



# **CITY COUNCIL**

**Monday, November 26, 2018  
5:30 PM**

**Henry Baker Hall, Main Floor, City Hall**



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**OFFICE OF THE CITY CLERK**

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**Agenda  
City Council  
Monday, November 26, 2018**

**CONFIRMATION OF AGENDA**

**MINUTES APPROVAL**

Minutes of the meeting held on October 29, 2018

**DELEGATIONS, ADVERTISED AND PUBLIC NOTICE BYLAWS, AND RELATED REPORTS**

- DE18-85 Louis Browne, Willows Wellsch Orr & Brundige LLP: Council Remuneration
- CR18-104 Executive Committee: Council Remuneration

**Recommendation**

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE  
- NOVEMBER 14, 2018**

1. That Administration report back to Executive Committee in Q1 of 2019 outlining the process on how to establish a Salary Review Commission to address the City Council remuneration structure.
2. That the City Solicitor be directed to make the necessary amendments to *The City Council Remuneration Bylaw, Bylaw No. 2001-108* to maintain the net pay for City Council members beginning January 2019 when the federal taxation change takes effect.

- DE18-86 Jim Elliott: Council Committee Recommendations





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DE18-87 Wanda Schmöckel: Community Advisory Committees

CR18-105 Executive Committee: Council Committee Recommendations

**Recommendation**

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE –  
NOVEMBER 14, 2018**

1. That the Emergency Measures Committee of Council be disbanded and that its responsibilities and any delegated authority be transferred to the Community & Protective Services Committee.
2. That a new committee, the Priorities & Planning Committee, be established to:
  - a. Review and provide advice to Council regarding strategic, operational and annual budgetary plans, other emerging issues and to develop advocacy positions;
  - b. Meet bi-monthly or as required.
3. That the main committees of City Council be confirmed as follows:
  - a. Community & Protective Services
  - b. Executive Committee
  - c. Finance & Administration
  - d. Mayor's Housing Commission
  - e. Regina Planning Commission
  - f. Priorities & Planning Committee
  - g. Public Works & Infrastructure
4. That the meeting schedule of City Council and the committees be set as follows:
  - a. City Council to meet once per month
  - b. Priorities & Planning Committee to meet bi-monthly
  - c. All other main committees to meet once per month except for the Mayor's Housing Commission
5. That, except for the Accessibility Advisory Committee, all Advisory Committees of Council be disbanded and that the City Clerk return with a report outlining recommendations for public engagement through the future redesign of regina.ca in Q1 2019.
6. That City Council and Committee meeting agendas be posted on



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Wednesday at 1:00 p.m. prior to the week of the meeting.

7. That the City Solicitor be directed to make the necessary amendments to *The Procedure Bylaw, Bylaw No. 9004*; *The Committee Bylaw, Bylaw 2009-40*; and *The Administration Bylaw, Bylaw No. 2003-69* as outlined in this report and EX18-26 – Supplemental Report – Council Committee Recommendations; and
8. That the City Clerk be directed to report back with an option to add a Diversity, Equity and Inclusion Committee in 2019.

CR18-106 Regina Planning Commission: Zoning Bylaw Amendment Application  
(18-Z-11) PS - Public Service Zone to MX - Mixed Residential Business Zone  
1464 Broadway Avenue

### **Recommendation**

### **RECOMMENDATION OF THE REGINA PLANNING COMMISSION – NOVEMBER 7, 2018**

1. That the application to rezone Lot F, Block 8, Plan FU1637; located at 1464 Broadway Avenue, within the Gladmer Park Neighbourhood from, PS - Public Service Zone to MX - Mixed Residential Business Zone, be approved.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective *Regina Zoning Bylaw No. 9250* amendment.

2018-55 THE REGINA CITY COUNCIL REMUNERATION AMENDMENT BYLAW, 2018

2018-58 THE REGINA ZONING AMENDMENT BYLAW, 2018 (No. 23)

2018-60 THE COMMITTEE AMENDMENT BYLAW, 2018

2018-61 THE PROCEDURE AMENDMENT BYLAW, 2018

### **DELEGATION, RELATED REPORT AND BYLAW**

DE18-88 Judith Veresuk, Regina Downtown Business Improvement District: Regina Downtown BID Expansion

CR18-107 Finance and Administration Committee: Regina Downtown Business Improvement District – Proposed Boundary Expansion



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**Recommendation****RECOMMENDATION OF THE FINANCE AND ADMINISTRATION  
COMMITTEE  
- NOVEMBER 6, 2018**

That the City Solicitor be instructed to amend *The Regina Downtown Business Improvement District Bylaw No. 2003-80* to expand the Regina Downtown Business Improvement District boundary as depicted in Appendix A to this report.

2018-59 THE REGINA DOWNTOWN BUSINESS IMPROVEMENT DISTRICT  
AMENDMENT BYLAW, 2018

**DELEGATION AND RELATED MOTION**

DE18-89 Dylan Morin: Sunday Transit Service

MN18-12 Councillor Andrew Stevens: Sunday Transit Improvements

**CITY MANAGER REPORT**

CM18-14 Agreement with the Regina Civic Middle Management Association (CMM)

**Recommendation**

That the tentative agreement between the City of Regina and Regina Civic Middle Management Association be approved.

**COMMITTEE REPORTS****BOARD OF POLICE COMMISSIONERS**

CR18-108 Board of Police Commissioners: Regina Police Service 2019 Operating and Capital Budget (To be tabled to the December 10, 2018 City Council meeting)

**Recommendation**

1. That the 2019 Regina Police Operating and Capital budget, which includes estimated gross operating expenditures of \$92,490,100 and revenues of \$9,985,800, resulting in a Net Operating Budget of \$82,504,300, be approved.
2. That the 2019 Capital Budget of \$4,054,000 with funding to be determined by Regina City Council be approved.



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3. That this report be tabled to the special City Council budget meeting scheduled for December 10, 2018 for approval.

**EXECUTIVE COMMITTEE**

- CR18-109 Agreement for Funding of Grade Crossing Improvements under the Rail Safety Improvement Program – Northwest Link Multi-use Pathway

**Recommendation****RECOMMENDATION OF THE EXECUTIVE COMMITTEE –  
NOVEMBER 14, 2018**

1. That the Executive Director, City Planning and Development be delegated the authority to approve of and enter into an agreement with Transport Canada for the funding of the at-grade pedestrian crossing of the Canadian National Railway Company (CN) at Mile 0.88 of the Central Butte Subdivision (150 metres west of Dorothy Street).
2. That the City Clerk be authorized to execute the agreement upon review and approval by the City Solicitor.

- CR18-110 2019 Elected Official Committee Appointments

**Recommendation****RECOMMENDATION OF THE EXECUTIVE COMMITTEE –  
NOVEMBER 14, 2018**

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, 2019 with terms of office to December 31, 2019 unless otherwise noted.
3. That members appointed continue to hold office for the term indicated or until their successors are appointed.

- CR18-111 2019 Citizen & Organization Appointments to Committees

**Recommendation**



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### **RECOMMENDATION OF THE EXECUTIVE COMMITTEE - NOVEMBER 14, 2018**

1. That the following individuals be appointed to the Board of Police Commissioners for terms of office indicated below:
 

Mr. Vic Pankratz	January 1, 2019 to December 31, 2019
Mr. Jada Yee	January 1, 2019 to December 31, 2019
  
2. That the following individuals be appointed to the Board of Revision for a term of office as indicated below:
 

Mr. Patrick Hopf	January 1, 2019 to December 31, 2020
Ms. Linda Paidel	January 1, 2019 to December 31, 2020
  
3. That the following individuals be appointed to the Development Appeals Board for a term of office as indicated below:
 

Mr. Daniel Hebert	January 1, 2019 to December 31, 2019
Ms. Susan Hollinger	January 1, 2019 to December 31, 2020
Ms. Lauren Mougeot	January 1, 2019 to December 31, 2021
  
4. That the following individuals be appointed to the Regina Planning Commission for a term of office as indicated below:
 

Mr. Biplob Das	January 1, 2019 to December 31, 2020
Mr. Tyrell Jacob Sinclair	January 1, 2019 to December 31, 2021
  
5. That the following individuals be appointed to the Regina Public Library Board for a term of office indicated below:
 

Ms. Cindy Kobayashi	January 1, 2019 to December 31, 2020
Ms. Phyllis Lerat	January 1, 2019 to December 31, 2020
Mr. Sean Quinlan	January 1, 2019 to December 31, 2020
Ms. Starla Grebinski	January 1, 2019 to December 31, 2020
  
6. That Robert Byers be appointed to the Mayor's Housing Commission for a three year term of office effective January 1, 2019 to December 31, 2021
  
7. That the following Regina Catholic School Board Representatives be appointed to the School Board/City Council Liaison Committee for a one year



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term of office as indicated below:

Mr. Bob Kowalchuk	January 1, 2019 to December 31, 2019
Ms. Donna Ziegler	January 1, 2019 to December 31, 2019
Mr. Dom Scuglia	January 1, 2019 to December 31, 2019
Mr. Curt Van Parys	January 1, 2019 to December 31, 2019

8. That the following two Board representatives and two Administrative representatives on behalf of the Regina Public School Board be appointed to the School Boards/City Council Liaison Committee for a one year term of office as indicated below:

Mr. Adam Hicks	January 1, 2019 to December 31, 2019
Ms. Katherine Gagne	January 1, 2019 to December 31, 2019
Mr. Greg Enion	January 1, 2019 to December 31, 2019
Ms. Debra Burnett	January 1, 2019 to December 31, 2019

9. That the 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.
10. That an advertisement be placed to fill the additional vacant positions on the Board of Revision and the Regina Public Library Board at a later date and that the recommended appointments be proposed to City Council for approval.

CR18-112 2019 Appointments to the Board of Directors for Regina Downtown BID

### **Recommendation**

### **RECOMMENDATION OF THE EXECUTIVE COMMITTEE - NOVEMBER 14, 2018**

1. On behalf of the Nominating Committee, it is recommended that the following appointments be approved to the Board of Directors for Regina Downtown:
- Ms. Susan Flett January 1, 2019 to December 31, 2021
  - Ms. Alexandra Hussey January 1, 2019 to December 31, 2021
  - Mr. Bob Kasian January 1, 2019 to December 31, 2021



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- Mr. Michael MacNaughton January 1, 2019 to December 31, 2021
  - Mr. Mitch Molnar January 1, 2019 to December 31, 2021
2. Members continue to hold office for the term indicated or until successors are appointed.

### FINANCE AND ADMINISTRATION COMMITTEE

CR18-113 Heritage Building Rehabilitation Program (18-HBRP-03) 3225 13th Avenue – Sacred Heart Academy

#### **Recommendation**

#### **RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE**

**- NOVEMBER 6, 2018**

1. That a Tax Exemption for the property located at 3225 13th Avenue, being Units 1 - 30 in Condo Plan 91R09011, be approved in an amount equal to the lesser of:
  - a) Fifty per cent of eligible costs for the work completed as described in the Conservation Plan in Appendix B; or
  - b) An amount equal to the total property taxes payable on the subject property for 10 years.
2. That the provision of the property tax exemption be subject to the following conditions:
  - a) Eligibility for the property tax exemption includes the requirement that the property possesses and retains its formal designation as a Municipal Heritage Property in accordance with *The Heritage Property Act*.
  - b) The property owner shall submit detailed written documentation of payments made for the actual costs incurred (i.e. itemized invoices and receipts) in the completion of the identified conservation work as described in Appendix B. In the event the actual costs exceed corresponding estimates by more than 10 per cent the property owner shall provide full particulars as to the reason(s) for any cost overrun or portion thereof, if considered not to be reasonably or necessarily incurred for eligible work.
  - c) The work that is completed and invoices submitted by September 30<sup>th</sup>



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each year would be eligible for an exemption the following year for up to 50 per cent of the cost of approved work.

3. That the City Solicitor be instructed to prepare the necessary tax exemption agreement and authorizing bylaw to provide the tax exemption as detailed in this report.
4. That the Executive Director of City Planning & Development or designate be authorized under the tax exemption agreement to make all determinations regarding reimbursements of the costs incurred for work done to the property based on the City of Regina's Heritage Building Rehabilitation Program and the Conservation Plan for the property (Appendix B to this report).
5. That the Executive Director of City Planning & Development or designate be authorized to apply to the Government of Saskatchewan on behalf of the property owner for any exemption of the education portion of the property taxes that is \$25,000 or greater in any year during the term of exemption.

### CR18-114 Setting 2019 Greenfield Servicing Agreement Fee and Development Levy Rates

#### **Recommendation**

#### **RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE**

**- NOVEMBER 6, 2018**

That the 2019 greenfield Servicing Agreement Fee and Development Levy rates be set at \$442,000 per hectare for residential and commercial development and \$147,333 per hectare for industrial-zoned development, itemized as follows and

<b>Greenfield Development</b>	<b>Transportation</b>	<b>Water</b>	<b>Wastewater</b>	<b>Drainage</b>	<b>Parks/Rec</b>	<b>Admin</b>
Residential & Commercial	\$223,000	\$107,200	\$45,000	\$0	\$21,600	\$45,200
Industrial-Zoned	\$74,333	\$35,733	\$15,000	\$0	\$7,200	\$15,067

approved effective January 1, 2019:

### CR18-115 Application for Title - 2018 Liens





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**Recommendation****RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE****- NOVEMBER 6, 2018**

1. That the Manager, Property Taxation & Admin be authorized to serve six-month notices on all parcels of land included in the list of lands marked as Appendix A.
2. That the Manager, Property Taxation & Admin be authorized to proceed with the next steps in tax enforcement on the expiry of the six-month notices.

**REGINA PLANNING COMMISSION**

CP18-13 Regina & Region Home Builders' Association: Civic Naming Committee Guidelines Review

CR18-116 Civic Naming Committee Guideline Review

**Recommendation****RECOMMENDATION OF THE REGINA PLANNING COMMISSION****- NOVEMBER 7, 2018**

1. That the new Civic Naming Committee Guideline as in Appendix A be approved, as amended.
2. That the Terms of Reference for the Civic Naming Committee be amended as in Appendix B to include a representative from Roadways and Transportation to address matters pertaining to signage, road planning and construction.
3. That the City Clerk be granted delegated authority to approve a street or park name change if:
  - a. The name poses a threat to health and safety and/or wayfinding; or
  - b. The commemorative name honouring a person has been misspelled.
4. That City Council be informed of street and park name changes approved by the City Clerk under delegated authority once per year via the Civic Naming Committee annual report.



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5. With respect to 5.1.6 of Appendix A of the Civic Naming Committee Guideline Review which reads “Developers will be allowed to name all *local roads* within a concept plan in accordance with these guidelines”, that the words, “Developers” be replaced with the words, “The Civic Naming Committee”.
6. That Developers collaborate with the Civic Naming Committee to work toward achieving a target of 25% of street and 50% of park names within a concept plan bearing a name with an Indigenous connection.
7. That the Civic Naming Committee bring forward expanded ways of honouring individuals whose names are on the civic naming list as of November 26, 2018 in addition to names that come forward under the existing criteria.
8. That Administration review the criteria for eligibility for names to be included on the civic naming list and report back to Regina Planning Commission in Q2 of 2019.
9. That the Administration prepare a report on criteria to apply when writing a report addressing the historical legacy of the namesake by December 31, 2018 and submit the report for consideration to City Council.

CR18-117 Discretionary Use Application (18-DU-12) - Medical Clinic in MX - Mixed Residential Business Zone - 2020 Halifax Street

### **Recommendation**

### **RECOMMENDATION OF THE REGINA PLANNING COMMISSION - NOVEMBER 7, 2018**

That the discretionary use application for a proposed Medical Clinic located at 2020 Halifax Street, being Lots 11-18, Block 362, Plan No. Old 33 be approved, and that a Development Permit be issued subject to the following conditions:

- a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.2 inclusive, prepared by Neher & Associates and dated July 26, 2018; and
- b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.



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CR18-118 Discretionary Use Application (18-DU-13) Retail Use (Art Gallery) - 3424 13th Avenue

**Recommendation**

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION  
– NOVEMBER 7, 2018**

That the discretionary use application for a proposed Retail Use (Art Gallery) located at 3424 13<sup>th</sup> Avenue, being Lot 48, Block 380, Plan No. 99RA05074, be approved, and that a Development Permit be issued subject to the following conditions:

- a) The development shall be generally consistent with the plans attached to this report as Appendix A-3.1 to Appendix A-3.4 inclusive, prepared by Alton Tangedal Architecture Ltd. and dated August 1, 2018.
- b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.

**MOTION**

MN18-13 Councillor Jason Mancinelli: Temporary Pathway System

**ADJOURNMENT**

AT REGINA, SASKATCHEWAN, MONDAY, OCTOBER 29, 2018

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 Lori Bresciani  
Councillor Sharron Bryce  
Councillor John Findura  
Councillor Jerry Flegel  
Councillor Bob Hawkins  
Councillor Jason Mancinelli  
Councillor Joel Murray  
Councillor Mike O'Donnell  
Councillor Andrew Stevens  
Councillor Barbara Young

Also in Attendance: City Clerk, Jim Nicol  
A/Deputy City Clerk, Amber Ackerman  
City Manager, Chris Holden  
City Solicitor, Byron Werry  
Executive Director, Financial & Corporate Services, Barry Lacey  
Executive Director, City Planning & Development, Diana Hawryluk  
Executive Director, City Services, Kim Onrait  
Executive Director, Transportation & Utilities, Karen Gasmol  
Director, Community Services, Laurie Shalley  
Director, Parks & Open Space, Ray Morgan  
Director, Water Works, Pat Wilson  
Manager, Water & Sewer Engineering, Kurtis Doney  
Marketing & Major Projects Manager, Nathan Morrison

CONFIRMATION OF AGENDA

**Councillor Sharron Bryce moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted, and that the delegations be heard in the order they are called forward by Mayor Fougere.**

MINUTES APPROVAL

**Councillor Bob Hawkins moved, seconded by Councillor Jason Mancinelli, AND IT WAS RESOLVED, that the minutes for the meeting held on September 24, 2018 be adopted, as circulated.**

DELEGATIONS, ADVERTISED AND PUBLIC NOTICE BYLAWS  
AND RELATED REPORTS

DE18-70 Jim Elliott, Council of Canadians: Amendments to The Regina Administration Bylaw No. 2003-69

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Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Jim Elliott, representing the Council of Canadians, addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of CR18-97, a report from Executive Committee respecting the same subject.

CR18-97 Executive Committee: Amendments to The Regina Administration Bylaw, No. 2003-69

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**Recommendation**

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE  
- OCTOBER 10, 2018**

1. That the proposed changes to *The Regina Administration Bylaw, No. 2003-69* be approved, as set out in Schedule 1 to this report, including:
  - a) Changes to better align with trade agreements such as the *New West Partnership Trade Agreement*, the *Canadian Free Trade Agreement*, and the *Canada-European Union (EU) Comprehensive Economic and Trade Agreement*;
  - b) Changes to align with leading practices in government procurement;
  - c) Changes to increase the authority for the Administration to enter into government funding revenue agreements on behalf of the City so the City can receive up to \$500,000 annually as opposed to the current annual limit of \$100,000;

- d) Changes to increase the authority for the Administration to procure consulting and professional services from \$500,000 to \$750,000, before requiring City Council approval to issue the solicitation document;
  - e) Changes to increase various dollar amount limits associated with various stages of the procurement process to accord with the applicable trade treaties; and
  - f) General housekeeping amendments.
2. That the City Solicitor be instructed to prepare a bylaw to amend *The Regina Administration Bylaw, No. 2003-69*, in the manner set out in Schedule 1 to this report.

**Councillor Bob Hawkins moved, seconded by Councillor Barbara Young, AND IT WAS RESOLVED, that the recommendations of Executive Committee contained in the report be concurred in.**

CR18-98 Regina Planning Commission: Zoning Bylaw Amendment Application (17-Z-23)  
- Rosewood Park Phase 1, Stage 1

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**Recommendation**

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION  
– OCTOBER 3, 2018**

- 1. That the application to amend *Regina Zoning Bylaw No. 9250* by rezoning lands within the Rosewood Park Concept Plan area, including Pt. LS. 1 and LS.2 in SE-9-18-20-W2M, as shown in Appendix A-3, be approved as follows:
  - a. Proposed Lots 1 to 42 in Block 101 from UH - Urban Holding Zone to R5 - Medium Density Residential Zone.
- 2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective *Regina Zoning Bylaw No. 9250* amendment.

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

2018-54 THE REGINA ADMINISTRATION AMENDMENT BYLAW, 2018 (No.2)

2018-56 THE REGINA ZONING AMENDMENT BYLAW, 2018 (No. 22)

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**Councillor Bob Hawkins moved, seconded by Councillor Jason Mancinelli, AND IT WAS RESOLVED, that Bylaws No. 2018-54 and 2018-56 be introduced and read a first time.**

**Bylaws were read a first time.**

No letters of objection were received pursuant to the advertising with respect to Bylaws No. 2018-54 and 2018-56.

The Clerk called for anyone present who wished to address City Council respecting Bylaws No. 2018-54 and 2018-56 to indicate their desire.

No one indicated a desire to address Council.

**Councillor Bob Hawkins moved, seconded by Councillor Sharron Bryce, AND IT WAS RESOLVED, that Bylaws No. 2018-54 and 2018-56 be introduced and read a second time. Bylaws were read a second time.**

**Councillor Bob Hawkins moved, seconded by Councillor Andrew Stevens, that City Council hereby consent to Bylaws No. 2018-54 and 2018-56 going to third and final reading at this meeting.**

**The motion was put and declared CARRIED UNANIMOUSLY.**

**Councillor Bob Hawkins moved, seconded by Councillor Joel Murray, AND IT WAS RESOLVED, that Bylaws No. 2018-54 and 2018-56 be read a third time. Bylaws were read a third and final time.**

DELEGATIONS, AND RELATED REPORTS AND MOTION

DE18-71 Paul Gingrich: Living Wage

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Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Paul Gingrich addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of CR18-99, a report from Executive Committee respecting the same subject.

CR18-99 Executive Committee: Living Wage

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**Recommendation**

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE  
- OCTOBER 10, 2018**

1. That a living wage policy not be adopted by the City of Regina at this time.
2. That item MN16-5 be removed from the List of Outstanding Items for City Council.

**Councillor Bob Hawkins moved, seconded by Councillor Sharron Bryce, that the recommendations of Executive Committee contained in the report be concurred in.**

**Councillor Andrew Stevens moved, seconded by Councillor Jason Mancinelli, that:**

- 1. This report be referred back to Administration for further study of the community and HR implications, and that the CCPA - Saskatchewan be consulted as part of the process.**
- 2. Administration return to Executive Committee with a report in Q1 of 2019.**

**The motion was put and declared LOST.**

Mayor Michael Fougere stepped down to enter debate.

Councillor Robert Hawkins assumed the Chair.

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

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

DE18-72 Stu Niebergall, Regina & Region Homebuilders' Association: Water Master Plan

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Stu Niebergall, representing Regina & Region Homebuilders' Association, addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of CR18-100, a report from Public Works and Infrastructure Committee respecting the same subject.

CR18-100 Public Works and Infrastructure Committee: Water Master Plan

**Recommendation**

**RECOMMENDATION OF THE PUBLIC WORKS AND  
INFRASTRUCTURE COMMITTEE – OCTOBER 11, 2018**

1. That City Council approve the Water Master Plan (WMP) and authorize the use of the WMP as a guide for future water-related decisions and actions.
2. That Administration provide a progress report regarding implementation of the WMP to the Public Works and Infrastructure Committee in 2021.



**Councillor Sharron Bryce moved, seconded by Councillor Barbara Young, AND IT WAS RESOLVED, that the recommendations of the Public Works and Infrastructure Committee contained in the report be concurred in.**

DE18-73 Brian Brunskill: Make Regina a Renewable City

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Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Brian Brunskill, representing Regina Blue Dot Group, addressed Council and answered a number of questions.

(Councillor Jerry Flegel temporarily left the meeting during Mr. Brunskill's presentation.)

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN18-11, a Motion by Councillors Stevens, Findura and Murray respecting the same subject.

DE18-74 Stephen Hall: Make Regina a Renewable City

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Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Stephen Hall addressed Council and answered a number of questions.

(Councillor Jerry Flegel returned to the meeting during Mr. Hall's presentation.)

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN18-11, a Motion by Councillors Stevens, Findura and Murray respecting the same subject.

DE18-75 Jared Clarke: Make Regina a Renewable City

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Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Jared Clarke addressed Council. There were no questions of Mr. Clarke.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN18-11, a Motion by Councillors Stevens, Findura and Murray respecting the same subject.

DE18-76 Dr. Garth Pickard, United Nations University, RCE Saskatchewan: Make Regina a Renewable City

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Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Dr. Garth Pickard, representing the United Nations University, RCE Saskatchewan, addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN18-11, a Motion by Councillors Stevens, Findura and Murray respecting the same subject.

DE18-77 Catherine Gibson, Saskatchewan Environmental Society: Make Regina a Renewable City

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Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Catherine Gibson, representing Saskatchewan Environmental Society, addressed Council. There were no questions of Ms. Gibson.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN18-11, a Motion by Councillors Stevens, Findura and Murray respecting the same subject.

DE18-78 Yvette Crane, Blue Dot Group: Make Regina a Renewable City

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Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Yvette Crane, representing the Regina Blue Dot Group, addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN18-11, a Motion by Councillors Stevens, Findura and Murray respecting the same subject.

DE18-79 Lacey Weekes and Blaine Dodds, Regina Car Share Co-op: Make Regina a Renewable City

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Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Lacey Weekes and Blaine Dodds, representing Regina Car Share Co-op, addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN18-11, a Motion by Councillors Stevens, Findura and Murray respecting the same subject.

DE18-80 Brett Dolter: Make Regina a Renewable City

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Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Brett Dolter, addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN18-11, a Motion by Councillors Stevens, Findura and Murray respecting the same subject.

DE18-81 Josh Campbell, Wascana Solar Co-op: Make Regina a Renewable City

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Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Josh Campbell, representing Wascana Solar Co-op, addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN18-11, a Motion by Councillors Stevens, Findura and Murray respecting the same subject.

DE18-82 Ellen Marion: Make Regina a Renewable City

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Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Ellen Marion addressed Council. There were no questions of Ms. Marion.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN18-11, a Motion by Councillors Stevens, Findura and Murray respecting the same subject.

DE18-83 Ralph Kennedy Gonzales: Make Regina a Renewable City

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Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Ralph Kennedy Gonzales addressed Council. There were no questions of Mr. Gonzalez.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN18-11, a Motion by Councillors Stevens, Findura and Murray respecting the same subject.

DE18-84 Larissa Shasko on behalf of William Ingenthron: Make Regina a Renewable City

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Larissa Shasko, representing William Ingenthron, addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN18-11, a Motion by Councillors Stevens, Findura and Murray respecting the same subject.

MN18-11 Councillor Andrew Stevens, Councillor John Findura and Councillor Joel Murray:  
Make Regina a Renewable City

**Recommendation**

1. That Administration return to Council by Q4 of 2019 with a proposed framework and implications for the City of Regina to join the growing number of municipalities from around the world and commit to being a 100% renewable city by 2050; and
2. That Administration seek external funding sources, such as grants made available through the Federation of Canadian Municipalities, to finance the report and any future costs incurred from this commitment.

**Councillor Bob Hawkins moved, seconded by Councillor John Findura:**

1. **That Administration return to Council by Q4 of 2019 with a proposed framework and implications for the City of Regina to join the growing number of municipalities from around the world and commit to being a 100% renewable city by 2050;**
2. **That Administration seek external funding sources, such as grants made available through the Federation of Canadian Municipalities, to finance the report and any future costs incurred from this commitment.**

**Councillor Bob Hawkins moved, in amendment, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that the said report include at least four possibilities of new and concrete actions for improving the environmental sustainability of the City of Regina that could be considered by Council for implementation by Q4 of 2023.**

Mayor Michael Fougere stepped down to enter debate.

Councillor Robert Hawkins assumed the Chair.

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

**A recorded vote was requested with the following result:**

**Councillor Lori Bresciani - YES  
Councillor Barbara Young - YES  
Councillor Mike O'Donnell - YES  
Councillor John Findura - YES  
Councillor Jerry Flegel - YES  
Councillor Joel Murray - YES  
Councillor Andrew Stevens - YES  
Councillor Sharron Bryce - YES  
Councillor Jason Mancinelli - YES  
Councillor Bob Hawkins - YES  
Mayor Michael Fougere - YES**

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

RECESS

**Councillor Jerry Flegel moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that Council recess for 10 minutes.**

Council recessed at 9:00 p.m.

Council reconvened at 9:22 p.m.

COMMITTEE REPORTS

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE

CR18-101 Canadian Western Agribition Transit Service

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**Recommendation**

**RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE – OCTOBER 9, 2018**

That the City of Regina provide Canadian Western Agribition (CWA) in-kind transit service funding for the amount of \$24,000.

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

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CR18-102 Open Space Pathway Snow Clearing Service

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**Recommendation**

**RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE – OCTOBER 9, 2018**

That Option One - Clear all open space pathway city wide be referred to the 2019 budget process for consideration.

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

**COMMUNICATION AND INFORMATIONAL REPORTS**

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CP18-12 Regina Cabs: Update on Taxi Bylaw Changes

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**Councillor Sharron Bryce moved, seconded by Councillor Joel Murray, AND IT WAS RESOLVED, that this communication be received and filed.**

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IR18-16 Community and Protective Services Committee: Update on Taxi Bylaw Changes

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**Recommendation**

**RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE – OCTOBER 9, 2018**

That this report be received and filed.

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IR18-17 9th Avenue North – Courtney Street to Pinkie Road

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**Recommendation**

**RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – OCTOBER 11, 2018**

That this report be received and filed.

**Councillor Sharron Bryce moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that informational reports IR18-16 and IR18-17 be received and filed.**

### NOTICE OF MOTION

MN18-12 Councillor Andrew Stevens: Sunday Transit Improvements

**Councillor Andrew Stevens gave written notice that at the October 29, 2018 meeting of City Council, he intends to make the following recommendation that Administration prepare a report for the Community and Protective Services Committee for Q1 of 2019 that:**

- 1. Identifies the costs and ridership statistics related to improving Sunday bus frequency during the day and evenings for both regular transit and para-transit services; and**
- 2. Identifies regular transit routes that merit improved Sunday service based on potential ridership.**

MN18-13 Councillor Jason Mancinelli: Temporary Pathway System

**Councillor Jason Mancinelli gave written notice that at the October 29, 2018 meeting of City Council, he intends to make the following recommendation that Administration prepare a report for the Community and Protective Services Committee for Q1 of 2019 that:**

**Funding for planning a temporary pathway system running parallel to Courtney Street on the east side, connecting Rink Avenue to Whelan Street, be provided in the upcoming 2019 budget and Administration bring a report outlining its implementation to Public Works and Infrastructure Committee in Q2 of 2019.**

### RESPONSE TO ENQUIRY

EN18-1 Response to Enquiry – Plans for Broad Street

**The Clerk rose to advise a response was received and no further motion is required.**

### BYLAWS AND RELATED REPORT

CR18-103 Public Works and Infrastructure Committee: Snow Routes Pilot Program Update

#### **Recommendation**

#### **RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – OCTOBER 11, 2018**

- 1. That the Snow Routes Pilot Program implemented in 2017/18, become part of a regular winter maintenance program.**

2. That the snow routes be expanded to include an additional 11km section on the following Arterial and Collector streets, for the 2019/2020 winter season be approved;
  - i. Victoria Avenue (Albert Street to Pasqua Street)
  - ii. Winnipeg Street (College Avenue to Broadway Avenue)
  - iii. Winnipeg Street (Victoria Avenue to Ross Avenue)
  - iv. Broadway Avenue (Broad Street to Park Street)
  - v. 13<sup>th</sup> Avenue (Toronto Street to Broad Street)
  - vi. 14<sup>th</sup> Avenue (Toronto Street to Winnipeg Street)
  - vii. 14<sup>th</sup> Avenue (Albert Street to Halifax Street)
  - viii. 15<sup>th</sup> Avenue (Winnipeg Street to Elphinstone Street)
  - ix. Toronto Street (Victoria Avenue to College Avenue)
3. That Administration bring updates on snow routes, as part of the Annual Winter Maintenance report.
4. That the City Solicitor be directed to prepare the necessary amendments to *Regina Traffic Bylaw No. 9900* (Bylaw) to authorize the requirements for an expanded Snow Routes Program, as detailed in Appendix A to this report.
5. That \$70,000 of the 2019 Winter Road Maintenance operating budget be used to fund the capital and operating expenses associated with the implementation of an expanded Snow Routes Program.

**Councillor Sharron Bryce moved, seconded by Councillor Joel Murray, AND IT WAS RESOLVED, that the recommendations of the Public Works and Infrastructure Committee contained in the report be concurred in.**

2018-57 THE REGINA TRAFFIC BYLAW AMENDMENT BYLAW, 2018 (No. 4)

**Councillor Bob Hawkins moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that Bylaw No. 2018-57 be introduced and read a first time.**  
Bylaws were read a first time.

**Councillor Bob Hawkins moved, seconded by Councillor Barbara Young, AND IT WAS RESOLVED, that Bylaw No. 2018-57 be introduced and read a second time.**  
Bylaws were read a second time.

**Councillor Bob Hawkins moved, seconded by Councillor John Findura, that City Council hereby consent to Bylaw No. 2018-57 going to third and final reading at this meeting.**

**The motion was put and declared CARRIED UNANIMOUSLY.**

**Councillor Bob Hawkins moved, seconded by Councillor Mike O'Donnell, AND IT WAS RESOLVED, that Bylaw No. 2018-57 be read a third time.**  
Bylaws were read a third and final time.



ADJOURNMENT

**Councillor Bob Hawkins moved, seconded by Councillor Sharron Bryce, AND IT WAS RESOLVED, that the meeting adjourn.**

The meeting adjourned at 9:52 p.m.

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Chairperson

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Secretary

# WILLOWS WELLSCH ORR & BRUNDIGE LLP

## BARRISTERS, SOLICITORS & NOTARIES

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November 23, 2018

Reply to: Louis A. Browne  
Direct Line: (306) 565-4817  
Email: lbrowne@wwobllp.com

City of Regina

Re: Council Remuneration

Dear Regina City Council,

Thank you for the opportunity to share my perspective with you.

I will cover these topics:

1. Our Vision and its significance
2. Why a chart of numbers is almost useless in determining Council's remuneration
3. The dangerous democracy deficit
4. A ball and chain versus a shot of adrenaline
5. The fundamental question we have to ask ourselves
6. Some further potential recommendations

By way of background, I had the extreme honour of serving as a Regina City Councillor from 2006 – 2012 at which point I retired from City Hall.

Since that time, I've gladly deferred to the subsequent Councils in all matters relating to City Hall. I've not made any official submissions to any committee or presented at City Council...until now.



## 1. Our Vision and its significance

I'd like to start with our official Vision for Regina:

"Canada's most vibrant, inclusive, attractive, sustainable community, where people live in harmony and thrive in opportunity."

This is not a meek statement. It is not a mild, mediocre or weak statement. It is bold, and nothing less would be acceptable for the capital city of Saskatchewan in my opinion.

However, our treatment of our City Councillors by way of remuneration is weak. And, needless to say I fully appreciate the precarious position that you are in when considering your own compensation as elected servants.

On the other hand, I am not in a precarious position and can speak freely as one of the very few people in this city who actually understands what a Councillor does, and it is an awful lot. I have no skin in this game. I have no intention of returning to City Hall, as I am thoroughly enjoying the private sector as a partner with the law firm Willows Wellsch Orr & Brundige LLP.

There were deficiencies in the previous framework. None of the esteemed people on the previous Remuneration Review Commission appear to have had any experience as City Council members. In other words, they did not personally know what the job entails.

## 2. Why a chart of numbers is almost useless in determining Council's remuneration

I further respectfully suggest that the correct answer to Council remuneration cannot be addressed by looking at a chart. While it may be helpful to know what another city in another province pays their Council members, that cannot be the end of the analysis. I'll take Mississauga, Ontario as an example. I don't know what they pay their Council members, but what is their vision for their community? Is it as bold as ours?

Is Mississauga the capital of Ontario? No.

Regina and Saskatoon share a leadership role for all cities in Saskatchewan. Does Mississauga play a similar leadership role for Ontario's cities as Regina does for Saskatchewan? Again, the answer is "No".

Regina is in a competition for talented and ambitious people, as are all cities. Who are we competing against? One of our competitors due to proximity is Calgary. Is Mississauga competing with Calgary, like we are? While they have their own competition, the answer to this question is "No".

What are Regina's challenges and opportunities? Whatever they might be, are Mississauga's the same? No, they are not.

Do Ontario provincial governments tend to support their cities, such as Mississauga, in ways that may differ from how our provincial government regards cities, or Regina in particular?

These are just a few of the differences between Regina and Mississauga which come to mind over the course of a few minutes of reflection. They illustrate the futility in looking at a chart to determine what Regina's Council remuneration should be.

### 3. The dangerous democracy deficit

Another grave concern with the status quo is the massive democracy deficit which the low Councillor remuneration creates. Former Councillor Shawn Fraser while explaining why he was not seeking re-election was quoted in the paper remarking on this very subject and I concur. The low Councillor remuneration and the ever increasing demands on Councillors, means that a massive percentage of the population cannot functionally be Councillors.

Teachers and nurses as examples and the vast majority of full-time employees are not eligible to be Councillors in a realistic sense. Basically, the people who are eligible to be Regina City Councillors are self-employed (as I was), retired, independently wealthy or those fortunate enough to have a very flexible boss. Needless to say, the health or Regina's local democracy should not be contingent on the generosity of one's boss.



#### 4. A ball and chain versus a shot of adrenaline

I recall a brief conversation I had with then City Manager, Glen Davies. I asked him whether he had any comments on part-time vs. full-time Councillors. He noted that with part-time Councillors, the City is slowed down in terms of moving forward.

#### 5. The fundamental question we have to ask ourselves

At some point, Regina will have to move to greatly enhanced compensation for our Councillors in particular. The fundamental question we have to ask ourselves is what league do we want to play in? Do we want to play in the Bush leagues or do we want to play in the major leagues? This is certainly not a critique of current or past Councillors, but rather an observation that our current and past Councillors have not been empowered to dedicate themselves to City Hall. Other than our retired Councillors, there's always a tug-of-war between our Council demands and those of our day jobs. If we moved to full-time Councillors, we could sustain a decrease in the number of Councillors from 10 to 6 - 8.

#### 6. Some further potential recommendations

Respectfully suggested additional recommendations to address the above concerns:

4. That the Administration's report regarding the Salary Review Commission, include reference to Regina's Vision, the role which Councillors play in realizing our Vision, and the unique factors which distinguish Regina from all other cities in the world.

5. That the Administration's report regarding the Salary Review Commission, will require said Commission to include/seek the feedback and input from former Regina Mayors, Councillors, City Managers, and others deemed to have relevant knowledge and practical insights.

6. That the Administration's report regarding the Salary Review Commission, will require said Commission on a preliminary basis to consider an option to transition to fewer full-time Councillors.

7. That the Administration's report regarding the Salary Review Commission, will require said Commission to consider the support budgets for Councillors regarding communications with the public, attending local events and attending relevant conferences such as SUMA & FCM.

All of which is respectfully and humbly submitted.

Sincerely,

**WILLOWS WELLSCH ORR & BRUNDIGE LLP**

Per:   
for Louis A. Browne

LAB:tdc

November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: Executive Committee: Council Remuneration

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RECOMMENDATION

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE  
- NOVEMBER 14, 2018**

1. That Administration report back to Executive Committee in Q1 of 2019 outlining the process on how to establish a Salary Review Commission to address the City Council remuneration structure.
2. That the City Solicitor be directed to make the necessary amendments to *The City Council Remuneration Bylaw, Bylaw No. 2001-108* to maintain the net pay for City Council members beginning January 2019 when the federal taxation change takes effect.

*EXECUTIVE COMMITTEE – NOVEMBER 14, 2018*

The Committee adopted the following resolution:

1. That Administration report back to Executive Committee in Q1 of 2019 outlining the process on how to establish a Salary Review Commission to address the City Council remuneration structure.
2. That Administration bring back a report to Executive Committee to amend Bylaw No. 2001-108 to maintain the net pay for City Council members beginning January 2019 when the federal taxation change takes effect.
3. That the City Solicitor be directed to make the necessary amendments to The City Council Remuneration Bylaw, Bylaw No. 2001-108 to maintain the net pay for City Council members beginning January 2019 when the federal taxation change takes effect; and
4. That recommendation #5 be amended to include sufficient time for advertising of the required public notice for the respective bylaw.
5. That this report be forwarded to the November 26, 2018 meeting of City Council for approval.

Recommendations #2, 4 and 5 do not require City Council approval.

Mayor Michael Fougere, Councillors: Bob Hawkins (Chairperson), Lori Bresciani, Sharron Bryce, John Findura, Jerry Flegel, Jason Mancinelli, Joel Murray, Mike O'Donnell, Andrew Stevens and Barbara Young were present during consideration of this report by the Executive Committee.

### RECOMMENDATION

1. That Administration report back to Executive Committee in Q1 of 2019 outlining the process on how to establish a Salary Review Commission to address the City Council remuneration structure.
2. That Administration bring back a report to Executive Committee to amend Bylaw No. 2001-108 to maintain the net pay for City Council members beginning January 2019 when the federal taxation change takes effect.
3. That this report be forwarded to the November 26, 2018 meeting of City Council for approval.

### CONCLUSION

Bylaw #2001-108 was passed following the recommendations of the City Council Remuneration Review Commission and the remuneration structure defined within this bylaw became effective in 2002. The City Council Remuneration structure has remained unchanged since.

Starting in 2019, the one third tax exemption for members of City Council will be removed and without a change to the Council Remuneration structure, the Mayor and City Councillors will see a significant drop in net pay beginning in 2019 of approximately \$16K for the Mayor and \$3.6K-4.2K for the Councillors. This presents the City with an opportunity to review City Council's remuneration to ensure that the remuneration structure provided is sustainable and fair in comparison with other municipalities.

This report provides a recommendation to amend Bylaw #2001-108 and maintain the net pay for City Council members beginning January 2019 when the federal taxation change takes effect.

### BACKGROUND

On September 17, 2001 City Council established the City Council Remuneration Review Commission (the Commission) with the following members:

- Dr. David Barnard, President, University of Regina
- Ms. Barbara Byers, President, Saskatchewan Federation of Labour
- Mr. Ron Cameron, President, Regina Chamber of Commerce

The Commission was instructed to review remuneration and benefits for members of City Council and to provide a report with recommendations.



The recommendations of the Commission included:

1. Mayor's annual remuneration would be 77.3% of the provincial Cabinet Minister's salary
2. Councillors salary would be 33.3% of the Mayor's annual remuneration
3. A Salary Review Commission be established by City Council to address whether the remuneration structure is keeping pace with other municipalities; to ensure benefit allowance is comparable; and to review Council remuneration every 3-6 years

The City Council Remuneration Bylaw #2001-108 was developed based on the recommendations of the Commission which outlines the annual remuneration structure for members of City Council and this structure has been in place to date. The third recommendation of establishing a Salary Review Commission was never completed as a review has not happened since 2001.

Section 56(2) of *The Cities Act* states: "One-Third of the total remuneration paid to a member of council is deemed to be paid with respect to general expenses incurred that are incidental to the discharge of the duties of a member of council."

The *Income Tax Act* provided an expense allowance for members of City Council that allowed one-third of their salary and allowances to be exempt from Income tax. In the 2017 federal budget it was announced that the tax exemption will be removed beginning in 2019. This means that the Mayor and Councillors will see a significant drop in their net pay due to an additional one-third of their salary becoming taxable.

In addition to this adjustment to net earnings, it is important to note that the provincial Cabinet Minister's salary was reduced by 3.5% in 2017 which reduced Council's remuneration effective January 1, 2018. In 2018, the 3.5% reduction was added back into the Cabinet Minister's salary which will increase Council's remuneration back to what it was previously effective January 1, 2019.

## DISCUSSION

It has been 16 years since Council remuneration has been reviewed. Additionally, in 2019 the taxation for City Council remuneration will change which will result in a decrease to the net income of Council members.

A review of other municipalities was conducted to determine how City of Regina Council remuneration compares to other municipalities. In summary:

- Of the 14 municipalities surveyed, 5 of 14 did not provide the one-third tax exemption and are unaffected by the change as they are already fully taxed, the remaining 9 municipalities are affected.
- Of the 9 municipalities that are affected by the 2019 taxation change 4 have made decisions to gross up the salaries of their Council members to ensure their net pay is unaffected, the remaining 5 municipalities, including Regina, remain undecided.
- The majority of the municipalities surveyed have an on-going Council Remuneration review processes. Examples of the review processes include a review prior to each

Council term based on municipal comparator groups and annual indexation based on the Statistics Canada index or General Wage Increase.

- All municipalities would deem their Mayor's to be full-time. The average wage per 1000 residents for Mayors is \$337.28. Of the 14 municipalities, 8 would deem their Councillors as part-time or undefined. The average wage per 1000 residents for Councillors is \$145.40 for the part-time grouping and \$155.85 for the full-time grouping.
- Based on current Council Remuneration numbers for the City of Regina, the Mayor is earning \$469.89 per 1000 residents and Councillors are earning \$156.63 per 1000 residents.

\*\*Based on the population of Regina being 230,430.

Council members for the City of Saskatoon will also be impacted by the 2019 removal of the exemption. They have not yet decided how to address this issue. However, their Municipal Review Commission is currently reviewing their Mayor and Councillor salaries. Their Mayor and Councillor salaries have been frozen since April 1, 2016 at \$123,379 for their Mayor and \$56,754 for their Councillor's.

To ensure that City of Regina Council members are not negatively impacted by the 2019 taxation change it is recommended that a salary increase be implemented that will ensure their net pay remains consistent with their estimated 2019 net pay. The proposed recommendation would increase the operating budget by approximately \$108K for 2019 and ongoing.

In order to maintain net salaries for members of Council, a change to Bylaw #2001-108 is required that would increase the percentage for the Mayor's salary from 77.3% to 99.78% of the Cabinet Minister's salary. For Councillors, the recommendation to maintain net pay would result in a decrease from 1/3 (33.33%) of the Mayor's salary to 30.73% of the Mayor's salary.

Below is a chart that provides an estimate of the effect of the taxation change on the Mayor and City Council members along with the associated impact on budget for this recommendation.

Salary	Mayor	Councillor with Benefits	Councillor Without Benefits	Associated Budget Increase
2019 Annual	\$112,202.50	\$37,400.83	\$37,400.83	
Estimated 2019 Net (Bi-Weekly)	\$3,332.88	\$1,235.13	\$1,302.05	
Estimated Reduction Net Pay if No Change (Bi-Weekly)	\$2,700.06	\$1,071.99	\$1,163.49	0
Effective 2019:				
Mayor 99.78% of Cabinet Minister	\$144,832.66			
	\$3,350.96			
Councillor 30.73% of Mayor		\$44,507.07	\$44,507.07	\$103,693
		\$1,251.27	\$1,356.91	
Estimated Benefit Cost Increase				\$4,000

\* These estimates are based on the 2019 Council Remuneration Calculation rates and using 2018 taxation rates (subject to change in 2019)

\*\* Individual net pay amounts fluctuate based on personal benefit and taxation elections

### RECOMMENDATION IMPLICATIONS

#### Financial Implications

A proposed change would affect the general operating budget with an estimated budget increase of \$108K for 2019 and forward.

#### Environmental Implications

None with respect to this report.

#### Policy and/or Strategic Implications

Although remuneration is probably low on the list of reasons for someone to choose to be Mayor or a City Councillor, it is important that these positions, like all others within the organization, are compensated in a fair and appropriate manner.

#### Other Implications

None with respect to this report.

#### Accessibility Implications

None with respect to this report.

### COMMUNICATIONS

An external communications strategy and key messages will be developed to support this report.

### DELEGATED AUTHORITY

There is no delegated authority as this report is for informational purposes only.

Respectfully submitted,

EXECUTIVE COMMITTEE



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Jim Nicol, Secretary

Supplemental Report – Council Committee Recommendations – EX18-26

Good evening. My name is Jim Elliott.

Over the past 20 years, I have participated in the Parks & Recreation Board (P&R Board), the Regina Urban Environmental Advisory Committee (RUEAC), the Transit Advisory Committee (PAC) and the Parks & Recreation Advisory Committee. Within the administration, I was part of the Bicycle Advisory Committee (BAC) and sat on a few task forces on specific topics.

In the recent years, I have observed an unwillingness to inform, ask, subsequently listen and be willing to engage the citizens of this city.

Advisory Committees, when constituted effectively can and will provide an essential suite of benefits to the City of Regina.

- They provide an additional set of eyes, ears and skill sets to the discussion and development of policy and programming.
- They can provide experience and knowledge of very specific portions of community life that cannot easily be found.
- They engage the community in the goings on of the community.
- They expand the capacity of the administration of the city to communicate directly to the communities of interest.
- They are an excellent complement to broader public engagement and are often comprised of citizens with expertise in the area of interest.
- Many cities are increasingly using citizen advisory committees to ensure there are more diverse voices informing their work and using them to tap local talent and knowledge.
- They can explore and investigate issues of interest of the administration when the administration may not have the time to commit to the task.
- They have the interest and passion for their role in the administration of their city where they may see tangible benefits of their involvement.
- They provide an internal public review of an initiative or policy before it is presented for comment or review by the broader public.

There have been excellent opportunities that have come as a result of the involvement of advisory committees in the past.

In the early stages of the renewal of the city landfill, RUEAC was involved in the review of the preliminary plans. RUEAC was also involved in the development of the aquifer protection overlays now used by the Regina Planning Commission.

Yearly reviews of road construction plans were done through the BAC giving the administration knowledge of how a diverse group of cyclists might react to these

changes. And more specifically, we were able to modify the underpass of Victoria Avenue at the Ring Road such that the shoulder was sufficiently large to allow cyclists to easily go under the Ring Road without being concerned about traffic beside them thus eliminating bottlenecks or conflict points.

The P & R Board was made up of five zone board representatives of the city. They provided knowledge of their area of the city, their understanding of what recreational needs were in those areas and provided an effective two way communication to the public interest in recreation.

The Accessibility Advisory Committee has been influential in bringing the basic demands of people with disabilities to the attention of the city.

The Municipal Heritage Advisory Committee was relevant in the development and understanding of the significance of the Regina Indian Industrial School Cemetery site and the subsequent formal designation of the site.

Effective communication and advice is critical to the democratic mandate of this city. Clearly there are some additional gaps in our communication and advice strategy but firstly and foremost, there needs to be an effective advisory mechanism to provide the basics of public engagement. And on the side of the citizens of this city, their commitment to this role needs to be acknowledged and seen as worthwhile and meaningful. This can be done through citizen advisory committees.

And to do it well, there must be a willingness to get advice from the public on policy or program initiatives. There must also be a willingness to get criticism from the public through a collegial arrangement. There must also be a willingness to allow for more fulsome independent investigations on a regular basis. And there needs to be a willingness to help educate and inform those participating such that they can expand their knowledge and expertise in the field. And with this, the whole can be greater than the sum of the parts.

Effective advisory committees or boards properly composed and structured, can provide non-binding but informed guidance and serve as a tremendous ally in the quest for superior corporate governance. My recommendation is that this Council maintain the advisory committee structure.

Respectfully submitted,

Jim Elliott

Appendix 1: Children's Participation: From Tokenism to Citizenship



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# INNOCENTI ESSAYS

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No. 4

## CHILDREN'S PARTICIPATION

FROM TOKENISM TO  
CITIZENSHIP

Roger A. Hart



United Nations Children's Fund

“We may be unnecessarily sabotaging our present, and our children’s future, by being blind to the inconsistencies and irrationalities of adult-child interaction in family and community in this century. Mass media programmes about the right to a happy and secure childhood and to a happy and secure retirement cannot substitute for the actual experience of frank and honest confrontation between generations when perceptions, needs and interests differ, in a context of mutual acceptance of responsibility for each other. Neither can special feeding, health and education programmes undertaken for children substitute for joint community projects carried out by adults and children together, in which capacities of the young to contribute to the welfare of all receives full recognition.”

Elise Boulding, *Children’s Rights and the Wheel of Life*,  
New Brunswick, NJ, USA, 1979, p. 89.

Graphics layout: S. Selim Iltus

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# CHILDREN'S PARTICIPATION: FROM TOKENISM TO CITIZENSHIP

by Roger Hart



UNICEF / FRAN ANTMANN

A demonstration by school children in Peru for immunization



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## PREFACE

In 1979 the US section of the International Playground Association (IPA, now renamed the International Association for the Child's Right to Play) recommended that their contribution to the International Year of the Child would be to further the status of young people's participation in environmental projects. Together with Robin Moore and a small team of graduate students and teenagers, I mounted an international survey on the subject and three special issues of the Childhood City Newsletter were published. Regrettably, we received very little information on the many good examples of children's participation from the developing nations. But UNICEF, with its long term commitment to adult community participation has corrected the problem by commissioning this Essay.

As part of its research on street and working children, the Urban Child Programme of the UNICEF International Child Development Centre (ICDC) arranged for me to travel to Kenya, India, the Philippines, and Brazil. I visited both projects with street children and preventive programmes for children at risk of becoming street children. I discovered that, for a number of countries, children's participation is becoming fundamental to their approach to improving children's rights. This is truly an area for the valuable exchange of experiences between nations of 'the North' and 'the South'.

The International Child Development Centre of UNICEF in Florence, Italy has been a superb base for writing about this subject. I am most grateful for the strong support throughout of Cristina Blanc, Senior Programme Officer for the Urban Child Programme, who commissioned this Essay. Also, Jim Himes, the Director of ICDC generously provided creative insights and detailed commentaries. In addition, I received valuable commentary from Savitri Goonesekere, Maalfrid Flekkøy, and Jason Schwartzman. Sandra Fanfani and Kathy Wyper were supremely competent and supportive in a host of practical ways in getting this Essay out: professionals with a valuable sense of humour.

A number of people at the UNICEF headquarters in New York have also been very encouraging. As the UNICEF senior policy advisor responsible for community participation in 1982, Mary Racelis first revealed to me that there might be an audience for my ideas on children's participation. Together with John Donohue, who was then the UNICEF advisor on urban affairs, she helped me a great deal by introducing me to community development issues beyond the USA and Europe. More recently, Marjorie Newman-Black, Historian/Editor and Per Miljeteig-Olssen, Public Affairs Officer offered valuable assistance.

My partners in the Children's Environments Research Group staff were hard working and flexible as always: Selim Iltus with his extraordinary mix of intellectual talent and artistic and graphic layout skills, Ann Kelly for copy editing, and Lisa Price and Elizabeth Wilson for word processing.

I dare not try to recognize all of the wonderful people devoted to disadvantaged children I met overseas. I hope they will be satisfied by seeing in this Essay the influence of their ideas, and of the projects I saw. My guiding hosts in these countries were: Monica Mutuku and Viki Kioko in Kenya; Rita Panicker and Gerry Pinto in India; Pol Moselina, Jimmy Tan, Ana Dionela, Sony Chin, and Emma Porio in the Philippines; and Mario Ferrari, Lidia Galeano, Neusa Lima, and Bill Myers in Brazil. Martinha Arruda, who provided simultaneous translation during three weeks of grueling schedules in eight cities of Brazil, was heroic.

Outside of UNICEF a number of my colleagues generously critiqued the text: Joe Benjamin, youth worker and a pioneer of the adventure playground movement in Britain; Richard Chase, President of the Child Growth and Development Corporation; William Cousins, development consultant and former UNICEF senior policy specialist in urban affairs; Fabio Dallape, expert on East African Programmes for Street and Working Children; William Kornblum, sociologist; David Kritt, developmental psychologist; Geraldine Laybourne, President of Nickelodeon Television; Robert Schrank, expert on the world of work; and Brian Waddel, political scientist.

Most of all, I wish to thank Sherry Bartlett for her heartfelt involvement in the issue, her insightful comments, and her careful editing of the text.

You may be troubled by my alternating use of 'he' and 'she' throughout this Essay. Gender pronouns are a problem. I chose this solution because I wished to stress the importance of the participation of girls, as well as boys, in all projects.

A comprehensive handbook describing different methods that can be used with children and teenagers is currently under production at ICDC with authors from five continents and will be available at the end of 1992. Anyone who is interested in sharing information on methods may write to the author at the address on the back of this publication.

# I. INTRODUCTION

A nation is democratic to the extent that its citizens are involved, particularly at the community level. The confidence and competence to be involved must be gradually acquired through practice. It is for this reason that there should be gradually increasing opportunities for children to participate in any aspiring democracy, and particularly in those nations already convinced that they are democratic. With the growth of children's rights we are beginning to see an increasing recognition of children's abilities to speak for themselves. Regrettably, while children's and youths' participation does occur in different degrees around the world, it is often exploitative or frivolous. This Essay is designed to stimulate a dialogue on this important topic.

It might be argued that 'participation' in society begins from the moment a child enters the world and discovers the extent to which she is able to influence events by cries or movements. This would be a broader definition of participation than can be handled in this Essay, but it is worth bearing in mind that through these early negotiations, even in infancy, children discover the extent to which their own voices influence the course of events in their lives. The degree and nature of their influence varies greatly according to the culture or the particular family. This Essay, however, focuses entirely on children in the public domain: school, community groups, other organizations or informal groups beyond the family. It does not address preschool children or some of the important issues of children's social and economic participation within their families.

The term 'child' needs some qualification, particularly in light of the recent U.N. Convention on the Rights of the Child, which extends the meaning of 'child' to any person up to eighteen years. In many western countries teenagers lead such protected and constrained lives that it may seem appropriate to label them 'children'. I will follow the more common usage however; here 'child' will refer to the pre-teenage years, and 'youth' or 'teenagers' to the ages thirteen to eighteen. The term 'young people' will be used to embrace both age groups.

This Essay is written for people who know that young people have something to say but who would like to reflect further on the process. It is also written for those people who have it in their power to assist children in having a voice, but who, unwittingly or not, trivialize their involvement.

RUBY MERA / UNICEF



Students from Junior High School 125 in New York City record twelve-year-old Lemay-Thivierge, UNICEF's Spoke person for the Quebec Committee. He is speaking at the United Nations in New York following the adoption of the Convention on the Rights of the Child by the U.N. General Assembly

## II. THE MEANING OF CHILDREN'S PARTICIPATION

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The term 'participation' is used in this Essay to refer generally to the process of sharing decisions which affect one's life and the life of the community in which one lives. It is the means by which a democracy is built and it is a standard against which democracies should be measured. Participation is the fundamental right of citizenship.

The degree to which children should have a voice in anything is a subject of strongly divergent opinion. Some child advocates speak of children as though they were potentially the saviours of society. But many will say that participation by children is a naive notion for children who simply do not have the decision-making power of adults. Others feel that children should be protected from undue involvement and responsibility in the problems of society; that they should be allowed to have a carefree childhood. The erosion of children's free time and free play in the industrialized countries is a matter of too much protection, not too little. Children need to be involved in meaningful projects with adults. It is unrealistic to expect them suddenly to become responsible, participating adult citizens at the age of 16, 18, or 21 without prior exposure to the skills and responsibilities involved. An understanding of democratic participation and the confidence and competence to participate can only be acquired gradually through practice; it cannot be taught as an abstraction. Many western nations think of themselves as having achieved democracy fully, though they teach the principles of democracy in a pedantic way in classrooms which are themselves models of autocracy. This is not acceptable.

There are a multitude of examples of children who organize themselves successfully without adult help. You can probably remember building a play house with friends at seven or eight years of age, unknown to adults, or perhaps selling refreshments from a small stand in front of your home. Such examples from your own memory are the most powerful evidence of young people's competence. The principle behind such involvement is motivation; young people can design and manage complex projects together if they feel some sense of ownership in them. If young people do not at least partially design the goals of the project themselves, they are unlikely to demonstrate the great competence they possess. Involvement fosters motivation, which fosters competence, which in turn fosters motivation for further projects.

William Golding described in *Lord of the Flies* the kind of society boys might create if left to themselves on a desert island. This is a useful reminder to idealists about children that the kind of society we need to look for is one where children learn to become competent, caring citizens through involvement with competent, caring adults. While there may be many valuable examples of children organizing themselves without adults, these are not always for good causes: the street gangs of Santiago in Chile or Medellin in Colombia are just two current examples. We should not underestimate the importance of adult involvement, not only for the guidance they can offer, but also for the lessons they need to learn.

Young people's community participation is a complex issue which varies not only with a child's developing motivations and capacities, but also according to the particular family and cultural context. In cultures where adults themselves have little opportunity to influence community decisions, young people can become the initiating force for change. An interesting example is the Sarvodaya Movement in Sri Lanka where, in many villages children are the key to the development of community participation. Early childhood schoolteachers first change how the children participate and subsequently extend this to the adult population.

There are, however, negative examples of the use of young people by particular groups, such as the Youth Movement used by Hitler as a subversive force with adults: children were even encouraged to spy on their own parents. There are also many positive examples of youth radicalism developing as a response to adult inertia, but these usually involve older teenagers and young adults. Most commonly, however, the degree of opportunity for a child to collaborate in the everyday management of family, schools, neighbourhood and community groups is a reflection of the participatory opportunities for adults in that culture. The two are inevitably intertwined and so one must speak of encouraging participation by all, including children. Intervening to improve children's participation is one means of fundamentally improving the whole society, but this should always be done while keeping in mind the child's family and the impact that a child's empowerment may have on his relationships within the family.

THE NEW YORK TIMES, SATURDAY, SEPTEMBER 16, 1987



From the earliest ages children try to understand how they can participate meaningfully in society

### Young Firefighters Learn From a Pro

Dennis Lyman of the Pittsburgh Fire Department giving a lesson in safety to a group of youngsters who had tried to help. After an electrical storm knocked down some wires, the boys, complete with

fire hats and small truck, placed cones around some of them. Fortunately, the ones they chose were harmless telephone wires lying well away from dangerous electrical lines.

## CHILDREN'S PARTICIPATION AND THE CONCEPT OF CHILDREN'S RIGHTS

Young people's participation cannot be discussed without considering power relations and the struggle for equal rights. It is important that all young people have the opportunity to learn to participate in programmes which directly affect their lives. This is especially so for disadvantaged children for through participation with others such children learn that to struggle against discrimination and repression, and to fight for their equal rights in solidarity with others is itself a fundamental democratic right.

The Convention on the Rights of the Child, now ratified by over 100 nations, has significant implications for the improvement of young people's participation in society. It makes it clear to all that children are independent subjects and hence have rights. Article 12 of the Convention makes a strong, though very general, call for children's participation:

*States Parties shall assure to the child who is capable of forming his or her own views the right to express those views freely in all matters affecting the child, the views of the child being given due weight in accordance with the age and maturity of the child.*

It goes on to argue in Article 13 that:

*The child shall have the right to freedom of expression; this right shall include freedom to seek, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing or in print, in the form of art, or through any other media of the child's choice.*



The Convention, being more concerned with protection, does not emphasize the responsibilities which go along with rights. Children need to learn that with the rights of citizenship come responsibilities. In order to learn these responsibilities children need to engage in collaborative activities with other persons including those who are older and more experienced than themselves. It is for this reason that children's participation in community projects is so important. While much of the Convention emphasizes the legal protection of the child and the child's ability to speak for himself in legal matters, Articles 12 and 13 go well beyond this. Unfortunately, they also go well beyond what many families in most cultures would allow of their children even within the family. The family is not, of course, the sole agent in a child's socialization, but it is the primary one and is recognized as such in the preamble to the Convention:

*Convinced that the family, as the fundamental group of society and the natural environment for the growth and wellbeing of all its members and particularly children, should be afforded the necessary protection and assistance so that it can fully assume its responsibilities within the community.*

While the child's freedom of expression and participation in community issues may often be contrary to the child-rearing attitudes of the child's parents or caretakers, it is ultimately in the best interests of all children to have a voice. This is sometimes especially difficult for disadvantaged, low income parents to understand when they themselves have had no voice and see authoritarian child rearing as the best approach for their child's success. The aim should be to encourage the participation of the whole family. Sometimes children may themselves be the initiators but the goal should always be at least to make the parents aware of the process.

There is a universal tendency in families not to recognize the capacities of their children as decision makers even when, as workers, they are critical to the economy of the family. This became clear during the search for valid examples of genuine participation for this booklet: some of the best examples of children's self government came from working children living apart from their families on the streets. In these instances, parental dominance has been broken, and street workers have been able to support young people to collaborate more with one another using some of the principles and techniques described in this Essay.

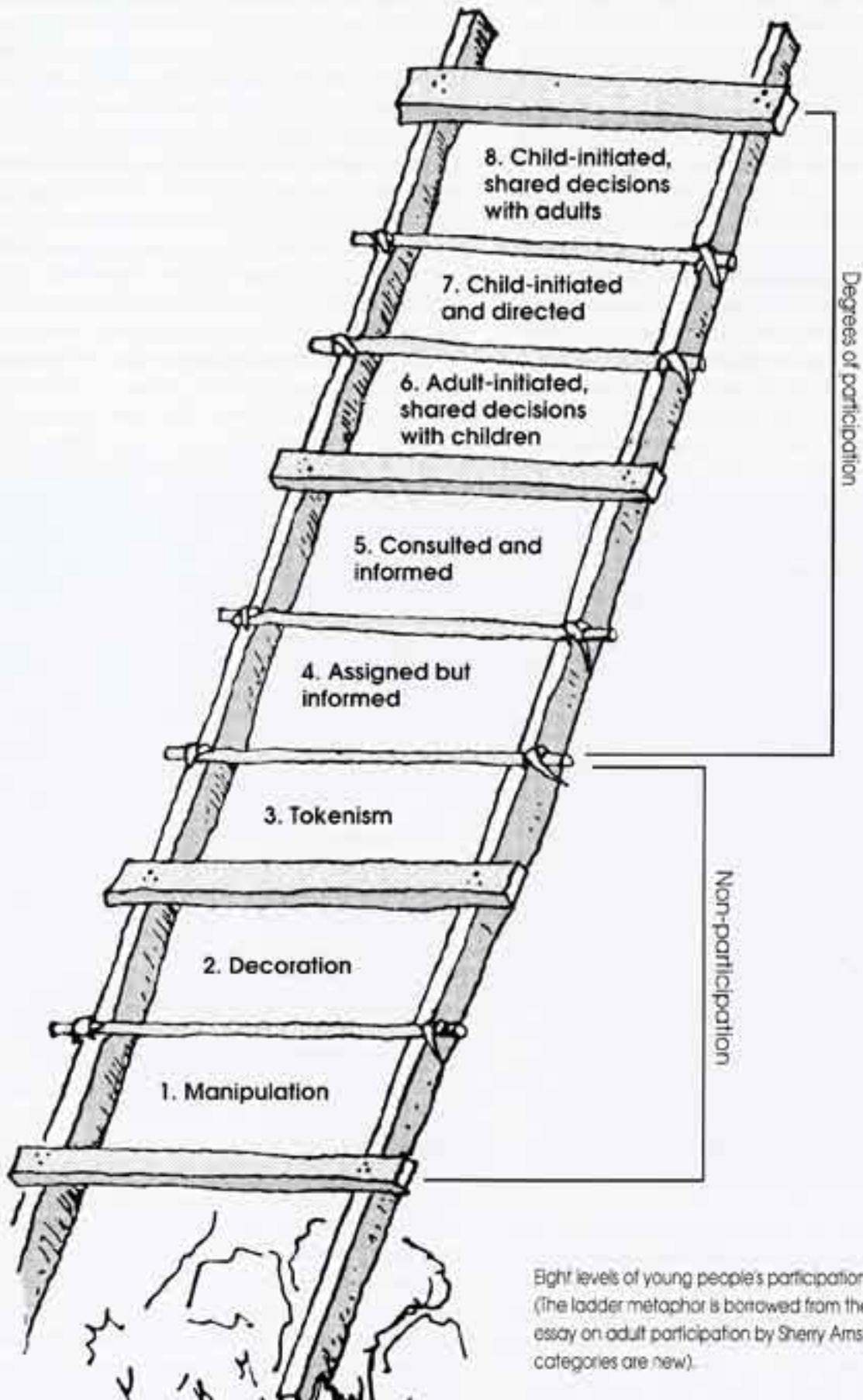
There is growing support for children's rights. For those whom UNICEF calls 'children in especially difficult circumstances' this is leading to some radical departures from past cultural norms. Some street children, for example, have been helped to form their own organizations; and there are increasing numbers of court cases on behalf of abused and neglected children. But the larger solution to improving children's lives must involve families and communities: they must be supported to do what they have traditionally done - to care for their children in a stable manner consistent with their culture. Simultaneously, families need to be encouraged to open up traditional practices to the greater involvement of their children as part of a general move towards creating a more democratic society, with greater opportunities and equal rights for all.

UNICEF QUITO



Children recently expressed their opinion on the Convention on the Rights of the Child throughout Ecuador. While children cannot be expected to have any sophisticated understanding of the relative importance of each of the different Articles of the Convention, such a referendum offers parents, teachers, and others a useful opportunity to engage in a dialogue with the children, and introduce the important concept of voting to them.

# The Ladder of Participation



Eight levels of young people's participation in projects. (The ladder metaphor is borrowed from the well-known essay on adult participation by Sherry Arnstein (1969); the categories are new).

### III. MANIPULATION AND TOKENISM: MODELS OF NON-PARTICIPATION

---

Children are undoubtedly the most photographed and the least listened to members of society. There is a strong tendency on the part of adults to underestimate the competence of children while at the same time using them in events to influence some cause; the effect is patronizing. There are, however, many projects entirely designed and run by adults, with children merely acting out predetermined roles, that are very positive experiences for both adults and children. Children's dance, song, or theatre performances are good examples of this as long as people understand that they are just that: performances. Problems arise when children's involvement is ambiguous or even manipulative.

The Ladder of Participation diagram is designed to serve as a beginning typology for thinking about children's participation in projects. The ladder metaphor is borrowed from an article on adult participation, though new categories have been developed for this Essay (see Arnstein, 1969).

*Manipulation* is the title of the lowest rung of the ladder of participation. Sometimes adults feel that the end justifies the means. One example is that of pre-school children carrying political placards concerning the impact of social policies on children. If children have no understanding of the issues and hence do not understand their actions, then this is manipulation. Such manipulation under the guise of participation is hardly an appropriate way to introduce children into democratic political processes. Sometimes such actions stem from adults' unawareness of children's abilities. It might be more accurate to call them misguided rather than manipulative, but either way there is certainly a need for improved awareness on the part of adults.

Another example of manipulation is a situation where children are consulted but given no feedback at all. The most common method is for children to make drawings of something, such as their ideal playground. Adults collect the drawings and in some hidden manner synthesize the ideas to come up with 'the children's design' for a play ground. The process of analysis is not shared with the children and is usually not even made transparent to other adults. The children have no idea how their ideas were used. A simple improvement on this idea would be to do a content or thematic analysis of the drawings with the children and thereby arrive at some principles for a play ground design, or whatever the subject may be. Such an improvement would move the project up three rungs of the ladder, to become participatory.

In contrast, a straightforward drawing competition, where the judging criteria and process are made clear in advance, cannot be criticized as manipulative. It is perfectly honest about not being participatory. If you read newspaper examples with titles like 'Children Build New Garden for Housing Project', look for any discussion of the process of children's involvement. The chances are you will find none. You will read about the finished product, and you will probably read the names of a lot of adult 'officials' involved in the process; but you will have learned nothing about whether the children were at all involved.

With the growth of the notion that children can have a voice, organizations have begun to conduct opinion polls and referenda with children. These methods have some exciting potential but are susceptible to manipulation even when used with adults. Preadolescent children, with their varying capacities for interpreting the meanings and purposes of such instruments, are a particularly easy prey for this technique.

*Decoration*, the second rung on the ladder, refers, for example, to those frequent occasions when children are given T-shirts related to some cause, and may sing or dance at an event in such dress, but have little idea of what it is all about and no say in the organizing of the occasion. The young people are there because of the refreshments, or some interesting performance, rather than the cause. The reason this is described as one rung up from 'manipulation' is that adults do not pretend that the cause is inspired by children. They simply use the children to bolster their cause in a relatively indirect way.

*Tokenism* is used here to describe those instances in which children are apparently given a voice, but in fact have little or no choice about the subject or the style of communicating it, and little or no opportunity to formulate their own opinions. Such contradictions seem to be particularly common in the western world because of progressive ideas about child-rearing which are often recognized, but not truly understood. There are many more instances of tokenism than there are genuine forms of children's participation in projects. Commonly, as far as the adults are concerned, the projects are in the best interests of children, but they are manipulative nevertheless.



Tokenism might be a way to describe how children are sometimes used on conference panels. Articulate, charming children are selected by adults to sit on a panel with little or no substantive preparation on the subject and no consultation with their peers who, it is implied, they represent. If no explanation is given to the audience or to the children of how they were selected, and which children's perspectives they represent, this is usually sufficient indication that a project is not truly an example of participation. This does not mean that young people cannot genuinely and effectively be involved in conference panels. If such events are organized in a participatory manner, and the children are comfortable with that medium of communication, they can be valuable experiences. An excellent example of young people's participation in a conference will subsequently be described on the highest rung of the ladder. Sadly, no matter what the children say, or how unrepresentative of other children their comments might be, one can be sure of a lot of applause and photography, and some cute stories in the newspapers the following day. Because children are not as naive as usually assumed, they learn from such experiences that participation can be a sham.

## SOCIAL MOBILIZATION

The large scale social mobilization of children and youth is a difficult phenomenon to categorize. It is common in many countries to observe young people in large numbers, often in uniform, demonstrating collectively about some issue. It might seem easy to reject these examples as non-participation by arguing that they are not voluntary. It is preferable, however, to look more closely at such examples and at the particular culture where they are found in order to ask to what extent they are participatory or not. It is useful to think of such projects along a continuum. This continuum ranges from regime instigated to voluntary activity. It may be that in many large-scale mobilization projects, though the children may not have initiated the project themselves, they may be well informed about it, feel real ownership of the issue, and even have some critical reflection about the cause. Sending a boy scout troop out to clean up spectators' garbage after a sports event would not be participation. If, however, the scout troop was informed fully about the problem, and its causes in advance of the project, and understood why they were being asked to volunteer, then this could be classified on the first genuine rung of participation on the Ladder of Participation: 'Assigned but informed'. This category will be considered in the following section.

UNICEF / LIBA TAYLOR



It is often difficult to see the 'social mobilization' of children as participation. Freedom of choice is the key of course. Children are often organized entirely by adults and herded out to demonstrate. Such events may have considerable merit for the children nevertheless, particularly when the issue concerns children, is understood by them, and is deemed by them to be important. In such instances, social mobilization may be an effective way to introduce children to the idea of having a voice on issues so that they might subsequently volunteer for genuine participation projects. In this photograph, children in Mexico City demonstrate as a part of a national vaccination day.

## IV. MODELS OF GENUINE PARTICIPATION

The ladder of participation introduced in the previous section is useful for helping one think about the design of children's participation, but it should not be considered as a simple measuring stick of the quality of any programme. There are many factors affecting the extent to which children participate other than the design of a programme. The ability of a child to participate, for example, varies greatly with his development: a preschool child may be only capable of carrying materials to a playground building site, whereas an adolescent might be able to oversee the entire building operation. This question, together with some of the subtle cultural issues affecting children's participation, will be considered in a subsequent section. Also, it is not necessary that children always operate on the highest possible rungs of the ladder. Different children at different times might prefer to perform with varying degrees of involvement or responsibility. The important principle again is one of choice: programmes should be designed which maximize the opportunity for any child to choose to participate at the highest level of his ability.

### ASSIGNED BUT INFORMED

I have labelled the fourth rung of the ladder of participation 'Assigned but informed'. There are a number of important requirements for a project to be truly labelled as participatory:

1. The children understand the intentions of the project;
2. They know who made the decisions concerning their involvement and why;
3. They have a meaningful (rather than 'decorative') role;
4. They volunteer for the project after the project was made clear to them.

It is useful to take a conference as an example, for this is commonly a setting for 'decorative', manipulative', or 'token' involvement of children. The recent World Summit for Children held at the United Nations Headquarters in New York was an extremely large event with great logistical complexity. It would have been difficult to involve young people genuinely in the planning of such an event, but the organizers wanted to go beyond the normal involvement of children and youth as merely cute representatives of their age group. Roles were created which were important both functionally and symbolically. For example, a child was assigned to each of the 71 world leaders. As 'pages', these children became experts on the United Nations building and the event, and were able to play the important role of ushering the Presidents and Prime Ministers to the right places at the right times. Of course, the symbolic power of this was not missed by UNICEF, the press, or by the leaders themselves, and ample opportunities were given for photography. Nevertheless, the children's roles as pages were important and were clear to all. The children were proud to be serving at an event of such importance. Had they been asked to speak in order, somehow, to represent the views of children, this would have removed the example to the bottom rungs of the ladder, for these were the children of diplomats and were selected for convenience rather than to be representative of any particular group. To use them as pages was appropriate; to present them as spokespersons would have been yet another example of tokenism.



Conferences, like this UNICEF youth summit in Wellington, New Zealand, can be positive democratic experiences for children when they are well designed. Usually, however, the children are not elected by any larger group of children to represent them, they do not report back to any other children, and they have not prepared for their role through discussions with other children. Consequently, these are usually token events with a lot of photographs taken by the press but little serious attention given to the substance of the children's comments.



At the recent World Summit for Children each of the 71 heads of State were assisted by 'pages' from their own country. Conferences are commonly settings for tokenism in children's participation but, because at this conference the children were able to help in the important roles of ushering the leaders to the right places at the right times, their role was practical as well as symbolic. It should, therefore, be considered an example of genuine participation

## CONSULTED AND INFORMED

Young people sometimes work as consultants for adults in a manner which has great integrity. The project is designed and run by adults, but children understand the process and their opinions are treated seriously. An interesting example is available from the corporate world, a useful reminder that genuine participation experiences are important for all children in all settings. At Nickelodeon, a television company based in New York, new ideas for television programmes are sometimes designed in consultation of children. Low cost versions of the programme are created and critiqued by the children. The programmes are then redesigned and again shown to the same expert panel of children. This is very different from the normal use of children in market research in the corporate world where the children are paid for their time to discuss a product in a group session, but are not informed of the results of the session and in no way become involved in the process.

A survey was recently designed by the city of Toronto, Canada to obtain youth views on the city. Based upon a similar survey by 'Kids Place' in Seattle, Washington in the USA, it is more than most cities do with their children and it is honest about the process. It could probably be called an example of 'consultation' though it does not seem to go far enough in involving youth in the process, except for the lucky winner who becomes 'Mayor for a day'. An improved design would promise to share the findings of the survey with the participating youth. Furthermore, if the surveys were conducted by students in the public schools the children could themselves analyze and report on the data, rather than sending it to a distant city agency.

## ADULT INITIATED, SHARED DECISIONS WITH CHILDREN

The sixth rung of the ladder is true participation because, though the projects at this level are initiated by adults, the decision-making is shared with the young people. Many community projects are not meant for use by any particular age group, but are to be shared by all. Invariably, of course, it is the most politically powerful age groups (from 25 years to 60 years in many industrialized nations) which dominate the planning process even when it is participatory. Our goal in these instances should be to involve all persons, but to give particular concern to the young, the elderly, and to those who may be excluded because of some special need or disability.



A survey, recently completed by the City of Toronto, Canada, to obtain youth views on the city is an example of consultation. Like most surveys, it could be greatly improved by building youth into the process of analysis and discussion of the results. Consultants should at least be informed of the results.





telex hook-up to agency network



copy editing



journalist

Children's news publishing often involves a high degree of responsibility and can be classified on the sixth rung of the Ladder: Adult-Initiated, Shared Decisions with Children. During an exhibition for the International Year of the Child (1979), Group Ludic created a tent in Paris where children learned to use a telex to gather news from other regions of the country. They produced a daily newspaper and they designed low-cost audio visual shows using hand-drawn transparencies. Professional journalists were brought in to offer advice and technical assistance.

### **‘NUESTRO PARQUE’: A PROJECT FOR ALL AGE GROUPS**

When the Children's Environments Research Group was approached by the Youth Action Program in New York City to help the Young People's East Harlem Resource Center design a park for multipurpose use, we knew we would have to find a process which would involve all of the community, but would pay special attention to young people, its primary users. Separate workshops were held with groups of children, teenagers, and parents (a number of whom were also teenagers). Three dimension modelling materials were used because we have found this method to be more liberating for people not accustomed to design. It also enabled very young children to be involved. They created features such as card board sandboxes and gardens, and benches of plasticine. As they struggled to locate these features on a scale model, they argued out their priorities and debated the most critical design issues. This enabled questions of access, safety, and security to be aired. All of the design sessions were videotaped, thereby enabling the landscape designers to incorporate all of the features and issues which the community thought were important.

The different model designs were wheeled out on to the sidewalk for a design festival. Large numbers of residents were attracted by music and food, and invited to critique and modify the designs. It is critical to this process that even those local residents who were not involved in the design understood that this was an open process to which they were invited. The landscape designers produced alternative syntheses of the different groups' ideas. These were then critiqued by the community before being hardened into a final design. Experience has shown us that spaces created by this kind of highly participatory community design process suffer much less vandalism than those carried out by designers behind closed doors.



Children of the Young Peoples East Harlem Resource Center in New York putting finishing touches to one of the models for their proposed park. The "Nuestro Parque" models were displayed on the sidewalk outside the park for all local residents to comment on and to build alternative designs if they wished.

## CHILD INITIATED AND DIRECTED

We can all think of dozens of examples where children in their play conceive of and carry out complex projects. When the conditions are supportive for them, even very young children can work cooperatively in large groups. The photograph below illustrates part of a large dam system which children under eight years of age, as many as fifty at a time, built on a sandbank behind a school in Vermont in the USA over many months. Here the supportive conditions were an enlightened school staff who understood the value of such play activity so well that they did not interfere or direct. They also had such strength in their conviction as educators that they were willing to suggest to parents complaining about soiled clothes that they send their children to school with different clothing! It is more difficult, however, to find examples of child initiated community projects. A primary reason for this is that adults are usually not good at responding to young peoples own initiatives. Even in those instances where adults leave children alone to design and paint a wall mural or their own recreation room, seems hard for them not to play a directing role.

## CHILD INITIATED, SHARED DECISIONS WITH ADULTS

One of my best examples of this category of participation comes from a public school in the USA. Two ten year old boys had enviously observed me taking small groups of children from another class into the woods to observe animal behaviour from behind a specially built blind or hideout. They built a blind beneath a table in their classroom and began to observe other children's behaviour, using one of the forms I had designed for studying animal behaviour. Their teacher observed this and supported the children by suggesting ways they might improve their blind and the design of the form. The activity became a valuable means for the class of children to learn about themselves by observing their own behaviour, and it was extremely useful at the end of the school day in aiding conflict resolution and suggesting new strategies for classroom organization and management. This example obviously relied heavily upon the impressive insight and creativity of a caring schoolteacher.

It is usually only children in their upper teenage years who tend to incorporate adults into projects they have designed and managed. The National Commission on Resources for Youth (1974) documented the efforts of the Student Coalition for Relevant Sex Education in New York City. A group of New York City high school students formed a coalition to petition the Board of Education for a relevant programme of sex education; they had seen too many of their peers leave school pregnant. They worked with the Planned Parenthood organization to write a proposal, but unfortunately the Board of Education lost the 8,000 signatures. They persisted, and a subsequent petition led to meetings and a favourable response from the school's Chancellor. As a result of these efforts, peer counsellors were hired in the schools offering referral services and information on problems of pregnancy and venereal disease. In a related vein, teenage students from a school in Paranoá, a low income settlement on the outskirts of Brasilia, designed and directed a video report on how pregnant teenagers feel about being pregnant and what advice they have for other teenagers.

Regrettably, projects like these, on the highest rung of the ladder of participation, are all too rare. The reason, I believe, is not the absence of a desire to be useful on the part of teenagers. It is rather the absence of caring adults attuned to the particular interests of young people. We need people who are able to respond to the subtle indicators of energy and compassion in teenagers.

'Animator' is the term used in some countries to describe the kind of professional who knows how to give life to the potential in young people. Street workers, an expanding profession in certain developing countries, are wonderful examples of animators, to be described in the section on Children in Especially Difficult Circumstances.

ROGER HART



A dam with sluice pipes designed and built by girls in Wilmington, Vermont

## V. RESEARCH WITH CHILDREN

Some of the more practically oriented child advocates reading this booklet may react to the term 'research' as irrelevant and even contrary to community participation. If one truly wishes to involve people in decision making, however, rather than simply having them carry out the manual phase of projects, they must be involved in their design. This requires analysis and reflection - what is commonly called 'research'.

There are many domains in which children's competence and ability to participate is undervalued. My first awareness of the problem came when I began to do research on children's knowledge of the environment over two decades ago. The methodological literature concerning research with children was primarily in the field of psychology. It gave me little indication that children could become partners in a research endeavour. In fact, the predominant quality of the relationship between researcher and child in much of psychology was one of deception, whereby the investigator had all the questions, yet the reasons for these questions were not understood by the child. Even anthropology, which might be expected to have a different emphasis, given its sensitive approach to interviewing, had given very little thought to working directly with children. Its emphasis with regard to children has been, until recently, almost entirely upon childrearing, with the information coming from parents and from direct observation of children, rather than from any talk with children.

I learned quickly from children that if an adult has a genuine interest in their lives which they can comprehend, then they are most enthusiastic in their participation. The most common resistance from investigators to interviews with children is the fear of receiving inaccurate information. This is based on the belief that children have poor memories which are highly subject to the power of suggestion, and that they have a strong desire to please the interviewer by saying the 'right' thing. In fact, even five year old children can provide highly accurate information when it is recalled spontaneously and is of relevance to them. Children do not have the same competence in communicating as adults but this does not mean that information from children is invalid. It rather means that we need to be sensitive to children's development and find methods which maximize their ability to speak about issues which concern them in a manner which is most comfortable to them.

Unfortunately most social science research with children is still of the distant' adult controlled type: questionnaires and structured interviews which barely scrape the surface of what children are able to tell. Universities in North America have in recent years become stringent about obtaining permission from both parent and child, but this is usually simply a strategy of obtaining a legal safeguard rather than truly empowering the child in the decision. It is no accident that almost all psychological research involving interviews with children occurs within school settings. Such pro forma statements as "may I interview you?" or "you are allowed to say no" are carried out with in these highly authoritarian institutions where expectations from teachers and principals give little real freedom of choice. Most psychological investigations would have a much more difficult time obtaining such child volunteers' in streets and playgrounds.

