pump capacity upgrades to the McCarthy Boulevard Pumping Station (MBPS), and piping and process modification at the Wastewater Treatment Plant (WWTP) in 2016.

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – MARCH 10, 2016

The Committee adopted a resolution to concur in the recommendations contained in the report. Recommendation #2 does not require City Council approval.

Councillors: Sharron Bryce, (Chairperson), John Findura and Bob Hawkins were present during consideration of this report by the Public Works and Infrastructure Committee.

The Public Works & Infrastructure Committee, at its meeting held on March 10, 2016, considered the following report from the Administration:

RECOMMENDATIONS

1. That City Council approve the advancement of \$8.0 million from planned future year funding from the Integrated Wastewater Solutions for New Growth project (Trunk Relief Initiative), Capital Account U7048, to allow for the tendering and construction of a third wastewater force main, pump capacity upgrades to the McCarthy Boulevard Pumping Station (MBPS), and piping and process modification at the Wastewater Treatment Plant (WWTP) in 2016.
2. That this report be forwarded to the March 29, 2016 meeting of City Council for approval.

CONCLUSION

The Trunk Relief Initiative project was originally intended to maximize and optimize available capacity at the MBPS, and within the wastewater trunk lines that form the City of Regina's (City) wastewater collection system. This project is being re-scoped to increase the capacity of the MBPS and advance planned works to manage wastewater flows generated by a 1:25 year rainfall event, to meet commitments made by the City to the Water Security Agency (WSA). In

addition to potential pumping upgrades, a third force main is required at the MBPS to deliver the increased flow to the WWTP. Piping and process modifications are also required at the WWTP to manage these increased flows.

The \$6.0 million provided in the 2016 Budget for the Integrated Wastewater Solution for New Growth project (Trunk Relief Initiative) is insufficient to cover the increased project scope costs. The estimated cost of the work at the WWTP is \$4.0 million and the estimated cost of the third force main is \$10.0 million for a total of \$14.0 million, leaving a funding shortfall of \$8.0 million. The recommendation is to advance \$8.0 million of the planned 2017 budget request of \$16.0 million, to advance the third force main project and cover the additional cost associated for the WWTP work.

The Administration has identified that proceeding with the on-site needs at the WWTP, and awarding the third force main tender in 2016 is key to ensuring the City can meet the committed timelines for increasing pumping capacity at the MBPS.

BACKGROUND

The wastewater system is intended to collect and move wastewater to the WWTP. In the city of Regina the majority of wastewater is conveyed to MBPS for screening and is then pumped to the WWTP for treatment. Inflow and infiltration (I&I) flows in the form of storm water and snow melt runoff entering the wastewater collection system is a significant issue for the City. Inflow occurs through direct connections such as weeping tile, submerged manholes and other direct connections. Infiltration of stormwater/groundwater enters the wastewater system through cracked and broken pipes. The existing wastewater collection system has sufficient capacity to manage dry weather or average daily flows. However, during heavy precipitation events, I&I flows can overfill the wastewater collection system and increase the risk of basement and surface flooding and emergency discharges to the environment. The stormwater system in certain areas of the city is not designed to accommodate large storm events and as a result rain water enters the wastewater system through I&I. The City is actively upgrading the stormwater system on a priority basis through projects such as the recent detention pond on Parliament Avenue and Lewvan Drive. The intent of storm water upgrades is to reduce surface flooding and reduce the amount of I&I entering the wastewater system.

In June 2014, a significant and prolonged rainfall event overwhelmed the stormwater and wastewater collection systems and caused widespread basement and surface flooding and emergency discharges to the environment. In response, the City's Water Works Department commissioned Stantec Consulting Ltd. (Stantec) to perform a capacity assessment specifically looking at the City's wastewater collection system focussing on the major components: the MBPS and the seven (7) trunks as shown on Figure 1.

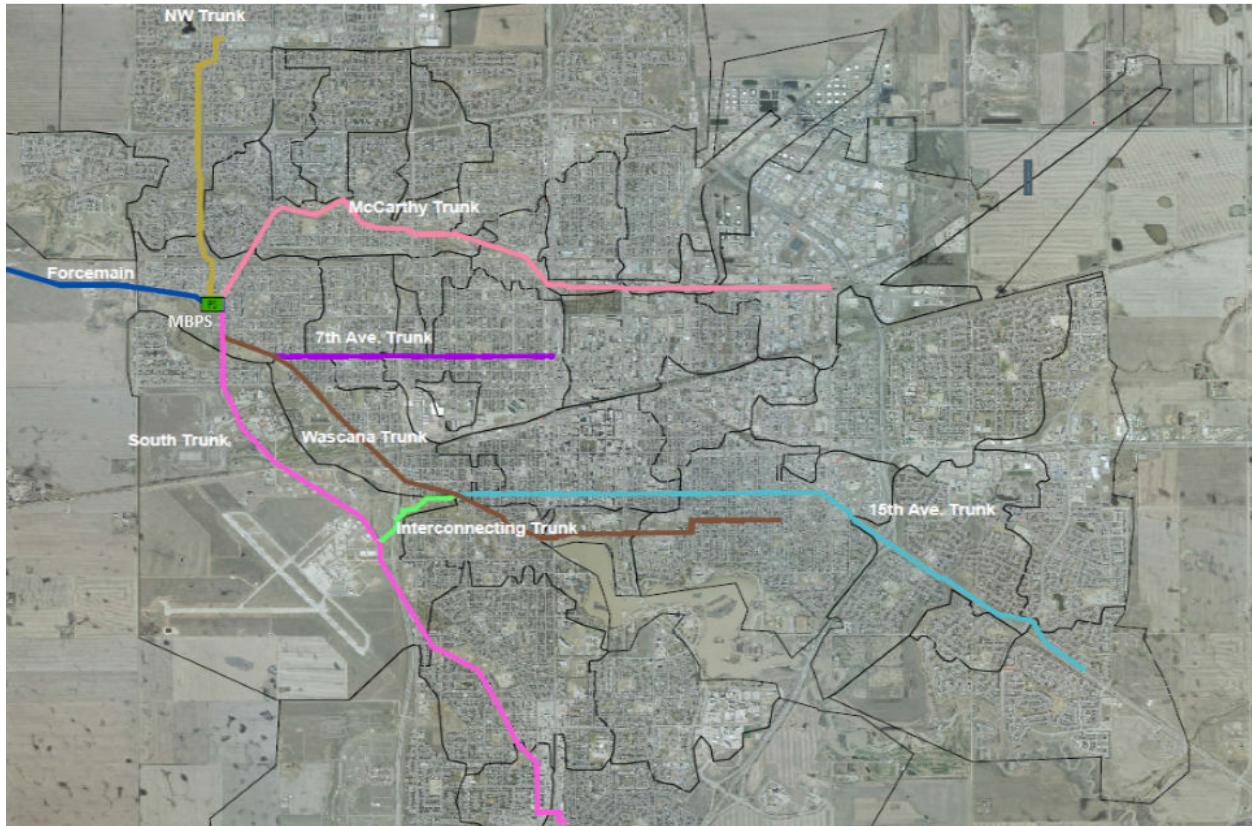


Figure 1: McCarthy Boulevard Pumping Station and Sanitary Trunk Mains Location Plan

The final report, *City of Regina Sanitary Sewage System Assessment* (Stantec 2014), concluded that the collection system has an average capacity to manage the flows generated by a 1:5 year storm event. The report identified a number of improvements, which would increase the overall system capacity to be better able to manage increased flow experienced due to I&I.

The Administration accepted the results of the report and in 2015 created the Trunk Relief Initiative project; a multi-year, multi-million dollar program to maximize the capacity of the MBPS and optimize the available capacity of the trunk mains, with the ultimate goal of being better able to manage increased flow during significant rainfall events.

In addition to wastewater capacity upgrades, the City recognized the key to reducing rainwater runoff inflows to the wastewater system is improved stormwater management, particularly in older, more established areas of the city. The City developed a prioritized plan for constructing major improvements in developed areas (e.g. dry bottom detention facilities), and stormwater management is a key infrastructure component in designing new areas of the city. The City also embarked on an extensive plan to clean and rehabilitate the wastewater collection system as part of an ongoing program, separate from the Trunk Relief Initiative project, to restore capacity and improve operational reliability.

As a result of a heavy rainfall event in late June 2015, the city again experienced basement flooding and discharges to Wascana Creek near the MBPS. The WSA became concerned with the volume and frequency of the wastewater discharges to Wascana Creek during heavy rainfall events and expressed those concerns to the City. After a period of discussion and information sharing at the highest levels of both the City and provincial governments, the City committed to advancing planned improvements to improve the capacity of the MBPS. This will reduce the risk

of bypasses to Wascana Creek once construction is complete. Specifically, the City committed to upgrading the capacity of the MBPS to be able to:

1. manage the flows generated by a 1:10 year precipitation event by December 31, 2017 without bypassing to Wascana Creek; and,
2. manage a 1:25 year event without bypassing to Wascana Creek by December 31, 2020.

The initial phase of the Trunk Relief Initiative was identified as the ideal vehicle to deliver the capacity upgrades at the MBPS within the committed timelines, and the Administration has been working closely with Stantec to modify the project scope accordingly.

DISCUSSION

I&I flows entering the wastewater collection system due to heavy precipitation events have been a significant issue for the city. This issue has caused widespread basement and surface flooding, as well as necessitating bypasses to Wascana Creek in recent years. In addition to undertaking several long-term programs to improve stormwater management and reduce I&I, the City committed to the WSA to advance planned work to increase the capacity of the MBPS. The increased hydraulic capacity at MBPS will be better able to manage increased flow during wet weather events without bypasses to Wascana Creek.

To meet the performance targets committed by the City to the WSA, preliminary analysis indicates that installing a third force main from the MBPS to the WWTP and increasing MBPS pumping capacity will be required. The third force main is expected to be tendered in the summer/fall of 2016 with completion by December 31, 2017, at an estimated cost of \$10.0 million. Modifications to the piping and process at the WWTP site will also be required to be able to manage the increased flow. A portion of the 2016 funding will be required for the construction of on-site modifications at the WWTP site to manage the increased flows. The cost of the WWTP site work is currently estimated at \$4.0 million.

The existing two force mains have sufficient capacity to manage dry weather or average flows; however, the system becomes surcharged during heavy rainfall events as I&I enters the collection system and increases flows beyond the capacity of the wastewater system.

In the *2015 Utility Budget*, \$1.5 million was provided for the initial phase of the Trunk Relief Initiative while \$6.0 million was provided in the 2016 Budget for capital construction, and a further \$16.0 million was requested in 2017 under the Integrated Wastewater Solutions for New Growth project. The Administration has identified two options to consider.

Option 1: Advance Funding from 2017 Budget Request

Due to the scale of this force main project, it is vital that it be tendered and construction begin in summer/fall of 2016 in order to meet the committed completion date of December 31, 2017. A portion of the available 2016 capital funding will be used to cover the cost of on-site piping and process modifications at the WWTP to manage increased flows. The wastewater contractor is scheduled to be doing similar site work in the spring of 2016, so the necessary modifications will be constructed under a change order to expedite installation.

Awarding the construction contract for the third force main in the summer/fall of 2016 would provide the successful contractor approximately 18 months to complete construction by December 31, 2017.

Therefore, there is currently an estimated shortfall of \$8.0 million to be able to tender the third force main project in 2016. The Administration recommends that \$8.0 million be advanced from the planned 2017 budget request to allow for the on-site modifications at the WWTP and tendering and construction of the third force main to occur in 2016. This request is within the original planned funding for the Trunk Relief Initiative project. The timing of the planned funding is simply advanced.

Option 2: Include Funding in 2017 Budget Request

This option would be consistent with the Administration's original plan before the commitments were made to the WSA. The Administration would include the \$8.0 million funding request in the 2017 budget request. As there would not be sufficient capital budget available in 2016, the third force main would not be tendered until 2017. This would put the commitments made to WSA at risk, as the contractor may not have adequate time to complete the construction before December 31, 2017.

RECOMMENDATION IMPLICATIONS

Financial Implications

The \$8.0 million can be advanced from the Integrated Wastewater Solutions for New Growth project. This funding was submitted for approval as part of the 2016 – 2020 Utility Capital Budget process; therefore, the 2017 request will be reduced by \$8.0 million. The Integrated Wastewater Solution for New Growth project is a multiyear, multi project budget request and includes a total request of \$73.8 million over a five year period (2016-2020). As project details continue to develop, this five year budget projection may be adjusted.

Environmental Implications

Completing the hydraulic upgrades to MBPS will reduce the risk of future wastewater bypasses and have a positive effect on the environment. While increased capacity at MBPS reduces the risk, an extreme weather event beyond the planned capacity upgrades may still result in a wastewater bypass. The upgrade to accommodate a storm event of 1:25 years would substantially reduce the risk of wastewater bypasses.

Policy and/or Strategic Implications

Tendering of the third force main project in summer/fall of 2016 will provide the successful contractor approximately 18 months to complete construction, and allow the City to meet the committed timelines for increasing the capacity of the MBPS to manage increased flows during heavy rainfall events. The City has committed to WSA that upgrades will be completed at MBPS to be able to manage the flows generated by a 1:10 year precipitation event by December 31, 2017 without bypassing to Wascana Creek, and to be able to manage a 1:25 year event without bypassing to Wascana Creek by December 31, 2020.

Other Implications

Currently there is active construction occurring at the WWTP as part of the WWTP Upgrade Project. The third force main will be installed from MBPS to the lagoons at the WWTP. The portion of the force main that will be located on the WWTP site needs to be coordinated with the onsite contractor. In order to reduce risk to the City, the onsite contractor will be requested to install the portion of the force main that occurs on the WWTP site. As there is other similar work occurring at this site, it is important to coordinate the work, which will reduce cost to the City.

Accessibility Implication

None with respect to this report.

COMMUNICATIONS

Internal and external stakeholders directly affected by the project have been engaged throughout the process. These parties include:

- a) Stantec – Project Consultant for the Trunk Relief Initiative;
- b) Water Security Agency;
- c) AECOM Canada Ltd. – City Consultant for the Wastewater Treatment Plant Project;
- d) City of Regina Major Projects Division; and,
- e) City of Regina Sewer and Drainage Operations Branch

These stakeholders will be updated on any decisions.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE



Linda Leeks, Secretary

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Sewer Service Bylaw Change -Weeping Tile Discharge-Removal from Sanitary Sewer
System

**RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE
COMMITTEE – MARCH 10, 2016**

1. That City Council approve and authorize amendments to *The Sewer Service Bylaw, No. 5601* to include provisions relating to weeping tile discharge, as identified in this report and in Appendix A.
2. That the City Solicitor be directed to prepare amendments to *The Sewer Service Bylaw, No. 5601* to include provisions identified in recommendation 1 to this report.

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – MARCH 10, 2016

The Committee adopted a resolution to concur in the recommendations contained in the report. Recommendation #3 does not require City Council approval.

Councillors: Sharron Bryce (Chairperson), John Findura and Bob Hawkins were present during consideration of this report by the Public Works and Infrastructure Committee.

The Public Works & Infrastructure Committee, at its meeting held on March 10, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That City Council approve and authorize amendments to *The Sewer Service Bylaw, No. 5601* to include provisions relating to weeping tile discharge, as identified in this report and in Appendix A.
2. That the City Solicitor be directed to prepare amendments to *The Sewer Service Bylaw, No. 5601* to include provisions identified in recommendation 1 to this report.
3. That this report be forwarded to the March 29, 2016 City Council meeting for approval.

CONCLUSION

Administration recommends that *The Sewer Service Bylaw, No. 5601* (Bylaw) is amended to retain the current prohibition on weeping tile discharge into the sanitary sewer system for Skyview, Lakeridge Addition, the Creeks, Greens on Gardiner and the Towns subdivisions and

to expand the prohibition of weeping tile discharge into the sanitary system from both new development and re-development by disallowing:

- weeping tile discharge from the neighbourhoods of Westerra and Tower Crossing;
- weeping tile discharge from all new development and infill development where a building permit is issued after December 31, 2016; and
- weeping tile discharge from all existing buildings where a building permit is issued for a renovation involving the repair or replacement of a weeping tile collection system after December 31, 2016.

The proposed Bylaw change is consistent with *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP). Prohibiting weeping tile discharge into the sanitary system for new developments and infill developments will reduce inflow and infiltration (I/I) thereby reducing the frequency of system surcharge and basement flooding. Furthermore, prohibiting connection to the sanitary system from infill development, and select home renovations over time, will help the City of Regina (City) to reduce the risk of wastewater bypasses at the McCarthy Boulevard Pumping Station (MBPS). This will be accomplished because the weeping tile flow will be discharged to the storm system instead of the sanitary system, which will reduce the volume of wastewater flowing through MBPS during wet weather events.

The proposed Bylaw change will also allow continued optimization of existing infrastructure as well as optimizing sewer capacity in new subdivisions and minimizing development costs.

BACKGROUND

Previous Bylaw Change

In 2009, the City amended the Bylaw to prohibit weeping tile discharge from entering the sanitary sewer system from the Skyview, Lakeridge Addition, the Creeks, Greens on Gardiner and the Towns subdivisions. Council Report CR09-111 cited optimizing existing sewer infrastructure, reducing basement flooding, and minimizing development costs in the above mentioned subdivisions as the reasons for the Bylaw change. Prior to 2009, weeping tile connection to the sanitary system was permitted in all developments.

OCP

In 2013, City Council approved the OCP. The OCP provides high level policy and direction around future growth of the City to a population of approximately 300,000. One of the policy directives in the OCP under Section 6, Infrastructure states:

6.11 Support runoff infiltration and retention by:

- 6.11.1 Separating stormwater and sanitary sewer systems and continuing to reduce the incidence of water runoff being directed to the sanitary system;

Recent Area Plans

City Council has recently approved neighbourhood level plans for the Westerra and Tower Crossing developments which have prohibited weeping tile discharge from connecting to the sanitary system to reduce I/I. Neighbourhood plans or Secondary plans are incorporated into the Part B of the OCP.

City Development Standards

For those neighbourhoods which do not have the weeping tile restrictions set out in the current Bylaw, a developer may elect to discharge weeping tile into the sanitary system. Electing to discharge weeping tile to the sanitary system requires a larger I/I allowance to be used in computing peak wastewater flow rates for the design of sewer trunks as outlined in Chapter 8 of the City's Development Standards Manual (DSM). In general, a higher I/I value results in larger sanitary sewer infrastructure to support the additional flows.

Previous Regina Weeping Tile Studies

In 2005 Water Resource Consultants (WRC) conducted a study to evaluate the City's weeping tile monitoring program and to determine the contribution of weeping tile flows to the sanitary system. The study estimated that weeping tile adds one to three per cent to the base sanitary system flow citywide. The study also estimated that during wet weather events weeping tile contributes 10 to 40 per cent of the extraneous flows into the sanitary system.

DISCUSSION

Administration conducted a small scale study of three 2014 storm events that compared wet weather sanitary flows in the areas serviced by the Harbour Landing Lift Station and the Creeks Lift Station. Harbour Landing is permitted to connect weeping tile discharge to the sanitary system and the Creeks and Greens on Gardiner are prohibited from connecting weeping tile discharge to the sanitary system. A summary of the results of the analysis are outlined in Appendix B to this report.

The study substantiated the findings of the 2005 WRC study concluding the per capita extraneous flow in Harbour Landing was approximately double that of the Creeks and Greens on Gardiner during the three wet weather events. This analysis provides further evidence that weeping tile discharge can be a significant source of flows during wet weather events and efforts to eliminate these flows from the sanitary system are a worthwhile endeavour through the appropriate Bylaw changes.

A review of five other Canadian municipalities found that Saskatoon, Edmonton, Calgary, Winnipeg, and London have all disallowed weeping tile discharge into the sanitary sewer system since 2004, 1988, 1988, 1990, and 1985 respectively.

Weeping Tile Discharge Options

The available options for discharge of weeping tile to the storm system are direct discharge into the storm sewer and discharge to the surface. Other cities practice both of these discharge options for managing weeping tile flow discharge.

Administration currently does not specify which of the above discharge options is required, but provides a Standard Construction Specification for both as shown in Appendix C to this report and permits developers to choose their respective options. In all instances, home builders have selected, and the Administration has accepted, the discharge to surface option which is generally considered the most economical for the builder and least intrusive on new infrastructure for the City.

All five cities referenced earlier began with a weeping tile strategy of surface discharge, but have completely moved, or are planning to move, away from this strategy. Winnipeg and Saskatoon

currently employ a strategy of pumping to the surface and are experiencing issues such as freezing in the winter and saturated lawns in the summer. Both cities have indicated to Administration they are looking to Edmonton and Calgary as templates for strategies to manage discharge issues better. Edmonton and Calgary prefer the discharge into storm sewer method for managing weeping tile flow discharge.

Administration has indicated experiencing some undesirable conditions due to weeping tile surface discharge. Greens on Gardiner has experienced winter icing, and some parks and open space areas have experienced plant mortality, odours, and boggy conditions where groundwater tables are high causing sump pumps to discharge over extended periods of dry weather.

Although Administration does not have experience with the direct connection option shown in Drawing S-32A in Appendix C to this report, the possibility of cross connection between the sanitary and storm systems has been identified. One municipality interviewed has stated that during a pilot project to evaluate direct storm connections, several home builders connected the home's wastewater to the storm connection and weeping tile discharge to the sanitary connection.

It is currently unclear whether or not surface discharge is the most desirable strategy for Regina, but will be subject of further review by Administration with potential changes being implemented either through changes in standards and/or bylaws.

Enforcement

Enforcement of this proposed Bylaw change will primarily be through the review and approval of a building permit. New buildings in greenfield and re-development areas will be inspected to ensure compliance with the Bylaw requirements. A small sample of applicable home renovations may be inspected to ensure compliance. However, Administration does not currently have the capacity to inspect every applicable home renovation for compliance.

RECOMMENDATION IMPLICATIONS

Financial Implications

Removing weeping tile from the sanitary system will reduce infrastructure cost by reducing the size of new wastewater collection pipes as well as reducing the size of lift stations and related offline storage. In addition the cost to upgrade existing wastewater infrastructure to accommodate growth will be reduced. This cost saving is currently being realized in some new development areas as recent area plans submitted to the City for review have included the elimination of weeping tile discharge into the sanitary system within the plan area.

If the City were to implement a strategy of direct weeping tile connection to a storm sewer, infrastructure costs undertaken by the proponent would increase along with the cost to the City for additional operation and maintenance. The City would also need to consider costs related to inspections to ensure both storm and sanitary services are properly installed by home builders. The City is dealing with potential cross connection in some existing homes. The opportunity to direct wastewater to the storm system exists when a storm connection is provided to the home. Additional education and enforcement may be required to ensure that wastewater is not cross connected to the storm system.

Environmental Implications

Removal of weeping tile from infill development will lessen the impact of wet weather events in older areas of the City. Over time, this will lower the frequency and magnitude of wastewater bypasses at the MBPS and other lift stations in the City. The City also has many other projects that are ongoing to reduce the risk of wastewater bypasses including capital upgrades and an ongoing cross connection program.

The design of new wastewater collection systems, lift stations and related offline storage will account for the smaller wet weather flows resulting from the removal of discharge from weeping tile. This input alone may not have any effect on the frequency which the sanitary system would need to bypass to the storm system or natural watercourses in new development areas. However, the magnitude of a bypass during an extreme wet weather event is expected to be lower where weeping tile is not connected to the sanitary system assuming the rainfall event surpasses the level of service designed within the sanitary collection system. This conclusion was evident during the June 29, 2014 storm, where bypasses occurred in both the Creeks and Harbour Landing; the per capita spill volume was larger in Harbour Landing.

Policy and/or Strategic Implications

The primary focus of this Bylaw change is to support Administration's efforts to reduce the risk of wastewater bypasses by reducing the I/I experienced by the sanitary sewer collection system during wet weather events.

In regard to weeping tile discharge flows further investigation, research and consultation with impacted stakeholders will be required to determine the best approach for Regina. The City's development standards, specifications and associated bylaws will be updated to convey the City's preferred method and requirements for weeping tile discharge. It is intended this review occur in 2016 and further weeping tile discharge standards and/or bylaws changes would be implemented in 2017.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

The City has contacted the Regina & Region Home Builders Association (RRHBA) for comment. RRHBA membership includes a number of impacted stakeholders involved in the design and construction of homes and new neighbourhoods through the land developers, home builders and subtrades represented by the association.

The RRHBA has indicated support of this proposed Bylaw change citing a positive impact on design requirements of the sanitary system in new neighbourhoods as well as a positive impact on the environment.

If the recommendations are adopted by City Council, a communications strategy will be developed to inform affected home builders and home owners of the Bylaw change.

The RRHBA will receive written notification of City Council's decision.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

A handwritten signature in cursive script that reads "Linda Leeks".

Linda Leeks, Secretary

Appendix A Proposed Sewer Service Bylaw Change

It is recommended that *The Sewer Service Bylaw, No. 5601* (currently section 23) regarding Discharge Restriction be amended to retain the current prohibition on weeping tile discharge into the sanitary sewer for Skyview, Lakeridge Addition, the Creeks, Greens on Gardiner and the Towns subdivisions and to expand the prohibition weeping tile discharge into the sanitary system from both new development and re-development by disallowing:

- weeping tile discharge from the neighbourhoods of Westerra and Tower Crossing;
- weeping tile discharge from all new development and infill development where a building permit is issued after December 31, 2016; and
- weeping tile discharge from all existing buildings where a building permit is issued for a renovation involving the repair or replacement of a weeping tile collection system after December 31, 2016.

It is also recommended that in cases where weeping tile disconnection from the sanitary sewer system would pose a risk to human health, property, or the environment then the City Manager would be authorized to approve infill development or applicable renovations to discharge weeping tile flows into the sanitary sewer system.

Summary of Weeping Tile Analysis

Harbour Landing vs. The Creeks Sanitary Lift Stations

Overview

An Inflow and Infiltration (I&I) analysis was undertaken to compare sanitary flows during three 2014 storm events in the areas serviced by Harbour Landing Lift Station and the Creeks Lift Station, where Harbour Landing is permitted to discharge weeping tile into the sanitary system and the Creeks and Greens on Gardiner are prohibited. The intent was to estimate the magnitude of weeping tile contribution into the sanitary system during conditions when the system is receiving flows during a rainfall event greater than dry weather flows creating the risk of a bypass event.

Assumptions

- Catch basins and roof leaders are not connected to the sanitary system in either area
- Inflow from manholes and rain induced infiltration are assumed to be similar in both areas
- Both areas were under development at the time of the study and wet weather contributions from conditions such as open sewer pipes and open basements are assumed to be similar in both areas
- The difference in groundwater conditions (water table) in the two study areas are accounted for in the adjusted dry weather flow data and will not affect inflow calculations in either area

Analysis

- Three 2014 storms were analyzed:
 - June 29th
 - 79.2mm
 - estimated between a 1:10 and a 1:25 storm event
 - bypass occurred at the Creeks and Harbour Landing Lift Stations
 - Aug 8th
 - 47.2-58.8mm
 - No bypass occurred
 - Aug 24th
 - 29.2-36.6mm
 - no bypass occurred
- Dry Weather flow was compared with wet weather flow and inflow was calculated as the difference between wet and dry weather flow from the onset of the storm until sanitary flows returned to normal (4-5 days from the onset of the storm)
- Dry and wet weather sanitary flows with related hyetograph for each storm are provided for Harbour Landing and the Creeks following this summary

The following table shows the inflow in comparison to the dry weather flow from 4-5 days after the onset of the storm:

Table 1. Harbour Landing and Creeks Inflow

Storm Event	Harbour Landing				Creeks/Greens on Gardiner				Ratio of Per Capita Inflow HL/Crks
	Sanitary Base Flow (m³)	Per Capita Daily Base Flow* (lpcd)	Inflow (m³)	Per Capita Inflow* (lpc)	Sanitary Base Flow (m³)	Per Capita Daily Base Flow* (lpcd)	Inflow (m³)	Per Capita Inflow* (lpc)	
June 29	7,259	411	14,868	4,212	2,699	410	2,545	1,935	2.2
Aug 24	6,661	377	8,850	2,506	2,513	382	1,264	961	2.6
Aug 8	5,242	371	4,410	1,249	1,985	377	1,117	849	1.5

*Population estimates based on water consumption data (Harbour Landing = 3530, Creeks/Green on Gardiner =1315)

- Harbour Landing's per capita sanitary inflow was 1.5 to 2.6 times larger than the Greens/Creeks

Inflow per capita was normalized using the intensity of the rain event in each area. Inflow per capita per mm of rain is given in the table below:

Table 2. Harbour Landing and Creeks Inflow

Storm Event	Rainfall (mm)		Inflow per capita/mm of rain (lpc/mm)			
	Hill Gauge*	Assiniboine Gauge	Harbour Landing	Creeks/Greens on Gardiner	Difference	Percent Difference (%)
June 29	--	79.2	53.2	24.4	28.8	54.1
Aug 24	58.8	47.2	42.6	20.4	22.3	52.2
Aug 8	26.2	36.6	42.8	23.2	19.6	45.8
					Average	50.7

*Hill Rain Gauge not available in June 2014

- The inflow per capita per mm of rainfall in Harbour Landing was more than double that of the Creeks and Greens on Gardiner
- Assuming the only difference in I&I contribution between the two study areas is weeping tile discharge, an estimated 51% of Inflow in the Harbour Landing sanitary system is from weeping tile discharge flows

Discussion

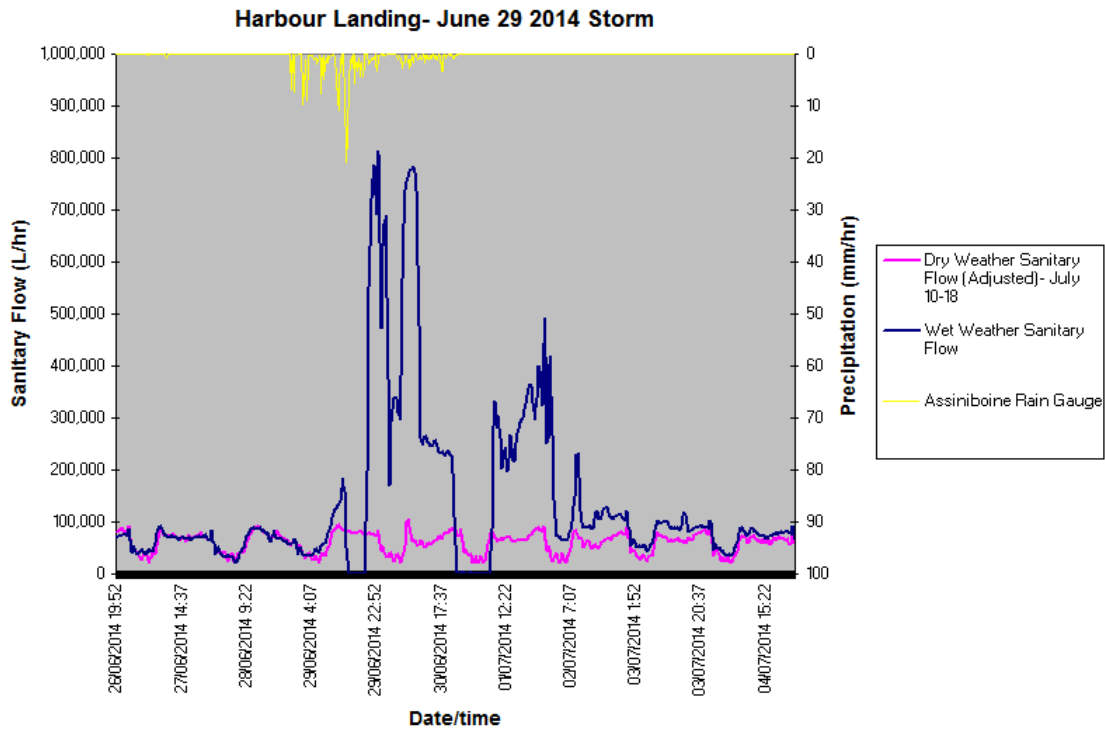
The Study cannot determine a precise indication of the contribution of weeping tile flows during wet weather events but rather provides an estimation of the order of magnitude of the contribution. It is understood that unquantifiable differences in the study areas may have contributed to the difference in inflow. A smaller more thorough monitoring study most likely would have produced a more accurate result with a similar order of magnitude leading to the same conclusion.

Conclusions

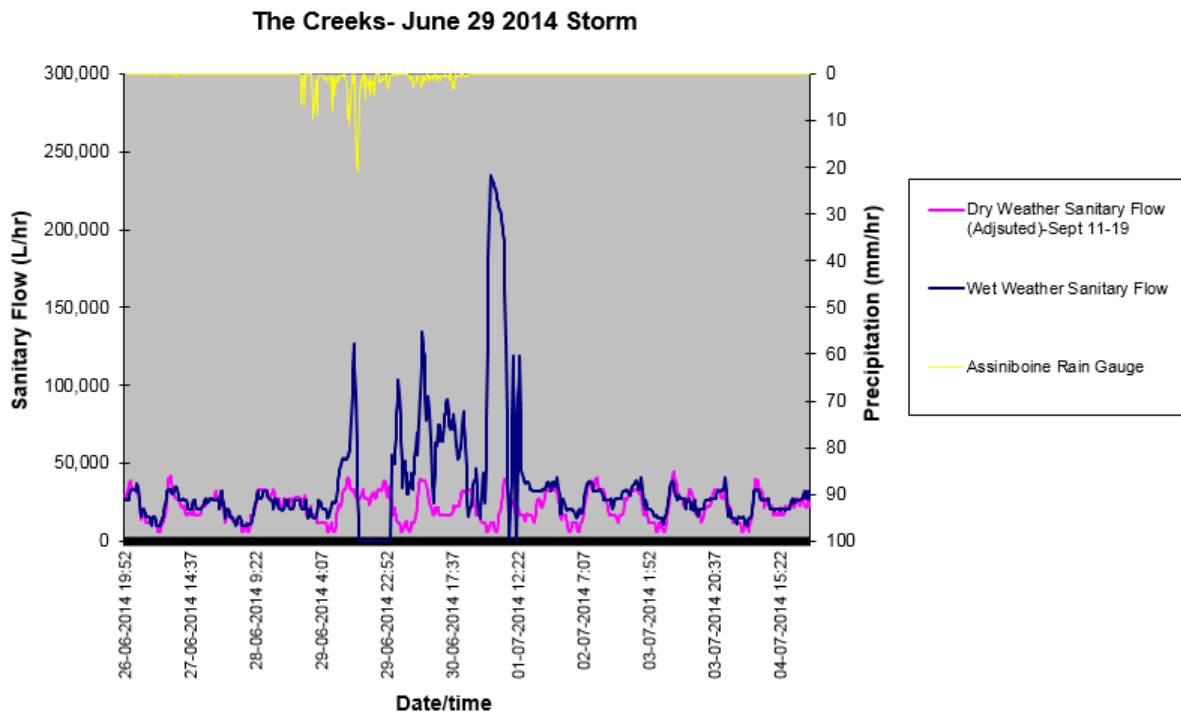
- The study substantiates the 2004 findings of Water Resources Consultants where it was estimated that weeping tile contributes 10-40% of the extraneous flows into the sanitary system during wet weather events

- Weeping tile contribution is a significant source of inflow during wet weather events and efforts to eliminate these flows through appropriate bylaw changes are a worthwhile effort

Dry (Adjusted) and Wet Weather Sanitary Flow with Related Hyetograph

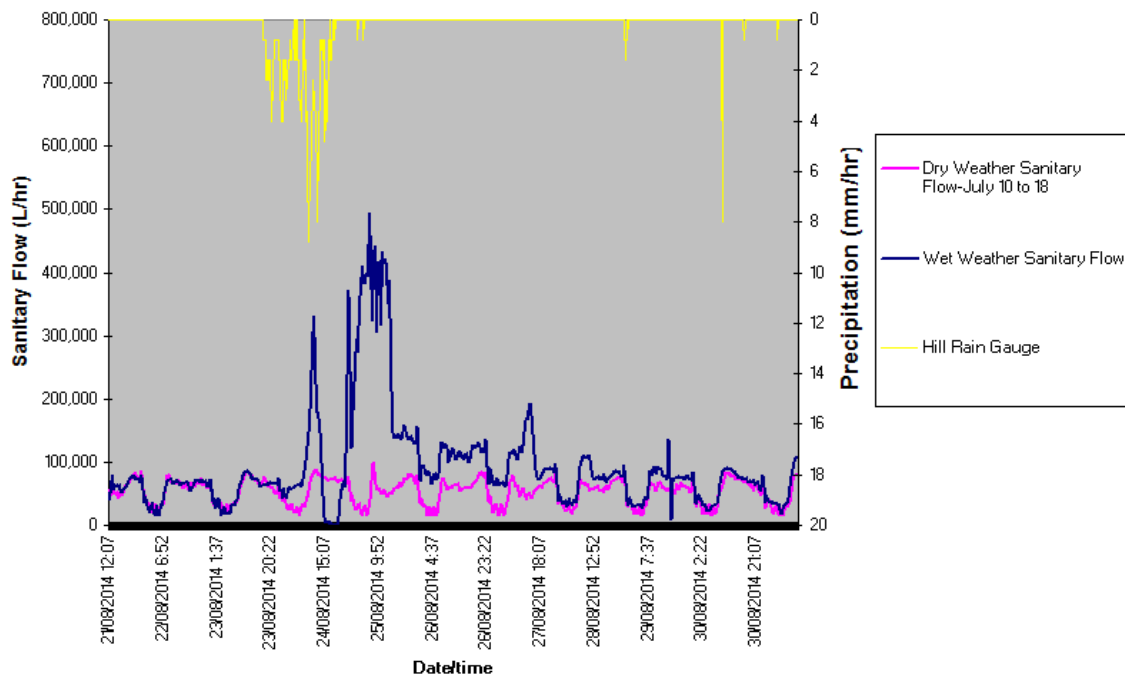


*Hill Rain Gauge not available in June 2014

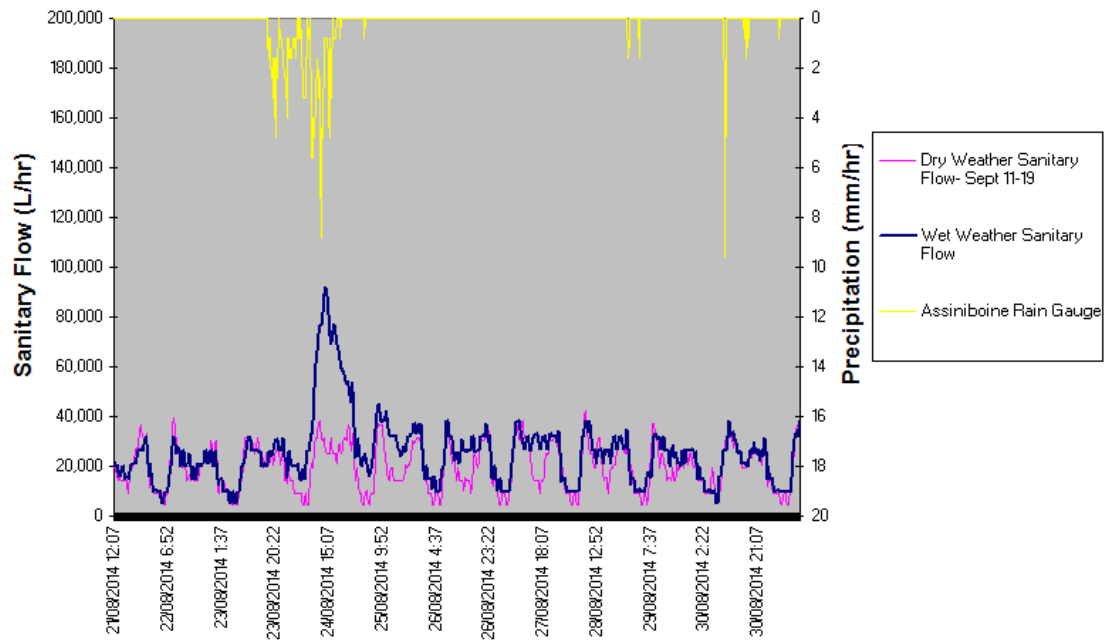


Dry (Adjusted) and Wet Weather Sanitary Flow with Related Hyetograph

Harbour Landing- Aug 24 2014 Storm

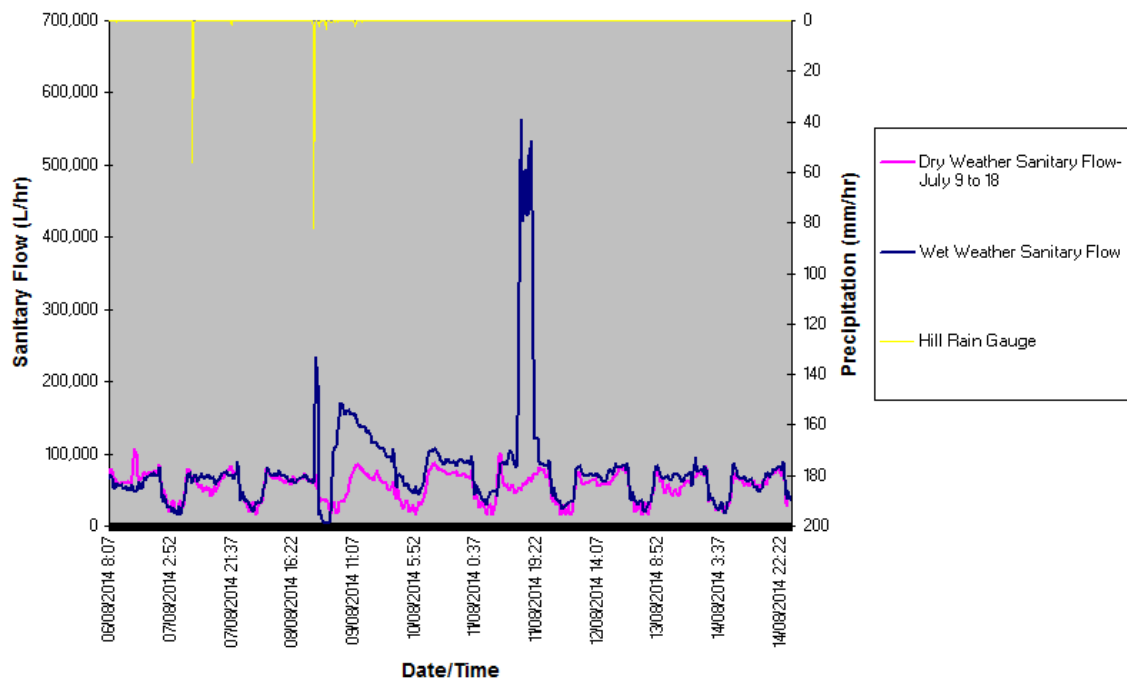


The Creeks- Aug 24 2014 Storm

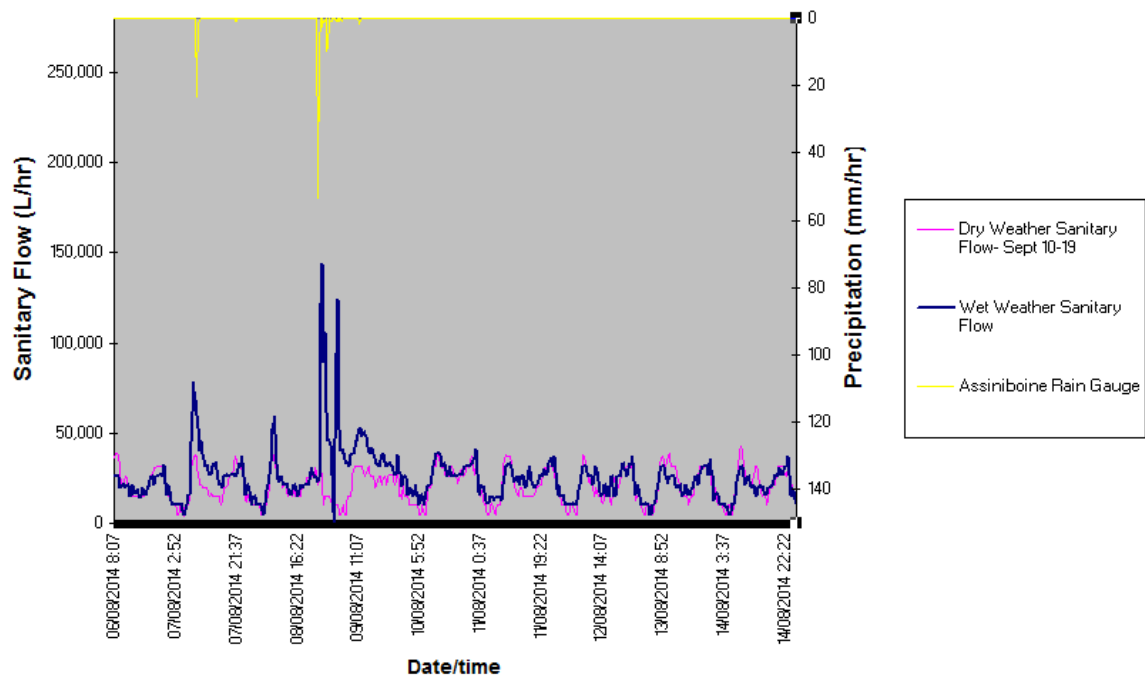


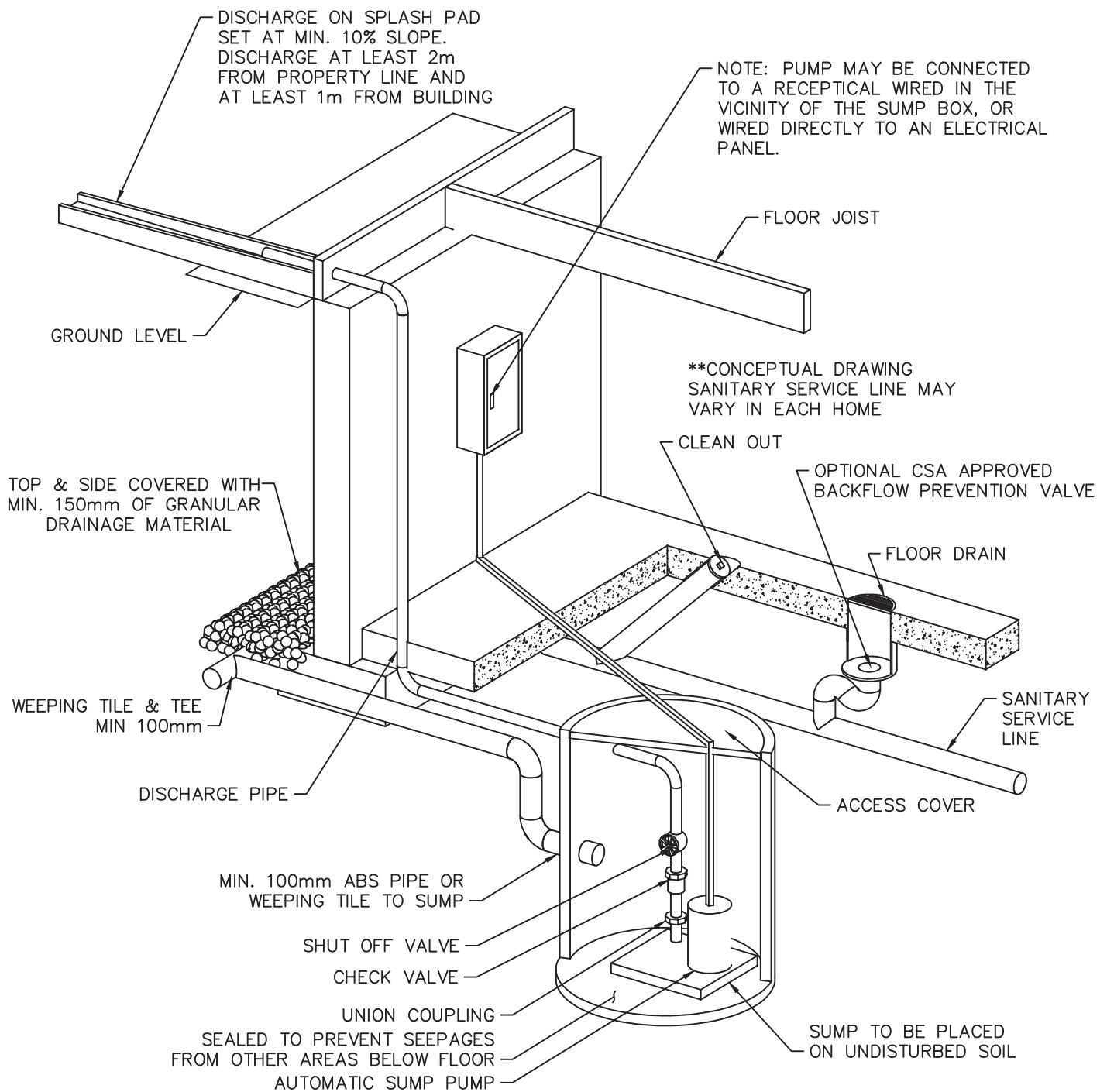
Dry (Adjusted) and Wet Weather Sanitary Flow with Related Hyetograph

Harbour Landing- Aug 8 2014 Storm



The Creeks- Aug 8 2014 Storm





SUMP PIT MAY BE CONSTRUCTED OF:

- A) CONCRETE
- B) CORROSION RESISTANT STEEL
- C) PLASTIC

CODE REFERENCE ON SUMP:
NATIONAL BUILDING CODE SECTION 9.14.2
FOUNDATION DRAINAGE
9.14.5.2 SUMP PITS

WHERE A SUMP PIT IS PROVIDED IT SHALL BE:

- A) NOT LESS THAN 750mm DEEP.
- B) NOT LESS THAN 0.25sq.m IN AREA, AND
- C) PROVIDED WITH A COVER.

