

# CITY

Monday, January 25, 2016 5:30 PM

Henry Baker Hall, Main Floor, City Hall

#### Office of the City Clerk



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#### Agenda City Council Monday, January 25, 2016

#### **Confirmation of Agenda**

Minutes of the meeting held on December 21, 2015

#### PUBLIC NOTICE BYLAWS AND RELATED REPORTS

CR16-1 Regina Planning Commission: Application for Road Closure (15-CL-17) - Portion of Road Adjacent to 2210 Courtney Street

#### Recommendation

- 1. That the application for the closure of a portion of Courtney Street as shown on the attached plan of proposed subdivision prepared by Scott Colvin, SLS, dated September 25, 2015 and legally described as Plan 102146385 & 102011904 SE 1/4 21-17-20 W2M be APPROVED; and the resulting land parcel be designated as a "Municipal Utility" parcel.
- 2. That the City Solicitor be directed to prepare the necessary bylaw.
- 2016-1 A BYLAW TO PROVIDE FOR THE CLOSURE OF PORTION OF COURTNEY STREET RIGHT-OF-WAY ADJACENT TO 2210 COURTNEY STREET

#### DELEGATIONS, RELATED REPORTS AND MOTION

- DE16-1 Lisa Koch Regina Humane Society: Renewal of Animal Spay and Neuter Program Services Contract
- CR16-2 Community and Protective Services Committee: Renewal of Animal Spay and Neuter Program Services Contract

#### Recommendation

- 1. That the Deputy City Manager be authorized to resolve the final terms and conditions upon which the Animal Services Agreement between the Regina Humane Society and the City of Regina will be amended to include the Low Income Spay/Neuter Program items as outlined in this report.
- 2. That the City Clerk be authorized to execute any definitive legal agreements after review by the City Solicitor.

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DE16-2 Len Antonini: Regina Minor Football – Leibel Field Facility Donation Agreement

CR16-3 Community and Protective Services Committee: Regina Minor Football – Leibel Field Facility Donation Agreement

#### Recommendation

- 1. That City Council authorize the Executive Director of City Services to negotiate and approve the terms of a construction agreement between Regina Minor Football Association and the City of Regina for the construction of a change room, storage, classroom and meeting facility at Leibel Field.
- 2. That City Council authorize the Executive Director of City Services to negotiate and approve the terms of a donation and operation and maintenance agreement between Regina Minor Football Association and the City of Regina for the donation and long term operation and maintenance of the Leibel Field Facility by the Regina Minor Football Association.
- 3. That the City Clerk be authorized to execute the agreement on behalf of the City after review by the City Solicitor.

MN16-1	Councillor Fraser: The Right to a Healthy Environment
DE16-3	Josh Campbell: The Right to a Healthy Environment
DE16-4	Yvette Crane: The Right to a Healthy Environment
DE16-5	Julian Wotherspoon: The Right to a Healthy Environment
DE16-6	Kelly Husack: The Right to a Healthy Environment
DE16-7	Brian Burnskill: The Right to a Healthy Environment

#### **COMMITTEE REPORTS**

#### **EXECUTIVE COMMITTEE**

CR16-4 2016 Municipal Election

#### Recommendation

- 1. That the use of mobile and special polls for serving voters at the institutions defined under section 29 of *The Local Government Election Act*, 2015 (the "Act") be approved.
- 2. That the regular polling areas, polling places and special polls as outlined in Appendix 'A' be approved.

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- 3. That the special, advance and mobile polls as outlined in the body of the report be approved and held during the operating hours established under Appendix 'B'.
- 4. That the rates of remuneration for election officials summarized in Appendix 'C' be approved.
- 5. That the voters be registered at the polls on Election Day or at the advance polls on the dates set for voting in advance of Election Day.
- 6. That the names of candidates on the Mayor and Councillor ballots be listed in alphabetical order by surname.
- 7. That the requirement for criminal record checks for candidates in municipal elections not be approved.

#### CR16-5 Out-of-Scope 2016 General Wage Increase

#### Recommendation

That Out-of-Scope employees receive a 2.00% General Wage Increase (GWI) effective January 1, 2016.

#### **REGINA PLANNING COMMISSION**

CR16-6 Laneway and Garden Suites Guidelines and Pilot Project

#### Recommendation

- 1. That the Laneway and Garden Suites Pilot Project, as described within this report, be approved.
- 2. That the Laneway and Garden Suites Pilot Guidelines, attached as Appendix A, be approved.
- CR16-7 Application for Discretionary Use (15-DU-19) Proposed Restaurant 860 Winnipeg Street

#### Recommendation

That the discretionary use application for a proposed restaurant located at 860 Winnipeg Street, being Lot 4, Block 3, Plan No. 102076792 Industrial Park 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, A-3.1a, A-3.2 and A-3.3 prepared by Alton Tangedal Architect Ltd. and dated October 21, 2015; and
- b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.

## PROPERTY REGISTA

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#### BYLAWS AND RELATED REPORTS

CR16-8 Executive Committee: Amendments to The Regina Civic Employees' Long Term Disability Plan

#### Recommendation

- 1. That *The Regina Civic Employees' Long Term Disability Plan, 1992 Bylaw*, Bylaw No. 9566 (the "LTD Plan") be amended to add Möbius Benefit Administrators Inc. ("Möbius") to the definitions of "employer" so as to have Möbius as a participating employer in the LTD Plan.
- 2. That the City Solicitor be instructed to bring forward an amendment to *The Regina Civic Employees' Long Term Disability Plan, 1992 Bylaw*, Bylaw No. 9566 to add Möbius to the definition of "employer".
- CR16-9 Executive Committee: Appointments to Fiduciary Boards

#### Recommendation

- 1. That clause 3(h) of Table 4 of Schedule "A" of Bylaw 2009-40, *The Committee Bylaw*, be amended to remove the delegated authority for the Finance and Administration Committee to appoint one of its members to the Civic Employees' Long Term Disability Plan Administrative Board and the Civic Employees' Superannuation and Benefit Plan Administrative Board.
- 2. That Barbara March-Burwell and Tanya Lestage be approached to see if they would sit on the Regina Civic Employees` Long Term Disability Plan Administrative Board and if so, that both of these people be appointed to this Administrative Board.
- 2016-3 THE REGINA CIVIC EMPLOYEES' LONG TERM DISABILITY PLANAMENDMENT BYLAW, 2016
- 2016-4 THE COMMITTEE AMENDMENT BYLAW, 2016

#### **ADJOURNMENT**

#### AT REGINA, SASKATCHEWAN, MONDAY, DECEMBER 21, 2015

#### 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 Jerry Flegel Councillor Shawn Fraser Councillor John Findura Councillor Bob Hawkins Councillor Terry Hincks Councillor Wade Murray Councillor Mike O'Donnell Councillor Barbara Young

Also in Chief Legislative Officer & City Clerk, Jim Nicol

Attendance: Deputy City Clerk, Erna Hall

A/City Manager & CAO, Ed Archer A/Chief Financial Officer, Ian Rea

Executive Director, Legal & Risk, Byron Werry Deputy City Manager & COO, Brent Sjoberg Executive Director, City Services, Kim Onrait

Executive Director, City Planning & Development, Diana Hawryluk

Executive Director, Human Resources, Pat Gartner

Executive Director, Transportation & Utilities, Karen Gasmo

Director, Communications, Chris Holden

Director, Roadways & Transportation, Norman Kyle

#### CONFIRMATION OF AGENDA

Councillor Sharron Bryce moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted.

#### **ADOPTION OF MINUTES**

Councillor Barbara Young moved, seconded by Councillor Sharron Bryce, AND IT WAS RESOLVED, that the minutes for the meetings held on November 23, December 7 & 14, 2015 be adopted, as circulated.

#### **COMMITTEE REPORTS**

(Councillor Bob Hawkins declared a conflict prior to consideration of item CR15-139, citing his employment as a Professor at the University of Regina. He abstained from discussion and voting and temporarily left the meeting.)

#### COMMUNITY AND PROTECTIVE SERVICES COMMITTEE

CR15-139 University of Regina Parking Ticket Administration & Revenue Agreement

#### Recommendation

- 1. That the Executive Director, City Services, be delegated the authority to negotiate and approve an agreement with the University of Regina (University) for the administration, collection and prosecution of parking tickets issued at the University.
- 2. That the City Clerk be authorized to execute the agreement on behalf of the City after review by the City Solicitor.

Councillor Jerry Flegel moved, seconded by Councillor Terry Hincks, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

(Councillor Hawkins returned to the meeting.)

#### **EXECUTIVE COMMITTEE**

CR15-140 Regina Regional Opportunities Commission (RROC) Transition to a Non-Profit Corporation Controlled by the City of Regina

#### Recommendation

- 1. That following the issuance of the Articles of Incorporation by the Saskatchewan Corporate Registry registering the Regina Regional Opportunities Commission ("RROC") as a non-profit corporation under *The Non-Profit Corporations Act, 1995* (Saskatchewan) (the "Non-Profit Act") with the name Economic Development Regina Inc., City Council authorize the Chief Financial Officer to finalize and approve the unanimous membership agreement setting forth the governance principles for RROC (the "Unanimous Membership Agreement").
- 2. That the City Clerk be authorized to execute the Unanimous Membership Agreement after review and approval by the City Solicitor.
- 3. That the City Solicitor be instructed to bring forward a bylaw to repeal Bylaw 2009-20, *The Regina Regional Opportunities Commission Bylaw*, once RROC has been registered as a non-profit corporation and the City Clerk has executed the Unanimous Membership Agreement.

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

#### Recommendation

- 1. That the City of Regina and City of Moose cause their respective interests in the Buffalo Pound Water Administration Board (the "Board") to be incorporated as a non-profit corporation under *The Non-Profit Corporations Act, 1995* (Saskatchewan) with the following attributes:
  - (i) four classes of memberships (Class A-voting, Class B- voting, Class C- non-voting and Class D non-voting);
  - (ii) the City of Regina be issued 74 Class A voting memberships in the corporation; and
  - (iii) the City of Moose Jaw be issued 26 Class A voting memberships in the corporation; and
  - (iv) the corporation be named the "Buffalo Pound Water Treatment Corporation"
- 2. That the City Solicitor be authorized to finalize and file the Articles of Incorporation at the Saskatchewan Corporate Registry to bring effect to the incorporation as outlined in recommendation #1.
- 3. That the Chief Financial Officer be designated as the City's proxy for the purposes of exercising the City's voting rights in Buffalo Pound in accordance with such direction as may be provided by City Council from time to time.
- 4. That City Council authorize the Chief Financial Officer to finalize and approve the unanimous membership agreement setting forth the governance principles for Buffalo Pound (the "Unanimous Member's Agreement") pending the issuance of the Articles of Incorporation by the Saskatchewan Corporate Registry.
- 5. That City Council authorize the Chief Financial Officer to finalize and approve the terms of a long term water access agreement between the City and the Plant to ensure secured long term permanent water access for the City (the "Water Access Agreement")
- 6. That the City Clerk be authorized to execute the Unanimous Member's Agreement and Water Access Agreement after review and approval by the City Solicitor.

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

#### CR15-142 2016 Citizen Appointments for Committees

#### Recommendation

- 1. That Gordon Sellinger and Vic Pankratz be appointed to the Board of Police Commissioners for a term of office effective January 1, 2016 to December 31, 2016.
- 2. That the following individuals be appointed to the Board of Revision for a term of office as indicated below:
  - Ms. Stella Dechaine be appointed for a two year term effective January 1, 2016 to December 31, 2017;
  - Ms. Anjana Kaushal be appointed for a three year term effective January 1, 2016 to December 31, 2018; and
  - Mr. Randy Schellenberg be appointed for a one year term effective January 1, 2016 to December 31, 2016.
- 3. That an advertisement be placed to fill the additional vacant position on the Board of Revision at the call of the Board of Revision chairperson at a later date.
- 4. That Mr. Roger Carriere, Mr. Brian Harris and Mr. Ian Lueken be appointed for a three year term effective January 1, 2016 to December 31, 2018 to the Development Appeals Board.
- 5. That Robert Byers be appointed to the Mayor's Housing Commission for three years, effective January 1, 2016 and that the remaining appointment be referred back to the City Clerk and Chair of the Mayor's Housing Commission for further consideration.
- 6. That recommendation #6 be tabled to a future private meeting of the Executive Committee.
- 7. That Mr. Trent Fraser be nominated to the Regina Airport Authority for a term of office effective May 1, 2016 to April 30, 2019.
- 8. That the following individuals be appointed to the Regina Planning Commission for a term of office as indicated below:
  - Mr. Simon Kostic be appointed for a three year term effective January 1, 2016 to December 31, 2018; and
  - Ms. Laureen Snook be appointed for a two year term effective January 1, 2016 to December 31, 2017

- 9. That the following Regina Catholic School Board Representatives be appointed to the School Board/City Council Liaison Committee for a term of office as indicated below:
  - Mr. Frank Flegel be appointed for a three year term effective January 1, 2016 to December 31, 2018;
  - Ms. Donna Ziegler be appointed for a three year term effective January 1, 2016 to December 31, 2018;
  - Mr. Rob Currie be appointed as an Administrative Representative for a three year term effective January 1, 2016 to December 31, 2018; and
  - Mr. Curt Van Parys be appointed as an Administrative Representative for a three year term effective January 1, 2016 to December 31, 2018
- 10. That Fred Clipsham be nominated to the Wascana Creek Watershed Advisory Committee for a term of office up to two years, effective January 1, 2016.
- 11. That members appointed to each board, committee and commission continue to hold office for the term indicated for each vacancy or until their successors are appointed.

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

CR15-143 2016 Appointments to Regina's Warehouse Business Improvement District Board

#### Recommendation

- 1. That on behalf of the Nominating Committee, it is recommended that the following appointments be approved to Regina's Warehouse Business Improvement District Board:
  - Mr. Donald Black, Mr. Mark Heise, Mr. David Lerat and Ms. Carley Winter be appointed as citizen members for the term January 1, 2016 to December 31, 2018.
- 2. That members continue to hold office for the term indicated or until successors are appointed.

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

#### Recommendation

- 1. That the following appointments be approved to the Board of Directors for Regina Downtown:
  - a) Mr. Steve Enns, Mr. Michael Ash and Ms. Krista BeBeau as persons who are electors of the City or are employed in the District for terms effective January 1, 2016 and expiring December 31, 2017.
  - b) Ms. Jackie Straub and Ms. Nadia Williamson as persons who are electors of the City or are employed in the District for terms effective January 1, 2016 and expiring December 31, 2018.
- 2. Members continue to hold office for the term indicated or until successors are appointed.

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

CR15-145 2016 Appointments to the Regina Regional Opportunities Commission (RROC)

#### **Recommendation**

- 1. That the following individuals be appointed for a one year term effective January 1, 2016 to December 31, 2016 to the Board of Directors of the Regina Regional Opportunities Commission:
  - Mr. Murad Al-Katib
  - Mr Frank Hart
  - Dr. Vianne Timmons
  - Ms. Cari Lemieux
  - Mr. Tony Coppola
  - Ms. Marla Preston
  - Mr. Mark Lang
  - Mr. Dale Griesser
  - Mr. Marty Klyne
  - Mr. Jason Drummond
  - Mr. David Brundige
- 2. That all members continue to hold office for the term indicated or until successors are appointed.

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

#### CR15-146 2016 Elected Official Committee Appointments

#### Recommendation

- 1. That City Council appoint and approve the elected member appointments to the committees summarized in Appendix A.
- 2. That all appointments be made effective January 1, 2016 with terms of office to October 26, 2016 unless otherwise noted.

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

#### FINANCE AND ADMINISTRATION COMMITTEE

#### CR15-147 Municipal Election Expense Sharing Agreement

#### Recommendation

- 1. That the Chief Legislative Officer and City Clerk be authorized to negotiate and enter into an agreement with The Board of Education of the Regina School Division No. 4 of Saskatchewan (Public School Board) and The Board of Education of the Regina Roman Catholic Separate School Division No. 81 of Saskatchewan (Separate School Board) regarding a municipal election expense sharing agreement.
- 2. That Bylaw #8073 A Bylaw of the City of Regina to Authorize the Execution of a Certain Agreement Between the City of Regina and the Board of Education of the Regina School Division No. 4 of Saskatchewan and the Board of Education of the Regina Roman Catholic Separate School Division No. 81 of Saskatchewan and the associated agreement be repealed.
- 3. That, after review by the City Solicitor, the City Clerk sign the agreement on behalf of the City of Regina.

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

#### PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

#### CR15-148 Supply and Delivery of Steel Slag

#### Recommendation

1. That City Council approve Tube City IMS Canada Limited (Ltd.) (Tube City) to be the sole source vendor for the supply and delivery of steel slag aggregate (slag).

- -8-
- 2. That City Council authorize the Deputy City Manager and Chief Operating Officer, or their designate, to negotiate, approve and amend a five year contract with Tube City.
- 3. That the City Clerk be authorized to execute the contract with Tube City.

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

(Councillor Shawn Fraser declared a conflict prior to consideration of item IR15-25, citing his employment with the YMCA of Regina. He abstained from discussion and voting and temporarily left the meeting)

#### INFORMATIONAL REPORTS

IR15-25 Mayor's Housing Commission: Homelessness Partnering Strategy Update

#### Recommendation

That this item be received and filed.

Councillor Jerry Flegel moved, seconded by Councillor Wade Murray that this report be received and filed.

Mayor Michael Fougere stepped down to enter debate.

Councillor Mike O'Donnell assumed the Chair.

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

#### The motion was put and declared CARRIED.

(Councillor Fraser returned to the meeting.)

IR15-26 Community and Protective Services Committee: Refugee Resettlement Initiative for the City of Regina

#### Recommendation

That this report be received and filed.

## Councillor Jerry Flegel moved, seconded by Councillor Wade Murray that this report be received and filed.

Mayor Michael Fougere stepped down to enter debate.

Councillor Mike O'Donnell assumed the Chair.

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

(Councillor Hincks temporarily left the meeting.)

#### The motion was put and declared CARRIED.

#### **MOTIONS**

MN15-6 Councillor Young: Regina Regional Opportunities Commission "Regina Advantage"

Councillor Barbara Young moved, seconded by Councillor Mike O'Donnell that the City of Regina provide \$125,000 in "seed money" in support of this project with funds from the remaining monies available in the Finance and Administration Committee budget.

(Councillor Hincks returned to the meeting.)

Councillor Bob Hawkins moved, in amendment, seconded by Councillor Terry Hincks, AND IT WAS RESOLVED, that Regina Regional Opportunities Commission report back in six months with respect to the progress of this project.

Mayor Michael Fougere stepped down to enter debate.

Councillor Mike O'Donnell assumed the Chair.

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

(Councillor Murray left the meeting.)

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

#### PUBLIC NOTICES, BYLAWS AND RELATED REPORTS

CR15-149

Community and Protective Services Committee: Appointment of Pest Control Officers

#### Recommendation

- 1. That the City Solicitor be instructed to amend Bylaw 2009-71 being *The Appointment and Authorization of City Officials Bylaw, 2009* to:
  - (a) Appoint the following people as Pest Control Officers under *The Pest Control Act* from January 1, 2016 until December 31, 2016, unless the officer's employment with the City of Regina is terminated sooner:

<u>Name</u> <u>Position</u>

Russell Eirich Manager, Forestry, Pest Control & Horticulture

Ryan Johnston Supervisor, Pest Control Corey Doka Pest Control Officer

Kaitlin Willner Entomology Research Analyst

2. That within 14 days of City Council passing the amendments to Bylaw 2009-71, that the City Clerk notify the Ministry of Agriculture of the appointment of the Pest Control Officers, as required by *The Pest Control Act*.

Councillor Jerry Flegel moved, seconded by Councillor Terry Hincks, AND IT WAS RESOLVED, that the recommendations of the Community and Protective Services Committee contained in the report be concurred in.

CR15-150

Community and Protective Services Committee: Delegation of Authority to Appoint Municipal Inspectors Under *The Forest Resources Management Act* 

#### **Recommendation**

That the City Solicitor be instructed to make amendments to *The Forestry Bylaw*, 2002 and that the City Solicitor be instructed to make amendments to *The Forestry Bylaw*, 2002 and *The Appointment and Authorization of City Officials Bylaw*, 2009 as further detailed in this report.

Councillor Jerry Flegel moved, seconded by Councillor Terry Hincks, AND IT WAS RESOLVED, that the recommendations of the Community and Protective Services Committee contained in the report be concurred in.

CR15-151

Executive Committee: 2016 Council and Committee Meeting Schedule and Related Amendments to *The Procedure Bylaw* 

#### Recommendation

- 1. That the 2016 meeting calendar for City Council and the following main committees as outlined in Appendix A be approved:
  - a. City Council
  - b. Community and Protective Services
  - c. Executive Committee
  - d. Finance and Administration
  - e. Mayor's Housing Commission
  - f. Public Works and Infrastructure
  - g. Regina Appeal Board
  - h. Regina Planning Commission
- 2. That the amendments to *The Procedure Bylaw* as detailed in this report be approved.
- 3. That the City Solicitor be instructed to prepare and bring forward the amendments to *The Procedure Bylaw*.

Councillor Mike O'Donnell moved, seconded by Councillor Jerry Flegel, AND IT WAS RESOLVED, that the recommendations of the Executive Committee contained in the report be concurred in.

2015-85 THE PROCEDURE AMENDMENT BYLAW, 2015

Councillor Mike O'Donnell moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that Bylaw No. 2015-85 be introduced and read a first time. Bylaw was read a first time.

No letters of objection were received pursuant to the advertising with respect to Bylaw No. 2015-85.

The Clerk called for anyone present who wished to address City Council respecting Bylaw No. 2015-85 to indicate their desire.

No one indicated a desire to address Council.

Councillor Mike O'Donnell moved, seconded by Councillor Bryon Burnett, AND IT WAS RESOLVED, that Bylaw No. 2015-85 be read a second time. Bylaw was read a second time.

Councillor Mike O'Donnell moved, seconded by Councillor Sharron Bryce that City Council hereby consent to Bylaw No. 2015-85 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY.

Councillor Mike O'Donnell moved, seconded by Councillor Barbara Young, AND IT WAS RESOLVED, that Bylaw No. 2015-85 be read a third time. Bylaw was read a third and final time.

2015-82 THE APPOINTMENT AND AUTHORIZATION OF CITY OFFICIALS AMENDMENT BYLAW, 2015

Councillor Mike O'Donnell moved, seconded by Councillor Shawn Fraser, AND IT WAS RESOLVED, that Bylaw No. 2015-82 be introduced and read a first time. Bylaw was read a first time.

Councillor Mike O'Donnell moved, seconded by Councillor Terry Hincks, AND IT WAS RESOLVED, that Bylaw No. 2015-82 be read a second time. Bylaw was read a second time.

Councillor Mike O'Donnell moved, seconded by Councillor Jerry Flegel that City Council hereby consent to Bylaw No. 2015-82 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY.

Councillor Mike O'Donnell moved, seconded by Councillor Jerry Flegel, AND IT WAS RESOLVED, that Bylaw No. 2015-82 be read a third time. Bylaw was read a third and final time.

#### BYLAWS (Tabled December 14, 2015)

2015-75	THE DEVELOPMENT LEVY AMENDMENT BYLAW, 2015	
2015-76	DESIGN REGINA: THE OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2015 (No. 4)	

Councillor Mike O'Donnell moved, seconded by Councillor John Findura, AND IT WAS RESOLVED, that Bylaws No. 2015-75 and 2015-76 be read a third time. Bylaws were read a third and final time.

#### **ADJOURNMENT**

Councillor Sharron Bryce moved, seconded by Councillor Shawn Fraser, AND IT WAS RESOLVED, that Council adjourn.

The meeting adjourned at 6:40 p.m.	
Mayor	City Clerk

To: His Worship the Mayor

and Members of City Council

Re: Application for Road Closure (15-CL-17)

Portion of Road Adjacent to 2210 Courtney Street

## RECOMMENDATION OF THE REGINA PLANNING COMMISSION – JANUARY 6, 2016

- 1. That the application for the closure of a portion of Courtney Street as shown on the attached plan of proposed subdivision prepared by Scott Colvin, SLS, dated September 25, 2015 and legally described as Plan 102146385 & 102011904 SE 1/4 21-17-20 W2M be APPROVED; and the resulting land parcel be designated as a "Municipal Utility" parcel.
- 2. That the City Solicitor be directed to prepare the necessary bylaw.

#### REGINA PLANNING COMMISSION – JANUARY 6, 2016

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: Pam Dmytriw, Phil Evans, Simon Kostic, 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 January 6, 2016, considered the following report from the Administration:

#### RECOMMENDATION

- 1. That the application for the closure of a portion of Courtney Street as shown on the attached plan of proposed subdivision prepared by Scott Colvin, SLS, dated September 25, 2015 and legally described as Plan 102146385 & 102011904 SE 1/4 21-17-20 W2M be APPROVED; and the resulting land parcel be designated as a "Municipal Utility" parcel;
- 2. That the City Solicitor be directed to prepare the necessary bylaw; and
- 3. That this report be forwarded to the January 25, 2016 meeting of City Council 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 an undeveloped portion of Courtney Street right-of-way commonly known as 2210 Courtney Street. The subject portion of the road contains a booster station that feeds chlorine to the water line that services the Global Transportation Hub (GTH). Given the nature of use of the site as a public use, the subject lands proposed for closure will be transferred into the City of Regina's name and designated as a utility parcel.

The partial road closure will not have any impact on traffic or physical conditions of the subject land or surrounding area. The subject lands will remain under the ownership of the City of Regina and continue to be used as a public use.

Accordingly, the Administration supports the proposed road closure.

#### BACKGROUND

A closure application has been submitted concerning a portion of the Courtney Street road right-of-way.

This application is being considered pursuant to *Regina Zoning Bylaw No. 9250*, *Design Regina: The Official Community Plan, Bylaw No. 2013-48*, *The Planning and Development Act, 2007* and *The Cities Act, 2002*.

#### DISCUSSION

The City of Regina's Real Estate Branch proposes to close and sell a .0122 ha portion of Courtney Street and create a municipal utility parcel as shown in Appendix A-1 and A-2 and on the attached plan of survey in Appendix A-3.1. The portion of the right-of-way proposed for closure is not part of the developed roadway and is not needed for use by the traveling public.

The purpose of the proposed closure is to create a municipal utility parcel where the site will continue to be used for a public utility or public use.

The surrounding land uses include agricultural use to the north, south and west and the Royal Canadian Mounted Police training academy lands to the east.

#### RECOMMENDATION IMPLICATIONS

#### **Financial Implications**

None with respect to this report.

#### **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 accommodating infrastructure needs in the design, construction, and operation of infrastructure to comply with relevant legislative and regulatory requirements.

The portion of right-of-way to be closed is not required for traffic circulation purposes or future roadway need. The site will continue to be used for, and serve, an important public use purpose.

#### Other Implications

None with respect to this report.

#### **Accessibility Implications**

None with respect to this report.

#### **COMMUNICATIONS**

Communications with the public is summarized as follows:

Will be published in the Leader Post on	January 16, 2016
Letter sent to immediate property owners	November 24, 2015
Number of public comments sheets received	0

#### **DELEGATED AUTHORITY**

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

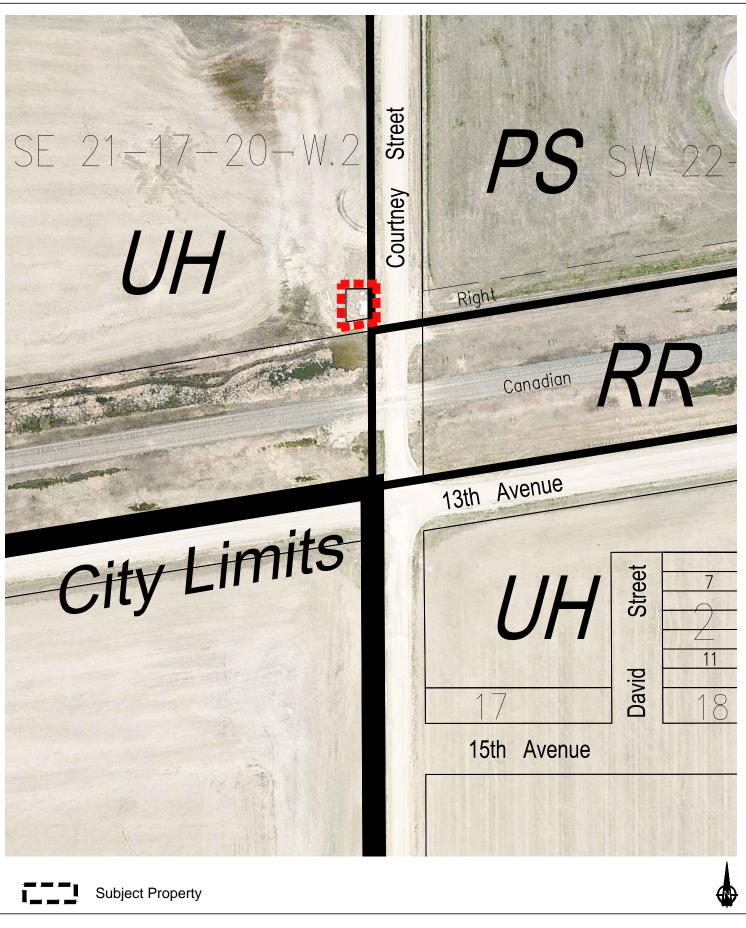
Respectfully submitted,

**REGINA PLANNING COMMISSION** 

Elaine Gohlke, Secretary

Elaine Sollke

### Appendix A-1

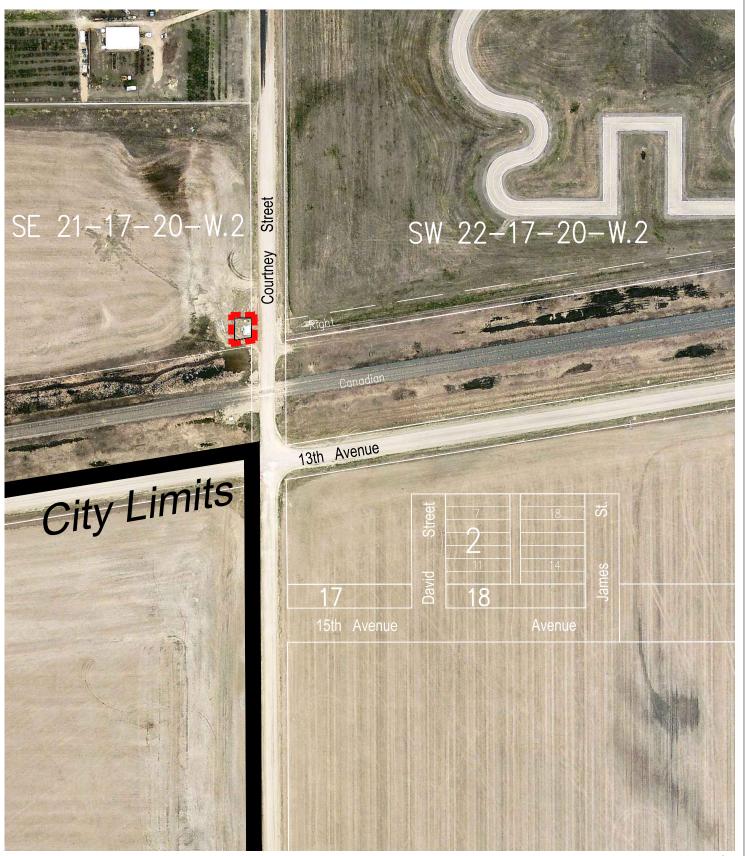


15-CL-17 Project <u>15-SN-25</u>

Civic Address/Subdivision

2210 Courtney Street

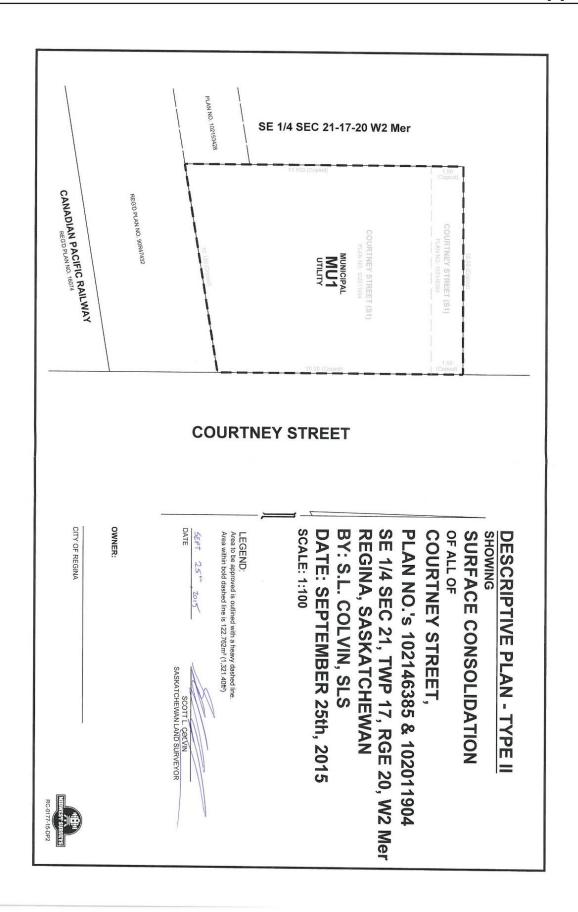
### Appendix A-2



Subject Property

Date of Photography: 2012





**Planning Department** 

L-17 Civic Address/Subdivision 2210 Courtney Street

#### BYLAW NO. 2016-1

## A BYLAW TO PROVIDE FOR THE CLOSURE OF PORTION OF COURTNEY STREET RIGHT-OF-WAY ADJACENT TO 2210 COURTNEY STREET

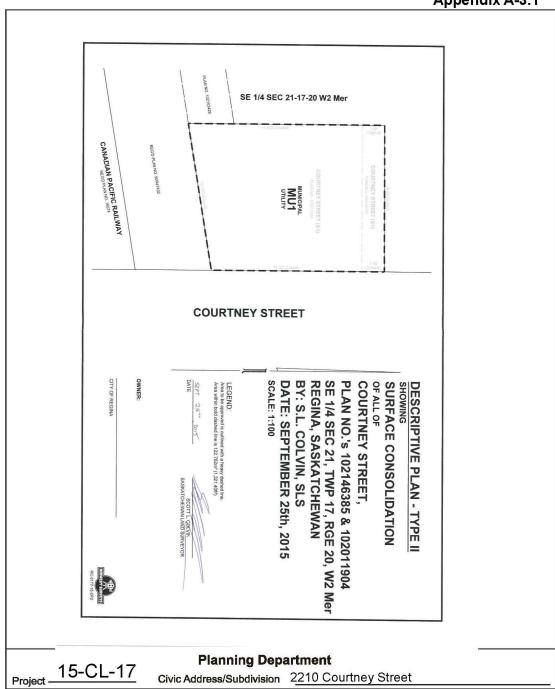
	<del></del>
THE (	COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:
1	The lane described as follows is closed:
	"All that portion of Courtney Street as shown on the Descriptive Plan Type I prepared by Scott L. Colvin, SLS, dated September 25, 2015 and legally described as Plan 102146385 and 102011904, SE ½ 21-17-20 W2M, as shown on the attached Appendix "A"."
2.	The resulting land parcel created by the lane closure described in section 1 idesignated as a "Municipal Utility" parcel.
2	This Bylaw comes into force on the day of passage.
	A FIRST TIME THIS 25 <sup>th</sup> DAY OF January 2016.
READ	A SECOND TIME THIS 25 <sup>th</sup> DAY OF January 2016.
READ	A THIRD TIME AND PASSED THIS 25 <sup>th</sup> DAY OF January 2016.
Mayor	City Clerk (SEAL
	CERTIFIED A TRUE COPY
	City Clerk

Approved as to form this \_\_\_\_\_ day

tv Solicitor

#### **APPENDIX "A"**





#### **ABSTRACT**

#### BYLAW NO. 2016-1

## A BYLAW TO PROVIDE FOR THE CLOSURE OF PORTION OF COURTNEY STREET RIGHT-OF-WAY ADJACENT TO 2210 COURTNEY STREET

PURPOSE: To close a portion of Courtney Street.

ABSTRACT: The proposed street closure is to create a Municipal Utility

parcel for a public utility.

STATUTORY

AUTHORITY: Section 13 of *The Cities Act*, and Section 172.1 of *The* 

Planning and Development Act, 2007.

MINISTER'S APPROVAL: N/A

PUBLIC HEARING: Required, pursuant to subsection 13(7) of *The Cities Act*.

PUBLIC NOTICE: Required, pursuant to subsection 13(6) of *The Cities Act*.

REFERENCE: Regina Planning Commission, January 6, 2016, RPC16-3.

AMENDS/REPEALS: N/A

CLASSIFICATION: Regulatory

INITIATING DIVISION: City Planning and Development

INITIATING DEPARTMENT: Planning



Office of the City Clerk Queen Elizabeth II Court 2476 Victoria Ave. P.O. Box 1790 Regina, SK S4P 3C8

c/o Mavis Torres mtorres@regina.ca

January 19, 2016

Dear Mavis,

Please accept this letter as request for permission to appear before Regina City Council on Monday, January 25, 2016 to speak in support of the Renewal of the Animal Spay and Neuter Program Services Contract.

A copy of the presentation is attached. Please contact me directly at 543-6363 (Ext. 223) or e-mail <a href="mailto:lkoch@reginahumane.ca">lkoch@reginahumane.ca</a> should you require further information.

Sincerely,

Lisa Koch Executive Director Regina Humane Society

A Caring Place...





January 25, 2016

#### Renewal of Animal Spay and Neuter Program Services Contract

Good evening Your Worship and members of Regina City Council. My name is Lisa Koch, Executive Director of the Regina Humane Society, joining me today to speak in support of the Renewal of the Spay and Neuter Program Services Contract is Regina Humane Society Director of Operations Steve Battistolo.

The Regina Humane Society provides an animal welfare shelter for neglected, abused and abandoned animals as well as investigation services to enforce the Animal Protection Act of Saskatchewan and Criminal Code of Canada. These services are funded solely through public donations and self-generated income. The Society also provides contacted municipal impound and animal control services to the City of Regina on a fee for service basis.

The most serious pet overpopulation, care and control issues arise in neighborhoods with restricted access to education and veterinary care due to limited financial resources. Targeted subsidized spay/neuter services have been proven to reduce dog and cat populations, shelter intake and euthanasia making spay/neuter incredibly cost effective in addition to saving animal lives.

The Regina Humane Society's efforts to stop the euthanasia of community homeless animals intensified in 2011 with the official launch of its Spay and Neuter Clinic and a Spay Neuter Program providing subsidized pet spay and neuter surgeries to financially disadvantaged households and community animal rescue organizations with partial financial support from the City of Regina.

The Regina Humane Society Spay and Neuter Program operates under the regulations of care established by the Saskatchewan Veterinary Medical Association. In addition to the surgical procedures provided through the Spay and Neuter Program, the Regina Humane Society:

 Assists low income animal owners with application completion, income verification and scheduling a sterilization procedure for their animal(s);

A Caring Place...



- Performs a preliminary health screen of eligible animals in association with sterilization;
- Provides animal owners with information about sterilizing the Animal and on presurgery and post-surgery care;
- Arranges to have animals transported and treated at the 24 Hour Animal Care Centre at the expense of the Regina Humane Society for any after hour surgical complications; and
- Tattoos, micro-chips and licenses all pets sterilized, not only ensuring fewer unwanted litters but also that more animals than ever before can be quickly and safely returned to their owners.

Since the inception of the Low Income Spay and Neuter Program in 2011, the number of homeless dogs and cats entering the shelter has decreased from 4,643 to 4,111 in 2015, an 11 per cent decrease accounting for 532 less animals entering the shelter despite operating in one of the fastest growing municipalities in Canada. Animal adoptions have increased from 1,875 in 2011 to 2,195 in 2015, with 2014 representing a record breaking 2,308 animals adopted. The number of dogs and cats euthanized since 2011 has decreased by 41 per cent accounting for 724 less animals euthanized in 2015.

Community support of the program has been strong and awareness continues to grow. Supported by Regina Humane Society education and outreach initiatives such as the Pet S.T.O.P. (Supply, Training and Outreach Program) and North Central Community Animal Well Fair, the Spay and Neuter Program continues to cultivate strong relationships between the Regina Humane Society and communities with a high incidence of animal welfare challenges.