When I began to develop applied research on the quality of children's environments and ways to improve them, it became clear to me that there were other reasons, beyond validity of the data, why children's participation in research was important. In most cities, people, particularly in poor communities, are not involved in decisions concerning their environment, even in such obvious settings as public open space. My training had previously led me to believe that careful

behavioural research on children's use and experience of the environment was all that was required to guide city planners and designers in making decisions appropriate for children. Not only is this model of rational planning and design naive, but it also increases the alienation of people from the planning process by pretending that research data can speak for them. Gradually I moved towards a model of research in which I worked, with children and child caretakers, to carry out research on their environments which they could then use as a basis for their own planning and design of environments, or as the basis for their own arguments to city agencies.

Meanwhile an approach, called Participatory Action Research, or sometimes just Participatory Research, was emerging for work with adults, particularly in developing countries. It is designed as an alternative to conventional applied research by helping people learn to conduct their own



Teenagers in Paranoá, a low-income settlement outside Brasília, using a video system to document community problems as part of their school curriculum.





In an attempt to create safe play opportunities in the South Bronx, New York, the Children's Environments Research Group involved people of all ages in planning and design workshops. In this photograph young teenagers identify locations where the activities of drug dealers prevent their use of public open spaces.

research. A brief account of Participatory Research principles is necessary as an introduction to their specific application in research with children.

## THE PARTICIPATORY ACTION RESEARCH APPROACH

Just as 'participation' can mean many things, so can 'participatory research'. Before highlighting some of the controversies it is useful to consider the common features of all participatory research. Fundamentally, it rejects the social division of mental and manual labour. It is often called Participatory 'Action' Research in order to stress that research and action should go together and be carried out by the same people. Some describe this as a de-professionalization of research. I see it as a 're-professionalization', with new roles for the researcher as a democratic participant. In summary, its main features are: (a) that the research be carried out by or with the people concerned; (b) the researcher feels a commitment to the people and to their control of the analysis; (c) research begins with a concrete problem identified by the participants themselves; and (d) it proceeds to investigate the underlying causes of the problem so that the participants can themselves go about addressing these causes. Throughout this process, the researcher has the obvious role of technically assisting in the process of the research. A less obvious, but very important role for the researcher is to use whatever knowledge or insights she may have of the larger causes influencing the problem, and to engage in a democratic dialogue with the participants over these larger causes. Through the process of carrying out this participatory research the participants not only transform some conditions related to a practical problem in their lives, but they also educate themselves about their general situation, thereby empowering themselves more generally for future action.

Beyond these basic agreed upon principles there are disagreements among different researchers depending on their political ideology and philosophy of how knowledge is generated. The major disagreement has to do with the extent to which Marxist theory is understood by the participants and thereby incorporated into their analysis of the problem. Marxist critics have argued that much participatory research is of the simple 'pragmatic' kind which says that if people are involved it must be good. Participation and action alone, they say, is not enough to transform people's lives. Action, it is pointed out, is required even to maintain things the way they are! The argument continues that if one wishes to change conditions, one must be sure to identify and transform the causes which matter and this involves bringing the participants into a deeper understanding of their condition. There has been more talk of the need for such approaches than there have been good demonstrations of it. One of the real problems seems to be getting participants to become interested in theoretical analyses which go too far beyond their own analysis of practical problems. Another is the danger of being too pedagogic and paternal, and losing sight of the participatory (democratic) nature of the exchange and the role of the outside researcher. My own belief is that when people are involved in successful research and action on their own behalf, it encourages them to do more of the same, and that through this kind of escalation they come to face the barriers to change themselves. In this way, there naturally comes a time to help participants with an analysis of some of the more hidden and intransigent forces which the researcher may know of. In summary, a researcher should enter participatory action research being clear about his own theory of social change and should be ready to share this with the participants in a democratic way rather than insisting upon a timetable which is his.



Children in a school in East Harlem, New York City prepare materials to send to their 'pen pals' in Readsboro, a small town in rural Vermont. In the Environmental Exchange Project all subjects of the school curriculum are organized around the study of the neighbourhood to the maximum degree possible. The children spend the school year preparing a book describing their neighbourhood, developing alternative plans. Important neighbourhood sites are selected for study by the children offer interviewing residents of all ages. At the end of the year, this document can be used as a guide for parents, city planners and elected officials. Regularly, throughout the year, the children send their findings to their 'pen pals' living in a dramatically different community who are also producing a book about change in their community. Towards the end of the year the children visit their 'twin' community for two or three days and the children lead their 'pen pals' around the sites.



The use of 3D models to enable children to design housing which satisfies their own needs in Bristol, England

## SCHOOLS AS A BASE FOR COMMUNITY RESEARCH AND DEVELOPMENT

For the past two decades, the United Kingdom has provided hundreds of interesting examples of children's research and participation in community planning issues, particularly in the elementary schools. There appears to be a combination of reasons why this should have happened in this country more than others. The primary one is probably the relatively 'open' nature of the British elementary schools where school head-teachers, with relatively high degrees of autonomy, have been able to establish with their staff their own particular philosophy of teaching. In a large proportion of schools the chosen philosophy sees children as active participants in their curriculum - asking questions as well as giving answers. This commonly involves children moving around the class room, or even the whole school, in small groups in pursuit of solutions to some collective problem or theme of study shared by the whole class of children. Combining this with the traditional recognition of the values of 'field study' in British education results in some schools where children conduct research with the community beyond the school.

The British Government provided an important impetus for this trend by concluding in their 'People and Planning' that public participation should be central to all environmental planning decisions. To other important factors was added the influence of a key figure: Colin Ward, an architect, planner, teacher, and social commentator became Education Officer for the British Town and Country Planning Association. From this position he launched a highly effective journal for schoolteachers called the *Bulletin for Environmental Education*, recently renamed *Streetwise*. Ten times a year Brit-



ish teachers received this journal describing projects throughout the United Kingdom in which children investigated their urban surroundings: how they came to be and what they might, become.

In much British community research in the schools, children simply report their research findings to the community residents. In most urban settings, where adults as well as children are unaware of planning problems and alternative solutions, this can be a valuable activity for the community. Sometimes, however, the childrens research is also presented to town planners. In this simple way hundreds of geography and environmental studies teachers in the UK have been able to contribute to their children's understanding of community planning by allowing them to participate in small, but realistic projects. Meanwhile, their learning of the traditional concepts and skills of geography, environmental studies, and local history is improved by adding the motivation of investigating a real problem, both scientifically and humanistically.

Some local government town planning departments have played a valuable role in supporting schools in their efforts to involve children in the community. Many planning departments have 'School Liaison Officers'. In the past this might have been the kind of person you will remember from your own childhood - a fireman or police man visiting the school to describe what constitutes good behaviour in the community. Many planners have interpreted their school liaison job in a much more participatory manner.

Given the difficulty of initiating community participation within the schools, it is often better to think of developing outside resources which the schools can use. An excellent example is the concept of 'Urban Studies Centres', again from Britain. The Notting Dale Urban Studies Centre, in the heart of a multicultural area of West London served as a model for this concept. The most frequent visitors are children from surrounding schools who use it as a base for conducting research on the local environment. For example, in investigating existing housing conditions as a basis for a housing proposal, they carry note pads, tape recorders, and cameras and interview residents, housing experts, builders, and government officials. When they return to the Centre, tape recordings are transcribed, photographs printed, and reports prepared. Materials assembled by previous groups are pulled out of files for reference and comparison. Teachers and Centre staff assist children with their tasks, engage them in discussion, and offer guidance in making decisions when requested. Working together in small groups, the children sift through, discuss, and interpret their material. Sometimes they put it in the form of a newspaper to take back for printing and circulating around their school. The Centre is also used by children from beyond the city as a base for exploring city life. There is even dormitory space for a whole class of children to spend a week on such research.

As well as serving as a base for schools, the Urban Studies Centre also became of great value to local residents as a place to discuss local planning issues. Over the course of time, much useful material for planning decisions has been collected by children working at the Centre. Its archives are a rare combination of traditional data and residents' perceptions: statistics, minutes, briefs, case studies, correspondence, newspapers, and the students' own documentation. Over time the children gradually add to the archival and survey resources of the Centre, helping it become more and more a community resource. In this way it has established a political potential as a centre for community participation which would be difficult to achieve with in even the most open minded of community schools.

ROBIN MOORE



At the Notting Dale Urban Studies Centre, children put together an issue of the Silchester Sun, a community newspaper, using information collected from the community with the help of cameras and tape recorders.



Traditional playgrounds with fixed equipment are most interesting to children when they are being built or dismantled. Consequently, some countries, particularly those of northern Europe, have developed 'adventure playgrounds' with many materials and much participation by children in building them. This example is from Harbourfront Adventure Playground in Toronto, Canada.

The following account by Joe Benjamin, one of the playleaders who pioneered adventure playgrounds in England in the 1950s, captures some of the special qualities of this profession and its value for encouraging participation and social cooperation among children (Benjamin, 1974). Drawing from his daily log, he describes the growth of huts built by the children:

*Huts are now becoming utility or public service establishments; the first being the "White Hotel". This was followed by a fire station, complete with home-made ladders, and a first-aid post called "Shanty Town Hospital", manned by a staff of three Red Cross lads, a girl of thirteen and two very junior orderlies aged eight and nine years. The medical staff have built a waiting room onto the hospital and have produced their own blanket and armchair. They are also making a stretcher... The most interesting feature of these dens lay more in the way they were used than in the actual construction. All of the 'public service' dens became functional: the hospital staff took over first aid, the fire department patrolled the various bonfires, the 'Cop Shop' police arrested wrongdoers and tried them in open court. In all these cases, the initiative had come from the children, and I had seen my own role primarily as that of a supervisor to ensure fair play and secondly to pick up the ideas of the children and suggest how these might be developed (page 52).*

Later on, Joe Benjamin describes how the children's participation in management of the playgrounds activities led them quite easily into community service:

*The children, looking for a realistic activity, took to sawing as they took to the building of dens. The materials were equally available, and there were sufficient tools (in this case twenty-four-inch bow-saws) to meet our needs. My own role, again, was merely to ensure that the different groups did not intrude in each other's activities - a situation much more difficult to control in the limited space of the hut than in the playground. There was no developing pattern as was seen with the dens or with other activities in the hut, except that week after week, with never a variation, actual 'production figures' increased. The scheme first began early in January 1957, when six pensioners each received a sack of logs. It ended when I took a break before Easter. By this time our list of pensioners had grown to twenty and our deliveries to 176 sacks. Deliveries had been made each Saturday morning by means of a pram, truck and barrow over an area extending to more than a quarter of a mile from the playground in each direction (pp. 69-70).*

## VI. PLAY AND WORK: THE DIFFERENT REALITIES IN INDUSTRIALIZED AND DEVELOPING COUNTRIES

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Play and work are often presented as opposing categories: play representing all that is spontaneous and enjoyable, and work representing all that is obligatory and boring. Children are supposed to play; adults are supposed to work. A little honest reflection will lead many people to question these simple categories. Some conceptual discussion is certainly necessary as a preface to any discussion of children's participation in decision-making. In many countries youth are trapped in childhoods where no work is allowed until they are at least 15 or 16 years of age, well beyond the age where play alone is fulfilling. Meanwhile, in many developing countries a lot of work in the family is carried out by five-year-olds, and older children are often exploited in grinding industrial or agricultural labour. There is little time for play.

There is a strong romantic tradition in the West which sees childhood as a special period where innocence, spontaneity, fantasy, and creativity reign. There is also considerable support from contemporary child development theory that early childhood should be a time for allowing spontaneous activity through play. In addition, there is a strong literary tradition for children which stresses the culture of childhood: children with other children playing and working in solidarity and trying to make sense of the confusing, and often unreasonable, world of adults. Mark Twain's Tom Sawyer and Huckleberry Finn are in this category. Children should have opportunities to play together in unprogrammed ways in order to learn to cooperate successfully and to build 'communities' themselves. It is perhaps in these relatively autonomous worlds of play that children take in the culture they are being handed by their parents, schoolteachers, the mass media, and others. Outside of the institutional competitive world of schools and sports, and recreation programmes, created by adults for children, they can find in their free play a place to participate with one another in building their own communities.

Child psychologists, since the 1930s, have bolstered the conception that play is important for children's development, particularly in the preschool years, and that children should be protected from the world of work. Parents are told in many childrearing books that play, carried out in free time with limited obligations, is the place where children learn in a safe and spontaneous way many of the skills for participation in adult society. There has been no such clear wisdom expressed concerning adolescents, other than their need for school education. Teenagers struggle with little guidance to find meaningful activities outside school. In recent years the pressure for school performance has been extended downwards into the elementary schools as parents push their young children to achieve now for a better future as adults. Even kindergartens, traditionally a haven for play, in some countries are becoming centres for academic pursuits.

For many people, children's play means climbing, swinging, and sliding. Certainly these are part of play, but if one observes children playing with one another in an environment rich with materials, what they are doing looks a lot like work. It is for this reason that the static traditional playgrounds with fixed equipment are most interesting to children when they are being built or dismantled. Consequently, the countries of Northern Europe have developed 'adventure playgrounds', places with many materials and much participation by children in building them. Squint a little and children in an adventure playground look like adult workers at a building site.

There are many theories of play, but common to most of them is the concept of a desire for competence. One of the great writers of child development and educational theory, Maria Montessori, described play as "the work of the child". Much of play is a training ground for later participation with adults in work: learning the properties of materials, developing physical skills, exploring tool use, and social cooperation. Unfortunately, opportunities for free (unprogrammed) play with peers in resource-rich outdoor settings are declining in the West due to a combination of forces: fear for children's outdoor safety, parents' work patterns, and growing pressures for academic achievement. Many early childhood experts argue against the erosion of children's freedom to play, but parents, particularly from the middle classes, anxious for their children to find work in a technocratic society, push for school work, failing to recognize the benefits of free play to their child's social and emotional development. Free play is difficult to replace in the adult-controlled settings of school and recreation programmes, which are supervised, individualistic, and competitive.

The genesis of the play and recreation movement in the West at the beginning of this century was the desire to remove children from the streets where they might cause trouble and get in the way of adult business. This movement was also designed to foster children's physical development. Recognition of the value of play to children's social, emotional, and intellectual development has been much slower to take hold with the general public. Since the Second World War there has been a small, vocal movement arguing for a more important place for play in the public agenda for children (see International Association for the Child's Right to Play). There is a clear link between the paucity of engaging opportunities and the boredom and delinquency of young people. If it were possible to convince government agencies of this link, the

play movement would be well funded and would quickly gain momentum. In the meantime, play is trivialized by parents and capitalized on by the corporate world which invents expensive systems of toys and electronic technology with which children act out pre-programmed dramas.

The adventure playgrounds, which I have referred to are an interesting institutional response to this issue in industrially advanced nations. Children from eight to eighteen years of age create their own play worlds with a diversity of materials. They are supported, but not directed, by 'playleaders', a rare kind of professional adult who understands the need children feel to direct their own activities but who also recognizes that they like to have caring adults to turn to from time to time for both technical and emotional support. Children who have had opportunities with one another in cooperative settings like adventure play grounds are, I suspect, more likely to be able to work together on participatory community projects with other children and adults than children who have spent an equivalent amount of time in traditional civics or government classes in school and are otherwise limited in their recreational pursuits to activities programmed by adults. Regrettably, the trend in the West is to increase the hours spent in schooling and programmed recreation; for most of their remaining hours children watch television.

What is needed, then, are occasions when children, adolescents, and adults can each be alone with their age group, and other occasions when they can be together to help, share, and learn from one another. This sounds simple but it is in fact different from the simple-minded, polarized arguments one commonly hears among those who talk of too much control by adults of children, and those who fear children have too much freedom. Both of these extremes imply that children only learn from adults and that they do this in a one-way process from adult to child. Once one accepts that the learning of culture is a much more complex story than this, with everyone learning from everyone else — children from children and even adults from children - then children's participation becomes a less radical concept. With this realization comes the recognition that all children to different degrees are already participating in society and the job of child-rearing is to recognize and support this diversity of valuable experiences.

While young people in the industrially advanced countries struggle for competence in a world with out work for their age group and with increasingly programmed education and recreation activities, most of their peers in the developing countries are working. Research from 50 non-industrial societies reveals that the most common age for the assignment of responsibility of the following tasks is five to seven years of age: the care of younger siblings, tending animals, household chores, gathering materials like firewood, and running errands (Rogoff et al., 1976). There is usually time for play in between chores in these rural settings. This greater involvement of children in the work of the family in non-industrial countries presumably does not reflect greater awareness of children's competence in these cultures, but simply the greater need for work in the family economy. With industrialization, families may move to cities and children are then often given more menial work, away from the family, involving repetitive tasks and less free time for play. The very luckiest children find jobs demanding skills which they can develop and time for education to help them further in their search for a meaningful place in society. For most working children and youth, however, the work is better called 'labour': it is not meaningful and they did not choose it, and it is often exploitative or hazardous. They are effectively slaves working in factories, plantations, or mines. Choice is an important distinction in determining whether a child is participating or being exploited. When, however, a young child is trapped in a house working all the time, it is hard to blame parents for exploitation if they themselves are doing this out of economic necessity. On the other hand, it is important for the child to know that the family is being exploited by the situation, and that the pressures put upon her parents prevent them from offering her the childhood she deserves. It is also important that families and societies be encouraged to reassess the 'necessity' of child labour to ensure it has not simply become an excuse for governmental or societal inaction.

Work for a child can be highly participatory and hence educational. If it is somehow supplemented with sufficient education to allow a child future choice of alternative work it need not be exploitative. When it is necessary for a family that a child work, this work could be made into an educational experience by creatively modifying or supplementing it, although this is extremely difficult for families which themselves are on the borderline of survival. There are instances where cultures clash on this issue. The East End of London, like the Lower East Side of New York, has seen waves of different immigrant cultural groups employing their children in the clothing industry in order for their low-income families to establish a foothold in the new culture. Asian families in London are a recent group to struggle with the government over compulsory schooling (Ward, 1978). One can understand the legislative history which led Britain to protect children from work in the 19th and early 20th centuries. It is, however, far from clear that an all or nothing solution is appropriate, particularly when a nation has a high unemployment rate facing young adults at the end of a very long period of schooling.

The place of work in children's lives in the industrialized and developing countries is a complex subject which cannot simply be resolved only through single pieces of legislation which prohibit children from working or which require more schooling. Experience from the industrial nations should tell us that the solution for the developing nations is not



Girls from low-income families throughout the world, like this seven year old in Brazil, work from a very early age looking after children.



For most working children in the developing nations, their work is better called 'labour': It is not meaningful and they did not choose it.



just more and more schooling, for we are now seeing the effects of youth who have had no opportunities to discover the pleasures of meaningful work. Our solutions must therefore involve not only a recognition of the grim realities of exploitative labour balanced against the economic realities of a child's family and the need for income; we must also consider a child's desire to develop competence which is relevant to the kinds of work demanded of her, both now and in the future. We need more thoughtful development and evolution of a variety of solutions within each culture involving unique combinations of play, work, and school. From these different experiences, every child should be able to find a route to a meaningful role in his or her community and to discover both the rights and the responsibilities for participating with others in the development of this community.

ROGER HART



In non-industrial societies throughout much of the world, children work for the family from five years of age onwards. Rosetta, a ten-year-old girl from Piquatuba, in the Brazilian Amazon, is doing her regular washing of dishes in the river.

## VII. CHILDREN IN ESPECIALLY DIFFICULT CIRCUMSTANCES

Numerous examples have been given in this Essay of children's participation in community development. But many children do not live in the kinds of relatively stable families which enable this kind of public participation. UNICEF uses the term 'children in especially difficult circumstances' to describe those children with no family or who are from a family so traumatized by disaster, poverty, armed conflict, or family dissension that it cannot meet their basic needs. Still others live with abusive or neglectful families and need to be protected from them. The examples in this section are drawn from the developing nations. This is by no means meant to imply that there are no such children in the industrially advanced countries. However, because of the economic problems facing the developing nations, the scale of the problem is greater.

Like so many over-protected children in the industrially advanced nations, these children find it difficult to develop as competent human beings and to find a meaningful role in society, but for very different reasons. As a result, the kind of participation they initially need is different. They need to be given the opportunity to reflect and act upon their own lives. This does not necessarily exclude them from extending their efforts soon afterwards to the benefit of the larger community of which they are a part. Fabio Dallape argues, from his work with street children in Africa, for the importance of reminding children of the lives of their peers as they begin to free themselves from their own difficult circumstances. If one fails to do this there is, as Paolo Freire warns, the great danger of the oppressed becoming the oppressors after liberating themselves.

Great strides have been made in recent years in the way some governments work with 'street children', those children who work and often live on the streets. Instead of seeing these street children as a problem for society to remove from the streets and to 'reform' or to protect through institutionalization of one kind or another, it is increasingly recognized that these children need to be given opportunities to understand and improve their own lives.

Some of the best examples of high levels of participation are to be found in the work that street workers are doing with street children. Street workers, many of whom were once street children themselves, are creative members of an expanding profession. They have in recent years, in a number of countries, dramatically transformed approaches to street children. No longer are these children arbitrarily placed in institutions. The new approach begins with establishing a rapport with the children and understanding their current situation as a basis for improving their own lives. Whenever possible this involves helping them to return to their families. Where this is not possible it means supporting them to form alternative 'families' or 'communities', and a healthy means of economic survival. All along it means recognizing and building upon the resiliency and creativity of the children themselves.

BUTTERFLIES



Street and working children demonstrating on their own behalf. This rally was organized by the NGO Forum for Street and Working Children in New Delhi, India.

## SCRAP COLLECTORS IN NAIROBI

A common dilemma in developing programmes for street and working children is between guaranteeing their protection in the immediate or short-term versus adopting a strategy which maximizes the development of autonomy and hence reduces their dependence upon external providers. Fabio Dallape describes an instance from his records as past director of the Undugu Society in Nairobi, Kenya:

*Children at risk living on the street in Mathare Valley, a slum in Nairobi, had to work in order to subsidize the scarce income of their families. Undugu Society, an NGO working with children in difficult circumstances, found itself involved with a group of children collecting scrap metal, paper, and plastic bags. They were working mainly in the mornings in different areas of the city collecting whatever they could put their hands on. They would move alone, in pairs, or in small groups, but with each one working independently. In the afternoon they would try to sell what each one had collected: the sales were also done individually. The price was fixed by the buyer who would offer about half of the market price. The children had no alternative since they badly needed the money on a daily basis, and any storing of the material would carry the risk of being stolen.*

*Macharia, a social worker of Undugu, had an opportunity to meet them one by one at their working places. He spent a few weeks just being with them, talking, listening, joking, and sharing ideas on places where they could find scrap metal or paper. When he felt confident that they would appreciate spending some time with him, he indicated to them a place where they could find him. It was not in his office, though the office was not far out from the slum. It was an empty hut that Undugu rented for children to come and play. The time was fixed for early afternoon after they came back from work. Maina, a musician of Undugu Band Beat 75, was there with his guitar. They were playing, singing, and dancing. Maina started teaching them how to play the guitar, and together they composed song reflecting episodes of their lives. The sessions lasted only two hours, for the children had to go and sell what they had collected in the morning.*

*A couple of months later a teacher was hired on the children's request, to help them read the weighing scale to find out the weight of what they were selling and calculate the price, Undugu provided the same model of a weighing scale used by the merchants. The children had to learn how to read the numbers and the possible tricks of the merchants in positioning the scale in ways that could modify the reading. Numerous exercises on the use and misuse of the scale became like a game for them. It was much harder to teach them how to calculate the price, especially if they had to deal with halves and quarters of a kilo. The price per kilo was always established by the buyer and could vary from day to day, but the children could calculate the price of the material based on a "guess" price from the merchants. Very soon they realized how much and in how many ways they were cheated. Was it possible to defend themselves and their rights?*

*The children had lengthy discussions on this problem. They identified two possible solutions: First they could sell the material altogether to middlemen. Creating competition amongst middlemen could give them negotiating power. Second they could sell scrap metal directly to the factory. The price would be fixed and there would be less probability of cheating. The children had to guarantee a sizable quantity to justify transport with a lorry, and it was necessary to look for storage facilities.*

*Undugu facilitated the second option because it was more remunerative than the first one. Undugu provided storage and an anticipated payment on a daily basis to each child. This option created dependency of the children upon Undugu. The advantages were that the children felt more and more linked to Undugu's school where they learned mathematics, reading, and writing.*

*The first option would have given them less money but much more knowledge on organization, management, and communication; all skills needed to run a business. They would have learned how to be independent from the organization and how to be dependent upon one another.*

*Undugu's social workers were trapped by the immediate advantages for the boys, Their empathy and involvement in the daily suffering of the children prevented them from continuing the process of participation that would have brought the children to completely control their own activity.*



In recent years, a remarkable movement has been created with street children in Brazil. Following democratic principles it has been possible for 'street educators', as they are called in Brazil, to collaborate with street children at the local level throughout Brazil and to coordinate these many groups in a powerful movement to give a voice to these children and improve their lives. In May, 1986, the first National Street Children's Congress was held in Brasilia. Four hundred and fifty children came from groups throughout Brazil. The original goal of the event was simply to develop solidarity between the many separate groups of street children, though the choice of Brasilia as a location was designed to sensitize the authorities. However, because the children were so organized and articulate during the debates, the press responded with enormous enthusiasm and the congress became a landmark event in creating public awareness about the lives of street children. It was clear that the public and policy-makers had never before been shown the reality of street children's worlds. This event was powerful, not simply through fortuitous timing and a clever use of the press. It was successful because children who previously had no public voice were prepared and were truly able to speak out about their concerns to a massive naive audience.

Why did this event happen in Brazil at this time? There are probably two closely interrelated reasons. First, though there was a dictatorship, street workers had been working hard throughout the previous decade to apply principles of empowerment through the development of self-awareness with street children. These principles are best known by educators outside of Brazil via the book, *Pedagogy of the Oppressed*, by Paulo Freire, though there are other influential proponents within Brazil. The second factor was probably that democracy was finally dawning and the nation was ready to hear the voices of a repressed minority as a symbol of this new phase in the nation's history.

It is possible to identify some of the common principles adopted by Brazilian street educators which have been so successful. First, they work with small groups of children with each group co-managed by children and street educators. Secondly, discussions, activities, and plans are always based upon the reality of the children themselves - the children raise the themes, develop the activities, and construct the rules for their own functioning, with the street educator working only as a facilitator. The children elect those educators to work with them with whom they feel most comfortable. Most of these educators, at least in the past, have been volunteers.

In 1989, a Second National Congress of Street Children was held in Brasilia, this time with 700 children from all over Brazil and a selection from other Latin American countries. This time the politicians felt obliged to listen. The children came from state and regional conferences where they had been debating the draft of a Child and Adolescent Statute. Instead of a few representatives, there was a large scale occupation of the senate by the children. Congressmen listened to powerful testimonies by children and many gave up their seats. From all accounts it was a very moving day for the politicians, though no doubt the press was again very important in guaranteeing that this minority group was allowed such a voice in the corridors of power.

Probably more important than the national events themselves, are the local organizations they have helped inspire. The local committees for street and working children, which are found throughout Brazil, offer opportunities for dialogue between the children, government agencies, and nongovernmental organizations (NGOs). There has been a steadily grow-



A youth working at Butterflies Restaurant located near the Inter-State Bus Terminals in New Delhi, India. Butterflies, a nongovernmental organization devoted to the lives of street and working children, founded this restaurant as a training centre, source of income, and home for a small number of homeless children and teenagers. At the same time, these young people serve other street children on a regular basis at a 40 per cent discount. A large sign on the front of the restaurant reads, "Managed by Street Children". Not surprisingly, the boys feared this would deter customers but they concluded that they need not hide their identity and the restaurant is surviving. There are hopes of extending the programme to a 'Meals on Wheels' for street children, also managed by street children.

ing participation by children in these local committees as they become more confident in speaking. The result is not only a process of democratization for the children, but also for the street educators as they become more and more aware of the competence of the children and of the degree of responsibility the children can handle. 'Street educator' is probably an inappropriate term because it does not capture the truly two-way process of education: Brazilian street educators often describe with a mixture of pride and amazement how the children and teenagers educate them and demonstrate competence beyond what they could ever have imagined.

In an interesting example in Olongapo, next to the US Subic Bay Naval Base in the Philippines, street workers have helped street children and other working children, aged eight to eighteen years, to establish associations related to their professions. There are separate associations for newsboys, bag sellers, scavengers, pushcart boys, bus washers, and vendors. These professions have different ratios of boys and girls: for example, 90% of the vendors are girls. The associations are part of a coordinated city effort called The Working Committee for Street and Working Children. Coincident with the formation of the association as mutual support groups, the city established strong policing against prostitution and begging. Other non-governmental organizations established foster homes for abandoned children sleeping on the streets. Together, these policies of government regulations, policing, and non-governmental organizations' support for working children's own initiatives have almost eliminated children's begging and prostitution, and helped to change the attitudes of adult citizens towards the children.

The street workers work with the most influential children to get the others involved. The democratic process has been evolving since 1987 when the associations began, but the children themselves have initiated certain democratic procedures such as secret ballots at their yearly and mid-yearly evaluation meetings. The elected officers are usually in their teenage years. After the elections all officers are entitled to a three-day leadership training meeting where they study and develop methods to use with their fellow working children to develop a sense of their place in society, now and for the future.

A bank account is managed by the treasurers from each of the associations jointly with Bill Abaigar, the streetworker who coordinates the associations. Loans are taken by the children for school supplies or for starting up businesses such as purchasing plastic bags to sell, or renting a push cart.

'TATAG', as the seven associations are collectively called, carries out numerous events organized at meetings approximately each month, with the elected officers from each association. Street theatre, song, and dance performances and demonstrations in support of children's rights are some of the ways that they extend their cause to the larger community.

PAULO MACDOWELL



A youth addresses the Congress in Brasilia at the Second Congress of Street Children.

My sense from this and other similarly energetic programmes with street children in other countries, is that the street workers rely heavily upon the leadership skills of a select number of children who are well respected by other children. The danger of relying too heavily on this strategy is that democratic processes amongst the children are not fostered as much as they could be. This is an important area for debate amongst the growing profession of street workers.

For the past two years, the street childrens organizations in the Philippines have been getting together, with their participating children, for regional and national conferences. These build upon the remarkable examples of national congresses of street and working children in Brasilia since the opening up of democracy there. The purpose of these conferences is both to enable children to discuss their concerns and ideas with other children, and to communicate their mutual concerns and ideas to policy-makers. It is hard to say at this stage how effective this process is in influencing the government, but my observations are that it is very effective in building self-respect and cooperative activity through the experience of solidarity with their peers. The children select those that will represent them at the conferences. I was unable to observe this process of selection, but I understand that the children tend to choose those who have leadership skills and are articulate. The bullies are ignored and the selected representatives are often not the eldest.

ROGER HART



Bill Abagor, a street worker in Olongapo in the Philippines, hands a membership card to one of the girls who sells plastic bags in the market. Membership in the association of street and working children involves regular meetings with her fellow bag sellers. Through this association she learns about her rights in a democratic setting with her peers.

At the weeklong 1991 National Street and Working Children's Congress in the Philippines, I observed over 100 children, aged 8 to 18 years, listen intently as they performed for one another moving dramas based on their everyday lives. Groups of children of both sexes and mixed ages work on different themes each day. In the afternoons, with the street workers' assistance, they prepare skits based on workshops held in the mornings and show one another their scripts. They portrayed problems of access to relevant education; the breakup of a family brought on by economic hardships and problems of alcohol; the inability to get a doctor quickly; and the indiscriminate use of pills because no money is available for prescriptions. Constructing these dramas enables the children to articulate to one another the nature and causes of difficulties in their lives with an obvious therapeutic benefit to them. At the same time, it enables them to begin to identify solutions they can act on and which they can persuade others to act on. Although children identified the issues during the five days of the Congress, the street workers undoubtedly facilitated the meeting and influenced them in some ways. It was clear to all attending the event, however, that this was an example of genuine participation by children in important issues.

At the end of the Congress, the children handed a resolution to the Speaker of the House and met with the President of the Senate. The Philippine Congress then incorporated some of the street children's recommendations into proposed bills. In addition to this, dozens of newspaper articles in national and local newspapers carried their concerns to the public.

PHILIPPINE DAILY INQUIRER

6 TUESDAY, APRIL 23, 1991



**MITRA WITH STREET CHILDREN**

Speaker Ramon Mitra talks with some 60 street children who called on him yesterday at the House of Representatives on the problems of child abuse and trafficking of children. The street kids were accompanied by officials of the Department of Social Welfare and Development.

8 APRIL 22, 1991

PEOPLE'S JOURNAL



**Street children: Stop 'deposits' in hospitals**

By AURORA ALAMBRA

The 100 street children who participated in the country's First National Street children Congress are requesting hospitals to stop demanding deposits or down payments from patients who have to be confined for treatment.

The said congress was made possible by the Department of Social Welfare and Development, DSWD in cooperation

with the United Nations Children's Fund (UNICEF) and the National Council of Social Development Foundations.

In their 19-point list of suggestions on health, the street children — who were all housed for free at the Circulo Mission House of the La Salle Greenhills where the one-week

Street kids participate in a dialogue with legislators, including Senator Basco, left, during the First National Street Children Congress, IV, at La Salle Greenhills. The children attended sessions on Education and Legal Protection and received responses from Social Secretary Mita Pardo de Tavera, Senators Maceda and Albano, Reps. Raul Roco and Jose Ma. Lacson and Gen. Rene Imperial.

(Pictures: Amador Jacobo)

**STREET KIDS IN CONGRESS**

Turn to Page 7

Dozens of newspaper articles in the Philippines carry messages to the nation of the important issues raised by children from all over the Philippines during the week-long National Street and Working Children's Congress



## CHILDREN'S PARTICIPATORY RESEARCH ON THEIR OWN LIVES

Children living in poverty cannot be expected to initiate projects for others, or even for their own community, if they themselves are struggling for survival. We need to find ways for these children, and to some extent for all children, to help them understand their own lives, to appreciate themselves better and to discover alternative pathways to the future. There is, of course, a large literature in the West on alternative therapeutic methods for working with children with emotional problems. Some of these are designed to enable children to make their world more comprehensible to themselves so that they can master it better.

Unfortunately, there has not yet been an appropriate response from the research communities on how to work with street children. While there has been great creativity in developing ways of working with the children from sidewalk classrooms, through drop-in health centres, to street children's professional democratic organizations, analysis of these children's problems remains orthodox, belonging to the old institutional paradigm. Street workers, for instance, keep files on their children in confidential folders rarely shared with the children themselves. Here is a great opportunity for the research community to collaborate with street workers in the development of methods which inform the street worker, satisfy the needs of institutions and funding agencies for data, and yet simultaneously inform and empower the child. Interactive graphic methods for children who are illiterate can often be an excellent introduction to the written word for children learning to read and write: mapping of their city and their daily use of it, including the locations of important supporting people and resources and feared places, could be an excellent introduction for a Street worker to a street child's life. From this could come a fuller appreciation of the child's resourceful use of the city. From it can also come the development of joint strategies for improving that child's use of the city and decreasing his or her abuse by the city.

Similar graphic approaches can be developed for enabling children to express their life history (ideally with the help of other family members). The only programme I found where children have regular access to their personal file was the Passage House for prostitute girls in Recife, Brazil. The girls frequently request to have their life histories read back to them. There are different explanations to account for this, depending upon one's theoretical orientation, but the important point is that the girls find it valuable for their development. The documentation of life histories is also an important step for the staff, of course, in exploring possibilities for family reintegration and for discovering patterns in a child's coping which may have a negative long-term effect.

Bill Kornblum and fellow sociologists in New York City have discovered a valuable way of obtaining data on the life paths of low-income, at risk, minority teenagers in Harlem who have dropped out of school. They have opened a drop-in workshop centre in Harlem and pay the teenagers for each word they write of their life history. In this way, the children develop literacy skills while also getting a chance to reflect on their lives with caring adults. The professors, meanwhile, obtain the kinds of detailed life history records, in the youths' own words, which are so rare in research with young people.



As part of a large scale programme to prevent children from falling into trouble in the streets, the Secretaria do Menor employs street workers to work with children in the streets of poor communities of Sao Paulo, Brazil. Here children are about to begin a parade through their community

## VIII. FACTORS AFFECTING CHILDREN'S ABILITY TO PARTICIPATE

Child development is usually conceptualized as a solitary affair with an individual child gradually climbing a ladder of higher steps of ability, alone. Recently, child development theory has become more contextual, enabling us to understand better the role adults play in a child's development. Children's participation does not mean supplanting adults. Adults do, however, need to learn to listen, support, and guide; and to know when and when not to speak. One should not, therefore, think of a child's evolving capacities to participate as a simple step-like unfolding of individual abilities. One should rather think of what a child might be able to achieve in collaboration with other children and with supportive adults.

It is misguided to use simple developmental stages or age-related norms to determine what children are capable of, though it is useful to be familiar with some of the most important sequences of development, such as the development of a child's ability to take the perspective of others. It is important to remember that the ages at which these occur can vary greatly according to culture and to the individual characteristics of the child. Just as important as the unfolding of a child's ability to think and speak is the motivation behind his or her behaviour. A child who is troubled or who has low self-esteem is less likely to demonstrate her competence, to think, or to work in a group. For this reason, in attempting to facilitate the participation of children who seem less competent than might be expected, one must identify situations which will maximize a child's opportunities to demonstrate her competence. Similarly, one should also use alternative techniques for enabling different children's voices to be heard.

### SOCIAL AND EMOTIONAL DEVELOPMENT

Erik Erikson has written of a child's psychosocial need to develop competency through ever larger scales of play environments. From play with their own bodies, infants proceed to play with the small world of manageable toys, before feeling sufficiently competent to enter the world shared with others. One could undoubtedly expand this theory into other observable spheres of growing competence across the life span. Joe Benjamin, for instance, who worked for years as an adventure playground leader in the UK with delinquent youth, tells us that such playgrounds may offer an easier place than the streets for some youth to learn to master troubling issues or relationships.

Self esteem is perhaps the most critical variable affecting a child's successful participation with others in a project. It is a value judgment children make about self-worth based upon their sense of competence in doing things and the approval of others as revealed by their acceptance as intimate friends. Children with low self esteem develop coping mechanisms which are more likely to distort how they communicate their thoughts and feelings; group interaction among these children is particularly difficult to achieve. Including a wide range of situations where these children can demonstrate competence can contribute to some improvement of self esteem.



A critical phase in perspective-taking occurs between the ages of seven and twelve when a child becomes capable of putting herself 'in the other person's shoes'.

## THE DEVELOPMENT OF PERSPECTIVE TAKING ABILITY

The ability to truly participate depends on a basic competence in taking the perspective of other persons. In a very limited way children can do this by the age of three, but the process of being able simultaneously to take another perspective, while maintaining one's own view, continues to develop through adolescence. The field of developmental psychology has spent considerable effort investigating this process (e.g., Selman, 1980). The ages are approximate and are developed from Western research. Most important in thinking about young people's participation is the sequence of phases in perspective-taking, and the insight that the child is actively trying to construct the world of the other, while simultaneously constructing her own understanding of that world.

The process begins in the second or third year with a child's first awareness of psychological processes in others. But while she gradually becomes more aware that another person has feelings and thoughts, there is confusion until the ages of five or six between the subjective psychological, and the objective or physical characteristics of the person's behaviour. For example, intentional and unintentional behaviours of the other person are not differentiated. Gradually the 'perspective taking ability' improves so that between five and nine years of age she becomes capable of clearly differentiating the physical and psychological characteristics of a person. She now realizes that each person has his own, unique, subjective view of the world.

Developing between the ages of seven and twelve, a child begins to be able to step outside herself to take a self-reflective look at her interactions and to realize that other people can do the same thing. This phase of 'sequential perspective taking' means that two children now realize they can put themselves 'in each other's shoes'. They also recognize now that a person may have multiple or mixed feelings, such as being interested and happy, but a little frightened. This final phase means that they are beginning to understand that they and others are capable of doing things they may not want to do. These pre-adolescents, however, cannot simultaneously coordinate the perspective of self and others.

The next stage, 'mutual perspective taking', is necessary for children to be able to organize themselves into enduring democratic groups. According to Selman, this 'generalized other' perspective arises between ten and fifteen years of age. Youth, thinking at this level, now spontaneously coordinate their perspectives with those of others.

THE PASSAGE HOUSE, RECIFE, BRAZIL



Opportunities for meaningful work can serve as valuable preventative programmes for children living in families and communities where the risk of their turning to the streets is high. In this photograph from Recife, Brazil a woman has been given a small amount of money for equipment and supplies to run a hairdressing programme for girls. She also uses this opportunity to discuss health, AIDS, prostitution, schooling, and work in small informal discussion groups. The Passage House, which developed this programme, also manages homes for prostitute girls emphasizing a high degree of participation by the girls in projects designed to improve the lives of other prostitute girls.

Beyond this mutual perspective-taking ability of adolescents Selman hypothesizes a higher level of ‘societal-symbolic perspective-taking’. A person can now imagine multiple mutual perspectives forming a generalized societal, legal, or moral perspective in which all individuals can share. A person believes others use this shared point of view in order to facilitate accurate communication and understanding. This final phase, which can emerge at any time from the age of twelve on, is obviously the one to be desired for the most fruitful cooperative projects of children.

It is clear then that even during their early elementary school years children are at least intellectually capable of working with adults; but the adults need to be sensitive to some of the limitations children have in taking the perspectives of others. Also, it must be remembered that the sequence described above is limited to an account of a child’s intellectual development and his or her logical ability to take the perspective of others. It does not take into account such factors as a child’s understanding of the different roles people have and the power they possess. This must surely influence the degree to which children think it is appropriate to take the perspective of others. For example, knowing someone in a group is a school teacher or a policeman, and knowing that these kinds of persons punish misbehaving children, may override their intellectual ability to understand the person as an individual, thereby reducing their participation.

## **SOCIAL CLASS VARIATIONS IN CHILDREN PARTICIPATION**

It is important for each of us wishing to encourage children’s participation to be aware of child-rearing patterns since we are likely to have a middle class bias. Comparisons of child-rearing in many countries reveal that families with adequate economic resources tend to value independence and autonomy while low-income families place higher value on obedience from their children. The poorer families in such cultures see obedience as the means by which their children can succeed economically. Child participation advocates therefore need to understand that a lack of independence and self-direction in the children of working, poor families may simply be an appropriate socializing response to their parents who have little freedom themselves in their daily lives - working in routinized jobs that demand obedience and efficiency. Also, poor parents may feel they do not have the time or patience for supporting children’s spontaneous activities. Furthermore, children from these backgrounds see examples in their daily lives which support what they are learning from their parents about not speaking out.

The implications of these inequalities are that advocates for children need to work doubly hard to liberate the voices of poor children, for without such extra efforts it is likely that only middle-class voices will be heard.

## **THE DIFFERENT PARTICIPATION OPPORTUNITIES OF GIRLS AND BOYS**

While opportunities for the majority of low income children throughout the world are limited, the situation is particularly bad for girls. Their socialization emphasizes protection and dependency, not autonomy, even though they may at ten years of age already be responsible for feeding and looking after three younger siblings. In my visits to programmes in the developing world, I have observed many examples of innovative projects for street and working boys who are actively involved in evaluating and improving their own lives in a collective manner, but relatively few for girls. Whereas working boys are commonly in the streets, the girls are invisible - hidden in kitchens and backyards, involved in endless domestic chores. We need to create more special programmes of participation for these isolated, forgotten children.

In designing programmes for girls we will need to recognize the different ways girls are treated in different cultures and discover how to address the barriers to their effective participation in family, school, and community. For example, in many societies it is still assumed that boys will be decision-makers and girls will not. Integrated programmes, with girls and boys participating equally, may therefore have some special values for girls.

This section has highlighted some of the more important variables influencing children’s participation. I do not propose that programmes of community participation be designed to take account of each possible age group or every different kind of personality or behaviour problem. It is rather my intention to remind the reader that there is no single best strategy or technique for any project; diversity is the key. Projects should be designed to enable different degrees and different types of involvement by different persons and at different stages in the process.





With the aid of the local government, students from an elementary school in Pesche, Belgium, transform a garbage dump into an ecological park. Not everyone needs to participate in all aspects or phases of a project. For example, in renovating a park many younger children may not be interested in or feel competent with written plans, but may be very interested in providing physical labour. By making a project accessible and comprehensible of all stages, children, youth, and adults with different developmental capacities and interests can participate in different phases.

## IX. THE BENEFITS OF PARTICIPATION

It is frequently said by professionals working in international development that community participation slows the social and economic development efforts of developing nations. Such comments, and the statistics which have some times been used to support them, have not been sufficient to stop what appears to be a growing international trend towards local community participation. For those projects where the end product or programme is for the participants themselves, the arguments for participation are particularly strong. But for young people, even in such obvious examples as the design of classrooms, playgrounds, sports facilities, or afterschool programmes, participation is rare.

There are additional and more important benefits to a society beyond the short-term one of making a programme or product more appropriate for the user. Unfortunately, these benefits have the kind of indirect, long-term impact that cannot be easily measured quantitatively. The benefits are of two major kinds: those that enable individuals to develop into more competent and confident members of society, and those that improve the organization and functioning of communities.

### THE DEVELOPMENT OF SOCIAL COMPETENCE AND SOCIAL RESPONSIBILITY

Adolescents struggle to find meaningful roles in society. If they do not find opportunities to develop their competence in ways that are responsible they will find others that are irresponsible. Mark Francis, a landscape architect from California, is an expert in the participation of people of all ages in landscape design. He explains how his concern for youth participation came from his own experiences: "I was good in blowing up mailboxes. I just felt that there was no place to be. There was no place for me and no place that would give me the responsibilities that I thought I had to get and because of that I created a lot of negative energy." It is because of this that much of the writing about youth participation projects concerns the provision of opportunities for delinquents.

It is unfortunate that for most public administrators the only value of young people's participation is to reduce delinquency and vandalism by 'keeping them off the streets'. Nevertheless, it is useful, whenever trying to express the value of participation to more conservative thinkers, to explain that involvement of young people in projects leads to a sense of

responsibility for the maintenance and protection of those products which are created. Hundreds of sculptors, muralists, playground designers, and gardeners who have conducted community projects in New York City, for example, attest to this with personal anecdotes about the absence of vandalism and graffiti. The long-term effects of involvement in other kinds of projects cannot be as easily observed as they can with building projects, but they surely exist nevertheless. Participation not only allows a child the right to have a voice; it is equally valuable in enabling children to discover the rights of others to have their own very different voices. Because they are concerned with real projects, dialogue and negotiation with other young people and adults is inevitable. There is an important spin-off benefit from developing the skills of social cooperation for a child's personal development.

The growth of autonomy in a child is not simply a matter of gradually pulling away from dependence on a parent. Piaget, the Swiss developmental psychologist, demonstrated through the game of marbles that cooperation and mutual agreement between equals is necessary for the development of autonomy. He found that children learn a game of marbles not by accepting the authority of one of the players regarding the rules, but by developing the rules in a cooperative way. From discussion, the children discover different children's points of view and reach their own consensus. Piaget argued that if they are always subject to authority and do not have opportunities for establishing rules through relationships with mutual respect, they cannot develop as autonomous selves. The blooming of a personality through the development of autonomy depends then on these social relationships. Seen in this light, children's participation is not just an approach to developing more socially responsible and cooperative youth; it is the route to the development of a psychologically healthy person.

## COMMUNITY DEVELOPMENT

'Communities', in the broadest sense of the word, are constructed. To support children or youth in working together is, by definition, to be engaged in community development. Through positive group experiences children discover that organizing can work in their self-interest. Such mutual self-interest is probably the strongest base for cultural and political organization.

The physical environment can be particularly useful for community building because it offers opportunities for a group to see the impact of its joint efforts in a direct and lasting way. Early pioneers in the USA found it necessary to ask their neighbours to help them in the large task of building a barn as they struggled to survive in their new land. The community spirit, which such group projects engendered, was great, and the term 'barn raising' is still used today as a metaphor for community building projects. The community garden movement of the 1970s and 1980s has been more valuable to US cities in more ways than are immediately apparent. It has allowed community groups continue to form around a simple, easily understandable, and relatively 'neutral' project politically. Sometimes the resulting organizations are able to go on to more ambitious projects which may have more basic importance to their lives, such as creating daycare centres or self-help housing.



Street art projects can be located anywhere along the entire continuum of the 'Ladder of Participation'. Commonly they fall on a low rung: artists design wall murals and children carry out the painting. Occasionally, however, teenagers produce large murals themselves. If the teens informed the owner or residents of the project, and yet initiated and managed the mural entirely themselves, then this would belong on the top rung of the ladder.

Building a den or tree house can be a valuable way for children to express their common interests to one another, and thereby help them forge a sense of group or community. Adults who wish to convince children or teenagers that a programme is designed for them might think, as a first step, of allowing young people to redesign and transform the place where they meet.

## POLITICAL SELF DETERMINATION

I have noted earlier in this Essay that schools are more likely to be concerned with political indoctrination, rather than with the kind of critical debate which allows children to establish their own beliefs. Democratic theory requires that citizens be allowed to consider changing their form of government, but there is little or no recognition of this principle in school curricula. Even with nations which loudly proclaim their democratic principles, little is done in the schools beyond presenting children with a history of the struggle by which their government was originally formed. Consent to the political system is manufactured, rather than springing spontaneously from critically self conscious individuals. The reason given for political indoctrination in schools is its necessity for establishing a stable, democratic form of government through the creation of a patriotic citizenry. In fact, by offering a fixed set of beliefs, rather than the opportunity for political self determination, the state is failing to prepare young people to join democratically with others in the kind of flexible response to a changing world that is ultimately necessary for genuine stability.

Participation is an important antidote to traditional educational practice which runs the risk of leaving youth alienated and open to manipulation. Through genuine participation in projects, which involve solutions to real problems, young people develop the skills of critical reflection and comparison of perspectives which are essential to the self-determination of political beliefs. The benefit is two-fold: to the self realization of the child and to the democratization of society.

SERVICE DE L'ANIMATION BRUSSELS, BELGIUM



In Macquinoise, a small village of 500 inhabitants in Belgium, children wanted a house for themselves. The Service de l'Animation worked with the children, found an old house that was to be demolished, and together they restored as an asset to the community. An adventure playground was developed on land behind the 'children's house'.

## X. WHERE TO BEGIN

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Schools, as an integral part of the community, should be an obvious venue for fostering young people's understanding and experience of democratic participation. This has been argued forcefully by a number of great educational philosophers, but in practice it is rare. While there are fascinating experimental schools throughout the world, there is no nation where the practice of democratic participation in schools has been broadly adopted. The most fundamental reason seems to be that, as the primary socializing instrument of the state, schools are concerned with guaranteeing stability; and this is generally understood to mean preserving very conservative systems of authority. I have already noted that in democratic nations, like the USA, democracy is generally taught in an abstract and largely historical manner. The practice of democratic principles, even in the high schools (over 12 year old), is typically limited to the election of class representatives to sit on school councils, serving only in an advisory or consulting capacity. To most school administrators democracy in the schools means the collapse of rules and anarchy!

Whether in schools, youth clubs, or the family, successful discipline is not simply a question of more rules versus fewer rules, for all societies require children to understand and respect the need for rules. The important issue for the school as for the family, is the way that rules are made and enforced, or even whether or not they are made explicit to a child. Lawrence Kohlberg, who devoted much of his career to the problems of moral education in schools, concluded that the 'hidden curriculum' of authority in schools needs to be transformed into a curriculum of justice in which the rights of students as well as teachers are taken seriously. The value of justice should predominate over that of adult authority, and all issues of justice and authority should be dealt with through discussion. Without such a direct focus on issues of authority, it is likely that children will experience simulated democracy in the classroom while the traditional structure of teacher authority and autocratic governance in schools remains intact.

We must work with educational authorities to change their conception of schooling. Currently they fear too much the collapse of control which would result from practising democracy. While we work on this slow and difficult process, we must continue to work with non-governmental organizations which, throughout the world, have been providing most of the creative examples for effecting children's participation.

Ultimately, we need to reach the family as the primary setting for the development of children's sense of social responsibility and competence to participate. The family is more difficult to reach in any direct way. Parents can best be influenced by seeing examples of their children's competence. They should, therefore, always be drawn into school or community programmes of participation. This is unlikely to be achieved unless the parents themselves are given an opportunity to contribute. Programmes for children offer a special opportunity to break the cycle of adults' alienation from their own communities. If handled well, these programmes can allow children to be catalysts for change. We need joint community projects in which children and their elders offer to one another the special energies and perceptions of their generations. Productive collaboration between young and old should be the core of any democratic society wishing to improve itself, while providing continuity between the past, present, and the future.

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## BIOGRAPHICAL NOTE

Roger Hart is Professor of Environmental Psychology in Ph.D. Psychology Program of the Graduate School and University of New York. He is also an Affiliate Professor in Developmental Psychology, Director of the Center for Human Environments and Co-Director of the Children's Environment Research Group. He co-edits Children's Environments Review, (previously Children's Environments Quarterly). He has a B.A. from Hull University in Worcester Massachusetts. His research has focused on children's development in relation to the physical environment. Much of his work has concerned the application of theory and research in child development to the planning and design of children's environments and to the environmental education of children.

## UNICEF

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November 21, 2018

To His Worship Mayor Fougere and Members of City Council:

I'm writing to express my support of the retention of the Community Advisory Committees.

At their best, Community Advisory Committees provide opportunities for informed individuals with real expertise to advise the City on a variety of issues, and they're a vital part of the democratic mechanism. These people have expertise in areas where Regina needs guidance and assistance: like environmental sustainability, crime prevention, youth and community engagement, the arts, and the preservation of heritage architecture to name a few – and they volunteer their time in order to serve our city.

According to the City Administration's own recommendations (under Option #2 in the Council Committee Recommendations presented at the November 14<sup>th</sup> Executive Committee meeting), the cost to maintain these committees is minimal, so why wouldn't we want to keep them around?

I'm left with the impression that these committees may not have been taken very seriously by the time they were suspended in April 2015. In the time since this recommendation was made, I've heard from several people who suggested that these committees were not provided with clear objectives or expectations from City administration, and when recommendations were made, they often fell on deaf ears, and rarely made it to council. City Administration, meanwhile, has suggested that it was difficult for these committees to achieve quorum. But if interest in these committees waned because of apathy at the City level, it's hardly surprising that they ran out of steam. No one likes to waste their time.

I'm also in favour of retaining these committees simply because other cities have them, including Saskatoon, which is re-envisioning their community advisory committees, and recently put out a call for new members. Saskatoon takes these committees seriously. So do a lot of other cities, including Edmonton, Calgary, Montreal, Vancouver, Halifax, and Toronto to name a few.

The City's Administration assures us that their new website (to be launched at a yet-to-be-confirmed date) will provide opportunities for public feedback, but who does the City expect to hear from through this portal? Personally, I'm not interested in feedback from random people who may or may not know what they're talking about. I might provide feedback myself, but I



don't know the first thing about crime prevention, or renewable energy, or the lived experiences of contemporary young people, or people of colour, or anyone living below the poverty line, so what am I going to tell you about that on an online survey? The value of community advisory committees is that they *can* tell you what the issues are from the ground level.

The City of Regina needs to recognize the value of receiving good advice from smart people with no motives other than making life better for the people who live here. And these recommendations need to be taken into consideration before the planning stage of any policy, program, or development – not after. We already have smart and dedicated staff working at the City of Regina doing this in response to issues as they arise – getting a diversity of advice from informed people who live and work in Regina is the best complement to that.

Thanks for your consideration,  
Wanda Schmöckel  
Resident, Ward 3

November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: Executive Committee: Council Committee Recommendations

---

**RECOMMENDATION**

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE –  
NOVEMBER 14, 2018**

1. That the Emergency Measures Committee of Council be disbanded and that its responsibilities and any delegated authority be transferred to the Community & Protective Services Committee.
2. That a new committee, the Priorities & Planning Committee, be established to:
  - a. Review and provide advice to Council regarding strategic, operational and annual budgetary plans, other emerging issues and to develop advocacy positions;
  - b. Meet bi-monthly or as required.
3. That the main committees of City Council be confirmed as follows:
  - a. Community & Protective Services
  - b. Executive Committee
  - c. Finance & Administration
  - d. Mayor's Housing Commission
  - e. Regina Planning Commission
  - f. Priorities & Planning Committee
  - g. Public Works & Infrastructure
4. That the meeting schedule of City Council and the committees be set as follows:
  - a. City Council to meet once per month
  - b. Priorities & Planning Committee to meet bi-monthly
  - c. All other main committees to meet once per month except for the Mayor's Housing Commission
5. That, except for the Accessibility Advisory Committee, all Advisory Committees of Council be disbanded and that the City Clerk return with a report outlining recommendations for public engagement through the future redesign of regina.ca in Q1 2019.
6. That City Council and Committee meeting agendas be posted on Wednesday at 1:00 p.m. prior to the week of the meeting.

7. That the City Solicitor be directed to make the necessary amendments to *The Procedure Bylaw, Bylaw No. 9004; The Committee Bylaw, Bylaw 2009-40; and The Administration Bylaw, Bylaw No. 2003-69* as outlined in this report and EX18-26 – Supplemental Report – Council Committee Recommendations; and
8. That the City Clerk be directed to report back with an option to add a Diversity, Equity and Inclusion Committee in 2019.

*EXECUTIVE COMMITTEE – NOVEMBER 14, 2018*

The Committee adopted the following resolution:

1. That the Emergency Measures Committee of Council be disbanded and that its responsibilities and any delegated authority be transferred to the Community & Protective Services Committee.
2. That a new committee, the Priorities & Planning Committee, be established to:
  - a. Review and provide advice to Council regarding strategic, operational and annual budgetary plans, other emerging issues and to develop advocacy positions;
  - b. Meet bi-monthly or as required.
3. That the main committees of City Council be confirmed as follows:
  - a. Community & Protective Services
  - b. Executive Committee
  - c. Finance & Administration
  - d. Mayor's Housing Commission
  - e. Regina Planning Commission
  - f. Priorities & Planning Committee
  - g. Public Works & Infrastructure
4. That the meeting schedule of City Council and the committees be set as follows:
  - a. City Council to meet once per month
  - b. Priorities & Planning Committee to meet bi-monthly
  - c. All other main committees to meet once per month except for the Mayor's Housing Commission
5. That, except for the Accessibility Advisory Committee, all Advisory Committees of Council be disbanded and that the City Clerk return with a report outlining recommendations for public engagement through the future redesign of regina.ca in Q1 2019.
6. That the City Solicitor be directed to make the necessary amendments to *The Procedure Bylaw* and *The Committee Bylaw* as outlined in this report.
7. That City Council and Committee meeting agendas be posted on Wednesday at 1:00 p.m. prior to the week of the meeting.

8. That the City Solicitor be directed to make the necessary amendments to *The Procedure Bylaw, Bylaw No. 9004*; *The Committee Bylaw, Bylaw 2009-40*; and *The Administration Bylaw, Bylaw No. 2003-69* as outlined in EX18-26 – Supplemental Report – Council Committee Recommendations; and
9. That recommendation #11 be amended to include sufficient time for advertising of the required public notices for the respective bylaws.
10. That the City Clerk be directed to report back with an option to add a Diversity, Equity and Inclusion Committee in 2019.
11. That this report be forwarded to the November 26, 2018 meeting of City Council for approval.

Recommendations #6, #9 and #11 do not require City Council approval.

Mayor Michael Fougere, Councillors: Barbara Young (Chairperson), Lori Bresciani, Sharron Bryce, John Findura, Jerry Flegel, Bob Hawkins, Jason Mancinelli, Mike O'Donnell and Andrew Stevens were present during consideration of this report by the Executive Committee.

The Executive Committee, at its meeting held on November 14, 2018, considered the following report from the Administration:

#### RECOMMENDATION

That City Council approve the following recommendations:

1. That the Emergency Measures Committee of Council be disbanded and that its responsibilities and any delegated authority be transferred to the Community & Protective Services Committee.
2. That a new committee, the Priorities & Planning Committee, be established to:
  - a. Review and provide advice to Council regarding strategic, operational and annual budgetary plans, other emerging issues and to develop advocacy positions;
  - b. Meet quarterly or as required.
3. That the main committees of City Council be confirmed as follows:
  - a. Community & Protective Services
  - b. Executive Committee
  - c. Finance & Administration
  - d. Mayor's Housing Commission
  - e. Regina Planning Commission
  - f. Priorities & Planning Committee
  - g. Public Works & Infrastructure
4. That the meeting schedule of City Council and the committees be set as follows:
  - a. City Council to meet once per month

- b. Priorities & Planning Committee to meet quarterly
  - c. All other main committees to meet once per month except for the Mayor's Housing Commission
5. That, except for the Accessibility Advisory Committee, all Advisory Committees of Council be disbanded and that the City Clerk return with a report outlining recommendations for public engagement through the future redesign of regina.ca in Q1 2019.
  6. That the City Solicitor be directed to make the necessary amendments to *The Procedure Bylaw* and *The Committee Bylaw* as outlined in this report.
  7. That City Council and Committee meeting agendas be posted on Wednesday at 1:00 p.m. prior to the week of the meeting.
  8. That this report be forwarded to the November 26, 2018 meeting of City Council for approval.

## CONCLUSION

This report outlines the City Clerk's recommendations respecting:

1. The Council Committee structure.
2. The status of Advisory Committees of Council.
3. Efforts to enhance the efficiency of committee and Council meetings.

The recommendations are based, in part, on a review of other jurisdictions' practices respecting committee structures and related meeting schedules.

The addition of the recommended Priorities & Planning Committee will provide all members of Council with a dedicated quarterly opportunity to receive briefings from Administration respecting strategic, operational and budgetary plans as well as other emerging issues.

This new committee, along with the recommendation to schedule meetings for all committees during July and August, addresses concerns raised by Council members respecting the sometimes-lengthy meetings of City Council and Executive Committee.

These recommended changes would take effect January 1, 2019. A summary of recommended changes, and implementation requirements, is outlined in Appendix A.

## BACKGROUND

The existing Council Committee structure has remained unchanged for the past number of years. The last significant change was made in 2012 with the establishment of The Mayor's Housing Commission.

Members of Council have, at times, expressed frustration over the frequency and duration of Council and committee meetings. Concerns have typically focused on the lengthy meeting agendas of City Council and/or Executive Committee.

## DISCUSSION

The City Clerk undertook a review in early 2018, examining the comparative committee structures utilized in Saskatoon, Calgary and Victoria:

- Saskatoon was selected as it recently implemented a revised committee structure. Its councillors are also deemed to serve “less than full-time”, similar to Regina.
- Calgary recently hired a new City Clerk who has made no major recommendations to change its current committee structure. All members of its City Council are full-time.
- Victoria was selected as it recently moved to a model incorporating a “committee of the whole” system whereby there are no other council committees. Only its Mayor is deemed to serve full-time.

The following table provides a comparison between these three jurisdictions and their respective committee structure and related meeting commitments:

City	Committees	Committee & Council Meetings
Saskatoon	<ul style="list-style-type: none"> <li>• Planning, Development &amp; Community Services (PDCS)</li> <li>• Finance (F)</li> <li>• Transportation (T)</li> <li>• Environment, Utilities &amp; Corporate Services (EUCS)</li> <li>• Governance &amp; Priorities (G&amp;P)</li> </ul>	<p>PDCS and F meet on the first Monday of each month, one at 9:00 a.m. and one at 2:00 p.m.</p> <p>T and EUCS meet on the second Monday of each month in the same pattern as noted above.</p> <p>G&amp;P meets on the third Monday of each month at 1:00 p.m.</p> <p>Council meets the fourth Monday of the month at 1:00 p.m.</p>
Calgary	<ul style="list-style-type: none"> <li>• Community &amp; Protective Services</li> <li>• Planning &amp; Urban Development</li> <li>• Transportation and Transit</li> <li>• Utilities and Corporate Services</li> <li>• Gas, Power &amp; Telecommunications</li> <li>• Intergovernmental Affairs</li> <li>• Priorities and Finance</li> <li>• Audit</li> </ul>	<p>The first four committees meet regularly once a month at 9:30 a.m.</p> <p>The other committees meet between 8 and 14 times a year at either 9:30 a.m. or 1:00 p.m.</p> <p>Council meets 11 times per year, with lengthy agendas moving into a second day as needed, for a potential total of 22 per year. Day 1 meetings commence at 9:30 a.m. and Day 2 meetings start at 1:00 p.m.</p> <p>Note: there are no meetings scheduled for August</p>

Victoria	<ul style="list-style-type: none"><li>Committee of the Whole (COTW)</li></ul>	<p>COTW meets every Thursday beginning at 9:00 a.m.</p> <p>Council may meet after each COTW meeting in a closed session.</p> <p>Council meets every second Thursday at 6:30 p.m.</p>
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#### New Committee – Priorities & Planning Committee

The establishment of a new committee designed to focus on current and/or emerging priorities of City Council will provide Administration an opportunity to brief members of Council on emerging issues that will require action over the course of the year. These issues include consideration of strategic and budgetary plans. The committee will also provide a forum for Council to develop advocacy positions.

The committee would meet quarterly and would comprise all members of City Council. It is suggested that meetings would be half-day sessions.

This new committee will provide a much-needed “relief valve” for some of the historically “heavy” agendas of Executive Committee that have been experienced as of late.

#### **Option #1 – Establish Priorities & Planning Committee and meet quarterly (Recommended)**

##### Implications:

- Provides a means to alleviate pressure on Executive Committee agendas
- Provides an opportunity for members of Council to be briefed by Administration on current and/or emerging issues and priorities
- Retains option of holding an annual retreat
- Places additional commitments in Council members’ calendars
- Coupled with a strict adherence to reports being considered at the appropriate committee, will streamline the operations of all committees

#### **Option #2 – Status Quo**

##### Implications:

- Does not provide a systemic means to alleviate the pressure on Executive Committee agendas
- Requires any additional meetings to be held on an ad hoc basis
- Foregoes a structured, scheduled opportunity for Council members to receive briefings and updates on current and/or emerging issues



## Committee Structure

### **Option #1 – Addition of Priorities & Planning Committee /Deletion of Emergency Measures (Recommended)**

- Community & Protective Services (CPS) – amalgamates with Emergency Measures
- Executive Committee (EC)
- Finance & Administration (FA)
- Mayor's Housing Commission (MHC)
- Priorities & Planning Committee (P&P)
- Regina Planning Commission (RPC)
- Public Works & Infrastructure (PWI)

#### **Implications:**

- Amalgamation of Emergency Measures with Community & Protective Service brings together two similarly aligned committees
- Establishment of Priorities & Planning Committee provides an opportunity for members of Council to be briefed by Administration on current and/or emerging issues and priorities
- Existing committee structure is understood by City Council members, Administration and the public as it has been utilized for several years; its modified continuation provides stability and requires minor change to existing or future report structures or calendar schedules
- Provides numerous opportunities for the public and stakeholders to engage with committees over the course of the year
- Designed to approximately and equitably distribute responsibilities to members of Council
- Provides an additional opportunity for a member of Council to chair a committee (Priorities)
- Revised terms of reference would be required for Community & Protective Services, Executive Committee and Priorities & Planning Committee

### **Option #2 – Combine CPS and PWI**

- Operations & Community Services – new committee
- Executive Committee (EC)
- Finance & Administration (FA)
- Priorities & Planning Committee (P&P)
- Mayor's Housing Commission (MHC)
- Regina Planning Commission (RPC)

#### **Implications:**

- CPS and PWI combined into new Operations & Community Services Committee (OCS)
- Amalgamation of CPS and PWI brings together to similarly aligned committees focusing on services to the community
- One fewer committee; fewer meeting commitments of some Council members

- Many operational similarities between CPS and PWI, as they have a primary focus on community/service; however, there is a risk of lengthy meeting agendas, thereby creating a new pressure point
- Terms of reference will need to be revised for Community & Protectives Services and Public Works & Infrastructure
- Amendments required to committee and procedure bylaws
- Less likelihood of meeting cancellations due to “lack of items”
- Impact on calendar of meetings

### **Option #3 – Victoria Model**

- Committee of the Whole (COTW)
- Mayor’s Housing Commission (MHC)
- Regina Planning Commission (RPC)

#### **Implications:**

- would combine all existing Council committees except the Mayor’s Housing Commission (MHC) and the Regina Planning Commission (RPC) into COTW
- No changes affecting the MHC or RPC
- Significant changes arising from the adoption of a “committee of the whole” structure:
  - Terms of reference would need to be developed
  - Bylaws No. 2009-40 (*The Committee Bylaw*) and No. 9004 (*The Procedure Bylaw*) would require extensive revision
  - Would facilitate members of Council being “part” of every committee decision being brought forward to City Council; could lead to concerns that everything is decided in COTW rendering City Council a “rubber stamp”
  - Would typically require four meetings per month along with two City Council meetings, on alternating weeks (Victoria model); potentially, one City Council meeting could address recommendations coming from RPC/MHC while the second meeting could deal with reports from COTW
  - While agendas would be lengthy, there is potential benefit in that all reports other than those for MHC or RPC would come to the COTW, thereby streamlining the submission process and providing more time sensitive decisions
  - Would eliminate many opportunities for councillors to chair a Council committee; except for RPC, the chair of COTW might follow a similar practice to that which operates under the current Executive Committee whereby the chair rotates on a two-month basis
  - Given the anticipated large number of reports initially considered at COTW (comprised of all members), some City Council meetings may be seen as duplicate/rubber stamp

### **Meeting Schedule**

Over the course of the past few months, some meetings, particularly those of Executive Committee and/or City Council, have had lengthy agendas and have ran long, some for over four hours. This is due in part to the significance of the agenda items being considered at that time,

the number of delegations appearing before the committee and because of Executive Committee being presented with several items. Establishment of the Priorities & Planning Committee should alleviate the pressure on Executive committee and lessen the duration of meetings.

All other main committees of Council have experienced relatively stable and predictable meeting schedules and durations over the past couple of years. Notwithstanding, challenges remain in terms of scheduling meetings given the timing or urgency of matters as well as the unpredictable number of delegations and the associated discussions.

The frequency and duration of both City Council and committee meetings since 2016 are outlined in Appendix B. In 2017 and 2018, two additional Council meetings were included in the yearly calendar to address potentially large meeting agendas. To date, none of these meetings have been held/required.

Historically, only Executive Committee and Regina Planning Commission have had meetings scheduled in July and August. As part of efforts to ensure that the committees operate as efficiently as possible, it is being recommended that all committees, except for Priorities & Planning Committee and the Mayor's Housing Commission meet monthly effective January 1, 2019.

#### **Option #1 – (Recommended)**

- City Council meet once per month
- Priorities & Planning Committee meet quarterly
- All other committee meet once per month, including July and August, except for the Mayor's Housing Commission

#### **Implications:**

- Provides stable and predictable meeting schedule year over year
- Statistical data supports maintain the status quo re: City Council meetings (Appendix B provides a summary of meeting activity for City Council and main committees over the past three years)
- Establishment of the Priorities & Planning Committee, and quarterly meetings, will alleviate pressure on Executive Committee and/or City Council agendas
- Community & Protective Services, Finance & Administration and Public Works & Infrastructure will now have meetings scheduled in July and August

#### **Option #2 – City Council meetings held every 3 weeks**

#### **Implications:**

- Like Option #1
- Frequency of Council meetings will increase but duration of meetings should be decreased
- May facilitate more in-depth deliberations at committee or Council given the more manageable agenda
- Will require adjustments to the meeting calendar

- Provides additional opportunities for stakeholders and the public to address members of Council but could decrease the time needed by Council members or the public for thorough review

### Advisory Committees

The status of Advisory Committees has been outstanding since April 2015 in light of new initiatives respecting public engagement practices.

It has been two years since any new appointments to these committees has occurred. During that time, there has been little, or no comment received from previous committee members or members of the public interested in serving in such a role. In addition, new forms of engagement with the public are being tried and/or followed, most notably with online options.

The ongoing redesign of [regina.ca](http://regina.ca) will provide new and creative platforms by which to engage with the public. There was an overwhelming online response generated by engagement *vis-à-vis* *The Smoking Bylaw* in spring 2017.

The City of Regina has a robust practice of engaging with various stakeholders, community associations and other interested parties on a wide range of issues. This practice, along with new public engagement tools and options, has essentially led to the advisory committees no longer serving their original purpose or role.

### **Option #1 – Disband Advisory Committees\*(Recommended)**

- Disband all Advisory Committees except the Accessibility Advisory Committee \*
- Direct the City Clerk to return with a report outlining recommendations for public engagement utilizing the future redesign of [regina.ca](http://regina.ca), along with other tactics, in Q1 2019.
- Establish single issue, *ad hoc* committees on an as-needed basis in the future

### Implications:

- There may be criticism from various stakeholder groups that the City is attempting to stifle debate
- Some members of the public appreciated the opportunity to participate on the committees
- City Council will affirm its prerogative as the primary decision-making body of the city
- In their current form, some of the advisory committees were seen as having become more of an “advocacy group”
- The option to utilize an *ad hoc* committee in the future provides Council with the option of establishing a single issue advisory committee if it wishes
- Members of Council will no longer be required to serve as a liaison to the various committees
- The Office of the City Clerk will realize modest savings of approximately \$5,000 annually
- Administration will no longer be tasked with supporting the work of the committees
- Amendments will be required to *The Committee Bylaw*

- Administration will provide a report in Q1 2019 respecting mechanisms by which the redesigned regina.ca can be utilized to engage the public in several ways and on several issues

## **Option #2 – Status Quo**

That the following advisory committees be retained, and new members appointed:

1. Arts Advisory Committee
2. Community Leaders Advisory Committee
3. Community Services Advisory Committee
4. Crime Prevention Advisory Committee
5. Environment Advisory Committee
6. Youth Advisory Committee

Implications:

- Stakeholder groups and past committee members may be pleased that the advisory committees have been retained
- Committees will likely continue to suffer from disinterest and/or poor attendance
- Members of Council will be required to serve as a liaison to the various committees
- The Office of the City Clerk will be responsible for annual expenditures of approximately \$5,000
- May detract from the utilization of the future redesign of regina.ca as an engagement tool
- No amendments will be required to *The Committee Bylaw*
- Administration will be required to provide support to the work of the committees

## **RECOMMENDATION IMPLICATIONS**

### **Financial Implications**

There will be minimal savings realized through the streamlining of Council committees and the elimination of all but one Advisory committee.

### **Environmental Implications**

None with respect to this report.

### **Policy and/or Strategic Implications**

Streamlining the number of Council committees provides Council members, Administration and the public with a more focused approach to decision-making procedures.

The elimination of most Advisory Committees places a heightened expectation on the redesign of regina.ca with respect to its public engagement capabilities.

Establishment of the Priorities & Planning Committee and the scheduling of quarterly, half-day meetings will decrease the time commitments for regularly scheduled meetings of Executive Committee and City Council. These meetings will provide Administration with a regular opportunity to brief Council members on upcoming/emerging issues or present status updates.

### COMMUNICATIONS

Pending approval of the recommendations, amendments will be required to *The Procedure Bylaw* and *The Committee Bylaw*.

These changes will also be reflected on the City Clerk's pages on Regina.ca.

### DELEGATED AUTHORITY

The recommendations in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

A handwritten signature in dark ink, appearing to read 'Jim Nicol', is written above a horizontal line.

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Jim Nicol, Secretary



## Appendix A

### Summary of Recommendations

Recommendation	Implementation required
Disbandment of Emergency Measures Committee and transfer of responsibilities to Community & Protective Services Committee	Amendments to <i>The Procedure Bylaw</i> and <i>The Committee Bylaw</i> (terms of reference)
Establishment of Priorities Committee	Amendments to <i>The Procedure Bylaw</i> and <i>The Committee Bylaw</i> (terms of reference)
Scheduling of Council and committee meetings	Approval of the yearly calendar by City Council in December
Disbandment of Advisory Committees	Amendments to <i>The Committee Bylaw</i>

**Appendix B**  
**City Council & Main Committee Meetings**  
**2016 to Present**

<b>City Council</b>			
<b>Year</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Number of Meetings</b>	14	15	6
<b>Number of Items Discussed</b>	411	406	150
<b>Number of Meeting Hours</b>	52.25	63.75	24.50
<b>Number of Meetings Cancelled due to Lack of Items</b>	--	--	--
<b>Average Meeting End Time</b>	9:00 p.m.	9:30 p.m.	9:30 p.m.

<b>Community &amp; Protective Services Committee</b>			
<b>Year</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Number of Meetings</b>	6	6	3
<b>Number of Items Discussed</b>	20	18	13
<b>Number of Meeting Hours</b>	8.10	11	3.78
<b>Number of Meetings Cancelled due to Lack of Items</b>	3	2	--
<b>Average Meeting End Time</b>	5:00 p.m.	5:30 p.m.	5:00 p.m.

<b>Executive Committee (Public)</b>			
<b>Year</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Number of Meetings</b>	12	12	7
<b>Number of Items Discussed</b>	37	43	14
<b>Number of Meeting Hours</b>	15	22.5	7.26
<b>Number of Meetings Cancelled due to Lack of Items</b>	--	--	--
<b>Average Meeting End Time</b>	1:00 p.m.	1:30 p.m.	12:45 p.m.

<b>Executive Committee (Private)</b>			
<b>Year</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Number of Meetings</b>	14	15	8
<b>Number of Items Discussed</b>	50	53	39
<b>Number of Meeting Hours</b>	30.75	27.5	18.20
<b>Number of Meetings Cancelled due to Lack of Items</b>	--	--	--
<b>Average Meeting End Time</b>	3:00 p.m.	3:30 p.m.	3:45 p.m.

<b>Finance &amp; Administration Committee</b>			
<b>Year</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Number of Meetings</b>	9	9	5
<b>Number of Items Discussed</b>	39	31	12
<b>Number of Meeting Hours</b>	11.5	7.5	2.5
<b>Number of Meetings Cancelled due to Lack of Items</b>	1	2	--
<b>Average Meeting End Time</b>	5:00 p.m.	4:45 p.m.	4:30 p.m.

<b>Mayor's Housing Commission</b>			
<b>Year</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Number of Meetings</b>	3	3	2
<b>Number of Items Discussed</b>	7	8	8
<b>Number of Meeting Hours</b>	4.25	4.25	3.5
<b>Number of Meetings Cancelled due to Lack of Items</b>	5	2	--
<b>Average Meeting End Time</b>	5:30 p.m.	5:30 p.m.	5:45 p.m.

<b>Public Works &amp; Infrastructure Committee</b>			
<b>Year</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Number of Meetings</b>	4	9	4
<b>Number of Items Discussed</b>	13	20	16
<b>Number of Meeting Hours</b>	3.38	8.25	8.46
<b>Number of Meetings Cancelled due to Lack of Items</b>	5	1	2
<b>Average Meeting End Time</b>	4:45 p.m.	4:55 p.m.	6:00 p.m.

<b>Regina Planning Commission</b>			
<b>Year</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Number of Meetings</b>	12	11	5
<b>Number of Items Discussed</b>	64	47	22
<b>Number of Meeting Hours</b>	29.50	16.75	9.75
<b>Number of Meetings Cancelled due to Lack of Items</b>	--	2	--
<b>Average Meeting End Time</b>	6:30 p.m.	5:30 p.m.	6:00 p.m.

November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: Regina Planning Commission: Zoning Bylaw Amendment Application (18-Z-11) PS -  
Public Service Zone to MX - Mixed Residential Business Zone 1464 Broadway Avenue

---

**RECOMMENDATION**

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION  
– NOVEMBER 7, 2018**

1. That the application to rezone Lot F, Block 8, Plan FU1637; located at 1464 Broadway Avenue, within the Gladmer Park Neighbourhood from, PS - Public Service Zone to MX - Mixed Residential Business Zone, be approved.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective *Regina Zoning Bylaw No. 9250* amendment.

***REGINA PLANNING COMMISSION – NOVEMBER 7, 2018***

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

Recommendation #3 does not require City Council approval.

Councillors: Bob Hawkins, Mike O'Donnell (Chairperson) and Barbara Young; Commissioners: David Bale, Frank Bojkovsky, Simon Kostic, Steve Tunison and Celeste York were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on November 7, 2018, considered the following report from the Administration:

**RECOMMENDATION**

1. That the application to rezone Lot F, Block 8, Plan FU1637; located at 1464 Broadway Avenue, within the Gladmer Park Neighbourhood from, PS - Public Service Zone to MX - Mixed Residential Business Zone, be approved.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective *Regina Zoning Bylaw No. 9250* amendment.
3. That this report be forwarded to the November 26, 2018 meeting of City Council for

approval, which will allow sufficient time for advertising of the required public notices for the respective bylaw.

## CONCLUSION

The applicant, Aubrey Steadman of Gene's Ltd., with consent of the owner, Tartan Curling Club Co-operative, proposes to rezone the subject property from PS - Public Service Zone to MX - Mixed Residential Business Zone.

The proposal complies with the development standards and regulations contained in the *Regina Zoning Bylaw No. 9250* (Zoning Bylaw) and is consistent with the policies in *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP). Accordingly, Administration recommends approval.

## BACKGROUND

A Zoning Bylaw amendment application has been submitted to rezone the property at 1464 Broadway Avenue from PS – Public Service Zone to MX – Mixed Residential Business Zone.

This application is being considered pursuant to the Zoning Bylaw, the OCP and *The Planning and Development Act, 2007* (the Act).

## DISCUSSION

The applicant, Aubrey Steadman of Gene's Ltd., with consent of the owner, Tartan Curling Club Co-operative, proposes to rezone the subject property from PS - Public Service Zone to MX - Mixed Residential Business Zone to allow for greater flexibility for future redevelopment options. There are no accompanying development permits being reviewed at this time.

The existing curling club has been in operation at this location for nearly 60 years. However, the current landowners (Tartan Curling Club) have recently voted to terminate operations at this location and have put the subject property up for sale. The owners have conditionally agreed to sell the property to the applicant, who is also the immediate land owner to the east.

Under the proposed MX – Mixed Residential Business Zone the property can continue to be used as a curling rink, but there are alternative land uses that can also be accommodated. The City of Regina will review all future development applications in accordance with the Zoning Bylaw.

The intent of the current PS - Public Service Zone is to preserve and control areas used or intended to be used by the public for active and passive recreational purposes. As the future intent of the property is uncertain, the MX – Mixed Residential Business Zone is being proposed as the most appropriate rezoning option and is consistent with zoning on adjacent properties.

The intent of MX - Mixed Residential Business Zone is follows:

- To encourage the adaptive re-use of existing public and private structures and to ensure that new structures are compatible in use, scale and design with the surrounding uses.

- Application of this zone will be extended to any land for which new development or redevelopment of low-rise offices or a mixture of offices and housing is desirable, specifically the inner fringes of the Downtown zone and the outer edges of the adjoining older residential zones.

The land use and zoning related details are summarized in the following table:

<b>Land Use Details</b>	<b>Existing Zoning</b>	<b>Proposed Zoning</b>
Zoning	PS - Public Service	MX - Mixed Residential Business
Land Use	Recreational Services Facility	Unknown
Building Area	Existing building	Existing building

The surrounding land uses include commercial uses within the MX – Mixed Residential Business Zone to the east, multi-unit residential dwellings in the R6 - Residential Multiple Housing Zone to the south and west and a retirement residence (College Park II) in the DCD9 - Direct Control District for the Former Diocese of Qu'Appelle Lands to the north.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

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

### Environmental Implications

None with respect to this report.

### Policy/Strategic Implications

The proposal is consistent with the policies contained within Part A of the OCP with respect to:

#### Section D5: Land Use and Built Environment

Goal 1 – Complete Neighbourhoods: Enable the development of complete neighbourhoods.

- 7.5 Encourage appropriate mixed-use development within neighbourhoods, as well as the retention of existing local and neighbourhood commercial spaces.

### Other Implications

None with respect to this report.

### Accessibility Implications

None with respect to this report. Any proposed development will require to follow the accessibility parking regulations within the Zoning Bylaw.

### COMMUNICATIONS

Communication with the public is summarized below:

Public notification signage posted on:	August 28, 2018
Will be published in the Leader Post on:	November 10, 2018 November 17, 2018
Letter sent to immediate property owners	August 24, 2018
Number of Public Comments Sheets Received	1

Administration received one letter of support for the proposed rezoning to MX - Mixed Residential Business Zone.

The application was circulated to the Heritage Community Association (HCA). Following circulation, Administration attempted follow up contact with HCA but did not receive a response prior to the deadline for submission of this report.

