



CITY COUNCIL

**Monday, September 30, 2019
5:30 PM**

Henry Baker Hall, Main Floor, City Hall



OFFICE OF THE CITY CLERK

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**Revised Agenda
City Council
Monday, September 30, 2019**

PRESENTATION

PRESENTATION OF HENRY BAKER SCHOLARSHIPS

CONFIRMATION OF AGENDA

MINUTES APPROVAL

Minutes of the regular and special meetings held on August 26 and September 23, 2019.

DELEGATIONS, PUBLIC NOTICE BYLAWS AND RELATED REPORTS

DE19-136 Cathy Lawrence, Terra Developments Inc - The Towns

CR19-79 Regina Planning Commission: Zoning Bylaw Amendment Application (19-Z-06)
- The Towns, Phase 2, Stage 1G/A

Recommendation

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– SEPTEMBER 11, 2019**

1. That the application to rezone the lands within the Towns Concept Plan area, as shown in Appendix A-3, be approved as follows:

Proposed Lots 1 to 12 in Block 34 from UH- Urban Holding 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.



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- DE19-137 Graeme Drysdale - Harbour Landing, Mitchinson Way
- DE19-138 Jennifer Denouden, Avana Enterprises: Harbour Landing, Mitchinson Way
- DE19-139 Evan Hunchak, Dream Developments - Harbour Landing, Mitchinson Way
- CR19-80 Regina Planning Commission: Concept Plan Amendment & Zoning Bylaw Amendment Applications (19-CP-02)(19-Z-07) Harbour Landing Phase 9, 5601 - 5661 Mitchinson Way

Recommendation

RECOMMENDATION OF THE REGINA PLANNING COMMISSION – SEPTEMBER 11, 2019

1. That the application to amend the Harbour Landing Concept Plan as shown on Appendix A-3.2, be approved.
2. That the application to amend *Regina Zoning Bylaw No. 9250* by rezoning lands within the Harbour Landing Concept Plan area, as shown in Appendix A-3.3, be approved as follows:

Proposed Lots 33-40 in Block 67 from DCD-12 – Direct Control
District 12 Suburban Narrow-Lot Residential Zone to R5 – Residential
Medium Density Zone.

3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective amendments to *Regina Zoning Bylaw No. 9250*.

- CR19-81 Regina Planning Commission: Application for Zoning Bylaw Amendment (19-Z-10) Text Amendment to Allow for Private Utilities as a Public Use

Recommendation

RECOMMENDATION OF THE REGINA PLANNING COMMISSION – SEPTEMBER 11, 2019

1. That the application to amend *Regina Zoning Bylaw No. 9250* by amending section 4C.2.1 by adding subsection (e) and consequential amendments as specified in Appendix A, be approved.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.



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- 2019-47 THE REGINA ZONING AMENDMENT BYLAW, 2019 (No. 13)
2019-48 THE REGINA ZONING AMENDMENT BYLAW, 2019 (No. 14)
2019-49 THE REGINA ZONING AMENDMENT BYLAW, 2019 (No. 15)

DELEGATIONS AND RELATED REPORTS

- DE19-140 Kaitlyn Brown, Capital Crossing Advisors - Wapiti Park Naming
CR19-82 Regina Planning Commission: Park Naming - Wapiti Park

Recommendation**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– SEPTEMBER 11, 2019**

That Capital Crossing MR2 be named Wapiti Park.

- DE19-141 Thomas and Theadoshia Carefoot – Carefoot Holdings Ltd. - 3118 Albert Street Homestay
CR19-83 Regina Planning Commission: Discretionary Use Application (19-DU-07) Proposed Residential Homestay – 3118 Albert Street

Recommendation**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– SEPTEMBER 11, 2019**

That the discretionary use application for a proposed Residential Homestay located at 3118 Albert Street, being Lots 18 & 20, Block 631, Plan No. 101227711, in the Lakeview Subdivision be denied.



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CITY MANAGER REPORT

- DE19-142 Deirdre Malone - Bylaw to Designate the Cook Residence at 3160 Albert Street as Municipal Heritage Property
- DE19-143 Lyn Goldman - Bylaw to Designate the Cook Residence at 3160 Albert Street as Heritage Property
- DE19-144 Ross Keith, Nicor Realty - Bylaw to Designate the Cook Residence at 3160 Albert Street as Heritage Property
- DE19-145 Jackie Schmidt, Heritage Regina - Bylaw to Designate the Cook Residence at 3160 Albert Street as Heritage Property
- DE19-146 Carmen Lien - Bylaw to Designate the Cook Residence at 3160 Albert Street as Heritage Property
- CP19-177 Lisa Martin: Designation of Cook Residence at 3160 Albert Street as Municipal Heritage Property
- CM19-14 Bylaw 2019-7, being the Bylaw to Designate the Cook Residence at 3160 Albert Street as Municipal Heritage Property - Report from the Saskatchewan Heritage Foundation Review Board

Recommendation

That Option 4 to engage a consultant to undertake an invasive home inspection be approved and that a subsequent report be submitted to City Council detailing the outcome of the inspection.

COMMITTEE REPORTS

FINANCE AND ADMINISTRATION COMMITTEE

- CR19-84 Three-Year Software Contract for Environmental Systems Research Institute Software

Recommendation

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - SEPTEMBER 10, 2019

- 1) That the City Manager, or his designate, be delegated authority to enter into an agreement for a three-year software license for the Environmental Systems



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Research Institute software.

- 2) That the City Manager, or his designate, be delegated authority, to renew in three-year increments, after the initial term, pursuant to the signed agreement.
- 3) That the City Clerk be authorized to execute the agreement with the Environmental Systems Research Institute after review and approval by the City Solicitor.

CR19-85 2018 Annual Reserve Report

Recommendation

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - SEPTEMBER 10, 2019

That Council approve a transfer of the excess amount of \$1.1 million from the Winter Road Maintenance Reserve to the Asset Revitalization Reserve.

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

CR19-86 Multi-Use Pathway Project – East Courtney Street, Connecting Rink Avenue to Whelan Drive

Recommendation

RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – SEPTEMBER 19, 2019

- 1) That Administration proceed with plans to implement a permanent multi-use pathway on the east side of Courtney Street from Rink Avenue to Whelan Drive, pending 2020 budget approval.
- 2) That all excess funding from the Northwest Link Multi-Use Pathway Canadian National Rail Crossing Project, including the *Rail Safety Improvement Grant*, be transferred to the On-Street Bikeways and Multi-Use Pathways Program to partially fund the Multi-Use Pathway Project – East Courtney Street, Connecting Rink Avenue to Whelan Drive.
- 3) That City Council Motion MN18-13 be removed from the List of Outstanding Items.



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- 4) That Administration explore alternatives to pave the remaining portion of pathway from Whelan Drive to Mapleford Gate, including alternative funding sources and partnerships, and that the additional paving be considered as part of the 2020 budget process.

REGINA PLANNING COMMISSION

CR19-87 Discretionary Use Application (19-DU-06) Proposed Car Wash in MAC - Major Arterial Commercial Zone - 2035 Park Street

Recommendation

RECOMMENDATION OF THE REGINA PLANNING COMMISSION – SEPTEMBER 11, 2019

That the discretionary use application for a proposed Car Wash located at 2035 Park Street, being Parcel B, Plan No. 90R02904, Broders Annex subdivision 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 A-3.3 inclusive, prepared by Neher & Associates and dated April 3, 2019; and
- b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.

INFORMATIONAL REPORTS

IR19-6 Finance and Administration Committee: Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan 2018 Annual Report

Recommendation

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - SEPTEMBER 10, 2019

That this report be received and filed.



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- IR19-7 Finance and Administration Committee: Regina Civic Employees' Long Term Disability Plan 2018 Annual Report

Recommendation

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - SEPTEMBER 10, 2019

That this report be received and filed.

- IR19-8 Finance and Administration Committee: Annual Debt Report

Recommendation

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - SEPTEMBER 10, 2019

That this report be received and filed.

- IR19-9 Finance and Administration Committee: 2019 Mid-Year Financial Report

Recommendation

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - SEPTEMBER 10, 2019

That this report be received and filed.

MOTIONS

- MN19-14 Councillor Andrew Stevens and Councillor Jason Mancinelli: Greywater Strategy

NOTICE OF MOTION

- MN19-15 Mayor and City Council: National Inquiry into the Missing and Murdered Indigenous Women and Girls
- MN19-16 Mayor and City Council: Recreation Infrastructure Program
- MN19-17 Councillor Jerry Flegel: Old Mosaic Stadium Site (Taylor Field)
- MN19-18 Councillor Bob Hawkins, Councillor Andrew Stevens and Councillor Jason Mancinelli: Single Use Plastic Shopping Bags



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MN19-19 Councillor Joel Murray: Cycling Safety

BYLAWS AND RELATED REPORTS

CR19-88 Finance and Administration Committee: Heritage Building Rehabilitation Program (19-HBRP-01) St. Matthew Anglican Church - 2165 Winnipeg Street

Recommendation

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - SEPTEMBER 10, 2019

1. That a cash grant for the property known as St. Matthew Anglican Church, located at 2165 Winnipeg Street, be approved in an amount equal to the lesser of:
 - a) 50 per cent of eligible costs for the work described in Appendix C; or
 - b) \$30,000.
2. That the provision of the cash grant be subject to a grant agreement with the following conditions:
 - a) That the property possesses and retains its formal designation as a Municipal Heritage Property in accordance with *The Heritage Property Act*.
 - b) That the property owner 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 C.
 - c) That work completed and invoices submitted by December 15, 2019, would be eligible for the cash grant for up to 50 per cent of the cost of approved work to a maximum of \$30,000.
3. That the City Solicitor be instructed to prepare the necessary agreement and authorizing bylaw for the cash grant as detailed in this report.
4. That the City Clerk be authorized to execute the cash grant agreement to the property owner upon review and approval by the City Solicitor.



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CR19-89 Community and Protective Services Committee: Amendment to The Regina Fire Bylaw 2018-49

Recommendation

RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE – SEPTEMBER 12, 2019

That the City Solicitor be directed to bring forward a bylaw amending subsection 41(2) of Bylaw 2018-49, *The Regina Fire Bylaw*, to add: “(z) failure to comply with any provision of this Bylaw regarding smoke alarms.”

2019-37 THE NOISE ABATEMENT AMENDMENT BYLAW, 2019

2019-40 THE REGINA COMMUNITY STANDARDS AMENDMENT BYLAW, 2019
(No. 2)

2019-50 ST. MATTHEW’S ANGLICAN CHURCH GRANT AGREEMENT
EXECUTION BYLAW, 2019

2019-51 THE REGINA FIRE AMENDMENT BYLAW, 2019

RESPONSE TO ENQUIRY

EN19-5 Mitigate Traffic Congestion During Construction and Ensuring Public Safety

ADJOURNMENT

AT REGINA, SASKATCHEWAN, MONDAY, AUGUST 26, 2019

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
Deputy City Clerk, Amber Ackerman
City Manager, Chris Holden
City Solicitor, Byron Werry
Executive Director, Financial Strategy & Sustainability, Barry Lacey
Executive Director, Citizen Experience, Innovation & Performance, Louise Folk
Executive Director, Citizen Services, Kim Onrait
Executive Director, City Planning & Community Development, Diana Hawryluk
Director, Citizen Experience, Jill Sveinson
Director, Planning & Development Services, Fred Searle
Manager, Development Engineering, Dustin McCall
Manager, Corporate Asset Management, Geoff Brown

CONFIRMATION OF AGENDA

Councillor Sharron Bryce moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, and that the agenda for this meeting be approved, as submitted, after adding DE19-122, a brief from Jarol Boan regarding Regina Airport Authority - Tax Exemption as item DE19-122, and that the items and delegations be heard in the order they are called forward by Mayor Fougere.

MINUTES APPROVAL

Councillor John Findura moved, seconded by Councillor Bob Hawkins, AND IT WAS

RESOLVED, that the minutes for the regular and special meetings held on July 29 and August 6, 2019 be adopted, as circulated.

DELEGATIONS, ADVERTISED AND PUBLIC NOTICE BYLAWS
AND RELATED REPORTS

DE19-112 Lorne Yagelniski, Yagar Developments Ltd.: Medical Clinic in Canterbury Park,
1651 College Avenue

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Lorne Yagelniski, representing Yagar Developments Ltd., 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 CR19-73, a report from Regina Planning Commission respecting the same subject.

DE19-113 Dr. Jordan Buchko, Prairie Orthopaedics & Sports Medicine: Canterbury Park
Medical Clinic

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Dr. Jordan Buchko and Dr. Tanner Dunlop, representing Prairie Orthopaedics & Sports Medicine, 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 CR19-73, a report from Regina Planning Commission respecting the same subject.

DE19-114 Kevin Reese, Karina Developments Ltd.: Medical Clinic in Canterbury Park

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Kevin Reese, representing Karina Developments Ltd., 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 CR19-73, a report from Regina Planning Commission respecting the same subject.

CR19-73 Regina Planning Commission: Official Community Plan Amendment (Part B.10), Zoning Bylaw Amendment, and Discretionary Use Application (19-OCP-02/ 19-Z-05/ 19-DU-05) - Proposed Medical Clinic in Commercial Building, Canterbury Subdivision, 1651 College Avenue

Recommendation

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
–AUGUST 7, 2019**

1. That the application to amend *Design Regina: The Official Community Plan Bylaw 2013-48*, Part B.10, Policy 3 by adding a new clause n) as follows, be approved:
 - “n) Notwithstanding Policy 3.e, standalone commercial development shall be allowed in Low-Density Residential Policy Area at the discretion of Council.”
2. That the application to amend *Regina Zoning Bylaw, No. 9250* DCD 9 - Former Diocese of Qu’Appelle Lands Direct Control District, as described in Appendix C of this report, be approved.
3. That the discretionary use application for a proposed medical clinic located at 1651 College Ave, being a portion of Lot A-Blk/Par 8-Plan FU1338 Ext 11 , Wascana Addition 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 A-3.6 inclusive, prepared by Walker Projects and dated July 9, 2019, complete exercising discretionary control of development within a Direct Control District;
 - b) the developer shall enter into a development agreement with the City, which shall be registered on title, to ensure that existing landscape areas with heritage significance are maintained;
 - c) the development shall comply with the AC-1 Architectural Control District Overlay Zone;
 - d) the number of required parking stalls for the medical clinic shall comply with the applicable requirements in Chapter 14 of the *Regina Zoning Bylaw, No. 9250*;
 - e) development standards shall be consistent with the Low Density Residential Policy Area with exception that no setback shall be required to Anson road to be consistent with Neighbourhood Plan policy regarding pedestrian orientation of commercial buildings; and

- f) the development shall comply with all applicable standards and regulations prescribed in *Regina Zoning Bylaw No. 9250*.
- 4. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective amendments to the *Design Regina: The Official Community Plan Bylaw 2013-48* and *Regina Zoning Bylaw, No. 9250*.

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

DE19-116 John Hopkins, Regina & District Chamber of Commerce: Proposed Public Self Storage Facility – 1230 Broad Street

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. John Hopkins, representing Regina & District Chamber of Commerce, 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 CR19-74, a report from Regina Planning Commission respecting the same subject.

DE19-120 Leasa Gibbons, Regina's Warehouse Business Improvement District: Proposed Public Self Storage Facility - 1230 Broad Street

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Leasa Gibbons, representing Regina's Warehouse Business Improvement District, 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 CR19-74, a report from Regina Planning Commission respecting the same subject.

DE19-117 Ryan Babey, Colliers International - Proposed Public Self Storage Facility - 1230 Broad Street

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Ryan Babey, representing Colliers International, 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 CR19-74, a report from Regina Planning Commission respecting the same subject.

DE19-115 Matthew Woodall: Zoning Change - Former Sears Outlet - 1230 Broad Street

Councillor Sharron Bryce moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that this communication be received and filed.

CR19-74 Regina Planning Commission: Zoning Bylaw Amendment & Discretionary Use Applications (19-Z-04) (19-DU-04) Proposed Public Self Storage Facility – 1230 Broad Street

Recommendation

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
–AUGUST 7, 2019**

1. That the proposed amendment to *Regina Zoning Bylaw No. 9250*, as specified in Appendix C of this report, be approved.
2. That the discretionary use application for a proposed Public Self Storage Facility located at 1230 Broad Street, being Lots A, B, C, & E, Block 139A, Plan No. DJ454 & 68R17406 in the Old 33 subdivision 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 A-3.3 inclusive, prepared by AMERCO Real Estate Company and dated May 8, 2019.
 - b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.

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

2019-19 THE REGINA ZONING BYLAW, 2019 (NO. 2019-19) - (Third Reading)

Councillor Sharron Bryce moved, seconded by Councillor Barbara Young, AND IT WAS RESOLVED, that Bylaw No. 2019-19 be read a third time. Bylaw was read a third and final time.

- 2019-42 THE REGINA ZONING AMENDMENT BYLAW, 2019 (No. 11)
- 2019-43 AUTHORIZATION TO SELL THE DEDICATED MUNICIPAL BUFFER
LANDS LOCATED AT 580 QUEBEC STREET
- 2019-44 DESIGN REGINA: THE OFFICIAL COMMUNITY PLAN AMENDMENT
BYLAW, 2019 (No. 3)
- 2019-45 THE REGINA ZONING AMENDMENT BYLAW, 2019 (No. 12)
-

**Councillor Sharron Bryce moved, seconded by Councillor Andrew Stevens, AND IT WAS RESOLVED, that Bylaw Nos. 2019-42, 2019-43, 2019-44 and 2019-45 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 Bylaw Nos. 2019-42, 2019-43, 2019-44 and 2019-45.

The Clerk called for anyone present who wished to address City Council respecting Bylaw Nos. 2019-42, 2019-43, 2019-44 and 2019-45 to indicate their desire.

No one indicated a desire to address Council.

Councillor Sharron Bryce moved, seconded by Councillor Joel Murray, AND IT WAS RESOLVED, that Bylaw Nos. 2019-42, 2019-43, 2019-44 and 2019-45 be introduced and read a second time. Bylaws were read a second time.

Councillor Sharron Bryce moved, seconded by Councillor Jason Mancinelli, that City Council hereby consent to Bylaw Nos. 2019-42, 2019-43, 2019-44 and 2019-45 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY.

**Councillor Sharron Bryce moved, seconded by Councillor Mike O'Donnell, AND IT WAS RESOLVED, that Bylaw Nos. 2019-42, 2019-43, 2019-44 and 2019-45 be read a third time.
Bylaw was read a third and final time.**

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- 2019-39 THE REGINA ZONING AMENDMENT BYLAW, 2019 (No. 10)
-

(Councillor Lori Bresciani declared a conflict of interest on Bylaw 2019-39, citing a family member with a financial interest in a property, abstained from discussion and voting, and temporarily left the meeting.)

**Councillor Sharron Bryce moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that Bylaw No. 2019-39 be introduced and read a first time.
Bylaw was read a first time.**

No letters of objection were received pursuant to the advertising with respect to Bylaw No. 2019-39.

The Clerk called for anyone present who wished to address City Council respecting Bylaw No. 2019-39 to indicate their desire.

No one indicated a desire to address Council.

Councillor Sharron Bryce, seconded by Councillor John Findura, AND IT WAS RESOLVED, that Bylaw No. 2019-39 be introduced and read a second time. Bylaw was read a second time.

Councillor Sharron Bryce moved, seconded by Councillor Jerry Flegel, that City Council hereby consent to Bylaw No. 2019-39 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY.

Councillor Sharron Bryce moved, seconded by Councillor Barbara Young, AND IT WAS RESOLVED, that Bylaw No. 2019-39 be read a third time. Bylaw was read a third and final time.

(Councillor Bresciani returned to the meeting.)

DELEGATIONS AND RELATED MOTIONS

DE19-118 Evan Hunchak, Dream: Drainage and Lot Grading Regulations

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Evan Hunchak, representing Dream, addressed Council and answered a number of questions.

Mayor Michael Fougere stepped down to ask questions of the delegation.
Councillor Sharron Bryce assumed the Chair.
Mayor Michael Fougere returned to the Chair.

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 MN19-10, a Motion by Councillor Lori Bresciani regarding Drainage and Lot Grading Regulations.

DE19-119 Stu Niebergall, Regina & Region Home Builders' Association: Drainage and Lot Grading Regulations

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Stu Niebergall, representing Regina and 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 MN19-10, a Motion by Councillor Lori Bresciani regarding Drainage and Lot Grading Regulations.

MN19-10 Councillor Lori Bresciani: Drainage and Lot Grading Regulations

Councillor Lori Bresciani moved, seconded by Councillor Jason Mancinelli, that the City Administration prepare a report for the Public Works and Infrastructure Committee by Q2 of 2020 and that the following be included:

- 1. Regulatory options for drainage and lot grading, including enforcement options, costs, and implications; and**
- 2. Consultation for best practices and processes be undertaken with Regina & Region Home Builders' Association (RRHBA) and other municipalities such as Saskatoon, Calgary and Edmonton.**

RECESS

Pursuant to the provisions of Section 33 (2.1) of City Council's Procedure Bylaw No. 9004, Mayor Fougere called for a 15 minute recess.

Council recessed at 7:45 p.m.

Council reconvened at 8:03 p.m.

DE19-121 Ashley Stone, Economic Development Regina/Tourism Regina: Winter City Strategy

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Ashley Stone, Economic Development Regina/Tourism Regina, addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN19-11, a Motion by Councillor Lori Bresciani regarding a Winter City Strategy.

MN19-11 Councillor Andrew Stevens, Councillor Lori Bresciani and Councillor John Findura: Regina Winter City Strategy

Councillor Lori Bresciani moved, seconded by Councillor John Findura, that the Administration:

- 1. Identify the cost, benefits and economic benefit of developing a Winter City Strategy;**
- 2. Develop an inventory of Winter City programs, services, and activities and identify gaps;**
- 3. Identify partnership opportunities with community associations and groups, businesses, Economic Development Regina, Tourism Regina, Provincial Capital Commission and REAL in realizing a Winter City Strategy;**
- 4. Prepare a report for the Community and Protective Services Committee for Q2 2020, summarizing the results of the engagement, and identifying priorities and next steps.**

Mayor Michael Fougere stepped down to enter debate.

Councillor Sharron Bryce assumed the Chair.

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

The motion was put and declared CARRIED.

BYLAWS AND RELATED REPORTS

DE19-122 Jarol Boan: Regina Airport Authority - Tax Exemption

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Jarol Boan 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 CR19-77, a report from Executive Committee respecting the same subject.

CR19-77 Executive Committee: Request for Exemption - Regina Airport Authority

Recommendation

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- AUGUST 7, 2019**

1. That Council provide a conditional grant in the form of a property tax exemption for five years to the Regina Airport Authority Inc. for the airport terminal located at 5201 Regina Avenue, tax account number 10065031, as described on the assessment roll as Plan: 67R33490 Block: B/ Plan: 68R15859 Block: A in the following amounts:
 - (a) an exemption of the municipal portion of the property taxes in the amount of \$311,400 per year;
 - (b) an exemption of the education portion of the property taxes in an amount equal to the percentage of the municipal portion exempted per year; and
 - (c) an exemption of the library portion of the property taxes in an amount equal to the percentage of the municipal portion exempted per year.
2. That the tax exemption provided for in (1) be subject to the following conditions:
 - (a) the Regina Airport Authority obtaining and retaining an airline to commit to daily year-round US hub service by the end of 2020;
 - (b) that the annual increases to airline fees charged to service providers by the Regina Airport Authority not exceed the consumer price index for Regina as released by Statistics Canada; and
 - (c) That the Regina Airport Authority ensure that during the term of the tax exemption terminal property there are no outstanding taxes owing by the Regina Airport Authority for the airport terminal located at 5201 Regina Avenue, tax account number 10065031, as described on the assessment roll as Plan: 67R33490 Block: B/ Plan: 68R15859 Block: A.
3. That the Executive Director, Financial Strategy & Sustainability or his delegate be authorized to apply to the Government of Saskatchewan on behalf of property owners for any exemption of the education portion of the taxes payable to the Government of Saskatchewan that is \$25,000 or greater.
4. That the City Solicitor be instructed to prepare the necessary tax exemption agreement and bylaw for approval by Council.

Councillor Sharron Bryce moved, seconded by Councillor John Findura, that the recommendations of Executive Committee contained in the report be concurred in.

(Councillor Mancinelli temporarily left the meeting.)

Mayor Michael Fougere stepped down to enter debate.
Councillor Sharron Bryce assumed the Chair.
Mayor Michael Fougere returned to the Chair prior to the vote.

The motion was put and declared CARRIED.

2019-41 THE REGINA AIRPORT AUTHORITY INC. TAX EXEMPTION BYLAW,
2019

Councillor Sharron Bryce moved, seconded by Councillor Andrew Stevens, AND IT WAS RESOLVED, that Bylaw No. 2019-41 be introduced and read a first time. Bylaw was read a first time.

Councillor Sharron Bryce, seconded by Councillor Joel Murray, AND IT WAS RESOLVED, that Bylaw No. 2019-41 be introduced and read a second time. Bylaw was read a second time.

Councillor Sharron Bryce moved, seconded by Councillor Mike O'Donnell, that City Council hereby consent to Bylaw No. 2019-41 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY.

Councillor Sharron Bryce moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that Bylaw No. 2019-41 be read a third time. Bylaw was read a third and final time.

CITY CLERK'S REPORT

CM19-12 Strengthening Eligibility and Diversity Requirements

Recommendation

That the following actions to enhance the gender and diversity representation of City Council appointments to Municipal Boards, Commissions, Authorities, Committees and external agencies be approved:

1. Option 1 - an overarching Policy Statement that outlines the efforts to which all nominating bodies must follow when advertising and recruiting for City Council approved appointments to Municipal Boards, Commissions, Authorities and Committees; and
2. All advertising for the above appointments includes specific reference to the Policy Statement which can be found on Regina.ca.

(Councillor Mancinelli returned to the meeting.)

Councillor Bob Hawkins moved, seconded by Councillor Sharron Bryce, AND IT WAS RESOLVED, that the following actions to enhance the gender and diversity representation of City Council appointments to Municipal Boards, Commissions, Authorities, Committees and external agencies be approved:

- 1. That Option 1 - an overarching Policy Statement that outlines the efforts to which all nominating bodies must follow when advertising and recruiting for City Council approved appointments to Municipal Boards, Commissions, Authorities and Committees be amended to read as follows:**

City Council values and seeks to further enhance the inclusive nature of Regina through living the values of respect and trust, celebrating the strength that comes from diversity and inviting participation from all in decision making. Nominees will have been recruited through an inclusive, transparent and equitable process and appointments made by City Council will reflect these objectives.

Representative citizen members provide a varied and valued perspective, reflecting and honouring the diversity of our community and bring experience, skills and expertise that contribute to good governance and informed decision making.

- 2. All advertising for the above appointments includes specific reference to the Policy Statement which can be found on Regina.ca.**

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

CR19-75 Infill Joint School Redevelopment

(Councillor Lori Bresciani declared a conflict of interest, citing her husband is on the Board of Trustees for the Regina Roman Catholic Separate School Division No. 81, abstained from discussion and voting, and temporarily left the meeting.)

Recommendation

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - AUGUST 7, 2019

That Administration be authorized to continue discussions on a potential joint-use school site in the Lakeview neighbourhood based on the proposed terms specified in this report.

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

(Councillor Bresciani returned to the meeting.)

CR19-76 Public Safety and Traffic Delay – Grade Rail Crossings on Ring Road between Winnipeg Street and McDonald Street

Recommendation

RECOMMENDATION OF THE EXECUTIVE COMMITTEE

- AUGUST 7, 2019

- 1) That Administration be directed to pursue rail relocation of the at-grade rail crossings on Ring Road as outlined in this report.
- 2) That Administration bring a financing plan forward to City Council for consideration to fund the preliminary design through the 2020 budget process.
- 3) That Administration be authorized to explore, negotiate and enter into a third-party funding (if available) agreement for the preliminary design and/or subsequent phases.
- 4) That the City Clerk be authorized to execute the necessary agreement upon review and approval by the City Solicitor.
- 5) That item CM18-7 be removed from the City Council outstanding items list.
- 6) That Administration first secure the cooperation of CN Rail and CP Rail by way of a Memorandum of Understanding or Letter of Intent and seek avenues for project funding, including the Federal Government and Provincial Government.

Councillor Sharron Bryce moved, seconded by Councillor Jason Mancinelli, that the recommendations of Executive Committee contained in the report be concurred in.

Mayor Michael Fougere stepped down to enter debate.

Councillor Sharron Bryce assumed the Chair.

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

The motion was put and declared CARRIED.

INFORMATIONAL REPORT

IR19-5 Executive Committee: Buffalo Pound Water Treatment Plant Corporation - 2018 Annual Report

Recommendation

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- AUGUST 7, 2019**

That this report be received and filed.

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

MOTION

MN19-12 Councillor Andrew Stevens: Request for Amendment to Remove Standing Requirement at City Council Meetings

Councillor Andrew Stevens moved, seconded by Councillor Bob Hawkins, that the City Solicitor be directed to prepare the necessary amendment to *The Procedure Bylaw, Bylaw No. 9004* to remove the requirement of delegations, members of Administration and members of City Council to stand when speaking at City Council meetings.

Mayor Michael Fougere stepped down to enter debate.

Councillor Sharron Bryce assumed the Chair.

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

The motion was put and declared LOST.

NOTICE OF MOTION

MN19-14 Councillor Andrew Stevens and Councillor Jason Mancinelli: Greywater Strategy

That Administration prepare a report for the Public Works and Infrastructure Committee in Q4 of 2020:

1. with a commercial, industrial, and residential greywater strategy; and
2. that the strategy include a focus on City-owned and operated facilities.

RESPONSE TO ENQUIRIES

EN19-3 Response - Councillor Jerry Flegel: Pasqua/Lewvan and 9th Avenue N Road Network Study

Administration is providing the following information in response to enquiry (EN19-3) filed at the City Council meeting on July 29, 2019.

Further to item EN19-3, Pasqua/Lewvan and 9th Avenue N Road Network Study:

1. *“That the Administration advise when the network study will be presented to Regina City Council respecting the above noted matter that is expected to include the following considerations:*
 - a) *Interchange or at grade interchange (intersection);*
 - b) *Additional third lane added to Pasqua Street North of the Ring Road for both northbound and southbound lanes.”*

The anticipated time frame for the Pasqua Street and 9th Avenue North road network study to be presented to City Council is Q4 2021. Administration completed an engineering study in 2010, which considered options for the intersection of Pasqua Street and 9th Avenue North, as well as the identification of potential impacts of an additional third lane along Pasqua Street. Since that time, many changes have occurred in northwest Regina and in the region, including the development of *Design Regina: The Official Community Plan Bylaw No. 2013-48 (OCP)*, the Regina Bypass and the Argyle Street extension north to Rochdale Boulevard.

Administration will be conducting a city-wide travel survey in 2020, which will account for the new development in northwest Regina and the changes in traffic patterns resulting from the Regina Bypass. Data collected from the 2020 travel study will be used to update the City’s traffic model. The interchange, intersection and road widening options developed in the 2010 engineering study for the corridor will be reviewed and re-evaluated after the traffic model is updated in 2020.

2. *“Will the Administration be identifying potential funding options, such as municipal revenue sharing?”*

Interchanges and road widening projects are attributed to growth and are 100 per cent funded by Servicing Agreement Fees under the City’s current *Administration and Calculation of Servicing Agreement Fees and Development Levies Policy*. Consideration could be given for other options for funding; however, the City has typically used municipal revenue sharing to help offset tax funded operations and projects.

EN19-4 Response - Councillor Jerry Flegel: Old Mosaic Stadium Site

Administration is providing the following information in response to the enquiry (EN19-4) filed at the City Council meeting on July 29, 2019.

That the Administration advise if the possibility of leveling the old Mosaic Stadium site would be feasible to be utilized as parking lot in the interim of the Regina Revitalization Initiative, including a cost recovery/revenue mechanism, that could alleviate parking overflow for various events held within the area, such as Saskatchewan Roughrider games, Grey Cup, Farm Progress Show and Canadian Western Agribition.

Utilizing Taylor Field Neighbourhood as a parking lot in the interim of the Regina Revitalization Initiative (RRI) is possible; however, it is not recommended due to: (a) cost; and, (b) anticipated and unknown risks to the existing transportation and parking plan.

During the decommissioning of historic Mosaic Stadium (Taylor Field), interim event parking was not contemplated. The site was restored for pedestrian traffic and future redevelopment which kept project costs low. As a result, a financial investment would be required to prepare the site to accommodate vehicles. Based on high-level estimates, it is not anticipated that the costs could be recovered in the short to medium term (five to 10 years). The level of site preparation work will impact the initial cost and recovery period. Additional costs may be incurred over time to maintain the site, especially during inclement weather.

Non-financial impacts also need to be considered. Significant consultation occurred during the construction of the new Mosaic Stadium, resulting in the transportation and parking plan. With the establishment of the current Rider Transit shuttle, ridership has increased between 2017 and 2019. Approximately 25 per cent of Saskatchewan Roughrider games attendees take the shuttle service. In addition, at the most recent concert event, approximately 29 per cent of attendees utilized the shuttle service. A downtown pickup location has become one of the core shuttle locations as fans staying at hotels and wanting to visit a restaurant before or after the game find this service invaluable. It is anticipated that the creation of a temporary parking location would impact the use of the shuttle service and the transportation plan and flow of traffic established. Other unknown impacts may also result in unintended consequences of establishing interim parking.

ADJOURNMENT

Councillor Sharron Bryce moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that the meeting adjourn.

The meeting adjourned at 9:59 p.m.

Chairperson

Secretary

AT REGINA, SASKATCHEWAN, MONDAY, SEPTEMBER 23, 2019

AT A SPECIAL 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
Deputy City Clerk, Amber Ackerman
City Manager, Chris Holden
City Solicitor, Byron Werry
Chief of Police, Evan Bray
Executive Director, Financial Strategy & Sustainability, Barry Lacey
Executive Director, Citizen Experience, Innovation & Performance, Louise Folk
Executive Director, Citizen Services, Kim Onrait
Executive Director, City Planning & Community Development, Diana Hawryluk
Superintendent, Corey Zaharuk
Director, Citizen Experience, Jill Sveinson
Manager, Public Policy, Dawn Martin

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.

DELEGATIONS AND RELATED REPORTS

DE19-123 Marilyn Degelman: Regulation of Massage Parlours

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Marilyn Degelman 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 CR19-78, a report from the Priorities and Planning Committee respecting the same subject.

DE19-124 Ed Smith: Regulation of Massage Parlours

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Ed Smith 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 CR19-78, a report from the Priorities and Planning Committee respecting the same subject.

DE19-125 Fred Hill: Regulation of Massage Parlours

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. A representative of Fred Hill addressed Council. There were no questions of the delegation.

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 CR19-78, a report from the Priorities and Planning Committee respecting the same subject.

DE19-126 Nicole Pivovar: Regulation of Massage Parlours

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Nicole Pivovar addressed Council. There were no questions of the delegation.

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 CR19-78, a report from the Priorities and Planning Committee respecting the same subject.

DE19-127 Daria Frostad: Regulation of Massage Parlours

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Daria Frostad 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 CR19-78, a report from the Priorities and Planning Committee respecting the same subject.

DE19-128 Lidiya Spasic: Regulation of Massage Parlours

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Lidiya Spasic 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 CR19-78, a report from the Priorities and Planning Committee respecting the same subject.

DE19-129 Jane Gattinger: Regulation of Massage Parlours

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Jane Gattinger 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 CR19-78, a report from the Priorities and Planning Committee respecting the same subject.

DE19-130 Bruce Ellergodt: Regulation of Massage Parlours

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Bruce Ellergodt 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 CR19-78, a report from the Priorities and Planning Committee respecting the same subject.

DE19-131 Arlene Stinson: Regulation of Massage Parlours

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Arlene Stinson 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 CR19-78, a report from the Priorities and Planning Committee respecting the same subject.

DE19-132 Devon Hill: Regulation of Massage Parlours

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Devon Hill 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 CR19-78, a report from the Priorities and Planning Committee respecting the same subject.

DE19-133 Lisa Miller, Regina Sexual Assault Centre: Regulation of Massage Parlours

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Lisa Miller, representing the Regina Sexual Assault Centre, 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 CR19-78, a report from the Priorities and Planning Committee respecting the same subject.

DE19-134 Graham Beke: Regulation of Massage Parlours

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Graham Beke 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 CR19-78, a report from the Priorities and Planning Committee respecting the same subject.

DE19-135 Steve Selenski: Regulation of Massage Parlours

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Steve Selenski addressed Council. There were no questions of the delegations.