The Regina Humane Society is proud to be able to share the successes already achieved with the City of Regina in the delivery of this important lifesaving and cost saving program. We respectfully seek your continued support of the Program as part of our long term Animal Services Agreement with the City of Regina in the provision of animal control and impoundment services in a new Animal Community Centre for the city of Regina. A ten percent increase in the Spay and Neuter Services Contract amount reflects inflationary costs since the inception of the program in 2011 in order to maintain affordability of the program to low income pet owners in the future.

The Society values its on-going relationship with the City of Regina in the provision of quality animal programs and services which support the health, safety and quality of life for people and animals in our community.

To: His Worship the Mayor

and Members of City Council

Re: Renewal of Animal Spay and Neuter Program Services Contract

## RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - JANUARY 13, 2016

- 1. That the Deputy City Manager be authorized to resolve the final terms and conditions upon which the Animal Services Agreement between the Regina Humane Society and the City of Regina will be amended to include the Low Income Spay/Neuter Program items as outlined in this report.
- 2. That the City Clerk be authorized to execute any definitive legal agreements after review by the City Solicitor.

#### COMMUNITY AND PROTECTIVE SERVICES COMMITTEE – JANUARY 13, 2016

Lisa Koch, representing the Regina Humane Society, 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: Jerry Flegel (Chairperson), John Findura, Shawn Fraser, Bob Hawkins, 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 January 13, 2016, considered the following report from the Administration:

#### RECOMMENDATION

- 1. That the Deputy City Manager be authorized to resolve the final terms and conditions upon which the Animal Services Agreement between the Regina Humane Society and the City of Regina will be amended to include the Low Income Spay/Neuter Program items as outlined in this report.
- 2. That the City Clerk be authorized to execute any definitive legal agreements after review by the City Solicitor.
- 3. That this report be forwarded to the January 25, 2016 meeting of City Council for approval.

#### CONCLUSION

The Regina Humane Society's (RHS) Low Income Spay/Neuter Program has provided low cost/no cost pet sterilizations to financially disadvantaged households since 2010. The RHS has identified this program as being the key factor in reducing the City of Regina's (City) pet overpopulation, impoundment, and euthanasia numbers. The program funding agreement between the City and RHS expired on December 31, 2015.

The Administration recommends the City's continued funding of the Spay/Neuter Program through an amendment of the long-term Animal Services Agreement, which was approved by Council in 2014 (CR14-130). To maintain an affordable \$60 low cost co-payment amount, the Administration further recommends that the City provide a 10 per cent increase to the program funding amount to cover the inflationary rise in surgical costs.

#### BACKGROUND

Spay and neuter surgeries are recognized by the Canadian Federation of Humane Societies as the only non-lethal, long term solutions available to address stray and feral animal populations and to reduce numbers of unwanted animals. Recognizing that cost and access to veterinary care are often cited as the primary reasons why pet owners do not spay or neuter their pets, the RHS approached the City in 2010 with a new service delivery model for improving access to sterilization surgery. On November 23, 2010, the City signed a five-year funding agreement with the RHS to provide subsidized pet sterilizations to financially disadvantaged households and eligible community-based animal rescue organizations.

The agreement called for the City to provide \$147,300 to the RHS in 2011 and 2012, with the requirement that the City re-negotiate the funding amount for the final three years of the agreement. The funding amount remained unchanged for the duration of the five-year agreement.

The program officially launched in April 2011. It is administered through the RHS' Spay/Neuter Clinic (The Clinic), which was purchased and equipped entirely by donations to the RHS and received no funding from the City. The RHS provides animal pick-up and delivery, which allows the RHS to bring animal sterilization services directly to the demographic identified as the biggest contributor to unwanted, stray and feral pet overpopulation, as well as provides an opportunity for the RHS to educate citizens about responsible pet ownership. The Clinic operates under the regulations and practice standards of care set by the Saskatchewan Veterinary Medical Association.

In 2014, City Council approved entering into a long-term Animal Services Agreement with the RHS to provide animal control and impoundment services in a new Animal Community Centre. As part of the negotiation process, the Administration evaluated alternatives to the delivery of animal control services. Funding for the RHS Spay/Neuter Program was not included in financial evaluations, as the program would have been discontinued under any in-house or privatized service delivery model. It was agreed that the annual Spay/Neuter Program fee would be negotiated separately and form part of the long-term service agreement with the RHS, if the parties can agree upon terms relating to the Spay/Neuter Program.

#### Current Low Income Program Eligibility

Under the "no cost" program option, pet sterilization surgery and related medical procedures are fully subsidized for pet owners who qualify under the annual household income levels listed in Appendix A. The "low cost" program provides partially subsidized surgery and medical procedures to eligible non-profit animal rescue organizations and to pet owners with annual incomes below the levels listed in Appendix B. Applicants that qualify for the low cost program pay \$60 towards the cost of the procedures.

#### DISCUSSION

#### **Program Success Indicators**

The Administration has conducted an evaluation of the Low Income Spay/Neuter Program based on the three main objectives of the program, outlined in the current service agreement:

- 1) Decrease animal numbers at the RHS by reducing incoming animals and increasing adoptions;
- 2) Increase sterilization numbers with particular emphasis on low-income households; and
- 3) Decrease sterilization costs with particular emphasis RHS adoptable animals and animals living in low-income households.

Animal Intake and Adoptions. According to statistics provided by the RHS, 4642 animals entered the shelter in the first year of the program. In each subsequent year of the program, the number of animals entering the shelter decreased despite operating in one of the fastest growing municipalities in Canada. In 2014, 4252 animals entered the shelter – a decrease of 8.4 per cent since the start of the program. In the same period, animal adoptions increased by 23 per cent.

Table 1. Animal Intake and Adoptions, 2011-2014

Year	Incoming Animals	Adoptions
2011	4643	1875
2012	4444	1946
2013	4337	2131
2014	4252	2308

Sterilization numbers. Since its inception in 2011, the program has provided fully or partially subsidized spay, neuter, microchip and tattoo services to 11,707 adopted and household pets to date (see Table 2).

Table 2. Low income spay and neuter surgeries performed by year

	Year 1	Year 2	Year 3	Year 4	Year 5 YTD (Nov 30)	Total
No Cost	390	275	274	280	245	1,464
Public Low Cost	9	10	17	18	15	69
Animal Rescue Low Cost	81	52	70	104	96	403
RHS Low Cost	1,909	1,757	1,991	2,109	2,005	9,771
Total	2,389	2,094	2,352	2,511	2,361	11,707

While the total number of sterilization surgeries has been relatively consistent over five years, there has been lower than expected uptake of the public low cost program. This appears to be the result of setting the income eligibility threshold too low, which has led to few pet owners qualifying for the low cost co-payment option. Eligibility criteria is currently based on Statistics Canada Low Income Cut-off (LICO) data from 2008. The RHS recommends that the program eligibility criteria be adjusted to reflect more recent data on income levels. The proposed eligibility thresholds for the no cost program going forward are based on LICO data from 2013 (most recently reported year). The low cost threshold will be accordingly adjusted at 40 per cent above LICO for each income category (see Appendix C).

The changes to the eligibility criteria outlined in Appendix C will be incorporated in the City/RHS long-term service agreement for 2016 and be subject to adjustment in future years to reflect the most recently reported LICO data. It is expected that these changes will result in more pet owners being eligible to participate in the public low income program.

Subsidized surgical costs. In 2010, the average cost per sterilization procedure was estimated to be \$126. Based on a five-year average, the estimated cost of providing sterilization surgery has increased to approximately \$139 per sterilization procedure (Table 3). In order to maintain the \$60 low cost co-payment amount and keep the program affordable to low income pet owners, the RHS has requested that the City provide a 10 per cent increase (\$14,730) to the program funding amount to cover a portion of the rise in surgical costs (with the remaining portion covered by RHS).

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Table 1 Total	DIOPIAIII	costs and average	COSE DEL SULVICAL	DIOCEGUIE
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Expenses	Year 1	Year 2	Year 3	Year 4	Year 5 YTD	Total
					(Nov 30)	
Operating Supplies	\$135,600	\$124,802	\$138,180	\$146,692	\$139,181	\$684,455
Veterinary Wages	\$202,505	\$153,700	\$200,125	\$202,587	\$185,704	\$944,621
<b>Total Expenses</b>	\$338,105	\$278,502	\$338,305	\$349,279	\$324,885	\$1,629,076
<b>Total Procedures</b>	2,389	2,094	2,352	2,511	2,361	11,707
Avg. cost/Procedure	\$142	\$133	\$144	\$139	\$138	\$139

The Administration recommends that the City provide the 10 per cent increase (\$14,730) requested by the RHS. The increase in funding will ensure the program's financial sustainability and that pet sterilization surgery and related medical procedures remain affordable and accessible to low income pet owners and non-profit animal rescue organizations. The new agreement will provide \$162,030 annually towards the program.

Alternatively, should City Council choose to maintain the current level of funding for the program, the RHS may be required to either cut program services or increase the co-payment amount paid by low income pet owners and non-profit animal rescue organizations in order to cover the rise in surgical costs. There is a risk that an increase to the co-payment amount may deter some pet owners from participating in the program.

#### New Animal Community Centre

As the new facility will be located within City limits instead of in the RHS' current location on Armour Road, pet sterilization surgeries will be performed in-house rather than in the mobile clinic. Once the new facility is operational, the mobile clinic will be redeployed to provide veterinary services to surrounding rural areas and reserves at no cost to the City.

The cost of building and equipping the new veterinary clinic has already been accounted for within the service fee being paid by the City in the long-term agreement that was approved by Council in November 2014. The funding amount provided by the City towards the spay/neuter program will continue to be used exclusively to subsidize the cost of surgery for low-income pet owners and if approved, the long-term agreement will be amended to include all services being provided by the RHS in a single agreement.

#### RECOMMENDATION IMPLICATIONS

#### **Financial Implications**

The recommendations contained in this report will result in an increase of \$14,730 per year over the current Low Income Spay/Neuter Program agreement. A budget request will be submitted in 2017 to covering this ongoing expense. The contract increase for 2016 will be covered within the approved 2016 budget.

The funding provided towards this program will be incorporated into the RHS Services portion of the long-term Animal Services Agreement, which will be subject to adjustment and recalculated annually to account for escalation factors.

#### **Environmental Implications**

None with respect to this report.

#### Policy and/or Strategic Implications

The City's continued financial support for the Low Income Spay/Neuter will contribute to managing the growth and development of the community through ensuring a safe and healthy living environment. The program's proactive approach will result in fewer animals having to be picked up and euthanized, and decrease the overall costs associated with animal control and impoundment.

#### Other Implications

None with respect to this report.

#### Accessibility Implications

The Clinic provides accessible, affordable veterinary services to pet owners with limited transportation choices related to physical or financial challenges.

#### **COMMUNICATIONS**

The RHS will be responsible for continuing to communicate the benefits of spaying/neutering pets and will do this through public education and awareness campaigns.

#### **DELEGATED AUTHORITY**

The recommendations contained in this report require City Council approval.

Respectfully submitted,

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE

Ashley Thompson, Secretary

#### Schedule "B"

#### Eligibility Requirements for the No Cost Spay and Neuter Program

Any Animal that is displaying aggressive behaviour or is being quarantined will not be eligible for the Spay and Neuter Program.

Animal Owners are eligible for No Cost Spay and Neuter Program if the Animal Owner's annual household income, before taxes, is below the following levels:

- 1 person \$19,094
- 2 persons \$23,769
- 3 persons \$29,222
- 4 persons \$35,480
- 5 persons \$40,239
- 6 persons \$45,385
- 7 or more persons \$50,529

A copy of the Animal Owner's previous years Canadian Revenue Agency Assessment or proof of the Animal Owner's status as a social services recipient (the "Income Verification Information") must be presented to RHS for confirmation of the Animal Owner's income.

RHS shall not make any copies of the Income Verification Information or record any information contained on the Income Verification Information.

RHS shall note on the application form that the Animal is eligible for the No-Cost Spay and Neuter Program.

RHS shall return the Income Verification Information to the Animal Owner immediately following RHS verification of the Animal Owner's household income.

Animal Owners who do not meet the eligibility criteria set out in this Schedule shall not receive services through the No-Cost Spay and Neuter Program.

#### Schedule "C"

#### Eligibility Requirements for the Low Cost Spay and Neuter Program

Any Animal that is displaying aggressive behaviour or is being quarantined will not be eligible for the Spay and Neuter Program.

The following are eligible for the Low Cost Spay and Neuter Program:

- 1) Registered non-profit animal rescue corporations that are registered with Canada Revenue Agency as a charity; or
- 2) Animal Owners with annual household income, before taxes, below the following levels:

```
1 person $23,400
```

7 or more persons \$63,328

A copy of the Animal Owner's previous year's Canadian Revenue Agency Assessment or proof of the Animal Owner's status as a social services recipient (the "Income Verification Information") must be presented to RHS for confirmation of the Animal Owner's income.

RHS shall not make any copies of the Income Verification Information or record any information contained on the Income Verification Information.

RHS shall note on the application form that the Animal is eligible for the Low-Cost Spay and Neuter Program.

RHS shall return the Income Verification Information to the Animal Owner immediately following RHS verification of the Animal Owner's household income.

Animal Owners who do not meet the eligibility criteria set out in this Schedule shall not receive services through the Low-Cost Spay and Neuter Program.

<sup>2</sup> persons \$29,250

<sup>3</sup> persons \$35,978

<sup>4</sup> persons \$43,893

<sup>5</sup> persons \$50,038

<sup>6</sup> persons \$56,543

AFFIDAVIT OF CORPORATE SIGNING AUTHORITY  CANADA SASKATCHEWAN			
I,	Print Full Name of Signing Authority of Regina, Saskatchewan,		
MA	KE OATH/AFFIRM AS FOLLOWS:		
1.	I am a Director or Officer of The Regina Humane Society Inc. ("the Corporation") named in the Spay and Neuter Contract (the "Contract") which this Affidavit is attached.		
2.	I am authorized by the Corporation to execute the Contract without affixing the Corporate Seal of the Corporation.		
	rn/Affirmed before me at Regina, atchewan  November  Date  , 2010		
Provi Being	nmissioner for Oaths or a Notary Public in and for the ce of Saskatchewan. a lawyer —or— pointment expires:  Signature of Signing Authority		

### APPENDIX C

 $\label{eq:Appendix} \mbox{ Appendix C} \\ \mbox{ Income Thresholds for Program Eligibility}$ 

2(a) No cost eligibility criteria			
Household Size	Current Eligibility Threshold	2016 Eligibility Threshold	
1 person	\$ 19,094	\$20,550	
2 persons	\$ 23,769	\$25,582	
3 persons	\$ 29,222	\$31,450	
4 persons	\$ 35,480	\$38,185	
5 persons	\$ 40,239	\$43,307	
6 persons	\$ 45,385	\$48,856	
7 persons	\$ 50,529	\$54,381	

2(b) Low cost eligibility criteria				
Household Size	Current Eligibility Threshold	2016 Eligibility Threshold		
1 person	\$ 23,400	\$28,770		
2 persons	\$ 29,250	\$35,816		
3 persons	\$ 35,978	\$44,030		
4 persons	\$ 43,893	\$53,459		
5 persons	\$ 50,038	\$60,630		
6 persons	\$ 56,543	\$68,398		
7 persons	\$ 63,328	\$76,133		



Jan 20, 2016

To: The City Clerk

From: Len Antonini – Executive Director

Regina Minor Football 2000 Inc.

1308 Winnipeg St.

Regina, Sask.

I would like to request the opportunity to appear and speak at the Council Meeting January 25, 2016 in support of the recommendation put forward by the Community and Protective Services Committee in regards to Regina Minor Football - Leibel Field Facility Donation Agreement.

#### Written submission:

It was over 10 years ago that we first came to City Council about renovating Leibel Field. We formed a partnership and put artificial turf down, new lights and a score board, it was what we considered "The first phase", and we saw that it was good. RMF wanted more, so we paid for and built a canteen, bleachers, press box and front entrance – "The second phase".

Wascana Park is a gem in the City of Regina, and Leibel Field is a gem within Wascana Park, but it's not complete. RMF wants to build our headquarters at Leibel Field, the "Third phase". It will house our offices and equipment storage, but the facility would also have dressing rooms, showers, classrooms, a board room and a deck. The building and these other amenities will be available to everyone using Leibel Field, the other sport venues, or any part of Wascana Park itself. Once the third phase is completed, these user groups will be able to use Leibel Field to attract and host Provincial, National and International events.

RMF would be willing to manage and fully fund the construction of an 11,000 square foot facility in accordance with the City and Wascana Centre Authority standards. Once completed RMF would donate the facility to the City to ensure public accessibility. RMF would be willing to operate and maintain the facility at no cost to the City or WCA.

Over the past 5 years RMF has committed close to \$2.0 million dollars to Leibel Field. At the present time we owe no money from this commitment. The cost of phase 3 is estimated at \$3.0 million. The RMF building committee has put together a business plan that includes fundraising packages, financing and donations that would enable RMF to fully fund the construction today, and a budget for all ongoing maintenance, capital, and day to day operation costs in the future.

In conclusion we ask that City Council approve the recommendation, put forward by the Community & Protective Services Committee, contained in the Regina Minor Football – Leibel Field Facility Donation Agreement report.

Len Antonini

**Executive Director** 

Regina Minor Football 2000 Inc

To: His Worship the Mayor

and Members of City Council

Re: Regina Minor Football – Leibel Field Facility Donation Agreement

## RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - JANUARY 13, 2016

- 1. That City Council authorize the Executive Director of City Services to negotiate and approve the terms of a construction agreement between Regina Minor Football Association and the City of Regina for the construction of a change room, storage, classroom and meeting facility at Leibel Field;
- 2. That City Council authorize the Executive Director of City Services to negotiate and approve the terms of a donation and operation and maintenance agreement between Regina Minor Football Association and the City of Regina for the donation and long term operation and maintenance of the Leibel Field Facility by the Regina Minor Football Association; and
- 3. That the City Clerk be authorized to execute the agreement on behalf of the City after review by the City Solicitor.

#### COMMUNITY AND PROTECTIVE SERVICES COMMITTEE – JANUARY 13, 2016

Len Antonini, representing Regina Minor Football, addressed the Committee.

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #4 does not require City Council approval.

Councillors: Jerry Flegel (Chairperson), John Findura, Shawn Fraser, Bob Hawkins, 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 January 13, 2016, considered the following report from the Administration:

#### RECOMMENDATION

1. That City Council authorize the Executive Director of City Services to negotiate and approve the terms of a construction agreement between Regina Minor Football Association and the City of Regina for the construction of a change room, storage, classroom and meeting facility at Leibel Field;

- 2. That City Council authorize the Executive Director of City Services to negotiate and approve the terms of a donation and operation and maintenance agreement between Regina Minor Football Association and the City of Regina for the donation and long term operation and maintenance of the Leibel Field Facility by the Regina Minor Football Association; and
- 3. That the City Clerk be authorized to execute the agreement on behalf of the City after review by the City Solicitor.
- 4. That this report be forwarded to the January 25, 2016 meeting of City Council for approval.

#### **CONCLUSION**

In recent years, the Regina Minor Football Association (RMF) has invested more than \$1.9 million in the renewal of Leibel Field with artificial turf and additional amenities that support site programming. RMF is now interested in investing an additional \$3.0 million through construction of a new support facility that would further enhance the site. Plans for the facility support the expansion of the program, enabling the organization to host a broader range of national and international competitions; and would also provide facility space that will allow for development of new programming opportunities for other recreation users of the area. The Administration is recommending a partnership that will enable RMF to construct the Leibel Field facility then donate it to the City of Regina (City), ensuring public access into the future. RMF would then operate the Leibel Field facility on the City's behalf and be responsible for all ongoing operating and maintenance costs. The Administration recommends that the City accept this donation and proceed to develop agreements for construction, use and operation, and maintenance.

#### BACKGROUND

In 2010, the City partnered with Regina Minor Football Association (RMF), the Regina Soccer Association (RSA) and the Federal and Provincial Governments to construct the artificial turf field, known as Leibel Field. Since the construction of the field, RMF has also invested in the seating, press box, canteen and entrance and ticket wickets for the facility. In total, RMF has contributed approximately \$1.9 million to the development of the facility, with the majority of investments being accessible to all users of the facility. Most of these investments have been donated to the City, in similar agreements to what is being recommended in this report

Since RMF's original investment in Leibel Field, their program has grown substantially, from a two to three month program to a six month program. In 2015, RMF experienced their highest registration numbers to date, at a level of 1,830 players. This number is expected to continue to grow. As a result, RMF requires additional amenities to support their growing program and have secured private funding to allow the organization to build a facility that will meet their needs as well as provide benefits to other users of the Leibel Field.

RMF has approached the City and Wascana Centre Authority (WCA) with a proposal to construct a new facility at Leibel Field (see conceptual drawings attached as appendix A), that will serve current and future program requirements as well as allow for national and international tournaments to be hosted at Leibel Field. The new facility will provide amenities for the athletes such as change rooms, equipment storage, meeting rooms and a classroom. Spectators will continue to use the support building that has been constructed by the City.

#### DISCUSSION

The proposed facility is approximately 11,000 ft² on two stories. Located on the first floor would be equipment storage with space for equipment cleaning clinics as well as four washrooms/change rooms accessible from the field. The second story of the facility would be flexible in its design, but would be intended to provide boardroom space, classroom space, offices to house RMF staff and an outdoor patio/viewing space. RMF has also indicated that the main floor change rooms/washrooms would be made available to those booking the field and that all meeting spaces on the second floor would be bookable by users and the public for a fee.

The Administration has reviewed this proposed design and has consulted with WCA, which also supports the proposal, given the benefits to the community at large. This type of facility is also supported by the City's Recreation Facility Plan as it will continue to improve Douglas Park as a city-wide destination. This level of facility will benefit all user groups, as it will allow them to host national and international level tournaments, which will potentially provide tourism and economic impacts for the city. Due to the growth of RMF's program the intent is that they will require a staff presence year round within the proposed offices. From a Crime Prevention Through Environmental Design (CPTED) perspective, the site will benefit from the year round presence of people visiting and working onsite.

The Administration is recommending a partnership that involves RMF managing and fully funding the construction of the facility, with the City taking on ownership of the facility upon completion of construction. The approach is designed to enable RMF to construct the facility according to City and WCA standards, while being able to leverage in-kind donations and labour, which makes construction of this facility feasible for a non-profit organization.

Once construction is complete, RMF would donate the facility to the City, ensuring the accessibility of the facility by the public into the future. As part of the donation process the Administration will also work with RMF to develop an agreement for the long term use and operating and maintenance of the facility, which will include items such as capital improvement, utilities and revenues. Terms and conditions of the final agreements will be negotiated with RMF and WCA in order to facilitate construction in 2016.

RMF has requested that building permit fees (estimated at \$25,000) be waived for this project. This was explored by the Administration, however there is no provision for waiving fees under *The Building Bylaw No. 2003-7*.

#### RECOMMENDATION IMPLICATIONS

#### **Financial Implications**

Costs to construct the facility at Leibel Field are estimated at \$3.0 million, which would be fully funded by the Regina Minor Football Association (RMF). Once construction is complete community access to the facility will be negotiated, with RMF being responsible for all ongoing maintenance, capital and day to day operations cost.

### **Environmental Implications**

There are no environmental implications associated with this report.

### Policy and/or Strategic Implications

This project is consistent with the planning framework and recommendations in the Recreation Facility Plan, which was adopted by Council in April, 2010. The Recreation Facility Plan aims to improve customer service and cost recovery levels through more contemporary and economical facilities and through a broadened service delivery approach that focuses on using partnerships as a means to provide services to the public. This arrangement aligns with that vision.

#### Other Implications

There are no other implications associated with this report.

### **Accessibility Implications**

Construction of the facility will follow current building code regulations and will be fully accessible.

#### COMMUNICATIONS

Dialogue will continue with the Regina Minor Football Association and Wascana Centre Authority regarding the design and construction of this facility. A facility of this type has also been included in the Wascana Centre Master Plan review, which has been a public process.

#### DELEGATED AUTHORITY

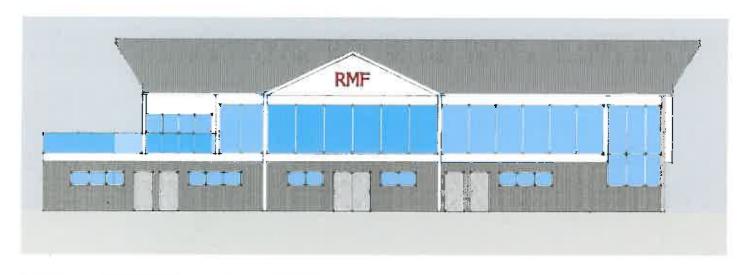
City Council approval is required for the recommendations contained within this report.

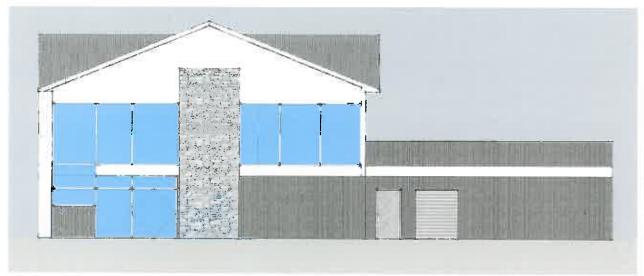
Respectfully submitted,

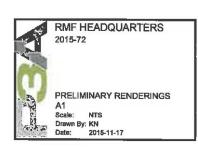
COMMUNITY AND PROTECTIVE SERVICES COMMITTEE

Ashley Thompson, Secretary

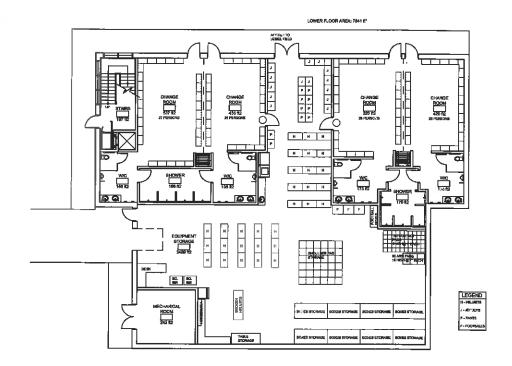
### APPENDIX A



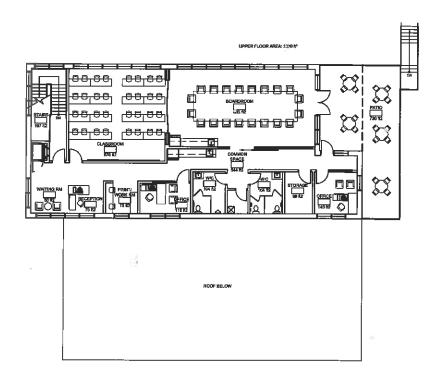




### APPENDIX A



# MAIN FLOOR PLAN A1.1 1:200





Contract of the Contract of th	PROJECT	RMF HEADQUARTERS	DRAWN BY	KN/ERF	DRAWING NO.
			SCALE	AS NOTED	
	TITLE	FLOOR PLANS	DATE	2015.11.04	A1.1
			FILE NO.	2015-72	

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#### NOTICE OF MOTION

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 Monday, January 25, 2016.

#### **PREAMBLE**

"The City of Regina Declaration", proposed by the Regina Blue Dot Movement, is a document that aspires to publically recognize all citizens inherent right live in a healthy environment. Although the declaration would be non-binding, it would assist Council in its assessment of the potential impacts of development activities on our community. Over 1400 citizens of Regina have endorsed a petition supporting the declaration.

Currently, 107 Canadian municipal governments have developed similar declarations. More than 10 million people across Canada now live in communities that have affirmed their right to clean air, safe water and food, a stable climate and a say in decisions that affect their well-being. Other Provincial or Territorial capital cities like Victoria, St. John's, Charlottetown, Halifax, Yellowknife, Whitehorse and Toronto now have declarations.

Having the City of Regina support this declaration could work in conjunction with our support of the recent Federation of Canadian Municipalities, Canadian Big City Mayors' Climate Change Action plan, *Partners for Climate Protection*.

Regina can show its support for the Blue Dot Movement and demonstrate its leadership in environmental sustainability by adopting its own declaration recognizing the right to a healthy environment. This is a public pronouncement that the City of Regina cares about the environment and the health of its residents, affirming our commitment to building a healthy and sustainable city.

#### **MOTION**

#### Re: The Right to a Healthy Environment

WHEREAS the City of Regina understands that people are part of the environment, and that a healthy environment in inextricably linked to the well-being of our community, and

WHEREAS all people should have the right to live in a healthy environment, including:

The right to breath clean air,

The right to drink clean water,

The right to consume safe food,

The right to access nature,

The right to know about pollutants and contaminants released into the local environment, and The right to participate in decision-making that will affect the environment, and

WHEREAS the City of Regina has a responsibility, within its jurisdiction, to respect, protect, fulfill and promote these rights, and

WHEREAS when threats of serious or irreversible damage to human health or the environment exist, the City of Regina shall take cost effective measures to prevent the degradation of the environment and protect the health of its citizens.

THEREFORE BE IT RESOLVED that the City of Regina shall specify objectives, targets, timelines, and actions that it will take within its jurisdiction to fulfill residents' rights to a healthy environment, including priority actions to:

- Ensure infrastructure and development projects protect the environment;
- Document, protect, and prioritize green infrastructure, such as city trees;
- Document current greenhouse gas emission estimates and identify areas where emissions can potentially be reduced;
- Responsibly increase density;
- Prioritize walking, cycling and public transit as preferred modes of transportation;
- Ensure adequate infrastructure for the provision of safe and accessible drinking water;
- Reduce solid waste and promote recycling and composting;
- Establish and maintain quality accessible green spaces in all residential neighbourhoods.

BE IT FURTHER RESOLVED that the City of Regina will consult with residents as part of this process.

BE IT FURTHER RESOLVED that the City of Regina shall review these objectives, targets, timelines and actions every five (5) years, and evaluate progress towards fulfilling this declaration.

BE IT FURTHER RESOLVED that the City of Regina, recognizing the critical role that other levels of government play in providing a healthy environment, send letters of support to the provincial government and to the federal government encouraging them to develop provincial and federal legislation that supports all peoples' rights to live in a healthy environment.

Respectfully submitted,

bt

Shawn Fraser

Councillor – Ward 3

Your Worship the Mayor and Members of City Council

Re: The Right to a Healthy Environment

Thank you for allowing me this opportunity to speak. My name is Josh Campbell. Though I am high school teacher in the Regina Catholic Schools District, what I am about to say does not necessarily reflect the views of my division—though, if you read the current Saskatchewan science curriculum, you would see that what we are asked to teach falls completely in line with much of what I am about to say. First of all, I know it is controversial term, but if you were to sit in on any high school science class, you would hear a lot about climate change. Just yesterday, NASA released a statement saying 2015 was globally, the hottest year on record, and that the last 15 of 16 years combines have also been the hottest on record. While recycling is very important, there is so much more we can do to heed the decision of Paris' latest climate summit to not allow global temperatures to rise above 2 degrees C.

Figuring out what to do, can seem daunting. Of all the scientists in Canada, I think that we would do well to join 110 other municipalities, and be a part of a movement that is spearheaded by Dr. David Suzuki. A declaration on a right for Regina citizens to healthy water, soil, and air is not only important for Saskatchewan citizens, but a vital step towards putting actions to the words that we give students our everyday. Think about it. Tomorrow I go into a Grade 9 science class and teach about the importance of tackling issues such as contamination of soils in English River, the lack of access to clean drinking water on 90% of First Nation reserves, and the "serious design issues" of our effort to capture carbon in Estevan. Then, in the next breath, I tell them that the Regina City Council just turned down a motion to declare every citizens right to clean air, water, and soil. Eyes glazed over, sadly, this is nothing new for them. In fact, students don't even bat an eye anymore. Very rarely will one speak up and say, "Why us? We aren't adults? We can't vote? Adults and governments are supposed to lead us. Where are they?" But alas, no one raises a stink. By high school they already get it. I try to be optimistic and say, "Every individual can still make a difference."

And so, Regina City Council, I ask that you would have the moral leadership to surprise my students. The guts, to join a movement that promises the legal teeth to make a difference in our communities. So far, the only municipality to sign in Saskatchewan is Davidson, which now has something even better then its Teen Burgers. If Regina came on board, it would definitely lend critical mass to such a movement in our province.

I realize that there are questions, and any legal statute that could potentially tie government hands should bring reflection. Thus, I would respect council's need to deliberate and think through such implications. But, on this point I would like to cite the words of Pope St. Francis in his most recent Encyclical *Laudate si*:

How can a society plan and protect its future amid constantly developing technological innovations? One authoritative source of oversight and coordination is the law, which lays down rules for admissible conduct in the light of the common good... There is a growing jurisprudence dealing with the reduction of pollution by business activities. But political and institutional frameworks do not exist simply to avoid bad practice, but also to promote best practice, to stimulate creativity in seeking new solutions and to encourage individual or group initiatives, like the Blue Dot movement.

#### Notes:

Pope Francis is saying that it's not enough for us as individuals to set limits and encourage best ecological practice. It's not enough for me to ask each of my students to solve this problem. No. What we need is to set collective and societal environmental norms that we agree upon at both local and national levels. Exactly what the Blue Dot movement is striving for.

I realize that the Pope doesn't speak for all of us, but that the leader of one of the largest global religions is speaking with such moral authority on this topic is very telling.

Once again, thank you for your consideration and for all of the work you do on behalf of the citizens of Regina.

Josh Campbell

Your Worship the Mayor and Members of City Council

Re: The Right to a Healthy Environment

My name is Yvette Crane and I have been a member of the Regina Blue Dot Movement since its founding in early 2015.

Every single person I have spoken to about this idea is in support. While the Declaration before you is non binding, it is an important first step which we hope will eventually lead to environmental rights being enshrined as a human right in the Canadian Charter of Rights and Freedoms. One community, one city and one province at a time, we are making this happen.

I'm proud to be a part of a community where people who care deeply about local issues and the environment come together to work on these. In one short year, the Regina Blue Dot movement has become a community, holding meetings, community events, children's activities, and joining in with other community agencies such as the Regina Farmers' Market and the Cathedral Village Arts Festival to meet and educate and interact with the public. Over 1400 people have signed on to pledge their support.

I have been involved with many community projects and initiatives in the past. One of the exciting aspects of this local Blue Dot movement is that a whole new group of young people have become involved. A healthy environment is something that everyone can understand, support, and work towards together.

I urge you to support the passing of this declaration here tonight. Let's join with the 90,630 citizens in 107 municipalities across Canada who have already signed on, recognizing our right to fresh air, clean water and healthy food. This will be a powerful positive step for our citizens and our city.

Thank you for your time.

Yvette Crane

Your Worship the Mayor and Members of City Council

Re: The Right to a Healthy Environment

Thank you mayor Fougere and Regina city council for giving me this moment to speak in favor of the proposed proclamation of environmental rights.

The general concept that each of us has the right to a healthy environment seems so obvious that many people I have spoken to assume it is already recognized in Canada, as it is in 110 others. Clean water, fresh air, and healthy food are easily taken for granted when they are readily available. But without recognition from all levels of government of our right to these things are not a given.

We know from the number of Canadian communities living years -decades- under boil water advisories, from the growing frequency and severity of air quality warnings in Canadian cities, by the drought conditions that lead to fires which displaced many Saskatchewanians last summer, that a healthy environment cannot be taken for granted forever.

There are some ways The City of Regina has done well in creating a healthy environment; One of which is the many parks and green spaces my family and I enjoy right here in the centre of the city. 'Can you believe it? The middle of our city is just wild enough for owls' my six year old said to me in awe as we watched a Great Horned Owl swoop past us in wascana park, only blocks from our home. Our time spent in these just-wild-enough places have sparked a passion for the environment in both my children, who've become little naturalists. Tracking and identifying many of the animals who share this place with us. It is clear that they have no doubt about the connection between the environment and themselves.

So I ask on their behalf that you recognize that connection here in this room. I hope that by accepting the proclamation in front of you and implementing the proposals there in, you will take pride in creating a stronger and more sustainable city as over 100 other municipalities have done.

Julian Wotherspoon

Your Worship the Mayor and Members of City Council

Re: The Right to a Healthy Environment

#### Good evening,

My name is Kelly Husack and I am an organizer with the Blue Dot Movement here in Regina. As a lifelong citizen of the City of Regina, it brings me great honour to be able to stand in front of you tonight.

As you may already know, the Blue Dot Movement is a national, grassroots initiative with the end goal of calling for an environmental bill of rights and ultimately amending the Canadian Charter of Rights and Freedoms to include its citizens right to a health environment. With this right Canadians would be guaranteed access to the basic necessities in order to sustain life and their health – air, water, and food. In my conversations over the past year, almost every individual I speak to, believes that Canadians already have this right, however, sadly we do not. This is not surprising because 85% of Canadians believe we should have this right and 98% view nature as essential to human survival (EcoJustice, 2014). In fact, over 110 nations across the world already recognize their citizens' right to live in a healthy environment. Unfortunately, Canada is a part of a small minority of countries that have been left behind on the front of environmental rights.

Tonight as you decide on the proposed motion, please keep in mind that this is an incredible opportunity for the City of Regina to affirm that democratic rights and human health in regards to our environments are of concern and a priority of the City of Regina.

I want to command the city on its diligent work in aim of sustainability and safe development. There is no denying that immense work has been done in recent years and it excites me to witnessing changes as we move forward.

Environmental rights are ultimately issues of social justice. Through out our country we can see systems of oppression linked to health inequalities. By amending the Canadian Charter of Rights and Freedoms to include a citizen's Right to a Healthy Environment, protection can be put in place for all Canadians, but especially our must vulnerable populations. Weak environmental laws put all Canadians at unnecessary risk and stronger environmental laws would mean better enforcement of existing laws, protection for vulnerable populations including future generations, and enhanced public participation in decision making.

Many do not realize, but the right to a healthy environment is already recognized under international law. What is important to know is that enforcement falls onto nations. Since this movement began in the fall of 2014, municipality after municipality have passed declarations in support of every Canadians' right to live in a healthy environment and today 10 million Canadians live in cities and communities that affirm this right. We have already witnessed this movement begin to make headway in our neighbour province of Manitoba (Mitchell & Boyd, 2016).

This is a major issue that calls for major action at all levels of government. With one province already looking to pass provincial legislation in support of the Blue Dot initiative, let us make the conscious decision that Regina will stand with international law and the already 107 Canadian municipalities that have passed declarations in support of environmental rights in Canada. Passing of the declaration in question tonight is yet another step that the City of Regina can make in committing to creating a more attractive and sustainable community for Regina residents (as aligned in the City of Regina's vision statement).

Thank you for your time tonight. I now welcome your questions.

Thank you for your assistance over the while.

Sincerely,

Kelly Husack Regina Blue Dot Movement Organizer

Your Worship the Mayor and Members of City Council

Re: The Right to a Healthy Environment

My name is Brian Brunskill and I am here to express my support for this motion. I am a business person, and have operated a professional practice in Regina since 1984. When I first read the proposed declaration I was immediately supportive, thinking "who wouldn't want this?". We all have families we want to protect and we want to have access to healthy green spaces - pretty basic stuff. I think that most people would share this point of view. However, when putting my business hat on, one of the concerns that arose for me was how making such a declaration now could potentially tie the hands of future decision makers.

I've now thought through this, and in my opinion, as a resident and business person, I'm now even more supportive of the declaration. Having this declaration informs those who wish to conduct themselves, or their interests, in a way that unnecessarily contaminates our air, water or food, is just unacceptable. As a community, why would we go there, why would we allow that, knowingly? This declaration simply raises the bar a bit, right up front. There are regulations that limit emissions of course, but making a public statement lets everyone know what our minimum standards are

For example, if there was an untapped business opportunity in Regina that was being explored by a number of developers, this declaration would provide the means to help sort between these developers, based upon the business plans which either respects the spirit of the declaration, or does not. As a community, are we not more likely to support and welcome the developer who respects the declaration that the ones who do not?

So I would like to respectfully encourage you all to support this motion. Personally, I see no downside, only an action today that supports a healthy environment for our children, their children and future generations, letting them know that we were thinking about their right to a healthy environment in which to grow and prosper, too. Regina could be the 108th community in Canada, and 8th provincial or territorial capital city to have a declaration.