The applicant and other interested parties will receive a copy of the report and notification of the meeting to appear as a delegation in addition to receiving a 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,

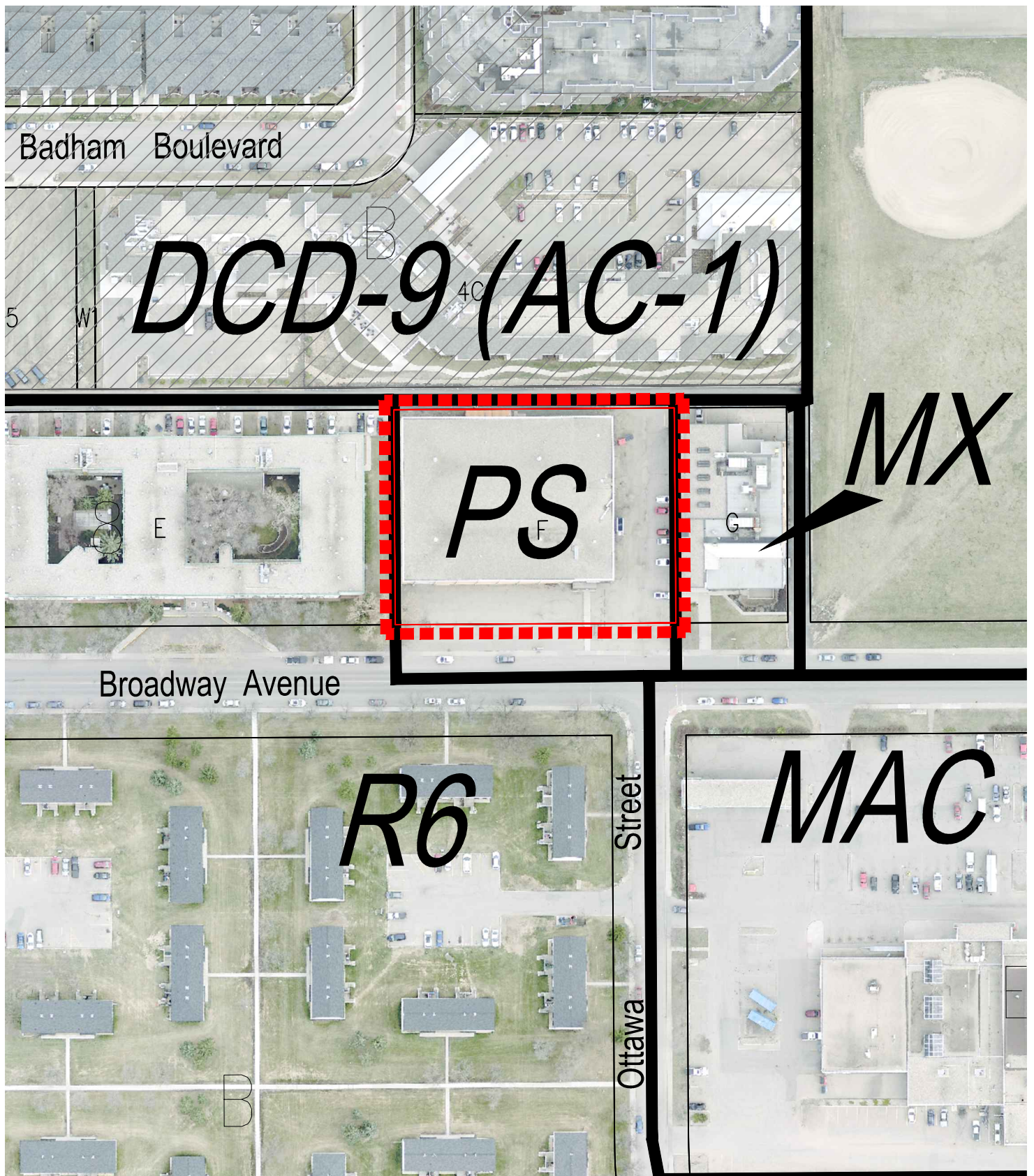
REGINA PLANNING COMMISSION



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Elaine Gohlke, Secretary





Subject Property

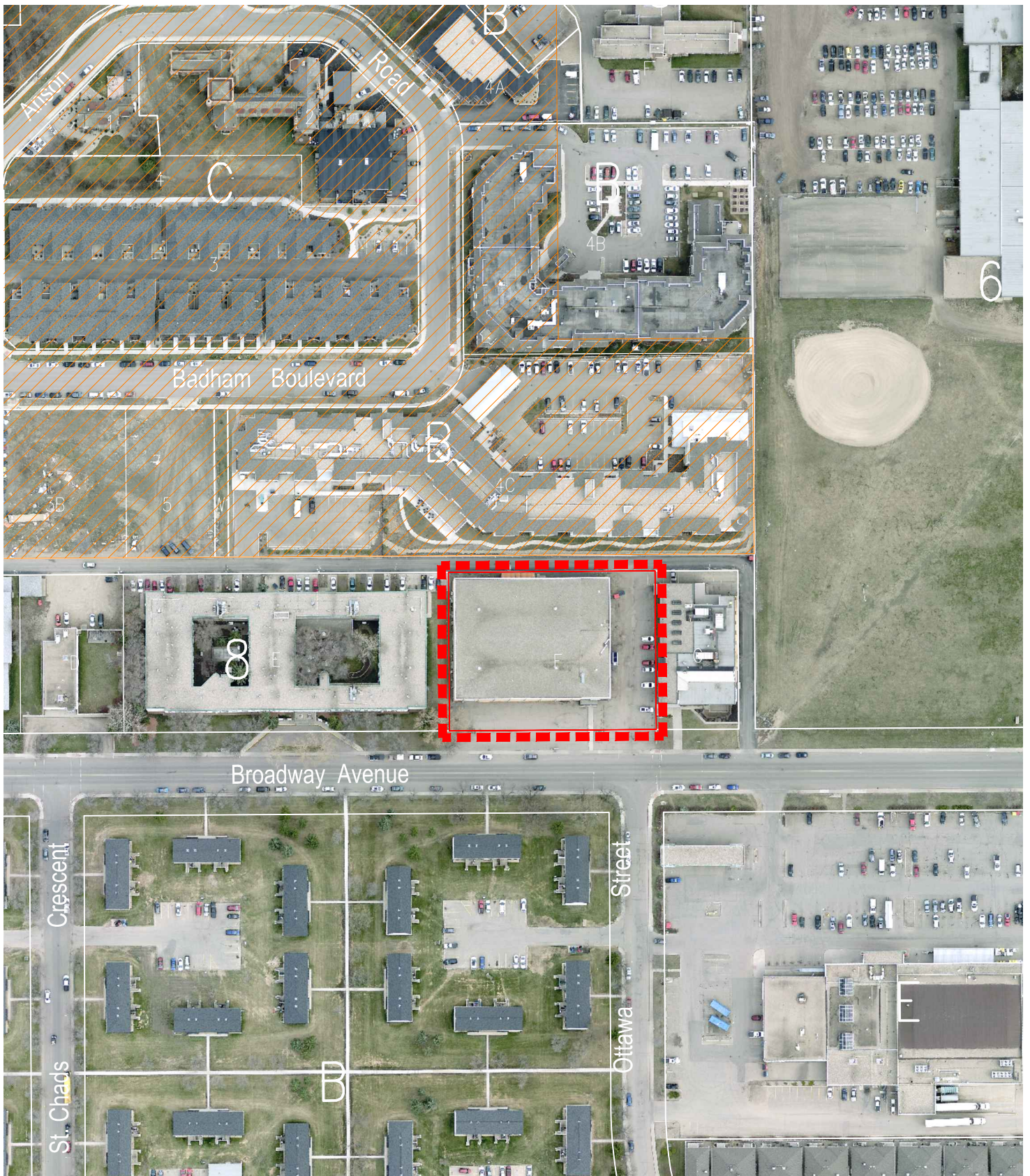
Date of Photography : 2016



Project 18-Z-11

Civic Address/Subdivision 1464 Broadway Avenue





Date of Photography: 2016



Subject Property

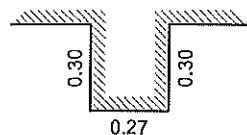
Project 18-Z-11

Civic Address/Subdivision 1464 Broadway Avenue

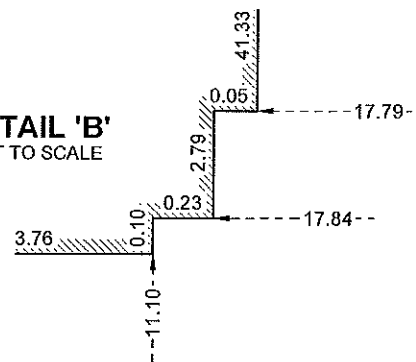


I, Malcolm Merlin Vanstone, Saskatchewan Land Surveyor, have made a survey of the above-described property on the 16th day of July, 2018, and hereby certify that:

- TYP. DETAIL 'A'**  
NOT TO SCALE



**DETAIL 'B'**  
NOT TO SCALE

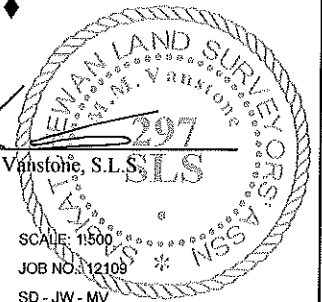


2018 ©

Malcolm Merlin Vanstone, S.L.S.



Phone: 306-569-2020  
Fax: 306-569-2026  
Regina, SK  
[www.2020geomatics.com](http://www.2020geomatics.com)





BYLAW NO. 2018-55

THE REGINA CITY COUNCIL REMUNERATION AMENDMENT BYLAW, 2018

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 Bylaw 2001-108, being *The Regina City Council Remuneration Bylaw, 2001* is amended in the manner set forth in this Bylaw.
- 2 Section 2 is repealed and the following substituted:
  - “2. The annual remuneration for members of Council shall be set as of the first day of January in each year, commencing January 1, 2019:
    - (a) for the Mayor, at 99.78% of the annual salary payable to members of the Executive Council of Saskatchewan serving as Cabinet Ministers;
    - (b) for other members of Council, at 30.73% of the Mayor’s annual remuneration.”
- 3 This Bylaw comes into force on January 1, 2019.

READ A FIRST TIME THIS 26th DAY OF November 2018.

READ A SECOND TIME THIS 26th DAY OF November 2018.

READ A THIRD TIME AND PASSED THIS 26th DAY OF November 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk (SEAL)

CERTIFIED A TRUE COPY

\_\_\_\_\_  
City Clerk

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Solicitor

## ABSTRACT

BYLAW NO. 2018-55

### THE REGINA CITY COUNCIL REMUNERATION AMENDMENT BYLAW, 2018

---

PURPOSE:	The purpose of this Bylaw is to amend Bylaw 2001-108, being <i>The Regina City Council Remuneration Bylaw, 2001</i> to increase the Mayor's annual salary to 99.78% of the Provincial Cabinet Minister's salary and reduce the percentage of Mayor's salary for the other members of Council to 30.73%.
ABSTRACT:	This Bylaw maintains the net pay for City Council members beginning in January 2019 when there is a taxation change that takes effect. Previously, the <i>Income Tax Act</i> provided an expense allowance for members of Council that allowed one-third of their salary and allowances to be exempt from income tax. This exemption will be removed starting in January 2019. The amendments to Bylaw 2001-108 maintain the Council members' net pay by increasing the Mayor's annual salary to 99.78% of the Provincial Cabinet Minister's salary and reducing the percentage of Mayor's salary for the other members of Council to 30.73%.
STATUTORY AUTHORITY:	Section 56 of <i>The Cities Act</i>
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	Public Notice is required pursuant to clause 101(1)(o) of <i>The Cities Act</i> . Public notice was provided in the Leader Post CityPage, the City's website and public notice board on November 10, 2018 in accordance with Bylaw 2003-8, being <i>The Public Notice Policy Bylaw</i> .
REFERENCE:	Report EX18-25 from the November 14, 2018 Executive Committee meeting
AMENDS/REPEALS:	Amends Bylaw 2001-108, being <i>The Regina City Council Remuneration Bylaw, 2001</i>

CLASSIFICATION: Administrative

INITIATING DIVISION: Organization and People

INITIATING DEPARTMENT: Human Resources

BYLAW NO. 2018-58

THE REGINA ZONING AMENDMENT BYLAW, 2018 (No. 23)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 *Regina Zoning Bylaw No. 9250* is amended in the manner set forth in this Bylaw.
- 2 Chapter 19 – Zoning Maps (Map No. 2887) is amended by rezoning the lands in Regina, Saskatchewan as outlined on the map attached as Appendix “A”, legally described as:

**Legal Address:**           **Lot F, Block 8, Plan No. FU1637**

**Civic Address:**           **1464 Broadway Avenue**

**Current Zoning:**       **PS – Public Service**

**Proposed Zoning:**   **MX – Mixed Residential Business**

- 3 This Bylaw comes into force on the day of passage.

READ A FIRST TIME THIS 26th DAY OF November 2018.

READ A SECOND TIME THIS 26th DAY OF November 2018.

READ A THIRD TIME AND PASSED THIS 26th DAY OF November 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
(SEAL)

CERTIFIED A TRUE COPY

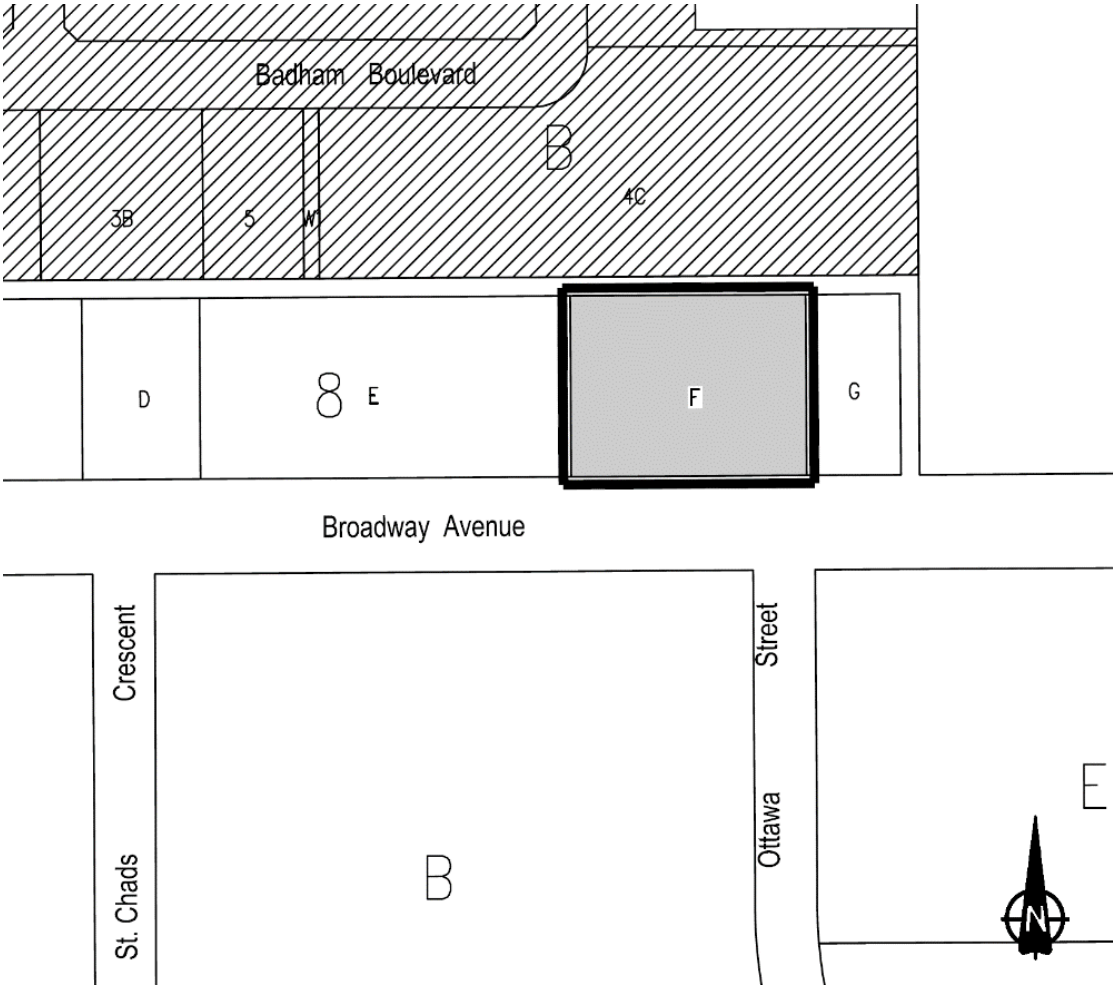
\_\_\_\_\_  
City Clerk

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Solicitor



APPENDIX “A”



## ABSTRACT

BYLAW NO. 2018-58

THE REGINA ZONING AMENDMENT BYLAW, 2018 (No. 23)

---

PURPOSE:	To amend <i>Regina Zoning Bylaw No. 9250</i> .
ABSTRACT:	The proposed rezoning will allow for greater flexibility in possible future redevelopment.
STATUTORY AUTHORITY:	Section 46 of <i>The Planning and Development Act, 2007</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	Required pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
PUBLIC NOTICE:	Required pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
REFERENCE:	Regina Planning Commission, November 7, 2018, RPC18-47.
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw No. 9250</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Development Services

BYLAW NO. 2018-60

THE COMMITTEE AMENDMENT BYLAW, 2018

---

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is as follows:
  - (a) to establish an additional main Committee of Council called the Priorities and Planning Committee;
  - (b) to dissolve a number of Committees of Council including the Emergency Measures Committee, the Arts Advisory Committee, the Community Leaders' Advisory Committee, the Community Services Advisory Committee, the Crime Prevention Advisory Committee, the Environment Advisory Committee, the Municipal Heritage Advisory Committee, and the Youth Advisory Committee;
  - (c) to revise the terms of reference for the Accessibility Advisory Committee;
  - (d) to revise a number of bylaws to accomplish the objectives set out in clauses (a), (b) and (c).
- 2 The following Committees are hereby dissolved either because they are no longer needed or their functions have been taken over by a Committee provided for in Bylaw 2009-40, being *The Committee Bylaw*:
  - (a) the Emergency Measures Committee;
  - (b) the Arts Advisory Committee;
  - (c) the Community Leaders' Advisory Committee;
  - (d) the Community Services Advisory Committee;
  - (e) the Crime Prevention Advisory Committee;
  - (f) the Environment Advisory Committee;
  - (g) the Municipal Heritage Advisory Committee;
  - (h) the Youth Advisory Committee.

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Solicitor

- 3 Bylaw 2009-40, being *The Committee Bylaw, 2009* is amended in the manner set forth  
in sections 4 to 25 of this Bylaw.
- 4 Clause 5(1)(b) is repealed.
- 5 The following clause is added after clause 5(1)(d.1):
- “(d.2) the Priorities and Planning Committee;”.
- 6 Subsection 6(2) is repealed.
- 7 The following subsection is added after subsection 6(4.1):
- “(4.2) Table 4.2 in the attached Schedule “A” sets out the authority, terms of  
reference, delegated authority, composition, term of appointment,  
administrative resources and authority to receive reports from the Priorities  
and Planning Committee.”.
- 8 Subsection 10(1) is amended by striking out “Other than for the Emergency Measures  
Committee, all” and substituting “All”.
- 9 Subsection 10(2) is repealed.
- 10 Clauses 17(1)(b), (d), (e), (f), (g) (h) and (j) are repealed.
- 11 Subsection 17(3) is repealed.
- 12 Subsections 18(2), (4), (5), (6), (7), (8) and (10) are repealed.
- 13 Subsection 23(2) is amended by striking out “the Community Leaders’ Advisory  
Committee and”.
- 14 Clause 2(a) of Table 1 of Schedule “A” is amended by adding “emergency  
management and planning,” after “fire and protective services,”.
- 15 Section 7 of Table 1 of Schedule “A” is repealed and the following substituted:
- “7 The Community and Protective Services Committee has the authority to  
receive reports from the Accessibility Advisory Committee.”.
- 16 Table 2 of Schedule “A” is repealed.
- 17 Clauses 2(e), (f) and (i) of Table 3 of Schedule “A” are repealed.

- 18 Clause 8(a) of Table 3 of Schedule “A” is repealed.
- 19 The table attached as Table 4.2 to this Bylaw is added after Table 4.1 of Schedule “A”.
- 20 Section 7 of Table 5 of Schedule “A” is repealed.
- 21 Clause 2(c) of Table 6 of Schedule “A” is amended by striking out “preservation” and substituting “conservation”.
- 22 Clause 4(1)(c) of Table 6 of Schedule “A” is repealed and the following substituted:
- “(c) four members of the general public with experience, or knowledge, abilities and skills related to the mandate of the Commission, in areas such as architecture, urban design, landscape design, urban planning, geography, land development or real estate;
  - (e) one member of the general public who is a heritage architect or where a heritage architect is not available, a member of the public who has experience, knowledge, abilities and skills related to heritage architecture.”.
- 23 Clause 7(a) of Table 6 of Schedule “A” is repealed.
- 24 Table 1 of Schedule “B” is repealed and the table attached as Table 1 to this Bylaw is substituted.
- 25 Table 2 and Tables 4, 5, 6, 7, 8 and 10 of Schedule “B” are repealed.
- 26 Clause 2(1)(i.1) of Bylaw 9004, being *The Procedure Bylaw* is amended by repealing subclause (f) and adding the following subclause after subclause (e):
- “(e.1) Priorities and Planning Committee;”.
- 27 The following subsection is added after subsection 34(10) of Bylaw 9004, being *The Procedure Bylaw*:
- “(10.1) The Chairman of the Priorities and Planning Committee shall be the Mayor.”.
- 28 Schedule “B” of Bylaw 9656, being *A Bylaw of the City of Regina to Designate an area of the City surrounding Victoria Park as a Municipal Heritage Conservation District* is amended as follows:
- (a) “Municipal Heritage Advisory Committee” is struck out in the definition of “Advisory Committee” in section 2 of Schedule “B” “Regina Planning Commission” is substituted;

(b) “Municipal Heritage Advisory Committee” is struck out in section 3.2.5 wherever it appears and “Regina Planning Commission” is substituted.

29 Clause 3(3)(a) of Bylaw 2002-57, being *The Regina Code of Conduct and Disclosure Bylaw* is repealed.

30 The following clause is added after subsection 37.1(2) in Bylaw 2003-69 being *The Regina Administration Bylaw*:

“(2.1) The City Manager, or his or her delegate, is delegated the authority to do the following with respect to the Municipal Heritage Awards Program:

- (a) accept nominations;
- (b) establish criteria and a process for selecting nominations;
- (c) approve of the recipients of the awards;
- (d) issue award payments under the Keith Knox Heritage Award for Youth.”.

31 Subsection 37.1(3) of Bylaw 2003-69 being *The Regina Administration Bylaw* is amended by striking out “Grants” and substituting “Except with respect to subsection (2.1), grants”.

32 Bylaw 2007-78 being *The City of Regina Municipal Architectural Heritage Design Guidelines Bylaw* is repealed.

33 Clause 5(a) of Bylaw 2011-37 being *The Emergency Measures Bylaw, 2011* is repealed.

34 Clause 3(s), sections 8 and 9 and clauses 18(e), 19(f) and 22(g) of Bylaw 2012-14, being *The City of Regina Condominium Policy Bylaw, 2012* are repealed.

35 Section 23 of Bylaw 2012-14, being *The City of Regina Condominium Policy Bylaw, 2012* is repealed and the following substituted:

“23 In the event the owner’s Condominium Conversion will adversely impact the heritage features of a Designated Heritage Property that is the subject of a Condominium Conversion then the Condominium Conversion may be denied by:

- (a) the Development Officer in the case of a property containing 50 units or less; or

(b) City Council in the case of a property containing 51 units or more.”.

36 This Bylaw comes into force on the day of passage.

READ A FIRST TIME THIS 26<sup>th</sup> DAY OF November, 2018.

READ A SECOND TIME THIS 26th DAY OF November, 2018.

READ A THIRD TIME AND PASSED THIS 26th DAY OF November, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
(SEAL)

CERTIFIED A TRUE COPY

\_\_\_\_\_  
City Clerk



TABLE 4.2

**PRIORITIES AND PLANNING COMMITTEE**

**Authority**

- 1 The Priorities and Planning Committee is established pursuant to section 55 of *The Cities Act* and has all of the powers, duties and authority set out in this Bylaw and in any other Bylaw or provincial legislation that applies to this Committee.

**Terms of Reference**

- 2 The Priorities and Planning Committee is authorized to do the following:
- (a) review and make recommendations to Council relating to long-term policies and priorities including the corporate strategic plan;
  - (b) review and make recommendations to Council regarding emerging or time sensitive intergovernmental matters;
  - (c) review and make recommendations to Council regarding the annual budget and long-range financial plans;
  - (d) review and make recommendations to Council regarding all corporate master plans;
  - (e) consider matters which require preliminary and advisory consideration of all members of Council.

**Composition**

- 3 The Priorities and Planning Committee shall consist of all members of Council.

**Term**

- 4 All members of Council shall be members of the Priorities and Planning Committee during their term in office.

**Administrative Resource**

- 5 The City Clerk or his or her designate may provide administrative support to the Priorities and Planning Committee.

TABLE 1

**ACCESSIBILITY ADVISORY COMMITTEE****Authority**

- 1 The Accessibility Advisory Committee is established pursuant to section 55 of *The Cities Act* and has all of the powers, duties and authority set out in this Bylaw and in any other Bylaw or provincial legislation that applies to this Committee.

**Purpose**

- 2 The Accessibility Advisory Committee engages residents experiencing disability and other subject matter experts to advise the City on investments and choices that will deliver on the mandate for accessibility and inclusion articulated in Council's Vision and further detailed in *Design Regina* and master plans.

**Terms of Reference**

- 3 The Accessibility Advisory Committee is authorized to do the following:
- (a) advise City Administration and Council on strategies to improve the accessibility and inclusivity of services, programs, facilities and other infrastructure, including the identification and removal of barriers that hinder full participation in the community by some Regina residents;
  - (b) advise on the development, implementation and evaluation of guiding principles, policies and strategies to position Regina as a model community for the inclusion of all residents, including persons experiencing disability;
  - (c) identify and liaise with local stakeholders, including other levels of government, to establish partnerships and collaboration related to improving access and inclusion;
  - (d) review plans and policies to identify potential barriers to accessibility and inclusion within City services;
  - (e) provide recommendations on City capital projects, including infrastructure upgrades and retrofits and implementation of accessible features at new and existing City facilities;
  - (f) review Federal and Provincial directives, regulations, and legislation relating to accessibility and inclusion and identify implications for the City;
  - (g) review research on accessibility issues and current leading practices for eliminating barriers to participation;

- (h) provide advice on public awareness campaigns to promote the City's efforts to make its services, facilities, and infrastructure accessible and barrier-free;
- (i) provide community engagement opportunities for people that experience disability to raise issues and concerns with decision makers.

**Delegated Authority**

4 Pursuant to section 100 of *The Cities Act*, the Accessibility Advisory Committee is delegated the authority from Council to do the following:

- (a) hear paratransit service appeals in accordance with the Paratransit Policy and Procedure Guide in relation to registration denials; the requirement to have an attendant or be met by an attendant; passenger suspensions over five days; denial of trips because of unacceptable behaviour; and no show trips;
- (b) approve of citizen member travel allowances within the sum approved by Council.

**Composition**

5 The Accessibility Advisory Committee shall consist of 12 members appointed by resolution of Council as follows:

- (a) one member of Council;
- (b) a minimum of six members from the general public:
  - (i) who are individuals that experience disability; and
  - (ii) who are representative of a diverse population and age, including individuals experiencing physical and cognitive disabilities;
- (c) if after appointing members based on the criteria outlined in clauses (a) and (b), there are still positions available, members from the general public who are:
  - (i) representatives of community-based, non-profit organizations that work with or support people that experience disabilities and are knowledgeable in current leading practices related to accessibility and inclusion; or
  - (ii) parents or caregivers of children or youth (under 19) that experience disability.

**Resources**

- 6 The Accessibility Advisory Committee may approach external agencies for advice, including employees from the Provincial Office of Disability Issues, the Saskatchewan Human Rights Commission and faculty members from the University of Regina.

**Term**

- 7(1) Unless removed from office, the appointment of the members of the Accessibility Advisory Committee from the general public shall be for up to three year staggered terms as may be set by resolution of Council.
- (1.1) Notwithstanding clause (1), members of the committee whose terms have expired will continue as members of the committee until such time as Council re-appoints the member or names a successor member.
- (2) The appointment of the Council member to the Accessibility Advisory Committee shall be for a one year term.

**Meetings**

- 8 The Accessibility Advisory Committee shall meet at least quarterly.

**Administrative Resource**

- 9 The City Manager or his or her designate may provide administrative support to the Accessibility Advisory Committee.

**Secretary**

- 10 The City Clerk shall act as secretary to the Accessibility Advisory Committee.

**Reports To**

- 11 The Accessibility Advisory Committee shall provide an annual report on its activities to the Community and Protective Services Committee.

## ABSTRACT

BYLAW NO. 2018-60

### THE COMMITTEE AMENDMENT BYLAW, 2018

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PURPOSE:	The purpose of this Bylaw is to establish the Priorities and Planning Committee and to dissolve the Emergency Measures Committee as well as the following secondary Committees of Council: the Arts Advisory Committee, the Community Leaders' Advisory Committee, the Community Services Advisory Committee, the Crime Prevention Advisory Committee, the Environment Advisory Committee, the Municipal Heritage Advisory Committee and the Youth Advisory Committee. This bylaw also makes changes to the terms of reference for the Accessibility Advisory Committee and a number of consequential revisions to a number of bylaws to establish the new Committee and dissolve the listed committees.
ABSTRACT:	This Bylaw establishes the Priorities and Planning Committee and dissolves the Emergency Measures Committee and all of the secondary Committees of Council except the Accessibility Advisory Committee and the School Board/City Council Liaison Committee.
STATUTORY AUTHORITY:	Sections 55, 55.1 and 100 of <i>The Cities Act</i> ,
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	Public Notice is required because this Bylaw makes amendments to Bylaw 9004, <i>The Procedure Bylaw</i> and public notice is required pursuant to section 55.1 of <i>The Cities Act</i> . Public Notice was provided on November 10, 2018.
REFERENCE:	Report EX18-26 and EX 18-27 from the November 14, 2018 Executive Committee meeting
AMENDS/REPEALS:	This bylaw amends the following bylaws: Bylaw 2009-40, Bylaw 9004, Bylaw 9656, Bylaw 2002-57, Bylaw 2003-69,

Bylaw 2011-37 and Bylaw 2012-14. This bylaw repeals Bylaw 2007-78.

CLASSIFICATION: Administrative

INITIATING DIVISION: City Manager's Office

INITIATING DEPARTMENT: City Clerk

BYLAW NO. 2018-61

THE PROCEDURE AMENDMENT BYLAW, 2018

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THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is to amend Bylaw 9004, being *The Procedure Bylaw*, to revise the timelines for distributing agendas for Council and Committee meetings and submitting materials for Council and Committee meetings.
- 2 Bylaw 9004, being *The Procedure Bylaw*, is amended in the manner set forth in this Bylaw.
- 3 Subsection 9(2) is repealed and the following substituted:  
  
“(2) The City Clerk shall ensure copies of the agenda are:
  - (a) distributed to each member, the office of the City Manager and the City Solicitor so that it will be received in each case not later than the afternoon of the Wednesday preceding the meeting of Council for which it was prepared;
  - (b) distributed to heads of the City departments who are entitled to receive copies, and
  - (c) made available on the city website to the news media, and the general public.”
- 4 Subsection 9(3) of Bylaw 9004, being *The Procedure Bylaw* is amended by striking out “in the afternoon on the Thursday in the week preceding the meeting of Council” and substituting “in the afternoon on the Tuesday in the week preceding the meeting of Council”.
- 5 Subsection 34(6) of Bylaw 9004, being *The Procedure Bylaw* is amended by striking out “within the established deadlines, usually 2 1/2 working days prior to the meeting” and substituting “in the afternoon on the Tuesday the week preceding the meeting of the Committee at which the material is to be presented”.

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

City Solicitor



6 This Bylaw comes into force on February 1, 2019.

READ A FIRST TIME THIS 26th DAY OF November, 2018.

READ A SECOND TIME THIS 26th DAY OF November, 2018.

READ A THIRD TIME AND PASSED THIS 26th DAY OF November, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
(SEAL)

CERTIFIED A TRUE COPY

\_\_\_\_\_  
City Clerk

## ABSTRACT

BYLAW NO. 2018-61

### THE PROCEDURE AMENDMENT BYLAW, 2018

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PURPOSE:	The purpose of this Bylaw is to amend <i>The Procedure Bylaw</i> to change the timeline for distributing agendas to the Wednesday preceding the Council meeting and requires all material to be placed on an agenda, including written submissions to appear as delegations to be submitted on the Tuesday the week preceding the Council meeting at which the material is to be presented. This also requires submissions for Committee meetings to be submitted on the Tuesday the week preceding the Committee meeting at which the material is to be presented.
ABSTRACT:	This Bylaw makes changes to the timelines for distributing agendas and submitting materials for Council and Committee meetings.
STATUTORY AUTHORITY:	Sections 55 and 55.1 of <i>The Cities Act</i> ,
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	Public Notice is required because this Bylaw makes amendments to Bylaw 9004, <i>The Procedure Bylaw</i> and public notice is required pursuant to section 55.1 of <i>The Cities Act</i> . Public Notice was provided on November 10, 2018.
REFERENCE:	Report EX18-26 and EX 18-27 from the November 14, 2018 Executive Committee meeting
AMENDS/REPEALS:	This bylaw amends Bylaw 9004
CLASSIFICATION:	Administrative
INITIATING DIVISION:	City Manager's Office
INITIATING DEPARTMENT:	City Clerk

**BID Expansion Presentation – City Council**  
***Regina Downtown Business Improvement District***  
November 26, 2018

---

Good Afternoon Finance and Administration Committee members. My name is Judith Veresuk and I am here on behalf of the Regina Downtown Business Improvement District. We are respectfully requesting approval of the proposed adjustments to our Business Improvement District Boundary.

Regina Downtown was founded in 1981 as a business improvement district, which was a new idea at the time. Local property owners, including Paul and Carol Hill of Harvard Developments, Harold Hague of Loggie's Shoes and the late Robert Gardikiotis of the Copper Kettle, initiated the formation of Regina's Market Square. For many years the original BID boundary stayed the same – the railroad tracks to the north, Albert to the west, Broad to the East and Victoria to the south. Recent expansions have altered our boundaries south to 13<sup>th</sup> Avenue, along Broad between Victoria and College and east to Halifax Street from Saskatchewan Drive to 13<sup>th</sup> Avenue.

We now hope to expand our boundaries to reflect the growing investment opportunities to the east of our existing district. Our proposed expansion would include the area bound by St. John to the East, Osler to the West, South Railway to the North and Sask Drive to the South. This area encompasses 15 commercial properties and is a key gateway into Downtown Regina.

RDBID is self-funded through a BID levy assessed on commercial properties within the boundary. The levy fee is dependent on the assessed value of the property. Within the expansion area, most fees are estimated to range between \$47 to \$630 per annum. One property, 1650 Halifax Street will be assessed \$2,744.32 in BID Levy should the expansion be approved.

Information packages were mailed out in July, 2018 to the property owners. Of the 16 properties included in the expansion request, we received three comments of support for inclusion in the BID – these three comments represented 9 of the properties.

Regina Downtown offers many benefits to its members. Our programs are intended to enhance those services already provided by the City of Regina. If the boundary expansion is approved, RDBID will expand the following services to businesses and properties in the expansion area.

- Clean and safe services - We conduct regular sidewalk sweeping from April through October, depending on weather, litter removal and minor graffiti removal. We have determined that we would be able to provide cleaning services within the expansion area one to two times a week. However, if there is a situation that needs immediate attention, the business only needs to call us and we will deploy someone to address the problem.

- Safety and security – Our Operations Manager has been working closely with RPS and other service providers in monitoring the safety and security of our district. This includes regular meetings with RPS and information sessions with downtown members. Where there are acute needs, we will assist with developing a solution that works for everyone involved.
- Advocacy – RDBID does a tremendous amount of advocacy work for our members. We have assisted with the development of solutions that work for our membership while also meeting the goals of our project partners. We have worked with the City on transit improvements on 11<sup>th</sup> Avenue, circulation and activation of City Square Plaza and the future development of the Railyard Renewal lands. We have lobbied on behalf of our members for limitations on office development outside of downtown. We have ongoing meetings with City of Regina Department Heads to discuss downtown issues that our membership faces, such as infrastructure improvements, street and sidewalk cleaning, events and waste removal. We are optimistic that having this dialogue with key City staff will result in solutions that benefit our membership.

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

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

November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: Finance and Administration Committee: Regina Downtown Business Improvement  
District – Proposed Boundary Expansion

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**RECOMMENDATION**

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE  
- NOVEMBER 6, 2018**

That the City Solicitor be instructed to amend *The Regina Downtown Business Improvement District Bylaw No. 2003-80* to expand the Regina Downtown Business Improvement District boundary as depicted in Appendix A to this report.

*FINANCE AND ADMINISTRATION COMMITTEE – NOVEMBER 6, 2018*

Judith Veresuk, representing Regina Downtown Business Improvement District, addressed the Committee

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

Recommendation #2 does not require City Council approval.

Councillors: Bob Hawkins (Chairperson), Jason Mancinelli and Barbara Young were present during consideration of this report by the Finance and Administration Committee.

The Finance and Administration Committee, at its meeting held on November 6, 2018, considered the following report from the Administration:

**RECOMMENDATION**

1. That the City Solicitor be instructed to amend *The Regina Downtown Business Improvement District Bylaw No. 2003-80* to expand the Regina Downtown Business Improvement District boundary as depicted in Appendix A to this report.
2. That this report be forwarded to the November 26, 2018 City Council meeting for approval.

**CONCLUSION**

The Board of Directors of the Regina Downtown Business Improvement District (BID) has requested that the boundaries of the BID be expanded to add properties to the east of the current district, as depicted in Appendix A of this report. City of Regina (City) Administration supports the proposed boundary expansion, which would include an additional 15 properties and would generate an estimated \$6,500 annually for the BID beginning in 2019.

The BID has consulted the property and business owners within the proposed boundary expansion area and notice of the request has been provided in accordance with the City's *Public Notice Policy Bylaw No. 2003-8*. City Administration have not received any objections to the proposed boundary expansion.

## BACKGROUND

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

The Board of Directors for the BID adopted a motion on June 12, 2018 to expand its boundary to include the 15 properties (Appendix A) at the request of one of the property owners within the expansion area, who is also an existing member of the BID. On July 24, 2018, the BID submitted a letter to the City providing their rationale for the proposed boundary expansion and formally requested the initiation of the process for City Council to consider the proposed boundary expansion. A copy of the letter is attached as Appendix B to this report.

## DISCUSSION

*Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) recognizes the importance of the Downtown to the economic and social viability of the community and acknowledges its importance as a unique place in Regina for commercial development, specialty retail, entertainment and housing opportunities.

The BID was established to improve the Downtown's appearance and image, promote and market Downtown and undertake projects and initiatives that facilitate ongoing enhancement and redevelopment within the BID boundary. As noted in Appendix B, should the proposed boundary expansion be approved, the BID would provide a number of programs and services to property owners within the expansion area, including streetscape maintenance, cleaning and beautification, graffiti removal, safety patrols and access to and inclusion of new member businesses in marketing and promotional campaigns. The proposed boundary expansion would result in additional funds, available to the BID through the BID levy, which would be used to pay for the services noted above.

City Administration supports the proposed boundary expansion as the BID's provision of services to its members align with the OCP goals for the Downtown.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

Should the proposed boundary expansion be approved, the BID levy over and above the City's existing municipal tax rate, will be applied to all taxable commercial properties within the new area beginning in 2019. Based on the assessed commercial value of the affected properties, it is estimated the BID levy will generate approximately \$6,500 annually for the BID. A breakdown of the affected property addresses and their estimated BID levy is provided in Appendix E.

There will be no ongoing financial implications to the City; however, as the City collects and administers the BID levy on behalf of the BID, expansion of the boundary will have a one-time operational impact as changes to each of the 15 affected property's assessment files will have to be made to add the BID levy.

### Environmental Implications

None with respect to this report.

### Policy and/or Strategic Implications

Most of the properties within the proposed boundary expansion are designated "City Centre" in the OCP; however, the eastern-most property, 1630 St. John's Street and a portion of 1525 South Railway Street fall outside of the City Centre area. The recommendations of this report align with Section 7.7.1 of the OCP, which encourages collaboration with stakeholders to enhance the City Centre by "investing in an attractive, safe public realm, including pedestrian-friendly and lively streets and inviting versatile multi-season public spaces".

In addition, the recommendations of this report are supported by Section 12.6 of the OCP, which encourages collaboration with community economic development stakeholders across the region to leverage shared economic advantages and tourism opportunities.

Programs such as streetscape maintenance, cleaning and beautification, graffiti removal and safety patrols that improve both safety and the perception of safety are aligned with section 3.2.1 and Policy 1 of the Regina Downtown Neighbourhood Plan "that the City of Regina shall use CPTED (Crime Prevention through Environmental Design) principles to enhance safety in the design of public spaces in the Downtown".

### Other Implications

One of the purposes of the BID is to encourage the development of a vibrant and prosperous Downtown by improving the district's appearance and image and beautifying publicly owned lands, buildings and structures in the district.

### Accessibility Implications

None with respect to this report.

### COMMUNICATIONS

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

In accordance with *The Public Notice Bylaw No. 2003-8*, public notice of the proposed boundary expansion was published in the *Leader-Post* on October 27, 2018 and posted on the City's website (Appendix C).

In addition, the City and the BID have consulted with affected commercial property owners and building tenants by sending letters to commercial property owners on May 23, 2018 (BID - Appendix B) and October 2, 2018 (City - Appendix D), advising of the BID's interest in the proposed boundary expansion. The BID's letter provided each owner with an estimate of the BID's levy for their property along with an information package detailing the BID's services.

### DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE






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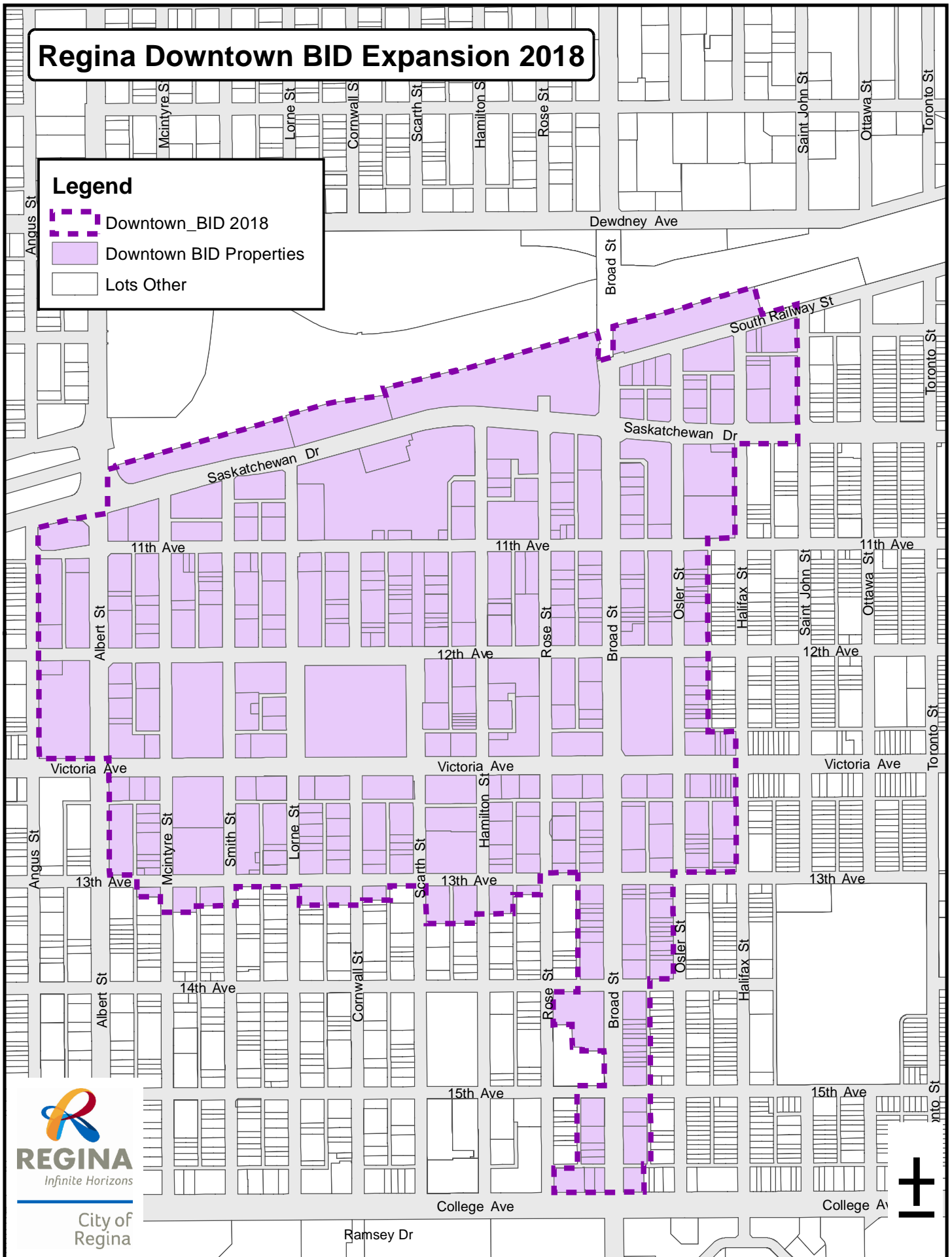
Ashley Thompson, Secretary



# Regina Downtown BID Expansion 2018

## Legend

-  Downtown\_BID 2018
-  Downtown BID Properties
-  Lots Other





May 23, 2018

FITZROYALTY MANAGEMENT GP INC.  
PO BOX 611  
REGINA SK S4P3A3

Dear Sir or Madam,

Regina is growing and its downtown business district is growing with it. We want to help make your business property as profitable and prosperous as possible by expanding the services and coverage of the Regina Downtown Business Improvement District.

More investment and more people are flowing into our city on a daily basis. This could provide us all with significant opportunities so long as we can compete.

Regina has added new suburban business developments on the fringes of the city that add to our challenges. No matter whether you are a property owner or a business owner; no matter whether you own a retail store or a professional service, you face more competition than ever to attract clients to your area of the city.

### **There is Strength in Numbers**

Since 1981, the Regina Downtown Business Improvement District (RDBID) has been proud to provide downtown businesses with services that improve their appeal.

But don't take my word for it. Tim Martin, owner of Atlantis Coffee Co. says:

"We at Atlantis Coffee don't hesitate to contact the RDBID when we have questions of any kind concerning downtown Regina. Our customers comment more on what is happening downtown and engaging things that are happening. This is new. Our





customers used to comment on how there was nothing to do downtown and how they didn't feel safe."

A few of our major services include:

- A Clean Team that sweeps sidewalks and gutters, picks up litter and helps control graffiti. These services are above and beyond the City of Regina's cleaning services.
- Initiatives to reduce loitering, nuisance, and criminal activity.
- Market Research and Public Reports.

This is just a taste of the services we provide. For more, visit [www.reginadowntown.ca](http://www.reginadowntown.ca).

### **So what are we getting at?**

To meet the challenges of the future, we need new team members to help us increase our clout, expand our services and make Regina's downtown an even better place to live, work, and do business. Let me tell you how...

We would like to apply to the City to expand our Business Improvement District (BID) to include your business property area. This will allow us to build an even greater critical mass of synergies – new pubs and restaurants, new park spaces and new service business to add to the collective appeal.

Of course, nothing comes free. These expanded services and benefits will require contributions by way of an annual levy of around \$234.34 for your property at 1525 SOUTH RAILWAY STREET.

However, this is not a one-way street. We would first like to ask for your support for our application to expand our BID. Second and more important, we would like to hear feedback about the services you want and need to help make your area more appealing and profitable for you and your neighbours.





I'm sure you will have many questions about this process. Our website at [www.reginadowntown.ca](http://www.reginadowntown.ca) is a good starting point. You can also call me any time at 306-357-7541 if you would like to discuss our proposal further or set up a one-on-one meeting. Alternatively, you may reach me at [jveresuk@reginadowntown.ca](mailto:jveresuk@reginadowntown.ca).

I expect to earn the privilege to be your advocate. I look forward to hearing from you as we work to build a bigger and better Regina Downtown.

Regards,



Judith Veresuk  
Executive Director



## **PUBLIC NOTICE OF INTENTION TO EXPAND THE REGINA DOWNTOWN BUSINESS IMPROVEMENT DISTRICT**

The City of Regina is providing Public Notice pursuant to sections 101 and 102 of *The Cities Act* and *The Public Notice Policy Bylaw*, Bylaw 2003-8 of consideration of a report and bylaw with respect to the Regina Downtown Business Improvement District (RDBID) as shown on the map.

City Council will be considering changes to the boundaries of the RDBID to include properties between South Railway Street and Saskatchewan Drive from Osler Street to the west side of St. John Street. The specific properties to be included are:

Address	Street
1525, 1545	South Railway
1600, 1609, 1625, 1626, 1631, 1647, 1650	Halifax
1625, 1635, 1645	Osler
1650, 1550	Saskatchewan Drive
1630	St. John

Particulars of the report and bylaw will be considered at the following Committee and City Council meetings:

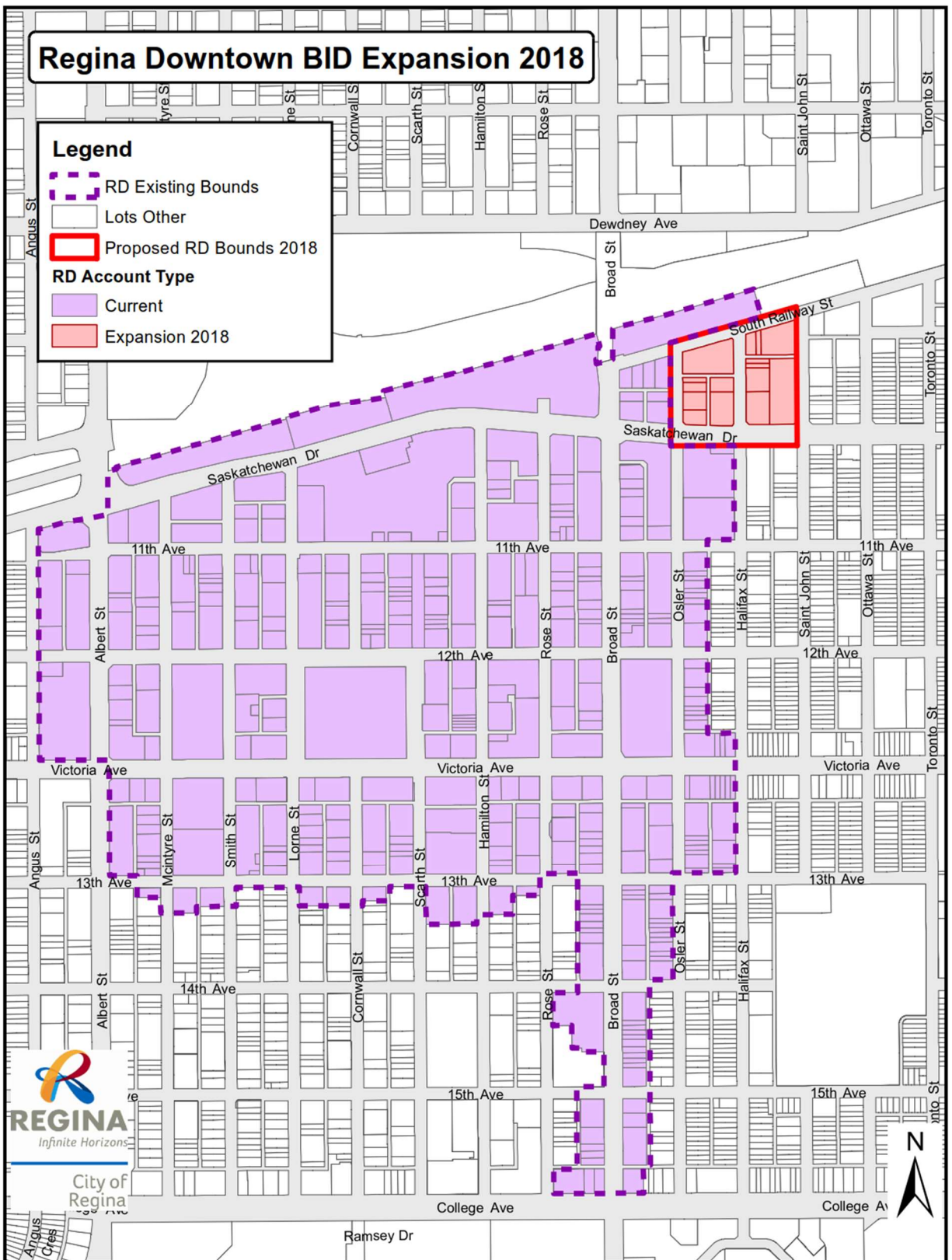
- Finance and Administration Committee – November 6, 2018 at 4 p.m. in Henry Baker Hall, City Hall; and
- City Council – November 26, 2018 at 5:30 p.m. in Henry Baker Hall, City Hall.

The City Clerk will, prior to Council's consideration of the bylaw, inquire as to whether any person wishes to be heard by Council in relation to the bylaw. If any person wishes to have written submissions available for review by Council members prior to the Council meeting, a copy of the submission should in accordance with the City of Regina *Procedure Bylaw* be delivered to the Office of the City Clerk prior to 1 p.m., Thursday, November 22, 2018.

Dated at the City of Regina, in the Province of Saskatchewan, this 17<sup>th</sup> day of November, 2018.

J. Nicol  
City Clerk

# Regina Downtown Business Improvement District Proposed Expansion Area





City of Regina

October 2, 2018

Type the recipient's name

Type the recipient's title

Type the recipient's address

Type the city, province and postal code on the same line

Dear :

Re: Intention to Expand the Regina Downtown Business Improvement District

After consultation with the business area, the Regina Downtown Business Improvement District (RDBID) has requested to expand its boundaries further east of its current district as shown on the attached map. The RDBID is an organization that provides a range of business and community services that promote and enhance the City of Regina (City) Downtown. It is funded through a special property tax mill rate applied to commercial properties located within the RDBID boundary.

The boundary expansion request will be considered at the Finance & Administration Committee on November 6, 2018 at 4:00 p.m. in Henry Baker Hall, City Hall and City Council on November 26, 2018 at 5:30 p.m. in Henry Baker Hall, City Hall.

A copy of the report will be posted on [regina.ca](http://regina.ca) under the Council and Committees Agenda tab by 4:45 p.m. on Friday, November 2, 2018. Affected parties may address the Finance & Administration Committee by attending the meeting on November 6 and registering as a delegation.

Prior to City Council's consideration of the bylaw at the November 26, 2018 City Council meeting, the City Clerk will inquire if any person wishes to be heard by City Council in relation to the bylaw. Any person wishing to provide written submissions for review by City Council members prior to the City Council meeting on November 26, 2018 should deliver their submission to the Office of the City Clerk in accordance with the *The Procedure Bylaw No. 9004*, prior to 1:00 p.m. Thursday, November 22, 2018.

For more information, please contact the RDBID at 306-359-7541 or [info@reginadowntown.ca](mailto:info@reginadowntown.ca). You can also contact Chris Sale, Senior City Planner for the City at 306-751-4275 or [csale@regina.ca](mailto:csale@regina.ca).

Sincerely,

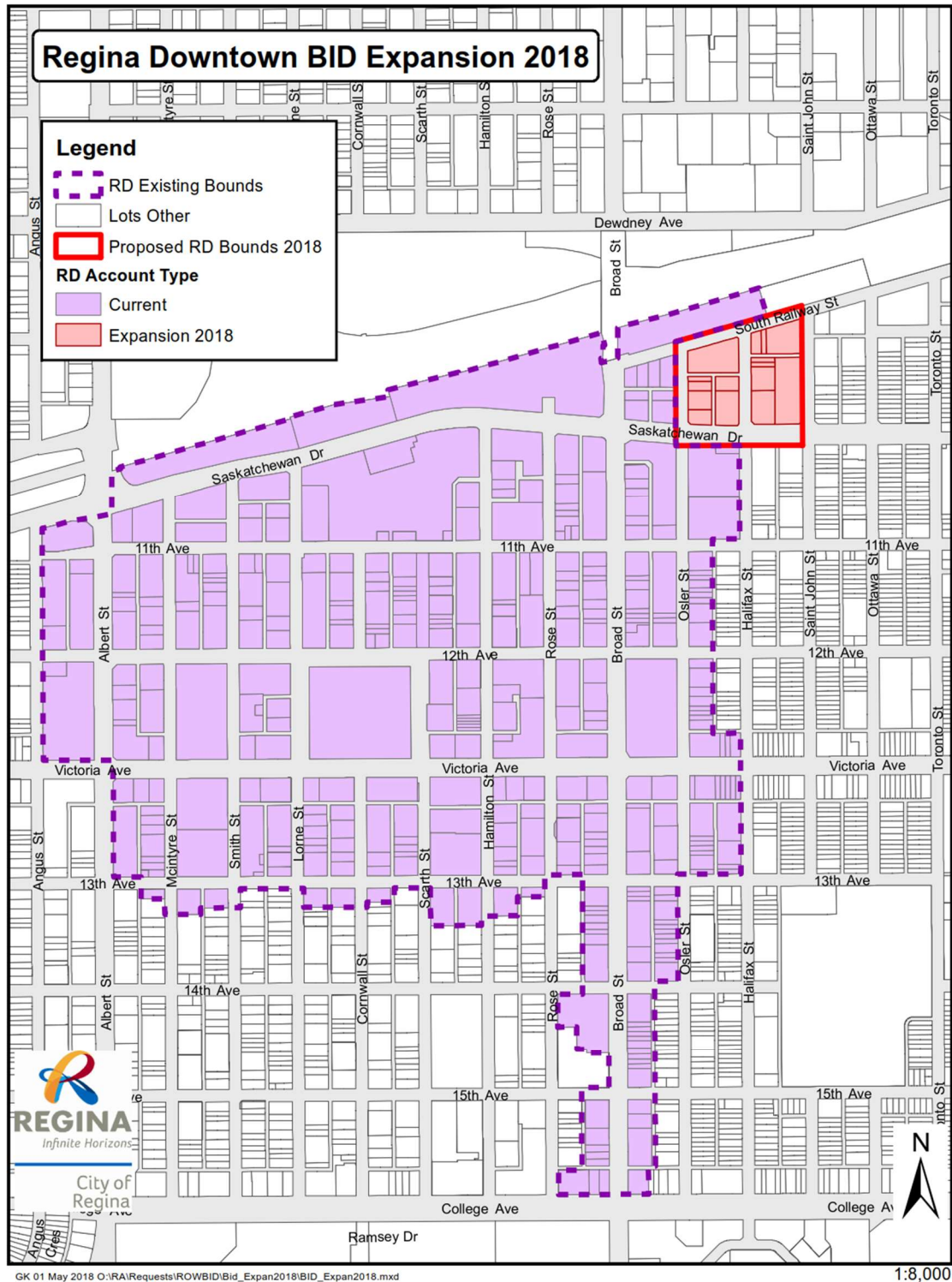
Shauna Bzdel  
Director, Planning Department

cc: Michelle Forman, Manager, Urban Planning  
Judith Veresuk, Executive Director, Regina Downtown Business Improvement District



CS/kk

Attachments: 1





CIVIC ADDR	Owner1	Owner1Address	LEVY
1525 SOUTH RAILWAY STREET	FITZROYALTY MANAGEMENT GP INC.	PO BOX 611 REGINA SK S4P3A3	234.34
1545 SOUTH RAILWAY STREET	TRADEMARK CONSTRUCTION INC.	3889 E ARCOLA AVENUE REGINA SK S4V1P5	200.86
1609 HALIFAX STREET	REGINA CABS LTD.	3405 SASKATCHEWAN DRIVE REGINA SK S4T1H7	121.62
1625 HALIFAX STREET	FITZROYALTY MANAGEMENT GP INC.	PO BOX 611 REGINA SK S4P3A3	47.97
1631 HALIFAX STREET	FITZROYALTY MANAGEMENT GP INC.	PO BOX 611 REGINA SK S4P3A3	47.97
1647 HALIFAX STREET	FITZROYALTY MANAGEMENT GP INC.	PO BOX 611 REGINA SK S4P3A3	148.05
1626 HALIFAX STREET	L.K. AUTO COLLISION LTD.	1626 HALIFAX STREET REGINA SK S4P1S8	422.79
1625 OSLER STREET	RB3 PROPERTIES INC.	306 2010 11TH AVENUE REGINA SK S4P0J3	68.23
1635 OSLER STREET	RB3 PROPERTIES INC.	306 2010 11TH AVENUE REGINA SK S4P0J3	99.21
1645 OSLER STREET	J.F.T.M. INVESTMENTS LTD.	589 CORYDON AVENUE WINNIPEG MB R3L0P3	366.84
1650 SASKATCHEWAN DRIVE	ELM ROAD HOLDINGS INC.	1650 SASKATCHEWAN DRIVE REGINA SK S4P0B9	519.56
1600 HALIFAX STREET	FRATERNAL ORDER OF EAGLES NO. 4126 INC.	1600 HALIFAX STREET REGINA SK S4P1S8	546.22
1550 SASKATCHEWAN DRIVE	FITZROYALTY MANAGEMENT GP INC.	PO BOX 611 REGINA SK S4P3A3	627.15
1630 ST JOHN STREET	FITZROYALTY MANAGEMENT GP INC.	PO BOX 611 REGINA SK S4P3A3	340.30
1650 HALIFAX STREET	HER MAJESTY THE QUEEN IN RIGHT OF CANADA	PO BOX 17000 STATION FORCES WINNIPEG MB R3J3Y5	2,744.32

6,535.43

## Appendix E

BYLAW NO. 2018-59

THE REGINA DOWNTOWN BUSINESS IMPROVEMENT DISTRICT  
AMENDMENT BYLAW, 2018

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is the amend Bylaw 2003-80, being *The Regina Downtown Business Improvement District Amendment Bylaw 2003*, to expand the boundaries of the Regina Downtown Business Improvement District.
- 2 The statutory authority for this Bylaw is Section 25 and Section 81 of *The Cities Act*.
- 3 Bylaw 2003-80 is amended in the manner set out in this Bylaw.
- 4 Schedule A is repealed and the attached Schedule A substituted.
- 5 This Bylaw comes into force on the date of passage.

READ A FIRST TIME THIS 26<sup>th</sup> DAY OF November 2018.

READ A SECOND TIME THIS 26<sup>th</sup> DAY OF November 2018.

READ A THIRD TIME AND PASSED THIS 26<sup>th</sup> DAY OF November 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk (SEAL)

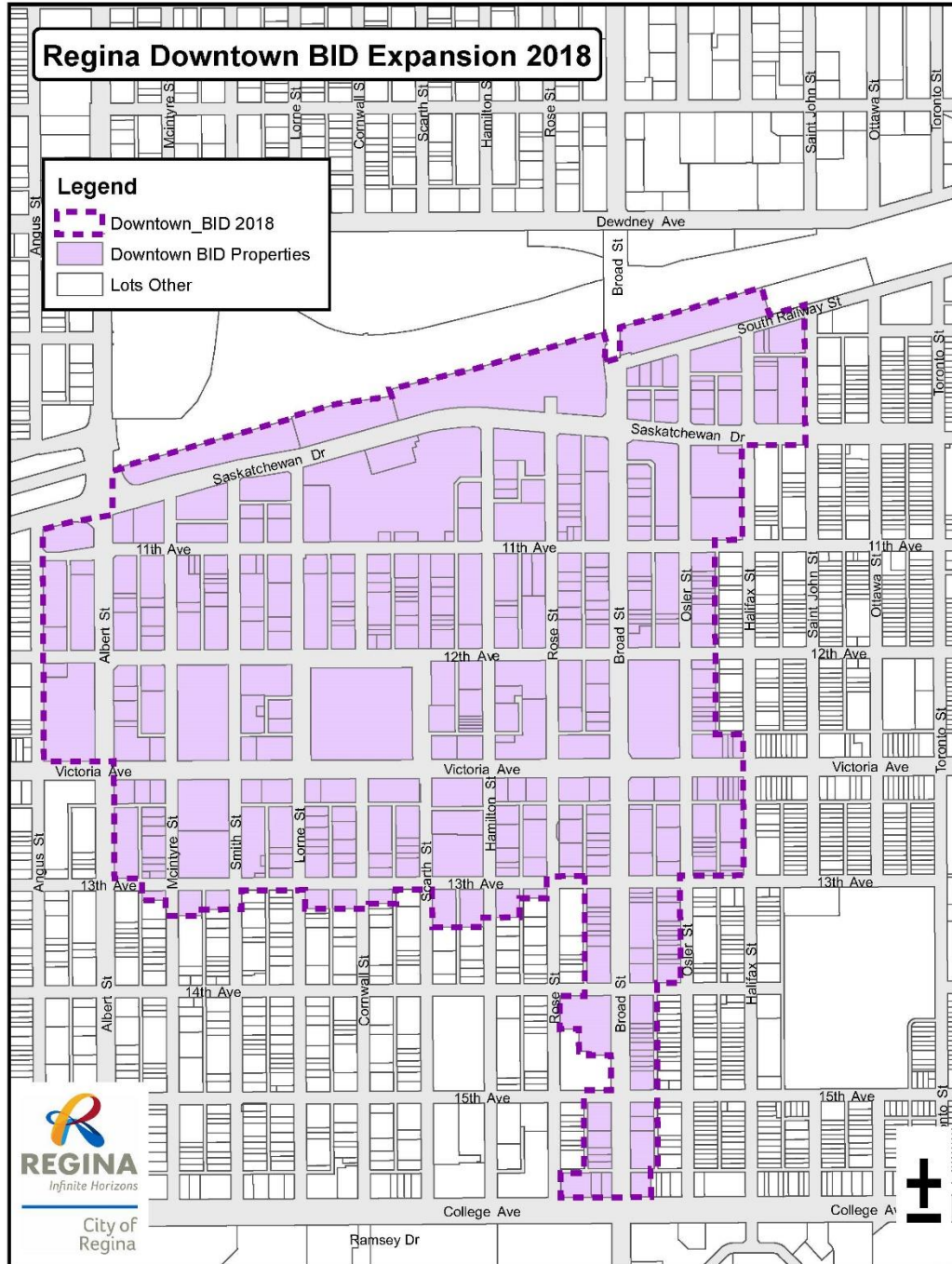
CERTIFIED A TRUE COPY

\_\_\_\_\_  
City Clerk

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Solicitor

# SCHEDULE A



GK 24 Oct 2018 O:\MEDRF\THEMATIC\Planning\DowntownBID\GIS\BID\_Expan2018.mxd

1:8,000

## ABSTRACT

BYLAW NO. 2018-59

### THE REGINA DOWNTOWN BUSINESS IMPROVEMENT DISTRICT AMENDMENT BYLAW, 2018

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PURPOSE:	The purpose of this Bylaw is to expand the boundaries of the Regina Downtown Business Improvement District to add properties to the east of the current district.
ABSTRACT:	This Bylaw expands the Regina Downtown Business Improvement District by repealing the current district map and substituting a new district map. The new map adds an additional 15 properties to the east of the current district.
STATUTORY AUTHORITY:	Sections 25 and 81 of <i>The Cities Act</i>
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	Required pursuant to sections 25(5), 101(1)(p) and 101(2) of <i>The Cities Act</i> .
PUBLIC NOTICE:	Public notice of the report expanding the boundaries is required by subsection 101(1)(p) and 101(2) of <i>The Cities Act</i> . Public notice was provided pursuant to <i>The Public Notice Bylaw</i> , Bylaw 2003-8 by publication in the October 27, 2018 edition of the Regina Leader Post and posting at City Hall and on the City of Regina website.
REFERENCE:	Finance & Administration Committee, November 6, 2018, FA18-23
AMENDS/REPEALS:	Amends Bylaw No. 2003-80
CLASSIFICATION:	Administrative
INITIATING DIVISION:	City Planning & Development
INITIATING DEPARTMENT:	Planning Department

Mayor and City Council,

I would like to see weekend service improved.

I am a transit rider and a paratransit rider. I would like to see the Sunday transit service changed back to the way it was back in 2014. I am involved in the Special Olympic Track Program and the practices are from 6:30 to 8:00 p.m. on Sunday nights.

There are several individuals in Regina that still want to go out for supper on a Sunday but can't afford to pay for a taxi. I would like Council to consider changing the service times. I would also like Council to subsidize taxi trips for people with disabilities, especially on a Sunday night. The way it would work is that people with a disability would take a cab and pay the normal cost of a paratransit trip, with the City subsidizing the rest of the cost.

Thank you for letting me speak tonight,

Dylan Morin

MOTION

November 26, 2018

City Clerk  
City Hall  
Regina, Saskatchewan

Dear Sir:

Re: Sunday Transit Improvements

---

WHEREAS the City of Regina's Transportation Master Plan focuses on increasing public transit ridership;

WHEREAS new routes, the UPASS, and transit fare changes are focused on increasing ridership and improving Regina's public transit system; and

WHEREAS infrequent and limited service on Sundays may function as a barrier to increased ridership;

THEREFORE BE IT RESOLVED that Administration prepare a report for the Community and Protective Services Committee for Q1 of 2019 that:

1. Identifies the costs and ridership statistics related to improving Sunday bus frequency during the day and evenings for both regular transit and para-transit services; and
2. Identifies regular transit routes that merit improved Sunday service based on potential ridership.

Respectfully submitted,

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

Andrew Stevens  
Councillor - Ward 3

November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: Agreement with the Regina Civic Middle Management Association (CMM)

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### RECOMMENDATION

That the tentative agreement between the City of Regina and Regina Civic Middle Management Association be approved.

### CONCLUSION

A three-year tentative agreement has been reached with Regina Civic Middle Management Association (CMM). The details are:

- 1.9 per cent effective January 1, 2018
- 1.0 per cent effective January 1, 2019
- 1.25 per cent, plus an increase to the Health Spending Account of \$125, effective January 1, 2020
- In addition, there were several changes to the language of the Collective Bargaining Agreement (CBA) as explained in the discussion section.

The negotiated agreement is reasonable and reflects the interest of all stakeholders and aligns with City Council's direction for collective bargaining.

### BACKGROUND

The collective bargaining agreement between the City of Regina (City) and CMM expired on December 31, 2017. CMM served notice to commence collective bargaining on September 19, 2017.

### DISCUSSION

The City and CMM commenced collective bargaining on February 22, 2018, with the formal exchange of bargaining proposals. A tentative agreement was reached on October 15, 2018.

The two parties have tentatively agreed to the following:

- A General Wage Increase (GWI) of 1.9 per cent retroactive to January 1, 2018; a GWI of 1.0 per cent effective January 1, 2019 and a GWI of 1.25 per cent, plus a \$125 enhancement to the Health Spending Account effective January 1, 2020.
- Changes to the Hours of Work and Earned Day Off (EDO) language that provides the employer and employees with greater flexibility to meet personal and operational needs.

- Revision to the grievance process to commence termination grievances at Step 2 to increase efficiency and expedite decisions.
- Modifications to the Death & Disablement article and Modifications to the Workers Compensation article that streamline administration of the agreement.

The Administration recommends approval of this agreement for the following reasons:

- This agreement is within the mandate provided by the Executive Committee.
- This agreement meets the identified and expressed needs of both parties.
- This agreement supports a good working relationship between the City and CMM.
- The CMM membership ratified the collective agreement on November 6, 2018.

### RECOMMENDATION IMPLICATIONS

#### Financial Implications

The cost of the compounded increases over the course of the agreement total \$2,859,483. The costs are broken down as follows:

Year	Year over Year Costs	Compounded Costs
2018	\$593,530	\$593,530
2019	\$318,320	\$911,850
2020	\$442,253	\$1,354,103
Total	\$1,354,103	\$2,859,483

#### Environmental Implications

None with respect to this report.

#### Policy and/or Strategic Implications

The negotiated settlement aligns with the direction provided by Executive Committee of City Council and eliminates any financial uncertainty associated with the contract.

#### Accessibility Implications

None with respect to this report.

### COMMUNICATIONS

After approval of the agreement by City Council, notification will be provided to CMM, and the collective bargaining agreement with CMM will be finalized to indicate that agreement has been reached.



DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,



Diana Hawryluk, Executive Director  
City Planning & Development

Respectfully submitted,



Chris Holden, City Manager

Report prepared by:

John Tuchscherer, Senior Human Resource Consultant

November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: Board of Police Commissioners: Regina Police Service 2019 Operating and Capital  
Budget (To be tabled to the December 10, 2018 City Council meeting)

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**RECOMMENDATION**

**RECOMMENDATION OF THE BOARD OF POLICE COMMISSIONERS  
– NOVEMBER 7, 2018**

1. That the 2019 Regina Police Operating and Capital budget, which includes estimated gross operating expenditures of \$92,490,100 and revenues of \$9,985,800, resulting in a Net Operating Budget of \$82,504,300, be approved.
2. That the 2019 Capital Budget of \$4,054,000 with funding to be determined by Regina City Council be approved.
3. That this report be tabled to the special City Council budget meeting scheduled for December 10, 2018 for approval.

***BOARD OF POLICE COMMISSIONERS – NOVEMBER 7, 2018***

The Board adopted the following resolution:

1. That the 2019 Regina Police Operating and Capital budget, which includes estimated gross operating expenditures of \$92,490,100 and revenues of \$9,985,800, resulting in a Net Operating Budget of \$82,504,300, be approved.
2. That the 2019 Capital Budget of \$4,054,000 with funding to be determined by Regina City Council be approved.
3. That an edited version of this report be forwarded to the November 26, 2018 City Council meeting for tabling to the special City Council budget meeting scheduled for December 10, 2018.

Recommendation #3 do not require City Council approval.

Mayor Michael Fougere (Chairperson) and Councillors: Barbara Young and Joel Murray were present during consideration of this report by the Board of Police Commissioners.

## CONCLUSION

The Regina Police Service proposed 2019 Operating and Capital Budget has been prepared based on a thorough review of conditions, challenges and opportunities facing the Regina Police Service. Efforts have been made to reduce spending where possible and to contain increases to the amount absolutely needed. The Regina Police Service 2019 Operating and Capital Budget is aimed at ensuring Regina Police Service performance, effectiveness and value to the community.

## BACKGROUND

The Regina Police Service is presenting its proposed 2019 Operating and Capital Budget to the Board of Police Commissioners. The Board is required to make its budget available to Regina City Council by December 31, 2018.

## DISCUSSION

The Regina Police Service works to continuously meet the challenges of an ever-changing environment while providing good value to Regina citizens. The Service strives to improve itself within a strong framework of integrity and with a foundation of values that guide our plans, our work and our relationships. The Regina Police Service takes a lead role in providing public safety in the city of Regina. Recognition of this role is embodied in the Service's mission statement, and is the central principle underlying all our activities:

*Regina Police Service Mission: Public service first*

The Regina Police Service 2019 - 2022 Strategic Plan is currently in the final stages of review. The process has involved environmental scans, and internal and external consultation with much of the anticipated focus being considered in this budget.

The Regina Police Service financial plans provide the framework for the ongoing and sustained delivery of core policing work and support the strategic initiatives that will be brought forward in the Regina Police Service 2019 - 2022 Strategic Plan.

The 2019 Operating Budget contains the funding needed to deliver policing services for the upcoming year and the five-year Capital Budget provides the long-term financial plan to prepare the Service for the future. Highlights of accomplishments resulting from the 2018 Operating and Capital Budget are contained in Appendix A.

The Regina Police Service continuously looks to improve its service delivery and measures its performance through established performance indicators. These performance indicators provide internal accountability to the Board of Police Commissioners and external accountability to the citizens of Regina in Appendix B.

The work of policing continues to evolve and each of the factors below represents opportunities and challenges for the Service.

- Technological advances and new investigative tools require training, equipment and human resource specialization. Widespread use of digital media assists with investigations and provides great evidentiary value, however is very resource intensive to maintain and retrieve.
- New marijuana legislation and its impact on impaired driving, police investigative requests and black market.
- LA FOIP legislation request response and policy compliance.
- The demand to communicate better and tell our stories is constant. It must be done carefully and the message must appropriately mitigate risk both internally and externally. Proactive and reactive requests by the Media are constant and the expectations are for immediate information. Video and social media platforms can reach large segments of our community in an effective and efficient manner.
- Provincial and Federal Government legislative and policy changes have impacted the type of calls for service, such as, mental health and addictions.
- Renewed focus on sexual assault and domestic conflict
- Opportunities and momentum on long term collaborative work to ultimately reduce victimization and work on the root causes of crime.
- The growth of the city of Regina footprint and the relationships with newcomers.
- The acquisition of the STC (HQ West) to accommodate the growth of the Regina Police Service.
- Mental health, addictions, domestic conflict and other societal issues; and
- The ever present focus on the wellness of the Regina Police Service employees.

The core organizational structure of the Regina Police Service has remained unchanged for the past 20 years despite growth in both members and programs. In 2014, the Service began an efficiency review resulting in a number of administrative police positions being converted to civilian positions and redeployment of those police officers to operational policing duties.

In 2017, a Patrol Workload Assessment and Organizational Review were conducted to objectively determine if resources are sufficiently aligned to achieve the police mandate and strategic goals. This review provided a template for growth and realignment over five years. In 2017, twenty officers were redeployed to the patrol front line. The Service feels internal efficiencies and redeployment opportunities that would not negatively affect level or effectiveness of service, have now been depleted. This budget continues to support small incremental growth to align resources with demand.

The guiding principles used in preparing the 2019 budget include:

- Alignment of the financial plan with the strategic plan.
- Continue to commit to the delivery of quality service for Regina citizens while looking for ways to become more efficient, and to streamline and simplify our work.
- Identify opportunities to improve our performance and to create value.
- Understand and build interrelationships, which help us to become more cost effective and to deliver superior service.
- Sustainability of infrastructure through long-term planning while using a balanced and measured approach to safeguard our assets.

- Evaluate and plan for the long-term to align the resources and work of the Service with the growth and changes in the City; and
- Incorporate fiscal responsibility into every expenditure decision made by the Regina Police Service as a means of providing stability to the organization, stretching the value of resource usage and being accountable to citizens who want the tax dollars they provide to be prudently allocated.
- Wellness of our members and balanced workload.

### **Operating Budget**

The 2019 Operating Budget supports cost adjustments to reflect changing internal and external conditions and Strategic Plan initiatives. For 2019, the Regina Police Service proposes a Net Operating Budget of \$82,504,300; this includes \$92,460,100 in gross operating expenditures and \$9,955,800 anticipated revenues. The resulting Net Operating Budget is a \$4,515,900 or 5.79% increase over the 2018 budget. This is arrived through an expenditure increase of \$4,591,100 and a revenue increase of \$75,200. Staffing expenditures support 590 permanent and 10 casual FTE's and comprises 88.9% of the Gross Operating Budget.

#### **Regina Police Service 2019 Operating Budget**

	<b>2018 Budget</b>	<b>2019 Budget</b>	<b>Dollar Change</b>	<b>Percentage Change</b>
<b>Revenue Budget</b>				
Provincial Programs	7,274,500	7,285,500	11,000	
Federal Programs	125,600	263,600	138,000	
Other Programs	2,480,500	2,406,700	(73,800)	
	<b>\$ 9,880,600</b>	<b>\$ 9,955,800</b>	<b>\$ 75,200</b>	<b>0.76%</b>
<b>Gross Operating Budget</b>				
Salary/Benefit Costs	78,323,000	82,158,600	3,835,600	<b>4.90%</b>
Corp of Commissionaires	434,900	438,000	3,100	<b>0.71%</b>
Operational Expenses	9,111,100	9,863,500	752,400	<b>8.26%</b>
	<b>\$ 87,869,000</b>	<b>\$ 92,460,100</b>	<b>\$ 4,591,100</b>	<b>5.22%</b>
<b>Net Operating Budget</b>	<b>\$ 77,988,400</b>	<b>\$ 82,504,300</b>	<b>\$ 4,515,900</b>	<b>5.79%</b>

Operational expenses reflect an increase of \$755,500 or 7.9% from the 2018 level. The Corp of Commissionaires budget increased by \$3,100 or 0.7%.

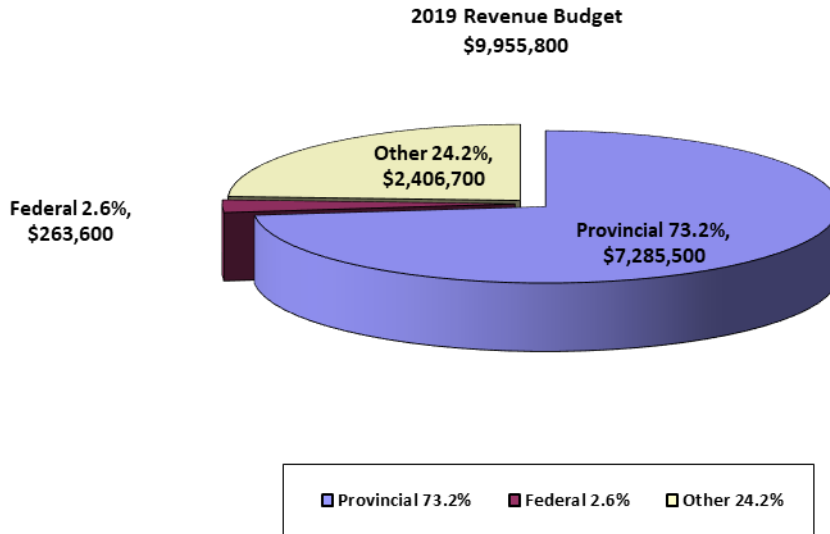
Highlights of the 2019 Operating Budget changes include:

- Permanent staffing adjustments for a net increase of one police position for the Superintendent Support Services Division.
- Permanent civilian conversion of the Court Document Clerk to the Junior Access & Privacy Officer position.
- Permanent civilian staffing conversion from casual to permanent status for two facility Cleaners positions.
- Casual staffing conversion of Summer Student Program to Digital Media Assistant position.

- Salary and benefit changes include the full year cost of the 2018 approved positions; salary contingency for 2018 and 2019; step increases for junior employees; and related benefits for salary changes.
- \$280,000 increase related to Headquarters West (HQ West) operating and maintenance expenses. This new expenditure accounts for 37% of the non-salary budget increase.
- \$158,300 increase in Information Technology software and hardware maintenance fees; internet data communication; and decrease in optimized data stick plans.
- \$142,400 increase in contracted fuel price and larger geographical footprint of the city.
- \$91,100 increase for contracted services such as equipment and vehicle maintenance; leased vehicles; vehicle licenses; and insurance.
- \$72,200 increase for investigative case management and oversight, along with source funds for investigations.
- \$51,000 increase in utilities; licenses; and janitorial supplies.
- \$39,700 increase in education and training regarding Truth & Reconciliation; investigative techniques; Major Case Management; and Critical Incident and Stress Management debriefing.
- \$38,700 increase in cellphones; radio earpieces; radios; and radio user fees.
- \$21,400 increase for contracted services such as detention meals; veterinarian services; facility rental; Corp of Commissionaires; CISS Analyst fee; memberships; and honorariums.
- \$11,500 increase for SWAT team armour supplies and equipment; clothing; and EDU equipment
- Decrease of \$65,000 for Blackberry device replacement; \$12,800 in one-time expenditures for Provincial Response Team (CTSS); \$5,000 for Polygraph machine replacement; \$25,000 civilian fingerprint fee; \$43,000 Radio System Software Maintenance.

### **Revenue Budget**

The 2019 Revenue Budget is \$9,955,800, an increase of 0.76% over 2018. The Revenue Budget supports 10.8% of the Regina Police Service Gross Operating Budget and funds 71.5 permanent and casual FTE's. Revenue sources include funding from the provincial government (73.2%), federal government (2.6%) and other revenues (24.2%).



Highlights of the 2019 Revenue Budget changes include:

- Revenue additions from the provincial government under established partnerships include the increase in fuel cost recovery for the Provincial Response Team for \$11,000.
- Revenue additions from the federal government for new funding include the Secondment for the Drug Recognition Expert program for \$138,000.
- Revenue decreases from other programs include: University Liaison Officer (\$30,000); Traffic Initiatives of (\$27,600); Civilian Fingerprint Services Cost Recovery (\$25,000); and Communication Technology Unit (\$16,200).
- Other revenue increases include the Special Duty and Public Events for \$25,000.

### **Capital Budget**

The value of the proposed five-year Capital Budget is \$22.1 million including \$4,054,000 in 2019. Capital financing is provided by the City of Regina and in the recent year has been subsidized by SGI and the Police General Reserve. The current balance of the Police General Reserve is \$403,429 and can be used to sustain Police operations through any financial circumstances or challenges that may arise. The City of Regina has adopted a minimum \$400,000 and a maximum \$2,000,000 target balance for the Police General Reserve. The City of Regina is currently conducting a Reserve review and the targeted minimum and maximum balances may change.

The Capital Budget includes five program areas: Facilities Development; Communications; Information Technology; Emergency Services Equipment; and Fleet. The five-year plan includes projects that will enhance Regina Police Service performance and provide the tools to get the job done.

**Regina Police Service 2019-2023 Capital Budget (000's)**

<b>Capital Program</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>Total</b>
Facilities Development	95.0	250.0	170.0	170.0	135.0	820.0
Communications	93.7	467.8	67.8	120.0	50.0	799.3
Information Technology	2,666.8	3,237.3	2,252.7	2,533.2	1,993.8	12,683.8
Emergency Servcies Equipment	295.5	1,343.8	209.0	145.0	270.0	2,263.3
Fleet	903.0	1,382.4	850.0	1,532.4	900.0	5,567.8
<b>Capital Total</b>	<b>\$4,054.0</b>	<b>\$6,681.3</b>	<b>\$3,549.5</b>	<b>\$4,500.6</b>	<b>\$3,348.8</b>	<b>\$ 22,134.2</b>
<b>Capital Financing</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>Total</b>
Current Contributions to Capital	4,054.0	6,148.9	3,549.5	3,968.2	3,348.8	21,069.4
Other Funding Source (SGI)	-	532.4	-	532.4	-	1,064.8
Police General Reserve	-	-	-	-	-	-
<b>Capital Financing Total</b>	<b>\$4,054.0</b>	<b>\$6,681.3</b>	<b>\$3,549.5</b>	<b>\$4,500.6</b>	<b>\$3,348.8</b>	<b>\$ 22,134.2</b>
1. The Police General Reserve balance following the 2018 year end reconciliation is \$403,429.						
2. SGI will be funding the Provincial Response Team purchase of vehicles and equipment.						

Capital program highlights for 2019 include the following:

- \$95,000 in Facilities Development for ongoing furniture replacement and upgrade of video recording of facilities.
- \$93,700 in Communications for portable and mobile radios; and equipment.
- \$2,666,800 in Information Technology to support infrastructure and business applications. Funding includes ongoing replacement of computer equipment and expenditures for supporting computer infrastructure. Business application funding includes ongoing implementation of video recording in front-line cars; enhanced CPIC security; CAD and CAD Map upgrades; Technological Crime forensic tools; and Records Management project.
- \$295,500 in Emergency Services Equipment to support ongoing upgrades at the Tactical Training Facility; purchase of tactical vests; gas masks; SWAT equipment upgrades; drug screening devices; and Conducted Energy Weapons (Taser) annual replacement.
- \$903,000 in Fleet continues to provide ongoing funding for the regular replacement of marked, unmarked, and specialty vehicles including the new Canine vehicle.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

The Regina Police Service budget will have financial implications for 2019 as outlined in this report.



Environmental Implications

None with respect to this report.

Strategic Implications

The Regina Police Service budget is prepared in conjunction with the Regina Police Service strategic planning process.

Other Implications

Regina Police Service performance has an impact on the community and its citizens.

COMMUNICATIONS

The Regina Police Service 2019 budget will be submitted to Regina City Council once the budget has been reviewed and approved by the Board of Police Commissioners.

Respectfully submitted,

BOARD OF POLICE COMMISSIONERS

*Elaine Gohlke*

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Elaine Gohlke, Secretary

## **Appendix A**

### **Regina Police Service**

### **2018 Highlights**

The Regina Police Service (RPS) takes a lead role in providing public safety in the City of Regina. Recognition of this role is embodied in the Service's vision statement of "Working together to keep Regina safe."

