



Community & Protective Services Committee

**Wednesday, December 12, 2018
3:00 PM**

Darlene Hincks Meeting Room, Main Floor, City Hall



OFFICE OF THE CITY CLERK

**Public Agenda
Community & Protective Services Committee
Wednesday, December 12, 2018**

Approval of Public Agenda**Adoption of Minutes**

Community & Protective Services Committee - Public - Oct 9, 2018 4:00 PM

Administration Reports

CPS18-22 University of Regina Parking Ticket Administration & Revenue Agreement

Recommendation

1. That the Executive Director, City Services, be delegated the authority to negotiate and approve an up to one-year agreement with the University of Regina (University) for the administration, collection and prosecution of parking tickets issued at the University.
2. That the City Clerk be authorized to execute the agreement on behalf of the City after review by the City Solicitor.
3. That this report be forwarded to the December 17, 2018 meeting of City Council for approval.

CPS18-23 Pathway Lighting

Recommendation

1. That this report be received and filed.
2. That item CM18-2 be removed from the list of outstanding items for the Community and Protective Services Committee.

CPS18-24 Review of Outstanding Items

Recommendation

That the updated List of Outstanding Items for Community and Protective Services be forwarded to Executive Committee for information.

Adjournment

AT REGINA, SASKATCHEWAN, TUESDAY, OCTOBER 9, 2018

AT A MEETING OF COMMUNITY AND PROTECTIVE SERVICES
COMMITTEE
HELD IN PUBLIC SESSION

AT 4:00 PM

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

Present: Councillor Jerry Flegel, in the Chair
Councillor Lori Bresciani
Councillor John Findura
Councillor Joel Murray
Councillor Andrew Stevens

Also in Attendance: Council Officer, Tracy Brezinski
Council Officer, Ashley Thompson
Legal Counsel, Chrystal Atchison
Executive Director, City Services, Kim Onrait
Director, Community Services, Laurie Shalley
Director, Parks & Open Space, Ray Morgan
Director, Transit, Brad Bells
Manager, Business Support, Dawn Schikowski

APPROVAL OF PUBLIC AGENDA

Councillor Lori Bresciani moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted, and that the delegations be heard in the order called by the Chairperson.

ADOPTION OF MINUTES

Councillor John Findura moved, AND IT WAS RESOLVED, that the minutes for the meeting held on September 13, 2018 be adopted, as circulated.

ADMINISTRATION REPORTS

CPS18-19 Canadian Western Agribition Transit Service

Recommendation

1. That the City of Regina provide Canadian Western Agribition (CWA) in-kind transit service funding for the amount of \$24,000; and
2. That this report be forwarded to the October 29, 2018 meeting of City Council for approval.

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

CPS18-21 Update on Taxi Bylaw Changes

Recommendation

1. That item #2 from CR17-80 be removed from the list of outstanding items for the Community and Protective Services Committee.
2. That this report be received and filed.

Sandy Archibald, representing Regina Cabs, addressed the Committee.

Councillor Joel Murray moved, that the recommendations contained in the report be concurred in.

Councillor Joel Murray withdrew item #2 of his motion to receive and file.

Councillor John Findura moved, in amendment, AND IT WAS RESOLVED, that:

1. A report with additional information and statistics on Seasonal Taxicab Licences through a lottery system be brought back to the Community and Protective Services Committee meeting in September 2019.
2. This report be forwarded to the October 29, 2018 meeting of City Council for information.

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

CPS18-20 Open Space Pathway Snow Clearing Service

Recommendation

That this report be received and filed.

Councillor Lori Bresciani moved, that this report be received and filed.

Councillor Lori Bresciani withdrew her motion to receive and file.

Councillor Lori Bresciani moved, AND IT WAS RESOLVED, that:

1. Option One - Clear all open space pathway city wide be referred to the 2019 budget process for consideration.
2. This report be forwarded to the October 29, 2018 meeting of City Council for information.

The motion was put and declared CARRIED.

ADJOURNMENT

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

The meeting adjourned at 5:35 p.m.

Chairperson

Secretary

December 12, 2018

To: Members
Community & Protective Services Committee

Re: University of Regina Parking Ticket Administration & Revenue Agreement

RECOMMENDATION

1. That the Executive Director, City Services, be delegated the authority to negotiate and approve an up to one-year agreement with the University of Regina (University) for the administration, collection and prosecution of parking tickets issued at the University.
2. That the City Clerk be authorized to execute the agreement on behalf of the City after review by the City Solicitor.
3. That this report be forwarded to the December 17, 2018 meeting of City Council for approval.