Please support this motion.

Thank you.

To: His Worship the Mayor

and Members of City Council

Re: 2016 Municipal Election

# RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JANUARY 13, 2016

- 1. That the use of mobile and special polls for serving voters at the institutions defined under section 29 of *The Local Government Election Act, 2015* (the "Act") be approved.
- 2. That the regular polling areas, polling places and special polls as outlined in Appendix 'A' be approved.
- 3. That the special, advance and mobile polls as outlined in the body of the report be approved and held during the operating hours established under Appendix 'B'.
- 4. That the rates of remuneration for election officials summarized in Appendix 'C' be approved.
- 5. That the voters be registered at the polls on Election Day or at the advance polls on the dates set for voting in advance of Election Day.
- 6. That the names of candidates on the Mayor and Councillor ballots be listed in alphabetical order by surname.
- 7. That the requirement for criminal record checks for candidates in municipal elections not be approved.

#### EXECUTIVE COMMITTEE – JANUARY 13, 2016

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #8 does not require City Council approval.

Mayor Michael Fougere, Councillors: Barbara Young (Chairperson), Sharron Bryce, Bryon Burnett, John Findura, Jerry Flegel, Shawn Fraser, Bob Hawkins, Wade Murray and Mike O'Donnell were present during consideration of this report by the Executive Committee.

The Executive Committee, at its meeting held on January 13, 2016, considered the following report from the City Clerk:

#### RECOMMENDATION

- 1. That the use of mobile and special polls for serving voters at the institutions defined under section 29 of *The Local Government Election Act, 2015* (the "Act") be approved.
- 2. That the regular polling areas, polling places and special polls as outlined in Appendix 'A' be approved.
- 3. That the special, advance and mobile polls as outlined in the body of the report be approved and held during the operating hours established under Appendix 'B'.
- 4. That the rates of remuneration for election officials summarized in Appendix 'C' be approved.
- 5. That the voters be registered at the polls on Election Day or at the advance polls on the dates set for voting in advance of Election Day.
- 6. That the names of candidates on the Mayor and Councillor ballots be listed in alphabetical order by surname.
- 7. That the requirement for criminal record checks for candidates in municipal elections not be approved.
- 8. That this report be forwarded to the January 25, 2016 City Council meeting.

#### **CONCLUSION**

The Local Government Election Act, 2015 (the "Act") provides City Council with a number of options related to conducting an election. A decision is required by City Council on the following items:

- the polling areas and places for the election
- the establishment of special polls
- the provision of a mobile poll
- the operating hours for the special and mobile polls
- the remuneration for election workers
- how voters will be registered to vote
- the order for candidate names on the Mayor and Councillor ballots
- Candidate Criminal Record Checks

#### BACKGROUND

The previous legislation, *The Local Government Election Act* has now been replaced with *The Local Government Election Act*, 2015 as of January 1, 2016. Along with this Act came new regulations. The Act, provides that City Council must make decisions on a number of matters related to the holding of a municipal election. This report addresses those items for the Municipal Election scheduled to be held on Wednesday, October 26, 2016.

#### **DISCUSSION**

Elections are the pillar of the democratic process dating back to the 17<sup>th</sup> Century. It is the formal decision-making process by which the population chooses an individual to hold office. It is a process that has migrated to the establishment of Boards, Committees, organizations, etc. With each Election, the goal is to improve the fairness and effectiveness of existing systems while creating consistency for the public, ensuring privacy of the voter and reducing voter confusion between the election processes of the municipal, provincial and federal elections.

Planning for Municipal Elections is a lengthy process usually beginning soon after the completion of the previous one, with the bulk of work conducted in the year of the Election. This report presents City Council with a number of decision points to be made so that the Administration can implement the Election process.

#### Returning Officer

Section 47 of the Act provides that the City Clerk shall act as the Returning Officer of municipal elections unless Council, at least 90 days prior to Election Day appoints another person as Returning Officer. In Regina, the City Clerk has traditionally acted as the Returning Officer for general elections and it is recommended this occur in 2016 as well.

#### **Election Polls**

#### Regular Polls

Pursuant to section 25 of the Act, Council shall divide the municipality into as many polling areas as necessary for the convenience of voters and name the polling place for each polling area so established. Section 100 of the Act provides that regular polling places shall be open from 9 am to 8 pm on Election Day.

The Returning Officer has carried out a review of the polling areas required for the 2016 Municipal Election. The criteria applied and the results of the review are summarized in Appendix 'A'.

Thirty regular polling areas are being recommended for the 2016 Municipal Election. Polling areas were determined based on the following criteria:

- 1) Consideration has been given to school closures and determining more centralized polling locations.
- 2) Municipal Ward Boundaries changes.

- 3) Following the 2009 Election, it was recommended that the City "go to the people", therefore a greater emphasis will be placed on advance polling options while also maintaining sufficient polling locations in each ward.
- 4) Recognizing the need for adequate public parking, polling places have been located as close to the center of the polling areas as possible.

The polling areas range in size from 5268 to 6509 estimated voters. Further, natural or significant geographic boundaries such as the Canadian Pacific Rail line, Wascana Creek, the Ring Road, City wards, Public School Board subdivisions and the availability of institutional buildings to be used as polling places were constraining factors when determining polling areas and polling places.

All of the 30 proposed regular polling places are accessible to persons who use mobility-assisted devices. Appendix A provides a listing and map of each polling area and places.

#### Mail-in Ballots and Special Polls

Section 92 of the Act authorizes Council to establish a mail-in ballot voting system for the purpose of receiving ballots in an election. In addition, clause 29(1)(b) of the Act specifically authorizes Council to establish a mail-in ballot voting system for voters receiving care in a hospital, personal care facility or similar institution. Council has adopted a mail-in ballot voting system through the enactment of Bylaw No. 2012-42 being *The Mail-In Ballot Bylaw*, 2012. This Bylaw allows for mail-in ballots to be used by those receiving care in a hospital, personal care facility or similar institution as well as those voters who anticipate being absent from the city during the advance poll dates and on election day. This mail-in ballot voting system was used in the 2012 election. Use of mail-in ballots for the circumstances identified above would continue for the 2016 election unless Council wishes to amend this Bylaw. No changes in this regard are recommended.

The criteria applied in determining special polls are outlined in Appendix 'A'. For 2016, it is recommended that special polls be established for the residents or those that are receiving care at the 47 facilities listed in Appendix 'A'. In accordance with section 29 and 100 of the Act, 44 of the 47 Special polls will be held during the Advance Poll, October 19 – 21 from 9 am to 7 pm and on October 22 from 9 am to 5 pm. On Election Day, Wednesday, October 26 only the following three special polls will be held during the hours noted below:

Poll Name	<b>Time</b>
Regina General Hospital	$\overline{9 \text{ am}} - 7 \text{ pm}$
Pasqua Hospital	9  am - 7  pm
Wascana Rehabilitation Centre	11 am – 7 pm

Provisions in the Act allow for special polls to be held during the Advance poll. Scheduling Special polls in conjunction with the Advance poll alleviates the following concerns:

- Having to coordinate all 47 Special polls to take place in one day
- Reduces the amount of Election Officials required on the day of the election
- Not being able to provide flexible hours and dates for each Special Poll
- Reduces the amount of time required to tally the results on the day of the election

Special polls at the Regina General Hospital, Pasqua Hospital and Wascana Rehabilitation Centre have been scheduled to take place on the day of the election, to accommodate those eligible voters that are unable to take advantage of the Mail-in Ballot, Advance Poll or Regular Poll due to unforeseen circumstances.

Appendix 'B' summarizes each of the special polls. The election results for all special polls will be reported as one poll after 8 pm on Election Day.

#### Advance Polls

Section 83 of the Act authorizes the returning officer to establish an advance poll for voters at least three days and not more than 15 days before the day of the election.

In an effort to raise awareness, encourage voter turn out and provide opportunities for voting while people are active in the community, it is recommended that the advance polls be conducted over a one week period at City Hall, Northgate Mall, Victoria Square Mall, North West Leisure Centre and South Leisure Centre.

Advance polls will be held at City Hall in the Darlene Hincks Committee Room from October 19 to 21, 2016 with an option for drive-thru advance voting on McIntyre Street as well. The Northgate Mall, Victoria Square Mall, North West Leisure Centre and South Leisure Centre have confirmed their locations for advance polls from October 19 to 22, 2016. Unfortunately, the Cornwall Centre, Golden Mile Mall, Normanview Mall and Southland Mall were unable to commit space this year due to other priorities. Appendix 'B' summarizes the hours for conducting the advance poll.

#### Mobile Poll

Section 30 of the Act authorizes Council to provide a mobile poll for a voter that:

- (a) has a physical disability or limited mobility and is unable to attend an established polling place to vote; or
- (b) is a resident caregiver and the care required for the elector with the physical disability or limited mobility does not allow them to attend an established polling place to vote.

The mobile poll service involves an election official going out to the home of the voter to take their vote. Voters at special care facilities that are too small to warrant establishing a special poll at their facility for the required two hour minimum time frame would also be eligible for this service. In the 2016 Election we will be encouraging the mail-in ballot system for these voters, however the mobile poll option will also be provided through an application process.

The mobile poll may be carried out either on the date of the advance poll, the date of the election or both. For 2016 it is recommended that a Mobile Poll be held during the hours of the Advance Poll.

The following schedule would apply for the 2016 Municipal Election:

September 24 & 25 Notice of Mobile Poll in the Leader

Post

October 1 & 2 Notice of Mobile Poll in the QC

(Leader Post publication)

October 5 Deadline for receipt of applications

October 19, 20, 21 and 22 Mobile Poll

as required

#### Official Results

The Returning Officer shall declare and have available for distribution the official results of the election at 1 pm on Friday, October 28, 2016 in Henry Baker Hall on the main floor of City Hall.

#### **Election Worker Remuneration**

Section 52 of the Act authorizes Council to set the remuneration to be paid to election officials acting in respect of an election.

For 2016, it is being recommended that the rates of remuneration be changed so they are comparable to Federal and Provincial Government election remuneration rates. Appendix 'C' summarizes the rates of remuneration recommended for the payment of election officials.

Remuneration is based on a daily rate and would be calculated at an hourly rate if required. The expectation is individuals will work between 9 and 12 hours on Election Day. There is typically no breaks allotted for Elections to ensure the secrecy of ballots and integrity of the Election processes.

#### Enumeration and Voters' List

Section 54(1) of the Act provides that Council may at least 55 days prior to the day on which a general election is held, provide for the enumeration of the names of voters and the preparation of a voters' list.

The last door to door enumeration and preparation of a voter's list in Regina was conducted in 1985 at an estimated cost of \$160,000. Since 1985, voters have been registered to vote at the polls on Election Day rather than by way of an enumeration. Registering at the poll has proven to be a very cost-effective process that does not provide any impact in service to voters, and will make the verifying of identification easier for Election Officials on Election Day. The cost of a door to door enumeration has not been budgeted for in the 2016 Municipal Election.

#### Candidate Criminal Record Checks

Section 63.1(1) of *The Cities Act* states the following:

"A council, may, by bylaw, require that every candidate submit a criminal record check in the form required by the minister in addition to the nomination paper submitted pursuant to section 46 of The Local Government Election Act.

(2) Any bylaw made pursuant to subsection (1) must be made at least 90 days before the day of a general election."

In 2012, Council voted against the requirement for criminal records checks to be submitted in addition to the nomination paper for candidates in municipal elections. The Saskatchewan Association of City Clerk's recommended against this and it is not expected that any cities in Saskatchewan will recommend the use of criminal record checks. It is unclear what benefit collecting this information would have on the Election Process and therefore it is not being recommended to Council.

#### Order of Candidate Names on the Mayor and Councillor Ballots

Section 91 of the Act provides Council with four options on how to order candidate names on ballots.

- 1) in alphabetical order by surname;
- 2) in the order that the names are withdrawn from a receptacle;
- 3) electronically generated in random order and arranged in the order that they are generated; or
- 4) arranged in rotating order.

The rotating order is conducted as follows:

- In the first lot, the names of the candidates shall appear in either alphabetical order by surname, in the order that the names are withdrawn from a receptacle or electronically generated in random order and arranged in the order that they are generated.
- In the second lot the names shall appear in the same order as in the first except that the first name in the first lot shall be placed last.
- In each succeeding lot the order shall be the same as that of the preceding lot except that the first name in the preceding lot shall be placed last.

Option 4 would result in significant additional cost in creating ballot templates to accommodate the required rotational order. In Regina, the surnames of candidates on the Mayor and Councillor ballots have traditionally been listed in alphabetical order. During the 2012 Municipal Election both the Public and Separate School Boards also ordered the names of candidates on their ballots in alphabetical order by surname. The names of candidates will continue to be ordered in alphabetical order by surname on all ballots pursuant to section 91 unless a resolution or bylaw is passed to change the manner in which the names shall appear on the ballot. The Act also provides that the resolution or bylaw changing the manner in which the names appear must be passed at least 55 days prior to the day on which a general election is held.

#### <u>Disclosure of Campaign Contributions and Expenses</u>

Section 34 of the Act provides that Council may establish, by bylaw at least 60 days before an election, disclosure requirements respecting election campaign contributions and expenses and/or election campaign spending limits. In 2007, City Council approved Bylaw 2007-34, *The Regina Municipal Election Expenses Bylaw* to address disclosure requirements respecting election campaign contributions and expenses and/or election campaign spending limits. This bylaw is deemed to be in effect until it has been amended or repealed.

Section 4.1(a) of Bylaw 2007-34 identifies the spending limits for candidates for Mayor and/or Councillor and 4.1(b) requires a consumer price index (CPI) to be applied to these limits annually. The 2015 CPI has not been released yet however Council should be aware that the spending limits based on the 2014 CPI of 1.287 percent would result in spending limits as follows:

- 1) Candidate for the position of Mayor would increase from \$62,635 to an estimated \$64,130; and
- 2) Candidate for the position of Councillor would increase from \$10,439 to an estimated \$10,688.

Pursuant to subsection 4(2) of Bylaw 2007-34, the City Clerk is authorized to update these amounts annually and will do so once the 2015 CPI is released. It is anticipated that the CPI will be released in February or March of 2016. Candidates will be advised of the updated limits.

In 2003, the Regina Public School Board established a Policy requiring candidates for the Public School Board election to disclose election contributions and expenses. The Policy will continue to be used in the 2016 Municipal Election.

#### **Vote Counting Equipment**

On March 6, 2000 City Council adopted Bylaw 10197, *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.

#### **Updating Election Bylaws**

As the new Act and regulations were just proclaimed as of January 1, 2016 a number of small changes will need to be made to the City's election bylaws. At the time of writing this report, the City did not have a copy of the final version of the new regulations so these changes could not be identified in this report. As mentioned above, there are three election bylaws: Bylaw 10197, *The Automated Vote Counting Bylaw*; Bylaw 2007-34, *The Regina Municipal Election Expenses Bylaw*; and Bylaw 2012-42, *The Mail-in Ballot Bylaw*, 2012. All of these Bylaws will need to be changed to update the names of the new Act and regulations. In addition, there are changes relating to the use of voting machines that will also need to be made to reflect the new legislation. A further report on the changes required to the election bylaws will be brought forward in the next couple of months.

#### **RECOMMENDATION IMPLICATIONS**

#### Financial Implications

The 2016 Municipal Election budget is \$867,454.20 as compared to \$558,000 in 2012. The increase will enable the City to upgrade vote counting equipment, implement election management software to streamline election production processes and enhance communication strategies.

The school boards will share 50% of the cost of the election pursuant to an agreement that was approved by Council on December 21, 2015.

#### **Environmental Implications**

None related to this report.

#### Policy and/or Strategic Implications

With each Election, the goal is to improve the fairness and effectiveness of existing systems while creating consistency for the public. Elections are the pillar of democracy and facilitate the City's ability to continue to deliver services to the public based on all strategic outcomes.

#### Other Implications

None related to this report.

#### Accessibility Implications

All polls are accessible to persons with a disability. Increased advance poll options and the use of the mail-in ballot system will further increase accessibility options for the public.

#### COMMUNICATIONS

A communication strategy is being developed for informing candidates, election officials and the general public on the 2016 Municipal Election process. The strategy will include the circulation of a voter information card similar to what was used in the Federal and Provincial Elections to all households in the City advising of election activities and procedures.

There will be increased communication efforts and information provided via the City's web site and social media tools.

A copy of this report will be provided to the Public and Separate School Boards for information.

### **DELEGATED AUTHORITY**

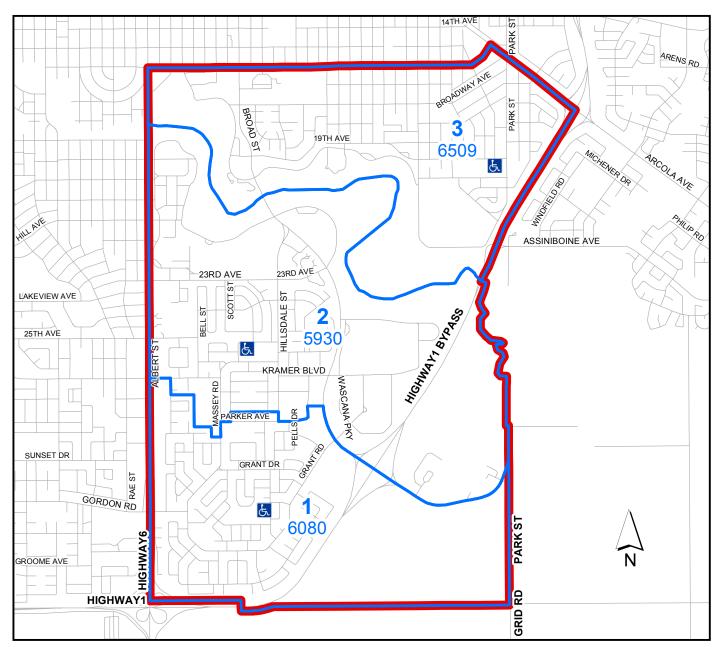
The recommendations contained in this report require City Council approval.

Respectfully submitted,

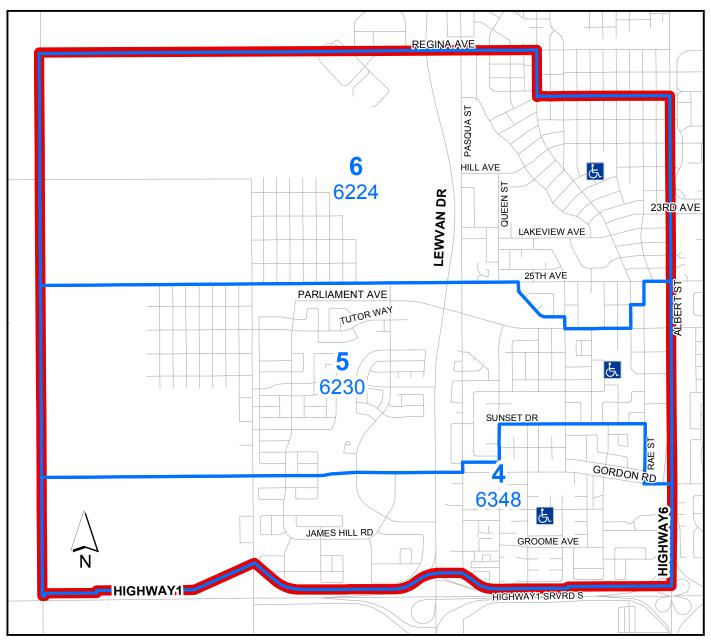
EXECUTIVE COMMITTEE

Erna Hall, A/Secretary

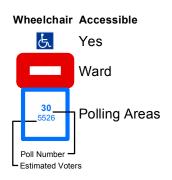
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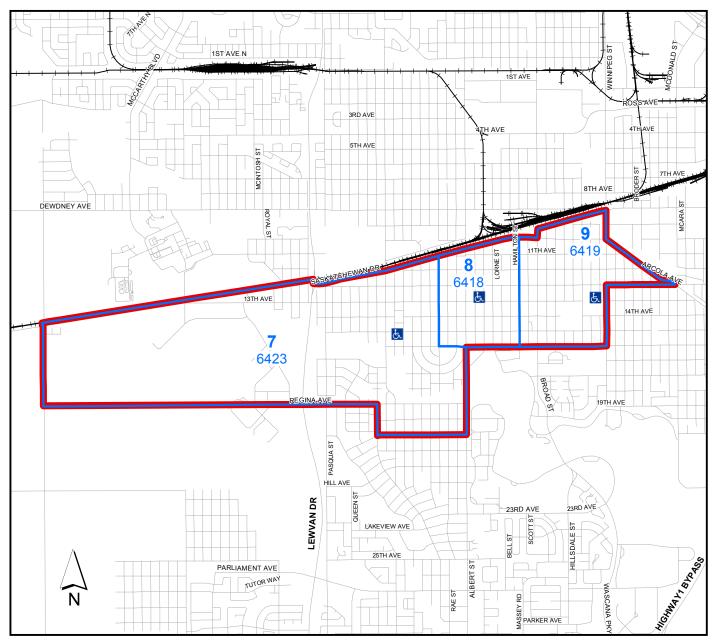


Polling Area	Polling Place Location		Wheelchair Accessible
1	St. Mathew School	4710 Castle Road	Yes Ward
2	St. Anne's Catholic Church	1701 Cowan Crescent	30 Polling Areas
3	Douglas Park School	635 Douglas Avenue	Poll Number Estimated Voters

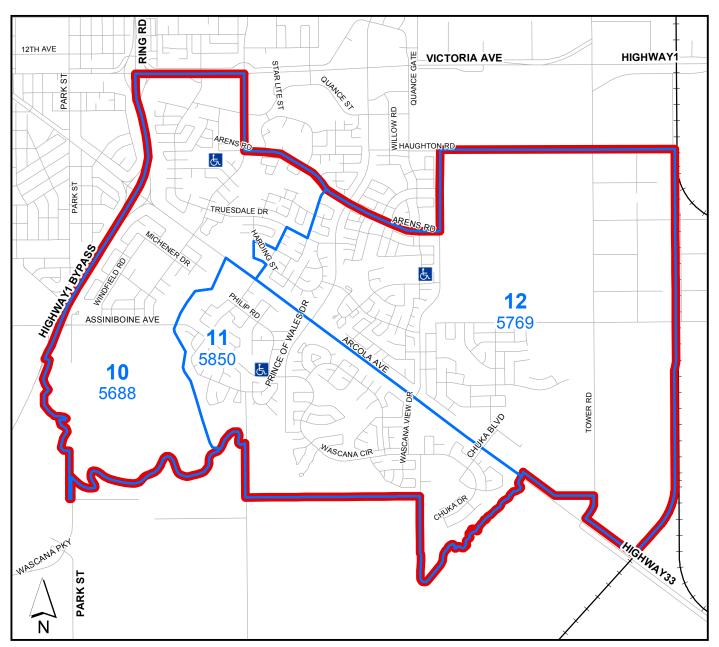


Polling Area	Polling Place Location	
4	Dr. A. E. Perry School	93 Lincoln Drive
5	Deshaye Catholic School	37 Cameron Crescent
6	St. Pius X School	3301 Garnet Street

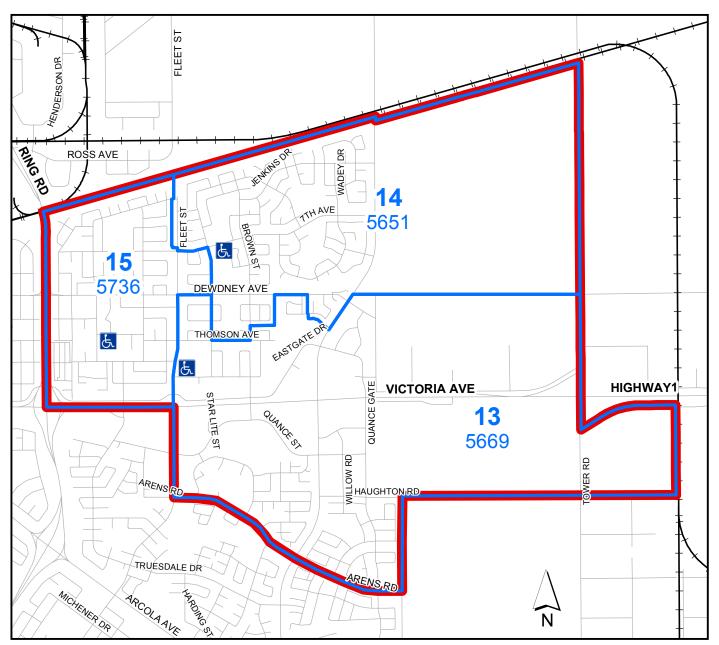




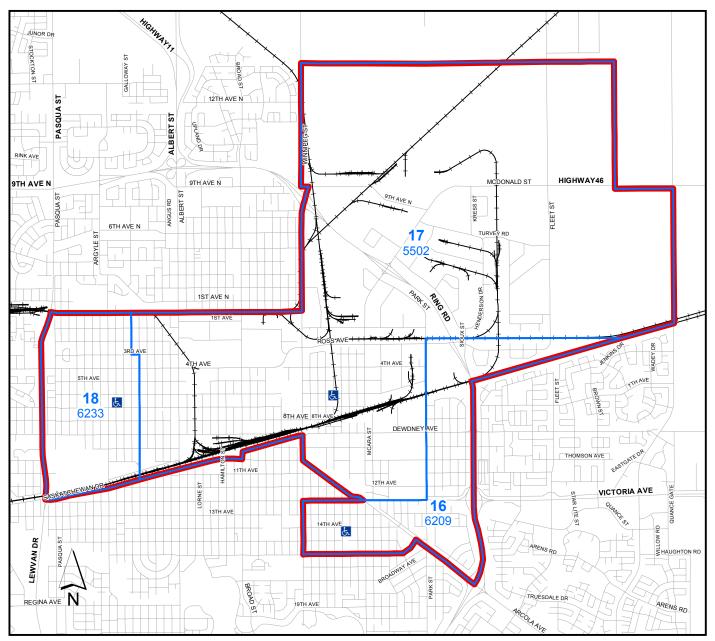
Polling Area	Polling Place Location		Wheelchair Accessible
7	St. Mary Anglican Church	3337 15th Avenue	Yes Ward
8	YMCA	2400 13th Avenue	30 Polling Arons
9	St. Mary's Parish Hall	2026 Winnipeg Street	Poll Number Estimated Voters



Polling Area	Polling Place Location		Wheelchair	Accessible
10	Wilfrid Walker School	2102 E Wagman Drive	<del></del>	Yes
11	W.S. Hawrylak School	2530 Assiniboine Avenue E		Ward
12	Resurrection Roman Catholic Church	3155 Windsor Park Road	<b>30</b> 5526	Polling Areas
			Poll Number —	rs

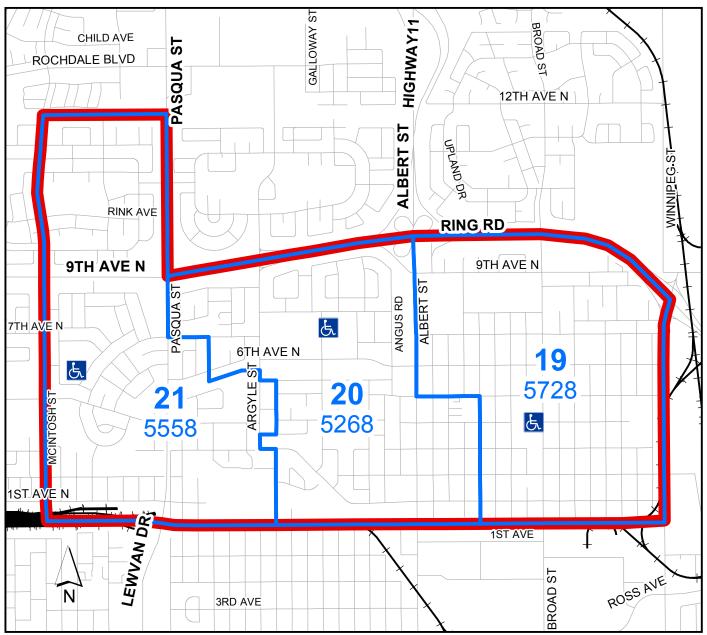


Polling Area	Polling Place Location		Wheelchair Accessible
13	F.W. Johnson High School	400 Fines Drive	Yes Ward
14	St. Theresa School	2707 7th Avenue E	30 Polling Areas
15	Dr. George Ferguson	117 Brotherton Avenue	Poll Number — Estimated Voters



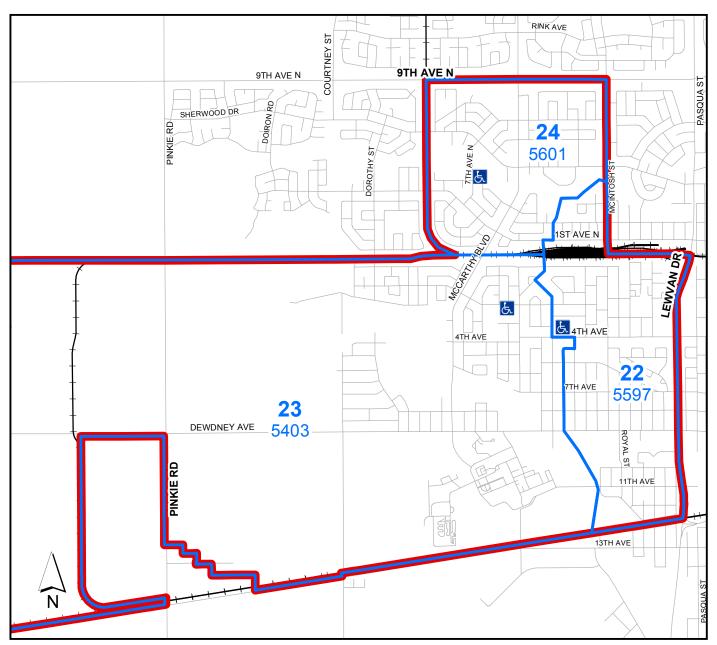
Polling Area	Polling Place Location		Whe
16	Core/Ritchie Neighbourhood Centre	445 14th Avenue	
17	Eastview Neighbourhood Centre	615 6th Avenue	T
18	Albert-Scott Community Centre	1264 Athol Street	ſt



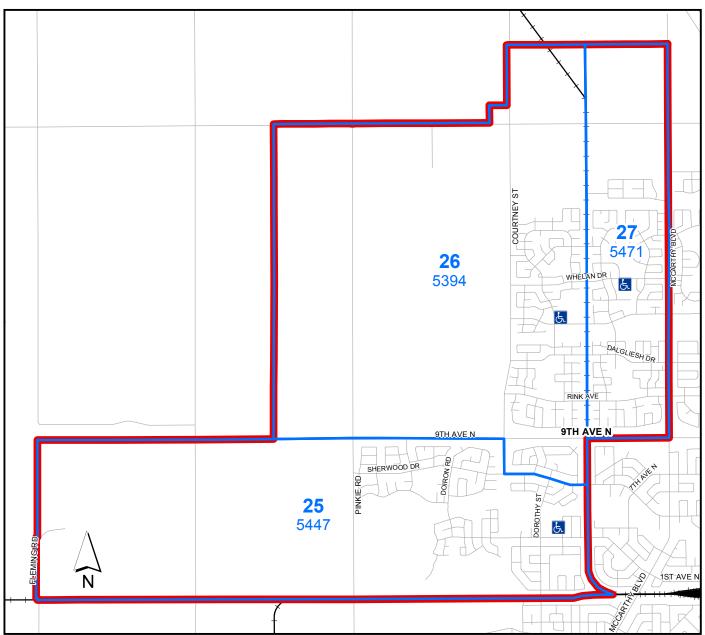


Polling Area	Polling Place Location					
19	Imperial School	200 Broad Street				
20	Gladys McDonald School	335 N Garnet Street				
21	Elsie Mironuck School	18 Wakefield Crescent				



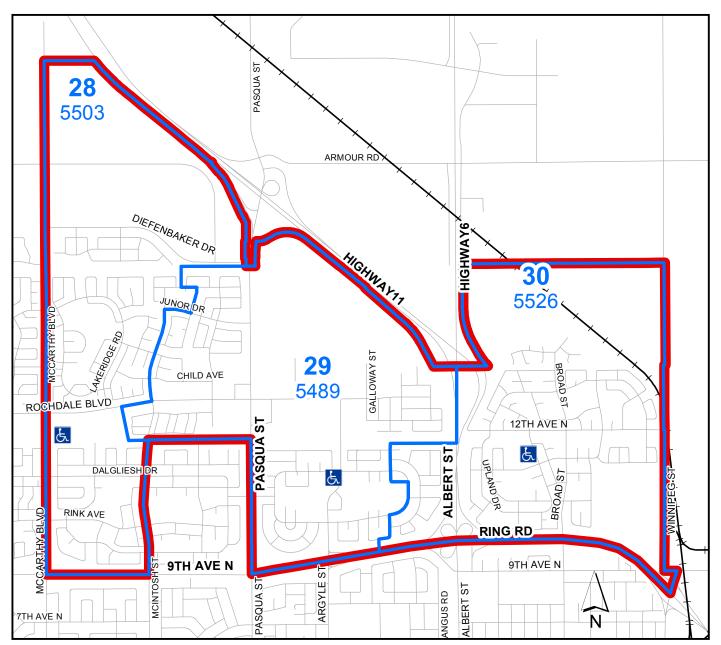


Polling Area	Polling Place Location		Wheelchair Accessible
22	Rosemont School	841 Horace Street	Yes Ward
23	St. Francis School	45 Mikkelson Drive	30 Polling Areas
24	St. Joan of Arc School	10 Dempsey Avenue	Poll Number Estimated Voters



Polling Area	Polling Place Location		Wh
25	St. Josaphat School	140 Greenwood Crescent	
26	North West Leisure Centre	1127 N Arnason Street	
27	Mac Neill School	6215 Whelan Drive	t





Polling Area	Polling Place Location		Wheelchair Accessible
28	Holy Family Parish	1021 McCarthy Blvd N	Yes Ward
29	St. Timothy School	280 Sangster Blvd	-
30	St. Gregory School	302 Upland Drive	Poll Number Estimated Voters

#### -A.1-Appendix A

# 2016 Municipal Election Criteria for Establishing Polling Areas and Places

#### Polling Areas and Places

Pursuant to Section 25 of *The Local Government Election Act*, 2015 the criteria for establishing polling areas and places is as follows:

- 25(1) Subject to sections 27 to 30 and 124, in a school division and in a municipality other than a rural municipality, polling areas must be established and polling places must be named in such a way that:
  - (a) all polling areas contain, as nearly as possible, an equal number of voters;
  - (b) each voter may vote at one polling place on all matters on which he is entitled to vote;
  - (c) there is at least one polling place situated within or close to each polling area;
  - (d) a polling place is located, if possible, in a place allowing convenient access to persons who have a disability disabled persons;
  - (e) if practical, a polling place is located in each municipality; and
  - (f) if wards are established, each polling area is within only one ward.
- (2) One polling place may be used as the polling place for two or more polling areas.
- (3) A polling place for one or more polling areas may be used in addition to polls established pursuant to subsection (1) and may be located anywhere in the municipality.

#### **Special Polling Places**

Special polling places will be provided in hospitals, personal care homes or other similar institutions as defined by section 29(1) of the Act.

A senior complex is defined by the criteria outlined below:

- The facility houses seniors only
- The facility is occupied by December 31<sup>st</sup> of the year prior to the election
- The facility is a rental accommodation with a minimum capacity of 25 residents
- There is space within the facility to conduct an election

### -A.2-Appendix A

## 2016 Municipal Election Poll Review Results

Ward#	<b>Estimated Voters</b>	# of Regular Polls	# of Special Polls
1	18,826	3	10
2	18,802	3	5
3	19,660	3	17
4	17,307	3	1
5	17,056	3	3
6	18,169	3	2
7	16,532	3	3
8	16,601	3	4
9	16,313	3	1
10	16,533	3	1
Total	175,799	30	47

## -A.3-Appendix A

Ward	Poll Type	Poll#	Poll Name	<b>Estimated Voters</b>	Accessible
1	Regular	1	St. Mathew School	6080	Yes
		2	St. Anne's Catholic Church	5561	Yes
		3	Douglas Park School	5947	Yes
			Subtotal – 17,588		
	Special	31A	Broadway Terrace	175	N/A
		31B	Cedar Wood Manor	150	N/A
		31C	College Park II Retirement Residence	140	N/A
		31D	Faith Baptist Place	40	N/A
		31E	Marian Chateau	130	N/A
		31F	Martin Luther Manor	44	N/A
		31G	Qu'Appelle House	57	N/A
		31H	Selo Gardens/Personal Care	95	N/A
		31I	The Bentley	100	N/A
		31J	Wascana Rehabilitation	307	N/A
			Subtotal – 1,238		
			Total Estimated Voters	18,826	

Ward	Poll Type	Poll #	Poll Name	<b>Estimated Voters</b>	Accessible
2	Regular	4	Dr. A. E. Perry School	5903	Yes
		5	Deshaye Catholic School	6017	Yes
		6	St. Pius X School	6072	Yes
			Subtotal – 17,992		
	Special	31K	Elmview Extendicare	62	N/A
		31L	Parkside Extendicare	228	N/A
		31M	Santa Maria Senior Citizens Home	152	N/A
		31N	Sunset Extendicare	151	N/A
		310	Wintergreen Estates	217	N/A
			Subtotal - 810		
			Total Estimated Voters	18,802	

## -A.4-Appendix A

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
3	Regular	7	St. Mary Anglican Church	6265	Yes
		8	YMCA	5259	Yes
		9	St. Mary's Parish Hall	5849	Yes
			Subtotal – 17,373		
	Special	31P	Cornwall Village	100	N/A
		31Q	Davis Mews	158	N/A
		31R	Embury Heights	119	N/A
		31S	First Baptist Place	100	N/A
		31T	Foreman House	33	N/A
		31U	Grace Lutheran Place	80	N/A
		31V	Hamilton Plaza	118	N/A
		31W	Mary Helen Herchmer Place	163	N/A
		31X	Palliser Place	199	N/A
		31Y	Prairie Place	155	N/A
		31Z	Regina General Hospital	400	N/A
		31AA	Regina Renaissance Retirement	170	N/A
		31BB	SSILC (South Sask. Independent. Living Centre)	40	N/A
		31CC	St. Basil's Manor	57	N/A
		31DD	The Heritage	130	N/A
		31EE	The Horizon	143	N/A
		31FF	Trianon Tower	122	N/A
			Subtotal – 2,287		
			Total Estimated Voters	19,660	

Ward	Poll Type	Poll #	Poll Name	<b>Estimated Voters</b>	Accessible
4	Regular	10	Wilfrid Walker School	5630	Yes
		11	W.S. Hawrylak School	5850	Yes
		12	Resurrection Roman Catholic Church	5769	Yes
			Subtotal – 17,249		
	Special	31GG	Storie Manor	58	N/A
			Subtotal - 58		
			Total Estimated Voters	17,307	

## -A.5-Appendix A

Ward	Poll Type	Poll #	Poll Name	<b>Estimated Voters</b>	Accessible
5	Regular	13	F.W. Johnson High School	5446	Yes
		14	St. Theresa School	5651	Yes
		15	Dr. George Ferguson	5616	Yes
			Subtotal – 16,713		
	Special	31HH	Oxford Manor/Stewart Court	120	N/A
		31II	Queen Victoria Estates	135	N/A
		31JJ	Victoria Park Personal Care	88	N/A
			Subtotal - 343		
			Total Estimated Voters	17,056	

Ward	Poll Type	Poll #	Poll Name	<b>Estimated Voters</b>	Accessible
6	Regular	16	Core/Ritchie Neighbourhood Centre	6209	Yes
		17	Eastview Neighbourhood Centre	5462	Yes
		18	Albert-Scott Community Centre	6233	Yes
			Subtotal – 17,904		
	Special	31KK	Lovering Place	40	N/A
		31LL	Pasqua Hospital	225	N/A
			Subtotal - 265		
			<b>Total Estimated Voters</b>	18,169	

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
7	Regular	19	Imperial School	5603	Yes
		20	Gladys McDonald School	5127	Yes
		21	Elsie Mironuck School	5558	Yes
			Subtotal – 16,288		
	Special	31MM	Highland Manor	58	N/A
		31NN	Regina Lutheran Home	125	N/A
	3100		William Booth Special Care Home	83	N/A
			Subtotal - 266		
			Total Estimated Voters	16,554	

## -A.6-Appendix A

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
8	Regular	22	Rosemont School	4900	Yes
		23	St. Francis School	5403	Yes
		24	St. Joan of Arc School	5601	Yes
			Subtotal – 15,904		
	Special 3		Benson Manor	65	N/A
		31QQ	Mutchmore Lodge	130	N/A
		31RR	Pioneer Village/Eastern Star Home	402	N/A
		31SS	Regina Village	100	N/A
			Subtotal - 697		
			Total Estimated Voters	16,601	

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
9	Regular	25	St. Josaphat School	5447	Yes
	26 North West Leisure Centre		5394	Yes	
	27 Mac Neill School		5371	Yes	
	Subtotal – 16,212				
	Special	31TT	Lakewood Manor/Norwest Place	100	N/A
			Subtotal - 100		
			<b>Total Estimated Voters</b>	16,313	

Ward	Poll Type	Poll #	Poll Name	Estimated Voters	Accessible
10	Regular	28	Holy Family Parish	5503	Yes
		29	St. Timothy School	5449	Yes
		30	St. Gregory School	5526	Yes
			Subtotal – 16,478		
Special 31UU		31UU	Huston Heights	55	N/A
			Subtotal - 55		
			Total Estimated Voters	16,533	

#### Appendix B

#### **2016 Municipal Election Poll Hours**

#### **Regular Poll**

For the purpose of taking the votes of qualified electors of the City of Regina, regular polling places shall be open from 9 am to 8 pm on the day of the Election, Wednesday, October 26, 2016.