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 CR19-78, a report from the Priorities and Planning Committee respecting the same subject.

RECESS

Pursuant to the provisions of Section 33 (2.1) of City Council's Procedure Bylaw No. 9004, Mayor Fougere called for a 15 minute recess.

Council recessed at 7:54 p.m.

Council reconvened at 8:13 p.m.

CM19-13 Supplemental Report – Regulation of Massage Parlours

Recommendation

1. That this report be received and filed.
2. That item PPC19-7 be removed from the Priorities and Planning Committee's List of Outstanding Items.

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

CR19-78 Priorities and Planning Committee: Regulation of Massage Parlours

Recommendation

**RECOMMENDATION OF THE PRIORITIES AND PLANNING
COMMITTEE
- JUNE 20, 2019**

1. That an approach to massage parlours in Regina be adopted that regulates the industry as a business and that focuses on harm reduction for workers, operators and their clients.

2. That the City Solicitor be directed to prepare the necessary bylaw to amend the *Regina Zoning Bylaw No. 9250* and its successor which may be in force at the time of implementation (*The Regina Zoning Bylaw, 2019 No. 2019-19*) to:
 - (a) distinguish between massage parlours and therapeutic massage by:
 - (i) amending the definition of *Personal Service Establishment* to include *massage therapy*, defined as therapy provided by a Registered Massage Therapist within the context of the bylaws and ethics of the Massage Therapist Association of Saskatchewan, Inc. (MTAS) or the Natural Health Practitioners of Canada (NHPC); and
 - (ii) removing the term *Massage Parlour* and substituting *Body Rub Establishment* wherever it occurs; and
 - (b) allow massage parlours as a discretionary use in industrial and major arterial commercial zones (MAC or the equivalent in any new zoning bylaw). This amendment would:
 - (i) apply separation distances equal to the equivalent of one city block between massage parlours and:
 - schools;
 - churches;
 - daycares; and
 - other massage parlours; and
 - (ii) apply the separation distances in (i) to existing massage parlours as follows:
 - the separation distance between massage parlours and schools, churches and daycares would apply immediately. This will require some massage parlours to relocate or shut down as soon as the bylaw comes into force; and
 - existing massage parlours that do not meet separation distances between massage parlours, but otherwise comply with zoning regulations, would be grandfathered until one of the establishments moves or shuts down.
3. That the plan to develop a licensing program for massage parlours as outlined in Option B of this report be approved. That plan requires massage parlours to:
 - (a) operate only within specified hours of operation;
 - (b) comply with health and safety standards;
 - (c) ensure workers are of legal age and legally able to work in Canada; and
 - (d) ensure that workers receive training in safe practices and

community resources as determined by the City of Regina.

4. That the Administration return to City Council with details of the licensing program in accordance with the policy intentions outlined in Recommendation 3 by March 31, 2020 to allow the City Solicitor to prepare bylaw amendments and/or new bylaws by June 30, 2020.
5. That the implementation plan contained in Appendix A – High Level Implementation Plan be approved.

Councillor Lori Bresciani moved, seconded by Councillor Sharron Bryce that:

- 1. Massage parlour/body rub establishments be fully banned within the city of Regina;**
- 2. A plan be developed to assist workers with information and support mechanisms to leave the industry, which would include the following:**
 - a) Engage massage parlour/body rub establishment owners to ensure proposed changes are understood;**
 - b) Engage workers to ensure changes are understood and provide options to exit the industry;**
 - c) Collaborate with stakeholder groups to create an exit strategy for workers who want to leave the industry;**
 - d) Advice from Regina Police Service for options available to law enforcement for closing these establishments;**
 - e) Report back to City Council with an annual review of the ban;**
- 3. That Administration report back to City Council with details of an implementation plan of the ban and engagement strategy for owners and workers by March 31, 2020; and**
- 4. That the City Solicitor be directed to prepare the necessary bylaws to authorize the respective *Regina Zoning Bylaw No. 9250* and *The Regina Zoning Bylaw, 2019* amendments.**

Mayor Michael Fougere stepped down to enter debate.

Councillor Mike O'Donnell assumed the Chair.

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

(Councillor Bresciani requested a recorded vote.)

Councillor Lori Bresciani	Yes
Councillor Barbara Young	No
Councillor Sharron Bryce	Yes
Councillor Jerry Flegel	No
Councillor John Findura	Yes
Councillor Bob Hawkins	Yes

Councillor Mike O'Donnell	No
Councillor Jason Mancinelli	No
Councillor Joel Murray	No
Councillor Andrew Stevens	No
Mayor Michael Fougere	Yes

The motion was put and declared LOST.

Councillor Andrew Stevens moved, seconded by Councillor Barbara Young, that the recommendation contained in the report be concurred in.

Councillor Jason Mancinelli moved, in amendment, seconded by Councillor Lori Bresciani, that licensing for workers be included in item #3, and that any associated licensing costs be at a minimum, and that the licensing regulations for workers include the following criteria:

- A plan to develop licensing for the worker, attendants;**
- Must be 18 years of age;**
- Criminal Record Check;**
- Home Address and phone number;**
- Proof of identity and photo required; and**
- Proof of Canadian citizenship and residency status.**

The motion was put and declared LOST.

Councillor Hawkins moved, seconded by Councillor Bryce that this matter be referred back to the Administration.

The motion was put and declared LOST.

The main motion was put and declared CARRIED.

ADJOURNMENT

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

The meeting adjourned at 10:01 p.m.

Chairperson

Secretary



#14 – 3710 Eastgate Drive
Regina, Saskatchewan S4Z 1A5
Telephone: 306-924-0445
Fax: 306-761-0340
Email: cathy@terrainsc.ca

September 24th, 2019

Mayor Michael Fougere
Regina City Council
City of Regina
2476 Victoria Ave.
Regina, SK S4P 3C8

Your Worship:

Re: BYLAW NO. 2019-49 – Proposed Zoning Bylaw Amendment - 19-Z-06.

The application before you is a proposal to subdivide and zone one block within The Towns subdivision. This block consists of twelve (12) lots that would be zoned R5, or medium density. These lots are designed to have rear alley access with an aesthetically pleasing street scape fronting Buckingham Drive.

These lots are as per the original Concept Plan, compatible with the housing products already being built within in the neighbourhood, and fully supports the OCP.

I am happy to answer any questions regarding the application before you.

Yours truly

Terra Developments Inc.

A handwritten signature in blue ink, appearing to read "C. Lawrence". The signature is fluid and cursive, with the first letter of the last name being a large capital 'L'.

Cathy Lawrence

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Regina Planning Commission: Zoning Bylaw Amendment Application (19-Z-06) - The
Towns, Phase 2, Stage 1G/A

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– SEPTEMBER 11, 2019**

1. That the application to rezone the lands within the Towns Concept Plan area, as shown in Appendix A-3, be approved as follows:

Proposed Lots 1 to 12 in Block 34 from UH- Urban Holding 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.

REGINA PLANNING COMMISSION – SEPTEMBER 11, 2019

Cathy Lawrence, representing Terra Developments Inc., addressed the Commission.

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

Recommendation #3 does not require City Council approval.

Councillors: Jerry Flegel, Bob Hawkins and Barbara Young (Chairperson); Commissioners: Frank Bojkovsky, Andre Kroeger, Adrienne Hagen Lyster, Steven 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 September 11, 2019, considered the following report from the Administration:

RECOMMENDATION

1. That the application to rezone the lands within the Towns Concept Plan area, as shown in Appendix A-3, be approved as follows:

Proposed Lots 1 to 12 in Block 34 from UH- Urban Holding 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.
3. That this report be forwarded to the September 30, 2019 meeting of City Council for approval, to allow sufficient time for advertising of the required public notice for the respective bylaws.

CONCLUSION

The applicant, Terra Developments, on behalf of the landowners, City of Regina (City), proposes to rezone the lands within Phase 2, Stage 1G/A, Block 34 of Towns Concept Plan area. The proposed amendments would allow for the development of medium density residential on a portion of Block 34.

The proposed rezoning of the subject land is consistent with the policies in *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP), including Part B.16, which is the Southeast Regina Neighbourhood Plan (SENP). The proposed amendments also comply with The Towns Concept Plan and the development standards and regulations contained in *Regina Zoning Bylaw No. 9250* (Zoning Bylaw). Accordingly, Administration recommends approval.

BACKGROUND

The Towns Concept Plan (Appendix A-3) establishes a framework for directing land use, development and servicing for a new neighbourhood located in the Southeast Regina Neighbourhood Plan Area. The rezoning of this land complies with the Towns Concept Plan approved by City Council in April 2016 (CR16-36) and was last amended in April 2019 (CR19-33).

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

The related subdivision application is being considered concurrently in accordance with Bylaw No. 2003-3, by which subdivision approval authority has been delegated to Administration. A copy of the plan of proposed subdivision is attached for reference purposes only as Appendix A-3.3.

DISCUSSION

Zoning Bylaw Amendment

The applicant, Terra Developments Inc., representing the landowners, the City of Regina, proposes to rezone the land within Phase 2 Stage 1G/A of the Towns neighbourhood. The proposed Zoning Bylaw amendment aligns with the approved Towns Concept Plan as R5 –Medium Density Residential Zone (Appendix A-3). A summary of the proposed amendments is provided below:

Rezoning Summary		
	<u>Existing</u>	<u>Proposed</u>
Land Use in Concept Plan	<u>Medium Density Residential</u>	<u>Medium Density Residential</u>
Zoning Designation	UH- Urban Holding	R5 - Residential Medium Density
No. of Lots	Vacant Land	12 lots – (25-50 Units per Ha)

The applicant intends to accommodate medium density residential building on each proposed lot. The proposed development is consistent with the purpose and intent of the R5 – Residential Medium Density Zone with respect to permitting medium density residential development in suburban areas of the city with net density between 25 to 50 units per hectare. The properties north and east of the subject property are undeveloped, similarly properties to the west and south are intended for low and medium density residential.

RECOMMENDATION IMPLICATIONS

Financial Implications

Capital funding to provide municipal infrastructure that is required for subdivision and development in the concept plan area will be the sole responsibility of the developer. The municipal infrastructure that is built and funded by the developer will become the City's responsibility to operate and maintain through future budgets.

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 C: Growth Plan

Goal 1- Long-Term Growth: Ensure that sufficient developable land is protected for future city growth.

- 2.2 Direct future growth as either intensification on or expansion into lands designated to accommodate a population of approximately 300,000, in accordance with Map 1 – Growth Plan

Goal 2- Efficient Servicing: Maximize the efficient use of existing and new infrastructure.

- 2.4 Make use of residual capacity of infrastructure in existing urban areas.

2.5 Develop compact and contiguous neighbourhoods.

Goal 4 – New Neighbourhoods and Employment Areas: Ensure that new neighbourhoods and employment areas maximize infrastructure investments and quality of life through a compact and integrated built form.

2.11 Require new neighbourhoods and new mixed-use neighbourhoods, as identified on Map 1 – Growth Plan, to:

2.11.2 Achieve a minimum gross population density of 50 persons per hectare (pph)

Section D5: Land Use and Built Environment

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

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:

7.1.5 A diversity of housing types to support residents from a wide range of economic levels, backgrounds and stages of life, including those with specific needs;

The proposal is also consistent with the policies contained in Part B.16 of the OCP, being the Southeast Regina Neighbourhood Plan (SENP), with respect to:

4.1.1 Communities & Neighbourhoods

4.1.1(b) The SENP community should provide the following: a broad range of housing choices, commercial uses, school facilities, open space and parks, accessible transit, and distinctive and attractive neighbourhoods.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Communication with the public is summarized below:

Public notification signage posted on:	June 26, 2019
Will be published in the Leader Post on:	Sep 14, 2019 Sep 21, 2019
Letter sent to immediate property owners	June 14, 2019
Public Open House Held	N/A
Number of Public Comments Sheets Received	0

No comments were received on this application. The application was circulated to the Arcola East Community Association and East Zone Board. Following circulation, Administration attempted follow-up contact with the Community Association 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.

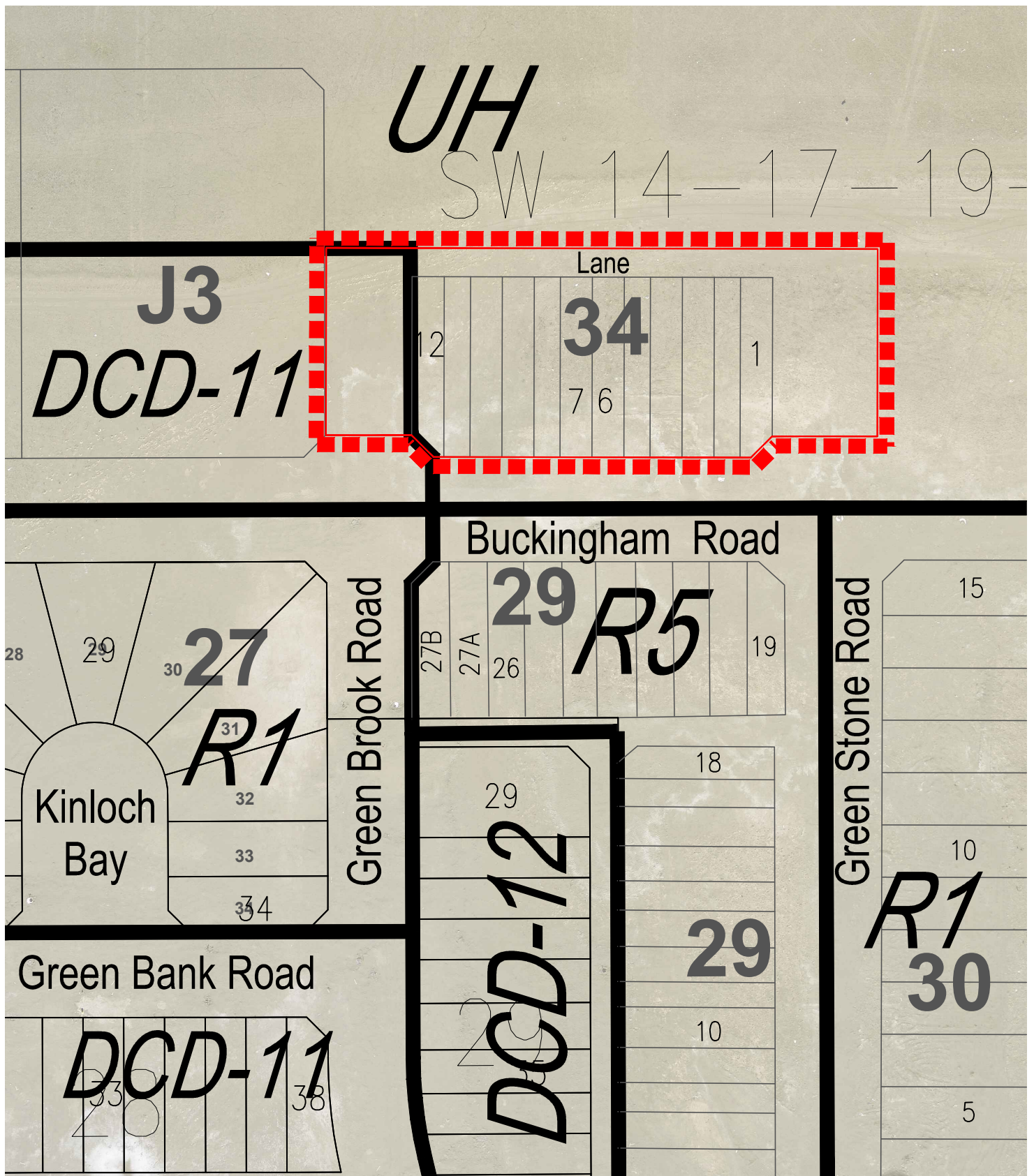
DELEGATED AUTHORITY

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

Respectfully submitted,

REGINA PLANNING COMMISSION


Elaine Gohlke, Secretary 9/25/2019



Date of Photography : 2018



Subject Property



Project 19-Z-06
19-SN-10

Civic Address/Subdivision

The Towns - Phase 1 ; Proposed Subdivision
All of Plan #98RA15940(1) and part of Plan #99RA08035



Subject Property

Date of Photography: 2018



Project 19-Z-06
19-SN-10

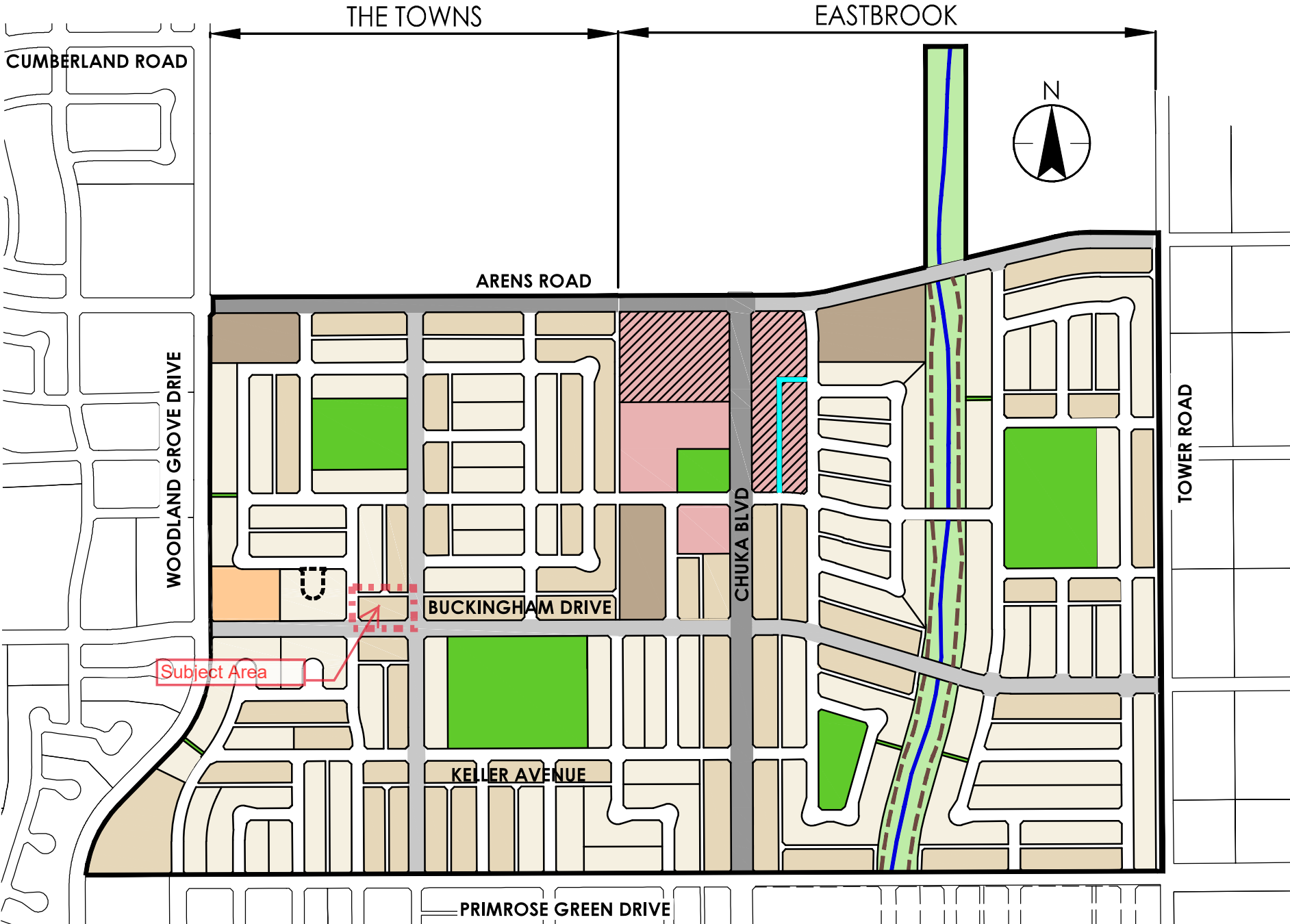
Civic Address/Subdivision

The Towns - Phase 1 ; Proposed Subdivision
All of Plan #98RA15940(1) and part of Plan #99RA08035

Towns Concept Plan

Land Use

Appendix A-3



LEGEND

- CONCEPT PLAN BOUNDARY
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- FLEX USE
- MIXED USE OR HIGH DENSITY RESIDENTIAL
- COMMERCIAL
- PARK/GREENSPACE
- MUNICIPAL RESERVE - MR
- ARTERIAL
- COLLECTOR

Revised March 22, 2019



- POTENTIAL LANE
- LINEAR DETENTION
- MUNICIPAL UTILITY - MU
- WALKWAY
- MUNICIPAL WALKWAY - MW
- PATHWAY
- POTENTIAL STREET

The Towns Land Use Areas			
Land Use	Hectares	Acres	%
Residential			
Low Density Single Family Detached Dwellings	41.3	102.0	32.3%
Medium Density Multi Unit Dwellings	24.0	59.3	18.8%
High Density Multi Unit Dwellings	3.7	9.1	2.9%
Flex Use	4.3	10.6	3.4%
Mixed Use or High Density Residential	2.3	5.7	1.8%
Total Residential	75.6	186.7	59.2%
Commercial			
Commercial	0.8	2.0	0.6%
Municipal Reserve			
Municipal Reserve	9.1	22.5	7.1%
Linear Detention			
Linear Detention	5.1	12.6	4.0%
Municipal Walkway			
Municipal Walkway	0.1	0.2	0.0%
Roadways			
Roadways	37.0	91.4	29.0%
Total	127.7	315.4	100.0%
Linear Detention Extension			
Linear Detention Extension	1.9	4.7	N/A
Total Area & Linear Detention Extension	129.6	320.1	N/A

THE TOWNS - PHASE I
PLAN OF PROPOSED SUBDIVISION
OF ALL OF
PARCEL A, REG'D PLAN No. 98RA15940(1)
AND PART OF
PARCEL B, REG'D PLAN No. 99RA08035
AND PART OF
SW1/4 SEC 14, TWP 17, RGE 19, W2 Mer
REGINA, SASKATCHEWAN
2015
SCALE = 1:1000



I would be grateful if City Council would allow me to present several points to provide context with respect to proposal RPC19-31. Without context, I believe some of the proposal is unintentionally inaccurate and misleading.

I am a resident of the Velocity condos across from the proposed development, I own property across James Hill Road where my brother's family resides and I am registered as a Professional Engineer in Saskatchewan.

Residential Density

The proposal states the medium density proposal is appropriate given the high density areas located to the north of the subject property. I would counterargue that the proposed development is inappropriate as it does not align with the concept plan and capacity of adjacent roads. The Harbour Landing Concept Plan was designed with mixed density in mind; low, medium and high density residential. The two Velocity condominium buildings and three Deveraux rental buildings north of the proposed development are high density. Referring to Appendix A-3.1, the proposed development is 0.62 hectares of the 5 hectare low density portion. Contrary to the proposals summary, the proposed development is surrounded by medium density residential to the West and South and all of Mitchinson Way and Jim Cairns Blvd to the East of James Hill Road up to the creek is medium density. Over twelve percent of the low density residential zone in the immediate area will be removed from the original plan.

Parking

The projected traffic patterns and volumes for the neighbourhood were evaluated during the review of the proposed amendments but were the parking volumes studied? The proposal states "the street" is wide enough to have parking on both sides of the street. Mitchinson Way has no parking signs posted on the south side of one third of the street. The surrounding streets, Senecal Drive, Vedette Road and Delhaye Way only permit parking on one side. Mitchinson Way, Senecal Drive and Vedette Road have no parking available on weeknights. Neighbours in Velocity are participating in online fights over parking and are calling Parking Enforcement to ticket their neighbours in an effort to obtain a parking space. A sample walk around the site revealed two parking spots available on Senecal Drive, two on Vedette and four on Mitchinson Way. Several cars were parked in the back lane of the proposed development. I am not asking Council to take my word for it but to conduct a parking study before making a decision and consider how many parking spaces are required on the original or proposed development to accommodate the current state of parking.

Population Density

The proposal states the overall population density of the Harbour Landing Concept Plan Area will have a nominal increase from 13,047 to 13,079. However, the

harbourlanding.ca website boasts Harbour Landing is home to just under 14,000 residents. The proposal was also written at a time when we were not aware of overcrowding at Ecole Harbour Landing school. The school has reached capacity. The last Census took place in 2016. Is there any data available to determine what the present population is in Harbour Landing and if we have reached capacity?

Possible Error in Density Classification

The proposal states, “The proposed development is consistent with the purpose and intent of the R5 – Residential Medium Density Zone with respect to permitting fourplex development in suburban areas of the city with net density between 25 to 50 units per hectare”. However, if one calculates a ratio of 32 units within 0.62 hectares, the range appears to be exceeded at 51.2 units per hectare. Both proposals put forth to City Council appear to be high density development proposals in a low density residential zone.

Policy/Strategic Implications

Under the heading “Policy/Strategic Implications”, the proposal attests to the fact it is consistent with the policies in Part A of the Official Community Plan. It says it meets several goals regarding New Neighbourhoods and Mixed New Neighbourhoods in Map 1 of the Growth Plan. However, Harbour Landing is NOT defined as a New Neighbourhood or Mixed New Neighbourhood in Map 1. Harbour Landing was designated as a “Built or Approved Neighbourhood” in Map 1 of the Official Community Plan. The proposals policy and strategic implications with respect to Goals 1 and 4 appear invalid.

Administration’s Response

Administration’s response pertained only to traffic, it did not address the parking issues raised in the public feedback.

Issue Changing the Original Plan

The Applicant responded that there is a need for additional rental homes in Harbour Landing. No evidence has been provided that there is a need for additional rentals. In fact, rent has decreased in Harbour Landing due to a surplus of rentals. Why are rental homes being introduced as a topic? Will the homes be sold as private residences or will they be rented by a business?

Dr. Graeme Drysdale P.Eng.

City of Regina Council Presentation

Good evening Councillors. My name is Jennifer Denouden, and I am the President and CEO of Avana Enterprises.

Since our inception in 2013, Avana Enterprises has developed 50 purpose built rental homes in Harbour Landing. All 50 homes contain a 3 bedroom, 3 bathroom main floor suite and a two bedroom, one bathroom basement suite. We manage the 100 suites as at market rental homes. Currently, we have no vacancy.

In 2018, Avana Enterprises, created a corporate mandate to invest in and develop affordable housing in the city of Regina, with a focus on housing families. Although there is not much public information on the need for affordable housing, I can assure you as a professional from the industry that the lack of safe, reliable, and attainable housing in Regina is a crisis. In the past year, I have worked directly with the YWCA, Sofia House, Open Door Society and many other organizations to educate myself on exactly what gaps there are, and how Avana could help. Once we found out that the YWCA, in 2018 alone, turned away 1700 women and 600 children, we made the decision to focus on designing and developing housing that would help Women and Children access a home that would ultimately change their trajectory and have a long lasting impact on their futures. Affordable Housing is not an easy product to develop as it is not viable to offer rental rates below market, while also managing a sustainable business. This is why the Federal Government recently launched the National Housing Strategy - to combat this issue. Through CMHC, they offer mortgages with higher loan to values, lower interest rates, and extended amortizations, resulting in lower payments, with a requirement to rent at lower rent levels to households with lower incomes. The City of Regina offers incentives to develop affordable housing. They offer capital grants and tax abatements with a requirement to rent at lower rent levels to households with lower incomes. The provincial government offers capital grants to lower the cost of construction with a requirement to rent at lower levels to households with lower incomes.

I currently have purchase agreement on the lots located at 5601 to 5661 Mitchinson Way. My team has analyzed our real estate development options for this parcel, which is why I am here tonight. I believe it is in the best interest of the City of Regina to approve the rezoning application, for a variety of reasons, which I appreciate the opportunity to walk you through over the next few minutes.

Option A – “At Market” Rentals:

The parcel is currently comprised of 16 lots that are zoned DCD-12. The current zoning allows single family homes as well as separate regulation basement suites. We could build our traditional at market 3-bedroom 3 bathroom main floor suite home with a two bedroom one bathroom basement suite. With this option, we would build a double car garage, containing two parking spaces. There would be an increased demand on off-site parking as at market renters usually average more than one vehicle per suite. The resulting rent would be \$1900 per

three bedroom suite and \$1200 per two bedroom suite. At the end of development, there would be 32 suites on the parcel and 32 parking spaces. This particular project would not qualify for federal funding, nor for the City of Regina capital grant funding, nor the City of Regina tax abatement program, nor the Province of Saskatchewan's capital funding. The social impact of this project would net zero.

Option B, "Affordable" Rentals which is my preferred option, and why I am sitting here this evening:

If we successfully rezone this land, we will then build 8 four-plexes. Each four-plex will be comprised of two - two bedroom units and two - three bedroom units. Each unit will be 1000 square feet, making it a perfect fit for women and children in need of affordable housing. Each four-plex will contain a quadruple parking pad to the rear. Based on my experience as a landlord to 188 suites, the effect on off-site parking would be negligible, as the average vehicle per unit for affordable developments is 1 to 1. Many do not own vehicles, therefore needing to rely on public transit. This site is the perfect fit as it is within 400 meters of public transit. The two bedroom units will rent for \$1000 and three bedroom units for \$1300, making it the most affordable rental housing of comparable units in the city. At the end of development, there would be 32 suites on the parcel and 32 parking spaces. This particular project would qualify for federal funding, City of Regina capital grant funding, City of Regina tax abatements, as well as the Province of Saskatchewan's capital funding. The federal funding program requires the project stay affordable for a minimum of ten years, therefore the social impact would be changing the lives of 32 families per year over a ten-year span, resulting in over \$1.5M in rent savings.

To speak to a couple other concerns from the public feedback:

1. Our tenant screening process is stringent and includes criminal record checks. We have not had issues in the past with our at-market or below-market suites over the last 6 years.
2. Regardless of what we are developing, whether it is at market residential, below market residential, commercial - we use the same specs comprised of high quality materials, low maintenance products including composite decking, turf, poured sidewalks, porches, stone etc. so the aesthetic look should not be of concern. It is important to note that I own 50 houses only a few blocks away in Harbour Landing so protecting the integrity of the neighborhood and protecting home values is incredibly important to us as well and our existing clients.

My company recently completed this exact project in the east end of Regina, except instead of 8 four-plexes, it was ten. These homes are located in a very similar context with the major street and higher density located adjacent to them on one side, and single-family homes located across the street on the other side. This was the second affordable housing project that my company completed, with the support of the Federal National Housing Strategy and the City of Regina Affordable Housing Incentives. I could sit here all evening telling you stories of how

this safe, affordable housing changed our clients' lives for the better, but in the essence of time, I am going to read you two testimonials written by tenants in our recently completed project:

Renting one of Avana Rentals affordable George street units has helped me tremendously. I have been able to afford going back to school while also being a single parent on a budget. The lower rental rates has allowed myself and my son to live in a quality neighborhood without stretching my already tight budget.

-Paige

I recently moved from Alberta and I am now going through a divorce while raising my small son, I found myself in a hard position financially. Renting from Avana's George street complexes with their lower rental rates has made it possible for me to get back on my feet. The lower rates has allowed me to provide a safe home for my son without putting a further financial strain on myself.

-Michelle

In closing, I would like to say that Avana Enterprises plans to move forward with a real estate project on the Mitchinson land by the end of November. Please allow my company to make the positive social impact we have mandated upon ourselves, and develop 32 affordable housing units, rather than another 32 units of at-market housing.

Hello, I am Evan Hunchak, General Manager at Dream. I am before you today as the developer of Harbour Landing and land owner of 5601 to 5661 Mitchinson Way.

I am before you today to seek your approval allowing an amendment to the current zoning and concept plan for this land to facilitate “affordable” rental housing. In support of this request, I would like to provide you with the following information.

In looking at this site, we felt that a better land use transition was required from the 4 story apartment condos located to the north, and single family homes to the south. As such, these properties were identified to be best suited for purpose built rental homes.

Under the current zoning, we would work with a single builder/investor to develop the entire block of lots to have 16 single family homes with an additional 16 secondary suites contained within their basements for a total of 32 “at market” rental suites; all of which would be permitted under the current zoning. The on-site parking requirement would be met with 32 parking stalls off the lane. The appearance of the front elevation would be a 2 story single family home.

As a secondary, and our preferred option, we could rezone this land with your approval to allow a builder to attach a portion of these units and have 8 buildings each containing 4 units. You will note that in doing so there would be no net increase to the density and the total number of rentals would still remain at 32 units. The on-site parking requirement would still be met with 32 parking stalls off the lane. The appearance of the front elevation would be a bungalow single story duplex home.

The reason that the 4-plex’s are our preferred option is that they would qualify to be “affordable” rental homes with a focused target for women and children who have fled domestic abuse situations, and a secondary market to be students and others that rely on affordable housing.

With a 4 plex there is a significant capital cost savings in attaching the center common wall. More importantly, they would qualify for incentives through the Federal Government’s National Housing Strategy through CMHC allowing for lower interest rate financing, extended amortizations and higher loan to value ratios. The Province also offers capital grants, as well as the City of Regina, in addition to property tax abatements. As a result, the “affordable” units would rent for \$400 per month less than if the same project was built as “at market” rentals. This would save the tenants of these rental homes more than \$1,500,000 over a 10 year time period as compared to an “at market” rental home.

In selecting a builder for this type of project, experience is important. We have worked with Avana Enterprises over the past 5 years. They have demonstrated their professionalism in developing nearly 200 similar units, most of which are located in our neighborhoods of Harbour Landing and Eastbrook. In fact, the same project before you today was recently completed by Avana in our Eastbrook neighborhood where there were ten 4-plex buildings constructed for a

total of 40 units. These units have now become a home by those at risk in our community as referred by the YWCA, and Sofia House, amongst other organizations who Avana partners with. All their rental homes are professionally managed meaning the grass is cut and snow is removed. They also meet our enhanced architectural controls.

We do not anticipate that on-street parking will be an issue as those living in “affordable” rental homes average 1 vehicle per unit, where as “at market” renters typically have more than 1 vehicle per unit. The location is a perfect fit as it is located only 1 block from the transit route on James Hill Road, a 3 block walking distance from the Harbour Landing schools, and is in close proximity to Grassland’s.

In summary, by approving this proposal before you today, you will be helping to access federal, provincial and civic incentives for affordable housing, and also mitigate construction costs by allowing the center wall of each pair of units to be attached. This will in turn help those in need of a safe affordable home within our complete and inclusive community of Harbour Landing.

I would be happy to address any questions that you may have and would supplement any responses with the visuals appended.



dream

Appendix: Concept Plan Amendment, Zoning Bylaw Amendment & Subdivision Amendment

Harbour Landing, Phase 9 – Block 67



Why are we interested to rezone Block 67 from DCD-12 to R5?

To accommodate safe, affordable homes (4-plex's) for women and children who have fled domestic abuse situations, as well as, students and others that rely on affordable housing.



Why 4-Plex Homes? They Allow for Lower Rental Rates!

Incentives for 4-plex rental homes are offered by all levels of government:

- The Federal Government recently launched the National Housing Strategy to help combat the lack of safe, affordable homes. Through CMHC, they offer mortgages with **higher loan to values**, **lower interest rates**, and **extended amortizations** with a requirement to rent at lower rent levels to households with lower incomes for 10 years.
- The provincial government offers **capital grants** to lower the cost of construction with a requirement to rent at lower levels to households with lower incomes.
- The City of Regina offers incentives to develop affordable housing. They offer **capital grants** and **tax abatements** with a requirement to rent at lower rent levels to households with lower incomes.



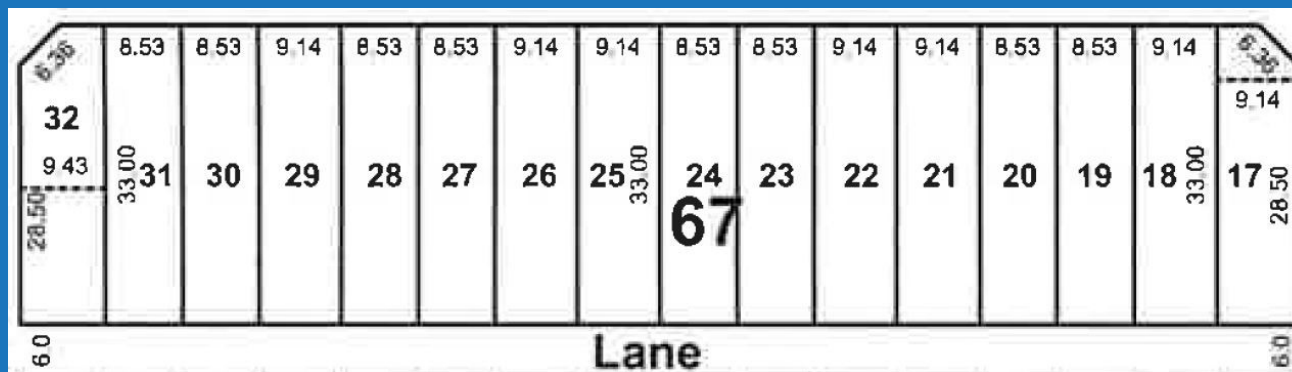
Who Benefits from these Proposed Homes?