CONCLUSION

The City of Regina (City) has provided parking ticket administration and prosecution services to the University of Regina since 2001. Under this arrangement, the University is responsible for issuing tickets and the City is responsible for the administration and prosecution of the tickets. The current agreement expires on December 31, 2018. The University is currently acquiring technology that will enable them to undertake this work in house however until the technology is implemented both parties are interested in continuing the partnership.

The purpose of this report is to seek approval to continue the agreement in 2019. The new agreement will not have any substantial changes from the previous contract. The proposed term of the agreement is one year; however, the contract has a clause that allows either party to terminate the agreement early with 90 days of notice.

BACKGROUND

Since 2001, the City has had an agreement with the University for parking ticket administration and prosecution services. Under *The University of Regina Act*, the University is empowered to establish bylaws regulating and governing parking of vehicles on the University campus and to enter into an agreement for the processing of Notice of Violations (tickets) issued under the bylaw. This agreement is for tickets that are issued for a violation of the University of Regina Parking Bylaws.

The Regina Administration Bylaw requires that revenue agreements with a value greater than \$100,000 per year require the approval of City Council.

DISCUSSION

The current agreement for parking ticket administration and prosecution services with the University expires on December 31, 2018.

Under the existing agreement, the City retains all parking ticket fine revenue collected, less a payment of \$7.03 for each ticket issued unless cancelled by the University in exchange for the administration and prosecution of tickets issued at the University. This agreement generates approximately \$400,000 in gross revenue annually with approximately \$100,000 paid back to the University in commissions.

The University has advised Administration that it wishes to terminate the agreement in 2019, as a result of internal capacity that is being established to bring the services in house. As such, Administration is proposing a one-year term for this agreement with no other proposed substantial changes. The termination language allows for either party to end the contract with 90 days of notice. The City can still collect on unpaid tickets for a period of up to one year after the end of the contract. The ticket revenue and commission expenses will be partially under budget in 2019 and subsequently removed in the 2020 budget process. The staff costs to administer the University contract will also be reviewed and reallocated in future years.

RECOMMENDATION IMPLICATIONS

Financial Implications

The revenue amount is dependent on both on the number of tickets issued for various violations, and the timing of payments. Tickets that are paid during the discount period result in less revenues for the City, but also result in less cost. If a ticket requires prosecution, there are significant costs associated. These revenues will cover expenses associated with commissions paid back to the university as well as operating, administrative and overhead costs associated with the provision of services with City resources. The purpose of the agreement is to fully recover the City's costs and to share the remaining revenue.

The City has expected to generate more than \$400,000 per year in gross revenues through this agreement on a yearly basis. The City pays a commission on any ticket which is paid at a total cost of \$100,000 per year. Staff costs have been estimated as high as \$150,000 per year however the cost savings will be realized through reallocation and adjustment in future years.

The termination of this agreement will create a \$300,000 overall deficit in the Parking Services budget a portion of which will be realized in the 2019 fiscal year and the total amount in 2020. After the City receives termination, notice from the University the corresponding revenues and expenses will be reported as under budget for the 2019 fiscal year. A business case will be submitted during the 2020 the budget process to reduce Parking Services revenues by \$400,000 and expenses by \$100,000.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The proposed revenue sharing agreement's intent is consistent with Regina's Official Community Plan which states that revenue collected in excess of full cost recovery will be considered general revenue and used for public benefits city-wide.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

A copy of this report has been provided to the University of Regina.

DELEGATED AUTHORITY

This report requires the approval of City Council.

Respectfully submitted,



Faisal Kalim, Manager
Parking Services

Respectfully submitted,



Laurie Shalley, A/Executive Director
City Services

December 12, 2018

To: Members
Community & Protective Services Committee

Re: Pathway Lighting

RECOMMENDATION

1. That this report be received and filed.
2. That item CM18-2 be removed from the list of outstanding items for the Community and Protective Services Committee.

CONCLUSION

Council directed Administration to research costs associated with lighting paved pathways within the City. The City's current policy states that lighting will be considered in spaces where evening use is encouraged, such as outdoor sports complexes, and in areas that are considered to serve as major connectors between high use facilities such as schools and recreation centres. A jurisdictional review revealed that this policy is consistent with policies adopted in other Canadian municipalities.

Research also shows that the capital costs to light one kilometer of pathway is approximately \$204,000 for standard lighting and approximately \$141,000 for solar lighting. Maintenance and operating costs range from \$1,360 for standard lighting to \$3,500 for solar lighting annually, per kilometer.