#### **Special Poll**

For the Purpose of taking the votes of qualified electors of the City of Regina, the Special polling places noted below shall be open during a specified time and date. The dates and times will be coordinated with each special poll location to take place during the following dates and times:

<u>Date</u>	<u>Time</u>
Wednesday, October 19	9 am – 7 pm
Thursday, October 20	9 am – 7 pm
Friday, October 21	9 am – 7 pm
Saturday, October 22	9 am – 5 pm

Poll	Poll Name	Poll Address
31A	Broadway Terrace	1150 Broadway Avenue
31B	Cedar Wood Manor	1510 Broadway Avenue
31C	College Park II Retirement Residence	1601 Badham Boulevard
31D	Faith Baptist Place	2616 Central Street
31E	Marian Chateau	3651 Albert Street
31F	Martin Luther Manor	2536 Parliament Avenue
31G	Qu'Appelle House	1425 College Avenue
31H	Selo Gardens/Personal Care	1100 McNiven Avenue
311	The Bentley	3105 Hillsdale Street
31J	Wascana Rehabilitation	2180 - 23rd Avenue
31K	Elmview Extendicare	4125 Rae Street
31L	Parkside Extendicare	4540 Rae Street
31M	Santa Maria Senior Citizens Home	4215 Regina Avenue
31N	Sunset Extendicare	260 Sunset Drive
310	Wintergreen Estates	4950 Pasqua Street
31P	Cornwall Village	2141 Cornwall Street
31Q	Davis Mews	2060 Cameron Street
31R	Embury Heights	2122 Winnipeg Street
31S	First Baptist Place	2153 Smith Street
31T	Foreman House	1860 Ottawa Street
31U	Grace Lutheran Place	1025 Victoria Avenue
31V	Hamilton Plaza	2243 Hamilton Street
31W	Mary Helen Herchmer Place	2121 Rose Street
31X	Palliser Place	1740 Hamilton Street
31Y	Prairie Place	2242 McIntyre Street
31Z	Regina General Hospital	1440 14th Avenue
31AA	Regina Renaissance Retirement	1801 McIntyre Street

-B.2-Appendix B

#### **2016 Municipal Election Poll Hours**

<u>Poll</u>	Poll Name	Poll Address
31BB	SSILC (South Saskatchewan Independent Living Centre)	2240 Albert Street
31CC	St. Basil's Manor	1722 Montreal Street
31DD	The Heritage	2153 Lorne Street
31EE	The Horizon	2141 McIntrye Street
31FF	Trianon Tower	2400 - 12th Avenue
31GG	Storie Manor	3333 Park Street
31HH	Oxford Manor/Stewart Court	1717 Oxford Street
31II	Queen Victoria Estates	2025 Heseltine Road
31JJ	Victoria Park Personal Care	2400 Arens Road
31KK	Lovering Place	1319 Rae Street
31LL	Pasqua Hospital	4101 Dewdney Avenue
31MM	Highland Manor	2221 - 5th Avenue N
31NN	Regina Lutheran Home	1925 - 5th Avenue N
3100	William Booth Special Care Home	50 Angus Road
31PP	Benson Manor	1333 McIntosh Street
31QQ	Mutchmore Lodge	328 Century Crescent
31RR	Pioneer Village/Eastern Star Home	430 Pioneer Drive
31SS	Regina Village	4550 10th Avenue
31TT	Lakewood Manor/Norwest Place	1123 N Devonshire Drive
31UU	Huston Heights	702 Sangster Boulevard

The following Special polling places shall be open on the day of the Election, Wednesday, October 26, 2016 during the hours noted below:

<u>Tim</u>	<u>e</u>	<u>Poll</u>	<u>Pol</u>	Name	Poll Address
	9 am – 7 pm		31Z	Regina General Hospital	1440 14th Avenue
	9 am – 7 pm		31LL	Pasqua Hospital	4101 Dewdney Avenue
11 a	am – 7 pm	31J	Wa	scana Rehabilitation	2180 - 23rd Avenue

#### **Mobile Poll**

For the Purpose of taking the votes of qualified electors in the City of Regina, Mobile Poll shall be held on the same day as the Advance Poll at the discretion of the Returning Officer.

Poll	Address	Date	Time
32	N/A	Wednesday, October 19,	As Required
		Thursday, October 20 &	As Required
		Friday, October 21	As Required
		Saturday, October 22	As Required

## **2016 Municipal Election Poll Hours**

#### **Advance Poll**

For the purpose of taking the votes of qualified electors in the City of Regina, Advance Polls shall be held at the following locations and during the hours noted below:

Poll	Name	Address	Date	Time
32A	City Hall & City Hall Drive Thru	2476 Victoria Avenue McIntyre Street	Wednesday, October 19, Thursday, October 20 & Friday, October 21	7 am – 6 pm
32B	Northgate Mall	489 Albert Street	Wednesday, October 19, Thursday, October 20 & Friday, October 21 Saturday, October 22	10 am – 8 pm 10 am – 5 pm
32C	North West Leisure Centre	1127 Arnason Street	Wednesday, October 19, Thursday, October 20 & Friday, October 21 Saturday, October 22	10 am – 8 pm 10 am – 5 pm
32D	South Leisure Centre	170 Sunset Drive	Wednesday, October 19, Thursday, October 20 & Friday, October 21 Saturday, October 22	10 am – 8 pm 10 am – 5 pm
32E	Victoria Square Mall	2223 E Victoria Avenue	Wednesday, October 19, Thursday, October 20 & Friday, October 21 Saturday, October 22	10 am - 8 pm 10 am - 5 pm

# 2016 Municipal Election Election Official – Rates of Remuneration

Remuneration Type	Rate
Hourly rate for other Election Office Staff	\$18.11
Training Supervisor Deputy Returning Officer (Issuing/Receiving) Poll Clerk	\$100 \$50 \$50
Regular Polls Supervisor Deputy Returning Officer (Issuing/Receiving) Poll Clerk	\$294 (+\$50 for specific tasks) \$238 \$210
Special Poll & Mobile Polls Deputy Returning Officer (Issuing)	\$238
Advance Poll Supervisor Deputy Returning Officer (Issuing/Receiving) Poll Clerk	\$735 (+\$50 for specific tasks) \$595 \$525

<sup>\*\*</sup>Adjustments to the remuneration rates provided above will be made should a circumstance arise that the full work commitment cannot be completed.

To: His Worship the Mayor

and Members of City Council

Re: Out-of-Scope 2016 General Wage Increase

# RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JANUARY 13, 2016

That Out-of-Scope employees receive a 2.00% General Wage Increase (GWI) effective January 1, 2016.

#### EXECUTIVE COMMITTEE – JANUARY 13, 2016

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

Mayor Michael Fougere, Councillors: Barbara Young (Chairperson), Sharron Bryce, Bryon Burnett, John Findura, Jerry Flegel, Shawn Fraser, Bob Hawkins, 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 January 13, 2016, considered the following report from the Administration:

#### RECOMMENDATION

That Out-of-Scope employees receive a 2.00% General Wage Increase (GWI) effective January 1, 2016.

#### CONCLUSION

Approving the recommendation that Out-of-Scope (OOS) employees receive a 2.00% GWI effective January 1, 2016 will:

- Ensure OOS compensation remains competitive; and
- Support the City of Regina's need to attract, recruit and retain high-valued OOS employees.

#### BACKGROUND

OOS GWI is not governed by collective bargaining agreements, however historically it has been similar to negotiated increases for other bargaining units. CMM is the only bargaining unit that has an approved wage increase for 2016. The other four bargaining unit agreements expire at the end of 2015.

#### Recent agreements:

Bargaining Unit	2015	2016	2017	2018
CUPE Local 21	3.00%			
CUPE Local 7	3.00%			
IAFF Local 181 (Fire)	3.00%			
ATU Local 588 (Transit)	3.00%			
CMM	3.00%*	2.00%	2.00%	
OOS	3.00%			

<sup>\*</sup>CMM employees also received a \$1000 signing bonus.

#### DISCUSSION

Approving this General Wage Increase provides the following benefits to the City of Regina:

- Maintains the separation between OOS employee wages and CMM wages;
- A one year recommendation (2016), allows the City to review and reconfirm compensation levels for OOS employees on an annual basis, taking into consideration local market conditions and negotiated increases for all bargaining units;
- Demonstrates to OOS employees that they are valued and rewarded for their contributions; and
- Enhances employee satisfaction.

Several sources of compensation data were considered in the development of this recommendation.

#### RECOMMENDATION IMPLICATIONS

#### Financial Implications

The City Budget for 2016 was calculated with a 2.00% GWI. The estimated cost is \$433,000.

#### **Environmental Implications**

None related to this report.

#### Strategic Implications

There are several strategic implications related to this recommendation:

- Assists in our goal to attract and retain high performers;
- Demonstrates to OOS employees that they are valued and rewarded for their contributions; and
- Enhances employee satisfaction.

The results of the City of Regina's Employee Engagement Survey results have historically shown extremely negative responses re Tangible Rewards. In the 2015 survey, the Tangible Rewards factor was less negative for the first time in recent years. A modest General Wage Increase for the OOS will maintain the perception of Tangible Rewards for this employee group.

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None related to this report.

#### **Accessibility Implications**

None related to this report.

#### **COMMUNICATIONS**

As in past years, once approved, a general communication shall be issued to all OOS staff.

#### **DELEGATED AUTHORITY**

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

Erna Hall, A/Secretary

mrt

To: His Worship the Mayor

and Members of City Council

Re: Laneway and Garden Suites Guidelines and Pilot Project

# RECOMMENDATION OF THE REGINA PLANNING COMMISSION – JANUARY 6, 2016

- 1. That the Laneway and Garden Suites Pilot Project, as described within this report, be approved.
- 2. That the Laneway and Garden Suites Pilot Guidelines, attached as Appendix A, be approved.

#### REGINA PLANNING COMMISSION – JANUARY 6, 2016

The following addressed the Commission:

- Jim Elliott; and
- Wilma Staff, on her own behalf, and representing some neighbours in the Arnheim Assiniboia neighbourhood.

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: Pam Dmytriw, 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 January 6, 2016, considered the following report from the Administration:

#### RECOMMENDATION

- 1. That the Laneway and Garden Suites Pilot Project, as described within this report, be approved;
- 2. That the Laneway and Garden Suites Pilot Guidelines, attached as Appendix A, be approved; and,
- 3. That this report be forwarded to the January 25, 2016 City Council meeting.

#### CONCLUSION

Laneway and garden suites are housing forms that are not currently permitted in the City of Regina (City), with the exception of two pilot projects underway in the Greens on Gardiner and Harbour Landing neighbourhoods. The Laneway and Garden Suites Guidelines (Guidelines) will provide direction for members of the public interested in participating in the Laneway and Garden Suites Pilot Project in accordance with the intensification goals established in *Design Regina: The Official Community Plan Bylaw 2013-48* (OCP) and the housing diversification goals established in the *Comprehensive Housing Strategy* (CHS). The Guidelines establish site design and building design guidelines for the Laneway and Garden Suites Pilot Project. The pilot project will permit a limited number of laneway and garden suites to be built in Regina's existing neighbourhoods. Based on the results of the pilot project, zoning bylaw updates may be considered in the future to allow these housing forms on a wider basis throughout the city.

#### **BACKGROUND**

In January 2015, Administration initiated the Laneway and Garden Suites Guidelines and Pilot Project to address the infill goals identified within the OCP. The OCP calls for the creation of an intensification strategy to prioritize and shape development and redevelopment within Regina's existing neighbourhoods to meet an infill target of 30 per cent (30%). Gradual renewal of housing stock through infill development is critical for the long-term stability and sustainability of Regina's existing neighbourhoods. In March, Administration awarded the contract for this project to BrookMcIlroy.

Laneway and garden suites are additional dwelling units which are separate or detached from the primary dwelling on a single-detached residential property. Both laneway and garden suites can be located above or beside a garage or stand-alone in the rear of the lot. Other names for this type of housing include granny flats, garage suites, carriage houses, coach houses or detached additional dwelling units. Laneway suites are located on properties with a laneway, garden suites are located on properties without access to a laneway.

The Guidelines project included a detailed public and stakeholder engagement program, which informed the creation of site and building design and development guidelines for laneway and garden suites in established neighbourhoods. The engagement program included two workshops, the establishment of an external working group comprised of members of the public as well as the design and development community, two open houses, a meeting with representatives of Regina's Community Associations, an online survey and a significant web presence.

A pilot project to test the guidelines will be initiated in the Q1 of 2016. The pilot project will result in the development of 10-20 laneway and garden suites throughout the city, depending on demand. Pilot project applications will be evaluated based on their compliance with the Guidelines, their ability to meet minimum sewer and water service capacity requirements and the impacts of this type of housing in a variety of neighbourhood contexts throughout Regina. The pilot project will test the impact of the Guidelines in a wide variety of locations and forms. Minor deviations from the Guidelines may be approved at Council's discretion to allow proponents and their designers to creatively respond to the opportunities and constraints of their individual sites.

#### DISCUSSION

The Laneway and Garden Suites Guidelines have been created to govern the development of laneway and garden suites on all properties within the city that currently house single-detached homes. Laneway and garden suites provide single-detached homeowners the opportunity to develop a secondary suite outside of the principle dwelling in their rear yard. The City's current restrictions on the number of secondary suites allowed on single-detached properties is one. Owners of single-detached houses with an existing secondary suite within the main dwelling will not be eligible to develop a laneway or garden suite, unless the suite within the primary dwelling is removed.

The Guidelines establish the site design and building design guidelines for single-detached residential properties throughout the city that were developed during three distinct eras. While the guidelines are meant to apply to all existing neighbourhoods, a property's eligibility to develop a laneway or garden suite will vary based on that property's individual characteristics.

The three eras of residential development established in the guidelines are:

Property Type 1: Core Area (Regina's earliest neighbourhoods)

Property Type 2: Early Suburban (Neighbourhoods from the 40s – 70s) Property Type 3: Recent Suburban (Neighbourhoods from the 80s – present)

Guidelines such as building height and setbacks from property lines vary slightly between the three property types in order that development in these areas is respectful of its context.

There are 13 guidelines in total that are divided into two sections, Site Design Guidelines and Building Design Guidelines. The Site Design Guidelines ensure that suites are sized, positioned and oriented to optimize site conditions, privacy and access to sunlight, while considering the character, use and design of outdoor space. The Building Design Guidelines ensure that suites complement the primary dwelling, while maintaining an appropriate scale and massing for the backyard in relation to neighbouring properties. The Guidelines document in its entirety is provided in Appendix A of this report.

Below is a list and synopsis of each guideline:

Guideline	Key Characteristics
Guideline #1: Permissions	<ul> <li>Maximum 1 secondary suite per property</li> <li>Cannot be sub-divided – one owner per property</li> <li>Maximum 2 bedrooms (but must have bathroom and kitchen)</li> </ul>
Guideline #2: Location, Orientation and Coverage	<ul> <li>Located near the rear of the property</li> <li>Minimize shadows on neighbours</li> <li>Minimize overview of neighbours</li> <li>Entrances to face lane or side yard</li> <li>Views towards lane and interior yard</li> <li>Maximum 50% site coverage (total of main dwelling and secondary combined)</li> </ul>
Guideline #3: Parking and	Minimum 1 stall per unit

Access	<ul> <li>No new front yard parking for lots with a lane</li> <li>Parking pads to be hard surface</li> <li>Tandem parking to be considered in the pilot project</li> <li>Suites to be directly accessible from public sidewalk</li> </ul>
Guideline #4: Setbacks and Separation Distance	<ul> <li>Minimum 5.0 m between primary dwelling and laneway suite</li> <li>Minimum 4.0 m between primary dwelling and garden suite</li> <li>Laneway suites setback 1.2 m from rear property line</li> <li>Garden suites setback 2.0 m from rear property line</li> <li>Minimum side yard setbacks range from .6 - 1.2 m depending on lot width</li> <li>Wider properties to have larger setbacks</li> </ul>
Guideline #5: Site and Laneway Landscaping	<ul> <li>Minimum 30% soft landscaping for site</li> <li>Mandatory rear yard landscape space</li> <li>Landscaping to accommodate snow storage</li> <li>Setback along the lane to be landscaped</li> <li>Large trees encouraged</li> <li>Permeable pavers encouraged</li> </ul>
Guideline #6: Utilities and Servicing	<ul> <li>Engineered servicing plan required</li> <li>Waste/recycling bins included on site plan</li> <li>Snow storage included on site plan</li> <li>Special addressing to indicate presence of laneway/garden suite</li> <li>Suites may not be constructed over municipal or other easements</li> </ul>
Guideline #7: Grading and Drainage	<ul> <li>Site grading and drainage plans required</li> <li>Flood prevention per the Development Standards         Manual</li> <li>Landscape to minimize storm water run-off</li> </ul>
Guideline #8: Uses, Height and Massing	<ul> <li>Must contain cooking and toilet facilities</li> <li>Maximum 2 bedrooms</li> <li>Basements not permitted</li> <li>Maximum height varies from 3.5–5.8 m (1-1.5 storeys) depending on property type</li> <li>Maximum sidewall height of 3.5 m</li> <li>Maximum length of 9 m</li> <li>Maximum width of 11 m</li> <li>Maximum area of 80 m² (861 sq ft)</li> </ul>

Guideline #9: Materials and Articulation	<ul> <li>High quality, durable building materials to compliment the primary dwelling</li> <li>Walls should be articulated through architectural details, including projections, trim, recesses, balconies, stoops, terraces and bay windows</li> <li>No blank exterior walls except where code requires (fire separation)</li> </ul>
Guideline #10: Rooftops and Dormers	<ul> <li>Pitched and sloped roofs to match primary dwelling</li> <li>Dormers allowed to create additional habitable space</li> <li>Dormers to occupy no more than 70% of roof area</li> <li>Dormers to be stepped back an additional .6 m on walls with side yard setbacks is less than 1.2 m</li> </ul>
Guideline #11: Entrances and Windows	<ul> <li>Entrances to be visible &amp; accessible from laneway</li> <li>Entrances to provide weather protection</li> <li>Entrance to adhere to Crime Prevention Through Environmental Design (CPTED) principles</li> <li>Placement of windows to provide light and ventilation without sacrificing privacy</li> <li>Clerestory windows and skylights encouraged</li> </ul>
Guideline #12: Outdoor Space	<ul> <li>Terraces and balconies allowed in 1.5 storey suites</li> <li>Encouraged to provide outdoor amenity space</li> <li>Allowed adjacent to rear yard and laneway, not side yard or rear yard where no lane present</li> <li>Positioned to avoid overlook of adjacent properties</li> </ul>
Guideline #13: Meters and Waste Storage	<ul> <li>Meters to be placed in discrete locations or screened</li> <li>Waste / recycling storage to be screened</li> </ul>

There are several things that differentiate the guidelines for this pilot project from the two greenfield area pilot projects currently underway in the Greens on Gardiner and the Harbour Landing neighbourhoods (Direct Control District (DCD)-14). The chart below identifies key differences and similarities between the pilot projects:

Design element	Laneway and Garden Suites Guidelines (infill sites)	DCD 14 – Laneway Suites (Harbour Landing & Greens on Gardiner)
Location	At grade, above the garage or combination	Above the garage
Suites per property	Maximum 1	Maximum 1
Lane required	No	Yes
Size	80% of size of primary dwelling or 80 m <sup>2</sup> whichever is less	40% of total area of primary dwelling + area of laneway suite or 80 m <sup>2</sup> whichever is less

Height limits	3.5 m for one storey and	7.5 m
	5.8 m and one-and-a-half	
	storey suites	
Laneway Setback	1.2 m	1.5–2.5 m
Side yard setback	.6 m–1.2 m minimum	1.2 m minimum
	increases with lot width	
Soft Landscape	30% minimum	No requirement
Parking	1 stall / unit, tandem parking	1 stall per unit, tandem
	counts as 2 two stalls	parking counts as 1 stall
Number of Bedrooms	2 Maximum	2 Maximum

Once the Laneway and Garden Suites Guidelines are approved by City Council, Administration will issue an Invitation to Receive Development Proposals for those interested in developing laneway or garden suites through the Pilot Project. Administration will evaluate laneway and garden suite proposals against the approved Guidelines and undertake a technical review of each proposal to confirm project feasibility. The Neighbourhood Planning Branch anticipates 10 to 20 proposals will be selected for the pilot project program.

As laneway and garden suites are not permitted under the Zoning Bylaw, an amendment is required to allow the selected proposals to obtain building permits. The Bylaw amendment, with the Pilot Project Proposals, will be coming back to the Regina Planning Commission and Council for consideration once the development application is processed and the recommended Pilot Project Proposals have been identified.

To ensure that those interested in submitting proposals through the pilot project understand and acknowledge how their property would be rezoned, endorsement of the zoning amendment approach will be incorporated into the Invitation to Receive Development Proposals document as a submission requirement. It is anticipated that pilot project proposals will be selected by the end of April 2016. It is projected that the amendment process would take at least three months from initiation to bylaw approval, meaning that the earliest building permits may be issued for pilot projects would by the beginning of August.

#### **RECOMMENDATION IMPLICATIONS**

#### **Financial Implications**

The development of laneway and garden suites are a form of soft residential intensification. Residential intensification is typically understood to be a less expensive form of development for municipalities due to its use of existing water, sewer, storm sewer and transportation infrastructure which is already being operated and maintained. Increases in property tax and utility rate revenue are expected as a result of this form of development.

#### **Environmental Implications**

The environmental impacts of laneway and garden suites are typically understood to be lower than greenfield development because they exist on already developed land, their proximity to existing services, like transit, and because the operation and maintenance of the infrastructure that serves them is already occurring.

#### Policy and/or Strategic Implications

The guidelines have been developed in response to the policy direction provided in Goal 3 – Intensification, sub-goals 2.10.4 & 2.10.6 in *Design Regina: The Official Community Plan Bylaw 2013-48* and Strategies 3 & 25 of the *Comprehensive Housing Strategy*.

#### Other Implications

None with this respect to this report.

#### Accessibility Implications

None with respect to this report.

#### **COMMUNICATIONS**

An extensive communications and engagement plan was followed throughout the development of the Laneway and Garden Suites Guidelines in order to inform and engage citizens and stakeholders. The engagement plan used a variety of methods inform and invite participation, including emails to stakeholders, social media posts, public service announcements (PSA), open houses, workshops, presentations, media interviews, website updates, meetings with community associations and stakeholders as well as an online survey. Opportunities for feedback and comment on the developing guidelines were provided throughout the project, which have informed the final draft of the Guidelines. Feedback on the final draft was primarily sourced from the on-line survey and comments received at the November 30 and December 1, 2015 open houses. A summary of these responses are provided in Appendix B.

Communications and Engagement Summary			
Month	Engagement Activity		
May & June	Newspaper ad PSAs, email blasts and social media Kiosk at the Regina Farmer's Market Introductory project open house, presentation and workshop, approximately 80 participants Website update External Working Group Meeting, approximately 15 participants Laneway and garden suites presentation and workshop, approximately 60 participants		
July	Website update		
August	External Working Group Meeting and document review, approximately 15 participants		
September & October	Internal stakeholder reviews and draft revisions		

November & December  Presentation to Regina Realtors Presentation to Community Associations Global Morning Show PSAs, email blasts and social media Website update Draft guidelines on designregina.ca for review Online survey and comment sheet, approximately 160 responses Newspaper ads Council Newsletters Nov 30 and Dec 1 open houses, approximately 45	participants Website update	November & December	Presentation to Community Associations Global Morning Show PSAs, email blasts and social media Website update Draft guidelines on designregina.ca for review Online survey and comment sheet, approximately 160 responses Newspaper ads Council Newsletters Nov 30 and Dec 1 open houses, approximately 45 participants
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Administration will notify stakeholders of City Council's decision on this report.

#### **DELEGATED AUTHORITY**

The recommendations contained within this report require City Council approval.

Respectfully submitted,

REGINA PLANNING COMMISSION

Elaine Gohlke, Secretary

Elaine Sollke



# LANEWAY AND GARDEN SUITES GUIDELINES FOR PILOT PROJECTS

The Laneway and Garden
Suites Guidelines have
been developed to provide
direction for the Laneway
and Garden Suites Pilot
Project. They will be used
to guide the design and
construction of suites on
several pilot sites in 2016.
Subsequently, they will
be evaluated and refined
before being expanded to
apply on a City-wide basis.

Responding to local interest in exploring new housing forms, the City of Regina has approved two Laneway Housing Pilot Projects for subdivision developments on the periphery of the urban area. The potential build-out of these pilot projects will include 11 Laneway Suites in the Greens on Gardiner Neighbourhood on the City's east end, and up to 20 Laneway Suites in the Harbour Landing Neighbourhood on the City's southwest end.

The City of Regina is now examining the possibility of permitting Laneway and Garden Suites within the City's established neighbourhoods subsequent to the evaluation of a Pilot Project. The following Guidelines provide site and building design recommendations to inform the design of these suites. They establish parameters for the

Laneway and Garden Suites Pilot Project, which will be used as a method of testing the Guidelines on residential lots within established neighbourhoods throughout the City of Regina.

New Pilot Project sites will be selected based on interest from property owners and a variety of contextual considerations identified in the guidelines. The Pilot Project will be initiated through a Request for Proposal, which is anticipated for public circulation in January, 2016.

Following this phase of testing, the City will undertake any necessary revisions to the Guidelines before incorporating them into new Zoning Regulations to apply to the construction of Laneway and Garden Suites in the City of Regina.

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## **Appendices**

Appendix A: Glossary of Terms

Appendix B: Consultation Summary

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# 1.0 OVERVIEW

# 1.0 OVERVIEW

## 1.1 Introduction

The Laneway and Garden
Suites Guidelines have been
prepared to help implement
key objectives of the City of
Regina's Official Community
Plan and other guiding
policy documents.

Design Regina: The Official Community Plan (OCP) is the key policy document that guides future development in Regina. It sets out a vision for Regina, and directs economic and population growth, city building, housing availability and mobility throughout the city.

Key priorities for urban development identified in the OCP include:

- directing 30% of new growth to existing built up areas;
- achieving greater housing diversity and affordability;
- ensuring that residential intensification is compatible with the built form and servicing capacity of existing built up areas; and
- increasing efficient use of land and resources.

In order to achieve these priorities, the City has embarked on a series of implementation projects. One of the first projects to be completed is the development of Laneway and Garden Suites Guidelines for Pilot Projects, which provide direction for the development of these suites on a pilot basis throughout the City of Regina. Following the Pilot Project, the Guidelines will be evaluated and refined before becoming applicable City-wide (see Section 1.4 for more information).

Laneway and Garden Suites are considered one important, and increasingly popular, way to achieve many of the OCP's priorities while maintaining the livability of Regina's existing neighbourhoods.



Laneway Suite (Lane Fab)



Laneway Suite (Smallworks Studios)

### 1.2 Laneway And Garden Suites Defined

Laneway and Garden Suites are forms of additional dwelling units which are gaining increasing popularity throughout North America.

Laneway and Garden Suites are additional dwelling units which are separated or detached from the Primary Dwelling on a given residential property. Both Laneway and Garden Suites can be located above or beside a garage or selfcontained in the rear of the lot. Other names for this type of housing include granny flats, garage suites, carriage houses, coach houses or detached additional dwelling units.

For the purpose of applying the guidelines contained in this document, any detached additional

dwelling units on a site with a rear laneway is considered to be a Laneway Suite (regardless of whether the laneway is in fact used for access). Detached additional dwelling units on properties with no rear laneway are considered to be Garden Suites. Garden Suites are accessed from the front street via a sidewalk or driveway.

These definitions apply regardless of whether a garage is incorporated into the suite.



Garden Suite (Smallworks Studios)



Garden Suite (Kitsilano Real Estate)

### 1.3 Rationale

Laneway and Garden
Suites provide options for intensification and housing choice that fit the form and scale of established neighbourhoods.

The compatibility of Laneway and Garden Suites in existing neighbourhoods is one of the reasons they are considered an effective option for infill housing. Laneways are found in many neighbourhoods in Regina and are often lined with garages or other accessory buildings. Laneway Suites provide a unique

opportunity to infill rear yards without significantly changing the character of the neighbourhood. In neighbourhoods where no laneways exist, rear yard accessory buildings, including detached garages, are a common feature, providing similar opportunities for Garden Suites.

Laneway and Garden Suites are considered beneficial as they provide:

- an alternative to additional dwelling units within the Primary Dwelling;
- an additional dwelling unit that provides the tenant with more natural light and privacy than a basement unit;

- options for rental and more affordable housing in existing neighbourhoods;
- more compact and complete communities;
- additional support for local businesses and amenities;
- efficient use of existing services and infrastructure;
- supplementary income opportunities for homeowners;
- increased safety and beautification of laneways; and
- support for the ongoing renewal and revitalization of established neighbourhoods.



Laneway Suite Interior (Alex Glegg Architect)



Laneway Suite Amenity Space (Lane Fab Design)

### 1.4 Implementation

The Laneway and Garden Suites Guidelines in this document will be tested and refined through a Pilot Project, prior to the adoption of revised zoning regulations and other implementation measures.

### **Pilot Projects**

Additional dwelling units that are detached from the Primary Dwelling, including Laneway and Garden Suites, are not broadly permitted

within the City of Regina's existing Zoning regulations.

As part of testing this type of housing in Regina, the City has approved two Laneway Suites Pilot Projects in greenfield areas. One is located in the Greens on Gardiner (with 11 suites) and the other is located in Harbour Landing (with up to 20 suites).

For the second phase of testing, Pilot Projects will only include sites in established neighbourhoods throughout the City. These sites will be used to test the Laneway and Garden Suites Guidelines in a variety of conditions and contexts. Guidelines are particularly important in established neighbourhoods, compared with greenfield sites, as design must consider diverse neighbourhood and lot configurations and compatibility with existing development.

As part of the Pilot Projects, a postoccupancy evaluation survey will be used to understand how well the guidelines are working and where improvements can be made. It will be completed by property owners, residents of the suite and interested neighbours.







Laneway House Pilot Project in Harbour Landing, Regina

New Pilot Project sites will be selected based on interest from property owners, with the aim of including a cross-section of lot types and neighbourhood contexts throughout the City. This process will be initiated through a Request for Proposal, which is anticipated for public circulation in January, 2016.

### **Updated Implementation Tools**

Following the refinement of guidelines and recommendations through the Pilot Projects, zoning regulations and other

implementation tools will be updated to permit Laneway and Garden Suites in appropriate locations. At such time, applications for Laneway and Garden Suites from interested property owners will be required to conform to these new regulations.

Ultimately, it is envisioned that the Laneway and Garden Suites Guidelines will apply to all residential zones where single detached homes are permitted, providing opportunities throughout the City for the development of detached additional dwelling units. However, specific lot configuration and neighbourhood context will need to be assessed on a case-by-case basis to determine whether a suite is viable in its permitted form as development applications come forward.



Garden Suite (Smallworks Studios)



Laneway Suite (Smallworks Studio)

### 1.5 Key Considerations

Laneway and Garden
Suites Guidelines prioritize
provision of a comfortable
living space while ensuring
a good fit, both on the lot
and relative to the Primary
Dwelling and neighbouring
properties.

Design Guidelines are used to ensure that Laneway and Garden Suites have appropriate fit, scale, character and compatibility with the Primary Dwelling as well as neighbouring properties. They ensure that, where and when a property owner has interest in developing a Laneway or Garden Suite, there will be a positive impact on the neighbourhood, street and laneway.

Key considerations that are addressed through the guidelines in this report include:

- building location, orientation and lot coverage;
- parking and access;
- setbacks and separation distance;
- site and laneway landscaping;
- utilities and servicing;
- grading and drainage;
- uses, height and massing;
- materials and articulation;
- rooftops and dormers;
- entrances and windows;
- terraces and balconies; and
- meters and waste storage.



Laneway Suite (Alex Glegg Architect)



Laneway Suite (Smallworks Studios)

### **1.6 Document Structure**

The Laneway and Garden Suites Guidelines for Pilot Projects report contains five sections.

#### 1.0 OVERVIEW

Provides an introduction to the study, its purpose and key considerations.

### 2.0 BACKGROUND AND CONTEXT

Contains an overview of the relevant policy context, precedents and best practices, a review of the development context in Regina and a summary of public consultation that contributed to recommendations.

### 3.0 SITE DESIGN GUIDELINES

Provides direction on general permissions; location and orientation of the Suite; setbacks and separation distances; site and laneway landscaping; utilities and servicing; and grading and drainage.

### 4.0 BUILDING DESIGN GUIDELINES

Provides direction on use, height and massing of the suite; materials and articulation; rooftops and dormers; entrances and windows; terraces and balconies; and meters and waste storage.

### **5.0 DEMONSTRATION PLANS**

Provides examples of the application of the guidelines on different lot configurations and contexts typically found in Regina.

# 2.0 BACKGROUND AND CONTEXT

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### 2.1 Policy Context

The Laneway and Garden Suites Guidelines are being developed to meet the objectives of key policy documents already in place to guide urban development in Regina.

### Design Regina: The Official Community Plan

The Official Community Plan (OCP) directs that 30% of the city's future growth should be in the form of infill within established neighbourhoods. This is intended to ensure long-term sustainable growth while enhancing the city's urban form. Laneway and Garden Suites are one way that this target can be reached through appropriate neighbourhood level infill.

Other key OCP policies, which direct the development of the Laneway and Garden Suites Guidelines. include:

- Direct future higher density intensification in the City Centre (Section C, Goal 3, 2.7);
- Require intensification in built or approved neighbourhoods to be compatible with the existing built form and servicing capacity (Section C, Goal 3, 2.8); and
- Prepare guidelines for determining compatible urban design, appropriate built forms, densities and design controls (Section C, Goal 3, 2.10.6).

### **Comprehensive Housing Strategy**

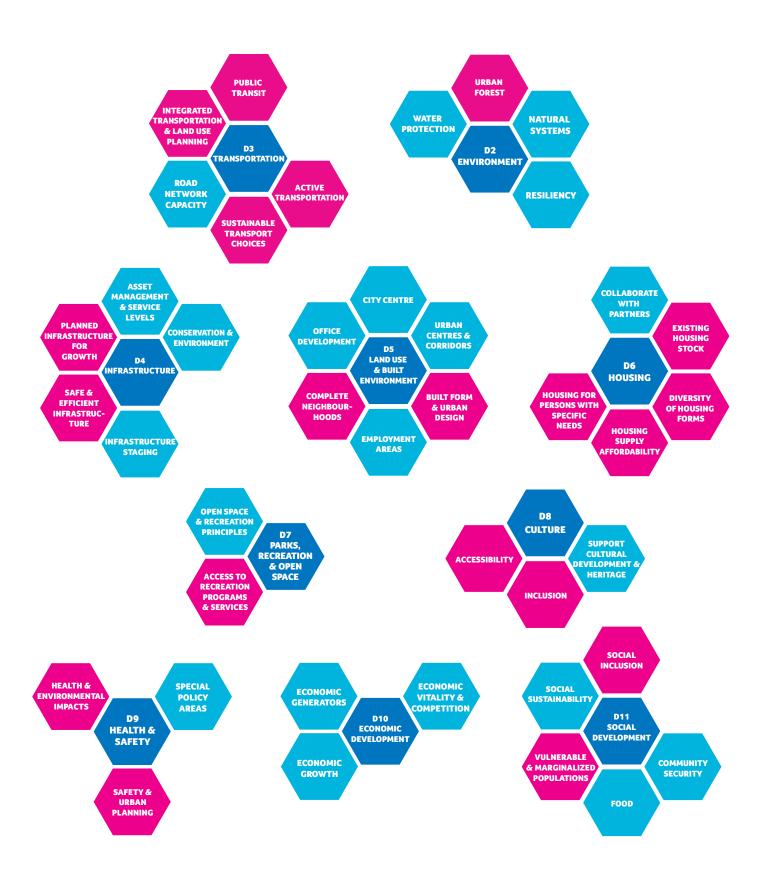
The Comprehensive Housing Strategy (CHS) outlines the vision for housing in Regina. The provision of Laneway and Garden Suites helps to meet the following key objectives of the CHS:

- Increase the supply of rental and affordable housing (Goal 1);
- Retain and regenerate the existing housing stock (Goal 2);
- Increase the diversity of housing options (Goal 3); and
- Address housing needs while creating complete and sustainable communities (Goal 4).

Specific Strategies in the CHS that are supported through development of these Guidelines are:

- Strategy 3: Foster the creation of additional dwelling units including laneway or coach suites subject to appropriate development criteria and standards.
- Strategy 15: Foster the creation of diverse and economical small rental accommodations.
- Strategy 25: Develop and promote prototypes and pilot initiatives of innovative housing forms.

### FIGURE 1: CITY OF REGINA POLICY CONTEXT



### 2.2 Precedents and Best Practices

Laneway and Garden
Suites have become an increasingly popular form of housing in cities across North America, as a way to increase housing choice, affordability and diversity, while providing a soft form of neighbourhood intensification.

Since 2009, a number of Canadian jurisdictions have adopted policies and/or guidelines to direct the development of Laneway and Garden Suites, including:

- Vancouver, 2009;
- Edmonton, 2009;
- Calgary, 2011;
- Victoria, 2011;
- Winnipeg, 2012;
- Moncton, 2013; and
- Saskatoon, 2014.

Generally, cities have adopted these policies and guidelines as part of an infill strategy and a long-term vision for municipal growth and development. A number of common approaches, reflecting best practices, have been noted from a review of these policies, and are summarized as follows:

- Laneway and Garden Suites are not appropriate in all residential settings or zones. The application of guidelines should be considered based on neighbourhood context and characteristics.
- One Laneway or Garden Suite should be permitted on each property, and adequate parking should be provided on-site for the suite as well as the Primary Dwelling.
- The size of the Laneway and Garden Suite should be limited, and its scale should be smaller than the Primary Dwelling.

- The character of the Laneway or Garden Suite should be complementary to that of the Primary Dwelling and adjacent properties.
- Privacy and access to sunlight should be protected on neighbouring properties.
- Appropriate servicing and drainage must be ensured.

### 2.3 Development Patterns in Regina

# Development patterns in Regina are important in determining where and in what form Laneway and Garden Suites may be appropriate.

Though the Laneway and Garden Suites Guidelines apply to all detached homes in residential zones, not all properties are appropriate for a Laneway or Garden Suite. This is because properties have varying sizes, building configurations and other factors. As a result, different guidelines may be applied in different areas to ensure that each suite fits its specific context.

Properties in the City of Regina tend to follow three predominant typologies. Property Type 1 is the older, grid-style of development typically found in the Core Area of the City (see description on page 14). These properties generally date from prior to World War II. They are characterized by narrow and deep lots, smaller dwellings and a network

of well-used rear lanes. These properties typically do not have front yard curb cuts or driveways.