Community organizations which Avana is currently working with to provide affordable housing includes:

- YWCA
- Sophia House
- North Central Family Center
- Open Door Society
- Multiple Immigration Firms
- First Nations University
- Sask Polytech
- University of Regina

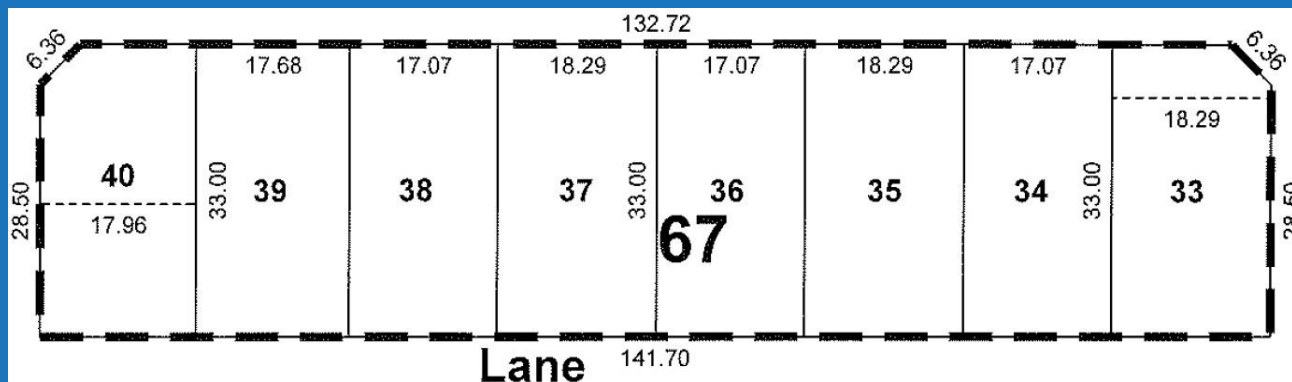


The total number of intended rental units will remain unchanged ...



Existing Zoning for “At Market” Rentals

- Zoned DCD-12
- 16 lots permitted to have 16 homes with 16 secondary suites for a total of 32 units.



Proposed Zoning for “Affordable” Rentals

- Zoned R5
- 8 lots with 16 attached bungalow units & 16 below grade units for a total of 32 units.



Scenario 1 – Existing Zoning for “At Market” Rentals

- Currently 16 lots that are zoned DCD-12. Zoning allows single family homes, as well as, separate regulation basement suites (total 32 units).
- Project would be comprised of traditional “at market” 3 bedroom, 3 bathroom main floor suite home (\$1900 rent) with a two bedroom one bathroom basement suite (\$1200 rent)
- A double car garage would be located at the rear of each building containing two parking spaces, or a total of 32 on-site parking stalls (one per unit).
- There would be an increased demand on off-site parking as traditional “at market” renters usually average more than one vehicle per suite.
- This project would not qualify for: Federal/CMHC funding, Province of Saskatchewan’s capital funding, City of Regina capital grant funding, or City of Regina tax abatement program.
- **The social impact of this project would be zero.**



Scenario 2 –Proposed Zoning for “Affordable” Rentals

- Alter to 8 lots, re-zone to R5 allowing four-plex rental homes (8 x 4 = 32 units).
- Project would be “affordable” consisting of each four-plex to have two - 3 bedroom units (\$1300 rent) and two - 2 bedroom units (\$1000 rent). Average monthly savings of \$400 per unit compared to traditional “at market” rental.
- Parking pad for 4 cars would be provided for each 4-plex building, or a total of 32 on-site parking stalls (one per unit).
- There would be no increased demand on off-site parking as “affordable” renters usually average one vehicle per suite.
- This project would qualify for: Federal/CMHC funding (10 year min commitment), Province of Saskatchewan’s capital funding, City of Regina capital grant funding, and City of Regina tax abatement program.
- **Social impact would be 32 “affordable” homes with a rental savings for the residents of \$400 x 12 months x 10 yr x 32 units = \$1,536,000**

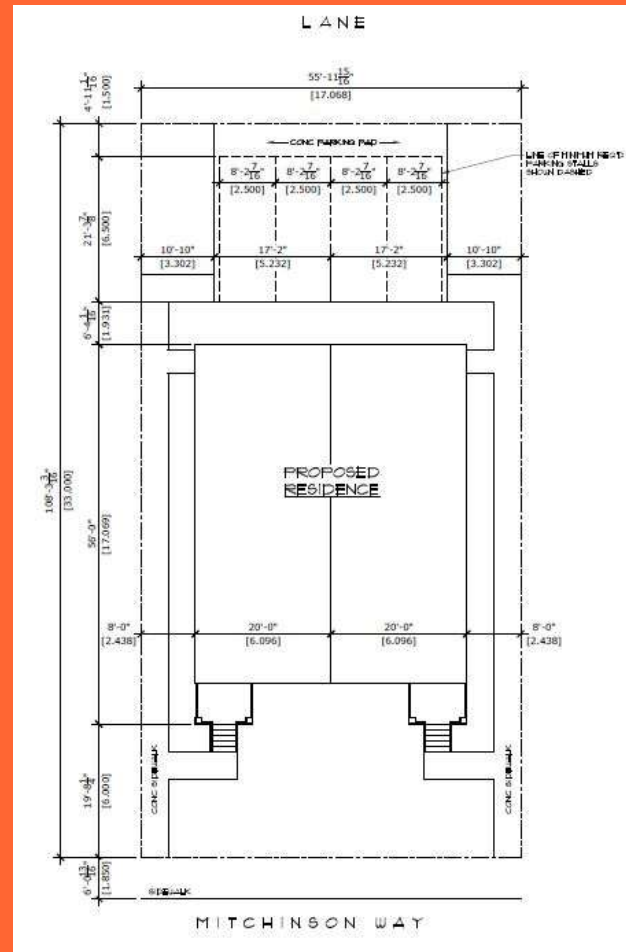
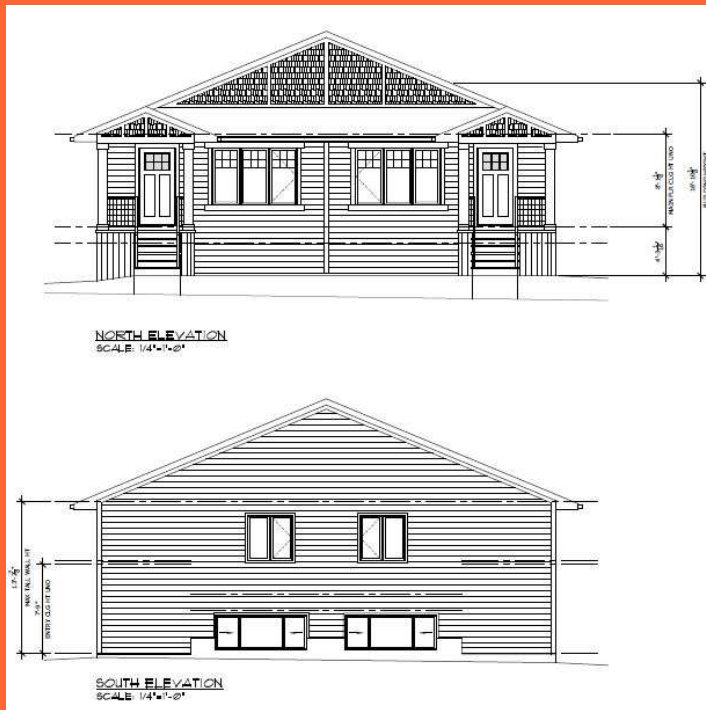


Character of the Community Maintained



Rendering of the 4-plex's intended for this project
(same as the one's completed in Eastbrook in 2019)

dream

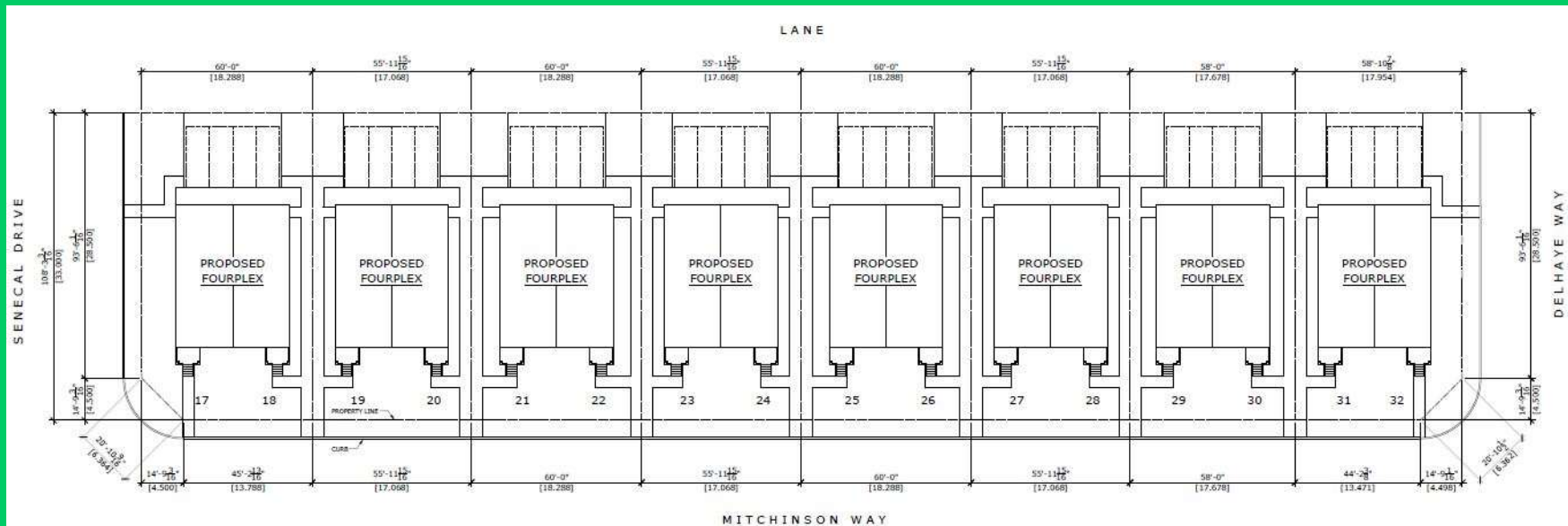


- Appearance of lower density attached homes with single story orientation (bungalow duplex)
- Center wall is attached to decrease construction cost and make units more affordable for purpose built rentals.
- Good transition from high density (4 story) apartment condo's to the north and low density (single family homes) to the south.

9



On-site Parking Needs are Met



On-site Parking requirements are met with 32 rear concrete parking pads for 32 units

10



Off-site Street Parking

- Wide street that accommodates parking on both sides.
- All barrier curb to negate any front yard parking.
- Addition of sidewalk on south side (currently does not exist) to allow for better parking in winter.





Anecdote on Parking Usage by Current Clients

Traditional “At Market” Renters - increased demand on off-site parking as usually average more than one vehicle per suite.

“Affordable” Renters - off-site parking is negligible*. Average vehicle per unit is 1:1. Many don’t own vehicles with greater reliance on public transit. The proposed site a perfect fit as it is within 400 meters of public transit.

(* Based on Ms. Denouden’s experience as a landlord to 188 suites)



**thank
you.**

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Regina Planning Commission: Concept Plan Amendment & Zoning Bylaw Amendment
Applications (19-CP-02)(19-Z-07) Harbour Landing Phase 9, 5601 - 5661 Mitchinson
Way

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– SEPTEMBER 11, 2019**

1. That the application to amend the Harbour Landing Concept Plan as shown on Appendix A-3.2, be approved.
2. That the application to amend *Regina Zoning Bylaw No. 9250* by rezoning lands within the Harbour Landing Concept Plan area, as shown in Appendix A-3.3, be approved as follows:

Proposed Lots 33-40 in Block 67 from DCD-12 – Direct Control District 12
Suburban Narrow-Lot Residential Zone to R5 – Residential Medium Density Zone.
3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective amendments to *Regina Zoning Bylaw No. 9250*.

REGINA PLANNING COMMISSION – SEPTEMBER 11, 2019

Evan Hunchak, representing Dream Development, made a PowerPoint presentation to the Commission, a copy of which is on file in the Office of the City Clerk.

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

Recommendation #4 does not require City Council approval.

Councillors: Jerry Flegel, Bob Hawkins and Barbara Young (Chairperson); Commissioners: Frank Bojkovsky, Andre Kroeger, Adrienne Hagen Lyster, Steven 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 September 11, 2019, considered the following report from the Administration:

RECOMMENDATION

1. That the application to amend the Harbour Landing Concept Plan as shown on Appendix

A-3.2, be approved.

2. That the application to amend *Regina Zoning Bylaw No. 9250* by rezoning lands within the Harbour Landing Concept Plan area, as shown in Appendix A-3.3, be approved as follows:

Proposed Lots 33-40 in Block 67 from DCD-12 – Direct Control District 12 Suburban Narrow-Lot Residential Zone to R5 – Residential Medium Density Zone.

3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective amendments to *Regina Zoning Bylaw No. 9250*.
4. That this report be forwarded to the September 30, 2019 meeting of City Council for approval, to allow sufficient time for advertising of the required public notices for the respective bylaws.

CONCLUSION

The applicant and landowner, Dream Asset Management Corporation (Applicant), proposes to rezone lands within Phase 9, Block 67 of the Harbour Landing Concept Plan area. The proposed rezoning would allow for the consideration of medium density residential development on a portion of Block 67. Concurrently, the Applicant is applying to amend the Harbour Landing Concept Plan to accommodate this change.

The proposed amendments to the Harbour Landing Concept Plan and *Regina Zoning Bylaw No. 9250* (Zoning Bylaw) are consistent with the policies in *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP). The proposed development also complies with the development standards and regulations contained in the Zoning Bylaw relating to proposed new zoning. Accordingly, Administration recommends approval.

BACKGROUND

The Harbour Landing Concept Plan (Appendix A-3.1) establishes a framework for directing land use, development and servicing for a new neighbourhood located within the City of Regina. The Harbour Landing Concept Plan was approved by City Council in August 2007 (CR07-116) and was last amended in October 2015 (CR15-112).

The related subdivision application is being considered concurrently in accordance with Bylaw No. 2003-3, by which subdivision approval authority has been delegated to Administration. A copy of the plan of proposed subdivision is attached for reference purposes only as Appendix A-3.3. This application is being considered pursuant to the Zoning Bylaw, OCP and *The Planning and Development Act, 2007* (Act).

DISCUSSION

Concept Plan Amendment

The Applicant proposes to amend the Harbour Landing Concept Plan for 0.62 ha of land located on lots 17 to 32, Block 67, Plan No. 102153822. Currently, the subject property is intended for low density residential development and the Applicant proposes to allow for the consideration of medium density residential development. A copy of the current Harbour Landing Concept Plan is attached as Appendix A-3.1, and a copy of the proposed revised Harbour Landing Concept Plan is attached as Appendix A-3.2.

The City reviews each development proposal to ensure that it aligns with the concept plan and the capacity of adjacent roads. Each unit within the proposed development must contain minimum parking required as per the Zoning Bylaw (1 per Unit) within the property. The projected traffic patterns and volumes for the neighbourhood were evaluated during the review of the proposed amendments. After reviewing this proposal, it was determined that the existing road network has capacity to accommodate traffic generated by the proposed development, as well the street is wide enough to have parking on both sides of the street.

Further, the proposed amendment was considered from a land-use compatibility perspective. The surrounding land uses include medium and high density residential development to the north and low density residential to the south, east and west. Based on the land use area statistics submitted by the applicant (Appendix A-3.2) the overall population density of the Harbour Landing Concept Plan Area will have a nominal increase from 13,047 to 13,079 people. Further, the proposed medium density may be considered as an appropriate density transition from the medium and high density areas located to the north of the subject property.

Zoning Bylaw Amendment

The applicant proposes a zoning amendment to accommodate the development of fourplex buildings on larger lots (Appendix A-3.3). A summary of the proposed amendments is provided below:

Concept Plan Amendment and Rezoning Summary		
	<u>Existing</u>	<u>Proposed</u>
Land Use in Concept Plan	Low Density Residential	Medium Density Residential
Zoning Designation	DCD-12 – Direct Control District 12 Suburban Narrow-Lot Residential Zone	R5 – Residential Medium Density Zone
Land Use	Vacant (Only detached dwellings with possible secondary suites could be developed on the site)	Fourplex
Number of Dwelling Units	16 lots and 16 units (with possible secondary suites)	8 lots and 32 units

The applicant intends to accommodate one fourplex building on each proposed lot. The proposed development is consistent with the purpose and intent of the R5 – Residential Medium Density Zone with respect to permitting fourplex development in suburban areas of the city with net density between 25 to 50 units per hectare.

RECOMMENDATION IMPLICATIONS

Financial Implications

Capital funding to provide municipal infrastructure that is required for subdivision and development in the concept plan area will be the sole responsibility of the developer. The municipal infrastructure that is built and funded by the developer will become the City's responsibility to operate and maintain through future budgets.

Any infrastructure that is deemed eligible for Servicing Agreement Fee funding will be funded by the City of Regina in accordance with the *Administration of Servicing Agreements Fees and Development Levies* policy. Utility charges are applied to the costs of water, sewer and storm drainage services.

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 C: Growth Plan

Goal 1- Long-Term Growth: Ensure that sufficient developable land is protected for future city growth.

- 2.2 Direct future growth as either intensification on or expansion into lands designated to accommodate a population of approximately 300,000, in accordance with Map 1 – Growth Plan

Goal 2- Efficient Servicing: Maximize the efficient use of existing and new infrastructure.

- 2.4 Make use of residual capacity of infrastructure in existing urban areas.
- 2.5 Develop compact and contiguous neighbourhoods.

Goal 4 – New Neighbourhoods and Employment Areas: Ensure that new neighbourhoods and employment areas maximize infrastructure investments and quality of life through a compact and integrated built form.

2.11 Require new neighbourhoods and new mixed-use neighbourhoods, as identified on Map 1 – Growth Plan, to:

2.11.2 Achieve a minimum gross population density of 50 persons per hectare (pph)

Section D5: Land Use and Built Environment

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

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:

7.1.5 A diversity of housing types to support residents from a wide range of economic levels, backgrounds and stages of life, including those with specific needs;

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Communication with the public is summarized below:

Public notification signage posted on:	June 14, 2019
Will be published in the Leader Post on:	September 14, 2019 September 21, 2019
Letter sent to immediate property owners	June 10, 2019
Number of Public Comments Sheets Received	16

There were 16 public comments received on this application. A more detailed accounting of the respondent's comments and Administration's response is provided in Appendix B.

The application was circulated to the Albert Park Community Association who responded that they have no comments.

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

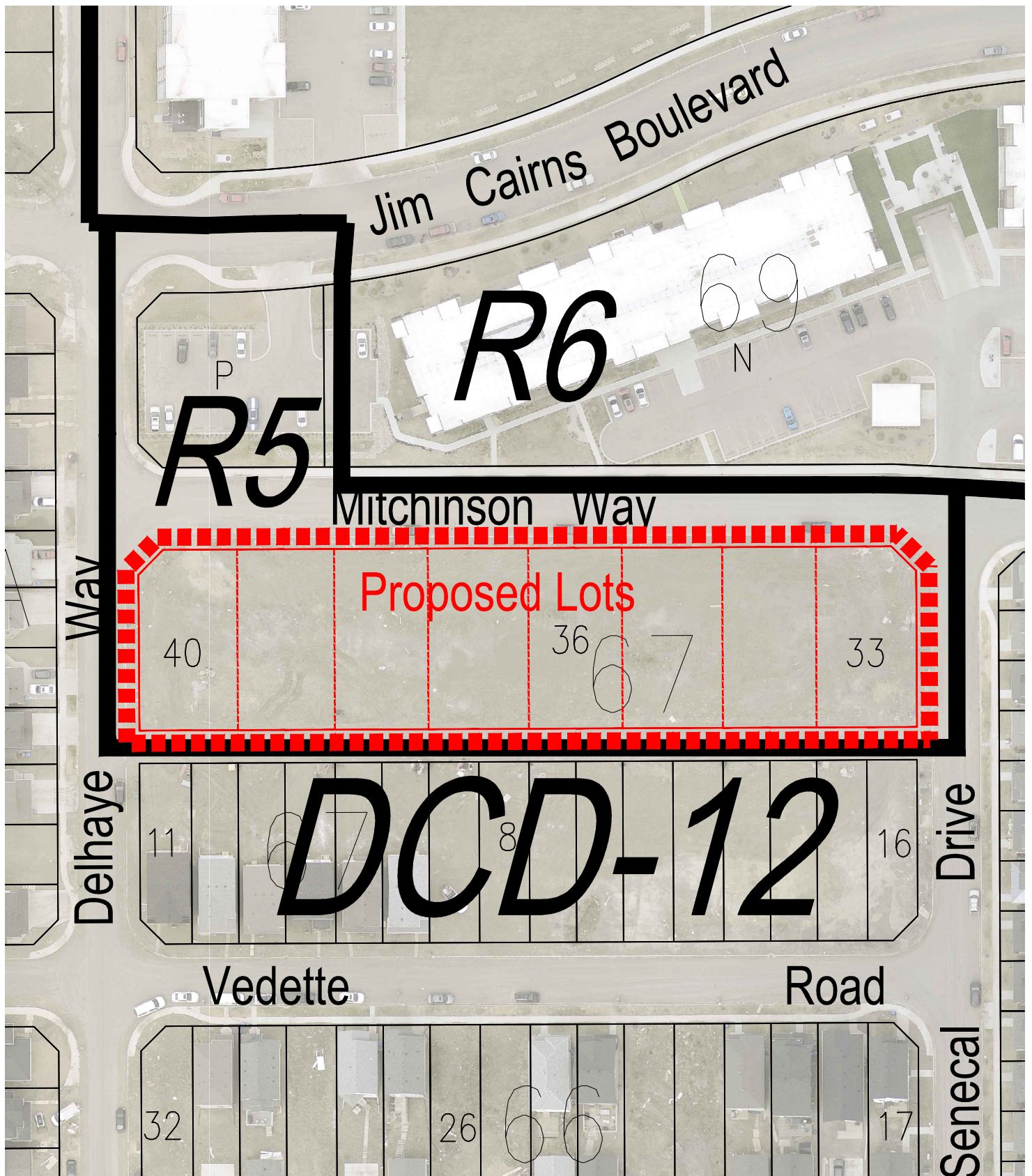
DELEGATED AUTHORITY

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

Respectfully submitted,

REGINA PLANNING COMMISSION


Elaine Gohlke, Secretary 9/25/2019



Date of Photography : 2018



Subject Property



Project 19-Z-07
19-SN-11
19-CP-02

Civic Address/Subdivision

Plan of Proposed Subdivision of all of
Lots 17 to 32, Blk 67, Plan #102153822



Date of Photography: 2018



Subject Property

Project 19-Z-07
19-SN-11
19-CP-02

Civic Address/Subdivision

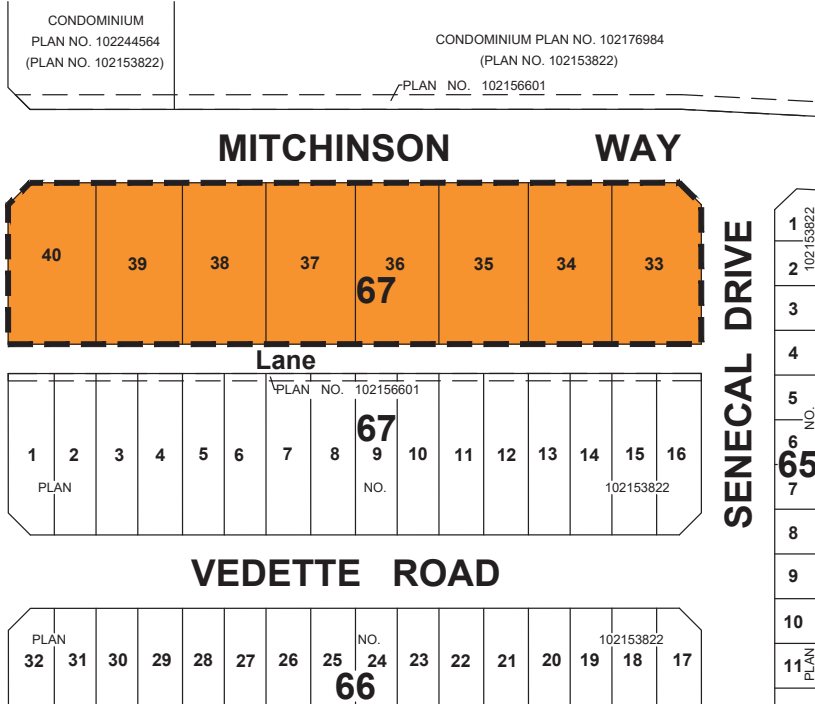
Plan of Proposed Subdivision of all of
Lots 17 to 32, Blk 67, Plan #102153822





102153822
10
9
8
7
6
68A
5
4
3
2
1
PLAN 15
68
14

DELHAYE WAY



PLAN SHOWING

PLAN OF PROPOSED SUBDIVISION
OF ALL OF
LOTS 17 TO 32, BLOCK 67, PLAN No. 102153822
NW1/4 SEC 2, TWP 17, RGE20, W2 Mer
REGINA, SASKATCHEWAN
2019

SCALE = 1: 1000

NOTES

- PORTION TO BE APPROVED IS OUTLINED WITH A BOLD DASHED LINE

ZONING

RESIDENTIAL 5 (R5).



MIDWEST SURVEYS INC.
405 MAXWELL CRESCENT
REGINA, SK
S4N 5X9
TEL: 306-522-3601

S:\2019\RC-0113-19\CADD\RC-0113-19-J1-PPS-1_Rev0

No.	DATE	REVISION / ISSUED	JOB No.	PAGE 1 OF 1
0	May 22, 2019	Plan Issued	RC-0113-19	0 REVISION
SURVEYED BY: N/A		CALCD BY: SR	DRAWN BY: DJS	RC-0113-19-J1-PPS

Public Consultation Summary

Response	Number of Responses	Issues Identified
<i>Completely opposed</i>	14	<ul style="list-style-type: none"> - The development proposal, if approved, will further increase traffic and parking congestion on and around Mitchinson Way. - Parking on the 5500 block of Mitchinson Way is already an issue with overcrowding. Amending to medium density residential would only add to the problem. - If this proposal were to go through it would further take away parking space on the street, it will lessen the curb appeal of the block and increase traffic in the area. - The road is not wide enough to have two way traffic and parking on both sides of the street. In the winter this especially becomes an issue. - Remove the boulevards so that we can park on both sides - The existing homes around the development have young families and by adding this development there would be more traffic and will become dangerous for the children on our street. - Even if they have garages at back, it would be one car garage. Majority of household even young couples or families have more than one car, which they will eventually end up parking on the street. - Recommend the development stay as low density residential. - Recommend to leave the block as DCD-12 – Suburban Narrow-Lot Residential Zone, 16 lots. Ensure that those 16 lots also have a garage out back which they can park their cars in and then mark the south side of the Mitchinson Way as no parking. Do not allow the subdivision to 8 lots. Must develop as single family homes with garages. - Recommend retaining the existing plan or rezone Block 67, Mitchinson Way to a detention pond/park. The reason for the suggested detention pond is because the sump pumps in the Velocity Condo underground parkade across the street are often running and we have had flooded pipes during rainstorms. - The narrow lots in the original plan already appear to be narrower and denser than what is typically found in Regina for single homes. We need lower density living in Harbour Landing. We are already overcrowded. - Why is the builder changing the original plan? - If the proposal goes through we would be looking at 32 owners vs 16. Many of which will have multiple vehicles and guests many of which using street parking. - Higher density brings unwanted behavior. Increase police presence before increasing population density. - The aesthetics of our neighbourhood is clean, neat and cute looking and with this proposal you will destroy that. - The value of our homes will decrease largely with the proposal. - The area already has a high mix of density properties around. There is an overabundance of properties in this area that is lowering overall home values, and adding more to the mix is not of benefit to current property owners.

		<ul style="list-style-type: none"> - One of the reasons that I bought the house that I am in is that it was quiet and for the most part away from the condo units and fourplexes.
<i>Accept if many features were different</i>	2	<ul style="list-style-type: none"> - Parking is an issue on this street and in this area in general. There is currently insufficient parking for the condominium complex across the street. - I suppose that there be little to no yards for this fourplexes, and that most, if not all, available room along the back of the development is parking. - No front driveways should be permitted as that would further decrease the amount of available parking for other area residents. - Consideration should be made to not close any part of Mitchinson Way during the construction process due to parking issues. - Require far more information to have an informed opinion. Obvious issues include property values, parking and area beautification.
<i>Accept if one or two features were different</i>		
<i>I support this proposal</i>		

1. Issue Traffic & Parking

Administration's Response:

Each unit within the proposed development must contain minimum parking required as per the Zoning Bylaw (1 per Unit) within the property. The projected traffic patterns and volumes for the neighbourhood were evaluated during the review of Harbour Landing Concept Plan. The City reviews each development proposal to ensure that it aligns with the concept plan and the capacity of the adjacent roads. After reviewing this proposal, it was determined that the existing road network has capacity to accommodate traffic generated by the proposed development.

2. Issue Road Width

Administration's Response:

Mitchinson Way is wide enough for parking on both sides of the street.

3. Issue Front Driveways

Administration's Response:

Block 67 along Mitchinson Way has a lane. Within the regulations of the *Regina Zoning Bylaw No. 9250* for development with rear lanes, driveways in the front yard are not permitted unless the development has a front attached garage or a driveway that leads to a parking pad in the side or rear yard.

4. Issue Property should Remain Single Family Residential

Administration's Response:

The Harbour Landing Concept Plan accommodates many housing types including medium residential development. The OCP supports a variety of housing options in all neighbourhoods which contributes to the vision of the OCP to develop complete communities.

5. Issue Number of Units

Administration's Response:

Currently there is 16 lots that are subdivide within the subject area. The DCD-12 – Direct Control District 12 Suburban Narrow-Lot Residential Zone permits detached dwelling units with secondary suites. If the subject area were to remain the same, the number of dwelling units could be 32. The proposed development is to subdivide to eight lots with fourplexs, the number of dwelling units would also be 32.

6. Issue Changing the Original Plan

Applicants Response:

There is a need for additional rental homes in Harbour Landing. Under the current approved zoning for this block, secondary suites are permitted in the basement to achieve these rental units (2 residences per lot or a total of 32 units on this block face). We are requesting an amendment to the current zoning so that the center wall may be attached. This would reduce the cost of construction and future rental rate for these homes. There are no additional units planned for this change in zoning as there would still be a total of 32 on this block, it simply would allow for a different form (4 plex per combined 2 lots).

64. Issue Crime

Administration's Response:

The Administration is not aware of any evidence to support a medium and high density residential development causing an increase in crime.

7. 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.

8. Issue Yard Space

Administration's Response:

Within the *Regina Zoning Bylaw No. 9250*, it has regulations that control how much a site can be taken up by buildings (maximum site coverage), how far the building has to be from the property lines (minimum setbacks) and landscaping requirements.

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Regina Planning Commission: Application for Zoning Bylaw Amendment (19-Z-10)
Text Amendment to Allow for Private Utilities as a Public Use

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– SEPTEMBER 11, 2019**

1. That the application to amend *Regina Zoning Bylaw No. 9250* by amending section 4C.2.1 by adding subsection (e) and consequential amendments as specified in Appendix A, be approved.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.

REGINA PLANNING COMMISSION – SEPTEMBER 11, 2019

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

Recommendation #3 does not require City Council approval.

Councillors: Jerry Flegel, Bob Hawkins and Barbara Young (Chairperson); Commissioners: Frank Bojkovsky, Andre Kroeger, Adrienne Hagen Lyster, Steven 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 September 11, 2019, considered the following report from the Administration:

RECOMMENDATION

1. That the application to amend *Regina Zoning Bylaw No. 9250* by amending section 4C.2.1 by adding subsection (e) and consequential amendments as specified in Appendix A, be approved.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.

3. That this report be forwarded to the September 30, 2019 meeting of City Council for approval, which will allow sufficient time for advertising of the required public notices for the respective bylaws.

CONCLUSION

The Administration is proposing an amendment to the *Regina Zoning Bylaw No. 9250* (Current Zoning Bylaw) to clarify that a private utility that delivers services for public benefit can be considered as a “Public Use.” The proposed *The Regina Zoning Bylaw, 2019 (No. 2019-19)* (Proposed Zoning Bylaw), which was approved by Council on August 26, 2019 and is awaiting ratification by the Government of Saskatchewan Ministry of Government Relations, will regulate a private utility the same as a public utility. The amendment is being proposed to the Current Zoning Bylaw in advance of the formal approval of the Proposed Zoning Bylaw to provide certainty to respondents to a SaskPower Solar Energy Program Request for Proposals (RFP) that lands within the City limits may accommodate a solar generation project.

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

BACKGROUND

Administration has initiated a Zoning Bylaw amendment application concerning Public Use Regulations in the Current Zoning Bylaw. On August 26, 2019 City Council approved the Proposed Zoning Bylaw, which contains similar regulations as the subject proposal. The Proposed Zoning Bylaw will take effect 30 days after the Minister of Government Relations approval, but it is unclear when the Government of Saskatchewan will be ready to issue the approval. The Proposed Zoning Bylaw may take effect as early as October 2019, but potentially later in 2019.

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

DISCUSSION

Zoning and Land Use Details

The Current Zoning Bylaw allows for a “Public Use” in all zones. The purpose of allowing a public use in all zones is to ensure that certain public functions that support the population are unconstrained and allowed to operate in the most efficient locations for the public benefit. Examples of public uses that are utilities include City water reservoirs or sewage pump stations, SaskPower substations, or SaskEnergy distribution infrastructure. The existing regulations reference provision of government or public undertakings and it is unclear if private infrastructure that supports a public utility can be considered as a “Public Use” within the Current Zoning Bylaw. The proposed amendment is specified in Appendix A. The existing regulations would remain intact, but subsection (e) would be added to clarify that a private entity

that dispenses utility services for public benefit can be considered under the Public Use regulations.

The Proposed Zoning Bylaw (pending Governmental of Saskatchewan approval) does not require that utility infrastructure be publicly owned. This bylaw may take effect as early as October 2019, but timing will depend on the progress of the review by the Provincial Ministry of Government Relations. SaskPower has issued a Request for Proposals (RFP) to add 10-megawatts of solar power generation by mid-October 2019. This is part of SaskPower's goal to reduce carbon emissions 40 per cent below 2005 levels by 2030. Administration has spoken to proponents that are interested in lands within the City limits. These discussions have raised concern that the existing zoning regulations are ambiguous with respect to accommodating a private utility as a public use. Proponents of the RFP require certainty before they will commit to land within the City limits. Therefore, the Administration is recommending that the current Zoning Bylaw be amended in case delays in the approval of the Proposed Zoning Bylaw may occur, which may complicate the review of the SaskPower solar power RFPs.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

Approval of the recommendations will ensure that proponents to the SaskPower RFP for solar power may be considered within the City limits. Failure to approve the amendment may result in loss of an otherwise suitable location for renewable power generation that supports the growing demand for electricity within Regina. If sites within the City limits cannot be considered, then SaskPower would be forced to consider potentially less suitable locations for the project.

Policy/Strategic Implications

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

Section D2 - Environment

Goal 4 – Resiliency: Build a resilient city and minimize contributions to climate change.

4.14 Work with stakeholders to

4.14.2 improve Regina's air quality, including reduction of corporate and community greenhouse gas (GHG) emissions;

4.14.5 Encourage the reduction of greenhouse gas emissions through the use of alternative energy sources.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

The proposed amendment is consistent with the Proposed Zoning Bylaw which contained extensive public engagement and opportunity for feedback. No further public consultation was conducted for this application.

The application will be advertised in *The Leader-Post* on September 14 and 21 in accordance with *The Planning and Development Act, 2007*.