BACKGROUND

In 2006, Administration conducted research to develop the *Open Space Lighting Policy and Procedures* (Appendix A). Research included a stakeholder consultation process, as well as a jurisdictional review. Organizations consulted included community associations, zone boards, the Regina Police Service (RPS), the development community, Regina and Region Home Builders, engineering, architectural and landscape architectural companies and the public and separate school boards.

Jurisdictional research at that time revealed that other Canadian cities only installed lighting in open space where there was a demonstrable need. The research and consultation also revealed that some stakeholders believe that lighting should not be considered a solution to all problems and, in some instances, may provide a false sense of security to open space users when there is not a sufficient volume of pedestrian night traffic to warrant it, which is consistent with Crime Prevention Through Environmental Design (CPTED) principles.

The *Open Space Lighting Policy and Procedures* was created and approved by Council, in an effort to support Administration to consistently consider, and respond to requests for, lighting in open spaces throughout the City. This policy recommends that lighting be considered for the following:

- a) Major connectors (i.e., pathways connecting schools or recreation facilities)
- b) Outdoor sports complexes
- c) Outdoor boarded ice facilities
- d) Parking lots serving open space facilities
- e) Tennis courts
- f) Special features, such as toboggan hills or outdoor seating areas
- g) Other areas as may be deemed appropriate by the Director.

Since then, Administration has used this information to guide decisions related to lighting of open spaces.

On February 27, 2018 Council brought forth a motion for “Administration to consider the implications of maintaining, lighting and clearing an additional 32 kilometres of paved pathways, including the associated cost.” The topic of pathway maintenance and clearing was considered by Council in October 2018 (Report CPS 18-20). The purpose of this report is to provide Council with information on the costs and implications associated with lighting.

DISCUSSION

In response to the motion, Administration has had further discussions with other jurisdictions and has also researched costs for solar lighting and for conventional lighting. The following is a summary of this research.

Jurisdictional Research

Administration contacted several municipalities (including Saskatoon, Calgary, Ottawa, Lethbridge, Morinville and Toronto) to determine when and where they install lighting in parks and open spaces and to assess whether they have considered or installed solar lighting in any of these spaces.

Generally, other municipalities consider lighting on a case by case basis. Also, the public consider lighting to be an added safety measure and traditionally associate lighting with pathways that are cleared in the winter. Unfortunately, these assumptions without a thorough understanding of the environment, can put pathway users in a more dangerous situation than if they keep to roads and sidewalks which in some cases are less isolated. CPTED principles state that lighting is neither good nor bad, but needs to be considered in the context of the space, based on the site lines and whether there is natural surveillance by neighbours, vehicles and users.

Consistent with Regina’s policy, municipalities also recognize that lighting all parks and pathways is not financially feasible, so most install lights only where the design of the park permits evening use and where the security of pathway users can be reasonably ensured. These cities acknowledge that pathway lighting should not be used to replace safer alternative evening

routes such as local roads and sidewalks. Instead, they suggest that lighting should be used in pathway locations that are used extensively as major connectors to parks and recreation facilities, shopping, transit, etc.

Municipalities are also becoming more aware of potential light pollution. It has been reported that more than 80% of the world and more than 99% of the U.S. and European populations live under light-polluted skies¹. In the case of the City of Calgary, they do not install park and pathway lighting. They use what they refer to as a minimal lighting plan and will only consider lighting in exceptional circumstances, such as an area of serious safety concern. In cases where lighting is considered, evaluations are conducted based on safety, use of park, commuter traffic and community support. They will also not approve lighting if it is within 50m of an environmental reserve, when other options can address concerns, when a request is solely for aesthetic purposes and when funding isn't available.

Current Policy and Procedures

The City's *Open Space Lighting Policy and Procedures* focuses on installing lights in areas that are expected to be used in the evening and areas of high traffic. This is not unlike other municipal policies studied and is based on a stakeholder consultation process. At this time, lighting is considered on a case by case basis by the Community Services and Parks & Open Space Departments in consultation with the RPS and other stakeholders, when needed.

In addition to City policy, Administration also considers provincial policy/regulations. Currently, approximately 17 kilometers of the City's pathway is constructed along natural and manmade waterways. When consulted about the Pilot Butte Creek Pathway, the Water Security Agency (WSA) indicated it will not approve any permanent fixtures within the 1:500 flood event area, which includes the floodway and the flood fringe along Wascana Creek, Pilot Butte Creek and the north and south storm channels.