The current Strategic Plan will expire at the end of 2018. A new four year plan is currently being finalized and will be approved and implemented for the start of 2019.

### **2018 Highlights**

The Strategic Plan 2015-2018 is based on four strategic themes: service, communication, our people and improvements. Below are highlights from 2018 under each of these strategic themes.

#### **Service**

- All front-line officers in the Community Services Division received training for proper response and quality trauma informed investigations regarding intimate partner violence in 2017. Additional training occurred during Block Training from January – April 2018. The first audit of compliance in the updated Domestic Conflict Policy has been completed and Executive review is underway.
- The RPS worked with the Ministry of Social Services to address the high number of repeat missing persons in Regina.
- The RPS participated in a provincial Gun Amnesty Program from March 29 - April 27, 2018. During this time, RPS seized 101 unwanted firearms, ammunition and other weapons. In total, the Province of Saskatchewan had 369 firearms turned in.
- The Community Services Division continues Proactive Policing efforts and is exploring call-for-service information for future direction.
- Initial discussions occurred with Regina Fire & Protective Services to collaborate and coordinate training regarding clandestine laboratories; however a committee has not yet been mobilized. Senior Management will be asked to spearhead the discussion moving forward.
- Preliminary discussions have occurred and formulation of Business Intelligence within the Service is underway.
- The Red Light Camera program has a contract in place with the vendor.
- Technology has been purchased to expand E-Ticketing to all Patrol vehicles. Installation and training will occur by the end of 2018.
- A review of the Drug Recognition Expert (DRE) Program is occurring and training opportunities are being sought in anticipation of Legalization of Cannabis.

#### **Communication**

- The RPS internal website Connect launched on April 3, 2018.

- Facilitation for the Police Information Portal (PIP) will be completed by December 2018. This will allow RPS to share Records Management System (RMS) information with other police agencies.
- LA FOIP information was delivered to all sworn and civilian employees as part of Block Training from January-April 2018.
- The bi-annual Community Perceptions Survey was conducted and results were made public in March 2018. As in past years, the results were overwhelmingly positive.

### **Our People**

- An Attendance Support Policy designed to support employees in achieving regular attendance was completed in May 2018.
- A Benefit Review is complete and benefits will be discussed in the upcoming Collective Bargaining process. In Quarter 2 of 2018, a Memorandum of Agreement was signed with the Regina Police Association and the Senior Officers Association to address the Long Term Disability funding shortfall. The new agreement will increase premiums for the employer and the employee to accurately reflect the true costs of the plan.
- A Civilian Performance Management System, Encompassing Visions, has been approved by Executive. A soft roll out is taking place this fall to allow for training and system familiarization with a hard roll out of January 1, 2019.
- Civilian employees participated in the Professional Standards portion of Block Training from January – April 2018 ensuring all employees received ethics and integrity training.
- Collective Bargaining Agreements between the RPS and the Regina Police Association/Senior Officers Association expired December 31, 2017. Bargaining talks began in Quarter 3 of 2018.

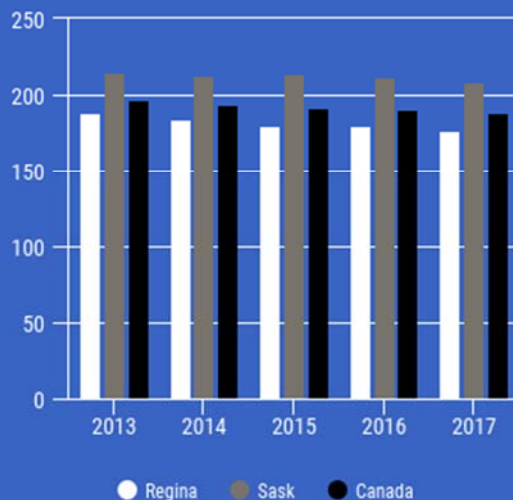
### **Improvements**

- Work is continuing on the Patrol Workload Assessment reports by making improvements in the quality and usability of the data.
- Truth and Reconciliation Training was delivered as part of Block Training in January – April 2018 to all sworn and civilian employees. The RPS has also created a Truth and Reconciliation Committee to generate ideas and initiatives for how the Regina Police Service can respond to the Calls for Action.
- Realignment of units within the Criminal Investigations Division will continue in 2018 as recommended in the Operational Review.
- The Equipment Office is moving towards automated, self-service stations for front-line members. This rollout will occur in Quarter 3 of 2018.
- The services of the Off-Site Server Room at the SaskTel Data Center are operational.
- A Niche RMS upgrade is scheduled for Quarter 1 of 2019.
- Asset Management Software was implemented in 2018.
- Quality Assurance Call Handling Software implementation will be completed by the end of 2018.



# How does the City of Regina **compare**?

## Police to Population Ratio



The **rate of authorized police** to population in Regina was 177 in 2017 which is **below** Saskatchewan (209) and Canada (197).

The rate of police to population in Regina decreased by 1.2% compared to 2016. There continues to be a **steady decrease** over the last five years.

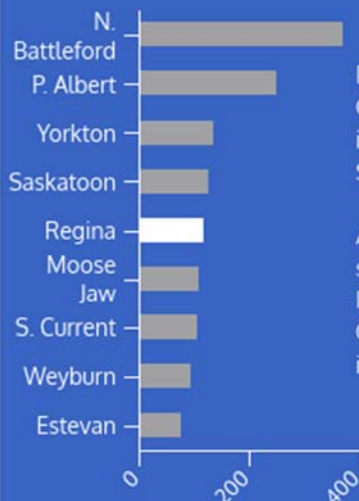
From 2013-2017 the police to population ratio in Regina decreased more than the province and Canada.

**Regina: -6.5%**

Sask.: -2.7%

Canada: -4.6%

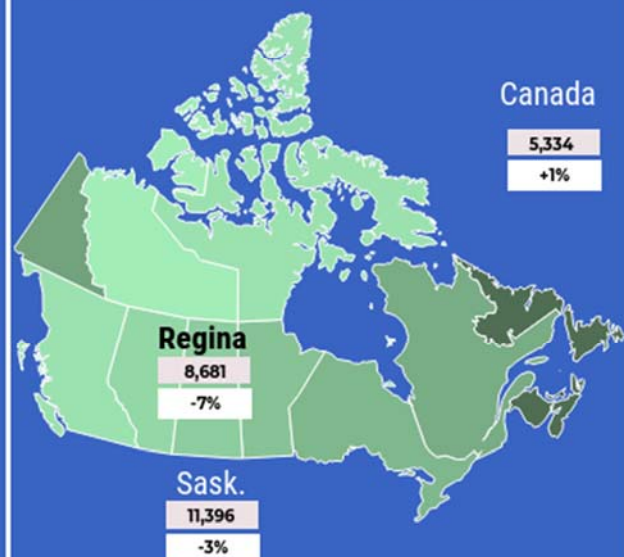
## The 2017 CSI Breakdown



Regina ranked **5th** in CSI and VCSI and **4th** in NVCSI in Saskatchewan.

Among 307 police services in Canada, Regina ranked 34 in CSI, 37 in VCSI, and 41 in NVCSI.

## The 2017 Crime Rate Breakdown

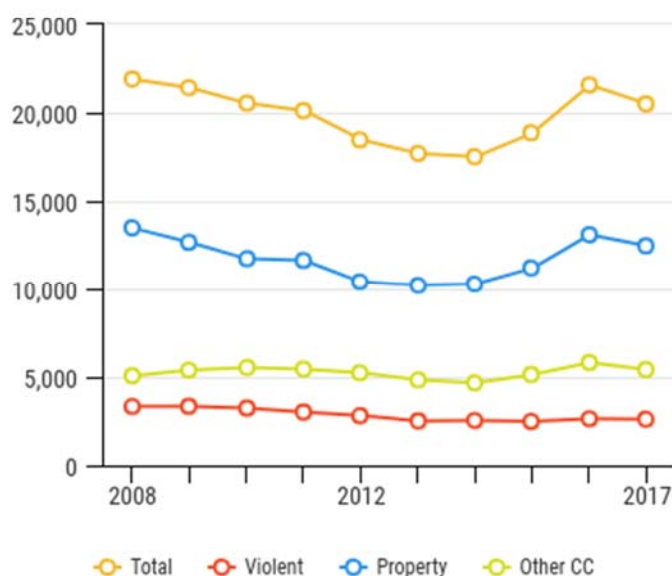




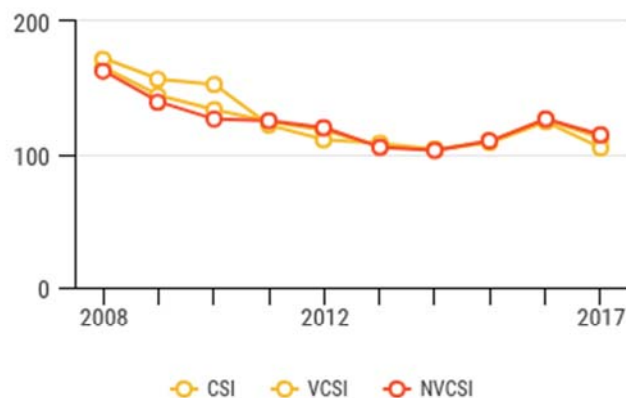
# our progress in review.

## Regina Police Service Performance

### Crime Rates



### Crime Severity



### Crime

The Crime Rate in Regina has decreased by 6% over the last ten years, and 5% compared to the previous year.

Total Crime Severity has decreased by 32% over the last ten years, and 11% over the last year. Violent Crime Severity has decreased by 39% over the last ten years, and 16% over the last year. Non Violent Crime Severity has decreased by 29% over the last ten years, and 9% compared to last year.

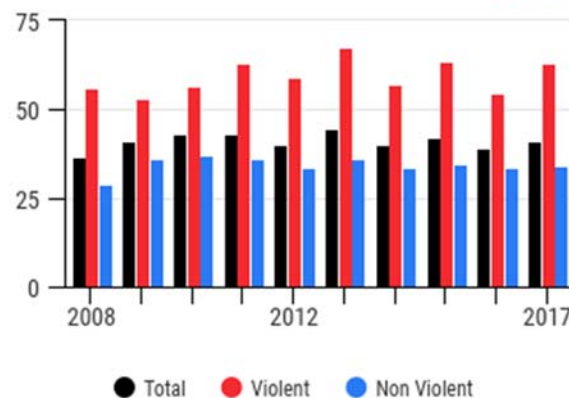


### Weighted Clearance Rates

Total weighted clearance rates: + 13% (10 years)  
+ 5% (1 year)

Violent weighted clearance rates: + 13% (10 years)  
+ 16% (1 year)

Non violent weighted clearance rates: + 20% (10 years)  
+ 1% (1 year)

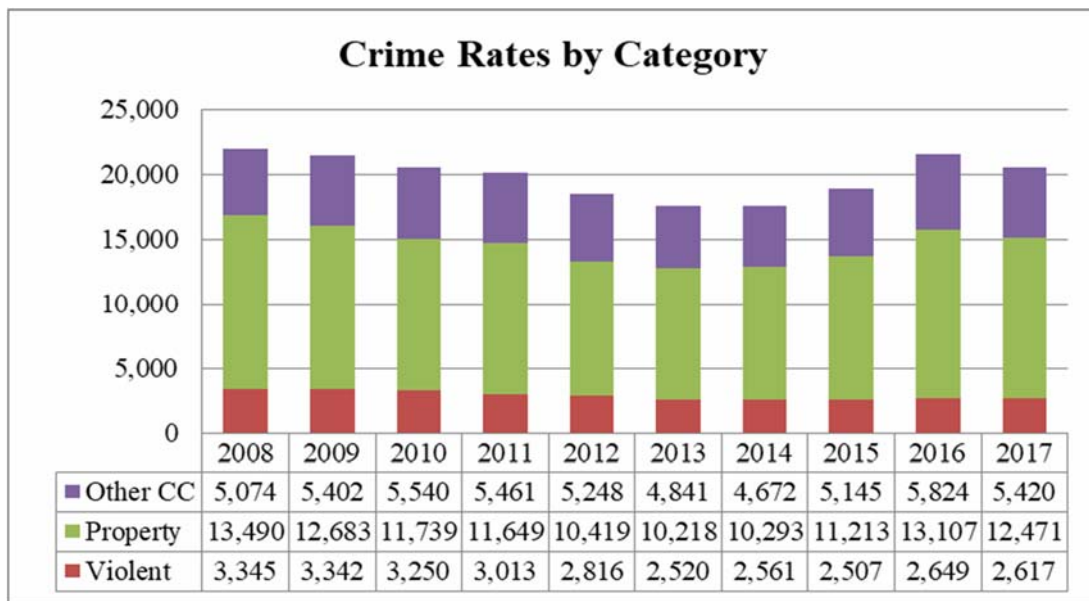


## Regina Police Service by the Numbers

The Regina Police Service continuously looks to improve its service delivery and measures its performance through established performance indicators. These indicators provide internal accountability to the Board of Police Commissioners and external accountability to the citizens of Regina.

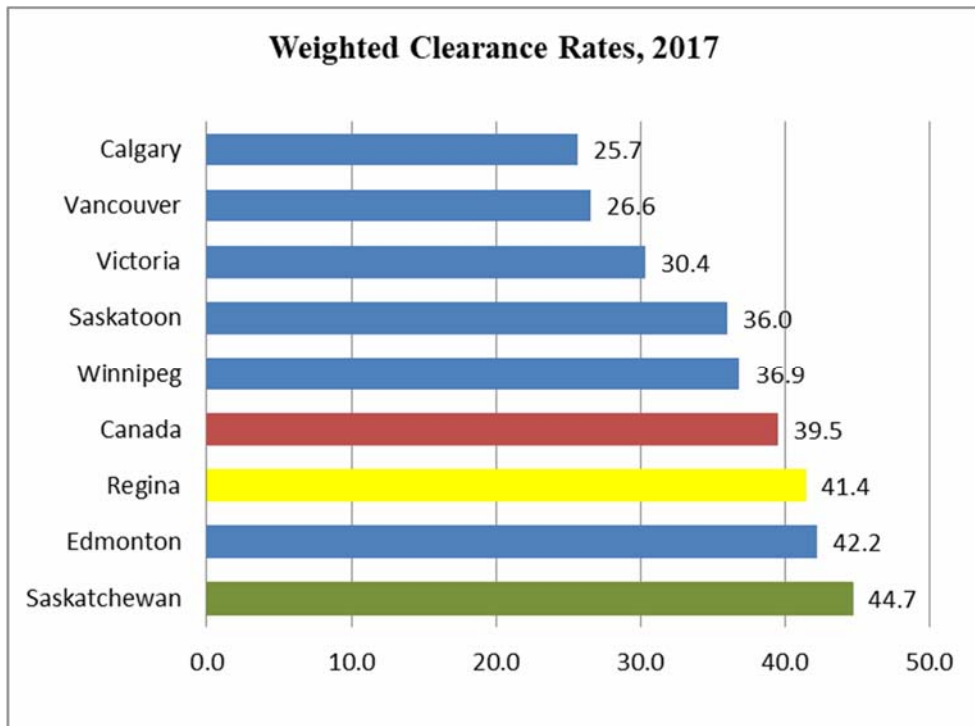
- Crime rates, crime severity index, and calls for service

There was an overall reduction of 6% in total crime rate and 33% in the Crime Severity Index from 2008 to 2017. Calls for service to the Regina Police Service have remained steady over the ten years, although non-dispatched reports (such as through the Front Desk) increased by over 23%.



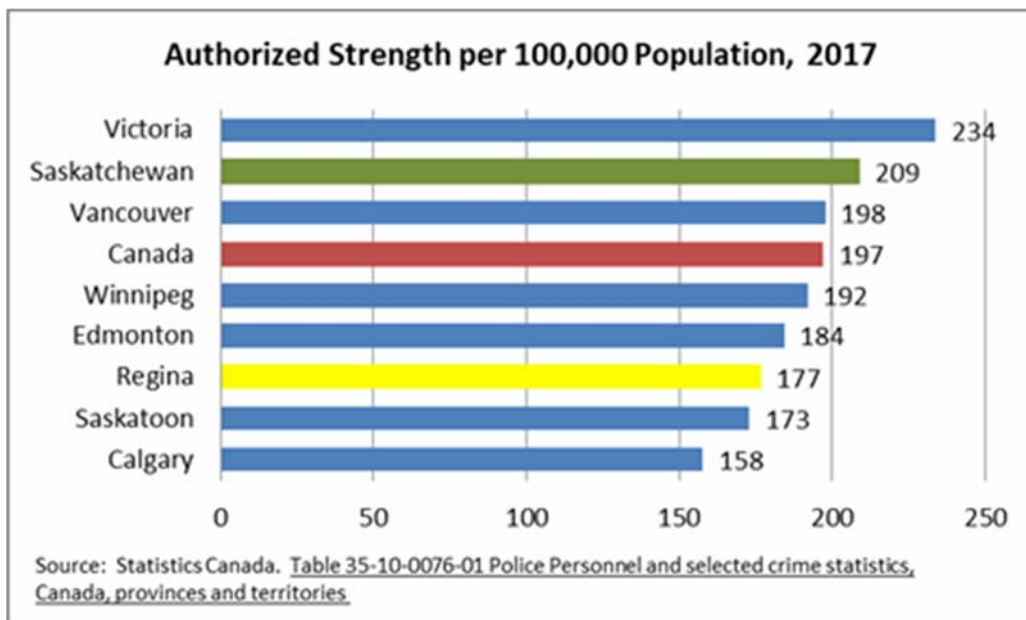
- Clearance rates

Although the Regina Police Service is a busy organization with a high officer workload, the Service is effective with the second highest clearance rate in Western Canada.



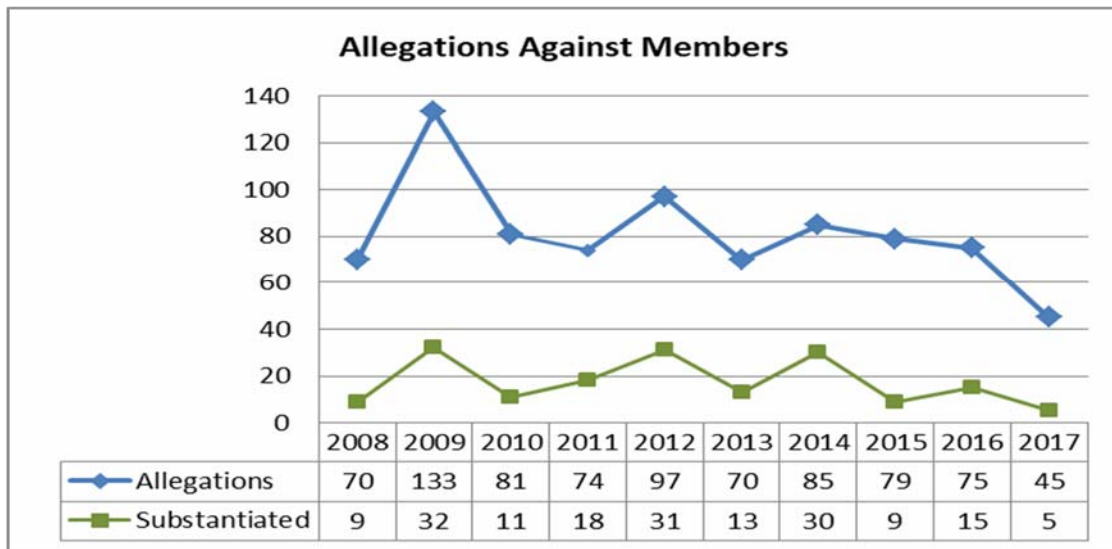
- Per capita authorized strength comparisons

The Regina Police Service is below average for per capita authorized strength.



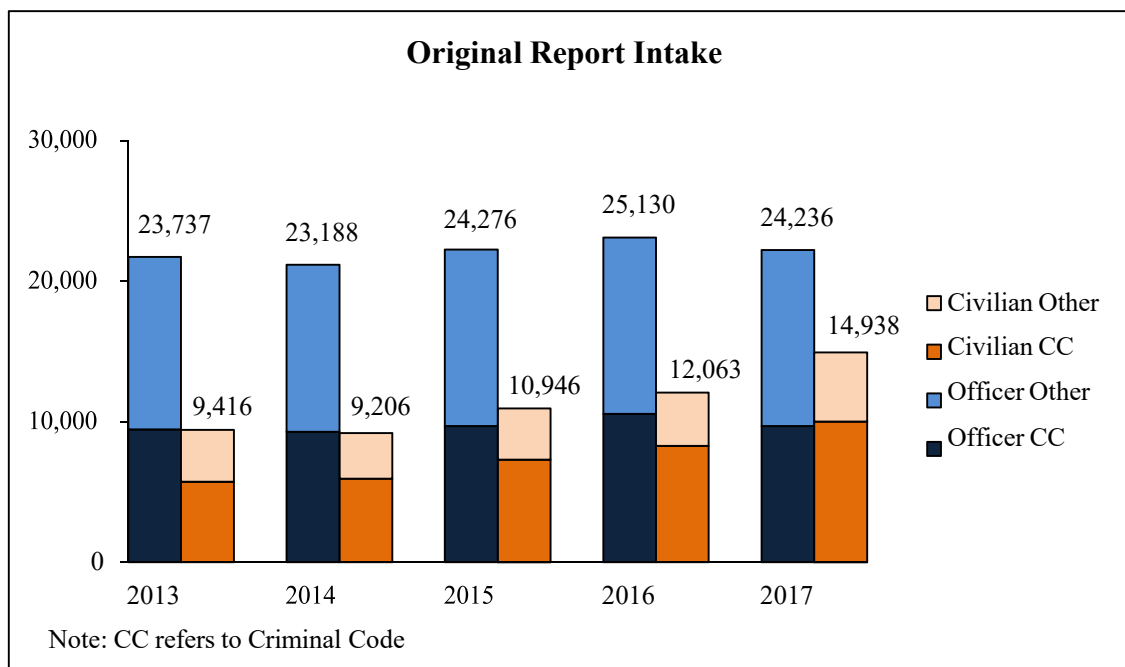
- Using force and authority fairly, efficiently and effectively

The Service provides the number of complaints against members and use of force information to the Board of Police Commissioners. The number of complaints against members has decreased since 2008.



- Workload

There has been an increase in the overall number of original reports taken, with the bulk of this increase being absorbed by civilian personnel to mitigate the increased burden on front-line officers. Of note, the RPS also has over 40,000 “non-reportable” files per year not captured in the graph below (e.g., an occurrence in which suspicious activity was reported but the responding officers were unable to find evidence of the activity would be considered a “non-reportable” file).





November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: Agreement for Funding of Grade Crossing Improvements under the Rail Safety  
Improvement Program – Northwest Link Multi-use Pathway

---

**RECOMMENDATION**

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE – NOVEMBER 14, 2018**

1. That the Executive Director, City Planning and Development be delegated the authority to approve of and enter into an agreement with Transport Canada for the funding of the at-grade pedestrian crossing of the Canadian National Railway Company (CN) at Mile 0.88 of the Central Butte Subdivision (150 metres west of Dorothy Street).
2. That the City Clerk be authorized to execute the agreement upon review and approval by the City Solicitor.

***EXECUTIVE COMMITTEE – NOVEMBER 14, 2018***

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), Lori Bresciani, Sharron Bryce, John Findura, Jerry Flegel, Bob Hawkins, Jason Mancinelli, Joel Murray, Mike O'Donnell and Andrew Stevens were present during consideration of this report by the Executive Committee.

The Executive Committee, at its meeting held on November 14, 2018, considered the following report from the Administration:

**RECOMMENDATION**

1. That the Executive Director, City Planning and Development be delegated the authority to approve of and enter into an agreement with Transport Canada for the funding of the at-grade pedestrian crossing of the Canadian National Railway Company (CN) at Mile 0.88 of the Central Butte Subdivision (150 metres west of Dorothy Street).
2. That the City Clerk be authorized to execute the agreement upon review and approval by the City Solicitor.

3. That this report be submitted to the November 26, 2018 meeting of City Council for approval.

## CONCLUSION

The City of Regina (City) is currently constructing a new at-grade pedestrian crossing for the existing Northwest Link Multi-use Pathway over the CN rail tracks, approximately 150 metres west of Dorothy Street. The City has received approval from Transport Canada for partial funding of the crossing under the Railway Safety Improvement Program.

Funding agreements, including grants from other levels of government, are revenue agreements that are subject to the approval requirements of Section 35 of *The Regina Administration Bylaw*. The agreement exceeds a value of \$100,000, therefore, City Council approval is required.

## BACKGROUND

The Northwest Link Multi-use Pathway is a segment of Regina's 41 kilometres of multi-use pathway systems. The improvements related to this project are in direct alignment with the Transportation Master Plan (TMP), Direction 4: Promote Active Transportation for Healthier Communities. The promotion of active modes of transportation are integral for day to day travel and for recreational purposes. The completion of this link in this pathway will create a comfortable and safe connection of the existing Northwest Link Pathway and complete a link the Cycling Priority Network indicated in the TMP (Appendix A).

The Northwest Link Multi-use Pathway from Rink Avenue to Ritter Avenue (Appendix B) was completed in 2012. At the time, the City was not able to obtain approval from CN for an at-grade crossing. The pathway was constructed to route users to the existing controlled crossing on Dorothy Street.

Despite the crossing at Dorothy Street, pathway users continue to trespass across the tracks at the shortest distance between the two pathway segments. A safety assessment for the crossing was completed for the City in 2016 by AECOM Engineering Consultant. As a result of the safety assessment, CN has now agreed to permit an at-grade crossing. The proposed CN crossing (Appendix C) is located approximately 150 meters west of the street crossing on Dorothy Street. The new crossing will include wooden planks, flashing lights and bells as required by Transport Canada's Grade Crossing Standards. In July of 2017, Administration became aware of Transportation Canada's Rail Safety Improvement Program (RSIP). Administration took the initiative and prepared an application as it was determined that the Northwest Link Multi-use Pathway Project fit the criteria of the program. An application was made on behalf of the City and approval for funding up to \$583,000 was granted through the program.

## DISCUSSION

The Rail Safety Improvement Program (RSIP) provides grant and contribution funding to improve rail safety and reduce injuries and fatalities related to rail transportation. The program funds:

- safety improvements to existing rail lines

- closures of grade crossings
- initiatives to raise awareness about rail safety issues across Canada

The program has two key components:

- The infrastructure, technology and research (ITR) component funds projects that address the immediate rail safety needs of communities
- The public education and awareness (E&A) component funds public education projects aimed at reducing railway-grade crossing collisions and trespassing incidents on railway property, particularly in high-risk areas

This program builds on Transport Canada's Grade Crossing Improvement, Grade Crossing Closure and Operation Lifesaver Programs.

In July 2017, an application was submitted by the City for funding of the crossing under the infrastructure, technology and research (ITR) component. The project is to install an at-grade crossing at the Northwest Link Multi-use Pathway to create continuity and increase safety. Approval for funding up to 80 per cent of the cost of the crossing (or approximately \$583,454) was provided by Transport Canada in May 2018.

Funding Agreements, including grants from other levels of government, are revenue agreements that are subject to the approval requirements of Section 35 of *The Regina Administration Bylaw*. As required by bylaw, City Council approval is required if the value of the agreement exceeds \$100,000.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

The agreement requires execution in order to receive the RSIP funding of up to \$583,454, or, 80% of the cost of the crossing. The current approved funding is through the Parks Servicing Agreement Fees (SAF).

### Environmental Implications

None with respect to this report.

### Policy and/or Strategic Implications

*Design Regina: The Official Community Plan Bylaw 2013-48* (OCP) provides the framework to guide the development of the City's infrastructure to accommodate long term growth. This study is consistent with the policies contained within Part A of the OCP with respect to:

### Section D3: Transportation

Goal 5 – Active Transportation: Promote active transportation for healthier communities.

- 5.25 Develop an inviting and efficient citywide bikeway network to expand on-street and off-street cycling infrastructure to connect key trip generators and destinations.
- 5.26 Maintain, enhance, and where feasible expand the city's multi-use pathway network to new and existing neighbourhoods for all seasons.
- 5.27 Develop a citywide pedestrian strategy to provide a continuous high-quality, connected, safe, and universally accessible walking experience.
- 5.28 Develop processes and policy for neighbourhood traffic calming, including the use of road diets, to create safer, more walkable, and cycle-friendly streets.

#### Section D7: Parks, Recreation and Open Space

Goal 1 - Open Space and Recreation Principles: Maintain, enhance and extend an interconnected and accessible open space system.

- 9.4 Connect neighbourhoods, where possible, via active transportation routes to multi-use pathways, regional trails, and the natural system.
- 9.5 Integrate public safety considerations into the planning and design of parks and recreation facilities.

#### Accessibility Implications

The project will complete the Northwest Link Multi-use Pathway and provide a safer and more accessible crossing for pedestrians.

#### COMMUNICATIONS

The funding was announced by the Honorable David McGuinty on behalf of the Honourable Marc Garneau, Federal Minister of Transport on August 1, 2018. The funding was one of twelve approved RSIP funded projects in the province.

#### DELEGATED AUTHORITY

The recommendations contained in this report require approval of City Council.

Respectfully submitted,

EXECUTIVE COMMITTEE



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Jim Nicol, Secretary



# City of Regina Multi-use Pathway Map

Multi-use pathways are intended for use by cyclists, walkers, runners, skateboarders, roller skaters/bladers and skiers.

## ON-STREET BICYCLE ROUTES

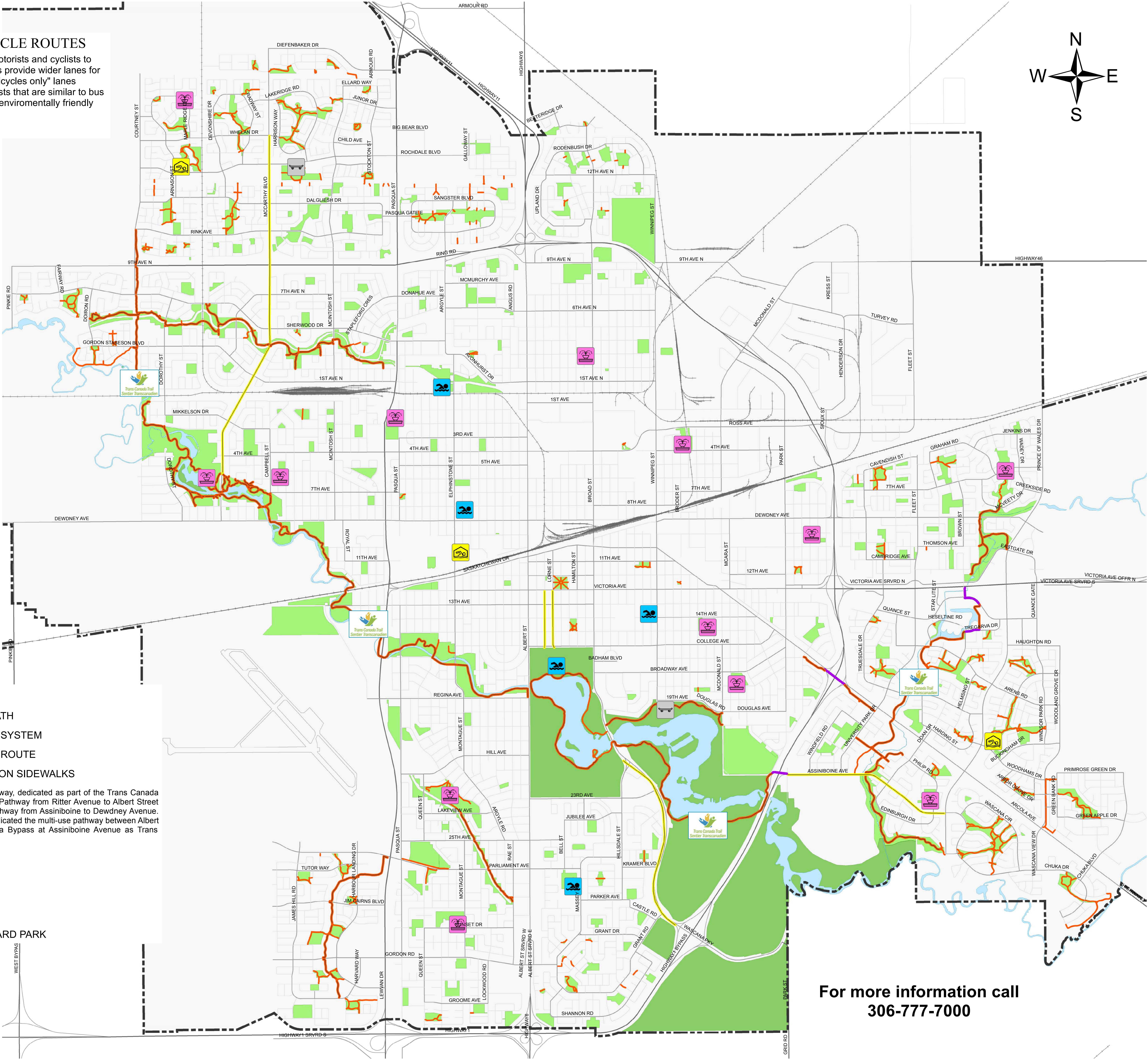
The bicycle routes encourage motorists and cyclists to "share the road." "Shared" lanes provide wider lanes for parked vehicles and cyclists. "Bicycles only" lanes provide dedicated lanes for cyclists that are similar to bus lanes. These routes provide an environmentally friendly transportation alternative.

## Legend

- NEIGHBOURHOOD PATH
- MULTI-USE PATHWAY SYSTEM
- ON STREET BICYCLE ROUTE
- BICYCLES ALLOWED ON SIDEWALKS

City of Regina multi-use pathway, dedicated as part of the Trans Canada Trail, includes: the Devonian Pathway from Ritter Avenue to Albert Street and the Pilot Butte Creek Pathway from Assiniboine to Dewdney Avenue. Wascana Centre has also dedicated the multi-use pathway between Albert Street and the Trans Canada Bypass at Assiniboine Avenue as Trans Canada Trail.

- INDOOR POOL
- OUTDOOR POOL
- SPRAYPAD
- OUTDOOR SKATEBOARD PARK



## PATHWAY COURTESY & SAFETY

- All Pathways are designs for multi purpose use. Please show consideration and respect for others. Pedestrians have the Right Of Way.
- Use of helmets and other personal safety equipment is encouraged.
- Please keep to the right, pass on the left and alert other users before passing.
- Motorized vehicles are not permitted along the pathway.
- Please ride at a controllable speed, especially when going downhill or around blind corners.
- When stopped, please move off the Pathway to the right.
- Please pick up after your pet. Pets must be leashed.
- Please respect the environment. Use litter containers located along the Pathway.

## PATHWAY DISTANCES

### Northwest Link Pathway

Ritter Avenue to 1st Avenue N	1.4 km
1st Avenue N to Sherwood Drive	0.6 km
Sherwood Drive to 9th Avenue N	0.3 km
9th Avenue N to Rink Avenue	0.4 km

### North Storm Channel Pathway

Dorion Road to Dorothy Street (Venture)	1.0 km
Dorothy Street to 7th Avenue North	1.1 km
7th Avenue North to McCarthy Boulevard	0.6 km
McCarthy Boulevard to McIntosh St.	1.0 km
McIntosh St. to Arthur Street	0.4 km
Arthur Street to 2nd Avenue North	0.4 km

### Devonian Pathway

Ritter Avenue to McCarthy Boulevard	1.4 km
McCarthy Boulevard to Dewdney Avenue	0.8 km
Dewdney Avenue to 13th Avenue	2.0 km
13th Avenue to Lewvan Drive	1.0 km
Lewvan Drive to Albert Street	2.6 km

### Wascana Park Pathway (Southside)

Albert Street to Broad Street	2.0 km
Broad Street to Highway #1 Bypass	3.5 km
West Lake Loop	4.0 km

### Pilot Butte Creek Pathway

Prince of Wales Drive to Assiniboine Avenue E	1.8 km
Assiniboine Avenue E to Arcola Avenue	1.1 km
Arcola Avenue to Truesdale Drive	0.3 km
Truesdale Drive to Arens Road	0.8 km
Fines Drive to Dewdney Avenue	0.8 km
Dewdney Avenue to McVeety Drive	0.3 km

### South Storm Channel Pathway

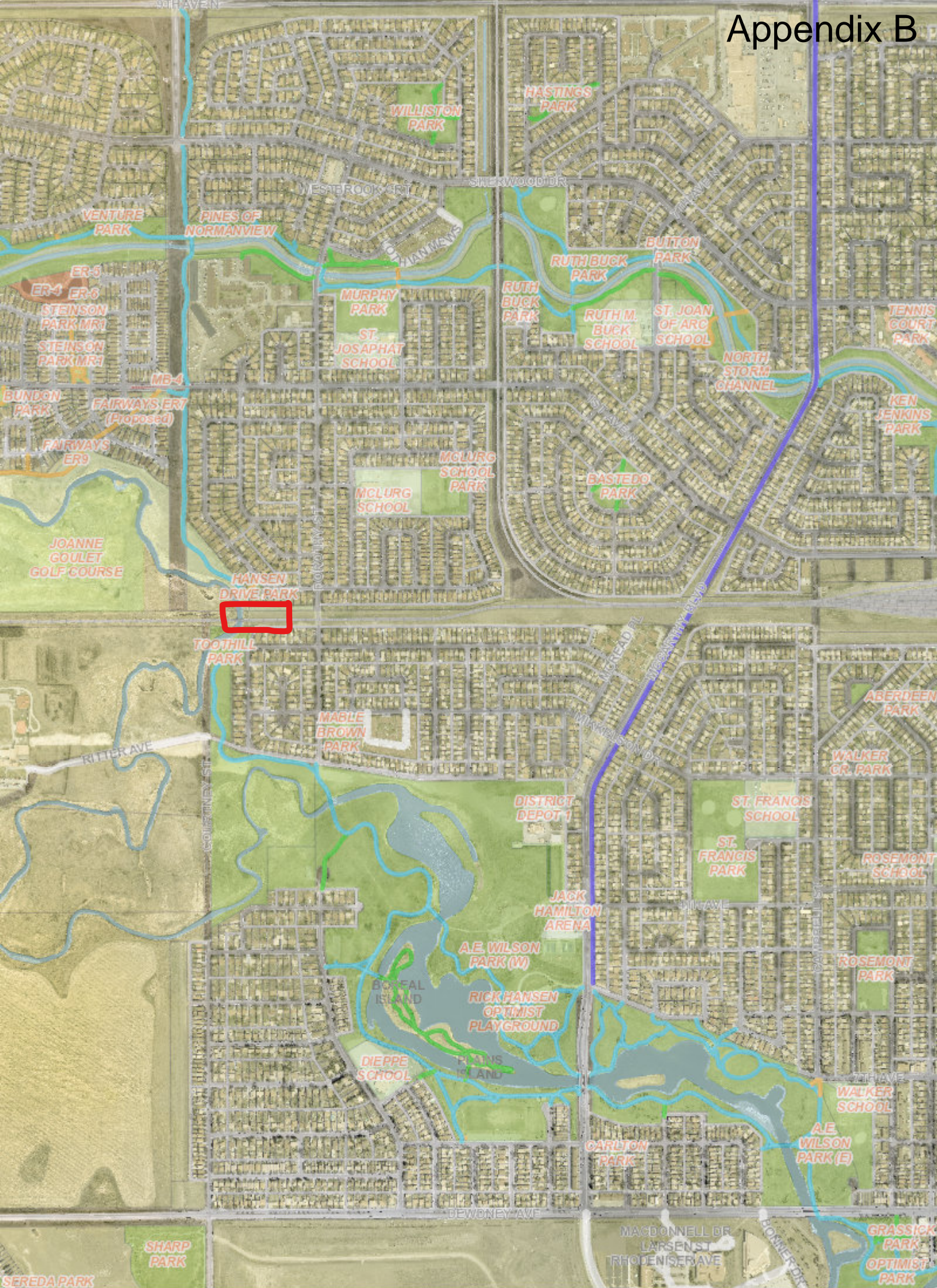
Lakeview Ave to Rae Street	1.3 km
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### Harbour Landing Pathway

Parliament Avenue to James Hill Road	2.4 km
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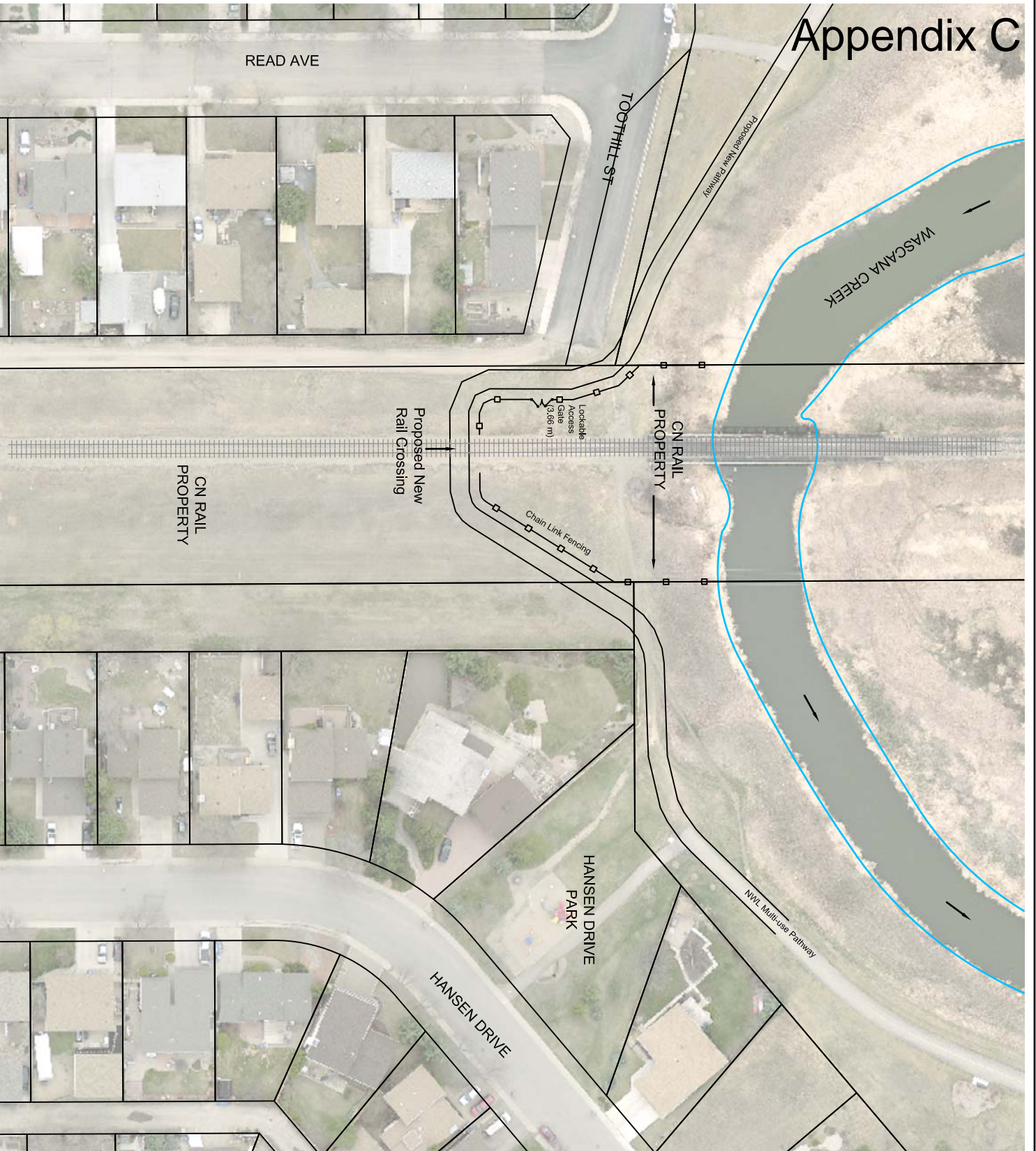
For more information call  
306-777-7000







# Appendix C



<p>City of Regina   <b>REGINA</b> Inspire Horizons</p>		<p><b>Development Engineering</b> City Operations Services CITY OPERATIONS DIVISION Queen Elizabeth II Court - Box 1700 Regina, Saskatchewan S4P 2G5 Ph: (306) 777-7963 Fax: (306) 246-6023</p>	
<p>File Number: 4800-014-02-99</p>		<p>File Name and Path: CDO - NW Pathway - design\4.dwg</p>	
<p>Project: <b>NWL Pathway CN Crossing</b></p>		<p>Drawing Name: <b>Site Location</b></p>	
<p>Agreement #2 Reference Map</p>		<p>Date: Nov 20, 2017</p>	
<p>Designed By: MF</p>		<p>Drawn By: MF</p>	
<p>Scale: 1:1000</p>		<p>Sheet Number: <b>L-1</b></p>	



November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: 2019 Elected Official Committee Appointments

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RECOMMENDATION

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE –  
NOVEMBER 14, 2018**

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, 2019 with terms of office to December 31, 2019 unless otherwise noted.
3. That members appointed continue to hold office for the term indicated or until their successors are appointed.

*EXECUTIVE COMMITTEE – NOVEMBER 14, 2018*

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

Recommendation #4 does not require City Council approval.

Mayor Michael Fougere, Councillors: Barbara Young (Chairperson), Lori Bresciani, Sharron Bryce, John Findura, Jerry Flegel, Bob Hawkins, Jason Mancinelli, Joel Murray, Mike O'Donnell and Andrew Stevens were present during consideration of this report by the Executive Committee.

The Executive Committee, at the **PRIVATE** session of its meeting held on November 14, 2018, considered the following report from the Administration:

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, 2019 with terms of office to December 31, 2019 unless otherwise noted.
3. That members appointed continue to hold office for the term indicated or until their successors are appointed.



4. That this report be forwarded to the November 26, 2018 City Council meeting for approval.

## CONCLUSION

The appointment of elected members to committees should be determined by reviewing Appendix A item by item. All recommendations will be forwarded to City Council for approval.

## BACKGROUND

Elected official appointments are required annually to fill vacancies on various committees. The purpose of this report is to facilitate the appointments required for 2019.

## DISCUSSION

To facilitate the appointment process, Appendix A lists the current committees that elected officials serve on. The attached list summarizes the committees to which appointments are required.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

None with respect to the recommendations of this report.

### Environmental Implications

None with respect to the recommendations of this report.

### Policy and/or Strategic Implications

Elected officials' participation on various boards, committees and commissions is required to facilitate the decision making process of the City. It also ensures the Vision for Regina is articulated from the top level and works to foster inclusiveness and harmony in the community.

### Other Implications

Clause 65(c) of *The Cities Act* requires elected officials to participate in council and committee meetings and meetings of other bodies to which they are appointed by Council.

### Accessibility Implications

None with respect to the recommendations of this report.

## COMMUNICATIONS

After the appointments are approved by City Council, a list of committee members will be communicated to all departments, the media, and other interested parties.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

A handwritten signature in black ink, appearing to be 'J. Nicol', written in a cursive style.

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Jim Nicol, Secretary

## APPENDIX A

2019 ELECTED OFFICIAL REPRESENTATION - BOARDS AND COMMITTEES						
BOARD, COMMISSION OR COMMITTEE	2018 MEMBERS	NUMBER OF VACANCIES	LENGTH OF TERM	NEW TERM EXPIRES	OTHER INFORMATION	RECOMMENDED APPOINTMENTS
Board of Police Commissioners	Mayor Fougere Councillor Young Councillor Murray	2	Ongoing 1 year	Dec. 2019 Dec. 2019		1. Councillor Murray 2. Councillor Young
Canadian Capital Cities Organization, Memberships	Mayor Fougere Councillor Flegel	1	Ongoing	Dec. 2019 Dec. 2019	Mayor has traditionally been a member of this organization. Meetings are generally held by conference call.	1. Councillor Flegel
Canadian Western Agribition Association, Board of Directors	Councillor Flegel	1	1 year	Dec. 2019		1. Councillor Flegel
Community and Protective Services Committee	Councillor Findura Councillor Flegel Councillor Stevens Councillor Murray Councillor Bresciani	5	1 year	Dec. 2019 Dec. 2019 Dec. 2019 Dec. 2019 Dec. 2019		1. Councillor Bresciani 2. Councillor Findura 3. Councillor Flegel 4. Councillor Mancinelli 5. Councillor Stevens
Finance and Administration Committee	Councillor Bryce Councillor Hawkins Councillor Mancinelli Councillor Young Vacant	5	1 year	Dec. 2019 Dec. 2019 Dec. 2019 Dec. 2019 Dec. 2019	A member of this Committee is also a member of the Casual Employees' & Elected Officials' Pension Plan Administrative Boards.	1. Councillor Bryce 2. Councillor Hawkins 3. Councillor Mancinelli 4. Councillor Murray 5. (Vacant)
Mayor's Housing Commission	Mayor Fougere Councillor Bresciani Councillor Bryce Councillor Murray	3	Ongoing 1 year	Dec. 2019 Dec. 2019 Dec. 2019		1. Councillor Bryce 2. Councillor Findura 3. Councillor Murray

2019 ELECTED OFFICIAL REPRESENTATION - BOARDS AND COMMITTEES						
BOARD, COMMISSION OR COMMITTEE	2018 MEMBERS	NUMBER OF VACANCIES	LENGTH OF TERM	NEW TERM EXPIRES	OTHER INFORMATION	RECOMMENDED APPOINTMENTS
Moose Jaw Industrial Corridor Committee	Councillor Findura Councillor Mancinelli	1	1 year	Dec. 2019 Dec. 2019	Ongoing alternate position Councillor Findura	1. Councillor Mancinelli 2. Councillor Findura (Alternate)
Public Works and Infrastructure Committee	Councillor Bryce Councillor Stevens Councillor Bresciani Councillor Mancinelli Councillor Young	5	1 year	Dec. 2019 Dec. 2019 Dec. 2019 Dec. 2019 Dec. 2019		1. Councillor Bresciani 2. Councillor Findura 3. Councillor Mancinelli 4. Councillor Stevens 5. Councillor Young
Regina Appeal Board	Councillor Mancinelli Councillor Young Councillor Murray	3	1 year	Dec. 2019 Dec. 2019 Dec. 2019		1. Councillor Mancinelli 2. Councillor Murray 3. Councillor Stevens
Regina Downtown Business Improvement District, Board of Directors	Councillor Stevens	1	1 year	Dec. 2019		1. Councillor Stevens
Regina Planning Commission	Councillor Hawkins Councillor O'Donnell Councillor Young	3	1 year	Dec. 2019 Dec. 2019 Dec. 2019	The Chairperson of this Commission must be a member of City Council.	1. Councillor Flegel 2. Councillor Hawkins 3. Councillor Young
Regina Warehouse Business Improvement Board	Councillor O'Donnell	1	1 year	Dec. 2019		1. Councillor Murray
Saskatchewan Assessment Management Association, City Advisory Committee	Councillor Murray	1	1 year	Dec. 2019 Dec. 2019	Two Representatives from City of Regina nominated by Council	1. Councillor Murray 2. City Manager/Designate
Saskatchewan Urban Municipalities Association, Board of Directors	Councillor Hawkins Councillor O'Donnell Councillor Murray	2	1 year	Dec. 2019 Dec. 2019	Ongoing alternate position Councillor Murray	1. Councillor Hawkins 2. Councillor O'Donnell Councillor Murray (Alternate)

2019 ELECTED OFFICIAL REPRESENTATION - BOARDS AND COMMITTEES						
BOARD, COMMISSION OR COMMITTEE	2018 MEMBERS	NUMBER OF VACANCIES	LENGTH OF TERM	NEW TERM EXPIRES	OTHER INFORMATION	RECOMMENDED APPOINTMENTS
School Boards/City Council Liaison Committee	Mayor Fougere Councillor O'Donnell Councillor Stevens	2	Ongoing 1 year	Dec. 2019 Dec. 2019		1. Councillor O'Donnell 2. Councillor Stevens
Sherwood-Regina Regional Development Committee	Councillor Young Councillor O'Donnell Councillor Mancinelli	2	2 year	Dec. 2019 Dec. 2019	Ongoing alternate position Councillor Findura	1. Councillor Mancinelli 2. Councillor O'Donnell Councillor Findura (Alternate)
Provincial Capital Commission	Councillor O'Donnell Councillor Young	1	1 year	Dec. 2019 Dec. 2019	Ongoing alternate position Councillor Young	1. Councillor Young Councillor O'Donnell (Alternate)
Wascana Watershed Advisory Committee	Fred Clipsham	1	2 years	Dec. 2019		1. Councillor Bresciani
White Butte Planning Committee	Mayor Fougere Councillor Bresciani Councillor Mancinelli	1	Ongoing 1 year	Dec. 2019 Dec. 2019	Ongoing alternate position Councillor Mancinelli	1. Councillor Bresciani Councillor Mancinelli (Alternate)

November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: 2019 Citizen & Organization Appointments to Committees

---

RECOMMENDATION

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE  
- NOVEMBER 14, 2018**

1. That the following individuals be appointed to the Board of Police Commissioners for terms of office indicated below:

Mr. Vic Pankratz	January 1, 2019 to December 31, 2019
Mr. Jada Yee	January 1, 2019 to December 31, 2019

2. That the following individuals be appointed to the Board of Revision for a term of office as indicated below:

Mr. Patrick Hopf	January 1, 2019 to December 31, 2020
Ms. Linda Paidel	January 1, 2019 to December 31, 2020

3. That the following individuals be appointed to the Development Appeals Board for a term of office as indicated below:

Mr. Daniel Hebert	January 1, 2019 to December 31, 2019
Ms. Susan Hollinger	January 1, 2019 to December 31, 2020
Ms. Lauren Mougeot	January 1, 2019 to December 31, 2021

4. That the following individuals be appointed to the Regina Planning Commission for a term of office as indicated below:

Mr. Biplob Das	January 1, 2019 to December 31, 2020
Mr. Tyrell Jacob Sinclair	January 1, 2019 to December 31, 2021

5. That the following individuals be appointed to the Regina Public Library Board for a term of office indicated below:

Ms. Cindy Kobayashi	January 1, 2019 to December 31, 2020
Ms. Phyllis Lerat	January 1, 2019 to December 31, 2020
Mr. Sean Quinlan	January 1, 2019 to December 31, 2020
Ms. Starla Grebinski	January 1, 2019 to December 31, 2020

6. That Robert Byers be appointed to the Mayor's Housing Commission for a three year term of office effective January 1, 2019 to December 31, 2021

7. That the following Regina Catholic School Board Representatives be appointed to the School Board/City Council Liaison Committee for a one year term of office as indicated below:

Mr. Bob Kowalchuk	January 1, 2019 to December 31, 2019
Ms. Donna Ziegler	January 1, 2019 to December 31, 2019
Mr. Dom Scuglia	January 1, 2019 to December 31, 2019
Mr. Curt Van Parys	January 1, 2019 to December 31, 2019

8. That the following two Board representatives and two Administrative representatives on behalf of the Regina Public School Board be appointed to the School Boards/City Council Liaison Committee for a one year term of office as indicated below:

Mr. Adam Hicks	January 1, 2019 to December 31, 2019
Ms. Katherine Gagne	January 1, 2019 to December 31, 2019
Mr. Greg Enion	January 1, 2019 to December 31, 2019
Ms. Debra Burnett	January 1, 2019 to December 31, 2019

9. That the 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.
10. That an advertisement be placed to fill the additional vacant positions on the Board of Revision and the Regina Public Library Board at a later date and that the recommended appointments be proposed to City Council for approval.

#### *EXECUTIVE COMMITTEE – NOVEMBER 14, 2018*

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

Recommendation #11 does not require City Council approval.

Mayor Michael Fougere, Councillors: Barbara Young (Chairperson), Lori Bresciani, Sharron Bryce, John Findura, Jerry Flegel, Bob Hawkins, Jason Mancinelli, Joel Murray, Mike O'Donnell and Andrew Stevens were present during consideration of this report by the Executive Committee.

The Executive Committee, at the **PRIVATE** session of its meeting held on November 14, 2018, considered the following report from the Administration:

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Mr. Greg Enion	January 1, 2019 to December 31, 2019
Ms. Debra Burnett	January 1, 2019 to December 31, 2019



9. That the 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.
10. That an advertisement be placed to fill the additional vacant positions on the Board of Revision and the Regina Public Library Board at a later date and that the recommended appointments be proposed to City Council for approval.
11. That this report be forwarded to the November 26, 2018 City Council meeting for approval.

## CONCLUSION

The appointment process to the various boards, committees and commissions was initiated in September to facilitate the appointment of individuals where current terms expire December 31, 2018. As appointments are always contingent on the candidate remaining until their successor is appointed, business is still being conducted.

## BACKGROUND

The purpose of this report is to facilitate the appointment of citizen representatives to the following committees, boards and commissions for terms specified in the report.

## DISCUSSION

Executive Committee is required to nominate individuals for City Council consideration on all committees presented in this report. The following information is provided on activities that have been carried out in preparation for the appointments:

### **Citizen Appointments:**

Advertisements inviting interested citizens to apply for positions on boards, commissions and committees were posted on Facebook, Twitter, Regina.ca and placed in the Leader Post for two consecutive weekends beginning September 22 & 29, 2018. The deadline for applications was noted as October 5, 2018, with one extension to Board of Police Commissioners until October 31, 2018. The advertisements were placed for vacancies on the following:

- Board of Police Commissioners
- Board of Revision
- Development Appeals Board
- Mayor's Housing Commission
- Regina Planning Commission
- Regina Public Library Board

An email notification was sent to all citizen representatives with expiring terms of office. These individuals were advised that their terms were expiring on December 31, 2018 and were invited to reapply, by completing an application on the City of Regina website.

## **Process for Determining Appointments:**

### *Board of Revision*

The Office of the City Clerk did not receive a sufficient amount of applications that could fill the Board of Revision. Given this, one vacancy remains to be filled for a two year term expiring December 31, 2020. An advertisement will be placed in December of 2018 to fill the vacant position and a report will be brought forward to City Council with the recommended appointment for approval. In accordance with Council's previous direction, nominating committees were established for the quasi-judicial board, led by the Office of the City Clerk.

### *Mayor's Housing Commission*

Advertisements inviting non-profit organizations to submit a letter of interest to sit on the Commission were placed in the Leader Post for two consecutive weekends beginning September 22 & 29, 2018. The deadline for applications was October 5, 2018.

The Saskatchewan Housing Corporation submitted a re-appointment letter to the Office of the City Clerk on September 17, 2018 identifying their nomination.

### *Regina Public Library*

The Regina Library Board of Directors authorized its Governance Committee to make recommendations to City Council, on its behalf. The Committee met to review the applications for appointment to the Board for the coming term.

The Regina Public Library Board of Directors would like to request that the fifth position be deemed a vacancy for the time being to allow more time to promote and recruit for the fifth Board of Director position. Given this, it is recommended that one vacancy remain to be filled for a two year term expiring December 31, 2020.

### *School Boards/City Council Liaison Committee*

The Regina Separate School Board submitted two Board representatives and two Administrative representatives. The recommended appointments, including terms of office, are included in the recommendation section of this report.

The Regina Public School Board submitted two Board representatives and two Administrative representatives. The recommended appointments, including terms of office, are included in the recommendation section of this report.

## **RECOMMENDATION IMPLICATIONS**

### **Financial Implications**

There are no financial implications associated with the recommendations of this report.

### Environmental Implications

There are no environmental implications associated with the recommendations of this report.

### Policy and/or Strategic Implications

Serving on a committee of Council is both a privilege and means for the public to communicate with Council on behalf of the community. The time, effort and expertise members dedicate to committees of Council is invaluable and contributes significantly to the Official Community Plan Goal 2: Community Engagement 14.14.

### Other Implications

The City Clerk reviewed current procedures for the citizen and organization representative committee appointment process. To address City Council's concerns the annual advertisement placed in the Leader Post and on the City website, highlighted diversity and gender representation on all Boards, Commissions and Committees.

### Accessibility Implications

There are no accessibility implications associated with the recommendations of this report.

### COMMUNICATIONS

After City Council has finalized the appointments, the following communications will take place:

1. All applicants will be notified in writing of the outcome of their applications.
2. Any incumbents who have chosen not to apply for re-appointment will be sent letters from the Mayor, on behalf of City Council, indicating appreciation for their service.
3. Any new citizen members appointed to the Board of Police Commissioners will be asked to complete the citizen police academy training course.

### DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



---

Jim Nicol, Secretary

November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: 2019 Appointments to the Board of Directors for Regina Downtown BID

---

RECOMMENDATION

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE  
- NOVEMBER 14, 2018**

1. On behalf of the Nominating Committee, it is recommended that the following appointments be approved to the Board of Directors for Regina Downtown:

- Ms. Susan Flett January 1, 2019 to December 31, 2021
- Ms. Alexandra Hussey January 1, 2019 to December 31, 2021
- Mr. Bob Kasian January 1, 2019 to December 31, 2021
- Mr. Michael MacNaughton January 1, 2019 to December 31, 2021
- Mr. Mitch Molnar January 1, 2019 to December 31, 2021

2. Members continue to hold office for the term indicated or until successors are appointed.

*EXECUTIVE COMMITTEE – NOVEMBER 14, 2018*

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), Lori Bresciani, Sharron Bryce, John Findura, Jerry Flegel, Bob Hawkins, Jason Mancinelli, Joel Murray, Mike O'Donnell and Andrew Stevens were present during consideration of this report by the Executive Committee.

The Executive Committee, at the **PRIVATE** session of its meeting held on November 14, 2018, considered the following report from the Administration:

RECOMMENDATION

1. On behalf of the Nominating Committee, it is recommended that the following appointments be approved to the Board of Directors for Regina Downtown:

- Ms. Susan Flett January 1, 2019 to December 31, 2021
- Ms. Alexandra Hussey January 1, 2019 to December 31, 2021

- |                           |                                      |
|---------------------------|--------------------------------------|
| • Mr. Bob Kasian          | January 1, 2019 to December 31, 2021 |
| • Mr. Michael MacNaughton | January 1, 2019 to December 31, 2021 |
| • Mr. Mitch Molnar        | January 1, 2019 to December 31, 2021 |

2. Members continue to hold office for the term indicated or until successors are appointed.
3. That this report be forwarded to the November 26, 2018 City Council meeting for approval.

## CONCLUSION

The Nominating Committee, established by Bylaw 2003-80 for recommendation of appointments to the Board of Directors for Regina Downtown, has met to determine recommendations for the consideration of City Council. There are five positions on the Board to be filled for 2019. The Committee has reviewed all applications and is recommending the reappointment of four current members and the appointment of one new member.

## BACKGROUND

Bylaw 2003-80, *The Regina Downtown Business Improvement District Bylaw*, provides for a Nominating Committee comprised of five individuals including:

- Chairperson of the Board
- Vice Chair of the Board
- A citizen member of the Board who is in the first year of a two year term
- The City Council member on the Board
- The Executive Director of Planning and Development, (represented by Ms. Diana Hawryluk).

The role of the Nominating Committee is to recommend to City Council, the appointment of members to the Board of Directors for the Regina Downtown Business Improvement District (the Board). The purpose of this report is to facilitate the appointments for 2019.

## DISCUSSION

The Board is comprised of 13 members appointed by Council. The current composition of the Board includes a member of Council, and 12 other persons who are electors of the City or are employed in the District.

The terms of the citizen members are staggered appointments up to three years in length. At the end of 2018, the terms of four members will expire:

- Ms. Alexandra Hussey
- Mr. Bob Kasian,
- Mr. Michael MacNaughton
- Mr. Mitch Molnar

The four citizen members of the Board with terms continuing to December 31, 2019 are:

- Mr. Chad Haidey
- Mr. Aaron Murray

- Mr. James Camplin
- Ms. Mary Lynn Charlton

The three citizen members of the Board with terms continuing to December 31, 2020 are:

- Ms. Charlene Gavel
- Mr. Doug Kosloski
- Ms. Anna Gardikiotis

Mr. Gerry Fischer has tendered his resignation from the RDBID Board, effective September 6, 2018.

The Nominating Committee met on October 11, 2018, with the Executive Director of the Board in attendance to act as Secretary.

Following review, the Nominating Committee is recommending the following appointments to the Board for a term effective January 1, 2019 and expiring December 31, 2021:

- Ms. Alexandra Hussey
- Mr. Michael MacNaughton
- Mr. Mitch Molnar
- Mr. Bob Kasian
- Ms. Susan Flett

## RECOMMENDATION IMPLICATIONS

### Financial Implications

None with respect to this report.

### Environmental Implications

None with respect to this report.

### Policy and/or Strategic Implications

Regina Downtown plays a key role in managing growth and community in the downtown area. Serving on the board provides citizens with the opportunity to become involved in their community and its future. The time, effort and expertise members dedicate is invaluable and contributes significantly to Council's vision of an inclusive community.

### Other Implications

To address City Council's concerns the annual advertisement placed in the Leader Post and on the City website, highlighted diversity and gender representation on the Board. In 2018, the gender ratio on the Board is 34% Female and 66% Male. In 2019, If Council approves all recommended applicants, the gender ratio will be 42% Female and 58% Male.

Accessibility Implications

None with respect to this report.

COMMUNICATION PLAN

After City Council has finalized the appointments, the following communications will take place:

1. All applicants will be notified, in writing, of the outcome of their applications.
2. The incumbents who have finished their terms on the Board will be sent letters from the Mayor, on behalf of City Council, indicating appreciation for their service.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



---

Jim Nicol, Secretary



November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: Heritage Building Rehabilitation Program (18-HBRP-03) 3225 13th Avenue – Sacred  
Heart Academy

---

**RECOMMENDATION**

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE  
- NOVEMBER 6, 2018**

1. That a Tax Exemption for the property located at 3225 13th Avenue, being Units 1 - 30 in Condo Plan 91R09011, be approved in an amount equal to the lesser of:
  - a) Fifty per cent of eligible costs for the work completed as described in the Conservation Plan in Appendix B; or
  - b) An amount equal to the total property taxes payable on the subject property for 10 years.
2. That the provision of the property tax exemption be subject to the following conditions:
  - a) Eligibility for the property tax exemption includes the requirement that the property possesses and retains its formal designation as a Municipal Heritage Property in accordance with *The Heritage Property Act*.
  - b) The property owner shall submit detailed written documentation of payments made for the actual costs incurred (i.e. itemized invoices and receipts) in the completion of the identified conservation work as described in Appendix B. In the event the actual costs exceed corresponding estimates by more than 10 per cent the property owner shall provide full particulars as to the reason(s) for any cost overrun or portion thereof, if considered not to be reasonably or necessarily incurred for eligible work.
  - c) The work that is completed and invoices submitted by September 30<sup>th</sup> each year would be eligible for an exemption the following year for up to 50 per cent of the cost of approved work.
3. That the City Solicitor be instructed to prepare the necessary tax exemption agreement and authorizing bylaw to provide the tax exemption as detailed in this report.
4. That the Executive Director of City Planning & Development or designate be authorized under the tax exemption agreement to make all determinations regarding reimbursements of the costs incurred for work done to the property based on the City of Regina's Heritage Building Rehabilitation Program and the Conservation Plan for the property (Appendix B to this report).

5. That the Executive Director of City Planning & Development or designate be authorized to apply to the Government of Saskatchewan on behalf of the property owner for any exemption of the education portion of the property taxes that is \$25,000 or greater in any year during the term of exemption.

*FINANCE AND ADMINISTRATION COMMITTEE – NOVEMBER 6, 2018*

Ray Plosker and Dale Scrivens, representing Academy Housing/Cathedral Courts, addressed the Committee.

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

Recommendation #6 does not require City Council approval.

Councillors: Bob Hawkins (Chairperson), Jason Mancinelli and Barbara Young were present during consideration of this report by the Finance and Administration Committee.

The Finance and Administration Committee, at its meeting held on November 6, 2018, considered the following report from the Administration:

RECOMMENDATION

1. That a Tax Exemption for the property located at 3225 13th Avenue, being Units 1 - 30 in Condo Plan 91R09011, be approved in an amount equal to the lesser of:
  - a) Fifty per cent of eligible costs for the work completed as described in the Conservation Plan in Appendix B; or
  - b) An amount equal to the total property taxes payable on the subject property for 10 years.
2. That the provision of the property tax exemption be subject to the following conditions:
  - a) Eligibility for the property tax exemption includes the requirement that the property possesses and retains its formal designation as a Municipal Heritage Property in accordance with *The Heritage Property Act*.
  - b) The property owner shall submit detailed written documentation of payments made for the actual costs incurred (i.e. itemized invoices and receipts) in the completion of the identified conservation work as described in Appendix B. In the event the actual costs exceed corresponding estimates by more than 10 per cent the property owner shall provide full particulars as to the reason(s) for any cost overrun or portion thereof, if considered not to be reasonably or necessarily incurred for eligible work.
  - c) The work that is completed and invoices submitted by September 30<sup>th</sup> each year would be eligible for an exemption the following year for up to 50 per cent of the cost of approved work.
3. That the City Solicitor be instructed to prepare the necessary tax exemption agreement and authorizing bylaw to provide the tax exemption as detailed in this report.

4. That the Executive Director of City Planning & Development or designate be authorized under the tax exemption agreement to make all determinations regarding reimbursements of the costs incurred for work done to the property based on the City of Regina's Heritage Building Rehabilitation Program and the Conservation Plan for the property (Appendix B to this report).
5. That the Executive Director of City Planning & Development or designate be authorized to apply to the Government of Saskatchewan on behalf of the property owner for any exemption of the education portion of the property taxes that is \$25,000 or greater in any year during the term of exemption.
6. That this report be forwarded to the November 26, 2018 meeting of City Council for approval.

### CONCLUSION

The applicant, SEPW Architecture, on behalf of the unit owners of Academy Housing Association Inc., has requested a property tax exemption under the Heritage Building Rehabilitation Program to assist in recovering costs associated with conserving the building.

The proposed conservation work will ensure the continued existence of this historic place. The tax exemption provided for in the policy has made it feasible for the property owner to conserve this heritage building.

Administration has determined that the conservation work proposed is eligible for assistance under the Heritage Building Rehabilitation Program. A property tax agreement between the property owners and the City of Regina (City) will be prepared to secure the City's interests in ensuring the building is properly conserved and maintained.

### BACKGROUND

On December 3, 1990, City Council approved Bylaw No. 9110 (Appendix C) designating the property at 3225 13<sup>th</sup> Avenue as municipal heritage property.

The Heritage Incentive Policy was approved by City Council on August 24, 2014 (CR14-100). It replaced the Municipal Incentive Policy for the Preservation of Heritage Properties, which was initially adopted in 1991 and amended in 2001. Under the Heritage Incentive Policy, the designated properties eligible for assistance include Municipal Heritage Properties, Provincial Heritage Properties, and properties within the Victoria Park Heritage Conservation District.

The types of work that may be eligible for assistance are:

- a) Professional architectural or engineering services.
- b) Façade improvements including conservation of original building elements, cleaning of surfaces and removal of unsympathetic materials.
- c) Structural stabilization.
- d) Improvements required to meet the *National Building Code of Canada* or City of Regina bylaw requirements, including the repair or upgrading of mechanical and electrical systems.

- e) Improvements to energy efficiency (i.e. windows, insulation).
- f) Conservation of significant or rare character-defining interiors or interior elements.

Financial assistance can be provided equivalent to the lesser of:

- a) Fifty per cent of eligible work costs, that is, expenses incurred to restore or preserve architecturally significant elements of the building or structure, to extend its effective life, and/or to ensure its structural integrity; or
- b) The total property taxes that would otherwise be payable in the 10 years immediately following the approval of the tax exemption by City Council.

Cosmetic improvements, regular maintenance and new additions are not eligible for assistance.

The amount of the property tax exemption, including calculation of any percentage or portion, is determined by the City Assessor. The amount will only apply to the portion of the property containing the building structure or landscape with heritage value pursuant to Section 11(1) of *The Heritage Property Act*.

In general, property tax exemptions are initiated in the fiscal year following City Council's approval and are based on the actual value of the completed approved work items. It is noted that no abatement of outstanding or current taxes are eligible for the tax exemption.

## DISCUSSION

The original wing of the Sacred Heart Academy (the Academy) was constructed in 1910 by the firm of Smith Brose & Wilson to accommodate the opening of a Catholic Girls Boarding School by the Sisters of the Lady of the Missions. An addition in 1914 provided the building's front entrance which is marked by a portico with classical supports. An addition in 1924, designed by Architect J.H. Puntin, provided a highlight of the building, its chapel, with Georgian-style interior incorporating a coffered, barrel vaulted ceiling, curved balustrades and period stained glass windows imported from France. The property's broad front lawn, mature landscaping and wrought iron fence create an attractive setting for the former academy. The Academy is of heritage value for its contiguous French Mansard Design which was a favoured design of the Catholic Church for institutional buildings throughout Western and Central Canada. For more information about the Academy's heritage value refer to the Bylaw No. 9110 in Appendix C.

### Conservation Work

The applicant, SEPW Architecture, on behalf of the owners, Academy Housing Association Inc., has submitted a request for approval to undertake certain alterations to the Academy, as described in the Conservation Plan attached as Appendix B. Conservation work, which would be eligible for assistance would include the following elements:

- Removal of interior trees and foundation site work to prevent water infiltration through the foundation wall which will preserve the foundation of the building and assist with structural stabilization.
- Repair of wood windows to conserve the exterior character defining element.

- Repair of chimney including new liner and repair to brick and mortar.
- Masonry repointing and stone repairs including repair of stone lintels and sills.
- Repair and/or replacement of cornice.
- Replacement of select slate roofing tiles.

Administration has determined that all of the above proposed work is eligible for assistance under the policy as this work is required to conserve the character-defining elements of the building's exterior.

As a designated Municipal Heritage Property, Administration's role in the evaluation of changes to the building is through issuance of a Heritage Alteration Permit. Administration will ensure that the work that is being incentivized is being done in accordance with the Conservation Plan, which will be attached to the incentive agreement.

### Tax Exemption

According to the Heritage Incentive Policy, the application must include financial evidence indicating why the tax exemption is required. The Conservation Plan in Appendix B details the work to be done and provides approximate costs associated with the required conservation work.

The Program provides a tax exemption equal to 50 per cent of the eligible costs for the work described in the Conservation Plan, Appendix B, or an amount equal to 10 years of property taxes, whichever is the lesser. The actual value of the tax exemption will be based on the invoices submitted for the work done.

Based on the cost estimates and financial assistance criteria in the Heritage Building Rehabilitation Program, Administration has determined the owner is eligible for an exemption of 10 years of property tax.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

Section 262(4) of *The Cities Act* limits the term of a tax exemption agreement to not more than five years. However, Section 28(a) of *The Heritage Property Act* enables City Council to provide tax relief to any person, organization, agency, association or institution with respect to heritage property notwithstanding any provisions of *The Cities Act*. The Heritage Incentive Policy approved by City Council in August 2014 established a tax exemption for a maximum of 10 years.

The value of the work to be done will qualify for a tax exemption equal to 50 per cent of the value of the approved work. Administration estimates that 10 years of property tax exemption based on a three per cent increase year over year would be approximately \$683,098.20. The estimated cost of the work as stated in the Conservation Plan is \$1,267,572.48. Fifty per cent of the estimated cost of the work would be \$633,786.24. This adheres to the Heritage Building Rehabilitation Program approved by City Council on August 24, 2014.

The annual property exemption based on estimated 2018 figures is estimated to be \$57,851.46 which is distributed as follows:

- Municipal portion: \$ 34,554.14
- Education portion: \$20,096.54
- Library portion: \$3,200.78

The final value of the tax exemption provided by the City will be based on receipt submissions for actual work completed and annual property tax increases.

The education portion of the taxes is subject to *The Education Property Tax Act*. This Act came into effect January 1, 2018. *The Education Property Tax Act* specifies that any exemption of education property taxes that is \$25,000 or greater in any given year, must be approved by the Government of Saskatchewan. Under this legislation, only municipalities can apply on behalf of property owners for the exemption of the education portion of the taxes. If City Council approves this application, Administration will apply to the Government of Saskatchewan on behalf of this property owner if the education portion is \$25,000 or greater.

#### Environmental Implications

The conservation work proposed will ensure the building continues to be used and maintained. The work will protect the character defining elements of the building and improve the structural integrity of the building.

#### Policy and/or Strategic Implications

Conservation of the Academy meets the following policies outline in Part A of *Design Regina: The Official Community Plan Bylaw No. 2013-48*:

#### Section D5: Land Use and Built Environment

Goal 6 - Built Form and Urban Design: Build a beautiful Regina through quality design of its neighbourhoods, public spaces and buildings.

- 7.38 Consider impacts of alterations, development, and/or public realm improvements on or adjacent to an historic place to ensure its heritage value is conserved.

#### Section D8: Culture

Goal 1 – Support Cultural Development and Cultural Heritage: Enhance quality of life and strengthen community identity and cohesion through supporting cultural development and cultural heritage.

- 10.1 Build partnerships and work collaboratively with community groups, other levels of government, and the private and voluntary sectors to encourage cultural development opportunities and conserve historic places.

- 10.4 Protect, conserve and maintain historic places in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada* and any other guidelines adopted by City Council.
- 10.5 Encourage owners to protect historic places through good stewardship and voluntarily designating their property for listing on the Heritage Property Register.
- 10.11 Leverage and expand funding, financial incentive programs and other means of support to advance cultural development, cultural resources and conservation of historic places.

The proposal is also consistent with the vision and objectives of *Regina's Cultural Plan* respecting:

Goal 7.3 – Commemorate and Celebrate the City's Cultural Heritage

Objectives:

- Demonstrate Leadership through the Management of the Heritage Conservation Program.
- Conserve Cultural Heritage Resources.
- Ensure New Development contributes to Sense of Place.

#### Other Implications

None with respect to this report.

#### Accessibility Implications

None with respect to this report.

#### COMMUNICATIONS

Heritage Regina and the Architectural Heritage Society of Saskatchewan will receive a copy of this report for information.

The Library Board will be provided with a copy of this report and will be advised of City Council's decision.

#### DELEGATED AUTHORITY

Applications for assistance under the Heritage Building Rehabilitation Program must be approved by City Council.



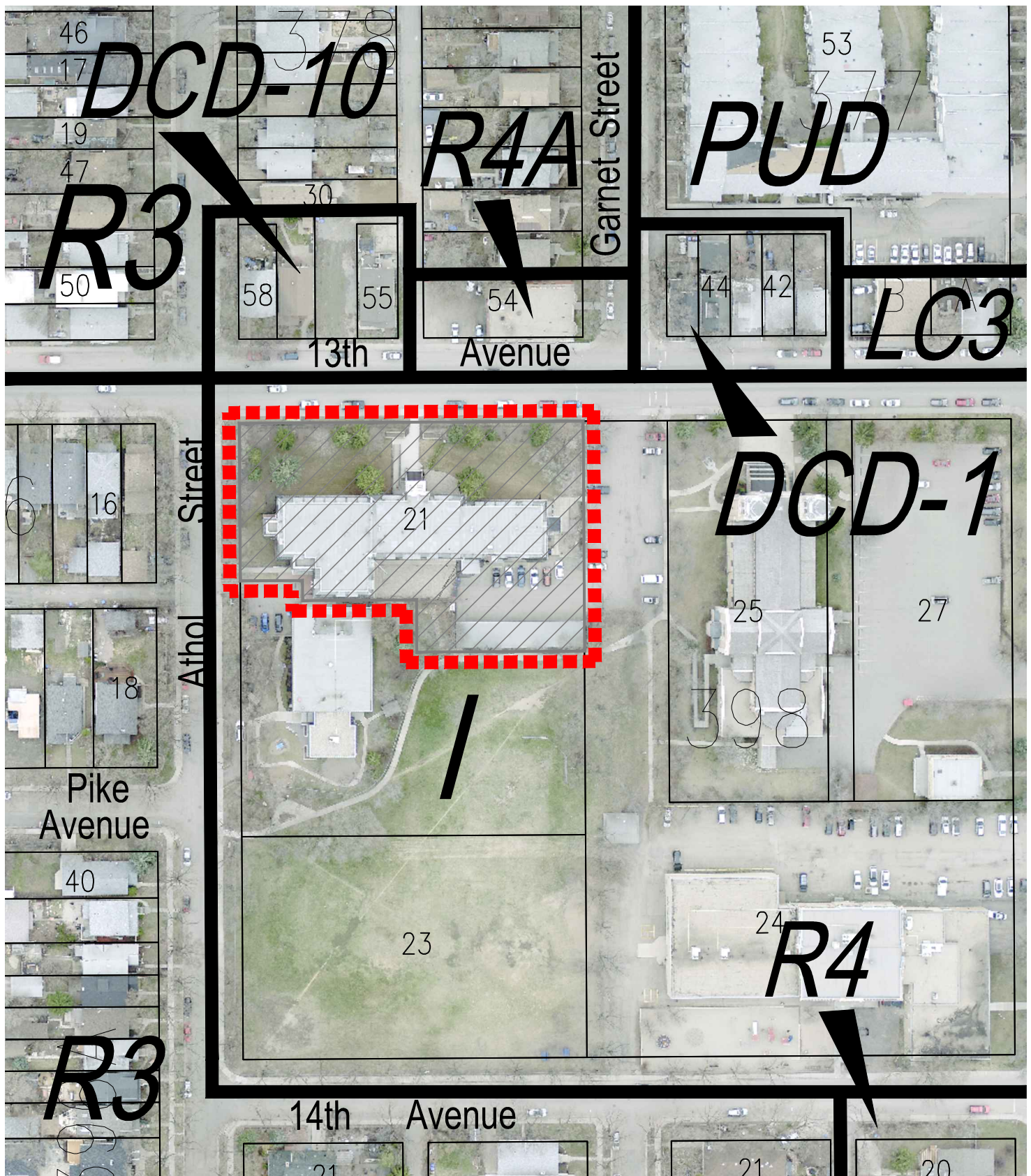
Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE

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

---

Ashley Thompson, Secretary



Subject Property



Heritage

Date of Photography : 2016



Project 18-HBRP-03

Civic Address/Subdivision

3225 13th Avenue  
Cathedral Court





Subject Property



Heritage

Date of Photography: 2016



Project 18-HBRP-03

Civic Address/Subdivision

3225 13th Avenue  
Cathedral Court



## CATHEDRAL COURTS

Conservation Report  
2018-04-05





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## **1. Project Background and Objectives**

The following Conservation Plan for the Cathedral Courts building, located at 3225 13<sup>th</sup> Avenue in the City of Regina has been prepared for Academy Housing by SEPW Architecture with the sub-consultant KGS for structural items.

It is the intent of Academy Housing to make an application to the City of Regina for a Heritage Incentive Grant. SEPW has been retained to provide information required to make the grant application. This includes outline drawings and specifications for the masonry work. The intent is that SEPW will also oversee the implantation of the work by the contractors involved.

At the time of writing of this plan, work to be included in the Heritage Incentive Grant application is to undertake repairs to the following:

- selective masonry repointing and repairs at the lower level of the building for approximately 2.3 metres above grade and at the top of the main entrance stairs at the entrance,

## Cathedral Courts Conservation Plan

2018-03-30

- repair of cracked stone lintels and broken sills that have been damaged by building settlement, weather or other factors,
- cornice repairs where damage has occurred to the profiled metal cladding,
- repointing of the chimney (included as a separate cost item and to be verified)
- associated site work related to mitigating deterioration of the masonry facades.

Other items that Academy Housing is intending to address, include the following:

- issues with frost and condensation at windows that have enclosed by the interior layout
- Re-painting of elements on west façade of the building and elsewhere on the building where needed
- installation of paving stones at the east side of the building (coordinated by owner)
- replacement of fluorescent lighting in hallways with new LED fixtures (coordinated by owner)
- replacement of emergency lighting with new LED fixtures (coordinated by owner)

Additional work, as recommended within this report, for improvements to the envelope that will have an impact on mitigating potential water infiltration into the building through the roof include:

- replacement of the slate roof on the Mansard roof portion of the building
- replacement of the asphalt shingle roofing on dormers
- replacement of associated flashing, underlayment and metal trim
- replacement of the low-sloped roof above the Mansard level

## 2. Documents Provided

We have received documentation from Academy Housing and the City of Regina for the purposes of this conservation plan. This documentation includes:

- Assorted drawings and specification book from 1924 addition by Puntin Architect
- Drawing set for renovations to convert into apartments from 1990 by Architects in Association
- Heritage Assessment from 1990 and breakdown of costs

## 3. Context & Heritage Significance

The Statement of Significance copied below is from the Canadian Register of Historic Places.

### ***"DESCRIPTION OF HISTORIC PLACE***

*3225 – 13th Avenue is a Municipal Heritage Property occupying one city block located in the City of Regina. Situated at the south-west corner of 13th Avenue and Garnet Street, the property formerly known as Sacred Heart Academy was built in phases between 1910-1925 and is now known as Cathedral Court Condominiums. It is comprised of a 2 ½-storey, red brick structure, and is defined by a mansard roof.*



## **HERITAGE VALUE**

*The heritage value of 3225-13th Avenue, formerly known as Sacred Heart Academy, is associated with its role as an important Catholic educational facility in the City of Regina. Founded in 1905 by the Sisters of Our Lady of the Missions, the academy moved to this location in 1910 and served as a boarding school for girls until its closure in 1969. The facility expanded twice during this period and became affiliated with the University of Saskatchewan in 1924. From 1924 until the 1926 opening of Sacred Heart College on Albert Street, Sacred Heart Academy was able to offer second-year, university arts classes in addition to the kindergarten to grade twelve instruction that it already provided. In addition to classrooms and dormitories for the Sisters and students, the academy featured music rooms, art rooms, chapel and a gymnasium which allowed for year round physical education. Though elementary school instruction was discontinued in the 1930s, Sacred Heart Academy remained a prominent source of secondary level education until its closure.*

*The heritage value of 3225-13th Avenue is also associated with its architecture. Characteristic of institutional buildings in western Canada affiliated with the Catholic Church, the design of Sacred Heart Academy is dominated by a mansard roof, and displays Classically inspired detailing. Built in three sections that date from 1910, 1914 and 1924, the structure is united by the continuity of the slate mansard roof, similar materials, and the Classical detailing. Part of the 1914 extension contains the building's front entrance which is marked by a portico with classical supports. The highlight of the 1924 addition, designed by J.H. Puntin, remains the chapel with its Georgian-style interior incorporating a coffered, barrel vaulted ceiling, curved balustrades and period stained glass windows imported from France. Enclosed porches with panel detailing terminate the east end of the original building, and the structure's west end. The property's broad front lawn, mature landscaping and wrought iron fence create an attractive setting for the former academy.*

*Source: City of Regina Bylaw No. 9110*

## **CHARACTER DEFINING ELEMENTS**

*The heritage value of 3225-13th Avenue resides in the following character-defining elements:*

- those elements that recall the property's historic use as a Catholic academic institution, such as the cross that tops the buildings frontispiece; the chapel with Georgian style interior, plaster barrel vaulted and coffered ceiling, curved balustrades and choir loft;*
- those elements which contribute to its architectural significance, including its 2 ½-storey, 'L' shape plan;*
- slate mansard roof with gable roof dormer windows;*
- red brick exterior with rough-dressed sandstone and Tyndall Stone sills and lintels and detailing;*
- Classical-inspired detailing, such as the sheet metal, block modillion cornice, and pedimented frontispiece, Tuscan columned portico, and a Doric frieze with triglyph ornament; stained glass chapel windows framed within a Palladian style arrangement;*
- enclosed end porches with panelled detailing; front entrance with wooden double doors, single-pane glazing and a multi-pane transom light;*
- landscape elements such as broad front lawn with mature plantings and wrought iron fence"*



Figure 1 North main entrance portion circa 1914 illustrating classic detailing and mansard roof



Figure 2 West elevation of the building circa 1924. Chapel can be seen to far right





Figure 3 – North façade along 13<sup>th</sup> Avenue showing line of mature spruce. 1909 portion on left side of photo.