DELEGATED AUTHORITY

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

Respectfully submitted,

REGINA PLANNING COMMISSION


Elaine Gohlke, Secretary

9/25/2019

4C.2 PUBLIC USES/FACILITIES

2.1 PUBLIC USES PERMITTED IN ALL ZONES

This Bylaw permits the use of land or the use, construction or reconstruction, of a building or structure for the purpose of:

- (a) public service of the City;
- (b) any public undertaking of a public utility commission, or any other board or commission of the City;
- (c) the Province of Saskatchewan established or exercising authority under any general or specific statute of Saskatchewan; or
- (d) any committee or local authority established by bylaw of the City, provided that:
 - (i) such use, building or structure shall comply with the applicable height, floor area ratio, and yard regulations;
 - (ii) there shall be no exterior storage of goods, materials or equipment in any Residential Zone; ~~and~~
 - (iii) such building or structure shall be designed and maintained in general harmony with the buildings and structures in that zone; [1992/9250] and;
- (e) or any use where the principle activity involves the distribution of utility services for public benefit by a private entity including but not limited to: drinking water, stormwater, sewage, electricity or telecommunications.

BYLAW NO. 2019-47

THE REGINA ZONING AMENDMENT BYLAW, 2019 (No. 13)

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 Nos. 2284 and 2484) are amended by rezoning the lands in Regina, Saskatchewan as outlined on the map attached as Appendix “A”, legally described as:

Legal Address: **Proposed Lots 33 – 40, Block 67**

Civic Address: **5601 – 5661 Mitchinson Way**

Current Zoning: **DCD – 12 – Direct Control District 12 Suburban Narrow-Lot Residential Zone**

Proposed Zoning: **R5 – Residential Medium Density Zone**

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

READ A FIRST TIME THIS 30th DAY OF September 2019.

READ A SECOND TIME THIS 30th DAY OF September 2019.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September 2019.

Mayor

City Clerk

(SEAL)

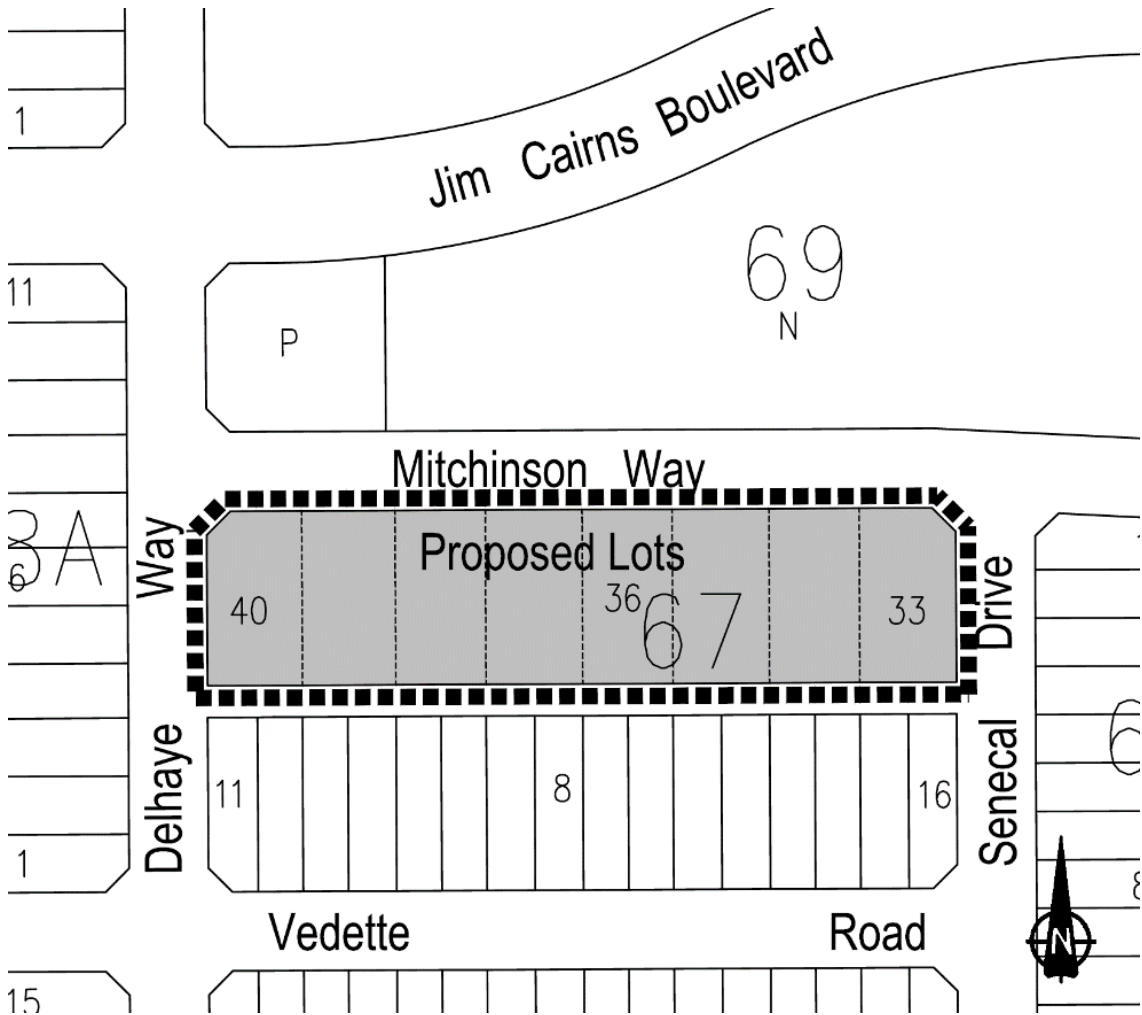
CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

APPENDIX “A”



ABSTRACT

BYLAW NO. 2019-47

THE REGINA ZONING AMENDMENT BYLAW, 2019 (No. 13)

PURPOSE:	To amend <i>Regina Zoning Bylaw No. 9250</i> .
ABSTRACT:	The proposed rezoning will allow for the location to be developed as Medium Density Residential.
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, September 11, 2019, RPC19-31.
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw No. 9250</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning & Community Development
INITIATING DEPARTMENT:	Planning & Development Services

BYLAW NO. 2019-48

THE REGINA ZONING AMENDMENT BYLAW, 2019 (No. 14)

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 4, Part 4C, Section 4C.2 is amended by adding the following after Subsection 2.1(d)(iii):

“(e) or any use where the principle activity involves the distribution of utility services for public benefit by a private entity including but not limited to: drinking water, stormwater, sewage, electricity or telecommunications.”
- 3 This Bylaw comes into force on the day of passage.

READ A FIRST TIME THIS 30th DAY OF September 2019.

READ A SECOND TIME THIS 30th DAY OF September 2019.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September 2019.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

ABSTRACT

BYLAW NO. 2019-48

THE REGINA ZONING AMENDMENT BYLAW, 2019 (No. 14)

PURPOSE:	To amend <i>Regina Zoning Bylaw No. 9250</i> .
ABSTRACT:	The proposed amendment will clarify that a private utility that delivers services for public benefit can be considered as a “Public Use”.
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, September 11, 2019, RPC19-32.
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw No. 9250</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning & Development
INITIATING DEPARTMENT:	Planning & Development Services

BYLAW NO. 2019-49

THE REGINA ZONING AMENDMENT BYLAW, 2019 (No. 15)

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. 3486) is amended by rezoning the lands in Regina, Saskatchewan as outlined on the map attached as Appendix “A”, legally described as:

Legal Address: SW 14-17-19-2, Ext. 9, Proposed Lots 1-12, Block 34

Civic Address: N/A

Current Zoning: UH – Urban Holding

Proposed Zoning: R5 – Medium Density Residential Zone

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

READ A FIRST TIME THIS 30th DAY OF September 2019.

READ A SECOND TIME THIS 30th DAY OF September 2019.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September 2019.

Mayor

City Clerk

(SEAL)

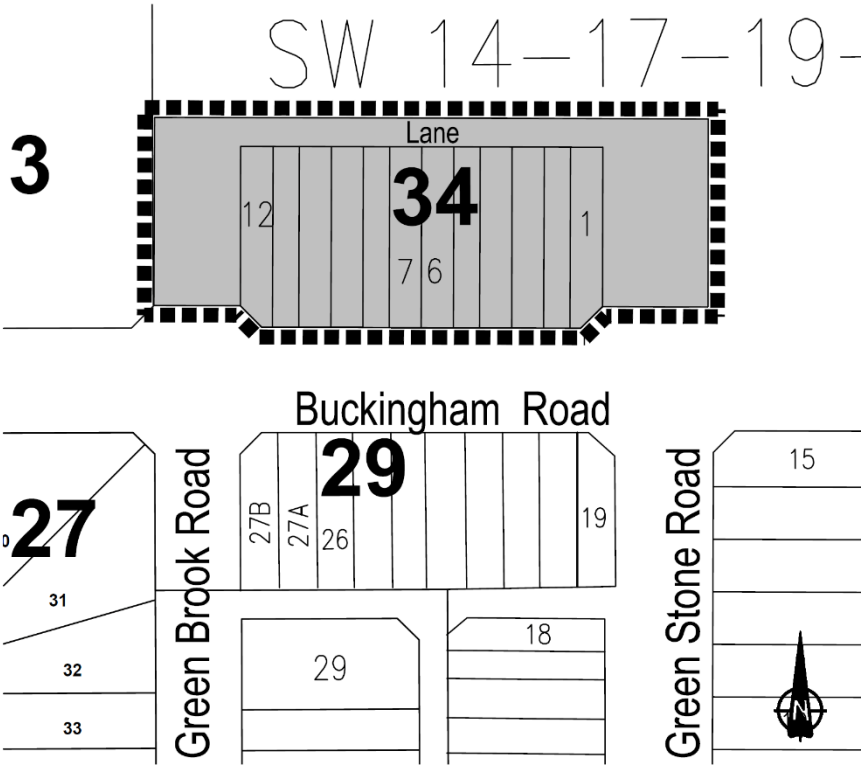
CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

APPENDIX “A”



ABSTRACT

BYLAW NO. 2019-49

THE REGINA ZONING AMENDMENT BYLAW, 2019 (No. 15)

PURPOSE:	To amend <i>Regina Zoning Bylaw No. 9250</i> .
ABSTRACT:	The proposed rezoning will allow this location to be developed as Medium Density Residential.
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, September 11, 2019, RPC19-30.
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw No. 9250</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning & Community Development
INITIATING DEPARTMENT:	Planning & Development Services

September 24, 2019

Office of the City Clerk
2476 Victoria Avenue
Regina, SK S4N 6M5

To Your Worship and Members of City Council,

My name is Kaitlyn Brown. I am with Capital Crossing Advisors who are overseeing the development of Capital Crossing, located in the Hawkstone neighborhood in North Regina. I am here today to represent the developer, Cornerstone Holdings Ltd, who developed the MR2 park.

Since the council meeting on April 29, 2019 we have met with the Argyle North Community Association and a representative from the North Zone Board, coordinated by members of the City Administration. Over the summer the three stake holders agreed to the name Wapiti Park. I am here this evening to thank administration for working with the three parties involved in reaching this agreement.

As an active developer within the City, we believe it is important to bring forth issues or concerns that impact our community and more importantly work together through the process towards a solution that benefits all. We appreciate the opportunity to do so.

Sincerely,



Kaitlyn Brown
Capital Crossing Advisors

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Regina Planning Commission: Park Naming - Wapiti Park

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– SEPTEMBER 11, 2019**

That Capital Crossing MR2 be named Wapiti Park.

REGINA PLANNING COMMISSION – SEPTEMBER 11, 2019

Kaitlyn Brown, representing Cornerstone Holdings, addressed the Commission.

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

Recommendations #2 and #3 do not require City Council approval.

Councillors: Jerry Flegel, Bob Hawkins and Barbara Young (Chairperson); Commissioners: Frank Bojkovsky, Andre Kroeger, Adrienne Hagen Lyster, Steven 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 September 11, 2019, considered the following report from the Administration:

RECOMMENDATION

1. That Capital Crossing MR2 be named Wapiti Park.
2. That item CR19-39 be removed from the Regina Planning Commission Outstanding Items list.
3. That this report be forward to the September 30, 2019 meeting of City Council for approval.

CONCLUSION

In accordance with the City's Civic Naming Committee Guideline (Appendix A), which was adopted by Council in November 2018 (CR18-116, Policy #2018-OCC-G00005), the Administration has consulted with the applicable developer, Community Association and Zone Board to identify a name for Capital Crossing MR2 located in Hawkstone (Appendix B). Based

on feedback from the community organizations and the developer, Administration recommends that Capital Crossing MR2 be named Wapiti Park.

BACKGROUND

The Civic Naming Committee Guideline requires the Administration to consider requests from developers, Community Associations and Zone Boards for names to be assigned to parks. Names are first submitted to an internal Civic Naming Committee, which considers the names within the context of the Civic Naming Committee Guideline, adopted by Council in November 2018 (CR18-116). Upon approval by the Civic Naming Committee, names can be assigned to public open space with Council approval.

A report for the naming of Capital Crossing MR2 (CR19-39) was brought forward for consideration by Council on April 29, 2019. The report recommended that Council approve the name put forth by the Community Association, due to its alignment with the Regina Cultural Plan. The developer was opposed to the recommendation and expressed a preference for a name that was not after an individual. In response to the report Council moved that *“the matter of naming Capital Crossing MR2 be referred to Administration to schedule a meeting with the Argyle (North) Community Association, the North Zone Board and Cornerstone Developments to work together to find a mutually agreeable park name”*.

DISCUSSION

In follow-up to the motion by City Council, Administration met with representatives from the Argyle North Community Association (ANCA), the North Zone Board (NZB) and Cornerstone Developments (developer) to discuss the naming of Capital Crossing MR2.

At the meeting, the developer’s representative proposed four names from the City’s existing Civic Names list, which includes names that have previously been approved, and the rationale for each selection for consideration by ANCA and the NZB. The names included three names with ties to the United Kingdom and one Indigenous name. ANCA supported the concept of selecting an Indigenous name, but put forth two more names from the existing Civic Names list for consideration by the developer. The developer’s representative presented the two proposed names from ANCA back to Cornerstone Developments and Wapiti was selected as the preferred name.

The name “Wapiti” (pronounced wop-i-tee), which was approved by the Civic Naming Committee in April 2014, is Shawnee for the word Elk. Elk are native to the province of Saskatchewan and can be found north of Prince Albert and in the Moose Mountain, Cypress Hills, and Duck Mountain areas in the south of the province. This name supports the original desire of the developer for the park to not be named after an individual. It also aligns with the desire of the community to have an Indigenous name assigned to the park space, if not moving forward with the original name they submitted.

Given the agreement between the parties and the alignment with the Civic Naming Committee Guideline, Administration supports the choice of name and is recommending approval.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications for the City of Regina related to the naming of the park. All park signage will be installed within the park at the expense of the developer.

Environmental Implications

There are no environmental implications associated with this report.

Policy and/or Strategic Implications

In November 2018, Council approved a new Civic Naming Committee Guideline. A fifty percent target was established for the assignment of Indigenous names to parks within a concept plan. The proposed name Wapiti supports these targets. The Civic Naming Committee Guideline also contributes to the harmony of the City of Regina by providing an opportunity for Community Associations and Zone Boards as well as others to participate in public process, allowing them to be informed and engaged within their community.

Other Implications

There are no other implications associated with this report.

Accessibility Implications

There are no accessibility implications associated with this report.

COMMUNICATIONS

Administration met with the Community Associations, Zone Board and the developer to discuss the motion from Council and to explain the process for assigning a name to Capital Crossing MR2.

If the name is approved by Council, the Capital Crossing MR2 parcel will contain a park sign with a decal that explains the significance of the name.

DELEGATED AUTHORITY

In accordance with the Open Space Park Naming Policy and Procedures, City Council approval is required to name park spaces.

Respectfully submitted,

REGINA PLANNING COMMISSION


Elaine Gohlke, Secretary 9/23/2019

Corporate Guideline

Guideline Title:	Applies to:	Reference #
Civic Naming Committee Guideline Policy # 2018-4-CC	Civic Naming Committee; All Employees; City Clerk; City Council	2018-OCC-G0005
Approved by:	Dates:	Total # of Pages
Regina Planning Commission and City Council	Effective:	26-Nov-2018
	Last Review:	01-Jan-2012
	Next Review:	28-Jun-2019
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

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 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.
- 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

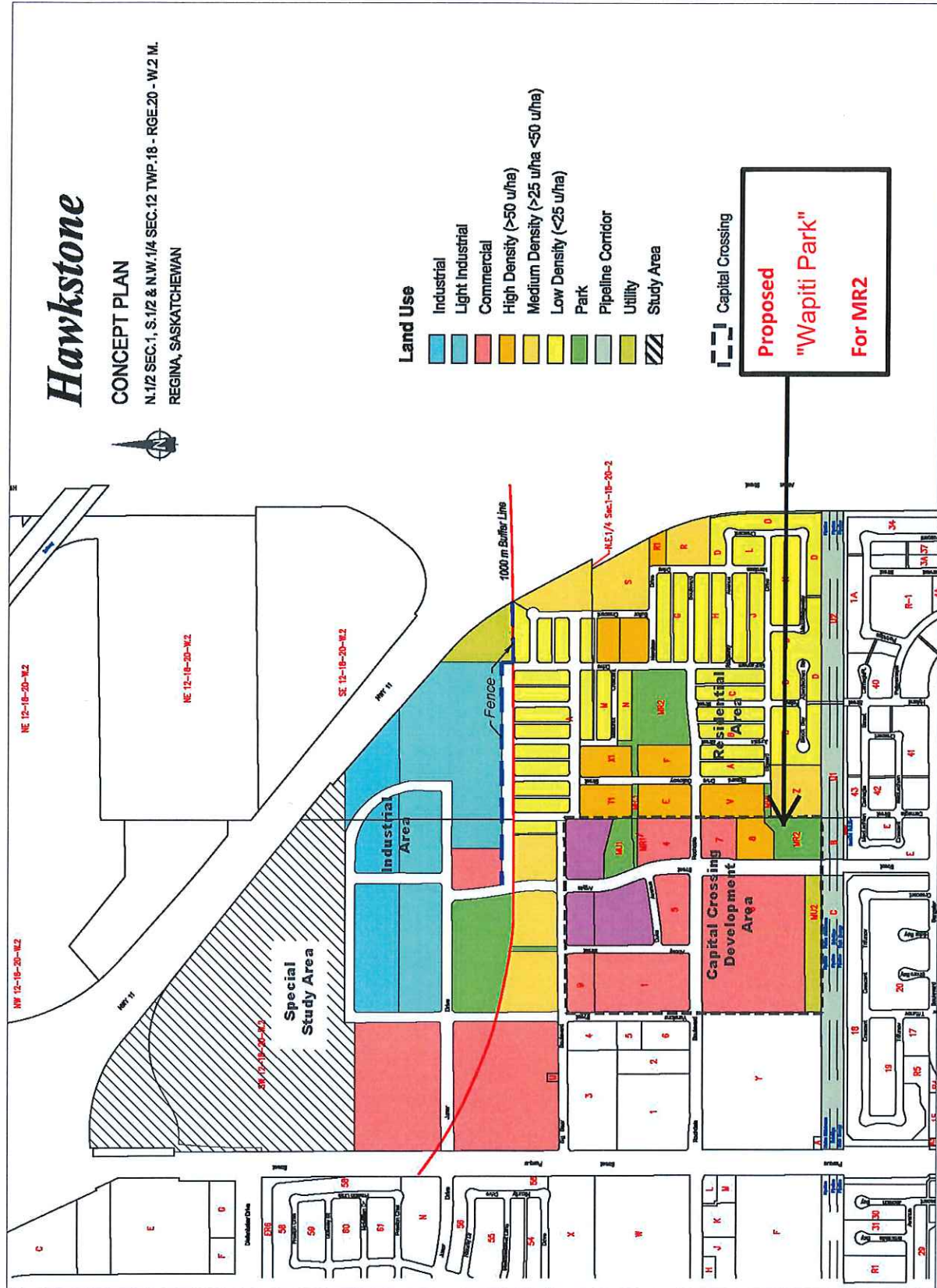
Civic Naming Committee Commemorative Name Application
 Civic Naming Committee Treaty 4 Area Language Syllabics Application

9.0 Reference Material

None

10.0 Revision History

Date	Description of Change	(Re)-Approval Required (y/n)
26-Nov-2018	Initial Release.	Yes



Carefoot Holdings Ltd. Presentation to Regina City Council

Monday, September 30/2019

Discretionary Use Application (19-DU-07) Proposed Residential Homestay – 3118 Albert Street

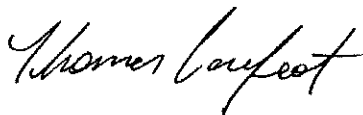
Dear Regina City Council,

- We are here today seeking a discretionary use approval for this project to legally operate a “Residential Homestay” more commonly referred to as a short term rental found on website service providers such as Airbnb or VRBO. Presently in the entire City of Regina, there is only 1 approved home allowed to operate a “Residential Homestay” despite hundreds operating illegally as one can find from a quick google search. As responsible business owners and professionals, we are seeking approval to operate the second legal “Residential Homestay” in all of Regina.
- We understand that our proposal may be considered a licensing or operational issue with lack of regulation from the City. We are seeking proper zoning to legally operate the home as a “Residential Homestay” and look forward to future regulations by the City to operate within them to mitigate any concerns from the neighbours on this property or any other similar properties in our City.
- We have a vested interest in the success of this project. We are long term residents of the Lakeview area and currently live only a few blocks away on Albert Street. As such, we do not anticipate any nuisance issues as it relates to the management and maintenance of our property. We will ask that all guests abide by the City of Regina’s noise bylaws and will take full responsibility should any complaints arise. By using the Airbnb platform, it gives us safety and security, along with the ability to screen all guests prior to booking and communicate with each guest in regards to rules and expectations while staying with us.
- One concern that was discussed during the Regina Planning Commission meeting on September 11, 2019 was the notion that long term renters are more invested then short term renters in the community and the properties in which they reside. We disagree with this statement as we know many of the long term rental homes within the Lakeview area and even permanent resident homes that are absolutely not invested in the community as can be seen by the homes unsightly appearances. With the ability to rent on a short term basis it gives us ongoing access to the home and the property to maintain its cleanliness and security. The home will be professionally maintained on a regular basis, which sets the bar high for the neighbourhood.
- It is understandable that there are concerns with different vehicles coming and going, but that is no different than many homes throughout the City. Two of my very own neighbours have many different people and vehicles coming and going all the time. This is of no concern of ours as you cannot under normal circumstances choose your neighbours. We have shown that we meet all City parking requirements for our proposed use. Anyone has the ability to park on residential streets that is of no control or concern of ours. We plan to provide bicycles to our guest free of charge, encourage

Uber/cabs and promote public transportation (there is a bus stop right out front of the house). All of this will help with any parking concerns.

- We would like to maintain the homes heritage character, both inside and out and believe this is a sustainable solution to do so. We have had preliminary discussions with representatives from the Nicor Group and Heritage Regina regarding heritage designation and in the near future would seek to designate it as a Heritage Property even though it presently is not on the Heritage Holding Bylaw list.
- Our target demographic will be a "high end" short term rental. Think of one who would be the client of the Hotel Saskatchewan, only for a longer duration. Only prospective renters with online credentials and feedback identifying them as a positive renters by other past rental providers will be selected as we do not want our investment damaged.
- We believe the "Residential Homestay" designation will help to open up the property to a larger group of individuals who may not have the financial means to afford a home of this stature, but do appreciate the style, history and beauty of the home.
- Although there are 4 available bedrooms in the home, one would need to rent out the entire house, for a minimum of 3 nights with one cleaning day on either end. The individual rooms would not be rented separately.
- We have the support from over 300 residents through an online petition that we started to circulate following our appearance at the Regina Planning Commission meeting on September 11, 2019, a copy of which has been provided along with this presentation. We also distributed a letter to surrounding homes within the neighbourhood which explained our intentions with the property, a copy of that letter is also provided with this presentation. We have also received a few letters of support from local Regina residents which are included with this presentation.
- The home was constructed for William E. Mason and his family and was designed by James Puntin, the architect behind Darke Hall and the Albert Street Memorial Bridge. Mr. Mason was an alderman and even the Mayor of Regina for a period of time in the 1920's. We plan to pay homage to Mr. Mason and the City of Regina through historical photographs and décor of the times. We have even dubbed the home the "Mason Manor" in his honour.
- In closing, we ask that you support our proposal to legally operate a "Residential Homestay" which your administration is also in agreement with. I would be happy to answer any question you may have in regards to our project. Thank you.

Carefoot Holdings Ltd.



Thomas Carefoot

President



Theadosia Carefoot

Vice President

September 22, 2019

To Whom it May Concern

I am writing this letter in regards to the Mason Manor, 3118 Albert Street, Regina, SK.

We moved to this area (Hill Avenue) our oldest son was 2 years old (1965) and we raised all our seven children in the same home, and that includes Thea.

When we were considering where we wanted to live (my husband a school teacher – was raised on Angus Crescent – we decided we wanted to live in the Lakeview Area as it had lovely homes and it was a very inviting area to live in.

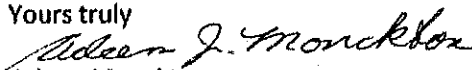
We belonged to the Lakeview Community Association and met so many great people – friendly and always working together to keep the Lakeview Community a great place to live – I would not consider living in any other area of Regina.

When my husband retired the Mason Manor House was for sale and my husband and myself looked at it but it needed so much work and was out of our reach.

Thea and Tom have put their "Heart and Soul" into this home – making it what it was in the original days. It is a great place for Regina to be proud of and in keeping Albert Street a street where visitors to Our City drive past coming and going. Our City Council should be proud that The Carefoot Family are interested in refurbishing and bringing this lovely home back to what it was and a grand place for visitors to stay in. It is fitting with our grand Legislative Building and the grounds (which has many visitors including The Queen – which when visited Regina came right down Albert Street past the Mason Manor and other grand homes – I felt very proud to think the Queen of England could have a look at some of our grand homes.

I am very proud of Thea and Tom for taking on this project – they are putting their Heart and Soul into it which in return making it a place for visitors wanting to come to Regina and stay in a Grand Home.

Yours truly


Arleen Monckton -

Good Evening Mayor Fougere and Counsel,

I would like to address the request to rezone Mason Manor at 3118 Albert Street. Theadoshia Carefoot is my sister and I am hoping to give you an inside look into her vision for this beautiful property.

Thea comes from a family who find joy in buying properties, restoring, and selling to future inhabitants. My brother has done so, on beautiful Vancouver Island, and has found much happiness and success. Theadoshia, herself, has bought a property on Regina Avenue which she fixed up at quite a young age. My parents took us house hunting for many years as they too had a passion for real estate! Unfortunately, they could not afford to buy homes with the intent to restore, but they did build additions on our home as our family grew to 7 children. Their home is also in Old Lakeview and all of us are very fond of this area. It is home and it is beautiful.

When Thea purchased Mason Manor it was with a passion to restore its beauty, fill it with as many antiques as she can find from the local area and then share this love with the community and visitors alike! It will take many years before Thea will see a profit. This is obviously not a get rich quick scheme nor is it *just* a business venture. This is a family passion and Thea has fallen in love with this property.

There has been concern from local representatives that the property will turn into a nuisance. I believe if Theadoshia and her husband are willing to put a small fortune into the Mason home then there is definitely an interest to keep the home in sound shape. Under no circumstance would Thea disagree with the concerned members of Lakeview that having unruly patrons to the Manor is acceptable. Not for the sake of the community, which is also Thea's community, and not for her investment.

I love staying in people's homes when I travel abroad. I love meeting the owners of the homes. I love how clean and detailed the homes can be and I love sitting in the quiet of the residential areas. Mason Manor has a chance to host and represent this city in an area that is well loved and well respected. So many homes in the Lakeview area, and many areas of Regina, are falling to decay. Money and people who are willing to spend their money are needed to keep these mature areas clean, vibrant and in full bloom.

I truly do believe Theadoshia wants to run a respectable business in an area she loves and also an area where she and her new family live. Thea is very excited to be able to share the love of this home with others and was crushed when she found out there was a chance she may not be able to do so. I've been to too many antique sales with her not to see otherwise!

I hope you give her a chance and find it in your good conscience to approve her request and let her restore and bring to life Mason Manor once more. It may not be in the typical way with one family, but many families will be able to enjoy this home and enjoy Old Lakeview and move on to share their experiences with others who may want to travel to Regina.

Thank you so much for your time,
Tiffany Monckton

September 23, 2019

Matthew N. Badger

Attention City of Regina

To Whom it May Concern:

Re: Support for Re-Zoning of 3118 Albert Street; Mason Manor

I am writing regarding 3118 Albert Street, aptly known as Mason Manor, the property that Tom and Thea Carefoot have been beautifully renovating since taking ownership earlier this year.

I voice my opinion as a resident of the neighbourhood. My family lives next to the Carefoot family in the Crescents, nearby to Mason Manor, and we previously lived in Lakeview only a few blocks away.

I often walk around the Crescents and Lakeview with my two young daughters enjoying the many unique properties of all shapes and sizes that make these areas so special. As time passes it becomes increasingly difficult to economically renovate a house to current standards, so I was pleased to see a house so rich in history being restored to its original glory even before I knew it was owned by Tom and Thea.

As I came to learn about the project directly from Tom and Thea, I applauded them for approaching this project the "right way" by formally re-zoning the property rather than skirting the rules that so many current Airbnb operators do.

My family always considers unique Airbnb rentals when we go on family vacations because of some properties' ability to showcase a city like no hotel can by giving us the ability to experience a city as though we live there, from the heart of the action. Some of our best memories of places like San Francisco, Seattle, Boston and Calgary, to name a few, come from our Airbnb being walking distance to specific attractions.

Like world-class cities with Airbnb rentals, visitors to our great city should be able to experience everything it has to offer, especially being walking distance to Wascana Park and the Mackenzie Art Gallery, from the convenience and beauty of Mason Manor.

As a part of the community, I fully support Tom and Thea in their re-zoning of Mason Manor and I am hopeful many visitors can enjoy this stunning and unique property.

Sincerely,



Matt Badger

Dear Neighbour,

My name is Thea Carefoot (nee- Monckton), my husband Tom and I are the new owners of 3118 Albert St.

Please take a moment to read this and understand what our intentions are and always have been with this home.

This home, which we have named The Mason Manor, after William Mason who built the home in 1913, holds a dear place in our hearts as my father once wanted to purchase it. I know he is smiling down on us as we ventured down this road to make this home beautiful again. I grew up in Old Lakeview and my mom still resides in her home of over 50 years. This is my home and this is my community, this is my neighbourhood. We would do nothing to jeopardize the safety and quality of this place we call home.

Tom and I are parents to four lovely kiddos and understand the concerns that many have with having a short term rental property within the community. The truth of the matter is, there's already many around. Only one that has proper designation, with which we are trying to attain. We are trying to be good role models for our children, by doing things the right way and running a business built on honesty.

We would love nothing more than to open this beautiful home to the community and travellers looking for a home to rest in while visiting our beautiful city. Our target market is that of high quality standards and one that would respect our home and the neighbourhood. We have invested so much of our time and money to make this home beautiful again and restore the grand elegance it once had. I have perused many antique shops and flea markets to fill this home with period style furnishings and decor. Tom and I would like to it tribute to the history of The Mason Manor and Regina within this home.

Our family lives just blocks away from The Mason Manor and drive past it daily, or many times a day most days. This is our way to share some Albert street beauty with the rest of the world. We will make an ongoing promise to maintain the residence grounds, the homes quality and we are able to screen all visitors/renters that are wanting to stay with us. We will always be able to keep an eye on the home and its visitors to make sure it's being respected inside and out.

We have other rental properties, so we do have experience dealing with any issues that may arise. One glaring reason for wanting the short term rental allowance is to be able to maintain the homes interior and exterior condition, which gets abused with long term renters that don't have any attachment to the home or possibly even the community.

Our intent is also not for nightly/daily rentals, I don't have that kind of time. The idea would be a minimum of two day rental with a buffer cleaning day in between stays. So the turn around, if hugely booked would be every four days minimum turn around.

The Mason Manor is not a heritage home and not is it's even on the designation list. We wanted to 'save' this home from anyone who may want to build or subdivide in the lot. We believe in saving and restoring the old beautiful homes. We have done it before.

Call it a passion for punishment for wanting to go through all of this to offer a beautiful home to the community, not for wealth gain as I am sure there won't be any for a very very long time.

If you could look into your hearts and trust a couple of strangers, then please take a minute to either write me back, sign my petition, or write a letter in support to the city of Regina. We go to city council on Sept 30, but any documentation to discuss need to be submitted by Sept 24.

https://www.change.org/p/lakeview-community-and-supporters-mason-manor-re-zoning?recruiter=34027751&utm_source=share_petition&utm_medium=copylink&utm_campaign=share_petition

Thank you for your time and consideration, Thea and Tom Carefoot

[Go to my petition's dashboard](#)



Mason Manor Re-Zoning

323 have signed. Let's get to 500!



Thea Carefoot started this petition to Lakeview Community and Supporters

Share this petition

Our family has set out down this path to save a beautiful home at 3118 Albert Street, that no one was interested in purchasing due in part to the amount of work it required, it's large size, and hefty purchase price. We are passionate about old homes and making this something the City of Regina can really enjoy.

This is not a heritage home and is not on the designation list. We aim to get it there someday as I believe it should be. The history with the Mason Manor is rich and the beauty is grand. We have worked hard to make this home beautiful again and bring it back to its previous beauty it once had.

My husband (Tom) and I have decided to do things "by the book" and try to re-zone this home for a residential home stay. This zoning was allowed for another resident two blocks away on Albert Street. Gaining residential home stay status will allow us to target a market for guests that would only require a stay of less than thirty days. Anything over thirty days we can rent without re-zoning.

We have done nothing but improve this property since we purchased it in May 2019. There was an old Christmas tree and garbage left by the previous owner in our alley, which we cleaned up immediately. We also spent hundreds having the yard cleaned up as it was neglected as well. We added instant exterior lighting to the front and back of home for safety reasons. We've had to fix a roof that was supposed to be "leak free". The list goes on. It is our goal to have one of the most beautiful homes on Albert Street available for the community and more to enjoy and explore the heritage of Regina through photograph and decor.

Please help our family by signing this petition to let the City of Regina know our intentions are nothing but pure of heart. This is our community too, our children attend Lakeview school, we have family residing down the street, we ourselves live blocks away, we have nothing but good intentions with this home.

Thank you,

Thea & Tom Carefoot

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Regina Planning Commission: Discretionary Use Application (19-DU-07) Proposed
Residential Homestay – 3118 Albert Street

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– SEPTEMBER 11, 2019**

That the discretionary use application for a proposed Residential Homestay located at 3118 Albert Street, being Lots 18 & 20, Block 631, Plan No. 101227711, in the Lakeview Subdivision be denied.

REGINA PLANNING COMMISSION – SEPTEMBER 11, 2019

Tom and Thea Carefoot, representing Carefoot Holdings, addressed the Commission.

The Commission adopted the following resolution:

1. That the discretionary use application for a proposed Residential Homestay located at 3118 Albert Street, being Lots 18 & 20, Block 631, Plan No. 101227711, in the Lakeview Subdivision, be denied.
2. That this report be forwarded to the September 30, 2019 meeting of City Council for denial.

Recommendation #2 does not require City Council approval.

Councillors: Jerry Flegel, Bob Hawkins and Barbara Young (Chairperson); Commissioners: Frank Bojkovsky, Andre Kroeger, Adrienne Hagen Lyster, Steven 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 September 11, 2019, considered the following report from the Administration:

RECOMMENDATION

1. That the discretionary use application for a proposed Residential Homestay located at 3118 Albert Street, being Lots 18 & 20, Block 631, Plan No. 101227711, in the Lakeview Subdivision 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 A-3.2 inclusive, prepared by Carefoot Holdings Ltd.
 - b) The guest rooms shall not contain cooking facilities and that all cooking facilities are located exclusively in the kitchen area.
 - c) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
2. That this report be forwarded to the September 30, 2019 meeting of City Council for approval.

CONCLUSION

The applicant and landowner, Carefoot Holdings Ltd., proposes to develop a Residential Homestay within the existing residential dwelling located at 3118 Albert Street in the Lakeview Subdivision. The property is within the R1 – Residential Detached Zone in which a Residential Homestay 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

An application has been received to use an existing residential dwelling as a Residential Homestay, which is defined as a dwelling unit where short-term accommodation (less than 30 days) is provided without meals. The subject property is in the R1 – Residential Detached Zone and is located at 3118 Albert Street in the Lakeview Subdivision.

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

Pursuant to subsection 56(3) of the Act, 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.

Land Use

In 2013, through Bylaw 2013-74 (CR13-144), City Council approved amendments to the Zoning Bylaw that removed the “Rooming House” land use classification and introduced both “Short-term Accommodation” and “Residential Homestay” and associated development standards.