CPTED is also a consideration when installing lights in parks and along pathways. CPTED is the science around the design and effective use of physical space to lead to a reduction in both the incidence and fear of crime. Legitimate users of a space are actively encouraged, opportunities for observation are increased, and potential offenders are made to feel uncomfortable. In terms of CPTED, the decision to light a space or not and by how much depends on many factors, such as:

- What the space is intended for?
- Are there safety issues in that space?
- What are the surrounding surfaces (ie. changes in elevations)?

Administration works closely with RPS when completing CPTED evaluations in parks, as lighting is not always the answer. For example, if pedestrian traffic levels are not sufficient lighting can cause a false sense of security for users.

¹ The New World Atlas of Artificial Night Sky Brightness

Costs – LED light versus Solar

Administration has researched solar lighting options to provide cost comparisons for lighting, maintenance and utilities. The following chart compares standard and solar lighting costs. This research is based on discussions with lighting suppliers and current construction costs and does not include design costs.

Capital Costs

Description	Approx. Number of Lights per km	Approx. Capital Costs/light	Cost per Kilometer of Pathway
Standard Lighting	34	\$6,000	\$204,000
Solar Lighting	34	\$4,147	\$140,998

Annual Maintenance Costs Per Light

Description	Approx. Number of Lights per km	Approx. Maintenance Cost/light	Annual Cost per Kilometer of Pathway
Standard Lighting	34	\$40	\$1,360
Solar Lighting	34	\$102	\$3,468

Annual Utility Cost

Description	Approx. Number of Lights per km	Approx. Utility Cost/light	Total Maintenance Cost
Standard Lighting	34	\$18	\$612
Solar Lighting	34	\$0	\$0

These costs assume technology remains intact over a twenty-year period and replacement parts are readily available.

Administration sought to confirm these numbers through discussions with other municipalities. It was a challenge to find municipalities that have had solar lighting in place long enough to test its durability in Regina’s climate. Lethbridge was the only municipality surveyed who had tested solar lighting. Lethbridge Administration indicated that getting replacement parts for solar lighting beyond a ten-year period was challenging and when their solar lights reached ten years they were forced to replace the entire lighting unit rather than just the battery and solar panel. It is difficult to find information on lifecycle costs associated with solar lighting, as technology changes rapidly.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications associated with this report.

Environmental Implications

There are no environmental implications associated with this report.

Policy and/or Strategic Implications

Park lighting installation is considered through the *Open Space Lighting Policy and Procedures*. This document provides direction on when and where lighting should be installed. It also provides site evaluation tools when lighting is being considered. Administration will continue to use this policy to guide decisions on lighting installation, as well as CPTED principles and any other applicable provincial legislation.

Other Implications

There are no other implications associated with this report.

Accessibility Implications

There are no accessibility implications associated with this report.

COMMUNICATIONS

This report is for information only.

DELEGATED AUTHORITY

The recommendations contained within this report are within the delegated authority of Community & Protective Services Committee.

Respectfully submitted,



Janine Daradich, Manager
Recreation Planning & Partnerships

Respectfully submitted,



Laurie Shalley, A/Executive Director
City Services

Report prepared by:
Janine Daradich, Manager, Recreation Planning & Partnerships

OPEN SPACE**DOCUMENT NO.**

- 1.0 POLICY TITLE:** Open Space Lighting Policy and Procedures
- 2.0 AUTHORITY:** City Council approval February 27, 2006 – CR06-8
- 3.0 PURPOSE:** The purpose of the Open Space Policy and Procedures is to determine where and when lighting is required in City-owned open space.
- 4.0 DEFINITIONS:**

Amenities

Desired features in open space that provide opportunity for recreation. Amenities include such features as play structures, climbing rocks, athletic fields and picnic areas.

Crime Prevention Through Environmental Design (CPTED)

The reduction and elimination of crime opportunities through the modification of the built environment. It also includes encouraging neighbours, business people, and community groups to work together to prevent crime by asserting ownership of their shared place. CPTED considers such factors as movement predictors, natural surveillance, territoriality, image, and the general use of the site.

Director

Means the Director of Community Services or anyone authorized to act on the behalf of the Director of Community Services.

Major Connectors

A major connector includes all of the following features:

- a) It is a public pathway that runs through or is directly connected to a park or open space;
- b) It forms part of a pedestrian system that connects to a destination point such as a recreational facility; and
- c) It bears a significant volume of night traffic.

City-Owned Open Space

The outdoor public environment which incorporates or includes natural physical elements to encourage human activities. It includes parks, athletic fields/outdoor sport complexes, public pathways that run through or are directly connected to a park or open space and amenities such as toboggan hills. Elementary and secondary school sites, streets, alleys and road right-of-ways are not covered by this policy.