Figure 4 – South façade. 1909 portion





Figure 5 – South façade. 1924 portion – chapel with arched windows



Figure 5 – East façade. 1909 portion. Showing enclosed porch at this end

We should add the heritage defining characteristics of this building, the tooled mortar joint profile. Although this is a small thing it has a impact on the appearance of any repointing work, or repair work to the masonry wall. The original mortar joints on the building are tooled using a slightly “weathered” joint. This type of mortar joint leaves a slight recess at the top of the joint then slopes slightly outward to meet the top edge of the brick below the joint. It was also noted that the mortar joints of the 1909 and 1914 portions of the building are slightly narrower than typical modern joints are.

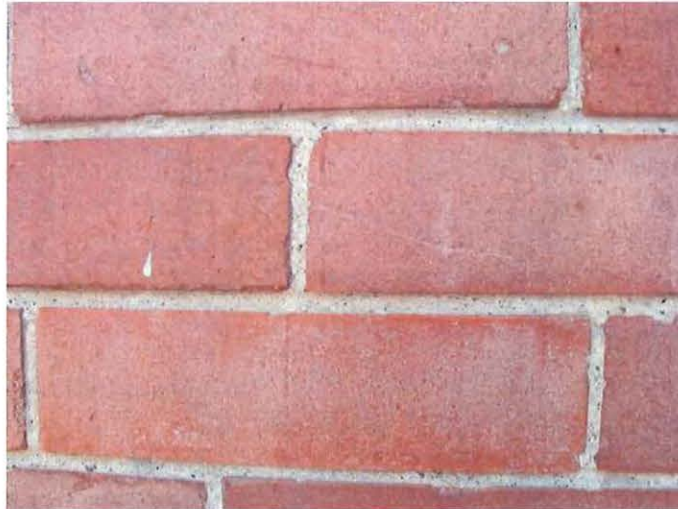


Figure 5a – “Weathered” mortar joint on east wall of 1909 portion.

## **4. Observations**

### **4.1. Site in General**

The site is generally flat with large spruce trees in the front lawn area. The building is set back about 58 feet from the north property line along 13<sup>th</sup> Avenue and about 30 feet from Athol Street. There is hard landscape surfacing on the east and south sides of the building. There are numerous large spruce trees in the front yard. A few are very close to the building. Large trees like this, in close proximity to the building can negatively impact the stability of the foundations by drawing moisture out of the soils. These trees are also causing the grade to slope back towards the building, creating an undesirable condition especially considering that the exposed brick masonry on the building carries right down to grade. Additionally, they drop needles and cones onto the roof that can plug drainage paths. They can also provide easy access for pests, such as squirrels, to gain access onto the roof and potentially get inside the attic or soffit areas.

There does not appear to be any storm drainage off the site, apart from surface drainage. Due to the flat nature of the site it may be beneficial to add some storm drainage within the front of the site (north side) so that water can be collected and drained off the site. This could also be



beneficial on the south side of the site, as there does not appear to be anywhere for water to drain away from the building.

There is an area at the west end of the north façade that has had loose stone material installed adjacent to the building. We believe this was done in conjunction with some re-grading to slope the ground away from the face of the building. We were not able to observe the condition of the wall below this rock due to the ground being frozen.

Hard surfacing and lack of positive grading along the south side of the building is contributing to wetting of the bricks through splashing of rain and melting snow, and wicking up of moisture into the brick masonry wall, evidenced by the staining pattern below windows on this façade.

We believe the foundations of the building are masonry, however this was not verified through any destructive testing. The 1924 addition specification notes that the foundation walls are to be constructed of brick masonry, parged on the exterior and coated with bituminous dampproofing. This appears to be substantiated by visual observations at the northwest corner of the building where the parged foundation is visible and there is evidence of brick carrying below the grade level.

The 1990 renovation drawings show a new weeping tile system installed on the inside of the foundation footing throughout the basement.



Figure 6 – Aerial image from Google Earth

### 4.2. Brick Masonry Above Grade

Our review and assessment of the masonry has focussed on the lower portion of the wall up to approximately 2.3m above grade. This coincides with the height of the rusticated brick work on

## Cathedral Courts Conservation Plan

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the lower portion of the wall. On the 1924 portion of the building this terminates at a dressed Tyndall Stone belt course. On the remainder of the building this terminates at double projecting brick courses. In general this area of the wall has experienced deterioration due to weathering, rising damp, movement, and moisture from deteriorated mortar joints at the top, projecting brick courses.

The bottom of the exposed face brick on the building generally coincides with the finish grade level around all sides of the building. Above the rusticated lower level, based on our visual observations while on site, the brick masonry appears to be in fairly good condition, with the exception of the brick on the large chimney on the south side of the building.



Figure 7 – Rusticated brick masonry on the 1924 portion with sloped Tyndall Stone belt course





Figure 8 – double projecting brick courses at top of rustication on 1909 and 1914 portions

## **North Façade**

At some point in the past all except one of the brick arches of the lower windows of the 1909 portion was replaced with running bond brick supported on a steel lintel. There is still one arched brick opening just to the east of the main entrance projection. The brick arches still exist west of the main entrance on the 1914 portion.

Mortar has been replaced at some time in the past at various locations along this façade, generally along the lower bands of rustication. Currently, the mortar joints on this façade have quite a bit of deterioration. Conditions observed include:

- Weathered vertical joints, especially along the top two stepped brick courses
- Deteriorated joints with a high degree of weathering both horizontal and vertical
- Localized areas of missing horizontal and vertical joints
- Very soft mortar (powder) localized in areas west of the main entrance
- Localized areas at the west end of the facade that has been previously raked out but mortar not replaced (appear to have been ground out as some damaged bricks noticed)
- Staining of brick between windows below stepped brick courses



Figure 9 — running bond on steel lintels (replaced brick arch lintel)



Figure 10 — remaining brick arch lintel on 1909 portion



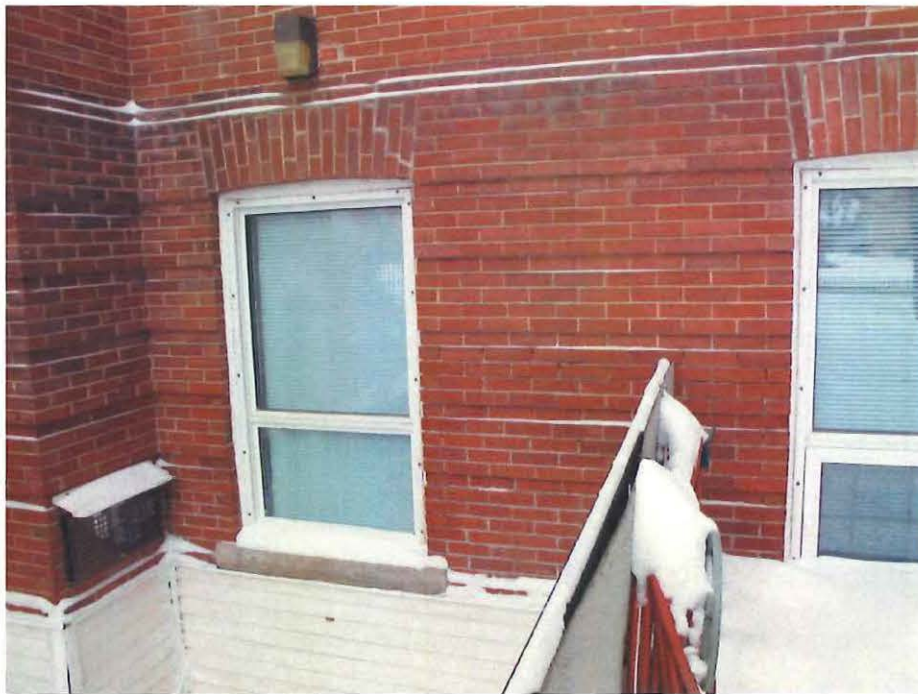


Figure 11 – Area of 1914 portion with deteriorated mortar joints



Figure 12 – Area of 1914 portion with deteriorated mortar joints (note dark staining at stepped bricks)

Note the headers in bond courses (below), typical in the 1924 portion but not in the 1909 or 1914 portions of the building (above). The 1909 and 1914 portions will likely rely on metal brick ties to

bond the face brick to the back up wall. The condition of the brick ties should be reviewed when the opportunity presents itself to determine if any remedial work needs to be done.

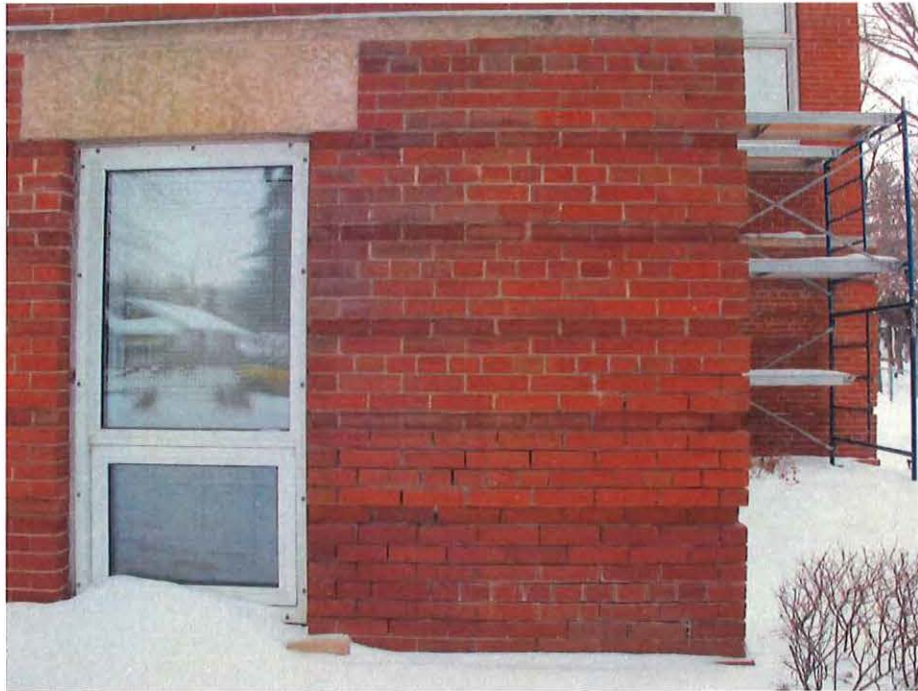


Figure 13 – Area of 1924 portion with raked out mortar joints

There are areas around the main entrance on the North side of the building where the brick has broken and fallen out, likely due to the differential movement between the stair structure and the masonry wall. Some areas of brick appear to have been replaced at some time in the past, such as at the west side of the stair, possibly when the ramp was installed. The pilasters on the east side of the stair are damaged. The small pedestals at the bottom of the stair need repointing below the stone cap.





Figure 14 – Damaged masonry at both sides of the main entrance doors at top of stairs



Figure 15 (left) – West side of stair – similar damage at landing both sides of main entrance

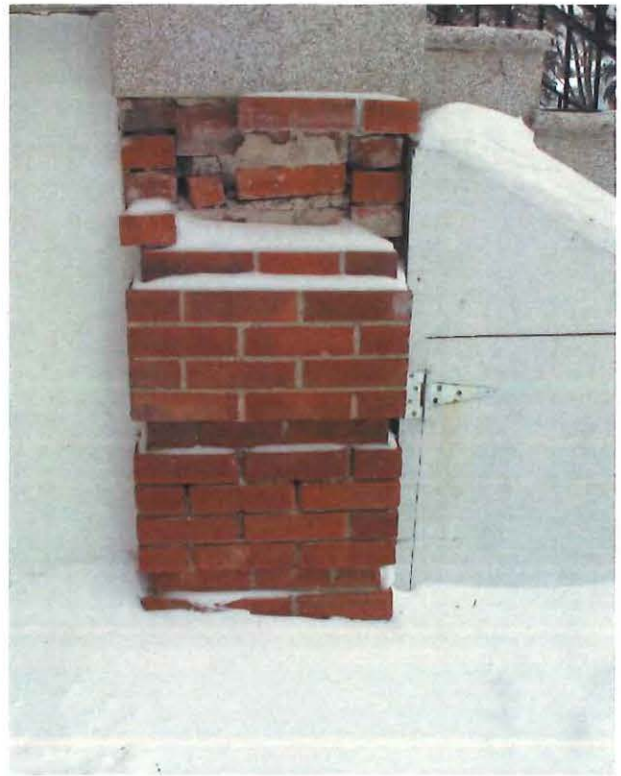


Figure 16 (right) – East side of stair – bricks missing on pilaster of main entrance

## **West Façade**

The mortar joints on the West façade were found to be weathered to varying degrees. Some areas, such as around the southwest corner were in fairly good condition.

Conditions observed include:

- Mortar in some areas was in fairly good condition
- Localized areas of missing horizontal and vertical joints
- Areas where up to 50% of the mortar requires repointing due to weathering

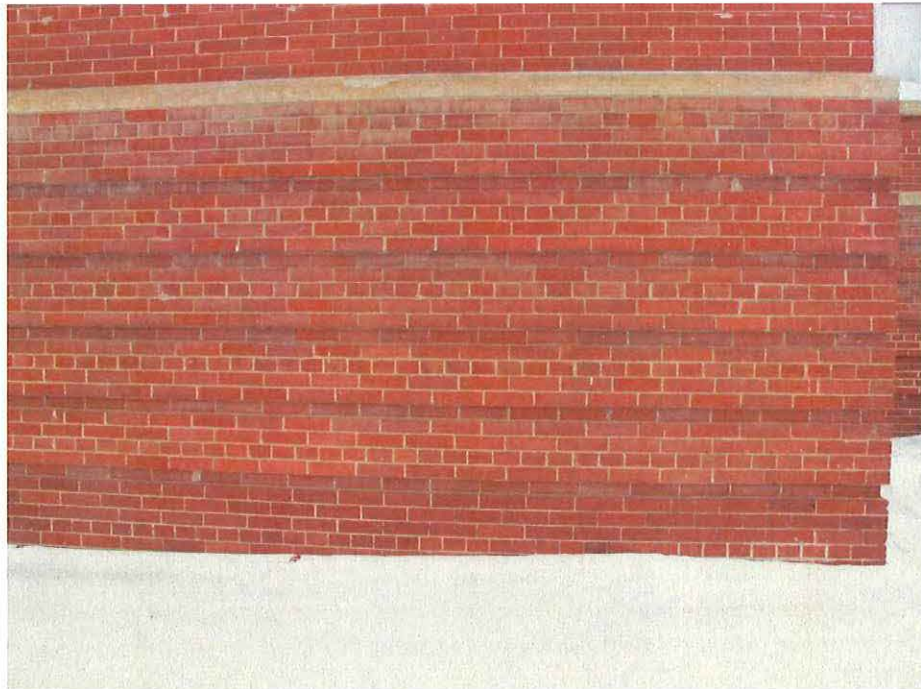


Figure 17 – Southwest corner of West façade – generally in good condition





Figure 18 – Southwest corner of West façade – areas where more deterioration was noticed

## **South Façade**

The South façade varies in condition. The area right around the west where the building begins to step back is in a similar condition as the west porch and surrounding faces. Where the building extends south (the 'L' shape created by the chapel) there is an area where the lower portion of the wall has had the masonry completely replaced at some point in the past. The bricks used in this area are more modern bricks, with harder Portland cement mortar used in the masonry. No header, bond course has been installed, rather all brick are laid in a running bond pattern. A vertical crack has appeared through the brick masonry below one of the arched windows. The vertical crack is likely caused by expansion and contraction of the harder masonry without any built in control joints. We do not know the reason why the masonry was replaced in this area of the wall.

The area bounded by the courtyard on the South, at the 1914 and 1909 portions of the building, appears to have a hard surface built right up to the building. There was noticeable splash up on windows at this location, and the brick was wet at the lower level, wicking moisture up from the ground. It should also be noted that the eaves of the cornice in this location are in poor condition, allowing water to drip off of the roof from three storeys above.

Generally, however, the mortar along the south façade appeared to be in fairly good condition. Likely due to the drying out nature of the south exposure towards the sun. The east façade of the chapel that is exposed to this courtyard is also in fairly good condition.



The vertical joints of the stepped upper two courses of brick of the rusticated masonry are severely weathered in many areas.

Conditions observed include:

- Mortar in most areas was in fairly good condition
- Localized areas of missing horizontal and vertical joints
- Vertical crack through brick and mortar in area where modern bricks and Portland mortar were used
- Areas where brick is stained due to wicking up moisture from ground level
- There are areas of the upper wall that have experienced on-going wetting due to failure of the cornice drainage system and ice build-up caused by heat loss through the envelope

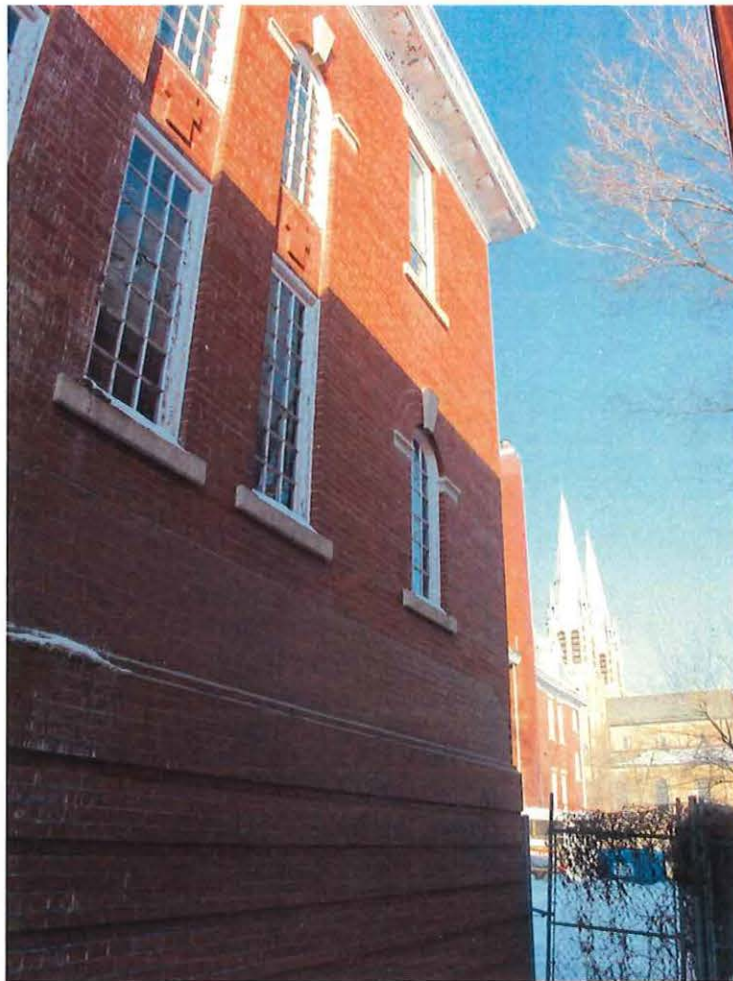


Figure 19 – South face of the Chapel – note area of running bond where modern brick and mortar were used



Figure 20 – South façade where wicking up of moisture is evidenced by the efflorescence on the bricks



Figure 21 – South façade – note running bond above windows where original brick arches have been replaced



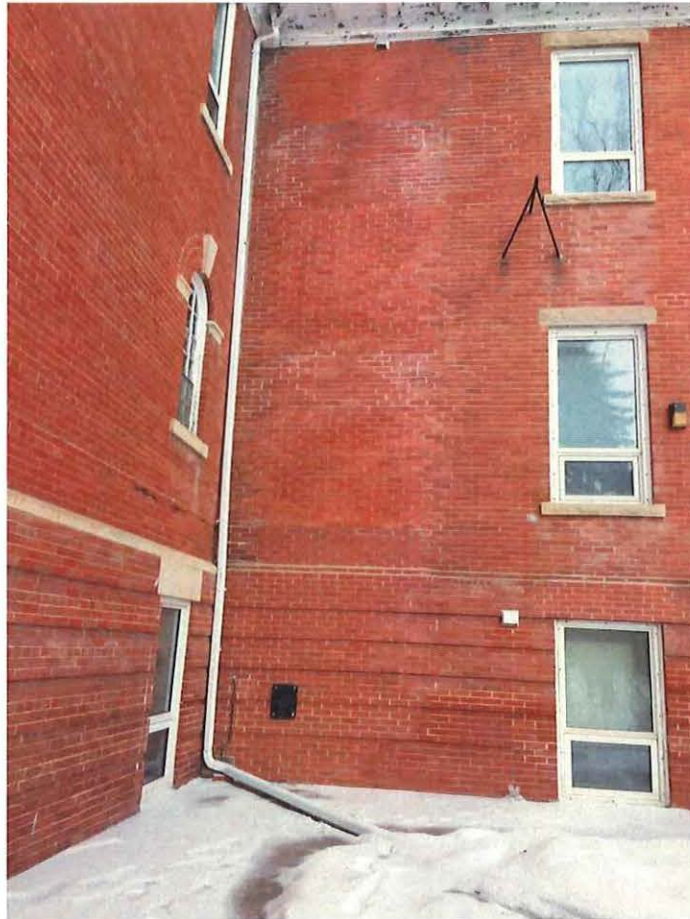


Figure 22 – Join of 1924 addition with 1914 building – water staining on masonry from roof area above

## **East Façade**

The east façade has had some masonry repairs done to it recently. Mainly associated with repair of broken limestone lintels and sills. There has also been some minor localized repointing. As work has been done at various times in the past on this area of the building and elsewhere, it is difficult to ascertain exactly which repairs were done with the stone repairs.

The method used to repair the stone lintels and sills at this end of the building entailed removal and replacement of the brick masonry above and below the affected windows. The resultant work has a significant impact on the historic masonry work on the building due to full removal of the original work. It has been replaced using a different treatment of the final mortar joint. The original mortar joints are tooled in a slightly “weathered” joint, whereas the reinstalled masonry has used a “coved” tooled joint. Further to this, the brick work was not cleaned off sufficiently after work was completed, leaving mortar around the edges of the bricks. The removal and replacement of the brick masonry has also left some of the bricks damaged. There was no effort to replace these broken bricks and they have been reinstalled into the wall.

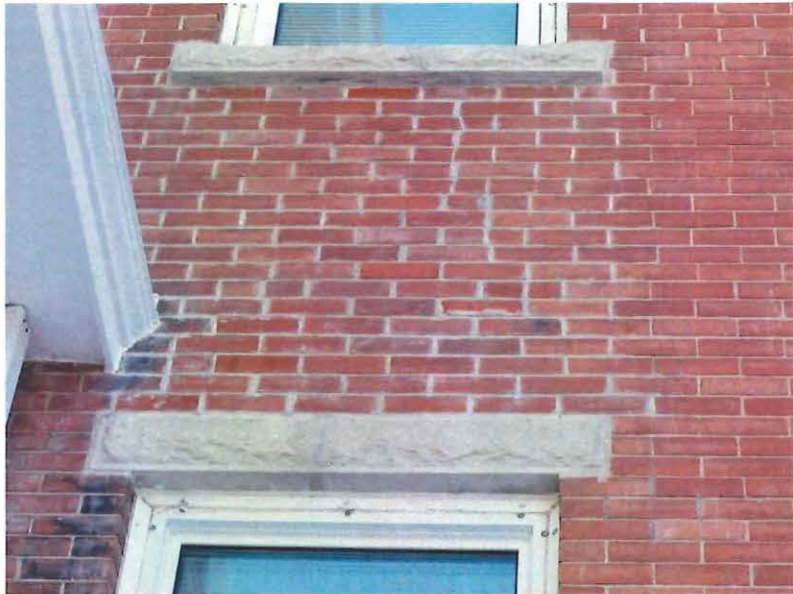


Figure 23 – East façade – note brick joints in area of replaced wall above and below windows

The porch on the East side of the building is experiencing some movement, as illustrated by the open crack and repointing work adjacent to it.



Figure 24 – Vertical crack on south side of porch on east side of building



## Chimney

When the site was visited at various times during February and March it was noticed that there was considerable wetting of the bricks on the tall chimney at the south side of the building. This condition was reported to the building owner who contacted a mechanical company to do some investigation. It was found that the flexible metal liner of the chimney had deteriorated and recommendation was made to install a new metal flue into the chimney when weather permitted the shut down of the heating system of the building. We do not know how long this condition has existed. Saturation of the masonry during cold weather can cause damage to the bricks and mortar through repeated freeze/thaw cycles. It should be noted that there is some noticeable spalling of the face of the bricks on the chimney. Mortar in the wet areas is very friable on the surface and the joints are quite heavily weathered on parts, more noticeable on the south and west sides. The vertical mortar joints get progressively wider higher up on the chimney. We suspect that this is the result of everything expanding due to freezing and that the interior masonry of the chimney may also be in suspect condition. There is a noticeable bulging in part of the chimney and obvious vertical cracks through the bricks, that have been repaired at some time in the past.

We are recommending removal of the upper part of the chimney, as it is overly high, rebuilding of the chimney from the eave line up to 1 metre above the upper roof level, and repointing of the remainder of the chimney. More investigation may be necessary. We propose similar brick detailing at the top of the rebuilt chimney to that on the existing chimney at the west end of the building. Reducing the height of the chimney will make future repair and maintenance more reasonable in effort in cost.

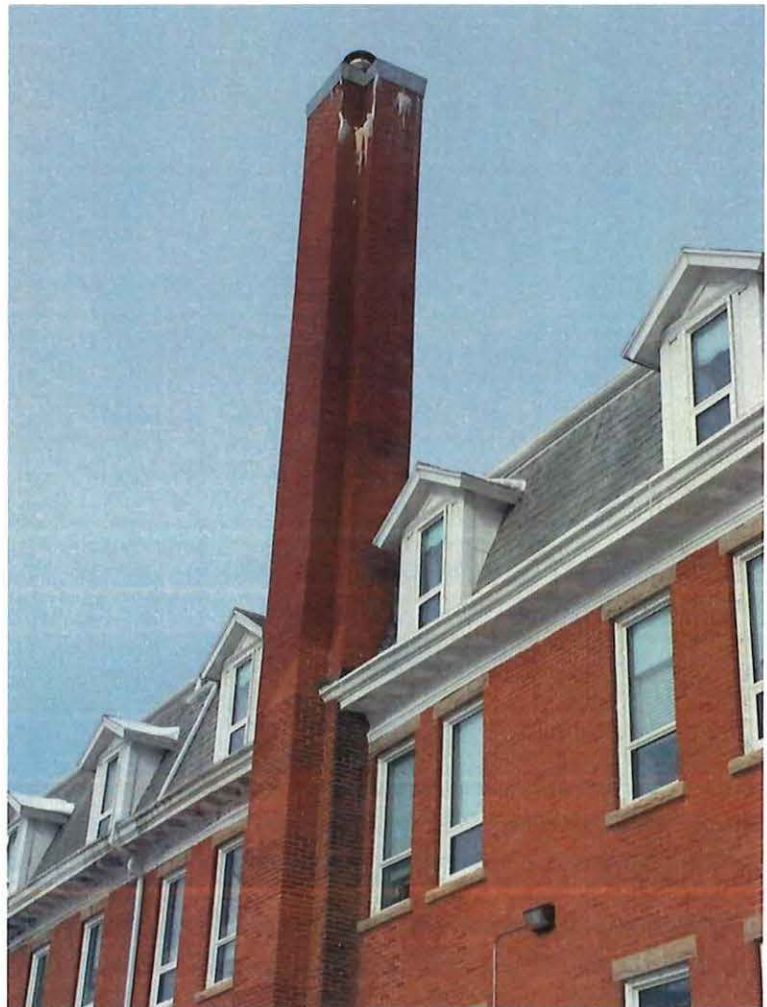


Figure 25 a) – Chimney is wet from combustion gasses seeping through flue liner.



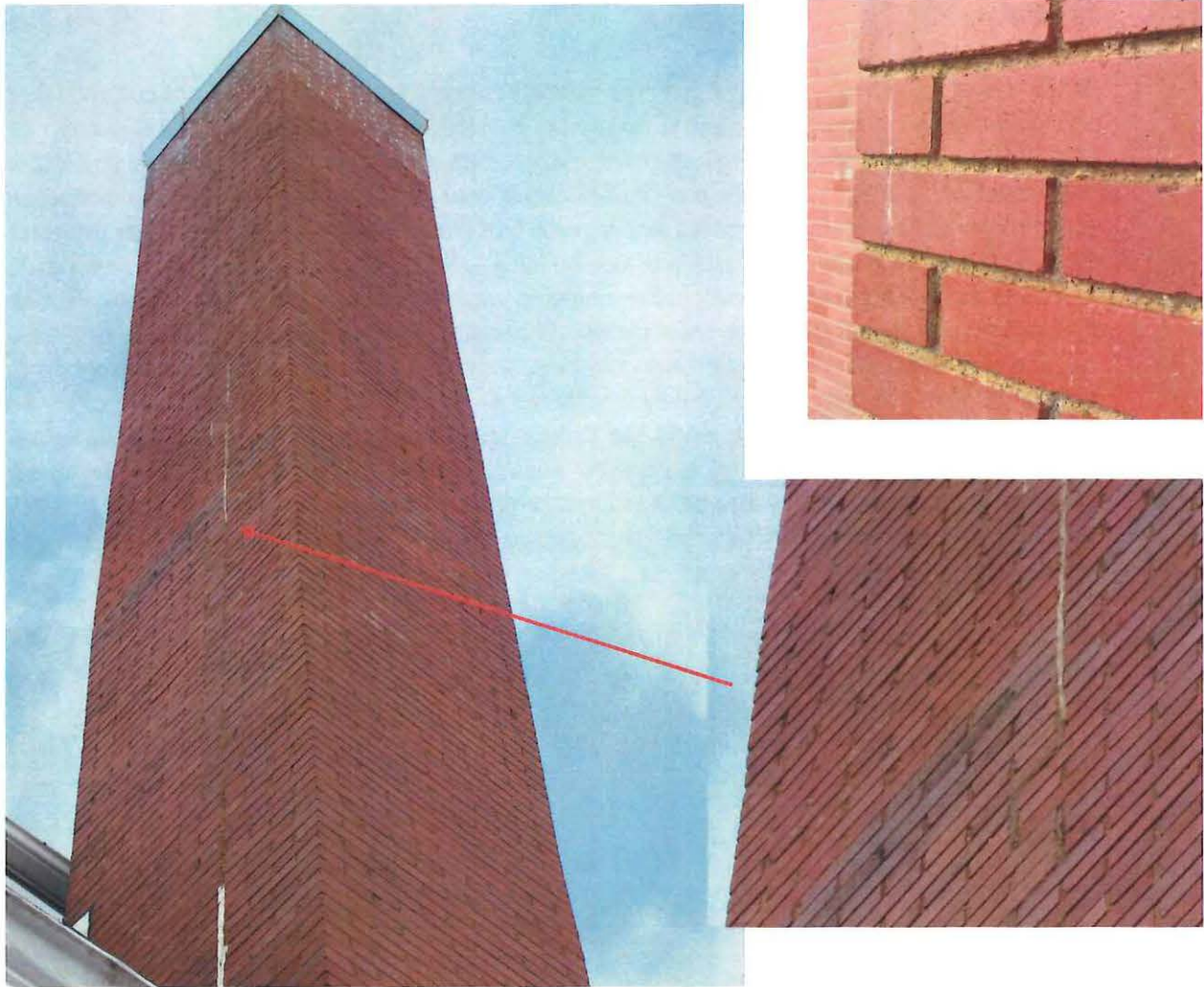


Figure 25 b) – (left) Bulging and vertical split through masonry

Figure 25 c) – (right top) weathered mortar joints starting about 12 feet above ground level

Figure 25 d) – (right bottom) blow up of chimney joints and seam

### 4.3. Stone Lintels and Sills

Detailing of the fenestration on the building includes stone lintels and sills. The 1909 and 1914 portions of the building use dressed limestone, whereas the 1924 portion uses sawn Tyndall Stone in these areas.

The sills are all lug style with slight slope of the top towards the exterior. A drip is noticeable in the stone sills. Many of the stone sills and lintels are cracked. A few have experienced severe breaks. These cracks allow moisture into the stone and wall which further advances the deterioration. Therefore it is important to seal these cracks to prevent water ingress.

Based on our observations there is not any significant differential movement of the lintels. The engineers report notes that the windows are narrow and the lintels are not subject to significant



loads.

Stone repairs should follow proper conservation methods. Some masons are trained in stone repair methods. Some product manufacturers, such as Cathedral Stone provide certification training for the use of their stone repair products and methods. We recommend the use of these proprietary products and certified installers.

The stone repairs that were completed on the east side of the building in 2017 were undertaken by removing portions of the brick masonry above and below the windows to remove the stones for repair and replacement. This impacts the appearance of the historic masonry on the wall and it is something we would like to avoid in conducting the repairs. According to the masonry contractor who did those repairs the stones are 8" in depth (two wythes of brick). See figure 20.

It is our recommendation that the stone repairs be done in-situ rather than removing them. For the lintels, this can be accomplished by crack fill repairs on lintels that are not showing any sign of displacement. On lintels where movement is noted or where the crack is more severe, drilling and pinning diagonally through the face of the stone will be done, using a proprietary anchoring mortar to embed stainless steel anchor pins. The face can be patched using a proprietary matching repair mortar. The cracks in the face can be injection filled. Loose stone material can be removed to a sufficient depth to allow for bonding of the repair mortar. Materials suggested are Jahn M80 anchor setting mortar and Jahn M70 limestone repair mortar.

For the stone sills that are cracked we recommend repairing in-situ. Similar methods can be used to fill narrow cracks as described for the lintels. That would employ injection crack fill and sufficient removal of any loose stone material around the crack to sufficient depth to allow for bonding of the repair mortar. Where there are large loose pieces of stone that have broken away, these may be removed, loose material cleaned away, and then set in place using a setting mortar and pinning in place or anchoring the material. The resultant crack can be repaired using proprietary repair mortar. Piecing in may be required where large pieces of stone are missing or where the break is at a corner or edge. Finding matching stone would be the greatest challenge for piecing in work. See Figure 27 for example of a severe crack in the sill where a large amount of stone material is missing.



Figure 26 – Example sills with evidence of previous repairs on South face of building



Figure 27 – Examples of cracked stone sills and lintels with evidence of previous repairs on South face beside chimney





Figure 28 – South face of Chapel showing severely cracked Tyndall Stone sill



Figure 29 – South face of Chapel showing cracked Tyndall Stone sills on two windows



Figure 30 – Cracked limestone sill on South face of building

#### 4.4. Profiled Metal Cornice

All portions of the building, including the original building and the additions incorporate a wide profiled cornice at the top of the masonry walls, below the Mansard roof. The cornice is constructed of profiled metal with modillion elements at the soffit of the overhang. A small section of the cornice was opened up on the 1909 portion of the building to observe the construction. This was done in an area where the cornice has experienced damage and was in poor condition.

The overhang is supported by wood 2 x members extending out from the roof and wall framing at the bottom of the Mansard roof. The 2 x members have a shiplap sheathing on the top side, over which is a profiled roof area. The cornice appears to have been intended to be formed as a wide gutter, collecting water off the Mansard roof and then draining at downspouts that poke through the cornice overhang. The metal profile appears to be continuous from the top of the cornice roof to the soffit, forming the crown mould profile. The soffit has brackets formed from metal, set into the flat soffit area. These were presumably all soldered seams. Some have come loose. Areas of the profiled metal have come loose from the soffit and are distorted.



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At the time of one of our visits large icicles had formed between the profiled metal and the soffit. These presumably have forced open the two metal pieces, allowing birds and other vermin to enter the soffit.

The upper surface of the cornice is finished with an EPDM roofing that is adhered to the sheathing. A 2 x 4 member on the flat, provides a small curb to keep water from running over the edge of the cornice.

Paint on the profiled metal is peeling off around all areas of the building. This is common for painted galvanized metal. The 1924 specification calls up white lead and linseed oil as the medium for painting. Removal of the paint should be done using proper hazardous material procedures and clean up. Removal areas should be hoarded off so that dust from the paint removal does not spread around the building.

The cornice on the South face of the building appears to be in the worst condition. This is likely due to more direct sunlight melting snow and heat loss through the envelope causing ice damming conditions on the top surface of the cornice.

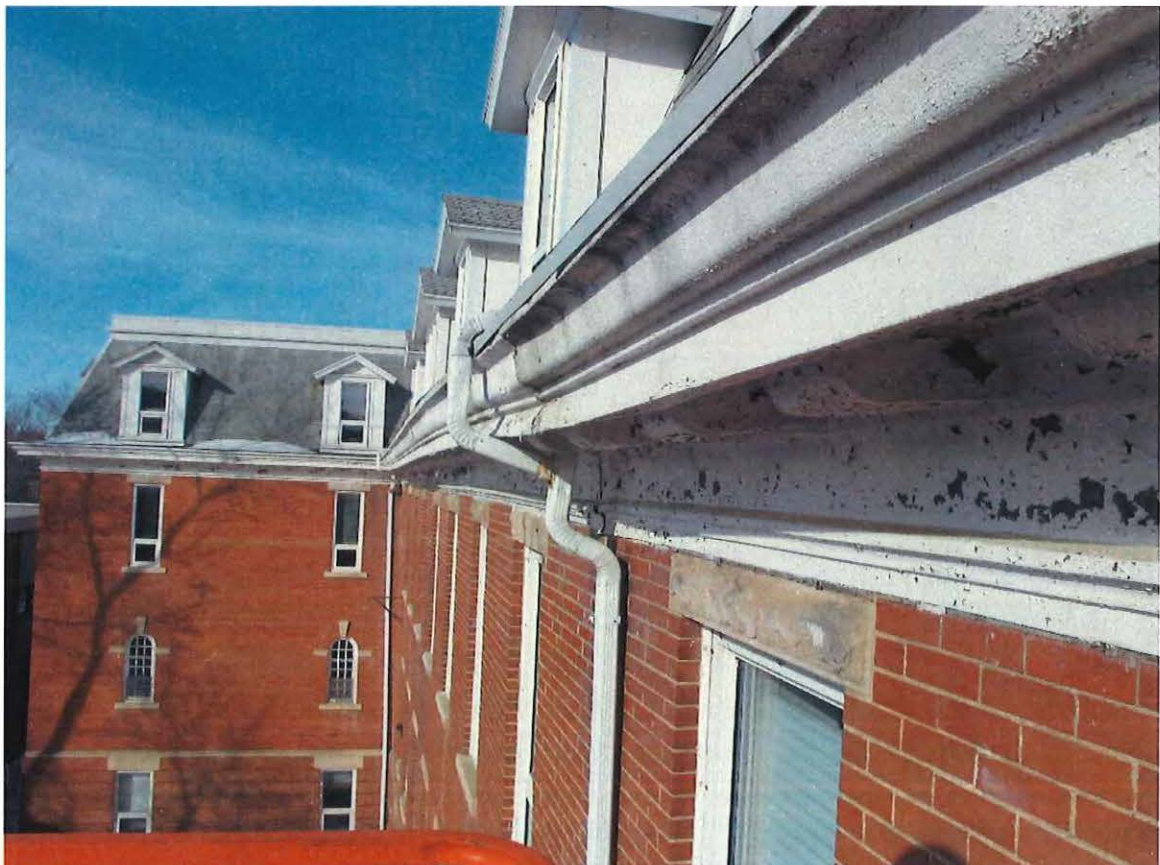


Figure 31 – profiled metal cornice on south face – distortion along length



Figure 32 – profilled metal cornice on south face – showing profile at join



Figure 33 – profilled metal cornice on south face – noticeable deflection





Figure 34 – showing wood framing and furring (note bird nest)



Figure 35 – top side of cornice with EPDM roofing (wet condition at chimney)



Figure 36 – top side of cornice with EPDM roofing and roof patch material at chimney



Figure 37 – top side of cornice with EPDM roofing – at least one roof drain in the cornice appear to have been closed off (red arrow).



#### 4.5. Slate Roofing

The Mansard roof on the entire building is clad with a green slate tile. The slate tile is likely original to the building. The condition of the slate varies around the building. In some areas observed on the South roof of the 1909 portion the slate is broken and missing and fastened in by using screws through the face of the tile. On areas around the building there is roofing tar that must have run onto the face of the slate during a re-roofing installation and never cleaned off.

The 1924 specifications call up the slate as, "natural unfading green Standard No. 1 Bangor slate". The specifications also call up the dormer roofs to be clad with slate. They are currently roofed with asphalt shingles. The exposure of the slate on the 1909 portion is about 14" x 8". The slate observed at one area missing a tile illustrates that the slate tile is head lapped so there is three slate coverage.

Where the slate is missing it should be replaced. The flashing around the dormer roofs should be replaced (none is evident). Some joints have been caulked, perhaps to address moisture ingress at some point in time. There may be limited tradespersons who can do the slate repair work. Consideration should be given to replacing the areas of the slate roof with the most damage. The areas where screws have been installed through the face of the slates should be observed periodically to ensure that any damage can be addressed.

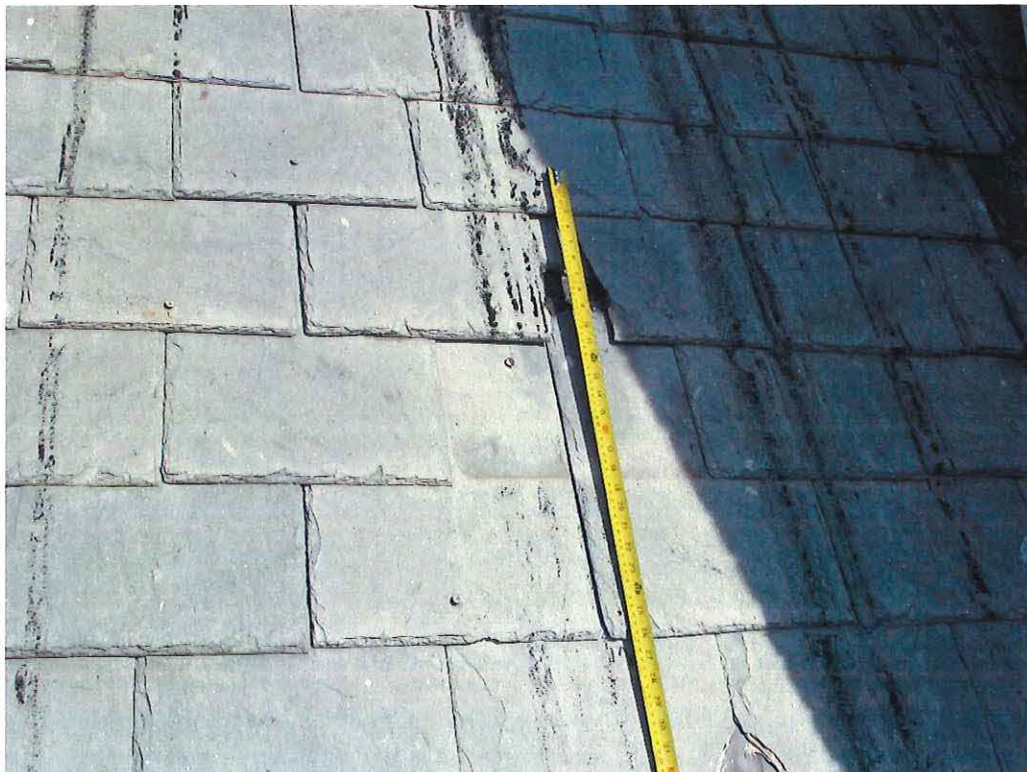


Figure 38 – South façade - missing and broken slates and fasteners through face of slates (common around building)



Figure 39 – South façade – asphalt or tar on slates (common around building)



Figure 40 – South façade – roof caulk at dormers; missing top row of slates (note asphalt shingles on dormers and no metal flashing)





Figure 41 – South façade – plugged off roof drain location (below downspout). Also note broken, loose slates with face fastening.

## **5. Recommendations**

### **5.1. Site Drainage and Tree Removal**

1. North side/East side
  - a. Remove two large spruce trees that are closest to the building on the north side and one deciduous tree on east side
  - b. Regrade yard to slope away from building
  - c. Build in mowing strip of clear draining rock with timber border at building – ensuring that the grade at the bottom of the rock drains away from the building. Top of rock to be at bottom of first course of exposed brick
2. South side
  - a. Remove hard surfaces next to building that are causing ponding
  - b. Re-landscape next to building installing a fibre control joint between any hard surfaces and the building. Use semi-pervious material that will allow some water to drain into the soil but with a positive slope away from the building.



- c. Drainage path to be determined on south side of building. May entail installing a catch basin and drain to storm sewer. (to be determined)

## **5.2. Repointing and Brick Repairs**

1. Repoint using pre-packaged natural hydraulic lime mortar, matching colour to original as closely as possible. King HLM 350 would be a suitable weak mortar that has lime mortar characteristics.
2. Have HLM 350 mortar tested for strength and air entrainment prior to using in wall
3. Match mortar profile. Rake back to slightly "weathered" profile
4. Stipple face of set mortar using stiff brush to lightly expose aggregate
5. Replace missing bricks using either bricks reclaimed from an unobvious location of the building (side of main entrance stair possibly) or new bricks matching size and colour
6. Use King NHL 500 for bedding bricks
7. Moisture cure and protect from weather
8. Install in seasonal weather above 5 degrees C
9. Have mason provide a description of all methods and materials to be used prior to proceeding and to demonstrate their work process at all stages from cut out, mixing, pointing and tooling
10. Ensure all areas of brickwork affected are cleaned and site is cleaned
11. Refer to draft specification

## **5.3. Stone Lintel and Sill Repairs**

1. Repair stone lintels and sills in-situ
2. Use stone conservation repair techniques and materials
3. Use qualified stone conservation masons (with credentials)
4. Use proprietary products such as Jahn M70 limestone repair mortar and Jahn M80 Anchor setting mortar
5. Use certified Jahn product installers (with credentials)
6. Match repair mortars to colour of stones being repaired (Tyndall stone and limestone)
7. Have mason provide description of work method and materials and provide a mock up in an inconspicuous location
8. Include piecing-in work where severe open joints occur
9. Refer to draft specification

## **5.4. Chimney**

1. Additional investigation of what condition mortar, interior masonry and ties are in.
2. Remove upper portion of chimney. Rebuild from approximately eave height to 1 metre above upper roof level. Repoint remainder of chimney.
3. Use King HLM 500 premixed mortar matching colour of original mortar as closely as possible for setting of rebuilt masonry. Use HLM 500 as repointing mortar for use on remainder of

chimney repointing, following manufacturer's written instructions for mix as pointing mortar, requiring a dryer mix.

4. Test HLM 500 mortar for strength and air entrainment prior to using on chimney
5. Scaffold chimney for proper work surface and so it can be hoarded in for weather protection and moisture curing
6. Follow procedures as for repointing of brick on lower wall area
7. Refer to draft specification

## **5.5. Cornice Repairs**

1. Remove lead paint using proper hazmat methods and control dust
2. Clean and etch galvanized material that will remain
3. Where profiled metal is damaged beyond reasonable repair replace with matching profile
4. Remove EPDM roofing on top of cornice; replace rotten areas of wood deck (leave sufficient EPDM below metal flashing at the bottom of the slate roofing to allow tie in of roofing attempting to carry top edge of membrane underneath the existing metal flashing
5. Install wood blocking in soffit of cornice (fir or treated wood) at each outrigger for securement of soffit
6. Install new and salvaged profiled metal to fascia of cornice overlapping with top of cornice and secured to soffit
7. Solder repair any open seams of the metal brackets on the underside of the cornice
8. Re-secure all areas of soffit and ensure profiled metal fascia is secure to soffit (galvanized or stainless steel fasteners)
9. Repaint all metal using suitable galvanized metal primer (over etched surface) and two coats of premium quality paint (gloss coat)
10. Additionally, the drainage of the entire cornice should be reviewed and either reinstated as it was originally intended

## **5.6. Mansard Slate Roofing**

1. Consider replacing entire slate roofing on Mansard roof area
2. Salvage all good slates for re-use in re-roofing
3. Obtain matching Vermont green slate (samples for approval) match thickness of original (1/4" minimum - to be confirmed) with punched nail holes
4. Review historic photos and details of building to determine best method of draining upper low slope roof. Remove and reuse existing gutters if suitable
5. Replace rotten wood sheathing using dimensional shiplap sheathing
6. Install moisture impervious valley flashing at all dormer and valley locations and at bottom of mansard roof, overlapping EPDM roofing membrane turned up the sloped roof
7. Install breathable underlayment over remainder of roof area
8. Install profiled lead coated copper flashing at all valley locations and intersections
9. Install lead/copper step flashing at all chimney locations and brick work
10. Install new and salvaged slates to match exposure of original roof (7 1/2")

## 6. Opinion of Cost

The following is our opinion of costs. With the exception of the site work, these were arrived at through discussion with a general contractor and trade contractors. We believe these are as accurate as can be determined without having a complete set of Construction Documents to bid from. The site work is budgeted as an allowance at this time, until a scope of work can be determined.

### Site Work (Priority 1)

Tree removal (2 on north side and 1 on east side) - allowance	\$6,000.00
Regrading North Side and reinstate lawn – plant 3 new trees - allowance	\$10,000.00
Remove concrete surface on South side courtyard and regrade - allowance	\$10,000.00
New semi-pervious patio area/swale and landscaping - allowance	\$10,000.00
<b>Subtotal</b>	<b>\$36,000.00</b>
General Conditions @ 10%	\$3,600.00
General Contractor Fee @5%	\$1,800.00
<b>Subtotal</b>	<b>\$41,400.00</b>
Add 20% Contingency	\$8,280.00
<b>Subtotal</b>	<b>\$49,680.00</b>
Consultant Fees/Expenses @12.5%	\$6,210.00
<b>Total Estimated Cost (exclusive of taxes)</b>	<b>\$55,890.00</b>

### Masonry Repointing and Stone Repairs (Priority 1)

Repointing and brick replace North and West	\$51,000.00
Repointing and brick replace South and East	\$24,000.00
Sill and lintel repair North and West	\$24,000.00
Sill and lintel repair South and East	\$22,400.00
<b>Subtotal</b>	<b>\$121,000.00</b>
General Conditions @ 10%	\$12,100.00
General Contractor Fee @5%	\$6,050.00
<b>Subtotal</b>	<b>\$139,550.00</b>
Add 20% Contingency	\$27,910.00
<b>Subtotal</b>	<b>\$167,460.00</b>
Consultant Fees/Expenses @12.5%	\$20,930.00
<b>Total Estimated Cost (exclusive of taxes)</b>	<b>\$188,390.00</b>



## Chimney (Priority 2)

Includes scaffolding  
 Remove upper approximately 30 ft of chimney  
 Rebuild approximately 15 ft section of chimney  
 Repoint remainder of chimney

<b>Subtotal</b>	\$120,000.00
General Conditions @ 10%	\$12,000.00
General Contractor Fee @5%	\$6,000.00

<b>Subtotal</b>	\$138,000.00
Add 20% Contingency	\$28,800.00

<b>Subtotal</b>	\$172,800.00
Consulting Fees/Expenses @12.5%	\$21,600.00

<b>Total Estimated Cost (exclusive of taxes)</b>	<b>\$194,400.00</b>
--------------------------------------------------	---------------------

## Cornice (Priority 3)

*This currently deals with the cornice on the South side of the building only. Removal and re-painting of the remainder should be considered to maintain appearance of this heritage defining element around the remainder of the building. The highest cost consideration of this is in the removal of the lead paint. Paint test should be done to confirm the existing paint on the building contains lead. There may have been some remediation done in the past, but we do not have any evidence of this.*

*This work could proceed with work to the Mansard roof as there are roofing flashing elements that should carry through from the Mansard to the flat roof of the cornice. In the interim the flat roof area could be patched and areas around drains cleared so water can be taken off the flat roof areas.*

Lead abatement (50m length only)	\$40,000.00
Removals and wood blocking	\$24,000.00
New profiled metal to match existing (allowance)	\$54,000.00
Painting	\$12,000.00
Strip in EPDM roofing	\$15,000.00

<b>Subtotal</b>	\$145,000.00
General Conditions @ 10%	\$14,500.00
General Contractor Fee @5%	\$7,250.00

<b>Subtotal</b>	\$166,750.00
Add 20% Contingency	\$33,350.00

## Cathedral Courts Conservation Plan

2018-03-30

<b>Subtotal</b>	<b>\$200,100.00</b>
Consulting Fees/Expenses @12.5%	\$25,010.00

<b>Total Estimated Cost (exclusive of taxes)</b>	<b>\$225,110.00</b>
<i>Lead remediation and repainting for remainder of building would add an estimated cost of \$208,035 including General Contractor, and consulting fees (exclusive of taxes)</i>	
	<b>\$208,035.00</b>

### Mansard Slate Roofing (Priority 3)

At the time the Mansard roof is replaced it would be a good idea to review heat loss through the roof and canopy area. Heat loss can contribute to the formation of ice that dams up and can damage the metal cornice. We are not aware of any water infiltration that may be occurring but further investigation may be necessary prior to the replacement of the slate roofing.

Allowance for removal and salvage of good slates  
Allowance for new and salvage slate and install  
Allowance for EPDM to top of cornice

<b>Subtotal</b>	<b>\$320,000.00</b>
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General Conditions @ 10%	\$32,000.00
General Contractor Fee @5%	\$16,000.00

<b>Subtotal</b>	<b>\$368,000.00</b>
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Add 20% Contingency	\$73,600.00
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<b>Subtotal</b>	<b>\$441,600.00</b>
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Consulting Fees/Expenses @12.5%	\$55,200.00
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<b>Total Estimated Cost</b>	<b>\$496,800.00</b>
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### Electrical Upgrades to Lighting (Priority 1)

Energy conservation can be achieved by replacing existing light fixtures with more energy-efficient LED lights. These will be replaced throughout the corridors, and include emergency lighting, exit lights and exterior lights. Replacing these will reduce the ongoing operating costs of the building.

LED fixtures in corridors - allowance for 75	\$10,000.00
Exterior lights	\$2,000.00



## Cathedral Courts Conservation Plan

2018-03-30

Emergency lights	\$6,800.00
Exit Signs	\$4,800.00

<b>Subtotal</b>	<b>\$23,600.00</b>
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Add 20% Contingency	\$4,720.00
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<b>Subtotal</b>	<b>\$28,320.00</b>
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Consulting Fees/Expenses N/A

<b>Total Estimated Cost</b>	<b>\$28,320.00</b>
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APPENDIX A  
KGS REPORT

Kontzamanis Graumann Smith MacMillan Inc.



March 16, 2018

File 18-3316-001

SEPW Architecture Inc.  
109, 3725 Pasqua Street  
Regina, Saskatchewan  
S4S 6W8

ATTENTION: Ray Plosker, Principal

RE: Cathedral Courts - Rev1

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Ray:

## 1.0 BACKGROUND

The following text is intended to summarize our various discussions relative to the items noted during our site visits and the review of information noted on the few drawings that are available.

The existing building is an assembly of three phases of original construction dated 1909, 1914, 1924, and a few subsequent renovations. The existing building is a three storey structure, consisting of spread footings, masonry exterior walls and wood framed floors. The front entrance is on the north side of the building, with stair up to the main floor and a relatively new ramp structure down to the lower level. The lower level is relatively shallow, such that the underside of the lower level windows is essentially at the exterior grade level. These older building were built at a time when energy costs were minimal and thermal efficiency / heat transfer through the walls was not a significant concern.

The three phases of construction are similar, but there are a few differences in the materials and methods of construction.

It appears that some of the original windows / door openings have been infilled and some of the exterior masonry work has been previously patched and repaired. The building has undergone some differential movement, that has resulted in some cracking of the bricks, stone and mortar joints as well as some apparent settlement at the east end of the structure.

With the relatively shallow spread footing foundations supported on the native Regina clay, it is not surprising that there has been some relative and differential movement. The Regina clay is classified as being highly plastic, which means that it is subject to significant changes in volume with changes in moisture content. The clay expands when moisture is added and shrinks when moisture is withdrawn.

The building has obtained heritage status, and as such the intention is to retain as much of the existing construction materials as possible. Given the age of the building, many of the original building materials are either no longer available for new purchase and/or there are very few available as salvage.

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## **2.0 DISCUSSION**

When water freezes, it expands. If moisture is absorbed into a material, or allowed to accumulated in a restricted space, it will cause damage to the material. Freeze-thaw damage is the term applied when there is repeated cycles of the moisture freezing and thawing, and the associated expansion of the moisture repeatedly causing deterioration of the materials. As the surfaces deteriorate and moisture is allowed to penetrate further into the material, the associated extent of the deterioration increases. This process negatively affects the durability of the exposed materials in their natural state and when subject to some subsequent cracking.

When moisture comes in contact with bare metal objects, the moisture results in a rusting/corrosion of the surface of the metal. The rusting / corrosion results in the surface of the metal expanding to form a relatively soft material and a reduced volume of the underlying solid metal. Concrete and masonry items are relatively strong when subject to compressive forces, but relatively weak when subject to tensile forces. Therefore when embedded metal objects expand, such as lintel angles, embedded plates, and masonry ties, they create a tensile force on the adjacent surfaces, which tends to crack and/or displace the concrete or masonry items. An increase in the width and extent of cracking results in more moisture and the process continues at an accelerated rate.

The moisture in the soil at the foundation level will tend to increase in time after the initial construction. This can result in an initial heaving of the Regina clay at the foundation level. Depending on the methods and duration of construction, there may be very little net effect at the onset of occupancy.

Heat sources can tend to dry-out and decrease the moisture content of the soil, and result in some shrinkage. New water sources tend to increase the moisture content of the soil, and result in some expansion.

The large trees are evidence of many years of sustained growth, which means that the trees and their associated root structure have found ample sources of moisture during the wet and dry years. When surface water is not readily available; be it residual snow melt water, rain, or planned watering; the roots will locate other sources of buried moisture. This could be the roots entering the joints and/or cracks in buried piping and/or water collecting adjacent the foundation walls. If the source of moisture is the buried services, the root mass within the pipe will increase and at some point significantly restrict and/or plug the pipe. In these cases the buried services need to be reamed out and/or replaced. If the source is the moisture adjacent the foundations, and this source is due to improper drainage, then the soil in this area will be subject to repeated expansion and contraction, which can distort the building framing and result in cracking.

The existing grade is at the elevation of the underside of the lower level windows, with the south and north easterly area being relatively flat. As such there are issues with snow and melt water collecting adjacent the foundations. The heat loss through the exterior walls can result in a drying shrinkage of the adjacent soil and/or the increased presence of freeze-thaw damage to the exposed masonry construction.

To minimize changes in the moisture content, it is important to have roof drain downspouts that discharge well away from the exterior walls, an exterior ground cover that is relatively impervious and sloped to provide positive drainage away from the building, minimal vegetation in the vicinity of the foundations, and maintenance of buried sewer and water services.



The stone lintels above the windows and the stone sills below the windows have undergone some differential movement and deterioration. Given the age of this building, similar replacement members (stone and bricks) are probably not available, which leads to the need to repair the existing members. The exact details of the construction are not clear, due to limited details on the existing drawings. Some information has been obtained from one of the local contractors that has done some remedial repairs to this building in the past.

The loads being applied to the lintel blocks is not large, due to the fact that the exterior windows are relatively narrow and typically located one above the other, the occupancy of the building is primarily residential, the floors are wood framed. The stone sills are more of a framing member than a load carrying element.

### **3.0 RECOMMENDATIONS**

Investigate options to improve the grade separation between the underside of the lower level windows and the adjacent site grade.

Regrade to improve the site grade and associated drainage away from the foundations. This could include one or more swales to collect the rain / snowmelt water and/or the construction of additional catch-basins at the front and rear of the building.

Remove the large trees that are relatively close to the building.

Engage masons experienced with historical repair techniques to repair the lintel stones above the windows and the sill stones below the windows. It is anticipated that the process will involve drilling and epoxy anchoring stainless steel pins, grouting cracks, repointing mortar joints.

Patch, seal, flash the edges of the roof, wall, cornice to ensure rain and snow melt water drain off the structure and into the eavetrough and downspout system.

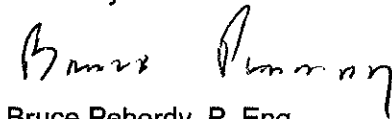
Selectively repair any damaged / wood rot within the framing members.

Ensure the eavetrough and downspouts systems can collect and discharge the rain and snow melt water away from the building.

Establish a monitoring scheme consisting of a series of survey pins and tell-tale gauges to record the current conditions, and as a basis to evaluate future survey data.

We do not feel that underpinning the structure is an economical alternative at this time.

Sincerely



Bruce Peberdy, P. Eng.  
Regional Manager

BAP/lf

**APPENDIX B**

**SPECIFICATION FOR HISTORIC MASONRY**

**‘DRAFT’**

**Part 1 General**

**1.1 REFERENCES**

- .1 Canadian Standards Association (CSA International)
  - .1 CAN/CSA A179-04, Mortar and Grout for Unit Masonry.
  - .2 CSA-A371-04, Masonry Construction for Buildings.
  - .3 CSA A23.2-8A, Measuring mortar-strength properties of fine aggregate

**1.2 DEFINITIONS**

- .1 Raking: the removal of loose/deteriorated mortar to 2 – 2 ½ joint thickness minimum 25mm is reached.
- .2 Repointing: filling and finishing of masonry joints from which mortar is missing, has been raked out or has been omitted.
- .3 Tooling: finishing of masonry joints using tool to provide final profile.
- .4 Repair: using adhesives, pins, and repair mortars to re-bond sections of fractured masonry.

**1.3 SYSTEM DESCRIPTION**

- .1 Work of this Section includes but is not limited to:
  - .1 Raking joints to be repointed.
  - .2 Preparation of masonry surface including joints surface cleaning, cleaning of voids and open joints, and masonry wetting prior to repointing.
  - .3 Repointing of masonry joints.
  - .4 Resetting of dislodged masonry units.
  - .5 Ensuring cure of mortar.
  - .6 Grouting by hand, small voids.
  - .7 Repair of stone masonry units identified on drawings.

**1.4 SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 00 05 - General Requirements.
- .2 Provide samples in accordance with Section 01 00 05 - General Requirements.
  - .1 Provide labelled samples of materials used on project for approval before work commences.
- .3 Submit all MSDS sheets for products to be used on site. Provide copies to the consultant, owner and for posting on site.

**1.5 QUALIFICATIONS**

- .1 Masonry Contractor:

- .1 Use single Masonry Contractor for all masonry work.
- .2 Masonry contractor to have substantiated experience in historic brick and stone masonry work and including work with natural hydraulic lime mortars. Provide list and references upon request.
- .2 Masons:
  - .1 Mason to have certificate of qualification in historic stone and brick masonry work. Provide certification upon request.
  - .2 Mason to have certificate of qualification for use of proprietary Jahn mortar repair products listed in this specification. Provide certification upon request.
  - .3 Provide list of masons who will be on site and their curriculum vitae including historic masonry work.
  - .4 Where personnel differ from those individuals identified above, provide curriculum vitae of all individuals who will be working on site for the review by consultant.

#### **1.6 MOCK-UPS AND DEMONSTRATION**

- .1 To demonstrate a full understanding of specified procedures, techniques and formulations are achieved before work commences. Provide demonstration of:
  - .1 Cutting out of mortar joints.
  - .2 Repointing procedures.
  - .3 Final tooling of joint.
- .2 Provide mock-up of one (1) repaired stone sill and one (1) repaired stone lintel.
- .3 Provide series of aged, mortar samples for review and selection, as identified in article 2.2. Mortar is to match as closely as possible to the existing mortar colouration using mix of sand that reflects the colour of the aggregate in the existing.
- .4 Construct a mock-up in one area of the wall identified prior to beginning Work, for repointing using the mortar selected and to illustrate final tooling of the joint, Construct mock-up where directed by Consultant.
- .5 Allow 24 hours for inspection of mock-up by Consultant before proceeding with masonry repointing and repair work.
- .6 When accepted, mock-up will demonstrate minimum standard for this work. Mock-up may remain as part of finished work.

#### **1.7 DELIVERY, STORAGE AND HANDLING**

- .1 Packing, shipping, handling and unloading:
  - .1 Deliver, store, handle and protect materials in accordance with Section 01 00 05 - General Requirements.
  - .2 Store cementitious materials and aggregates in accordance with CAN/CSA A23.1.
  - .3 Keep material dry. Protect from weather, freezing and contamination.
  - .4 Ensure that manufacturer's labels and seals are intact upon delivery.
  - .5 Remove rejected or contaminated material from site.

## **1.8 EXISTING CONDITIONS**

- .1 Report in writing, to Consultant areas of deteriorated masonry revealed during work. Obtain Owner's approval and instructions of repair and replacement of masonry units before proceeding with repair work.

## **1.9 AMBIENT CONDITIONS**

- .1 It is the intent to carry out this Work seasonally when ambient weather conditions are within the range required by the Work without additional heating required. Provide heating only if unusual circumstances occur and with the prior consent of the Consultant.
- .2 Maintain masonry temperature between 5 degrees C and 25 degrees C for duration of work.
- .3 If heating is required (when approved), provide hoarding for protection of work for not less than 30 days, and maintain curing temperatures for a minimum of 10 days.
- .4 When ambient outside air temperature is below 5 degrees C:
  - .1 Store cements and sands for immediate use within heated enclosure. Allow cement and sands to reach minimum temperature of 10 degrees C.
  - .2 Heat and maintain water to minimum of 20 degrees C and maximum of 30 degrees C:
    - .1 At time of use temperature of mortar to be minimum of 15 degrees C and maximum of 30 degrees C.
    - .2 Do not mix if mortar or water has higher temperature than 30 degrees C.
    - .3 Maintain mortar mix between 10 degrees and 30 degrees.

## **Part 2 Products**

### **2.1 MATERIALS**

- .1 Repointing Mortar: For use on walls. Proprietary pre-mixture of natural hydraulic lime and sand. Acceptable product: King Masonry Products HLM-350 in pre-mixed bags. Match colour of mortar for the brick masonry to existing mortar samples obtained on site. Match non-weathered sample from interior of joint not at exposed weathered face of mortar joint. Provide range of mortar samples for review and approval of Consultant and heritage authority.
  - .1 Mortar properties as follows:
    - .1 Strengths: 7 day 0.7 MPa (100 psi); 28 day 1.8 MPa (260 psi); 90 day 2.7 MPa (390 MPa); 120 day 3.0 MPa (435 psi); 365 day 3.5 MPa (510 psi)
    - .2 Air entrainment to ASTM C 231 12% to 15%.
    - .3 Flow to ASTM C 1437 for repointing: 80%
    - .4 Flow to ASTM C 1437 for bedding: 110 +/- 5%
    - .5 Vicat cone for repointing to ASTM C780: 15mm +/- 5mm
- .2 Repointing Mortar: For use on chimney above roof level. Use King Masonry Products HLM – 500 but adjust water in mix so it is suitable for repointing. Follow mixing procedure for HLM 350 and as per written instructions from King Masonry Products. Match colour of mortar to existing.



- .3 Bedding Mortar: proprietary pre-mixture of natural hydraulic lime and sand. Acceptable product: King Masonry Products HLM-500 in pre-mixed bags. Match colour of mortar for the brick masonry to existing mortar samples obtained on site. Match non-weathered sample from interior of joint not at exposed weathered face of mortar joint. Provide range of mortar samples for review and approval of Consultant and heritage authority.
- .1 Mortar properties as follows:
- .1 Strengths: 7 day 1.0 MPa (145 psi); 28 day 2.2 MPa (320 psi); 90 day 3.5 MPa (510 MPa); 365 day 4.5 MPa (650 psi)
- .2 Air entrainment to ASTM C 231 12% to 15%.
- .3 Flow to ASTM C 1437 for bedding: 110 +/- 5%
- .4 Prior to commencing work, prepare each mortar mix in accordance with manufacturer's printed instructions and have the mortar tested for strength and air content at 7 days and 28 days. Adjust mortar mix if requirements are not met and have mortar re-tested. Test in accordance with CSA A-179-04.
- .5 Once the tested mortar mix has been accepted then have mortar tested again in accordance with CSA A-179-04 at 28 days, and 90 days. Submit test results to Consultant. Allow mortar to become sufficiently stable prior to taking it out of mould. This may be 5 days for the NHL mortar. Store at 90 +/- 5% RH.
- .6 Water: potable, clean and free from contaminants.
- .7 Sand: to ASTM C144.

Sieve Size	% By Weight Passing Each Sieve	% By Weight Retained on Each Sieve
No. 4 (4.75 mm)	100	0
No. 8	90	5
No. 16	70	25
No. 30 (600 micron)	50	20
No. 50 (300 micron)	30	20
No. 100 (150 micron)	15	15
No. 200 (75 micron)	0	15

- .1 The coloration of the sand will impact the appearance of the mortar. Match the original coloration of the sand as closely as possible.

## 2.2

### MORTAR MIXES

- .1 Repointing Mortar: Pre-packaged proprietary natural hydraulic lime mortar. The following instructions are for King NHL 350 mortar. (Request repointing mix proportions and procedures for NHL 500 mortar from King Masonry Products prior to proceeding.)
- .1 King NHL 350 natural hydraulic lime mortar. (Use King NHL 500 on chimney above roof level.)
- .2 Mix in accordance with manufacturer's written instructions.
- .3 Use mix proportion of 4.5 litres of potable water per 30 kg (66lbs) bag. Weigh bags prior to mixing and adjust water accordingly. Begin by mixing 4 litres of water with the 30 kg bag of pre-mixed mortar. Mix for 3 to 5 minutes in paddle mixer. Use remaining water to adjust the mix to obtain the desired consistency.

- .4 Use penetrating cone to test for consistency of mixture. ASTM C-1713 calls for a consistency of 15mm +/- 5mm for the cone penetration method.
- .5 Mix only what can be used prior to mortar starts to set. Lime based mortars begin to set within half an hour.
- .6 Do not use any Retarders or additives.
- .7 Always mix in a clean mixing trough.
- .2 Bedding Mortar: Pre-packaged proprietary natural hydraulic lime mortar
  - .1 King NHL 500 natural hydraulic lime mortar.
  - .2 Mix in accordance with manufacturer's written instructions.
  - .3 Use mix proportion of 5.5 litres of potable water per 30 kg (66lbs) bag. Weigh bags prior to mixing and adjust water accordingly. Begin by mixing 5 litres of water with the 30 kg bag of pre-mixed mortar. Mix for 3 to 5 minutes in paddle mixer. Use remaining water to adjust the mix to obtain the desired consistency.
  - .4 Mix only what can be used prior to mortar starts to set. Lime based mortars begin to set within half an hour.
  - .5 Do not use any Retarders or additives.
  - .6 Always mix in a clean mixing trough.

### **Part 3 Execution**

#### **3.1 SITE VERIFICATION OF CONDITIONS**

- .1 Report in writing to Consultant areas of deteriorated masonry not previously identified.
- .2 Obtain Owner's written approval for repair and replacement of masonry units before proceeding with repair work.

#### **3.2 EXAMINATION/TESTING**

- .1 Procedure of testing: examine joints visually for obvious signs of deteriorated masonry.
- .2 Test joints not visually deteriorated as follows:
  - .1 Test for voids and weakness by sounding with mallet or other approved means.
  - .2 Perform testing in co-operation with Consultant so that unsound joints can be marked and recorded.

#### **3.3 REPAIR**

- .1 Perform repair work of brick masonry by replacing damaged units with matching brick. Obtain brick to match as closely as possible in size, colour and characteristics.
- .2 Stone sills: Limestone lug sills with split face and dressed edges (on eastern and central portion. / Sawcut beige Tyndall stone (on western portion)
  - .1 Perform repair work of stone sills by patching, piecing-in or consolidating, using recognized conservation methods. Replace any damaged areas using in kind material. Hand chisel out area around break so it is clean. Remove fines using dry compressed air. Where crack can be filled apply Jahn M70 repair mortar into break area and finish to match texture and profile of existing stone sill. Match

colour of repair mortar to existing stone. Follow product manufacturer's written instructions for installation of repair mortar.

- .3 Stone lintels face repair for lintels that are not showing any sign of displacement: Limestone with split face and dressed edges (on eastern and central portion. / Sawcut beige Tyndall stone (on western portion). Use least invasive method depending on size of crack.
  - .1 For hairline cracks. Use flowable proprietary crack filler, install using syringe into small drilled holes. Fill all drilled holes with Jahn M70 repair mortar. Follow product manufacturer's written instructions for installation of crack fillers.
  - .2 For wider cracks carefully remove by hand, area around break so it is clean. Apply Jahn M70 repair mortar into break area and finish to match texture and profile of existing stone lintel. Follow directions for Jahn stone patch for repair methods and installation. Match colour and texture of repair mortar to existing stone.
- .4 Stone lintels pin repair for lintels that are showing displacement on bottom surface (Note that if alternate repair method is proposed then provide an explanation of the repair technique prior to proceeding):
  - .1 Carefully drill from underside of lintel at approximately a 45 degree angle across the crack. Drill hole oversized to accept anchored stainless steel pin, using Jahn M80 anchor mortar. Length of pin to be sufficient to embed 75mm into each side of crack.
  - .2 Use 10mm diameter stainless steel pin into drilled hole, setting back sufficiently so face of stone can be patched.
  - .3 Fill space around pin using anchor mortar. Follow directions from product manufacturer for installation.
  - .4 Patch face of underside of stone using Jahn M70 repair mortar.
- .5 Where rebuilding of portions of the brick or stone masonry is required provide proposed method of removal and rebuilding, ties and mortar for review and approval by the Consultant, and heritage authority.

### 3.4 RAKING JOINTS

- .1 Use thin diamond blade cutting tool to cut to depth required at the mid-point of horizontal joints. Manually chisel horizontal and vertical joints after cutting. Do not widen joints.
- .2 If using small power tools (such as purpose made mortar rake) obtain approval to use prior to removing any mortar. Use vacuum attached to power tools. Prevent spread of dust from removal process. Ensure that all cut out mortar is cleaned up from site on a daily basis so this does not blow around and create a health issue for building occupants.
- .3 Remove deteriorated mortar to sound mortar 2 to 2 ½ times the thickness of the joint but in no case less than 25 mm leaving square corners and a flat surface at back of cut. Clean out voids and cavities encountered. May require deeper raking if mortar is deteriorated. Maximum depth of 30mm from face of masonry unit. If mortar joint is deteriorated beyond this point then review with Architect and heritage authority for recommended action as re-bedding of the bricks may be required.
- .4 Work at a pace and using methods that will ensure that no masonry units are chipped, altered or damaged by work to remove mortar.

- .5 Clean by compressed air, with non-ferrous brush surfaces of joints without damaging texture of exposed joints or masonry units.

### 3.5 REPOINTING:

- .1 Work from top down, protected from direct sun.
- .2 Dampen joints. No surface water shall be present on joint when pointing begins.
- .3 Keep masonry damp while pointing is being performed.
- .4 Keep pointing back from surface. Avoid feather edges. Do not smear lime mortar on face of bricks.
- .5 Tool and compact using jointing tool to force mortar into joint.
- .6 Repoint in two-steps, ensuring that mortar is pushed to the back of the joint and no voids are created in the process of placing the mortar. Repoint back half of joint and compress. When set up sufficiently so that fingernail can indent first step, then repoint the face of the joint, compressing the joint.
- .7 Tool joints as follows;
  - .1 Provide a “weathered” joint profile with mortar indented approximately 3mm at the top of the joint and flush at the bottom of the joint, matching the original.
- .8 For exposed joints above grade, once hardened to the point where a fingernail will make a small impression then finish joints by stippling them by striking with a stiff fibre brush to soften the texture of the joint and to match existing original mortar as closely as possible.
- .9 Remove excess mortar from masonry face before it sets.

### 3.6 RESETTING

- .1 Reset displaced brick masonry units to match original coursing, joint width and profile with “weathered” joint.
- .2 Set stone on full-bed of bedding mortar. Tool when set to a point when a slight depression can be made with a fingernail.
- .3 Use stainless steel ties installed into the back up where stone masonry is to be reinstated. Ties to be mechanically anchored to back up masonry. Provide sample of ties proposed for use for acceptance.
- .4 Use hot-dipped galvanized steel ties for reinstating brick masonry. Provide sample for review and acceptance.

### 3.7 CLEANING

- .1 Clean surfaces of mortar droppings, stains and other blemishes resulting from work of this contract as work progresses.

- .2 Clean mortar from bricks using stiff natural bristle or nylon brush after mortar has obtained its initial set and has not fully cured (1 – 2 hours).
- .3 Clean masonry with stiff natural bristle brushes and plain water only if mortar has fully cured.

### **3.8 PROTECTION OF COMPLETED WORK**

- .1 Cover completed and partially completed work not enclosed or sheltered at end of each work day.
- .2 Cover with waterproof tarps to prevent weather from eroding recently repointed material.
  - .1 Maintain tarps in place for minimum of 1 week after repointing.
  - .2 Ensure that bottoms of tarps permit airflow to reach mortar in joints.
- .3 Anchor coverings securely in position. Do not anchor directly onto building.
- .4 Install and maintain wetted burlap protection during the curing process for a minimum of 7 days. Burlap is to be installed 100 mm (4") away from the masonry.
- .5 Keep burlap moist by setting bottom into tray of water or by wet misting burlap - ensure no direct spray reaches surface of curing mortar. Do not allow burlap to dry out.
- .6 Shade areas of work from direct sunlight during periods over 25 degrees C, and maintain constant dampness of burlap.
- .7 Protect area of repointing work using tarps, from winds that will dry out the mortar.
- .8 Maintain ambient temperature of 5 to 25 degrees C for minimum of 4 weeks after repointing masonry.

### **3.9 FINAL CLEAN UP**

- .1 Clean up all droppings from site.
- .2 Remove hoarding.

**END OF SECTION**



## APPENDIX C

### TABLE FOR CONSERVATION GUIDELINES

	STANDARDS AND GUIDELINES	Reference 4.3.3 Roofs	
	<b>GENERAL GUIDELINES</b>		
1	<b>Understanding</b> the roof and how it contributes to the heritage		Mansard and dormers– No change. Cornice – remain intact with repairs
2	<b>Understanding</b> the properties and characteristics of the roof as well as changes and previous maintenance practices.	Failing to consider the impact of previous changes and maintenance practices on the roof.	Original slate roof still in place on Mansard. Dormers replaced with asphalt shingles and caulking at valley. Valleys should be flashed with membrane and metal. Cornice has had drainage altered.
3	<b>Documenting</b> the form, materials and condition of roof assemblies before undertaking an intervention, including the roof's pitch, shape, decorative and functional elements, and materials, and its size, colour and patterning.	Undertaking an intervention that affects character defining roofs and roof elements, without first documenting their existing character and condition.	Documented through original drawings 1924, revision drawings 1990, and photos 2018.
4	<b>Assessing</b> the condition of the roof assembly and materials early in the planning process so that the scope of work is based on current conditions.		Assessment was done. Slates are missing in spots and have been fastened using screws through face. Condition worse in older wings. Many slates could be reused. Some stained by tar from roofing.  Metal profile cornice in poor condition on south side. Some areas may be able to be salvaged. Galvanized metal, painted.
5	<b>Determining</b> the cause of a roof's distress, damage or deterioration through investigation, monitoring and minimally invasive or non-destructive testing techniques.		Done in assessment stage. Slate is age related.  Cornice paint not adhering is common on galvanized metal. Ice damming on south side has damaged areas of metal cornice.
6	<b>Protecting</b> and maintaining a roof by cleaning and maintaining the gutters, downspouts and flat roof drains, and replacing deteriorated flashing in kind. Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration, and to ensure that materials are free from insect infestation.	Failing to maintain roofs on a cyclical basis.  Failing to replace deteriorated flashing, or to clean and properly maintain gutters and downspouts and flat roof drains so that water and debris collect and damage roof fasteners, sheathing and the underlying structure.	Doesn't appear to be any original downspouts. Gutters on upper roof appear to have been changed. Some roof drainage on cornice altered in past. Reinstate some of original cornice drainage where practical.
7	<b>Retaining</b> sound or deteriorated roof assemblies that can be repaired.	Stripping the roof of sound or repairable character defining materials, such as slate, clay tile, wood and architectural metal	Recommendation to salvage all good and reusable slates.  Cornice metal profile distorted and damaged through time and ice buildup. Replace in kind.

	<b>Recommended</b>	<b>Not Recommended</b>	<b>Intervention</b>
8	<b>Stabilizing</b> deteriorated roofs by structural reinforcement, weather protection or correcting unsafe conditions, as required, until repair work is undertaken.	Removing deteriorated roof elements that could be stabilized or repaired.	Some additional wood blocking needed for proper support and fastening of soffit and cornice profile.
9	<b>Repairing</b> parts of roofs by patching, piecing-in, consolidating, or otherwise reinforcing, using recognized conservation methods. Repair may also include the limited replacement in kind, or with a compatible substitute material, of extensively deteriorated or missing parts of the roof. Repairs should match the existing work as closely as possible, both physically and visually.		Could be repaired in kind. Issue is ongoing maintenance around dormers where no membrane or metal flashing is present.
10	<b>Protecting</b> adjacent character-defining elements from accidental damage or exposure to damaging materials during maintenance or repair work		Acknowledged. This will have to be addressed when access to cornice and chimney.
11	<b>Replacing</b> in kind extensively deteriorated or missing parts of roof assemblies where there are surviving prototypes	Replacing an entire roof element, such as a dormer, when limited replacement of deteriorated and missing parts is possible.  Using a substitute material for the replacement part that neither conveys the same appearance as the surviving parts of the roof element, nor is physically or visually compatible	Repairs only will be undertaken.  Upper area of roof has been replaced with membrane roofing but no intervention is planned.
12	<b>Testing</b> proposed interventions to establish appropriate replacement materials, quality of workmanship and methodology. This can include reviewing samples, testing products, methods or assemblies, or creating a mock-up. Testing should be carried out under the same conditions as the proposed intervention.		Samples for matching slate will be required.  Shop drawings for matching metal cornice profile will be required.
13	<b>Documenting</b> all interventions that affect the building's roof, and ensuring that the documentation is available to those responsible for future interventions		As built documentation will be provided.
<b>ADDITIONAL GUIDELINES FOR REHABILITATION PROJECTS</b>			
	<b>Recommended</b>	<b>Not Recommended</b>	
14	<b>Repairing</b> a roof assembly, including its functional and decorative elements, by using a minimal intervention approach. Such repairs might include the limited replacement in kind, or replacement with an appropriate substitute material, of irreparable or missing elements, based on documentary or physical evidence.	Replacing an entire roof element, such as a cupola, dormer or lightning rod, when the repair of materials and limited replacement of deteriorated or missing elements is feasible.  Failing to reuse intact roofing materials when only the roofing structure or sheathing needs replacement.	N/A

# CATHEDRAL COURTS

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15	<b>Improving</b> the detailing of roof elements, following recognized conservation methods, to correct faulty details. For example, adjusting the slope of a cornice to prevent ponding, or introducing a new drip edge at the eave to better direct water runoff away from a masonry wall. Such improvements should be physically and visually compatible		We are proposing impervious membrane at valleys. The cornice is flat but some drains have been closed. We would propose to open these but would have to be addressed at grade for water draining away from building. There is some heat loss in Mansard roof and cornice contributing to ice build up. This won't be addressed in the scope of work planned.
16	<b>Replacing</b> in kind an entire element of the roof that is too deteriorated to repair — if the overall form and detailing are still evident — using the physical evidence as a model to reproduce the element. This can include a large section of roofing, a dormer, or a chimney. <u>If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered</u>	Removing a roof element that is irreparable, such as a chimney or dormer, and not replacing it, or replacing it with a new element that does not convey the same appearance or serve the same function. Replacing deteriorated roof elements and materials that are no longer available with physically or visually incompatible substitutes	For the Mansard and dormer roofs the best approach would be to remove and replace slates (some salvage material) using proper membrane flashing, breathable underlayment and metal valley flashing and drip edges. The cost of slate roof is high but would retain heritage character. Decision will have to be made relative to materials and budget.
17	<b>Replacing</b> missing historic features by designing and constructing a new roof feature, based on physical and documentary evidence, or one that is compatible in size, scale, material, style or colour	Creating a false historical appearance because the replicated feature is incompatible or based on insufficient physical and documentary evidence	N/A
<b>ADDITIONS OR ALTERATIONS TO ROOFS AND ROOF ELEMENTS</b>			
	<b>Recommended</b>	<b>Not Recommended</b>	
18	<b>Modifying</b> or replacing a roof or roof element, to accommodate an expanded program, a new use, or applicable codes and regulations, in a manner that respects the building's heritage value.	Constructing an addition that requires removing a character-defining roof. Changing the configuration of a roof by adding new elements, such as dormer windows, vents or skylights, in a manner that negatively affects its heritage value	N/A
19	<b>Selecting</b> appropriate rooftop mechanical and service equipment and associated piping and cabling, such as air-conditioning components, transformers or solar collectors, and installing the equipment as inconspicuously as possible, while respecting the building's heritage value and character-defining elements	Selecting inappropriate rooftop mechanical or service equipment, or installing such equipment in a manner that compromises the building's heritage value and character defining elements.  Adding significant loads to a roof without assessing the impact on the building's structure	N/A
20	<b>Designing</b> and constructing additions to roofs, such as access stairs, elevator or mechanical equipment housing, decks and terraces, and dormers and skylights that are inconspicuous from the public right of way and do not damage or obscure character defining elements.	Designing and constructing a roof addition that compromises the building's character-defining roof elements, its structural integrity, or its overall appearance. Constructing a rooftop addition that blocks natural light patterns or important views	N/A

HEALTH AND SAFETY AND SECURITY CONSIDERATIONS			
	Recommended	Not Recommended	
21	<b>Complying</b> with health and safety requirements, by providing lightning protection, or snow and ice guards, or roof anchors in a manner that conserves the roof's heritage value and minimizes impact on its character-defining elements	Damaging or destroying character-defining elements while making modifications to comply with health and safety requirements.	N/A
22	<b>Working</b> with code specialists to determine the most appropriate solution to health, safety and security requirements with the least impact on the character-defining elements and overall heritage value of the historic building	Making changes to character-defining roofs, without first exploring equivalent systems, methods or devices that may be less damaging to the character-defining elements and heritage value of the historic building.	N/A
23	<b>Removing</b> or encapsulating hazardous materials, such as asbestos insulation, using the least-invasive abatement methods possible, and only after thorough testing has been conducted		We believe there is lead paint on the galvanized metal of the cornice (the 1924 specification calls up lead and linseed oil). This should be tested and remediation done preventing the spread of lead dust with proper clean up.
24	<b>Protecting</b> roofs against loss or damage by identifying and assessing the specific fire risks, and by implementing an appropriate fire-protection strategy that addresses those risks	Covering flammable character-defining elements with fire-resistant sheathing or coatings that alter their appearance. Replacing wood roof elements with alternate materials, without carefully considering other options for reducing fire spread. Failing to take proper fire protection precautions when using a technique that could endanger the building, such as applying membranes on wood roofs using heat	N/A
SUSTAINABILITY CONSIDERATIONS			
	Recommended	Not Recommended	
25	<b>Complying</b> with energy efficiency objectives in upgrades to the roof assembly in a manner that respects the building's character defining elements, and considers the energy efficiency of the building envelope and systems as a whole.	Damaging or destroying character-defining elements while making modifications to comply with energy efficiency requirements.	May address heat loss issues in the future but not in the scope of this work.
26	<b>Working</b> with energy efficiency and sustainability specialists to determine the most appropriate solution to energy efficiency and sustainability requirements with the least impact on the character-defining elements and overall heritage value of the historic building	Making changes to the roof assembly, without first exploring alternative sustainability solutions that may be less damaging to the character-defining elements and overall heritage value of the historic building	N/A.
27	<b>Exercising</b> caution and foreseeing the potential effects of insulating the roof on the building envelope to avoid damaging changes, such as displacing the dew point and creating thermal bridges, or increasing the snow load	Installing insulation without anticipating its potential impact on the building envelope. Inserting thermal insulation in roof assemblies, without providing appropriate vapour barriers or ventilation.	N/A. would be assessed in the future.