These amendments were a result of feedback during the review of the Comprehensive Housing Strategy.

Previously a Rooming House was defined as “a building that is the primary residence of the owner and in which rooming units are provided by the owner, for permanent occupancy and compensation, to adult persons not related by blood, marriage, or adoption to the owner”. The purpose of zoning is to separate incompatible land uses and attempt to mitigate the impacts of individual land uses on neighbouring properties. The rooming house land use was taken out of the Zoning Bylaw as it is not a mechanism to regulate the behaviour or relationships of individual tenants or composition of households as per what was stated in the rooming house definition. Also this land use was challenging to enforce and did not accurately portray the type of housing of today. Over time new types of rental housing have been created, in which the City needed to ensure that there were appropriate regulations and zoning for this new type of land use.

Residential Homestay is defined as “a dwelling unit where short-term accommodation is provided without meals”. Short-term is defined as “the provision of sleeping and bathing quarters for less than 30 days, and where a daily or weekly rate is charged”. The land use is separate from a Bed and Breakfast Homestay, as the resident does not have to be present at the time of the short term rental and no services need to be provided to the guests (ie. breakfast). The land use is also separate from a hotel, motel and emergency shelter.

Through the 2013 Zoning Bylaw amendments, the City sought to find a balance between the rights of individuals to reside where they choose and the concerns of neighbouring property owners regarding the impact multiple tenant dwellings have on their property and the neighbourhood as a whole. As a result, a Residential Homestay was introduced as a discretionary use in all residential neighbourhood to provide City Council with greater flexibility to consider potentially appropriate locations on a case-by-case basis and neighbouring property owners have the chance to assess impacts and provide feedback on specific development permit applications.

Discretionary use applications applied for under the Zoning Bylaw for Residential Homestays are assessed for land use impacts only. Homes providing long-term rental are considered to be functioning as residences and are permitted to operate without City approval. The only difference between long-term rental homes and a Residential Homestay is the length of time rooms or homes are rented.

Fire and Building Code

Inspection by the Fire Department will be included as part of any approval process. Specifically, there are requirements for hard wired smoke alarms and windows may need to be upgraded to ensure the requirements of the National Building Code are met. The use may also be subject to inspection by other branches if and when deemed necessary.

Role of the Province

The Government of Saskatchewan does not require registration or licensing of single-detached rental properties. The only provincial jurisdiction around the rental of dwellings applies to out-of-province landlords who must provide the name of someone who resides within the province of

Saskatchewan with power of attorney (e.g., a family member) who may act on behalf of the landlord and be available to tenants should issues arise. Should concerns arise from tenants, they can file formal complaints with the Provincial Rentalsman who is the authority in matters of tenant-landlord disputes.

DISCUSSION

The applicant and landowner Carefoot Holdings Ltd., proposes to develop a Residential Homestay within the existing residential dwelling located at 3118 Albert Street in the Lakeview Subdivision. The property is within the R1 – Residential Detached Zone in which a Residential Homestay is a discretionary use.

The land use impacts of the proposed development were assessed and were deemed to be consistent with the purpose and intent of the Residential Homestay land use regulations in the Zoning Bylaw with respect to:

Zoning Bylaw Regulation	3118 Albert Street Application
External Appearance: No alteration shall be made to the external appearance of any principal or accessory structures or of the building site which change the character of the dwelling unit.	External Appearance: No alterations are being made to the building and no changes to the building site will change the character of the dwelling unit.
Guest Room Number: No more than four bedrooms shall be used to provide short-term accommodation.	Guest Room Number: The applicant is proposing four guest rooms.
Guest Room Location: Guest rooms shall be located within the dwelling unit.	Guest Room Location: All four guest rooms are located within the dwelling unit.
Guest Room Size: Guest rooms shall be a minimum of 10 square metres in gross floor area.	Guest Room Size: All four guest rooms are a minimum of 10 square metres in gross floor area.
Cooking Facilities: Guest rooms shall not contain cooking facilities.	Cooking Facilities: There are no cooking facilities in the guest rooms.
Signs: (1) A residential homestay may have one sign, not to exceed one square metre in surface area, displaying the name of the residential homestay, the name of the operator, the street address or any combination thereof. (2) The sign shall not be erected or displayed closer than 6 metres from the street property line.	Signs: No signage is proposed.

Parking: 0.5 parking stalls per guest room in addition to the one parking stall required for the dwelling unit.	Parking: As per the regulations, because there are four guest rooms, two stalls are required for the Residential Homestay and one stall is required for the dwelling unit for a total of three required onsite parking stalls.
--	---

The applicant has proposed four parking spaces. Two in the front circle driveway, in which tandem parking is permitted for a residential homestay. Two additional parking stalls are located in the attached garage that can be either accessed from the back lane or the front driveway that leads to the rear yard.

Development to the north, west and south consists of other single detached dwellings in the R1 – Residential Detached Zone and development east of Albert Street includes provincial government offices located on lands within Wascana Centre.

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.

Should the application be approved the property may be subject to commercial assessment as determined by the City Assessor which would generate additional tax revenue for the City.

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

- 7.1.5 A diversity of housing types to support residents from a wide range of economic levels, backgrounds and stages of life, including those with specific needs.

Section D6: Housing

Goal 1 – Housing Supply and Affordability: Increase the housing supply and improve housing affordability

- 8.1 Support attainable housing in all neighbourhoods through ownership, rental housing and specific needs housing.

The proposed Residential Homestay will contribute to the diversity in the housing types available in the Lakeview Subdivision.

Other Implications

None with respect to this report.

Accessibility Implications

There are no requirements for barrier-free access or accessible parking as a Residential Homestay is subject to the same accessible regulations as a detached dwelling unit.

COMMUNICATIONS

Communication with the public is summarized below:

Public notification signage posted on:	June 5, 2019
Letter sent to immediate property owners	June 5, 2019
Number of Public Comments Sheets Received	7

There were seven public comments received on this application. A more detailed accounting of the respondent's comments and Administration's response is provided in Appendix B.

The application was circulated to the Lakeview Community Association. Following circulation, Administration attempted follow-up contact with the Community Association 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.

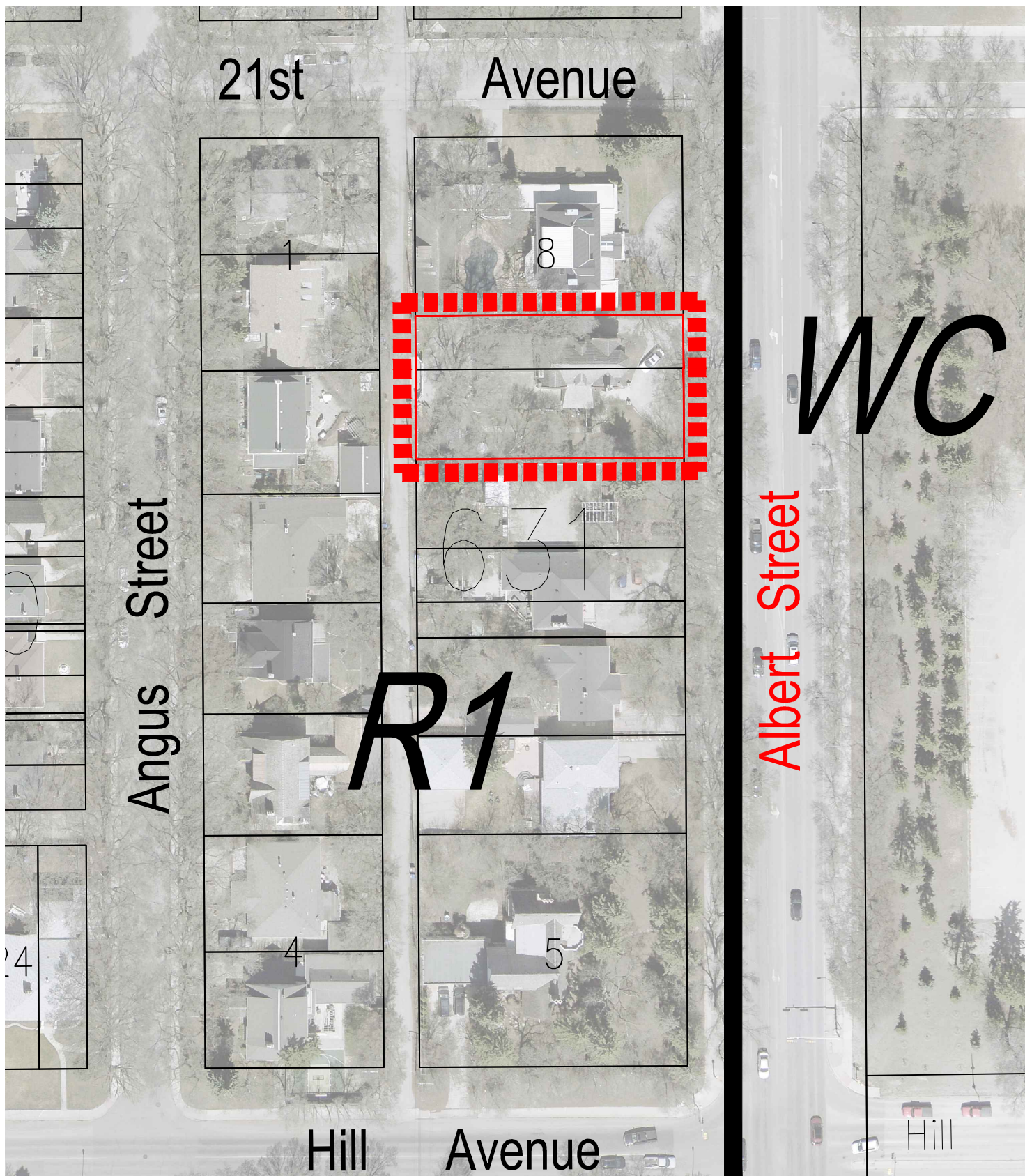
DELEGATED AUTHORITY

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

Respectfully submitted,

REGINA PLANNING COMMISSION


Elaine Gohlke, Secretary 9/25/2019



Subject Property

Date of Photography : 2018





Subject Property

Date of Photography: 2018



Project 19-DU-07

Civic Address/Subdivision 3118 Albert Street

Property Map

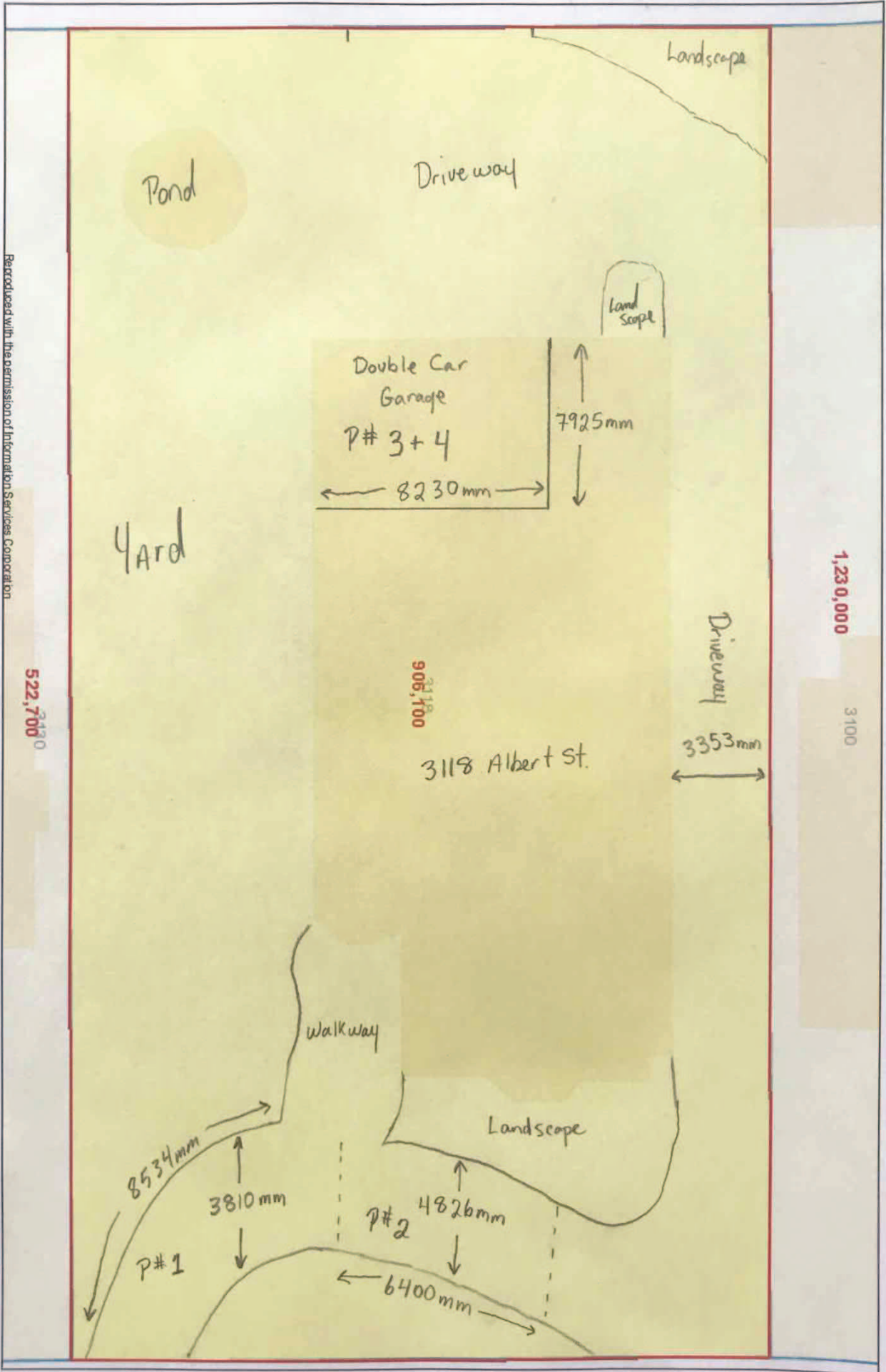
LANE Access

Printed: May 15, 2019



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P = Parking

Albert St

→



Public Consultation Summary

Response	Number of Responses	Issues Identified
<i>Completely opposed</i>	6	<ul style="list-style-type: none"> - A Residential Homestay will create a transient population which will significantly alter the current character of the surrounding Lakeview Community. - Concern over the guests having out-of-control parties and adjacent property damage. - Residential Homestays tend to inflate residential rental rates and destroy that sense of neighbourliness that makes Lakeview a wonderful place to live. - Do not make it a residential homestay, rather maintain it as a single residential dwelling like it currently is. A home owner needs to live at the single residential dwelling, we do not want a business running out of a home, nor do we want visitors in and out of neighbourhood. - Have the owner live in the property or rent it to long-term family/tenant. This is the thin wedge that will tear the fabric of established communities by introducing transient visitors. This is a residential neighbourhood in which a commercial rental property does not belong. - There are many vacant properties in Regina with proper commercial zoning that would be much more appropriate for such a proposal. - Residential neighbourhoods are not zoned for this type of business use because it is disruptive, increases transiency, and has detrimental effects on neighbours and neighbourhoods such as increased noise, traffic, thoughtless neighbours that have no interest in establishing long term positions in the community, garbage and littering, and a diminished sense of community. - This type of rental unit in the inner city also has negative effects on the amount of people living in the inner city and over time erodes services and vibrancy of the inner city.
<i>Accept if many features were different</i>	1	<ul style="list-style-type: none"> - Concern with noise possibilities and parking issues, especially on 21st Street. - Concern that there is a possibility of the home being rented out to many more individuals as the home has a potential for six bedrooms than the four bedrooms listed. - This is a designated heritage home, any major changes to the property could significantly affect the appeal of these homes to the other owners along Albert Street. Strict guidelines on modification to the property should be in place. - Request that there should be strict guidelines and rules to limit this becoming some type of “hotel” on a residential street in a beautiful heritage home. - Limit the usage of the homestay to full dwelling only. With strict rules that all guests must park on site only.
<i>Accept if one or two features were different</i>		

<i>I support this proposal</i>		
--------------------------------	--	--

1. Issue: Parking & Traffic

Administration's Response:

The Zoning Bylaw only requires a minimum parking standard of 0.5 stalls per bedroom, plus one stall for the dwelling. The subject property has to provide a minimum of 3 parking stalls on the site. They have provided 4 parking stalls which meets the requirement of the Zoning Bylaw.

2. Issue: Commercial Use in Residential Zone

Administration's Response:

The Zoning for the property will remain residential regardless of the income received by the owner for renting the property for residential purposes.

3. Issue: Illegal Activity

Administration's Response:

Any illegal activity on the property or on adjacent properties will be enforceable under the Criminal Code of Canada.

4. Issue: Heritage Building

Administration's Response:

The building is not currently on the list of Historical Places (Heritage Inventory).

This summer I came across the CBC News article “Advocates fight proposed demolition of Regina’s historic Cook Residence”. I am Deirdre Malone from Toronto, grandchild of the Cook’s - my mother, Helen was their daughter and I am deeply concerned that the building will be demolished.

The story has shocked me into attempting to save a house that marked a pinnacle in my grandparents’ life on the Prairies. I visited the house in 1965 and was entranced as my mother showed me the Arthurian wall motif in the dining room. It shows King Arthur and his knights of the Round Table. We viewed the wonderful winding staircase where she posed for her wedding picture showing her lovely wedding gown in 1935.

Jackie Schmidt of Heritage Regina has encouraged me to tell of some of this home’s extraordinary past. Certainly it would be a tragedy to lose such a well-built, historical Regina structure, a splendid example of fine home construction in the early 20th Century. Many similar buildings have been demolished, leaving Regina with what? The Cook Residence is a grand residence that should be restored to its former glory.

The Cooks’ Heritage

Andrew B., Robert H., who eventually built the house, and Charles C. Cook “were sons of a courageous widowed mother, Sarah Jane who moved from Ontario to Manitoba in 1889 and undertook the onerous task of establishing a homestead in order to support and educate her family of six children. The three boys who later became a worthy part of the province’s rich heritage assisted with the establishment of the homestead before going their separate ways...

Each [son] was public spirited giving much of his time to the betterment of others and each made a fine contribution to Regina’s cultural and social life ... Each married fine women and established their homes well and substantially.

The three brothers and their wives turned their gardens into places of great beauty and their homes into gracious havens of hospitality. A fireside Sunday tea with young and old conversing about matters of importance of the moment, in any one of those homes is a memory long to be cherished.

As Regina remembers its developers, it might well recall gratefully the contribution of many sorts made by these men.”

From a *Leader Post* (?) article by Lilian Fairley

My grandfather, Robert Cook was an ambitious man with a pioneering spirit. He had a self-starter’s determination and was described in business as a “spark plug”.

He commissioned William Van Egmond and Storey, knowing of the architect’s ability to create a flagship home at the entrance to Regina. Robert and Helena Cook would have wanted the design of their Van Egmond Tudor Revival house to be on the 1920s cutting edge.

A little of the History of the Cook's

As Andrew King said in his book, "Pen Paper and Printing Ink, "In 1901 he let go his partnership in the Plaindealer newspaper in Souris, [Manitoba] and went to Arcola, [Saskatchewan]. His analysis of insurance convinced him of the need for crop hail insurance – set up Farmer's Mutual Hail Insurance Co. which expanded so rapidly that head office moved to Regina."

Then as RH Cook himself says, " In January of 1935, I moved my Insurance business as Canadian Brokers Associated with Lloyds of London to Toronto until 1948, Dec 31st when I turned over my \$3 million premium business to my sons Robert Egerton and John Wilfred Cook share and share alike."

He also was the writer of the Poem," Chaske at the Ball" in 1901 that Pierre Berton read out on his show in the 60's. Originally written February 16/1900, it later formed part of a fine little book telling about his life growing up on the homestead and in Souris, Manitoba and today makes a fine statement for the Indigenous people of Canada.

My grandmother, Helena Cook, was very conscious of what was in vogue in fashion, style and design. She wanted her surroundings to be beautiful, artistic and pleasing to the senses. The choices in the design of the building would closely tend to her wishes.

Her daughters were part of the social scene noted in the Leader Post in such items as their Debut and Helen's photo as an example of the Canadian Girl. Specifically, as an important note, the Van Egmond family were friends of the Cooks. Their daughter, Lois joined both Helen and Louise as debutantes and Lois and her mother hosted a High Tea at the Van Egmond's Lakeview home prior to my mother, Helen's wedding.

As an objection made by Lien and Gourgarris to the heritage designation of the Cook Residence and stated by their lawyer, Fashia Richards: "That the property does not have heritage value because It was designed by Van Egmond and Storey's draftsman, Harold C. Bishop and never inspected by Van Egmond and Storey or any subsequent architects firm."

I refute this because I am sure that Van Egmond, being a friend of the Cook's, would have kept a sharp eye on the work of his draftsman during the design of this home.

Meetings and Receptions of Interest at 3160 Albert Street

Prime Minister Mackenzie King in 1933

During his visit to Regina, he spoke at the World Grain Exhibition and Conference Building, another grand structure designed by Van Egmond and Storey. He describes the day in his diaries:

Tuesday July 25, 1933

" Went from Government House to Mr. Cook's to tea, served indoors after an hour spent on his beautiful grounds, the tea served was really a buffet dinner. About 5 leading men were present.

At 8 I went on to the Regina Agriculture Industrial Exhibition – the 50th and then spoke after Meighen who opened the exhibition to a gathering of about 8000 in the grandstand.

I went back to the hotel and had a half hours rest packed up baggage etc. Then went back to Mr. Cook's where we had an evening party at 10.30 of about 150 persons, leading Liberals a fine gathering of splendid people of the social set I was asked at 12 p.m. to speak and did so until about 12:30 setting out the need of Liberals to save the situation today... The gathering quite a unique one and I believe will do great good."

His telegram later expressed his thanks -
WL Mackenzie King
Canadian National Telegram
PRINCE ALBERT SK AUG 1 1933

RH COOK
REGINA SASK

HAVE TRIED TO GET OFF A LETTER BY HAND TO MRS COOK AND YOURSELF EXPRESSING APPRECIATION YOUR GREAT KINDNESS TO ME IN REGINA ENGAGEMENTS THUS FAR HAVE MADE THIS IMPOSSIBLE BUT WILL WRITE FIRST OPPORTUNITY SHALL NEVER FORGET GREAT PLEASURE OF AFTERNOON AND EVENING

Malone - Cook Wedding Reception

On September 9, 1935 their wedding with Reception to follow at 3160 Albert Street was heralded by the Leader Post. Over 200 guests attended including Mr. and Mrs. Van Egmond and their daughter, Lois who was asked to assist in serving at the reception.

In summary, I want to emphasize the Heritage Report's apt remark that "The number of heritage properties in Regina is finite. Each heritage property lost is gone forever."

Recall the other Cook home that was demolished, again to quote the Lilian Fairley article in the *Leader Post* about Robert's brother Andrew's home:

"A.B. Cook's lovely residence Faraway house in Douglas Park near the riverbank was alas, one of the first buildings to be demolished under the Wascana Development Plan. Many visualized it as a residence which could have been renewed and preserved as a part of the plan signifying a charming symbol of another era."

I also would be concerned about the land on which 3160 Albert Street sits. To reduce the lot size would be a mockery of the architectural statement the house makes, situated beautifully as it is at the city entrance.

The Cook Residence is a grand residence and I am available to help save and restore the home to reflect its' former glory.

Regina City Council – September 30, 2019

My name is **Lyn Goldman**, and I have offered to buy the house known as “the Cook House”. You are undoubtedly wondering why.

When I was a kid, living on the 3300 block of Albert Street, in the third last house from the end of town, the corner of Albert Street and Hill Avenue was where the streetcar stopped, so it was a very familiar corner. In those days, we knew the house on that corner as “the Kramer house”, and its turret made it a fantasy castle for kids. The trees were not overgrown, as they are today, so the front of the house was clearly visible from the street. The house stood as a monument to those who lived here before us and those who built Regina.

So, here we are today, when a member of a much younger generation wants to tear it down, or build onto it because that space seems ideal for multiple units. His generation, I guess, has little need for a memory of an earlier time, or of our forefathers.

I think it’s time that we encourage our young people to value the city’s history.

Former city councillors and mayors allowed the destruction of so many of our historic buildings, our old City Hall, our beautiful movie theatres, our monumental McCallum Hill Building, and all those other structures that were not only

interesting architecturally, but historically, as well. Surely, it's time we saved something of our past.

I want to buy the Cook House and restore it as it deserves to be restored, and find a family that appreciates its real worth, to move in and enjoy it. And maybe it will be featured on the Regina Historical Society Walks, so that other Reginans can share in something beautiful from our past.

Thank you for taking the time to recognize the Heritage Value of this property.

A handwritten signature in black ink that reads "Lyn Goldman". The signature is written in a cursive, flowing style with a large initial "L" and a long, sweeping underline.

Lyn Goldman

Mayor Michael Fougere and Members of Council,

Re: Proposed Heritage Designation 3160 Albert St. – September 24, 2019

Good evening,

My name is Ross Keith, my wife Susan and I are the owners of Nicor Group, a local Development, Construction and Real-Estate company with extensive experience developing heritage properties here in Regina. Nicor has not been hired or paid for its multiple appearances at Council and committee meetings and has no financial interest in this property. We are here because we consider Heritage Conservation as an essential component of community identity and community revitalization.

Furthermore, we are proud that our City Council has recognized the importance of heritage conservation for many years. The recent improvements to the Heritage Holding Bylaw, including the new Thematic Framework and the Heritage Building Rehabilitation Program, have placed Regina at the leading edge in Canada for Heritage Conservation. We are also here to support the designation of 3160 Albert St. as a Heritage Property and to provide some new information, which supports the course of action the City has taken on this file.

Structural Issues

I engaged structural engineer Warren Gagnon (formerly of BBK) to prepare a report, with cost estimate, as to the structural condition of the Cook House (see copy attached.) The foundation is reinforced concrete which is superior to most homes of this vintage. Existing problems can be solved by underpinning the front section of the building, which can be done for an estimated \$165,000. In our opinion an “invasive” report is not necessary.

Unconditional Offer to Purchase

A prospective purchaser was satisfied that the Gagnon report adequately dealt with structural issues and an unconditional offer to purchase 3160 Albert St. for \$650,000. This was \$25,000 more than the objectors paid for the property. (*Note: the unconditional offer is for a designated property. See copy of offer attached.) This offer would have taken the objectors completely out of their current predicament, but it was rejected by the objectors.

The objectors began this process without a basic level of respect for the City’s existing Heritage Holding Bylaw. They should have made their initial offer conditional on getting demolition approval from the City. They did not.

The objectors have now turned down an offer for \$25,000 more than they paid and thereby gave up a second opportunity to protect themselves financially. If the owners have some financial problems with this property, it is abundantly clear that they are the authors of their own misfortune and should not be asking the City of Regina for sympathy.

In our opinion, Option 4 might make sense based on the information which was before the Provincial Heritage Review Board. The purpose of Option 4 is to take great care to avoid any unfairness to the

owners. The fact that the objectors have turned down an unconditional offer for the designated building relieves the City of any obligation in that regard.

Recommendation

It is our opinion that further analysis, including thousands of dollars in tax-payer money and administrative time, is unnecessary. The heritage significance of the Cook House is evident and is clearly endorsed in the Review Board's report. The financial "burdens" claimed by the current owner could easily have been mitigated through acceptance of an unconditional offer to purchase. We are requesting that you proceed with Option 2: *"Approve Bylaw 2019-7 to Designate the Cook Residence at 3160 Albert Street as a Municipal Heritage Property as Previously Presented at the March 25, 2019 City Council Meeting."*

Thank you for your continued attention to this matter.

Ross Keith
Nicor Group



Saskatchewan Real Estate Commission

RESIDENTIAL CONTRACT OF PURCHASE AND SALE

Revised 2015

1180502

www.srec.ca

Nicor Realty

Daniel Torrie

(Name of Buyer's Brokerage)

(Salesperson)

2347 Cornwall Street

Regina

S4P 2L4

(306) 525-1381

(Address) (Postal Code)

(Telephone)

Lyn Goldman

GORDON'S INCORPORATION

(Names of Buyers: herein called Buyer)

(Address)

(Postal Code)

(Names of Buyers: herein called Buyer)

(Address)

(Postal Code)

HEREBY OFFER TO PURCHASE from

Carmen Lien

(Names of Sellers: herein called Seller)

(Address)

(Postal Code)

Adriana Gourgaris

(Names of Sellers: herein called Seller)

(Address)

(Postal Code)

through

(Name of Seller's Brokerage)

(Salesperson)

(Address) (Postal Code)

(Telephone)

the following described property: L; 5 B; 631 P; AP3598

(Legal description or description of mobile home on leased land)

having the following Civic Address: 3160 Albert St.

City or

RM Regina

1. THE TRANSACTION:

1.1 The Buyer offers to purchase the property from the Seller subject to the reservations and exceptions appearing in the existing Certificate of Title and free and clear of all encumbrances as contemplated in Section 4.6 save and except such encumbrances as are expressly agreed to be assumed by the Buyer, for the SUM (Purchase Price) of Six Hundred Twenty-Five Thousand dollars:

- 1.2. (a) \$ 625,000.00
(b) \$ 20,000.00

Purchase Price to be paid as follows.

Deposit by cheque ☒, cash ☐, receipt of which by the Buyer's Brokerage is hereby acknowledged and to be deposited within two business days of acceptance, to be held in trust and: (a) to be credited on account of purchase money pending completion; or (b) other termination of this contract.

(c) \$

by new mortgage (plus mortgage insurance fee, if required) to be arranged at the Buyer's expense.

(d) \$

(approx.) by assumption of the existing mortgage or agreement for sale.

(e) \$

by other financing or other conditions:

(f) \$ 605,000.00

(approx.) balance of cash, to be paid subject to the adjustments herein provided to the Seller or the Seller's solicitor on or before the Completion Day. In closing this transaction, the Seller's solicitor and the Buyer's solicitor may by agreement between them, impose and undertake trust conditions upon each other.

Buyer acknowledges that taxes, tax credits, payments and mortgage interest rate may be subject to revision.

2. CONDITIONS:

2.1 For resale Condominiums, the conditions set out in the attached Schedule "C" form part of this contract.

2.2 This offer is subject to the following conditions:

- (a) The Buyer obtaining approval of a mortgage on the above property in the amount as set forth in paragraph 1.2(c) on/before the _____ day of _____, 20____.

(b)

Subject to the buyer at their sole discretion approving the following condition by June 30, 2019, 5pm.

-Satisfactory renovation plan

The purchaser agrees to take title to the property subject to Designation as a Municipal Heritage Property

3. TERMS:

- 3.1 For resale Condominiums, the terms set out in the attached Schedule "C" form part of this contract.
- 3.2 Additional terms are ☐ are not ☒ set out in the following schedule(s): _____ to this contract.
- 3.3 Unless otherwise stated herein, if the mineral title(s) for mineral commodities is/are owned by the **Seller**, the title(s) is/are included in the Purchase Price.

4. CLOSING:

- 4.1 The **Buyer** agrees to pay to the **Seller** interest at the Bank of Canada Overnight Rate Target at the Completion Day plus 4% per annum, on any portion of the Purchase Price, less mortgages or other encumbrances assumed, not received by the **Seller**, his/her solicitor or his/her Brokerage as at the Completion Day, the interest to be calculated from the Completion Day, until monies are received by the **Seller** or his/her solicitor. The **Seller** shall have a lien and charge against the property for the unpaid portion of the Purchase Price (with interest as aforementioned).
- 4.2 The **Seller** shall pay all costs of discharging any existing mortgage or other encumbrances against the property, not assumed by the **Buyer**.
- 4.3 Unless otherwise agreed to in writing, this contract will be completed, the Purchase Price will be fully paid and vacant possession will be delivered by 10 a.m. on the 31 day of August, 2019 (the "Completion Day"). If the Completion Day is not a business day, then conveyancing matters and payment of the Purchase Price will be completed by 12:00 noon on the preceding business day.
- 4.4 **ADJUSTMENTS** re: taxes, rents, insurance, utilities, condominium fees, expenses and other income and outgoing, to be made as at Completion Day. All adjustable items are the **Buyer's** responsibility for the entire Completion Day.
- 4.5 If the property is rented and the **Buyer** is not assuming the tenancy, then the **Seller** is responsible for all costs related to ending the tenancy and to giving vacant possession to the **Buyer**.
- 4.6 Unless otherwise agreed to in writing, the **Seller** shall transfer title to the property to the **Buyer** free and clear of all encumbrances except:
- (a) those implied by law;
 - (b) non-financial obligations now on the title, such as easements, utility right-of-way, covenants and conditions that are normally found registered against property of this nature and which do not affect the saleability of the property;
 - (c) homeowner association caveats, encumbrances and similar registrations; and
 - (d) those items the **Buyer** agreed to assume in this contract.
- Upon transfer of title to the property into the name of the **Buyer**, subject only to the aforementioned encumbrances, the **Seller** may use the proceeds of the sale from the **Buyer** to discharge the encumbrances not assumed by the **Buyer**.
- 4.7 The **Seller** agrees to prepare and execute promptly any documents required to complete this transaction. The **Seller** shall pay for the preparation of the Transfer Authorization and all fees in connection with the discharge of any **Seller's** caveat based on this contract and any encumbrances required to be removed by the **Seller**.
- 4.8 The **Buyer** agrees to prepare and execute promptly any documents required to complete this transaction. The **Buyer** shall pay for the registration costs to transfer the title into the **Buyer's** name. The costs related to any mortgage or other financing of the Purchase Price, other than an Agreement for Sale, shall be paid by the **Buyer**. Costs of any Agreement for Sale shall be borne equally by the **Buyer** and **Seller**.
- 4.9 The **Buyer** and **Seller** agree that time shall be of the essence of this contract.
- 4.10 Each party shall pay their own legal fees.
- 4.11 For the purpose of giving or receiving any notice referred to in this contract and for acceptance or revocation of this offer to purchase or any counter offer thereto, such notice, acceptance or revocation must be in writing and delivered. Any notice, acceptance or revocation to be given by any party to the other shall be deemed to be duly given when delivered by hand to such party or when such notice, acceptance or revocation is sent by facsimile to such party and receipt thereof is confirmed. Where a **Buyer's** brokerage or a **Seller's** brokerage is listed for the **Buyer** or the **Seller**, as the case may be, such notice, acceptance or revocation shall be delivered to the **Buyer's** brokerage or the **Seller's** brokerage and is deemed to be delivered to a party when given in the manner set forth herein to the brokerage representing the party.

5. INSURANCE:

- 5.1 Unless otherwise stated herein:
- (a) The risk of loss or damage to the property shall lie with the **Seller** until the earlier of the Completion Day or the date possession is granted to the **Buyer**.
 - (b) The **Buyer** shall obtain insurance coverage on the property upon the earlier of the Completion Day or the date possession is granted to the **Buyer**.
- 5.2 If loss or damage to the property occurs before the **Seller** is paid the Purchase Price, then any insurance proceeds shall be held in trust for the **Buyer** and the **Seller** according to their interests in the property.