City-Owned Open Space Lighting Evaluation

An evaluation of the open space site to determine the need for lighting based on the intended use, frequency of use, or safety and security considerations.

Outdoor Ice Facility

A zone level recreational opportunity that typically includes a boarded rink and one skating surface. These sites provide a shelter and nearby parking. Typical users include recreational skaters and various organized groups who play or practice as a team.

Outdoor Sports Complex

Features multiple athletic fields in one site. There may be a single type or a variety of facilities and amenities.

5.0 POLICY STATEMENT:

In the appropriate location lighting can enhance user safety and security, discourage vandalism and undesirable activities, or extend the usage of the open space beyond daylight hours. However, the City of Regina recognizes that lighting alone will not necessarily create safe open space. In an inappropriate location lighting can give people a false sense of security, place them at risk, or encourage the presence of people within open space at times that are not desirable. The decision as to whether lighting is required shall be based on the following criteria.

5.1 Criteria for Installing Lighting

Lighting for City-owned open space in new subdivisions or for existing neighbourhood, zone and municipal level parks and other open space shall be prioritized in the following order and evaluated based on the following criteria:

a) **Safety and Security Considerations**

Lighting should be provided to minimize the opportunity for crime and contribute to a greater degree of safety for open space. Whether lighting should be installed in City-owned open space for safety and security reasons shall be determined by completing an Open Space Lighting Evaluation.

b) **Intended for Night-Time Recreational Use**

Lighting should be provided in those City-owned open space areas where the City of Regina encourages night-time recreational use. The determining factor shall be:

- i. the open space is scheduled by the City of Regina for night-time recreational use as may be the case for outdoor sports complexes; or
- ii. the open space is not scheduled but night-time use is encouraged as may be the case for tennis courts and outdoor boarded ice facilities.

In order to be considered for night-time use an outdoor sports complex should have a buffer area between the athletic fields and the adjacent residential area. Lights shall not operate past the hour of use permitted in the Parks and Open Spaces Bylaw, 2004-27, without the necessary permit.

c) **Frequency of Use**

Lighting is required because the City-owned open space is to be used by a significant number of people at night on a frequent and reasonably consistent basis such as major connectors to destination points. Frequency of use shall be determined by the City of Regina based on:

- i. the volume of night traffic in the case of an existing site; or
- ii. the projected volume of night traffic in the case of a new subdivision that does not yet exist.

The above information may be collected from a variety of sources including observational

feedback from staff or, if available, pedestrian counts or projections.

The determination of what constitutes a significant number shall be based on a total assessment of the major connector including the following factors:

- i. the number of night-time users;
- ii. the frequency of use; and
- iii. whether there are other alternate routes available within a reasonable walking distance.

The decision as to whether or not to install lighting will not necessarily be based on the shortest route to a destination point. Rather it will consider whether there is an alternate route that already exists with lighting or whether there is a safer route in terms of the CPTED principals.

5.2 Areas for Which Lighting May Be Considered

The following are the City-owned open space areas that may be considered for lighting based on the above criteria.

- a) Major connectors
- b) Outdoor sports complexes
- c) Outdoor boarded ice facilities
- d) Parking lots serving open space facilities
- e) Tennis courts
- f) Special features, such as toboggan hills, horseshoe pitches or outdoor seating areas
- g) Other areas as may be deemed appropriate by the Director

5.3 Design Approval for New Developments or Significant Upgrades to an Existing City-Owned Open Space

All new developments or significant upgrades to existing open space are subject to this policy. Any required lighting for open space in new subdivisions will be installed at the developer's expense. Design proposals, including those with plans for lighting, shall be submitted to the City of Regina for review and approval. All design proposals shall incorporate the principles of CPTED and follow this policy as well as the standards for lighting in open space identified in the Development Standards Manual.

In new open space developments the question of lighting should be resolved during the concept discussion phase. If in the concept phase, the request for lighting is approved, the design lighting parameters should be clearly established.

5.4 Operations and Maintenance

Operating and maintenance costs for lighting in open space will be borne by the City of Regina unless an alternate arrangement has been made with the community, the user group or the developer.

5.3 Community Involvement

Community involvement in the planning, designing and developing of City-owned open space is a priority of the City of Regina. This commitment to community involvement will continue in regards to the Open Space Lighting Policy and Procedures. The policy provides for public involvement in the resolution of issues and consideration of potential solutions related to requests for lighting in City-owned public space..