28	<b>Installing</b> thermal insulation in non-character-defining roof spaces, such as attics, without adversely affecting the building envelope.	Installing insulation in habitable attic spaces without considering its effect on character-defining interior features such as mouldings	N/A
29	<b>Ensuring</b> that structural, drainage and access requirements to improve the roof's energy efficiency can be met without damaging character-defining elements.		Drainage of flat cornice can be improved. Current rain water leaders are not heritage.
30	<b>Assessing</b> the addition of vegetated roof systems (green roofs) or storm water cisterns to flat-roof assemblies, and their impact on the building's heritage value and structural integrity, before work begins.	Adding a vegetated or reflective membrane roof system that might compromise the building's heritage value or its structural integrity.	N/A
<b>ADDITIONAL GUIDELINES FOR RESTORATION PROJECTS</b>			
	<b>Recommended</b>	<b>Not Recommended</b>	
31	<b>Repairing</b> a roof assembly from the restoration period by reinforcing its materials	Replacing an entire roof feature from the restoration period, such as a cupola or dormer, when the repair of materials and limited replacement of deteriorated or missing parts is possible	N/A
32	<b>Replacing</b> in kind an entire roof feature from the restoration period that is too deteriorated to repair, using the physical evidence as a model to reproduce the feature. The new work should be well documented and unobtrusively dated to guide future research and treatment	Removing an irreparable roof feature from the restoration period and not replacing it, or replacing it with an inappropriate new roof feature. Reinstating a roof detail that is damaging to character defining elements.	N/A
<b>REMOVING FEATURES FROM OTHER PERIODS</b>			
33	<b>Removing</b> or altering a non character-defining roof or roof element, such as a later dormer or asphalt roofing, dating from a period other than the restoration period.	Failing to remove a non character-defining roof or roof element from another period that confuses the depiction of the building's chosen restoration period	N/A
34	<b>Retaining</b> alterations to roof assemblies that address problems with the original design if those alterations do not have a negative impact on the building's heritage value.	Removing a roof element from a later period that serves an important function in the building's ongoing use, such as a skylight for natural daylight, or a vent for natural ventilation.	N/A
<b>RECREATING MISSING FEATURES FROM THE RESTORATION PERIOD</b>			
35	<b>Recreating</b> a missing roof element that existed during the restoration period, based on physical or documentary evidence; for example, reinstating a dormer or cupola	Constructing a roof element that was part of the building's original design, but never actually built, or constructing a feature thought to have existed during the restoration period, but for which there is insufficient documentation	N/A

	STANDARDS AND GUIDELINES	Reference 4.5.3 Masonry	
	GENERAL GUIDELINES		
	Recommended	Not Recommended	Intervention
1	<b>Understanding</b> the properties and characteristics of the masonry of the historic place.		N/A
2	<b>Documenting</b> the form, materials and condition of masonry	<b>Documenting</b> the form, materials and condition of masonry	Photo documentation taken of current condition. 1924 specification available through owner.
3	<b>Protecting</b> and maintaining masonry by preventing water penetration, and maintaining proper drainage so that water or organic matter does not stand on flat surfaces, or accumulate in decorative features.	Failing to identify, evaluate and treat the causes of masonry deterioration. Applying water-repellent coatings to stop moisture penetration when the problem could be solved by repairing failed flashings, deteriorated mortar joints, or other mechanical defects.	Mortar on projecting ledges to be repaired. Not the best detail but inherent in the original design. Cracked stone sills to be repaired.
4	<b>Applying</b> appropriate surface treatments, such as breathable coatings, to masonry elements as a last resort, only if masonry repairs, alternative design solutions or flashings have failed to stop water penetration, and if a maintenance program is established for the coating.		N/A
5	<b>Sealing</b> or coating areas of spalled or blistered glaze on terra cotta units, using appropriate paints or sealants that are physically and visually compatible with the masonry units.		N/A
6	<b>Cleaning</b> masonry, only when necessary, to remove heavy soiling or graffiti. The cleaning method should be as gentle as possible to obtain satisfactory results.	Over-cleaning masonry surfaces to create a new appearance, thus introducing chemicals or moisture into the materials. Blasting brick or stone surfaces, using dry or wet grit sand or other abrasives that permanently erode the surface of the material and accelerate deterioration. Using a cleaning method that involves water or liquid chemical solutions when there is a possibility of freezing temperatures. Cleaning with chemical products that damage masonry or mortar, such as using acid on limestone or marble. Failing to rinse off and neutralize appropriate chemicals on masonry surfaces after cleaning. Applying high-pressure water cleaning methods that damage the masonry and mortar joints and adjacent materials.	There are some areas where mortar has not been cleaned off the face of the masonry. This should be addressed at some time. Droppings from birds is ongoing but should be addressed through maintenance cleaning.

## CATHEDRAL COURTS

## CONSERVATION GUIDELINES

	Recommended	Not Recommended	Intervention
7	Carrying out masonry cleaning tests after it has been determined that a specific cleaning method is appropriate.	Cleaning masonry surfaces without sufficient time to determine long-term effectiveness and impacts.	Not included at this time. Test areas would be done prior to proceeding with larger areas.
8	Inspecting painted masonry surfaces to determine whether paint can successfully be removed without damaging the masonry, or if repainting is necessary. Testing in an inconspicuous area may be required.	Removing deteriorated roof elements that could be stabilized or repaired.	N/A
9	Removing damaged or deteriorated paint only to the next sound layer, using the gentlest method possible; for example, hand scraping before repainting.	Removing paint that is firmly adhering to masonry surfaces. Using methods of removing paint that are destructive to masonry, such as sandblasting, application of caustic solutions, or high-pressure water blasting.	N/A
10	Re-applying compatible paint or coatings, if necessary, that are physically compatible with the previous surface treatments and visually compatible with the surface to which they are applied.	Applying paint, coatings or stucco to masonry that has been historically unpainted or uncoated. Removing paint from historically painted masonry, unless it is damaging the underlying masonry. Removing stucco from masonry that was historically never exposed.	N/A
11	Retaining sound and repairable masonry that contributes to the heritage value of the historic place.	Replacing or rebuilding masonry that can be repaired.	Repairs to be done in-situ or with least amount of remove/replacement of material.
12	Stabilizing deteriorated masonry by structural reinforcement and weather protection, or correcting unsafe conditions, as required, until repair work is undertaken.		N/A
13	Repairing masonry by repointing the mortar joints where there is evidence of deterioration, such as disintegrating or cracked mortar, loose bricks, or damp walls.	Removing sound mortar.	Repointing will be done in areas where deterioration has occurred. These areas have been identified on drawings. Sound mortar will be left in place.

	Recommended	Not Recommended	Intervention
14	Removing deteriorated or inappropriate mortar by carefully raking the joints, using hand tools or appropriate mechanical means to avoid damaging the masonry.	Using rotary grinders or electric saws to fully remove mortar from joints before repointing. In some instances it may be acceptable to make a single pass with a cutting disk to release tension in the mortar before raking the joint. Extreme caution must be used to prevent accidental damage.	Not included at this time.
15	Using mortars that ensure the long-term preservation of the masonry assembly, and are compatible in strength, porosity, absorption and vapour permeability with the existing masonry units. Pointing mortars should be weaker than the masonry units; bedding mortars should meet structural requirements; and the joint profile should be visually compatible with the masonry in colour, texture and width.	Repointing with mortar of a higher Portland cement content than in the original mortar. This can create a bond stronger than the historic material (brick or stone) and cause damage as a result of the differing expansion coefficients and porosity of the materials. Repointing with a synthetic caulking compound. Using a 'scrub' coating technique to repoint instead of using traditional repointing methods.	A pre-packaged hydraulic lime mortar has been suggested. It is weak mortar with properties of lime mortars. The mortar will be tested prior to use in the wall so that we can adjust if needed.
16	Duplicating original mortar joints in colour, texture, width and joint profile.		The joint will be tooled to match the original "weathered" joint profile. We will have samples of the original sent so samples can be made up to match colouration.
17	Replacing in kind extensively deteriorated or missing parts of masonry elements, based on documentary and physical evidence		If we can salvage bricks from an area of the building for replacing broken ones in the wall then we will do so. For example bricks may be reclaimed from the chimney if it is lowered.
<b>ADDITIONAL GUIDELINES FOR REHABILITATION PROJECTS</b>			
	Recommended	Not Recommended	
18	Repairing masonry by patching, piecing-in or consolidating, using recognized conservation methods. Repair might include the limited replacement in kind, or replacement with a compatible substitute material, of extensively deteriorated or missing masonry units, where there are surviving prototypes. Repairs might also include dismantling and rebuilding a masonry wall or structure, if an evaluation of its overall condition determines that more than limited repair or replacement in kind is required.		Repair will be the approach taken.
19	Replacing in kind an irreparable masonry element, based on documentary and physical evidence.	Removing an irreparable masonry element and not replacing it, or replacing it with an inappropriate new element.	N/A
<b>HEALTH, SAFETY AND SECURITY CONSIDERATIONS</b>			
20	Removing hazardous materials from masonry, using the least-invasive abatement methods, and only after adequate testing has been conducted.		Bird dropping will need to be addressed on some areas of the wall.
21	Selecting replacement materials from sustainable sources, where possible. For example, replacing		Possible if source is found for some piecing in of the stone sills.

## CATHEDRAL COURTS

## CONSERVATION GUIDELINES

	deteriorated stone units using in-kind stone recovered from a building demolition.		
	<b>ADDITIONAL GUIDELINES FOR RESTORATION PROJECTS</b>		
22	<b>Repairing</b> , stabilizing and securing masonry elements from the restoration period, using recognized conservation methods. Repairs should be physically and visually compatible and identifiable on close inspection for future research.	Removing masonry elements from the restoration period that could be stabilized and conserved. Replacing an entire masonry element from the restoration period, when repair and limited replacement of deteriorated or missing parts is possible. Using a substitute material for the replacement that neither conveys the same appearance as the surviving masonry, nor is physically or chemically compatible.	N/A
23	<b>Replacing</b> in kind a masonry element from the restoration period that is too deteriorated to repair, based on documentary and physical evidence. The new work should be well documented and unobtrusively dated to guide future research and treatment.	Removing an irreparable masonry element from the restoration and not replacing it, or replacing it with an inappropriate new element.	N/A



APPENDIX D  
ELEVATION DRAWINGS







## CATHEDRAL COURTS

Supplemental Information  
2018-05-24



**SEPW** Architecture Inc.

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## 1. Water Infiltration Through Foundation Wall

### 1.1. Site Investigation

SEPW was on site May 1, 2018 to review damage caused by water infiltration through the south foundation wall into one of the suites. Damage had occurred due to water build up against the south wall with the quick melt of the snow on the ground.

An existing sump pit on the exterior of the building had been thawed out and seasonal pump installed by a maintenance contractor. They were able to drain the standing water away, alleviating the water infiltration into the suite through the masonry foundation wall. There was no water entering the building or standing outside the wall at the time of our visit.

An opening had been created on the inside of the wall through the gypsum board wall finish. The original brick masonry wall was exposed, along with old wood furring, new steel studs, insulation and poly vapour barrier. Moisture levels in the materials was observed to still be high. Repairs to the wall will be completed by Academy Housing Association. Our recommendation is to have a mould abatement or disaster remediation company evaluate the extent of finish removal and replacement to be done.

The area immediately adjacent to the building on the south side is a combination of surfaces. There is a concrete apron running the length of the south wall, immediately next to the exterior wall. Beyond that to the south is rock. The external sump pit had some water at the bottom at the time of our visit. The pump is connected to a hose that runs to the south. Rain water leader extensions (corrugated piping) run across this area also to the south.

The sump and pump have been installed, we believe, to deal with storm water runoff during the summer months.

Water staining on the brick masonry above grade on the south side of the building indicates that the masonry is wicking up moisture from ground level into the walls. There is also evidence of water splash up onto the wall, noticeable on the windows. This is due to there being a concrete apron immediately next to the building.





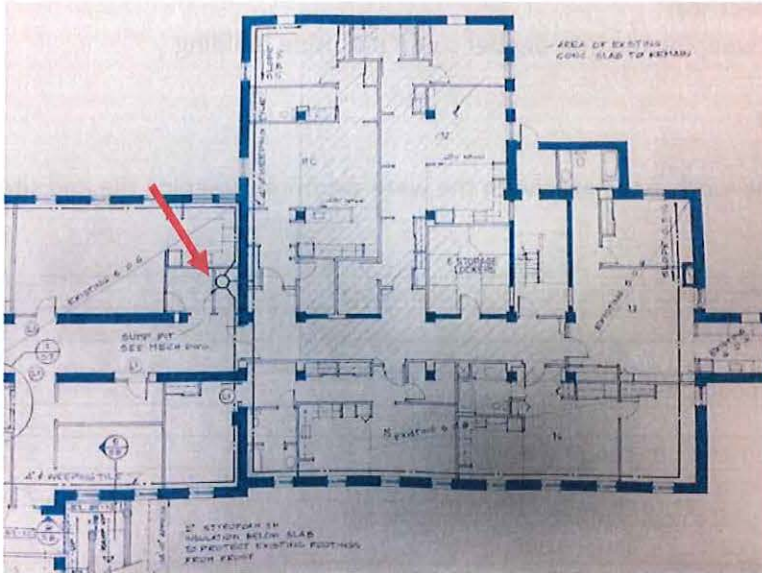
## 1.2. Record Documents

Record drawings from the 1990 condominium conversion project, prepared by Architects in Association, show that there are sump pits in two locations on the south side of the building. One in the mechanical room, that is believed to be under a stack of bagged salt, and one in a small service room farther to the west. The drawings show the sump pumps connected into storm drainage piping running below the floor slab. We observed the one sump pit in the service room, which was dry.

The 1924 drawings and specifications indicate that the bottom of the footing is 4 feet below the lowest floor level slab. This has to be confirmed for the middle portion of the building as there appears to be a conflict between what the 1924 drawings show for those existing foundations and what the 1990 drawings show.



The 1990 drawings show weeping tile on the inside of the foundation wall, below the floor slab. We do not believe there is any weeping tile on the exterior. The sump pit on the interior is very shallow (2 ft) supporting this premise.



### 1.3. Recommendations

Typically dealing with water infiltration below grade requires a combination of site grading, surfacing, waterproofing of the foundation wall below grade and a means of carrying water away from the foundation wall and reducing any build up of water pressure at the wall.

As the problem appears to be limited at this time to the south side of the building where grading is poor, we recommend the following work be done along the south wall between the chapel and the concrete upstand at an entrance door. This essentially covers the 1914 portion wall. It comprises two suites.

The scope of work proposed includes the following:

- Remove concrete apron along building
- Remove (reuse potentially) rock surfacing
- Excavate to footing level (depending on where bottom of the footing is this would be approximately 3 ft below the basement floor level)
- Clean masonry foundation wall and parge smooth with cement parging
- Prime and waterproof with durable membrane such as torch applied modified bitumen SBS waterproofing membrane
- Install 150 diameter (6") weeping tile system surrounded by clear rock and filter fabric
- Insulate over weeping tile system to protect from freezing
- Install dimpled drainage membrane over waterproofing on foundation wall
- Backfill with clay soil

- Lower grade around building as much as feasible and slope grade away from building to south (may require agreement with City of Regina to adjacent property)
- Provide clean rock boarder and timber boarder at building
- Provide semi-pervious ground cover, sloped away from building (pavers, lawn)
- Deepen existing sump pit in service room (to west) and re-use existing sump pump, storm drain tie in and electrical
- Connect exterior weeping tile into deeper sump pit inside building

#### **1.4. Opinion of Cost**

Our opinion of cost for the work associated with the waterproofing, weeping tile and site work is as follows:

Sitework Demolition - remove concrete and rock - allowance	\$2,000.00
Excavation	\$1,600.00
Backfill - granular draining	\$600.00
Backfill - native/clay with compaction	\$1,400.00
Shoring/Dewatering	\$2,000.00
Deepen existing sump pit and provide new liner	\$3,000.00
Timber and clear draining rock border	\$1,125.00
Slope site to swale and spill to catchment pond on adjacent property?	\$3,000.00
Reinstate gravel over new slopes	\$600.00
Concrete patio blocks	\$5,000.00
Cleaning and cement parging of masonry below grade	\$3,000.00
Weeping Tile - exterior w/fabric and rock	\$1,375.00
Waterproofing membrane SBS with drain membrane	\$4,400.00
75mm rigid insulation	\$1,500.00
Reuse sump pump + reconnect piping to storm and electrical	\$500.00
Sub-Total	\$31,100.00
General Contractor OH and General Requirements 15%	\$4,665.00
Sub-Total	\$35,765.00
Contingency 15%	\$5,365.00
Sub-Total Costs	\$41,130.00
Estimated fees 12.5%	\$5,140.00
<b>TOTAL ESTIMATED COST</b>	<b>\$46,270.00</b>

#### **1.5. Schedule**

To prevent the occurrence of water infiltration again next spring we recommend that the waterproofing work be completed during the summer/fall of 2018. This may require special approval by the City if this work qualifies for the Heritage Incentive Grant. The following is our anticipated schedule of events.

- Preparation of detailed construction documents would take approximately 2 weeks.

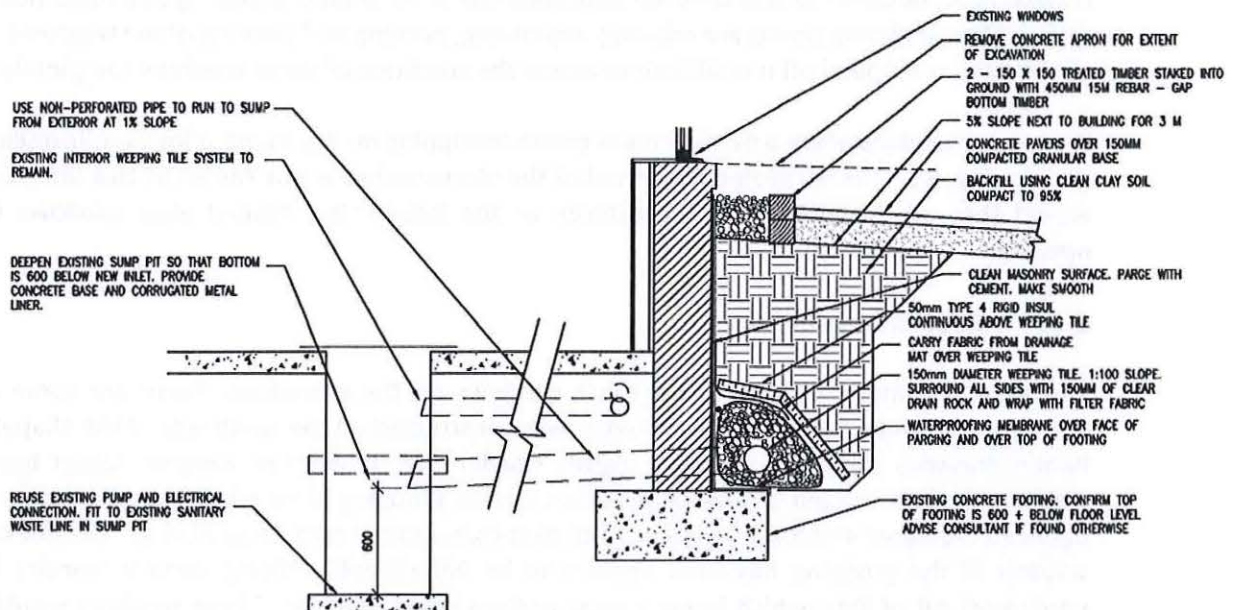


- Tendering of this work to invited contractors would take approximately 2 - 3 weeks.
- We anticipate that the work will take approximately 8 to 12 weeks to complete. Ideally, work would commence no later than the beginning of July. Construction could run to late September or mid-October.

To achieve the schedule provided approval to proceed with the detailed design would be needed around the end of May or beginning of June.

### 1.6. Proposed Design

The following sketch illustrates a proposed design for the waterproofing. Site drainage and design will require a topographic survey of the site and adjacent property to design grades and surfaces.





## 2. Wood Window Repairs

### 2.1. Site Investigation

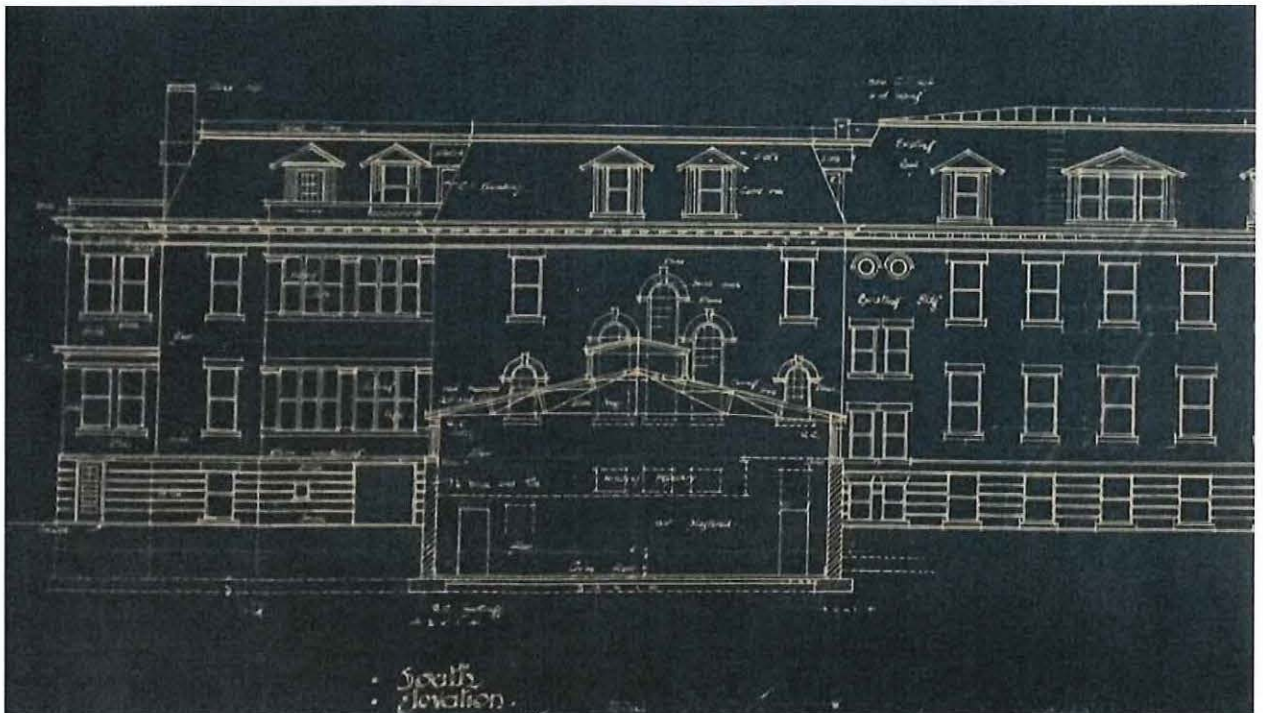
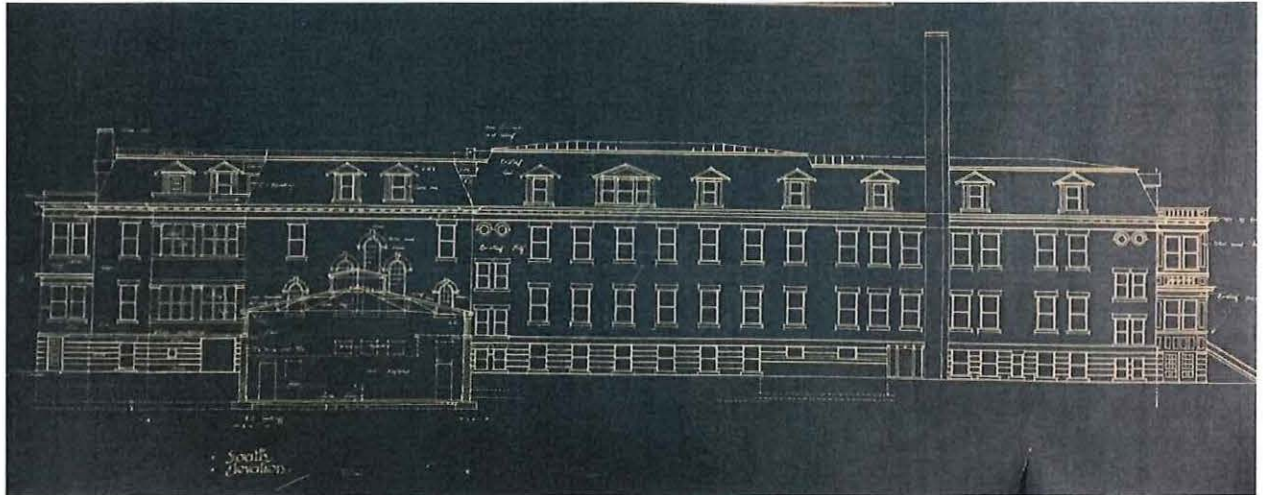
During our visits to the site for the masonry and eave work we noted that the storm window sashes on the chapel wing that need refurbishment. This has been brought to the attention of Academy Housing as an item that should be included with the Heritage Incentive Grant application. Although detailed investigation has not been done, based on photographs taken during our visits there appear to be 11 windows that need painting and putty replaced. The windows are multi-division panes with arched and square tops. There are 7 – 18 lite arched windows (approximately 28" x 66"), 3 – 21 lite rectangular windows (approximately 28" x 72"), and 1 – 24 lite arched window (approximately 28" x 90"). The glass appears to be intact for the most part, with potentially one broken pane on the south wall.

More detailed investigation would need to be done to determine if any wood muntins need replacement, however at this time we anticipate the work entails, removing paint and putty, re-setting glass (if glazing points are missing), reputtying, priming and painting of the windows. Until all the paint is stripped off it is difficult to assess the condition of these windows completely.

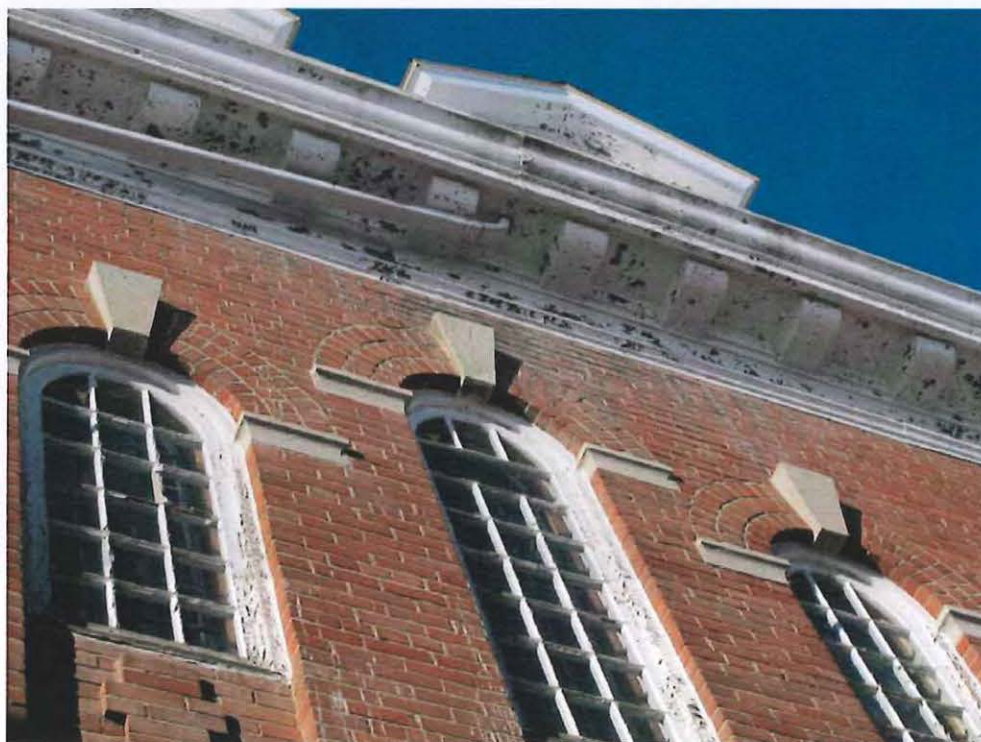
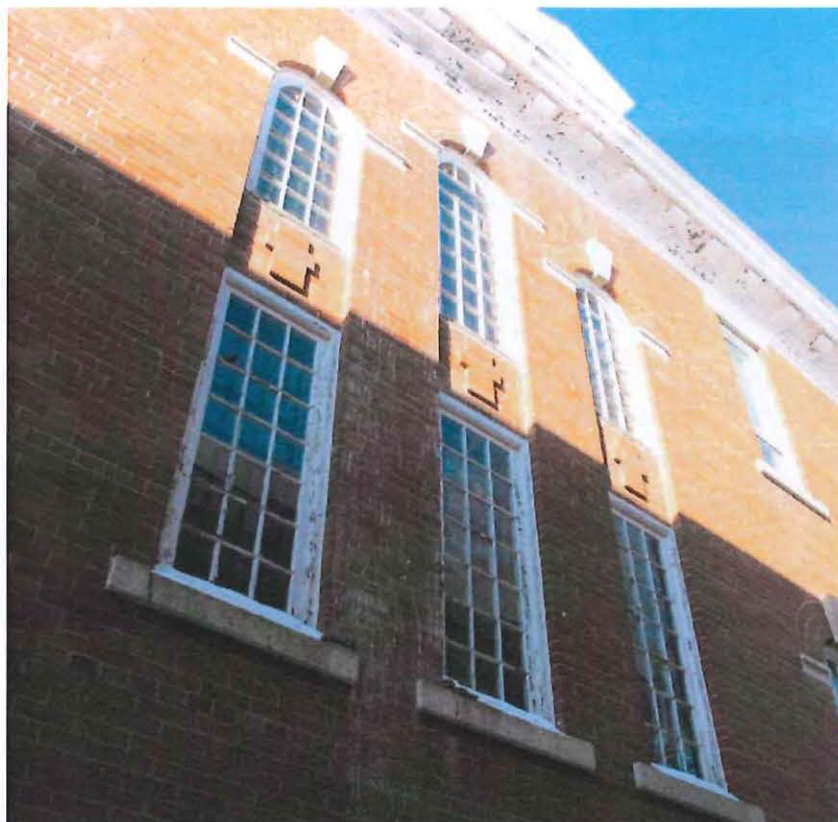
We recommend installing a durable foam weatherstripping on the frame prior to re-installing the storm windows. The securement method of the storm sashes is not known at this time, but we expect they are fastened from the exterior as the interior has stained glass windows in the openings.

### 2.2. Record Documents

The 1924 drawings by Puntin show these windows on the elevations. There are some minor deviations between the drawings and what was constructed on the south side of the chapel. The Puntin drawings show the windows slightly smaller and show three windows closer together, whereas the constructed arrangement shows a taller grouping of six windows with a brick panel between the upper and lower windows. The panel has a raised brick cross built in. The tall, central window of the grouping has what appears to be intentionally missing vertical muntins in the uppermost set of lites, which forms a cross pattern in the window. These windows would have been above the gymnasium addition on the south side of the building.







### **2.3. Recommendations**

The wood sash, multi-lite windows on the chapel are few of the remaining existing windows on the building.

Although painting is not covered by the Heritage Incentive grant we think that consideration for funding this portion of the work be covered as it conserves an original defining element of the building.

We recommend conservation work be completed on the windows and frames on the exterior of the building as follows:

- Have paint tested for lead content
- If lead is found to be present in the paint it should be removed using proper methods to prevent breathing or dispersion of the lead containing paint, heat stripping may be the best method, collecting all residue for proper hazardous waste disposal.
- Remove sash from frame
- Remove paint
- Carefully remove existing putty, secure glass if missing glazing points
- Replace cracked panes of glass
- Fill and repair frames using epoxy wood filler and sand smooth; replace any damaged wood muntins; inspect frames for tight joints and resecure joints if necessary
- Prime all wood using approved primer
- Install new putty; prime paint
- Paint windows with two coats of approved finish coating (white colour)
- Re-install windows using non-rusting anchors matching paint colour

### **2.4. Opinion of Cost**

Our opinion of cost for the work associated with the work described above is to allow \$1000 per window unit.

Storm sash refurbishment \$1000 per window	\$11,000.00
Lift	\$1,000.00
Sub-Total	\$12,000.00
General Contractor OH and General Requirements 15%	\$1,800.00
Sub-Total	\$13,800.00
Contingency 20%	\$2,760.00
Sub-Total Costs	\$16,560.00
Estimated fees 12.5%	\$2,070.00
<b>TOTAL ESTIMATED COST</b>	<b>\$18,630.00</b>

### **2.5. Schedule**

Our opinion is that the windows need to be addressed immediately to prevent further



deterioration or water ingress into the building.

The painting work needs to be done at temperatures well above freezing. The refurbishment work can take place off site indoors. Work should be completed late summer of early fall 2018.

### **3. Chimney Repairs - Update**

Further to our initial report dated March 30, 2018, we have found out some additional information that impacts our approach to the chimney repair work. The mechanical contractor advises us that as per the Natural Gas Code the chimney needs to be 15.25 metres (50') above the breeching in the basement mechanical room. This means that the chimney can be lowered by approximately 4 metres (13'). This leaves significantly more chimney standing than originally thought.

Working within a reasonable budget to complete stabilization and repointing work on the chimney we have looked at pinning or placing steel belts around the chimney, and deep repointing the outer face brick. The structural engineer has provided a brief description of findings and suggested means of repair work, as per the following:

The details of the brick chimney stack construction, including the interior liner, are unknown at this time. The brick and mortar construction appears to have deteriorated. The deterioration is probably due to a number of issues:

- general freeze-thaw damage due to normal weather exposure
- general thermal expansion / contraction due to normal weather, as well as operation of the boiler / chimney gas,
- flue gas near the top cooling, infiltration, condensation, freeze-thaw effects
- leakage from within the length of the flue liner / chimney, resulting in flue gas infiltration, condensation, freeze-thaw effects

Flue gas leakage (condensation) was visible along the height of the chimney, as well as moisture on the exterior surface of the bricks. Brickwork appears to be displaced along the height of the chimney.

It is proposed to remove the existing deteriorated chimney liner and replace it with new full height rated chimney flue. The brickwork would then be repaired.

Assuming the new chimney does not have to be as high as the existing, from a structural perspective, it would be beneficial to remove the upper portion of the brickwork no longer required. The deterioration is most pronounced in the upper sections. There would be less wind exposure area, and thus less vertical and lateral loading on the brick chimney construction. There would be less area required to replace / repoint / reinforce.

Attached are a few conceptual sketches for consideration. There were several assumptions noted in developing the sketches. Materials and finish of materials will need to be reviewed. Stainless steel offers the most protection to the elements. Galvanized or epoxy coated would be next, but



all damaged surfaces need to be repaired or the corrosion concentrates at the point of the imperfection. Rusting surfaces will stain the brick. It may be preferable to match the color / finish / profile to be as least visible as possible.

The reinforcing could be installed in pair, staggered vertically and rotated.

It would be prudent to tie the chimney back to the roof.

#### **4. First Priority/Budget/Schedule**

The following priority work has been modified from that identified in our Conservation Plan (dated 2018-03-30). The work listed below will be considered to meet the cost limit established by Academy Housing Association. It is anticipated that the most critical work of this package be undertaken in the summer/fall 2018.

The packages of work are:

- Tree removals
- Masonry repointing (north and west facades) and stone repairs (most critical)
- Chimney repairs
- Foundation waterproofing (partial)
- Wood window repairs
- Lighting energy efficiency upgrades

The chimney work needs to be coordinated with the installation of a new chimney flu liner that needs to be completed prior to the beginning of the next heating season. As identified in our Conservation Plan, the chimney has experienced constant wetting of the masonry due to outward movement of moist combustion air from a deteriorated chimney flue liner. This has weakened the mortar of the face brick. We are recommending a reduction in the overall height of the chimney to reduce the amount of remediation necessary and improve access for future repairs. To work within the budget allocated for all the conservation work we have revised our recommendations from re-building the chimney above the cornice level, to stabilizing it using through-rods or strapping and deep repointing of the face brick. Lowering the height also reduces the wind load that the chimney is subject to.

The excavation and waterproofing work was not identified in the original Conservation Plan. This work is important to prevent deterioration to the masonry foundation and to provide proper water infiltration mitigation to meet Section 5.7.3.2 of the National Building Code. It has been brought forward in this Supplement due to water infiltration that occurred this spring thaw. This work along the south wall is seasonal work is considered critical, as temperature conditions must be right for installing the parging and waterproofing. The backfill material cannot be frozen as it needs to be compacted to prevent settling. This work needs to be completed to prevent water another occurrence of water infiltration, similar to that experienced this spring thaw.

Depending on timing of receiving notice that the Heritage Incentive Grant package has been approved, some of the masonry work is likely to get pushed into the spring/summer 2019. This will be to satisfy the environmental requirements for the installation and curing of the mortar.

Work to the wood windows of the Chapel has been added in this Supplement, as it was found that the condition of these windows warrants immediate work to make them watertight and preserve them, so they may remain part of the heritage character of the building.

### **Tree Removals (Priority 1)**

Tree removal 2 on north side 1 on east side	\$6,000.00
Minimal regrading localized to immediate tree removal locations	2,000.00
<b>Sub-Total</b>	<b>\$8,000.00</b>
General Contractor OH and General Requirements 15%	\$1,200.00
<b>Sub-Total</b>	<b>\$9,200.00</b>
Contingency 15%	\$1,380.00
<b>Sub-Total Costs</b>	<b>\$10,580.00</b>
Estimated fees 12.5%	\$1,322.00
<b>TOTAL ESTIMATED COST</b>	<b>\$11,902.00</b>

### **Masonry Repointing and Stone Repairs (Priority 1)**

Repointing and brick replace North and West	\$51,000.00
Sill and lintel repair all sides based on severity (to fit budget)	\$24,000.00
<b>Sub-Total</b>	<b>\$75,000.00</b>
General Contractor OH and General Requirements 15%	\$11,250.00
<b>Sub-Total</b>	<b>\$86,250.00</b>
Contingency 15%	\$12,937.00
<b>Sub-Total Costs</b>	<b>\$99,187.00</b>
Estimated fees 12.5%	\$12,398.00
<b>TOTAL ESTIMATED COST</b>	<b>\$111,585.00</b>

### **Chimney Repairs (Priority 1)**

Remove upper 13 feet of chimney (salvage good bricks)	\$11,275.00
Repointing all except lower 22 feet (includes scaffold)	\$46,200.00
Through-rod pinning or strapping	\$8,000.00
<b>Sub-Total</b>	<b>\$65,475.00</b>
General Contractor OH and General Requirements 15%	\$9,820.00
<b>Sub-Total</b>	<b>\$75,295.00</b>
Contingency 15%	\$11,294.00
<b>Sub-Total Costs</b>	<b>\$86,589.00</b>
Estimated fees 12.5%	\$10,824.00
<b>TOTAL ESTIMATED COST</b>	<b>\$97,413.00</b>



### Foundation Waterproofing – Partial (Priority 1)

Sitework Demolition - remove concrete and rock - allowance	\$2,000.00
Excavation	\$1,600.00
Backfill - granular draining	\$600.00
Backfill - native/clay with compaction	\$1,400.00
Shoring/Dewatering	\$2,000.00
Deepen existing sump pit and provide new liner	\$3,000.00
Timber and clear draining rock border	\$1,125.00
Slope site to swale and spill to catchment pond on adjacent property (City of Regina approval required)	\$3,000.00
Reinstate gravel over new slopes	\$600.00
Concrete patio blocks	\$5,000.00
Cleaning and cement parging of masonry below grade	\$3,000.00
Weeping Tile - exterior w/fabric and rock	\$1,375.00
Waterproofing membrane SBS with drain membrane	\$4,400.00
75mm rigid insulation	\$1,500.00
Reuse sump pump + reconnect piping to storm and electrical	\$500.00
Sub-Total	\$31,100.00
General Contractor OH and General Requirements 15%	\$4,665.00
Sub-Total	\$35,765.00
Contingency 15%	\$5,365.00
Sub-Total Costs	\$41,130.00
Estimated fees 12.5%	\$5,140.00
<b>TOTAL ESTIMATED COST</b>	<b>\$46,270.00</b>

### Wood Window Repairs (Priority 1)

Storm sash refurbishment \$1000 per window	\$11,000.00
Lift	\$1,000.00
Sub-Total	\$12,000.00
General Contractor OH and General Requirements 15%	\$1,800.00
Sub-Total	\$13,800.00
Contingency 20%	\$2,760.00
Sub-Total Costs	\$16,560.00
Estimated fees 12.5%	\$2,070.00
<b>TOTAL ESTIMATED COST</b>	<b>\$18,630.00</b>

## Lighting Energy Efficiency Upgrades (Priority 1)

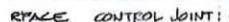
Quote from Walters Industrial	\$22,642.80
GST/PST	\$2,490.60
Sub-Total	\$25,133.50
Contingency 10+%	\$2,866.50
Sub-Total Costs	\$28,000.00
Estimated fees N/A	\$0.00
<b>TOTAL ESTIMATED COST</b>	<b>\$28,000.00</b>

## Summary (Priority 1)

Tree removals	\$13,770.00
Masonry repointing and stone repairs - partial	\$116,440.00
Chimney repairs	\$101,650.00
Foundation waterproofing - partial	\$48,280.00
Wood window repairs	\$18,630.00
Lighting energy efficiency upgrades	\$28,000.00
<b>TOTAL ESTIMATED COST</b>	<b>\$313,800.00</b>

The client cost limit has been established at \$270,000. This means that some cost-saving measures are still required on the current Priority 1 work. The current cost estimate contains a 15% contingency. This equates to \$36,600, bringing the total closer to the cost limit established. Working with the General Contractor we can determine where further cost-saving measures may be obtained. If this is not possible or practical to do given the scope of work identified, then we will have to determine if some of the work identified can be deferred.

## 2018-05-24

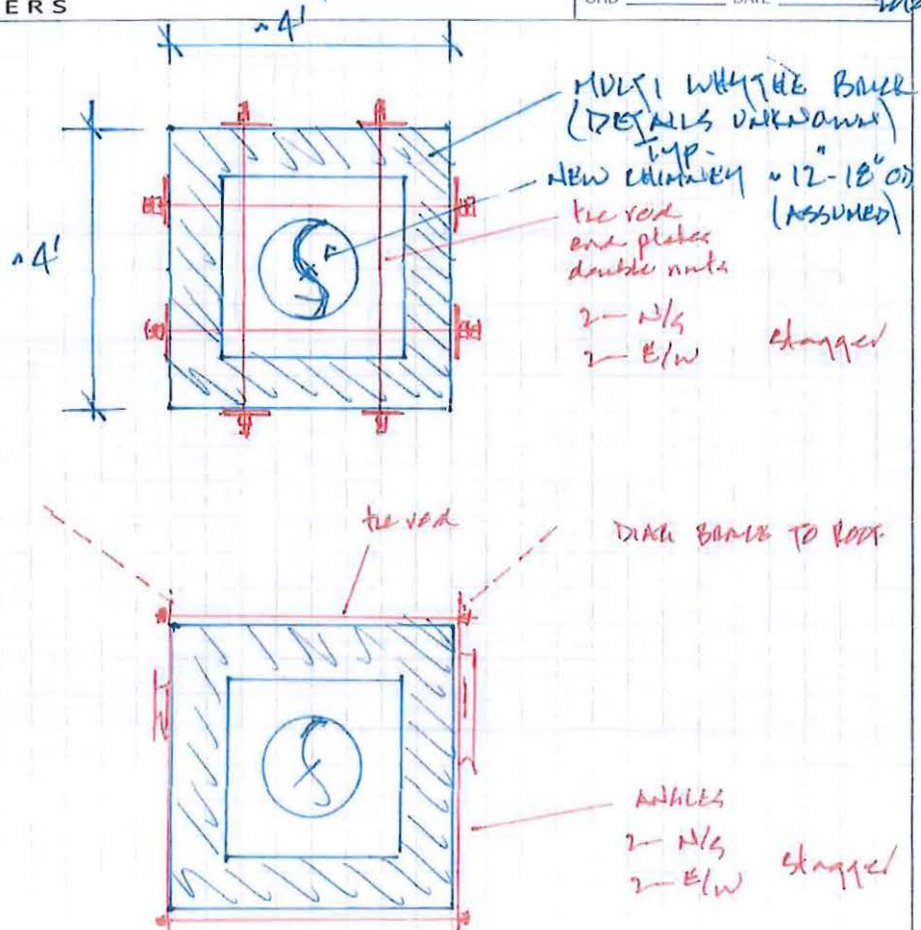




**KGS**  
**GROUP**  
CONSULTING  
ENGINEERS

CATHEDRAL Courts  
Chimney

CLIENT \_\_\_\_\_  
FILE NO. \_\_\_\_\_  
PROJECT \_\_\_\_\_  
REF. DWG. 1 of 2  
SHEET 01  
BY \_\_\_\_\_ DATE May 22/2018  
CHD \_\_\_\_\_ DATE \_\_\_\_\_



### 3. Chimney Repairs - (Revised Update)

Further to our initial report dated March 30, 2018, we have found out some additional information that impacts our approach to the chimney repair work. The mechanical contractor advises us that as per the Natural Gas Code the chimney needs to be 15.25 metres (50') above the breeching in the basement mechanical room. This means that the chimney can be lowered by approximately 4 metres (13'). This leaves significantly more chimney standing than originally thought.

Working within a reasonable budget to complete stabilization and repointing work on the chimney we have looked at pinning or placing steel belts around the chimney, and deep repointing the outer face brick. The structural engineer has provided a brief description of findings and suggested means of repair work, as per the following:

The details of the brick chimney stack construction, including the interior liner, are unknown at this time. The brick and mortar construction appears to have deteriorated. The deterioration is probably due to a number of issues:

- general freeze-thaw damage due to normal weather exposure
- general thermal expansion / contraction due to normal weather, as well as operation of the boiler / chimney gas,
- flue gas near the top cooling, infiltration, condensation, freeze-thaw effects
- leakage from within the length of the flue liner / chimney, resulting in flue gas infiltration, condensation, freeze-thaw effects

Flue gas leakage (condensation) was visible along the height of the chimney, as well as moisture on the exterior surface of the bricks. Brickwork appears to be displaced along the height of the chimney.

It is proposed to remove the existing deteriorated chimney liner and replace it with new full height rated chimney flue. The brickwork would then be repaired. (*The chimney liner cost has been added to the cost summary below.*)

Assuming the new chimney does not have to be as high as the existing, from a structural perspective, it would be beneficial to remove the upper portion of the brickwork no longer required. The deterioration is most pronounced in the upper sections. There would be less wind exposure area, and thus less vertical and lateral loading on the brick chimney construction. There would be less area required to replace / repoint / reinforce.

Attached are a few conceptual sketches for consideration. There were several assumptions noted in developing the sketches. Materials and finish of materials will need to be reviewed. Stainless steel offers the most protection to the elements. Galvanized or epoxy coated would be next, but all damaged surfaces need to be repaired or the corrosion concentrates at the point of the imperfection. Rusting surfaces will stain the brick. It may be preferable to match the color / finish / profile to be as least visible as possible.

## Cathedral Courts Conservation Plan Amendment 1

2018-08-22

The reinforcing could be installed in pair, staggered vertically and rotated. It would be prudent to tie the chimney back to the roof.

**Note:** *The chimney liner replacement has been added to the cost summary below. The cost is based on a quote from Walters Mechanical for removal of the deteriorated liner and replacement with a Class B chimney liner. We have included the applicable taxes in the quote.*

*The Heritage Incentive Policy objectives include "... upgrading of designated heritage properties to ensure their long-term conservation, extend their effective life and/or to ensure their structural integrity." The chimney liner is required to prevent further deterioration of the brick masonry chimney due to escaping combustion gases.*

*Eligible Work, as described in the Heritage Incentive Policy, includes "Improvements required to meet National Building Code (NBC) or City of Regina bylaw requirements, including the repair or upgrading of mechanical and electrical systems." The repair of the mechanical system in this case includes the vital component of the chimney flue, which is part of the heating system in the building. The following Codes and Standards refer to chimney liners being required.*

*NBC Article 6.3.3.2.2) Masonry or concrete chimneys ... shall be designed and installed in conformance with the appropriate requirements in NFPA 211...*

*NFPA 211 – Article 7.2.2.1 Masonry chimneys shall be lined.*

*CSA B149.1 – Article 8.12.10 A metal chimney liner shall provide a continuous lining from the base inside the space where the appliance is located to the top of the masonry chimney flue, and it shall comply with the requirements of ULC S635. It shall be installed in accordance with the manufacturer's instructions.*

### Chimney Repairs (Priority 1) revised

Replace chimney liner with Class B vent	\$10,361.85
Remove upper 13 feet of chimney (salvage good bricks)	\$11,275.00
Repointing all except lower 22 feet (includes scaffold)	\$46,200.00
Through-rod pinning or strapping	\$8,000.00
Sub-Total	\$65,475.00
General Contractor OH and General Requirements 15%	\$9,820.00
Sub-Total	\$85,656.85
Contingency 15%	\$12,848.53
Sub-Total Costs	\$98,505.38
Estimated fees 12.5%	\$12,313.17
<b>TOTAL ESTIMATED COST</b>	<b>\$110,818.55</b>

## Summary (Priority 1)

Tree removals	\$11,902.00
Masonry repointing and stone repairs - partial	\$111,585.00
Chimney repairs	\$110,818.55
Foundation waterproofing – partial	\$46,270.00
Wood window repairs	\$18,630.00
Lighting energy efficiency upgrades	\$28,000.00
<b>TOTAL ESTIMATED COST</b>	<b>\$327,205.55</b>

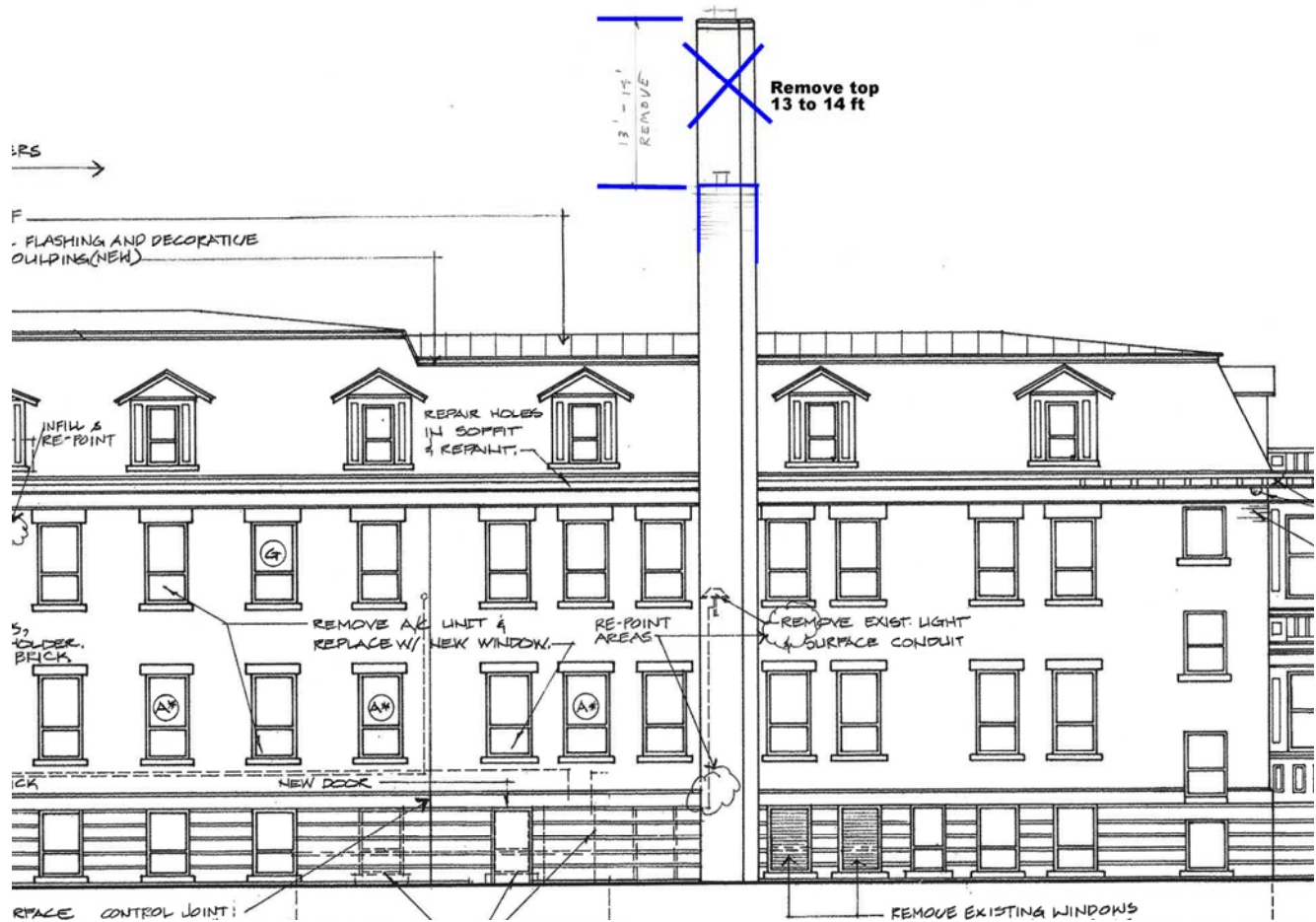
Consulting Services related to Conservation Plan	\$8,388.50
Consulting Services related to Water Infiltration Study	\$1,500.00
Sub-total	\$9,888.50
GST (PST not applicable this phase of work)	\$494.43
<b>TOTAL FEE FOR PREPARATION OF SUBMISSION</b>	<b>\$10,382.93</b>

The client cost limit has been established at \$270,000. This means that some cost-saving measures are still required on the current Priority 1 work. The current cost estimate contains a 15% contingency. Working with the General Contractor we can determine where further cost-saving measures may be obtained. If this is not possible or practical to do given the scope of work identified, then we will have to determine if some of the work identified can be deferred.

*As discussed with the City, the Foundation Waterproofing work may be scaled back initially to save money. The work would include mud-jacking to fill voids below the existing concrete apron, re-grading of site south of the building to ensure there is a positive slope away from the building, and adjustment of some rain water leaders to direct water away from the area prone to water infiltration.*

# Cathedral Courts Conservation Plan Amendment 1

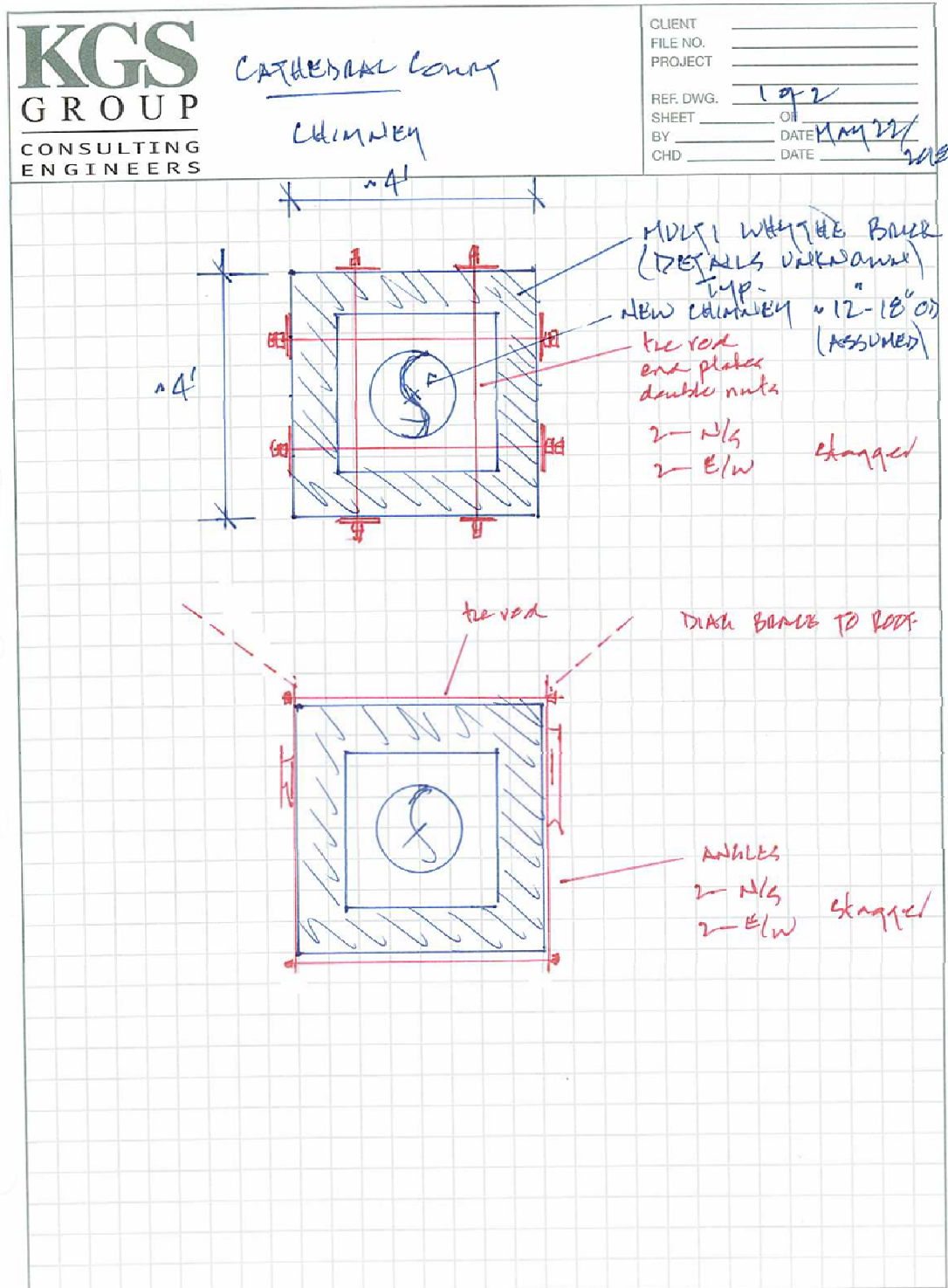
2018-08-22





# Cathedral Courts Conservation Plan Amendment 1

2018-08-22



## BYLAW NO. 9110

A BYLAW TO DESIGNATE 3225 - 13TH AVENUE  
AS BEING OF ARCHITECTURAL AND HISTORICAL VALUE

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WHEREAS, The Heritage Property Act, S.S. 1980, c. H-2.2. Part III, authorizes the Council of a Municipality to enact bylaws to designate real property, including all buildings and structures thereon, to be of architectural, historical or natural value or interest;

AND WHEREAS the Council of the Corporation of the City of Regina has caused to be served on Academy Housing Association Inc., as owner of the land legally described as Block A, Regina, Saskatchewan, Plan 90R10533, a Notice of Intention to so designate the aforesaid real property and has caused such Notice of Intention to be published in at least two issues of a newspaper with general circulation in the Municipality with the first publication at least Twenty-one (21) days prior to the date of consideration of the Bylaw and with the last publication at least Seven (7) days prior to the date of that consideration;

AND WHEREAS no Notice of Objection to the proposed designation has been served on the Clerk of the Corporation of the City of Regina;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

1. There is designated as being of Architectural and Historical value and interest the real property known as 3225 - 13th Avenue being:

Block A, Regina, Saskatchewan, Plan 90R10533

The significance of the site is as follows:

- (a) The original exterior 1910 portion of the building and the 1914 and 1925 additions form a contiguous French Mansard Design, which was a favoured design of the Catholic Church for institutional buildings throughout Western and Central Canada.
- (b) The pronounced front portico entrance with the framed Norman arched window above the entrance.
- (c) The symmetrical fenestration of the windows, the slate clad mansard roof with white dormers, and the sun rooms located at the east and west wings of the building.
- (d) The Georgian style chapel built in 1925 having a notable barrel vaulted ceiling with coffered panels. The chapel also exhibits a choir loft, curved balustrades and Norman arched stain glass windows.
- (e) The open landscaped front yard area bounded by a wrought iron fence.

- (f) The history of the Sacred Heart building as an early Development Mission School in Western Canada and later as a Catholic girls high school until 1969.
  - (g) The west wing and chapel was designed by J. H. Puntin who was a leading architect in the development of Regina, and also designed Regina College, Darke Hall and Marian High School.
- 2. The City Solicitor is hereby authorized to cause a certified copy of this Bylaw to be registered against the property described above in the Land Titles Office for the Regina Land Registration District.
  - 3. The City Clerk is hereby authorized to cause a copy of this Bylaw to be served on the owner of the aforesaid property and on the Minister to whom the administration of The Heritage Property Act is assigned.

READ A FIRST TIME THIS 3rd DAY OF December A.D. 1990;

READ A SECOND TIME THIS 3rd DAY OF December A.D. 1990;

READ A THIRD TIME AND PASSED THIS 3rd DAY OF December, A.D. 1990.

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Mayor

City Clerk

November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: Setting 2019 Greenfield Servicing Agreement Fee and Development Levy Rates

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**RECOMMENDATION**

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE  
- NOVEMBER 6, 2018**

That the 2019 greenfield Servicing Agreement Fee and Development Levy rates be set at \$442,000 per hectare for residential and commercial development and \$147,333 per hectare for industrial-zoned development, itemized as follows and approved effective January 1, 2019:

<b>Greenfield Development</b>	<b>Transportation</b>	<b>Water</b>	<b>Wastewater</b>	<b>Drainage</b>	<b>Parks/Rec</b>	<b>Admin</b>
Residential & Commercial	\$223,000	\$107,200	\$45,000	\$0	\$21,600	\$45,200
Industrial-Zoned	\$74,333	\$35,733	\$15,000	\$0	\$7,200	\$15,067

*FINANCE AND ADMINISTRATION COMMITTEE – NOVEMBER 6, 2018*

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

Recommendation #2 does not require City Council approval.

Councillors: Bob Hawkins (Chairperson), Jason Mancinelli and Barbara Young were present during consideration of this report by the Finance and Administration Committee.

The Finance and Administration Committee, at its meeting held on November 6, 2018, considered the following report from the Administration:

**RECOMMENDATION**

1. That the 2019 greenfield Servicing Agreement Fee and Development Levy rates be set at \$442,000 per hectare for residential and commercial development and \$147,333 per hectare for industrial-zoned development, itemized as follows and approved effective January 1, 2019:

<b>Greenfield Development</b>	<b>Transportation</b>	<b>Water</b>	<b>Wastewater</b>	<b>Drainage</b>	<b>Parks/Rec</b>	<b>Admin</b>
Residential & Commercial	\$223,000	\$107,200	\$45,000	\$0	\$21,600	\$45,200
Industrial-Zoned	\$74,333	\$35,733	\$15,000	\$0	\$7,200	\$15,067

2. That this report be forwarded to the November 26, 2018 City Council meeting for approval.

## CONCLUSION

Servicing Agreement Fee (SAF) and Development Levy (DL) rates are set annually following the review and update of the SAF financial model and associated growth-related capital project lists, as described in the *Administration and Calculation of Servicing Agreement Fee and Development Levy Policy* (Policy). The impact of the update on the City of Regina's (City) cash flow and the greenfield SAF rates was minimal this year; therefore, it is recommended that the overall rates for 2018 be maintained for 2019.

## BACKGROUND

The City uses SAFs and DLs to fund major infrastructure investments required for new growth and development, as per *The Planning and Development Act, 2007* (Act) and described in the Policy. This Policy was updated through a major review in December of 2015 (CR15-138) and in November of 2017 (CR17-121) to address industrial development, then again in June of 2018 (CR18-55) to define how fees would be applied to development within existing areas. SAFs and DLs are collected by the City from developers to pay for infrastructure projects that add capacity to service new growth.

SAF and DL rates are set annually to enable the most up-to-date information to be used in the calculations. This report facilitates the setting of the greenfield SAF and DL rates for 2019.

## DISCUSSION

Growth provides benefits, such as supporting local businesses, creating population thresholds necessary to support arts and culture, promoting community vibrancy and fostering development of support services, such as efficient public transit.

Growth also requires a significant investment in services and infrastructure. It generates the need for expanded or new offsite infrastructure required to support new communities and employment areas, such as water and wastewater services. Developers are responsible for the capital requirements internal to new developments (e.g. roads, sidewalks, parks and underground infrastructure), while SAFs and DLs are used to fund major infrastructure that serves more than one area.



The City's primary tools to fund these major infrastructure upgrades are SAFs in new subdivisions and DLs in areas where no new subdivision is occurring, but a change in intensity of land use is taking place generating an increase in demand for services. The Policy, guided by the Act and approved by City Council, guides the calculation of the fees.

For greenfield development, the overall SAF and DL rate is determined annually as part of the update to the SAF financial model. This includes updating growth projections (i.e. number of hectares remaining to be developed) and growth-related capital project lists. Capital Project Lists are based on studies and plans and are comprised of projects required to service growth to 300,000 people, as per *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP). The regular review of these projects enables the SAF financial model to be based on the most up-to-date information available.

This year's project review resulted in a minimal impact on the City's cash flow and greenfield 2019 SAF and DL rate. Maintaining the overall 2019 SAF and DL rate at the 2018 amount with minor updates made to the costs by infrastructure type, was proposed to stakeholders in a memorandum (Appendix A) sent September 26, 2018. This memorandum included the updated project lists (Appendix A-1), the main changes in the lists from last year and the proposed SAF and DL rates for greenfield development.

Feedback from the Regina and Region Homebuilders' Association (Appendix B) indicated support in general for the proposed rates with one option for consideration. Concerns were expressed about the addition of the \$30,000,000 Future Wastewater Treatment Plant (WWTP) upgrade to the SAF financial model, given the current slow market, its impact on the residential construction industry and lack of connection to the Wastewater Master Plan. It was proposed that this project be removed from the SAF financial model until further review can be undertaken with the industry.

#### *Future WWTP Project*

Administration considered the feedback provided by the industry. The Future WWTP Upgrade Project was identified through this year's annual SAF project list review. The rationale for including it in the SAF financial model is that it is known that the upgrades most recently done at the future WWTP will provide service to a population of approximately 258,000. To meet infrastructure requirements for a 300,000 population as per the OCP, consideration of a future wastewater solution will be required. The current estimate for this future upgrade is \$60M +/- 50 per cent, which means that the cost could be between \$30,000,000 and \$90,000,000. More detailed work is underway to refine this estimate and an update is expected in 2019.

In the meantime, as there is certainty that the current WWTP will not be sufficient to serve the OCP's 300,000 growth plan, the Future WWTP Upgrade Project was added to the SAF financial model as a placeholder using the low-end of the current cost estimate. As such, Administration maintains the recommendation to include this project within the SAF financial model to start the collection of funds to pay for this future upgrade.

It is recommended that the greenfield SAF and DL rates be maintained at \$442,000 per hectare for residential and commercial development and \$147,333 per hectare for industrially-zoned

development, which, as per the Policy, is charged one-third of the rate of other greenfield development.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

There are no direct costs associated with this recommendation. The City will continue to generate revenue through the collection of SAFs to fund the projects that are identified in the City's SAF financial model. The amount of revenue expected remains consistent with the anticipated expenditures over the life of the SAF financial model.

### Environmental Implications

None with respect to this report.

### Policy and/or Strategic Implications

Charging SAFs and DLs is guided by the Policy, which is consistent with the OCP. There are no policy or strategic implications.

### Other Implications

None with respect to this report.

### Accessibility Implications

None with respect to this report.

## COMMUNICATIONS

The approved greenfield SAF and DL rate for 2019 will be posted on Regina.ca/saf and communicated to the industry.

## DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE



---

Ashley Thompson, Secretary



September 26, 2018

**Sent Via Email**

Dear Stakeholder:

Re: City of Regina Greenfield Servicing Agreement Fee and Development Levy Rates

The City of Regina (City) is reviewing and updating the Servicing Agreement Fee (SAF) Model to establish the 2019 Greenfield SAF and Development Levy (DL) Rates. These fees are collected by the City from developers to pay for infrastructure projects that add capacity to service new growth.

A key factor in determining Rates are the Growth-Related Capital Project Lists which are made up of the projects required to service growth for 300,000 people, as per *Design Regina: The Official Community Plan Bylaw No. 2013-48*. These Project Lists are refined annually to respond regularly to new information. The updated lists are included as Attachment 1. Main changes from last year are highlighted in Table 1 below.

**Table 1: Main SAF Project Changes**

Project List Type	Update	Reason for Change
Transportation	Addition of “Saskatchewan Drive Corridor Plan and Coordination Initiative” Project. (\$800,000: 30 per cent funded by SAFs).	This project was advanced to develop a plan for future growth and the associated SAF transportation projects while upgrading servicing.
	Re-Addition of “Rochdale Boulevard to Vanstone Street – Intersection Improvement”. (\$435,000: 100 per cent funded by SAFs).	This project had been previously advanced then stalled but had not been re-entered into the SAF Model.
Water	Removal of “Capacity Increase for North East Pumping Station.” (\$8,000,000: 30 per cent funded by SAFs).	Water Master Plan identified funding this project through General Utility Reserve.
	Addition of “Water Master Plan Minor Updates” Project. (\$400,000: funded 100 per cent by SAFs)	Best practice to review Master Plans regularly.

Wastewater	Update of cost for “Wastewater Capacity Upgrade” Project. (from \$163M to \$150.8M: 30 per cent funded by SAFs).	Identified through development of Wastewater Master Plan.
	Addition of “Wastewater Treatment Plan Upgrade, 258k+ population” (\$30,000,000: funded 100 per cent by SAFs).	Identified through preliminary study.
	Addition of “Wastewater Master Plan Minor Updates” Project. (\$400,000: funded 100 per cent by SAFs).	Best practice to review Master Plans regularly.
	Addition of “Wastewater Master Plan Major Updates” Project. (\$800,000: funded 100 per cent by SAFs).	Best practice to review Master Plans regularly.

The impact on the SAF model is minimal. As such, it is proposed that the overall Greenfield SAF and DL Rates for 2019 be maintained at the 2018 amounts:

- \$442,000 per hectare for residential and commercial greenfield development.
- \$147,333 per hectare for industrial-zoned greenfield development.

**Table 2: SAF Charges by Infrastructure Type**

Greenfield Development	Transportation	Water	Wastewater	Drainage	Parks/Rec	Admin
Residential & Commercial	\$223,000	\$107,200	\$45,000	\$0	\$21,600	\$45,200
Industrial-Zoned	\$74,333	\$35,733	\$15,000	\$0	\$7,200	\$15,067

Information on current rates as well as the associated SAF/DL policies are available at: [Regina.ca/saf](http://Regina.ca/saf). Distribution of the 2018 SAF/DL Annual Report is planned for mid-2019.

Please provide any comments about the proposed 2019 Greenfield SAF and DL Rates in writing to Kim Sare at [ksare@regina.ca](mailto:ksare@regina.ca) by **Wednesday, October 10, 2018**. Your feedback will inform the preparation of the Committee Report to seek approval of the fees, which is scheduled to go to the Executive Committee and City Council in November of 2018.

If you have any questions, please contact me [sbzel@regina.ca](mailto:sbzel@regina.ca) or 306-519-1624.

Sincerely,



Shauna Bzdel  
Director, Planning

MF/ks/kk

Attachments: 1

cc: Diana Hawryluk, Executive Director, City Planning & Development  
Michelle Forman, Manager, Urban Planning  
Fred Searle, A/Director, Development Services



**ATTACHMENT 1**  
**SAF PROJECT LISTS (as of Sept 19, 2018)**

**TRANSPORTATION PROJECTS**

#	Category and Project Description	Source(s)	Current Year Cost (\$2018)	SAF Share	City Share Adjusted
1	13th Ave Corridor Turn Lanes (Albert St to Lewvan Dr)	TMP	\$109,273	100%	0%
3	9th Ave N & West leg of Regina Bypass Interchange	TMP, Regina Bypass Project	\$12,019,997	100%	0%
4	9th Ave N Twinning (Courtney St to Pinkie)	TMP	\$6,425,235	100%	0%
6	9th Ave N Twinning (Pinkie to West Regina Bypass)	TMP - to twin lanes to the Bypass	\$2,294,727	100%	0%
7	ANNUAL Bicycle Network 2016 - 2019 (On-road facilities + multi-use pathways)	TMP	\$1,092,727	30%	70%
8	ANNUAL Bicycle Network 2020 - 2029 (On-road facilities + multi-use pathways)	TMP	\$10,162,361	30%	70%
9	ANNUAL Bicycle Network 2030 - 2040 (On-road facilities + multi-use pathways)	TMP	\$11,255,088	30%	70%
10	ANNUAL roadways completion (unused funds capped at \$100k) (Annual cost of \$50k)	Estimated value of growth driven new development corrections based on Lessons Learned through Servicing Agreement Outcomes	\$1,365,909	100%	0%
11	ANNUAL Traffic Signal Installation Program	TMP Each signal is approx \$250K/signal - assumed that 3 signals are installed/year	\$18,212,117	100%	0%
13	Arcola Ave Corridor Studies & Turn Lanes (College to Prince of Wales Drive) Study/Design	TMP	\$1,966,909	100%	0%
15	Arcola Ave Extension (Winnipeg St to Victoria Ave)	TMP	\$6,425,235	50%	50%
17	Assiniboine Ave & Hwy 1 Bypass Interchange NB On-Ramp	TMP	\$2,891,356	100%	0%
20	Courtney St Extension (Sherwood Dr to 1st Ave N - west side)	TMP	\$3,786,299	100%	0%
21	Courtney St Flyover at CP Mainline	TMP	\$21,854,540	100%	0%
23	Dewdney Ave Twinning (Courtney to West Bypass) construct	TMP, Westerra Concept Plan, Regina Bypass Project	\$10,326,270	100%	0%
25	Dewdney Ave twinning (Pinkie Rd to Fleming Rd)	TMP, Regina Bypass Project	\$13,768,360	100%	0%
28	Fleet St twinning (MacRae Bay to Turvey Rd - W.S.) construct	TMP, Fleet St Business Park Secondary Plan	\$10,096,797	100%	0%
29	Fleet St twinning (MacRae Bay to Turvey Rd - W.S.) design	TMP, Fleet St Business Park Secondary Plan	\$917,891	100%	0%
30	Fleet St twinning (Turvey Rd to Hwy 46 - E.S.)	TMP, Fleet St Business Park Secondary Plan	\$4,038,719	100%	0%
32	Hill Ave and West Regina Bypass	TMP, Regina Bypass Project	\$4,370,908	100%	0%
33	Hill Ave New (Courtney St to Campbell St) - interim upgrade	TMP, Regina Bypass Project	\$1,835,781	100%	0%
34	Hill Ave Reconstruction - Courtney to Bypass	TMP, Regina Bypass Project	\$3,671,563	100%	0%
37	Lewvan Dr & Dewdney Ave Intersection (double turn lanes)	TMP	\$3,278,181	100%	0%
38	McDonald St Widening (Kress St to Fleet St)	TMP, Fleet St Business Park Secondary Plan	\$3,786,299	100%	0%
39	Official Community Plan (OCP) Update - ROADS COMPONENT	identified process improvement desired in regulatory review	\$382,454	100%	0%
41	Pasqua St & Ring Rd Interchange	TMP, Pasqua Street at 9th Avenue N & Ring Road Interchange and Corridor Value Engineering Study (MMM, 2010)	\$11,473,634	100%	0%
42	Pasqua St & Ring Rd Interchange	TMP	\$34,420,901	100%	0%
45	Pasqua St Widening (Ring Rd to Rochdale Blvd)	TMP, Pasqua Street at 9th Avenue N & Ring Road Interchange and Corridor Value Engineering Study (MMM, 2010)	\$4,417,349	100%	0%

46	Pasqua St Widening (Ring Rd to Sherwood Dr)	TMP, Pasqua Street at 9th Avenue N & Ring Road Interchange and Corridor Value Engineering Study (MMM, 2010)	\$7,257,073	100%	0%
47	Pasqua St widening (Ring Rd to Sherwood Dr) property purchase (400k per year for 8 years)	TMP, Pasqua Street at 9th Avenue N & Ring Road Interchange and Corridor Value Engineering Study (MMM, 2010)	\$3,496,726	100%	0%
49	Pinkie Rd (9th Ave N to 200m south of CPR) Property Purchase	TMP	\$1,639,091	100%	0%
50	Pinkie Rd New (9th Ave N to south of Wascana Creek)	TMP	\$9,178,907	100%	0%
51	Pinkie Rd New (South of Wascana Creek to Dewdney Ave)	TMP	\$13,768,360	100%	0%
52	Pinkie Rd widening (Dewdney Ave to South City Limits - i.e. 200m S of CPR)	TMP	\$6,081,026	100%	0%
53	Prince of Wales & Arcola Double Lefts	TMP	\$655,636	100%	0%
54	Prince of Wales Dr Twinning (Dewdney Ave to Jenkins Dr)	TMP, Fleet St Business Park Secondary Plan	\$3,786,299	100%	0%
57	Prince of Wales Widen & Pave - Jenkins Dr to Redbear Ave Construct	TMP, Fleet St Business Park Secondary Plan	\$2,524,199	100%	0%
58	Prince of Wales Widen & Pave - Jenkins Dr to Redbear Ave Design	TMP, Fleet St Business Park Secondary Plan	\$327,818	100%	0%
59	Redbear Ave Extension (Fleet St to Phase 1 Limits) Widening (to four lanes)	TMP, Fleet St Business Park Secondary Plan	\$2,581,568	100%	0%
60	Redbear Ave Extension (Phase 1 Limits to Prince of Wales Dr) Construct	TMP, Fleet St Business Park Secondary Plan	\$2,581,568	100%	0%
61	Redbear Ave Extension (Phase 1 Limits to Prince of Wales Dr) Design	TMP, Fleet St Business Park Secondary Plan	\$437,091	100%	0%
63	Ring Rd Widening (Albert St to McDonald St)	TMP	\$8,851,089	100%	0%
64	Ring Rd Widening (Albert St to McDonald St) Design	TMP	\$874,182	100%	0%
65	Ring Rd Widening (Ross Ave to Dewdney Ave)	TMP	\$2,731,818	100%	0%
66	Ring Rd Widening (Ross Ave to Dewdney Ave) Design	TMP	\$437,091	100%	0%
68	Ross Ave & McDonald St Intersection (N/S left turns)	TMP	\$327,818	100%	0%
69	Ross Ave & Winnipeg St Intersection (lengthen lefts)	TMP	\$163,909	100%	0%
70	Saskatchewan Dr & Albert St Intersection (turn lanes) Construct	TMP	\$7,744,703	50%	50%
71	Saskatchewan Dr & Albert St Intersection (turn lanes) Design	TMP	\$792,227	50%	50%
72	Saskatchewan Dr & Lewvan Dr Property Purchase (15 years at \$375k/year)	TMP	\$6,146,589	100%	0%
74	Saskatchewan Dr Extension (Lewvan Dr to Campbell St)	TMP	\$8,605,225	100%	0%
75	Saskatchewan Dr / 13th Widen & Pave (Campbell to Courtney) Design	TMP	\$546,364	100%	0%
76	Saskatchewan Dr / 13th Widen & Pave (Campbell to Courtney) N1/2 Construct	TMP	\$5,736,817	100%	0%
77	Saskatchewan Dr / 13th Widen & Pave (Campbell to Courtney) S1/2 Construct	TMP	\$5,736,817	100%	0%
78	Saskatchewan Dr Widening (Angus St to Princess St) Construct	TMP	\$5,736,817	100%	0%
79	Saskatchewan Dr Widening (Angus St to Princess St) Design	TMP	\$573,682	100%	0%
80	Saskatchewan Dr Widening (Halifax St to Quebec St)	TMP	\$3,786,299	100%	0%
81	Saskatchewan Drive & Lewvan Dr Flyover	TMP	\$54,636,350	100%	0%
82	Transportation Master Plan - Major Updates	TMP	\$874,182	100%	0%

83	Transportation Master Plan - Minor Updates	TMP	\$524,509	100%	0%
84	Victoria Ave & Park St Intersection SB double lefts	TMP	\$546,364	100%	0%
85	Victoria Ave Widening (Glencairn Rd to Park St)	TMP	\$5,736,817	100%	0%
86	Victoria Ave & Ring Rd Interchange Widen Vic Ave	TMP	\$10,927,270	100%	0%
87	Victoria Ave E Widening (Fleet St to Prince of Wales)	TMP, Victoria Avenue East Widening Preliminary Design Report (Stantec, 2011)	\$17,210,450	100%	0%
88	Victoria Ave East Widening (Prince of Wales to Tower)	TMP, Victoria Avenue East Widening Preliminary Design Report (Stantec, 2011)	\$8,605,225	100%	0%
89	Wascana Parkway and Hwy #1 Bypass - dual lefts from Wascana Parkway to Northbound TCH Bypass	TMP	\$546,364	100%	0%
90	Wascana Parkway/Prince of Wales Dr Extension (2-lane roadway)	TMP, Prince of Wales Drive Extension, Functional Planning Final Report (AECOM, 2012)	\$8,834,698	100%	0%
91	Winnipeg St Realignment & New Bridge	Winnipeg Street Bridge Realignment Study Realignment Study Value Engineering Workshop Final Report (AECOM, 2013)	\$29,503,629	50%	50%
<b>New Projects</b>					
94	Saskatchewan Drive Corridor Plan and Coordination Initiative	Required to inform TMP-directed construction projects; study initiated in 2018 for \$90k	\$800,000	30%	70%
95	Rochdale Blvd to Vanstone St - Intersection Improvement	Old project that was stalled; had previously been budgeted but those \$s had been returned but the project was not re-entered into SAF model	\$435,000	100%	0%
<b>INSERT NEW PROJECTS ABOVE THIS LINE</b>			\$0		

**\$ 458,934,540**

**WATER PROJECTS**

#	Category and Project Description	Source(s)	Current Year Cost (\$2018)	SAF Share	City Share
12	OCP Development - WATER/WASTEWATER/DRAINAGE COMPONENT	Identified process improvement desired in regulatory review	\$1,274,848	30.0%	70.0%
19	Transfer Pumping and Capacity Review  (previously called: North Pump Station Upgrades to Pump and Piping to serve eastern pressure zone)	WMP Option 2	\$7,744,570	75.0%	25.0%
20	Buffalo Pound Water Treatment Plant Future Upgrades	BPWTP Business Case, section 3-3	\$67,626,010	100.0%	0.0%
<b>Intensification Projects</b>					
32	Twinning of 600mm Main from Farrell Pump Station with a new 750 mm Supply Main along Broad Street from Dewdney Avenue to Saskatchewan Drive	Downtown Serviceability Study (AECOM 2014)	\$4,015,772	50.0%	50.0%
33	Downtown Water System Upgrades - Option 2 (East-West Looping) cost identified in the Downtown Serviceability Study	Downtown Serviceability Study (AECOM 2014)	\$8,998,607	100.0%	0.0%
<b>New Projects</b>					
	Buffalo Pound WTP Pump Upgrades  Previously part of: Buffalo Pound Water Treatment Plant 2016-2019 Upgrades	WMP Option 2	\$9,282,875	100%	0%
	Eastern Pressure Solution Part 1A (storage)	WMP Option 2	\$39,306,345	100%	0%
	Eastern Pressure Solution Part 1B (storage)	WMP Option 2	\$31,986,135	100%	0%
	Eastern Pressure Solution Part 2A (mains)	WMP Option 2	\$28,909,525	100%	0%
	Eastern Pressure Solution Part 2B (mains)	WMP Option 2	\$11,383,457	100%	0%
	Eastern Pressure Solution Part 3 (pumping)	WMP Option 2	\$25,461,600	100%	0%
	Distribution Trunk Main - West Loop	WMP Option 2	\$9,866,370	100%	0%
	Distribution Trunk Main - East Loop A	WMP Option 2	\$10,609,000	100%	0%
	Distribution Trunk Main - East Loop B	WMP Option 2	\$10,609,000	100%	0%
	Distribution Trunk Mains - Other Trunk Mains	WMP Option 2	\$265,225	100%	0%
	WMP - Major Updates	Best practice	\$800,000	100%	0%
	WMP - Minor Updates	Best practice	\$400,000	100%	0%
<b>INSERT NEW PROJECTS ABOVE THIS LINE</b>					
			<b>\$ 268,539,338</b>		

**WASTEWATER PROJECTS**

#	Category and Project Description	Source(s)	Current Year Cost (\$2018)	SAF Share	City Share
2	Wastewater Capacity Upgrades (large trunks - 300 and bigger)	WWMP Phase 1 - recommended option 4D and provided to the WSA  Includes costs for pre-design, design, and construction for the following sub-projects: - South Trunk Upgrades - Linear Relief Storage - Reibling Park Storage	\$150,800,000	30%	70%
3b	McCarthy Blvd Pump Station Upgrades  (previously called: Integrated WW solution (Trunk Relief)	Predesign report for McCarthy pump station  Contract to be awarded shortly  Costing confirmed - April 2018	\$15,298,178	30%	70%
6	Wastewater Treatment Plant - Expansion	WWTP P3 Contract  Current serves to 258k population - upgrading existing plant	\$26,771,812	100%	0%
8	Downtown Wastewater System Upgrades - cost identified in the Downtown Serviceability Study	Downtown Serviceability Study (AECOM 2014)	\$3,032,317	100%	0%
<b>New Projects</b>					
	WWTP Upgrade, 258k+ population	Existing WWTP Upgrade provides capacity to 258k; this project will provide capacity to a pop of 300k; Preliminary Estimate: Regina Wastewater Treatment Plant Expansion for 300,000 Population (May 2017)	\$30,000,000	100%	0%
	WWMP - Major Updates	Best Practice	\$ 800,000	100%	0%
	WWMP - Minor Updates	Best Practice	\$ 400,000	100%	0%
<b>INSERT NEW PROJECTS ABOVE THIS LINE</b>					

**\$ 227,102,307**

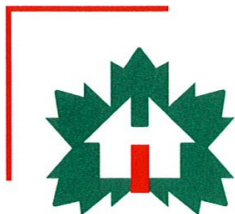


**PARKS AND RECREATION PROJECTS**

#	Category and Project Description	Source(s)	Current Year Cost (\$2018)	SAF Share	City Share
1	North West Leisure Centre Outdoor Space (new spray pad and fully accessible playground)	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010)	\$546,364	30%	70%
3	New Zone Level Off-leash Dog Park - SW	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010) , Off-Leash Dog Park Strategy (under development)	\$174,836	30%	70%
4	New Zone Level Off-leash Dog Park - SE	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010) , Off-Leash Dog Park Strategy (under development)	\$174,836	30%	70%
5	New Zone Level Off-leash Dog Park - NW	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010) , Off-Leash Dog Park Strategy (under development)	\$174,836	30%	70%
6	Transportation Master Plan - Major Updates - PARKS AND REC COMPONENT	Transportation Master Plan	\$218,545	100%	0%
7	Transportation Master Plan - Minor Updates - PARKS AND REC COMPONENT	Identified process improvement for regulatory direction and review	\$131,127	100%	0%
8	OCP Development - PARKS AND REC COMPONENT	identified process improvement desired in regulatory review	\$382,454	100%	0%
9	Plant Material Establishment Funding	Not a specific project, but is an extended portion of capital delivery of new assets beyond the period of the Servicing Agreements between Developers and the City	\$3,346,476	100%	0%
12	Rink 1 - Skywood	Open Space Management Strategy, identified Community needs, Skywood Concept Plan	\$928,818	100%	0%
13	Rink 2 - Coopertown	Open Space Management Strategy, identified Community needs, Coopertown Neighbourhood Plan (under review)	\$928,818	100%	0%
14	Rink 3 - Towns South	Open Space Management Strategy, identified Community needs, Southeast Neighbourhood Plan (under review)	\$928,818	100%	0%
15	Coopertown Zone Level Park	EPB 201 A Guide to Waterworks Design, (Saskatchewan Ministry of Environment, Oct 2012)	\$7,288,489	100%	0%
17	Victoria East (The Towns) Zone Level Park	Open Space Management Strategy, Identified Community Needs, Southeast Neighbourhood Plan (under review)	\$7,288,489	100%	0%
18	West Harbour Landing (120 ha) Zone Level Park	Open Space Management Strategy, Identified Community Needs, West Harbour Landing Neighbourhood Plan	\$7,288,489	100%	0%
21	Wascana Outdoor Aquatic Park - Capacity Upgrade	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010)	\$5,245,090	30%	7%
22	New Indoor Outdoor Aquatic Facility (Lawson Civic Centre).	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010) \$60 million to renovate existing facility (non-SAF) + \$27 million to increase capacity (SAF eligible)	\$29,503,629	30%	70%
23	New Lit Artificial Turf Field - Douglas Park	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010)	\$2,185,454	30%	70%
32	ANNUAL upgrades to infill parks (i.e. playgrounds, spray pads, etc.)	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010)	\$6,829,544	100%	0%
33	Update to the Open Space Management S	identified standard process improvement for regulatory direction and review	\$218,545	30%	70%
<b>New Projects</b>					
<b>INSERT NEW PROJECTS ABOVE THIS LINE</b>			\$ -		

**\$ 73,783,659**

Regina & Region  
Home Builders'  
Association



100 - 1801 MacKay Street  
Regina, Saskatchewan  
S4N 6E7

F. (306) 569-9144  
[www.reginahomebuilders.com](http://www.reginahomebuilders.com)

October 12, 2018

Kim Sare  
City of Regina

Re: City of Regina Greenfield Servicing Agreement Fee and Development Levy Rates

Dear Kim,

I appreciate you reaching out and providing a little extra time for us to provide comments on the Greenfield Servicing Agreement Fee and Development Levy Rates.