6. WARRANTIES AND REPRESENTATIONS:

- 6.1 Unless otherwise stated herein, the **Seller** represents to the best of his/her knowledge to the **Buyer** that:
- (a) the current use of the land complies with the existing municipal land use bylaw;
 - (b) the buildings and other improvements on the land are not placed partly or wholly on any easement or utility right-of-way and are entirely on the land and do not encroach on neighbouring lands; except where an encroachment agreement is in place; and
 - (c) the location of the buildings and other improvements on the land complies with all relevant municipal bylaws, regulations or relaxations granted by the appropriate municipality prior to the Completion Day or the buildings and other improvements on the land are "non-conforming buildings" as the term is defined in *The Planning and Development Act, 2007*.
- 6.2 Unless otherwise stated herein, the **Seller** represents and warrants to the **Buyer** that:
- (a) the **Seller** has the legal right to sell the property;
 - (b) the **Seller** is not a non-resident of Canada for the purposes of the *Income Tax Act* (Canada); and
 - (c) the attached and unattached goods included herein, are owned by the **Seller** and conveyed to the **Buyer** under this contract and are in normal working order and are free and clear of all encumbrances and shall be and remain as is at the date of acceptance of this contract until completion date. The Purchase Price shall include land, buildings and attached goods, unless otherwise stated herein, and including the following unattached goods:

the house to be purchased as is

In addition, the Purchase Price shall also include the items as indicated below:

water heater	included <input type="checkbox"/>	not included <input checked="" type="checkbox"/>
water softener	included <input type="checkbox"/>	not included <input checked="" type="checkbox"/>
sump pump	included <input type="checkbox"/>	not included <input checked="" type="checkbox"/>
alarm system (excluding monitoring contract)	included <input type="checkbox"/>	not included <input checked="" type="checkbox"/>
storage shed	included <input type="checkbox"/>	not included <input checked="" type="checkbox"/>
garage door opener and control(s)	included <input type="checkbox"/>	not included <input checked="" type="checkbox"/>
canister and attachments for central vacuum	included <input type="checkbox"/>	not included <input checked="" type="checkbox"/>
power nozzle for central vacuum	included <input type="checkbox"/>	not included <input checked="" type="checkbox"/>

- 6.3 All of the warranties contained in this contract and any attached schedules are made as of and will be true at the Completion Day, unless otherwise agreed to in writing.
- 6.4 The **Seller** and the **Buyer** acknowledge that, except as otherwise described in this contract, there are **no other warranties, representations or collateral agreements** made by or with the other party, the **Seller's** Brokerage and the **Buyer's** Brokerage about the property, any neighbouring lands and this transaction, including any warranty, representation or collateral agreement relating to the size/measurements of the land and buildings or the existence of any environmental condition or problem and the **Buyer** hereby agrees to purchase the above described property as it stands at the price and terms and subject to the conditions above set forth.
- 6.5 The **Seller** and **Buyer** agree that the representations, warranties and covenants contained in this contract shall not merge with and shall survive the closing of the purchase and sale and the transfer of title to the property into the name of the **Buyer** and shall be enforceable by the **Buyer** after such transfer.
- 6.6 For resale Condominiums, the **Seller** warrants and agrees that on closing, the **Seller** shall provide to the **Buyer**, at the **Seller's** expense, documentation showing any material change in the Estoppel Certificate and/or Additional Items. Any particulars disclosed in the Estoppel Certificate and Additional Items shall be deemed to have been accepted and form part of the Contract of Purchase and Sale between the **Buyer** and the **Seller**.

7. REMEDIES / DISPUTES:

- 7.1 If this offer is not accepted, the entire deposit and any other monies paid, without interest, shall be returned to the **Buyer**.
- 7.2 If this offer is accepted and the conditions in paragraph 2. above have not been satisfied or waived in writing by the date set forth in paragraph 2. above, the entire deposit and any other monies paid by the **Buyer** shall be forthwith returned to the **Buyer**.
- 7.3 If this offer is accepted and all conditions have been removed in writing by the date set forth in paragraph 2. above and the **Buyer** fails to execute any required conveyance or formal documents when prepared, or fails to pay any required cash payment or comply with any of the terms in this contract, this contract shall be void at the **Seller's** option. Where the defaulting party is the **Buyer**, the deposit and any other monies shall be forthwith delivered to the **Seller's** brokerage as forfeiture to the seller.
- 7.4 The **Buyer** and the **Seller** agree that the provisions of this section are an agreement to disburse the trust funds pursuant to Section 16(a) of The Real Estate Regulations.
- 7.5 If substantial damage or change to the property occurs prior to the Completion Date, including any material change in the Estoppel Certificate and/or Additional Items for Condominiums, this contract shall be terminated and the deposit shall be forthwith returned to the **Buyer**, unless the damage is repaired and the change remedied, or otherwise agreed to by the **Buyer** and **Seller** in writing.
- 7.6 The disbursement of the deposit and other monies as agreed to above is not a prohibition from the **Buyer** or the **Seller** seeking a civil remedy for a breach of this contract.

8. OFFER:

- 8.1 Unless revoked sooner, this offer is open to acceptance by the **Seller** up to 5 p.m. on the 14th day of June, 2019.
- 8.2 Upon acceptance of this offer within the time prescribed in Section 8.1, this contract shall constitute a binding Contract of Purchase and Sale and be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

SIGNED AND SEALED by the **Buyer** at 10:42 a.m. on the 31 day of May, 2019
in the presence of:

WITNESS

WITNESS

BUYER'S SIGNATURE

BUYER'S SIGNATURE

9. ACCEPTANCE:

- 9.1 The **Seller** accepts the above offer together with all its terms and conditions contained therein and covenant to carry out the sale on the terms and conditions mentioned herein. I/we do further acknowledge my/our obligation to pay commissions or forfeiture and all applicable federal and provincial taxes to the **Seller's** Brokerage pursuant to the agency agreement with respect to the property. **I/WE FURTHER HEREBY IRREVOCABLY AND UNCONDITIONALLY DIRECT AND AUTHORIZE MY/OUR SOLICITOR**, as indicated by me/us below, or any other solicitor acting on my/our behalf in this sale, to pay the aforesaid taxes and commission, less the deposit hereby accepted, from the proceeds of the sale when releasable and this shall be and constitute my/our full and sufficient authority for so doing and appoints the **Seller's** brokerage as the **Seller's** irrevocable agent to demand and receive payment thereof.

SIGNED AND SEALED by the **Seller** at _____ a.m./p.mon the _____ day of _____, 20____
in the presence of:

WITNESS

WITNESS

BUYER'S SOLICITOR

SELLER'S SIGNATURE

SELLER'S SIGNATURE

SELLER'S SOLICITOR

The Saskatchewan Real Estate Commission is responsible for the regulation of the real estate industry.
They may be contacted at 1-877-700-5233 toll free or 1-306-374-5233 (www.srec.ca).



W. GAGNON ENGINEERING

June 26, 2019

19-156

Nicor Group
Attn: Dan Torrie
2347 Cornwall Street
Reginal, SK
S4P 2L4

COOK RESIDENCE – STRUCTURAL ASSESSMENT
3160 ALBERT STREET, REGINA, SK

Dear Mr. Torrie,

Thank you for contacting W Gagnon Engineering to visit the home at 3160 Albert Street Regina, known as the Cook Residence. The purpose of the site visit review was to review signs of foundation movement and comment on methods to stabilize and correct. I met Ross Keith at the home to discuss.

BACKGROUND

The following is a general description of the structure:

- Two storey home approx. 4300sqft understood to be constructed in 1929.
- Wood framed superstructure construction with rafter roof framing
- Central steel beam at basement level and structural walls through the centre of the home support main floor second floor and roof ceiling joists through.
- Cast in place concrete foundation wall supported over strip footing foundation (bearing over soils below)
- Cast in place concrete basement slab

OBSERVATIONS

Foundation movement observed at the residence of concern. The following observations were made at the time of review:

Second and Main Floor

- West portions of the home are relatively flat and true.
- East portions of the basement main and second floor were noted sloped down towards the perimeter
 - Floor slopes vary and are understood to be approximately 3"-5" over the 15' east most span.
 - Floor slope constitutes 1.5% - 3% grade

- Door between dining room and living room is distressed and original wood finishes show signs of beam deflection and foundation movement.

Basement

- Basement relatively flat through west portions of the basement; expected undulations of the floor, no significant heaving.
- East portion of basement slab slopes in a similar manner as the main floor. The east portion of the basement houses a recessed pool table with an assumed concrete formed pit to house the table and hydraulics.

Exterior

- Exterior envelope appears to be generally performing satisfactorily. Brick to exterior main to underside of second appears in satisfactory condition (limited step cracking no bulging or signs of buckling). Stucco along second to underside of roof appears in satisfactory condition (no significant cracks of immediate concern observed).

ANALYSIS

In general terms the building structure appears to be in fair condition. Some cracking of lath and plaster, damages to millwork and out of square door openings. Most movement observed to front half of the home; towards Albert Street, east of central beam. The current state of the home was observed with sloped floors due to foundation movement. The slopes do not appear to be a structural concern at this time. The slope of the floor is common in many homes of this age, though admittedly slightly more pronounced than some in the area of similar age.

The main purpose of this inspection was to review and comment on ongoing foundation movement which appears to be compounded upon previous movement since construction in 1929. It should be noted that Regina's soils are categorized as plastic clay and the homes foundation bear over clay soils approximately 6'-7' below grade. Most pertinent to the foundation of concern is the expansion and contraction of the soil resulting from gain and loss of the soil's moisture content. Soils are anticipated to be shrinking along this east portion because mature trees are pulling moisture from the soil. Recent dry years may have contributed and pulled additional moisture out of the soil.

More specific to the above, footing foundations bear over soils within a 15' zone below grade which geotechnical engineers categorize as 'the volatile zone'. Generally this means moisture changes cause swelling or shrinking of the clay resulting in foundation movement similar to that noted at the residence of concern. As such deeper foundations such as augured concrete piles or steel screw piles are commonly used to support foundation walls in new construction as these are embedded 20' or more below ground level (15' min from underside of foundation wall) and are understood to be more stable as a result. One could install underpinning piles to better stabilize the residence's foundations

RECOMMENDATIONS

Following review and discussion I propose two options for moving forward:

Foundation movement and associated sloping floor observed at the residence of concern are a serviceability issue and do not appear to be a structural issue as observed. Sloping floors for some home owners is a higher priority than for others. In general terms limiting floor slope to 1% – 2% is an acceptable limit for most owners who expect relatively flat floors. Those who are familiar with older homes in Regina may have a higher tolerance for floor slopes where 2%-4% slope is manageable; this is more consistent with that observed at the residence. The home is at the upper limit for this tolerance and to maintain the quality and value of this historic home underpinning for stabilization or partial lift would help limit future movement and correct if possible.

The wood framed home is relatively light construction and lifting from underpinning is a viable option with recent technologies available. If corrective lifting is utilized the lift must be slow to prevent damages to finishes interior and exterior.

- Budget cost for partial underpin \$140,000
- Correction of basement slab (slab lifting) \$25,000
 - Includes demo of recessed pool table concrete and placement of new concrete through footprint
 - Includes re-establishing exterior stair as required
 - *Does not include new finishes of foundation interior wood framed walls.*

It appears that the foundation movement noted has occurred over the last 80-90 years. As such correcting the foundation movement by lifting the foundation with air bags and reinforcing the supporting soils with high density foam or pressurized grout would be the most economical option. Potential for future movement remains and capacity to lift a two level home with brick and plaster clad partition walls is questionable without exterior soil excavation, use of concrete spread footings or a tight density of airbags (36" – 48" OC).

- Budget cost lift and soil reinforcing \$95,000
- Correction of basement slab (slab lifting) \$25,000

- Includes demo of recessed pool table concrete and placement of new concrete through footprint
- Includes re-establishing exterior stair as required
- *Does not include new finishes of foundation interior wood framed walls.*

Damaged finishes such as plaster, millwork and interior doors should be adjusted where problematic following foundation work. Adjust exterior landscaping to provide positive drainage away from the home.

CONCLUSION

The undersigned has reviewed the home at 3160 Albert Street in Regina to review ongoing foundation movement and comment on potential options moving forward. The home was observed with sloping floors down to the east (Albert Street side). Damage to finishes observed through main level include cracked plaster, damaged millwork and out of square doors. As outlined above I recommend the owner review the options of:

- 1) underpin a portion whole foundation with screw piles
 - a. Budget Price \$140,000
- 2) lift the foundation and reinforce soils below.
 - a. Budget Price \$95,000

Restoration of basement slab and demo of recessed pool table pit (Required for both options where lifting of foundation wall involved)
Budget Price \$25,000

Considering our discussion and the budget pricing noted I recommend you underpin and lift the foundation with new deep foundation steel screw piles or augured cast in place piles along east foundation wall and 15-20' of east and west foundation walls. Lifting the foundation wall with airbags and reinforcing the soils below is a viable option but one with more unknowns and potential for continued movement through the east portion of the building. Considering this, the costs of each option and the anticipated long-term stability through the underpinned portions I recommend underpinning and lifting to the extent best possible.

I trust this gives you peace of mind and options moving forward. If any clarification is required please do not hesitate to contact the undersigned.

Kind Regards,

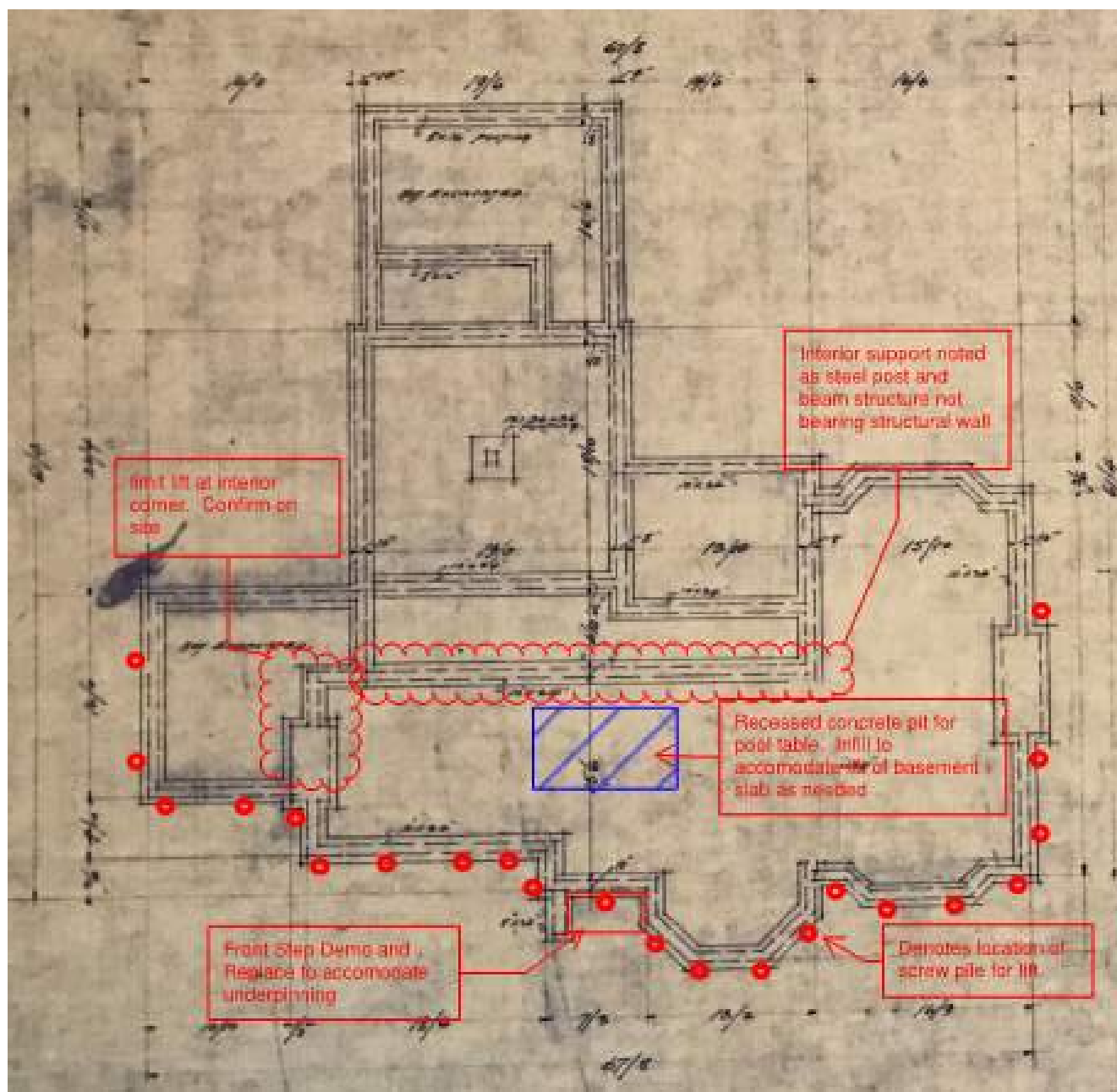

Warren Gagnon, P. Eng.



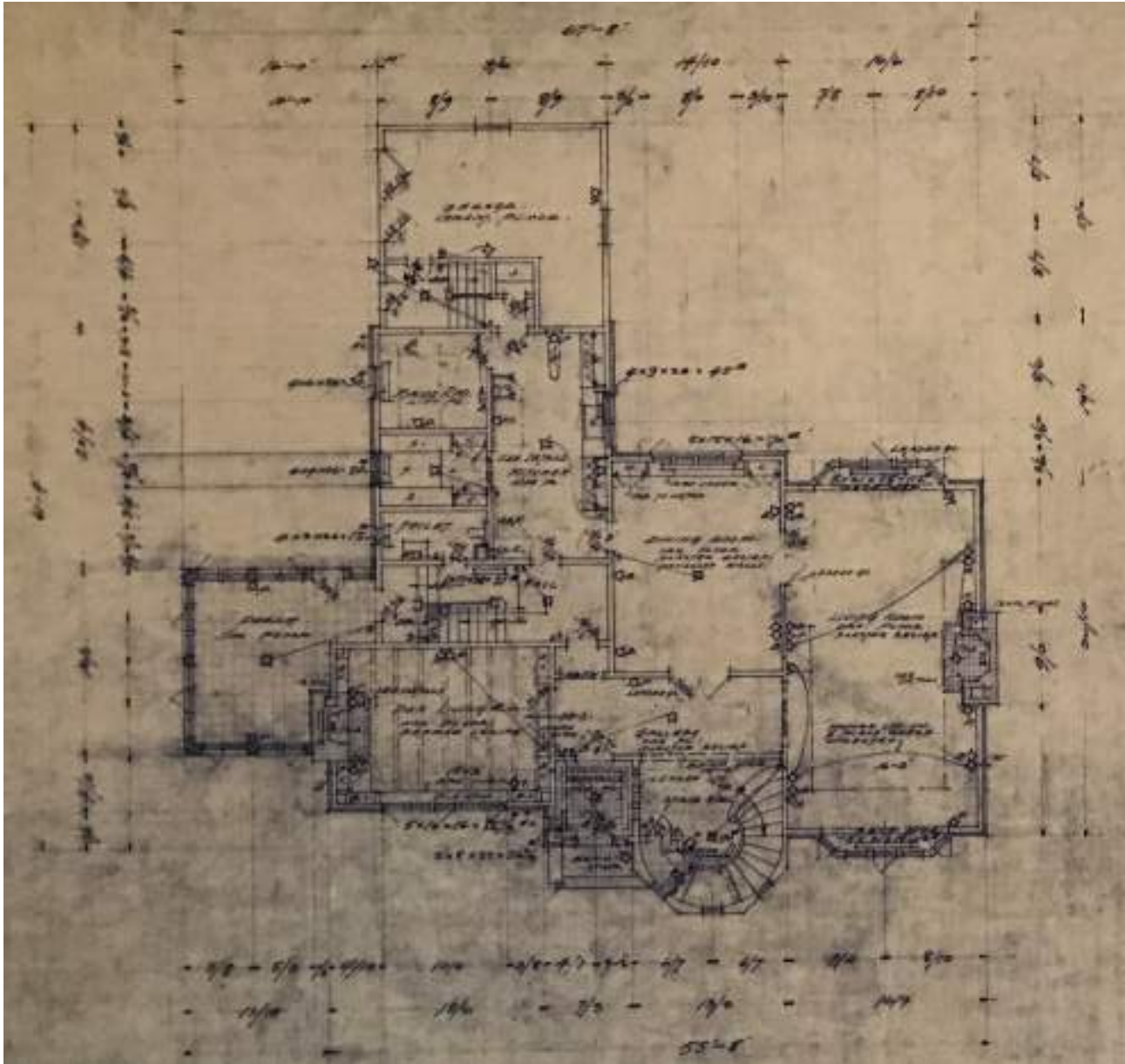
Pictures



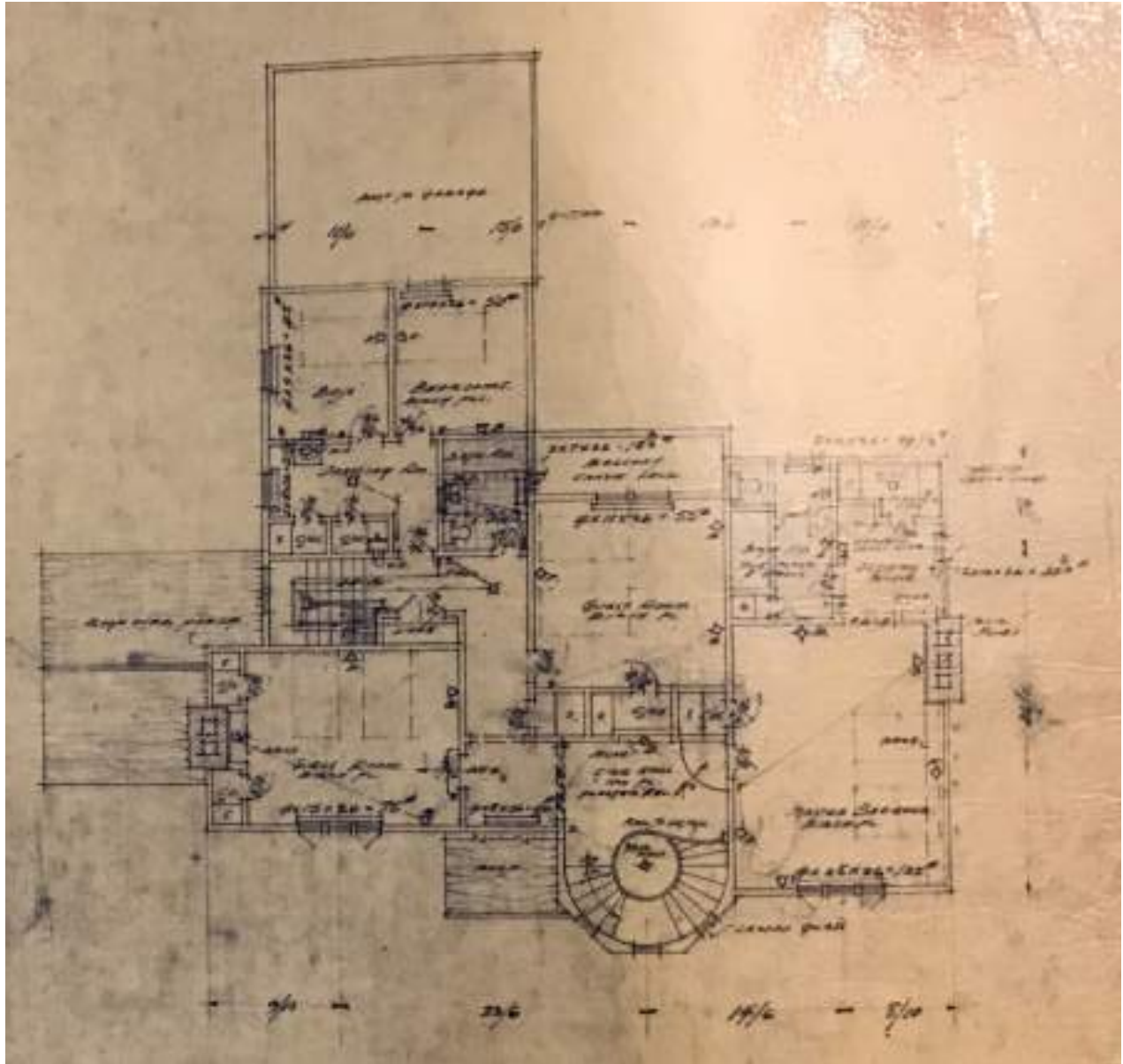
Figures



General Layout of Underpinning



Main Floor Layout for reference only



2nd level layout for reference only



P: 306.536.4247
247 Angus Crescent
Regina SK S4P 3A3
P.O. Box 581

info@heritageregina.ca | heritageregina.ca
facebook.com/heritageregina

September 24, 2019

To Your Worship and Members of City Council,

Re: Municipal Heritage Property Designation – Cook Residence, 3160 Albert Street

On September 30, 2019 City Council will consider a recommendation by its Administration to engage a consultant to undertake an invasive home inspection on the Cook Residence at 3160 Albert Street. Heritage Regina opposes this recommendation for a variety of reasons.

The invasive inspection recommendation is not binding but rather is an option for the City to consider. There is currently no requirement to consider the affordability of repairing or maintaining a property as part of the assessment of Heritage Value outlined in the Heritage Inventory Policy and the Thematic Framework used to evaluate Municipal properties. It is not reasonable to use projected financial costs of repairing or conserving the Cook Residence as the decisive factor in determining whether the property warrants a designation. By giving much greater weight to projected costs, this approach effectively diminishes the importance of the other elements used in evaluating the property. It also raises several questions: What constitutes a “feasible” cost of repairs or conservation and who decides that? If the costs are deemed to be “too high,” does that mean the property no longer has heritage value?

Accepting Option #4 adds an additional subjective factor to the process of designation that is not in the policy. It is not possible for Council to determine what is truly affordable for any property owner and therefore should not use taxpayer's resources to fund an inspection that every other homeowner would have had to pay for on their own. Mr. Lien could have negotiated an option to perform this type of inspection before purchasing the home, but he did not as he had no concerns about the integrity of the building envelope as he intended to demolish the building as soon as he took possession.

Further, in Option #4, the owner of the Cook Residence seeks to establish a financial formula to determine viability of preserving a heritage property. How does one citizen get the only voice on what would be a significant change to the newly established policy? Typically, changes to the policy would be proceeded by community and stakeholder consultations and a report with

recommendations based on research and evaluation of other communities for Council to consider. Accepting Option #4 and the owners accompanying requests undermines the democratic process and creates a precedence for future heritage evaluation that was not part of the original policy and therefore Option #4 does not align with the City of Regina's cultural plan.

Other options presented in the report before Council also present issues that Heritage Regina cannot support. Option #1 is not acceptable because the heritage value of the Cook Residence has been established through the application of the Heritage Policy and Thematic Framework so not designating the property negates the entire process and puts the validity of the policy and framework in question.

While Option #3 may seem like a compromise for the City and the owner, Heritage Regina cannot support an approach in which the inclusion and exclusion of Character Defining Elements hinges entirely upon considerations of cost and the preferences of the property owner. These two considerations do not lessen the heritage value of any one feature, and we question whether this approach would reflect the spirit and intent of the Heritage Inventory Policy. Performing extensive alterations which would affect the appearance of the East and South elevations of the property and the character defining elements of the roof run too great a risk of altering the heritage value of the property. For these reasons, we do not support the removal of the following items, which we believe to be crucial components of its character:

1. The location of the residence on the lot within the Lakeview neighbourhood as its current location within the neighbourhood is crucial to its heritage value.
2. Two story building height. Raising or lowering the height of the building without maintaining the current roof line and its historical elements negatively affects the heritage value of the residence.
3. Multiple gable roof lines and dormers are crucial heritage elements of this residence.
4. All window elements including leaded glass windows are also crucial character defining elements.
5. Front entry elements-are also character defining elements.

The heritage value of a property lies largely in the sum of its parts; removing bits and pieces alters its context and risks erasing its value altogether. The vague wording reflected in the list of items recommended to be removed, as well as the inclusion of the items "location of the residence on the lot within the Lakeview neighbourhood" and "two storey building height", leave the owner's intentions unclear and the fate of the Cook Residence in limbo.

Heritage Regina can only support Option #2. Our position is supported by our submission to the Provincial Heritage Review Board and by the following key points:

- "Regina's rich and diverse cultural heritage assets are a defining feature of the quality of life that Regina offers its residents. These resources are a source of civic pride and contribute to defining Regina's unique identity and sense of place." (*Regina Cultural Plan*, p. 32)
- Through the *Official Community Plan* and the *Regina Cultural Plan*, the City has established policies and objectives to identify and protect cultural heritage resources. It is not enough for these policies and objectives to exist only on paper. City Council has a responsibility to ensure they are put into practice.

- City Council tasked the Administration with developing guidelines and processes to identify properties of significant heritage value and make recommendations as to whether these properties should receive heritage designations. The Administration has determined that the Cook Residence has “substantial heritage value” and recommends designation for the property. (RPC19-4, City of Regina, January 9, 2019) City Council has a responsibility to support this recommendation.
- According to the Provincial Heritage Review Board, “if designated, the Cook Residence would be the only example of a Tudor Revival style single-family dwelling designed by the Van Egmond and Storey firm on the inventory of designated properties in Regina.” (*Saskatchewan Heritage Foundation Review Board Report*, May 2019, p. 4)
- The Saskatchewan Heritage Building Conservation Officer who toured the property in May concluded that the building is “of high quality and in good condition.” (*Saskatchewan Heritage Foundation Review Board Report*, p. 5) This finding is supported by the current City of Regina property assessment, which rates the building quality as Excellent.
- City Council cannot discount the heritage value of the Cook Residence solely because the current owners—after choosing to purchase the property—have determined that the potential costs of repairing or conserving the property are now beyond their level of financial comfort.
- Like all home buyers, the current owners of the Cook Residence had a responsibility to thoroughly inspect the property before they purchased it. They purchased the property “as is” and without conditions, suggesting they were satisfied with the state of the building. It seems that the condition of the property, and any potential costs of repair or conservation, became an issue for the current owners only after their demolition application was put on hold by the City and a heritage designation for the property became a real possibility.

It is the responsibility of the City to protect properties that have significant heritage value. It is not the responsibility of the City to rescue home buyers from purchase decisions they willingly make for themselves.

- Information revealed at the Provincial Heritage Review Board Hearing indicated that the current owners applied for a demolition permit only one day after the property was registered in their names, suggesting that the original intention of the current owners may have been to purchase the property—with its large, prominently situated lot—specifically for its development potential rather than its potential as a home.
- Homeowners do not have a blanket right to do whatever they like with their property. Their rights must be measured against the rights of other members of the community.
- “Under *The Heritage Property Act*, Council has the power to protect historic places from demolition or unsympathetic alterations.” (*Regina Cultural Plan*, p. 41). Because an application for demolition for the Cook property has already been filed by the current owners, denying a heritage designation for the home guarantees its destruction.
- The current property owners have options for the Cook Residence other than demolition.

(1) There are financial benefits available to them through the Heritage Building Rehabilitation Program.

(2) They have the right to sell the property. In March, Mr. Lien approached the President of Heritage Regina about locating a buyer. An interested party who was eager to secure a designation for the property was found. On two occasions, Offers to Purchase were presented to Mr. Lien by the interested party. Mr. Lien declined each offer without providing a counter proposal.

- With respect to the Provincial Heritage Review Board's recommendation of an additional home inspection,
- Further, the City has not been clear in its actions following the release of the Review Board's report in June. No reasons, for example, have been given to Heritage Regina—one of the proponents on behalf of the Cook Residence—as to why the City's decision regarding the designation of the property was delayed until the September 30th, 2019 City Council meeting. This lack of transparency on the part of the City is not acceptable.
- A city's identity and culture are defined, in large part, by what it chooses to protect and preserve for its own generation and for future generations. With respect to the Cook Residence, what is the City choosing to protect and preserve?

Is it choosing to protect the current owners from the financial costs they accepted when they decided to purchase the property—costs that could be offset by the Heritage Building Rehabilitation Program or eliminated by selling the property to a buyer eager to designate it?

Or is the City choosing to protect and preserve an important heritage property that is “a source of civic pride and contribute[s] to defining Regina's unique identity and sense of place”—a property that continues to speak of the cultural inheritance of our community?

- The number of heritage properties in Regina is finite. Each heritage property that is lost is gone forever. Too many times has a property been deemed disposable when weighed against the lure of progress and financial gain, and too many times has this decision been questioned and regretted by those with the benefit of hindsight. Oftentimes, in the pursuit of progress, we take an unintentional step backward.

For 90 years, the Cook Residence has showcased the remarkable architecture of Van Egmond and Storey and the work of their highly skilled craftsmen. It has been home to several community leaders who helped to shape our city. It continues to exemplify the grandeur of the streetscape developed by McCallum, Hill and Co. and is the impressive south entry to the Albert Street corridor leading to the Legislative Building and bordering its spacious grounds.

Erasing its legacy severely undermines over a century of effort from hardworking citizens and community-minded visionaries who believed that the city of Regina could be so much more than just a collection of buildings and roadways.

Without question, the Cook Residence fully merits a Municipal Heritage Property Designation. As members of City Council, it is your responsibility to act on the heritage policies the City

already has in place and support Option #2. It is imperative that you protect this significant heritage property by making its designation official.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackie Schmidt". The signature is fluid and cursive, with the first name "Jackie" written in a larger, more prominent script than the last name "Schmidt".

Jackie Schmidt
President,
Heritage Regina

September 24th, 2019

Dear Members, City of Regina Council

Re: Bylaw 2019-7, being the Bylaw to Designate the Cook Residence at 3160 Albert Street as Municipal Heritage Property - Report from the Saskatchewan Heritage Foundation Review Board.

As one of the current homeowner of 3160 Albert Street, I fully support the recommendation of the Administration to table Bylaw 2019-7 to designate the Cook Residence at 3160 Albert Street as Municipal Heritage Property until a home inspection is conducted.

In terms of the proposed Terms and Conditions I believe that we are on the right track. However, if it is required that a consultant from out of province be used, I believe that the cost associated with the study could exceed \$10,000.00 when factoring in travel, accommodation and meal costs. As such, this expense may need to be revisited. With that, I ask Council to consider allowing local consulting firms to be considered to conduct the home inspection as the end costs will likely be less and, equally important, we will be supporting local business. In the event that a local firm is our option, both the City of Regina and the Property Owners must agree to allow the study to move forward.

As identified in the Administration's Report dated September 30, 2019, the City of Regina has yet to develop and formalize a firm policy on the financial viability of Heritage Properties. That is, at what point do the costs of remediation to maintain and restore a heritage property outweigh the financial viability to the home owner. As discussed more fully below, I would like Council to accept my formula to determine the upper limit on what is acceptable in terms of costs to remediate 3160 Albert Street. The purpose being twofold; first, to ensure all parties are clear on what the upper limit is; two, if the upper limit is exceeded, agree that Council will withdraw the By-law and not designate the Cook Residence as a Municipal Heritage Property.

The proposed formula is to set the upper limit of viability and in the event that the Building Envelope (BE) and items of Life and Safety (LS) exceed 40% of the City of Regina's assessed value, the Property is no longer viable and the Heritage Designation should be completely voluntary and at the full discretion of the property owner.

We derived the 40% by doubling the findings from a report done by the Regina and Region Home Builders' Association partnered with the University of Regina's Centre for Management Development. The report shows the percentage share break down of the cost associated with a home by major categories in Regina. In the report, the categories that make up the building envelope is 20% of the cost of a 2-storey home larger than 1,700SF

(See Chart 1.1). Doubling the reports finding is more than fair and would go above of beyond what a normal homeowner would do in a similar circumstances.

Chart 1.1 - Historical Aggregate Construction Cost Trends in Regina

Category	% Of Cost	
Lot Cost	26%	
Planning and Fees	2%	
Driveway	1%	
Framing	9%	
Foundation/Basement	9%	BE = 20%
Windows/Doors	3%	
Exterior	7%	
Roofing	1%	
Plumbing/Heating/Electrical	7%	
Drywall/Insulation	5%	
Interior Finish	13%	
Overhead*	6%	
Miscellaneous**	1%	
Commission	2%	
Gross Revenue over Expense	9%	
Total	100%	

As stated before, I fully support Administration's recommendation of doing the feasibility study if determined necessary, but I believe that feasibility studies have already been done. Throughout this process 3 professional firms (see below) have conducted inspections at 3160 Albert Street, with the consultants having similar findings.

1. Admiral Home Inspections (Report dated 11/12/2018)
2. JC Kenyon Engineering Inc. – Structural Engineering Consultants (Report dated 03/14/2019)
3. Layne Arthur Architecture (03/20/2019)

In addition, through the Saskatchewan Heritage Foundation Review Board process a fourth inspection report surfaced. It was noted by the Review Board that a third party engineering firm conducted a feasibility study of 3160 Albert Street and would be used

"to provide Heritage Regina with information that may help make a more compelling and informed argument to the City of Regina to place this building (3160 Albert Street) on the "Designated Heritage Property" List"

The report was done by 49 North Building Solution (Schedule A- 49 North Report) dated January 24, 2019. The report was commissioned by an anonymous party, which has never been identified. In the report the engineers identified many of the same finding and recommendations as the three consultant firms listed above. For Example:

- Exterior Building Envelope - Cedar shake roof cladding, flashing, eaves troughs and downspouts should be monitored at time moves on and replaced as they near the end of their life (page 12 of report);
- Mortar joints in the exterior brick façade should be repointed in the areas showing mortar degradation;
- Vertical differential in elevation throughout the entire house area was approximately 5" to 5-1/4";
- 49 North recommendation (page 8 of report) – "the first address vertical differential movement mitigation through the installation of underpinning piles".

These are some of the exact recommendation found in the reports that have previously been commissioned.

Even though the 49 North report was written in support of the Designation of 3160 Albert Street, the financial cost of the noted rehabilitation requirements to Property make the rehabilitation of 3160 Albert Street not possible. As I have committed to Council I will try my very best to save this property. I am checking all of the facts, looking at alternative processes and trades to see if this project could be viable. The underpinning identified by JC Kenyon (Schedule C – JC Kenyon Report) and 49 North that is required alone would make this project not feasible. I have now sourced 3 quotes (See Chart 2.1 and Schedule B – Foundation Quotes).