5.4 Efficiency and Energy Conservation

The City of Regina has an ongoing commitment to energy conservation. The City will continue to

encourage practices that reduce energy consumption and promote sustainable development. The number, style and location of lights shall be relevant to the proposed use of the City-owned open space and consistent with the goals of energy efficiency, cost-effectiveness and aesthetic appropriateness. Lighting in City-owned open space, other than that required for safety and security reasons, shall be turned off when not in use. Automated timing devices to control the duration of lights shall be installed and have the capability of linking to the City of Regina central control system.

Please see Appendix A – City-Owned Open Space Lighting Procedures for further information.

APPENDIX A – CITY-OWNED OPEN SPACE LIGHTING PROCEDURES

1. Evaluating Requests for Lighting

Requests for lighting should be directed to the Community Services Department. A department representative will consult with the individual initiating the request to determine whether the request is related to:

- a) the intended night-time recreational use of the open space;
- b) the frequency of use; or
- c) safety and security issues.

The City-owned Open Space Lighting Evaluation: Part I will be completed at this stage.

If the request is related to a) or b) above and has been established based on the criteria described in section 5.1, the Community Services Department will consider the request as part of the five-year Capital Program development process.

If the request is related to c) above, the process outlined in Section 2 below will be followed.

2. The Process to Determine Whether Lighting Should be Installed for Safety or Security Reasons

The following process shall be followed to determine if lighting or additional lighting should be installed in an existing City-owned open space for safety or security reasons:

- a) The Community Services Department shall consult with the Regina Police Service to collect background information related to the number of incidents that have occurred at the site, who has been affected by the problem, and whether a crime has been committed. Section 2 (C) of The City-owned Open Space Lighting Evaluation shall be completed at this stage.
- b) If after an analysis of the safety and security issues it is concluded that a site evaluation is warranted, the Regina Police Service, together with a representative of the Community Services Department, will conduct a site inspection. Part II of the City-owned Open Space Lighting Evaluation will be completed to determine the nature and extent of the problem and propose possible solutions.
- c) The decision as to whether a community meeting is required would be based on the seriousness of the incidents that have occurred and/or the number of incidents. A community meeting may also be necessary if the problem is determined to be a social problem (such as, loitering, youth fighting in parks, drug and alcohol abuse) that will require community involvement to address. The Community Services Department will be responsible for coordinating the community meeting. At a minimum the following organizations and individuals will be invited to attend:
 - The Regina Police Service
 - Representatives from the Community Association
 - A representative from the Zone Board
 - A representative from the Neighbourhood Watch Program
 - Concerned citizens who live in the area
 - Parent Teacher Associations from local schools

The purpose of the community meeting would be to:

- i. Review the nature and extent of the problem.
- ii. Propose solutions to the problem. Lighting may or may not be the preferable solution or the

sole solution. Other solutions may include:

- hosting further community meetings to discuss and resolve the problem;
- publicizing the problem through the community newsletter;
- requesting a greater police presence in the area;
- setting up a neighbourhood watch or park patrol; and/or,
- additional lighting.

iii. Develop specific strategies for implementing the proposed solutions. A community committee may be established to develop, implement and monitor the proposed solutions.

- d) If as a result of the City-owned Open Space Lighting Evaluation and the community involvement process, it is concluded that lighting is required for safety or security reasons a recommendation to this effect will be made to the Director. The recommendation will also include information as to the purpose, location, type, and hours of operation of the lighting to be installed. The request will then be prioritized as part of the capital program.

Further reference

Appendix B – City-Owned Open Space Lighting Evaluation

APPENDIX B – CITY-OWNED OPEN SPACE LIGHTING EVALUATION

PART I (To be completed by the Community Services Department)

1. Who originated the request for lighting?

Community Regina Police Service Individual/Resident User Group

Councillor City of Regina Department

_____ Name of Department

Name of Contact: _____

Address: _____

Telephone: _____ (hm) _____ (wk) _____ E-mail

2. Why is lighting being requested for the site?

Please check off the appropriate reason(s) for requesting lighting. Answer the questions under the reason(s) you have checked off.

Safety and Security - Lighting is requested to minimize the opportunity for vandalism, assault or other crimes and contribute to greater degree of safety for the open space users. This section is to be completed by the person or organization originating the request for lighting.

a) Were there incidents that precipitated the lighting request?

Yes No

If Yes, please explain.

b) What is the perceived risk to users and residents?

c) What is the anticipated impact lighting will have on the park use?

d) This section is to be completed the Community Services Department in consultation with the Regina Police Service.

i. Documented history of the site:

- Requests for Service (RFS)

- Recorded history documented in the City of Regina central file.