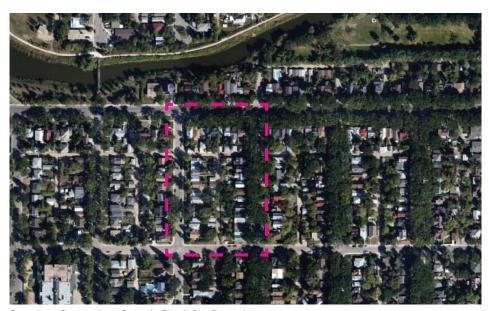
Property Type 2 is an Early Suburban form of development, where there is a mix of grid and curvilinear blocks (see description on page 15). Lots tend to be slightly wider, but less deep than Core Area properties. Dwelling sizes may be similar to those found in Core Area Neighbourhoods, or slightly larger. Rear laneways exist, but they are not generally used for parking and access. Instead, these properties also have front or side driveways accessed from the street that provide parking spaces or access to a garage in the front or rear yard.

Property Type 3 is a Recent Suburban form, in which lot and dwelling sizes are larger, streets and blocks have a curvilinear form, and crescent and cul-de-sac streets are frequent (see description on page 16). In these areas, rear laneway networks do not exist. Front driveways provide access to parking and garages tend to be located at the front of the house.

As urban and suburban development continues, it is becoming increasingly common to see the structure of new neighbourhoods returning to more historic patterns, including modified grid street networks, smaller lots, and rear laneways. As a result, newly developing areas or planned subdivisions resemble Core Area Neighbourhoods in many ways.

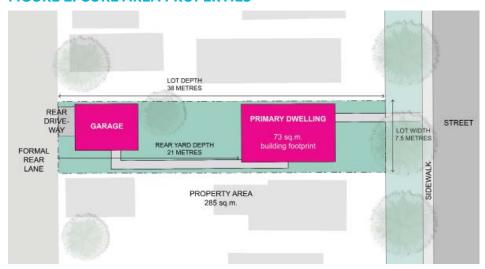
These typical development patterns have informed the Laneway and Garden Suites Guidelines. They help guide the determination of where Laneway and Garden Suites are appropriate, and what unique contextual considerations should be incorporated into their design and evaluation.

The following pages outline the key characteristics of these neighbourhood typologies in greater detail. These descriptions should be used to evaluate specific property typologies on a case-by-case basis.



Core Area Properties - Sample Block Configuration

### **FIGURE 2: CORE AREA PROPERTIES**



### **PROPERTY TYPE 1: CORE AREA**

### **Key Characteristics**

- Grid street and block network;
- Blocks are porous with frequent intersections;
- Lots tend to be small, with smaller Primary Dwellings;
- All properties have rear laneways that are frequently used for parking and property access;
- Some lanes are used for waste removal and are plowed in winter;
- Front yard parking is uncommon;
- Few curb cuts and front driveways with primarily detached rear garages accessed from the lane; and
- Mature tree cover.

### PROPERTY TYPE 2: EARLY SUBURBAN

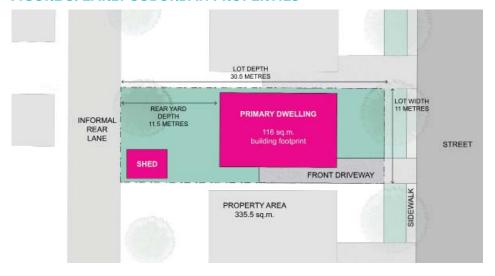
### **Key Characteristics**

- Street network consists of a mix of grid, crescent and curvilinear streets;
- Blocks are less porous than Core Area neighbourhoods, with fewer intersections;
- Lots tend to be slightly wider, though shallower than Core Area neighbourhoods, with larger Primary Dwellings;
- Laneways exist, but are less formalized, and are often not used for parking and property access;
- In addition to rear laneways, properties use front or side yard parking accessed from the street;
- May have a garage either at the front or rear of the property;
- Frequent curb cuts; and
- Less mature tree cover than Core Area neighbourhoods.



Early Suburban Properties - Sample Block Configuration

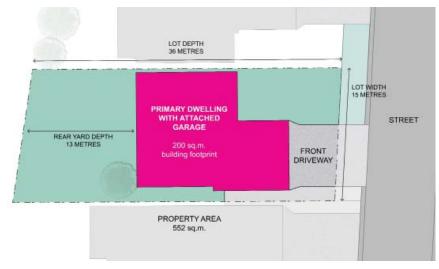
### FIGURE 3: EARLY SUBURBAN PROPERTIES





Recent Suburban Properties - Sample Block Configuration

### **FIGURE 4: RECENT SUBURBAN PROPERTIES**

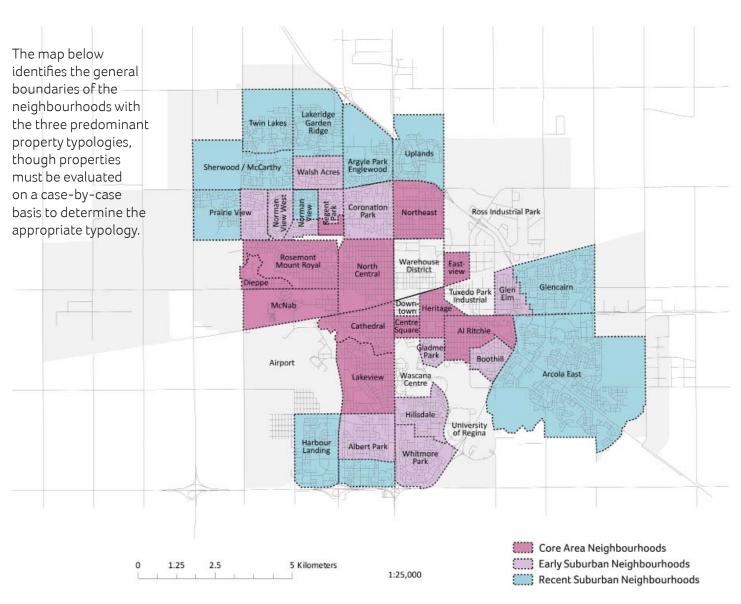


# PROPERTY TYPE 3: RECENT SUBURBAN

### **Key Characteristics**

- Street network consists of crescents, curvilinear streets and cul-de-sacs;
- Blocks are less porous than Core Area and Early Suburban properties, with fewer intersections;
- Lots tend to be larger than core and Early Suburban properties;
- No network of rear laneways;
- Parking is provided in the front yard, with front garages and frequent curb cuts. Many have an attached garage that extends toward the front property line; and
- Less mature tree cover.

FIGURE 5: REGINA PROPERTY TYPOLOGIES MAP



### 2.4 Public and Stakeholder Consultation

As part of this study, a comprehensive engagement process has been undertaken to garner feedback from the public. This feedback has assisted in the development and refinement of the Laneway and Garden Suites Guidelines.

### Public Meeting # 1

The first Public Meeting and Workshop was held at the Knox Metropolitan United Church on June 8th, 2015. Over 80 members of the public attended.

The objective of this first meeting was to provide:

- A review of Design Regina;
- An overview of the purpose of the OCP and Regina's Growth Plan;
- An introduction to infill and intensification; and
- Discussion about priorities for infill and intensification generally, and Laneway and Garden Suites specifically.

#### Public Meeting # 2

The second public meeting was held on June 28, 2015 at Knox Metropolitan United Church. Over 65 members of the public attended.

This second meeting focused on:

 A review of feedback received at the first meeting;

- A review of case studies and best practices from other municipalities; and
- A discussion of key site and building design considerations related to Laneway and Garden Suite Housing.

Feedback received at both meetings is summarized below.

### **General Feedback**

- Support was voiced for laneway/ garden suites in general, as they promote housing affordability, accessibility and housing stock diversity;
- Manage and maintain service levels for existing and new residences (eg. snow removal, garbage collection, etc);
- Consider safety in laneways (particularly at night);
- Maintain green space in rear vards:
- Balance the need for strong regulations with personal choice;
- Consultation with neighbouring property owners is encouraged throughout the design and approvals processes;

- Create guidelines that are simple and easy to understand and use;
- Ensure guidelines are properly enforced.

### **Site Design Considerations**

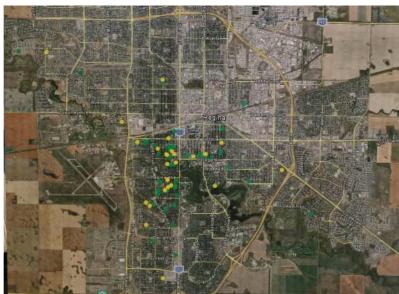
- Ensure the design of new dwellings respects existing neighbouring properties.
- Guidelines should regulate height, massing & scale, access to sunlight, privacy for

- neighbours and back yard green space;
- Building setbacks, location and lot coverage should reflect the established neighbourhood character;
- Parking for additional dwelling units should be accessed via adjacent rear laneways (if present) or shared driveway (if no laneway);
- Explore a range of parking solutions (garage, outdoor pad) and whether relaxed

- requirements are possible to encourage alternative modes of transportation;
- Ensure adequate capacity and service level of existing infrastructure (storm water, sewage and water);
- Consider landscaping and permeable paving solutions to assist with managing run-off and to promote on-site storm water management;
- Ensure that there is adequate outdoor amenity space (rear



Group-Based Workshop Exercises (Public Meeting #2)



Map showing where workshop participants live

- yards, balconies or terraces) and appropriate separation between primary and secondary units;
- Emphasize high quality landscaping;
- Internalize or screen garbage, recycling, organics storage and water and gas meters;
- Promote servicing (garbage, etc.) access from rear laneways; and
- Ensure appropriate access is provided for emergency services.

### **Building Design Considerations**

- Orient additional dwelling units toward rear lanes (if present), flanking streets (on corner sites), and rear yards rather than neighbouring properties;
- Prioritize sunlight access, privacy for neighbours, and surveillance on the rear laneway through building orientation, placement and amount of windows and balconies, etc.;
- Ensure appropriate massing and height compared with Primary Dwelling (suite should be less dominant);
- Massing should respond to site characteristics and the established neighbourhood context;
- Material character and finishes for additional dwelling units should be high quality, and should complement the Primary Dwelling; and



Group-Based Workshop Exercises (Public Meeting #1)



Group-Based Discussions (Public Meeting #1)

 Encourage sustainability integrated into building design, including creative solutions like off-grid options, rain water collection, permeable paving, solar power etc.

### City Council Bus Tour

On June 23, 2015, City Council members were invited to participate in a two hour guided bus tour, which was facilitated by members of the project team. Tour sites included recently constructed Laneway Suites in the Greens on Gardiner and Harbour Landing neighbourhoods, which were approved as part of the ongoing Laneway Housing Pilot Project for greenfield areas.

Within established neighbourhoods, tour sites included both older and recent examples of laneway studios, which are located above detached garages, as well as infill developments on corner lots resulting from lot severances. In these cases, housing forms similar to Garden Suites are produced.

The tour provided Councillors with important background information on the study process, as well as opportunities for feedback and input to help guide the study process.



Presentation Boards (Public Meeting #2)



Group-Based Discussions (Public Meeting #2)

### **External Working Group**

An External Working Group was established made up of members of Neighbourhood Associations, developers and builders, advocacy groups and interested residents. This committee met several times to provide input on the developing Guidelines and implementation process.

### **Stakeholder Meetings**

Throughout the study process, members of the project team also met with City staff from various departments and key subject matter experts to obtain important background information, as well as feedback and input to help guide the study process.



Council Bus Tour - Greens on Gardiner



Council Bus Tour - Laneway Studio

# 3.0 SITE DESIGN GUIDELINES

# 3.0 SITE DESIGN GUIDELINES

The following Site Design Guidelines ensure that Laneway and Garden Suites are sized, positioned, and oriented to optimize site conditions, privacy, and access to sunlight while considering the character, use and design of outdoor space.

**Guideline #1:** Permissions

**Guideline #2:** Location, Orientation and Coverage

**Guideline #3:** Parking and Access

**Guideline #4:** Setbacks and Separation Distance

**Guideline #5:** Site and Laneway Landscaping

**Guideline #6:** Utilities and Servicing

**Guideline #7:** Grading and Drainage



A maximum of one Laneway or Garden Suite is permitted per property (Smallworks Studio)

### **Guideline #1**

# **Permissions**

- a. A maximum of one additional dwelling unit is permitted per property. This includes Laneway Suites, Garden Suites and additional dwelling units that are internal to the Primary Dwelling.
- Laneway and Garden Suites are only permitted on properties containing an existing or planned single family detached residential dwelling.
- c. Laneway and Garden Suites are not subject to minimum lot dimension requirements, provided all relevant Site and Building Design Guidelines can be achieved.
- d. Strata-titling is not permitted to accommodate Laneway and Garden Suites.
- e. Laneway Suite Guidelines should be followed for all sites with rear laneways, regardless of whether
- the laneway is used for parking and access, and regardless of whether there is also front driveway access (eg. Type 1: Core Area and Type 2: Early Suburban)
- f. Garden Suite Guidelines should be followed for sites with no rear laneway.



Laneway and Garden Suites should be located near the rear of the property, oriented toward the flanking street and/or rear laneway (Smallworks Studio)

### **Guideline #2**

# **Location, Orientation and Coverage**

#### Location

- Laneway and Garden Suites must be located near the rear of the property.
- Laneway and Garden Suites should be sited to minimize shadow impacts on adjacent properties and maximize the use of indirect natural light.

### **Site Coverage**

c. A maximum 50% site coverage shall be met for all buildings and covered structures combined, including the Primary Dwelling,

the Laneway or Garden Suite, garage and any additional accessory buildings. Covered structures also include porches and balconies.

#### Orientation

- d. Both Laneway and Garden Suites should minimize overview (from windows, terraces, balconies, etc) onto adjacent properties.
- e. Laneway Suites should orient primary entrances and views toward the adjacent rear laneway, or the exterior side yard on corner lots. On interior lots.

- the entrance may be oriented to an interior side yard but should be clearly visible from the laneway.
- Garden Suites should orient primary entrances and views toward the rear yard amenity space or exterior side yard on corner lots. On interior lots, the entrance may be oriented to an interior side yard but should be clearly visible from the public street.

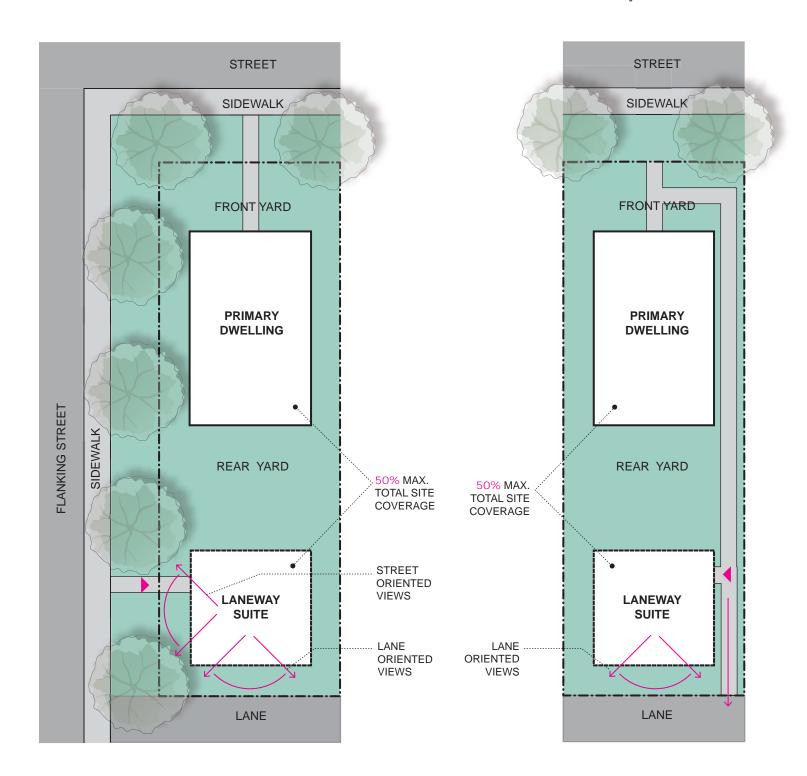
### FIGURE 6: LANEWAY SUITES - SUITE LOCATION, ORIENTATION AND SITE COVERAGE

### **Corner Condition**

Max. 50 % Site Coverage and Laneway and Street Oriented Views

### **Mid-Block Condition**

Max. 50% Site Coverage and Laneway Oriented Views



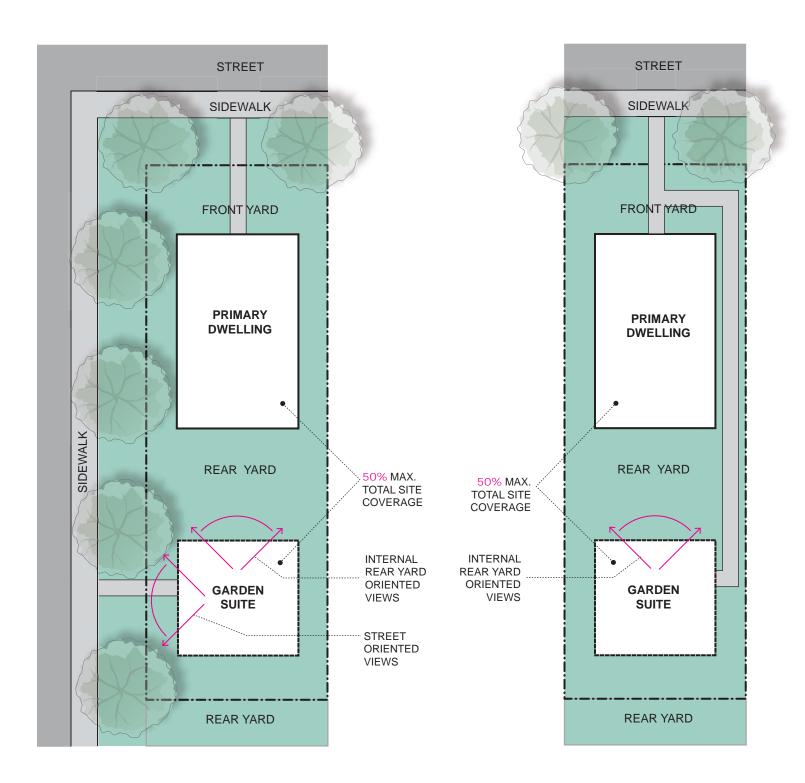
### FIGURE 7: GARDEN SUITES - SUITE LOCATION, ORIENTATION AND SITE COVERAGE

### **Corner Condition**

Max. 50 % Site Coverage and Laneway and Internal Rear Yard Oriented Views

### **Mid-Block Condition**

Max. 50% Site Coverage and Internal Rear Yard Oriented Views







Parking pad with permeable materials (Left - Smallworks Studio) and internal garage (Right)

### **Guideline #3**

# **Parking and Access**

### **Vehicular Access and Parking**

- a. A minimum of 1 on-site parking space shall be provided for each unit (Primary Dwelling and the Laneway or Garden Suite). In cases where reduced parking requirements are desired, site-specific parking exemptions may be considered where a property is located within 400 metres of a public transit stop or within proximity to Downtown Regina. Such exceptions will be identified during the Pilot Project Approvals Process.
- On-site parking can be provided in various forms including interior garage parking, exterior parking pad, or a combination of the two.
- Garages should be designed so as not to visually dominate the primary facades of Laneway and Garden Suites.
- d. Where rear laneways exist and are used for vehicular access (Property Type 1 and, in some cases, Property Type 2), including corner lot conditions, parking for Laneway Suites should be accessed via the adjacent rear laneway.
- e. New street front curb cuts should not be permitted for Property

- Types 1 and 2, and should be discouraged for Property Type 3.
- Where rear laneways do not exist (Property Type 3), or where street front curb cuts exist in combination with rear laneways (Property Type 2), parking for additional dwelling units may be provided either via a shared street front driveway entrance or via an adjacent rear laneway.
- g. For the purpose of the Pilot Project, 2 parking spaces, organized in tandem, shall be considered to serve parking requirements for both the Primary Dwelling and Laneway or Garden Suite.





Laneway and Garden Suites should be directly accessible from adjacent public sidewalks or from the rear laneway, where applicable, and include downcast pedestrian lighting

h. Parking pads accessed from a public street should have a hard surface. Where possible, parking pads accessed from a rear laneway are encouraged to include permeable pavers. However, other permeable surfaces consisting of rocks, gravel, asphalt millings or containing plants are not permitted.

### **Pedestrian Access**

 Laneway and Garden Suites should be directly accessible by pedestrians from a public sidewalk or roadway, either via a pathway through the property

- or a pathway from the flankage street in a corner condition.
- Laneway Suites should be directly accessible by pedestrians from the adjacent rear lane, through an entrance at the rear or side of the suite (Property Type 1 and 2). In instances where the rear laneway is not currently used because access is provided from an existing curb cut at the front of the property (Property Type 2), pedestrian access to the rear laneway should be maintained to protect for future use of the rear lane.
- k. Pedestrian walkways shall be incorporated where the side

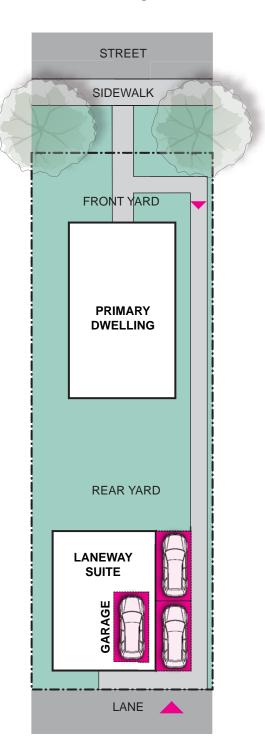
- yard setback is a minimum of 1.2 metres. The walkway should provide direct access to the suite from the adjacent public sidewalk, public roadway or rear lane, as applicable.
- Downcast pedestrian-scaled lighting that does not spill over into neighbouring properties should be provided in key locations, including primary and secondary building entrances.
- m. Downcast pedestrian-scaled lighting should be operated by motion-sensors to minimize light pollution and impacts on neighbouring properties.

### FIGURE 8: LANEWAY SUITES - LOCATION OF PARKING AND ACCESS

### **Laneway Suite with Garage**

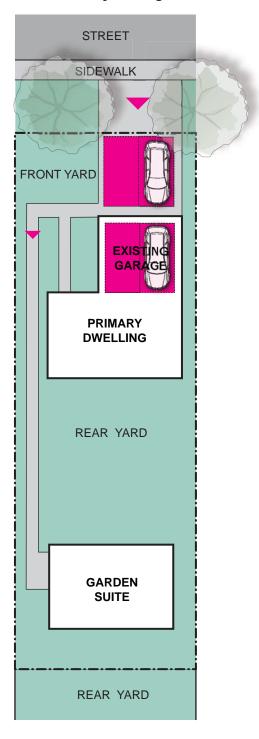
# STREET SIDEWALK FRONT YARD **PRIMARY DWELLING** REAR YARD **LANEWAY** SUITE LANE

## Laneway Suite with Garage and Parking Pad

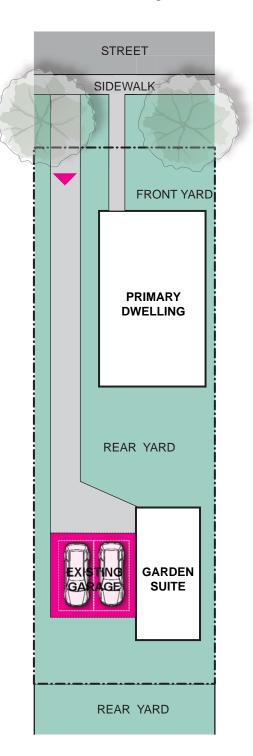


### FIGURE 9: GARDEN SUITES - LOCATION OF PARKING AND ACCESS

### Garden Suite with Existing Front Yard Garage and Driveway Parking



### Garden Suite with Existing Rear Yard Garage





Laneway Suites should incorporate a minimum 1.2 metre setback from the rear property line (Smallworks Studio).

### **Guideline #4**

# **Setbacks and Separation Distance**

### **Separation Distance**

- a. In order to ensure the provision of adequate rear yard amenity space, Laneway and Garden Suites shall incorporate:
  - A minimum 5.0 metre separation distance from the Primary Dwelling for Property Type 1 lots; and
  - A minimum 4.0 metre separation distance from the Primary Dwelling for Property Type 2 and Property Type 3 lots.

### **Rear Yard Setbacks**

- b. Rear setbacks are required between the rear of the Laneway or Garden Suite and the rear laneway or rear property line. This setback provides separation from neighbouring properties, space for parking, landscaping, vehicle turning, snow storage and a transition from the private to the public realm.
- c. Laneway Suites shall either:
  - be built 1.2 metres from the rear property line for the portion of the suite which is occupied by a garage;

- be built 7.5 metres from the rear property line for the portion of the suite which is adjacent to a rear yard parking pad; and/or
- setback a minimum 1.2
  metres from the rear property
  line to a maximum 7.5 metres
  for the portion of the suite
  which is not impacted by
  garage and/or parking pad.
- d. Garden Suites shall incorporate a minimum 2.0 metre setback from the rear property line to maintain appropriate separation from adjacent properties.



Laneway and Garden Suites should incorporate appropriate setbacks from all interior side yards, based on property width (Smallworks Studio).

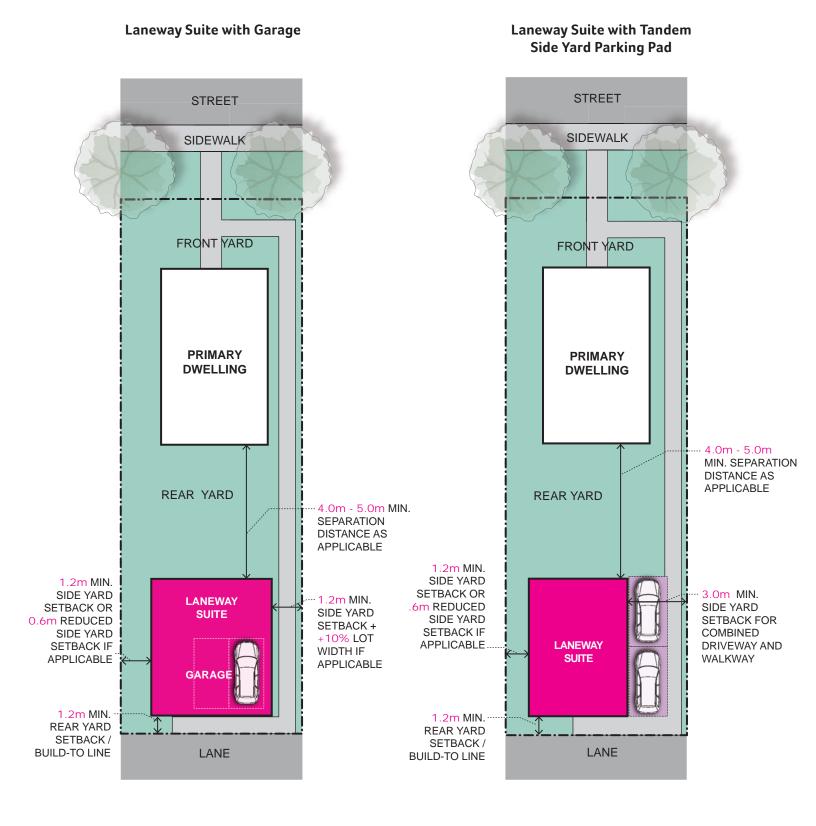
### Side Yard Setbacks

- e. The standard side yard setback, on both sides, is 1.2 metres.
- f. A reduced side yard setback, on one side, of 0.6 metres may be permitted on properties less than 8.7 metres in width. In such cases, the side yard setback on the other side must be a minimum of 1.2 metres in width.
- g. Where property widths are equal to or greater than 8.7 metres and less than 12.5 metres, Laneway and Garden Suites shall incorporate a minimum 1.2
- metre setback from both interior side yard property lines. This will accommodate pedestrian walkways and landscaping while maintaining appropriate separation from adjacent properties.
- h. Where property widths are equal to or greater than 12.5 metres, Laneway and Garden Suites shall incorporate an additional side yard setback equal to 10% of the property width. This additional setback may be distributed as desired on either side of the building. This
- additional setback requirement incorporates adequate space for the suite and garage, while providing additional space for landscaping, ensuring that the building does not overwhelm the rear yard, and reduces impacts for neighbouring properties.
- i. Where parking pads are provided in the side yard, Laneway and Garden Suites shall incorporate a minimum 3.0 metre interior side yard setback to accommodate a combined parking pad and pedestrian walkway.

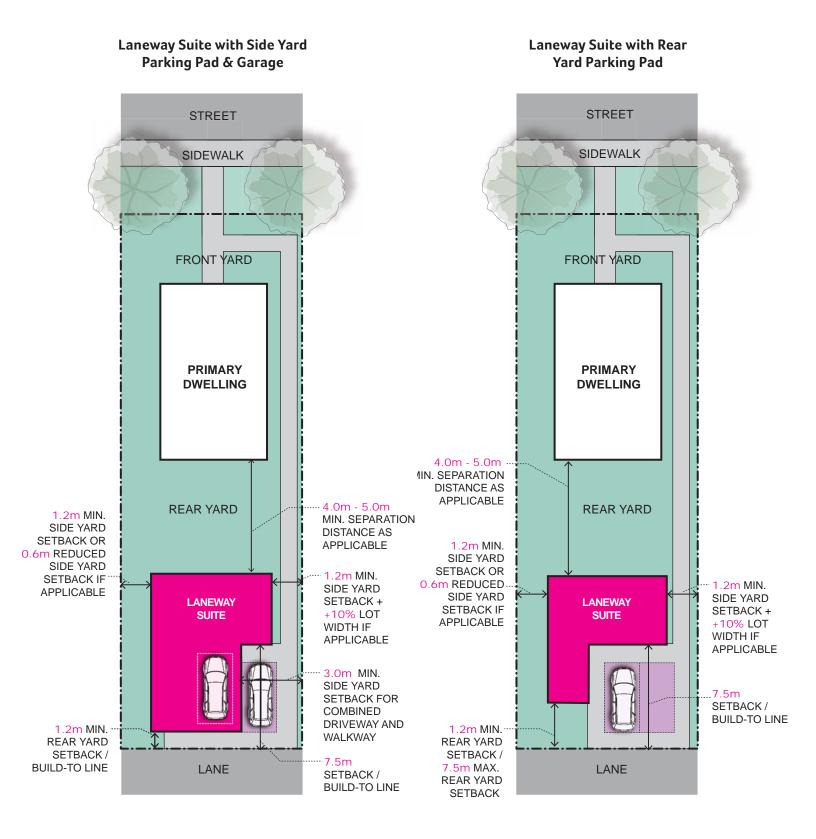
**TABLE 1: SIDE SETBACKS FOR GARDEN AND LANEWAY SUITES** 

Property Width / Condition	Min. Side Yard Setback One Side	Min. Side Yard Setback Other Side
Less than 8.7 metres	0.6 metres	1.2 metres
Equal to or greater than 8.7 and less than 12.5 metres	1.2 metres	1.2 metres
Equal to or greater than 12.5 metres	1.2 metres + 10% lot width	1.2 metres
Side Yard Parking Pad & Pedestrian Walkway	As per applicable property width standard	3.0 metres

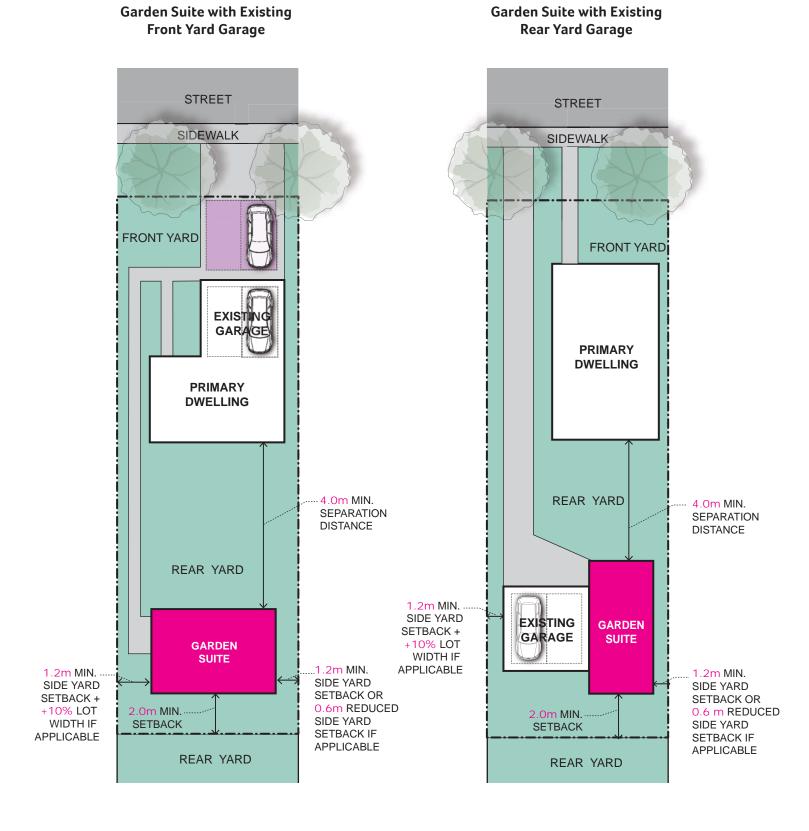
### FIGURE 10: LANEWAY SUITES - SETBACKS AND SEPARATION DISTANCES



### FIGURE 11: LANEWAY SUITES - SETBACKS AND SEPARATION DISTANCES



### FIGURE 12: GARDEN SUITES - SETBACKS AND SEPARATION DISTANCES





Landscaping and the treatment of the laneway should encourage comfort, activity and casual surveillance (Smallworks Studio).

## **Site and Laneway Landscaping**

- a. A minimum 30% site coverage shall be landscaped, with vegetation and permeable surface materials. This area may include decks, unless they are built on top of impermeable subsurfaces.
- b. Rear yard amenity space should be provided between the Primary Dwelling and the Laneway or Garden Suite, occupying an area in keeping with applicable minimum side yard setbacks and separation distances.
- Mature trees should be promoted through adequate soil volumes, placement of built structures and space for root systems to grow.

- d. Parking pads may include permeable pavers or pavement. Rocks, gravel and other loose materials are not permitted.
- e. Landscape design should incorporate stormwater run-off mitigation strategies.
- f. Landscaping within rear yard setbacks, garage entrances or parking pads, as applicable, is encouraged and should enhance the visual appeal of the laneway, accommodate snow storage and maximize absorption of run-off.
- g. Plantings should be specified and strategically located to maintain privacy for the Primary Dwelling, neighbouring properties, and the adjacent rear laneway, where applicable.

- h. Planting specification and location should account for infrastructure and utility placement, as well as servicing requirements.
- i. The rear setback area for Laneway Suites should be landscaped to promote comfort and activity in the lane. Landscaping should be designed in keeping with Crime Prevention through Environmental Design principles.
- j. Section 15 of the City of Regina Zoning Bylaw should be referenced for detailed guidance on Landscaping Design.



Site plans should include consideration of servicing and utilities.

## **Utilities and Servicing**

- a. Prior to approval, a Site Survey shall be completed to ensure that servicing of the Laneway or Garden Suite is feasible.
- b. Site Water and Sanitary Plans shall be completed for all properties where a Laneway or Garden Suite is proposed. These plans shall be stamped by a Professional Engineer licensed to practice in the Province of Saskatchewan.
- c. Laneway and Garden Suites should incorporate sanitary sewer and potable water connections which are shared

- with the Primary Dwelling.
  Potable water connections shall be provided through a common curb box.
- d. Sanitary sewer connections should be provided through the Primary Dwelling, where feasible. Alternatively, such connections can be provided through the side yard where a minimum 1.2m setback is provided.
- e. Storage space for waste/recycle bins should be included on the Site Plan. See Guideline #13 for more direction.
- f. Consideration of snow clearing and garbage removal practices should be done on a site-by-site basis. Where these functions are carried out in the laneway, landscaping, storage of garbage receptacles and other considerations should ensure that these functions are not impacted.

#### Addresses and Mail Delivery

g. Laneway and Garden Suites shall be assigned the same address number as the Primary Dwelling. Laneway Suites shall



Suites should have a separate street address but mail can be delivered to the Primary Dwelling (Smallworks Studios)

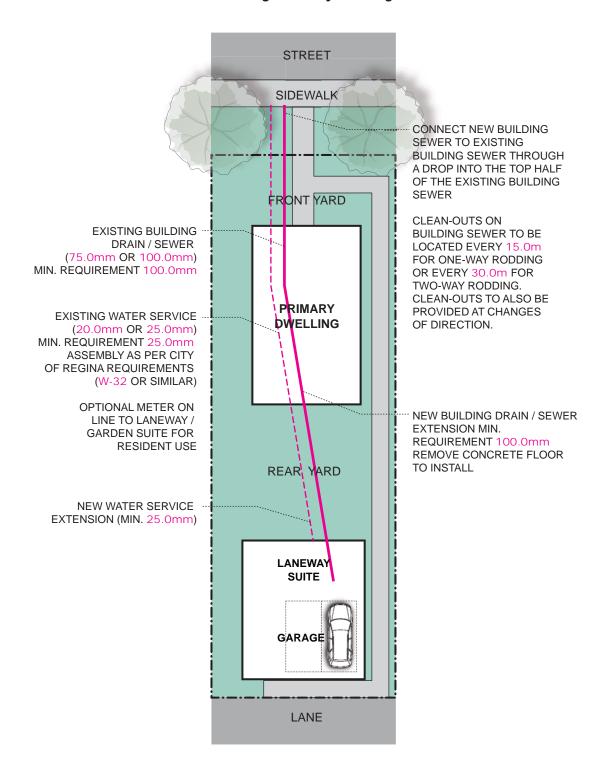
- be appended the letter "L", while Garden Suites shall be appended the letter "G".
- h. Mail for both units will be delivered to a mailbox on the front of the Primary Dwelling.
  The mailbox(es) should identify both units.
- The address for the Laneway or Garden Suite shall be posted on the suite itself and be visible from the rear lane, where applicable.

#### **Easements**

 Laneway and Garden Suites may not be constructed over top of municipal or crown easements.

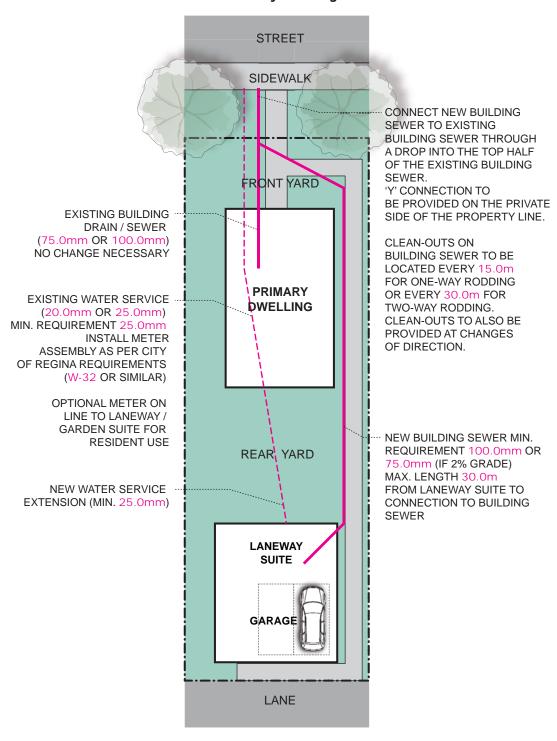
#### FIGURE 13: LANEWAY AND GARDEN SUITES - UTILITIES AND SERVICING OPTION 1

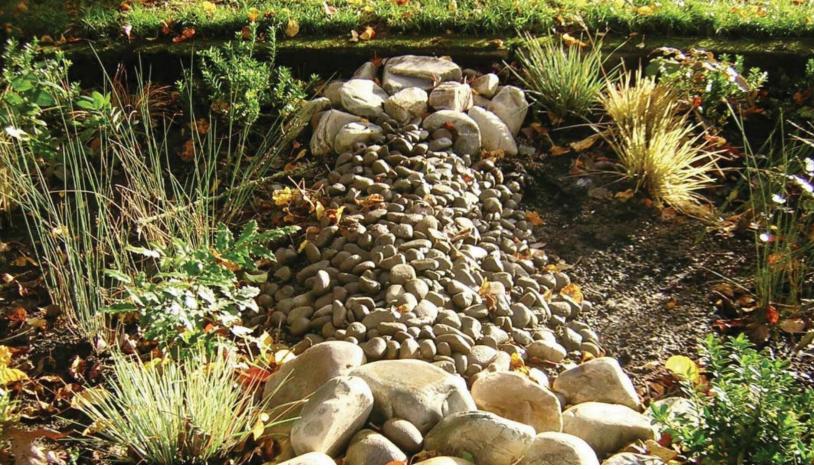
#### Sewer and Water Service Through Primary Dwelling



#### FIGURE 14: LANEWAY AND GARDEN SUITES - UTILITIES AND SERVICING OPTION 2

#### Sewer Service Through Side Yard and Water Service Through Primary Dwelling





Laneway and Garden Suites shall be designed to meet existing grades and site drainage types on adjacent properties.