Chart 2.1 Foundation Quotes

Company	Quote
BL & Sons Construction	\$780,000*
GRI Construction Group	\$640,000*
W&R Foundation Specialist LTD	\$950,000*

*The proposals do not include re-landscaping cost, the cost of utilities, electrical work, mechanical work and interior repairs.

The consultants of the 49 North report understood the investment required and goes on to state:

"Since the recommendation(s) have varying degree of finical implication / cost associated with each of them. 49 North does not want to force the Vested Party(ies) into a difficult financial position by saying "the Vested Party(ies) must" complete the recommendations."

With that said, I respect and fully support the recommendation that the Administration has brought forward (option 4). However, based on findings in the four reports that are already

on file, I believe that this fifth inspection will likely confirm the house is in extensive disrepair and that the costs to repair is not a financially feasible option.

Alternatively, given that feasibility studies have now been written for parties who sit on either side of this debate and the conclusions have been the same, I believe it is clear that 3160 Albert Street cannot be rehabilitated in a financially feasible and responsible manner. With that, I respectfully submit that upon review and consideration of all the evidence now presently before Council, there is sufficient evidence to support my position that a fifth feasibility study at the expense of taxpayers is not warranted and that Council should withdraw Bylaw 2019-7 that has designated the Cook Residence at 3160 Albert Street as Municipal Heritage Property (option 1).

Regardless of Council's decision on this matter, I look forward to continuing our efforts alongside Administration and with full co-operation throughout the process. I am excited at the prospect for the site development process to be structured to collaborate with the City to ensure that any future development on site would be guided by policies within *Design Regina: The Official Community Plan Bylaw No. 2013-48 (OCP)* and that an outcome for the Property is found that suits the neighbourhood and respects historical elements of the City.

Respectfully,

A handwritten signature in black ink, appearing to read 'Carmen Lien', with a stylized, flowing script.

Carmen Lien

Schedule A

49 North Report

49NORTH

BUILDING SOLUTIONS

CONSULTING ENGINEERS & BUILDING OFFICIALS

Date: January 24, 2019

To: Heritage Regina
c/o Ms. Jackie Schmidt

Regarding: File #: 2019 - 1822
Report Type: Engineer's Report
Structural Assessment & Building Envelope Assessment
Municipality: City of Regina, SK.
Civic Address: 3160 Albert St.



1.0 General Project Introduction

49North Engineering Corp. (49North) was commissioned, by a party that wishes to remain anonymous, to complete an engineering assessment of certain aspects of the above noted property; and, to compile this report.

The anonymous party introduced 49North to the current Tenant(s) of the Property in May of 2018; and helped to make arrangements for access to the property with the current Tenant(s) after that introduction.

On January 23, 2019, 49North, while accompanied by the Tenant(s), conducted a non-exhaustive, non-invasive, and non-destructive visual assessment on the following specific aspect(s) of the building structure:

1. The existing structural aspects of the One-Unit Dwelling's substructure and superstructure for the house portion of the structure (attached garage not included);
2. The existing building envelope aspects of the One-Unit Dwelling's substructure and superstructure for the house portion of the structure (attached garage not included); and,
3. The existing condition of the interior finishes for the house portion of the structure (attached garage not included), only.

The visual assessment was carried out with copies of the original construction plans and specifications from 1929; and, with a copy of the 1956 renovation plans and specifications as well.

2.0 Purpose of this Report

It is the understanding of 49North, resulting from conversations with the anonymous party, that this report would be used to provide Heritage Regina with information that may help make a more compelling and informed argument to the City of Regina to place this building on the "Designated Heritage Property" list.

The purpose of this report is therefore to:

1. Briefly document structural condition of the above specific aspects of the building from the visual assessment;
2. Briefly document building envelope condition of the above specific aspects of the building from the visual assessment;
3. Briefly discuss the common / typical reasons that the building structure may be experiencing / undergoing structural changes / failures due to supporting soils;
4. Conduct a brief structural analysis of the above specific aspects of the building structure; based on the findings of the visual assessment;
5. Provide recommendations, in the form of a written report and/or engineered plans, containing the general details of any recommended remedies and/or repairs, if required; and,
6. Provide recommendations on precautionary measures that could be carried out / implemented to help mitigated and/or reduce the probability of additional adverse structural changes / failures from occurring in the building structure in the future.

3.0 Site Observations

Based on the January 23, 2019 site inspection, the building structure, exterior façade and interior finishes can be classified as being in good to excellent shape. Supporting documentation for the observations, assessment and recommendations can be found in the appendices to this report; and, may be downloaded

in PDF format by using the attached link(s).

3.1 General Observations

1. Based on plans and specifications provided to 49North for review, the original house appeared to be designed/constructed in 1929.
2. Based on plans and specifications also provided for review, it appeared that renovations to the original structure were completed in 1956.
3. The house portion of the building structure was two (2) storeys in building height above grade and consisted of both structural loadbearing exterior perimeter walls, structural loadbearing interior walls, and structural post and column support systems.
4. The house portion of the building structure is one (1) storey in building height below grade and consists of full depth foundation walls and footings (based on both site observations and the original plans and specifications from 1929).
5. The building's above-grade superstructure was of wood frame construction.
6. The above-grade superstructure was clad on the exterior with either brick, stucco, and wood-based claddings and trims around the entire perimeter of the house.
7. The roof of the house portion of the building structure was clad with cedar shake shingles.
8. The above-grade superstructure was clad on the interior with lathe and plaster wall and ceiling finishes, original hardwood flooring, and wood trim throughout the entire first and second levels of the house.
9. Hand crafted wood stair cases were also present throughout all levels of the house.

3.2 Substructure Specific Observations

1. The substructure generally appeared to match the original 1929 and 1956 plans and specifications provided to 49North for review.

3.3 Superstructure Specific Observations

1. The substructure generally appeared to match the original 1929 and 1956 plans and specifications provided to 49North for review.
2. The kitchen area of the house had some alterations that did not appear to be documented in the plans and specifications provided.

3.3 Differential Movement Observations in the Superstructure and Substructure

1. Vertical differential movement was not readily apparent on the exterior of the building structure around the perimeter. Typically, in brittle assemblies such as brick and mortar cladding, and/or stucco cladding, vertical differential movement is easily observed by stress induced cracking in these assemblies.
2. Some hairline cracking was observed in some areas of the exterior stucco cladding but appeared to be the result of expansion and contraction of the cement-based materials over the lifetime of the building to date.
3. There did not appear to be step cracking evident in the brick and mortar cladding around the perimeter of the building.
4. Differential movement was also however noted on the interior of the building structure in

approximately seven (7) locations where the lathe and plaster wall and/or ceiling finish(es) showed signs of stress induced cracking. This cracking was typically located in portions of the house where exterior walls changed directions (i.e. corners).

5. Elevations of the topside of the main floor, as well as second floor, were taken throughout the entire house area with a Bosch GLL-80P Professional Laser Level with an accuracy of

~~10.2mm/1.0m of horizontal distance.~~

6. Based on measurements taken while at site the following observations were noted:
 - a. The maximum vertical differential variance in elevations throughout the entire house area was approximately 5" to 5-1/4" on the 2nd floor.
 - b. The maximum vertical differential variance in elevations throughout the entire house area was approximately 5" to 5-1/4" on the 1st floor also.
 - c. Variance(s) in vertical elevations appeared to be due to both: settlement of the perimeter foundation system(s) – generally along the east and south sides of the house; and/or, heaving/settlement of the interior loadbearing walls and columns has caused vertical differential movements throughout the entire building structure.

3.4 Horizontal Movement Observations in the Substructure

1. No sill plate movement observed at the connection between the basement walls and the superstructure.
2. No inward horizontal basement wall movement was observed to be transmitted through any interior finishes.

4.0 Background and Discussion of Potential Active Highly Expansive Clay (PAHEC) Soils

This section of the report is intended to provide our clients with some education on the basics of soils commonly found in the Regina and Moose Jaw areas. It is also intended to provide a brief explanation of the problems that these soils often cause to building structures; and, to give insight to our clients as to why adverse structural effects / failures typically occur.

The Regina and Moose Jaw areas are home to Potentially Active Highly Expansive Clay (PAHEC) soils. These soils are often considered problematic soils by structural engineers, since they annually inflict millions of dollars in damages to houses and light building structures when these building structures are constructed on conventional shallow foundations (i.e. concrete spread footings, grade supported concrete slabs, and thickened edge concrete slabs). We estimate, based on published literature and observations of hundreds of building structures in the Regina and Moose Jaw areas, that over 65% of building structures with shallow foundations built on PAHEC soils will experience some minor damage during their useful lifespan; an additional 10% will experience significant damage; and, about 1-2% will experience damage that is economically beyond repair.

Knowledge of the problems and damage associated with PAHEC soils is extensive and can be found in publications throughout Canada and the United States. The Influences such as: natural climate, local vegetation, site landscaping, sprinkler systems and watering practices, building construction and maintenance activities, on the behavior of deep deposits of highly expansive clay soils in Western Canada; have been investigated by the National Research Council of Canada, as well as others. Measurements of ground movements, soil moisture content and temperature changes have all been investigated, and

findings have demonstrated the extreme complexities of responses in natural and disturbed environments associated with building structure development.

PAHEC soils are associated with uneven vertical and/or horizontal movements, due to swelling and contraction that occurs with changes in moisture content within the clay. Typically, shallow foundations supported directly on PAHEC soils commonly experience cracked interior and/or exterior wall finishes, heaved and/or cracked concrete basement & garage slabs, disjointed utility lines, jammed doors, and similar types of issues that are at the least annoying to building owners. Typically, these damages are referred by structural engineers as "failures", since the "performance" of the overall building structure falls outside the scope of generally acceptable building performance levels imposed by building code(s).

PAHEC soil swelling is generally caused by expansion due to wetting of certain clay minerals from their dry or partially moist state; while PAHEC soil contraction is generally caused by drying of the clay minerals from their saturate or partially moist state. Arid or semiarid areas such as Saskatchewan, with seasonal changes in soil moisture content, experience a much higher frequency of swelling/contracting problems than areas that have higher rainfall and similar PAHEC soils.

No soil is completely solid. All soils consist of solid particles and voids. Although some soils, such as clays, may appear hard and solid when dry; when carefully examined they are found to consist of tiny particles, about 0.0025mm in diameter (or smaller) – typically invisible to the naked eye. Clay soils are composed of numerous and various elements such as: silicon, aluminum, iron, potassium, sodium, calcium and magnesium – with the amounts and kinds of minerals determining the nature and the inherent properties of the clay (such as the potential for swelling / contracting due to moisture changes). Clays are referred to as "cohesive" soils that can be readily molded when moist and will retain their molded shape even after pressure is removed. Clay particles bind together and may creep, compress and/or distort under load, thus making them "plastic" in nature.

Plastic soils are generally less desirable for providing foundation support to shallow foundations; and, are also less desirable as backfill materials around any type of foundation. The ideal shallow foundation supporting soils are "non-plastic" soils like sand and gravels.

Clay soils, whose volume expands significantly upon absorbing water, are generally described as "expansive" soils. Any expansion of clay soils can exert additional pressures / forces on foundations; and, any grade supported assemblies (such as concrete floor slabs and footings supported on the material) are often stressed to the point that noticeable movement and/or cracking is evident. The more dangerous "highly expansive" clay soils, such as those found in the Regina and Moose Jaw areas, can swell up to many, many times their original dry volume – exerting pressures of "many thousands of pounds per square foot" on any structure in which they are in contact.

Because there are more particles per unit volume in a clay soil, as compared to a sand or gravel soil, more swelling potential is possible. Drier clays have a greater swelling potential than wetter clays, because more layers of water molecules can be absorbed between the clay platelets in the dry state. Remolded clays (i.e. clays disturbed during construction activities) tend to swell more than undisturbed clays under similar moisture-density conditions, due to preferred orientation of clay platelets. The bonding of the clay particles in cemented clay prevents soil pressures as high as those in non-cemented clay. Preconsolidated clays may swell more than normal clays because of the addition of strain relief to the actual clay swelling. High plasticity clays have lower permeability, and often become self-sealing when wetted, requiring weeks

to years to become saturated and/or unsaturated. Lower plasticity clays that have higher permeability may, therefore, swell more rapidly and cause more damage than do some high plasticity clays.

Each building structure site is unique, and the soil(s) contained at that site are also unique. This is why some buildings that may be located on adjacent lots may move very differently from one another and/or experience varying degrees of failures when compared to each other. The swelling pressures generated by some clay soils can be significantly higher than the pressures for which the shallow foundations, walls, footings and slabs were originally designed / constructed to handle – if they were designed to handle any at all. PAHEC soil volume expansion can cause varying degrees of movement and/or distress to lightly loaded shallow footings, floor slabs, and foundation walls. This movement can be on the order of 50mm (2") to 200mm (8"), in both the vertical and horizontal directions, and is by no means considered to be a one-time only occurrence. PAHEC soils constantly change in volume – shrinking and swelling continuously as the moisture content within the soil changes. Consequently, structural engineers and geotechnical engineers do not typically recommend that newly constructed building structures containing lightly loaded footings and/or grade supported elements be constructed directly on, within, or immediately above, PAHEC soils.

Where undisturbed PAHEC clays are covered with natural vegetation, soil moisture conditions are governed mainly by climate and the covering vegetation itself. Plants and trees act as efficient water pumps in removing moisture from the soils through the process of evapotranspiration. Many heavy clays, which have been seasonably frozen or cycled through wetting and drying, have a well-developed secondary structure in the form of fissures and cracks, which assist infiltration of surface water to deeper soil layers. The extremely lower permeability of the more massive, unstructured clay subsoils at greater depths inhibits soil moisture drainage or recharge from below.

Soil moisture contents in PAHEC soils typically become significantly more stable with depth. At a depth of around approximately 4.250m (14'-0"), in the Regina and Moose Jaw areas, the moisture content of PAHEC soils in the prairie region generally approach 25%-30%, and the activity level of these soils is typically reduced. Consequently, the swelling/contracting potentials of PAHEC soils at these depths typically approach zero.

Generally, if the weight per unit area of a structure, built on a swelling clay soil, is equal to the internal swelling pressure of the soil; the volume change can be held closer to zero. This guiding principle can often help to govern the design of a "shallow foundation" for a building structure when it is built directly on, within, or above PAHEC soils. However; structural engineers concerned with mitigating building structure movement(s) will often completely avoid building directly on, within or above such PAHEC soils; and, include in their designs: a "deep foundation system" (i.e. piles) instead. They will also provide an allowance for soil volume changes, (i.e. the designs include void spaces below foundation walls, grade beams, and slabs) in order to substantially reduce, or eliminate, swell pressures on building structures and components.

In order to provide a visual example for our clients to understand the differences between "deep" and "shallow" foundation systems, and the typical ways structural engineer's "isolate" building structures from PAHEC soils, we have included illustrations in this report. Below are two figures, obtained from the 4th Edition of the Canadian Foundation Engineering Manual (CFEM), that show typical cross-sections of building structures; as well as, typical cross-sections of the surrounding ground and common site features. Figure 1 below shows a typical building structure on "shallow foundation" (i.e. spread footing foundation), along with a grade supported basement slab. Figure 2 below shows a typical building structure on a "deep foundation" (i.e. pile supported foundation), along with a suspended basement slab.

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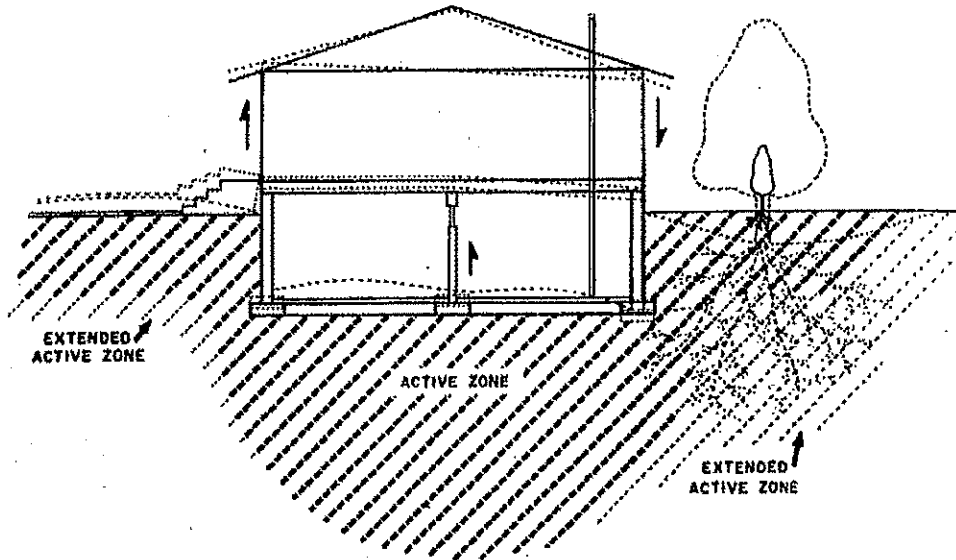


Figure 1 – Shallow Foundation System and Grade Supported Basement Floor Slab

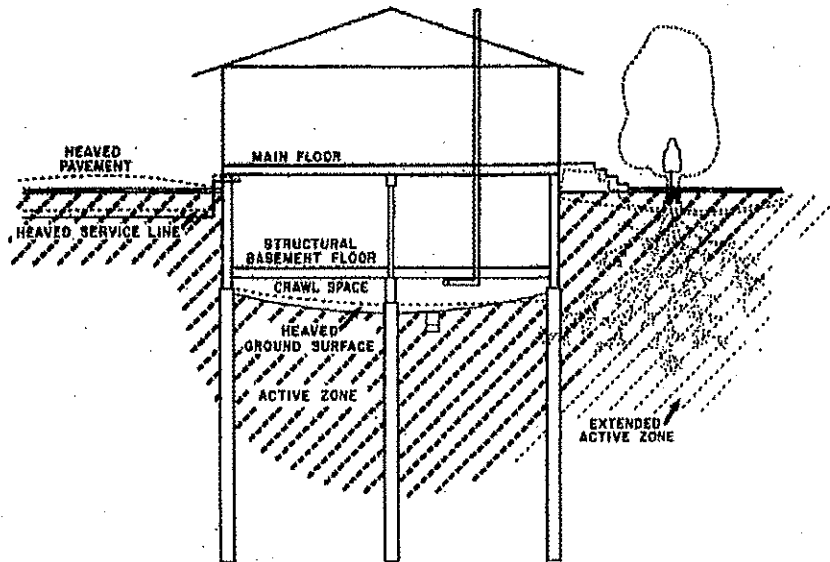


Figure 2 – Deep Foundation System and Suspended Basement Floor Slab

5.0 Structural Analysis of the Existing Superstructure and Substructure Systems of the House

Structural Engineers typically design and analyze all structural elements of a building structure for a certain acceptable limit of deflection and settlement; in addition to checking these elements for other items such as tension, compression, shear and moment resistance, etc. under specific loading conditions. Structural engineers also analyze building structures overall for a certain overall life expectancy.

The analysis is completed in accordance with the design standards referenced under the 2015 National Building Code of Canada (NBC) – such as CAN/CSA A23.3-14, "Design of Concrete Structures"; CAN/CSA S16-14, "Design of Steel Structures; and, CAN/CSA O86-14, "Engineering Design in Wood" – depending upon the composition of the structural element under analysis. The analysis considers "Limit States", which are separated into two broad categories, to determine whether "failures" are likely to occur.

LIMIT
STATES

The first limit state analysis category is "Ultimate Limit States" (ULS); which includes items that deal with the "Ultimate Strength" of components, assemblies and/or materials (i.e. load carrying capacity; overturning, sliding, uplift, fracture and resistances to lateral earth pressures, etc.), and whether anything will "break" or "fail" in respect to this area of structural analysis.

The second category is "Serviceability Limit States" (SLS); which includes items that deal with the "Perceived Performance" of components, assemblies and materials (i.e. deflections, vibrations, permanent deformations, drywall cracking, foundation settlement, etc.), and whether anything will more-or-less "aesthetically fail" in respect to this area of structural analysis.

✓ Based on our visual observations, and subsequent structural assessment; 49North is of the opinion that this particular building structure is not at risk of any ULS failures. The basic structural system(s) throughout the superstructure and substructure are in excellent ULS condition.

Based on our visual observations, and subsequent structural assessment; 49North is of the opinion that this particular building structure shows a continued small risk of SLS failures. The differential vertical movements noted in the superstructure and substructure are easily correctable with foundation underpinning. Generally, the lath and plaster interior finishes and foundation differential movements encountered are minimal and easily repairable. The basic system(s) throughout the superstructure and substructure are in excellent ULS condition.

✓ We have made recommendations in the following section of this report to mitigate vertical differential movements in the foundations. These recommendations are valid based on the building structure's condition at the time that this report was completed; and, provided that no significant changes occur with soil moisture content at the site, valid for at least another twelve (12) months.

6.0 Recommendations

This section of the report has been broken out into three sections. The first addresses vertical differential movement mitigation through the installation of underpinning piles. The second addresses exterior building envelope life expectancy extensions. While the last addresses additional precautionary measures that will help mitigate future adverse SLS effects from occurring.

6.1 Recommendation for the Installation of Underpinning Piles

Typically, when vertical elevations vary by less than two (2) inches, and there are no apparent ULS structural concerns related to failure of any building assemblies and/or components, we recommend that the teleposts be adjusted throughout the building area, and that underpinning piles do not need to be installed – unless requested explicitly by the Vested Party(ies). Construction tolerances at the time in which the building was built, as well as seasonal soil moisture content changes, typically cause vertical differential movements within this tolerance range. We make this suggestion in order to:

1. Negate the Vested Party(ies) from spending money unnecessarily; and,
2. Put the house on a constant slope that is nearly impossible to perceive to building occupants.

When, such as in the case of this structure, the elevations vary by more than two (2) inches and there are no ULS structural concerns we recommend that the teleposts be adjusted throughout the building area, and that underpinning piles be installed.

However; it is ultimately up to the property Vested Party(ies) as to whether the recommendations are completed – since the recommendation(s) have varying degrees of financial implications / costs associate with each of them. 49North does not want to force the Vested Party(ies) into a difficult financial position by saying, "the Vested Party(ies) must" complete the recommendations outlined below, especially when there are no ULS failure risks, such as in this case.

Our recommendation(s) are being provided as options that will allow the Vested Party(ies) to improve the SLS performance of the building structure for both the short term and long term.

Please note that we would advise the Vested Party(ies) to hire experienced Contractor(s) to complete the recommended work outline below. This will help the Vested Party(ies) to ensure that all work is completed in accordance with the remedial plans developed, and recommendations outlined in the balance of this report.

Please also note that it would be necessary to relocate some of the electrical and/or HVAC/plumbing services in the repair areas, remove and replace sections of the basement floor slab, and remove and replace exterior foundation backfill to complete the recommended work; and, have site locates completed as needed in order to carry out the work.

Connections to building service lines, such as natural gas lines, water lines, sanitary sewer, storm sewer and power lines, etc. would need to be monitored during underpinning activities – to ensure that no adverse effects occur – prior to beginning any work.

To help correct the present issues at this site, we would recommend that the foundation be underpinned, with piles, throughout the affected area(s). The underpinning piles may be installed either: from the exterior or interior of the foundation(s); or, from the interior of the foundation(s).

The underpinning method chosen by the Vested Party(ies) and Contractor(s) will be dictated by considering items such as: overall cost savings to the Vested Party(ies) for interior/exterior options, Vested Party(ies) budget limitations, time of year simplicity/complexity of each method; presence of exterior driveways and slabs, presence of interior finished spaces adjacent to the underpinning areas, etc.).

Where underpinning piles are selected to be installed from the exterior side of the building structure, the

Vested Party(ies) and Contractor(s) can greatly reduce the lateral earth pressures on the building structure's foundation(s), and help to mitigate the possibility of water ingress/seepage into the foundation(s) through cracks (not that any were observed), by installing a new exterior dampproofing membrane, weeping tile system and sump pit, and by backfilling against the foundation(s) with free draining granular materials. This method, if selected, should include the following items in the underpinned areas:

3. Remove any driveway, patio, sidewalk, deck and/or similar structures in the affected area(s);
4. Excavate the existing foundation backfill materials to the underside/bottom level of the foundation structure(s), in the affected areas;
5. Clean the exterior surface of the foundation wall(s) adequately;
6. Install a new waterproofing membrane (Henry Baker Blueskin WP-200 membrane) as per the manufacturer's recommended installation specifications. The membrane must extend from 6" above the final ground surface elevation down the foundation(s) and over the footing (if present), terminating approximately 1/2" above the PAHEC soil. The projection above grade should be terminated with a manufacture approved fixation/termination method;
7. Install new 100mm (4") min. diameter weeping tile (wrapped in filter fabric) surrounded by free drainage rock along the edge of the foundation(s). The weeping tile should be sloped towards a new sump pit, installed in the building structure, and be provided with a sump pump and discharge line that is discharged to the rear yard away from the foundation(s).
8. Backfill the excavated area(s) with compacted free drainage aggregates up to 600mm (2'-0") below finished grade; and,
9. Either:
 - a. Backfill the upper 600mm (2'-0") with native PAHEC soils and slope this soil layer away from the foundation at a minimum of 5% grade; or,
 - b. Install a new 4" min. thick concrete patio/sidewalk/driveway slab reinforced with 10M rebar @ 16" o.c. at mid-depth of the new slab, over at least 8" of compacted Highways Type 33 Granular Base Course aggregate compacted to 98% SPD.

Where underpinning piles are selected to be installed from the interior side of the building structure, the Vested Party(ies) and Contractor(s) can install an interior weeping tile and drainage plane system as well. This system, if selected, would not alleviate foundation pressures caused by PAHEC soils on the exterior of the building (as it does not remove the PAHEC soils); however, it would help to mitigate the possibility of water ingress/seepage into the foundation(s) through cracks, and may be more affordable and cause less issues when considering related exterior work associated with the exterior installation option. This method, if selected, should include the following items in the underpinned areas:

1. Remove approximately 2'-0" (600mm) of the existing concrete floor slab directly against the foundation wall(s) in the affected area(s), including the existing 6mil polyethylene sheet radon/moisture barrier (if one exists) directly under the existing concrete slab;
2. Excavate the existing material(s) below the existing concrete floor slab to the level of the underside of the existing concrete footing and/or grade beam;
3. Install new 100mm (4") min. diameter weeping tile (wrapped in filter fabric) surrounded by free drainage rock along the edge of the foundation(s). The weeping tile should be sloped towards a new sump pit, installed in the building structure, and be provided with a sump pump and discharge line that is discharged to the rear yard away from the foundation(s).
4. Install a new 4" thick concrete floor slab reinforced with 10M rebar @ 16" o.c. at mid-depth of the new slab. The floor slab must be cast on a new 6 mil polyethylene sheet radon/moisture barrier

(that is tied to the existing 6mil polyethylene moisture barrier under the balance of the slab (should one exist).

It is important for both Vested Party(ies) and Contractor(s) to note and understand that underpinning a portion of a building structure's foundation(s) will not completely rectify all issues related to SLS building movement (i.e. heaving and/or settling). Rather, underpinning a portion of the building structure's foundation(s) will help to mitigate further issues from occurring only in the underpinned locations – provided the foundation(s) is isolated from the PAHEC soils (i.e. the void form is installed between the new underpinning piles and PAHEC soils are not used as backfill against foundation(s)).

If underpinning piles are chosen to be installed from the exterior of the building, the Contractor(s) that the Vested Party(ies) engage to carry out the work, may adjust & re-level the building structure while installing the underpinning piles – provided that both the Vested Party(ies) and Contractor(s) understand, and accept, that there is a possibility that some adverse aesthetic effects (such as small cracking in brittle and/or rigid assemblies like brick, mortar, stucco, drywall and/or tile, etc.) may occur.

It is also highly recommended that during the underpinning activities that the existing concrete footings under the house foundation walls be isolated from the PAHEC soils below them with the use of 6" collapsible/compressible void forms and side boards to prevent soils from moving into the void(s) created by re-leveling the house.

Should the Vested Party(ies) and Contractor(s) accept the possibility of adverse effects; it is recommended that the Contractor(s) and the Vested Party(ies) jointly agree to an 'acceptable' tolerance related to the extent to which the building structure is re-levelled; since it is often impossible and/or impractical to completely re-level the house to the exact same elevation throughout – without excavating the entire building perimeter and installing underpinning piles around the entire foundation structure to relieve all effects related to soils under and against the foundation structure(s).

We suggest that the Vested Party(ies) and Contractor(s) agree to attempt to re-level the building structure to the extent that:

1. Adverse aesthetic effects such as cracking in brittle and/or rigid assemblies: such as cement board (i.e. Hardy Board ®) siding, stucco, drywall and/or brick, etc. are minimized;
2. The structure be re-levelled to a tolerance of within $\pm 1"$ of a mutually established and agreed to datum elevation; and,
3. Should the Contractor not be able to re-level the building structure to within the above suggested tolerance limit; that the Contractor(s) and Vested Party(ies) discuss the possibility / feasibility of installing additional underpinning piles around more of the foundation perimeter. Should this scenario occur, and the Vested Party(ies) and Contractor(s) agree to any additional costs; 49North should then be re-engaged for additional structural engineering services to provide revisions to the remedial plans.

The telepost(s) supporting the beam(s) should be adjusted during the underpinning process to help re-level the main floor system as the elevation of the exterior foundation walls are adjusted through the underpinning process. The teleposts should also continue to be re-levelled over a period of at least a few months after the underpinning process is completed. This recommendation is being included because the wood framed superstructure will take time to 'readjust' to the load redistribution attributed to the new underpinning piles.

Where foundation wall cracking could be encountered, it is recommended that the cracks in the concrete foundation(s) be filled concrete grout (where the crack widths are larger than $\frac{1}{4}$ " or be sealed with flexible sealant (such as Sonolastic NP1 Sealant, Sikaflex, or Vulkem caulking) where crack widths are smaller than $\frac{1}{4}$ ". This will help mitigate infiltration by radon gas and moisture from the exterior soils into the building.

6.2 Recommendation for Exterior Building Envelope Life Expectancy Extension

We recommend that the following measures be implemented to extend the life expectancy of the building envelope:

1. Mortar joints in the exterior brick façade should be repointed in areas showing mortar degradation.
2. The cedar shake roof cladding, flashing, and eaves troughs and downspouts should be monitored as time moves on and replaced as they near the end of their life.
3. Stucco hairline cracking should be addressed to help mitigate the infiltration of exterior moisture into the building envelope – this can be achieved with either surface coating(s) over the original materials.
4. Ensure that parging is maintained, and repaired, on the exterior of the foundation(s) above grade level, so that moisture is not permitted to gain access into tiny cracks that may be present in the in the foundation wall.

6.3 Recommendation for the Implementation of Additional Precautionary Measures to Reduce Future SLS Failures

We recommend that the following precautionary measures be implemented as well at the Vested Party(ies) discretion:

1. If the property has a sprinkler system, ensure that the sprinkler systems (i.e. fittings and lines) are free of leaks so that moisture is not constantly leaking into the soil.
2. Avoid excessive use of the sprinkler system, or lawn watering system, so that the soils are not constantly dosed with excessive moisture.
3. Ensure that eaves troughs and downspouts work properly and that downspout extensions (at least 6'-0" (approx. 1.8m) in length) are in place to direct rainwater runoff away from the foundations. The further that the runoff can initially be discharge and direct rainwater away from the foundation(s) the better.
4. Ensure that positive grading (of at least 5%) is provided around the perimeter of the foundation so that rainwater, that hits the side of the building structure and runs down the exterior walls, is directed away from the foundation.

7.0 Closure

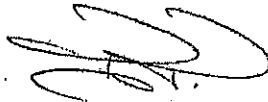
In order to provide a service to the anonymous party at a reasonable cost; 49North has completed a brief structural analysis, and compiled this report based on the information obtained from the brief, non-exhaustive, non-invasive, and non-destructive visual site inspection and plans/specifications provided only.

The observations, assessments, and recommendations contained within this report may therefore be based on assumed and/or extrapolated information where elements were concealed from view during the site inspection. Assemblies and/or individual structural components that were concealed from view during the visual site inspection cannot be commented on with explicit certainty. Therefore, the exact structural condition, adequacy, and/or life expectancy of all existing assemblies and/or all individual existing components within each assembly cannot be known.

The brief non-exhaustive structural analysis was made solely to provide a professional assessment of the structural condition of certain aspects of the existing structure; and, to provide a professional opinion on recommended repair/remedial measures that could be implemented to help correct observed issues with only those certain aspects of the structure. If the Vested Party(ies) and/or Contractor(s) would like us to carry out a more in-depth and/or detailed structural analysis (beyond the brief analysis referenced in this report) we can do so for an additional fee.

On-going maintenance and repairs may be required for the lifespan of this building; similar to all other building structures located in PAHEC soils employing the use of shallow foundation system(s).

Best Regards,



Ty Tweidt, B.Sc.E., P.Eng., Saskatchewan Class 3 Building Official
President / CEO / Senior Engineer / Senior Inspector
Cell: 1 (306) 541-3246



Appendix A – January 23, 2019 Site Inspection Photographs

January 23, 2019 Site Inspection Photographs may be downloaded from the following Sync.com File Folder:
<https://cp.sync.com/dl/0835bad00/9yhnygse-wk9kkgd8-kfknnwz2-y6cdxhwz>

Appendix B – As-Built Plans & Engineered Foundation Remedial Plans

Available upon request.

Appendix C – Structural Assessment Calculations

Available upon request.

Appendix D – Original 1929 Plans & Specifications

Original 1929 Plans & Specifications may be downloaded from the following Sync.com File Folder:
<https://cp.sync.com/dl/0835bad00/9yhnygse-wk9kkgd8-kfknnwz2-y6cdxhwz>

Appendix E – 1956 Renovation Plans & Specifications

1956 Renovation Plans & Specifications may be downloaded from the following Sync.com File Folder:
<https://cp.sync.com/dl/0835bad00/9yhnygse-wk9kkgd8-kfknnwz2-y6cdxhwz>

Schedule B
Foundation Quotes

PROPOSAL

Page No. of Pages



B L & SONS CONSTRUCTION LTD.

CONCRETE, FRAMING & GENERAL CONTRACTING

REGINA & AREA

GST #867865689

3 Vernon Crescent, Regina, Sask. S4R 7S7

Tel. (306) 721-6811 Cell: (306) 536-5854

Fax: (306) 721-6911

SUBMITTED TO <u>Ledcor</u>			TELEPHONE	DATE
STREET			JOB NAME	
CITY	PROVINCE	POSTAL CODE	JOB LOCATION <u>3160 Albert St.</u>	
CONTACT <u>Mark</u>	DATE OF PLANS		JOB TELEPHONE	

We hereby submit specifications and estimate for:

- as per plan
- cast in place piles
- site to allow access for equipment by client
- remove basement floor slab
- excavate around the building and below footing
- install new piles for basement wall and floor
- releveling of building
- basement floor
- water proofing, drainage
- backfilling

We Propose hereby to furnish material and labour - complete in accordance with above specifications, for the sum of:

Payment to be made as follows: _____ dollars (\$ 780,000.00)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by the applicable workplace safety and insurance programs.

Authorized
Signature

[Signature]

Note: This proposal may be withdrawn by us if not accepted within _____ days

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____



Billing Address:

8134 Fairways West Dr.
Regina SK. S4Y 1A9

Office Address:

15 Innovation Dr
Emerald Park SK S7L 1B6

PH# 306-525-5764 Fax# 306-525-5715

Proposal

Date: September 19 /2019

Client Name: ledcore

Attention: mark

Email:

Project:

GRI Construction Group is pleased to submit this proposal for the foundation piling scope of work on the project above. This proposal is based off the noted documents and assumptions. Please advise if the scope of work changes or additional addenda's are assigned.

\$640,000.00 plus applicable taxes

Reference Documents:

- a) Structural and Architectural tender drawings and specifications
- b) Geotechnical reports and recommendations if available

Proposal Assumptions

- a) Cast in place Piles
- b) Client will provide an accessible, unrestricted access for conventional drill rigs, equipment and concrete trucks, to and from the drilling site
- c) all taxes GST & PST are extra, PST, (6%) will be charged unless a valid PST Vendor number is issued

Inclusions / Included in Scope of work

- a) removal of basement floor slab
- b) excavation around the perimeter of the building and below footings
- c) installation of piles and releveling of the building
- d) installation piles to support the new basement floor slab
- e) installation of a new basement floor slab
- f) installation of waterproofing ,drainage and backfill around the exterior of foundation wall
- g) this also includes a new basement if required rather than repairing the old one

Additional Unit Rates

Temporary casing and on-site pile length adjustments are not included in our pricing above, if required, unit rates would apply depending on soil conditions.