- Recorded maintenance and vandalism statistics (include both major and minor incidents for the site)—this information is tracked by Parks and Open Space Management and Corporate Services.
- Regina Police Service statistics and history

Have crimes been committed on this site? Yes No

If Yes, please describe.

- ii. Based on the documented history of the site and consultation with the Regina Police Service is a site evaluation required?

Yes (If yes, please complete Part II) No

- Intended for Night-Time Recreation Use** – Lighting is requested to extend the hours of recreational use of the site such as for an outdoor sports complex.
- a) What are the current hours the amenity is programmed or utilized?

b) Is there a demand for the amenity that necessitates night time use?

c) Are there other options or alternatives available to accommodate the demand rather than installing lights at this location to satisfy the demand?

d) What anticipated impact will the proposed lighting have on:

i. the open space use;

ii. adjacent roadways;

iii. adjacent residents; and

iv: the open space use;

Frequency of Use: Lighting is requested because the open space is frequently used by a significant number of people at night as a connector to a recreational or educational facility.

- a) What is the estimated current number of users after dark?
- b) Has the frequency of use changed from the past?
- c) Are there operational/maintenance issues associated with this site?
- d) Are the operational/maintenance issues related to number of users?
- e) What anticipated impact will the proposed lighting have on:
 - i. the open space use;
 - ii. adjacent roadways; and
 - iii. adjacent residents
- f) Does the City of Regina wish to encourage night-time use of the site?
 Yes No
If Yes, please explain.
- g) Are there alternatives to lighting the open space?
 Yes No
If Yes, please explain.

Community Preference - Lighting is requested to address a community desire to have lights in the City-owned open space.

- a) Why does the community want lighting installed in the City-owned open space?

- b) Is lighting the best solution to address the stated reason?
- c) What impact is the proposed lighting anticipated to have on:
 - i. the open space use;
 - ii. adjacent roadways; and
 - iii. adjacent residents?

Other reasons - Lighting is requested for a reason other than those cited above.

- a) Specify the reason for requesting lighting.
- b) What issue, problem or need is lighting intended to address?
- c) What impact is the proposed lighting anticipated to have on:
 - i. the open space use;
 - ii. adjacent roadways; and
 - iii. adjacent residents?

PART II: SITE INSPECTION

(Conducted by Community Services Department, the Regina Police Service and the requestor.)

1. What factors contribute to the problem (i.e., access to the park, visibility problems, possible entrapment areas, territoriality, inadequate or lack of lighting, social problems such as loitering or a need for greater police presence)?

2. Is a CPTED audit required? If so, what would be the objectives for doing the audit? Has an audit been conducted in the past? What were the findings?

3. a) Based on the evaluation, is a community meeting required to discuss possible solutions to the problem/issue?

 Yes No

If yes, what should be the object of the meeting?

- b) If a meeting was conducted, what was the outcome of the meeting? What follow-up action was identified? Who is to undertake the action?

- c) Was there community ownership and buy in into the terms of the outcomes and the process? (Attach meeting minutes.)

4. Based on the information collected, what are the potential solutions for resolving the problem/issue and how will the proposed solutions address the problem/issue?

Potential Solutions

How will the proposed solutions resolve the problem?

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |

5. What is the preferred potential solution and recommendation?

6. If lighting is the preferred solution, the Community Services Department will be responsible for conducting a post lighting evaluation after the lighting is installed.

a) Date of the Post Lighting Evaluation

b) Since the evaluation have there been any related issues on the site?

Yes No

If yes, specify.

Regina Police Service

Date

Community Services Department

Date

Community Organization Representative

Date

December 12, 2018

To: Members
Community & Protective Services Committee

Re: Review of Outstanding Items

RECOMMENDATION

That the updated List of Outstanding Items for Community and Protective Services be forwarded to Executive Committee for information.

CONCLUSION

This report reviews the status of outstanding items that have been referred to the Administration for reports to Community and Protective Services Committee. The Community and Protective Services Committee should review the items and provide instructions on the need for any changes to priorities.

BACKGROUND

Subsection 35(2) of City Council's Procedure Bylaw requires the City Clerk to provide a report to the Executive Committee annually which lists all items and the priority of the items that have been tabled or referred by City Council or one of its committees. The purpose of this report is to provide a list of the outstanding items for the Community and Protective Services Committee as at December 7, 2018.

DISCUSSION

Lists of Outstanding Items are maintained for City Council and its main committees. Items on the list may originate from:

- a recommendation in a report which indicates that another report will be forthcoming;
- a motion adopted to refer an item back to the Administration or to request a report on a related matter;
- a motion adopted by City Council or another committee requesting the Administration to prepare a report.