Date	Revisions	By
FEB/09	TITLE BLOCK	JJA
MAR/10	CHANGES TO NOTE & FILE #	ELB
JUL/10	TITLE BLOCK	JJA

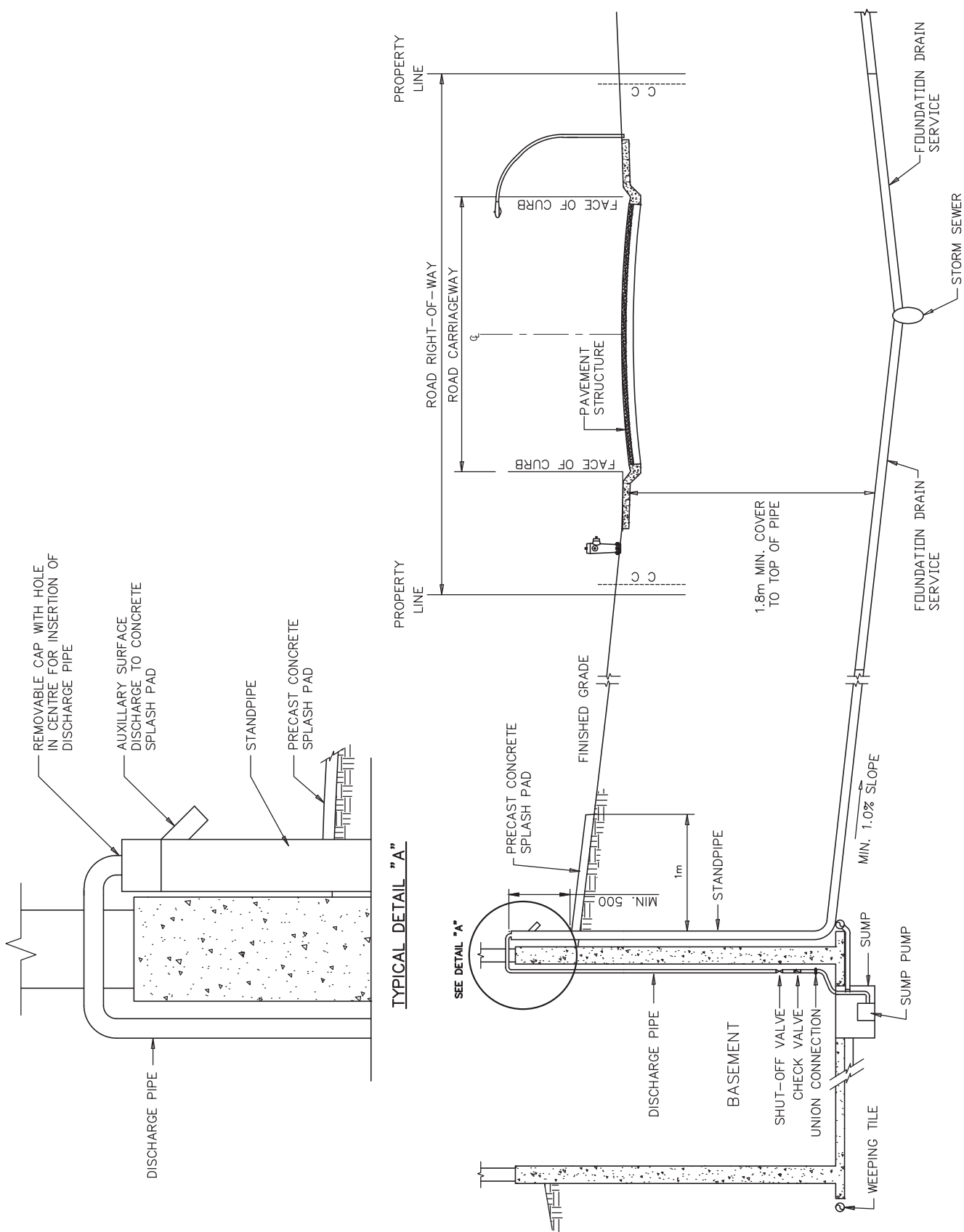
City of Regina



CONSTRUCTION STANDARDS

Sump with Pumped Discharge to Surface

Designed By:		Approved: Kelly Wyatt	
Date FEB/09	Scale NTS	S-32	
Digital File: STDS-32.dwg			



NOTE:
ROOF LEADERS (DOWNSPOUTS) OR ANY OTHER STORM WATER SOURCE MUST NOT BE CONNECTED TO THE FOUNDATION DRAIN DISCHARGE COLLECTION SYSTEM.

Date	Revisions	By
FEB/09	TITLE BLOCK	JJA
FEB/10	ADDED CHECK VALVE & UNION CONNECTION	ELB
MAR/10	ADDED SHUT-OFF VALVE, TITLE	ELB
JUL/10	TITLE BLOCK	JJA

CONSTRUCTION STANDARDS		
Foundation Drain Discharge to Standpipe		
Designed By:	Approved: Kelly Wyatt	
Date: Jan/11	Scale: NTS	S-32A
Digital File: STDS-32A.dwg		

1.0 GENERAL

1.1 Scope

- 1.1.1 The work shall consist of the installation of a foundation drain discharge system as required by the City of Regina.

1.2 Background

- 1.2.1 Refer to the *Sewer Service Bylaw No. 5601*.

1.3 Definitions

- 1.3.1 Foundation Drain Discharge System – A group of components which collect subsoil drainage from around a building foundation and discharge it either to the ground surface or a storm sewer.
- 1.3.2 Internal Storm Drainage System – In non-residential or high-density residential developments; a group of components which collect and convey storm drainage, located within the building.
- 1.3.3 Weeping Tile - A perforated pipe that surrounds the foundation of a building and collects excess groundwater.
- 1.3.4 Sump Pit – A low spot in the foundation, into which foundation drainage collects.
- 1.3.5 Sump Pump – A liquid pump which transfers the collected drainage from the sump pit into the discharge pipe.
- 1.3.6 Discharge Pipe – The pipe into which foundation drainage is discharged (or pumped), and which conveys drainage to a discharge location or connection to storm sewer.
- 1.3.7 Standpipe – A partially-buried pipe, located outdoors, connected to a foundation drain service or storm sewer at its lower end; into which foundation drainage is discharged.
- 1.3.8 Granular Drainage Material – Granular material used to collect drainage around the bottom of a foundation.
- 1.3.9 Foundation Drain Service - A sewer pipe within the road right-of-way or public utility lot; into which the standpipe discharges.

2.0 PRODUCTS

2.1 Weeping Tile

2.1.1 Shall be not less than 100 mm in diameter.

2.1.2 Shall conform to the National Building Code of Canada material standards for Drainage Tile and Pipe.

2.2 Granular Drainage Material

2.2.1 Shall consist of crushed stone or other coarse clean granular material containing not more than 10% of material that will pass a 4 mm sieve.

2.3 Sump Pit

2.3.1 Shall be not less than 750mm deep; not less than 0.25m² in area; and provided with a sealed cover designed to resist removal by children and prevent soil gas from entering the building.

2.3.2 Must be constructed of concrete, corrosion-resistant steel, fiberglass, plastic, or other suitable material approved by the Engineer.

2.4 Sump Pump

2.4.1 Shall be equipped with a mechanism to engage the pump when the sump pit has a significant level of water, as well as turn off when the water level is reduced.

2.4.2 Shall be sized to handle the maximum potential flows entering the sump and headloss of the discharge pipe.

2.4.3 Must be CSA approved.

2.5 Discharge Pipe

2.5.1 Shall be sized for optimum flow velocities at pump design conditions.

2.5.2 Shall conform to the National Building Code of Canada material standards for Drainage Tile and Pipe.

2.6 Standpipe

2.6.1 Shall conform to Section 1300 product specifications.

3.0 EXECUTION

3.1 General

- 3.1.1 Buildings that have a foundation drain discharge system are to be constructed such that the drainage is directed to a sump pit and discharged through a sump pump.
- 3.1.2 Where elevations permit, the sump may be gravity drained if a check valve and shut-off valve are installed on the discharge pipe, subject to approval by the Building Standards department.

3.2 Installation of Foundation Drain Discharge System

- 3.2.1 Installation of weeping tile, sump pit, sump pump and discharge pipe shall be in accordance with manufacturer's instructions and *The National Building Code of Canada, 2005*.
- 3.2.2 Weeping tile shall be laid on undisturbed or well compacted soil so that the top of the tile is below the bottom of the floor slab and crawl space.
- 3.2.3 The top and sides of the weeping tile shall be covered with not less than 150 mm of granular drainage material.
- 3.2.4 The sump pit is to be located no less than 0.45 m away from any footing.
- 3.2.5 The sump pump should be set to maintain the normal water level in the sump pit below the lowest level of the weeping tile entering the pit and provide enough capacity in the sump to contain water collected from weeping tile for at least a one hour duration in the case of power failure.
- 3.2.6 Refer to Figure S-32 and S-32A for foundation drain discharging methods. For non-residential or high-density residential developments, discharge can be connected to an internal storm drainage system, subject to approval from the City's Development Engineering and Building Standards departments.
- 3.2.7 Connect the sump pump to a discharge pipe that conveys drainage outside of the building. Non-residential and high-density residential developments may connect the discharge pipe to an internal storm drainage system, subject to approval by Development Engineering and Building Standards departments. A check valve is required to prevent drainage from flowing back into the sump pit. Install a union joint at the connection of the pump and the discharge pipe, to allow for pump maintenance and replacement. A shut-off valve shall be installed downstream of the check valve. Connection should be in accordance with Drawing S-32A.
- 3.2.8 When discharging the sump to an internal storm drainage system on which a building trap is present, the discharge pipe shall connect downstream of the

trap.

- 3.2.9 Sump pump discharge can flow into a standpipe which is connected to a foundation drain service or storm sewer system. The standpipe shall be provided with an auxiliary surface discharge to direct overflow to a splash pad in the event that the storm sewer system is surcharged or when the standpipe may become frozen. Connection shall be in accordance with Drawing S-32A.
- 3.2.10 Sump pump discharge can also directly spill to a splash pad on the ground surface. If discharged to surface, sump pump discharge must be directed at least 1 meter away from the building to prevent of recycling of discharged water and at least 2 meters from property line such that it does not spill onto an adjacent property.
- 3.2.11 Drainage must not spill onto sidewalk or street that may present a hazard or result to ice build-up, creating a slippery surface.
- 3.2.12 Any external underground storm drainage piping, besides the standpipe, should have at least 1.8 m of ground cover above the top-of-pipe to provide frost protection.
- 3.2.13 Draining Discharge into sanitary sewer is not allowed.

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Revised Hauled Wastewater Program

**RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE
COMMITTEE – MARCH 10, 2016**

1. That City Council approve the following rates for the Hauled Wastewater Station (HWS) (formerly referred to as the Septage Receiving Station), phased-in over three years:
 - a) monthly hauled wastewater permit rates (cost based on hauling capacity per vehicle per month) be set at:
 - i. \$5.00/.455m³/month effective January 1, 2017;
 - ii. \$8.00/.455m³/month effective January 1, 2018; and,
 - b) discharge rates per usage be set at:
 - i. \$5.00/m³, effective when the new HWS becomes operational (planned for September 30, 2016);
 - ii. \$10.00/m³, effective January 1, 2017; and,
 - iii. \$15.72/m³, effective January 1, 2018.
2. That City Council approve the transfer of \$1.5 million from the General Utility Reserve to Capital Account U6016 to upgrade and pave a section of Condie Road.
3. That City Council approve and authorize amendments to the *Interim Extra-Municipal Servicing Agreement Policy* that contain the following:
 - a) notification to the City if the land use has changed;
 - b) notification if the land has been subdivided or the volume of wastewater significantly increases;
 - c) re-application if the owner of the land that was approved to haul wastewater to the City changes; and,
 - d) alignment of the fee schedule as recommended.
4. That the Director of Planning or their designate be directed to prepare amendments to the *Interim Extra-Municipal Servicing Agreement Policy*, to include provisions for the new hauled wastewater transfer program, as identified in recommendation 3 and Appendix E.
5. That City Council approve and authorize amendments to *The Sewer Service Bylaw, No. 5601* that contain the following:
 - a) updated requirements for hauled wastewater permit, including issuance of an Radio Frequency Identification Device (RFID) tag;
 - b) updated hauled wastewater permit obligations; and,

- c) updated hauled wastewater fee schedule.
- 6. That the City Solicitor be directed to prepare amendments to *The Sewer Service Bylaw, No. 5601* (Bylaw) to include provisions relating to the new Hauled Wastewater Program, as identified in recommendation 5 and particularly in Appendices A and B.

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – MARCH 10, 2016

The Committee adopted a resolution to concur in the recommendations contained in the report. Recommendation #7 does not require City Council approval.

Councillors: Sharron Bryce (Chairperson), John Findura and Bob Hawkins were present during consideration of this report by the Public Works and Infrastructure Committee.

The Public Works & Infrastructure Committee, at its meeting held on March 10, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That City Council approve the following rates for the Hauled Wastewater Station (HWS) (formerly referred to as the Septage Receiving Station), phased-in over three years:
 - a) monthly hauled wastewater permit rates (cost based on hauling capacity per vehicle per month) be set at:
 - iii. \$5.00/.455m³/month effective January 1, 2017;
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 - vi. \$15.72/m³, effective January 1, 2018.
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 - b) notification if the land has been subdivided or the volume of wastewater significantly increases;
 - c) re-application if the owner of the land that was approved to haul wastewater to the City changes; and,

- d) alignment of the fee schedule as recommended.
4. That the Director of Planning or their designate be directed to prepare amendments to the *Interim Extra-Municipal Servicing Agreement Policy*, to include provisions for the new hauled wastewater transfer program, as identified in recommendation 3 and Appendix E.
5. That City Council approve and authorize amendments to *The Sewer Service Bylaw, No. 5601* that contain the following:
 - a) updated requirements for hauled wastewater permit, including issuance of an Radio Frequency Identification Device (RFID) tag;
 - b) updated hauled wastewater permit obligations; and,
 - c) updated hauled wastewater fee schedule.
6. That the City Solicitor be directed to prepare amendments to *The Sewer Service Bylaw, No. 5601* (Bylaw) to include provisions relating to the new Hauled Wastewater Program, as identified in recommendation 5 and particularly in Appendices A and B.
7. That this report be forwarded to the March 29, 2016 meeting of City Council for approval.

CONCLUSION

The Administration prepared this report in response to the Septage Receiving Station (SRS) report (CR14-148), to provide City Council the option to establish a revised Hauled Wastewater Program. This program would include a revised permitting system for wastewater haulers and cost recovery permit and discharge rates for those using the City's owned and operated HWS, based on actual construction, operation and maintenance costs. CR14-148 also instructed the Administration to provide recommended amendments to the Bylaw and the City's *Interim Extra Municipal Servicing Policy*, to support and facilitate the revised Hauled Wastewater Program.

The Administration has completed extensive consultation with the hauled wastewater industry and considered options for implementing a revised Hauled Wastewater Program. The Administration's recommendations for a revised Hauled Wastewater Program are based on the following components:

- Providing a higher level of service even if it means an increase in costs;
- Ensuring the rules of the facility are clear and enforced;
- Protecting public assets and raising the standard for persons to access the hauled wastewater station;
- Ensuring the facility is capable of monitoring the quality of discharged wastewater; and,
- Recovering construction, operation, and maintenance costs and ensuring costs are transferred to users of the facility.

These components were developed based on best industry practices in consultation with stakeholders.

The Administration recommends revising the Hauled Wastewater Program as outlined in Appendix A, which includes the issuance of a RFID tag to access the HWS and requirements to

complete a revised manifest for discharged wastewater. The Administration also recommends phasing in new permit and discharge rates to ensure program costs are fully recovered as outlined in Appendix B.

BACKGROUND

Hauled wastewater is a broad term and can include waste from: septic tanks, holding tanks, industrial lagoons, sewer cleaning material, process water from pre-treatment devices (grease traps or car wash grit interceptors), or the slurry from high pressure water washing and water excavating.

Historical Treatment of Hauled Wastewater in Regina

The City has accepted hauled wastewater from a number of sources originating within Regina and the surrounding area for many years. Currently, wastewater haulers obtain a permit from the City based on truck size, for an average charge of \$360.00 per year. This results in an annual revenue of approximately \$36,000.00. With this permit, wastewater haulers are allowed to deliver hauled wastewater to the current Septage Receiving Station (SRS), located at a lagoon at the wastewater treatment plant (WWTP). Due to the lagoon's location, the extended process time and dilution, the risks to the City were low resulting in little need for monitoring hauled wastewater discharge. As a result, systematic monitoring at the SRS was not done. With the reduced processing time at the new WWTP and more residential concerns regarding odour, it is more critical to ensure the wastewater discharged at an SRS meets the Bylaw. This led the Administration to design and construct a mechanical HWS. Based on information from haulers and staff observations, the Administration believes that the hauled wastewater that is being discharged does not always comply with existing wastewater quality standards within the Bylaw. Increased monitoring and enforcement is therefore built into the new HWS.

The operating and maintenance costs for the current SRS site at the WWTP are approximately \$45,000.00 per year. The City currently operates its Hauled Wastewater Program at a level below full cost recovery. Current permit fees for wastewater haulers do not cover the expenses associated with operating and maintaining the current SRS at the WWTP. Based on annual volumes and revenues, current permit fees equate to \$0.55/m³ for a lagoon style process, making the City's current rate an industry low when compared to other cities with a mechanical facility.

The City needed to find a new location for the HWS before the end of 2016, as the lagoon location will no longer be available for use when the WWTP upgrades are complete.

New Hauled Wastewater Station

The Administration developed a project to explore alternatives for a new HWS. After considerable research, the Administration presented CR 14-148 to City Council on December 15, 2014 and received approval to:

1. Proceed with the design and construction of a new Septage Receiving Station that is capable of meeting existing customer service levels and that can be expanded based on future growth needs as outlined in Option 3. The current estimated cost of this facility is \$10.0 million and the annual operating cost is estimated at \$258,000.00, including costs for permit management related to the facility.

2. Return to Council in 2016 to recommend a permit system and septage user rates based on actual construction costs and amendments to both the Bylaw and the City's *Interim Extra-Municipal Servicing Agreement Policy*.

The Administration has conducted research and is prepared to recommend a revised Hauled Wastewater Program, as outlined below.

DISCUSSION

Revised Hauled Wastewater Program

The Administration explored numerous options for revising the City's Hauled Wastewater Program and developed recommendations, based on what other cities do for hauled wastewater services, best practices and stakeholder input. Appendix C to this report summarizes the open houses that the Administration completed to understand the wastewater hauling industry and listen to their concerns. The Administration held several open houses with the hauled wastewater industry and general public. In total, 10 open houses were completed and numerous additional conversations were held with industry and affected stakeholders. The themes, from the open houses and additional conversations, that the Administration has based the revised Hauled Wastewater Program on include:

- Increasing costs to provide a higher level of service;
- Ensuring the rules of the facility are clear and enforced;
- Protecting public assets and raising the standard for persons to access the hauled wastewater station;
- Ensuring the facility is capable of monitoring the quality of discharged wastewater; and,
- Recovering construction, operation, and maintenance costs and ensuring costs are transferred to users of the facility.

This consultation and previous direction from Council has led to recommended changes to the revised Hauled Wastewater Program, including a new HWS.

The new HWS will be located west of Regina at 950 Condie Road, due to its proximity to the WWTP. Construction on the new HWS began in June, 2015 and is scheduled for completion in the fall of 2016. A key issue to be addressed at the new HWS is the limited on-site monitoring at the current septage discharge site. The new HWS will have systematic monitoring, which is essential to ensuring only allowable material in acceptable quantities enters into the wastewater system. The new HWS will be secured with perimeter fencing, video surveillance and access restrictions. Gate access into the HWS will require RFID tags, which will be issued by the City. Instruments will monitor the wastewater for unacceptable levels of key parameters. Mechanical equipment will remove larger debris, which will be collected and hauled to the landfill.

The current Bylaw requires wastewater haulers to obtain a permit from the City prior to being allowed to discharge at the City's HWS. As part of the permit application process, the City requires that wastewater haulers provide vehicle information, hauling capacity and license plate numbers. Hauling companies also must attest that they will comply with the Bylaw. The present criteria to obtain a hauled wastewater permit is limited and does not provide sufficient assurances that wastewater haulers will operate safely and responsibly.

The complexity of the new HWS requires that haulers using this new station are appropriately trained, which will require the City to be more diligent prior to issuing permits. Below is a summary of what wastewater haulers will need to confirm prior to being granted a hauled wastewater permit:

- A permit to operate from the regulator (Province of Saskatchewan);
- Responsibility of ensuring staff are trained on site processes, rules, and hazards;
- Proof of appropriate insurance;
- A waiver for City to perform a financial credit check; and,
- Safe and mechanically sound equipment.

Code of Practice

Feedback from the wastewater hauling industry included a request to have the rules and expectations clearly articulated, with an emphasis placed on common language. The Administration recognises the merit of this request and a Code of Practice is being developed through consultations with the industry and will be finalized and available prior to opening the facility. It will provide rules and practices which will guide behaviours and enable each business to update their standard operating procedures. The Code of Practice will be provided to wastewater haulers when a permit is issued and on an as-needed basis.

Rates

A service operated on a full cost recovery basis means the expenses are completely paid through user fees. Without charging a fee that reflects the actual cost of collecting and processing the hauled wastewater, the City is not operating this program on a full cost recovery basis and the cost of the program would be partially paid for through utility fees. It is therefore recommended that the entire cost of the HWS be paid for by the users of the facility.

It is recommended that both a monthly permit fee and a volumetric discharge rate be charged to users. The cost recovery rates, as described in Appendix B, are \$8.00/.455m³/month (monthly permit fee) and \$15.72/m³ (discharge rate). This equates to approximately \$1,440.00 annually in permit fees and approximately \$100.00 per visit, based on an average truck's size. The proposed fees are derived from actual construction costs and estimated operating costs. The proposed discharge fee is similar to other Western Canadian municipalities, whose fees range from \$6.80/m³ to \$20.36/m³, as noted in Appendix D.

1. Monthly Permitting Fee for Wastewater Haulers

A permit will be required for each vehicle in order to access the HWS. Based on consultations with wastewater haulers, the Administration recommends a phased-in approach to the monthly permit fee. The increase from the current rate of \$2.00/.455m³/month to the cost recovery rate of \$8.00/.455m³/month was considered prohibitive to haulers. As such, the Administration recommends beginning with rates of \$5.00/.455m³/month effective January 1, 2017. As 2016 permits have already been issued at the current rate, the rate increase will not occur until 2017. The intent of the monthly permit is to cover administrative costs associated with issuing the permits, RFID tags and general fixed administrative costs.

2. Discharge Fees for Wastewater Haulers

The discharge fee is the charge applied to the volume of wastewater discharged at the site. The Administration again recommends a phased-in approach to the discharge fee, as the City's current site does not have a discharge fee. The cost recovery rate will be \$15.72/m³. During consultations, wastewater haulers expressed a concern with such a significant increase in rates and requested the City consider a phased-in approach. To accommodate this request, the Administration recommends an initial fee of \$5.00/m³ effective when the new HWS becomes operational and a subsequent rate increase of \$10.00/m³ effective January 1, 2017. The intent of the discharge fee is to cover general processing costs and ensure users of the facility are paying based on usage. The total discharge fee, per trip, will be determined based on a pre-determined truck volume as collected during the permit process.

A portion of the HWS is designed to handle high grit wastewater from the City's sewer cleaning program and will not be available to private industry. The expenses for this part of the station are not included in the discharge fee calculation, as this service is designed to maintain the sewer system and is for City use only. Construction, operating, and maintenance expenses for this service will be paid by the Utility.

To support the intent and enforcement of the revised Hauled Wastewater Program, revisions to both the Bylaw and *Interim Extra-Municipal Servicing Agreement Policy* are required. The following section discusses how the Bylaw and policy will need to be changed.

1. Sewer Service Bylaw, No. 5601

The intent of the recommended changes to the Bylaw are to increase the oversight and security of the new HWS as well as to ensure users of the HWS act responsibly and professionally. The specific changes to the Bylaw are outlined in Appendix A and include the issuance of a RFID tag. The RFID tag will be used to access the HWS and will remain with the vehicle to ensure only permitted vehicles enter the HWS. A more detailed manifest must also be completed for every load of wastewater that is discharged at the HWS. The required information on the manifest will include the following:

- Company information;
- Source of wastewater;
- Wastewater quantity and quality; and,
- Confirmation that the wastewater meets the Bylaw.

In order to reduce the risk to the City, hauled wastewater from industrial commercial institutional (ICI) effluent must not be mixed. This material must be declared on a manifest and presented from a single source. Domestic waste from non-ICI sources may be mixed in order to create efficiency for the wastewater hauling industry. Further information related to wastewater quality concerns and Bylaw changes are outlined in the "*Sewer Service Bylaw No. 5601 – Repeal*" report. In addition to the info above, an updated fee schedule as outlined in Appendix B is also required to implement a cost recovery model.

2. Interim Extra-Municipal Servicing Agreement Policy

The intent of the changes to this Policy is to ensure it remains in alignment with the Bylaw. Changes to the Policy include:

- Notification to the City if the land use has changed;
- Notification if the land has been subdivided or the volume of wastewater dramatically increases;
- Re-application, if the owner of the land that was approved to haul wastewater to the City changes; and,
- Align the fee schedule as recommended.

The Administration recommends that in addition to the permit fee and ongoing discharge fees, the City consider subjecting approved septage discharge applications to a one-time fee. This fee would be similar to the principles of the One-time Connection Fee charged to proponents approved to connect to our water, wastewater and drainage systems directly, as outlined in the *Interim Extra-Municipal Servicing Fees and Surcharges*. The One-time Connection Fee is intended to recover the City's growth related capital costs for utilities, roads, and parks and recreational facilities, and ensures development outside the City does not place a disadvantage upon development within the city. Further analysis, discussion and research of other municipalities is necessary to properly assess the feasibility of a one-time fee for new development approved to discharge hauled wastewater. Appendix E includes the recommended changes to the *Interim Extra-Municipal Servicing Policy* to ensure this policy is in alignment with the proposed changes to the Bylaw.

Additional Work Related to the HWS

Plans to pave portions of Condie Road were not in the initial scope of the HWS. However, after hearing the concerns of the wastewater haulers at the public consultations with industry, the Administration recommends additional funding be allocated to pave a portion of Condie Road. This upgrade will improve the site condition and ensure the site is accessible in all weather conditions. The upgrade will also reduce the impact on wastewater hauler trucks and provide an increased level of service. The cost to complete the upgrade to Condie Road is estimated to be \$1.5 million. The Administration recommends the funds be transferred from the Utility Reserve to Capital Account U6016, with awareness that the discharge cost recovery rate will be increased by approximately \$0.70m³ to \$15.72m³. The Administration will plan to complete design and upgrades to Condie Road in 2016.

RECOMMENDATION IMPLICATIONS

Financial Implications

To recover costs, revenues will need to repay the Utility Reserve for construction, operating and maintenance expenses. Proposed permit and discharge rates, as detailed in Appendix B, support full recovery of program costs. The cost recovery model forecasts full cost recovery over the 50 year lifespan of the asset. Costs are generally fixed and are assumed to be \$500k/year initially. Revenue is dependent on use of the site and is linked to precipitation, with more revenue in wetter years and less revenue in drier years. Current projections are that annual revenues will be

\$850k/year. Revenues will likely be higher or lower for a given year than currently forecast; therefore, this program will need to be monitored with a multi-year lens.

The cost to complete the upgrade to Condie Road is estimated to be \$1.5 million. The Administration recommends the funds be transferred from the Utility Reserve to Capital Account U6016.

Environmental Implications

The new HWS will properly handle and convey hauled wastewater to the WWTP for treatment. In addition, increased monitoring of the hauled wastewater will reduce the risk of high strength wastewater entering the WWTP, which could exceed regulatory parameters and place the City in non-compliance with its permit to operate.

Policy and/or Strategic Implications

The Administration's recommendation to revise the City's Hauled Wastewater Program is consistent with the City's Official Community Plan, as it will "support a more sustainable and beneficial approach to growth within the region through collaborative regional planning and service delivery", OCP Regional Context Goal #1.

The revised program enables the City to maintain service for existing customers who comply with the Bylaw. A key objective of this program is to ensure that it is completely financed from user fees, which is consistent with Goal 1.1.2 of the Official Community Plan; "Where the benefits of a program or service are directly attributable to specific beneficiaries, the costs are to be paid through user fees or other similar charges". To keep fees low and competitive, built-in excess capacity for new developments is limited.

Other Implications

Wastewater haulers have been advised that waste types that are currently improperly discharged at the existing site, such as hydrovac, car wash, garage pit, grease trap, or other waste types will no longer be accepted or will be surcharged at the new site and that the industry needs to develop alternative solutions over time.

The Administration has completed research and has determined that other industrial companies will accept wastewater that is prohibited by the Bylaw.

Accessibility Implications

The new HWS includes an administrative office which is fully accessible.

COMMUNICATIONS

Consultation with industry stakeholders commenced in September, 2014. Administration regularly heard concerns and adjusted plans accordingly. Consultations on changes to the Bylaw and Hauled Wastewater Program are on-going with private industry, residents, and regional generators, including public consultations. A summary of consultations, to-date and planned, are detail in Appendix C.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

A handwritten signature in cursive script that reads "Linda Leeks".

Linda Leeks, Secretary

APPENDIX A

Principles for Revisions to Hauled Wastewater Provisions of Sewer Bylaw

Location

The hauled wastewater transfer station will be located at 950 Condie Road or such other location as the City Manager may designate from time to time.

General

1. No person shall be permitted to enter the Hauled Wastewater Station except a person operating a vehicle for the purpose of delivering hauled wastewater.
2. City employees shall have the right to enter the Hauled Wastewater Station for the purpose of performing the duties assigned to them.
3. Persons operating vehicles for the purpose of delivering hauled wastewater are permitted to remain at the Hauled Wastewater Station only so long as may be reasonably required to unload the hauled wastewater contained in the vehicle.
4. All persons attending at the Hauled Wastewater Station shall abide by all signs posted at the Hauled Wastewater Station, and abide by all directions from City employees performing the duties assigned to them.

Requirements for Permit

5. A person releasing or allowing the release of hauled wastewater at the Hauled Wastewater Station shall;
 - obtain a hauled wastewater permit from the City Manager; and
 - agree to pay the annual and calculated disposal fees in accordance with the Appendix B.
6. In order to obtain a hauled wastewater permit from the City Manager, the applicant shall complete and submit the application form required by the City Manager and pay any required application fees.
7. If upon review of an applicant's application for a hauled wastewater permit, the City Manager determines the applicant is properly qualified to use the hauled wastewater station, then the City Manager shall issue the applicant:
 - a hauled wastewater permit; and
 - an RFID.
8. No person shall cause or permit a hauled wastewater permit or RFID to be used by another person or vehicle, other than the vehicle identified in the application without the City Manager's prior, written consent.

9. The applicant for a hauled wastewater permit shall be responsible for all charges and conduct arising from the driver or vehicle associated with such hauled wastewater permit and associated RFID.
10. The RFID is the property of the City and shall be returned to the City upon request from the City Manager.

Hauled Wastewater Permit Holders' Obligations

11. A person in possession of a hauled wastewater permit shall:
 - a) comply with all conditions set out in the hauled wastewater permit;
 - b) maintain the permit in the vehicle for which the permit was issued; and
 - c) surrender the permit to the City Manager or designate upon request of such employee.
12. A manifest shall accompany every load of hauled wastewater which is discharged at the Hauled Wastewater Station.
13. Such manifest shall be:
 - a) in a form approved by the City Manager;
 - b) accurately completed;
 - c) signed by the hauled wastewater permit holder's representative; and
 - d) deposited in an approved location at the Hauled Wastewater Station prior to the release of the hauled wastewater.
14. Such manifest shall contain the following information:
 - a) the hauled wastewater permit holder's name;
 - b) the hauled wastewater permit number;
 - c) the source of the load, including name and street address of generator;
 - d) the type of substance from each source;
 - e) the volume or quantity of the substance from each source;
 - f) in the case of ICI wastewater, the laboratory number for the analytics of the hauled wastewater in the vehicle;
 - g) statement that the load of hauled wastewater in the vehicle does not contain a mix of ICI wastewater from one generator with hauled wastewater from another generator;
 - h) in the case of ICI wastewater, the approval the City provided to the generator in relation to the hauled wastewater;
 - i) the names of the persons consigning, hauling and releasing the load to the Hauled Wastewater Station;
 - j) in the case of disposals from extra municipal generators, legal land description;
 - k) confirmation that the hauled wastewater meets the parameters set out in Schedule A of the Bylaw; and

- l) such other information that they City may require.

Mixing Loads

15. No person shall mix a load of hauled wastewater containing ICI wastewater from one generator with hauled wastewater from any other generator.
16. A person may mix a load of hauled wastewater containing domestic source wastewater from one generator with hauled wastewater containing domestic source wastewater from another generator.

Release

17. Hauled wastewater that interferes with the City's Permit to Operate a Collection System issued by the Province of Saskatchewan shall not be accepted at the Hauled Wastewater Station.
18. No person shall release or allow the release of hauled wastewater within the public sewage works unless the discharge:
 - a) is at the location identified above;
 - b) is made by a representative of a permitted hauled wastewater hauler and with a permitted vehicle, with proof of the vehicle permit displayed on the vehicle;
 - c) uses a discharge hose at the approved location at the Hauled Wastewater Station, placed securely in the discharge portal;
 - d) has an accurately completed manifest; and
 - e) complies with prohibited substance list, restricted substance list and applicable surcharges.

Hauled Wastewater Charges

19. The City shall charge the rates set out in Appendix B for discharging hauled wastewater at the Hauled Wastewater Station.

Denial of Entry

20. The City Manager may do any or all of the following:
 - a) place any condition on a hauled wastewater permit that the City Manager decides is necessary;
 - b) revoke a hauled wastewater permit, or refuse to allow the release of the hauled wastewater if the permit holder does not comply with any one or more of the following:
 - i. a condition of the permit;
 - ii. any verbal, posted or written instructions for the release of hauled wastewater at the Hauled Wastewater Station;
 - iii. the provisions of this Bylaw.

- iv. has neglected or refused to pay any fees assessed pursuant to this Bylaw;
 - v. if the City reasonably believes that the person intends to deposit hauled wastewater that contains material that is not accepted at the Hauled Wastewater Station;
 - vi. does not have a valid hauled wastewater permit or RFID;
 - vii. has breached or been used in a breach of the *Sewer Service Bylaw* on a previous occasion;
 - viii. the person requesting entry has demonstrated disregard for station standards; or
 - ix. for any other reason that the City Manager deems appropriate; and
- c) deactivate or request return of a person's RFID, where such person has neglected or refused to pay any fees assessed pursuant to the *Sewer Service Bylaw*, or for such other reason that the City Manager deems appropriate.

RFID and Permit Appeal

- 21. A revocation of a hauled wastewater permit may be appealed to the Chief Operating Officer by filing a notice of appeal with the City Clerk not later than 30 days after the day on which the hauled wastewater permit was revoked.
- 22. The filing of a notice of appeal shall not operate as a stay of the decision unless the Chief Operating Officer, on application by the applicant, decides otherwise.
- 23. The Chief Operating Officer may only consider an application for a stay where:
 - a) the City Manager has revoked a hauled wastewater permit and the basis for the revocation is for any reason other than the reasons identified in this Bylaw;
 - b) the applicant has appealed the City Manager's decision to revoke the permit; and
 - c) the applicant has applied for a stay in writing and has served this request on the City Clerk.
- 24. Where a stay is granted, the permit revocation is stayed until the Chief Operating Officer makes a decision as to the applicant's appeal.
- 25. Where a stay is granted, the applicant is not required to return the RFID Tag to the City Manager until the Chief Operating Officer makes a decision as to the applicant's appeal.

APPENDIX B

Hauled Wastewater Fee Schedules

The City of Regina permits wastewater haulers and assesses fees based on a monthly rate, based on the truck's hauling capacity. The industry standard for measuring liquid waste hauling capacity is imperial gallons. The legal standard for volumes is metric units. The common unit of account for industry is 100 imperial gallons, which equates to .455 cubic metres. Documenting rates this way facilitates customer billing.

Table 1

Year	Annual Fee: \$/455m ³ /month*
2014	\$2.00
2015	\$2.00
2016	\$2.00
2017	\$5.00
2018	\$8.00
2019	\$8.50**

The City of Regina will need to collect revenue on disposed volume. The following table illustrates a phased approach to implementing fees for each cubic meter (1,000 litres) of hauled wastewater that is discharged at a City site. The total volumetric cost will be determined based on a predetermined truck volume as collected during the permit process.

Proposed volume charge for discharged loads:

Table 2

Year	Discharge Rate (\$/m ³)*
2014	0
2015	0
Sept 1, 2016	\$5.00
Jan 1, 2017	\$10.00
Jan 1, 2018	\$15.72
Jan 1, 2019	\$16.50**

* One cubic metre (m³) is 1,000 litres.

**Listed for reference, actual rates will be determined and set in future utility budgets.

APPENDIX C

Stakeholder Feedback

The Administration held numerous open houses and surveys with the wastewater hauling industry and the general public. Below is a summary of the dates of the Open Houses and the general topic of discussion.

September 16, 2014 – Notified wastewater hauling businesses of potential changes. This included the potential of the City not continuing to provide a hauled wastewater station, discussing where a new facility could be located and, the scope of a potential facility. Discussed the need for increased rates to support cost recovery business model.