## **Grading and Drainage**

- Laneway and Garden Suites shall be designed to conform with the City of Regina Development Standards Manual (2010) pertaining to flood prevention.
- b. Design grades for Laneway Suites should be set to ensure a tipping point out of the rear lane, with an allowance for ice build-up, prior to reaching the building (eg. slab, door, window, elevation).
- c. Basements are not permitted within Laneway or Garden Suites to prevent the risk of flood damage.

- d. Landscape design should incorporate strategies to minimize stormwater run-off and reduce water consumption.
- e. Site Drainage and Grading
  Plans shall be completed for all
  properties where a Laneway or
  Garden Suite is proposed in order
  to ensure that development
  sufficiently minimizes potential
  impacts on adjacent properties
  and manages stormwater runoff. These plans shall be stamped
  by a Professional Engineer
  licensed to practice in the
  Province of Saskatchewan.
- f. Site Drainage and Grading Plans shall be completed according to City of Regina requirements outlined in Building By-Law No. 2003-7.

# 4.0 BUILDING DESIGN GUIDELINES

## 4.0 **BUILDING DESIGN GUIDELINES**

The following Building
Design Guidelines ensure
that Laneway and Garden
Suites complement
the Primary Dwelling,
while maintaining an
appropriate scale and
massing for the backyard
in relation to neighbouring
properties.

Guideline #8: Uses, Height and Massing
 Guideline #9: Materials and Articulation
 Guideline #10: Rooftops and Dormers
 Guideline #11: Entrances and Windows

**Guideline #12:** Outdoor Space

**Guideline #13:** Meters and Waste Storage



Maximum building heights for Laneway and Garden Suites should vary depending on contextual considerations (Smallworks Studio).

## **Uses, Height and Massing**

#### Uses

- a. Laneway and Garden Suites shall contain one or more rooms that may be used as a residence, having sleeping, cooking and toilet facilities.
- b. Laneway and Garden Suites shall incorporate a maximum of 2 bedrooms per unit.
- c. Basements are not permitted in Laneway and Garden Suites.

#### **Building Height**

- d. Maximum building heights for Laneway and Garden Suites vary depending on property type. Please refer to Section 2.3 Development Patterns for more information.
- e. Applicants are required to consult with the City of Regina, prior to submitting a Site Plan Application, to determine the applicable Property Type. Specific characteristics of the subject property should be used to make a determination of Property Type, rather the general characteristics of the neighbourhood.
- f. One and a half storey Laneway and Garden Suites shall be no taller than 5.8 metres. Generally, such suites are appropriate for Property Types 1 and 2, but not Property Type 3.
- g. One storey Laneway and Garden Suites shall be no taller than 3.5 metres. Generally, such suites are appropriate in Property Types 1, 2 and 3.
- h. Building height shall be measured from grade level to the highest point of a flat roof or the mean level between the top of the highest exterior wall plate and the ridge of a pitched roof.



The width of exterior building walls for Laneway and Garden Suites should be determined based on applicable side yard setback requirements (Smallworks Studio).

#### **Side Wall Height and Stepbacks**

- One storey Laneway and Garden Suites shall have a maximum side wall height of 3.5 metres.
- j. One and a half storey Laneway and Garden Suites are not subject to a maximum side wall height where standard side yard setbacks apply.
- k. Where a reduced side yard setback of 0.6 metres is applied, Laneway and Garden Suites shall incorporate a maximum side wall height of 3.5 metres and a minimum 0.6 metre stepback above the maximum side wall height for dormers and windows.

l. Where standard side yard setbacks (1.2 metres or greater) are applied, one and a half storey Laneway and Garden Suites may incorporate a continuous side wall above a height of 3.5 metres. Stepbacks are not required for dormers and windows.

#### Massing

m. The depth of exterior building walls shall be determined based on applicable setbacks, build-to lines, and separation distance requirements, up to a maximum of 9.0 metres.

- n. The width of exterior building walls shall be determined based on applicable side yard setback requirements, up to the maximum width of 11.0 metres.
- Laneway and Garden Suites may only reflect maximum depth and width standards where applicable minimum setback and separation distance standards are achieved.
- p. Laneway and Garden Suites shall incorporate a gross floor area equal to, or less than, the lesser of the following:
  - 80m², exclusive of the interior garage, where applicable; or
  - 80% of the gross floor area of the Primary Dwelling.

#### **TABLE 2: PERMITTED HEIGHTS FOR GARDEN AND LANEWAY SUITES**

REQUIREMENT		ONE STOREY BUILDING	ONE AND A HALF STOREY BUILDING
Maximum Gross Floor Area		Lesser of 80m² (Excluding Garage) or 80% of the Primary Dwelling	Lesser of 80m² (Excluding Garage) or 80% of the Primary Dwelling
Maximum Exterior Wall Depth		9.0 metres	9.0 metres
Maximum Exterior Wall Width		11.0 metres	11.0 metres
Maximum Height Permitted		3.5 metres	5.8 metres
Property Type (Confirmed based on characteristics of Subject Property)		1, 2 and 3	1 and 2
With Reduced Side Yard (0.6 metres)	Max. Side Wall Height	3.5 metres	3.5 metres
	Min. Depth of Stepback	N/A	0.6 metres
With Standard Side Yard (1.2 metres or greater)	Max. Side Wall Height	3.5 metres	5.8 metres
	Min. Depth of Stepback	N/A	N/A

#### FIGURE 15: LANEWAY AND GARDEN SUITES - BUILDING HEIGHT, SIDE WALL HEIGHT AND STEPBACKS

MEDIAN HEIGHT

OF A PITCHED

ROOF

#### One and a Half Storey Pitched Roof **Property Types 1 and 2**

#### 0.6m MIN. SIDE YARD STEPBACK IN PROPERTY LINE REDUCED SIDE **RUII DING** YARD CONDITION **ENVELOPE** PROPERTY LINE 5.8m MAX.

LANEWAY /

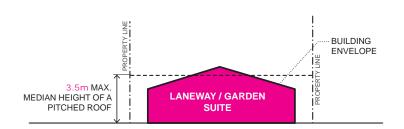
**GARDEN** 

SUITE

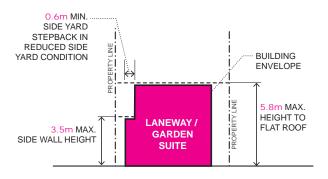
3.5m MAX.

SIDE WALL HEIGHT

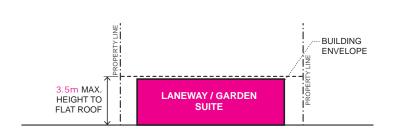
#### **One Storey Pitched Roof** Property Types 1, 2 and 3



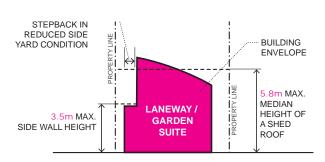
#### One and a Half Storey Flat Roof Property Types 1 and 2



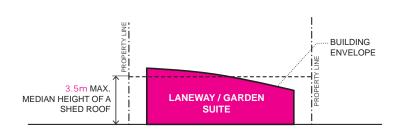
#### **One Storey Flat Roof** Property Types 1, 2 and 3



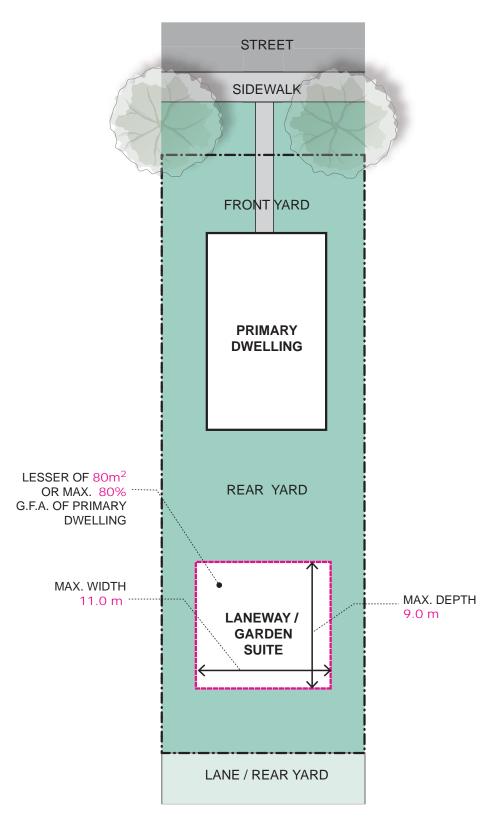
#### One and a Half Storey Shed Roof Property Types 1 and 2



#### **One Storey Shed Roof** Property Types 1, 2 and 3



#### FIGURE 16: LANEWAY AND GARDEN SUITES - FLOOR AREA AND DIMENSIONS



Max. Floor Area, Width and Depth



Laneway and Garden Suites should incorporate a complementary pallet of high quality building materials, which extend to all sides of the suite, and complement the Primary Dwelling (Smallworks Studio).

## **Materials and Articulation**

#### **Materials**

- Laneway and Garden Suites should incorporate a palette of high quality building materials, which extend to all sides of the suite and complement the Primary Dwelling.
- b. Building materials should be selected for their functionality and aesthetic quality, as well as their durability, long-term maintenance requirements, and energy efficiency.
- c. The materiality and colour of rooftops, whether flat or pitched, should complement the building materials and overall design of the Laneway or Garden Suite.

#### **Articulation**

- d. Exterior walls should be articulated through a combination of vertical and horizontal architectural details, where feasible. This may include projections, recesses, reveals, trim, porches, verandas, balconies, terraces and bay windows which incorporate three-dimensional depth and composition.
- e. Projections shall be permitted to encroach a maximum of 0.6 metres into applicable setback areas and separation distances.
- f. Laneway and Garden Suites should not incorporate blank exterior walls facing the rear yard

- amenity space, the rear lane, or exterior side yard in the case of corner properties. However, blank exterior walls may be required facing interior side yards to meet applicable Building Code Standards.
- g. Additions or renovations to heritage properties, resulting in the conversion or incorporation of such buildings into Laneway and Garden Suites, should reintegrate key aspects of heritage design, including those that may have been lost through previous renovations.



Dormers should be massed to maintain appropriate building and roof proportions, and should occupy no more than 70% of the total roof area (Smallworks Studio).

## **Rooftops and Dormers**

#### **Rooftops**

a. Pitched roofs should be sloped to match the Primary Dwelling, where appropriate.

#### **Dormers**

b. Where a pitched roof condition is planned as part of a one and a half storey Laneway or Garden Suite, dormers may be incorporated along the sloped portion of the roof to provide opportunities for additional habitable space and glazing within the upper storey.

- c. Where a reduced side yard setback of 0.6 metres is applied, dormers and other secondary roof components shall incorporate a minimum stepback of 0.6 metres.
- d. Where standard side yard setbacks are applied, dormers and other secondary roof components may remain flush with the exterior building wall, without the use of stepbacks.
- e. Dormers should be massed to maintain appropriate building and roof proportions, and shall occupy no more than 70% of the area of each side of the dwelling.

f. Dormers should be sloped to match the Primary Dwelling, where appropriate.



Laneway Suites should incorporate principal entrances which are visible and directly accessible from adjacent rear laneways (Smallworks Studio).

## **Entrances and Windows**

#### **Entrances**

- a. Laneway Suites should incorporate principal entrances which are visible and accessible from adjacent rear laneways (either directly from the laneway or from the side of the building), or flanking streets in the case of corner properties.
- Principal entrances should be massed and located to comply with applicable Building Code Standards.
- Principal entrances should be designed to provide weather protection, and can include

- features such as recessed entrances, canopies, front porches and verandas.
- d. Secondary entrances should not be dominant, but should be easily accessible from adjacent parking areas.
- e. The design and location of building entrances should adhere to the principles of Crime Prevention Through Environmental Design.
- f. The location of doors facing the interior side yard should not conflict with that of existing adjacent dwellings.

#### Windows

- g. Exterior walls shall incorporate a proportion of glazing in keeping with applicable Building Code Standards.
- h. Windows should be arranged to enhance views and provide natural ventilation and light, without sacrificing privacy between adjacent dwellings.
- Clerestory windows and pitched roof skylights are encouraged to provide light and ventilation without impacting the privacy of surrounding properties.

#### **TABLE 3: ENTRANCE AND WINDOW PLACEMENT**

FEATURE	SUITE TYPE	ENCOURAGED	DISCOURAGED	NOT PERMITTED
Principal Entrance	Laneway Suites	Facing Laneway or Interior / Exterior Side Yards	Facing Amenity Space	Second Floor
	Garden Suites	Facing Interior / Exterior Side Yards or Amenity Space	Facing Rear Yard	
Windows	Laneway Suites	Primary Windows: Facing Laneway, Amenity Space and Exterior Side Yards  Primary Windows: Facing Interior Side Yards Below Height of 3.5 metres  Clerestory / Privacy Windows: Facing Interior Side Yards Above Height of 3.5 metres	Primary Windows: Facing Interior Side Yards Above Height of 3.5 metres	Exceeding National
	Garden Suites	Primary Windows: Facing Amenity Space and Exterior Side yards  Primary Windows: Facing Interior Side Yards and Rear Yards Below Height of 3.5 metres  Clerestory / Privacy Windows: Facing Interior Side Yards and Rear Yards Above Height of 3.5 metres	Primary Windows: Facing Interior Side Yards and Rear Yard Above Height of 3.5 metres	Building Code Standards



Terraces and balconies may only be incorporated into one and a half storey Laneway and Garden Suites above a height of 3.5 metres (Smallworks Studio).

## **Outdoor Space**

#### **Terraces and Balconies**

- Terraces and balconies shall only be incorporated into one and a half storey Laneway and Garden Suites above a height of 3.5 metres.
- Where permitted, upper storey terraces and balconies are encouraged to provide outdoor amenity space.
- c. Laneway Suites may only incorporate upper storey terraces or balconies adjacent to the rear yard amenity space and rear laneway.

- d. Garden Suites may only incorporate upper storey terraces or balconies adjacent to the rear yard amenity space.
- e. Upper storey terraces and balconies should be positioned to avoid overlook of adjacent properties. Such areas should be visually screened.
- f. Where permitted, balconies may encroach a maximum of 0.6 metres into adjacent setback, build-to line, and separation distance standards.
- g. Balconies shall be considered covered structures.

#### **Porches and Decks**

- Porches may be provided in combination with principal entrances, and shall be considered covered structures.
- i. Decks may be provided adjacent to rear yard amenity space.
- j. Decks may be included when calculating landscaping coverage, unless they are built on top of impermeable subsurfaces.

TABLE 4: TERRACE, BALCONY, PORCH AND DECK PLACEMENT

FEATURE	SUITE TYPE	ENCOURAGED	DISCOURAGED	NOT PERMITTED	
Terraces and Balconies	Laneway Suites	Facing Amenity Space or Laneway with Max. 0.6m Setback / Separation Distance Encroachment	Overlooking Adjacent Properties	One Storey Units and Facing Interior / Exterior Side Yards	
	Garden Suites	Facing Amenity Space with Max. 0.6m Separation Distance Encroachment	Overlooking Adjacent Properties	One Storey Units and Interior / Exterior Side Yards	
Porches	Laneway Suites	In Combination with Principal Entrances	Facing Amenity Space	Second Floor	
	Garden Suites	In Combination with Principal Entrances	Facing Rear Yard		
Decks	Laneway and Garden Suites	Facing Amenity Space	N/A	Interior / Exterior Side Yards or Rear Yard / Laneway	



Designated garbage and recycling storage areas should be integrated into the design of laneway and garden suites (Smallworks Studio).

## **Meters and Waste Storage**

#### Meters

- a. Gas meters associated with Laneway and Garden Suites should be placed in discrete locations and/or screened from view from the adjacent rear laneway or, in the case of corner conditions, the flanking street.
- b. A single water meter may be utilized for both the Primary Dwelling and Laneway or Garden Suite, or both meters must be located in a common area in the Primary Dwelling.

#### Waste / Recycling Storage

- c. All waste and recycling bins should be stored on-site within designated locations, and screened from view from the adjacent rear laneway or, in the case of corner conditions, the flanking street.
- d. Designated waste and recycling storage areas should be integrated into the design of Laneway and Garden Suites, where feasible.
- e. Designated waste and recycling storage areas, associated with Laneway Suites, may encroach into applicable rear yard buildto lines up to a maximum of 0.6 metres.
- f. Designated waste and recycling storage areas, associated with Garden Suites, may encroach into the minimum Primary Dwelling separation distance (4.0 metres for Property Type 1 and 5.0 metres for Property Types 2 and 3) up to a maximum of 0.6 metres.

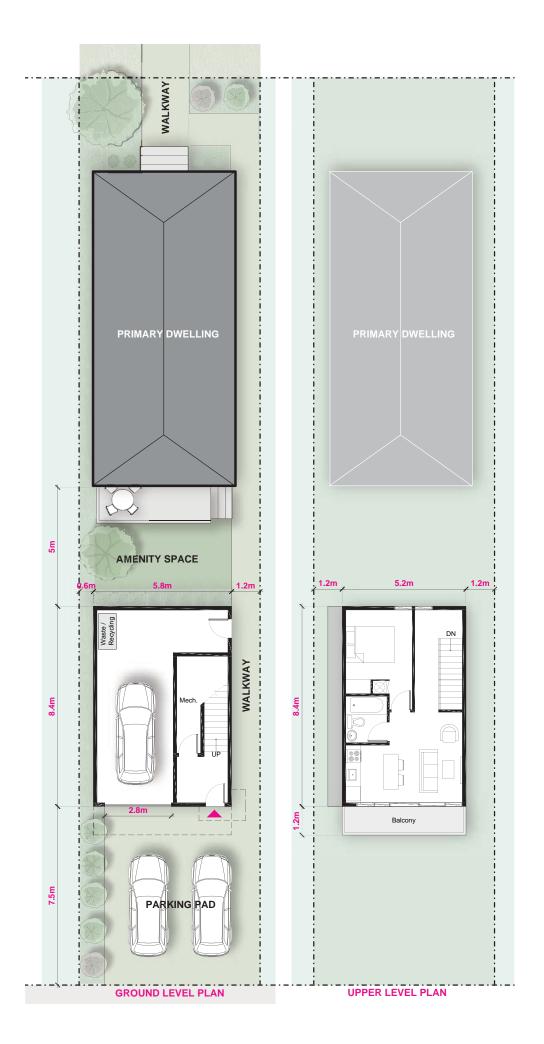
# 5.0 DEMONSTRATION PLANS

# 5.0 **DEMONSTRATION PLANS**

The following pages illustrate a variety of potential development opportunities for Laneway and Garden Suites within Regina's established neighbourhoods.

The following demonstration plans have been organized by Property Type (i.e. Property Types 1,2 and 3), and have been broken down by lot size (i.e. 7.6m (25'), 11.3m (37'), 18.3m (60') lot widths). Each diagram depicts how the demonstration meets relevant guideline criteria (i.e. setbacks, orientation and layout, windows and entrances, etc.).

Please note that these demonstration plans represent examples of how Laneway and Garden Suites could be developed to meet the criteria of the guidelines. They are not intended to exclude other solutions that meet the intent of the guidelines.



Property Type # 1 A 7.6m (25') Lot Width 38.1m (125') Lot Depth 290 sm Lot Area 0.75 Permitted FAR 217.5 sm GFA Max

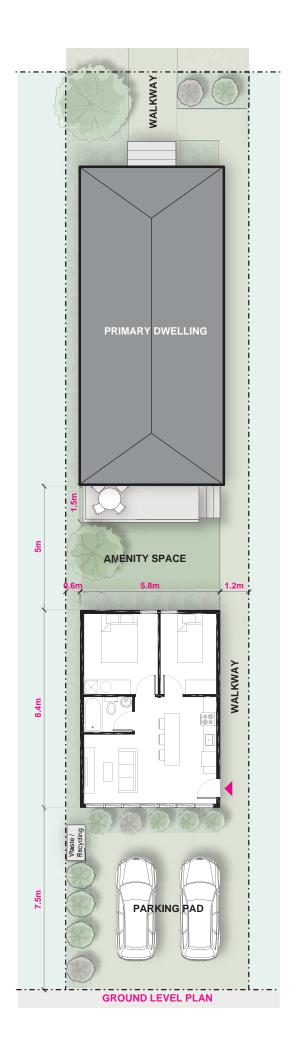
#### **Laneway Suite:**

2 Storeys / 1 Bedroom / 50 sm

Coverage: 17%

**Primary Dwelling:** Based on a suite of this size, the maximum size of the primary dwelling is:

167.5 sm Max Size 33% Max Coverage



Property Type # 1 B 7.6m (25') Lot Width 38.1m (125') Lot Depth 290 sm Lot Area 0.75 Permitted FAR 217.5 sm GFA Max

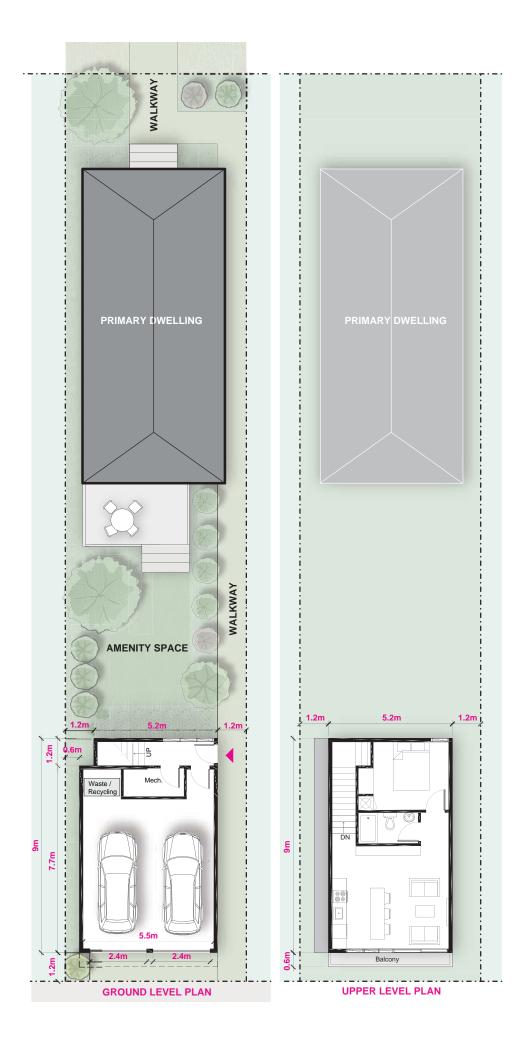
#### **Laneway Suite:**

1 Storey / 2 Bedrooms / 49 sm

Coverage: 17%

Primary Dwelling: Based on a suite of this size, the maximum size of the primary dwelling is:

168.5 sm Max Size 33% Max Coverage



Property Type # 1 C 7.6m (25') Lot Width 38.1m (125') Lot Depth 290 sm Lot Area 0.75 Permitted FAR 217.5 sm GFA Max

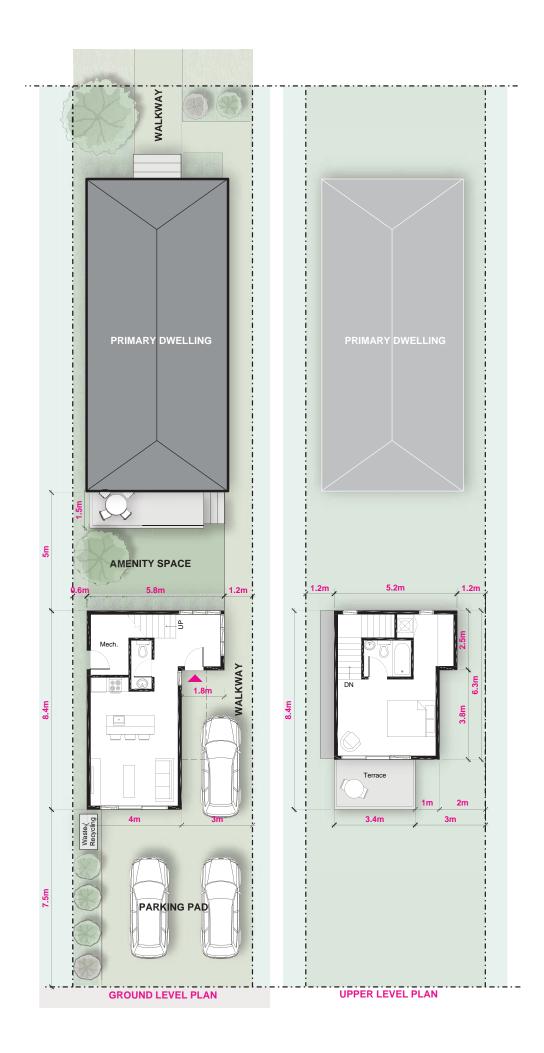
#### **Laneway Suite:**

2 Storeys / 1 Bedroom / 53.5 sm Coverage: 18%

#### **Primary Dwelling:**

Based on a suite of this size, the maximum size of the primary dwelling is:

164.0 sm Max Size 32% Max Coverage



Property Type # 1 D 7.6m (25') Lot Width 38.1m (125') Lot Depth 290 sm Lot Area 0.75 Permitted FAR: 217.5 sm GFA Max

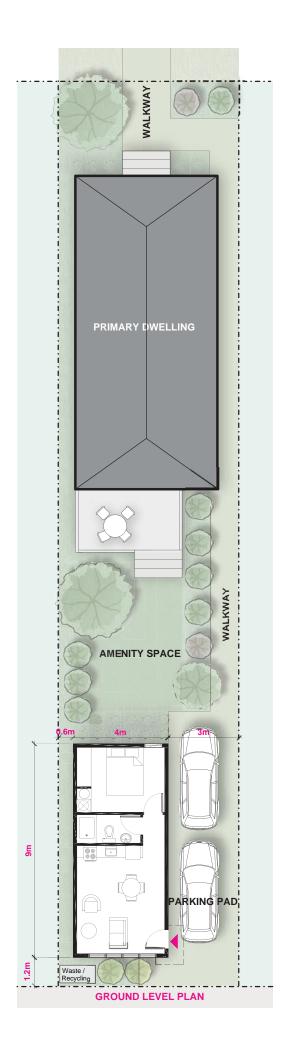
#### **Laneway Suite:**

2 Storey / 1 Bedroom / 60 sm Coverage: 16.8%

#### **Primary Dwelling:**

Based on a suite of this size the maximum size of the primary dwelling is

157.5 sm Max Size 33.2% Max Coverage



Property Type # 1 E 7.6m (25') Lot Width 38.1m (125') Lot Depth 290 sm Lot Area 0.75 Permitted FAR 217.5 sm GFA Max

#### **Laneway Suite:**

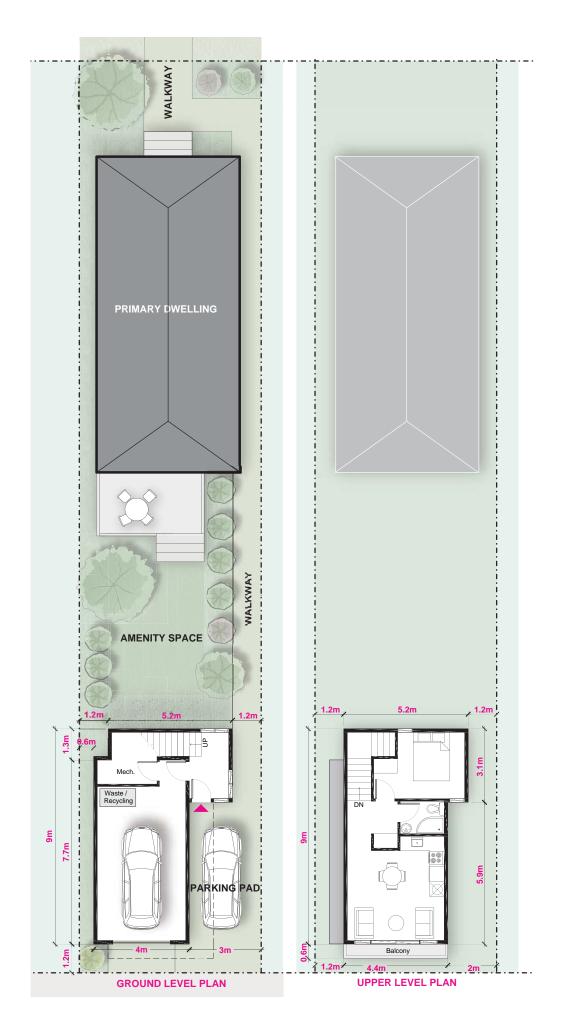
2 Storeys / 1 Bedroom / **36 sm** 

Coverage: 12.5%

#### **Primary Dwelling:**

Based on a suite of this size, the maximum size of the primary dwelling is:

181.5 sm Max Size 37.5% Max Coverage



Property Type # 1 F 7.6m (25') Lot Width 38.1m (125') Lot Depth 290 sm Lot Area 0.75 Permitted FAR 217.5 sm GFA Max

#### **Laneway Suite:**

2 Storeys / 1 Bedroom / 44 sm

Coverage: 13%

#### **Primary Dwelling:**

Based on a suite of this size, the maximum size of the primary dwelling is:

173.5 sm Max Size 37% Max Coverage



Property Type 1 Demonstration - Site Overview



Property Type 1 Demonstration - Rear Yard



Property Type 1 Demonstration - Front Yard

Property Type # 2 A 11m (36') Lot Width 30.5 m (100') Lot Depth **335.5** sm Lot Area 0.75 Permitted FAR 251.5 sm GFA Max

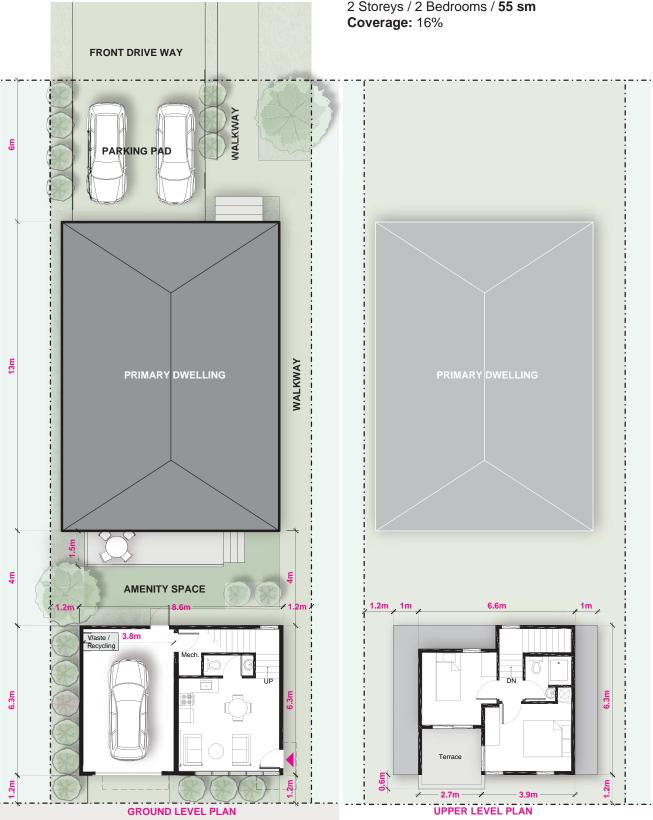
#### **Primary Dwelling:**

Based on a suite of this size, the maximum size of the primary dwelling is:

196.5 sm Max Size 34% Max Coverage

#### **Laneway Suite:**

2 Storeys / 2 Bedrooms / 55 sm



Property Type # 2 B 11m (36') Lot Width 30.5 m (100') Lot Depth 335.5 sm Lot Area 0.75 Permitted FAR 251.5 sm GFA Max

#### **Primary Dwelling:**

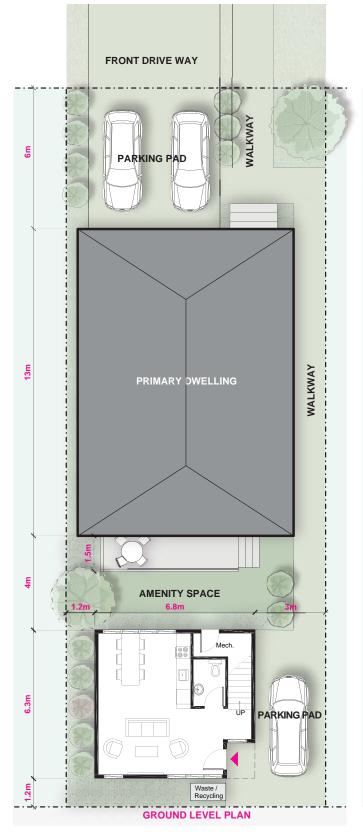
Based on a suite of this size, the maximum size of the primary dwelling is:

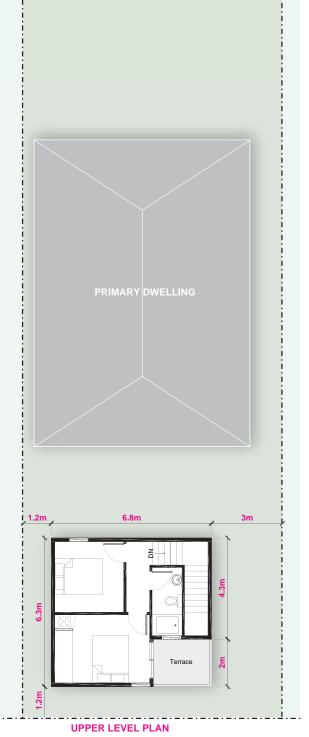
178.5 sm Max Size 37.2% Max Coverage

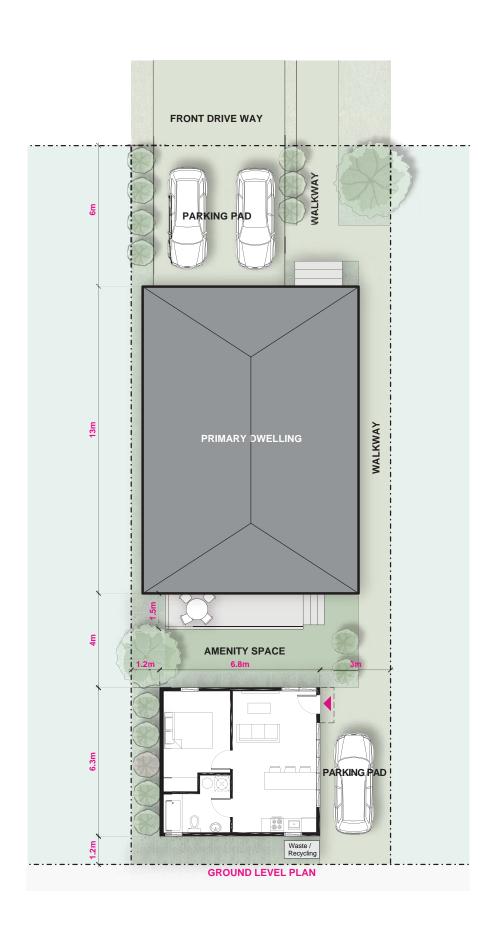
#### **Laneway Suite:**

1 Storey / 2 Bedrooms / 73 sm

Coverage: 12.8%







Property Type # 2 C 11m (36') Lot Width 30.5 m (100') Lot Depth 335.5 sm Lot Area 0.75 Permitted FAR 251.5 sm GFA Max

#### **Laneway Suite:**

1 Storey / 1 Bedroom / **43 sm** 

Coverage: 12.8%

#### **Primary Dwelling:**

Based on a suite of this size, the maximum size of the primary dwelling is:

208.5 sm Max Size 37% Max Coverage

Property Type # 2 D 11m (36') Lot Width 30.5 m (100') Lot Depth 335.5 sm Lot Area **0.75** Permitted FAR 251.5 sm GFA Max

#### **Laneway Suite:**

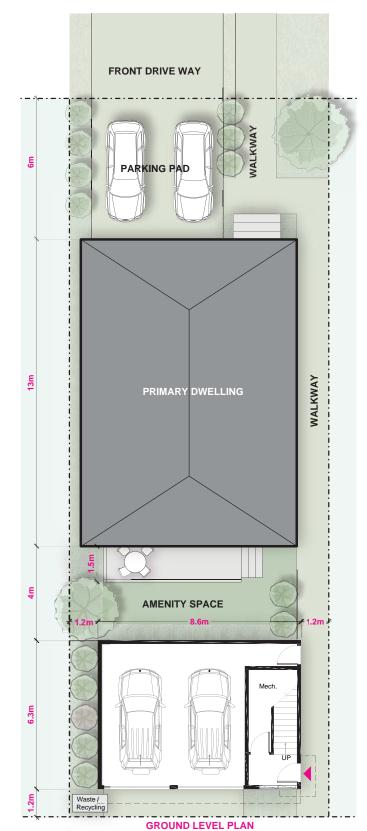
2 Storey / 1 Bedroom / **52** sm

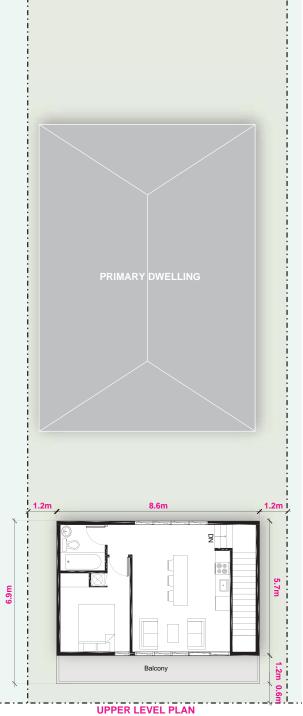
Coverage: 17.6%

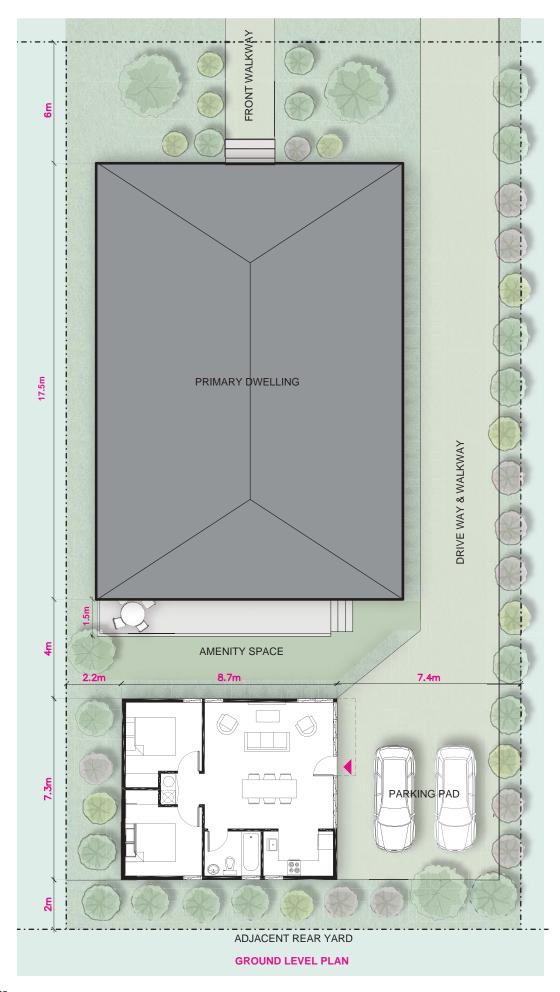
#### **Primary Dwelling:**

Based on a suite of this size, the maximum size of the primary dwelling is:

199.5 sm Max Size 32.4% Max Coverage







Property Type 3 A
18.3m (60') Lot Width
36.8 m (120') Lot Depth
673.4 sm Lot Area
505 sm GFA Max

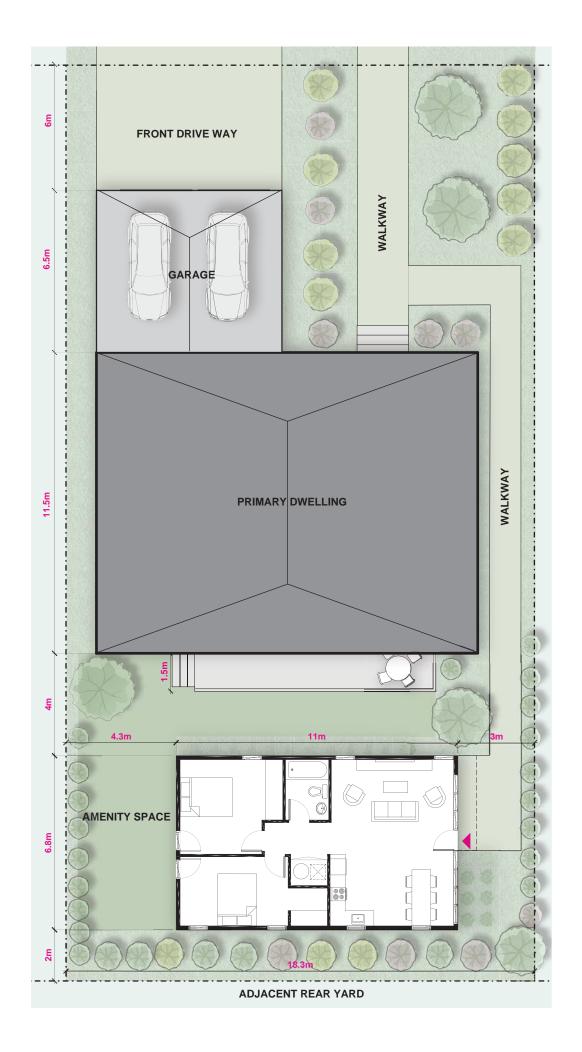
#### **Garden Suite:**

1 Storey / 2 Bedrooms / **63.5 sm** Coverage: 9%

#### **Primary Dwelling:**

Based on a suite of this size the maximum size of the primary dwelling is

441.5 sm Max Size 41% Max Coverage



Property Type 3 B 18.3m (60') Lot Width 36.8 m (120') Lot Depth 673.4 sm Lot Area 505 sm GFA Max

#### **Garden Suite:**

1 Storey / 2 Bedrooms / **74.8 sm** Coverage: 11.1%

#### **Primary Dwelling:**

Based on a suite of this size the maximum size of the primary dwelling is

430 sm Max Size 38.9% Max Coverage



Property Type 3 Demonstration - Site Overview



Property Type 3 Demonstration - Rear Yard



## **APPENDICES**

## APPENDIX A GLOSSARY OF TERMS

#### 1. Additional Dwelling Units

An additional dwelling unit is a second, separate unit on a property. It is a self-contained living space, with its own kitchen, bathroom and living area. Currently, the City of Regina permits one additional dwelling unit per Primary Dwelling, but it must be built within the Primary Dwelling – as a basement, main floor or upper floor suite.