Our industry understands very well the impact that regulatory changes and budgetary decisions have on the costs to of infrastructure. We understand the City of Regina made a choice several years ago that 'Growth pays for Growth' and the entire SAF model is based upon that principle. In the past we have often supported rate increases providing that there was a commitment to service and transparency.

At the same time, this has been a very challenging year for the residential construction industry. As you are aware permits are down significantly and well below the 5 and 10 year averages and the amount of requests to service land has shrunk immensely. There is significant downward pressure on the housing industry in Regina from all three levels of government. Increased regulatory demands, mixed with changes in the PST and most impactful the new mortgage rules and mortgage stress tests are removing an increasing proportion of Regina citizens and new comers from home ownership and locking them into the rental market. This has much longer term social economic impacts.

The damage of current economics of residential construction is acting like an anchor on our overall economy. We estimate, since 2015 our industry has quietly lay off over 1,600 people in the Greater Regina Area, which would be equivalent to closing down two EVRAZ Steel plants. If EVRAZ Steel were to suggest closing down their existing plant, one would wonder how far the City of Regina would go to create incentives to encourage EVRAZ Steel to reverse such a decision.

With such a soft market for residential construction, we are asking for all levels of government to freeze any increases in fees that they are passing on until we experience a return to the 5- or 10-year average of activity.

Initially, we felt some relief to discover in your letter that the 2019 SAF rate would not change, so our request to freeze rates was not necessary. Upon further reflection, we recognized an additional \$30,000,000 in upgrades were added to the Wastewater Treatment system. Our challenge is, there has been no release of the Wastewater Master Plan. It is our recollection that the City of Regina committed to at least have a draft of the Wastewater Master Plan one year after the new levy system was adopted.

We are looking forward to the review of the Project List being brought forward in 2019. Since many of the projects in the SAF model were costed during the peak of the economic boom, we feel strongly the SAF model should reflect the significant decrease in civic infrastructure construction cost.

Finally, the City of Regina and stakeholders like our Association should have a clear and transparent process to make changes to the SAF model. This should include circulating the changes with supporting material and providing opportunity to meet collaboratively to review.

Our recommendation at this time is to pull the \$30,000,000 of upgrades out of the SAF Wastewater project list, until the rationale and transparency of that project in the SAF model can be addressed. This would not only be a fair approach to the principles of the SAF model, but in these very difficult times for the Residential Construction sector it would provide some minimal relief to our sector. Removing the \$30,000,000 of Wastewater upgrades from the SAF model until the larger project review in 2019 is one of those rare moments the City of Regina has to actually lower the rate in 2019. This is a great opportunity for the City of Regina to demonstrate it is listening to industry and because of the timing of our current market would have minimal impact on the SAF Reserve.

We appreciate your consideration in this matter.

Thank You,



Stu Niebergall  
President & CEO

November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: Application for Title - 2018 Liens

---

**RECOMMENDATION**

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE  
- NOVEMBER 6, 2018**

1. That the Manager, Property Taxation & Admin be authorized to serve six-month notices on all parcels of land included in the list of lands marked as Appendix A.
2. That the Manager, Property Taxation & Admin be authorized to proceed with the next steps in tax enforcement on the expiry of the six-month notices.

*FINANCE AND ADMINISTRATION COMMITTEE – NOVEMBER 6, 2018*

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

Recommendation #3 does not require City Council approval.

Councillors: Bob Hawkins (Chairperson), Jason Mancinelli and Barbara Young were present during consideration of this report by the Finance and Administration Committee.

The Finance and Administration Committee, at its meeting held on November 6, 2018, considered the following report from the Administration:

**RECOMMENDATION**

1. That the Manager, Property Taxation & Admin be authorized to serve six-month notices on all parcels of land included in the list of lands marked as Appendix A.
2. That the Manager, Property Taxation & Admin be authorized to proceed with the next steps in tax enforcement on the expiry of the six-month notices.
3. That this report be forwarded to the November 26, 2018 meeting of City Council for approval.

## CONCLUSION

Based on the 2018 tax lien, the properties listed in Appendix A to this report have an interest registered by the City of Regina at the Land Registry and have outstanding tax arrears. Upon City Council resolution, Administration will proceed with tax enforcement proceedings by serving six-month notices, after November 26, 2018, on properties where arrears of taxes have not been paid and the interest based on the tax lien has not been discharged. Administrative costs will be added to the tax roll pursuant to section 19(1) of *The Tax Enforcement Act*.

## BACKGROUND

The purpose of this report is to obtain approval to serve six-month notices after November 26, 2018 and proceed with additional tax enforcement on properties where:

- The City of Regina placed an interest in 2018 through registration of a tax lien for tax arrears.
- The arrears of taxes have not been paid.
- The interest based on the tax lien has not been discharged.

## DISCUSSION

City Council approval to proceed under subsection 22(1), of *The Tax Enforcement Act* is requested to serve six-month notices on the 454 properties listed in Appendix A to this report. Subsection 22(1) reads in part as follows:

“At any time after the expiration of six months from the date on which the municipality’s interest based on a tax lien was registered in the Land Titles Registry, the municipality may, by resolution, authorize proceedings to request title to any parcel included in the list with respect to which the arrears of taxes have not been paid and the interest based on the tax lien has not been discharged.”

The steps taken prior to proceedings for title for the typical property listed in Appendix A are as follows:

1. Taxes on the properties were due and payable on June 30, 2017. Taxes on properties with supplementary notices were due December 31, 2017.
2. Taxes were in arrears as of January 1, 2018.
3. The properties were advertised in the Leader-Post on February 3, 2018. Properties with supplementary notices were advertised April 7, 2018.
4. Interests, based on a tax lien, were registered on the various title(s) to the properties at the Land Registry beginning April 11, 2018.

In all cases, the market value of these properties exceeds the value of tax arrears, thus prompting the owner or a financial institution with an interest in the property to pay the tax arrears prior to the City of Regina taking title.



The City of Regina will not necessarily take title to the property after the six-month period. The City of Regina has the right to pursue other means to collect the outstanding arrears as allowed by *The Cities Act*, including but not limited to, civil suit, seizure of rents and/or seizure of goods and chattels.

The next steps in the process are:

1. First application for title (which is pursuant to this resolution).
2. After a required six-month waiting period, Provincial Mediation Board consent would be required prior to final application for title.
3. When Consent is issued by the Provincial Mediation Board, the Consent would be registered on title and a final 30 Day notice would be served.
4. Transfer of title to the City of Regina.

Administration follows the regulations of *The Tax Enforcement Act* for tax arrears. Steps in the tax enforcement process each take considerable time and effort to administer. Costs are added to the tax roll authorized by Section 19(1)(f) of *The Tax Enforcement Act*.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

There are no direct financial implications as a result of this report. Allowances are established at the end of each year for outstanding taxes. The allowances are then reflected in year-end results and audited financial statements.

### Environmental Implications

There are no environmental implications directly related to this report. In most instances, the taxes are paid for properties where application for title is made. In those instances where the City of Regina proceeds to take title, the City of Regina undertakes a full review of the environmental implications and makes decisions on a case by case basis as to whether to proceed to take title or not. Every effort is made to minimize the cost to the City of Regina.

### Policy and/or Strategic Implications

The authorization to serve six-month notices to the properties listed in Appendix A, allows for timely and efficient tax enforcement.

### Other Implications

None with respect to this report.

### Accessibility Implications

None with respect to this report.

### COMMUNICATIONS

The City of Regina has an active process of communicating with property owners with respect to outstanding taxes. Property owners are notified throughout the tax enforcement process and will continue to be notified as required by the legislation.

### DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE

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

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Ashley Thompson, Secretary

## Appendix A

Field1	ACC_ID	CIVIC ADDRESS	LEGAL DESCRIPTION
351	10036589	2321 MCTAVISH STREET	Plan: DV4420 Block: 455A Lot: 4
271	10028843	49 HAYNEE STREET	Plan: 70R33972 Block: 15 Lot: 12
352	10036588	2325 MCTAVISH STREET	Plan: DV4420 Block: 455A Lot: 5
353	10036585	2333 MCTAVISH STREET	Plan: DV4420 Block: 455A Lot: 8
216	10016825	133 GARNET STREET	Plan: FN4603 Block: C Lot: 8
71	10053614	436 BALFOUR DRIVE	Plan: FZ2265 Block: 9 Lot: 2
223	10026800	1355 GARNET STREET	Plan: OLD33 Block: 170 Lot: 14
93	10039247	2250 BRODER STREET	Plan: DV270 Block: 54 Lot: 28
570	10051759	3631 WETMORE CRESCENT	Plan: 85R35196 Block: 8 Lot: 4
433	10026656	1431 RAE STREET	Plan: OLD33 Block: 209 Lot: 8
249	10259069	4207 E GREEN APPLE DRIVE	Plan: 102110397 Unit: 135; Plan: 102110397 Unit: 40
270	10010260	238 HASTINGS CRESCENT	Plan: 74R39749 Block: 28 Lot: 3
337	10006410	903 N MCINTOSH STREET	Plan: 74R23123 Block: 27 Lot: 1
575	10038554	2103 WINNIPEG STREET	Plan: DV270 Block: 27 Lot: 1 & 2
25	10037382	3000 15TH AVENUE	Plan: 99RA02447 Block: 438 Lot: 38
477	10024330	1243 ROYAL STREET	Plan: OLD218 Block: 42 Lot: 12
453	10021777	919 ROBINSON STREET	Plan: 101221209 Block: 28 Lot: 52; Plan: H4670 Block: 28 Lot: 5
35	10259702	118PRK-5260 AERODROME ROAD	Plan: 102120118 Unit: 118
554	10034744	43 WALDEN CRESCENT	Plan: 75R12544 Block: 1 Lot: 5B
363	10286152	68PRK-5500 MITCHINSON WAY	Plan: 102176984 Unit: 68
364	10286153	69PRK-5500 MITCHINSON WAY	Plan: 102176984 Unit: 69
227	10032278	1571 GARNET STREET	Plan: OLD33 Block: 233 Lot: 27
292	10029649	38 JOYCE CRESCENT	Plan: 75R52800 Block: 18 Lot: 9
501	10237087	8814 SHERWOOD DRIVE	Plan: 102065914 Block: 20 Lot: 29
276	10001417	5135 HOLASH WAY	Plan: 98RA15911 Block: 25 Lot: 15
10	10012393	3007 6TH AVENUE N	Plan: 62R19206 Block: 19 Lot: 11
83	10022706	7244 BOWMAN AVENUE	Plan: 101142346 Block: 4 Lot: 30
519	10033015	1853 ST JOHN STREET	Plan: OLD33 Block: 300 Lot: 14 / Plan: 101176051 Block: 300 Lot: 46
231	10268171	4217 GARRY STREET	Plan: AY270 Block: 1 Lot: 5 & 6
286	10207949	6G-5009 JAMES HILL ROAD	Plan: 102021523 Unit: 15
229	10046690	3248 GARNET STREET	Plan: FJ4373 Block: 82 Lot: 5
413	10033214	1714 QUEBEC STREET	Plan: OLD33 Block: 294 Lot: 37
290	10030949	3410 E JENKINS DRIVE	Plan: 86R68068 Block: C Lot: 24

511 10015548 59 SNEATH CRESCENT	Plan: 72R35645 Block: 31 Lot: 7
269 10048043 3010 HARDING STREET	Plan: 82R01732 Block: 4 Lot: 4
107 10031929 1951 CAMERON STREET	Plan: OLD33 Block: 337 Lot: 13
378 10038110 2240 MONTREAL STREET	Plan: 101247779 Block: 421 Lot: 33; Plan: OLD33 Block: 421 Lot: 16
101 10021675 870 CAMERON STREET	Plan: H4670 Block: 19 Lot: 22
138 10017350 319 CORNWALL STREET	Plan: AW3306 Block: 21 Lot: 5 / Plan: 101176286 Block: 21 Lot: 58
327 10043834 2540 MCARA STREET	Plan: 101182878 Block: 25 Lot: 44; Plan: U2439 Block: 25 Lot: 28
180 10024794 1357 EDWARD STREET	Plan: OLD218 Block: 49 Lot: 15
526 10237061 253 N THAUBERGER ROAD	Plan: 102065914 Block: 16 Lot: 23
217 10021468 626 GARNET STREET	Plan: 101139858 Block: 2 Lot: 60; Plan: H4670 Block: 2 Lot: 46
156 10011968 8 DERBY STREET	Plan: 62R19207 Block: 11 Lot: 9
99 10021387 720 CAMERON STREET	Plan: H4670 Block: 14 Lot: 35
440 10021829 845 RETALLACK STREET	Plan: 101220893 Block: 22 Lot: 50; Plan: H4670 Block: 22 Lot: 12
20 10128284 202-1708 8TH AVENUE	Plan: 101889658 Unit: 6
106 10032303 1566 CAMERON STREET	Plan: OLD33 Block: 233 Lot: 19
308 10027716 1100 LINDSAY STREET	Plan: F1625 Block: 14 Lot: 39 & 40
134 10055069 39 COMPTON ROAD	Plan: 63R34889 Block: 2 Lot: 37
283 10015426 318 HOWE PLACE	Plan: 84R41173 Block: 33 Lot: 5
455 10021780 929 ROBINSON STREET	Plan: H4670 Block: 28 Lot: 8
294 10025095 1033 KING STREET	Plan: DV4404 Block: 99 Lot: 8 & 9
246 10206678 3532 GREEN MOSS LANE	Plan: 102016167 Block: 6 Lot: 22
219 10021453 708 GARNET STREET	Plan: H4670 Block: 15 Lot: 38
152 10006622 689 DALGLIESH DRIVE	Plan: 74R23123 Block: 21 Lot: 10
401 10183953 1175 PASQUA STREET	Plan: 101201555 Block: B Lot: 12; Plan: FD5230 Block: B Lot: 7
64 10026833 1337 ATHOL STREET	Plan: OLD33 Block: 169 Lot: 11
447 10039303 2308 REYNOLDS STREET	Plan: 101186625 Block: 80 Lot: 48; Plan: DV270 Block: 80 Lot: 38
504 10017574 246 SMITH STREET	Plan: Z140 Block: 31 Lot: 27 & 28
467 10013115 226 N ROSE STREET	Plan: 60R17584 Block: 1 Lot: 16
182 10023120 1445 ELLICE STREET	Plan: 73R37876 Block: 3 Lot: U
438 10041395 4116 REGINA AVENUE	Plan: FK4884 Block: 13 Lot: 7
158 10025846 3414 DEWDNEY AVENUE	Plan: OLD33 Block: 216 Lot: 22
369 10021158 846 MONTAGUE STREET	Plan: H4669 Block: 48 Lot: 26 & 27
551 10060494 505-2305 VICTORIA AVENUE	Plan: 86R52068 Unit: 43
484 10007039 74 SANGSTER BOULEVARD	Plan: 73R50385 Block: 9 Lot: 18

461 10032338 1556 ROBINSON STREET  
578 10031400 1861 YORK STREET  
44 10031435 1748 ALEXANDRA STREET  
562 10020843 618 WASCANA STREET  
62 10260357 764 ATHOL STREET  
245 10163107 3366 GREEN MOSS LANE  
310 10017550 236 LORNE STREET  
382 10059125 A-16 NOLLET AVENUE  
111 10014444 78 CARTER CRESCENT  
16 10259144 4-3960 E 7TH AVENUE  
181 10000750 6246 EHRLE CRESCENT  
515 10018266 455 ST JOHN STREET  
234 10064057 102-2830 GORDON ROAD  
239 10023475 1201 GRACE STREET  
315 10011372 37 MACLEAN STREET  
507 10037588 2156 SMITH STREET  
295 10025686 1367 KING STREET  
104 10026572 1437 CAMERON STREET  
370 10213674 955 MONTAGUE STREET  
417 10020656 731 QUEEN STREET  
454 10021734 920 ROBINSON STREET  
520 10033016 1861 ST JOHN STREET  
550 10060271 310-2727 VICTORIA AVENUE  
335 10015817 423 MCINTOSH STREET  
169 10035126 7 DIAMOND STREET  
32 10039671 2149 ABBOTT STREET  
522 10014651 7103 STEER AVENUE  
232 10004781 810 N GIBSON STREET  
458 10021725 966 ROBINSON STREET  
214 10014331 51 FULTON DRIVE  
103 10026212 1212 CAMERON STREET  
542 10032724 1512 VICTORIA AVENUE  
543 10032723 1516 VICTORIA AVENUE  
545 10032722 1520 VICTORIA AVENUE

Plan: OLD33 Block: 234 Lot: 19  
Plan: I5211 Block: 22 Lot: 13  
Plan: 101152404 Block: 9 Lot: 23; Plan: I5211 Block: 9 Lot: 6  
Plan: DO2502 Block: 57 Lot: 47 & 48  
Plan: H4670 Block: 16 Lot: 24  
Plan: 101994835 Block: B2 Lot: 24  
Plan: 101143280 Block: 30 Lot: 45; Plan: Z140 Block: 30 Lot: 32  
Plan: 86R20049 Unit: 2  
Plan: 77R41909 Block: 18 Lot: 1  
Plan: 102091890 Unit: 4  
Plan: 86R43043 Block: 28 Lot: 52  
Plan: F4996 Block: 13 Lot: 13 & 14  
Plan: 88R68050 Unit: 6  
Plan: FO3017 Block: 7 Lot: 7  
Plan: 59R10221 Block: 49 Lot: 16  
Plan: 98RA28309 Block: 405 Lot: 35  
Plan: 101168197 Block: 162 Lot: 41 & 42  
Plan: 101171023 Block: 212 Lot: 41; Plan: OLD33 Block: 212 Lot: 10  
Plan: 102019519 Block: 32 Lot: 13A  
Plan: H4669 Block: 53 Lot: 7 & 8  
Plan: H4670 Block: 29 Lot: 35  
Plan: 101176040 Block: 300 Lot: 45; Plan: OLD33 Block: 300 Lot: 16  
Plan: 86R61825 Unit: 22  
Plan: 65R03491 Block: 27 Lot: 6  
Plan: 76R19493 Block: 27 Lot: 2  
Plan: EV2129 Block: 39 Lot: 5  
Plan: 79R60142 Block: 34 Lot: 1  
Plan: 77R55713 Block: 203 Lot: 20  
Plan: H4670 Block: 29 Lot: 24 & 25  
Plan: 76R00950 Block: 8 Lot: 31  
Plan: 101161572 Block: 151 Lot: 29  
Plan: OLD33 Block: 350 Lot: 22  
Plan: OLD33 Block: 350 Lot: 21  
Plan: OLD33 Block: 350 Lot: 20



568	10107634	8318	WASCANA GARDENS WAY	Plan: 101888387 Block: 42 Lot: 22
535	10038445	2078	TORONTO STREET	Plan: OLD33 Block: 359 Lot: 25
209	10015525	210	FORSYTH CRESCENT	Plan: 72R13421 Block: 26 Lot: 15
132	10038247	1104	COLLEGE AVENUE	Plan: 101249108 Block: 470 Lot: 22
384	10010428	3	ORTMAN BAY	Plan: 74R00614 Block: 16 Lot: 10
305	10001631	7207	LANIGAN DRIVE	Plan: 81R49758 Block: 135 Lot: 4
517	10013568	477	N ST JOHN STREET	Plan: 70R35954 Block: 9 Lot: 32
509	10015568	15	SNEATH CRESCENT	Plan: 72R35645 Block: 31 Lot: 18
463	10063097	402-3810	ROBINSON STREET	Plan: 102239535 Unit: 15
336	10020528	825	MCINTOSH STREET	Plan: AS5547 Block: 17 Lot: 4
284	10035176	58	HUNT CRESCENT	Plan: 79R26929 Block: 28 Lot: 15A
475	10020455	633	ROYAL STREET	Plan: AS5547 Block: 2 Lot: 5
37	10021963	628	ALBERT STREET	Plan: H4670 Block: 8 Lot: 44
403	10025789	1441	PASQUA STREET	Plan: EV520 Block: E Lot: G
280	10023669	1001	HORACE STREET	Plan: FO3017 Block: 13 Lot: 13
34	10023945	1412	ABERDEEN STREET	Plan: EY3461 Block: F Lot: Q
256	10274087	4830	E GREEN APPLE DRIVE	Plan: 102146273 Block: 32 Lot: 18
1	10017767	2220	1ST AVENUE N	Plan: BI3659 Block: 13 Lot: 21, 22, 23, 24 & 25
204	10015861	414	FORGET STREET	Plan: AR4002 Block: 26 Lot: 33
205	10257744	418	FORGET STREET	Plan: AR4002 Block: 26 Lot: 32
179	10038890	2169	EDGAR STREET	Plan: DV270 Block: 50 Lot: 18
13	10070514	3752	E 7TH AVENUE	Plan: 101832274 Unit: 56
521	10032728	1964	ST JOHN STREET	Plan: OLD33 Block: 350 Lot: 27
188	10299351	1124	ELLIOTT STREET	Plan: F1625 Block: 13 Lot: 33
117	10024441	24	CECIL CRESCENT	Plan: EX5374 Block: 5 Lot: 12
275	10053595	15	HOGARTH PLACE	Plan: 64R10193 Block: 67 Lot: 35
11	10022598	7323	6TH AVENUE	Plan: 68R06464 Block: 8 Lot: D
559	10016433	421	WASCANA STREET	Plan: AX2262 Block: 10 Lot: 5 & 6
194	10025392	1212	ELPHINSTONE STREET	Plan: DV4404 Block: 155 Lot: 36 & 37
469	10257523	1735	ROTHWELL STREET	Plan: AQ5077 Block: 34 Lot: 36
491	10031664	3529	SASKATCHEWAN DRIVE	Plan: DV4420 Block: 332 Lot: 3
61	10021508	760	ATHOL STREET	Plan: 101237790 Block: 16 Lot: 43; Plan: H4670 Block: 16 Lot: 25
324	10010711	92	MATHESON CRESCENT	Plan: 66R19954 Block: 7 Lot: 13
168	10256283	705-3806	E DEWDNEY AVENUE	Plan: 102080719 Unit: 150

233	10049009	3304	GLOUCESTER BAY	Plan: 92R35756 Block: 5 Lot: 1
262	10229933	375	HALIFAX STREET	Plan: 102061875 Block: 19 Lot: 46
386	10018171	509	OSLER STREET	Plan: F4996 Block: 2 Lot: 3
565	10025737	1355	WASCANA STREET	Plan: DV4404 Block: 161 Lot: 14
81	10251761	91-5529	BLAKE CRESCENT	Plan: 102068467 Unit: 82
124	10126780	160-4801	CHILD AVENUE	Plan: 101931364 Unit: 60
213	10039884	2243	FRANCIS STREET	Plan: DV270 Block: 63 Lot: 6
257	10019940	604	GREY STREET	Plan: FN41 Block: 28 Lot: 3
432	10026654	1423	RAE STREET	Plan: 101229331 Block: 209 Lot: 49; Plan: OLD33 Block: 209 Lot: 5
385	10299345	143	OSLER STREET	Plan: AY5450 Block: 34 Lot: 11
480	10007418	119	SALEMKA CRESCENT	Plan: 76R35323 Block: 26 Lot: 4
238	10023702	1021	GRACE STREET	Plan: FO3017 Block: 12 Lot: 12
429	10026401	1216	RAE STREET	Plan: 101206022 Block: 148 Lot: 33
387	10018141	554	OSLER STREET	Plan: F4996 Block: 1 Lot: 19
72	10008197	33	BAUERMEISTER STREET	Plan: 72R13893 Block: 13 Lot: 8
414	10253856	1941	QUEBEC STREET	Plan: OLD33 Block: 355 Lot: 11
54	10024897	1017	ARGYLE STREET	Plan: DV4404 Block: 95 Lot: 29 / Plan: DV4404 Block: 95 Lot: 28
428	10026402	1212	RAE STREET	Plan: OLD33 Block: 148 Lot: 19
160	10024029	5606	DEWDNEY AVENUE	Plan: OLD218 Block: 66 Lot: 22
389	10038321	2055	OSLER STREET	Plan: OLD33 Block: 362 Lot: 32
579	10029302	38	YOUNG CRESCENT	Plan: 72R34451 Block: 29 Lot: 20
224	10026809	1368	GARNET STREET	Plan: OLD33 Block: 169 Lot: 23
52	10021073	701	ARGYLE STREET	Plan: H4669 Block: 50 Lot: 1 & 2
109	10259421	5330	CAMPLING AVENUE	Plan: 102111152 Block: 45 Lot: 36
373	10018395	447	MONTREAL STREET	Plan: F 4996 Block: 10 Lot: 12
451	10022079	719	ROBINSON STREET	Plan: H4670 Block: 12 Lot: 5 & 6
15	10023832	5121	7TH AVENUE	Plan: OLD218 Block: 58 Lot: 1; Plan: OLD218 Block: 58 Lot: 40
200	10008094	70	FAIRVIEW ROAD	Plan: 66R22720 Block: 9 Lot: 2
85	10008639	943	N BROAD STREET	Plan: 73R21672 Block: 16 Lot: 5
221	10021440	760	GARNET STREET	Plan: H4670 Block: 15 Lot: 25
544	10038527	1517	VICTORIA AVENUE	Plan: OLD33 Block: 361 Lot: 6
498	10010353	130	SELBY PLACE	Plan: 73R19291 Block: 20 Lot: 32
496	10050413	34	SCOTT STREET	Plan: FT1642 Block: 3 Lot: 20
459	10026270	1244	ROBINSON STREET	Plan: 101162078 Block: 150 Lot: 50

367 10021557 731 MONTAGUE STREET	Plan: H4670 Block: 16 Lot: 8 & 9
45 10031412 1920 ALEXANDRA STREET	Plan: I5211 Block: 27 Lot: 3
12 10028479 1943 E 7TH AVENUE	Plan: 72R34451 Block: 17 Lot: 43
418 10025070 1136 QUEEN STREET	Plan: 101205166 Block: 102 Lot: 51; Plan: DV4404 Block: 102 Lot: 31
388 10018139 558 OSLER STREET	Plan: 101222660 Block: 1 Lot: 31; Plan: F4996 Block: 1 Lot: 17
203 10029363 1427 FLEET STREET	Plan: 78R20570 Block: 43 Lot: 4
274 10035251 44 HODGES BAY	Plan: 73R25274 Block: 2 Lot: 11
167 10258457 405-3826 E DEWDNEY AVENUE	Plan: 102080719 Unit: 167
157 10032326 3027 DEWDNEY AVENUE	Plan: OLD33 Block: 234 Lot: 4
302 10034263 1539 LACON STREET	Plan: AQ5077 Block: 3 Lot: 38 & 39
192 10021095 686 ELPHINSTONE STREET	Plan: H4669 Block: 63 Lot: 32 & 33
243 10055461 2105 GRANT ROAD	Plan: FZ2265 Block: 13 Lot: 6
42 10031444 1706 ALEXANDRA STREET	Plan: 101152381 Block: 9 Lot: 21
66 10031855 1919 ATHOL STREET	Plan: OLD33 Block: 335 Lot: 5
307 10056417 5050 LEWVAN DRIVE	Plan: FH5173 Block: E
225 10026530 1404 GARNET STREET	Plan: OLD33 Block: 214 Lot: 39
252 10273248 4521 E GREEN BROOKS WAY	Plan: 102144541 Block: 17 Lot: 48
253 10273249 4525 E GREEN BROOKS WAY	Plan: 102144541 Block: 17 Lot: 47
251 10273181 4517 E GREEN BROOKS WAY	Plan: 102144541 Block: 17 Lot: 49
250 10272080 4513 E GREEN BROOKS WAY	Plan: 102142909 Block: 17 Lot: 50
404 10025791 1457 PASQUA STREET	Plan: EV520 Block: E Lot: J
441 10021804 918 RETALLACK STREET	Plan: H4670 Block: 28 Lot: 36
410 10020590 960 PRINCESS STREET	Plan: H4669 Block: 37 Lot: 25
17 10013482 1501 8TH AVENUE N	Plan: 101159524 Block: 2 Lot: 98; Plan: 62R14464 Block: 2 Lot: 75
264 10032699 1930 HALIFAX STREET	Plan: OLD33 Block: 349 Lot: 33
38 10021964 640 ALBERT STREET	Plan: H4670 Block: 8 Lot: 42 & 43
36 10259599 11-5290 AERODROME ROAD	Plan: 102120118 Unit: 14
102 10026243 1169 CAMERON STREET	Plan: OLD33 Block: 111 Lot: 9
330 10217899 1416 MCCARTHY BOULEVARD	Plan: 102038644 Unit: 5
57 10057232 67 ARLINGTON STREET	Plan: 66R21365 Block: 30 Lot: 4
442 10026622 1404 RETALLACK STREET	Plan: OLD33 Block: 211 Lot: 39
226 10032247 1556 GARNET STREET	Plan: OLD33 Block: 232 Lot: 20
195 10025444 1405 ELPHINSTONE STREET	Plan: OLD33 Block: 216 Lot: 2
73 10003969 7219 BEAMISH DRIVE	Plan: 78R16753 Block: 112 Lot: 13

348	10025516	1355	MCTAVISH STREET	Plan: DV4404 Block: 165 Lot: 14 & 15
68	10038688	2153	ATKINSON STREET	Plan: DV270 Block: 25 Lot: 14
91	10038722	2042	BRODER STREET	Plan: DV270 Block: 22 Lot: 16
105	10032318	1539	CAMERON STREET	Plan: OLD33 Block: 234 Lot: 36
533	10032785	1925	TORONTO STREET	Plan: OLD33 Block: 353 Lot: 7
70	10042926	2751	ATKINSON STREET	Plan: 101180056 Block: 51 Lot: 43; Plan: U2439 Block: 51 Lot: 12 & 13
457	10021728	950	ROBINSON STREET	Plan: H4670 Block: 29 Lot: 28
516	10018243	470	ST JOHN STREET	Plan: 101176545 Block: 14 Lot: 41; Plan: F4996 Block: 14 Lot: 23
120	10063644	32-15	CENTENNIAL STREET	Plan: 87R44601 Unit: 3
155	10015088	51	DEMPSEY AVENUE	Plan: 75R36090 Block: 14 Lot: 41
314	10039980	2150	MACKAY STREET	Plan: DV270 Block: 46 Lot: 28
122	10063592	44-39	CENTENNIAL STREET	Plan: 87R53163 Unit: 64
563	10025221	1259	WASCANA STREET	Plan: DV4404 Block: 160 Lot: 16
409	10020610	826	PRINCESS STREET	Plan: H4669 Block: 44 Lot: 33 & 34
523	10019291	651	SWEENEY STREET	Plan: 65R31033 Block: 56 Lot: 13
31	10052876	3611	25TH AVENUE	Plan: 66R13964 Block: 7 Lot: 6
334	10015815	415	MCINTOSH STREET	Plan: 65R03491 Block: 27 Lot: 4
492	10017752	414	SCARTH STREET	Plan: N6034 Block: 12 Lot: 37
18	10024591	4723	8TH AVENUE	Plan: OLD218 Block: 75 Lot: 1
293	10001682	1039	N KENDERDINE DRIVE	Plan: 86R64995 Block: K Lot: 1
486	10007909	575	SANGSTER BOULEVARD	Plan: 76R35323 Block: 31 Lot: 1
470	10034167	1737	ROTHWELL STREET	Plan: AQ5077 Block: 34 Lot: 35
63	10021614	915	ATHOL STREET	Plan: H4670 Block: 31 Lot: 4
376	10032942	1856	MONTREAL STREET	Plan: OLD33 Block: 298 Lot: 27
9	10013874	1520	6TH AVENUE N	Plan: 60R18939 Block: 2 Lot: C
391	10060935	201-2125	OSLER STREET	Plan: 87R23752 Unit: 19
121	10063583	33-39	CENTENNIAL STREET	Plan: 87R53163 Unit: 55
164	10065693	1B-2923	DEWDNEY AVENUE	Plan: OLD33 Block: 235 Lot: 5
345	10021301	849	MCTAVISH STREET	Plan: 101197447 Block: 46 Lot: 42; Plan: H4669 Block: 46 Lot: 13 & 14
338	10031217	1736	MCINTOSH STREET	Plan: I5211 Block: 15 Lot: 5
439	10022044	746	RETALLACK STREET	Plan: H4670 Block: 12 Lot: 29
392	10060967	315-2125	OSLER STREET	Plan: 87R23752 Unit: 51
237	10059254	218	GORE PLACE	Plan: 89R34886 Unit: 30
40	10057270	4923	ALBERT STREET	Plan: 78R52947 Block: 4 Lot: 6

100	10021386	726	CAMERON STREET	Plan: 101145271 Block: 14 Lot: 46 ; Plan: H4670 Block: 14 Lot: 34
5	10016194	4426	2ND AVENUE N	Plan: AR4002 Block: 35 Lot: 4
419	10025667	1324	QUEEN STREET	Plan: 101168153 Block: 162 Lot: 51; Plan: DV4404 Block: 162 Lot: 34
282	10057294	2515	HOSIE PLACE	Plan: 78R52947 Block: 1 Lot: 4
482	10241316	3909	SANDHILL CRESCENT	Plan: 102074790 Block: H Lot: 18
312	10017330	343	LORNE STREET	Plan: AW3306 Block: 20 Lot: 13 & 14
577	10031458	1774	YORK STREET	Plan: 101152325 Block: 10 Lot: 25
329	10045922	3411	MCCALLUM AVENUE	Plan: P1652 Block: 608 Lot: 8
405	10035986	2142	PASQUA STREET	Plan: 101209362 Block: 38 Lot: 46
400	10020535	901	PASQUA STREET	Plan: FD100 Block: 10 Lot: 1
119	10058256	390	CEDAR MEADOW DRIVE	Plan: 83R51238 Unit: 61
538	10048136	2515	E TRUESDALE DRIVE	Plan: 80R31514 Block: 3 Lot: 38
564	10025224	1277	WASCANA STREET	Plan: 101168793 Block: 160 Lot: 49; Plan: DV4404 Block: 160 Lot: 20
118	10058284	330	CEDAR MEADOW DRIVE	Plan: 83R51238 Unit: 89
445	10033632	1947	REYNOLDS STREET	Plan: G384 Block: 14 Lot: 15 & 16
193	10024847	1001	ELPHINSTONE STREET	Plan: OLD33 Block: 94 Lot: 1
87	10070180	504-1275	BROAD STREET	Plan: 101634533 Unit: 4
355	10012538	66	MERLIN CRESCENT	Plan: 62R19206 Block: 32 Lot: 11
350	10036731	2240	MCTAVISH STREET	Plan: DV4420 Block: 445 Lot: 30
137	10035903	2068	CONNAUGHT STREET	Plan: 101197706 Block: 33 Lot: 23; Plan: I5211 Block: 33 Lot: 11
298	10003087	43	KOWALCHUK CRESCENT	Plan: 75R23282 Block: 36 Lot: 18
309	10017554	200	LORNE STREET	Plan: Z140 Block: 30 Lot: 39 & 40
443	10041956	2825	RESTALLACK STREET	Plan: K1416 Block: 538 Lot: 38
399	10020857	689	PASQUA STREET	Plan: DO2502 Block: 57 Lot: 24
339	10012950	115	N MCINTYRE STREET	Plan: AT654 Block: 47 Lot: 21; Plan: 101172338 Block: 47 Lot: 51
446	10038784	2054	REYNOLDS STREET	Plan: DV270 Block: 23 Lot: 27
421	10036355	2129	QUEEN STREET	Plan: DV4420 Block: 391 Lot: 8
332	10039456	2300	MCDONALD STREET	Plan: DV270 Block: 76 Lot: 38
434	10062902	308-4045	RAE STREET	Plan: 80R42050 Unit: 42
113	10064230	4182	CASTLE ROAD	Plan: 94R28679 Unit: 4
510	10015550	51	SNEATH CRESCENT	Plan: 72R35645 Block: 31 Lot: 9
159	10025823	3704	DEWDNEY AVENUE	Plan: DV4404 Block: 219 Lot: 24
24	10069380	3-2201	14TH AVENUE	Plan: 101310523 Unit: 3
265	10017725	420	HAMILTON STREET	Plan: N6034 Block: 11 Lot: 35 & 36



506 10017303 371 SMITH STREET	Plan: AS897 Block: 19 Lot: 16 & 17
423 10056674 4815 QUEEN STREET	Plan: 75R40091 Block: 48 Lot: 30
546 10032721 1524 VICTORIA AVENUE	Plan: OLD33 Block: 350 Lot: 19
148 10166343 43 CUSHING CRESCENT	Plan: 102002476 Block: 6 Lot: 8A
241 10030156 839 GRAHAM ROAD	Plan: 83R59410 Block: 1 Lot: 20
206 10031538 1719 FORGET STREET	Plan: I5211 Block: 12 Lot: 18
488 10032120 3111 SASKATCHEWAN DRIVE	Plan: OLD33 Block: 317 Lot: 6
420 10025656 1414 QUEEN STREET	Plan: 101157937 Block: 221 Lot: 36
393 10018295 452 OTTAWA STREET	Plan: F4996 Block: 13 Lot: 27
503 10017585 152 SMITH STREET	Plan: Z140 Block: 34 Lot: 27 & 28
430 10026699 1357 RAE STREET	Plan: OLD33 Block: 174 Lot: 15
415 10038498 2065 QUEBEC STREET	Plan: EO608 Block: 356 Lot: E
278 10043040 321 HOLLAND AVENUE	Plan: EM6920 Block: 11 Lot: 1
189 10042641 2436 ELLIOTT STREET	Plan: U2439 Block: 11 Lot: 14
212 10039511 2057 FRANCIS STREET	Plan: DV270 Block: 35 Lot: 39
487 10032119 3107 SASKATCHEWAN DRIVE	Plan: OLD33 Block: 317 Lot: 7
222 10026152 1218 GARNET STREET	Plan: 101143763 Block: 152 Lot: 38
368 10021150 804 MONTAGUE STREET	Plan: H4669 Block: 48 Lot: 39
497 10010291 42 SELBY CRESCENT	Plan: 73R19291 Block: 22 Lot: 19
259 10020010 816 GREY STREET	Plan: FN41 Block: 22 Lot: 5
347 10025323 1228 MCTAVISH STREET	Plan: DV4404 Block: 157 Lot: 33
149 10253749 114-1640 DAKOTA DRIVE	Plan: 102103681 Unit: 14
112 10154591 3838 CASTLE ROAD	Plan: 101966687 Unit: 8
177 10038876 2111 EDGAR STREET	Plan: DV270 Block: 50 Lot: 3
527 10035534 173 THOMSON AVENUE	Plan: 78R05361 Block: 30 Lot: 58A
528 10035535 175 THOMSON AVENUE	Plan: 78R05361 Block: 30 Lot: 58B
529 10035544 193 THOMSON AVENUE	Plan: 78R05361 Block: 30 Lot: 53A
479 10028313 1418 RUPERT STREET	Plan: 65R40289 Block: 5 Lot: 31
277 10043100 303 HOLLAND AVENUE	Plan: EM6920 Block: 12 Lot: 5
82 10039652 2163 BORDEN STREET	Plan: 101174284 Block: 40 Lot: 43; Plan: DV270 Block: 40 Lot: 16
375 10033195 1757 MONTREAL STREET	Plan: OLD33 Block: 294 Lot: 15
92 10038735 2059 BRODER STREET	Plan: DV270 Block: 23 Lot: 15
316 10006900 147 MAGEE CRESCENT	Plan: 74R37760 Block: 4 Lot: 8
22 10034310 1106 E 10TH AVENUE	Plan: 60R01732 Block: 1 Lot: 2

178 10038841 2116 EDGAR STREET	Plan: DV270 Block: 51 Lot: 36
258 10019939 608 GREY STREET	Plan: FN41 Block: 28 Lot: 4
135 10020335 932 CONNAUGHT STREET	Plan: AS5547 Block: 29 Lot: 16
374 10089562 1525 MONTREAL STREET	Plan: 100299562 Block: 6
557 10042859 2622 WALLACE STREET	Plan: U2439 Block: 48 Lot: 34
281 10023676 1029 HORACE STREET	Plan: FO3017 Block: 13 Lot: 20
437 10034056 1848 REGENT STREET	Plan: 101150693 Block: 60 Lot: 41; Plan: AQ5077 Block: 60 Lot: 27
48 10041724 116 ANGUS CRESCENT	Plan: 101218160 Block: 2 Lot: 44; Plan: DV678 Block: 2 Lot: 34
98 10016727 305 CAMERON STREET	Plan: FN4603 Block: K Lot: 17
174 10028528 50 DUTTON CRESCENT	Plan: 71R39516 Block: 23 Lot: 8
183 10022312 868 ELLIOTT STREET	& 24Plan: AQ4932 Block: 34 Lot: 23
190 10016100 2 ELLISON CRESCENT	Plan: 59R10222 Block: 37 Lot: 4
449 10004621 471 RINK AVENUE	Plan: 76R56108 Block: 6 Lot: 11
115 10034675 82 CAVENDISH STREET	Plan: 72R16604 Block: 16 Lot: 17
502 10012972 145 N SMITH STREET	Plan: 101172507 Block: 46 Lot: 49 ; Plan: AT654 Block: 46 Lot: 13
549 10146477 302-1901 VICTORIA AVENUE	Plan: 101952176 Unit: 55
377 10172095 2162 MONTREAL STREET	Plan: 101995926 Unit: 12
140 10263455 5004 CRANE CRESCENT	Plan: 102119015 Block: 50 Lot: 2
561 10016451 567 WASCANA STREET	Plan: AX2262 Block: 7 Lot: 12
272 10003857 711 N HAYWORTH CRESCENT	Plan: 77R57777 Block: 107 Lot: 23
560 10155103 506 WASCANA STREET	Plan: AX2262 Block: 8 Lot: 39
228 10042046 2850 GARNET STREET	Plan: K1416 Block: 542 Lot: 17 & 17
343 10011511 35 MCNAUGHTON AVENUE	Plan: 59R10219 Block: 45 Lot: 20
26 10060729 303-1867 15TH AVENUE	Plan: 89R34215 Unit: 10
49 10017136 352 ANGUS STREET	Plan: AP5716 Block: 34 Lot: 27 & 28
162 10022837 6720 DEWDNEY AVENUE	Plan: 101175252 Block: 10 Lot: G & D
215 10046229 3512 GARNER AVENUE	Plan: FL2604 Block: 55 Lot: 3
220 10021427 727 GARNET STREET	Plan: 101145259 Block: 14 Lot: 47; Plan: H4670 Block: 14 Lot: 7
555 10027486 1115 WALLACE STREET	Plan: F1625 Block: 9 Lot: 3 & 4
153 10276887 7-4545 DELHAYE WAY	Plan: 102156982 Unit: 7
197 10036155 2149 ELPHINSTONE STREET	Plan: 99RA02447 Block: 395 Lot: 28
170 10029732 914 DOWNEY CRESCENT	Plan: 78R48675 Block: 50 Lot: 4
191 10016042 90 ELLISON CRESCENT	Plan: 59R10222 Block: 38 Lot: 33
208 10015762 167 FORSYTH CRESCENT	Plan: 72R13421 Block: 24 Lot: 23

59 10030663 3722 E ARNICA PLACE	Plan: 101214953 Block: 44 Lot: 40
130 10011645 11 COLDWELL ROAD	Plan: 59R10219 Block: 40 Lot: 6
539 10050641 63 TURGEON CRESCENT	Plan: FN2102 Block: 5 Lot: 20
76 10057978 8 BIRCHWOOD ROAD	Plan: 61R26805 Block: 13 Lot: 11
361 10010672 136 N MILNE STREET	Plan: 65R11965 Block: 6 Lot: 9
320 10058594 4922 MARIGOLD DRIVE	Plan: 01RA20678 Unit: 15
187 10027677 1109 ELLIOTT STREET	Plan: F1625 Block: 14 Lot: 3 & 4
163 10022777 7328 DEWDNEY AVENUE	Plan: 101142212 Block: 2 Lot: 69; Plan: 63R33089 Block: 2 Lot: 59
362 10023558 1112 MINTO STREET	Plan: FO3017 Block: 5 Lot: 29
84 10018118 103 BROAD STREET	Plan: 101192699 Block: 33 Lot: 58; Plan: AY5450 Block: 33 Lot: 3
128 10003488 235 CHURCH DRIVE	Plan: 76R56110 Block: 13 Lot: 23
540 10008251 226 UPLAND DRIVE	Plan: 71R21577 Block: 5 Lot: 50
114 10034975 9 CAVENDISH STREET	Plan: 71R01302 Block: 7 Lot: 48
110 10014445 75 CARTER CRESCENT	Plan: 77R41909 Block: 17 Lot: 32
127 10003533 206 CHURCH DRIVE	Plan: 76R56110 Block: 15 Lot: 4
279 10005051 910 N HOPKINS CRESCENT	Plan: 79R21030 Block: 226 Lot: 11
471 10044269 2568 ROTHWELL STREET	Plan: AT1088 Block: 18 Lot: 25 & 26
51 10012782 443 N ARGYLE STREET	Plan: 62R19206 Block: 27 Lot: 1
29 10043093 244 19TH AVENUE	Plan: FD3700 Block: 13 Lot: 1
474 10016287 352 ROYAL STREET	Plan: 59R10222 Block: 28 Lot: 14
558 10016308 245 WASCANA STREET	Plan: AX2262 Block: 26 Lot: 11 & 12
494 10017657 546 SCARTH STREET	Plan: AW3306 Block: 5 Lot: 29, 30 & 31
358 10034595 38 MILFORD CRESCENT	Plan: 66R13963 Block: 10 Lot: 23
4 10017335 2220 2ND AVENUE N	Plan: AW3306 Block: 20 Lot: 21 & 22
514 10263567 145 N ST JOHN STREET	Plan: AY5450 Block: 45 Lot: 9
328 10043838 2545 MCARA STREET	Plan: 101140850 Block: 26 Lot: 51 & 52; Plan: U2439 Block: 26 Lot: 12
536 10014989 70 TRUELLE CRESCENT	Plan: 72R42721 Block: 1 Lot: 24
299 10019604 61 KRAUSS STREET	Plan: 65R31035 Block: 41 Lot: 6
139 10022564 1234 COURTNEY STREET	Plan: 78R37372 Block: 18 Lot: B
273 10005630 19 HOAG BAY	Plan: 75R50060 Block: 57 Lot: 10
456 10021785 949 ROBINSON STREET	Plan: H4670 Block: 28 Lot: 13
260 10028134 1412 GROSVENOR STREET	Plan: BE636 Block: 2 Lot: 35, 36 & 37
151 10006635 637 DALGLIESH DRIVE	Plan: 74R23123 Block: 31 Lot: 1
566 10036473 2034 WASCANA STREET	Plan: EO4093 Block: 387 Lot: 11

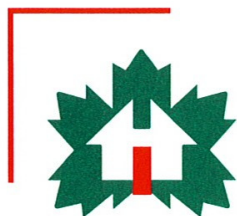
436	10019181	12	READ AVENUE	Plan: 72R10959	Block: 52	Lot: 8
365	10019478	99	MOLLARD CRESCENT	Plan: 65R31035	Block: 47	Lot: 30
476	10020487	828	ROYAL STREET	Plan: AS5547	Block: 17	Lot: 17
131	10044002	609	E COLLEGE AVENUE	Plan: FJ5368	Block: 7	Lot: 12
146	10001825	6930	CUNNINGHAM DRIVE	Plan: 81R35902	Block: 128	Lot: 38
230	10005229	939	N GARRY STREET	Plan: 77R55713	Block: 211	Lot: 4
576	10042329	2429	WINNIPEG STREET	Plan: U2439	Block: 16	Lot: 36 & 37
483	10005743	20	SANDISON CRESCENT	Plan: 74R33913	Block: 39	Lot: 5
27	10044041	601	E 17TH AVENUE	Plan: FJ5368	Block: 8	Lot: 18
210	10023369	1167	FORT STREET	Plan: 71R12634	Block: 63	Lot: B
567	10036459	2119	WASCANA STREET	Plan: 101142122	Block: 389	Lot: 54; Plan: DV4420
372	10031823	1937	MONTAGUE STREET	Plan: OLD33	Block: 334	Lot: 39
333	10043961	2433	MCDONALD STREET	Plan: U2439	Block: 8	Lot: 36
390	10038307	2138	OSLER STREET	Plan: 101148207	Block: 412	Lot: 38
33	10023529	1100	ABERDEEN STREET	Plan: FO3017	Block: 6	Lot: 31
46	10053849	16	ANDERSON AVENUE	Plan: 59R02162	Block: 36	Lot: 33
244	10056154	3205	GRANT ROAD	Plan: 64R18289	Block: 22	Lot: 46
75	10034565	2323	E BEDFORD AVENUE	Plan: 66R13963	Block: 10	Lot: 1
508	10060836	109-2244	SMITH STREET	Plan: 94R34593	Unit: 4	
236	10255745	5414	GORDON ROAD	Plan: 102100206	Block: 41	Lot: 5
89	10006963	138	BROCKELBANK CRESCENT	Plan: 74R37760	Block: 6	Lot: 18
8	10022981	7309	5TH AVENUE	Plan: 76R26444	Block: 10	Lot: D
291	10240316	5446	JIM CAIRNS BOULEVARD	Plan: 102067668	Block: D	Lot: 3
398	10113756	437	PASQUA STREET	Plan: AX2262	Block: 9	Lot: 10, 11 & 12
125	10058017	25	CHINOOK ROAD	Plan: 59R07979	Block: 49	Lot: 11
407	10172598	41-4101	PRESTON CRESCENT	Plan: 102009855	Unit: 35	
263	10018183	532	HALIFAX STREET	Plan: F4996	Block: 2	Lot: 22 & 23
306	10001267	1322	N LAPCHUK CRESCENT	Plan: 88R39828	Block: 14	Lot: 4
360	10049567	126	MILLAR CRESCENT	Plan: 60R07553	Block: 14	Lot: 25
383	10010240	122	NOLLET AVENUE	Plan: 74R39749	Block: 30	Lot: 10
466	10028068	78	ROOTMAN AVENUE	Plan: 78R29446	Block: 18	Lot: 1
261	10054665	428	HABKIRK DRIVE	Plan: 72R42700	Block: 34	Lot: 12
490	10032122	3135	SASKATCHEWAN DRIVE	Plan: 99RA05074	Block: 317	Lot: 17
547	10036843	3113	VICTORIA AVENUE	Plan: 99RA05074	Block: 377	Lot: 50

444 10041974 2836 RETALLACK STREET	Plan: 101161842 Block: 539 Lot: 41 & 42
108 10053251 3905 CAMERON STREET	Plan: 101156857 Block: 883 Lot: 46; Plan: AR1128 Block: 883 Lot: 1 & 2
534 10038458 2024 TORONTO STREET	Plan: OLD33 Block: 359 Lot: 12
96 10010388 35 BUTTON BAY	Plan: 73R47363 Block: 17 Lot: 18
319 10119421 7087 MAPLE RIDGE DRIVE	Plan: 101904308 Block: 10 Lot: 8
97 10040766 2207 CALLA BAY	Plan: 99RA22111 Block: 115 Lot: 32
21 10033272 1160 9TH AVENUE	Plan: DM888 Block: 11
58 10001545 1218 N ARNASON STREET	Plan: 81R35902 Block: 129 Lot: 24
301 10048085 2911 KUTARNA CRESCENT	Plan: 80R31514 Block: 3 Lot: 13
524 10009685 19 TATE STREET	Plan: 77R22314 Block: 30 Lot: 8
235 10056787 3341 GORDON ROAD	Plan: 66R21365 Block: 27 Lot: 36
472 10001095 1687 N ROUSSEAU CRESCENT	Plan: 94R28875 Block: 20 Lot: 30
173 10005917 115 DUNSMORE DRIVE	Plan: 75R50060 Block: 51 Lot: 29
248 10255595 3742 GREEN MOSS LANE	Plan: 102099281 Block: 10 Lot: 26
525 10056974 35 THATCHER ROAD	Plan: 73R37733 Block: 36 Lot: 9
172 10055980 1800 DUFFERIN ROAD	Plan: 59R07979 Block: 47 Lot: 20
86 10145047 307-1275 BROAD STREET	Plan: 101634533 Unit: 26
304 10000379 1308 N LAKEWOOD DRIVE	Plan: 82R55163 Block: 10 Lot: 22
198 10041552 2425 ELPHINSTONE STREET	Plan: 101207360 Block: 480 Lot: 48; Plan: K4654 Block: 480 Lot: 3 & 4
202 10001019 1665 N FENWICK CRESCENT	Plan: 98RA09746 Block: 27 Lot: 3
141 10263421 5117 CRANE CRESCENT	Plan: 102119015 Block: 51 Lot: 4
354 10129807 4302 MEADOWSWEET LANE	Plan: 101943840 Block: 55 Lot: 20
129 10051805 2610 E COCHRANE BAY	Plan: 85R35196 Block: 9 Lot: 3
30 10046938 3035 21ST AVENUE	Plan: P1652 Block: 627 Lot: 1 & 2
56 10050095 3535 ARGYLE ROAD	Plan: FL2604 Block: 70 Lot: 15
495 10070719 4910 SCHWARTZ WAY	Plan: 101599869 Block: 35 Lot: 3
397 10007672 2750 PARTRIDGE CRESCENT	Plan: 81R53638 Block: 34 Lot: 67
41 10259404 4236 ALBULET DRIVE	Plan: 102111152 Block: 48 Lot: 26
255 10256913 4634 E GREEN WATER ROAD	Plan: 102102387 Block: 18 Lot: 21
176 10091552 1441 EDGAR STREET	Plan: AP990 Block: 6 Lot: 11, 12, 13, 14 & 15
425 10021882 828 RAE STREET	Plan: H4670 Block: 22 Lot: 33
569 10052247 3210 WASCANA GLEN	Plan: 87R42811 Block: 11 Lot: 3
288 10120219 2519 JAMESON CRESCENT	Plan: 101915276 Block: 19 Lot: 5
242 10029929 1110 GRAHAM ROAD	Plan: 78R48675 Block: 48 Lot: 44



512	10033265	1175	SOUTH RAILWAY STREET	Plan: DM888 Block: 6
287	10124568	2431	JAMESON CRESCENT	Plan: 101923512 Block: 19 Lot: 27
499	10051404	3706	SELINGER CRESCENT	Plan: 86R27624 Block: 12 Lot: 9
201	10118994	8063	FAIRWAYS WEST DRIVE	Plan: 101903936 Block: G Lot: 10
143	10053546	18	CULLITON CRESCENT	Plan: 64R10193 Block: 66 Lot: 13
133	10037166	3236	COLLEGE AVENUE	Plan: 99RA02447 Block: 449 Lot: 27
266	10037676	2075	HAMILTON STREET	Plan: OLD33 Block: 365 Lot: 27 & 28
175	10234992	6005	EAGLES COVE	Plan: 102065879 Block: 2 Lot: 12
541	10078300	212	E VICTORIA AVENUE	Plan: BC3488 Block: 86 Lot: 14, 15 & 16
28	10043736	310	E 18TH AVENUE	Plan: FJ5368 Block: 12 Lot: 18
489	10032121	3121	SASKATCHEWAN DRIVE	Plan: 99RA05074 Block: 317 Lot: 18
518	10033367	1615	ST JOHN STREET	Plan: OLD33 Block: 247 Lot: 45, 46, 47, 48, 49, & 50
254	10256834	4600	E GREEN APPLE DRIVE	Plan: 102102387 Block: K

Regina & Region  
Home Builders'  
Association



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November 26, 2018

His Worship Mayor Fougere  
And Members of City Council

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**Re: RPC 18-44 and 18-23 – Civic Naming Committee Guidelines Review**

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Due to scheduling conflicts, the RRHBA representatives are unable to appear as a delegation. This communication is submitted on behalf of the Community Developers Committee of the RRHBA regarding the above noted topic.

The RRHBA attended and presented at the RPC meeting of November 7, 2018, at which the above noted report was considered. During the meeting, the RRHBA was asked what we would like to see. The straightforward response to the question is that the industry is supportive of the direction of the review with one exception. We ask that Council reconsider motion #3 which assigned the selection of street names to the Civic Naming Committee rather than the neighbourhood developer.

The rationale for the above request is that within the new policy there is sufficient process in place that empowers the Civic Naming Committee to achieve their desired objectives. Specifically, the Civic Naming Committee has approval authority for names added to the list, they establish the evaluation criteria, and there is a new requirement to ensure a minimum number of names are selected with an Indigenous connection. In other words, all that remains in the process is to assign names from the approved list to streets and parks within the neighbourhoods. To that end, developers are best able to select names from the approved list which meet their neighbourhood identity objectives. Developers typically have a branding objective in which names can contribute and help to form community identity. The ability to create a cohesive brand in which street names can contribute to would be lost if the Civic Naming Committee assigns street names. In either situation only approved names are used and the required use of names with Indigenous connections is met. The difference is the developer has a better opportunity to build a brand for the neighbourhood if they assign the names.

This change also avoids the need for the Civic Naming Committee to determine which name should be used first. With the massive backlog, we wonder how the Committee would determine the order in which names are used? Would it be a random draw between the firefighter and the community volunteer? Would it be the name that has been on the list the longest?

We should also note that discussion occurred at the RPC which raised the concept of finding other ways to recognize the individuals on the approved list apart from streets and parks. It would be beneficial to find ways to recognize individuals more quickly given that the length of the current list significantly

exceeds the need for street and park names in the future. The RRHBA would be happy to participate in this discussion to find alternate and appropriate alternatives.

Thank you for your consideration of the above.

Jason Carlston, Dream Developments and Chad Jedlic, Forster Harvard Development Corp.  
Community Developers Committee, RRHBA

November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: Civic Naming Committee Guideline Review

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RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION  
– NOVEMBER 7, 2018**

1. That the new Civic Naming Committee Guideline as in Appendix A be approved, as amended.
2. That the Terms of Reference for the Civic Naming Committee be amended as in Appendix B to include a representative from Roadways and Transportation to address matters pertaining to signage, road planning and construction.
3. That the City Clerk be granted delegated authority to approve a street or park name change if:
  - a. The name poses a threat to health and safety and/or wayfinding; or
  - b. The commemorative name honouring a person has been misspelled.
4. That City Council be informed of street and park name changes approved by the City Clerk under delegated authority once per year via the Civic Naming Committee annual report.
5. With respect to 5.1.6 of Appendix A of the Civic Naming Committee Guideline Review which reads “Developers will be allowed to name all *local roads* within a concept plan in accordance with these guidelines”, that the words, “Developers” be replaced with the words, “The Civic Naming Committee”.
6. That Developers collaborate with the Civic Naming Committee to work toward achieving a target of 25% of street and 50% of park names within a concept plan bearing a name with an Indigenous connection.
7. That the Civic Naming Committee bring forward expanded ways of honouring individuals whose names are on the civic naming list as of November 26, 2018 in addition to names that come forward under the existing criteria.
8. That Administration review the criteria for eligibility for names to be included on the civic naming list and report back to Regina Planning Commission in Q2 of 2019.

9. That the Administration prepare a report on criteria to apply when writing a report addressing the historical legacy of the namesake by December 31, 2018 and submit the report for consideration to City Council.

*REGINA PLANNING COMMISSION – MAY 2, 2018*

The Commission adopted the following resolution:

That Administration return with a supplementary report to the September 5, 2018 meeting, after engaging in further consultation with Regina & Region Home Builders' Association.

Councillors: Bob Hawkins, Mike O'Donnell (Chairperson) and Barbara Young; Commissioners: David Bale, Frank Bojkovsky, Adrienne Hagen Lyster, Andre Kroeger, Simon Kostic, Robert Porter, Steve Tunison and Celeste York were present during consideration of this report by the Regina Planning Commission.

*REGINA PLANNING COMMISSION – SEPTEMBER 5, 2018*

Dana Turgeon, Historical Information & Preservation Supervisor, made a PowerPoint presentation related to the supplemental report, a copy of which is on file in the Office of the City Clerk.

Stu Niebergall, representing Regina & Region Home Builders' Association, addressed the Commission related to the supplemental report.

The report was introduced and a motion of concurrence was made.

The Commission adopted the following amending resolutions:

- That the Regina Planning Commission review and make recommendations to City Council regarding the recommendation contained in RPC18-23, being the 'Civic Naming Committee Guideline Review', including Appendices A through F attached thereto, placed before the Regina Planning Commission by the City Administration.
- With respect to 5.1.6 of Appendix A of the Civic Naming Committee Guideline Review which reads "Developers will be allowed to name all *local roads* within a concept plan in accordance with these guidelines", that the words, "Developers" be replaced with the words, "The Civic Naming Committee".

In accordance with the first bulleted resolution, the second bulleted resolution will be sent to City Council for approval.



The following additional amending motion was made:

- With respect to 4.9.1 of Appendix A of the Civic Naming Committee Guideline Review which reads, “Naming Quota Requirements: Developers must ensure that 25% of street and 50% of park names within a concept plan bear a name with an Indigenous connection”:

That the word “Developers” be replaced with the words, “Civic Naming Committee”; and

That the words “25% of street and 50% of park names” be replaced with the words, “significant number of street and park names.”

After debate, the following resolutions were adopted:

- That the previous amending motion be tabled for further consideration at the November 7, 2018 Regina Planning Commission meeting.
- That a supplemental report that includes further information based on the discussion at this meeting, be prepared for the November 7, 2018 Regina Planning Commission meeting.
- That this report be tabled to the November 7, 2018 Regina Planning Commission meeting.

Councillors: Bob Hawkins, Mike O'Donnell (Chairperson) and Barbara Young; Commissioners: David Bale, Frank Bojkovsky, Andre Kroeger, Simon Kostic, Robert Porter, Steve Tunison and Celeste York were present during consideration of this report by the Regina Planning Commission.

#### *REGINA PLANNING COMMISSION – NOVEMBER 7, 2018*

Stu Niebergall, representing Regina & Region Home Builders' Association, addressed the Commission.

The following amending motion was made:

- With respect to 4.9.1 of Appendix A of the Civic Naming Committee Guideline Review which reads, “Naming Quota Requirements: Developers must ensure that 25% of street and 50% of park names within a concept plan bear a name with an Indigenous connection:

That the word “Developers” be replaced with the words, “Civic Naming Committee” and,

That the words “25% of street and 50% of park names” be replaced with the words, “significant number of street and park names.”

After debate, the following amendment to the amending motion was adopted:

- That Developers collaborate with the Civic Naming Committee to work toward achieving a target of 25% of street and 50% of park names within a concept plan bearing a name with an Indigenous connection.

In accordance with the resolution made at the September 5, 2018 meeting, this amending resolution will be sent to City Council for approval.

After further debate, the following resolutions were adopted:

- That the Civic Naming Committee bring forward expanded ways of honouring individuals whose names are on the civic naming list as of November 26, 2018 in addition to names that come forward under the existing criteria.
- That Administration review the criteria for eligibility for names to be included on the civic naming list and report back to Regina Planning Commission in Q2 of 2019.
- That the words "as amended" be added at the end of item #1 of the Recommendation.

In accordance with the resolution made at the September 5, 2018 meeting, these amending resolutions will be sent to City Council for approval.

Councillors: Bob Hawkins, Mike O'Donnell (Chairperson) and Barbara Young; Commissioners: David Bale, Frank Bojkovsky, Simon Kostic, Robert Porter, Steve Tunison and Celeste York were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meetings held on May 2, September 5 and November 7, 2018, considered the following report from the Administration:

#### RECOMMENDATION

1. That Regina Planning Commission approve the new Civic Naming Committee Guideline as in Appendix A;
2. That the Terms of Reference for the Civic Naming Committee be amended as in Appendix B to include a representative from Roadways and Transportation to address matters pertaining to signage, road planning and construction;

3. That the City Clerk be granted delegated authority to approve a street or park name change if:
  - a. The name poses a threat to health and safety and/or wayfinding; or
  - b. The commemorative name honouring a person has been misspelled.
4. That City Council be informed of street and park name changes approved by the City Clerk under delegated authority once per year via the Civic Naming Committee annual report;
5. That the Administration prepare a report on criteria to apply when writing a report addressing the historical legacy of the namesake by December 31, 2018 and submit the report for consideration to City Council;

## CONCLUSION

At the request of City Council, the Administration conducted public consultation on proposed changes to the Street/Subdivision and Park Naming Guidelines. The public consultation recommended:

- prohibiting duplicate and soundalike naming of parks and streets for health and safety and wayfinding purposes;
- utilizing street and park naming as an opportunity to address diversity and reconciliation;
- compelling use of the backlog of names on the Master Lists for Street and Park Naming;
- establishing circumstances under which renaming of a street or park would be permitted;
- allowing for coordination of naming with regional partners to improve health and safety and wayfinding.

The Administration recommends that a new Civic Naming Committee Guideline be adopted to replace the Street/Subdivision and Park Naming Guidelines. It is recommended that the new guideline address the issues identified during the public consultation process. The Administration further recommends that new Terms of Reference for the Civic Naming Committee be adopted.

It is within the delegated authority of the Regina Planning Commission to approve the policy and guidelines for names of streets, city facilities and parks, in accordance with the Bylaw No. 2009-40 The Committee Bylaw.

## BACKGROUND

The Civic Naming Committee was established in 2003 as an Administrative Committee, under the delegated authority of the City Manager, for the purpose of:

- Considering completed applications which identify names, events, or other aspects of the environment on proposed park, street and subdivision names in accordance with approved Policy;
- Working with the Regina Public Library Board staff and others in the community as

- required to do background research on proposed names;
- Making recommendations to the Executive Committee on Policy changes; and
- Submitting an annual report to City Council for information through the Executive Committee on the names that were added to the master list and any changes that were made to the Policy during the year.

In addition, the Civic Naming Committee has the delegated authority to approve names to be added to the master list as possible park, street or subdivision names for use in the city of Regina based on the approved Policy. The current Street/Subdivision Guidelines are attached as Appendix D for reference. The current Park Naming Guidelines are attached as Appendix E for reference.

The last review of the Street/Subdivision and Park Naming Guidelines was conducted in 2009. This latest review was commenced in response to an informal request from City Council to conduct public consultation on proposed changes to the Street/Subdivision and Park Naming Guidelines.

The current Terms of Reference are attached as Appendix F.

## DISCUSSION

In response to a request from City Council the Administration has completed public consultation through an online survey and six consultation sessions. A description of the results of the public consultations are summarized below with supplemental material included in the attached Appendices. An environmental scan of other jurisdictions is attached as Appendix G.

### **Results of Public Consultations**

#### *Civic Naming Survey*

A survey was conducted to gauge public support for potential changes to the Civic Naming Committee Guideline. The survey received 2,270 completed survey responses over a 19-day live period and generated 125 likes, 65 comments and 95 shares on Facebook. The survey was advertised on the internet and radio. The results of the 2017 survey and an overview of the comments are attached in Appendix C. This response rate is roughly double that of a typical City of Regina survey.

Survey respondent demographics:

- 99% of survey respondents self-identified as a resident.
- 0% identified as a developer only.
- 1% identified as both a resident and a developer.

Survey Responses:

- 55% felt that street and park names are important or very important in shaping a city's identity

- 55% felt that street and park names should reflect the culture and diversity of our residents.
- More than 50% felt that heroism or bravery, community leadership, and high career achievement are worthy criteria for a street name.
- 81% supported the use of flora and fauna as a street or park name.
- 48% were in favour of naming streets or parks for titles, members and properties associated with the British monarchy, in keeping with the concept of Regina as “The Queen City”.

Support for theme naming, as in Harbour Landing or The Greens, was fifty-one percent in favour, forty-nine percent opposed. This result indicates that the public is evenly split on theme naming and would be receptive to a recommendation from the Administration supporting either argument.

Question 6 focused on how best to use some of the approximately 400 names on the backlog list. In the first few days that the survey was live, public inquiries as to the origin of the backlog list resulted in a tweaking of the wording of the question, including adding links to the current guidelines as well as to the master list of street and park names on the City of Regina Open Data site. The results of this retooled question are unclear. Respondents were asked to select on a sliding scale of 1 to 5 how much they agreed with different scenarios. The intention behind the question was to gauge public preference for one of four options:

1. the City should select all names for streets and parks;
2. the City should compel developers to select street and park names from the current approved list only;
3. the City should preserve the status quo, where developers are allowed to select names from the current approved list or to propose new names that fit the guidelines;
4. the City should compel developers to use less than fifty percent of names for new streets and parks from the City’s current approved list.

The question was complex and the way the question was worded was problematic from the start of the survey, leading to near-identical results for each part of the question. The response range was 48-59% for these sub-questions.

A blank field allowing survey respondents to suggest new criteria for street and park naming yielded 345 responses. Data analysis broke these comments down further to identify patterns of response that may yield useful suggestions for expanding the criteria. Because this was the only free text field in the survey, some respondents used this field as an opportunity to leave comments rather than provide a suggestion. After analysis, some patterns did emerge from responses provided in this field. One area of note was that a number of respondents supported Indigenous names, culture, languages or referenced the Truth and Reconciliation Commission. Similarly, many respondents wanted an evaluation or re-evaluation of the historical legacy of street and park name nominees to ensure that racist or corrupt behavior disqualified nominees from receiving the honour of a street or park name. Respondents suggested three possible alternate solutions for the issue of racism: naming streets or parks only for deceased individuals, numbering or lettering streets or parks, or naming streets and parks for anything but a person.



Some respondents used this field to endorse one or more criteria in particular, or, conversely, to object to one or more criteria. Nearly every criteria that was singled out for support received another comment objecting to that criteria in specific (for example, religious leaders, where six comments objected to religious leaders receiving recognition while two comments supported nominating more religious figures).

With street renaming, there was over fifty percent support for changing a name if the name is incorrectly spelled, causes wayfinding or health and safety issues, or if the namesake is found to be unfitting of honour. These circumstances were identified by the Administration as being the most likely circumstances under which a street or park name change would take place, given the public impact of a street or park name change.

Responses to the survey advertising on Facebook provoked lively discussion on street and park naming. Many commenters discussed the idea of renaming streets and parks based on a re-evaluation of the historical legacy of individuals, which was likely influenced both by local attention to this subject in recent months and international news coverage of similar issues. Another area of discussion in the Facebook comments was naming duplication or soundalike names, especially with “prefix” repetition, as in Wascana View, Greens on Gardiner or Maple Ridge areas of Regina.

#### *Public Engagement Sessions*

On September 11 and 14, 2017, internal public engagement sessions were held for City of Regina employees at Building A and City Hall. Sessions were very well-attended with full rooms and around 25 people in attendance at each session. At both sessions, City of Regina employees expressed concerns over duplicate or soundalike names, a lack of clear direction with regard to roles and responsibilities regarding naming, and a desire to make street and park names more inclusive, especially with regard to the Indigenous community. Attendees at internal sessions were supportive of the idea of using Indigenous signage on streets and parks, but were concerned about pronunciation, character height and technological challenges with regard to use of syllabics on street signs. Attendees also provided constructive advice on how to address these issues, such as creating pronunciation guides, consulting other municipalities about their software products, and holding in-person pronunciation sessions for emergency services personnel. Attendees from Roadways & Transportation requested that consideration be given to expanding the Civic Naming Committee to include a member from Roadways & Transportation. This additional member would provide subject matter expertise on technical requirements concerning signage, road planning and construction as it relates to street and park naming.

Three sessions with identified stakeholder groups were scheduled, one each for developers and regional partners, community groups and associations, and Indigenous groups.

All three sessions were sparsely attended, with only 9 participants at each. At each session, representatives from the Regina Police Service, Emergency Medical Services, and Fire and Protective Services were in attendance to address health and safety concerns. This low response means that the opinions shared should not be considered representative of all stakeholders.

At the community association stakeholder session, stakeholders flagged the issues of duplicate and soundalike naming, a need to make naming more diverse, especially with regard to the Indigenous community, and hurtful or negative connotations to existing names causing hurt feelings within the community. With regard to the backlog of existing names, there was a preference for prioritizing names in order to promote diversity. Community association stakeholders also favoured stronger community ties to names being used within a specific area and less generic names (for example, naming a park for an individual who lived in the neighbourhood where the park is located rather than a plant or animal).

At the developers and regional partners stakeholder meeting, stakeholders were comprised of a mix representing regional partners such as Sakimay First Nations and the Regina Airport Authority, as well as members from the development community, including the Regina and Region Home Builders' Association. Feedback at this session differed depending on whether the participant was a regional partner or a developer. Regional partners stressed a need to collaborate with the City of Regina on naming, making information available on the origin of approved names, and adding names from regional partners onto the existing Master Lists of Street and Park Names to create a regional approach to naming and limit duplication. Developers appreciated the criteria for the current guidelines, but wished to see more freedom for developers to use theme naming within a community. There was no appetite within the developer representatives for developers being forced to use some or all names in order to reduce the existing backlog of names. Instead, a suggestion was made to honour some of the names through some means other than a street or park name.

At the Indigenous groups stakeholders session, stakeholders were very interested in translation of street and park signs into Indigenous language groups. Stakeholders recommended consultation with elders as part of the naming process. This stakeholder group also felt that use of last names only may dilute the significance of receiving a street or park name, since shortening a name can take away its meaning. However, there was a general acknowledgement that technical limitations as to the number of characters that fit on a street sign may pose an issue. Stakeholders in this session agreed with community groups and associations that the existing list could be prioritized to make it easier for a developer to select a name based on name meaning. The Indigenous stakeholders also expressed frustration at developers having control over name selection. Pronunciation was flagged as a potential concern, and suggestions to address this included adding a feature to the City app and holding training sessions with first responders as part of the reconciliation process.

A public open house was also held. The turnout was very low, and responses should not be considered as representative. Several themes occurred during this discussion. The participants were interested in using street and park naming as part of the reconciliation process with Indigenous residents, including renaming. Duplication of names and soundalike names were again flagged as an area of concern, as was pronunciation of names. The participants were interested in a ranking system that would prioritize more diverse names from the existing Master Lists of Street & Park Names. Participants felt that developers had too much influence over street and park naming, and stressed that more names from the backlog should be used in new construction.

## **Recommended Guideline Requirements**

It is recommended that the City of Regina Civic Naming Committee Guideline be amended to:

- i. Prohibit duplicate and soundalike naming of parks and streets for health and safety and wayfinding purposes;
- ii. Utilize street and park naming as an opportunity to address diversity and reconciliation via a 25% quota for Indigenous street naming and a 50% quota for Indigenous park naming
- iii. Compel use of the backlog of names on the Master Lists for Street and Park Naming by establishing a 25% quota for using names from the backlog list;
- iv. Establish circumstances under which renaming of a street or park would be permitted, and;
- v. Allow for coordination of naming with regional partners to improve health and safety and wayfinding.

Each of these subject areas is explained in further detail below.

- i. Prohibit duplicate and soundalike naming of parks and streets for health and safety and wayfinding purposes*

In the survey, online comments and the engagement sessions, duplicate and soundalike names for streets and parks was repeatedly flagged as an area of concern for participants. The first responder attendance at all stakeholder sessions was a clear indication of the importance of this issue to Fire & Protective Services, the Regina Police Service, and Emergency Medical Services. While health and safety has always been a significant component in deliberations about names, the guidelines have not enshrined the high priority that health and safety must take in street and park naming.

- ii. Utilize street and park naming as an opportunity to address diversity and reconciliation*

In the survey, online comments and engagement sessions, a lack of diversity, especially regarding Indigenous street and park names, was repeatedly noted. Prioritizing the backlog list to promote diversity, seeking out the advice of elders, and targeting certain groups to add more diverse names to the Master Lists of Street and Park Names were all identified as possible strategies. Translation of street and park names into Indigenous signage in a Treaty 4 language was also suggested. At the same time, a concern for proper pronunciation of names and harnessing technologies that can handle Indigenous languages were flagged as potential areas of concern.

Regina's Indigenous population is among the country's highest, with an estimated 8.3% of the city's population identifying as Indigenous. The Indigenous population of Saskatchewan is expected to climb from 1.7 million in 2016 to 2.5 million by 2036. To adjust for growth in demographics, as well as to address the historical inequities in street and park naming, the Administration recommends that, going forward, all arterial and collector roads have an

Indigenous naming connection, while 25% of local roads within a concept plan would also be required to have an Indigenous naming connection.

iii. *Compel use of the backlog of names on the Master Lists for Street and Park Naming*

While the survey question addressing whether to compel developers to utilize names from the backlog list was not clear, likely due to confusion over the question's wording, online comments, the "Other" field from within the survey itself, and engagement sessions indicated a general feeling that developers have been given too much power to add names to the list under the current guidelines. At the developers and regional partners stakeholder session, developers acknowledged that a ranking of names from the Master List of Street and Park Names would assist in selecting names that fit a theme. There was also an acknowledgement that removing the name of an individual from the backlog list would be problematic.

iv. *Establish circumstances under which renaming of a street or park would be permitted*

In the survey, online comments, and at all engagement sessions there was a recognition that renaming streets was a complex issue that is sometimes unavoidable. While health and safety, wayfinding or spelling corrections were identified as grounds for renaming, re-evaluating the legacy of a historical figure also received considerable support. Street and park renaming done for health and safety, wayfinding or spelling corrections are considered housekeeping matters, and it is recommended that these types of renaming be handled by the Administration. Street and park renaming due to the re-evaluation of the legacy of a historical figure is a more complex matter, and it is recommended that renaming for that purpose go to City Council for adjudication. Further study and analysis is needed to establish guidelines for writing an Administrative report on renaming due to the re-evaluation of the legacy of a historical figure. It is recommended that the Administration prepare a report on re-evaluating the legacy of historical figures by December 31, 2018, and that requests for renaming a street or park under this criteria be tabled until such a report can be prepared for City Council.

v. *Allow for coordination of naming with regional partners to improve health and safety and wayfinding*

One unanticipated outcome of the engagement process was a desire on the part of regional partners to work closer with the City of Regina to improve health and safety and wayfinding. As this has not previously been addressed elsewhere, a change to the guidelines will facilitate future discussions with regional partners on this subject.

The proposed new Civic Naming Committee Guideline is attached as Appendix A. Proposed new Terms of Reference are attached as Appendix B.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

Public education for the new Civic Naming Committee Guideline are summarized in the Communications section below. The cost can be absorbed into the 2018 budget.

### Environmental Implications

The recommendations provided in this report address navigation and wayfinding in outdoor environments. Public health and safety are directly affected by street and park naming due to the impact on response times for first responders (Regina Police Service, Fire & Protective Services, and Emergency Medical Services).

### Policy and/or Strategic Implications

The recommendations in this report support Design Regina – Official Community Plan and the supplemental Regina Cultural Plan. The Regina Cultural Plan Objective “Commemorate and Celebrate Regina’s Cultural Heritage” identified the Action “Ensure that the naming of streets, parks and other civic assets is done to celebrate Regina’s unique history and cultural diversity, and that it tells the whole story of Regina.” This Action was identified as a Mid Term Action (4-7 years).

### Other Implications

The City of Regina has regional partners with autonomous street and park naming powers, including but not limited to Provincial Capital Commission, Regina Airport Authority, University of Regina (as part of Provincial Capital Commission), Sakimay First Nations, Global Transportation Hub and Rural Municipality of Sherwood. Many of these partners have expressed a desire to harmonize street and park naming with the City of Regina to aid in health, safety and wayfinding. The Administration has spoken to representatives from these regional partners in the past and will continue to do so on an ongoing basis as needed to harmonize naming within the City of Regina and region.

### Accessibility Implications

None with respect to this report.

## COMMUNICATIONS

### *Communications Strategy*

Changes to the Civic Naming Committee Guideline will be communicated to the public through the following mediums:



- Earned media (news release)
- City of Regina social media (Facebook/Twitter posts to communicate changes, and posts that will spotlight select individuals on the street naming list and link to Regina.ca content)
- Regina.ca (the primary source of information for Regina residents)
- Email (interested parties)

DELEGATED AUTHORITY

The Civic Naming Committee approves names to be added to a master list as possible park, street or subdivision names for the City of Regina based on the approved Council Policy.

Respectfully submitted,

REGINA PLANNING COMMISSION



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Elaine Gohlke, Secretary

# Appendix A Proposed Street and Park Naming Guidelines



City of Regina

## Corporate Guideline

Guideline Title:	Applies to:		Reference #
Civic Naming Committee Guideline	Civic Naming Committee; All Employees; City Clerk; City Council		###-XXX-##
Approved by:	Dates:		Total # of Pages
Regina Planning Commission	Effective:	dd-mmm-yyyy	11
	Last Review:	dd-mmm-yyyy	
	Next Review:	dd-mmm-yyyy	
Authority:			
Policy 001-GEN-10			

### 1.0 Purpose

To establish a guideline for the naming and renaming of parks and streets where the sponsorship and naming rights policy does not apply.

This guideline is used to provide a framework for adjudicating applications submitted to the *Civic Naming Committee*. This guideline is also used to provide a framework for departments as applicable.

This guideline is driven by the Cultural Plan and the Truth and Reconciliation Commission's Calls to Action. In accordance with the Cultural Plan, the naming of streets and parks will celebrate Regina's unique history and cultural diversity and tell the whole story of Regina.

### 2.0 Scope

This guideline applies to the *Civic Naming Committee* and departments as applicable.

This guideline does not address issues relating to sponsorship by third parties. Refer to the sponsorship policy.