January 20, 2015 – Discussed alternative locations for the new facility, site plan and Council's December 2014 decision to build a facility.

June 2, 2015 – Discussed the Hauled Wastewater Business Model and wastewater quality parameters.

July 28, 2015 – Raised awareness that the City is increasing focus on source control and discussed facility operations.

August 25, 2015 – Raised awareness that the City is increasing focus on source control and discussed the surcharge formula and FOG.

September 29, 2015 – Reviewed Bylaw Code of Practice, wastewater parameters.

November 3, 2015 – Reviewed recommended surcharge formula and accepted wastewater parameter.

December 8, 2015 (General Public Open House) – Public Awareness regarding recommended rate increase and need to improve source control.

January 12, 2016 – (General Public Open House) – Public Awareness regarding recommended rate increase and need to improve source control.

January 26, 2016 – Discussed alternate locations to discharge material not accepted at Hauled Wastewater Station.

February 16, 2016 – Discussed facility and schedule of opening new facility. Discussed how to transition from old facility to new Hauled Wastewater Station.

Summary Table - Feedback Received from the Wastewater Hauling Industry

WHAT WE HEARD	CITY'S CONSIDERATIONS	RECOMMENDATION
Ensure fees for the facility are based on usage		
Wastewater haulers were concerned that the rates would be set as a yearly rate for all users. This would cause the yearly rate to be very high for small users and low for large users. Haulers requested the rate to be set so that the rates are based on usage of the site.	The Administration explored options to collect the revenue required to achieve cost recovery for the facility. The Administration investigated one time yearly rates and volumetric rates. The Administration researched best management practice throughout western Canada to determine the recommendation for revenue generation.	The Administration is recommending that a monthly permit rate be maintained to cover basic administrative costs associated with issuing permits. The Administration is also recommending a discharge rate based on the volume of material that is discharged at the facility. This rate structure ensures that the users of the facility will pay based on the usage of the facility.
Provide higher level of service even if costs need to increase		
Wastewater haulers were concerned with the level of service at the existing facility. They are concerned that the facility is not cleaned regularly, all users are not following the bylaw and snow removal is not adequate. Wastewater haulers are also concerned that the new Hauled Wastewater Station is located on a gravel road. Haulers requested that the road be paved even if it resulted in an increase in the discharge rates.	The Administration researched discharge rate across Western Canada to determine if the City of Regina could build a facility and have competitive cost recover rates. The Administration designed a facility that will provide a higher level of service by ensuring site security, regular routine maintenance and the ability to regularly monitor wastewater parameters. The Administration is also completing design work on upgrading Condie Road from a gravel surface to a paved road.	The Administration received approval from Council in December 2014 to build a modern mechanical Hauled Wastewater Station. The Administration is recommending that \$1.5 million be transferred from the Utility Reserve into the Hauled Wastewater Station Capital account. This additional funding will be built into the cost recovery discharge rates.
Ensure the rules of the facility are clear and enforced		
Wastewater haulers wanted to ensure that they understood the expectation of the City when using the new facility. They were also concerned that the rules had to be enforced consistently, to ensure that all wastewater haulers were treated equally and no business was given an unfair advantage.	The Administration researched different alternatives to increase the monitoring and security of the facility to ensure only permitted hauler used the facility. It is important to ensure that the Bylaw and standard operating procedures of the new facility are clear to all users.	The Administration is developing a Code of Practice for the Hauled Wastewater Station. The Code of Practice will provide expected behaviours that will enable each business to update their standard operating procedures. These behaviours will include expected practice for entering the facility, using the facility, accepted wastewater parameters and exiting the facility. The Code of Practice will be provided to wastewater haulers when a permit is issued and on an as-needed basis.

Concerns about high strength wastewater or prohibited substances

Wastewater haulers were concerned about what kind of wastewater would be received at the facility. Wastewater haulers acknowledged that current practices may not comply with the Bylaw, but had not determined where else this material could go. This material included hydrovac, FOG (Fats, Oils and Grease), carwash and garage pit slurry.

The Administration considered the risk to the upgraded Wastewater Treatment Plant (WWTP) if certain wastewater parameters were accepted at the Hauled Wastewater Station. The Administration also reviewed the cost to treat certain wastewater parameters and the risk to premature infrastructure failure due to particular substances.

The Administration completed research to determine if there was a disposal facility for the items of concern such as hydrovac, FOG and slurry from carwash and garage pits. It was determined that alternative facilities will accept this material and it does not have to be disposed of at the new Hauled Wastewater Station.

The Administration is recommending an updated list of parameters that will be prohibited from entering the Hauled Wastewater Station due to the risk caused to the WWTP.

The Administration is also recommending a revised surcharge formula for particular parameters that are of concern, based on the effect on the collection system and the WWTP.

APPENDIX D

Liquid Waste Disposal Cost (\$/M³) Throughout Western Canada

City	Rate/m³	Annual or Flat Fee
Regina	\$0.00	\$53.00/m ³ of truck capacity per year
Saskatoon (2016 rate)	\$12.80	\$0.00
Winnipeg (2015 rate)	\$8.70	\$145.00 initial license fee and \$73.00 annual license fee per vehicle
Calgary (2016 rate)	\$20.36	\$23.66/30 days per vehicle
Edmonton (2015 rate)	\$6.80*	\$0.00
Red Deer (2015 rate)	\$10.00	\$0.00
Average (excluding Regina)	\$11.73	n/a

*Edmonton volume rate is based on rate of \$17.00/axel and assumed 2 axels per truck and assumed tank size of 5m³.

APPENDIX E

Proposed changes to *Interim Extra-Municipal Servicing Agreement Policy*

Document	Subsection	Current Wording	Suggested Wording
Interim Extra-Municipal Servicing Policy	4.0.2 Delegated Authority	<p>4.0.2 Delegated Authority</p> <p>(1) Approval Authority The Deputy City Manager, Community Planning and Development or his/her delegate is authorized to approve or deny a request. However, if it is unclear whether or not an application can result in net benefits to the City and the region, City Council's direction or decision will be required. The approval authority is illustrated in <i>Appendix A - Extra-Municipal Servicing Request Review Decision Tree</i>.</p> <p>(2) Signing Authority The Deputy City Manager, Community Planning and Development or his/her delegate is authorized to sign the decision letter for approving or denying a formal application.</p> <p>(3) Administrative Authority The Deputy City Manager, Community Planning and Development or his/her delegate is authorized to develop and manage Administrative procedures to implement this policy.</p>	<p>4.0.2 Delegated Authority</p> <p>(1) Approval Authority The Executive Director, City Planning and Development or his/her delegate is authorized to approve or deny a request. However, if it is unclear whether or not an application can result in net benefits to the City and the region, City Council's direction or decision will be required. The approval authority is illustrated in <i>Appendix A - Extra-Municipal Servicing Request Review Decision Tree</i>.</p> <p>(2) Signing Authority The Executive Director, City Planning and Development or his/her delegate is authorized to sign the decision letter for approving or denying a formal application.</p> <p>(3) Administrative Authority The Executive Director, City Planning and Development or his/her delegate is authorized to develop and manage Administrative procedures to implement this policy.</p>
Interim Extra-Municipal Fees and Surcharges	4.03 One-time Connection Fee	<p>4.03 One-time Connection Fee</p> <p>A reduction to the one-time connection fee may be applied based on a reduced development area. The reduction may be approved at the discretion of the General Manager of Community Planning or delegate in situations where the development area approved to receive service(s) is a deemed to be a smaller portion of the total land area owned by the proponent and in consideration of a similar development within City Limits as a result of a lower intensity of development resulting in a smaller serviced area.</p>	<p>4.03 One-time Connection Fee</p> <p>A reduction to the one-time connection fee may be applied based on a reduced development area. The reduction may be approved at the discretion of the Executive Director of City Planning and Development or delegate in situations where the development area approved to receive service(s) is a deemed to be a smaller portion of the total land area owned by the proponent and in consideration of a similar development within City Limits as a result of a lower intensity of development resulting in a smaller serviced area.</p>

<p>Interim Extra-Municipal Servicing Policy</p>	<p>4.0.4 Existing Outside Users with an Agreement with the City</p>	<p>4.0.4 Existing Outside Users with an Agreement with the City</p> <p>All existing outside users with an extra-municipal servicing agreement signed prior to the effective date of this policy will not be affected. However, a new application for re-evaluation as per this policy may be required if any of the following conditions occur:</p> <ul style="list-style-type: none"> • The use of the land has been changed; • The land has been subdivided; • The water consumption has increased significantly above the original intended provision of service, or an alteration to the connection is required to provide a greater level of service; and/or • The type of service requested has been changed or additional types of services are requested. <p>When the existing user holding an agreement with the City sells, leases, or assigns all or part of his/her/its interest in the property and/or the service(s), the buyer, lessee or assignee that obtains the interest, shall apply to the City to become a new customer. The City will enter into a new agreement with the new customer, or re-review the application if necessary when any of the above conditions occur.</p>	<p>4.0.4 Existing Outside Users</p> <p><u>Users with an Agreement with the City</u> All existing outside users with an extra-municipal servicing agreement signed prior to the effective date of this policy will not be affected. However, a new application for re-evaluation as per this policy may be required if any of the following conditions occur:</p> <ul style="list-style-type: none"> • The use of the land has been changed; • The land has been subdivided; • The water consumption has increased significantly above the original intended provision of service, or an alteration to the connection is required to provide a greater level of service; and/or • The type of service requested has been changed or additional types of services are requested. <p>When the existing user holding an agreement with the City sells, leases, or assigns all or part of his/her/its interest in the property and/or the service(s), the buyer, lessee or assignee that obtains the interest, shall apply to the City to become a new customer. The City will enter into a new agreement with the new customer, or re-review the application if necessary when any of the above conditions occur.</p> <p><u>Septic Tank Discharge Users</u> All existing outside users who have received approval from the local authority for a septic tank prior to the effective date of this policy will not be affected. However, a new application for re-evaluation as per this policy may be required if any of the following conditions occur:</p> <ul style="list-style-type: none"> • The use of the land has been changed; • The land has been subdivided; or • The volume of hauled liquid waste has increased significantly above the original intended provision of service.
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			When an existing user of the City's Septic Tank Discharge Service sells, leases, or assigns all or part of his/her/its interest in the property and/or the service(s), the buyer, lessee or assignee that obtains the interest, shall become a new customer. Re-application will be necessary when any of the conditions listed above occur.
Interim Extra-Municipal Fees and Surcharges	5.0 Fees for Septic Tank Wastewater Discharge	<p>5.0 Fees for Septic Tank Wastewater Discharge</p> <p>For the provision of septic tank wastewater discharge service, an Application Review Fee (\$1,600 per application) will apply to the service proponent for recovering the City's costs on application screening. If a serviced connection is also requested for the same existing or proposed new development, only the greater value of the Application Review Fee (i.e., \$3,000) would apply.</p> <p>Moreover, the City will directly charge the haulers holding a permit from the City. An annual fee based on the carrying capacity of the hauling vehicle will be applied pursuant to Schedule "A" of <i>The Sewer Service Bylaw No. 5601</i>. The landowners or development proponent having the permission from the City to discharge their septic tank wastewater to the City's system should contact a hauling company regarding the fees for haul service as this is outside the scope of the Interim Policy.</p>	<p>5.0 Fees for Septic Tank Wastewater Discharge</p> <p><u>Application Fee</u> For the provision of septic tank wastewater discharge service, an Application Review Fee (\$1,600 per application) will apply to the service proponent for recovering the City's costs on application screening. If a serviced connection is also requested for the same existing or proposed new development, only the greater value of the Application Review Fee (i.e., \$3,000) would apply.</p> <p><u>Volumetric Discharge Fees</u> The City will directly charge licensed haulers a fee based on the volume of liquid waste discharged at the City's Hauled Wastewater Station, pursuant to rates set out in the <i>The Sewer Service Bylaw No. 5601</i>.</p> <p><u>Volumetric Surcharge</u> High strength industrial wastewater may be subject to a surcharge if one or more parameters are exceeded as outlined in the <i>The Sewer Service Bylaw No. 5601</i>.</p> <p><u>Annual Permit Fee</u> An annual fee based on the carrying capacity of the hauling vehicle will be charged to licensed haulers, pursuant to Schedule "A" of <i>The Sewer Service Bylaw No. 5601</i>.</p> <p><u>Transport Fees</u> The landowners or development proponent, having permission from the City to discharge their septic tank wastewater to the City's system, should contact a hauling company regarding the fees for transport service as this is outside the scope of the Interim Policy.</p>

Interim Extra- Municipal Servicing Policy	7.0 Contact	7.0 Contact For more information on this policy, please contact: Infrastructure Planning Branch Community Planning & Development Division 12th Floor, City Hall 2476 Victoria Avenue P.O. Box 1790 Regina, Saskatchewan S4P 3C8	7.0 Contact For more information on this policy, please contact: Regional Planning Branch City Planning & Development Division 12th Floor, City Hall 2476 Victoria Avenue P.O. Box 1790 Regina, Saskatchewan S4P 3C8
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March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Sewer Service Bylaw No. 5601 - Repeal

**RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE
COMMITTEE – MARCH 10, 2016**

1. That City Council repeal the existing *The Sewer Service Bylaw, No. 5601* (Sewer Bylaw) and replace it with a new sewer service bylaw.
2. That City Council approve and authorize a new sewer service bylaw that contains the following:
 - a. new formatting that improves readability of the bylaw;
 - b. changes as identified in Appendix A of this report, which include:
 - updated requirements for businesses related to the discharge of fats, oils, greases (FOG), grit and dental amalgam,
 - updated allowable limits for chemical parameters discharged into the wastewater collection system, and,
 - updated provisions relating to surcharges levied against persons for treatment of high-strength wastewater; and,
 - c. existing provisions in the Sewer Bylaw as identified in Appendix B to this report.
3. That the City Solicitor be directed to prepare a new sewer bylaw to include provisions identified in recommendation 2 to this report and the provisions relating to the new wastewater receiving station, as identified in report “*Revised Hauled Wastewater Program*” and the provisions relating to weeping tile, as identified in report “*Sewer Service Bylaw Change – Weeping Tile Discharge – Removal from Sanitary Sewer System*”.

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – MARCH 10, 2016

Mr. Bill Gray and Mr. Bob Beekman, representing Canadian Linen and Uniform Service, addressed the Committee.

The Committee adopted a resolution to concur in the recommendations contained in the report. Recommendation #4 does not require City Council approval.

Councillors: Sharron Bryce (Chairperson), John Findura and Bob Hawkins were present during consideration of this report by the Public Works and Infrastructure Committee.

The Public Works & Infrastructure Committee, at its meeting held on March 10, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That City Council repeal the existing *The Sewer Service Bylaw, No. 5601* (Sewer Bylaw) and replace it with a new sewer service bylaw.
2. That City Council approve and authorize a new sewer service bylaw that contains the following:
 - a. new formatting that improves readability of the bylaw;
 - b. changes as identified in Appendix A of this report, which include:
 - updated requirements for businesses related to the discharge of fats, oils, greases (FOG), grit and dental amalgam,
 - updated allowable limits for chemical parameters discharged into the wastewater collection system, and,
 - updated provisions relating to surcharges levied against persons for treatment of high-strength wastewater; and,
 - c. existing provisions in the Sewer Bylaw as identified in Appendix B to this report.
3. That the City Solicitor be directed to prepare a new sewer bylaw to include provisions identified in recommendation 2 to this report and the provisions relating to the new wastewater receiving station, as identified in report “*Revised Hauled Wastewater Program*” and the provisions relating to weeping tile, as identified in report “*Sewer Service Bylaw Change – Weeping Tile Discharge – Removal from Sanitary Sewer System*”.
4. That this report be forwarded to the March 29, 2016 meeting of City Council for approval.

CONCLUSION

The Sewer Bylaw governs a person’s behaviour in relation to the sanitary sewer service, storm sewer service and the related provisions relating to billing for such services and enforcement for violations of the bylaw. City Council passed the Sewer Bylaw in 1975 and it came into force on January 1, 1976. It has been modified over time, mainly relating to the provisions on the rates for sanitary sewer and storm sewer service.

The Sewer Bylaw is outdated and does not adequately protect the wastewater collection system, the wastewater treatment plant (WWTP), or the environment from the effects of potentially harmful substances that can be present in wastewater or stormwater. Additionally, the current layout of the Sewer Bylaw is difficult to follow for both the public and the Administration. To attempt to amend the Sewer Bylaw to make such numerous formatting changes would be more difficult and confusing than simply repealing the Sewer Bylaw and writing a new one.

The new sewer bylaw will also contain a number of new provisions, as follows:

- clarify requirements of industry and business, to ensure they meet the requirements of the new bylaw by updating the format and updating certain parts to reflect current practice, as identified in Appendix A;
- update the requirements for businesses to control the release of substances harmful to the operation of the wastewater collection system. The proposed changes are included in Appendix A. The substances of concern include:
 - FOG produced by restaurants and other food preparation institutions,
 - oil and grease and grit from mechanic shops and car washes, and
 - dental amalgam;
- updated list of substances that are prohibited from being released into the sanitary sewer or the storm sewer in any concentration, as identified in Appendix C;
- updated list of chemical parameters with updated allowable release concentrations, as identified in Appendix D; and,
- updated surcharges to accurately reflect the cost of treating high-strength wastewater, as identified in Appendix E.

The recommended amendments to the Sewer Bylaw will provide tools to support improved management of the sewer systems. Without these tools, there are increased risks, including:

- continued and likely increased blockage of the collection system resulting in increased maintenance costs, reduced sewer capacity and the increased likelihood of sewer backups;
- inability to limit potentially harmful substances from entering the collection system, the WWTP or the environment;
- adverse impacts to the WWTP by having harmful material in the influent wastewater; and,
- causing the WWTP to prematurely reach maximum capacity as a result of high strength wastewater.

BACKGROUND

The Sewer Bylaw has been in place since 1976 and has been updated 34 times since it was developed. Numerous small changes have resulted in a fractured document that is difficult to follow and does not consistently reflect current practices. The current Sewer Bylaw does not adequately address concerns and challenges that have developed related to the discharge of harmful substances into the sanitary sewer.

The reasons for controlling harmful discharges can be broken into two main categories:

- protecting the collection system; and,
- protecting the WWTP and the environment.

Protection of the Collection System

The collection system includes all infrastructure required to carry sewage from an establishment to the WWTP, or storm sewer to the Wascana Creek. The collection system includes both the sanitary and storm sewer systems and the main components of these systems include:

- local collection pipe;
- larger mains;
- lift stations; and,
- the force mains from McCarthy Boulevard Pumping Station (MBPS) to the WWTP.

The collection system is owned, operated and maintained by the City. It is regulated provincially by the Water Security Agency.

The biggest risk to the collection system is potential blockages and material build up that can impact the capacity of the system. Ways to manage or mitigate this include regular cleaning and controlling what is introduced into the collection systems. FOG and grit are the primary concerns currently faced. Blockage of a sewer can cause severe public health and environmental issues. In 2015 there were 207 emergency responses to blocked sanitary sewer mains, 80% of which were due to the accumulation of FOG in City wastewater mains.

Protecting the WWTP and the environment

The WWTP is the facility located at the end of the MBPS force mains, west of the city of Regina. The WWTP is currently undergoing a major renovation and rebuild, and construction is expected to be complete in late 2016. The WWTP is being constructed and will be operated under a P3 model. The City maintains ownership of the WWTP but EPCOR Water Prairies Inc. (EPCOR) will operate and maintain the WWTP for 30 years.

Commercial, industrial and institutional activities have the potential to release a wide variety of potentially hazardous chemicals into the wastewater collection system. As the owner of the collection and treatment systems, the City has a regulatory requirement to reasonably control the release of hazardous substances into the wastewater collection system. The City needs to update the Sewer Bylaw to amend the parameters and allowable concentrations to meet new regulatory requirements, which are reflected in the Project Agreement between the City and EPCOR.

The Sewer Bylaw contains an outdated surcharge calculation for recovering costs related to treating high strength industrial commercial institutional (ICI) effluent. Changes to modernize the treatment methods at the WWTP through the WWTP Upgrade Project, and the resulting increased wastewater treatment costs, are not addressed by the current formula. The new surcharge structure will provide incentive for ICI customers to adapt their processes or introduce pre-treatment in order to reduce their surcharge costs. A phased implementation for surcharges will provide an opportunity for ICI customers to plan for these changes and incorporate them over time.

DISCUSSION

Protecting the Collection System

To better protect the wastewater collection system, the City requires a clear straight forward sewer bylaw that allows focused education, inspection and enforcement of pre-treatment devices,

such as grease traps, and oil and grit separators. Clear expectations and consequences will provide incentive for wastewater haulers and their clients to update their practices to meet the new requirements. In preparation for the proposed changes, a series of open houses have been held for the general public and for wastewater haulers that typically service these pre-treatment devices. Educational material is currently in development for distribution to operators of such treatment devices.

The first step in improving protection of the collection system will be to increase public education. Education will take the form of distributing information through the mail, at trade shows and during initial inspections. The information will focus on easy and economical ways of removing these wastes from the wastewater stream, and the benefits to the overall collection system of doing so. Once the City has provided the information to the businesses regarding best management practices, the City will begin routine and random inspections. The final step will involve prosecuting those who fail to comply with the new sewer bylaw. The new bylaw will contain the maximum fines permitted under *The Cities Act*, to reflect the seriousness of contamination to both the storm sewer and sanitary sewer system.

Protecting the WWTP and the Environment

Substances will be controlled in three ways depending on their potential impact to the WWTP and the environment:

1. Prohibited Substances – Some substances, such as radioactive waste, are prohibited through our Permit to Operate a Wastewater Treatment Facility. Discharge of such substances would be addressed with fines and potentially disconnection from the system.
2. Restricted Substances – These are substances, such as phenols, that pose a threat at high concentrations and therefore levels must be controlled. The limits proposed fall below acceptable thresholds.
3. Surchargeable Parameters – These are parameters, such as level of Biological Oxygen Demand (BOD) that can be treated by the upgraded WWTP; however, as the concentration increases, system capacity is consumed and costs increase.

Prohibited & Restricted Substances

The proposed changes to the chemical parameters, as outlined in Appendices C and D, are required to ensure the City meets provincial and federal wastewater regulations. The proposal is for the changes to take effect on January 1, 2018, to give the industry time to adjust to the revised discharge criteria and to implement pre-treatment if required. The proposed changes are in line with best practices related to eliminating contaminants from the waste stream as opposed to increasing treatment. This approach is consistent with the approach of the model sewer bylaw developed by the Canadian Council of the Ministers of the Environment. The model sewer bylaw follows national performance standards agreed to and signed by environment ministers across the country.

Surchargeable Parameters

The City currently charges a surcharge to commercial and industrial emitters that release high strength wastewater to the City's wastewater collection system. This surcharge is intended to compensate the City for the additional costs of processing this high strength wastewater. The cost for treating high strength wastewater has been calculated and converted into a surcharge formula. The current surcharge formula has not been updated since 1995 and no longer reflects the actual additional costs for treating high strength wastewater; and therefore, the City needs to

significantly increase its surcharge to cover additional treatment costs. Appendix E shows the proposed list of surchargeable parameters.

The Administration researched surcharges for Regina, Saskatoon and Calgary for an average load of hauled wastewater. Appendix F to this report shows the comparison of surcharge rates among these cities. Compared to these cities, the amount the City currently charges for high strength wastewater is low. Calculations show that the cost of treating high strength wastewater is at least 10 times higher than the surcharge fee the City currently charges to high strength wastewater generators. If high strength wastewater is not surcharged, the additional cost of treatment will be passed on to all utility users.

The proposed new surcharge rate calculation formula is representative of what the charge should be to reflect the City's additional cost associated with treating high strength wastewater. Through consultation with industry, as detailed in Appendix G, a 12 year phase-in plan was developed. This phase-in plan is outlined in Appendix E. This plan allows time for ICI customers to adjust their processes or to implement pre-treatment to manage their costs. This staged approach is also appropriate, since the additional costs for treating high strength wastewater will increase as the available capacity of the WWTP decreases. This change to surcharge fees will not impact residential users.

The proposed changes to both the parameters, as well as the surcharge rate, will encourage industry currently producing high strength wastewater to follow best practices for pre-treatment of wastewater prior to releasing it to the City's wastewater collection system. This combined approach of decreasing limits and increasing surcharge rates over time reduces the risk to the wastewater collection system and frees capacity at the WWTP for future city expansion.

In addition to revising quality and surcharge parameters for discharged wastewater, the Administration recommends increased penalties in the case of non-compliance. These penalties are identified in Appendix A to this report.

Bylaw Reorganization and Re-formatting

In addition to the changes to the content of the bylaw, the Administration will also take the opportunity to reorganize the Sewer Bylaw by re-writing it to put it in a format that is easier for the public to follow. This reorganization is required as a result of numerous small changes over the life of the Sewer Bylaw. The changes focus mainly around reorganizing the Sewer Bylaw so it is easier to read and understand, and around updating relevant definitions and terminology.

The new sewer bylaw will retain a large number of the concepts and provisions of the current Sewer Bylaw. This report provides a list of the provisions of the Sewer Bylaw that will be incorporated, relatively unchanged, into the new sewer bylaw. There may be some minor housekeeping changes made to these retained provisions to ensure consistency with terminology and formatting. Appendix B to this report is the current Sewer Bylaw, and the provisions highlighted in yellow represent the provisions the Administration recommends retaining in the new bylaw (subject to housekeeping modifications for terminology and formatting).

Complementary Reports

Two other reports are being presented in conjunction with this report. The other reports are: "*Revised Hauled Wastewater Program*"; and "*Sewer Service Bylaw Change – Weeping Tile Discharge – Removal from Sanitary Sewer System*".

RECOMMENDATION IMPLICATIONS

Financial Implications

The increased surcharges proposed in Appendix E are intended to modify customer behaviour and offset increased treatment costs. While there may be a short term increase in revenue, over time, the impact is intended to be neutral.

Increased education and enforcement are expected to gradually improve the quality of wastewater, resulting in improved system capacity and service levels. Longer term results may include reduced operational costs.

The changes to the bylaw do not require any operational funding increases. It is anticipated that any proposed increases to the current enforcement program will be managed on a cost recovery basis through permits or user fees.

Environmental Implications

The detrimental impact of FOG entering and blocking the wastewater collection system can include severe public health and environmental issues. It can also contribute to the reduction of capacity of the collection system, resulting in sewer backups into businesses and residents homes.

Enhanced protection of the WWTP will improve the City's ability to ensure adequate treatment of wastewater prior to release to the environment. The result of failing to protect the WWTP could result in breaches of the City's permit to operate the wastewater collection system and the City's permit to operate the WWTP, and result in an unauthorized release into the environment.

Policy and/or Strategic Implications

Limiting the strength of the institutional, commercial and industrial wastewater permitted into the City's wastewater collection system effectively increases the capacity of the WWTP. This change encourages institutional, commercial and industrial generators to pre-treat their own wastewater, as opposed to using up capacity at the WWTP that could be used for further city expansion.

Other Implications

The Water Security Agency has recently directed the City to increase the capacity of the City's sanitary sewer and storm sewer collection systems. The reduction of FOG and grit in the collection system that reduce its performance is a key component of maintaining or increasing this capacity.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

The City worked with its industrial partners to develop chemical parameters that are both realistic and appropriate to protect the wastewater infrastructure and the environment. The City held open houses with wastewater haulers and industry most likely to be affected by these changes. In addition, industries that are currently known to discharge high strength wastewater have been sent information on the planned changes. The City offered one-on-one meetings to these industries in the correspondence and at the open houses. Details of the consultation efforts are included in Appendix G to this report.

Due to the progressive implementation of the process, the Administration will continue to work with current emitters to help them meet the requirements in the proposed changes.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

A handwritten signature in cursive script that reads "Linda Leeks".

Linda Leeks, Secretary

APPENDIX A

Proposed Changes to *The Sewer Service Bylaw, No. 5601*

Sewer Bylaw Reorganization and Revisions

Changes are proposed to reorganize the *The Sewer Service Bylaw, No. 5601* (Bylaw). The Bylaw has been altered many times, resulting in a repetition of some requirements in several sections and other requirements split between several sections. This has resulted in a Bylaw that is difficult for the public and Administration to follow, and in inconsistencies in terminology between sections. The proposed changes will not change the intent of the Bylaw, they will simply make the bylaw easier to work with.

Definitions

Definitions will be updated to reflect updated terminology and changes in the recommendations below.

Purpose

The purpose of this Bylaw is to:

- regulate the collection and disposal of wastewater, stormwater, and a variety of materials and to levy appropriate fees and penalties in relation to those substances;
- protect the public sewage works and its processes from damage, obstruction, toxic upset, or loss of efficiency;
- protect the City's employees and the public from exposure to hazardous conditions;
- control the flow and composition of releases of wastewater and substances to the public sewage works;
- provide for a system of rates, fees and charges for various types of use of the public sewage works; and
- provide for a system of permits or other permissions that facilitate the imposing of conditions on releases to the public sewage works.

Interpretation

Unless otherwise stipulated, any reference to a code or standard shall mean the most recent version of the code or standard having effect at the time at which it is applied.

General

Every owner or occupant of a premise within the city limits shall connect to the public sewage works unless the owner or occupant obtains prior written consent from the City Manager.

New Construction or Expansion of Industrial Commercial and Institutional (ICI) Activities

An owner or occupant who wishes to commence or expand an ICI activity which would change the flow, characteristic of wastewater discharge, or connections the public sewage works shall, when applying for a mechanical permit in accordance with *The Building Bylaw*, provide the City with the anticipated wastewater characteristics, including:

- the wastewater characteristics as listed in the proposed bylaw schedules;
- the type of material to be processed or discharged;
- the proposed pre-treatment interceptors, flow equalizing or mixing facilities;
- the location of sampling manhole; and
- the monitoring equipment.

Obligation to Report

A person is required to report to the City any connections or equipment located on a premises that does not comply with the requirements of this Bylaw.

Requirements of Written Approvals or Agreements

A written approval or permit given by the City Manager, or an agreement entered into by the City Manager pursuant to this Bylaw, shall be available for inspection at the request of the City Manager.

Every person who relies on a written approval or permit issued pursuant to this Bylaw, has the onus of proving that he or she was the holder of a valid and subsisting approval or permit.

Obligations of Owner of Private Sewage Works

An owner or occupant who constructs or causes to be constructed a private sewage works shall:

- meet the requirements of the Water Security Agency;
- comply with applicable law;
- complete the works to the satisfaction of the City;
- allow the City to inspect the work at any stage of construction; and
- notify the City when the work is ready for final inspection and before any underground portions are covered.

The owner or occupant or person having a private sewage works shall, at his or her expense, operate and maintain the private sewage works in a sanitary manner, and in accordance with applicable law.

Wastewater

No person shall discharge or release wastewater to any location other than the public sewage works or private sewage works.

No person shall dispose of any substance into a plumbing system of a premises prior to connection of a plumbing system to either the public sewage works or a private sewage works.

Clear Water Waste

Where release of clear water waste into the public sewage works is necessary to avoid an adverse impact to human health, property or the environment, then the City Manager is authorized to approve development or applicable renovations to permit the release of clear water waste into the public sewage works.

Until such time as the storm sewer is available, the roof area shall be drained overland to City streets in accordance with a drainage plan approved by the City.

Foundation drainage and drainage from the roof area of an ICI building shall be drained into the storm sewer.

Access to Public sewage works

Where partial or total blockage of part of the sewer system is caused because a person failed to comply with the provisions of this Bylaw, the person shall, in addition to any penalty for infraction of the provisions hereof, be liable to the City for all costs of clearing such blockage.

Such cost shall constitute a debt due to the City and may be added to the tax roll in such manner as permitted pursuant to section 333 of *The Cities Act*.

Release of Substances

No person shall discharge or release into a public sewage works any of the substances in the proposed schedules, except with written approval from the City Manager provided the substances released:

- will not have an adverse effect; and
- does not contain a substance that is above the approved concentration limit.

No person shall deposit, or cause or allow any Fats, Oils and Grease (FOG) interceptor residue to be deposited into the public sewage works, storm sewer, drainage ditches or surface water.

No wastewater is allowed to be disposed in the storm drain or onto asphalt or other areas around the site.

The owner or occupant of premises shall ensure that all wastewater does not exceed the concentration limits for grease.

In the event the concentration of grease for premises exceeds the limits set out in this Bylaw, then surcharge payments shall apply.

In the event that a person cannot comply, then such person shall enter into a pre-treatment plan agreement with the City prior to discharge or release of wastewater to the public sewage works, on such terms conditions or fees as the City Manager may determine.

Connections

A person making, altering, disconnecting or removing, or allowing the making, alteration, disconnection or removal of a connection to the public sewage works or storm sewer shall:

- obtain prior, written approval from the City Manager, on any terms and conditions the City Manager considers necessary, including compliance with all requirements of Bylaw, before making, altering, disconnecting or removing the connection; and
- not re-use a connection without obtaining prior written approval from the City Manager.

The owner or occupant shall pay to the City all costs of the installation, alteration, disconnection or removal of the connection before proceeding with the work.

Pre-Treatment

The City Manager may require an owner or occupant to do one or more of the following:

- install, operate, monitor and properly maintain in accordance with the manufacturer's specifications, at all times, a pre-treatment system that is located upstream of a monitoring access point on the owner or occupant's premises;
- enter into a wastewater agreement with the City of Regina; or
- allow access to the City Manager or Bylaw Enforcement Officer to the pre-treatment system for purpose of inspection, observation, monitoring, measuring, sampling or testing.

The City Manager may require information from a qualified person that carries on, alters, or expands, or proposes to carry on, or alter, or expand an activity that is connected to proposing to be connected to the storm sewer or public sewage works.

An owner or occupant of a pre-treatment system on a property shall adhere to the following:

- obtain and retain on the property any instruction manuals and specification manuals relating to the installation, operation, maintenance and cleaning of the device installed on the premises;
- maintain a record of the maintenance schedule for every pre-treatment device installed on site for a five year period, including the records for waste, grit or FOG residue disposal; and
- submit any records required above to the City Manager or Bylaw Enforcement Officer upon request of the City Manager.

Every owner or occupant of premises which uses or has used grease recycling containers on the property shall monitor, maintain, and operate, the container and ground surrounding the container in a manner that prevents spills.

The owner or occupant of premises shall ensure that all wastewater does not exceed the concentration limits for grease as set out in this Bylaw.

In the event the concentration of grease for premises exceeds the limits set out in this Bylaw, then surcharge payments shall apply.

No person shall deposit, or allow to be deposited into the public sewage works, storm sewers, drainage ditches or surface water any interceptor residue.

Food Service Establishments

Every person owning, operating or being in charge of a FSE, including vehicles, that prepare, process, or serve food or beverages shall:

- provide on the wastewater outlet of the premises a grease interceptor and on any piping system at the premises, that connects directly or indirectly to the City public sewage works.
- ensure the wastewater outlet on the property grease interceptor is in conformity with the requirements of *The Public Health Act*, and sized in accordance with the requirements set out in the National Plumbing Code of Canada and any regulations made thereunder;
- ensure the wastewater outlet on the property be sized, selected, located and installed in compliance with the most current requirements of the applicable Building Code.
- ensure the grease interceptors be accessible at all times, monitored, operated and maintained in an efficient working condition according to the manufacturer's recommendations and CSA B481; and

- ensure all grease interceptors shall be of sufficient capacity and appropriate designs to avoid becoming air bound, and perform the service for which they are provided based on the National Plumbing Code of Canada.

No person shall allow the combined volume of solids and grease in the grease interceptor at any time to exceed 25% of the liquid capacity of the grease interceptor.

No person shall use or inject grease inhibitors, bacteria, chemical agents, enzymes, solvents, hot water or any other similar materials upstream of the grease interceptor to facilitate the passage of grease.

Every owner or occupant of premises of food service establishments shall maintain and submit to the City upon request, a written record for a period of up to five years of all maintenance, cleaning, and inspection of its entire grease interceptor(s) including the records of FOG residue disposal.

The owner or occupant of the premises shall produce the record required to the City Manager or Bylaw Enforcement Officer upon request. The owner or occupant of a mobile food vending unit shall maintain a logbook that:

- is in a form approved by the City Manager;
- is accurately completed;
- is signed by the operator of the mobile food vending unit; and
- contains the following information:
 - the name of the mobile food vending unit owner;
 - the name under which the mobile food vending unit operates;
 - for each disposal of wastewater, the date, time, location, approximate volume; and
 - the name of the service provider conducting the disposal.

Vehicle and equipment washing, repair and maintenance

A person owning or operating, premises where a discharge may contain oil, gasoline, and/ or grit shall:

- provide on the wastewater outlet of the premises, an oil, grease, chemical or grit interceptor and on any piping system at the premises that connects directly to the City public sewage works.
- ensure that the wastewater outlet on the property oil, grease, chemical or grit interceptor is in conformity with the requirements of *The Public Health Act* and sized

in accordance with the requirements set out in the National Plumbing Code of Canada and any regulations thereunder;

- ensure the wastewater outlet on the property be sized, selected, located and installed in compliance with the most current requirements of the applicable Building Code;
- monitor, operate and maintain such interceptor in working condition in accordance with the manufacturer's instructions and specifications for such interceptor; and
- ensure that discharges do not exceed the concentration limits set out in this Bylaw, or a surcharge payment, shall apply.

Dental Facilities

Every owner or occupant of premises where dental amalgam may be released into the public sewage works, shall install a dental amalgam separator on all fixtures that may release dental amalgam into the public sewage works.

The dental amalgam separator shall:

- be ISO 11143 certified or exceed ISO 11143 standards;
- be located at an easily accessible location on the upstream side of a monitoring access point either in or on the premises; and
- be monitored, operated, maintained and cleaned as required by the ISO 11143 and the manufacturer's instructions and regulations for such dental amalgam separator.

All documentation regarding monitoring, operation, maintenance, and cleaning of such dental amalgam separation shall be available for review upon request of the City Manager or Bylaw Enforcement Officer.

Every owner or operator of a dental facility shall maintain and submit to the City upon request, a written record of all maintenance, cleaning, and inspection of its entire amalgam separator(s) for a period of five years including the records of dental amalgam disposal.

Monitoring

All measurements, tests and analyses shall be determined in accordance with the "Standard Methods for the Examination of Water and Wastewater."

The owner or occupant of the premises shall provide one or more monitoring access points, designed and located in a location acceptable to the City Manager and shall provide direct access to the monitoring access point(s) for the purpose of inspection, observation, monitoring, measuring, sampling or testing.

Testing and Surcharges

The City may conduct sampling on any source of wastewater or stormwater connected to, or discharging into, releasing, or potentially connected to, discharging into or releasing into the public sewage works or the storm sewer.

The City may maintain a record of any analysis received as a result of sampling conducted.

Should any testing of wastewater disclose that the wastewater is not in compliance with this Bylaw, the City may take any action required to prevent a release of wastewater to the sewer system.

Any person who releases, or discharges, or allows a release or discharge of a substance into the public sewage works in contravention of this Bylaw shall take all reasonable measures to immediately notify the 306-777-7000 telephone number if there is any damage or immediate danger to any one or more of the following:

- human health or safety;
- property;
- the environment; or
- the public sewage works system.

Wastewater Surcharge

The wastewater surcharge shall be determined in cents per cubic metre of wastewater discharged into the public sewage works, and shall be calculated in accordance with the formula described in this Bylaw.

A surcharge rate shall remain in effect for no less than 4 months, or until subsequent testing determines different values.

Where the concentration of contaminants in the wastewater is determined from wastewater sampled from a monitoring access point that serves more than one premises, and each of the premises is individually metered, the surcharge rate will be applied to the utility bill of each of the premises.

Inspections

A person shall not obstruct, or attempt to obstruct, in any manner, the City Manager or Bylaw Enforcement Officer in the exercise of their powers or duties as authorized or required by this Bylaw.

The City Manager may do either, or both of the following:

- take any action required to prevent a release from entering the public sewage works, including shutting off, disconnecting or sealing off the wastewater line at the premises from which the release is made; and/or
- continue any action taken under subsection (a) until the owner or occupant of the premises produces sufficient evidence, as may be required by the City Manager, that a release having an adverse effect will not be made to the public sewage works from the premises.

An owner or occupant of a premises from which a release having an adverse effect enters the public sewage works is responsible for all costs associated with the City Manager's actions.

The City Manager may shut off, disconnect or seal off the wastewater line at the property line of premises and continue to refuse to provide wastewater services to the premises if any one or more of the following occurs:

- the owner or occupant of the premises provides false information in an application for a connection;
- the owner or occupant of the premises refuses to allow the installation of an effluent meter, or other equipment that the City Manager requires to be installed;
- the owner or occupant of the premises fails to comply with a term or condition of a wastewater agreement, or other written approval issued pursuant to this Bylaw;
- an unsafe condition exists; or
- the owner or occupant refuses access for sampling.

Any person who releases, discharges, allows a release or allows a discharge of a substance into the public sewage works in contravention of this Bylaw shall take all reasonable measures to immediately notify the 306-777-7000 telephone number. Failure to do so may result in one or more of the following:

- shutting off, disconnecting or sealing off the wastewater line to the premises to which wastewater services are provided;
- bringing an action against the person in a court of competent jurisdiction; and/or
- entering the unpaid account on the tax roll of the premises, in such a manner permitted pursuant to section 333 of *The Cities Act*.

Offences

Any person who contravenes any provision of this Bylaw is guilty of an offence.

In addition, a person is guilty of an offence pursuant to this Bylaw if the person does any one or more of the following:

- contravenes a requirement of the City Manager or Bylaw Enforcement Officer;
- contravenes a requirement or condition of a written approval or permit given by the City Manager or Bylaw Enforcement Officer; and/or
- contravenes a requirement or condition of an agreement entered into by the City Manager or Bylaw Enforcement Officer with the person.

Every person who relies on a written approval or permit issued pursuant to this Bylaw has the onus of proving that they were the holder of a valid and subsisting approval or permit.

Penalties

Any person who contravenes any provision of this Bylaw is guilty of an offence punishable upon summary conviction and is liable:

- in the case of an individual, to a fine not exceeding \$10,000; and
- in the case of a corporation, to a fine not exceeding \$25,000; and
- in the case of a continuing offense, to a maximum daily fine of not more than \$2,500 for each day or part of a day which the offence continues.

If a corporation commits an offense described in this Bylaw, any officer or director of the corporation who directed, authorized, or assented to, acquiesced in or participated in the commission of the offence is guilty of the offense and liable on summary conviction to the penalties in the case of individuals, whether or not the corporation has been prosecuted or convicted.

Liability for Fees

The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs for which that person is liable under the provisions of this Bylaw or any other bylaw.

APPENDIX B

Retained Provisions

The following highlighted components of *The Sewer Service Bylaw, No. 5601* will be retained in the new sewer service bylaw with minor housekeeping changes, to ensure consistent terminology or to reflect changes to provisions to meet the changes in recommendations 2(b), (c) and (d) and as identified in the “*Revised Hauled Wastewater Program*” report and the “*Sewer Service Bylaw Change – Weeping Tile Discharge – Removal from Sanitary Sewer System*” report.

- Part II – Sewer Service
- Uniform Volume Rate
- Users of Other than City Water
- Sewer Service Charge Reduction
- Storm Drainage Levy
- Account Billings
- Part V Use of Storm Water
- Part VI Offences, Penalties and Enforcement
- Part VII Miscellaneous



Bylaw No. 5601

Disclaimer:

This information has been provided solely for research convenience. Official bylaws are available from the Office of the City Clerk and must be consulted for purposes of interpretation and application of the law.