#### 2. Amenity Space

This refers to outdoor space on the property, including a backyard, a terrace, a patio or a front porch.

#### 3. Balcony

A habitable outdoor space on the upper storey of a dwelling unit, projecting beyond the exterior building wall.

#### 4. Building Footprint

The outline of the total area of the property that is surrounded by the exterior walls of a building or portion of a building.

#### 5. Build-To Line

The line at which construction of a building façade is to occur on a lot, without additional setback. A build-to line runs parallel to, and is measured from, the relevant property line.

### 6. Context-Sensitive or Compatible Development

For the purpose of these studies, the terms "Context-Sensitive" and "Compatible Development" refer to development which considers the character and design of other buildings on the street or neighbourhood.

Within the context of these studies, these terms refer to building forms that are mutually tolerant and can exist together without negatively impacting each other. It does not necessarily mean that new buildings must be 'the same as' existing buildings, but that they should share some key characteristics.

Such characteristics may include, but are not limited to, building height, ground floor height, massing, depth, proportions, setbacks, etc.

#### 7. Deck

An open outdoor platform extending from, and adjoining, a dwelling unit.

#### 8. Density and Intensification

Density can have several different meanings. In this study it means:

- Unit density (number of units per hectare)
- Population density (number of people per hectare)

Intensification occurs when there is an increase in density. In this study, intensification refers to the increase in the number of residential units or population density in a given area. Unit or population intensification is critical to ensuring that the City manages growth in a way that reduces sprawl, uses resources more efficiently, and provides access to amenities, jobs and services for more people. This may occur by:

- Building a residential dwelling on a vacant lot
- Adding an additional dwelling unit in an existing or new residential dwelling
- Lot division which results in one

 house being replaced by two
 Replacement of single family homes with townhouses

Design Regina: The Official Community Plan defines intensification as, "Construction of new buildings or addition to existing buildings on serviced land within existing built areas through practices of building conversion, infill or redevelopment."

#### 9. Floor Area Ratio

The ratio of a building's gross floor area to the size of the property upon which it is built.

#### 10. Form

Form is the shape or configuration of a building. Two buildings of the same size or massing may have very different forms, making them look very different.

#### 11. Gross Floor Area

The total floor area inside the building envelope, including the external walls, and excluding the roof and garage.

#### 12. Infill Development

For the purpose of these studies, Infill Development refers to the addition of new residential dwellings in existing established neighbourhoods. Infill Development can include 1) development of a new residential dwelling on vacant land, 2) additions and structural alterations to existing dwellings, or 3) the redevelopment of existing dwellings.

#### 13. Interior and Exterior Side Yard

Interior side yards are located where a side yard abuts another property.

Corner lots have a frontage along the main street, as well as a flanking street. The side yard along the flanking street is referred to as the exterior side yard.

#### 14. Interior Living Space

Habitable indoor space, enclosed by exterior building walls, within a dwelling unit.

#### 15. Laneway and Garden Suites

Laneway and Garden Suites are additional dwelling units which are detached from the Primary Dwelling, and located near the rear of the property. Laneway Suites are accessed from an adjacent laneway at the rear of the property whereas Garden Suites are access from an adjacent public street and sidewalk at the front of the property.

#### 16. Massing

Massing refers to the physical bulk or size of a building. The massing may be organized in many different ways, depending on the form.

#### 17. Patio

A paved outdoor area adjoining a dwelling unit.

#### 18. Primary Dwelling

The Primary Dwelling is the main residential unit on a site.

#### 19. Residential Intensification

Residential intensification refers to the introduction of additional residential units beyond that which currently exists on a given property. Residential Intensification may occur either through 1) development of a previously vacant lot, 2) internal

retrofits and renovations to existing dwellings to accommodate additional dwelling units, 3) integral or separate / detached additions to existing dwellings to accommodate additional dwelling units, or 4) redevelopment of an existing single family dwelling to accommodate multiple units, either through the combination of primary and additional dwelling units on a single lot or multiple suites on smaller sub-divided lots.

#### 20. Scale

Scale refers to the relative size of a building as perceived by a viewer. It refers to the relationship between the elements of the building (like doors, floor heights, etc.) or the relationship between a building and its neighbours.

#### 21. Setback

A setback is the required distance between a property line and the building (or two buildings), usually a maximum and/or minimum. Guidelines can identify front, rear and side setbacks, or the setback between the Primary Residence and the garage or additional dwelling unit.

#### 22. Site Coverage

Site coverage is the portion of a lot that is covered by any building or structure. There is usually a maximum percentage permitted.

#### 23. Terrace

A habitable outdoor space on the upper storey of a dwelling unit, resulting through the stepping back of the exterior building wall above the ground floor.

## APPENDIX B CONSULTATION SUMMARY



**PUBLIC MEETING #1: SUMMARY REPORT** 

# INFILL & INTENSIFICATION KICK-OFF MEETING

**JUNE 8, 2015** 



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#### INTRODUCTION

With the approval of *Design Regina: The Official Community Plan* (OCP), the City of Regina is now embarking on a number of projects to make the plan a reality. Starting in April 2015, the City initiated the preparation of two related but distinct sets of Guidelines: the Laneway & Garden Suites Guidelines and the Infill Housing Guidelines.

PARTICIPANTS WERE ASKED TO COMPLETE AN INDIVIDUAL EXERCISE OUTLINING THEIR TOP PRIORITIES.

To kick-off these two projects, the City of Regina hosted a public meeting and workshop. This introductory meeting focused on providing an overview of the two Guideline projects, as well as a discussion of priorities for infill and intensification in the City of Regina.

The Public Meeting and Workshop was held at the Knox Metropolitan Church, at 2340 Victoria Ave, on Monday June 8th, 2015, from 6 to 9 p.m. Over 80 members of the public attended the open house and workshop.

#### WHAT WAS PRESENTED?

The event began at 6 p.m. with an hour-long display board viewing accompanied by discussions with the project team. This was followed by a formal presentation with introductory remarks from the City and a 40-minute overview presentation by the project team that focused on:

- A review of Design Regina;
- The purpose of the OCP;
- · Regina's Growth Plan;
- An introduction to infill and intensification; and
- An overview of the evening's group workshop.

Following the presentation, participants were invited to partake in facilitated break-out sessions, the key findings of which are summarized in the following section.

Each participant presented their top priorities back to the table and engaged in group based discussions.

#### **GROUP WORKSHOP**

The group workshop provided a forum to discuss Infill and Intensification within the context of Design Regina, as well as two of the first projects identified in the Work Plan to implement Design Regina: the Laneway & Garden Suites Guidelines and Infill Housing Guidelines.

For the Workshop Session, participants were organized into groups of approximately 8 people. The workshop began with a post-it note exercise, in

which each participant identified three priorities or concerns related to infill or intensification in general and the two projects more specifically. Facilitators then led the group in a discussion of each person's priorities, identifying common themes, concerns and ideas. Note takers compiled the comments and provided a summary of key priorities for the broader group. Discussions were facilitated by staff from the City of Regina and members of the Consultant Team.



#### **KEY DIRECTIONS**

The following key directions were identified by participants in the workshop session.

#### **GENERAL FEEDBACK**

- Regulate size, scale, height and design to maintain compatibility with existing neighbourhood.
- Consider access to sunlight and shadows created by new developments.
- Address desire for affordable and accessible housing options.
- Maintain neighbourhood green space.
- Balance the need for strong regulations as well as personal choice.
- Create guidelines that are simple and easy to understand.
- Ensure guidelines are properly enforced.

#### **LANEWAY & GARDEN SUITES FEEDBACK**

- Ensuring adequate capacity and service level of existing infrastructure (storm water, sewage).
- Managing and maintaining service levels for new residences (snow removal, garbage collection).
- Ensuring the design of new dwellings respects existing properties. Including but not limited to: massing & scale, height, access to sunlight, privacy, and green space.
- Support for laneway/garden suites to promote affordability, accessibility and housing stock diversity.
- Encourage sustainability integrated into building design, including creative solutions like off-grid options, rain water collection, solar power etc.
- Creating simplified regulations, rules, and processes that are easy to understand and utilize.
- Consider safety in laneways (particularly at night).

#### **INFILL HOUSING FEEDBACK**

- Support for intensification as a way to manage growth, as long as new development fits into the existing context.
- Ensuring new development is context-sensitive, including but not limited to: massing & scale, height, access to sunlight, privacy, and green space.
- Ensuring the enforcement of existing and new by-laws and guidelines.
- Address the need for parking and access to existing and new dwellings.
- Support for ensuring affordability and diversity in housing stock.
- Creating simplified regulations, rules, and processes that are easy to understand and utilize.

EACH TABLE WAS ASKED TO SUMMARIZE THEIR TOP 3 TO 5 KEY DIRECTIONS.

#### **NEXT STEPS**

Priorities identified in the first consultation session will be used by the project team to develop preliminary guidelines for Laneway & Garden Suites and for Infill Housing.

The Infill and Intensification Kick-Off Meeting was the first in a four-step public consultation process, which includes:

MEETING #2: INTRODUCTION TO LANEWAY & GARDEN SUITES GUIDELINES

June 23, 2015, from 6 to 9 p.m. Knox Metropolitan Church, 2340 Victoria Ave, Regina

MEETING #3: LANEWAY & GARDEN SUITES GUIDELINES REVIEW & INTRODUCTION TO INFILL HOUSING GUIDELINES

September, 2015. Details to be Confirmed

MEETING #4: INFILL HOUSING GUIDELINES REVIEW & IMPLEMENTATION

November, 2015. Details to be Confirmed

Each table included a facilitator and note-taker.

In addition to public consultations, a website has been launched to make information and regular updates easily available to members of the public. Details of upcoming consultation sessions and draft materials can be found at:

DesignRegina.ca/currentprojects

THE WORKSHOP EXERCISE PRODUCED LIVELY DISCUSSION, AND A NUMBER OF KEY DIRECTIONS WERE IDENTIFIED.







**PUBLIC MEETING #2: SUMMARY REPORT** 

## INTRO TO LANEWAY & GARDEN SUITES GUIDELINES

**JUNE 23, 2015** 



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#### **INTRODUCTION**

On June 23, the City of Regina, as part *Design Regina*: *The Official Community Plan*, hosted their second in a series of public meetings led by consultant Brook McIlroy. While the first meeting, which was conducted on June 8, introduced participants to infill and intensification, the second meeting introduced participants to the Laneway & Garden Suites Guidelines, a distinct project within *Design Regina*.

The public meeting was held at Knox Metropolitan Church and began at 6 p.m. Over 65 residents attended and participated in the open house and workshop.



#### WHAT WAS PRESENTED?

The event began at 6 p.m. with an hour-long display board viewing accompanied by discussions with the project team. This was followed by a formal presentation with introductory remarks from the City and a 20-minute overview presentation by the project team that focused on:

- An overview of the Laneway & Garden Suites Guidelines;
- · Case studies and emerging directions;
- Feedback from the previous meeting; and
- An overview of the evening's group workshop exercises.

Following the presentation, participants were invited to participate in facilitated break-out sessions, the key findings of which are summarized on the following pages.

Attendees were introduced to the Laneway and Garden Suites Guidelines.

#### **GROUP WORKSHOP**

Participants were organized into groups of 8 at a series of tables. Each table was provided with a workbook and writing utensils. Each group selected a facilitator to moderate the discussion and a note-taker to document the key themes and responses for each question. After brief introductions from the participants, groups began to answer the questions in the workbook. City staff and members of the consultant team were present as a resource.

### QUESTIONS FOR MODULE 1: SITE DESIGN CONSIDERATIONS

Questions in Module 1 addressed some potential design considerations for laneway and garden suites, and included the following questions:

- 1.1 What factors should be considered when determining appropriate locations, setbacks, separation distances, and coverage for laneway and garden suites?
- 1.2 What factors should be considered when determining appropriate locations and quantities for surface parking space(s)? Where should parking be provided? How much parking should be provided?
- 1.3 What factors should be considered when determining appropriate sizing and dimensions for landscaped rear yard amenity space? How much space should be required?
- 1.4 Where should garbage and recycling be collected? How can we incorporate waste storage and utility metres into the design of laneway and garden suites?

## QUESTIONS FOR MODULE 2: BUILDING DESIGN CONSIDERATIONS

Questions in Module 2 addressed potential building design considerations for laneway and garden suites and included the following questions:

- 2.1 What factors need to be considered when determining appropriate orientations for laneway and garden suites? Do considerations for laneway suites differ from that of garden suites? Do considerations for older neighbourhoods differ from that of newer neighbourhood?
- 2.2 What factors should be considered when determining appropriate locations and sizing for building entrances, windows, dormers, and projections? Should encroachments be permitted? If so, where?
- 2.3 What factors should be considered when determining appropriate massing for laneway and garden suites? Should stepbacks and angular planes be used? Do considerations for laneway suites differ from that of garden suites? Do considerations for older neighbourhoods differ from that of newer neighbourhood?
- 2.4 With the understanding that architectural style cannot be regulated, what qualities should be considered when designing laneway and garden suites? Consider facade articulation elements. Should the architectural quality of laneway and garden suites relate to that of the primary dwelling? Why or why not?

#### **KEY DIRECTIONS**

The following section briefly summarizes the common themes and key directions obtained in response to the group workshop exercise.

#### **ANSWERS FOR MODULE 1: SITE DESIGN CONSIDERATIONS**

#### 1.1 Location, Setbacks, & Coverage

- Setbacks regulations should consider Regina's varied lot configurations and the established neighbourhood character.
- Building location and site coverage should reflect the established neighbourhood character.
- Sunlight access and privacy should be prioritized when determining appropriate building locations, setbacks, and coverage.
- Run-off / storm water management should be considered when determining appropriate site coverage regulations.
- Consider retaining or reducing the City's existing 50% site coverage regulation.

#### 1.2 Parking & Site Access

- Parking for secondary suites should be accessed via adjacent rear laneways, where applicable.
- Where rear laneways are not present, parking for secondary suites should be accessed via a driveway entrance which is shared with the primary dwelling.
- Consider a range of potential parking solutions for secondary suites, including garage parking, pad parking, or some combination of the two.
- Consideropportunities to relax parking requirements for secondary suites, where appropriate.
- Consider utilizing permeable surface materials in place of traditional hardscaping (i.e. asphalt).

#### 1.3 Landscaped Amenity Space

- Balance the need for development with adequate landscaping to reduce the risk of run-off and to promote on-site storm water management.
- Balance the need for development with adequate rear yard amenity space to establish appropriate separation between primary and secondary units, and to promote active living and enjoyment of outdoor spaces.
- · Promote high quality landscaping.
- Incorporate supplementary outdoor amenity space in the form of terraces, balconies and decks where appropriate.

#### 1.4 Servicing

- Internalize garbage, recycling and organics storage either within the exterior walls of the secondary suite or within an enclosed / screened outdoor storage area to improve the appearance of adjacent rear laneways.
- Ensure that water and gas meters are incorporated into the design of secondary suites, and otherwise screened from view along adjacent rear lanes, where applicable.
- Ensure that garbage, recycling and organics collection is undertaken from adjacent rear laneways, where applicable.
- Ensure appropriate access is provided for emergency services.

#### **ANSWERS FOR MODULE 2: BUILDING DESIGN CONSIDERATIONS**

#### 2.1 Building Orientation

- Generally, secondary suites should be oriented toward adjacent rear lanes, flanking streets (on corner sites), and adjacent rear yard amenity space.
- On corner sites, secondary suites should be permitted to address either the adjacent rear lane, where applicable, or the flanking street, as a primary frontage.
- Sunlight access and privacy should be prioritized when determining appropriate building orientation.

## 2.2 Doors, Windows, Projections, & Encroachments

- Windows should be provided along the rear building face, promoting views and casual surveillance opportunities onto adjacent rear laneways.
- Where upper storey balconies and terraces are provided, they should be located internal to the site, with views onto the shared rear yard amenity space.
- Skylights and clearstory windows should be encouraged along the site building faces to provide natural light without encroaching on the privacy of neighbours.
- Other windows should be limited along the side building faces, in order to ensure the privacy of neighbours.

#### 2.3 Massing

- Secondary suites should retain appropriate height, massing and proportions relative to the primary dwelling, with an emphasis on ensuring that the primary dwelling remains visually dominant.
- Maximum building height, width, and depth should be regulated for secondary suites, with the understanding that massing must also respond to site characteristics and the established neighbourhood context.
- Consultation with neighbouring property owners is encouraged throughout the design and approvals processes.

#### 2.4 Architectural Quality

- Material finishes for secondary suites should be high quality, and should complement that of the primary dwelling.
- Consideration should be given to the material character of the established neighbourhood, including adjacent properties and the surrounding block.





## Laneway and Garden Suites Guidelines

#### **Site Coverage for Buildings & Structures**

Response	Chart	Percentage	Count
Yes, maintain a maximum 50% site coverage.		47.9%	80
No, increase the maximum site coverage to greater than 50%.		31.7%	53
No, reduce the maximum site coverage to less than 50%.		15.0%	25
No opinion.		5.4%	9
		Total Responses	167

#### **Site Coverage for Soft Landscaping**

Response	Chart	Percentage	Count
Yes, 30% site landscaping is appropriate.		50.3%	81
No, reduce the site landscaping requirement to less than 30%.		14.9%	24
No, increase the site landscaping requirement to more than 30%.		11.8%	19
No, there should be no requirement for soft landscaping		18.0%	29
No opinion.		5.0%	8
		Total Responses	161

### Parking

Response	Chart	Percentage	Count
Yes, tandem parking should count as two parking spaces for the pilot project.		57.8%	93
No, tandem parking should only count as one parking space.		33.5%	54
No opinion.		8.7%	14
		<b>Total Responses</b>	161

#### **Building Height**

Response	Chart	Percentage	Count
Yes, I agree that a one and a half storey suite should be permitted where there is a rear laneway.		41.1%	65
No, I think all suites should be limited to one storey.		17.7%	28
No, I think all suites should be permitted to be one and a half storeys.		9.5%	15
No, I think suites should be permitted to be taller than one and a half storeys.		26.6%	42
No opinion.		5.1%	8
		Total Responses	158

#### **Side Yard Setbacks**

Response	Chart	Percentage	Count
I agree with reduced side setback on narrow lots and increased side yard setbacks on wide lots.		34.2%	53
I agree with reduced side setback on narrow lots but I disagree with increased side yard setbacks on wide lots.		19.4%	30
I disagree with reduced side setback on narrow lots but I agree with increased side yard setbacks on wide lots.		9.7%	15
I think all suites should have standard side setbacks on both sides.		29.7%	46
No opinion.		7.1%	11
		Total Responses	155

#### **Suite Size**

Response	Chart	Percentage	Count
Yes, there should be a limit on the size of the unit. I agree that 80 m <sup>2</sup> or 80% of the primary dwelling is appropriate.		39.9%	61
Yes, there should be a limit on the size of the unit, but it should be larger than 80 $\mathrm{m}^2$ / larger than 80% of the primary dwelling.		5.2%	8
Yes, there should be a limit on the size of the unit, but it should be smaller than $80\ m^2$ / less than $80\%$ of the primary dwelling.		19.0%	29
Yes, there should be a limit on the size of the unit, but it should not be connected to the size of the primary dwelling.		22.2%	34
No, there should not be a limit on the size of the unit.		9.8%	15
No opinion.		3.9%	6
		<b>Total Responses</b>	153

#### **Terraces and Balconies**

Response	Chart	Percentage	Count
Yes, I agree that terraces and balconies should face either the internal rear yard or the rear laneway.		53.6%	81
No, I think terraces and balconies should be permitted to face in any direction.		13.9%	21
No, I think terraces and balconies should only be permitted to face the internal rear yard.		9.9%	15
No, I think terraces and balconies should only be permitted to face the rear laneway.		4.6%	7
No, I don't think terraces and balconies should be permitted at all.		14.6%	22
No opinion.		3.3%	5
		Total Responses	151

#### **Additional Comments**

#### # Response

- 1. I believe that the garden suites above the garages should only be permitted in the older r3 areas where the lot size is 37.5 ' or greater, the city should never have them in harbour landing where they are as the parking density is at a premium and emergent trucks will have s problem on call outs in those areas
- 2. Unless I missed it, there is nothing about minimum lot sizes where laneway & garden suites would be permitted. If there isn't there likely should be.
- 3. Thanks for the online survey.
- 4. It is my understanding that a developer has been approved for the building of these????
- 5. The last question about terraces and balconies assumes that there is majority support is for a structure 1&1/2 stories high. Something tells me the previous question on height is redundant. Describing has already be made. As with other building guidelines permits are issued however is there any follow up to see if guidelines were adhered to. I also feel that builders who apply to have the guidelines not apply to a stucture, after it is build, should not be allowed to be granted an exemption. What is the point of setting standards! Thanks for the opportunity to provide feedback
- 6. Being able to put a full story above the garage would make a world of difference and would not make the building that much taller. For example, if I want to build a garage with 8' walls. With a suite on top with 8' walls including 18" web trusses and a 4-6" slab floor the top of the walls will be 18' tall leaving no room for roof trusses so people are going to start designing flat roof's or low pitch roof's which are less than ideal. Give us a another foot or two and problem solved.

7. If the goal is to increase the density of established neighbourhoods through sensitive infill then the style, size and height of laneway and garden suites must be the primary consideration. In neighbourhoods that are predominately populated with one storey dwelling units the appropriate laneway or garden suite style would be one storey 5.8 mts. with a pitched roof. In areas populated with two storey dwellings, a one and one half storey unit of no more than 8.5 mts would fit without destroying the character of the neighbourhood.

In terms of units sizes I believe that using 80 sq. mts. may be appropriate in some cases and not in others. It might be wise to establish the laneway or garden suite size on a percentage of the size of the lot mindful of it's configuration.

Allowing balconies and terraces in my opinion presents a problem. I cannot see how a unit could accommodate a balcony that will prevent oversight of neighbouring properties. However if properly oriented toward the rear lane oversight might not be a problem.

There should be a limit as to the number of laneway and garden suites that can be developed per block as parking, whether we like it or not, is a fact of life. In areas of Regina where parking is limited to one side of the street there should either be no laneway or garden suites allowed or if allowed only small one storey units with an adjacent parking pad should be considered.

- 8. I think the reduced side yard setbacks permitted now for narrow lots should be eliminated completely for all future construction. The vision is to "enhance" existing neighbourhoods but in the last five years the reduced setbacks have allowed builders to re-develop narrow residential lots in Lakeview and Old Lakeview into new buildings with solid concrete walls stretching from the front lot line to the laneway lot line, within inches of the sidewalk. There is no landscaping, no windows. Buildings like this fit well into area zoned for commercial or office buildings, but seriously detract from, instead of enhancing residential neighbourhoods.
- 9. I was disappointed to hear the trial units were allowed in the suburbs. I would think that the demographic of renters for this type of accommodation would be close-to-downtown for a downtown worker. Who would live in these units? ...singles, 2 room mates, couples starting out, grand-parents.
- 10. Require Privacy screens limiting the view of 2nd floor Decks and terraces to provide privacy to neighbours at the side.

Vary landscaped % requirements based on land sizes. More land should have more soft green space.

1 bedroom and bachelor units should be encouraged.

- 11. In the question on Suite size, I believe the 'No..' option is misworded; I think you mean ' no there should NOT be..'?
- 12. External finishing should complement primary property.
- 13. Incentives (property tax reductions) should be provided for increased "soft landscaping" area (including where suites don't exist IMO). With the significantly reduced lot sizes the

city has allowed builders to benefit from there is already very little room for any kind of landscaping, adding hard restrictions to the percentage of such space will very much limit the number of properties where a suite would be allowed. Sort of defeats the purpose of allowing them in the first place.....

I'm not sure what use a half story will have but should we not allow the suite to "fit" with the area? if all surrounding properties are 2 story then something less or equal to that should be fine. If you allow 1.5 stories on a block with all single story dwellings you would be effecting the aesthetics of the whole neighborhood.... perhaps the goal should be to not effect any local aesthetics or infringe on adjacent property's privacy rather than make the decision "easy" for the city (which is what a hard and fast rule will do) ..... allow a little common sense and innovation to play a role.....

Allowing suites will make property ownership accessible to more people, in particular young people. Young people, or those with low incomes, will benefit from lower market rents which will almost certainly result from allowing these suites. 1st time home buyers will be able to buy property sooner and/or use rental income to increase their equity.... win - win.

14. The question on precent size of the unit does not allow an option for just a maximum size such as 80 m2. A slightly smaller home might have constraints on building an appropriate sized suite.

Also I am assuming corner lots would have some specific rules as they would have more flexablity (potentially separate servicing might also be an option in some circumstances).

- 15. This project iS FINALLY going to get Regina 1 tiny step closer to looking like a big city. I commend the progressive thinking of the team! I've seen successes with this all over the USA. Also, I firmly believe that placing gross amounts of red tape on details that don't matter is not a good idea let this concept blossom!
- 16. While preparing new guideline city should consider the growing city population, increase of family members in young low/moderate income families. Guidelines should be based on families need and ability not just city made the law and people can not take the benefit out of it.
- 17. Let's keep in mind the residents of the area, their privacy and noise concerns.
- 18. I think the most important thing to factor in to the size, location, setbacks of these units is to scale it to the main building on the property, but also to keep in context the scale of the suite relative to the buildings around it. Although I feel that there should be fewer limitations to what someone can do with their property, I feel that there needs to be some context to the local street and existing homes/suites/garages in the area.
- 19. I note that item f under Guideline #13, on page 58 of the draft document, makes reference to a minimum 6.0 m separation distance from the primary dwelling. Where does this come from? I don't see any previous reference to it in the document.

With respect to the demonstration plans under Section 5, provision is made for compliance

with a combined maximum FAR (floor area ratio) of 0.75 for the principal dwelling and the laneway/garden suite. While this may be entirely reasonable, the standard is not explicitly stated elsewhere in the body of the document, as is the case for maximum site coverage. You may wish to clarify this further and provide a definition for FAR in the glossary.

Thank you for the opportunity to comment.

- 20. I believe these are a positive step for Regina however I feel that there are neighbourhoods in the city where this should be prohibited.
- 21. Permit secondary housing in as many spots as possible to facilitate infill.
- 22. The height limits need to be changed to allow proper units above a garage
- 23. Density is excellent, but it is important to respect the neighbourhood's character. Infill is a great way to build a better Regina. Thanks for providing more options for our city.
- 24. There is a huge laneway suite built behind a duplex on the corner of Argyle and 20th. It is two stories high and surrounded by concrete. How was this allowed?
- 25. The City of Regina needs to mind it's own business and quit making decisions for property owners. For the amount of money I pay in property taxes, I should be able to do what I want on my property.
- 26. 125'x25' lots flanked by both a rear alley and a parallel side alley should have should have a reduced sideyard set back of 0.6m for both of the sideyards.
- 27. I believe there should be farely open by-laws in regards to laneways and use of properties. Also some thought should be given to innovations such as green roofs especially on smaller properties and in regards to water management.
- 28. I love the idea of garden suites, but the Laneways in older, established neighborhoods would look horrible. P.S. you should ban vinyl siding.
- 29. To enhance the entrance of Laneway Suites, back alley flower/garden beds should be allowed. By definition an alley is 6 m wide, so there should be sufficient space on the outside of the fence to allow a flower bed and compost bin, without interfering with laneway grader maintenance.
- 30. The city should more closely regulate the amount of concrete and impermeable areas on properties, as it has a direct influence on the amount of runoff that goes into the street sewer system.
- 31. I live in Lakeview. Most residences have 3-4 cars. I live beside a bungalow that has 2 suites and4 cars. There is only 1 rear parking space and none at the front of the house. I have created a parking space at rear of my house. On street parking is problematic. Please come up with solutions that recognize the problem.
- 32. I hope home owners have final say on matters.
- 33. I do not support this idea, it puts more people in the same amount of space without anyway to increase parking or widen roads. We live in one of the neighborhoods described in this survey. Already we can't park on both sides of the street and there aren't enough places to park. There is also no mention on how the city plans to deal with increased traffic this

arrangement would have.

Regina needs a plan, rules and stands it intends to enforce instead of so many compromises that are ruining our neighborhoods. Take a look at the original harbor landing plan and what has actually been built. High density, low quality, short sighted projects. It's a disgrace.

- 34. I wanted to know if there was grants being provided to participate in this project? We are looking forward to the progress on this project as we are very interesting in setting up a suite in our backyard. We have been searching for the ideal housing for our family and this would work for us.
- 35. The entrance way should to the lane-way suite should have an improved appearance by maybe flowerbeds or some other landscaping architectural features.
- 36. I don't feel that the lane way building should a view onto a property across the lane. There must be a requirement to keep snow removal on the property and not in the lane.
  - As well there should be a parking Bylaw change that restricts visitor parking in the lane way if it is not already there and be accompanied by ticket and immediate tow.
- 37. Side yard setbacks should be standardized and as small as reasonably practicable. The impact of increasing the side lot setback to the neighbour is minimal, but the ability to maximize yard space is important. If there is not room, then don't permit the development. Given lane access, it is important to consider the amenity of the neighborhood -- perhaps developing guidelines to allow some landscaping or utilization of the lane easement for garden space, composting or other appropriate uses would enhance the amenity of the area.
- 38. Currently our roads and sewage systems could probably not support all this additional load. Secondly many of our underground power and gas and cable lines are all buried underground which run though the yard. Thirdly, we live in a city where we often receive a lot of snow where are residence supposed to shovel the snow if the yard is completely consumed by buildings?
  - I see this concept as costing more than its benefit. I disagree with this concept. Surely there could be a better idea put forward.
- 39. Snow removal will have to be a main priority in areas with laneway and garden suites.
- 40. Lot sizes should not be made so small. How are the facility companies supposed to serve these areas. I want fibre but it will cost me more because I am sure old lots are not designed to handle two houses per lot.
- 41. Our streets are over crowded now with excess cars parking. These units will add at least one or two more vehicles to a crowded situation. This whole thing is another tax grab by the city.
- 42. I think the city should loosen up on restrictions for any opportunities for housing. I think more respect needs to given publicly and internally to the private people that chose to house people for a living or a side business. These people are not just landlords...they are layman but still do social work..nursing banking ...support system..taxi drivers..marriage counselors and police ect...to many people and when there is a supportive cooperative system you will see better caring people in this business. The city needs to stop blaming landlords for the racism and bad housing. Landlords need supports just like any public service providers.....landlords make a contribution and difference in our community ...let's

support them.

- 43. I think that there should be some mention in the guidelines what the plan might be for retro-fit situations. We built a garage with a space above it, meeting all current city and building code requirements, but without plumbing or a bathroom. We would someday like to add a bathroom and any other requirements needed to make it an official laneway suite if there are ever retro-fit guidelines made for what is required for existing structures that just need a few alterations (landscaping, parking, etc.). However, I would hope such guidance would have a lot more flexibility built in, given that they are retro-fit situations and can't be held to the same standards as a brand-new building.
- 44. When standards are set it is often the case that exemptions are granted. What is the point. Once agreed on, the standards should be rigidly enforced. In fact it should be stated in the permit application that there are not exceptions. If the unit is built exceeding guidelines the building needs to be taken down to meet the guidelines. Builders always seem to find a way around the by-laws. Ignorance is no excuse for breaking the law. Sounds a little harsh but if you live next door to someone who breaks the guidelines your property goes down in value. Who does the affected home owner turn to then?
- 45. I think it should be a common sense approach to this project an approach that the city should adopt elsewhere as well.

I don't think that the rules and regulations should be written in stone, I think they should be guidelines, and I think the city should have a process in place where each site is reviewed, and the neighbours are consulted prior to approving the permit to build.

My reasoning for the above is as follows:

- No two properties are going to be exactly identical. Therefore, lets not make a one-size fits all policy with respect to sizes of the garden suites, or the distance from the property line. Lots are not always rectangular (wide or narrow), sometimes they are irregular shaped. Other times, the city approved lots that permitted builders to cram houses like sardines and there barely is any room for a front, or back yard. Those houses properties should be able to have attached garden suites if they so desire.

My point is; there should be guidelines not firm rules, but each plan should be reviewed on a case-by-case basis so that people in this city can feel free to enjoy their property as they see fit provided it does not make the neighbours uncomfortable, or have any safety issues.

- 46. I also believe that terraces should be permitted to face a side street, when a side street exists.
- 47. For the older central communities with narrow lots and limited parking suites above a laneway garage should be considered other wise the additional parking pressure especially in areas with single side street parking will be very difficult. The height restrictions of one and a half stories would severely limit options for over the garage suites. Also a limiting of the number of laneway suites on a block or within a certain proximity would be a good way to reduce the additional parking pressure.

- 48. I believe Laneway and garden suites should only be permitted on lots wher the owner of the primary residence occupies the primary residence.
- 49. I live in a house with a narrow, 25 foot lot. I already lack privacy in my yard, and would not want a Lanoway suite adjacent to my yard. We get new renters next door about once a year, some of whom drink, smoke marijuana, or deal drugs often in the back yard. If a 1.5 story Laneway suite was built, especially with a balcony We would have virtually no privacy.

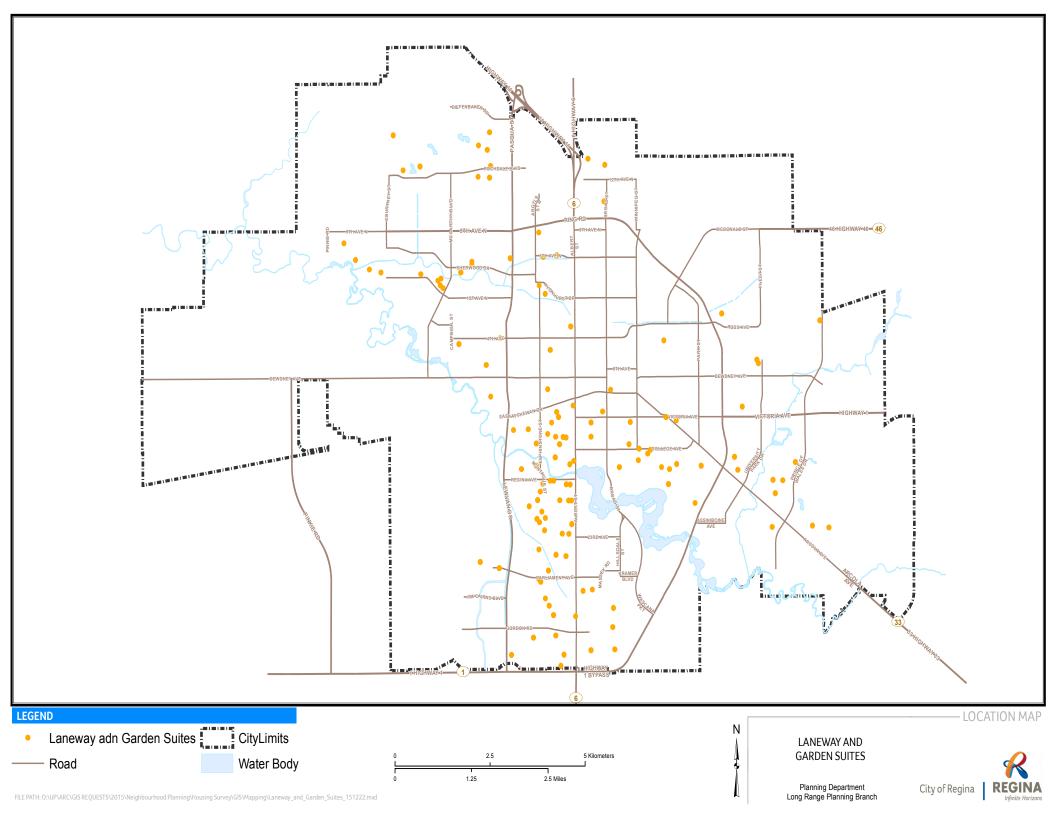
Our narrow inner-city lots already lack privacy - if the city is determined to build suites, they should build them in Neighborhoods with larger lot sizes where the yards and houses have more privacy.

I don't want people to be able to look into my house and yard from all angles.