The Office of the City Clerk is responsible for maintaining and updating the lists. Items remain on the list until a report or the committee recommends their removal. The lists are updated with additions and deletions, as meetings are held and after review by the Executive Committee. The last review of outstanding items as at December 31, 2017, was considered by Executive Committee on January 17, 2018.

The following steps were taken to facilitate the annual review of the outstanding items:

- the lists of outstanding items as at November 27, 2018 were circulated to departments for comments;
- the comments and lists were returned to the Office of the City Clerk for consolidation.

The outstanding items report is first circulated to the affected Committees prior to Executive Committee consideration. This process allows committees to have more detailed discussions of each item with the Administration and among themselves to determine priorities for Council consideration.

Attached to this report as Appendix “A” is a list of the outstanding items before the Community and Protective Services Committee.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Strategic Implications

Regular review of outstanding items provides both Council and the City Administration an opportunity to review and refocus priorities and resources as required based on current initiatives, needs of the community and corporate strategy.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

No specific public communication is required in relation to outstanding items. This report will be posted to the City of Regina website for public viewing.

DELEGATED AUTHORITY

Executive Committee is required to provide direction to the City Manager in relation to items on the outstanding items list for City Council or any of its committees along with directing any changes in priority.

Respectfully submitted,



Amber Ackerman
A/Deputy City Clerk

Respectfully submitted,



Jim Nicol
City Clerk

APPENDIX A

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE LIST OF OUTSTANDING ITEMS AS AT DECEMBER 7, 2018

OPEN ITEMS

REPORT #:	MN16-11
DATE TABLED/REFERRED:	December 19, 2016
SUBJECT:	Councillor Andrew Stevens: 1915 Retallack Street – Former Victoria Campus School Site
MOTION:	<p>That the Administration provide a report to the Community and Protective Services Committee in the first quarter of 2017 that examines the feasibility of developing this site into a park and that consideration for a satellite skate park and splash pad is identified in the assessment.</p> <p>That this motion be referred to the Recreation Master Plan process currently underway.</p>
DIVISION/DEPARTMENT:	City Services
COMMENT:	Return Date: January 2019

REPORT #:	CPS17-11
DATE TABLED/REFERRED:	June 15, 2017
SUBJECT:	Councillor Hawkins/Councillor Murray: Motion - Back Alley Lighting
MOTION:	<ol style="list-style-type: none">1. City Administration to research and report back to this Committee on the cost to add back alley lighting to Regina's highest crime rate areas, which are identified in the Regina Police Service scatter/crime severity charts.2. Alternative methods to fund this initiative be investigated, which would include, but not be limited to funding from other levels of government.3. Should alternate funding options not be available at this time, that this item be forwarded to the 2018 budget deliberations.4. Administration, working with the Regina Police Service, provide a report back one year after the implementation of the program, to determine the effectiveness of the initiative.
DIVISION:	City Services
COMMENT:	Return Date: Q1 of 2019

REPORT #:	CPS18-1
DATE TABLED/REFERRED:	January 18, 2018
SUBJECT:	2018 Route Changes
MOTION:	That the Administration provide a report to the Community and Protective Services Committee in Q3 2019 providing an update on the 2018 Route Changes.
DIVISION/DEPARTMENT:	City Services
COMMENT:	Return Date: Q3 2019

REPORT #:	CM18-2
DATE TABLED/REFERRED:	February 27, 2018
SUBJECT:	2018 General Operating and 2018 - 2022 Capital Budget
MOTION:	That Administration report back to the Community and Protective Services Committee, within six months, on the implications of maintaining, lighting and clearing an additional 32 kilometres of paved pathways, including the associated cost.
DIVISION/DEPARTMENT:	City Services
COMMENT:	Return Date: Q4 2018

REPORT #:	CPS18-20
DATE TABLED/REFERRED:	October 9, 2018
SUBJECT:	Open Space Pathway Snow Clearing Service
MOTION:	Option One - Clear all open space pathway city wide be referred to the 2019 budget process for consideration.
DIVISION/DEPARTMENT:	City Services
COMMENT:	Return Date: 2019 Budget Process

REPORT #:	CPS18-21
DATE TABLED/REFERRED:	October 9, 2018
SUBJECT:	Seasonal Taxicab Licences
MOTION:	A report with additional information and statistics on Seasonal Taxicab Licences through a lottery system be brought back to the Community and Protective Services Committee meeting in September 2019.
DIVISION/DEPARTMENT:	City Services
COMMENT:	Return Date: September 2019