Office Consolidation

THE SEWER SERVICE BYLAW

No. 5601

Including Amendments to February 27, 2014

This Bylaw has been consolidated under the authority of the City Clerk. It represents proof, in absence of evidence to the contrary of:

- a) the original bylaw and of all bylaws amending it; and**
- b) the fact of passage of the original and all amending bylaws.**

AMENDMENTS

DATE PASSED

Bylaw No. 5974	March 29, 1977
Bylaw No. 6154	December 13, 1977
Bylaw No. 6366	November 21, 1978
Bylaw No. 6384	December 12, 1978
Bylaw No. 6594	December 18, 1979
Bylaw No. 6654	March 17, 1980
Bylaw No. 6852	December 15, 1980
Bylaw No. 7106	December 14, 1981
Bylaw No. 7392	December 20, 1982
Bylaw No. 7677	December 19, 1983
Bylaw No. 7911	December 3, 1984
Bylaw No. 8144	December 9, 1985
Bylaw No. 8356	December 15, 1986
Bylaw No. 8462	June 22, 1987
Bylaw No. 8747	December 5, 1988
Bylaw No. 8987	February 12, 1990
Bylaw No. 9164	February 25, 1991
Bylaw No. 9343	April 16, 1992
Bylaw No. 9490	March 30, 1993
Bylaw No. 9758	November 27, 1995
Bylaw No. 10002	June 22, 1998
Bylaw No. 2001-75	August 27, 2001

Bylaw No. 2002-107	December 16, 2002
Bylaw No. 2004-35	April 26, 2004
Bylaw No. 2005-30	March 21, 2005
Bylaw No. 2006-72	November 20, 2006
Bylaw No. 2007-87	November 19, 2007
Bylaw No. 2009-45	June 22, 2009
Bylaw No. 2010-57	October 18, 2010
Bylaw No. 2010-60	December 20, 2010
Bylaw No. 2012-24	May 28, 2012
Bylaw No. 2012-63	August 20, 2012
Bylaw No. 2013-51	July 29, 2013
Bylaw No. 2014-17	February 27, 2014

BYLAW NO. 5601

BEING A BYLAW OF THE CITY OF REGINA REGULATING
THE USE OF SEWERS WITHIN THE CITY OF REGINA AND
LEVYING A SEWER SERVICE CHARGE AND SURCHARGE

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

PART I

SHORT TITLE AND INTERPRETATION

1. This Bylaw may be cited as The Sewer Service Bylaw, 1976.
(#9758, s. 3, 1995)

2. In this Bylaw:

"account" means the combination of primary customer or co-applicant, premises and sewer services for billing purposes;

"average sewage" means sewage of the same nature, quality and degree of pollution as sewage estimated by the City to be the yearly average wastewater of a primary customer or co-applicant, after making tests of the usual and appropriate kind for such determination;

"bill" means bill as defined in Bylaw No. 8942, being *The Regina Water Bylaw*;

Repealed. (#2006-72, s. 3, 2006)

"biochemical oxygen demand" (B.O.D.) means the quantity of oxygen expressed in milligrams per litre utilized in the biochemical oxidation of organic matter under standard laboratory conditions for five days at a temperature of 20°C and laboratory determinations made in accordance with procedures set forth in "Standard Methods";

"body of water" means a river, stream, brook, creek, watercourse lake, pond, spring, lagoon, swamp, marsh, canal, or other flowing or standing water;

"building drain" means that part of the lowest horizontal piping of a drainage system in a building and extending one metre out from the outside face of the outer wall of the building that receives the discharge from a soil pipe, waste pipe or other drainage pipe and conveys it to the building sewer;

"building sewer" means that part of a drainage system outside the building commencing at a point one metre from the outer face of the building and connecting the building drain to the public sewer or place of sewage disposal;

"chemical oxygen demand" (C.O.D.) means a measure of the oxygen equivalent to the organic content of a sample that is susceptible to oxidation

by a strong chemical oxidant as determined in the procedures set out in "Standard Methods";

"City" means the City of Regina;

"City Manager" means the City Manager for the City of Regina and anyone acting under the instructions of the City Manager in carrying out the provisions of this Bylaw;

"co-applicant" means co-applicant as defined in Bylaw No. 8942, being *The Regina Water Bylaw*;

"commercial premises" means those premises in which a business, profession, industry, trade or commerce is carried on, and includes all premises not falling within the definitions of "standard residential premises" and "multi-residential premises";

"concentrated sewage" means sewage having a higher content than standard or normal sewage of any of the following:

- (a) suspended solids;
- (b) five-day biochemical oxygen demand;
- (c) grease content; and
- (d) phosphorous

as determined by tests using standard methods;

"Council" means the Council of the City of Regina;

Repealed. (#2012-63, s. 65, 2012)

"daily base charge" means a daily charge per number of days of billing;

"designated property" means designated property as defined in Bylaw No. 2012-63 being *The Waste Management Bylaw, 2012*;

"drainage system" means an assembly of pipes, fittings, fixtures, traps and appurtenances that is used to convey sewage, clear water, waste or stormwater to a building sewer or private sewage works but does not include subsoil drainage pipes;

"dwelling unit" means a single self-contained residential living unit;

"FOG" means fat, oil and grease;

"grease" means an organic substance of:

- (a) non-mineral animal or vegetable origin; or
- (b) mineral petroleum origin,

that can be extracted from aqueous solution or suspension by solvent and includes hydrocarbons, esters, oils, fats, waxes and high molecular fatty acids in accordance with Standard Methods;

"industrial waste" means any solid, liquid or gaseous substance discharged, permitted to flow, or escaping from industrial, manufacturing, commercial or business establishment or process, or from the development, recovery or processing of any natural resource; or any liquid discharge regardless of source or characteristics;

"grease interceptor" means a device for separating and retaining waterborne FOG, FOG complexes and settleable solids generated by and from food preparation activities, prior to the wastewater entering the sanitary sewer collection system;

"interceptor" means a receptacle that is installed to prevent oil, grease, sand or other materials from passing into a drainage system;

"multi-residential premises" means single water metered premises with five or more dwelling units;

"owner" means the registered owner of a property or the purchaser thereof who is entitled to occupy and use the property;

"person" includes a corporation, a partnership, and any association or other body;

"pH" means the measure of the intensity of the acid or alkaline condition of a solution determined by the hydrogen ion concentration of the solution in accordance with Standard Methods;

"premises" means premises as defined in Bylaw No. 8942, being *The Regina Water Bylaw*;

"primary customer" means primary customer as defined in Bylaw No. 8942, being *The Regina Water Bylaw*;

"provincial regulations" means the requirements and provisions of the Province of Saskatchewan contained in any Provincial statute or in any regulation or order made pursuant to the authority of any statute of Saskatchewan;

"public sewage works" means any works for the collection, transmission, treatment and disposal of public sewage and includes a ditch, drain, sewer pipe or conduit used for the conveyance of sewage and includes sewage treatment plants;

"private sewage works" means a privately owned plant for the treatment and disposal of sewage (such as a septic tank with an absorption field);

"properly shredded garbage" means waste from the preparation, cooking and dispensing of food that has been shredded to such a degree that all particles will flow freely under conditions normally prevailing in public sewers, with no particles greater than one-half inch in any dimension;

"sanitary sewer" means a sewer which carries sewage and to which storm, surface and

ground waters are not intentionally admitted;

"sewage" means a combination of the water carried wastes from residences, industrial establishments, commercial and business buildings and institutions together with such ground, surface and storm water as may be present;

"sewage treatment plant" means an arrangement of structures and equipment used for treating sewage;

"sewer services" means any services provided by the City related to the connection of a premises to the City's sewer system and the discharge of substances into that system;

"standard methods" means the analytical and examination procedures set forth in the current edition of "Standard Methods for the Examination of Water and Waste Water", published jointly by the American Public Health Association, the American Waterworks Association and the Water Environment Federation;

"standard or normal sewage" means sewage having:

- (a) a biochemical oxygen demand content in the sewage wastewater of 300 milligrams per litre or less;
- (b) a suspended solids content in the sewage wastewater of 300 milligrams per litre or less;
- (c) a grease content in the sewage wastewater of 100 milligrams per litre or less of which not more than 15 milligrams per litre is of mineral extraction; or
- (d) a phosphorous content in the sewage wastewater of 30 milligrams per litre or less, expressed as phosphates;

"standard residential premises" means individually water metered single family residences and single water metered premises with no more than four dwelling units;

"storm drainage" means the works established for the collection, transmission, treatment and disposal of storm drainage water;

"storm sewer" means a sewer designed to be used exclusively for storm water drainage;

"stormwater" means water that is discharged from a surface as a result of rainfall or snowfall;

"suspended solids" means solids that either float on the surface, or are in suspension in water, sewage or industrial waste, and which are removable by laboratory filtration devices as set forth in "Standard Methods";

"waste" means any material discharged into the sewage system;

"waste dangerous goods" means any substance disposed or to be disposed as set out in The Hazardous Substances and Waste Dangerous Goods Regulations of Saskatchewan.

"water course" means:

- (a) the bed and shore of a river, stream, lake, creek, lagoon, swamp, marsh or other natural body of water; or
- (b) a channel, ditch, reservoir or other man-made surface feature,

whether it contains or conveys water continuously or intermittently.

"weeping tile discharge" means a combination of ground, infiltrated surface or storm water collected by a subsoil perforated pipe.

(#6654, s. 1, 1980; #9758, s. 3, 1995; #2006-72, s. 3, 2006; #2009-45, s. 2, 2009; #2010-57, s. 2, 2010; #2012-63, s. 65, 2012)

- 3. The works established for the collection, transmission, treatment and disposal of sewage and storm drainage pursuant to the provisions of The Urban Municipality Act, 1984 are continued as public utility services.

(#9758, s. 3, 1995)

PART II

SEWER SERVICE

- 4. Subject to section 30, every person that applies for sewer services from the City shall complete an application form to request services through one of the following methods:

- (a) by filling out a paper application form and submitting it;
- (b) by filling out an electronic application form and submitting it electronically;
- (c) by attending City Hall in person to fill out and submit a paper application; or
- (d) by telephoning the City to provide the information required in the application form and to request that service be provided to the premises.

(#9758, s. 4, 1995; #2012-63, s. 65, 2012)

- 5. Any primary customer or co-applicant may discontinue sewer services by completing an application for termination of service through one of the following methods:

- (a) by filling out a paper application form and submitting it;
- (b) by filling out an electronic application form and submitting it electronically;
- (c) by attending City Hall in person to fill out and submit a paper application; or

- (d) by telephoning the City to provide the information required in the application form and to request that service be discontinued to the premises.

(#9758, s. 4, 1995; #2012-63, s. 65, 2012)

6. Any contract for sewer service pursuant to this section shall:

- (a) include as a term and condition that the applicant or primary customer or co-applicant agrees to abide and be bound by the provisions of this Bylaw and any other bylaw or resolution of the City concerning sewer service; and

- (b) be non-transferable.

(#6654, s. 1, 1980; #9758, s. 4, 1995; #2012-63, s. 65, 2012)

PART III

SERVICE CHARGES

Daily Base Charge

7. (1) Every primary customer or co-applicant shall, for the sewer services provided by the City, pay a daily base charge based on the size of the water meter installed on the premises as set out in Item 1 of Schedule "B".

- (2) Repealed.

- (3) Every primary customer or co-applicant shall pay the daily base charge applicable to a given meter size whether or not the primary customer or co-applicant actually discharged wastewater into the sewer system.

- (4) Where the installed meter at a premises is determined by the City to be oversized for the requirements of a primary customer or co-applicant, the City may replace the meter or set the daily base charge assuming an appropriately sized meter.

- (5) For billing periods of less than or greater than the base billing period, the City may adjust the daily base charge.

(#9758, s. 5, 1995; #2001-75, s. 2, 2001; #2006-72, ss. 5, 6, 7, 8 and 9, 2006; #2012-63, s. 65, 2012)

Uniform Volume Rate

8. Every primary customer or co-applicant shall pay a uniform volume charge as set out in Item 2 of Schedule "B" for a percentage of each cubic metre of water used. The percentage factors to be utilized for this purpose are:

- (a) standard residential premises 82%;

(b) multi-residential premises 95%; and

(c) commercial premises 98%

(#9758, s. 5, 1995; #2001-75, s. 3, 2001; #2006-72, s. 10, 2006; #2012-63, s. 65, 2012)

9. Where a meter reading is not obtained by the City for a billing period water usage may be estimated based on an amount deemed by the City to be representative of that account's usage.

(#9758, s. 5, 1995)

10. Where water usage has not been properly recorded on the water meter, usage may be determined based on an amount deemed by the City to be representative of that account's usage.

(#9758, s. 5, 1995)

Users of Other than City Water

11. (1) A person who uses water not originating from the City's water system but which enters the City's sewer system shall install a water or wastewater meter in compliance with the requirements of the City.

(2) A meter referred to in subsection (1) shall be read at the same time as water meters that measure water originating from the City's water systems are read. The total quantity of water used and wastewater discharged shall be subject to the service charges set out in subsections 7(1) and section 8.

(#9758, s. 5, 1995)

Extra-Municipal Service

12. (1) Pursuant to section 18 of *The Cities Act*, the City may, at its sole discretion, provide sewer services for premises located outside the City limits.

(2) Applications for service to premises located outside the City limits shall be considered and be subject to the City's Interim Extra-Municipal Servicing Policy and Interim Extra Municipal Servicing Fees and Charges Policy dated July 29, 2013, as may be amended from time to time.

(#9758, s. 5, 1995; #2013-51, s. 4, 2013)

Sewer Service Surcharge

13. (1) Every primary customer or co-applicant shall pay a surcharge in addition to the sewer service charge as set out in subsection 7(1) and section 8 when tests carried out pursuant to this Bylaw show that the sewage from any commercial premises has:

(a) a B.O.D. greater than 300 milligrams per litre;

(b) suspended solids in excess of 300 milligrams per litre;

- (c) a non-mineral grease content greater than 100 milligrams per litre or a mineral grease content greater than 15 milligrams per litre; or
- (d) a phosphorous content greater than 30 milligrams per litre expressed as phosphates.

- (2) The sewer service surcharge shall be determined in cents per cubic metre of sewage discharged into the sewage system and shall be calculated in accordance with the following formula:

$$R = (W \times B) + (X \times S) + (Y \times G) + (Z \times P)$$

where:

- (a) R means the rate of the sewer service surcharge in cents per cubic metre;
- (b) B means the amount in milligrams per litre by which the B.O.D. of the sewage tested exceeds 300 milligrams per litre;
- (c) S means the amount in milligrams per litre by which the suspended solids of the sewage tested exceeds 300 milligrams per litre;
- (d) G means the amount in milligrams per litre by which the non-mineral grease content of the sewage tested exceeds 100 milligrams per litre or by which the mineral grease content exceeds 15 milligrams per litre; and
- (e) P means the amount in milligrams per litre by which the phosphorous content of the sewage tested exceeds 30 milligrams per litre expressed as phosphates, where phosphate is calculated to be three times the amount of phosphorous expressed as milligrams per litre.

- (3) W, X, Y and Z are constants designated as follows:

W shall be 0.011
X shall be 0.011
Y shall be 0.010
Z shall be 0.021

- (4) The sewer surcharge is determined by multiplying the rate established using the formula set out in subsection (2) by the volume of the water consumed on the commercial premises during a billing period.
- (5) The values for B, S, G and P in the formula shall be based on the average strength of sewage discharged by the property concerned as determined by tests conducted by the City.

(#9758, s. 5, 1995; #2012-63, s. 65, 2012)

- 14. A surcharge rate established pursuant to section 13 shall remain in effect for no less than four months.

(#9758, s. 5, 1995)

Sewer Service Charge Reduction

- 15. (1) Where a commercial or multi-residential premises has a special water usage (ie. water bottling facilities or extensive irrigation) for which a substantial portion of the water purchased by a primary customer or co-applicant is not returned to the City's sewer system,

the primary customer or co-applicant may apply to the City for a reduction in the sewer service charge.

- (2) To be eligible for a reduction under subsection (1), the water consumption associated with the special usage must:
 - (a) in the case of commercial premises, exceed two percent of the premise's total usage; and
 - (b) in the case of multi-residential premises, exceed five percent of the premise's total usage.
- (3) The primary customer or co-applicant shall install a separate meter approved by the City to measure the water consumption associated with the special usage.
- (4) The consumption measured by the separate meter shall be multiplied by a percentage factor determined by the City to be reflective of the customer's special usage. The amount of the calculated consumption shall be deducted from the total consumption of the premises to determine the uniform volume charge.

(#9758, s. 5, 1995; #2012-63, s. 65, 2012)

Storm Drainage Levy

- 16 (1) Every premise except those designated as standard residential premises for the purposes of this Bylaw, shall pay a storm drainage infrastructure levy based on a rate structure at the rates set out in Schedule "C".
- (2) All standard residential premises shall be charged a storm drainage infrastructure levy based on the base rate for properties less than one thousand (1,000) square meters at the rates set out for such properties in Schedule "C".

(#9758, s. 5, 1995; #2012-24, s. 2, 2012)

17. (1) For premises where two or more persons have contracted for sewer services, each person shall pay a levy in accordance with Schedule "C" based on an allocated portion of the premises area as determined by the City.
- (2) For the purpose of this section, the total area to be apportioned between two or more persons shall be deemed not to exceed 31,000 square metres.

(#9758, s. 5, 1995)

18. (1) Subject to subsection (2), for premises where no person has contracted for the provision of sewer services, no storm drainage levy shall be charged.

- 2) For premises in excess of 1,000 square metres the owner of the premises shall be charged the storm drainage levy set out in Schedule "C".

(#9758, s. 5, 1995)

Account Billings

19. The City shall:

- (a) bill each account for sewer services at such times as the City considers appropriate;
- (b) include on each bill:
 - (i) the daily base charge;
 - (ii) the uniform volume charge;
 - (iii) the sewer surcharge;
 - (iv) the storm drainage levy;
 - (v) any other charges due and payable by that account; and
 - (vi) the amount of the actual or estimated usage on which the charges were calculated; and
- (c) deliver account billings to customers by mail or other available means.

(#9758, s. 5, 1995; #2006-72, s. 11, 2006)

20. (1) The total amount shown on the bill as owing is due and payable on the date of delivery to the primary customer or co-applicant.
- (2) Any amounts not paid within 30 days of becoming due and payable shall be subject to a late payment charge based on the rate of interest set out in Item 1 of Schedule "A".

(#9758, s. 5, 1995; #2012-63, s. 65, 2012)

21. All accounts shall be payable by mail or at locations designated by the City from time to time.

(#9758, s. 5, 1995)

22. Where a primary customer or co-applicant fails to pay the total amount shown as owing on a bill prior to the late payment dated provided on the bill, the City may discontinue sewer services to that primary customer or co-applicant.

(#9758, s. 5, 1995; #2012-63, s. 65, 2012)

PART IV

USE OF SANITARY SEWER

Discharge Restriction

23. Except as otherwise provided in this Bylaw, no person shall discharge into a sanitary sewer

any of the following waters or wastes:

- (a) sewage, liquid or vapour having a temperature greater than 65° C;
- (b) subject to clause (i), gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas;
- (c) garbage other than properly shredded garbage, provided however that shredded garbage shall not be discharged from a garbage disposal unit operated by a motor having a horsepower rating greater than one-third horsepower unless a permit has been obtained from the City;
- (d) ashes, cinders, sand, stone, or any other solid or viscous substance which may cause difficulty in the public sewage works;
- (e) pesticides or herbicides;
- (f) corrosive, noxious or malodorous material or substance which, either by itself or by reaction with other wastes, is capable of:
 - (i) causing damage to the sewer system;
 - (ii) creating a public nuisance or hazard; or
 - (iii) preventing any person entering the sewers for purposes of maintenance or repair.
- (g) waste which, either by itself or upon the reaction with other material becomes highly coloured;
- (h) water containing wastes from oil or petroleum;
- (i) water containing the following materials in excess of the following concentrations:

Cyanide	3 milligrams per litre
Copper	4 milligrams per litre
Chromium	5 milligrams per litre
Nickel	5 milligrams per litre
Lead	5 milligrams per litre
Cadmium	4 milligrams per litre
Zinc	5 milligrams per litre
Phenol Compounds	0.1 milligram per litre
Sulphides	3 milligrams per litre
Benzene	1 milligram per litre
Ethyl Benzene	1 milligram per litre
Toluene	1 milligram per litre
Xylene	1 milligram per litre
- (j) sewage having a pH rating less than 5.5 or greater than 9.0;
- (k) paunch manure, intestinal contents from horses, cows, sheep, swine or any fish or animal, grease or oil, pigs' hooves or toenails, any stomach casings, fish scales, bones, hog bristles, hides or parts thereof, manure, poultry entrails, heads, feet or feathers, fleshings and hair resulting from hide processing operations;
- (l) sewage containing a radio-active substance;
- (m) grit removed from commercial or industrial premises including grit

removed from car washing establishments, automobile garages and restaurant sumps or from interceptors;

- (n) corrosive or toxic sewage or other wastes which could adversely affect the sewer system;
- (o) hazardous waste or waste dangerous goods; and
- (p) weeping tile discharge from the following subdivisions:
 - (i) Skyview;
 - (ii) Lakeridge Addition;
 - (iii) The Creeks;
 - (iv) Greens on Gardiner; and
 - (v) The Towns.

(#2009-45, s. 3, 2009)

24. (1) Notwithstanding clause 23(c), the City may prohibit the use of a garbage disposal unit within those parts of the City where the City determines that the discharge from a garbage disposal unit would impede the proper functioning of the public sewage works.

(2) No person shall use a garbage disposal unit where the City has prohibited such use pursuant to subsection (1).

(#9758, s. 6, 1995)

25. (1) No person shall discharge or cause to be discharged into any sewer in the City sewage or industrial waste (including cooling water) in a volume greater than 4.5 cubic metres per day above that purchased from the City without obtaining a permit to do so from the City.

(2) Where a permit has been obtained pursuant to subsection (1), such person shall not discharge into any sewer in one day a volume greater than the volume stated in the permit.

(#9758, s. 6, 1995)

Septic Tank Wastewater

26. (1) No person shall discharge septic tank wastewater into the sewer system without a permit from the City and paying an annual fee in accordance with Item 2 of Schedule "A".
- (2) The annual fee shall be based on the carrying capacity of the vehicle.
- (3) The permit must at all times be maintained in the vehicle and available for inspection by the City.
- (4) No person shall discharge septic tank wastewater into the sewage system in contravention of the permit obtained for such discharge.
- (5) Where a person holds a permit pursuant to subsection (1) the permit holder shall only discharge septic wastewater into the sewage system from the following:
- (a) septic tanks located within the City limits; or

- (b) septic tanks located outside the City limits that are owned or operated by persons who have entered into extra municipal servicing agreements with the City and have paid all fees set out in the City's Extra Municipal Servicing Fee and Charges Policy dated July 29, 2013, as may be amended from time to time.

(#9758, s. 6, 1995; #2013-51, s. 4, 2013)

Interceptors

- 27. (1) A person owning, operating, or being in charge of a public garage, automobile wash floor, dry cleaning establishment, milk plant, creamery, laboratory, vehicle and equipment washing establishment, concrete plant and aggregate washing plant or other such place shall provide on the waste outlet of the establishment a gasoline, oil, grease, chemical or grit interceptor in conformity with the requirements of The Public Health Act and regulations made thereunder and where the City may require.

- (2) Interceptors shall at all times be maintained in an efficient working condition at the expense of the person or owner.

(#9758, s. 6, 1995)

- 27.1 (1) Every person owning, operating or being in charge of a facility that prepares, processes, or serves food shall install, operate and properly maintain a grease interceptor in any piping system at the premises, that connects directly or indirectly to the City wastewater collection system. The grease interceptor shall be in conformity with the requirements of the Public Health Act and regulations made thereunder. It shall be sized, selected, located and installed in compliance with the most current requirements of the applicable Building Code.
- (2) Grease interceptors shall be accessible at all times and maintained in an efficient working condition according to the manufacturer's recommendations and CAN/CSA-B481, at the expense of the owner or operator. The combined volume of solids and grease in the grease interceptor shall not, at any time, exceed 25% of the liquid capacity of the grease interceptor.
- (3) All grease interceptors shall be of sufficient capacity and appropriate designs to avoid becoming air bound and perform the service for which they are provided.
- (4) No grease inhibitors, bacteria, chemical agents, enzymes, solvents, hot water or any other similar materials shall be used or injected upstream of the grease interceptor to facilitate the passage of grease.
- (5) Every owner or operator of a facility described in subsection 27.1(1) shall maintain and submit to the City upon request, a written record of all maintenance, cleaning, and inspection of its entire grease interceptor(s) for a period of five years.
- (6) No person shall deposit, or cause or allow any grease interceptor residue to be deposited into the wastewater collection system, storm sewers, drainage ditches or surface water.

(#2010-57, s. 3, 2010)

Blockage of Sewage System

- 28. Where partial or total blockage of part of the sewer system is caused because a person failed to strictly comply with the provisions of this Bylaw, the person shall, in addition to any penalty for infraction of the provisions hereof, be liable to the City for all costs of clearing such blockage. Such

cost shall constitute a debt due to the City.

(#9758, s. 6, 1995)

Discharge of Industrial Waste

29. (1) Notwithstanding anything contained in this Bylaw, no person shall discharge or cause to be discharged any industrial waste into any sewer without obtaining approval from the City to discharge such waste.
- (2) The City shall not grant approval to any applicant to discharge industrial waste into the sewage system until:
- (a) the applicant has supplied the City with the chemical and physical analysis, quantity and discharge rate of industrial waste and sewage proposed to be discharged and with all such other pertinent data that the City may require; and
 - (b) if so ordered by the City, the applicant has, at his own expense, installed a suitable control manhole with monitoring equipment in the sewer connection to facilitate observation, sampling and measurement of the waste, or to deposit with the City a sufficient amount of monies to cover the cost of constructing such a test manhole, with monitoring equipment.

(#9758, s. 6, 1995)

Sewage from New or Expanded Industrial or Commercial Plant

30. (1) An owner or occupier who wishes to commence or expand an industrial or commercial activity shall, when applying for a mechanical permit in accordance with The Building Bylaw, provide the City with the following:
- (a) the plans and reports certified by a professional engineer indicating the proposed activity, expansion or addition;
 - (b) the daily volumes and peak discharges of sewage;
 - (c) the anticipated sewage characteristics, including:
 - (i) the B.O.D. and C.O.D;
 - (ii) the amount of suspended solids or grease;
 - (iii) the type of waste to be processed or discharged;
 - (iv) the pH factor and temperature of the sewage;
 - (v) the proposed pre-treatment interceptors, flow equalizing or mixing facilities;
 - (vi) the location of sampling manhole; and
 - (vii) the monitoring equipment; and
 - (d) any other information considered necessary by the City.

(2) The City may process the application made pursuant to subsection (1) and make a decision thereon without the above information if the City determines that the nature of the application is such that a decision can be properly made without such information.

(3) Before the premises described in this section are connected to the sewage system, the owner, if required by the City, shall:

(a) construct and install at his or her expense a suitable test manhole with monitoring equipment at a location satisfactory to the City; or

(b) direct the City to construct and install the test manhole with monitoring equipment, at the expense of the owner.

(#9758, s. 6, 1995)

Volume Control

31. (1) Where sewage is discharged into the sewage system in volumes which the City determines to be highly variable, the owner or occupier of any premises shall take such steps as may be required by the City to equalize the discharge into the sewer system.

(2) Such flow equalization equipment shall be maintained continuously by the owner or occupier of such premises in a manner satisfactory to the City.

(#9758, s. 6, 1995)

Measurements and Testing

32. (1) All measurements, tests and analyses of the characteristics of industrial wastes, sewage or water, to which reference is made in this Bylaw shall be determined in accordance with the text known as "Standard Methods for the Examination of Water and Waste Water" and shall be determined on samples taken at the control manhole or at the first regular manhole immediately downstream from the entrance of the wastewater of the plant, or the City may enter upon the premises from which the sewage originates and conduct the test as the City considers necessary.

(2) Any test conducted by the City may be used to determine whether or not a surcharge is to be imposed.

(#9758, s. 6, 1995)

Monitoring Equipment

33. (1) Where in the opinion of the City, any source of sewage connected to the sewer system is likely to produce sewage not in compliance with this Bylaw, the City may test the characteristics and concentrations of the sewage being discharged and may maintain a record of each such analysis.

(2) Should any testing of sewage as described in subsection (1) disclose that the sewage is not in compliance with this Bylaw, the City may, in addition to any other provision of this Bylaw:

- (a) direct the owner to comply with this Bylaw;
- (b) direct the owner at the owner's expense to undertake such monitoring as the City considers necessary; and
- (c) supply the results of such monitoring to the City on frequency as specified by the City.

(#9758, s. 6, 1995)

Methods of Sampling of Wastewater

34. (1) The method of sampling of wastewater from industrial or commercial premises shall be conducted in accordance with one of the grab sampling methods as described in this section or by a composite sampling device and a composite sampling method approved by the City.

(2) Method No. 1:

- (a) Samples shall be collected from the wastewater produced at the location each day for a minimum of two days in each week that the test is conducted.
- (b) Four grab samples of equal volume shall be taken each day, such samples to be taken at least one hour apart.
- (c) Tests and analysis shall be conducted on the composite sample made of each day's grab samples. The composite sample shall be proportioned according to the rate of sewage flow at the time each grab sample was taken.
- (d) The analysis of these tests shall be average for this period to determine the characteristics and concentrate of the wastewater being discharged into the City sewer system.

(3) Method No. 2:

- (a) A minimum of seven grab samples shall be taken, one each day at different days in any thirty-day period.
- (b) Tests and analysis shall be conducted separately on each day's grab sample.
- (c) The final analysis of the test results shall be averaged for this period to determine the characteristics and concentration of the wastewater being discharged into the sewer system. The average shall be weighed according to the rate of sewage flow at the time each grab sample was taken.

(#9758, s. 6, 1995)

Private Sewage Works

35. Where a public sanitary sewer is not available, the owner of a premises shall drain the sewage from the premises into a private sewage works complying with the provisions of this Bylaw and the requirements of The Saskatchewan Regulations Governing Plumbing and Drainage, 1978.

(#9758, s. 6, 1995)

36. No person or owner shall commence construction of a private sewage works until he or she has:

- (a) submitted an application for a permit in a form approved by the City;
- (b) provided the City with any plans, specifications and other information as requested by the City; and
- (c) obtained a permit from the City.

(#9758, s. 6, 1995)

37. A person or owner who constructs or causes to be constructed a private sewage works shall:

- (a) complete the works to the satisfaction of the City;
- (b) allow the City to inspect the work at any stage of construction; and
- (c) notify the City when the work is ready for final inspection and before any underground portions are covered.

(#9758, s. 6, 1995)

38. The owner or person having a private sewage works shall, at his or her expense, operate and maintain the private sewage works in a sanitary manner.

(#9758, s. 6, 1995)

39. (1) When a sanitary sewer becomes available to a premises served by a private sewage works, the person or owner shall connect or cause to be connected within 60 days from the date when the sanitary sewer became available, to the sanitary sewer in compliance with this and all other pertinent Bylaws of the City of Regina and the requirements of The Saskatchewan Regulations Governing Plumbing and Drainage, 1978.

- (2) Any septic tanks, cesspools and similar private sewage disposal facilities shall be dismantled to the satisfaction of the City.

(#9758, s. 6, 1995)

PART V

USE OF STORM SEWER

Storm Drainage Requirements

40. Where a storm sewer is available, the roof area of an industrial, commercial or institutional building shall be drained by every person into the storm sewer.

(#9758, s. 6, 1995)

41. Where a storm sewer is not available to any of the buildings referred to in section 40, the person shall, at the time of construction of the building, make provision for drainage of the roof area to the storm sewer and shall connect the building at such time as a storm sewer becomes available. Until such time, the roof area shall be drained overland to City streets in accordance with a drainage plan approved by the City.

(#9758, s. 6, 1995)

42. Parking areas for other than single family or duplex residential premises shall be drained by the owner into a storm sewer unless otherwise authorized by the City in writing.

(#9758, s. 6, 1995)

Storm Drainage Restrictions

43. No person shall release, discharge, allow or suffer sewage or waste to enter into the storm sewer system.

(#9758, s. 6, 1995)

PART VI

OFFENCES, PENALTIES AND ENFORCEMENT

Right of Entry and Correction of Deficiencies

44. (1) Any duly authorized employee of the City, on presentation of proper credentials and identification, may enter all premises for the purpose of inspection, observation, measurement, sampling and testing, as provided for in this Bylaw.

- (2) If such inspection discloses any act or omission contrary to the provisions of this Bylaw, or the inspection discloses any defect or insufficiency in the location, construction, design or maintenance of any equipment in connection with the sewage discharge, the City may direct the owner or occupier of the premises to correct the act or omission or any defect or insufficiency, and the owner or occupier shall forthwith comply with such direction.

- (2.1) Where, after being directed by the City to take corrective action

pursuant to subsection (2), the owner or occupier of the premises continues to be in violation of the requirements of this Bylaw, the City, on the approval of the City Manager or his designate, may disconnect the water/sewer service to the premises.

(2.2) The City Manager or his designate, may authorize reconnection of the water/sewer service when the owner or occupier of the premises provides evidence, satisfactory to the City Manager or his designate, that no further violations of this Bylaw are about to occur.

(2.3) The cost of any disconnection and reconnection of the water/sewer service pursuant to this section will be:

(a) determined by the City Manager or his designate; and

(b) paid by the property owner in advance of the reconnection.

(3) Notwithstanding any direction given in accordance with subsection (2), a person to whom the direction is given may also be prosecuted for a contravention or failure to comply with provisions of this Bylaw.

(#9758, s. 6, 1995; #2010-57, s. 4, 2010)

Penalties

45 Any person who contravenes any provision of this Bylaw is guilty of an offence punishable upon summary conviction and is liable:

(a) in the case of an individual, to a fine not exceeding \$2,000, or in default thereof, to imprisonment for a term not exceeding 90 days; and

(b) in the case of a corporation, to a fine not exceeding \$5,000.

(#9758, s. 6, 1995)

46. Conviction of a person for a breach of any provision of this Bylaw does not relieve that person from compliance with the Bylaw and the convicting Justice of the Peace shall, in addition to any fine imposed, order the person to perform within the specified period, any act or work necessary for the proper observance of this Bylaw or to remedy the breach thereof.

(#9758, s. 6, 1995)

PART VII

MISCELLANEOUS

Severability

47. If any section, subsection, sentence, clause, phrase or other portion of this Bylaw is for any reason held invalid or unconstitutional by any Court of Competent Jurisdiction, that position shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions of the Bylaw.

(#9758, s. 6, 1995)

Compliance with Other Legislation

48. Nothing in this Bylaw relieves any person from complying with any provision of any Federal or Provincial Legislation or any other Bylaw of the City.

(#9758, s. 6, 1995)

Effective Date

49. (1) This Bylaw shall come into full force and effect on the 1st day of January A.D. 1976.

- (2) That Bylaw No. 5522 be and the same is hereby repealed upon the effective date of this Bylaw.

(#9758, s. 7, 1995)

READ A FIRST TIME THIS 2nd DAY OF SEPTEMBER A.D. 1975;

READ A SECOND TIME THIS 2nd DAY OF SEPTEMBER A.D. 1975;

READ A THIRD TIME AND PASSED THIS 9th DAY OF SEPTEMBER A.D. 1975.

Mayor

City Clerk

SCHEDULE "A"

FEES AND CHARGES

ITEM	AMOUNT
1. Monthly interest rate on overdue accounts, pursuant to subsection 20(2) 1.25%	
2. Monthly charge per .455 cubic metres of vehicle capacity for acceptance of septic tank wastewater into the City's sewer system pursuant subsection 26(1)\$ 2.00	

SCHEDULE "B"

SEWER RATES

2014-2015

The rates and charges set out below are effective as of April 1, 2014 for the 2014 rates and January 1, 2015 for the 2015 rates and apply to all consumption during the year. Application of charges occurring during a billing period where a rate change comes into effect may be prorated based on estimated consumption in accordance with section 9.

<u>Wastewater Rates</u>			
	<u>Daily Base Charge</u>		
	2013 (\$)	2014 (\$)	2015 (\$)
Water Meter Type			
15 mm/18 mm water meter	0.48	0.52	0.56
25 mm water meter	0.67	0.73	0.78
40 mm water meter	0.86	0.93	1.01
50 mm water meter	1.39	1.50	1.62
75 mm water meter	5.28	5.70	6.16
100 mm water meter	6.72	7.26	7.84
150 mm water meter	10.08	10.89	11.76
200 mm water meter	13.92	15.03	16.24
Volume Charge:			
Charge per m ³	1.32	1.43	1.54

(#2014-17, s. 2, 2014)

SCHEDULE "C"

DRAINAGE INFRASTRUCTURE LEVY RATES

2014-2015

[subsection 16(1)]

The rates and charges set out below are effective as of April 1, 2014 for the 2014 rates and January 1, 2015 for the 2015 rates and apply to all consumption during the year. Application of charges occurring during a billing period where a rate change comes into effect may be prorated based on estimated consumption in accordance with section 16.

Drainage Infrastructure Levy Rates (\$)

(Billed monthly)

<u>Storm Drainage Rates</u>			
	2013 (\$)	2014 (\$)	2015 (\$)
Area of Property			
0 to 1,000 m ²	0.41	0.44	0.48
1,001 to 3,000 m ²	0.82	0.89	0.96
3,001 to 5,000 m ²	1.64	1.77	1.92
5,001 to 7,000 m ²	2.46	2.66	2.88
7,001 to 9,000 m ²	3.28	3.54	3.84
9,001 to 11,000 m ²	4.10	4.43	4.80
11,001 to 13,000 m ²	4.92	5.31	5.76
13,001 to 15,000 m ²	5.74	6.20	6.72
15,001 to 17,000 m ²	6.56	7.08	7.68
17,001 to 19,000 m ²	7.38	7.97	8.64
19,001 to 21,000 m ²	8.20	8.86	9.60
21,001 to 23,000 m ²	9.02	9.74	10.56
23,001 to 25,000 m ²	9.84	10.63	11.52
25,001 to 27,000 m ²	10.66	11.51	12.48
27,001 to 29,000 m ²	11.48	12.40	13.44
29,001 to 31,000 m ²	12.30	13.28	14.40
Over 31,000 m ²	13.12	14.17	15.36

(#5974, s. 1, 1977; #6154, s. 1, 1977; #6366, s. 1, 1978; #6384, s. 1, 1978; #6594, s. 1, 1979; #6852, s. 1, 1980; #7106, s. 1, 1981; #7392, s. 1, 1982; #7677, s. 1, 1983; #7911, s. 1, 1984; #8144, s. 1, 1985; #8356, s. 1, 1986; #8462, ss. 2 and 4, 1987; #8747, ss. 2, 3 and 4, 1988; #8987, s. 2, 1990; #9164, ss. 2 and 3, 1991; #9343, s. 4, 1992; #9490, s. 3, 1993; #9758, s. 8, 1995; #10002, ss. 2 and 3, 1998; #2001-75, ss. 4 and 5, 2001; #2002-107, s. 2, 2002; #2004-35, s. 4, 2004; #2006-72, s. 13, 2006; #2007-87, s. 3, 2007, #2014-17, s. 3, 2014)

SCHEDULE "D" Repealed. (#2012-24, s. 3, 2012)

APPENDIX C

Proposed Prohibited Substances

The following substances shall not be released into the sewer system:

- wastewater, liquid or vapour having a temperature greater than 65°C;
- an explosive substance, involving solvents or petroleum derivatives such that:
 - i. wastewater from the premises will exhibit the characteristics of a flammable liquid, or,
 - ii. the explosive substance could cause or contribute to an explosion or support combustion in the wastewater system, by itself or in combination with other wastewater;
- garbage other than properly shredded garbage, provided however that shredded garbage shall not be discharged from a garbage disposal unit operated by a motor having a horsepower rating greater than one-third horsepower, unless a permit has been obtained from the City;
- a solid or viscous substance in a quantity, or of such size, as to be capable of causing obstruction to the flow in a wastewater system, including ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, animals or animal parts, animal feces and blood;
- pesticides or herbicides;
- corrosive, noxious or malodorous material or substance which, either by itself or by reaction with other wastes, is capable of:
 - i. causing damage to the sewer system;
 - ii. creating a public nuisance or hazard; or,
 - iii. preventing any person entering the sewers for purposes of maintenance or repair;
- waste which, either by itself or upon the reaction with other material becomes highly coloured;
- wastes from oil or petroleum;
- wastewater having a pH rating less than 5.5 or greater than 9.0;
- unused or waste pharmaceuticals;
- radio-active substances;
- grit removed from ICI premises including grit removed from car washing establishments, automobile garages and restaurant sumps or from interceptors;
- corrosive or toxic wastewater or other wastes which could adversely affect the sewer system;
- hazardous waste or waste dangerous goods;

- microbiological laboratory waste; or,
- biomedical waste; or any other classification of biomedical waste in *The Saskatchewan Biomedical Waste Management Guidelines, 2008*.

APPENDIX D

Proposed Restricted Substances

Parameters	Restricted Substances, Allowable Concentrations (mg/L)		
	2016	2017	2018
1,1,2,2-tetrachloroethane	-	-	0.06
1,2-dichlorobenzene	-	-	0.1
Aluminum	-	-	50
Arsenic	-	-	1
Benzene	1	1	0.55
Cadmium	4	4	0.7
Chloroform	-	-	0.2
Chromium (total)	5	5	2.8
Cobalt	-	-	5
Copper	4	4	2
Cyanide	3	3	1.2
Ethyl Benzene	1	1	0.12
Hexachlorobenzene	-	-	0.055
Lead	5	5	0.7
Mercury	-	-	0.01
Methyl chloride	-	-	0.1
Molybdenum	-	-	5
Nickel	5	5	2
Phenolics	0.1	0.1	0.1
PCBs	-	-	0.004
Selenium	-	-	0.8
Silver	-	-	0.4
Sulphide	3	3	3
Sulphate	-	-	1000
Tetrachloroethylene	-	-	0.06
Toluene	1	1	0.1
Trichloroethylene	-	-	0.06
Xylenes	1	1	0.4
Zinc	5	5	2

APPENDIX E

Proposed Update to the Wastewater Bylaw Surcharge Substances

Surcharge Substance	Concentration Limit (mg/L)		
	2016 (Existing)	2017 (Existing)	2018
BOD	300	300	300
COD	-	-	600
TSS	300	300	300
Non-Mineral Grease	100	100	100
Mineral Grease	15	15	15
Phosphorus, (as phosphates)	30	30	10
TKN	-	-	50

Surcharge Equation

$$\text{Surcharge} = \frac{\text{Measured Concentration} - \text{Limit Concentration}}{\text{Limit Concentration}} \times \text{Wastewater Volume} \times R$$

Where,

Measured Concentration = the concentration of parameter measured in the effluent discharged with the highest percentage differential

Limit Concentration = the concentration limit at which overages result in surcharge

Wastewater Volume = total flow discharged (m³)

R = unit cost per unit volume of flow being treated including risk multiplier and administration costs

Proposed 12 Year Phase In

Year	Year	R value (\$/m ³) wastewater
1	2016	0.0026
2	2017	0.0026
3	2018	0.0620
4	2019	0.1015
5	2020	0.1407
6	2021	0.1801
7	2022	0.2195
8	2023	0.2590
9	2024	0.2980
10	2025	0.3375
11	2026	0.3770
12	2027	0.4164

APPENDIX F

Current Surcharge Fees for Typical Hauled Wastewater

Parameter	Typical Hauled Wastewater Characteristics* (mg/L)	Current Regina Bylaw Concentration Limits (mg/L)	Proposed Regina Bylaw Concentration Limits (mg/L)	Surcharge Fees - Current Regina (\$/10m ³)	Proposed Surcharge Fees - Regina 2027 (\$/10m ³)	Surcharge Fees - Saskatoon (\$/10m ³)	Surcharge Fees - Calgary (\$/10m ³)
BOD	1,340	300	300	1.10	14.40	2.80	17.80
COD	7,175	-	600	-	45.60	-	-
TKN	116	-	50	-	5.50	-	-
TP	44	30	10	0.00	14.00	10.40	-
Non-Mineral O&G	147		100	0.00	1.90	2.90**	40.90**
Mineral O&G	45	15/100	15	0.00	8.20	0.00**	-
TSS	10,566	300	300	11.30	142.50	447.20	139.80
Total Surcharge				\$ 12.40	\$232.10	\$463.30	\$ 198.50

*As measured at current hauled wastewater disposal site

** Based on combined Mineral and Non-Mineral measurement being combined

APPENDIX G

Stakeholder Feedback

The Administration held numerous open houses, surveys, communications and meetings with the wastewater hauling industry, the general public and industrial emitters known to emit high strength wastewater. Below is a summary of the dates of the Open Houses and the general topic of discussion.