- 50. The issue of the shadow effect of the addition on the neighbouring properties is not explicitly addressed and should be. Where an addition creates a shadow with implications for snowmelt on the adjacent property this should be avoided where possible.
- 51. Great option for Regina. Way to go
- 52. Main concern with the maximum size is that on a narrow lot (eg 25 or 32 ft) this could result in quite a large structure relative to the lot size. A "narrow lot" is not defined. Could go with two sizes smaller unit for narrow lots, larger unit for large lots, say 40 ft and over. Also you should consider that there is a demand for bachelor suites and one-bedroom units for singles. Smaller size = lower cost and more affordable rents, which is the whole idea of this policy. The other advantage of smaller units is that they allow more soft surface, water absorption, and green space for the households.
- 53. Laneway and Garden Suites must not be permitted to be subdivided from the existing lot. However, I do agree that a doubling (or more) of property tax for a lot that holds more than 2 family dwellings is required.
  - There need to be strong and strict rules that hold developers to account regarding municipal access (fire, ambulance, solid waste collection) to all points of the lot will developers pay to add fire hydrants to lanes so that primary dwellings aren't damaged by hoses and trucks that have to go through and across the original home? What responsibilities will there be for homeowners in paying for those additional service and access requirements?
- 54. I believe laneway and garden suites should not be permitted. Incentives to rebuilding the many functional obsolescence housing in our city, would best serve the public, and the neighbourhoods they reside in.
- 55. TAX PAYER SHOULD BE ABLE TO DO WHAT WE WANT ON THEIR OWN PROPERTY WITHOUT GOVERNMENT TELLING THEM WHAT TO DO. IF IT DOESN'T HARM ANYONE ELSE. WHAT BUILDING YOU CAN HAVE, HOW MANY, HOW MUCH GRASS IF ANY, DO YOU HAVE PARKING? THIS PERMITS FOR EVERYTHING YOU DO TO IMPROVE YOUR PROPERTY AND ARE PENALIZED WITH HIGHER TAXES FOR THEIR PROBLEM. LET'S GO BACK TO FRONTAGE TAX AND FORGET ABOUT ALL THE PERMITS AND SAVE THE TAX PAYER SOME MONEY WITH FEWER CITY EMPLOYEE. GET THE GOVERNMENT OUT OF THEIR POCKETS. \$78,000,000.00 IN BACK TAXES IS OWED THE CITY, THAT TELLS ME, PEOPLE CAN'T

#### AFFORD TO PAY THE HIGHER AND HIGHER TAXES.

- 56. Lane way suites ar a good idea. Let's do it right so we set a good example.
- 57. These guidelines are great!



#### Comments from the Laneway & Garden Suite Open House November 30 & December 1, 2015

I strongly suggest a new bylaw to govern side setbacks on corner lots which are 25' wide. There seems to be a gap in the bylaws with respect to residential properties being built on 25' corner lots. These lots provide an opportunity to use two aspects of the building to enhance the impact on the adjoining streets.

Instead, because of the sweeping-wide bylaw which currently allows a 0.6 metre setback on one side for both. Mid-block and corner lot properties/new houses are being built with a solid wall from front to back of the lot. It creates a street view which looks like an industrial warehouse/concrete bunker in the midst of a historic residential neighbourhood.

There are also no windows permitted – again makes good sense for mid-block houses but none at all for corner lots. Probably worse because fire engines have no side window access at all.

A concerted effort should be made to firm up some of the soft targets presented on panel 7 and give them some "teeth" – enforceable limits. For example, priority for sunlight and privacy for neighbours, incorporate outdoor amenity space, architectural quality should be codified.

Perhaps individual plan review should be required for add-ins. It seems you have considered most of the relevant issues, but those sorts of things are likely to be more contentious.

I think there will be lots of opportunity for adding suites to suitable lots in new subdivisions, but light air/space issues should not be forgotten in that case. Is a two storey laneway suite too tall in any case?

I am enthused about the concept of infill housing (and some of the new builds/townhouses). I live in Lakeview and the new housing has resulted in young people and families moving into the area which has meant schools are active and businesses thrive (Hill Avenue Shopping Strip).

The concept of infill housing as described in the displays would mean that single people would also move into the area – another positive.

As for aesthetics, I have problems with the idea that a neighbourhood has a single aesthetic. My area of Lakeview goes from 1910 to 1980 on. The mix of different architectures is interesting and attractive. Cities where such a mix exists often have resulting neighbourhoods that are vital, busy, and attractive to current and potential residents.

To: His Worship the Mayor

and Members of City Council

Re: Application for Discretionary Use (15-DU-19) Proposed Restaurant

860 Winnipeg Street

### RECOMMENDATION OF THE REGINA PLANNING COMMISSION – JANUARY 6, 2016

That the discretionary use application for a proposed restaurant located at 860 Winnipeg Street, being Lot 4, Block 3, Plan No. 102076792 Industrial Park 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, A-3.1a, A-3.2 and A-3.3 prepared by Alton Tangedal Architect Ltd. and dated October 21, 2015; and
- b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.

#### REGINA PLANNING COMMISSION – JANUARY 6, 2016

Sandy Archibald, representing Arch Transco Ltd., addressed the Commission.

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

Councillors: Mike O'Donnell (Chairperson) and Barbara Young; Commissioners: Pam Dmytriw, Phil Evans, Simon Kostic, 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 January 6, 2016, considered the following report from the Administration:

#### RECOMMENDATION

- 1. That the discretionary use application for a proposed restaurant located at 860 Winnipeg Street, being Lot 4, Block 3, Plan No. 102076792 Industrial Park 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, A-3.1a, A-3.2 and A-3.3 prepared by Alton Tangedal Architect Ltd. and dated October 21, 2015; and

- b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
- 2. That this report be forwarded to the January 25, 2016 meeting of City Council for approval.

#### CONCLUSION

The applicant proposes to develop a restaurant with accessory drive-thru at 860 Winnipeg Street. The subject property is currently zoned IA-Light Industrial Zone in which a restaurant is a discretionary use.

The proposed restaurant will provide an additional amenity within proximity to industrial areas that is accessible by all modes of transportation. As such, the restaurant will contribute to the local economy and activity in the immediate area.

Accordingly, the Administration recommends approval.

#### BACKGROUND

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.

Pursuant to subsection 56(3) of *The Planning and Development Act, 2007*, Council may establish conditions for discretionary uses based on the nature of the proposed development (i.e. site, size, shape and arrangement of buildings) and aspects of site design (i.e. landscaping, site access, parking and loading) but not including the colour, texture or type of materials and architectural details.

#### **DISCUSSION**

The applicant proposes to develop a 43-seat restaurant, with a drive-thru component, at the corner of Winnipeg Street and Ross Avenue. The proposed restaurant will be located at 860 Winnipeg Street which is currently a used car sales and storage lot.

The land use and zoning related details are provided in the table below:

<b>Land Use Details</b>	Existing	Proposed
Zoning	IA-Light Industrial Zone	IA-Light Industrial Zone
Land Use	Used car sales and storage	Restaurant
Number of Dwelling Units	N/A	N/A
Building Floor Area	N/A	251.11 m <sup>2</sup>

Zoning Analysis	Required	Proposed
Number of Parking Stalls Required	9 stalls (1 space per 5 seats)	69 stalls provided on site
Minimum Lot Area (m <sup>2</sup> )	$750 \text{ m}^2$	8,696.78 m <sup>2</sup>
Minimum Lot Frontage (m)	15.0 m	106.85 m
Maximum Building Height (m)	15.0 m	4.9 m
Maximum Floor Area Ratio	1.5	0.03
Maximum Coverage (%)	50%	3%

Only a portion of the entire site is being redeveloped at this time and impacted by this development.

Surrounding land uses include the Regina Fire Department headquarters to the west, light industrial use and the north storm channel to the north, and light industrial uses to the east and south.

#### 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 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 Part A of *Design Regina: The Official Community Plan Bylaw No. 2013-48* with respect to:

#### Industrial

• Within industrial areas, permit supporting services or amenities that compliment industrial uses or cater to industrial employees or customers.

The proposed restaurant is consistent with the policies contained within Part B.13 of *Design Regina: Warehouse District Neighbourhood Plan* that identifies this as a service corridor (Winnipeg Street Strip Development). This area supports an array of service, office and industrial related uses.

#### Other Implications

None with respect to this report.

#### Accessibility Implications

Regina Zoning Bylaw No. 9250 requires 2% of the required nine parking stalls (gross parking calculation) or one parking stall be provided for persons with disabilities. The proposed development provides two parking stalls for persons with disabilities which meets the minimum requirements.

#### **COMMUNICATIONS**

Communication with the public is summarized as follows:

Public notification signage posted on	November 6, 2015
Letter sent to immediate property owners	October 29, 2015
Number of public comments sheets received	4

The application was circulated to the Warehouse Business Improvement District (BID). Following circulation, the Administration attempted follow-up contact with the BID but did not receive a response prior to the deadline for submission of this report.

Three of the comment sheets received from the public expressed support for the proposal. One letter of concern was received and is summarized in Appendix B.

The applicant and interested parties have received notification of this report and 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.

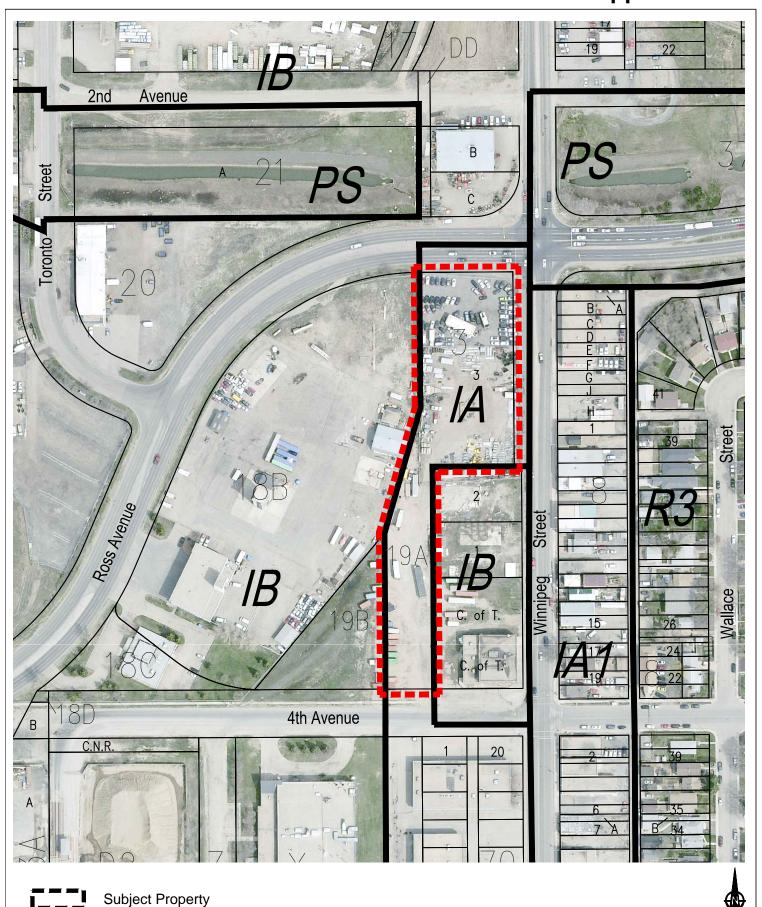
Respectfully submitted,

REGINA PLANNING COMMISSION

Elaine Gohlke, Secretary

Elaine Sollke

## Appendix A-1



Project 15-DU-19

Civic Address/Subdivision

860 Winnipeg Street

# Appendix A-2



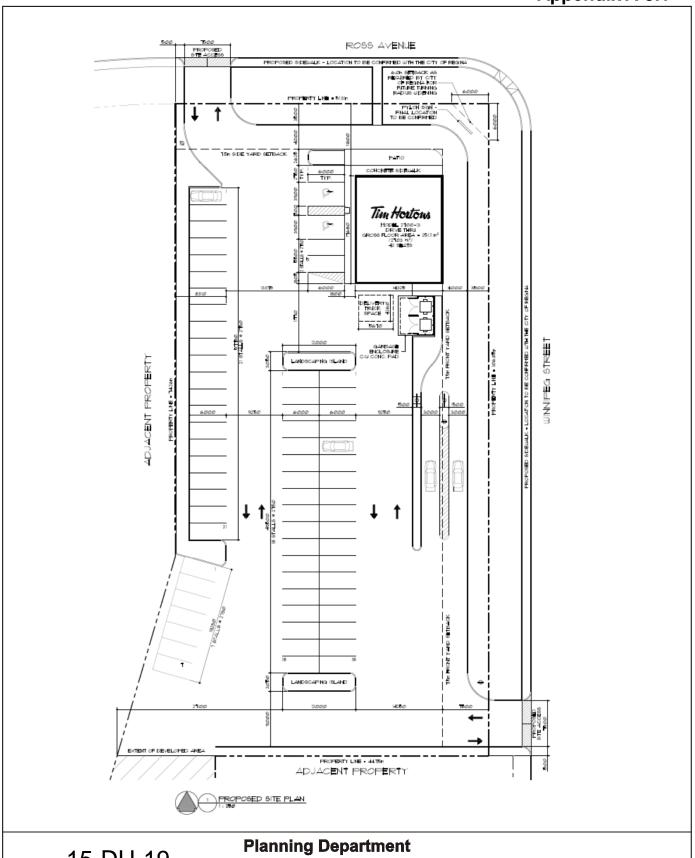


Subject Property

Date of Photography: 2012



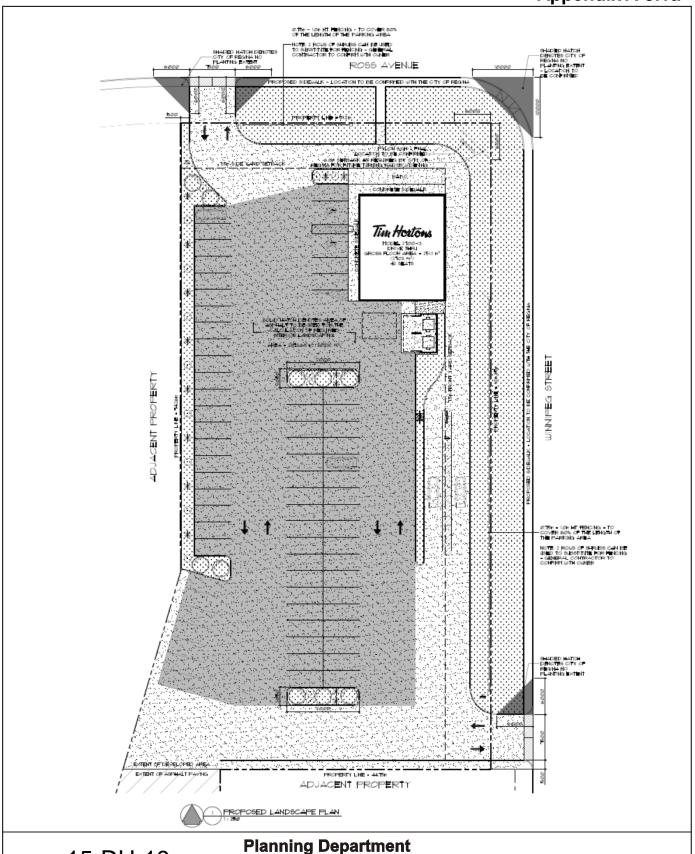
## Appendix A-3.1



15-DU-19

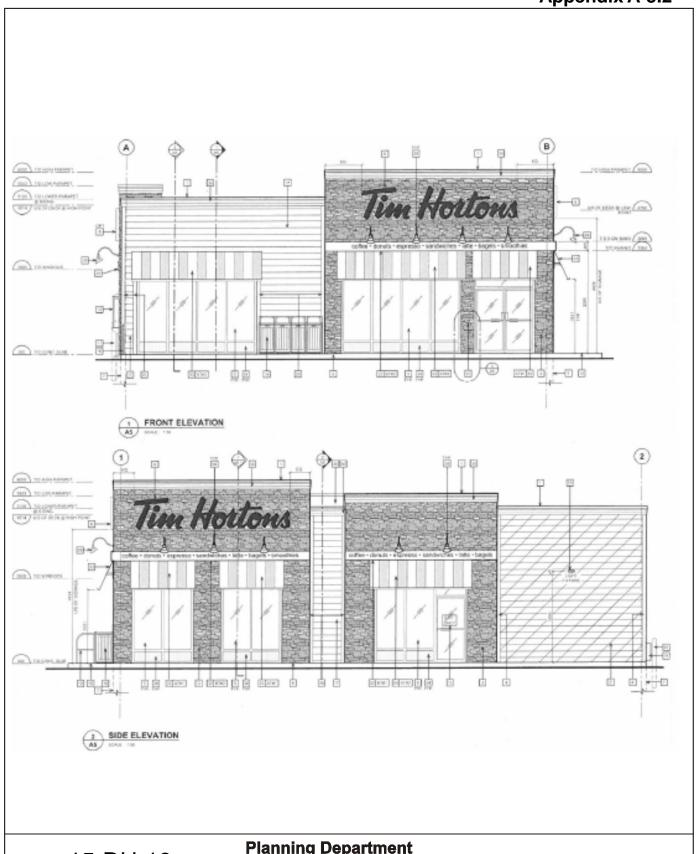
Project

## Appendix A-3.1a



15-DU-19 **Project** 

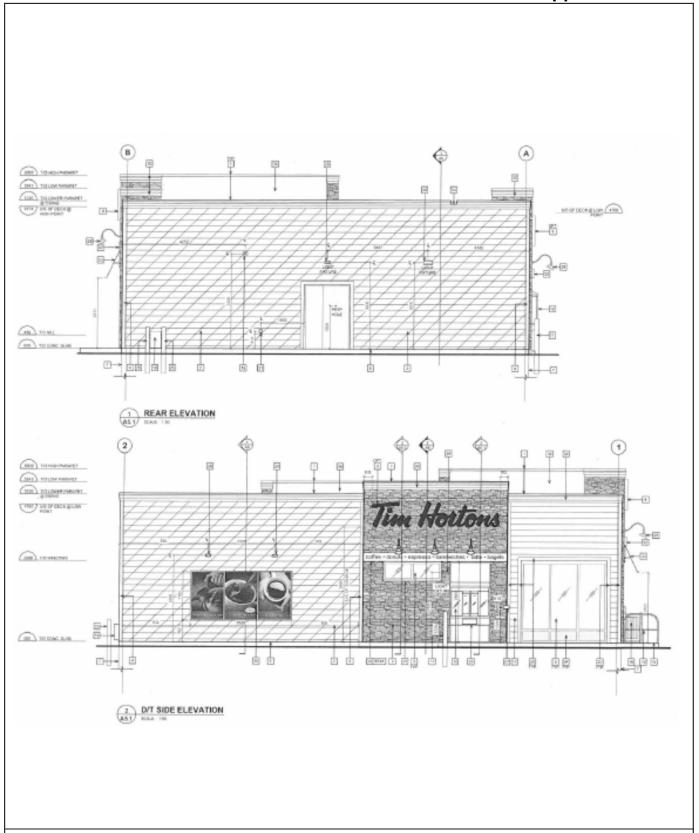
**Planning Department** 



15-DU-19

Project

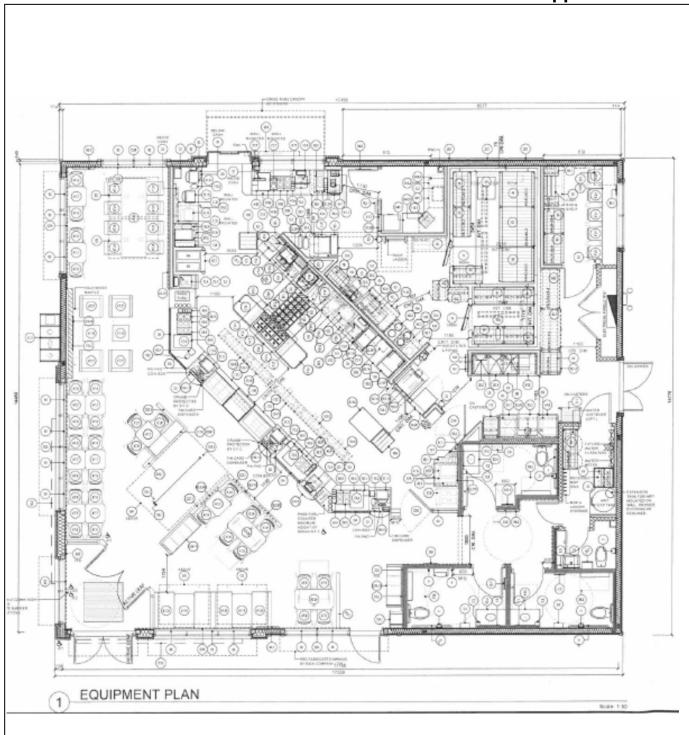
**Planning Department** 



15-DU-19

Project

**Planning Department** 



15-DU-19

Project -

**Planning Department** 

## **Public Consultation Summary**

Response	Number of	Issues Identified
	Responses	
Completely		
opposed		
Accept if many		
features were		
different		
Accept if one or		Access points
two features were	1	Future development and parking
different		T desire de veropinione una parking
I support this	3	
proposal	3	

#### 1. Issue

## **Access points**

Administration's Response: The Applicant has moved the Winnipeg Street access 1.5 metres north from the property line and the Ross Avenue access east 1.5 metres. The original site plan that was circulated had shown the access points right at the neighbouring property lines. In the southeast corner of the property there is also a SaskPower high voltage power transformer and easement that the access point needed to avoid.

#### 2. Issue

## Future development identified on site and parking for future development

Administration's Response: The current application is for a proposed 43-seat Tim Hortons Restaurant and all parking requirements have been met and exceeded. The original site plan identified an area for future development, however Administration can only consider the current application at this time. The Applicant does not have any immediate plans for the area identified as future development, however if an application came forward in the future Administration would consider the application based on the requirements of the Regina Zoning Bylaw No. 9250.

To: His Worship the Mayor

and Members of City Council

Re: Amendments to The Regina Civic Employees' Long Term Disability Plan

# RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JANUARY 13, 2016

- 1. That *The Regina Civic Employees' Long Term Disability Plan, 1992 Bylaw*, Bylaw No. 9566 (the "LTD Plan") be amended to add Möbius Benefit Administrators Inc. ("Möbius") to the definitions of "employer" so as to have Möbius as a participating employer in the LTD Plan.
- 2. That the City Solicitor be instructed to bring forward an amendment to *The Regina Civic Employees' Long Term Disability Plan, 1992 Bylaw*, Bylaw No. 9566 to add Möbius to the definition of "employer".

## EXECUTIVE COMMITTEE – JANUARY 13, 2016

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

Mayor Michael Fougere, Councillors: Barbara Young (Chairperson), Sharron Bryce, Bryon Burnett, John Findura, Jerry Flegel, Shawn Fraser, Bob Hawkins, Wade Murray and Mike O'Donnell were present during consideration of this report by the Executive Committee.

The Executive Committee, at its meeting held on January 13, 2016, considered the following report from the Administration:

#### RECOMMENDATION

- 1. That *The Regina Civic Employees' Long Term Disability Plan, 1992 Bylaw*, Bylaw No. 9566 (the "LTD Plan") be amended to add Möbius Benefit Administrators Inc. ("Möbius") to the definitions of "employer" so as to have Möbius as a participating employer in the LTD Plan.
- 2. That the City Solicitor be instructed to bring forward an amendment to *The Regina Civic Employees' Long Term Disability Plan, 1992 Bylaw*, Bylaw No. 9566 to add Möbius to the definition of "employer".
- 3. That this report be forwarded to the January 25, 2016 City Council meeting.

## CONCLUSION

In order to comply with the applicable legislation and collective bargaining agreements, it is necessary to amend the LTD Plan bylaws to include Möbius as a new participating employer in the LTD Plan. Consent from the Civic Pension and Benefits Committee has been received.

The addition of Möbius as a participating employer, will allow existing City of Regina staff to maintain their existing benefits when they become employees of Möbius effective April 1, 2016.

### BACKGROUND

Effective April 1, 2016, employees of the City of Regina Pensions and Disability department will be transferred to Möbius.

#### DISCUSSION

On October 26, 2015, City Council approved substantial changes to the Regina Civic Employees' Superannuation and Benefit Plan (the "Pension Plan"). Bylaw 3125, *A Bylaw of the City of Regina Concerning a Superannuation and Benefit Plan*, was repealed and a new governance structure was established through a Sponsorship Agreement and Trust Agreement. In these agreements, Mobius is included as a participating employer. This was done to ensure that City employees who are being transferred to Möbius will retain their benefits under the Pension Plan.

In addition to retaining pension benefits, Möbius also wants to retain LTD benefits for its employees. To accomplish this, it is now necessary to add Möbius to the LTD Plan as a participating employer.

## RECOMMENDATION IMPLICATIONS

## Financial Implications

None with respect to this report.

#### **Environmental Implications**

None with respect to this report.

## Policy and/or Strategic Implications

This report does not make any changes to the LTD Plan bylaws outside of adding Möbius as a participating employer, thereby allowing current Pensions and Disability employees to retain their long term disability benefits.

#### Other Implications

None with respect to this report.

## **COMMUNICATIONS**

Möbius Administration will communicate updates from this report to Pensions and Disability staff, union representatives, the other participating employers in the LTD Plan and the Pension and Benefits Committee.

## **DELEGATED AUTHORITY**

The recommendations in this report require City Council approval.

Respectfully submitted,

**EXECUTIVE COMMITTEE** 

Erna Hall, A/Secretary

mrt

To: His Worship the Mayor

and Members of City Council

Re: Appointments to Fiduciary Boards

# RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JANUARY 13, 2016

- 1. That clause 3(h) of Table 4 of Schedule "A" of Bylaw 2009-40, *The Committee Bylaw*, be amended to remove the delegated authority for the Finance and Administration Committee to appoint one of its members to the Civic Employees' Long Term Disability Plan Administrative Board and the Civic Employees' Superannuation and Benefit Plan Administrative Board.
- 2. That Barbara March-Burwell and Tanya Lestage be approached to see if they would sit on the Regina Civic Employees` Long Term Disability Plan Administrative Board and if so, that both of these people be appointed to this Administrative Board.

#### EXECUTIVE COMMITTEE – JANUARY 13, 2016

The Committee adopted a resolution to concur in the recommendation contained in the report. After adding a recommendation #2 as follows:

2. That Barbara March-Burwell and Tanya Lestage be approached to see if they would sit on the Regina Civic Employees` Long Term Disability Plan Administrative Board and if so, that both of these people be appointed to this Administrative Board.

Mayor Michael Fougere, Councillors: Barbara Young (Chairperson), Sharron Bryce, Bryon Burnett, John Findura, Jerry Flegel, Shawn Fraser, Bob Hawkins, 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 January 13, 2016, considered the following report from the Administration:

#### RECOMMENDATION

That clause 3(h) of Table 4 of Schedule "A" of Bylaw 2009-40, *The Committee Bylaw*, be amended to remove the delegated authority for the Finance and Administration Committee to appoint one of its members to the Civic Employees' Long Term Disability Plan Administrative Board and the Civic Employees' Superannuation and Benefit Plan Administrative Board.

#### CONCLUSION

On October 26, 2015, City Council delegated authority to the City Manager to make the City's appointments to the Administrative Board for the Regina Civic Employees' Superannuation and Benefit Plan (the "Pension Plan"). Under this authority, the City Manager appointed two independent board members who have financial and pension experience. The reason for delegating these appointments to the City Manager was to narrow Council's role with respect to the Pension Plan. The City Manager has also always had the authority to appoint two of the six members to the Administrative Board, so the recommended delegation of authority was not seen as new.

The reason for appointing independent board members to the Pension Administrative Board rather than councillors or municipal employees is that this board is a fiduciary board and there is less potential for independent board members to be in a conflict of interest as they do not represent the City. All of the best practises in this area suggest that qualified, independent board members are the most appropriate choices for fiduciary boards.

While ideally the City's appointments to the Regina Civic Employees' Long Term Disability Plan (the "LTD Plan") and the Casual Employees' Superannuation & Elected Officials Money Purchase Pension Plan (the "Casual Plan") would also include only independent Administrative Board members, this may not be possible at this time. The Administration has not reviewed the governance structures and appointment processes for these plans and has not compiled a roster of possible independent appointees with relevant experience. In the future when these plans are reviewed, consideration will be given to the governance structure and the appointment of independent members.

## **BACKGROUND**

On December 21, 2015, City Council considered report CR15-146 on Council appointments to Boards and Committees. This report included appointments to the Administrative Boards for the Pension Plan, the LTD Plan and the Casual Plan. These specific appointments were tabled to the January Executive Committee meeting so that the Administration could:

- explain the reasons why the City Manager was delegated the authority to appoint members to the Pension Administrative Board;
- explain the reasons for the City Manager's appointment of independent members to the Pension Administrative Board; and
- provide advice and information to Council regarding the appointments to the LTD and Casual Administrative Boards.

Members of Council asked for the above information as the City Manager's appointments to the Pension Administrative Board differed from the past where at least one councillor had always been appointed.

In addition to providing the above information, the Administration is recommending a change to *The Committee Bylaw* to make the terms of reference for the Finance and Administration Committee consistent with the Pension Plan changes that Council approved on October 26, 2015 and to remove the requirement that councillors from this Committee be appointed to the Pension and LTD Administrative Boards.

#### DISCUSSION

### **Appointments under Old Pension Plan**

Bylaw 3125, *A Bylaw of the City of Regina Concerning a Superannuation and Benefit Plan*, set out the appointments to the Administrative Board for the old Pension Plan. Under this Bylaw, the six employer appointments to the Administrative Board were as follows:

- two of the six members were appointed by the City Manager; and
- the other four members were appointed by City Council (one of which was required to be nominated by the Regina Qu'Appelle Regional Health Authority);

While Bylaw 3125 did not require that City councillors be appointed, the terms of reference for the Finance and Administration Committee in *The Committee Bylaw* delegated the authority to that Committee to appoint one of its members to the Pension, LTD and Casual Administrative Boards.

## **New Pension Plan Governance Structure**

City Council approved Pension Plan changes on October 26, 2015 that included a new governance structure. One of the goals of this new structure was to reduce the role of City Council in exercising final approval of all changes to the Pension Plan. The new governance structure provides a mechanism for the other employers to participate in decisions. This structure includes two Boards: a Sponsor Board; and an Administrative Board.

## **Sponsor Board**

The Sponsor Board is the decision maker for amendments to the Plan and the Funding Policy. The Sponsor Board is **not** a fiduciary board but represents employer interests and employee interests in the Plan. The City Manager appointed two City employees to this Board to ensure the City's interests are taken into account when this Board votes on Plan changes. The other employers name the other five employer representatives on this Board and the City is obligated under the pension agreements to appoint these members. The Sponsor Board is also made up of employee representatives who are appointed by the Civic Pension and Benefits Committee.

#### **Administrative Board**

In contrast, the Administrative Board is a fiduciary board. It oversees the administration of the Pension Plan including collecting contributions, calculating and paying benefits, filing any reports and documents required by the Superintendent of Pensions, engaging any experts needed to assist in the administration of the Plan, and managing and investing the assets of the Plan. Under the Pension Plan changes, the six employer appointments to the Administrative Board are now as follows:

- two are appointed by the City Manager (because of the delegation);
- two are named by the Regina Qu'Appelle Regional Health Authority;
- one is named by the Board of Education of the Regina School Division No. 4 of Saskatchewan; and
- one is named by the Regina Public Library Board.

While the City retained the formal appointment authority on behalf of all the employers as the City and the Civic Pension and Benefits Committee are the signatories to the Sponsorship and Trust Agreements, the City is obligated under agreements with the other employers to appoint the four members named by the other employers.

Because the Administrative Board is a fiduciary board it differs from many of the other Council committees and boards where councillors sit on the board or committee to represent the City's interests. The standard of care requires the Administrative Board members to act honestly and in good faith with a view to the best interests of all persons who are entitled to benefits in the Plan. This means that members are not there to represent the employers or employees in the Plan. Included in the fiduciary's duties of good faith and loyalty is the duty to avoid a conflict of interest. The fiduciary must not only avoid a direct conflict of interest but must also avoid the appearance of a possible or potential conflict.

For these reasons, the City Manager has appointed two independent Administrative Board members who have skills and a background that is relevant to the pension area. There is less potential for independent board members to be in a conflict of interest or perceived conflict of interest because they do not represent the City, the other employers, the employees or unions and therefore can act solely in the best interests of the beneficiaries of the Pension Plan. Appointing members with specific skill sets or knowledge that is relevant to the pension area ensures that the members are qualified and can fulfill their duties on the Board. All of the best practises in this area suggest that qualified independent board members are the most appropriate choices for a fiduciary board such as this. The City is also pursuing qualified independent board members for its municipal corporations.

### **Delegation to the City Manager**

As mentioned above, the rationale for delegating the appointments to the City Manager was to better reflect Council's role with respect to the Pension Plan. Council and the other employers have expressed this as a common goal as the previous structure did not allow for meaningful participation by the other employers. All of the parties wanted to move away from a governance structure where each aspect had to be approved by City Council as that would have perpetuated the optics that this is only a City of Regina Pension Plan.

Consistent with this, the City entered into an agreement with the other employers that allows these employers to name and remove appointees to the Sponsor Board and Administrative Board. This agreement obligates the City to formally appoint and remove members as directed by the other employers. Because the other employers have the ability to remove their appointed members from these Boards at any time, it is also more efficient for the City Manager to exercise this authority rather than having to take a Council report where there are any changes to these Boards.

In terms of the two specific City appointments to the Administrative Board, the City Manager had intended on developing a list of potential independent board members with financial and pension experience. This is consistent with past practice when the City Manager had the authority to appoint two of the six members under the old Pension Plan provisions in Bylaw 3125.

## Committee Bylaw Changes

The current terms of reference in *The Committee Bylaw* for the Finance and Administration Committee state that the Committee is delegated the authority to appoint one of its members to each of the Pension, LTD and Casual Administrative Boards. In terms of the Pension Administrative Board, this is inconsistent with the approach above as City Council has delegated the authority to appoint members to the Pension Administrative Board to the City Manager and the recommended approach is for independent board members to be appointed, not councillors. The removal of the requirement to appoint a councillor to the LTD Administrative Board is also desirable as then Council could appoint independent board members where possible. No changes are being recommended with respect to the Casual Administrative Board at this time.

## **Appointments**

## Long Term Disability Administrative Board

Until recently, the Administrative Boards for the Pension and the LTD Plans had parallel governance structures and the same members sat on both boards. This allowed the Boards to have joint meetings. With the Pension Plan changes approved on October 26, 2015, the governance and appointment processes are no longer the same.

The current LTD Plan governance structure and appointment process is set out in Bylaw 9566, *The Regina Civic Employees' Long Term Disability Plan*. Under the Bylaw, the six employer appointments to the LTD Administrative Board are as follows:

- two of the six members are appointed by the City Manager; and
- the other four members are appointed by City Council (one of which was required to be nominated by the Regina Qu'Appelle Regional Health Authority).

Other than the councillor appointment which has been done on a yearly basis, these appointments are continuous until the member is removed or resigns.

Mobius Benefit Administrators Inc. (formerly the Pensions and Disability Administration staff) has requested that City Council appoint the same members to the LTD Administrative Board that have been appointed to the Pension Administrative Board. The reason for this is that there is a desire to still have joint meetings.

If City Council wishes to continue to have the same members sit on the LTD Administrative Board as were appointed to sit on the Pension Administrative Board, Council would have to appoint two members that differ between the two boards.

#### **Casual Administrative Board**

Ideally, the City would also appoint independent board members with relevant experience to the Casual Administrative Board as well. This Plan has not been reviewed and therefore the governance structure and appointment process remains the same. This Board includes four members, one of which is required to be a councillor (who is appointed by the Finance and Administration Committee) and the other three of which are appointed by the City Manager. Currently the three members appointed by the City Manager are city employees. In the future the City Manager will consider finding independent board members to sit on this Administrative Board.

## **RECOMMENDATION IMPLICATIONS**

## **Financial Implications**

None with respect to this report.

## **Environmental Implications**

None with respect to this report.

## Policy and/or Strategic Implications

All of the best practises in this area suggest that qualified, independent board members are the most appropriate choices for fiduciary boards such as these.

## **Other Implications**

None with respect to this report.

## Accessibility Implications

None with respect to this report.

## **COMMUNICATIONS**

None with respect to this report.

## DELEGATED AUTHORITY

The recommendations in this report require City Council approval.

Respectfully submitted,

**EXECUTIVE COMMITTEE** 

Erna Hall, A/Secretary

mrt

#### BYLAW NO. 2016-3

# THE REGINA CIVIC EMPLOYEES' LONG TERM DISABILITY PLAN AMENDMENT BYLAW, 2016

THE	COLINCII	OF THE	CITV	OF REGINA	ENACTS	AS FOLLOWS:
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- Schedule "A" of Bylaw No. 9566, being *The Regina Civic Employees' Long Term Disability Plan, 1992 Bylaw* is amended in the manner set forth in this Bylaw.
- 2 Section 2.0, subclause 2.1(13) is repealed and the following substituted:
  - "(13) "Employer" means, one or more of the following, as the context may require:
    - (a) the City;
    - (b) Board of Education, being the Board of Education of Regina, Division No. 4 of Saskatchewan;
    - (c) Buffalo Pound Water Administration Board;
    - (d) Mobius Benefit Administrators Inc.;
    - (e) Regina Health District;
    - (f) Regina Public Library Board; and

such public or other bodies as may hereafter come within the provisions of this Plan."

3 This Bylaw comes into force on the day of passage.

READ A FIRST TIME THIS 25 <sup>th</sup> DAY C	OF January	2016.	
READ A SECOND TIME THIS 25 <sup>th</sup> DAY	Y OF January	2016.	
READ A THIRD TIME AND PASSED THIS	25 <sup>th</sup> DAY OF	January	2016.
<u>, , , , , , , , , , , , , , , , , , , </u>	Gir Girl		(CEAL)
Mayor	City Clerk		(SEAL)
	CERTIFIED A TRUE	COPY	
	City Clerk		

Approved as to form this \_\_\_\_\_ day of\_\_\_\_\_, 20\_\_\_\_.

#### ABSTRACT

#### BYLAW NO. 2016-3

# THE REGINA CIVIC EMPLOYEES' LONG TERM DISABILITY PLAN AMENDMENT BYLAW, 2016

\_\_\_\_\_

PURPOSE: To amend *The Regina Civic Employees' Long Term Disability Plan*,

Bylaw No. 9566 to add Mobius Benefit Administrators Inc. to the definition so as to become a participating employer in *The Regina* 

Civic Employees' Long Term Disability Plan.

ABSTRACT: The amendment adds Mobius Benefit Administrators Inc. to the

definition to become a participating employer in The Regina Civic

Employees' Long Term Disability Plan.

**STATUTORY** 

AUTHORITY: Clause 8(1)(a) and 8.1 of *The Cities Act*.

MINISTER'S APPROVAL: N/A

PUBLIC HEARING: N/A

PUBLIC NOTICE: N/A

REFERENCE: Report EX16-1, January 13, 2016, Executive Committee

AMENDS/REPEALS: Amends Bylaw 9566, The Regina Civic Employees' Long Term

Disability Plan, 1992

CLASSIFICATION: Administrative

INITIATING DIVISION: Corporate Services

INITIATING DEPARTMENT: Human Resources

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## BYLAW NO. 2016-4

## THE COMMITTEE AMENDMENT BYLAW, 2016

THE C	COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:					
1	Bylaw No. 2009-40, being <i>The Committee Bylaw</i> , 2009 is amended in the manneset forth in this Bylaw.					
2	Schedule "A", Table 4, Clause 3(h) is amended by striking out "the Civic Employees' Long Term Disability Plan Administrative Board; the Civic Employees Superannuation and Benefit Plan Administrative Board; and".					
3	This Bylaw comes into force on the day of passage.					
	A FIRST TIME THIS 25 <sup>th</sup> DAY OF January 2016.					
	A SECOND TIME THIS 25 <sup>th</sup> DAY OF January 2016.  A THIRD TIME AND PASSED THIS 25 <sup>th</sup> DAY OF January 2016.					
	Gir di i					
Mayor	City Clerk (SEAL CERTIFIED A TRUE COPY					
	City Clerk					

Approved as to form this \_\_\_\_\_ day or , 20\_\_\_\_.

#### **ABSTRACT**

## BYLAW NO. 2016-4

## THE COMMITTEE AMENDMENT BYLAW, 2016

\_\_\_\_\_\_

PURPOSE: To amend *The Committee Bylaw* 

ABSTRACT: This amendment removes the delegated authority for the

Finance and Administration Committee to appoint one of its members to the Civic Employees' Long Term Disability Plan

Administration Board and the Civic Employees'

Superannuation and Benefit Plan Administrative Board.

**STATUTORY** 

AUTHORITY: Sections 55 sand 100 of *The Cities Act* 

MINISTER'S APPROVAL: N/A

PUBLIC HEARING: N/A

PUBLIC NOTICE: N/A

REFERENCE: Executive Committee, January 13, 2016, E16-3

AMENDS/REPEALS: Amends Bylaw No. 2009-40

CLASSIFICATION: Administrative

INITIATING DIVISION: Office of the City Manager INITIATING DEPARTMENT: Office of the City Solicitor