### 3.0 Definitions

*Arterial Road* – a high-capacity urban road, the primary function of which is to deliver traffic from *collector roads* to feeders or expressways at the highest level of service possible

Original File Path

*Civic Naming Committee* – Administrative committee that adjudicates street and park naming applications based on the approved Guidelines

*Collector Road* – a low-to-moderate-capacity road which serves to move traffic from *local roads* to *arterial roads* and which is designed to provide access to residential properties

*Directionals* – words that incorporate a cardinal or ordinal direction (e.g. North, South, Northwest, etc.)

*Duplicate Names* – names of honourees that are spelled identically, even if pronunciation differs between two honourees

*Knowledge Keepers/Elders* – a person recognized by a First Nations community as having knowledge and understanding of traditional culture of the community. Individuals possess knowledge and wisdom of spiritual and social traditions, coupled with the recognition and respect of community members. “Elder” is the most common contemporary English word for these individuals, although many First Nations utilize different traditional terms to describe these individuals.

*Local Road* – a low capacity road which provides access to residential properties. *Local roads* typically connect to *collector roads*.

*Master List of Street and Park Names* – a subset of the *Street Where You Live* dataset that includes all names approved by the *Civic Naming Committee* for use as a street or park name. Names may be reserved for a specific development or available for general use. List is available online at the Open Data website at <http://open.regina.ca/dataset/street-where-you-live-list>

*Name Suffix* – the way designator that accompanies a commemorative or administrative name to create a *total name* (e.g. Way, Road, Street, Crescent, etc.)

*Soundalike Names* – names that sound alike when the name is spoken aloud but that may be spelled differently, or that sound sufficiently similar that a person in distress may mispronounce the name in such a way to cause confusion for way finding (e.g. Hutchison, Hutchinson; Smith, Smyth; Johnson, Johnsen)

*Street Where You Live* – a dataset of names that have been used as street or park names or are approved to be used in future as street or park names. The dataset includes all non-numbered names of public and private roads, park names, and names that have been approved but not yet assigned to a street or park, also known as the *Master List of Street and Park Names*.

*Theme Naming* – names within a neighbourhood or subdivision that have a commonality to create a sense of place or belonging

*Topographic Feature* – surface feature or geographical contours of the land, both natural and manmade

*Total Name* – street name that includes both the commemorative or administrative name and the *name suffix* (e.g. Wascana Parkway, Albert Street)

*Tradition bearer* – a person or group of people (living or deceased) with a high degree of knowledge of and the skills required to perform or recreate specific elements of intangible cultural heritage, especially aspects that may be rare or in danger of being



lost, including oral traditions and expressions, performing arts, social practices, rituals and festive events, knowledge and practices that involve nature and the universe, traditional craftsmanship or knowledge of traditional activities related to living off the land and to household economy

*Treaty 4 Area Language Groups* – Language groups that can be found within the Treaty 4 area, whether signatories to Treaty 4 or not, including Cree, Saulteaux, Michif, Siouan (Lakota, Nakoda, Dakota), and Dene

#### 4.0 General Guidelines for Street and Park Names:

- 4.1 All materials submitted to the *Civic Naming Committee* in conjunction with street and park name applications will be considered public information;
- 4.2 All new park and street names within the City of Regina must be approved by the *Civic Naming Committee* in accordance with these guidelines;
- 4.3 There will be no use of awkward, corrupt, discriminatory or derogatory names, and no discrimination with regard to religion; creed; marital status; family status (parent-child relationship); sex (including pregnancy); sexual orientation; disability (physical or mental); age (18 and over); colour; ancestry; nationality; place of origin; race or perceived race; receipt of public assistance; and gender identity in adjudicating names in accordance with these guidelines. Proposed names must be in compliance with the Saskatchewan Human Rights Code;
- 4.4 Approved names for streets and parks must not be problematic for dispatching emergency services personnel (i.e. *duplicate* or *soundalike names*.) Health and safety is the highest priority in street and park naming;
- 4.5 *Theme naming* for streets and parks within a neighbourhood or subdivision is permitted so long as the theme is in accordance with the guidelines. *Theme naming* that utilizes a common word as a prefix to the street name (e.g. Wascana, Green) will not be permitted;
- 4.6 All street and park names, regardless of language of origin, must be rendered in the modern English alphabet on the primary signage on the pole to facilitate way-finding and mail delivery. Additional signage featuring syllabics in one of the *Treaty 4 Area Language Groups* or other cultural groups with a strong connection to the area may be added as secondary signage;
- 4.7 *Directionals* may not be incorporated into the prefix of a street or park name (e.g. North Victoria Avenue, Northeast Pasqua Street, etc.);
- 4.8 Street and Park Naming Honours:

4.8.1 A person or persons who have:

- 4.8.1.1 Performed actions which have brought special credit to the City of Regina, Province of Saskatchewan, or Canada;
- 4.8.1.2 Fostered equality, enhanced community and/or reduced discrimination within the City of Regina, Province of Saskatchewan, or Canada;
- 4.8.1.3 Served in an elected capacity at the municipal, provincial, federal or Indigenous government level representing Regina and district for at least two terms;
- 4.8.1.4 To qualify under 4.8.1.1, an individual must have gone above and beyond the successful completion of duties associated with their profession. Longevity of service does not qualify as service above and beyond the successful completion of duties associated with their profession;
- 4.8.1.5 If a person qualifies for honour but is not in compliance with 4.4, the person's name shall be added to the *Street Where You Live* spreadsheet under the existing *duplicate* or *soundalike* street or park name;
- 4.8.1.6 In the case of an Indigenous person, the honouree may specify if they would like to use their English surname or a translated name or Indigenous name.

4.8.2 Concepts, traditions or *tradition bearer(s)* within the Indigenous community;

4.8.3 Names, titles or properties associated with the Royal Family, in keeping with Regina's nickname of "The Queen City";

4.8.4 A *topographic feature* within the neighbourhood in which the street or park resides:

- 4.8.4.1 A *topographic feature* name must not duplicate a street named for the neighbourhood;
- 4.8.4.2 A *topographic feature* name may honour a *topographic feature* that was formerly located in or near the neighbourhood where the street currently resides (e.g. a hill that has now been flattened, a creek that has now been diverted, a landmark now removed);



- 4.8.4.3 A *topographic feature* name may be either in English or one of the *Treaty 4 Area Language Groups*. If an existing street or park name in English has been derived directly from a *Treaty 4 Area Language Group*, a notation will be made in the *Street Where You Live* spreadsheet (e.g. Pasqua is derived from Paskwāw, for “prairie”).

4.8.5 Flora or fauna native to Saskatchewan:

- 4.8.5.1 Flora or fauna names may be derived from a living or an extinct species;
- 4.8.5.2 Flora or fauna names may be either in English or one of the *Treaty 4 Area Language Groups*;
- 4.8.5.3 The same English root word may be translated into one or more of the *Treaty 4 Area Language Groups* and reused within the City of Regina;
- 4.8.5.4 If a flora or fauna name in two or more of the *Treaty 4 Area Language Groups* is not in compliance with 4.4, the flora or fauna name will be approved for use only once. A notation will be made in the *Street Where You Live* spreadsheet that the name is linguistically similar in multiple languages of the *Treaty 4 Area Language Groups* (e.g. This word is nearly identical in Siouan languages.);
- 4.8.5.5 If a flora or fauna name in English for an existing park or street has been derived directly from a *Treaty 4 Area Language Group*, a notation of the name’s origin will be made in the *Street Where You Live* spreadsheet (e.g. moose);
- 4.8.5.6 Primary signage must utilize the modern English alphabet, regardless of language of origin.

4.9 Naming Quota Requirements:

- 4.9.1 Developers must ensure that 25% of street and 50% of park names within a concept plan bear a name with an Indigenous connection;
- 4.9.2 Developers must select 25% of street or park names for new concept plans from the list of available street names as at January 1, 2018 until all street and park names are utilized from the list;
- 4.9.3 To allow for completion of existing neighbourhoods, street names that were approved for neighbourhoods and reserved for development companies as at November 1, 2017 may be counted

within the 25% of street or park names required to be used from the list.

4.10 Street or Park Name Translations:

- 4.10.1 An applicant may apply to have an existing street or park name translated into one of the *Treaty 4 Area Language Groups*;
- 4.10.2 The *Civic Naming Committee* will review all translation requests and present Administration with recommendations on the request;
- 4.10.3 Where appropriate, the *Civic Naming Committee* may consult with *Knowledge Keepers/Elders* on matters pertaining to the request and the translation;
- 4.10.4 For parks, the number of *Treaty 4 Area Language Groups* honoured will be left to the discretion of the Administration. There is no character limit to park signage, therefore park signage may honour multiple *Treaty 4 Area Language Groups*;
- 4.10.5 Each signpost will bear no more than two street name signs for a single street, one in English which is required for way finding and Canada Post, and one in the requested *Treaty 4 Area Language Group*;
- 4.10.6 Only one of the *Treaty 4 Area Language Groups* will be selected for signage for each road;
- 4.10.7 Signage requests for multiple languages within the *Treaty 4 Area Language Group* will be determined on a first come, first served basis, unless there is a logical reason that one language group would be preferred over another (e.g. if the name is derived from a specific *Treaty 4 Area Language Group*, if the commemorative name honours an individual with a connection to a particular *Treaty 4 Area Language Group*);
- 4.10.8 The Administration may place limits on translated street or park signs to control costs. The exact cost control mechanisms are left to the discretion of the Administration (e.g. limiting signage to a specific subdivision or neighbourhood, phasing in additional signage over multiple years);
- 4.10.9 Individuals, groups or organizations may offer to pay all or part of the cost for translated signs to facilitate timely placement of signage (e.g. crowdfunding, sponsorship, donations).

4.11 Street or Park Name Changes:



- 4.11.1 Street or park name changes will be considered for review if the change meets one of the following criteria:
  - 4.11.1.1 The name poses a threat to health and safety and/or wayfinding;
  - 4.11.1.2 The name honouring a person has been misspelled;
  - 4.11.1.3 The historical legacy of the namesake of a street or park has been found to be unfitting of honour (see 4.11.5)
- 4.11.2 Street or park name changes submitted under 4.11.1.1 or 4.11.1.2 are housekeeping changes. The City Clerk, working through the *Civic Naming Committee*, has delegated authority to approve a street or park name change under 4.11.1.1 or 4.11.1.2. City Council will be informed of any name changes approved by the City Clerk via the *Civic Naming Committee* annual report;
- 4.11.3 The proposed new name for a street or park must be approved first by the *Civic Naming Committee* in accordance with these guidelines;
- 4.11.4 In the case of a street or park name change submitted under 4.11.1.1, a new street or park name will be selected by the Administration, with preference given to names on the list of available street and park names;
- 4.11.5 Street or park name changes submitted under 4.11.1.3 will be adjudicated by City Council:
  - 4.11.5.1 A report will be written by the Administration addressing the requested name change utilizing criteria approved by City Council;
  - 4.11.5.2 Consultation with stakeholders and rights holders will be conducted before the report is written;
  - 4.11.5.3 Criteria for the Administration to apply when writing a report addressing the historical legacy of the namesake of a commemorative name will be developed by the Administration in 2018 and submitted for consideration to City Council;
  - 4.11.5.4 Until 4.11.5.3 is complete, requests for renaming under 4.11.1.3 will be tabled pending a report on 4.11.5.3 to City Council.

## **5.0 Specific Guidelines for Naming Streets:**

- 5.1.1 When a street name honours a person or persons, surnames alone will be approved for use. Royal Family members may use a title and first name, or first name only (e.g. Prince George, Charlotte);

- 5.1.2 *Total names* for streets cannot exceed 18 characters, including spaces, to accommodate standard signage in use throughout the City of Regina;
- 5.1.3 While the City of Regina has no jurisdiction over the naming of private roads, the City of Regina will work with the developer/owner to create more meaningful address descriptions for structures located thereon and to align with all public roadway criteria to ensure public safety and way finding;
- 5.1.4 Whenever possible, the City of Regina will work with regional partners that have autonomous naming abilities (Provincial Capital Commission, Global Transportation Hub, Royal Canadian Mounted Police Depot Division, First Nations groups, rural municipalities or other agencies) to harmonize naming procedures in the Regina area in a manner that ensures public safety and way finding. This may include, but is not limited to: consultation, name vetting on behalf of the regional partner, reserving a name from the *Master List of Street and Park Names* for a regional partner, or performing the naming and addressing function on behalf of a regional partner on a fee-for-service basis.
- 5.1.5 *Arterial and Collector Roads:*
  - 5.1.5.1 All *arterial* and *collector roads* will be named by the City of Regina;
  - 5.1.5.2 All *arterial* and *collector roads* will be given a name with an Indigenous connection or tie;
  - 5.1.5.3 The City of Regina will consult with *Knowledge Keepers/Elders* from the Treaty 4 area and other stakeholders when naming an *arterial* or *collector road*;
  - 5.1.5.4 The consultation process will be a true consultation process, with selected names being reserved for use as an *arterial* or *collector road*;
  - 5.1.5.5 The structure and procedure for consulting with *Knowledge Keepers/Elders* is left to the discretion of the City of Regina.
- 5.1.6 Developers will be allowed to name all *local roads* within a concept plan in accordance with these guidelines;
- 5.1.7 Roads on Annexed Land:
  - 5.1.7.1 The City of Regina will name all roads on annexed land;



- 5.1.7.2 The City of Regina will grandfather in common names for roads on annexed land whenever possible;
  - 5.1.7.3 If common names for roads on annexed land are not in compliance with these guidelines, the City of Regina will select a new name for the road;
  - 5.1.7.4 Wherever possible, first preference for new names for roads on annexed land will be given to names with an Indigenous connection.
- 5.1.8 Streets Named for Neighbourhoods:
- 5.1.8.1 One street within a neighbourhood plan may bear the name of the neighbourhood;
  - 5.1.8.2 Any street bearing a name of a neighbourhood may not continue into another neighbourhood. The street must terminate within the named neighbourhood.

## **6.0 Specific Guidelines for Naming Parks:**

- 6.1.1 This policy does not apply to parks or features within a park where sponsorship has been provided by third-party organizations. In that case, the sponsorship policy will take precedence over these guidelines;
- 6.1.2 When a park name honours a person or persons, first and last names may be approved for use. Royal Family members may use a title and first name, or first name only (e.g. Prince George, Charlotte);
- 6.1.3 There is no character limit to park signage, therefore park names may include both first and last names;
- 6.1.4 The City of Regina shall consider park names that are in compliance with these guidelines, which are proposed by the following sources:
  - 6.1.4.1 The local community association or zone board;
  - 6.1.4.2 The developer of the park or subdivision;
  - 6.1.4.3 User groups, organizations or residents of the area.
- 6.1.5 When a name is proposed for a specific park, the Community Services Department shall forward the proposed name for review by:



- 6.1.5.1 The affected community association in the case of a neighbourhood level park;
  - 6.1.5.2 The affected zone board in the case of a zone level park;
  - 6.1.5.3 The adjacent zone board and the adjacent community association in case of a new subdivision where a community association does not yet exist; and
  - 6.1.5.4 The affected user groups in the case of a municipal park.
- 6.1.6 If the park is located on a joint use site involving the City of Regina and either the public or separate school board, or if the site is adjacent to a school, the Community Services Department shall consult with the school board prior to naming the park;
- 6.1.7 In the case of a proposed renaming, the Community Services Department shall arrange for a public consultation process in cooperation with the respective community association, zone board or user group to consult those affected by the name change;
- 6.1.8 Elements within zone and municipal parks that are distinct and separate such as athletic fields, pavilions, plazas and waterfalls may also be named in accordance with these guidelines at the discretion of the City of Regina.

## **7.0 Roles & Responsibilities**

The City Clerk, working through the *Civic Naming Committee*, has delegated authority to approve a street or park name change under 4.11.1.1 or 4.11.1.2.

The Office of the City Clerk is responsible for providing committee support for the *Civic Naming Committee*, including maintaining the list of street and park names approved for use.

The *Civic Naming Committee* is responsible for adjudicating street and park name applications in accordance with this guideline.

City Council is responsible for adjudicating street or park name changes submitted under 4.11.1.3.

City departments are responsible for ensuring that street and park names suggested for use in new neighbourhoods are in compliance with these guidelines.

## **8.0 Related Forms**

Civic Naming Committee Commemorative Name Application  
Civic Naming Committee Treaty 4 Area Language Syllabics Application

**9.0 Reference Material**

None

**10.0 Revision History**

Date	Description of Change	(Re)-Approval Required (y/n)
dd-mmm-yyyy	Initial Release.	Yes

## **Appendix B Proposed Terms of Reference**

### **CIVIC NAMING COMMITTEE**

AUTHORITY	City Manager November 28, 2002 City Council June 20, 2005 City Council January 26, 2009 City Council [date to be inserted]	
TERMS OF REFERENCE	-	<p>Consider completed applications which identify names, events or other aspects of the environment on proposed park and street names in accordance with approved Policy</p> <p>- Work with Regina Public Library Board staff and others in the community, as required to do background research on proposed names</p> <p>- Make recommendations to the Regina Planning Commission on Policy changes</p> <p>- Submit an annual report to City Council for information through the Regina Planning Commission on the names that were added to the master list, street and park name changes approved by the City Clerk under delegated authority, and any changes that were made to the Policy during the year</p>
DELEGATED AUTHORITY	Approve names to be added to a master list as possible park or street names for the City of Regina based on the approved Policy	
COMPOSITION	Total membership	7
	Appointed/Nominated by City Manager	7
	All members of the City of Regina administration	
	1	Representative from City Planning and Development
	1	Representative from IT Services
	1	Representative from Community Services
	1	Representative from Fire & Protective Services
	1	Representative from Roadways and Transportation
	2	Representatives from the Office of the City Clerk
TERM	Ongoing	

MEETINGS	At the call of the Chair (minimum 2 times per year)	
QUORUM	4	
ADMINISTRATIVE RESOURCE	Office of the City Clerk	(306) 519-0687
SECRETARY	Office of the City Clerk	(306) 519-0687

Member	Term Expires	Telephone
Joann Paulson	Ongoing	(306) 777-7518
Laura Markewich	Ongoing	(306) 777-7848
Mark Sylvestre	Ongoing	(306) 777-7321
Liberty Brears	Ongoing	(306) 777-6251
Amber Ackerman	Ongoing	(306) 777-7264
Dana Turgeon	Ongoing	(306) 777-6721
TBD (Roadways & Transportation)	Ongoing	TBD

## Appendix C Survey Responses and Selected Online Comments

### *Survey Response – Question 4*

*4. To have a street or park named in their honour, which of the following criteria should a person have fulfilled? (Check all that apply) – Response groups that were included under “Other, please specify”.*

Note: This analysis selects the top response themes only. Many respondents used this category to make general comments.



### *Selected Facebook Comments*

"I don't mind thematic names like the aviation names in Harbour Landing, but I hate the repetitive names in Greens on Gardiner. It's another version of Wascana everything. I think the developers need to start using names off the approved names list."

"Suggestion: include in this a discussion a "make good" policy under which in the event of a street name change any individual, business or organization needing could receive city funds to reprint letterhead, business cards, etc. and do advertising in order to spread awareness of their new address. Also, I think it is only ethical to track down the descendants of any individual whose name might be taken off of the street and inform them, if not get their acquiescence. This might save the city from a very costly compensation package in the future when social values change and governments start riding huge cheques to victims of political correctness."



"Im [sic] thinking you guys need to look more CAREFULLY at this at all times ... for instance TUTOR WAY in HARBOUR LANDING and TUDOR PLACE ... way to [sic] close in naming ... tutor [sic] way is new development and should have been named something else ..."

"Changing a street name seems so easy, but let us take into consideration of everyone living on that street or avenue. They also have to change every household item that refers to their address, such as utility [sic] bills, banking, credit cards, CRA pension Cheques, etc. Etc. No one wants to think about this, it is not as easy as all you think. And who will pay for all this."

"Stop using the same word to name multiple streets in one neighbourhood. Looking at YOU 'Maple'."

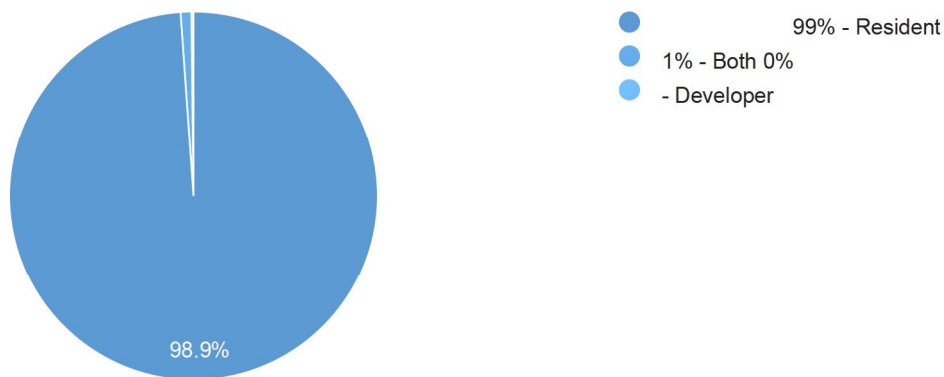
"Changing names from history is very wrong. Most that are being complained about now were the way the [sic] were because that was how things and people behaved at that time. They were doing what was generally considered right at the time. We can't change history....so what is wrong with learning from it and moving on together?"

"People don't learn from street names. And no one is trying to change history. Conversely, they want it taught in schools to raise awareness. Changing a street name will not affect you in any way, but it will be extremely meaningful for those that were devastated by a particular person like Edward Dewdney who withheld food from starving Indigenous people to get them to do what he wanted."

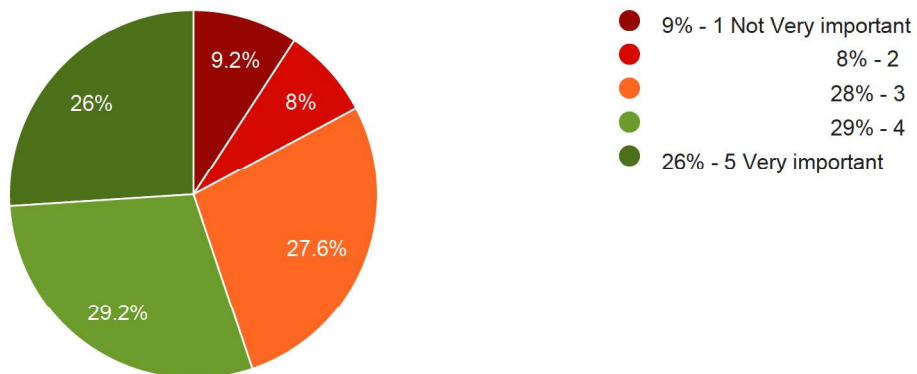
# Civic Naming Survey

Status:	Closed
Start date:	2017-09-18
End date:	2017-10-06
Live:	19 days
Questions:	9
Partial completes:	488 (17.7%)
Screened out:	0 (0%)
Reached end:	2,270 (82.3%)
Total responded:	2,758

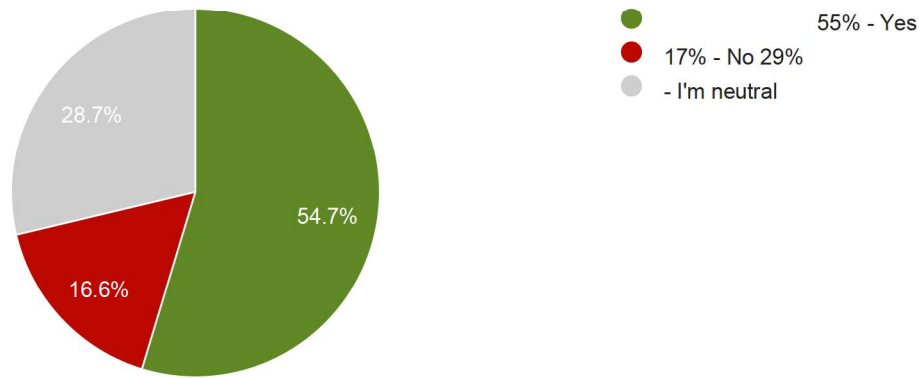
## 1. Are you a:



## 2. How important are street and park names to you in shaping a city's identity?



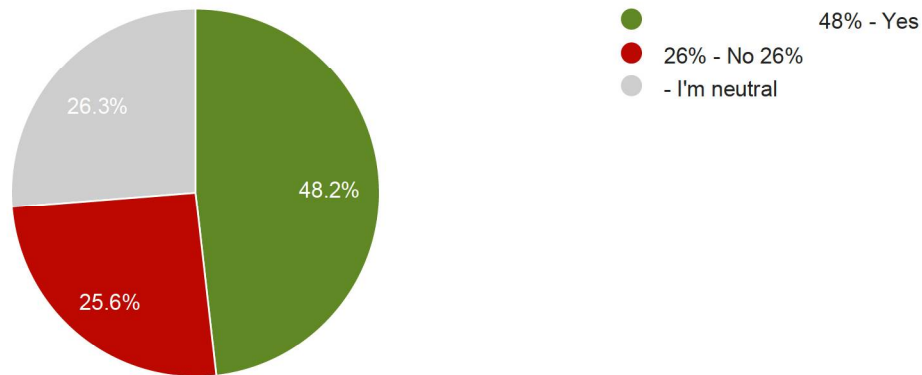
### 3. Should street and park names in Regina reflect the culture and diversity of our residents?



### 4. To have a street or park named in their honour, which of the following criteria should a person have fulfilled?(Check all that apply)

Response	Total	% of responses	%
Acts of heroism or bravery that have been recognized with an provincial, national, or international award or acknowledgement	1965		81%
Community leadership – volunteerism, philanthropy, cultural and religious leadership, Elders, grassroots organizing	1753		72%
High achievement in sports, culture or the arts	1599		66%
High achievement in business, education, armed forces, agriculture or science & technology	1505		62%
Duration of political achievement – federal, provincial or municipal elected official for two or more terms; Service as Governor General or Lieutenant Governor; leadership position in an Indigenous council, band or organization	977		40%
Long service in a profession	806		33%
Organizational leadership – professional or trade bodies, boards	633		26%
Other, please specify	345		14%
Total respondents: 2430			
Skipped question: 0			

### 5. In keeping with the concept of Regina as the “Queen City”, current guidelines allow for streets and parks to benamed after titles, members and properties associated with the British monarchy. Should this allowance continue?



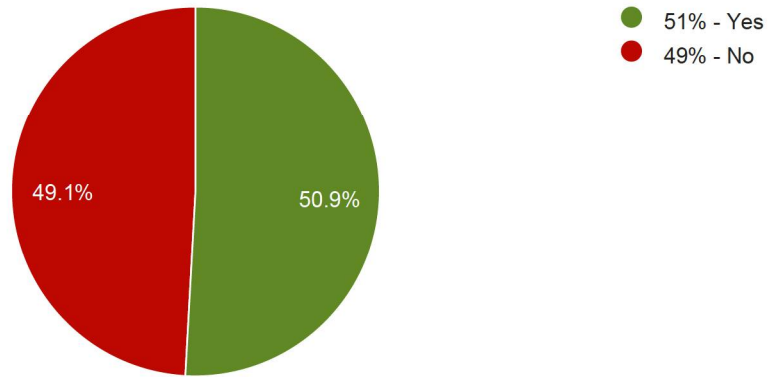
n=2430

**6. Since 2003, the City has maintained a master list of street and park names (<http://open.regina.ca/dataset/streetwhere-you-live-list>) that have been approved by the Civic Naming Committee, for use by developers and the City. Currently, 400+ approved names are awaiting use. To land on the master list, a name is suggested by any applicant along with supporting documentation such as media articles, family histories and other records; names are then adjudicated by the Civic Naming Committee using the guidelines approved by City Council. Names on the master list are not ranked in any order of priority or chronology of approvals. Currently, developers may select names from this list or propose new names that fit the current Civic Naming Guidelines (<http://www.regina.ca/residents/heritage-history/history/street-and-park-naming/index.html>). Any of this could change as a result of this review process. Please indicate whether you agree or disagree with the following statements:**

Sub-questions	Resp.	% of responses	avg	med	SD
The City should select names for all streets and parks	2280	<div> <div>6</div> <div>13</div> <div>26</div> <div>36</div> <div>19</div> </div>	3.49	4	1.13
Developers should be required to only select names from the current approved list	2280	<div> <div>7</div> <div>17</div> <div>22</div> <div>31</div> <div>23</div> </div>	3.47	4	1.21
Developers should be allowed to either select names from the current approved list or propose new names that fits the guidelines	2280	<div> <div>13</div> <div>14</div> <div>14</div> <div>45</div> <div>14</div> </div>	3.35	4	1.24
Developers should be required to ensure >50% of street and park names in a development project come from the City's current approved list	2280	<div> <div>11</div> <div>15</div> <div>27</div> <div>30</div> <div>18</div> </div>	3.29	3	1.23
Average: 3.40 — Median: 4 — Standard Deviation: 1.21					
<div> <div>1. Strongly Disagree</div> <div>2. Disagree</div> <div>3. Neutral</div> <div>4. Agree</div> <div>5. Strongly Agree</div> </div>					

**7. Some cities allow developers to name streets and parks in new subdivisions around a conceptual or languagetheme. Examples of this in Regina include Harbour Landing's aviation-related names and**

everything in The Greens starting with the word “Green”. Should Regina allow developers to do theme-naming in subdivisions?



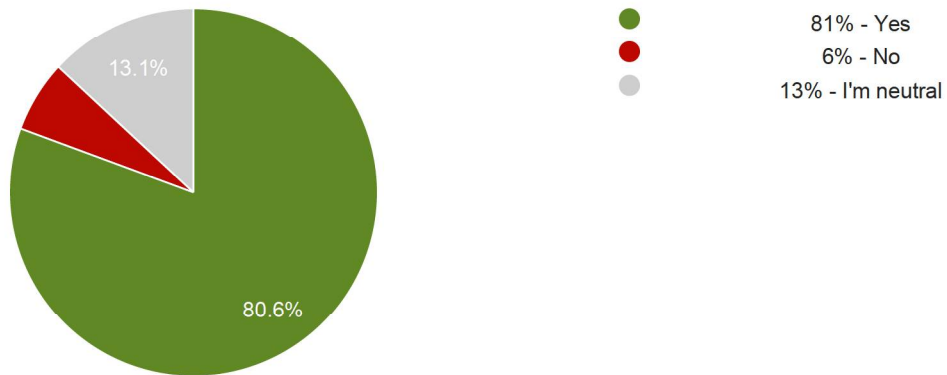
n=2274



Total respondents: 2270  
Skipped question: 0

0% 20% 40% 60% 80%

**8. Current guidelines allow for streets and parks to be named after plants and animals native to Saskatchewan. Doyou want this guideline to continue?**



**9. Under what circumstances should we rename a street or park? (Check all that apply)**

Response	Total	% of responses	%
If a name is spelled incorrectly	1814		80%
If a name is found to be causing wayfinding or health and safety issues (i.e. duplicate names, soundalike names)	1751		77%
If a namesake's legacy is found to be unfitting of honour	1129		50%

## **Appendix D Current Street Naming Guidelines**

### **CITY OF REGINA** **STREET/SUBDIVISION NAMING GUIDELINES**

*There will be no discrimination as to the ethnic origin, political beliefs, sex, creed or colour in the determination of street names in the City of Regina.*

Street names will be derived from:

1. Submissions of the names of Regina district residents who meet both the following conditions:
  - (a) the person shall have resided in the Regina district for at least ten years; and
  - (b) the person shall have made a special contribution to the community through one or more of the following criteria:
    - Service as an elected representative to civic, provincial or federal governments for at least two terms.
    - Service as a member of a public board.
    - Service in a voluntary capacity in community organizations such as service clubs, cultural groups, unions, ethnic or professional organizations, etc.
    - Having made a significant contribution in such fields as agriculture, the arts, a co-operative, education, industry, journalism, medicine, politics, religion, science, law, the Canadian Armed Forces, or sports on a local, national or international level.
    - Having made a significant contribution to the development of the community through participation as a pioneer between 1882 and 1903.
2. Names of persons who have not resided in Regina for at least 10 years will be considered if they meet any of the following conditions:
  - (a) Saskatchewan Indian and Metis leaders who meet criteria in 1(b) above;
  - (c) Deceased Regina Mayors and City Councillors who served at least six (6) years in office;
  - (d) Canadian Prime Ministers who have been elected to Parliament representing Saskatchewan constituencies.
  - (e) Aboriginal individuals whose historic home is the Regina plains.
  - (f) Former premiers of the Province of Saskatchewan

3. Titles and names of members of, or properties associated with, the British monarchy or royal family in keeping with the concept of Regina as the 'Queen City'.
4. Significant historic events in the history of the area covered by the present province of Saskatchewan. Terms which arise from the distinctive prairie landscape and the ecological and ethnological habitats found in Saskatchewan. Names can therefore be derived from landforms, flora, fauna, agricultural, aboriginal and other ethnic communities of Saskatchewan.
5. Regina and area residents awarded the following civilian medals for acts of bravery and courage:
  - The National Medal of Bravery
  - The Royal Canadian Humane Association Medal of Bravery
  - The Carnegie Hero Medal
6. Individuals who have risked or given his or her life to save or protect others in Regina and district while in service as a member of the Royal Canadian Mounted Police, the Regina Police Service, Emergency Medical Services or the Regina Fire Department. Individuals who have served as Deputy Commissioner North West Region at Depot Division for at least 6 years, in keeping with the concept of Regina as 'The Home of the RCMP'.

*All materials submitted to the Civic Naming Committee in conjunction with street/subdivision and park name applications will be considered public information*

# Appendix E Current Park Naming Guidelines

## COMMUNITY SERVICES POLICY

## Appendix A

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### OPEN SPACE

### DOCUMENT NO.

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**1.0 POLICY TITLE:** Park Naming Policy and Procedures

**2.0 AUTHORITY:** City Council approved June 20, 2005, CR05-101  
City Council amended May 28, 2007, CR07-86

**3.0 PURPOSE:** The purpose of the Park Naming Policy is to provide the criteria and procedures for naming new parks and renaming existing parks.

**4.0 GENERAL CRITERIA:**

Park names shall be considered on the basis of one or more of the following criteria:

4.1 The names of Regina and district residents who:

- a) have resided in Regina or district for at least ten years; and
- b) have made a special contribution to the community in one or more of the following areas:
  - Service as an elected representative to the municipal, provincial or federal government for at least two terms.
  - Service as a member of a public board, committee or commission.
  - Service in a voluntary capacity in community organizations such as service clubs, cultural groups, unions, ethnic organizations, community associations, zone boards or professional organizations.
  - Have made a significant contribution in areas that have benefited the community; for example, agriculture, the arts, cooperatives, education, business or industry, journalism, medicine, politics, religion, science, law, the Canadian Armed Forces, public service, recreation or sports on a local, national or international scale.
  - Have made a significant contribution to the development of the community through participation as a pioneer between the years 1882 and 1903.

4.2 The names of persons who have not resided in Regina or district for at least ten years will be considered if they satisfy one or more of the following conditions:

- a) Saskatchewan Indian and Métis leaders who meet the criteria in 1 b) above;



- b) Deceased Regina Mayors and City Councillors who served at least six years in office;
  - c) Canadian Prime Ministers who have been elected to Parliament representing Saskatchewan constituencies;
  - d) Aboriginal individuals whose historic home is the Regina plains; or
  - e) Former premiers of the province of Saskatchewan.
- 4.3 The titles and names of members of the British monarchy or royal family.
- 4.4 Significant historic events in the history of Regina and geographic area now covered by the province of Saskatchewan.
- 4.5 Terms that arise from the distinctive prairie landscape and the ecological and ethnological features found in Saskatchewan. Names can therefore be derived from landforms, flora, fauna, agricultural, aboriginal and other ethnic communities of Saskatchewan. Aboriginal names and citations must have the confirmation of an appropriate aboriginal authority.
- 4.6 A group or organization that has made a significant contribution to the development of the park.
- 4.7 (a) Regina and area residents awarded the following civilian medals for acts of bravery and courage:
- § The National Medal of Bravery
  - § The Royal Canadian Humane Association Medal of Bravery
  - § The Carnegie Hero Medal
- 4.8 Requests to name parks in memoriam shall be considered on the basis of meeting the general criteria.
- 4.9 A request for a park name can be denied if the proposed name can be easily confused with an existing park name.
- 4.10 Except where the City of Regina deems otherwise, parks may not be named after industrial or business concerns where it is possible that such names can be construed as a promotion or advertising. However, where appropriate, a plaque or some other feature may be erected in recognition of any form of contribution from industry or business to a park development.
- 4.11 Small areas of City property which are not considered suitable for, and are not designated as parks such as traffic islands, boulevards, and buffer strips shall not be named.

**Please see Appendix A - Procedure for Naming New Parks or Renaming Existing Parks.**

I:\Wordpro\Policies - Administration Legislated (0000 POL)\Park Naming Policy and Procedures (4960 PKS)\Policy - Park Naming Policy and Procedures (amended May 2007)

## **APPENDIX A - PROCEDURE FOR NAMING NEW PARKS OR RENAMING EXISTING PARKS**

The following procedure shall be followed when naming new parks or renaming existing parks:

1. The City shall consider park names, consistent with the general criteria, which are proposed by the following sources:
  - a) The local community association or zone board.
  - b) The developer of the park or subdivision.
  - c) User groups, organizations or residents of the area.
2. When an application for subdivision that includes a park is made to the City, the Community Services Department shall initiate the park naming process by encouraging applications from:
  - a) the subdivision developer;
  - b) the community association in which the park is located if it is a neighbourhood park;
  - c) the zone board in which the park is located if it is a zone park;
  - d) the zone board and the adjacent community association if the park is located in a new subdivision where a community association does not exist; and
  - e) the affected park user groups in the case of a municipal park.
3. The Civic Naming Committee shall consider applications and add those proposed names, which satisfy the general criteria described in section 3.0, to a master list.
4. When proposing a name that is not already on the master list of potential park names, the individual, organization, group or developer proposing the name shall provide the Civic Naming Committee with background information outlining how the subject or person satisfies the general criteria in section 3.0. In the case of a proposed renaming, the party proposing the change should review the origins of the existing park name.
5. The Community Services Department shall maintain the master list of potential park names approved by the Civic Naming Committee.
6. The park name shall be appropriate with the level and function of the park (i.e., neighbourhood, zone or municipal park). The determination is based on the area in which the person has made the contribution and whether it impacted the city, the province or the country.
7. If the park is located on a joint use site involving the City of Regina and either the public or separate school board, or if the site is adjacent to a school, the Community Services Department shall consult with the school board prior to naming the park.

8. Elements within zone and municipal parks that are distinct and separate such as athletic fields, pavilions, plazas and waterfalls may also be named based on the general criteria set out in section 3.0.
9. When a name is proposed for a specific park, the Community Services Department shall forward the proposed name for review by:
  - a) the affected community association in the case of a neighbourhood level park;
  - b) the affected zone board in the case of a zone level park;
  - c) the adjacent zone board and the adjacent community association in case of a new subdivision where a community association does not yet exist; and
  - d) the affected user groups in the case of a municipal park.

In the case of a proposed renaming, the Community Services Department shall arrange for a public consultation process in cooperation with the respective community association, zone board or user group to consult those affected by the name change.

10. If it is determined to proceed with the proposed naming or renaming, the Community Services Department shall forward a report with a recommendation concerning the proposed park name to the Regina Planning Commission and City Council for a decision.
11. If the park name is approved by City Council, the Administration shall ensure appropriate signage is erected, including updating corporate mapping and the Geographical Information System. The signage shall conform to the City of Regina's Standard Park Detail for signs in parks.

## **Appendix F Current Terms of Reference**

### **CIVIC NAMING COMMITTEE**

AUTHORITY	City Manager November 28, 2002 City Council June 20, 2005 City Council January 26, 2009		
TERMS OF REFERENCE	-	Consider completed applications which identify names, events or other aspects of the environment on proposed park, street and subdivision names in accordance with approved Policy	
	-	Work with Regina Public Library Board staff and others in the community, as required to do background research on proposed names	
	-	Make recommendations to the Regina Planning Commission on Policy changes	
	-	Submit an annual report to City Council for information through the Regina Planning Commission on the names that were added to the master list and any changes that were made to the Policy during the year	
DELEGATED AUTHORITY		Approve names to be added to a master list as possible park, street or subdivision names for the City of Regina based on the approved Policy	
COMPOSITION		Total membership	6
		Appointed/Nominated by City Manager	6
		All members of the City of Regina administration	
	2	Representative from the Planning and Development Division	
	1	Representative from the City Services Division	
	1	Representative from the Fire & Protective Services Department	
	2	Representatives from the Office of the City Clerk	
TERM		Ongoing	

MEETINGS	At the call of the Chair (minimum 2 times per year)	
QUORUM	4	
ADMINISTRATIVE RESOURCE	Office of the City Clerk	(306) 519-0687
SECRETARY	Office of the City Clerk	(306) 519-0687

<u>Member</u>	<u>Term Expires</u>	<u>Telephone</u>
Joann Paulson	Ongoing	(306) 777-7518
Laura Markewich	Ongoing	(306) 777-7848
Mark Sylvestre	Ongoing	(306) 777-7321
Liberty Brears	Ongoing	(306) 777-6251
Erna Hall	Ongoing	(306) 777-7264
Dana Turgeon	Ongoing	(306) 777-6721



### Appendix G Environmental Scan

City	Naming Policy?	Indigenous naming or reconciliation addressed in policy?	Renaming addressed in policy?	Indigenous signage addressed in policy?
<b>Saskatoon</b>	Yes	No*	Yes	No
<b>Calgary</b>	Yes	Yes	Yes (sponsorship renaming only)	No
<b>Edmonton</b>	Yes	No*	Yes	No
<b>Winnipeg</b>	Yes	Yes	Yes	No
<b>Halifax Regional Municipality</b>	Yes	Yes	No	No
<b>Ottawa</b>	Yes	Yes	Yes	No
<b>Vancouver</b>	Yes	No*	Yes	No

\* Policy refers to cultural diversity, ethnic groups or multiculturalism rather than specifically referencing Indigenous naming or reconciliation.

November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: Discretionary Use Application (18-DU-12) - Medical Clinic in MX - Mixed Residential  
Business Zone - 2020 Halifax Street

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**RECOMMENDATION**

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION  
- NOVEMBER 7, 2018**

That the discretionary use application for a proposed Medical Clinic located at 2020 Halifax Street, being Lots 11-18, Block 362, Plan No. Old 33 be approved, and that a Development Permit be issued subject to the following conditions:

- a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.2 inclusive, prepared by Neher & Associates and dated July 26, 2018; and
- b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.

***REGINA PLANNING COMMISSION – NOVEMBER 7, 2018***

Pam Ford, representing Specialty RX, 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: Bob Hawkins, Mike O'Donnell (Chairperson) and Barbara Young; Commissioners: David Bale, Frank Bojkovsky, Simon Kostic, Steve Tunison and Celeste York were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on November 7, 2018, considered the following report from the Administration:

**RECOMMENDATION**

1. That the discretionary use application for a proposed Medical Clinic located at 2020 Halifax Street, being Lots 11-18, Block 362, Plan No. Old 33 be approved, and that a

Development Permit be issued subject to the following conditions:

- a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.2 inclusive, prepared by Neher & Associates and dated July 26, 2018; 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 November 26, 2018 meeting of City Council for approval.

### CONCLUSION

The applicant, Adesh Vora, representing the landowner, Genes Ltd. proposes to develop a Medical Clinic and an accessory retail pharmacy within an existing building in the Heritage Neighbourhood near the Regina General Hospital. The subject property is within the MX – Mixed Business Residential Zone in which a Medical Clinic is a Discretionary Use.

The proposal complies with the development standards and regulations contained in *Regina Zoning Bylaw No. 9250* (Zoning Bylaw) and is consistent with the policies in *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP). Accordingly, Administration recommends approval.

### BACKGROUND

The building located at 2020 Halifax Street was originally built as the Regina Curling Club but was renovated and approved as an Office in 1987 through a Discretionary Use approval (87-DU-13).

This application is being considered pursuant to the Zoning Bylaw, the OCP and *The Planning and Development Act, 2007* (Act).

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

### DISCUSSION

The applicant, Adesh Vora, representing the landowner, Genes Ltd. proposes to develop a Medical Clinic and an accessory retail pharmacy within an existing building in the Heritage Neighbourhood near the General Hospital. The existing space is currently vacant.

There are no proposed changes to the site through this application. The building at 2020 Halifax Street is currently separated into four separate tenant spaces, as shown in Appendix A-3.1. The Medical Clinic is proposed to occupy a vacant tenant space within the building.

The land use and zoning related details of this proposal are summarized in the following table:

<b>Land Use Details</b>	<b>Existing</b>	<b>Proposed</b>
Zoning	MX - Mixed Residential Business Zone	MX - Mixed Residential Business Zone
Land Use	Vacant	Medical Clinic
Building Area	1458 m <sup>2</sup>	1458 m <sup>2</sup>

<b>Zoning Analysis</b>	<b>Required</b>	<b>Proposed</b>
Number of Parking Stalls Required	15 stalls  A Medical Clinic under 325 m <sup>2</sup> requires no additional parking	No Change

The surrounding land uses include a mix of commercial to the north along Victoria Avenue, residential to the west, a commercial office building to the south and parking to the east.

The proposed development is consistent with the purpose and intent of the MX - Mixed Residential Business Zone with respect to providing opportunities for the flexible use of properties in a residential area.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

The subject area currently receives a full range of municipal services, including water, sewer and storm drainage. Although not expected by the proposal, the applicant will be responsible for the cost of any additional or changes to existing infrastructure that may be required to directly or indirectly support the development, in accordance with City standards and applicable legal requirements.

### Environmental Implications

None with respect to this report.

### Policy/Strategic Implications

The proposal is consistent with the policies contained within Part A of the OCP with respect to:

Section D5: Land Use and Built Environment

Goal 1 – Complete Neighbourhoods: Enable the development of couple neighbourhood.

7.1 Require that new neighbourhoods, new mixed-use neighbourhoods, intensification areas and built or approved neighbourhoods are planned and developed to include the following:

7.1.4 Opportunities for daily lifestyle needs such as services, convenience shopping, and recreation.

7.1.10 Convenient access to areas of employment.

The proposal is consistent with Part B.12 of the OCP, being the General Hospital Area Neighbourhood Plan, with respect to:

The goal of the Neighbourhood Plan, adopted in 2006, “is to strike a balance between enhancing the viability of the residential community while enabling the hospital to meet the needs of the Regina Qu’Appelle Health Region (now the Saskatchewan Health Authority) in accordance with its mandate to provide tertiary health services to residents of Regina and southern Saskatchewan”.

One of the objectives developed to address the specific needs of the neighbourhood is “to direct the location of future medical related development to locations consistent with the preservation of the residential character of the area”.

To achieve this objective, a Medical District was created around the General Hospital as shown on Map 11.4 in Appendix A-4. The Neighbourhood Plan further specifies:

- a) That future medical related uses be directed to the Medical District shown on Map 11.4.
- b) That there be no encroachment of medical related land uses into the residential neighbourhood as shown on Map 11.4.

The proposed use of the property at 2020 Halifax Street as a Medical Clinic meets the objective of the Neighbourhood Plan, which specifically states that medical related land uses be located within the Medical District.

#### Other Implications

None with respect to this report.

#### Accessibility Implications

The proposed development does not require any additional parking to be provided. However, the property provides one parking stall for persons with disabilities, which exceeds the minimum requirement of zero stalls.



## COMMUNICATIONS

Communication with the public is summarized below:

Public notification signage posted on:	August 20, 2018
Letter sent to immediate property owners	August 28, 2018
Number of Public Comments Sheets Received	3

Administration received three public comments on this application. A more detailed accounting of those comments and Administration's response is provided in Appendix B.

A copy of the application was circulated to the Heritage Community Association (HCA). Following circulation, Administration attempted follow up contact with HCA but did not receive a response prior to the deadline for submission of this report.

The applicant and other interested parties will receive a copy of the report and notification of the meeting to appear as a delegation in addition to receiving a 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



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Elaine Gohlke, Secretary



Subject Property

Date of Photography: 2016



Project 18-DU-12

Civic Address/Subdivision

2020 Halifax Street / OLD 33  
LOT 11-18, BLOCK 362, OLD33



**NEHER & ASSOCIATES**  
CONSULTANTS  
P.O. Box 1430-2007  
Regina, Saskatchewan S4N 1A4  
Email: [info@neherandassociates.com](mailto:info@neherandassociates.com)  
[www.neherandassociates.com](http://www.neherandassociates.com)

**CONSULTANTS:**

CONTRACTOR SHALL NOT SCALE DRAWINGS.  
THE CONTRACTOR IS TO REPORT ANY ERRORS  
OR OMISSIONS TO NEHER & ASSOCIATES PRIOR  
TO COMMENCEMENT OF WORK. NEHER &  
ASSOCIATES SHALL NOT BE RESPONSIBLE FOR  
ANY ERRORS, OMISSIONS, OR DELAYS IN THE  
DRAWINGS. ALL DESIGN AND DRAWINGS  
SHALL BE THE PROPERTY OF NEHER &  
ASSOCIATES AND SHALL NOT BE REPRODUCED WITHOUT  
PRIOR AUTHORIZATION.

**PROJECT NAME:**  
**Niam**  
**Pharmaceuticals**  
2022 Halifax Street  
Regina, SK

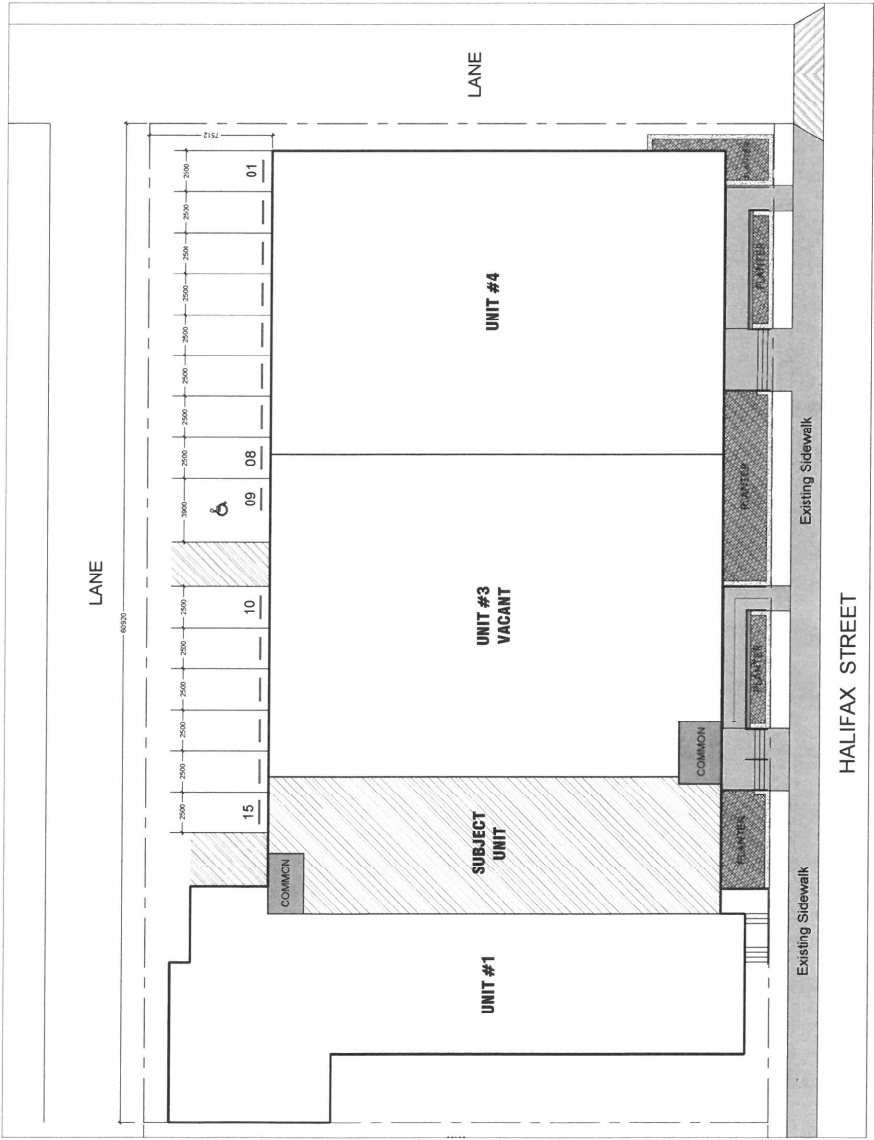
**ISSUE RECORD:**  
01 - Issued for DU Application -  
07/26/18

**REVISIONS:**

PROJECT NO:	2018-21
DWG'S FILE:	N/A
DRAWN BY:	W.G.N.
CHECKED BY:	W.G.N.

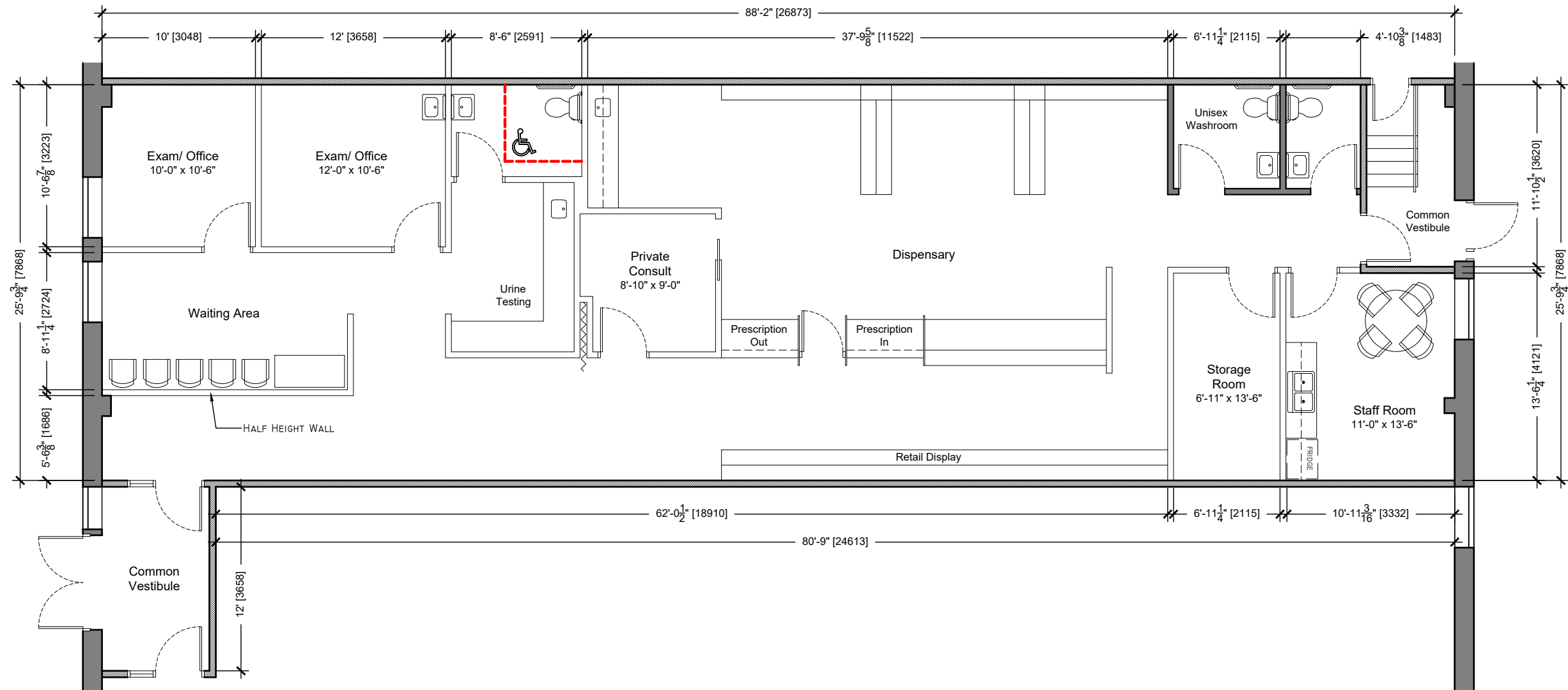
**SHEET TITLE**  
**Site Plan &**  
**Parking Analysis**

Sheet No.  
**BD1.0**



**1 SITE PLAN**  
BD1.0 SCALE 1/16" = 1'-0"



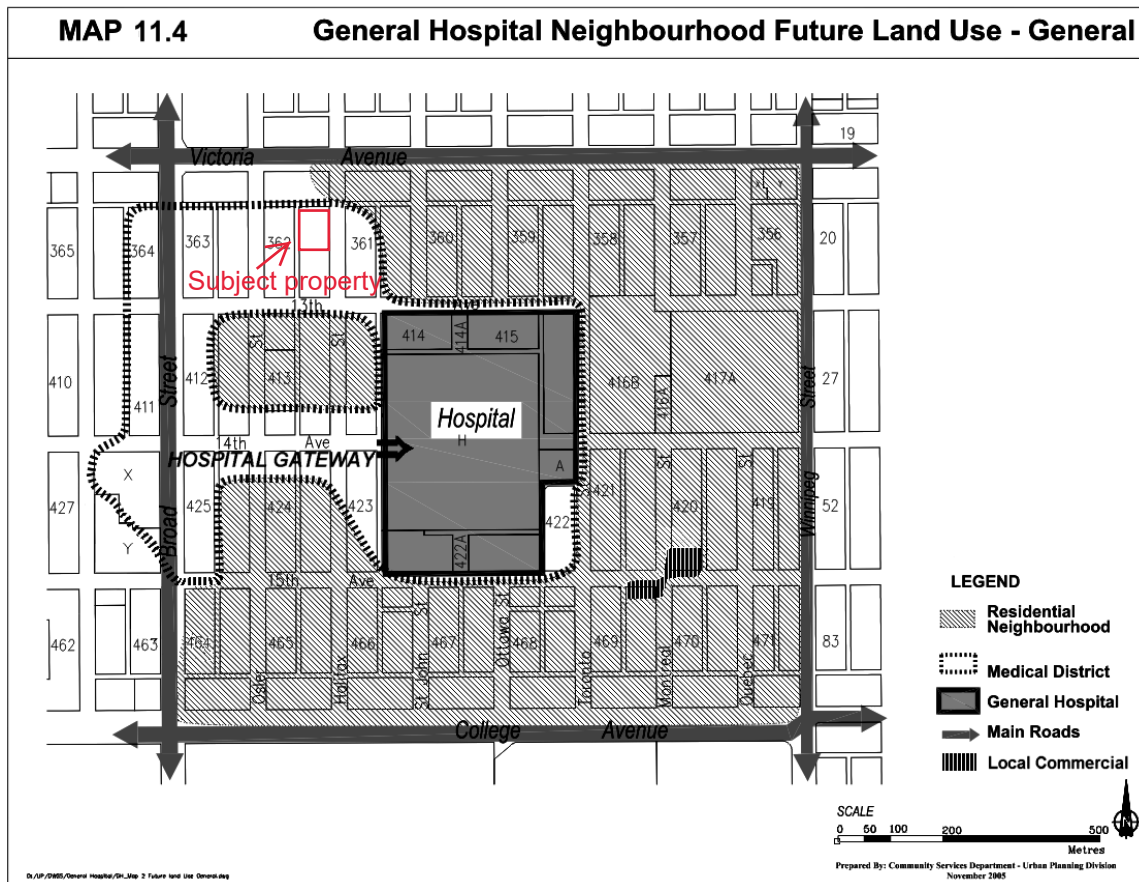


**FLOOR PLAN CONCEPT**  
 SCALE 3/16" = 1'-0"

**Wall Schedule**

- Existing Walls
- Demising Walls
- New Partitions

Appendix A-3.2



This plan preserves future growth options for the hospital on their existing site, expanding the building onto the adjacent Block 422, and construction of standalone medical facilities elsewhere in the Medical District.

- That future medical related uses be directed to the Medical District shown on Map 11.4.
- That there be no encroachment of medical related land uses into the residential neighbourhood as shown on Map 11.4.
- Exceptions to the policies in this Part are only as follows:

Building	Address	Legal Description	Use to be Allowed
Existing Residence	1636 College Avenue	Lot 8, Block 465 Plan Old 33, Ext. 0 as described on Certificate of Title No. 90R24816	A specialty Medical Clinic to accommodate a maximum of four medical specialists.

#### 4) Hospital Access

The General Hospital is located in the centre of the neighbourhood, and does not have direct access to arterial streets such as Broad Street, Victoria Avenue, College Avenue and

Public Consultation Summary – 2020 Halifax Street

Response	Number of Responses	Issues Identified
<i>Completely opposed</i>	1	<ul style="list-style-type: none"> <li>• Presence of a needle exchange</li> <li>• Congestion</li> <li>• Property values</li> <li>• Increased crime</li> </ul>
<i>Accept if many features were different</i>	1	<ul style="list-style-type: none"> <li>• Existing lights too bright</li> </ul>
<i>Accept if one or two features were different</i>	0	
<i>I support this proposal</i>	1	
<i>Other</i>		

**1. Issue: Concerned about lighting on existing building.**

*Administration's Response:* The building is existing and the site conditions are not changing through this discretionary use application.

**2. Issue: Presence of a needle exchange**

*Administration's Response:* The proposed application does not include a needle exchange.

**3. Issue: Property Values**

*Administration's Response:* Development in established neighbourhoods often generates concerns about the impact on property values. The Administration acknowledges that residents have these concerns, but is not aware of any evidence that such development will necessarily have a negative impact on surrounding property values. The potential impact in this regard cannot be determined conclusively in advance, but will be affected by the perceptions, experiences and resultant actions of individual households, over time.

**4. Issue: Congestion**

*Administration's Response:* The proposal does not increase the size or intensity of the existing development on site. As such, it is not anticipated that the proposed Medical Clinic will cause traffic to exceed the thresholds of the transportation network as the system was designed.

**5.****Issue: Crime**

*Administration's Response:* The Administration is not aware of any evidence to support a Medical Clinic causing an increase in crime.



November 26, 2018

To: His Worship the Mayor  
And Members of City Council

Re: Discretionary Use Application (18-DU-13) Retail Use (Art Gallery) - 3424 13th Avenue

---

**RECOMMENDATION**

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION  
– NOVEMBER 7, 2018**

That the discretionary use application for a proposed Retail Use (Art Gallery) located at 3424 13<sup>th</sup> Avenue, being Lot 48, Block 380, Plan No. 99RA05074, be approved, and that a Development Permit be issued subject to the following conditions:

- a) The development shall be generally consistent with the plans attached to this report as Appendix A-3.1 to Appendix A-3.4 inclusive, prepared by Alton Tangedal Architecture Ltd. and dated August 1, 2018.
- b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.

*REGINA PLANNING COMMISSION – NOVEMBER 7, 2018*

Trevor Munroe, representing Alton Tangedal Architecture 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: Bob Hawkins, Mike O'Donnell (Chairperson) and Barbara Young; Commissioners: David Bale, Frank Bojkovsky, Simon Kostic, Robert Porter, Steve Tunison and Celeste York were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on November 7, 2018, considered the following report from the Administration:

**RECOMMENDATION**

- 1. That the discretionary use application for a proposed Retail Use (Art Gallery) located at 3424 13<sup>th</sup> Avenue, being Lot 48, Block 380, Plan No. 99RA05074, be approved, and that a Development Permit be issued subject to the following conditions:

- a) The development shall be generally consistent with the plans attached to this report as Appendix A-3.1 to Appendix A-3.4 inclusive, prepared by Alton Tangedal Architecture Ltd. and dated August 1, 2018.
  - 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 November 26, 2018 meeting of City Council for approval.

## CONCLUSION

The applicant and owner, Sophia Papaconstantinou, proposes to develop a Retail Use (Art Gallery) in an existing commercial building along the 13<sup>th</sup> Avenue Shopping District within the Cathedral Neighbourhood. The subject property is within the LC3 - Local Commercial Zone in which a Retail Use over 150 square metres is a discretionary use.

The proposal complies with the development standards and regulations contained in *Regina Zoning Bylaw No. 9250* (Zoning Bylaw) and is consistent with the policies in *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP). Accordingly, Administration recommends approval.

## BACKGROUND

This application is being considered pursuant to the Zoning Bylaw, the OCP and *The Planning and Development Act, 2007* (the Act).

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

## DISCUSSION

The applicant and owner, Sophia Papaconstantinou, proposes to develop a Retail Use (Art Gallery), within an existing building along the 13<sup>th</sup> Avenue Shopping District in the Cathedral Neighbourhood. The existing commercial space is currently vacant and was previously used as a Recreational Services Facility (Flux).

The subject property fronts onto 13<sup>th</sup> Avenue and is part of the 13<sup>th</sup> Avenue Shopping District, which includes the businesses located from Angus Street to Elphinstone Street on 13<sup>th</sup> Avenue in the Cathedral Neighbourhood.

The land use and zoning related details of this proposal are summarized in the following table:

<b>Land Use Details</b>	<b>Existing</b>	<b>Proposed</b>
Zoning	LC3 – Local Commercial Zone	LC3 – Local Commercial Zone
Land Use	Vacant Commercial Unit	Retail Use
Building Area	241.08 m <sup>2</sup>	241.08 m <sup>2</sup>

<b>Zoning Analysis</b>	<b>Required</b>	<b>Proposed</b>
Number of Parking Stalls Required	Exempt from required parking because the proposed retail space is less than 325 m <sup>2</sup> in size.	0
Minimum Lot Area (m <sup>2</sup> )	100 m <sup>2</sup>	243.9 m <sup>2</sup>
Minimum Lot Frontage (m)	5 m	10.67 m
Maximum Building Height (m)	13 m	5.8 m
Maximum Floor Area Ratio	2.0	0.98
Maximum Coverage (%)	100%	98%

The surrounding land uses include a mix of commercial and residential properties to the north and east, commercial properties to the west and the Connaught Library to the south of 13<sup>th</sup> Avenue. The commercial building immediately to the west is currently vacant and under the same ownership, however it is on a separate lot and not considered part of this development.

Most buildings and businesses within the 13<sup>th</sup> Avenue Shopping District have developed with little or no setback from the street, which has encouraged a pedestrian orientation to the street. This shopping district provides commercial services to neighbourhood residents but it is also patronized by population outside the Cathedral area.

The proposed development is consistent with the purpose and intent of the LC3 – Local Commercial Zone with respect to:

- Providing commercial uses to serve the immediate neighborhood.
- Accommodating local commercial services near arterial and collector streets.
- Integrating shopping in facilities in residential neighbourhoods.

The proposal will provide an additional amenity within proximity to residents in the area and is accessible by all modes of travel. As such, the proposal will positively contribute to the local economy and activity of the immediate area and the array of services along the 13<sup>th</sup> Avenue Shopping District.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

The subject area currently receives a full range of municipal services, including water, sewer, and storm drainage. Although not expected by the proposal, the applicant will be responsible for the cost of any additional changes to the 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 the OCP with respect to:

##### Section D5: Land Use and Built Environment

Goal 1 – Complete Neighbourhoods: Enable the development of complete neighbourhoods.

- 7.5 Encourage appropriate mixed-use development within neighbourhoods, as well as the retention of existing local and neighbourhood commercial spaces.

The proposal is consistent with the policy objectives contained within Part B.6 of the OCP, the Cathedral Area Neighbourhood Plan, with respect to:

##### 4.1.9 13<sup>th</sup> Avenue Shopping District

- 1) To ensure that commercial development occurs in a manner which is compatible with adjacent residential areas.
- 2) To encourage the consolidation of the existing commercial area and to prevent further commercial encroachment along 13th Avenue and into abutting residential areas.

The proposed development provides commercial choice to the surrounding residents within an existing underutilized space, which enhances the public realm along the 13<sup>th</sup> Avenue Shopping District.

#### Other Implications

None with respect to this report.

#### Accessibility Implications

None with respect to this report as the proposed development is exempt from additional parking requirements.

## COMMUNICATIONS

Communication with the public has been summarized below:

Public notification signage posted on	August 27, 2018
Letter sent to immediate property owners	August 24, 2018
Number of public comments sheets received	3

Administration received three letters of support for the proposed Retail Use (Art Gallery).

A copy of the application was circulated to the Cathedral Area Community Association (CACA) and the community association has indicated it has no concerns with the proposal.

The applicant and other interested parties will receive a copy of the report and notification of the meeting to appear as a delegation in addition to receiving a 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*.

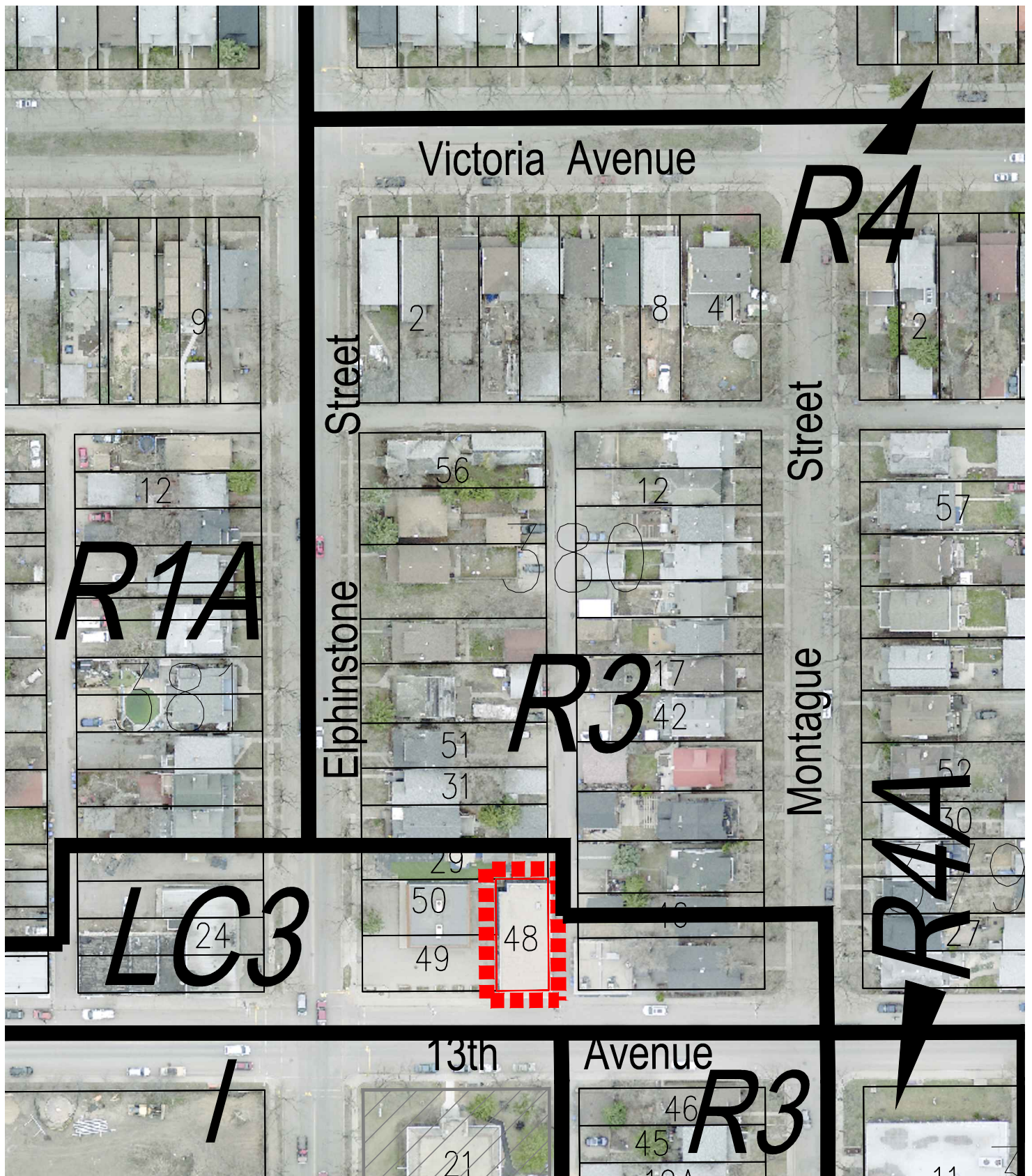
Respectfully submitted,

REGINA PLANNING COMMISSION



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Elaine Gohlke, Secretary



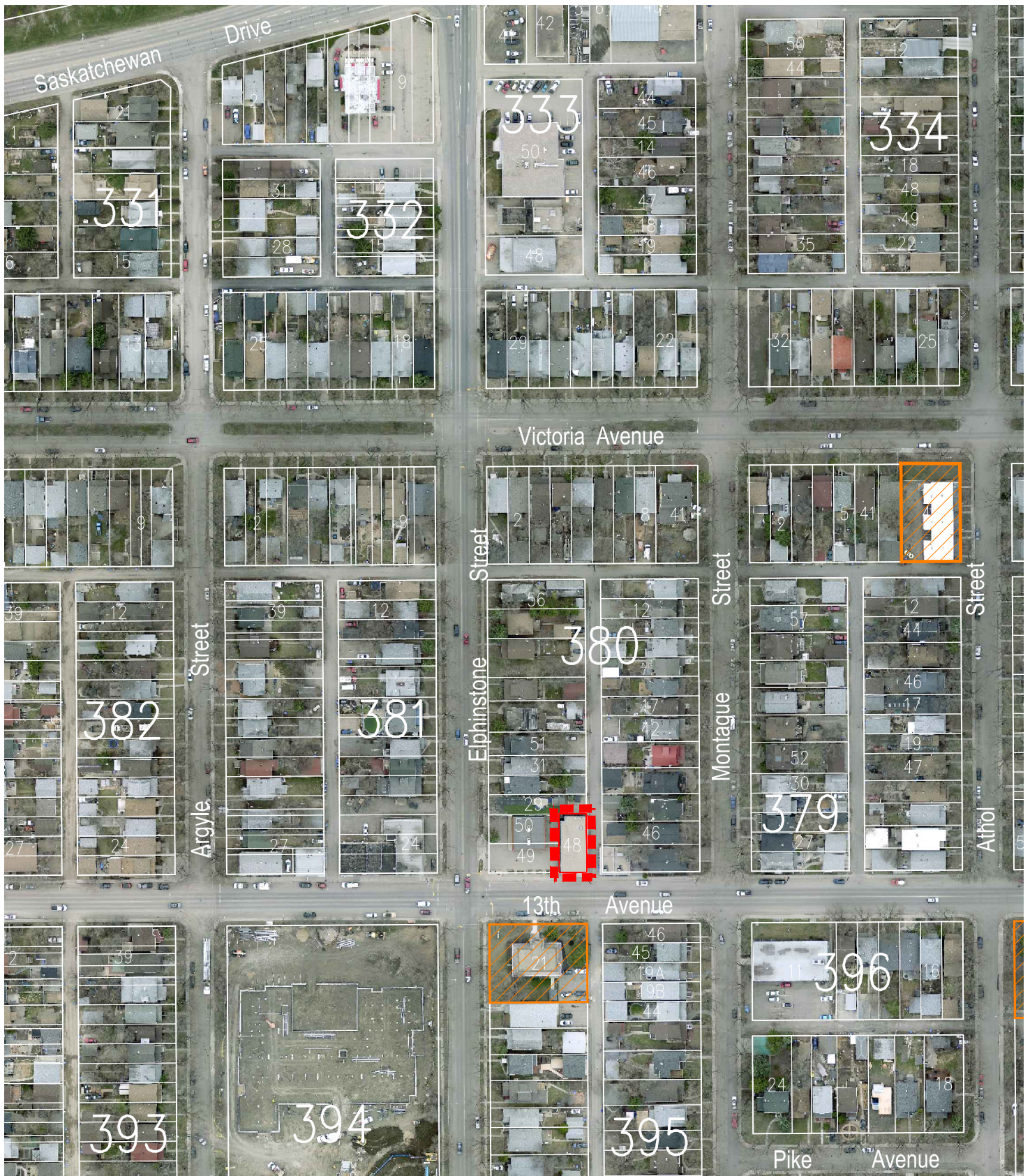
Date of Photography : 2016



Subject Property







Subject Property

Date of Photography: 2016



Project 18-DU-13

Civic Address/Subdivision 3424 - 13th Avenue

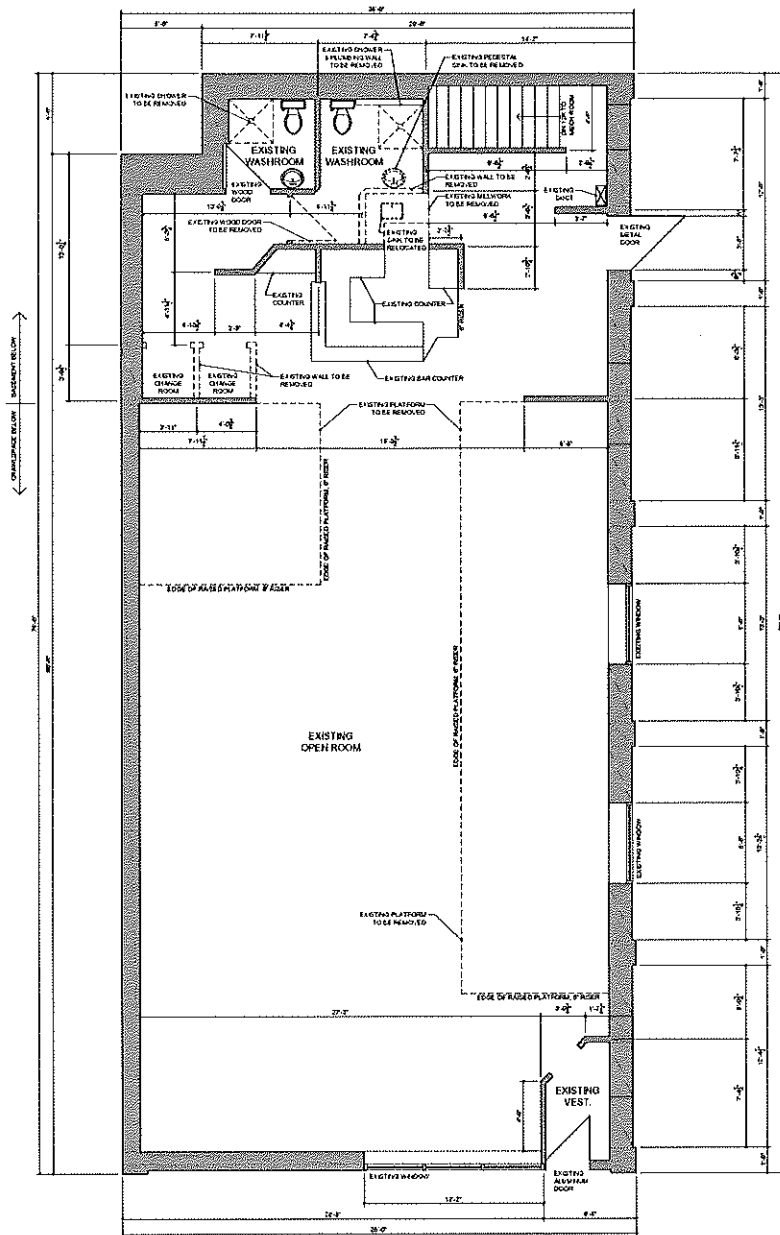




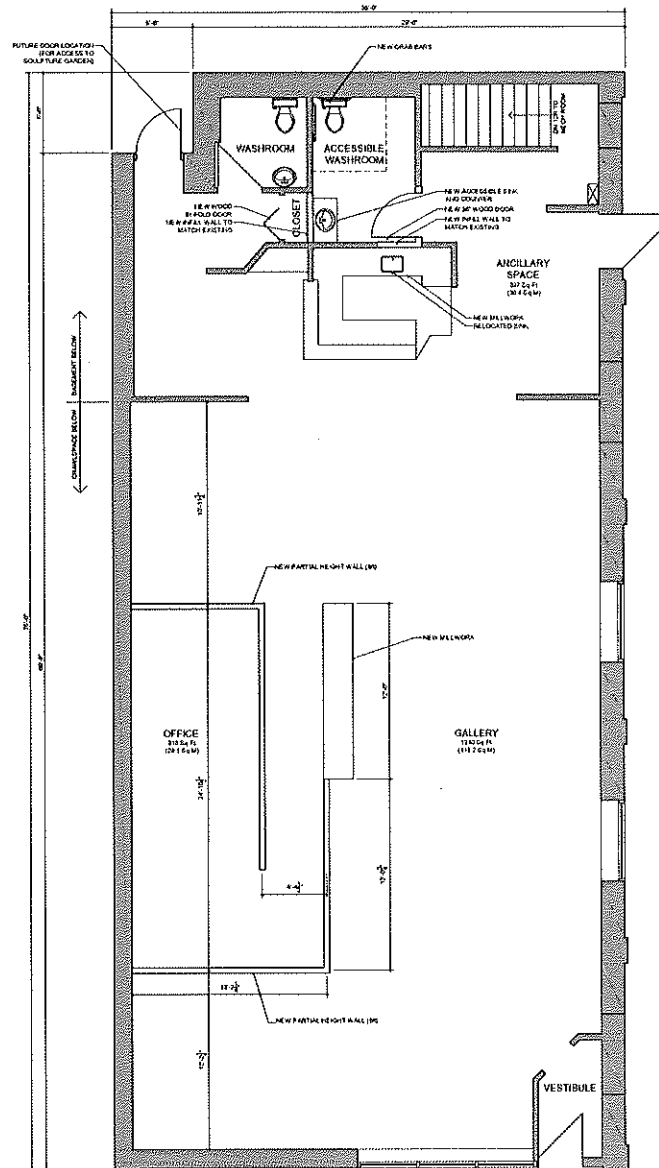
**Alton Tangedal  
Architect Ltd.**  
14, 15th Ave. S.W. Suite 100  
Edmonton, Alberta T6C 1K5  
Tel: 463-8888



# Appendix A-3.3



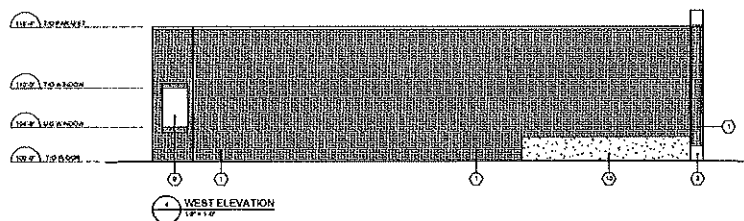
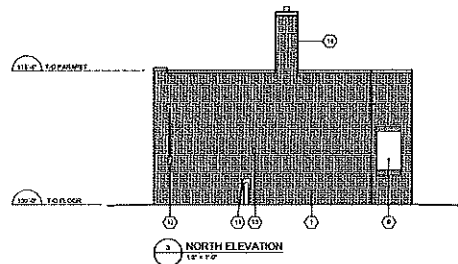
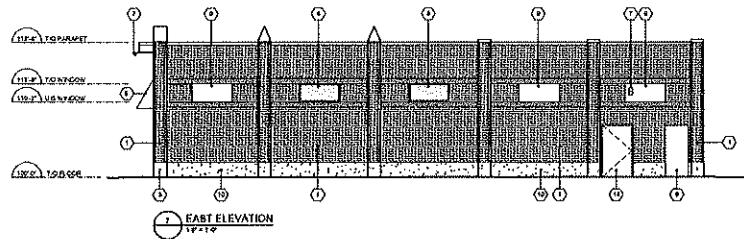
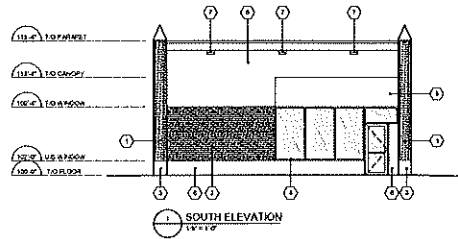
1 MAIN FLOOR PLAN - EXISTING/DEMOLITION  
1/8" = 1'-0"



2 MAIN FLOOR PLAN - PROPOSED  
1/8" = 1'-0"

Architect	Project	Sheet	Date
<p>PROJECT</p> <p>DISCRETIONARY USE APPLICATION FOR PROPOSED ART GALLERY</p> <p>3424 13th AVENUE REGINA, SK</p>			
<p>DRAWING</p> <p>MAIN FLOOR PLAN - EXISTING/DEMOLITION</p> <p>MAIN FLOOR PLAN - PROPOSED</p>			
DESIGN	• A.C.T.		
DRAWN	• T.L.M.		
DATE	• 01 AUG 2016		
PROJECT	• 16072		
SHEET NO.	• REVISION NO.		
A-2.0			

# Appendix A-3.4



EXTERIOR FINISH LEGEND	
1	EXISTING BRICK MASONRY
2	EXISTING LIGHTER BRICK MASONRY
3	EXISTING TYPICAL STONE
4	EXISTING ALUMINUM WINDOW DOOR
5	EXISTING FABRIC CANOPY
6	EXISTING STUDIOS
7	EXISTING LIGHT FIXTURE
8	EXISTING FASCIA BOARD
9	EXISTING PAINTED PLYWOOD, NAILLED WINDOW DOOR
10	EXISTING CONCRETE
11	EXISTING GAS METER
12	EXISTING POWER METER
13	EXISTING MECHANICAL VENT
14	EXISTING INSULATED STEEL DOOR
15	EXISTING CHIMNEY

Alton Tangedal	M.A.B.	S.M.	NO. 101
<p>PROJECT</p> <p>DISCRETIONARY USE APPLICATION FOR PROPOSED ART GALLERY</p> <p>3424 13th AVENUE REGINA, SK</p>			
<p>DRAWING</p> <p>EXTERIOR ELEVATIONS</p>			
DESIGN	• A.C.T.		
DRAWN	• T.L.M.		
DATE	• 01 AUG 2018		
PROJECT	• 16072		
SHEET NO.	• REVISION NO.		
A-3.0			

MOTION

November 26, 2018

City Clerk  
City Hall  
Regina, Saskatchewan

Dear Sir:

Re: Temporary Pathway System

---

WHEREAS there are no pedestrian options for safe travel across the northwest corner especially pertaining to two elementary schools as a destination;

WHEREAS this is a unique situation due to phasing of construction;

WHEREAS the provincial changes to school bus services have increased pedestrian and bicycle traffic;

WHEREAS there is a permanent path system planned but not likely to be implemented in the foreseeable future; and

WHEREAS recent administration pedestrian counts have warranted the need for this pathway

THEREFORE BE IT RESOLVED THAT:

Funding for planning a temporary pathway system running parallel to Courtney Street on the east side, connecting Rink Avenue to Whelan Street, be provided in the upcoming 2019 budget and Administration bring a report outlining its implementation to Public Works and Infrastructure Committee in Q2 of 2019.

Respectfully submitted,



Jason Mancinelli  
Councillor - Ward 9