September 16, 2014 – Notified wastewater hauling businesses of potential changes. This included the potential of the City not continuing to provide a hauled wastewater station, discussing where a new facility could be located and, the scope of a potential facility. Discussed the need for increased rates to support cost recovery business model.

January 20, 2015 – Discussed alternative locations for the new facility, site plan and Council's December 2014 decision to build a facility.

June 2, 2015 – Discussed the Hauled Wastewater Business Model and wastewater quality parameters.

July 28, 2015 – Raised awareness that the City is increasing focus on source control and discussed facility operations.

August 25, 2015 – Raised awareness that the City is increasing focus on source control and discussed the surcharge formula and FOG.

September 24, 2015 – Initial information on prohibited, restricted and surchargeable substances sent to industrial emitters.

September 29, 2015 – Reviewed Bylaw Code of Practice, wastewater parameters.

September 30, 2015 – Open house with industrial emitters focused on prohibited, restricted and surchargeable substances.

November 3, 2015 – Reviewed recommended surcharge formula and accepted wastewater parameter.

December 8, 2015 – Meeting with CCRL to discuss proposed bylaw changes.

December 8, 2015 (General Public Open House) – Public Awareness regarding recommended rate increase and need to improve source control.

January 12, 2016 – (General Public Open House) – Public Awareness regarding recommended rate increase and need to improve source control.

January 26, 2016 – Discussed alternate locations to discharge material not accepted at Hauled Wastewater Station.

February 8, 2015 – Updated prohibited, restricted and surchargeable substances schedules sent to industrial emitters.

February 16, 2016 – Discussed facility and schedule of opening new facility. Discussed how to transition from old facility to new Hauled Wastewater Station.

February 29, 2015 – Met with Canadian Linen to discuss proposed bylaw changes.

*Note – Continuous communication was maintained with EVRAZ and CCRL at their request. One on one meetings were offered with all industrial emitters contacted.

Summary Table - Feedback Received from the Wastewater Hauling Industry

WHAT WE HEARD	CITY'S CONSIDERATIONS	RECOMMENDATION
Ensure fees for the facility are based on usage		
<p>Wastewater haulers were concerned that the rates would be set as a yearly rate for all users. This would cause the yearly rate to be very high for small users and low for large users. Haulers requested the rate to be set so that the rates are based on usage of the site.</p>	<p>The Administration explored options to collect the revenue required to achieve cost recovery for the facility. The Administration investigated one time yearly rates and volumetric rates. The Administration researched best management practice throughout western Canada to determine the recommendation for revenue generation.</p>	<p>The Administration is recommending that a monthly permit rate be maintained to cover basic administrative costs associated with issuing permits. The Administration is also recommending a discharge rate based on the volume of material that is discharged at the facility. This rate structure ensures that the users of the facility will pay based on the usage of the facility.</p>
Provide higher level of service even if costs need to increase		
<p>Wastewater haulers were concerned with the level of service at the existing facility. They are concerned that the facility is not cleaned regularly, all users are not following the bylaw and snow removal is not adequate.</p> <p>Wastewater haulers are also concerned that the new Hauled Wastewater Station is located on a gravel road. Haulers requested that the road be paved even if it resulted in an increase in the discharge rates.</p>	<p>The Administration researched discharge rate across Western Canada to determine if the City of Regina could build a facility and have competitive cost recover rates.</p> <p>The Administration designed a facility that will provide a higher level of service by ensuring site security, regular routine maintenance and the ability to regularly monitor wastewater parameters.</p> <p>The Administration is also completing design work on upgrading Condie Road from a gravel surface to a paved road.</p>	<p>The Administration received approval from Council in December 2014 to build a modern mechanical Hauled Wastewater Station.</p> <p>The Administration is recommending that \$1.5 million be transferred from the Utility Reserve into the Hauled Wastewater Station Capital account. This additional funding will be built into the cost recovery discharge rates.</p>
Ensure the rules of the facility are clear and enforced		
<p>Wastewater haulers wanted to ensure that they understood the expectation of the City when using the new facility. They were also concerned that the rules had to be enforced consistently, to ensure that all wastewater haulers were treated equally and no business was given an unfair advantage.</p>	<p>The Administration researched different alternatives to increase the monitoring and security of the facility to ensure only permitted hauler used the facility.</p> <p>It is important to ensure that the Bylaw and standard operating procedures of the new facility are clear to all users.</p>	<p>The Administration is developing a Code of Practice for the Hauled Wastewater Station. The Code of Practice will provide expected behaviours that will enable each business to update their standard operating procedures. These behaviours will include expected practice for entering the facility, using the facility, accepted wastewater parameters and exiting the facility. The Code of Practice will be provided to wastewater haulers when a permit is issued and on an as-needed basis.</p>
Concerns about high strength wastewater or prohibited substances		

<p>Wastewater haulers were concerned about what kind of wastewater would be received at the facility. Wastewater haulers acknowledged that current practice may not comply with the Bylaw, but had not determined where else this material could go. This material included hydrovac, FOG (Fats, Oils and Grease), carwash and garage pit slurry.</p>	<p>The Administration considered the risk to the upgraded Wastewater Treatment Plant (WWTP) if certain wastewater parameters were accepted at the Hauled Wastewater Station. The Administration also reviewed the cost to treat certain wastewater parameters and the risk to premature infrastructure failure due to particular substances.</p> <p>The Administration completed research to determine if there was a disposal facility for the items of concern such as hydrovac, FOG and slurry from carwash and garage pits. It was determined that alternative facilities will accept this material and it does not have to be disposed of at the new Hauled Wastewater Station.</p>	<p>The Administration is recommending an updated list of parameters that will be prohibited from entering the Hauled Wastewater Station due to the risk caused to the WWTP.</p> <p>The Administration is also recommending a revised surcharge formula for particular parameters that are of concern, based on the effect on the collection system and the WWTP.</p>
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Summary Table - Feedback Received From Industrial Emitters

WHAT WE HEARD	CITY'S CONSIDERATIONS	RECOMMENDATION
Concentrations are unrealistic		
Some of the proposed allowable concentrations were lower than could be practically treated to.	The Administration was using CCME Model Sewer Bylaw and recommendations from the WWTP consultant as the framework for the parameters. The parameters were reviewed and compared to what was reasonable for treatment, acceptable for the WWTP, protective of the collection system and protective of worker health.	The Administration adjusted the values to address concerns of industry, while maintaining the protection needed.
What if parameters can't be met or if there is an upset condition in pre-treatment?		
Some industries are concerned that they will exceed allowable concentrations of some parameters, or will exceed parameters if their pre-treatment fails or has problems.	The City's sewage works and WWTP are designed to accept sewage, not industrial wastewater. The systems can accept industrial wastewater and can tolerate some upset conditions if they are closely managed. To allow exceedances of these parameters in everyday operations puts the collection system and WWTP at risk.	Allow emitters to enter into an agreement with the City where the effluent is closely monitored and controlled. The agreement should also require the emitter to provide pre-treatment within a pre-determined timeframe or provide mitigating measures.
The new surcharge values will greatly increase costs		
The cost of surcharges will negatively affect my business.	The sewage works and WWTP are designed to treat residential sewage. Elevated concentrations of certain parameters cost more to treat. An industry should be responsible for treatment of their own effluent if it is high strength. If they are unwilling to treat their own effluent, a surcharge should be applied to offset the cost to the City and to promote pre-treatment. Pre-treatment will also avoid using up WWTP capacity by industry rather than city growth.	The current surcharge is extremely low compared to actual costs and what other municipalities charge. The Administration recommends an extended implementation time, to allow industry time to budget for the changes and implement pre-treatment of their own.

Regina Indian Industrial School (R.I.I.S.) Commemorative Association Inc.

Our Mandate and Objectives



Presented to Regina City Council
March 29, 2016

Regina Indian Industrial School Commemorative Association Inc.

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Appendix A : Interim Heritage Resource Impact Assessment Report

Appendix B: Truth and Reconciliation Commission of Canada Calls to Action Pertaining to Missing Children and Burial Information

1.0 A Brief History of the Regina Indian Industrial School



Figure 1. Regina Indian Industrial School facing west - Image courtesy Saskatchewan Archives Board

The Regina Indian Industrial School (RIIS) was established in 1891 as a product of contemporary paradigms and was attended by First Nation and Métis children from Manitoba, Saskatchewan, Alberta and the United States. The goal of the Industrial school was to assimilate First Nations children into a life of European standards. Based on the *Gradual Civilization Act* (1857) and the *Davin Report* of 1879, the Canadian Industrial school system followed that of the system observed in the United States – with each day consisting of a domestic/industrial and scholastic education program. As time progressed, the domestic/industrial program overshadowed the scholastic program – with much of the RIIS being maintained and constructed by the students themselves. Deemed a failure, the RIIS closed in 1910. The building later became the Regina City Jail in 1911 and then a Boys Detention House in 1919. The building housed troubled youth until a fire destroyed the building in January 1948. The building was later demolished and the Paul Dojack Youth Centre was constructed on the same site beginning in 1955. The land title of the school property has changed multiple times throughout the years and a portion of that land currently held by private landowners. The remainder exists as Crown and R.C.M.P. lands.

2.0 The Regina Indian Industrial School Cemetery

Following the purchase of the land by the current landowners, the Municipal Heritage Advisory Committee (MHAC) of the City of Regina (CoR) became aware of a cemetery located on privately owned property in NW-28-17-20 W2M in 2011. Based on the location and a lone grave marker within the fenced area of the burial grounds, the cemetery was presumed to be associated with the RIIS. After their concerns regarding the site were made public, archaeologists from the archaeological community agreed to conduct an EM-38 investigation and GIS mapping component of the cemetery the following year. The study identified 38 anomalies that were interpreted as possible burials. Another study was completed in 2014 outside of the current fenced area and identified another 6 anomalies, also interpreted as possible

burials. Archival research and the results of the EM-38 analysis confirmed this was the cemetery that housed the remains of students who had attended the RIIS between 1891 and 1910.

3.0 The Regina Industrial School Commemorative Association Inc.

From 2012 onward, a number of different interest groups began to work together to protect and learn more about the RIIS Cemetery site. Together with First Nation communities, we have approached the Province of Saskatchewan, the City of Regina and the current landowners to seek protection of the site.

In June, 2014 a large Gathering of Indigenous communities representing the different First Nations whose ancestors had attended the Regina Indian Industrial School took place in Regina, Saskatchewan. Also in attendance were members of the Presbyterian Church in Canada, United Church of Canada and members of the Archaeological and Heritage community. As a time of healing, discussion and unity; the meeting was significant as it was the first time the public had united to commemorate the lost children of the RIIS. At this meeting, it was decided that a united committee should be forged to continue the preservation of the Cemetery and commemorate the site in memoriam.

From this monumental meeting, the Regina Indian Industrial School Commemorative Association Inc. (RIISCA) was established as a non-profit organization comprised of multiple interest groups who have collaborated and united for the goals of protecting the RIIS Cemetery, supporting and sharing the stories of Industrial School survivors and educating the public on the legacy of the Industrial School system. The Association is united by members of different First Nation communities – some ancestors were in attendance at the RIIS - members of the Presbyterian Church in Canada, United Church of Canada and members of the Archaeological and Heritage community. Together, we continue to conduct research, educate and work for the protection of the cemetery for future generations. RIISCA is currently working with the Truth and Reconciliation Commission (TRC) in addition to the Province, City of Regina and the current landowners to commemorate and protect the site. The Association's works are in-line with and pre-date the June 2015 Calls for Action published by the TRC.

4.0 The R.I.I.S Commemorative Association Inc. Mandate and Goals

The primary objective of the RIISCA is to **Protect and Commemorate** the RIIS Cemetery located on Pinkie Rd. In addition to this mandate, we have the following objectives:

- To honour the memory of the **Children** buried in the Cemetery
- To **educate** the public and instill **awareness** of the Regina Indian Industrial School and the Cemetery
- To **commemorate** the Cemetery and the students who attended the RIIS with a culturally appropriate and respectful sculpture
- To create a space of **cultural inclusion** – where all Indigenous and non-Indigenous peoples with different beliefs and backgrounds may come and **respect** the site in their own way
- To continue to honour and address the TRC's **Calls to Action**



Figure 2. Before and After RIIS: Thomas Moore Keesick (Muskowpetung First Nation). The 22nd student registered at the school. Died at home, age 12. Note placement of gun in before photo for effect. - Image courtesy Saskatchewan Archives Board R-A8223

5.0 Proposed Methodology of Achieving Our Mandate

The RIISCA has identified a number of both short and long-term goals that we are working to achieve in order to fulfill our primary mandate and objectives:

Short Term Goals (1 Year):

- Apply for Municipal and Provincial Heritage Designation (MHP & PHP)
- Obtain the Cemetery and Proposed Buffer Zone (50 m) from the current landowners either through direct sale or Federal land swap agreement
 - WSP Canada Inc. has agreed to provide the legal survey and title services on a *pro-bono* basis
- Establish a long-term Cemetery Maintenance Protocol and Legacy Infrastructure
- Commission creation of three (3) maquettes from local Indigenous artist, Eagleclaw Thom, for preparation of Commemorative stone sculpture
 - This step has been completed; Work is currently in progress
- Complete written History of the RIIS
 - This step is nearing completion; Manuscript authored by Prof. Emeritus Douglas Stewart
- Increase public awareness
 - Have participated in a number of public functions including presentations to special interest groups and schools
 - RIIS Media has brought the RIIS to International attention with screenings of “RIIS from Amnesia” at multiple International Film Festivals

- RIISC will be participating in the TRC Education Day to be held at the U of R in June, 2016
- Complete Heritage Resource Impact Assessment of the Cemetery lands property extending to the Paul Dojack facility (site of the RIIS)
 - This step was completed by WSP Canada Inc. and Stantec Consulting Ltd. on a *pro-bono* basis in October-November, 2015
 - The interim report for this assessment is attached in Appendix A
- Commence Fundraising efforts – engagement, land sale costs, maintenance, etc.
- Continue to work with Elders and Knowledge Keepers to honour the ceremonial traditions pertaining to the Cemetery
- Continue to honour the Children through the Annual Memorial Walk (2016 will mark the 3rd event of a 4-year cycle)
- Apply for Charitable Status

Long Term Goals (2 – 5 Years):

- Commence engagement with the 36 First Nation communities on the design of the Commemorative stone sculpture and landscaping of a proposed ceremonial / meditative area
- Commence landscaping design of a proposed ceremonial / meditative area
- Implement signage depicting the history of the RIIS on-site
- Complete and install the Commemorative stone sculpture on-site
- Continue to work with Elders and Knowledge Keepers to honour the ceremonial traditions pertaining to the Cemetery
- Continue fundraising efforts
- Continue to honour the Children through the Annual Memorial Walk (2017 will mark the 4th and final event of a 4-year cycle)
- Continue to increase public awareness and education
- Build RIISCA membership with a focus on youth

6.0 Current Concerns

- The land immediately to the south of the cemetery has been disturbed by the current landowners. This work was not municipally permitted nor was the RIISCA or heritage professionals notified prior to this work being conducted. It was requested that any ground-disturbance conducted near the cemetery be monitored by a professional archaeologist to ensure human remains were not disturbed during the process. The 20 x 80 x 0.7 m strip extends to 9.5 m south of the current cemetery fence. Six potential gravesites identified during the 2014 EM-38 examination are located between this ground disturbance and the fence line (Figure 2.0). The bladed strip has since been filled with garbage-ridden fill mounded to approximately 3.0 meters in height. While no graves appear to have been disturbed during this construction occurrence, it is considered to be disrespectful visual desecration to the cemetery.
- Communications with the current landowners regarding the land sale have been somewhat intermittent – with replies occurring sporadically. While the RIISCA has followed through with the requests of the landowners (i.e. addressing the Assembly of First Nations; conducting *pro-*

bono professional services) and been respectful of access to their property – we cannot comply with their asking price of \$148,104 at \$10.00 per square foot.

- The current proposed parcel for purchase includes the cemetery and a 3 m buffer zone to the east, a 10 m buffer zone to the south and a 0m buffer zone to the north (due to the presence of the CoR Right-of-Way). This constitutes a 0.18 (0.34 acre) area. We are concerned that this small area will not permit for the completion of our mandate and objectives (i.e. space for ceremony, space for commemoration) As such, we propose a new buffer zone of 50 m to the south and east from the fenceline.
- Safety is an issue at the Cemetery. Parking is limited to the soft shoulder of Pinkie Road – a high traffic thoroughfare. Walking to the cemetery through the ditch is unsafe and uneven, particularly for Elders. Part of our proposed increase in size to the land parcel for purchase is so that a safe place for parking and cemetery access may be created.
- Re-fencing of the Cemetery is required. The fence should incorporate the six (6) possible graves located south of the fence line. The current fence also requires mending and painting.
- Permanent grave markers have been requested by the First Nations community to honour and respect the Children interred there.
- Maintenance of the site is required including lawn care and garbage clean-up on a regular basis. In addition, the offerings, flowers and toys left at the site in memory require replacing on an annual basis.

7.0 Summary

The RIISCA has matured as an organization and will continue to work towards the protection and commemoration of the Cemetery. We will continue to work together with the stakeholders, building and strengthening meaningful relationships to honour the Children of the RIIS. We look forward to increased involvement from the City of Regina and the Government of Saskatchewan as our supportive partners. As a community, we can work together to protect and honour this important part of Our History.



0 0.05 0.1 0.2 0.3 0.4 Kilometers

WSP Project No. 151-11110-54

R.I.I.S. Commemorative Association Inc.

Location of Regina Indian Industrial School Cemetery

NW-28-17-20 W2M

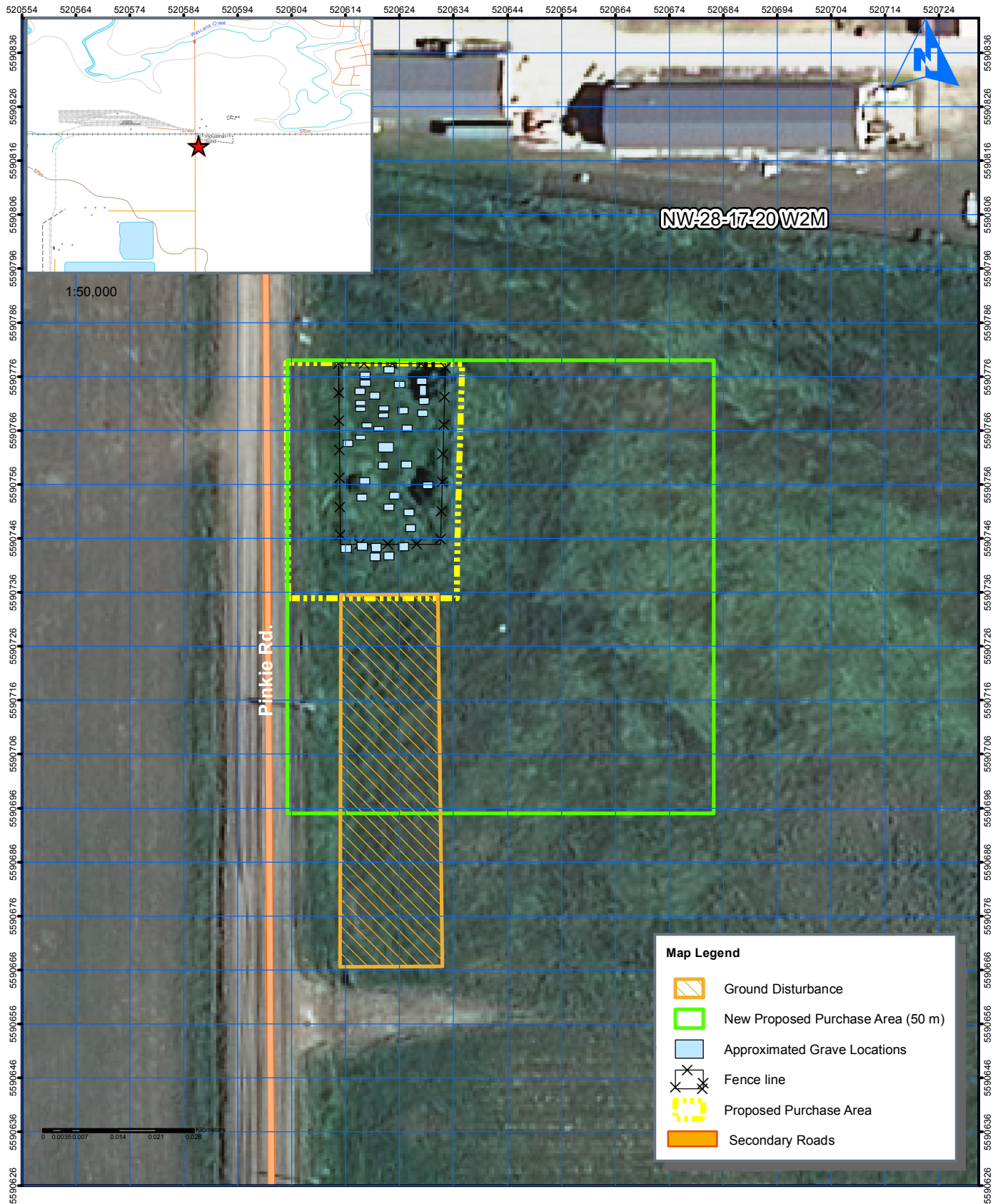
1:10,000

NAD 83 Zone 13
NTS Map 73B/01 & 73A/04



Figure No.

1.0



R.I.I.S. Commemorative Association

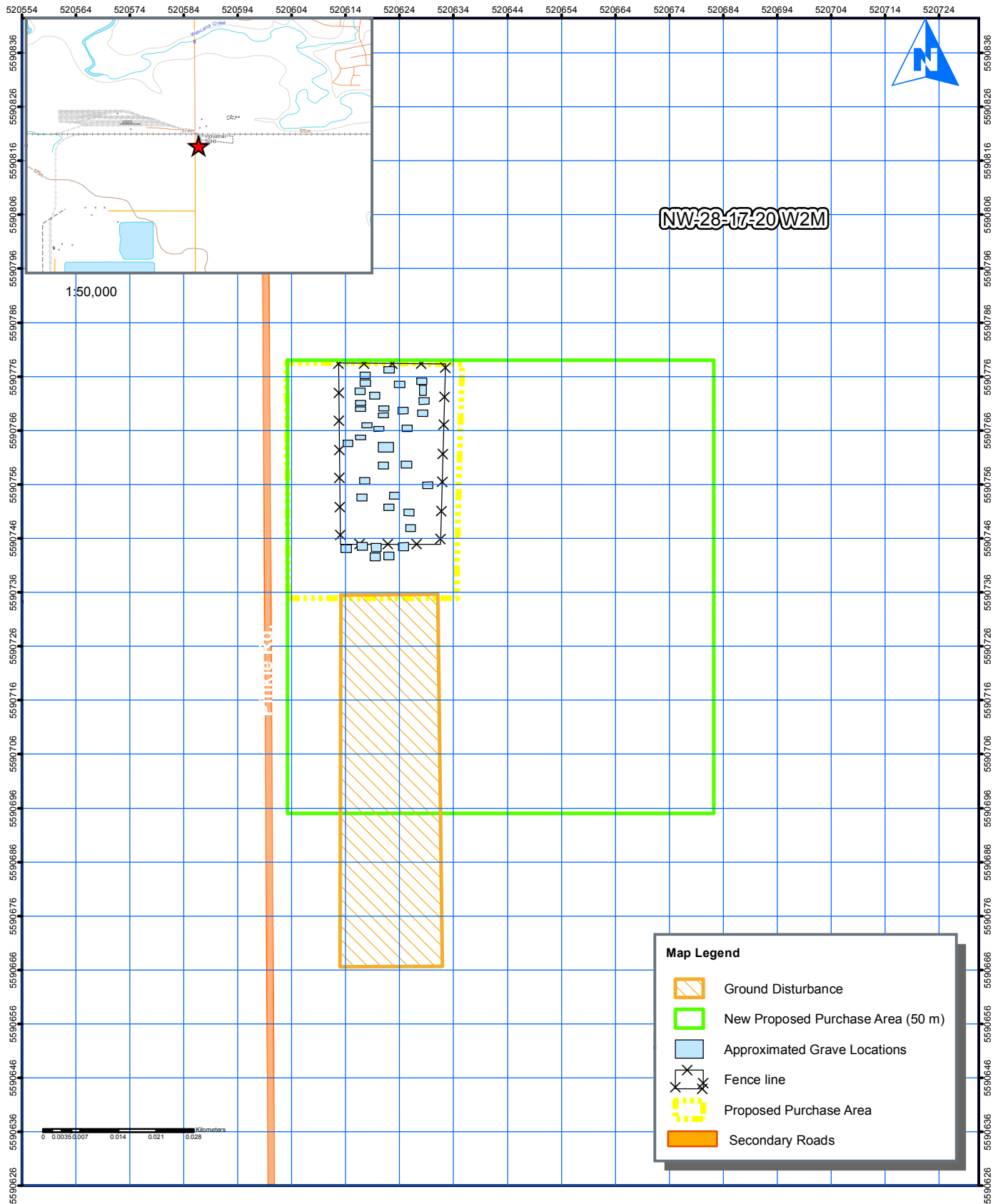
Regina Indian Industrial School Cemetery

Proposed Land Purchase Area of the RIIS Cemetery
by the RIIS Commemorative Association Inc.

NW-28-17-20 W2M



Figure No. **2.0**



R.I.I.S. Commemorative Association

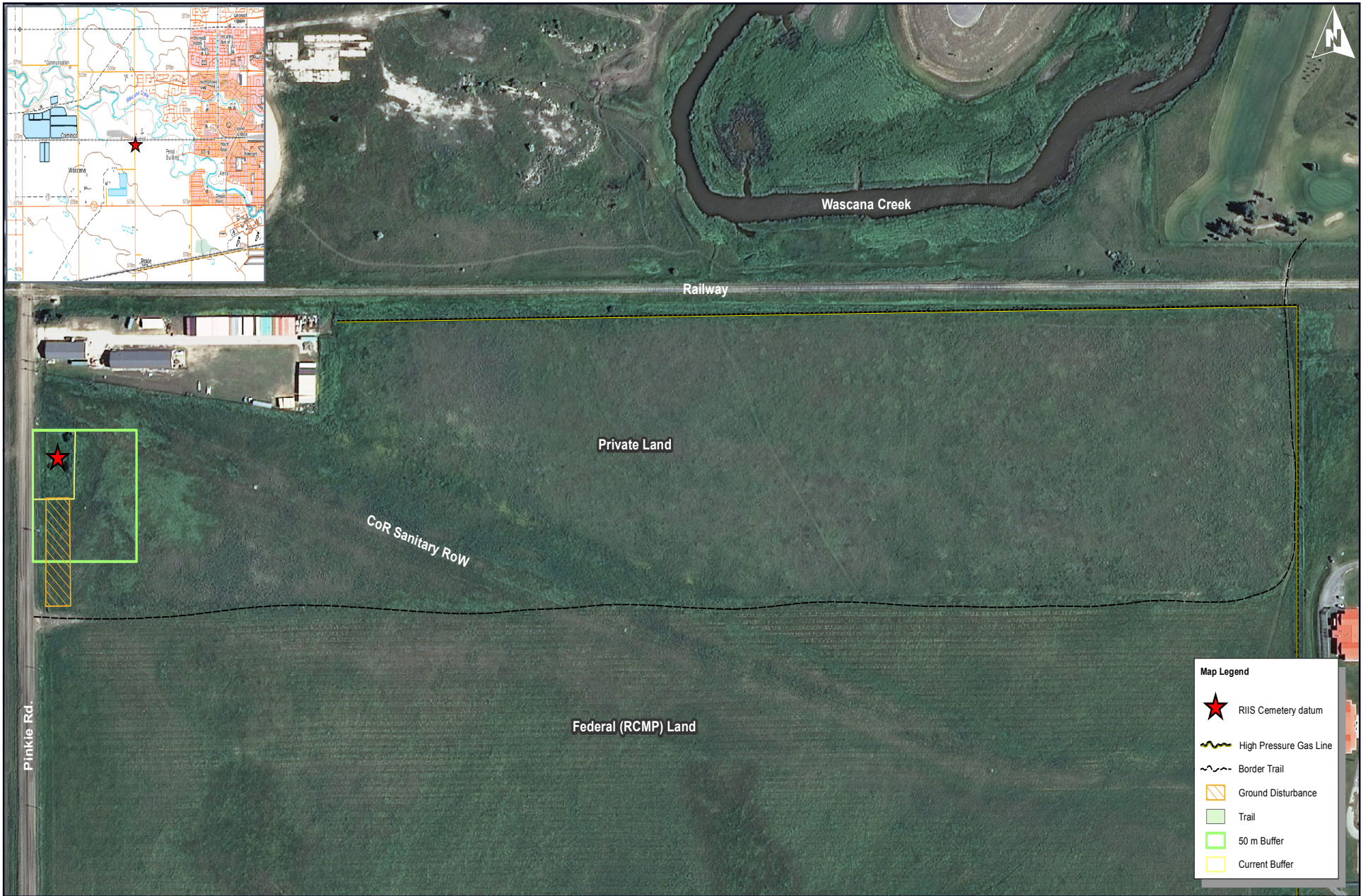
Regina Indian Industrial School Cemetery

Proposed Land Purchase Area of the RIIS Cemetery
by the RIIS Commemorative Association Inc.

NW-28-17-20 W2M



Figure No. **2.1**



0 0.0125 0.025 0.05 0.075 0.1 Kilometers

WSP Project No. 151-11110-54

R.I.I.S. Commemorative Association Inc.

Location of Regina Indian Industrial School Cemetery

N 1/2 -28-17-20 W2M

1:2,635

NAD 83 Zone 13
NTS Map 73B/01 & 73A/04



Figure No. **3.0**

Appendix A

Interim Heritage Resource Impact Assessment Report



January 18th, 2016

Nadeem Islam
Representative of Landowners Ghulam Sarwar & Muhammad Asif

Subject: Interim Archaeological Report for NW-28-20-17 W2M
Parcel 109553249 Blk/Par D Plan No 85R14545
Regina Indian Industrial School Property Investigations

Dear Nadeem,

In November 2012, archaeologists from Stantec Consulting Ltd. conducted a preliminary electromagnetic (EM-38) examination and mapping program within the fenced plot of land identified as the Regina Indian Industrial School [RIIS] cemetery. Results of the examination physically corroborated the use of this small plot of land as a cemetery and 29 anomalies labelled as potential burials were identified during the study in addition to the three marked burials of the McLeod children. In June of 2014, the site was revisited and three areas outside and directly adjacent to the fence were also investigated using electromagnetic and GIS mapping techniques. Six additional potential burials were identified along the southern aspect of the fence line, bringing the total number of possible burials to thirty-eight. The potential for stacked burials is present, so the number of potential burial sites does not necessarily equal the number of potentially buried individuals.

In October – November of 2015, archaeologists from WSP Canada Inc. and Stantec Consulting Ltd. conducted a Heritage Resource Impact Assessment of the lands east of the cemetery due to concerns raised by the First Nations community. The NW-28, including the parcel of land owned by Mr. Sarwar and Mr. Asif, was part of the RIIS property during its operation from 1891 until 1910. As such, there was potential for artefactual evidence to be recovered that may provide insight regarding the RIIS, its students and its history. Upon inspection of the property, much of the land had been previously stripped of topsoil. However, lands closer to the cemetery had been left intact, albeit previously cultivated.

A small assemblage of artefacts was recovered during the assessment including clinker, coal, glass and metal fragments. The nature of these artefacts prevented a clear date or association from being determined. While the characteristics of some of

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these pieces indicate they may have been associated with the School, there is insufficient evidence to confirm that.

Recommendations:

- **No construction** should be conducted within the fenced plot and **within 10 m of the south fence line** demarking the cemetery proper.
- To mitigate the potential of burials being disturbed during future construction activities, we recommend **archaeological monitoring** of any ground-disturbing activities adjacent to the Cemetery within a **30 m radius**.
- As the grounds east of the cemetery have been previously disturbed by topsoil removal and cultivation, archaeological potential within this area is considered to be low. We recommend that future construction activities proceed as planned – subject to the previous recommendations.

A final report of the archaeological work will be submitted to you at a later date. This report will be submitted to the Heritage Conservation Branch for review and for their records. The final report will also be submitted to the City of Regina and the Regina Indian Industrial School Cemetery Commemorative Association Inc. for their records.

Please contact me with any questions or concerns you may have regarding this matter.

Yours truly,

A handwritten signature in blue ink, appearing to read 'LH', with a long horizontal flourish extending to the right.

Lisa Hein, M.A., R.P.A.
Project Archaeologist, Environment

XX/xx
Encl.

Appendix B

*Truth and Reconciliation Commission of Canada Calls to Action Pertaining to
Missing Children and Burial Information*

Truth and Reconciliation Calls to Action

Pertaining to Missing Children, Residential Schools and Cemeteries

http://www.trc.ca/websites/trcinstitution/File/2015/Findings/Calls_to_Action_English2.pdf

Professional Development and Training for Public Servants

57. We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

Missing Children and Burial Information

71. We call upon all chief coroners and provincial vital statistics agencies that have not provided to the Truth and Reconciliation Commission of Canada their records on the deaths of Aboriginal children in the care of residential school authorities to make these documents available to the National Centre for Truth and Reconciliation.

72. We call upon the federal government to allocate sufficient resources to the National Centre for Truth and Reconciliation to allow it to develop and maintain the National Residential School Student Death Register established by the Truth and Reconciliation Commission of Canada.

73. We call upon the federal government to work with churches, Aboriginal communities, and former residential school students to establish and maintain an online registry of residential school cemeteries, including, where possible, plot maps showing the location of deceased residential school children.

74. We call upon the federal government to work with the churches and Aboriginal community leaders to inform the families of children who died at residential schools of the child's burial location, and to respond to families' wishes for appropriate commemoration ceremonies and markers, and reburial in home communities where requested.

75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.

76. We call upon the parties engaged in the work of documenting, maintaining, commemorating, and protecting residential school cemeteries to adopt strategies in accordance with the following principles:

- i. The Aboriginal community most affected shall lead the development of such strategies.

ii. Information shall be sought from residential school Survivors and other Knowledge Keepers in the development of such strategies.

iii. Aboriginal protocols shall be respected before any potentially invasive technical inspection and investigation of a cemetery site.

DE16-27

Date: March 29, 2016

To: His Worship the Mayor
and Members of City Council

Good Morning, Councillors. My name is David Owens. I am part of a group called the Project of Heart that looks to create awareness about the injustices that were performed at residential schools and we have taken the Regina Indian Industrial School on.

We are looking for protection for the cemetery that lies at the site of the old school out on Pinkie Road which I believe lies within your ward. Please look at our petition and we hope you can lend support to it and speak to it tonight at the council meeting. Maybe if you have time, I will be attending the meeting and we can speak more. I will be the bald gentleman in the black Unifor hoodie.

Thank you.

NOTICE OF MOTION

March 29, 2016

Chief Legislative Officer & City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Please be advised that I will submit the following MOTION at the meeting of City Council on Tuesday, March 29, 2016.

Re: Truth and Reconciliation Commission

WHEREAS the City of Regina respects, recognizes and appreciates the significant, six-year undertaking of the Truth and Reconciliation Commission to inform all Canadians about the history and experiences of those directly and indirectly affected by the Indian Residential School system;

AND WHEREAS it is recognized that significant healing and repairing of relationships of those directly and indirectly affected by the Indian Residential School system will require education, awareness and increased understanding of the legacy and the impacts still being felt by those involved in that relationship;

AND WHEREAS, the City of Regina supports the reconciliation process as a way of creating new, respectful and equal relationships with Aboriginal people and leaders in the City of Regina and across Canada;

AND WHEREAS the City of Regina commits to review the Truth and Reconciliation Commission of Canada's Calls to Action, and to implement a strategy of potential remedies for those Recommendations that reside within the jurisdiction of local governments;

NOW THEREFORE, BE IT RESOLVED THAT the City of Regina Council directs Administration to report to Executive Committee by December 31, 2016 on potential actions, supported by Aboriginal leaders, for which the City of Regina can adopt to support the work of the Truth and Reconciliation Commission.



Michael Fougere
Mayor - City of Regina

NOTICE OF MOTION

March 29, 2016

Chief Legislative Officer & City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Please be advised that I will submit the following MOTION at the meeting of City Council on Tuesday, March 29, 2016.

Re: Pedestrian Traffic Safety

WHEREAS the Community and Protectives Services Committee approved changes to the transit routes servicing the Rochdale area shopping centre which includes Walmart; and

WHEREAS the transit stop will no longer be in the shopping centre parking lot but will be moved to the public road right of way outside the shopping centre parking lot effective May 1, 2016; and

WHEREAS pedestrian safety is an important factor in the ensuring access to transit.

THEREFORE BE IT RESOLVED that the Administration determine appropriate enhancements for pedestrian safety to support the new routes which will be effective May 1, 2016, including, but not limited to, appropriate modifications to transit stop locations and that the implementation of the required changes be made prior to the implementation of the new bus routes.

BE IT FURTHER RESOLVED that the Administration report back to the Community and Protective Services Committee on the pedestrian safety measures that will be put in place prior to May 1, 2016.

Respectfully submitted,



Shawn Fraser
Councillor – Ward 3

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Community Standards Bylaw

**RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES
COMMITTEE - MARCH 14, 2016**

1. That *The Regina Property Maintenance Bylaw, 2008-48* be repealed.
2. That the City Solicitor be instructed to bring forward a new Community Standards Bylaw consistent with the draft bylaw attached as Appendix "A" to this report.

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE – MARCH 14, 2016

Brian Black, representing the Whitmore Park Community Association, addressed the Committee.

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #3 does not require City Council approval.

Councillors: Bob Hawkins (Chair), John Findura, Shawn Fraser and Mike O'Donnell were present during consideration of this report by the Community and Protective Services Committee.

The Community and Protective Services Committee, at its meeting held on March 14, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That *The Regina Property Maintenance Bylaw, 2008-48* be repealed.
2. That the City Solicitor be instructed to bring forward a new Community Standards Bylaw consistent with the draft bylaw attached as Appendix "A" to this report.
3. That this report be forwarded to the March 29, 2016 meeting of City Council for approval.

CONCLUSION

A new Community Standards Bylaw to replace the existing *Regina Property Maintenance Bylaw No. 2008-48* will streamline bylaw enforcement processes by providing measureable standards for investigating nuisance complaints, providing additional mechanisms for dealing with repeat offenders, and removing sections of the bylaw that duplicate the mandate of provincial agencies and other code enforcement branches of the City. The new Community Standards Bylaw will also introduce provisions requiring vacant and placarded buildings be secured from unauthorized entry. To facilitate the process of closing existing cases under the previous bylaw, the new bylaw will come into effect on May 1, 2016.

BACKGROUND

The Bylaw Enforcement Branch enforces minimum property maintenance standards as prescribed by *The Regina Property Maintenance Bylaw No. 2008-48*. The Bylaw came into effect in 2008 and through the process of enforcing bylaw orders over the past seven years, several issues have been identified. As a result, this has necessitated a full bylaw review to improve enforcement processes and to ensure alignment with the Official Community Plan (OCP) approved by City Council in December 2013.

A review of the Bylaw began in April 2015 and specifically addressed the following concerns:

- Clarity of wording in parts of the Bylaw;
- Incorporating relevant legal considerations that have been identified through the process of enforcing the Bylaw;
- Mechanisms for effectively dealing with repeat offenders;
- References to the *National Building Code of Canada* and the *National Fire Code of Canada* that may be better enforced by other code enforcement branches of the City; and,
- Sections of *The Zoning Bylaw* that may be a better enforced under property maintenance.

DISCUSSION

Nuisances

Presently, *The Regina Property Maintenance Bylaw* defines a nuisance as:

- i) a building, structure, private sidewalk, driveway, excavation, drain, ditch, watercourse, pond, surface water, or swimming pool that, because of its ruinous or dilapidated state or its faulty construction, or for any other reason, is dangerous to the public safety or health, or substantially depreciates the value of other and or improvements in the vicinity; or
- ii) a building or structure wherein activities or things that affect the amenity of a neighbourhood occur or are present.

This definition is open to subjective interpretations, particularly when it comes to neighbourhood amenity, often eluding precise measurement and creating enforcement challenges. The Bylaw Enforcement Branch receives several complaints where the complainant believes the condition of another property is a nuisance based on a subjective valuation of their own property and the surrounding neighbourhood. Demonstrating that a building or structure poses a “danger to public health or safety or negative impact on amenity of a neighbourhood” can be exceptionally difficult to prove and would require the City to retain external experts at its’ own expense to prepare assessment reports. The proposed Community Standards Bylaw provides clarity around the circumstances that would qualify as a nuisance (refer to Part II of the attached draft bylaw in Appendix A). The new bylaw wording does not change the intent of the bylaw, though provides measureable standards that can be verified by visual inspection and easily confirmed with photographic evidence. It also aligns with *The Cities Act*, the legislative authority for the Bylaw Enforcement Branch.

Unsecured Buildings

The Administration has faced questions from area residents, organizations, and community associations regarding unsecured and boarded up structures. Many see these structures as an impediment to community growth and over time, these buildings become magnets for vermin, garbage dumping, fires, and crime, which is a concern for the community, Regina Fire and Protective Services as well as the Regina Police Service.

Many cities have introduced bylaw provisions that require vacant buildings be secured from unauthorized entry either by maintaining minimum standards for all exterior doors and windows, or by fastening plywood boards over exterior openings. In Regina, this practice already exists for fire-damaged structures but there is no provision in *The Regina Property Maintenance Bylaw* to require that abandoned structures be secured. The Administration recommends including provisions in the new bylaw that will require abandoned and placarded buildings be secured against unauthorized entry. In cases where a building has been boarded up, the bylaw will further require that all windows and exterior doors be repaired to minimum standards after 90 days.

Making Enforcement More Efficient

Under the current bylaw, once an offence of the bylaw is identified, an Order to Comply must be written to commence enforcement action. Only after the time to comply with the order has passed, and any appeal right exhausted or the time for appeal has passed, can enforcement be pursued through prosecution. While the Order procedure may prove effective to obtain compliance from the majority of offenders, it has proved to be vulnerable to abuse by repeat offenders. Additionally, if a person were to commit an offence with slightly different circumstances than outlined in a previous Order, then the Order to Comply process is required to start over again. There are a number of repeat offenders that will only rectify a violation after an Order to Comply has been issued and the right to appeal has been exhausted. This can result in a nuisance remaining on a property for several weeks or months while the property owner goes through the Order and appeal process.

To expedite the enforcement process, the Administration suggests including a general offence for failing to comply with the provisions of the Bylaw, which can be relied upon to move directly to prosecution for repeat offenders. The option to issue an Order will still exist, but in cases where it appears an offender is attempting to delay enforcement, enforcement by prosecution can be pursued. A similar system exists for the enforcement of *The Zoning Bylaw*, *The Building Bylaw*, and *The Regina Fire Bylaw*.

The second method of expediting enforcement recommended by the Administration is the establishment in the bylaw of a Notice of Violation ticket regime. Notice of Violation tickets expedite enforcement in situations where an offence is clear and simple to rectify. The ticket commences an enforcement action but allows for an offender to make a voluntary payment to avoid having to make a court appearance. The voluntary payment substitutes for the fine that might be imposed if the matter were to proceed to court. This practice has been adopted by the City of Saskatoon for similar offences and is currently in use in Regina for certain offences of *The Regina Animal Bylaw* and *The Regina Fire Bylaw*.

The Administration recommends that Notice of Violation penalties be authorized for five types of bylaw contraventions: untidy and unsightly property, overgrown grass, open excavations, outdoor lighting, and junked vehicles. The Administration further recommends that Notice of Violation penalties be set according to Schedule “B” of the draft bylaw attached to this report.

The goal of the enforcement program is education and voluntary compliance. The Notice of Violation is intended to be used in appropriate situations to expedite the enforcement process. As with all Notices of Violation, a person who disputes that an offence has been committed is entitled to seek adjudication through the court process.

While it is recommended that the bylaw come into effect on May 1, 2016, it is intended that Notice of Violations will not be issued until May 2017. During this period, the Administration will be procuring and implementing the necessary system and procedural changes, subject to 2017 budget approvals, while educating the public on the forthcoming changes.

Code Enforcement

Schedule “A” of *The Regina Property Maintenance Bylaw*, which outlines minimum property standards, includes several references to codes and legislation that duplicates the mandate of provincial agencies and other code enforcement branches of the city. This duplication has resulted in a bylaw that ineffectually attempts to deal with a wide range of building-related issues. Specifically, there are three main areas of overlap with other legislation:

- 1) Fire Safety: Both *The Fire Bylaw* and *The Regina Property Maintenance Bylaw* contain provisions regarding smoke alarms and egress. The City’s fire inspectors are authorized by *The Fire Safety Act* to promote fire safety and fire prevention and have specific education and training to do so. A Bylaw Standards Officer could issue an Order under *The Regina Property Maintenance Bylaw*, but in almost all cases, issues related to smoke alarms and egress are best addressed by fire inspectors.
- 2) Environmental Health: Schedule “A” of *The Regina Property Maintenance Bylaw* contains provisions related to sanitation, plumbing, heating, mould growth, and infestations. Severe environmental health concerns that adversely affect the health and safety of tenants are already covered under *The Public Health Act, 1994*. Under authority of that Act, Public Health Inspectors may perform inspections, write an order to remedy, or placard (condemn) a house as “Unsanitary and Unfit for Occupation”. Bylaw Standards Officers have not received formal training in conducting environmental health assessments and *The Cities Act* does not provide municipal inspectors with the authority to placard a building.
- 3) Building Code: Schedule “A” of the Bylaw contains several provisions adapted from the *National Building Code of Canada* (NBC). Several Bylaw Standards Officers have completed the Building Code Training for Canadians Series I course based on applicable sections of the NBC. While Bylaw Standards Officers who have completed the course may qualify for a building official’s licence, they are not appointed municipal Building Inspectors under *The Building Bylaw* and cannot exercise authority under *The Uniform Buildings and Accessibility Standards Act*. In addition, the authority required to deal with structural issues of buildings is not set out in *The Cities Act*, which is the statutory authority for *The Regina Property Maintenance Bylaw*.

The Administration suggests removing sections of Schedule “A” that duplicate the above-mentioned legislation as this will encourage exercise of authority for code enforcement by fully trained and legislatively authorized inspectors. This also will allow Bylaw Standards Officers to concentrate on property nuisances that are not covered under other legislation.

Implementation Strategy

The Bylaw Enforcement Branch has undertaken a comprehensive review of enforcement processes and procedures in order to ensure alignment with the new Community Standards Bylaw and to identify areas for improving efficiency.

To facilitate the process of closing existing cases under the previous Property Maintenance Bylaw, the Administration recommends that the new Community Standards Bylaw come into effect on May 1, 2016. Work will continue in 2016 to support the implementation of Notice of Violations by the second quarter of 2017.

Housing Standards Enforcement Team

The Administration will be launching a program review of the Housing Standards Enforcement Team (HSET) in 2016. HSET began as a program in 2004 to improve housing conditions and is currently comprised of representatives from Bylaw Enforcement, Public Health, Fire & Protective Services, Social Services, and Regina Police Service. HSET’s multi-agency approach has proven to be effective for ensuring that unsafe and unsanitary housing is repaired and maintained to an appropriate standard, and in severe cases, placarded or demolished.

The Administration has recognized the need to enforce minimum health and safety standards applies beyond occupied residential dwellings. Unoccupied and unmaintained properties become magnets for vermin, garbage dumping, fires, and crime, which is a concern for both the community and the various agencies that enforce health and safety standards. Hazardous conditions found on vacant lots, abandoned buildings, and other residential, commercial, and industrial sites where safety has been comprised can be mitigated through a coordinated multi-agency response.

The 2016 review will refocus the scope and mandate of HSET to respond to a broader range of community safety issues. This will better position the City to minimize social and environmental impacts and improve the amenity, health, and security of Regina’s neighbourhoods. The primary goals of the HSET review align with the objectives of the new Community Standards Bylaw proposed in this report: identifying areas for improved integration between various enforcement agencies responsible for health and safety standards; reducing service redundancies; and creating greater role clarity in enforcing complementary legislation.

RECOMMENDATION IMPLICATIONS

Financial Implications

The introduction of a notice of violation for select bylaw contraventions is not intended to be a significant source of revenue. It is the intention of the Administration to issue violation tickets in situations dealing with repeat offenders in an attempt to change behaviour. The use of violation tickets in the proposed bylaw amendments would be applied similarly to what is done with fire pit violations under *The Fire Bylaw*. In 2015, there were 150 fire pit complaints received;

however, only 26 violation tickets were issued. This generated approximately \$6,500 in fine revenue, with over 80 per cent of the inspections focused on education. While there will be modest revenue generated from the issuance of violation tickets, the real benefit will be realized through improved efficiency at the Regina Appeals Board, the Municipal Court, and the Bylaw Enforcement Office.

The Administration will be submitting a funding request for the acquisition of the ticket management system as part of the 2017 budget. This will support the introduction of a ticketing regime for the proposed bylaw, as well as supporting a ticketing program for other municipal bylaws, such as fire pit violation tickets, but excluding parking tickets. There is currently no system in place to manage non-parking tickets, with a voluntary payment option, in one consolidated system that links the business area with the payment management system and the Legal Department.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The objectives of the new Community Standards Bylaw proposed in this report align with the priorities and policy direction outlined in the Official Community Plan:

- **Long-term financial viability:** The addition of an escalating fine system for repeat offenders will contribute to making bylaw enforcement services more financially sustainable.
- **Housing:** Bylaw requirements for securing vacant properties will ensure the maintenance and regeneration of existing housing stock, thereby decreasing the number of boarded up homes and underutilized vacant lots within the City.
- **Social development:** The Community Standards Bylaw supports community safety by mitigating community-identified social issues such as graffiti, health and safety hazards, and unsightly properties.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

A communication plan is being developed to educate the public on the forthcoming bylaw amendments. Further education and communication will occur throughout 2016 to inform the public of Notice of Violation process. As part of the process review and development associated with the proposed bylaw amendments, educating the public will be a crucial step of the enforcement process. Focus will be on the distribution of a brochure, and information added to the Regina.ca website, in an attempt to educate the public and minimize the chance of repeat offences.

Affected internal and external enforcement agencies have been notified of the changes being made in the new Community Standards Bylaw and transition plans will be developed to ensure complaints are dealt with by the appropriate authority.

Legal Counsel for the Regina Appeal Board will be advised of the new bylaw so that the changes can be communicated to the Board members.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE

A handwritten signature in black ink, appearing to read 'Ashley Thompson', followed by a horizontal line.

Ashley Thompson, Secretary

BYLAW NO. 2016-2

THE REGINA COMMUNITY STANDARDS BYLAW

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

PART I: GENERAL

Purpose

- 1 The purpose of this Bylaw is to establish standards to regulate the maintenance of properties and structures within Regina in an attractive, tidy and safe condition and provide for enforcement of those standards.

Authority

- 2 The statutory authority for this Bylaw is s. 8, 100, 324, 325, 328, 329, 330, 331, 333, 338 and 347 of *The Cities Act*.

Definitions

- 3 In this Bylaw:

- (a) “Building” means a “building” as defined in *The Cities Act*.
- (b) “Graffiti” includes drawings, inscriptions, or writings, however made, on Buildings, accessory Buildings, dwelling units, or Structures without the prior written authorization of the owner.
- (c) “Designated Officer” for the purposes of the administration of this Bylaw and *The Cities Act* means any person employed by the City of Regina in one of the following positions:
 - (i) Manager of Bylaw Enforcement;
 - (ii) Senior Bylaw Standards Officer;
 - (iii) Bylaw Standards Officer;
 - (iv) Bylaw Enforcement Officer; and
 - (v) Housing Standards Officer.
- (d) “Incomplete Structure” means any construction project not completed within six months of the expiry date or cancellation of the building permit issued by the City for the project or activity.

(e) “Junked Vehicle” means any Vehicle that:

- (i) has no valid licence plates attached to it; or
- (ii) is in a rusted, wrecked, partly wrecked, dismantled, partly dismantled, inoperative, or abandoned condition; and
- (iii) is located on private land, but that:
 - (A) is not stored wholly within:
 - I. a garage; or
 - II. a carport with a vehicle cover that fully covers the Vehicle;
 - (B) does not form a part of a business lawfully operated on that land.

(f) “Minimum Standards” means the standards of maintenance and repair of Buildings and Structures in the City of Regina, which are Schedule “A” to this Bylaw;

(g) “Nuisance” means a condition of property, structure, thing, or activity that adversely affects or may adversely affect:

- (i) the safety, health, or welfare of people in the neighbourhood;
- (ii) people’s use and enjoyment of their property; or
- (iii) the amenity of the neighbourhood

and includes but is not limited to:

- (i) a Building or Structure in an incomplete state;
- (ii) a Building or Structure in an abandoned state;
- (iii) a Building or Structure in a ruinous or dilapidated state of repair;
- (iv) land that is overgrown with grass;
- (v) a Building that is boarded or placarded for a period exceeding 90 calendar days;
- (vi) untidy and unsightly property;
- (vii) Junked Vehicles;
- (viii) unsecured open excavations or holes; and/or
- (ix) high intensity, flashing or flickering exterior lighting, other than from a sign approved pursuant to a City zoning bylaw.

(h) “Order” means an order of a Designated Officer made pursuant to section 328 of *The Cities Act* and this Bylaw;

- (i) “Owner” means “owner” as defined in *The Cities Act*;
- (j) “Placarded” means an order prohibiting occupancy issued by an authority having jurisdiction;
- (k) “Structure” includes anything constructed or erected, the use of which requires location on the ground or attachment to something located on the ground, but not including curbs, pavements, walks or open air surfaced areas or moving vehicles;
- (l) “Vehicle” means a device in, on or by which a person or thing is or may be transported or drawn on a highway and includes special mobile machines and agricultural implements, and includes any portion thereof;
- (m) “Yard” includes the open space located on a lot and unoccupied by Buildings or Structures.

Owner Responsibility

- 4 The Owner of each property in Regina shall ensure that the property complies with this Bylaw.

Imminent Danger

- 5 No person shall cause or permit a Building or Structure to become damaged or to deteriorate into a condition of disrepair such that the Building or Structure poses an imminent danger.

PART II – NUISANCES

Nuisances Generally Prohibited

- 6 No person shall cause, permit or suffer a Nuisance to exist on any property.

Placarded Building

- 7 Any Building or Structure that has been placarded for a period exceeding 90 calendar days is deemed to be a Nuisance.

Unsecured Buildings

- 8(1) Where the exterior doors, windows, or other exterior openings of a unoccupied Building are damaged, broken, or otherwise in disrepair, a Designated Officer may order the property owner to board up all exterior openings to the Building as an interim measure to prevent unauthorized entry to the Building.
- (2) Boarding as ordered under subsection 8(1) shall comply with the following requirements:

- (a) All boards used shall be properly fitted to the size of the exterior opening and securely fastened to the Building; and
- (b) All boards shall be painted or otherwise treated so that the colour is compatible with the surrounding Building exterior.
- (3) No unoccupied Building shall remain boarded up for a period longer than 90 calendar days. After 90 calendar days, the owner shall ensure that all boards are removed and that all windows and doors are replaced or repaired to the minimum standards prescribed in Schedule “A” of this Bylaw.

Overgrown Grass

- 9(1) Notwithstanding the generality of Section 6, no Owner shall cause, permit or suffer their property to be overgrown with grass.
- (2) For the purposes of this section, “overgrown” means a length of grass blade in excess of 15 centimetres.
- (3) This section shall not apply to any growth which forms part of natural garden that has been deliberately planted to produce ground cover, including one or more species of wildflowers, shrubs, perennials, and ornamental grasses or combination of them, whether native or non-native, consistent with a managed and natural landscape other than regularly mown grass.

Untidy and Unsightly Property

- 10(1) Notwithstanding the generality of Section 6 no person shall suffer, cause or permit any land, Building, Structure or Yard to become untidy or unsightly due to serious disregard for general maintenance or upkeep.
- (2) Notwithstanding the generality of Section 6, no person shall allow conditions which provide food or harbourage for vermin, or the excessive accumulation of new or used furniture, lumber, cardboard, paper, newspapers, appliances, vehicle parts, tires, cans, bottles, barrels, scrap metal, scrap plastic, needles, syringes, carrion, building materials, rags, rubbish, litter, debris, other waste material or other junk whether of any apparent value or not.

Graffiti

- 11 Notwithstanding the generality of Section 6, no person shall suffer, cause or permit Graffiti to remain on any Building or other Structure on property.

Junked Vehicle

- 12 Notwithstanding the generality of Section 6, no person shall suffer, cause or permit any Junked Vehicle to be kept on any land.

Open Excavations

- 13(1) Notwithstanding the generality of Section 6, no person shall suffer, cause or permit any unsecured open excavation on any land.
- (2) Notwithstanding the generality of Section 6, no person shall suffer, cause or permit any open excavation for longer than 15 calendar days.

Outdoor Lighting

- 14(1) Notwithstanding the generality of Section 6, no person shall suffer, cause or permit an outdoor light, excluding lighting within public rights-of-way and public properties, to shine directly into the living room or sleeping areas of an adjacent dwelling.
- (2) Notwithstanding the generality of Section 6, no person shall suffer, cause or permit flashing, flickering or other similar lighting fixtures on the exterior of a property or in a yard.
- (3) Subsections (1) and (2) do not apply to signs for which a permit has been issued pursuant to a City of Regina zoning bylaw.
- (4) Where specific lighting requirements are prescribed by another municipal bylaw or other code requirement, these shall take precedence over this Bylaw, and the light shall not constitute a violation of this section.

PART III – PROPERTY MAINTENANCE

Duty to Maintain

- 15(1) All property, including land, Buildings, Structures and Yards, shall be maintained in accordance with the Minimum Standards prescribed in Schedule “A” to this Bylaw.
- (2) No person shall cause, permit or suffer their property, including land, Buildings, Structures, or Yards, to contravene the Minimum Standards prescribed in Schedule “A” to this Bylaw.

PART IV – ENFORCEMENT, OFFENCES, AND PENALTIES

Order to Remedy Contravention

- 16(1) If a Designated Officer finds that a property, or any part thereof, is in contravention of this Bylaw, the Designated Officer may, by written Order, require the Owner of the property to remedy the contravention.
- (2) Prior to performing any work to comply with an Order, the Owner must apply for, and obtain, all permits and approvals required by law for the work.
 - (3) All work necessary to comply with an Order shall be carried out in good and workmanlike manner in accordance with industry standards and good construction practices.
 - (4) An Order shall be served on the Owner of the land in accordance with the requirements of *The Cities Act*.

Offences

- 17(1) No person shall:
- (a) fail to comply with an Order made pursuant to *The Cities Act* and this Bylaw;
 - (b) obstruct or hinder any person acting under the authority of this Bylaw;
 - (c) fail to comply with any provision of this Bylaw;
 - (d) remove, deface or destroy an Order issued pursuant to *The Cities Act* and this Bylaw.

Notices and Violation

- 18(1) When a Designated Officer has reason to believe that a person has contravened any provision of this Bylaw specified in Schedule “B”, the Designated Officer may issue a Notice of Violation to the person in contravention
- (2) Where a Notice of Violation is issued, a person may make voluntary payment of the fine amount listed in Schedule “B” for that violation, if the person does so before the date specified as the payment date set out in the Notice of Violation.
 - (3) A Notice of Violation shall be served by any method available to the City pursuant to subsection 347 of *The Cities Act*.
 - (4) Where the City receives a voluntary payment of the prescribed amount in Schedule “B” before a court summons is issued, the person receiving the Notice of Violation shall not be liable to prosecution for the alleged contravention.

- (5) Payment of a voluntary payment amount specified in a Notice of Violation does not relieve the Owner of the property from compliance with an Order issued pursuant to *The Cities Act* and this Bylaw.

General Penalty Provision

19 Notwithstanding section 18, every person who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction to:

- (a) a fine in the amount set out in Schedule “C”; or
- (b) where a fine is not specified in Schedule “C”, to a fine in an amount provided for in *The Cities Act*.

Coming Into Force

20 This Bylaw comes into force on May 1, 2016.

Repeal of Bylaw

21 Bylaw 2008-48 is repealed on the same day as this Bylaw comes into force.

READ A FIRST TIME THIS _____ DAY OF FEBRUARY 2016.

READ A SECOND TIME THIS _____ DAY OF FEBRUARY 2016.

READ A THIRD TIME AND PASSED THIS _____ DAY OF FEBRUARY 2016.

Mayor

City Clerk (SEAL)

CERTIFIED A TRUE COPY

City Clerk

SCHEDULE “A”

PART I – GENERAL

A. VERMIN, RODENTS, PIGEONS, AND INSECTS

1. All Buildings and Structures shall be maintained to prevent the entry of vermin, rodents, pigeons, and insects.
2. All Yards, Buildings, and Structures shall be kept free of infestations of vermin, rodents, pigeons, and insects.
3. Any condition liable to cause the presence of vermin, rodents or insects shall be removed from Yards, Buildings or Structures and when Yards, Buildings or Structures are infested, all measures shall be taken to destroy the vermin, rodents, pigeons, or insects immediately, and preventative measures undertaken to prevent the reappearance of such vermin, rodents and insects.

PART II – BUILDING EXTERIORS

A. EXTERIOR DOORS, STORM DOORS, WINDOWS AND SCREENS

1. All exterior doors, windows and storm or screen windows in or on a Building shall meet the following minimum standards:
 - (a) shall not be broken, cracked or missing and shall completely fill the opening in which they are installed;
 - (b) doors, storm doors, windows, and storm windows, frames, sashes, casings and screens must be maintained free from damage, decay or deterioration;
 - (c) have storm sash or double-glazed windows;
 - (d) for windows that are designed to be opened, have a screen;
 - (e) be capable of being locked;
 - (f) have weather-stripping; and
 - (g) be painted or be treated with a similarly effective preservative
2. When an opening is used or required for ventilation or illumination and is not required to be protected by a door, window or similar closure, it shall contain a wire mesh screen, metal grill or other equivalent durable material.

B. EXTERIOR WALLS

1. All exterior Building walls shall be completely covered with paint, stain, siding, brick, stucco or other weatherproof cladding material.
2. Exterior walls shall be free of holes, breaks, loose or rotting boards or timbers or any other conditions which might admit moisture to the interior walls or the interior spaces of the Building.
3. All shutters, entablatures, belt courses, corbels, terracotta trim, wall facings and similar architectural features shall be maintained in good repair with proper anchorage and in a safe condition.
4. All exterior surfaces on Buildings or Structures shall be free of graffiti.

C. ROOFS, ROOF-MOUNTED STRUCTURES AND EAVESTROUGHS

1. Every roof shall be covered with shingles or other water repellent roofing material.
2. Fascia boards, soffits, cornices and flashings, shall be maintained in a watertight condition and shall be neatly finished.
3. Every eaves trough, roof gutter and downpipe shall be kept in good repair in good working order and positioned so as:
 - (a) to be watertight and free from leaks; and
 - (b) to avoid accident hazards.
4. All downspouts shall direct drainage a minimum of 1.0 metre away from the foundation and to the front or rear of the lot.
5. Loose materials, including accumulations of snow and ice, shall be removed from the roof of a Building or Structure as soon as reasonably possible.

D. PROJECTIONS AND ATTACHMENTS

1. Every floor, stairway, veranda, porch, deck, loading dock, residential exhaust duct, marquee sign, awning, and every appurtenance attached thereto shall be maintained to the following minimum standards:
 - (a) floors, treads or risers shall not be excessively worn, broken, warped, loose or otherwise defective;
 - (b) structural members shall not be rotted, deteriorated or loose;

- (c) balustrades, guardrails and railings shall be present and in good repair
 - (d) in the case of wood constructions, will be coated with paint or other equivalent preservative;
 - (e) will be plumb, level and in alignment;
 - (f) in the case of metal constructions, will be coated with a rust-proofing and weather-proofing coating material;
 - (g) treads and risers will have equal rise and run.
2. Every open side of a stairway or flat roof to which access may be gained through a doorway and every terrace, balcony, porch, landing or stairwell shall be maintained in good repair and firmly attached.

PART III - BUILDING INTERIORS

A. CLEANLINESS

1. Buildings and Structures shall be maintained is in a clean and sanitary condition and Buildings and Structures shall be kept free from rubbish or other debris or conditions which constitute a fire, accident or health hazard

B. FLOORS, STAIRWAYS, AND HANDRAILS

1. Every floor shall:
- (a) be free of all loose, warped, protruding, broken or rotted materials;
 - (b) be free of defective floor boards; and
 - (c) be reasonably level and smooth and maintained in good condition.
2. All floor coverings shall be maintained in good condition and where installed in bathrooms, kitchens, toilet rooms or shower rooms, shall be so maintained as to be water resistant and readily cleaned.
3. All interior handrails shall be maintained in good repair and firmly attached so as to provide reasonable protection against accident and injury.

C. WALLS AND CEILINGS

1. Every wall and ceiling shall be maintained in good condition and free from holes, large cracks, loose plaster and other hazards.
2. The surface of every wall and ceiling shall be maintained in a reasonably clean and sanitary condition. Surfaces shall be cleaned so as to avoid buildup of grease or other flammable material.

D. HEATING AND MECHANICAL STANDARDS

Moisture Control and Ventilation

1. Every floor, every ceiling, both sides of every interior wall and the interior side of every exterior wall in a Building shall be maintained free from dampness.
2. Subsection 1 does not apply to:
 - (a) any non-habitable room in a cellar; or
 - (b) a garage.

Structural Standards

1. Materials which have been damaged or show evidence of rot or other deterioration shall be repaired or replaced.

PART IV – MAINTENANCE OF YARDS AND ACCESSORY BUILDINGS

A. OUTDOOR STORAGE OF MATERIALS

1. Any building materials, lumber, metal boxes or similar items stored in a yard shall be neatly stacked in piles and elevated off the ground
2. Materials referred to Section 1 shall be elevated at least 0.15 metres off the ground and shall be stacked at least 3.0 metres from the exterior walls of any Building and at least 1.0 metre from the property line.

B. WALKWAYS, DRIVEWAYS, AND PARKING SPACES

1. If a walkway, driveway or parking space is provided, it shall be maintained so as to allow safe passage thereon under normal use and weather conditions.

C. FENCES

1. Fences shall be maintained in a safe and reasonable state of repair and free of graffiti.

**SCHEDULE “B”
VOLUNTARY PAYMENT AMOUNTS
NOTICE OF VIOLATION**

Bylaw section	Offence	1 st Notice of Violation	2 nd Notice of Violation	3 rd Notice of Violation
12	Junked vehicle	\$200	\$300	\$600
10	Untidy and unsightly	\$500	\$1,000	\$1,500
13	Open excavation	\$200	\$500	\$750
17(1)(a)	Failure to comply with an order	\$500	\$1,000	\$1,500
17(1)(d)	Deface, destroy or remove a posted order	\$100	\$150	\$200
9(1)	Overgrown grass	\$100	\$150	\$200
14	Outdoor lighting	\$100	\$150	\$200

**SCHEDULE “C”
FINES ON CONVICTION**

Bylaw section	Offence	Fine on 1 st Conviction	Fine on 2 nd Conviction	Fine on 3 rd Conviction	Fine on 4 th and Subsequent Convictions
12	Junked vehicle	\$250	\$500	\$750	Established by the Court
10	Untidy and unsightly	\$500	\$1,000	\$1,500	Established by the Court
13	Open excavation	\$300	\$600	\$1,000	Established by the Court
17(1)(a)	Failure to comply with an order	\$1,000	\$1,500	\$2,000	Established by the Court
17(1)(d)	Deface, destroy or remove a posted order	\$150	\$200	\$250	Established by the Court
9(1)	Overgrown grass	\$150	\$200	\$250	Established by the Court
14	Outdoor lighting	\$150	\$200	\$250	Established by the Court

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: 2016 Municipal Election – Changes to Election Bylaws and Updating of Election
Expenses Limits

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- MARCH 16, 2016**

1. That the City Solicitor be instructed to prepare amendments to the following Bylaws as outlined in this Report: Bylaw No. 2012-42 being *The Mail-In Ballot, 2012* Bylaw No. 2007-34 being *The Regina Municipal Election Expenses Bylaw*; and Bylaw No. 10197 being *The Automated Vote Counting Bylaw*.
2. That the City Clerk advise candidates of the new Election Expense Limits for the 2016 Municipal Election.

EXECUTIVE COMMITTEE – MARCH 16, 2016

The Committee adopted a resolution to concur in the recommendation contained in the report.

Mayor Michael Fougere, Councillors: Bryon Burnett (Chairperson), John Findura, Shawn Fraser, Bob Hawkins, Wade Murray and Barbara Young were present during consideration of this report by the Executive Committee.

The Executive Committee, at its meeting held on March 16, 2016, considered the following report from the City Clerk:

RECOMMENDATION

1. That the City Solicitor be instructed to prepare amendments to the following Bylaws as outlined in this Report: Bylaw No. 2012-42 being *The Mail-In Ballot, 2012* Bylaw No. 2007-34 being *The Regina Municipal Election Expenses Bylaw*; and Bylaw No. 10197 being *The Automated Vote Counting Bylaw*.
2. That the City Clerk advise candidates of the new Election Expense Limits for the 2016 Municipal Election.

CONCLUSION

Amendments to the following election bylaws are required to reflect housekeeping changes and the enactment of the new *Local Government Election Act, 2015* and *The Local Government Election Regulations, 2015*:

- Bylaw 10197, being *The Automated Vote Counting Bylaw*;
- Bylaw 2007-34, being *The Regina Municipal Election Expenses Bylaw*; and
- Bylaw 2012-42, being *The Mail-in Ballot Bylaw, 2012*.

In addition, the City Clerk's Office has now received an updated consumer price index ("CPI") and has calculated the new election expense limits based on the formula in *The Regina Municipal Election Expenses Bylaw*. The new limits are \$67,050 for candidates of the position of mayor and \$11,175 for candidates for the position of councillor.

BACKGROUND

The 2016 Municipal Election Report, item CR16-4 was considered by City Council on January 25, 2016. The report stated that any required election bylaw amendments would be brought forward to City Council in March 2016 for approval. The report also advised that election expense limits were not able to be updated at the time of writing that report as the 2015 CPI had not been released. This report provides information on the Bylaw changes that are needed as well as the new election expenses limits.

DISCUSSION

On January 1, 2016 the Government of Saskatchewan proclaimed the new *Local Government Election Act, 2015* and passed *The Local Government Election Regulations, 2015*. Because of this, it is necessary to make a number of minor amendments to the City's election bylaws to update section number references, to update terminology, and add the new requirements set out in this new legislation. In addition, there are some other housekeeping changes that are also recommended.

The following generally describes the amendments.

Section Number References and Terminology

All three election bylaws mentioned above require amendments to update references to the new legislation and to the new section numbers. In addition, a number of amendments are required to *The Automated Vote Counting Bylaw* and *The Mail-in Ballot Bylaw, 2012* to update terminology. These changes include: changing terminology such as "elector" to "voter" and "vote tabulator unit" to "voting machine" and "memory card" to "USB media".

New Requirements Relating to Vote Counting Machines

- On March 6, 2000 City Council adopted *The Automated Vote Counting Bylaw* to establish procedures for using vote counting equipment in Regina. Automated vote counting equipment will be used in the 2016 Municipal Election. While the City's current bylaw already covered most of the requirements set out in the new *Local Government Election Regulations, 2015*, there are a few additional requirements that need to be added to the Bylaw. These include:

- Adding more detailed procedures for programming, pre-poll logic and accuracy testing of voting machines;
- Adding procedures for the monitoring of voting machines during poll hours by election officials to ensure that the machines are accurately counting each vote;
- Adding more detailed procedures for the secure storage and transport of machines and other hardware, including memory cards, before, during and after the election;
- Adding the requirement that the voting machines and USB media be programmed to accept ballots for which no vote is recorded without requiring an override function; and
- Adding the requirement that the counting of all ballots be done by voting machines where voting machines are used in an election.

Other Housekeeping Changes

In addition to the changes outlined above, an additional amendment to *The Mail-in Ballot Bylaw* is also recommended. Section 92 and clause 29(1)(b) of *The Local Government Election Act, 2015* authorizes Council to establish a mail-in ballot system for voters receiving care in a hospital, personal care facility or similar institution as well as those voters who anticipate being absent from the city on the advance poll dates and on election day. Council has adopted a mail-in ballot voting system through the enactment of *The Mail-In Ballot Bylaw, 2012*. It is recommended that this Bylaw be amended to remove the application deadline for applying for a mail-in ballot. In the current Bylaw, there is a requirement to apply for a mail-in ballot at least 10 business days before election day. The removal of this requirement will provide flexibility to allow people to apply for a mail-in ballot up until the election day as long as their ballot is received by the returning officer prior to the close of polls on election day. This revision is primarily made to accommodate those unforeseen circumstances that arise with homebound voters that may miss the mobile poll application deadline.

New Expense Limit

Section 34 of *The Local Government Election Act, 2015* provides that Council may establish, by bylaw at least 60 days before an election, disclosure requirements respecting election campaign contributions and expenses and election campaign spending limits. In 2007, City Council approved *The Regina Municipal Election Expenses Bylaw* to address disclosure requirements respecting election campaign contributions and expenses and election campaign spending limits. This bylaw is deemed to be in effect until it has been amended or repealed. Pursuant to subsection 4(2) of this Bylaw the City Clerk is authorized to adjust the election expense limits annually based on the formula outlined in the Bylaw. Clause 4.1(a) of the Bylaw identifies the spending limits for candidates for Mayor and Councillor and 4.1(b) requires a CPI to be applied to these limits annually. The CPI for 2015 has now been released and the City Clerk has used this to calculate the new limits based on the formula set out in the Bylaw. The expense limits based on the 2015 CPI of 1.306 percent will result in the following updated limits:

- 1) the expense limit for candidates for the position of mayor are increased from \$62,635 to \$67,050; and
- 2) the expense limit for candidates for the position of councillor are increased from \$10,439 to \$11,175.

RECOMMENDATION IMPLICATIONS

Financial Implications

None related to this report.

Environmental Implications

None related to this report.

Policy and/or Strategic Implications

None related to this report.

Other Implications

None related to this report.

Accessibility Implications

It is recommended that *The Mail-In Ballot Bylaw* be amended to remove the application deadline for applying for a mail-in ballot. This will allow people to apply up until election day as long as their ballot is received by the returning officer prior to the close of polls on election day. This revision is primarily made to accommodate those unforeseen circumstances that arise with homebound voters that may miss the mobile poll application deadline.

COMMUNICATIONS

A communication strategy is being developed for informing candidates, election officials and the general public on the 2016 Municipal Election process.

DELEGATED AUTHORITY

This recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



Jim Nicol, Secretary

March 29, 2016

To: His Worship the Mayor
and Members of City Council

Re: Amendments to *The Clean Property Bylaw No. 9881*

**RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE
COMMITTEE – MARCH 10, 2016**

1. That Schedules “I” and “K” of *The Clean Property Bylaw No. 9881* be amended as proposed in Appendices A and B;
2. That the City Solicitor be instructed to prepare the necessary bylaw to authorize the respective amendment; and

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – MARCH 10, 2016

Ms. Petra Janssen and Ms. Lisa Avery, representing the Wascana Flower Shoppe addressed the Committee.

The Committee adopted a resolution to concur in the recommendations contained in the report after adding Appendix B to Recommendation #1 as follows:

“That Schedules “I” and “K” of *The Clean Property Bylaw No. 9881* be amended as proposed in Appendices A and B;”

Recommendation #3 does not require City Council approval.

Councillors: Sharron Bryce (Chairperson), John Findura and Bob Hawkins were present during consideration of this report by the Public Works and Infrastructure Committee.

The Public Works & Infrastructure Committee, at its meeting held on March 10, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That Schedules “I” and “K” of *The Clean Property Bylaw No. 9881* be amended as proposed in Appendix A;
2. That the City Solicitor be instructed to prepare the necessary bylaw to authorize the respective amendment; and
3. That this report be forwarded to the March 29, 2016 City Council meeting for approval, which will allow sufficient time for advertising of the required public notice for the respective bylaw.

CONCLUSION

Schedule “I”

Schedule “I” of *The Clean Property Bylaw No. 9881* (Bylaw) outlines regulations for sandwich boards. Currently, sandwich boards require a permit that costs \$20 annually. The amendment proposes to remove the permit and fee requirements. The amended schedule will continue to establish regulations for sandwich boards, allowing the City of Regina (City) to continue enforcing its standards.

Schedule “K”

Schedule “K” outlines the regulations for mobile food vendors. The goal of this schedule is to allow for activity that enhances ambiance and economic vitality by increasing interest and activity along streetscapes, in the City Square Plaza and during events.

The amendments to Schedule “K” will:

- Allow seven (rather than six) electrical vending sites in the City Square Plaza in response to the success of the program;
- Provide the Planning Department with the authority to temporarily allow additional non-electrical sites in the City Square Plaza;
- Open sites to vendors on a first-come-first-served basis, meaning the City will no longer manage schedules or designate particular sites;
- Permit produce and fresh cut or live flowers to be sold from mobile food vending operations; and
- Clarify timelines to establish pro-rated permit fees for late starts for vendors beginning operations on or after August 1 and partial refunds to vendors discontinuing operations before June 1. Vendors request clarity around the refund policy as it is not clearly laid out in the current schedule. The recommended amendment clarifies the policy while encouraging the desired vending activity throughout the year, not just during summer.

BACKGROUND

The Neighbourhood Planning Branch issues permits for Mobile Food Vending Operations. As part of its Business As Usual, the Branch has been monitoring several policies in the Bylaw. The proposed amendments are primarily non-urgent, resulting from this day-to-day monitoring. In 2015, the City Planning & Development Division was asked to review Schedule “K” to determine whether vending fresh flowers and produce is consistent with the Bylaw’s intent. The review concluded that vending flowers and produce aligns with the intent of Schedule “K”, but that an amendment is required to permit the activity. Administration is taking this opportunity to update several aspects of the Bylaw to make it more consistent with general corporate strategies and to increase administrative efficiency.

Schedule “K” of the Bylaw was last amended March 24, 2014 to allow for Mobile Food Vending. No recent changes have been made to Schedule “I”.

DISCUSSION

The general goal of the amendments to the Bylaw is to improve service and reduce Administrative requirements.

Schedule “I”

By eliminating permit requirements for sandwich boards, we will reduce internal administrative requirements. Moreover, the process businesses must undertake to obtain a permit under the current provisions is difficult. By removing the permit requirements while clarifying sign regulations, Administration is confident that compliance will increase while administrative requirements lessen.

The amendments to Schedule “I” are recommended in order to:

- Reduce regulatory burden on business owners who desire to advertise with sandwich boards in front of their business on City property;
- Reduce Administration’s requirements by ceasing to issue permits for sandwich board signs;
- Reduce the business owner’s cost of advertising with sandwich boards on City property; and
- Clarify the intent of the City to allow advertising with sandwich boards on City property.

Schedule “K”

Removing the City’s commitment to scheduling and designating specific sites for vendors in the plaza will reduce the demand for administrative resources. Communication with vendors, as well as last summer’s operations, suggest that the vendors have the capacity to manage vending stalls on the City Square Plaza fairly and efficiently while retaining policy that allows Administration to step in if needed. Administrative actions are not required for day to day mobile food vending operations.

Discussions with potential vendors have encouraged Administration to permit produce and fresh flowers to be sold from mobile food vending operations. It is the opinion of Administration that these products align with the intentions of Schedule “K”.

The amendments to Schedule “K” are recommended in order to:

- Address Administration’s review indicating that vending fresh flowers and produce aligns directly with the overall intent of Schedule “K” and is consistent with Schedule “E”, Sidewalk Vending regulations. This review follows a request from a potential vendor who wishes to vend fresh flowers;
- Update the Bylaw before the busy season begins. Since the Mobile Food Vending Program’s implementation, mobile food vendors have been increasingly independent. As a result, Administration recommends that the regulation be relaxed to allow vendors to operate more freely. Administration has implemented stringent policy with the goal of integrating mobile food vending as seamlessly as possible. Following the last year of observation, Administration is confident that the majority of vendors are willing to act responsibly without direct oversight and that the amended policy sufficiently enables

- Administration to enforce intended activity; and
- Address Administration's difficulty answering questions as to the timing, refunds and pro-rating of fees associated with mobile food vending operations. The proposed amendment clarifies the City's policy. Administration's recommendation, to grant partial refunds before June 1 or after August 1, balances the needs of vendors with the City's goal to encourage the activity.

RECOMMENDATION IMPLICATIONS

Financial Implications

Loss of permit revenue for changes to Schedule "I" is less than \$60.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The proposed amendments are aligned with general corporate strategies to increase efficient, effective and repeatable processes by reducing the Neighbourhood Planning Branch's role in the scheduling and permitting of Mobile Food Vendors. This is not expected to limit desired activities, as there is a healthy understanding among existing vendors of the expectations and processes. These amendments will help us increase vendor satisfaction without negating the City's authority to intervene when necessary. Amendments to Schedule "I" will result in less regulation and administration while continuing to allow business owners access to an effective pedestrian oriented advertising tool.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Mobile Food Vendors who had permits in 2015 were sent copies of the proposed amendment, including a summary, by email a total of four times. Administration received three responses.

One response was from a vendor that is no longer working. She recommended that trucks be permitted to stay onsite along with food vending from trailers (as opposed to single unit operations). The City has reviewed this before and as decided against it as no other business owners are granted free parking downtown.

The second response was for minor clarifications of the amendment and general support.

The final response was from the vendor who desires to sell fresh flowers. She supported the amendment.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

A handwritten signature in cursive script that reads "Linda Leeks".

Linda Leeks, Secretary

SCHEDULE "I"

Sandwich Board Sign Regulations

1.0 PURPOSE

To allow businesses located in Regina, and particularly within Regina Downtown, to utilize a portion of the City sidewalk adjacent to their place of business for the purpose of advertising:

- Products and services available for sale at that location.
- Events at that location. Or,
- The business itself.

2.0 DISCUSSION

Businesses would like to place portable signs on City sidewalks to advertise business operations. The signs, commonly known as sandwich board signs, are portable and not secured to the walk in any manner.

3.0 DEFINITIONS

3.1 **Business** - shall have the meaning given to it in the *Cities Act*.

3.2 **Public Sidewalk** - means any sidewalks included on public property.

3.3 **Public Property** - means any real property under the control and management of the City of Regina, including a public highway.

3.5 **Sandwich Board Sign** - means a portable A-frame type sign hinged at the apex to be folded into a sandwich position when transported or stored.

3.6 **Vendor** – The owner of the business which owns the sign.

4.0 REGULATIONS

The following regulations shall apply to all sandwich board signs placed on public property:

4.1 On walkways and public sidewalks, a minimum of 2 metres between the edge of the business face and either the curb face or any obstructions along the sidewalk – such as trees, tree pits (where a metal tree grate is not present), meters, light poles or other furnishings – must be clear for pedestrians at all times.

4.2 Signs shall be placed in line with other street infrastructure or obstructions to provide the most consistent 2 meter walkway.

4.3 A sign may not be placed within 2 meters of a pedestrian ramp, an intersection, a driveway, or an alley crossing.

4.4 A sign may not impede access to any entrance or emergency exit.

4.5 All signs and advertisements shall comply with the *Advertising Standards of Canada Act*.

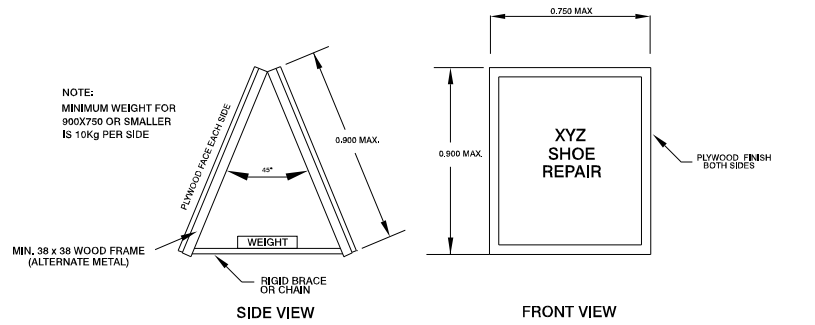
4.6 Vendors shall monitor and inspect the sandwich board on a regular basis to ensure it is clean, free of graffiti and defects, and remains stable.

- 4.7 The business must remove the sign during inclement weather or periods of high winds.
- 4.8 Where there is private property between the face of the business and the public sidewalk, the sign should be placed, where possible, on the private property.
- 4.9 A sign may only be placed directly in front of a business, and may only advertise:
 - a) Products and services available for sale at that location.
 - b) Events at that location. Or,
 - c) The business itself.
- 4.10 A sign may only be placed on public property while the business is open to the public.
- 4.11 Sandwich board signs may not require electrical energy in any form and shall not display lights, be backlit, or contain moving parts.
- 4.12 All sandwich board signs shall adhere to the specifications shown on Figure I-1.
- 4.13 Only one sandwich board sign is allowed per business.
- 4.14 The Vendor shall be responsible for determining and obtaining any necessary general liability insurance.
- 4.15 The City reserves the right to remove any sign:
 - a) That interferes with vehicular traffic or pedestrian movement.
 - b) In an emergency situation.
 - c) During periods of inclement weather or periods of high winds.
 - d) That interferes with work that is to be performed upon the public sidewalk by or on behalf of the City. Or,
 - e) That fails to meet these or other relevant regulations.

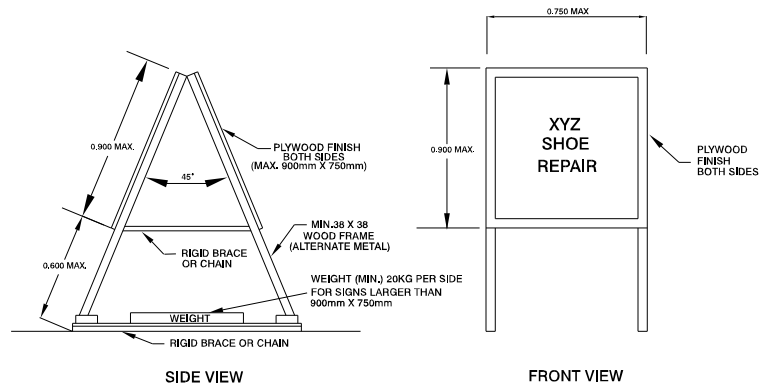
5.0 REMOVAL AND RELOCATION

The City reserves the right to order temporary or permanent relocation or removal of sandwich board signs at any location and at any time, notwithstanding adherence to this Schedule. The City reserves the right to confiscate any sign not removed upon a temporary or permanent order for removal or relocation.

SCHEDULE "I" Sandwich Board Sign Regulations



TYPE I SIGN



TYPE II SIGN

Figure I-1

APPENDIX 'B'

SCHEDULE "K"

Mobile Food Vending Regulations

1.0 Purpose

To provide a set of regulations allowing Vendors operating Mobile Food Vending Units to do business from road rights-of-way and the City Square Plaza in the City of Regina.

2.0 Discussion

These Regulations will provide assistance to businesses wishing to apply for a permit to operate a Mobile Food Vending Unit in Regina. The Regulations also detail conditions that must be met during the operations of Mobile Food Vending Units on City of Regina road rights-of-way and the City Square Plaza. The Regulations are not meant to govern vending on private property, or lands managed by The Wascana Centre Authority, The University of Regina, EVRAZ Place, or in any park area, with the exception of the City Square Plaza.

3.0 Definitions:

- 3.1 **Downtown** – means the area of the City bounded by 13th Avenue to the south, Albert Street to the west, Saskatchewan Drive to the north and Broad Street to the east, including the sidewalks and boulevards on both sides of those streets shown within the area outlined in purple on Map A.
- 3.2 **Regulations** – mean these Mobile Food Vending Regulations.
- 3.3 **Loading Zone** - means the zone used for loading and unloading of people or goods, which is the parking stall located nearest to the Loading Zone Parking Meter, or which zone is defined by appropriate signs.
- 3.4 **Loading Zone Parking Meter** - means the parking meter located closest to a Loading Zone.
- 3.5 **Mobile Food Vending Unit** – means a self-contained, self-propelled (motorized or muscle powered) vehicle (truck or trailer) containing appropriate equipment for the type and method of Prepared Food served, that operates from the Parking Lane, vending onto a Public Sidewalk.
- 3.6 **Parking** – means the standing of a vehicle, whether occupied or not, on a public highway, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading or in obedience to traffic regulations, signs or signals.
- 3.7 **Parking Lane** - means that portion of longitudinal division of a highway of sufficient width to accommodate the storage of a single line of vehicles adjacent to the curb and where parking is permitted.
- 3.8 **Prepared Food** – means food or drink sold by Vendors intended for immediate consumption without further preparation / cooking.
- 3.9 **Public Sidewalk** - means any sidewalks included on public property.
- 3.10 **Stop** - means:
 - (a) when required, a complete cessation from movement. And,
 - (b) when prohibited, any stopping, even momentarily, of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic.

APPENDIX 'B'

SCHEDULE "K"

Mobile Food Vending Regulations

- 3.11 **Temporary Street Use Permit** - means a permit issued by the City of Regina allowing the permit holder the right to occupy public property for the purpose prescribed in these Regulations.
- 3.12 **Vendor** – means any person who offers food for sale from an approved Mobile Food Vending Unit while conducting business from the public right-of-way or on the City Square Plaza.
- 3.13 **City Square:** Means the area of the City of Regina which includes the City Square Plaza, Victoria Park, the F.W. Hill Mall, and the 1900 blocks of Scarth and Lorne Streets. (See Map B)
- 3.14 **City Square Plaza:** Means the hard-surface portion of the City Square on the north side of Victoria Park between Lorne Street and the lane between Scarth and Hamilton Streets.
- 3.15 **City Square Special Event Permit:** Means a permit issued by the City of Regina for the temporary use of some portion of the City Square to host a festival or event in accordance with the City Square Special Events Policy.

4.0 **Application:**

Permits expire December 31st, and must be renewed annually.

Applications for Temporary Street Use Permits for Mobile Food Vending Units shall contain the following information:

- 4.1 Written confirmation from The Regina Qu'Appelle Health Region (RQHR) that the Mobile Food Vending Unit complies with Province of Saskatchewan Food Safety Regulations and the RQHR's Mobile Food Guidelines;
- 4.2 A copy of the Vendor's City of Regina Business License, if the Vendor is required by *The Licensing Bylaw, 2007* to have such a license;
- 4.3 Photographs or detailed drawings and dimensions of the exterior of the Mobile Food Vending Unit.
- 4.4 A copy of the Vendor's Fire Safety Compliance Certificate, from the City of Regina's Office of the Fire Marshall
- 4.5 Proof of \$2,000,000 general liability insurance and \$1,000,000 automobile liability insurance.
- 4.6 Proof that the vehicle and/or trailer is properly licensed and registered with SGI
- 4.7 Certification from SaskPower Gas Inspections indicating that the installation of any gas equipment and appliances meets minimum code requirements.

5.0 **Application Review:**

APPENDIX 'B'

SCHEDULE "K"

Mobile Food Vending Regulations

- 5.1 After receipt of all necessary information, City staff will review the application and either approve or deny the request. Applicants should submit their request well in advance of their desired date for commencement of operation.
- 5.2 Temporary Street Use Permits for Mobile Food Vending are issued under the authority of *The Traffic Bylaw* and are subject to the conditions outlined in this document.

6.0 Permit Conditions:

Vendors may operate Mobile Food Vending Units at locations that meet the following requirements:

6.1 General

- No minimum distance is required between two or more Mobile Food Vending Units.
- Vendors are free to relocate their Mobile Food Vending Unit at any time in accordance with these regulations.

6.2 Acceptable Locations

- Parking Lanes on streets classified as local streets throughout the City, including the downtown
- 11th Avenue from Lorne Street to McIntyre Street
- 11th Avenue from Broad Street to Winnipeg Street
- 12th Avenue from Scarth Street to Broad Street
- Victoria Avenue from Rose Street to Smith Street on the north side and Rose Street to Lorne Street on the south side
- 13th Avenue from Albert Street to Elphinstone Street.
- Other locations as determined acceptable by the Planning Department.

6.3 Prohibited Locations

- A Mobile Food Vending Unit may not be located or operated in areas designated as "No Parking" or "No Stopping".
- A Mobile Food Vending Unit may not be located or operated in such a way as would restrict or interfere with the ingress or egress of adjacent property owners;
- A Mobile Food Vending Unit may not be operated within 20 metres of a permanent business selling prepared food while that permanent business is open to customers unless the business owner / manager agrees.
- A Mobile Food Vending Unit may not be operated within 20 metres of a licensed sidewalk vendor while the sidewalk vendor is open to customers unless the sidewalk vendor's owner / manager agrees.
- A Mobile Food Vending Unit shall not be operated within 10 metres of an intersection or crosswalk.
- A Mobile Food Vending Unit shall not be operated on any street abutting school property on a school day between 08:00 and 18:00 hours.

APPENDIX 'B'

SCHEDULE "K"

Mobile Food Vending Regulations

- Vending on any portion of a block that is primarily residential for more than 20 minutes per day.

7.0 Required Signage for Mobile Food Vending Units

- 7.1 A message indicating, "This unit makes frequent stops" shall be prominently displayed at the rear of the Mobile Food Vending Unit. The lettering of the message shall be at least five (5) centimeters high and the entire message located fifteen (15) to sixty (60) centimeters above the rear bumper of the vehicle.
- 7.2 A slow moving vehicle warning device in accordance with *The Vehicle Equipment Regulations, 1987* shall be affixed to the rear of the vehicle.

8.0 Hours of Operation

- 8.1 Hours of operation in the Downtown, Warehouse District Industrial Zones are limited to 7:00am – 2:00am daily.
- 8.2 Hours of operation in all other areas are limited to dawn – dusk daily.
- 8.3 These Regulations apply to a mobile operation and therefore require all stops for the purpose of operating the Mobile Food Vending Unit outside of the Downtown to be limited by adjacent parking signage restrictions. In the Downtown (Map A), Vendors may choose to remain at a single location from 7:00am to 2:00am daily.

9.0 Mobile Vending Unit Requirements

- 9.1 Mobile Food Vending Units may not exceed 7.6 metres (25') in length and 2.4 metres (8') in width.
- 9.2 Music or any device used to attract business to the Mobile Food Vending Unit shall not exceed sixty-five (65) decibels measured at any property line.
- 9.3 Electrical generators may not exceed sixty-five (65) decibels measured at any property line.
- 9.4 The Mobile Food Vending Unit must be configured to allow customers to safely access the service window from a sidewalk.
- 9.5 All Mobile Food Vending Units must be equipped with a garbage receptacle and business practices must adhere to *The Clean Property Bylaw No. 9881*.
- 9.6 Food vending units should be of good quality and aesthetically pleasing in appearance. Vendors shall maintain their units in a professional manner. Vehicles / vending units deemed by City staff to be in a poor state of maintenance or repair will result in immediate suspension of the vending permit.
- 9.7 Vendors are encouraged to make professional use of colour and graphic design when designing the exteriors of their units, canopies, and umbrellas are encouraged.
- 9.8 When not in use Mobile Vending Units must be stored in accordance with *The Traffic Bylaw No. 9900*.

10.0 Parking Meter Bags

APPENDIX ‘B’

SCHEDULE “K”

Mobile Food Vending Regulations

- 10.1 An approved vendor will be issued a parking meter bag which will allow the vendor to bag any available meter that meets the criteria set out in these Regulations and operate a Mobile Food Vending Unit from that location.
- 10.2 Meter bags must be affixed to the meter once the Vendor is in place with a zip-tie and must remain in place at all times while the Vendor is in attendance.
- 10.3 Bags must be removed at the end of each business day.
- 10.4 The City or its agents may remove bags found left in place while the Mobile Food Vending Unit is not in attendance.
- 10.5 The applicable vendor will be charged a replacement fee if the meter bag is lost. The City accepts no responsibility for any loss of the meter bag.
- 10.6 Mobile Food Vending Units may not be left unattended at a bagged parking meter for more than 15 minutes.

11.0 City Square Plaza Food Vending:

11.1 Food Trucks / Trailers

Seven (7) food vending sites intended for use by food trucks / trailers on the City Square Plaza are identified on Map B. Access to these spots will be determined as follows:

- Daily access to individual spots will be on a first-come-first-served basis. Mobile Food Vending Units must be removed by 23:00 hours daily.
- Vendors are encouraged to cooperate to organize schedules and locations to share the available vending sites.
- The City will not manage scheduling, designate particular vending sites on an individual, or endorse any specific organization aiming to do so.
- Hours of operation on the City Square Plaza are 7:00am – 11:00pm daily
- Vendors operating on the City Square Plaza must ensure that fluids from their vehicles are not discharged onto the Plaza surface. Evidence of fluid leaks, or the improper disposal of cooking liquids will result in immediate suspension of the vending permit. Costs related to the clean-up of fluid leaks will be charged to the vendor.
- Additional spots on the plaza for vendors not requiring electrical access will be determined at the discretion of the Planning Department.

11.2 Vending During Special Events:

- 11.2.1 Vendors must seek permission to vend on the Plaza from holders of City Square Special Event Permits, whose permits include use of the City Square Plaza.
- 11.2.2 Event participation fees are set by the permit holder and may vary between events. It is the vendor’s responsibility to contact event organizers to participate.
- 11.2.3 City Square Special Event Permit holders are under no obligation to provide space for Vendors during their events.

APPENDIX 'B'

SCHEDULE "K"

Mobile Food Vending Regulations

11.2.4 City Square Special Event Permit holders may, at their sole discretion, relocate / redistribute Vendors throughout their entire permit area for the duration of their event.

11.3 Furnishings

- Vendors operating on the City Square Plaza may provide commercial quality bistro-type chairs, tables and umbrellas adjacent to their vending unit for the use of their clientele.
- Furnishings must be removed along with the vending unit at the end of each day.

11.4 Support Vehicles:

- Support vehicles, including trucks required to transport Mobile Food Vending Units, are not allowed on the City Square Plaza except for the purposes of dropping off or picking up food carts / trailers. Support vehicles are not permitted on the Plaza between 10:00am and 2:00pm.

11.5 Electrical Access:

- Vendors are not permitted to operate generators on the City Square Plaza except in the case of a power outage. Access to electrical services for food trucks / trailers will be provided by the City. Electrical service is provided on a first-come-first-served basis.

12.0 Vending Other Goods:

12.1 Alongside or in lieu of prepared food, at the discretion of the Planning Department, vendors may sell:

- 12.1.1 Fresh Produce. Or,
- 12.1.2 Live or fresh cut flowers.

12.2 At the discretion of the Planning Department, vendors may sell promotional items related to their Mobile Food Vending Operation alongside prepared food, produce, or flowers.

13.0 Maintenance of Vending Sites

The area in the immediate vicinity of the vending unit shall be kept clear of all garbage and litter in accordance with *The Clean Property Bylaw No. 9881*. The vendor shall be responsible for the removal and proper disposal of all garbage collected at the site over the course of time that the vendor is in that location.

14.0 Compliance

The City reserves the right to revoke the Vendor's permit for failure to meet one or more of the regulations outlined in *The Clean Property Bylaw No. 9881*, *The Traffic Bylaw No. 9900* or these Regulations. Vendors found to be in contravention of these Regulations will be subject to enforcement procedures as detailed in *The Traffic Bylaw No. 9900*.

APPENDIX 'B'

SCHEDULE "K"

Mobile Food Vending Regulations

15.0 Indemnification

The Vendor shall indemnify and save the City, its employees and agents from and against any and all claims, demands, actions and costs arising from the Vendor's activities under the Temporary Street Use Permit.

16.0 Insurance

The Vendor shall at all times carry and maintain comprehensive general liability insurance in the amount of \$2,000,000 and automobile liability insurance in the amount of \$1,000,000 for each approved permit. The Vendor shall provide the City with proof of the insurance in a form satisfactory to the City's Risk Manager.

17.0 Legislation

The Vendor will comply with all applicable legislation and Bylaws and shall keep a copy of these Regulations with their Mobile Food Vending Unit, along with a City map at all times.

18.0 Fees, Payments and Permit Cancellations

18.1 All permit fees and parking fees are established by *The Traffic Bylaw No. 9900, Schedule J*.

18.2 Mobile Food Vending Permits are in effect from the date of issue until December 31st annually.

18.3 Payment of permits fees can be made in a lump sum or in two equal installments the first of which is due upon issuance of the permit and the second due June 1st.

18.4 Permits issued after June 1st must be paid in full upon issuance of the permit

18.5 Vendors wishing to cancel their permits before June 1st will be refunded 50% the total value of their permit. No refunds will be issued for cancelled permits on or after June 1st.

18.6 The cost of a permit issued on or after August 1st shall be reduced by 50%

APPENDIX 'B'

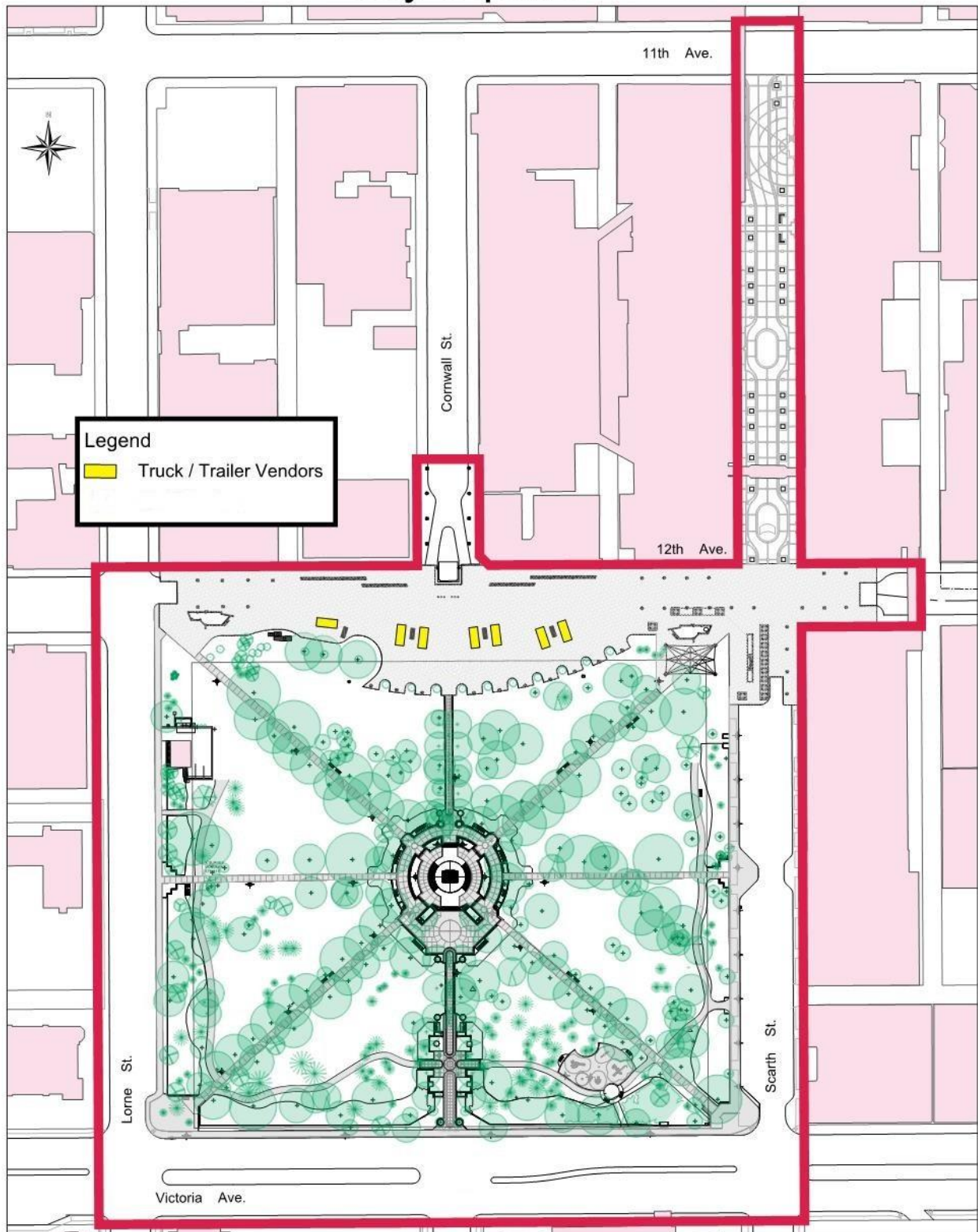
SCHEDULE "K" Mobile Food Vending Regulations



APPENDIX 'B'

SCHEDULE "K" Mobile Food Vending Regulations

City Square



BYLAW NO. 2016-2

THE REGINA COMMUNITY STANDARDS BYLAW

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

PART I: GENERAL

Purpose

- 1 The purpose of this Bylaw is to establish standards to regulate the maintenance of properties and structures within Regina in an attractive, tidy and safe condition and provide for enforcement of those standards.

Authority

- 2 The statutory authority for this Bylaw is s. 8, 100, 324, 325, 328, 329, 330, 331, 333, 338 and 347 of *The Cities Act*.

Definitions

- 3 In this Bylaw:

- (a) “**building**” means a “building” as defined in *The Cities Act*.
- (b) “**designated officer**” for the purposes of the administration of this Bylaw and *The Cities Act* means any person employed by the City of Regina in one of the following positions:
 - (i) Manager of Bylaw Enforcement;
 - (ii) Senior Bylaw Standards Officer;
 - (iii) Bylaw Standards Officer;
 - (iv) Bylaw Enforcement Officer; and
 - (v) Housing Standards Officer.
- (c) “**graffiti**” includes drawings, inscriptions, or writings, however made, on buildings, accessory buildings, dwelling units, or structures without the prior written authorization of the owner.
- (d) “**incomplete structure**” means any construction project not completed within six months of the expiry date or cancellation of the building permit issued by the City for the project or activity.

Approved as to form this _____ day of _____, 20____.

City Solicitor

- (e) **“junked vehicle”** means any vehicle that:
- (i) has no valid licence plates attached to it or is in a rusted, wrecked, partly wrecked, dismantled, partly dismantled, inoperative, or abandoned condition; and
 - (ii) is located on private land, but that:
 - (A) is not stored wholly within:
 - I. a garage; or
 - II. a carport with a vehicle cover that fully covers the vehicle;
 - (B) does not form a part of a business lawfully operated on that land.
- (f) **“Minimum Standards”** means the standards of maintenance and repair of buildings and structures in the City of Regina, which are prescribed in Schedule “A” to this Bylaw.
- (g) **“nuisance”** means a condition of property, structure, thing, or activity that adversely affects or may adversely affect:
- (i) the safety, health, or welfare of people in the neighbourhood;
 - (ii) people’s use and enjoyment of their property; or
 - (iii) the amenity of the neighbourhood
- and includes but is not limited to:
- (i) a building or structure in an incomplete state;
 - (ii) a building or structure in an abandoned state;
 - (iii) a building or structure in a ruinous or dilapidated state of repair;
 - (iv) land that is overgrown with grass;
 - (v) a building that is boarded or placarded for a period exceeding 90 calendar days;
 - (vi) untidy and unsightly property;
 - (vii) junked vehicles;
 - (viii) unsecured open excavations or holes; and/or
 - (ix) high intensity, flashing or flickering exterior lighting, other than from a sign approved pursuant to a City zoning bylaw.
- (h) **“order”** means an order of a designated officer made pursuant to section 328 of *The Cities Act* and this Bylaw.

- (i) “**owner**” means “owner” as defined in *The Cities Act*.
- (j) “**placarded**” means an order prohibiting occupancy issued by an authority having jurisdiction.
- (k) “**structure**” includes anything constructed or erected, the use of which requires location on the ground or attachment to something located on the ground, but not including curbs, pavements, walks or open air surfaced areas or moving vehicles.
- (l) “**vehicle**” means a device in, on or by which a person or thing is or may be transported or drawn on a highway and includes special mobile machines and agricultural implements, and includes any portion thereof.
- (m) “**yard**” includes the open space located on a lot and unoccupied by buildings or structures.

Owner Responsibility

- 4 The owner of each property in Regina shall ensure that the property complies with this Bylaw.

PART II – NUISANCES

Nuisances Generally Prohibited

- 5 No person shall cause, permit or suffer a nuisance to exist on any property.

Placarded Building

- 6 Any building or structure that has been placarded for a period exceeding 90 calendar days is deemed to be a nuisance.

Unsecured Buildings

- 7(1) Where the exterior doors, windows, or other exterior openings of an unoccupied building are damaged, broken, or otherwise in disrepair, a designated officer may order the property owner to board up all exterior openings to the building as an interim measure to prevent unauthorized entry to the building.
- (2) Boarding as ordered under subsection 7(1) shall comply with the following requirements:
- (a) All boards used shall be properly fitted to the size of the exterior opening and securely fastened to the building; and

- (b) All boards shall be painted or otherwise treated so that the colour is compatible with the surrounding building exterior.
- (3) No unoccupied building shall remain boarded up for a period longer than 90 calendar days. After 90 calendar days, the owner shall ensure that all boards are removed and that all windows and doors are replaced or repaired to the Minimum Standards prescribed in Schedule “A” of this Bylaw.

Overgrown Grass

- 8(1) Notwithstanding the generality of section 5, no owner shall cause, permit or suffer their property to be overgrown with grass.
- (2) For the purposes of this section, “overgrown” means a length of grass blade in excess of 15 centimetres.
- (3) This section shall not apply to any growth which forms part of natural garden that has been deliberately planted to produce ground cover, including one or more species of wildflowers, shrubs, perennials, and ornamental grasses or combination of them, whether native or non-native, consistent with a managed and natural landscape other than regularly mown grass.

Untidy and Unsightly Property

- 9(1) Notwithstanding the generality of section 5, no person shall suffer, cause or permit any land, building, structure or yard to become untidy or unsightly due to serious disregard for general maintenance or upkeep.
- (2) Notwithstanding the generality of section 5, no person shall allow conditions which provide food or harbourage for vermin, or the excessive accumulation of new or used furniture, lumber, cardboard, paper, newspapers, appliances, vehicle parts, tires, cans, bottles, barrels, scrap metal, scrap plastic, needles, syringes, carrion, building materials, rags, rubbish, litter, debris, other waste material or other junk whether of any apparent value or not.

Graffiti

- 10 Notwithstanding the generality of section 5, no person shall suffer, cause or permit graffiti to remain on any building or other structure on property.

Junked Vehicle

- 11 Notwithstanding the generality of section 5, no person shall suffer, cause or permit any junked vehicle to be kept on any land.

Open Excavations

- 12(1) Notwithstanding the generality of section 5, no person shall suffer, cause or permit any unsecured open excavation on any land.

- (2) Notwithstanding the generality of section 5, no person shall suffer, cause or permit any open excavation for longer than 15 calendar days.

Outdoor Lighting

- 13(1) Notwithstanding the generality of section 5, no person shall suffer, cause or permit an outdoor light, excluding lighting within public rights-of-way and public properties, to shine directly into the living room or sleeping areas of an adjacent dwelling.
- (2) Notwithstanding the generality of section 5, no person shall suffer, cause or permit flashing, flickering or other similar lighting fixtures on the exterior of a property or in a yard.
- (3) Subsections (1) and (2) do not apply to signs for which a permit has been issued pursuant to a City of Regina zoning bylaw.
- (4) Where specific lighting requirements are prescribed by another municipal bylaw or other code requirement, these shall take precedence over this Bylaw, and the light shall not constitute a violation of this section.

PART III – PROPERTY MAINTENANCE

Duty to Maintain

- 14(1) All property, including land, buildings, structures and yards, shall be maintained in accordance with the Minimum Standards prescribed in Schedule “A” to this Bylaw.
- (2) No person shall cause, permit or suffer their property, including land, buildings, structures, or yards, to contravene the Minimum Standards prescribed in Schedule “A” to this Bylaw.

PART IV – ENFORCEMENT, OFFENCES, AND PENALTIES

Order to Remedy Contravention

- 15(1) If a designated officer finds that a property, or any part thereof, is in contravention of this Bylaw, the designated officer may, by written order, require the owner of the property to remedy the contravention.
- (2) Prior to performing any work to comply with an order, the owner must apply for, and obtain, all permits and approvals required by law for the work.

- (3) All work necessary to comply with an order shall be carried out in good and workmanlike manner in accordance with industry standards and good construction practices.
- (4) An order shall be served on the owner of the land in accordance with the requirements of *The Cities Act*.

Offences

16(1) No person shall:

- (a) fail to comply with an order made pursuant to *The Cities Act* and this Bylaw;
- (b) obstruct or hinder any person acting under the authority of this Bylaw;
- (c) fail to comply with any provision of this Bylaw;
- (d) remove, deface or destroy an order issued pursuant to *The Cities Act* and this Bylaw.

Notices of Violation

- 17(1) When a designated officer has reason to believe that a person has contravened any provision of this Bylaw specified in Schedule "B", the designated officer may issue a Notice of Violation to the person in contravention.
- (2) A Notice of Violation issued pursuant to subsection (1) shall contain a voluntary payment amount, determined by the nature of the contravention and the number of times a notice of violation has been issued for a contravention of the same nature, at the same property, to the same owner, as prescribed in Schedule "B".
- (3) Where a Notice of Violation is issued, a person may make voluntary payment of the amount shown on the Notice of Violation, if the person does so before the date specified as the payment date set out in the Notice of Violation.
- (4) A Notice of Violation shall be served by any method available to the City pursuant to section 347 of *The Cities Act*.
- (5) Where the City receives a voluntary payment of the prescribed amount in Schedule "B" before a court summons is issued, the person receiving the Notice of Violation shall not be liable to prosecution for the contravention.
- (6) Payment of a voluntary payment amount specified in a Notice of Violation does not relieve the owner of the property from compliance with an order issued pursuant to *The Cities Act* and this Bylaw.

General Penalty Provision

18 Notwithstanding section 17, every person who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction to:

- (a) a fine in the amount set out in Schedule “C”; or
- (b) where a fine is not specified in Schedule “C”, to a fine in an amount provided for in *The Cities Act*.

Bylaw 2005-4 amended

19 The definition of “**Regina Property Maintenance Bylaw**” in clause 3 of Bylaw 2005-4, being *The Regina Appeal Board Bylaw*, is repealed and the following substituted:

““**Regina Community Standards Bylaw**” means Bylaw No. 2016-2, titled “*The Regina Community Standards Bylaw*”, or any successor to that bylaw;”.

20 Subsection 4(2)(b) of Bylaw 2005-4, being *The Regina Appeal Board Bylaw*, is repealed and the following substituted:

“(b) hear appeals of orders made pursuant to *The Regina Community Standards Bylaw* in accordance with that bylaw and section 329 of the Act; and”.

Coming Into Force

21 This Bylaw comes into force on May 1, 2016.

Repeal of Bylaw

22 Bylaw 2008-48 is repealed on the same day as this Bylaw comes into force.

READ A FIRST TIME THIS 29th DAY OF March 2016.

READ A SECOND TIME THIS 29th DAY OF March 2016.

READ A THIRD TIME AND PASSED THIS 29th DAY OF March 2016.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

SCHEDULE “A”

PART I – GENERAL

A. VERMIN, RODENTS, PIGEONS, AND INSECTS

1. All buildings and structures shall be maintained to prevent the entry of vermin, rodents, pigeons, and insects.
2. All yards, buildings, and structures shall be kept free of infestations of vermin, rodents, pigeons, and insects.
3. Any condition liable to cause the presence of vermin, rodents or insects shall be removed from yards, buildings or structures and when yards, buildings or structures are infested, all measures shall be taken to destroy the vermin, rodents, pigeons, or insects immediately, and preventative measures undertaken to prevent the reappearance of such vermin, rodents and insects.

PART II – BUILDING EXTERIORS

A. EXTERIOR DOORS, STORM DOORS, WINDOWS AND SCREENS

1. All exterior doors, windows and storm or screen windows in or on a building shall meet the following Minimum Standards:
 - (a) shall not be broken, cracked or missing and shall completely fill the opening in which they are installed;
 - (b) doors, storm doors, windows, and storm windows, frames, sashes, casings and screens must be maintained free from damage, decay or deterioration;
 - (c) have storm sash or double-glazed windows;
 - (d) for windows that are designed to be opened, have a screen;
 - (e) be capable of being locked;
 - (f) have weather-stripping; and
 - (g) be painted or be treated with a similarly effective preservative
2. When an opening is used or required for ventilation or illumination and is not required to be protected by a door, window or similar closure, it shall contain a wire mesh screen, metal grill or other equivalent durable material.

B. EXTERIOR WALLS

1. All exterior building walls shall be completely covered with paint, stain, siding, brick, stucco or other weatherproof cladding material.
2. Exterior walls shall be free of holes, breaks, loose or rotting boards or timbers or any other conditions which might admit moisture to the interior walls or the interior spaces of the building.
3. All shutters, entablatures, belt courses, corbels, terracotta trim, wall facings and similar architectural features shall be maintained in good repair with proper anchorage and in a safe condition.
4. All exterior surfaces on buildings or structures shall be free of graffiti.

C. ROOFS, ROOF-MOUNTED STRUCTURES AND EAVESTROUGHS

1. Every roof shall be covered with shingles or other water repellent roofing material.
2. Fascia boards, soffits, cornices and flashings, shall be maintained in a watertight condition and shall be neatly finished.
3. Every eaves trough, roof gutter and downpipe shall be kept in good repair in good working order and positioned so as:
 - (a) to be watertight and free from leaks; and
 - (b) to avoid accident hazards.
4. All downspouts shall direct drainage a minimum of 1.0 metre away from the foundation and to the front or rear of the lot.
5. Loose materials, including accumulations of snow and ice, shall be removed from the roof of a building or structure as soon as reasonably possible.

D. PROJECTIONS AND ATTACHMENTS

1. Every floor, stairway, veranda, porch, deck, loading dock, residential exhaust duct, marquee sign, awning, and every appurtenance attached thereto shall be maintained to the following Minimum Standards:
 - (a) floors, treads or risers shall not be excessively worn, broken, warped, loose or otherwise defective;

- (b) structural members shall not be rotted, deteriorated or loose;
 - (c) balustrades, guardrails and railings shall be present and in good repair;
 - (d) in the case of wood constructions, will be coated with paint or other equivalent preservative;
 - (e) will be plumb, level and in alignment;
 - (f) in the case of metal constructions, will be coated with a rust-proofing and weather-proofing coating material;
 - (g) treads and risers will have equal rise and run.
2. Every open side of a stairway or flat roof to which access may be gained through a doorway and every terrace, balcony, porch, landing or stairwell shall be maintained in good repair and firmly attached.

PART III - BUILDING INTERIORS

A. CLEANLINESS

1. Buildings and structures shall be maintained in a clean and sanitary condition and buildings and structures shall be kept free from rubbish or other debris or conditions which constitute a fire, accident or health hazard.

B. FLOORS, STAIRWAYS, AND HANDRAILS

1. Every floor shall:
- (a) be free of all loose, warped, protruding, broken or rotted materials;
 - (b) be free of defective floor boards; and
 - (c) be reasonably level and smooth and maintained in good condition.
2. All floor coverings shall be maintained in good condition and where installed in bathrooms, kitchens, toilet rooms or shower rooms, shall be so maintained as to be water resistant and readily cleaned.
3. All interior handrails shall be maintained in good repair and firmly attached so as to provide reasonable protection against accident and injury.

C. WALLS AND CEILINGS

1. Every wall and ceiling shall be maintained in good condition and free from holes, large cracks, loose plaster and other hazards.
2. The surface of every wall and ceiling shall be maintained in a reasonably clean and sanitary condition. Surfaces shall be cleaned so as to avoid buildup of grease or other flammable material.

D. HEATING AND MECHANICAL STANDARDS

Moisture Control and Ventilation

1. Every floor, every ceiling, both sides of every interior wall and the interior side of every exterior wall in a building shall be maintained free from dampness.
2. Subsection 1 does not apply to:
 - (a) any non-habitable room in a cellar; or
 - (b) a garage.

Structural Standards

1. Materials which have been damaged or show evidence of rot or other deterioration shall be repaired or replaced.

PART IV – MAINTENANCE OF YARDS AND ACCESSORY BUILDINGS

A. OUTDOOR STORAGE OF MATERIALS

1. Any building materials, lumber, metal boxes or similar items stored in a yard shall be neatly stacked in piles and elevated off the ground.
2. Materials referred to in section 1 shall be elevated at least 0.15 metres off the ground and shall be stacked at least 3.0 metres from the exterior walls of any building and at least 1.0 metre from the property line.

B. WALKWAYS, DRIVEWAYS, AND PARKING SPACES

1. If a walkway, driveway or parking space is provided, it shall be maintained so as to allow safe passage thereon under normal use and weather conditions.

C. FENCES

1. Fences shall be maintained in a safe and reasonable state of repair and free of graffiti.

**SCHEDULE “B”
VOLUNTARY PAYMENT AMOUNTS
NOTICE OF VIOLATION**

Bylaw section	Contravention	1 st Notice of Violation	2 nd Notice of Violation	3 rd Notice of Violation
8(1)	Overgrown grass	\$100	\$150	\$200
9	Untidy and unsightly	\$500	\$1,000	\$1,500
11	Junked vehicle	\$200	\$300	\$600
12	Open excavation	\$200	\$500	\$750
13	Outdoor lighting	\$100	\$150	\$200
16 (1)(a)	Failure to comply with an order	\$500	\$1,000	\$1,500
16(1)(d)	Deface, destroy or remove a posted order	\$100	\$150	\$200

**SCHEDULE “C”
FINES ON CONVICTION**

Bylaw section	Offence	Fine on 1 st Conviction	Fine on 2 nd Conviction	Fine on 3 rd Conviction	Fine on 4 th and Subsequent Convictions
8(1)	Overgrown grass	\$150	\$200	\$250	Established by the Court
9	Untidy and unsightly	\$500	\$1,000	\$1,500	Established by the Court
11	Junked vehicle	\$250	\$500	\$750	Established by the Court
12	Open excavation	\$300	\$600	\$1,000	Established by the Court
13	Outdoor lighting	\$150	\$200	\$250	Established by the Court
16(1)(a)	Failure to comply with an order	\$1,000	\$1,500	\$2,000	Established by the Court
16(1)(d)	Deface, destroy or remove a posted order	\$150	\$200	\$250	Established by the Court

ABSTRACT

BYLAW NO. 2016-2

THE REGINA COMMUNITY STANDARDS BYLAW

PURPOSE:	The purpose of this Bylaw is to establish standards to regulate the maintenance of properties and structures within Regina in an attractive, tidy and safe condition and provide for enforcement of same.
ABSTRACT:	This Bylaw aligns minimum property maintenance standards with the City's Official Community Plan approved in December, 2013, and expands the methods by which the Bylaw may be enforced, including the adoption of a Notice of Violation with voluntary payment system and minimum fine amount to be imposed on conviction for certain contraventions.
STATUTORY AUTHORITY:	Sections 8, 100, 324, 325, 328, 329, 330, 331, 333, 338 and 347 of <i>The Cities Act</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE	N/A
REFERENCE:	Community and Protective Services Committee, March 14, 2016, CSP16-6.
AMENDS/REPEALS:	Repeals Bylaw 2008-48, <i>The Regina Property Maintenance Bylaw</i>
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	Community and Protective Services
INITIATING DEPARTMENT:	Bylaw Standards

BYLAW NO. 2016-20

THE ELECTION AMENDMENT BYLAW, 2016

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

Purpose

- 1 The purpose of this Bylaw is to amend the following bylaws to make housekeeping changes and to make changes to reflect the enactment of *The Local Government Election Act, 2015* and *The Local Government Election Regulations, 2015*:
 - (a) Bylaw 10197, being *The Automated Vote Counting Bylaw*;
 - (b) Bylaw 2007-34, being *The Regina Municipal Election Expenses Bylaw*; and
 - (c) Bylaw 2012-42, being *The Mail-in Ballot Bylaw, 2012*.

Authority

- 2 The authority for this Bylaw is clause 29(1)(b) and sections 34, 90, and 92 of *The Local Government Election Act, 2015*, Part III and section 18 of *The Local Government Election Regulations, 2015* and clause 8(1)(a) and sections 81 and 120 of *The Cities Act*.

Amendments to Bylaw 10197

- 3 Bylaw 10197 being *The Automated Vote Counting Bylaw*, is amended in the manner set forth in sections 3 to 41 of this Bylaw.
- 4 Bylaw 10197 is amended by striking out “an elector” wherever this phrase appears and in each case substituting “a voter”.
- 5 Bylaw 10197 is amended by striking out “each elector” wherever this phrase appears and in each case substituting “each voter”.
- 6 Bylaw 10197 is amended by striking out “the elector” wherever this phrase appears and in each case substituting “the voter”.
- 7 Bylaw 10197 is amended by striking out “vote tabulator unit” wherever this phrase appears and in each case substituting “voting machine”.
- 8 Bylaw 10197 is amended by striking out “vote tabulator units” wherever this phrase appears and in each case substituting “voting machines”.

Approved as to form this _____ day of _____, 20____.

City Solicitor

- 9 Bylaw 10197 is amended by striking out “memory card” and “memory cards” wherever these phrases appear and in each case substituting “USB media”.
- 10 Bylaw 10197 is amended by striking out “bylaws or questions” wherever this phrase appears and in each case substituting “bylaws, resolutions or questions”.
- 11 The definition of “**Act**” in section 1 of Bylaw 10197 is amended by striking out “*The Local Government Election Act*” and substituting “*The Local Government Election Act, 2015*”.
- 12 The definition of “**automated vote counting system**” in section 1 of Bylaw 10197 is amended by repealing subclause (b)(i) and substituting the following:

“(i) a main ballot box for voted ballots;”
- 13 The definition of “**ballot override procedure**” in section 1 of Bylaw 10197 is repealed.
- 14 The following definition is added after the definition of “clerk” in section 1 of Bylaw 10197:

“**deputy returning officer**’ means a deputy returning officer appointed pursuant to section 48 of the Act;”
- 15 The definition of “**election official**” in section 1 of Bylaw 10197 is amended by striking out “section 29 or 30” and substituting “section 47 or 48”.
- 16 The definition of “**emergency ballot box**” in section 1 of Bylaw 10197 is amended by adding “compartment on the” after “separate”.
- 17 The following definition is added after the definition of “**host computer**” in section 1 of Bylaw 10197:

“**mail-in ballot**’ means a mail-in ballot used pursuant to Bylaw 2012-42 being *The Mail-in Ballot Bylaw 2012*;”
- 18 The definition of “**memory card**” in section 1 of Bylaw 10197 is repealed.
- 19 The definition of “**mobile poll**” in section 1 of Bylaw 10197 is amended by striking out “section 22.1” and substituting “section 30”.
- 20 The definition of “**register tape**” in section 1 of Bylaw 10197 is repealed and the following substituted:

“**register tape**’ means the printed record generated from a voting machine that shows:

- (a) the total number of ballots received;
- (b) the number of blank ballots;
- (c) the number of over voted ballots;
- (d) the number of votes for each candidate; and
- (e) if there is a vote on a bylaw, resolution or question, the number of votes for and against each bylaw, resolution or question;”

- 21 The definition of “**returning officer**” in section 1 of Bylaw 10197 is amended by striking out “section 28” and substituting “section 47”.
- 22 The definition of “**special poll**” in section 1 of Bylaw 10197 is amended by striking out “section 22” and substituting “section 29”.
- 23 The following definition is added after the definition of “**special poll**” in section 1 of Bylaw 10197:

“**USB media**’ means a device used to store electronic information which plugs into the voting machine and into which is pre-programmed the information necessary to conduct the election and record the votes, and a mechanism to record and retain the information set out on the register tape;”

- 24 The definition of “**vote tabulator unit**” in section 1 of Bylaw 10197 is repealed and the following substituted:

“**voting machine**’ means any device that records how ballots are marked and produces election results by tabulating votes;

“**zero register**’ means a printed register tape of all totals on the voting machine’s programmed secured USB media that indicates zero for all candidates.”

- 25 Section 2 of Bylaw 10197 is amended by striking out “section 59.1” and substituting “section 90” of the Act.
- 26 Section 4 of Bylaw 10197 is repealed and the following substituted:
 - “4. The ballot shall be a paper ballot that is substantially the same as the sample ballot attached as Schedule “A” and forming part of this Bylaw.”

27 Section 5 of Bylaw 10197 is repealed and the following substituted:

“Programming USB media

- 5 (1) The USB media that is inserted into the voting machine shall be programmed so that a printed record of the following can be reproduced:
- (a) the number of blank ballots;
 - (b) the number of over voted ballots;
 - (c) the number of votes for each candidate; and
 - (d) if there is a vote on a bylaw, resolution or question, the number of votes for and against each bylaw, resolution or question;
- (2) The USB media shall not be programmed until 24 hours after the close of the nomination period.”

28 The following section is added after section 5 of Bylaw 10197:

“Security, Storage and Transport of Machines

- 5.1 (1) All voting machines shall be tracked by serial number and voting machines and USB media shall be locked in a secure location at all times when unattended by an appointed election official.
- (2) All voting machines and USB media shall be securely sealed once they have been programmed for an election and the pre-poll logistic and accuracy testing have been completed.
- (3) All voting machines and USB media shall be secured with unique passwords that can only be accessed by assigned election officials at each polling station.
- (4) When transporting voting machines and USB media, the machines shall be tracked with a delivery pick up and drop off signing document in which a signature shall be required by the individual receiving and the individual releasing the voting machines. ”

29 Section 6 of Bylaw 10197 is repealed and the following substituted:

“Pre-poll logic and accuracy testing

6. (1) Prior to the advance poll date but no earlier than 24 hours after the close of the nomination period, an election official shall conduct the pre-poll

logic and accuracy testing required by the Act and *The Local Government Election Regulations, 2015*.

- (2) The following sets out the general testing process and procedures:
- (a) A test deck of every ballot style is created and then is marked by the election official so that all combinations of votes for the different candidates or for a bylaw, resolution or question have been included and then each test deck is inserted through each voting machine.
 - (b) The test deck includes blank and over voted ballots which are also inserted into each voting machine.
 - (c) A register tape for each voting machine is printed that identifies the results from the testing.
 - (d) For each register tape, the election official conducting the testing writes the serial number of the voting machine, the date the testing was conducted and the official's initials.
 - (e) The election official conducting the testing compares the register tape for each machine to ensure that the USB media in each voting machine is accurately recording the blank ballots, over voted ballots and votes for candidates or for or against a bylaw, resolution or question as set out in the test deck of ballots.
 - (f) Where a voting machine and its USB media is not accurately recording the ballots, the machine is not used in the election.
 - (g) Where there is a programming issue with the USB media, the USB media is re-programmed and re-tested until it accurately records the test deck of ballots.
 - (h) The register tape from the testing for each voting machine and USB media and the document that sets out the test deck of ballots that were used is retained until the next general election and may be viewed by the candidates or their agents if requested.
 - (i) After the testing is completed and the voting machines and USB media accurately record the ballots, the voting machines and the USB media inserted into each machine are sealed.

Accommodating voters with disabilities

6.1 Voters with disabilities are accommodated through the use of special polls, mobile polls, the mail-in ballot system provided for in Bylaw 2012-42 being *The Mail-in Ballot Bylaw, 2012* and through the procedures set out in section 123 of the Act.”

30 Subsection 7(1) of Bylaw 10197 is repealed and the following substituted:

“Procedure at the Poll

7. (1) All polling places where a voting machine is being used shall be supplied with at least one ballot box that contains two separate secure compartments: one compartment to be used as the main ballot box and the other compartment to be used as an emergency ballot box.”

31 Subsection 7(10) of Bylaw 10197 is repealed.

32 The following subsections are added after subsection 7(12) of Bylaw 10197:

“(13) The supervisory officials at each poll shall perform a balancing check at the polling location throughout the day during the advance poll and election day to ensure that the unused ballots and ballots that have been inserted into the voting machines along with the declined and spoiled ballots equal the original number of ballots that were provided to that polling location.

(14) The supervisor and receiving deputy returning officer at each poll shall monitor the voting machines to ensure that they are secure and not tampered with.”

33 Subsection 9(1) of Bylaw 10197 is repealed and the following substituted:

“Mobile and Special Polls

9. (1) Voting machines shall not be used at a mobile or special poll but ballots received at these polls shall be placed in a portable ballot box and then later inserted into a voting machine in accordance with this Bylaw.”

34 The following section is added after section 9 of Bylaw 10197:

“Mail-in Ballots

9.1 (1) For mail-in ballots, the election official shall follow the procedures outlined in Bylaw 2012-42, *The Mail-in Ballot Bylaw, 2012* including the processes for examining confirmation envelopes and extracting ballots.

(2) After following the procedures outlined in subsection (1), the election official shall insert the ballots into the voting machine used for special poll ballots in accordance with subsection 10(2) of this Bylaw.”

- 35 Subclause 10(2)(g)(iii) of Bylaw 10197 is amended by adding “in the presence of the deputy returning officer,” before “insert”.
- 36 Subsection 10(3) of Bylaw 10197 is repealed.
- 37 The following subsection is added after subsection 10(2) of Bylaw 10197:
- “(2.1) At the close of poll, the register tape must be printed and both the register tape and zero tape for each voting machine must be attached to the Deputy Returning Officer’s Statement of Results found in Form AA of Appendix C of *The Local Government Election Regulations, 2015*.”
- 38 Subsection 11(1) of Bylaw 10197 is amended by striking out “Part VI” and substituting “Part X”.
- 39 Subsection 11(3) of Bylaw 10197 is amended by striking out “section 134” and substituting “section 166”.
- 40 Section 12 of Bylaw 10197 is amended by:
- (a) striking out “any records resulting from the testing done under section 6 of this Bylaw,”
 - (b) striking out “60 days” and substituting “three months”; and
 - (c) striking out “section 112” and substituting “section 142”.
- 41 Schedule “A” to Bylaw 10197 is repealed and the attached Schedule “A” substituted.

Amendments to Bylaw 2007-34

- 42 Bylaw 2007-34 being *The Regina Municipal Election Expenses Bylaw* is amended in the manner set forth in sections 42 to 46 of this Bylaw.
- 43 Bylaw 2007-34 is amended by striking out “*The Local Government Election Act*” wherever it appears and in each case substituting “*The Local Government Election Act, 2015*”.
- 44 Section 1 of Bylaw 2007-34 is amended by striking out “section 145.1” and substituting “section 34”.
- 45 Subsection 9(1) of Bylaw 2007-34 is amended by adding “and subsection 120(2)” after “clause 120(1)(e)”.

- 46 Subsection 9(3.1) of Bylaw 2007-34 is amended by striking out “subsection 46.1(4.1)” and substituting “section 68”.

Amendments to Bylaw 2012-42

- 47 Bylaw 2012-42 being *The Mail-in Ballot Bylaw, 2012* is amended in the manner set forth in sections 47 to 83 of this Bylaw.
- 48 Bylaw 2012-42 is amended by striking out “*The Local Government Election Act*” wherever it appears and in each case substituting “*The Local Government Election Act, 2015*”.
- 49 Bylaw 2012-42 is amended by striking out “*The Local Government Election Regulations, 2006*” wherever it appears and in each case substituting “*The Local Government Election Regulations, 2015*”.
- 50 Bylaw 2012-42 is amended by striking out “an elector” wherever this phrase appears and in each case substituting “a voter”.
- 51 Bylaw 2012-42 is amended by striking out “the elector” wherever this phrase appears and in each case substituting “the voter”.
- 52 Bylaw 2012-42 is amended by striking out “electors” wherever it appears and in each case substituting “voters”.
- 53 Bylaw 2012-42 is amended by striking out “an elector`s” wherever this phrase appears and in each case substituting “a voter`s”.
- 54 Bylaw 2012-42 is amended by striking out “the elector`s” wherever this phrase appears and in each case substituting “the voter`s”.
- 55 Bylaw 2012-42 is amended by striking out “each elector” wherever this phrase appears and in each case substituting “each voter”.
- 56 Bylaw 2012-42 is amended by striking out “each elector`s” wherever this phrase appears and in each case substituting “each voter`s”.
- 57 Bylaw 2012-42 is amended by striking out “every elector” wherever this phrase appears and in each case substituting “every voter”.
- 58 Bylaw 2012-42 is amended by striking out “vote tabulator unit” wherever this phrase appears and in each case substituting “voting machine”.
- 59 Section 2 of Bylaw 2012-42 is amended by:
- (a) striking out “section 22” and substituting “clause 29(1)(b)”;

- (b) striking out “subsection 60(7)” and substituting “section 92”; and
 - (c) striking out “section 67.6” and substituting “section 18”;
- 60 Clause 3(1)(c) of Bylaw 2012-42 is amended by striking out “Appendix C” and substituting “Appendix A”.
- 61 Clause 3(1)(d) of Bylaw 2012-42 is amended by striking out “section 29” and substituting “section 48”.
- 62 Clause 3(1)(e) of Bylaw 2012-42 is repealed.
- 63 Clause 3(1)(f) of Bylaw 2012-42 is amended by striking out “section 29” and substituting “section 48”.
- 64 Subclause 3(1)(g)(iii) of Bylaw 2012-42 is amended by striking out “electors or voters, as the case may be,” and substituting “voters”.
- 65 Clause 3(1)(h) of Bylaw 2012-42 is amended by adding “but only if the home or facility accommodates or cares for at least five individuals” after “*The Mental Health Services Act*”.
- 66 Clause 3(1)(j) of Bylaw 2012-42 is amended by striking out “section 28” and substituting “section 47”.
- 67 The following clause is added after clause 3(1)(k) of Bylaw 2012-42:
- “(k.1) ‘**voter**’ means a voter as defined in the Act;”
- 68 Clause 3(1)(l) of Bylaw 2012-42 is amended by striking out “Form Y, Appendix A” and substituting “Form R, Appendix C”.
- 69 Clause 5(1)(b) of Bylaw 2012-42 is amended by:
- (a) striking out “, no later than 10 business days before the election day,”; and
 - (b) striking out “sections 67.2 and 67.3 of”.
- 70 Clause 5(2)(a) of Bylaw 2012-42 is amended by striking out “no later than 10 business days before the election day”.
- 71 Clause 6(b) of Bylaw 2012-42 is amended by:

- (a) striking out “section 76.2” and substituting “section 110”; and
 - (b) adding “if requested” after “Act”.
- 72 Clause 6(b) of Bylaw 2012-42 is amended by:
- (a) striking out “section 67.2” and substituting “section 14”; and
 - (b) adding “if requested” after “Act”.
- 73 Clause 7(f) of Bylaw 2012-42 is amended by striking out “section 142 of”.
- 74 Clause 13(a) of Bylaw 2012-42 is amended by striking out “section 74” and substituting “section 107”.
- 75 Section 18 of Bylaw 2012-42 is amended by striking out “section 63” and substituting “section 95”.
- 76 Subsection 22(2) is amended by striking out “section 76” and substituting “section 112”.
- 77 The following section is added after subsection 22(2):
- “(3) A candidate or a candidate’s agent may request pursuant to clause 112(2)(b) of the Act that the deputy returning officer verify that the procedures in clause 110(b) have been followed.”
- 78 Section 23 of Bylaw 2012-42 is amended by striking out “section 98” wherever it appears and in each case substituting “section 128”.
- 79 Subsection 24(2) of Bylaw 2012-42 is amended by striking out “sections 99 to 102” and substituting “sections 129 to 132”.
- 80 Clause 25(2)(d) of Bylaw 2012-42 is amended by striking out “subsection 83(2)” and substituting “subsection 118(2)”.
- 81 Clause 25(2)(e) of Bylaw 2012-42 is amended by striking out “sections 107 and 112 of”.
- 82 Section 26 of Bylaw 2012-42 is amended by:
- (a) adding “in” after “ballot”; and
 - (b) striking out “section 106” and substituting “subsection 136”.

- 83 Section 27 of Bylaw 2012-42 is amended by striking out “section 112” and substituting “section 142”.

84 This Bylaw comes into force on the day of passage.

READ A FIRST TIME THIS 29th DAY OF March 2016.

READ A SECOND TIME THIS 29th DAY OF March 2016.

READ A THIRD TIME AND PASSED THIS 29th DAY OF March 2016.

Mayor

City Clerk

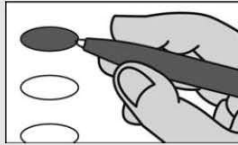
(SEAL)

CERTIFIED A TRUE COPY

City Clerk

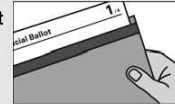
Schedule "A"
Front of Ballot

Municipal/School Board Election
Regina, Saskatchewan
Date of Election

Instructions**Making Selections**

Fill in the oval to the right of the candidate of your choice. You must blacken the oval completely, and do not make any marks outside the oval. You do not have to vote in every race.

Do not cross out or erase, or your vote may not count. If you make a mistake or stray mark, ask for a new ballot from the poll workers.

Turning in the Ballot

Insert the completed ballot sleeve. Hand in the ballot to be counted. Do not fold the ballot.

Ballot for the office of:

MAYOR

You are entitled to vote for a maximum of ONE (1) candidate.

LAST NAME, First Name Occupation	<input type="radio"/>
LAST NAME, First Name Occupation	<input type="radio"/>
LAST NAME, First Name Occupation	<input type="radio"/>
LAST NAME, First Name Occupation	<input type="radio"/>
LAST NAME, First Name Occupation	<input type="radio"/>
LAST NAME, First Name Occupation	<input type="radio"/>
LAST NAME, First Name Occupation	<input type="radio"/>
LAST NAME, First Name Occupation	<input type="radio"/>
LAST NAME, First Name Occupation	<input type="radio"/>

Ballot for the office of:

**COUNCILLOR
WARD 1**

You are entitled to vote for a maximum of ONE (1) candidate.

LAST NAME, First Name Occupation	<input type="radio"/>
LAST NAME, First Name Occupation	<input type="radio"/>
LAST NAME, First Name Occupation	<input type="radio"/>
LAST NAME, First Name Occupation	<input type="radio"/>
LAST NAME, First Name Occupation	<input type="radio"/>
LAST NAME, First Name Occupation	<input type="radio"/>
LAST NAME, First Name Occupation	<input type="radio"/>

Back of Ballot

WARD 1

Sample

DRO Initials

Name of Printer
Address
Province, Postal Code

ABSTRACT

BYLAW NO. 2016-20

THE ELECTION AMENDMENT BYLAW, 2016

PURPOSE:

The purpose of this Bylaw is to amend Bylaw 10197 being *The Automated Vote Counting Bylaw*, Bylaw 2007-34 being *The Regina Municipal Election Expenses Bylaw*, and Bylaw 2012-42 being *The Mail-in Ballot Bylaw* to make some minor housekeeping changes as well as to reflect changes to the provincial legislation occurring as a result of the enactment of *The Local Government Election Act, 2015* and *The Local Government Election Regulations, 2015*.

ABSTRACT:

This Bylaw makes a number of amendments to the City's election bylaws to ensure compliance with the new *Local Government Election Act, 2015* and *The Local Government Election Regulations, 2015* which came into force on January 1, 2016. These changes include: updating section number references and references to the old legislation; changing terminology such as "elector" to "voter" and "vote tabulator unit" to "voting machine" and "memory card" to "USB media"; adding more detailed procedures for the programming, pre-poll logic and accuracy testing of voting machines and USB media; adding more detailed procedures for the security, monitoring, storage and transport of machines and USB media before, during and after the election; the addition of the requirement that the voting machines and USB media be programmed to accept ballots for which no vote is recorded without requiring an override function; and the addition of the requirement that the counting of all ballots be done by voting machines where voting machines are used in an election. In addition to the changes which were required to ensure compliance with the new legislation, Bylaw 2012-42 was also changed to remove the application deadline for applying for a mail-in ballot. This will provide flexibility to allow people to apply up until the election day as long as their ballot is received by the returning officer prior to the close of polls on election day.

STATUTORY
AUTHORITY:

Sections 29(1)(b), 34, 90, and 92 of *The Local Government Election Act, 2015*, Part III and section 18 of *The Local Government Election Regulations, 2015* and sections 8(1)(a), 81 and 120 of *The Cities Act*.

MINISTER'S APPROVAL: Minister's approval of this Bylaw is not required; however there is a requirement to provide a copy of this Bylaw along with Bylaw 10197, to the Minister of Government Relations (see section 90(5) of *The Local Government Election Act, 2015*).

PUBLIC HEARING: Not applicable

PUBLIC NOTICE: Not applicable

REFERENCE: Report EX16-6 from the March 16, 2016 Executive Committee

AMENDS/REPEALS: Bylaw amends Bylaw 10197, Bylaw 2007-34 and Bylaw 2012-42

CLASSIFICATION: Administrative

INITIATING DIVISION: City Manager's Office

INITIATING DEPARTMENT: City Clerk's Office

BYLAW NO. 2016-21

THE CLEAN PROPERTY AMENDMENT BYLAW, 2016

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 Bylaw No. 9881, being *The Clean Property Bylaw*, is amended in the manner set forth in this Bylaw.
- 2 Schedule “T” is repealed and the following substituted:

“

SCHEDULE “T”
Sandwich Board Sign Regulations

1.0 PURPOSE

To allow businesses located in Regina, and particularly within Regina Downtown, to utilize a portion of the City sidewalk adjacent to their place of business for the purpose of advertising:

- Products and services available for sale at that location.
- Events at that location.
- The business itself.

2.0 DISCUSSION

Businesses would like to place portable signs on City sidewalks to advertise business operations. The signs, commonly known as sandwich board signs, are portable and not secured to the walk in any manner.

3.0 DEFINITIONS

- 3.1 **Business** – shall have the meaning given to it in *The Cities Act*.
- 3.2 **Public Sidewalk** – means any sidewalks included on public property.
- 3.3 **Public Property** – means any real property under the control and management of the City of Regina, including a public highway.
- 3.4 **Sandwich Board Sign** – means a portable A-frame type sign hinged at the apex to be folded into a sandwich position when transported or stored.

Approved as to form this _____ day of _____, 20____.

City Solicitor

3.5 **Vendor** – the owner of the business which owns the sign.

4.0 REGULATIONS

The following regulations shall apply to all sandwich board signs placed on public property:

- 4.1 On walkways and public sidewalks, a minimum of 2 metres between the edge of the business face and either the curb face or any obstructions along the sidewalk – such as trees, tree pits (where a metal tree grate is not present), meters, light poles or other furnishings – must be clear for pedestrians at all times.
- 4.2 Signs shall be placed in line with other street infrastructure or obstructions to provide the most consistent 2 metre walkway.
- 4.3 A sign may not be placed within 2 metres of a pedestrian ramp, an intersection, a driveway, or an alley crossing.
- 4.4 A sign may not impede access to any entrance or emergency exit.
- 4.5 All signs and advertisements shall comply with *The Advertising Standards of Canada Act*.
- 4.6 Vendors shall monitor and inspect the sandwich board on a regular basis to ensure it is clean, free of graffiti and defects, and remains stable.
- 4.7 The business must remove the sign during inclement weather or periods of high winds.
- 4.8 Where there is private property between the face of the business and the public sidewalk, the sign should be placed, where possible, on the private property.
- 4.9 A sign may only be placed directly in front of a business, and may only advertise:
 - (a) Products or services available for sale at that location.
 - (b) Events at that location.
 - (c) The business itself.

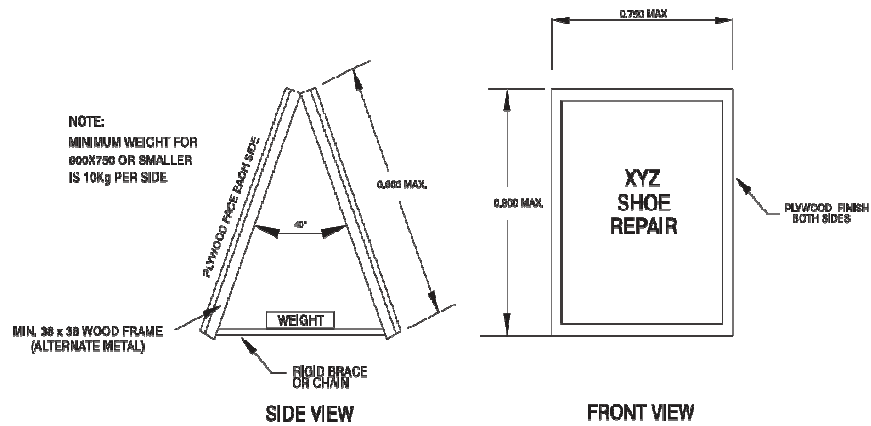
- 4.10 A sign may only be placed on public property while the business is open to the public.
- 4.11 Sandwich board signs may not require electrical energy in any form and shall not display lights, be backlit, or contain moving parts.
- 4.12 All sandwich board signs shall adhere to the specifications shown on Figure I-1.
- 4.13 Only one sandwich board sign is allowed per business.
- 4.14 The Vendor shall be responsible for determining and obtaining any necessary general liability insurance.
- 4.15 The City reserves the right to remove any sign:
 - (a) That interferes with vehicular traffic or pedestrian movement.
 - (b) In an emergency situation.
 - (c) During the periods of inclement weather or periods of high winds.
 - (d) That interferes with work that is to be performed upon the public sidewalk by or on behalf of the City.
 - (e) That fails to meet these or other relevant regulations.

5.0 REMOVAL AND RELOCATION

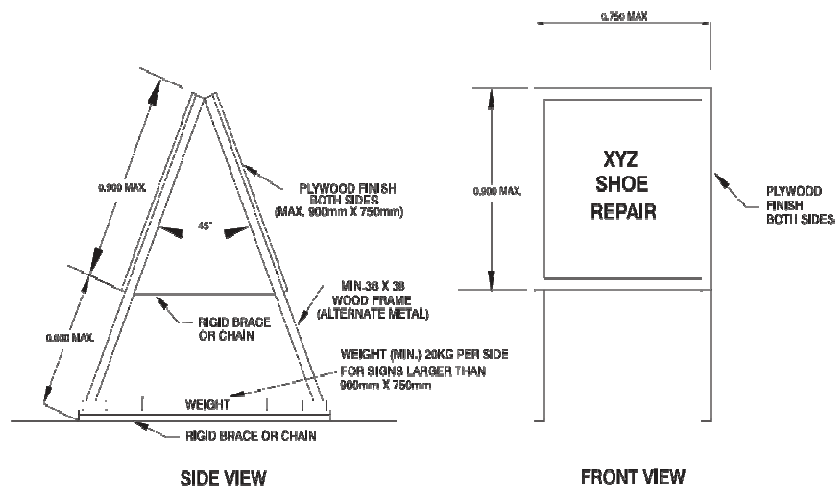
The City reserves the right to order temporary or permanent relocation or removal of sandwich board signs at any location and at any time, notwithstanding adherence to this Schedule. The City reserves the right to confiscate any sign not removed upon a temporary or permanent order for removal or relocation.

SCHEDULE "I"

Sandwich Board Sign Regulations



TYPE I SIGN



TYPE II SIGN

Figure I-1

- 3 Schedule “K” is repealed and the following substituted:

“

**SCHEDULE “K”
Mobile Food Vending Regulations**

- 1.0 **Purpose:**
To provide a set of regulations allowing Vendors operating Mobile Food Vending Units to do business from road rights-of-way and the City Square Plaza in the City of Regina.
- 2.0 **Discussion:**
These Regulations will provide assistance to businesses wishing to apply for a permit to operate a Mobile Food Vending Unit in Regina. The Regulations also detail conditions that must be met during the operations of Mobile Food Vending Units on City of Regina road rights-of-way and the City Square Plaza. The Regulations are not meant to govern vending on private property, or lands managed by The Wascana Centre Authority, The University of Regina, EVRAZ Place, or in any park area, with the exception of the City Square Plaza.
- 3.0 **Definitions:**
- 3.1 **Downtown** – means the area of the City bounded by 13th Avenue to the south, Albert Street to the west, Saskatchewan Drive to the north and Broad Street to the east, including the sidewalks and boulevards on both sides of those streets shown within the area outlined in purple on Map A.
- 3.2 **Regulations** – means these Mobile Food Vending Regulations.
- 3.3 **Loading Zone** – means the zone used for loading and unloading of people or goods, which is the parking stall located nearest to the Loading Zone Parking Meter, or which zone is defined by appropriate signs.
- 3.4 **Loading Zone Parking Meter** – means the parking meter located closest to a Loading Zone.
- 3.5 **Mobile Food Vending Unit** – means a self-contained, self-propelled (motorized or muscle powered) vehicle (truck or trailer) containing appropriate equipment for the type and method of Prepared Food served, that operates from the Parking Lane, vending onto a Public Sidewalk.

- 3.6 **Parking** – means the standing of a vehicle, whether occupied or not, on a public highway, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading or in obedience to traffic regulations, signs or signals.
- 3.7 **Parking Lane** – means that portion of longitudinal division of a highway of sufficient width to accommodate the storage of a single line of vehicles adjacent to the curb and where parking is permitted.
- 3.8 **Prepared Food** – means food or drink sold by Vendors intended for immediate consumption without further preparation/cooking.
- 3.9 **Public Sidewalk** – means any sidewalks included on public property.
- 3.10 **Stop** – means:
- (a) when required, a complete cessation from movement; and
 - (b) when prohibited, any stopping, even momentarily, of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic.
- 3.11 **Temporary Street Use Permit** – means a permit issued by the City of Regina allowing the permit holder the right to occupy public property for the purpose prescribed in these Regulations.
- 3.12 **Vendor** – means any person who offers food for sale from an approved Mobile Food Vending Unit while conducting business from the public right-of-way or on the City Square Plaza.
- 3.13 **City Square** – means the area of the City of Regina which includes the City Square Plaza, Victoria Park, the F.W. Hill Mall, and the 1900 blocks of Scarth and Lorne Streets. (See Map B)
- 3.14 **City Square Plaza** – means the hard-surface portion of the City Square on the north side of Victoria Park between Lorne Street and the lane between Scarth and Hamilton Streets.
- 3.15 **City Square Special Event Permit** – means a permit issued by the City of Regina for the temporary use of some portion of the City Square to host a festival or event in accordance with the City Square Special Events Policy.

4.0 Application:

Permits expire December 31st, and must be renewed annually.

Applications for Temporary Street Use Permits for Mobile Food Vending Units shall contain the following information:

- 4.1 Written confirmation from the Regina Qu'Appelle Health Regina (RQHR) that the Mobile Food Vending Unit complies with the Province of Saskatchewan Food Safety Regulations and the RQHR's Mobile Food Guidelines.
- 4.2 A copy of the Vendor's City of Regina Business License, if the Vendor is required by *The Licensing Bylaw, 2007* to have such a license.
- 4.3 Photographs or detailed drawings and dimensions of the exterior of the Mobile Food Vending Unit.
- 4.4 A copy of the Vendor's Fire Safety Compliance Certificate, from the City of Regina's Office of the Fire Marshall.
- 4.5 Proof of \$2,000,000.00 general liability insurance and \$1,000,000.00 automobile liability insurance.
- 4.6 Proof that the vehicle and/or trailer is properly licensed and registered with SGL.
- 4.7 Certification from SaskPower Gas Inspections indicating that the installation of any gas equipment and appliances meets minimum code requirements.

5.0 Application Review:

- 5.1 After receipt of all necessary information, City staff will review the application and either approve or deny the request. Applicants should submit their request well in advance of their desired date for commencement of operation.
- 5.2 Temporary Street Use Permits for Mobile Food Vending Units are issued under the authority of *The Traffic Bylaw* and are subject to the conditions outlined in this document.

6.0 Permit Conditions:

Vendors may operate Mobile Food Vending Units at locations that meet the following requirements:

6.1 General

- No minimum distance is required between two or more Mobile Food Vending Units.
- Vendors are free to relocate their Mobile Food Vending Unit at any time in accordance with these regulations.

6.2 Acceptable Locations

- Parking lanes on streets classified as local streets throughout the City, including the downtown.
- 11th Avenue from Lorne Street to McIntyre Street.
- 11th Avenue from Broad Street to Winnipeg Street.
- 12th Avenue from Scarth Street to Broad Street.
- Victoria Avenue from Rose Street to Smith Street on the north side and Rose Street to Lorne Street on the south side.
- 13th Avenue from Albert Street to Elphinstone Street.
- Other locations as determined acceptable by the Planning Department.

6.3 Prohibited Locations

- A Mobile Food Vending Unit may not be located or operated in areas designated as “No Parking” or “No Stopping”.
- A Mobile Food Vending Unit may not be located or operated in such a way as would restrict or interfere with the ingress or egress of adjacent property owners.
- A Mobile Food Vending Unit may not be operated within 20 metres of a permanent business selling prepared food while that permanent business is open to customers unless the business owner/manager agrees.
- A Mobile Food Vending Unit may not be operated within 20 metres of a licensed sidewalk vendor while the sidewalk vendor is open to customers unless the sidewalk vendor’s owner/manager agrees.
- A Mobile Food Vending Unit shall not be operated within 10 metres of an intersection or crosswalk.
- A Mobile Food Vending Unit shall not be operated on any street abutting school property on a school day between 8:00am and 6:00pm.
- Vending on any portion of a block that is primarily residential for more than 20 minutes per day.

7.0 Required Signage for Mobile Food Vending Units:

- 7.1** A message indicating, “This unit makes frequent stops” shall be prominently displayed at the rear of the Mobile Food Vending Unit.

The lettering of the message shall be at least five (5) centimetres high and the entire message located fifteen (15) to sixty (60) centimetres above the rear bumper of the vehicle.

- 7.2 A slow moving vehicle warning device in accordance with *The Vehicle Equipment Regulations, 1987* shall be affixed to the rear of the vehicle.

8.0 Hours of Operation:

- 8.1 Hours of operation in the Downtown, Warehouse District Industrial Zones are limited to 7:00am to 2:00am daily.

- 8.2 Hours of operation in all other areas are limited to dawn – dusk daily.

- 8.3 These Regulations apply to a mobile operation and therefore require all stops for the purpose of operating the Mobile Food Vending Unit outside of Downtown to be limited by adjacent parking signage restrictions. In the Downtown (Map A), Vendors may choose to remain at a single location from 7:00am to 2:00am daily.

9.0 Mobile Vending Unit Requirements:

- 9.1 Mobile Food Vending Units may not exceed 7.6 metres (25') in length and 2.4 metres (8') in width.

- 9.2 Music or any device used to attract business to the Mobile Food Vending Unit shall not exceed sixty-five (65) decibels measured at any property line.

- 9.3 Electrical generators may not exceed sixty-five (65) decibels measured at any property line.

- 9.4 The Mobile Food Vending Unit must be configured to allow customers to safely access the service window from a sidewalk.

- 9.5 All Mobile Food Vending Units must be equipped with a garbage receptacle and business practices must adhere to *The Clean Property Bylaw No. 9881*.

- 9.6 Mobile Food Vending Units should be of good quality and aesthetically pleasing in appearance. Vendors shall maintain their units in a professional manner. Vehicles/vending units deemed by City staff to be in a poor state of maintenance or repair will result in immediate suspension of the vending permit.

- 9.7 Vendors are encouraged to make professional use of colour and graphic design when designing the exteriors of their units, canopies, and umbrellas.
- 9.8 When not in use Mobile Food Vending Units must be stored in accordance with *The Traffic Bylaw No. 9900*.

10.0 Parking Meter Bags:

- 10.1 An approved vendor will be issued a parking meter bag which will allow the vendor to bag any available meter that meets the criteria set out in these Regulations and operate a Mobile Food Vending Unit from that location.
- 10.2 Meter bags must be affixed to the meter once the Vendor is in place with a zip-tie and must remain in place at all times while the Vendor is in attendance.
- 10.3 Bags must be removed at the end of each business day.
- 10.4 The City or its agents may remove bags found left in place while the Mobile Food Vending Unit is not in attendance.
- 10.5 The applicable vendor will be charged a replacement fee if the meter bag is lost. The City accepts no responsibility for any loss of the meter bag.
- 10.6 Mobile Food Vending Units may not be left unattended at a bagged parking meter for more than 15 minutes.

11.0 City Square Plaza Food Vending:

- 11.1 Food Trucks/Trailers:
Seven (7) food vending sites intended for use by food trucks/trailers on the City Square Plaza are identified on Map B. Access to these spots will be determined as follows:
- Daily access to individual spots will be on a first-come-first-served basis. Mobile Food Vending Units must be removed by 11:00pm daily.
 - Vendors are encouraged to cooperate and organize schedules and locations to share the available vending sites.
 - The City will not manage scheduling, designate particular vending sites on an individual, or endorse any specific organization aiming to do so.

- Hours of operation on the City Square Plaza are 7:00am to 11:00pm daily.
- Vendors operating on the City Square Plaza must ensure that fluids from their vehicles are not discharged onto the Plaza surface. Evidence of fluid leaks, or the improper disposal of cooking liquids will result in immediate suspension of the vending permit. Costs related to the clean-up of fluid leaks will be charged to the vendor.
- Additional spots on the plaza for vendors not requiring electrical access will be determined at the discretion of the Planning Department.

11.2 Vending During Special Events:

- Vendors must seek permission to vend on the Plaza from holders of City Square Special Event Permits, whose permits include use of the City Square Plaza.
- Event participation fees are set by the permit holder and may vary between events. It is the vendor's responsibility to contact event organizers to participate.
- City Square Special Event Permit holders are under no obligation to provide space for Vendors during their events.
- City Square Special Event Permit holders may, at their sole discretion, relocate/redistribute Vendors throughout their entire permit area for the duration of their event.

11.3 Furnishings:

- Vendors operating on the City Square Plaza may provide commercial quality bistro-type chairs, tables and umbrellas adjacent to their vending unit for the use of their clientele.
- Furnishings must be removed along with the vending unit at the end of each day.

11.4 Support Vehicles:

- Support vehicles, including trucks required to transport Mobile Food Vending Units, are not allowed on the City Square Plaza except for the purposes of dropping off or picking up food carts/trailers. Support vehicles are not permitted on the Plaza between 10:00am and 2:00pm.

11.5 Electrical Access:

- Vendors are not permitted to operate generators on the City Square Plaza except in the case of a power outage. Access to electrical services for food trucks/trailers will be provided by

the City. Electrical service is provided on a first-come-first-served basis.

12.0 Vending Other Goods:

12.1 Alongside or in lieu of prepared food, at the discretion of the Planning Department, vendors may also sell:

- Fresh Produce
- Live or fresh cut flowers

12.2 At the discretion of the Planning Department, vendors may sell promotional items related to their Mobile Food Vending Operation alongside prepared food, produce, or flowers.

13.0 Maintenance of Vending Sites:

The area in the immediate vicinity of the vending unit shall be kept clear of all garbage and litter in accordance with *The Clean Property Bylaw No. 9881*. The vendor shall be responsible for the removal and proper disposal of all garbage collected at the site over the course of time that the vendor is in that location.

14.0 Compliance:

The City reserves the right to revoke the Vendor's permit for failure to meet one or more of the regulations outlined in *The Clean Property Bylaw No. 9881*, *The Traffic Bylaw No. 9900* or these Regulations. Vendors found to be in contravention of these Regulations will be subject to enforcement procedures as detailed in *The Traffic Bylaw No. 9900*.

15.0 Indemnification:

The Vendor shall indemnify and save the City, its employees and agents from and against any and all claims, demands, actions and costs arising from the Vendor's activities under the Temporary Street Use Permit.

16.0 Insurance:

The Vendor shall at all times carry and maintain comprehensive general liability insurance in the amount of \$2,000,000.00 and automobile liability insurance in the amount of \$1,000,000.00 for each approved permit. The Vendor shall provide the City with proof of the insurance in a form satisfactory to the City's Risk Manager.

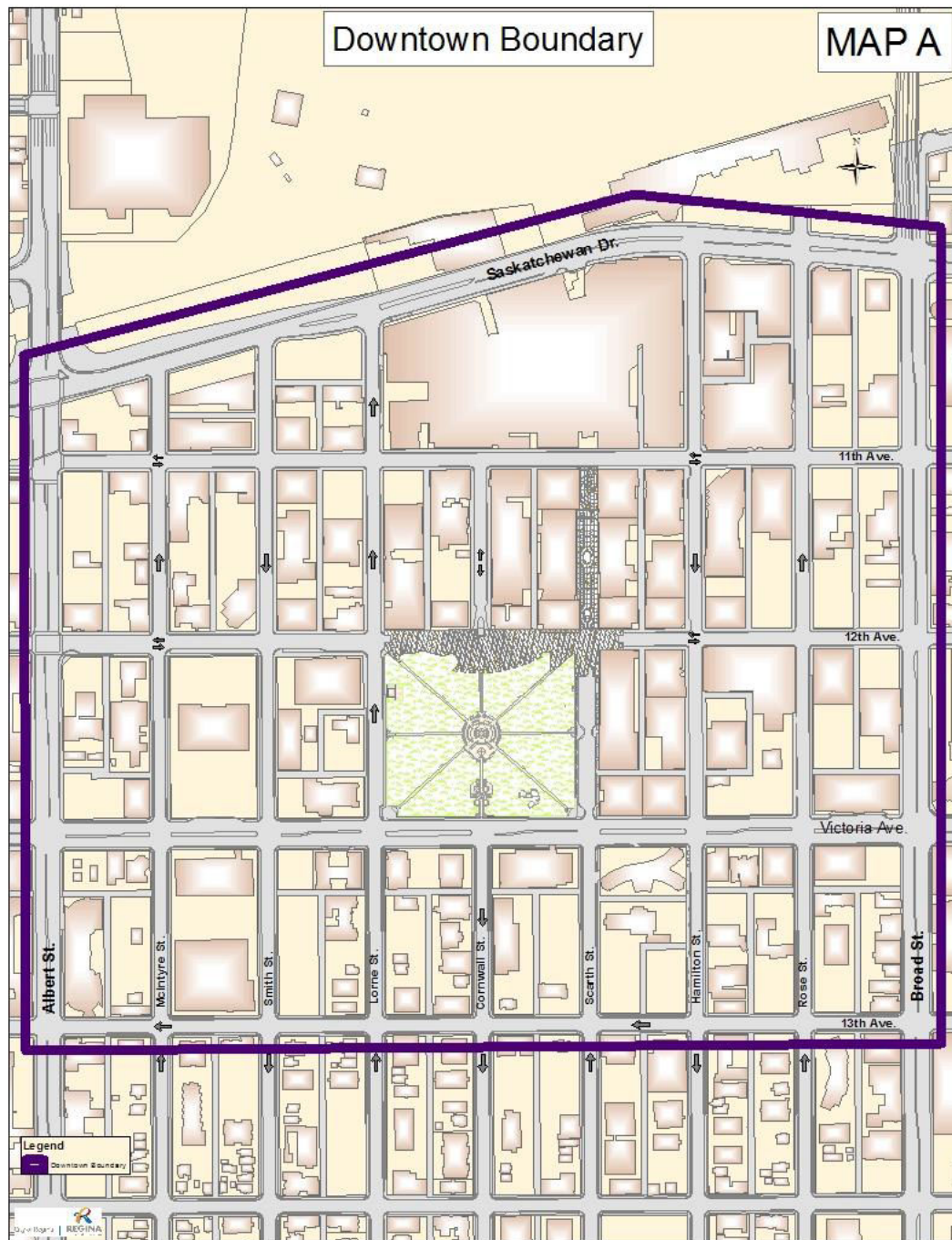
17.0 Legislation:

The Vendor will comply with all applicable legislation and bylaws and shall keep a copy of these Regulations with their Mobile Food Vending Unit, along with a City map at all times.

18.0 Fees, Payments and Permit Cancellations:

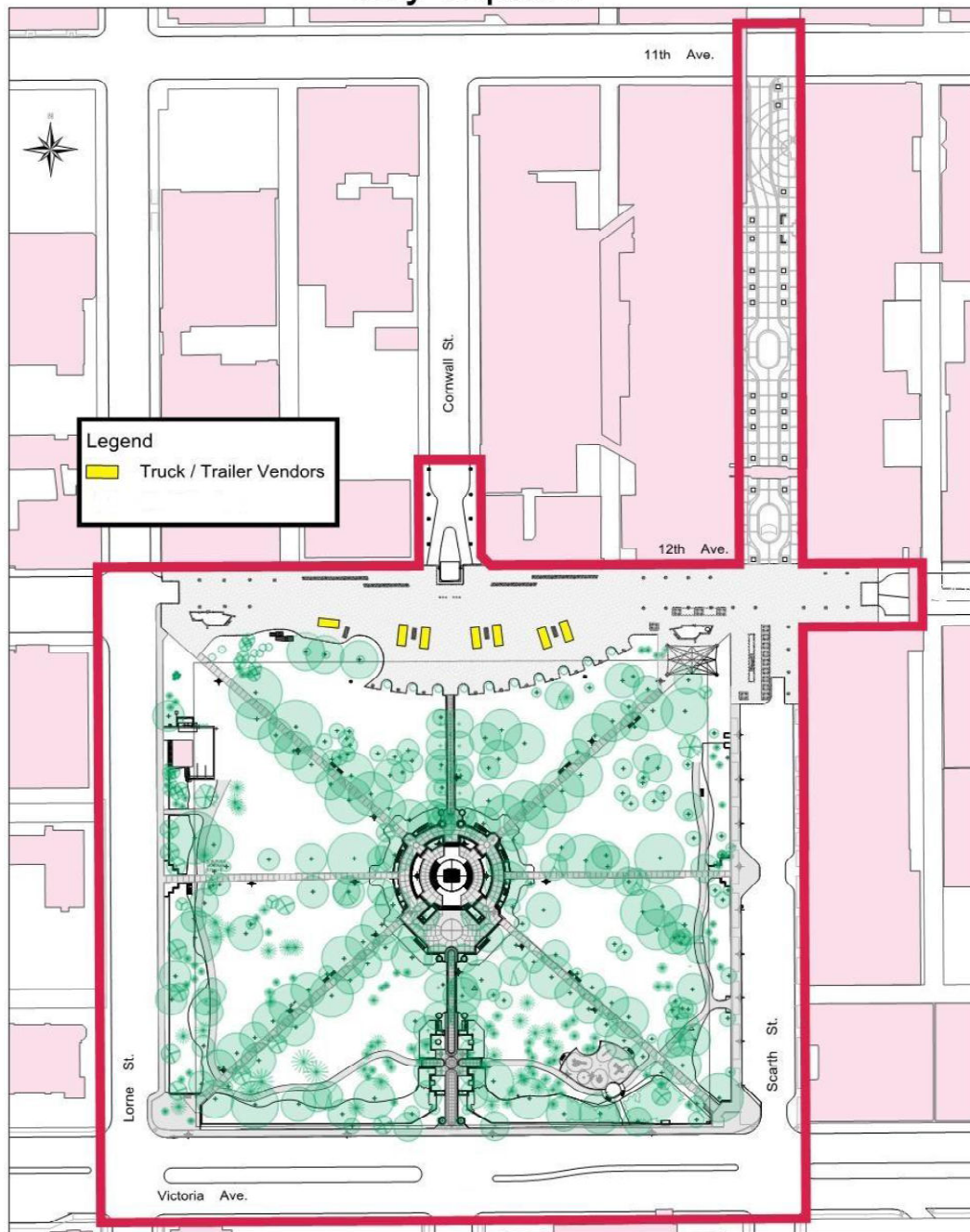
- 18.1 All permit fees and parking fees are established by *The Traffic Bylaw No. 9900*, Schedule J.
- 18.2 Mobile Food Vending Permits are in effect from the date of issue until December 31st annually.
- 18.3 Payment of permit fees can be made in a lump sum or in two equal installments the first of which is due upon issuance of the permit and the second due June 1st.
- 18.4 Permits issued after June 1st must be paid in full upon issuance of the permit.
- 18.5 Vendors wishing to cancel their permits before June 1st will be refunded 50% of the total value of their permit. No refunds will be issued for cancelled permits on or after June 1st.
- 18.6 The cost of a permit issued on or after August 1st shall be reduced by 50%.

SCHEDULE “K”
Mobile Food Vending Regulations



**SCHEDULE “K”
Mobile Food Vending Regulations**

City Square



4 This Bylaw comes into force on the day of passage.

READ A FIRST TIME THIS 29th DAY OF March 2016.

READ A SECOND TIME THIS 29th DAY OF March 2016.

READ A THIRD TIME AND PASSED THIS 29th DAY OF March 2016.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2016-21

THE CLEAN PROPERTY AMENDMENT BYLAW, 2016

PURPOSE:	The purpose is to incorporate amendments related to Sandwich Board Regulations and Mobile Food Vending Regulations.
ABSTRACT:	The Bylaw makes amendments related to Sandwich Board Regulations and Mobile Food Vending Regulations.
STATUTORY AUTHORITY:	Section 8(3)(c) of <i>The Cities Act</i> .
MINISTER'S APPROVAL:	Not Required.
PUBLIC HEARING:	Not Required.
PUBLIC NOTICE:	Not required.
REFERENCE:	Public Works Committee March 10, 2016, PW116-6.
AMENDS/REPEALS:	Amends Bylaw No. 9881.
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Planning