If you have any questions or concerns, please contact Tyler Dutka at 306-550-9083. This Bid is good for 30 days from the above date. Terms are net 30 days; handling fees do apply to all late payments.



Tyler Dutka, Piling Specialist/Site Supervisor

W. & R. FOUNDATION SPECIALISTS LTD.

HEAD OFFICE
9320 - 49 Street
Edmonton, Alberta
T6B 2L7
Phone: (780) 466-7709
Fax: (780) 469-8407

BRANCH OFFICE
1560 - 2002 Victoria Ave.
Regina, Saskatchewan
Phone: (306) 990-8487
Fax: (306) 585-6660

March 22, 2019

JC Kenyon Engineering Inc.
2424 College Avenue
Regina, Saskatchewan
S4P 1C8

Attention: Mr. Brad Taylor, P.Eng., MBA

Dear Sir:

RE: Budget estimate for complete foundation restoration at the
former Cook Residence located at 3160 Albert Street in Regina

We have reviewed the plans of the original structure built in 1929 and the renovation plans of 1956 regarding this residence and have prepared a budget proposal to completely underpin the existing structure.

Assuming leveling and the installation of a structural slab throughout, a budget estimate to completely underpin the structure using a hydraulically jacked steel pipe pile system is in the range of Nine Hundred and Fifty Thousand dollars to One Million and Fifty Thousand dollars (\$950,000.00 to \$1,050,000.00) with a duration of approximately 6 ½ to 7 months.

It is assumed that the majority of the work would be completed from the interior of the structure. The price includes all design and installation costs for the foundation and basement slab restoration required but does not include allowance for associated architectural, mechanical or electrical restoration that may be required.

It is also assumed that the underpinning would be completed with no other trades active within the residence at that time.

The proposal does not make allowance for any relandscaping costs, the costs for utilities such as power and water during the work nor the 5% goods and services tax. It is assumed that the work would be completed under spring, summer or fall conditions.

We trust that this information is helpful. If you have

Page 2

any questions, please call.

Yours very truly,

W. & R. FOUNDATION
SPECIALISTS LIMITED

A handwritten signature in blue ink, appearing to read "R.J. Renneberg". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

R.J. Renneberg, P.Eng., FCSCE
FEC, FGC(Hon.), President & CEO

rjr

Schedule C
JC Kenyon Report



JC KENYON ENGINEERING INC.
STRUCTURAL ENGINEERING CONSULTANTS

March 14, 2019

Carmen Lien

Regina, SK S4S 6C7

Re: Structural Engineering Inspection
3160 Albert Street, Regina, Saskatchewan

Dear Carmen:

As requested JC Kenyon Engineering has completed a structural engineering inspection of the house located at 3160 Albert Street in Regina, Saskatchewan. Our inspection was specifically focused on the issue of foundation shifting in the house.

Building Description

The 4,329 square foot two storey house was constructed in 1929. Based on the original construction drawings the building is constructed with conventional wood framing and is clad with stucco and masonry. The foundation consists of concrete foundation walls that range between 8" and 12" thick. The foundation walls are constructed on concrete strip footings. Several of the basement partition walls are load bearing concrete, also supported on concrete strip footings. The basement floor slab is a concrete slab on grade.

Observations

We visited the site on March 4, 2019 to visually inspect the building and again on March 13, 2019 to conduct a level survey of the main floor.

During our initial site visit we observed large cracks in several of the main and second floor plaster walls. The floors were uneven in many areas and water leaks had occurred on the south west corner of the dining room. We were unable to directly view the foundation walls in the basement because they were covered with finishes.

A level survey indicated that the ground floor on the west side of the building was approximately 187 mm (7.3") higher than it was on the east side of the building. In the living room space there was a difference of 105 mm (4.1") between the north-west and north-east corners. Figure 1 on the following page shows the points that were measured on the main floor.

Discussion

Differential movement of building foundations is common in Regina due to the expansive nature of the native clay soil. The clay soil will swell or shrink with changes in the moisture content. Footing foundations, which bear on the clay, are particularly susceptible to movement caused by swelling and shrinking of the clay. With the recent dry conditions in Regina, footings have undergone significant settlement, and at other times with more rain, heaving has been the problem.

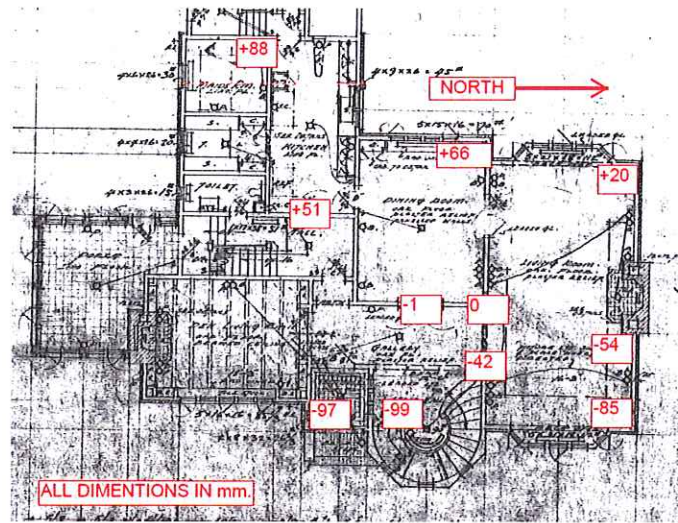


Figure 1: Main Floor Elevations

The survey of the main floor indicated that the centre of the building is high compared to the perimeter foundation walls and that the foundation walls have not moved uniformly. The highest point in the floor is over a load bearing concrete wall. The survey indicates that there has been significant differential movement of the foundations over many years.

To properly stabilize the foundation of this building, the footing foundations must be replaced with piles that extend deep into the soil. The existing footings must be isolated from the clay and all building loads must be transferred to the new piles. This system of underpinning allows re-leveling of the building structure and also protects the foundation from vertical movement. This system has been used on residential, institutional and government buildings in Regina including the Saskatchewan Legislative Building and the University of Regina's College Avenue Campus and Darke Hall. Underpinning a building is a significant undertaking and includes the following steps:

1. Removal of the basement floor slab
2. Excavation around the perimeter of the building and below the footings
3. Installation of piles and releveling of the building
4. Installation of piles to support the new basement floor slab
5. Installation of a new basement floor slab
6. Installation of waterproofing, drainage and backfill around the exterior of the foundation wall

An estimate to underpin the building has been provided by W & R Foundation Specialists. They have underpinned multiple buildings in Regina and are experts in foundation stabilization. They estimate that underpinning of this building would cost between \$950,000 and \$1,050,000, and would take approximately 7 months to complete. The estimated cost of construction does not include costs for engineering, mechanical and electrical work associated with the underpinning, or re-landscaping costs associated with the work. In our opinion these items would add 10% to 20% to the estimate provided by W & R Foundation Specialists.

We trust that this report meets your needs at this time.

Yours truly,

JC KENYON ENGINEERING INC.

Brad Taylor

Brad Taylor, P.Eng.
 Principal | Director of Engineering



Association of Professional Engineers & Geoscientists of Saskatchewan		
CERTIFICATE OF AUTHORIZATION		
J.C. Kenyon Engineering Inc.		
Number C0794		
Permission to Consult held by:		
Discipline	Sk. Reg. No.	Signature
Structural	21381	BT

My late grandfather was The Premier and Chief Justice of Saskatchewan William Melville Martin .

It is of great concern that consideration is being given to the demolition of The Cook House an historic heritage property .

Hopefully another solution can be found to preserve the heritage of this city

Regards

Lisa Martin

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Bylaw 2019-7, being the Bylaw to Designate the Cook Residence at 3160 Albert Street as
Municipal Heritage Property - Report from the Saskatchewan Heritage Foundation
Review Board

RECOMMENDATION

That Option 4 to engage a consultant to undertake an invasive home inspection be approved and that a subsequent report be submitted to City Council detailing the outcome of the inspection.

CONCLUSION

After conducting a public hearing pursuant to *The Heritage Property Act*, the Saskatchewan Heritage Foundation Review Board (Board) has submitted its report (Board's Report) to City Council, stating its recommendations with respect to the objection to the designation of 3160 Albert Street as municipal heritage property. In the Board's Report, the Board found that the Cook Residence has heritage, architectural, historical, cultural and aesthetic value, based on the reasons outlined in the Statement of Significance prepared by Donald Luxton and Associates however, the Board has also reflected on and considered use and condition of the building in the process of preparing their report. Due to conflicting information regarding the condition of the home, the final recommendation of the Board is as follows:

“the Board recommends that prior to making the decision to designate the Cook Residence a heritage property, the City of Regina and Lien and Gourgaris commission a mutually agreed upon unbiased neutral third party to undertake an *invasive* home inspection to determine the condition of the home and provide a more reliable cost estimate of restoring the Cook Residence. Once this has been completed, it will allow the City of Regina to better apply their viability assessment within their Heritage Property Designation Criteria to determine the realistic feasibility of rehabilitating the Cook Residence and fairly determine whether it warrants designations as a Municipal Heritage Property”.

The Board's recommendation is non-binding and City Council retains sole discretion to withdraw, amend, adopt or table Bylaw 2019-7. As such, Administration seeks direction from City Council on four options provided in this report. Options include withdrawing designation; proceeding with designation bylaw as originally presented; modifying the designation bylaw; or proceeding with the Board's recommendation. In evaluation of the options, Administration recommends that the City of Regina (City) and owners proceed with the invasive home inspection as recommended by the Board. Administration has met with the owners to discuss this

approach and has identified terms and conditions that would apply to the invasive home building evaluation as described in this report.

BACKGROUND

On November 29, 2018, Administration received a demolition permit application from Ledcor Construction, on behalf of the property owners Carmen Lien and Adriana Gourgarris, to demolish the home on the property located at 3160 Albert Street (Cook Residence). The demolition permit was temporarily denied allowing City Council to determine if the property should be designated as a Municipal Heritage Property pursuant to *The Heritage Property Act*.

On January 28, 2019 (CR19-4) City Council directed the Administration to issue and serve a notice of intention to designate the property located at 3160 Albert Street (Cook Residence) as Municipal Heritage Property and to remove the property from the Heritage Holding Bylaw upon designation. The Notice of Intention to Designate was subsequently served, registered as an interest against the title to the Property, and published in the Regina Leader Post on February 8, 2019.

On March 21, 2019, City Council was served with a formal Notice of Objection to Designate by the property owners, objecting to the proposed designation of the property as a Municipal Heritage Property. In addition to the Notice of Objection, City Council received other written submissions and communications in relation to the proposed designation by professionals and members of the public.

On receipt of the objection(s) and pursuant to *The Heritage Property Act*, at its meeting on March 25, 2019, City Council adopted the following resolution,

“Be it resolved that proposed Bylaw 2019-7 and all related correspondence and notices of objection received in relation thereto shall be referred to the provincial review board for a hearing and report and the City Clerk is directed to notify all applicable parties of the referral in accordance with *The Heritage Property Act*”.

Accordingly, the proposed Bylaw 2019-7, *Bylaw to Designate the Cook Residence at 3160 Albert Street as Municipal Heritage Property* was tabled pending City Council receiving and being able to consider the Board’s Report.

Submittal items and material were prepared and presented to the Board by the City and on May 2, 2019, the hearing was conducted by the Board. In addition to the City’s submission, seven other written submissions were received and the Board heard a verbal testimony from the City, the property owners and five additional presenters. On May 31, 2019, Administration received the Board’s Report, which is attached as Appendix A-5.

In its recommendation, the Board did not identify a suggested “upper financial limit” upon which the City would base its decision to either proceed with designation or authorize demolition. In this regard, on June 5, 2019, the City respectfully requested that the Board provide its suggested financial parameters, without prejudice, to facilitate a fulsome discussion at City Council. The

Board responded on June 12, 2019 that it felt that it was beyond its role to establish the cost at which investment in the property is not financially viable.

For background, on March 25, 2019, City Council approved the Heritage Inventory Policy (CR19-20) along with new evaluation criteria and assessment methods. A Thematic Framework, which outlines the themes that represent the history of Regina, was also approved. This replaces *Bylaw No. 8912 - A Bylaw of the City of Regina to Deny a Permit for the Alteration or Demolition of Properties That the Council of the City of Regina May Wish to Designate as Municipal Heritage Properties* (Heritage Holding Bylaw), which was repealed.

DISCUSSION

Only City Council has the authority, pursuant to *The Heritage Property Act*, to designate Municipal Heritage Properties. Administration has undertaken a review of the options available for City Council, which are as follows:

Option 1: Withdraw Bylaw 2019-7 to Designate the Cook Residence at 3160 Albert Street as Municipal Heritage Property:

In accordance with *The Heritage Property Act*, at any time prior to passing a proposed Municipal Heritage Property bylaw to designate a property, City Council may withdraw the bylaw. After withdrawing the bylaw, the interest registered against the title of the property would be discharged. Should City Council withdraw Bylaw 2019-7, the permit for the demolition of the Cook Residence at 3160 Albert Street would be issued. Any future development on site would be guided by policies within *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) and regulated by the provisions of *Regina Zoning Bylaw No. 9250* (Zoning Bylaw) or subsequent zoning bylaws. The property is currently within the R1- Residential Detached Zone, which is intended to provide low density residential development opportunities.

Option 2: Approve Bylaw 2019-7 to Designate the Cook Residence at 3160 Albert Street as Municipal Heritage Property as Previously Presented at March 25, 2019 City Council Meeting:

Based on its own evaluation of the significant heritage value of the Cook Residence at 3160 Albert Street and having considered the Board's Report, in accordance with *The Heritage Property Act*, City Council may designate the property as a municipal heritage property based on the draft bylaw as submitted to City Council at its March 25, 2019 meeting, without amendment. To proceed with this option, City Council would need a majority of councillors to support the introduction and approval of three readings of Bylaw 2019-7, in accordance with the normal process for adoption of bylaw.

As a Municipal Heritage Property, the site would be protected from demolition. Further, subsequent applications to permit proposed alterations to the property would require approval through the Heritage Alteration Permit process to ensure the Character-Defining Elements (CDE's) described in the designating bylaw are conserved.

If the property is designated a Municipal Heritage Property, the owner is eligible to submit a conservation plan and apply for property tax exemption through the Heritage Building Rehabilitation Program. The tax exemption for the property could be in an amount equal to the

lesser of 50 per cent of eligible costs for the work completed or the total property taxes payable on the property for 10 years.

The potential annual property tax exemption based on estimated 2019 figures could be \$10,688.66, which is distributed as follows:

- Municipal portion: \$6075.20
- Education portion: \$3533.31
- Library portion: \$562.75
- Laneways and Local Improvements: \$517.40

Option 3: Approve Bylaw 2019-7 to Designate the Cook Residence at 3160 Albert Street as Municipal Heritage Property with Suggested Amendments Provided by the Owner:

Similar to Option 2, City Council could designate the property as a Municipal Heritage Property by adopting Bylaw 2019-7 after approving any amendments that City Council deems appropriate. This option allows for City Council to amend Bylaw 2019-7 prior to approval.

Following the March 25, 2019 City Council meeting, the property owner contacted the Administration to discuss possible amendments to Bylaw 2019-7, specifically related to the Character Defining Elements. The Administration has considered the recommended changes by the owner to the Character Defining Elements in the event that the building is designated as outlined in Section 3 of the proposed Bylaw 2019-7 for consideration:

1. *Residential form, scale, and massing as expressed by its: irregular plan; multiple gable rooflines; and two-storey flat roof tower.*
2. *Tudor Revival style elements such as: Fort William tapestry brick veneer with cream mortar; stucco cladding; and half timbering; jettied upper storey supported by decorative wood brackets; recessed front entryway; built up corner boards; brick window sills; tower with crenelated parapet; and twisted, multi-flue chimneys.*
3. *Front entryway featuring: Tyndall stone door surround and original oak front door with strap hinges and hardware.*
4. *Chimneys including: two external brick chimneys with Tyndall stone caps, cast iron bracket, multiple twisted flues and concrete pots.*

This approach would amend Bylaw 2019-7 by replacing the previous Character Defining Elements with those listed above. These proposed amendments strike a balance between the items identified in the Statement of Significance and the needs of the property owner as it excludes certain Character Defining Elements that the property owner views would be onerous to conserve in a renovation of the property or which can be protected to similar degree through other regulation.

The items recommended to be removed include:

1. The location of the residence on the lot within the Lakeview neighbourhood.

2. Two storey building height with full basement and sunroom projection.
3. Wood frame construction and concrete foundation.
4. Multiple gable roof lines and dormers, steeped pitched roofs with low eaves, open soffits with exposed rafter tails, pointed wooden bargeboards with drop wood finials in the gable peaks.
5. All window elements including leaded glass windows and transoms.
6. Front entry elements such as Tyndall stone steps, the canopy formed by gabled main roof with closed tongue and groove soffit, decorative wood brackets and engaged wood post.

As a Municipal Heritage Property, the site would be protected from demolition and the property tax exemptions as outlined in Option 2 would also apply to this option. Any changes to the building would be assessed through the Heritage Alteration Permit process, which would address any impacts related to the character defining elements.

Option 4: Table Bylaw 2019-7 to Designate the Cook Residence at 3160 Albert Street as Municipal Heritage Property Until Home Inspection is Conducted (Recommended):

In response to the Board's recommendation, City Council can table Bylaw 2019-7 until such time as the City and the property owners commission a mutually agreed upon unbiased neutral third party to undertake an *invasive* home inspection to determine the condition of the home and provide a more reliable cost estimate of restoring the Cook Residence at 3160 Albert Street. The City has received a letter from legal counsel for the property owners agreeing to proceed with an invasive home inspection, subject to agreement by City Council.

In follow up to the Board's decision, should Council pursue Option 4 as described above, the recommended terms and conditions of the study are as follows:

- The study shall assess the physical integrity of the Building Envelope (BE), which includes the foundation, structural walls, exterior, and roof of the Building as well as any elements that pose risk to Life and Safety (LS). The study shall also recommend any remedial actions required to address BE and LS and associated projected costs to complete this remedial work to an acceptable condition.
- The work shall be performed by a structural engineer(s) (the Professional) that has demonstrated experience to the satisfaction of the City and Carmen Lien and Adriana Gourgaris (the Owners) in undertaking an invasive home and building inspection and in building engineering expertise as identified above. It is preferred that the Professional also have knowledge of Regina soil conditions and their effects on the built form.
- The Professional shall be from a firm located outside of the province of Saskatchewan.
- The invasive home inspection of the BE and LS may include the removal of elements such as flooring and drywall/plaster to enable the review of structural elements such as

foundation, exterior, roof, windows and doors. It will be up to the professional performing the work to determine the extent of the structure that needs to be exposed for the inspection to be satisfactorily completed.

- The analysis performed by the professional shall be provided in a report on the findings including if there are any unsafe conditions or imminent dangers as well as any conditions related to the structure that could pose a threat to its livability in the next 15 years.
- The report shall identify any items that will need to be mitigated to secure life safety issues in the short (within 5 years), medium (10 – 15 years), and long term (greater than 15 years).
- The report shall identify areas of remediation and the projected cost estimates for remediating any LS conditions (what is needed to have acceptable living condition) or imminent dangers to the BE (foundation, exterior, roof, windows and door) and provide estimates on how long (in years) the recommended remediation will extend the livability of the building.
- The cost associated with the study shall be split 50/50 between the City and the Owners with the maximum cost to the City of Regina not exceeding \$5,000.
- A representative from a representative stakeholder group be determined and included in the review process.

While the Board's recommendation is clear with respect to recommending the engagement of a third party it does not provide clear direction with respect to considering and balancing the property's stated heritage value with its current use and condition. The Board's recommendation does not identify a suggested "upper financial limit" upon which the City would base its decision to either proceed with designation or authorize demolition. The City currently does not have a policy around the financial viability. As such, the owner approached the Administration to consider a formula to address potential consideration of an upper financial limit.

The communication from the owner indicated that in the terms of conducting and completing the feasibility study of 3160 Albert Street, the consultant provides two options of costs:

1. Restoration of the full property to a "basic" finishing standard the frame up the context of the full magnitude to the property owner
2. The cost of the restoration of the only the BE and LS items.

The property owner has further requested that the following be considered for the study:

- When determining if the property is feasible with only considering the BE and LS, there should be context that demonstrates the value of those items as part of the full Property Value (PV). To determine the PV, the owner suggested using the City of Regina

Assessment value used for determining property taxes, as the current assessment is viewed to be accurate by the industry for determining current market value of a property.

- The owner further indicated that the Regina & Region Home Builders' Association (RRHBA) published a report of the break down of a new home in Regina. They determined that the cost of BE is roughly 20 per cent of the new home.
(<https://smartergrowthregina.ca/affordability/cost-to-construct-a-new-home/>).

The report from the RRHBA are for current new homes, which relevant when determining the feasibility of a home existing property.

- The owner has indicated that a fair compromise that should satisfy all parties is that in the case of Heritage Properties, if the value of the BE should exceed 40 per cent of the PV; the Heritage Designation should be completely voluntary and at the full discretion of the property owner.
- The owner advised that they derived the 40 per cent by doubling the 20 per cent indicated in the RRHBA report mentioned above for only the BE items.
- The assessed value is currently \$899,600. Using this formula, the upper limits of cost would be \$359,840.

Administration informed the owner that this proposal by the owner would be presented in this report but that the decision on this lies with Council and may be determined by Council in the broader context of the invasive home inspection review and subsequent report.

Based on the information provided in the options above, the Administration recommends that Option 4 be approved and that the Administration be directed to work with the owners to secure a third party invasive home inspection and to report back to City Council on the outcome of the study.

The City's Evaluation Method:

On March 25, 2019, City Council approved a new Heritage Inventory Policy (CR19-20) with new evaluation methods and tools.

The previous evaluation method included the criteria of usability, which is not part of the new evaluation method. Administration determined that it is hard to place value on potential viable use for a building in the present and rapidly shifting context of property development (e.g. current zoning, potential for re-use, quality of underground utility services, and cost of rehabilitation versus recycling). The potential for development and the related costs of that development depends on tenant/owner needs, which makes it hard to rate one heritage property higher than another.

The previous evaluation method included the criteria of integrity and the present exterior and interior condition, which was largely retained and included in the new evaluation criteria. The new criteria still includes the assessment of the original location for a building (i.e. higher value if it has not been moved), alterations made to a building (i.e. higher value if there are fewer

alterations), and the condition of a building exterior (i.e. higher value if the exterior retains integrity). The new criteria does not include the assessment of the condition of a building interior (i.e. finishes) and the condition of the grounds. The evaluation of a building's condition is based on integrity. Integrity refers to the degree to which the heritage value of the building is still evident and can be understood and appreciated (e.g. the degree to which the original design of the building can be discerned). If considerable change to the place has occurred, the significance may not be readily identifiable.

RECOMMENDATION IMPLICATIONS

Financial Implications

Financial implications for each option are outlined in the discussion section and are summarized below:

- Option 1: No financial implications.
- Option 2: If the property is designated a Municipal Heritage Property, the owner can apply for tax exemption through the Heritage Building Rehabilitation Program. The Tax Exemption for the property could be in an amount equal to the lesser of 50 per cent of eligible costs for the work completed or the total property taxes payable on the property for 10 years.
- Option 3: If the property is designated a Municipal Heritage Property, the owner is able to apply for tax exemption through the Heritage Building Rehabilitation Program. The Tax Exemption for the property could be in an amount equal to the lesser of 50 per cent of eligible costs for the work completed or an amount equal to the total property taxes payable on the property for 10 years.
- Option 4: The upset cost to the City to participate in the engagement of the third property consultant is \$5,000.

Environmental Implications

Conservation of the building contributes to the City's broader policy objective under the OCP of promoting environmentally sustainable development by conserving the built environment and optimising the use of existing infrastructure.

Policy and/or Strategic Implications

Policies contained within Part A of the OCP with respect to culture and heritage include:

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

- 10.2 Consider cultural development, cultural resources and the impact of historic places in all areas of municipal planning and decision making.
- 10.3 Identify, evaluate, conserve and protect Cultural Heritage, Historic Places, and cultural resources, including but not limited to Public Arts.
- 10.5 Encourage owners to protect historic places through good stewardship and voluntarily designating their property for listing on Historic Property Register.

One of the goals in the OCP is to support cultural development and cultural heritage, including support for the protection, conservation and maintenance of historic places; however, the OCP does not provide any further guidance for determining if the subject property is a historic place.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Information on the proposed demolition and the heritage value of the property was circulated to Heritage Regina, the Architectural Heritage Society of Saskatchewan and the Lakeview Community Association on December 10, 2018.

The owner, applicant and other interested parties received copies of the reports for the January 9, 2019 Regina Planning Commission and January 28, 2019 and March 25, 2019 City Council meetings and were notified of the meetings to appear as delegations or provide written comments.

The notice of intention was published in The Regina Leader Post on February 8, 2019.

The owner, applicant and other interested parties were invited to provide submittal items and material to the Board and had the opportunity to provide verbal testimony at the May 2, 2019 Board hearing.

On May 31, 2019, the Board report was released to the owner, applicant and other interested parties, as well as the City.

DELEGATED AUTHORITY

The options contained in this report require City Council consideration and approval.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Fred Searle', written in a cursive style.

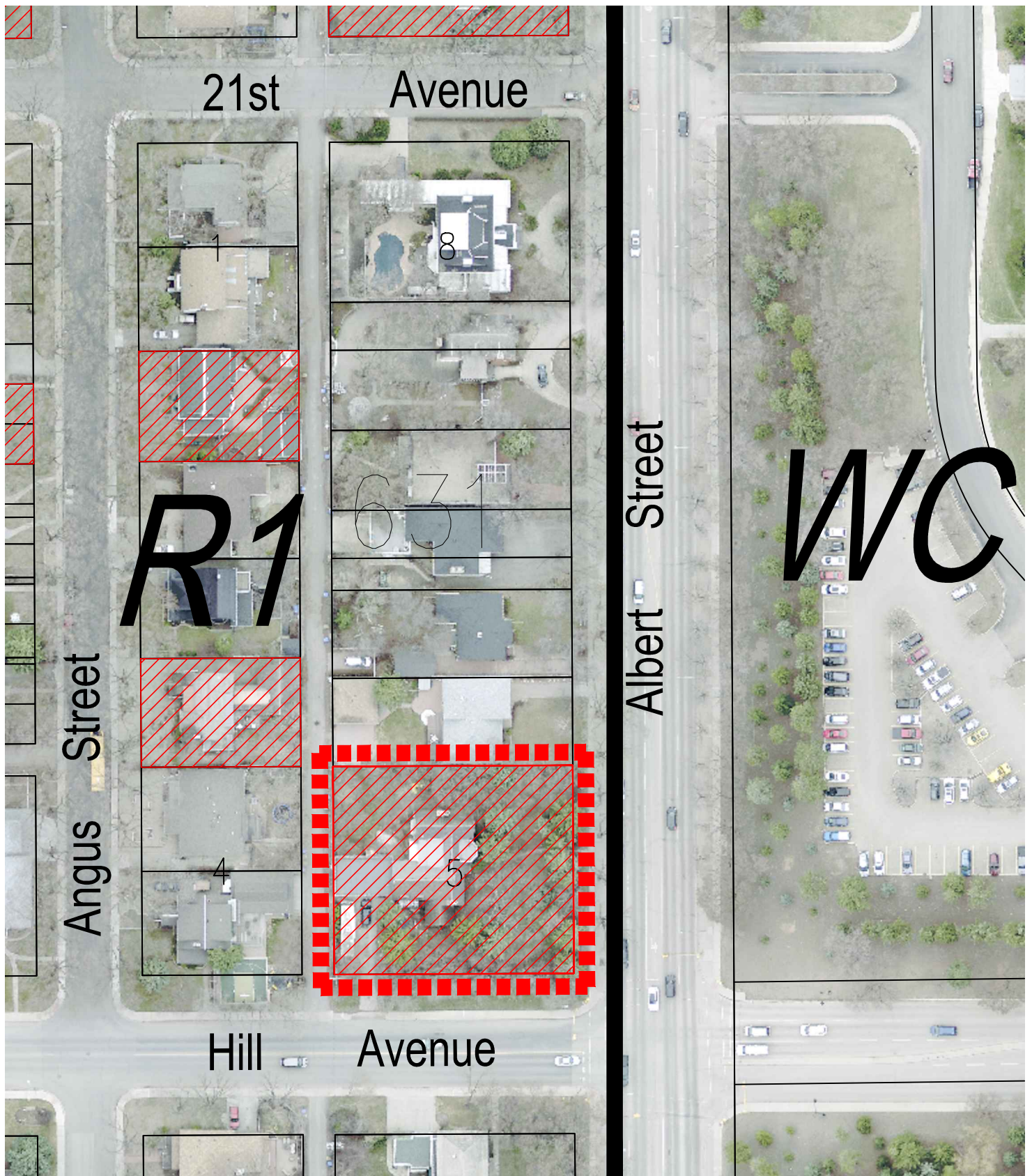
Fred Searle, Director
Planning & Development Services Department

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Diana Hawryluk', written in a cursive style.

Diana Hawryluk, Executive Director
City Planning & Community Development Division

Report prepared by:
Autumn Dawson, Manager of Planning



Subject Property



Heritage Holding Bylaw

Date of Photography : 2016



Project 18-H-03

Civic Address/Subdivision

3160 Albert Street
Lot 5, Block 631, Plan AP 3598



Subject Property



Heritage

Date of Photography: 2016



Project 18-H-03

Civic Address/Subdivision

3160 Albert Street
 Lot 5, Block 631, Plan AP 3598



Project 18-H-03

Civic Address/Subdivision _____

3160 Albert Street
Cook Residence

**Statement of Significance
Cook Residence****Description of Historic Place**

The Cook Residence is a large two-storey residence located on a corner lot at the intersection of Hill Avenue and Albert Street in the Lakeview neighbourhood. The house is identifiable by its brick and stucco exterior with half-timbering, multiple gabled roofs, jettied upper storey, banks of leaded glass casement windows, arched main entry door, brick chimneys with twisted brick flues, and prominent tower with crenelated parapet on the front façade. It is located across the Albert Street from the provincial legislative grounds.

Heritage Value

Constructed in 1929, the Cook Residence is significant for its employment of the Tudor Revival style in its design; its association to the Interwar development of the Lakeview neighbourhood; and its connection to the prominent architectural firm of Van Egmond & Storey.

The Cook Residence is valued as an exceptional and highly intact example of a Tudor Revival style dwelling. The Tudor Revival style was a popular suburban style of architecture during the Interwar period in North America and a style employed in other grand homes in the city built during this era. The style references medieval architectural prototypes, and originally emerged from the British Arts and Crafts tradition prior to the First World War. Its usage in domestic designs was usually reserved for those of the upper-class who sought to showcase their wealth, status, and Britishness. Unlike other styles that fell out of favour following the First World War, Tudor Revival continued to persist in popularity, especially since new masonry veneering techniques allowed for less expenditures on decorative features. Revivalist style is evident in the Cook Residence's exterior masonry cladding, half-timbering on the upper floor, intersecting and steeply pitched gable roof lines, irregular window patterns, jettied upper storey, ornamental chimneys, and an impressive crenelated tower concealing an interior spiral staircase.

The Cook Residence is additionally valued as a significant representation of the suburban residential development in Regina's Lakeview neighbourhood during the Interwar period, just prior to the start of the Great Depression. Developed by McCallum, Hill & Co., Lakeview was originally established in 1906. During the 1900s-10s, Regina's economy boomed resulting in a wave of construction in the city and the residential development of previously vacant land. Following the announcement by the Province in 1906 that the new legislative building would be built on the east side of Albert Street, south of Wascana Lake, McCallum, Hill & Co. subdivided their land holdings west of the street into a simple grid-iron plan in order to market the property. Several years later, to improve sales, McCallum, Hill & Co. re-subdivided each of the blocks along Albert Street from 40 lots to 8 lots with 130-foot frontages, creating the potential for large estate-like residential development. The Cook Residence occupies one such lot. Lakeview underwent a surge of development in the Edwardian period that was halted with the outbreak of the First World War. The economic conditions improved by the mid-1920s and residential

construction resumed in the neighbourhood, with the Cook Residence being constructed during this period. This grand residence was commissioned by Helena and Robert Cook, the latter who was the founder and manager of the Farmers' Mutual Hail Insurance Company.

The Cook Residence is further valued as a home designed by the noteworthy Regina architectural firm of William G. Van Egmond & Stanley E. Storey. Van Egmond and Storey designed a diverse collection of building's in the city, many of them landmarks, including the former McCallum Hill Building, Saskatchewan Co-operative Elevator Co. Building, Grey Nuns' (Pasqua) Hospital, Balfour Apartments, Hotel Champlain, and the Royal Canadian Legion Memorial Hall. The Cook Residence stands as one of the most impressive examples of their residential work.

Character-Defining Elements

The character defining elements include but are not limited to:

- location in the Lakeview neighbourhood on the corner of Albert Street and Hill Avenue across the street from the legislative building and grounds;
- continuous use as a residence;
- siting on a roughly square corner lot with a generous setback from the street;
- residential form, scale, and massing as expressed by its: two-storey height with full basement; irregular plan; multiple gable rooflines; two-storey flat roof tower; and one-storey gabled sunroom projection on south side of house;
- wood frame construction including: concrete foundation; Fort William tapestry brick veneer with cream mortar; stucco cladding; and half-timbering;
- Tudor Revival style elements such as: brick and stucco exterior; decorative wood half-timbering; jettied upper storey supported by decorative wood brackets; multiple gable roof lines; small gable dormer on front façade created by intersecting gable rooflines; steeply pitched roofs with low eaves; open soffits with exposed rafter tails; pointed wooden bargeboards with drop wood finials in the gable peaks; narrow multi-assembly multi-light leaded glass windows; leaded glass transoms; recessed front entryway under eave of gable roof; built-up cornerboards on sunroom; brick window sills; tower with crenelated parapet; and twisted, multi-flue chimneys;
- windows including: single assembly leaded glass window in ridge dormer; single assembly leaded glass windows; single assembly leaded glass windows with leaded glass transoms and prominent drip moulds; triple assembly leaded glass casement windows; triple assembly leaded glass casement windows with leaded glass transoms; and a bay window with leaded glass casement windows and leaded glass transom windows;
- front entryway featuring: Tyndall stone door surround and steps; canopy formed by gabled main roof with closed tongue and groove soffit; decorative wood brackets; engaged wood post; and original oak front door with strap hinges and hardware;
- chimneys including: two external brick chimneys with Tyndall stone caps, cast iron bracket, multiple twisted flues and concrete pots; and
- other elements such as the glass bottle bottoms installed in the rear gable peaks.



**Saskatchewan Heritage Foundation
Review Board**

1st Floor, 3211 Albert Street
Regina, Saskatchewan S4S 5W6



**Cook Residence, Regina, Saskatchewan Municipal Heritage
Property Review**

Report prepared by the Saskatchewan Heritage Foundation Review Board

May 2019

Background

On January 29, 2019, the City of Regina issued a Notice of Intention (NOI) to Designate the Cook Residence located at 3160 Albert Street in Regina, Saskatchewan, as a Municipal Heritage Property. On March 21, 2019, the property owners, Carmen Lien and Adriana Gourgaris formally served the City of Regina with an objection to the NOI in accordance with s.13 of the *Heritage Property Act*. City Council referred the matter to the Saskatchewan Heritage Foundation Review Board (hereinafter referred to as “the Board”) for their recommendation.

A public hearing was held on May 2, 2019, at 3510 Queen Street in Regina, Saskatchewan. The Board received eight written submissions and heard verbal testimony from the proponent, the objector and five additional presenters.

Authority and Scope of Decision Making

The Board has authority under Section 5.1(f) of the *Heritage Property Act* to “review public objections to proposed heritage designations...by convening public hearings and reporting on its findings and recommendations,” following the process outlined in Sections 14 and 15. When making a recommendation for or against heritage designation the Board considers the property’s architectural, historical, cultural, environmental, archaeological, paleontological, aesthetic and scientific value. Other considerations include the property’s thematic representation, its condition and use. The Board’s recommendations are non-binding.

Proponent

The proponent’s written submission and oral testimony presented support for designating the Cook Residence as a municipal heritage property. The case for designation drew from the Statement of Significance written by Donald Luxton and Associates, which identified the building’s architectural, historical, cultural and aesthetic significance.

Architecturally, the Cook Residence is unique. Built in 1929, the home is considered a Tudor Revival style dwelling with masonry cladding, half-timbering on the upper floor, intersecting and steeply pitched gable roof lines, irregular window patterns, a jettied upper storey, ornamental chimneys and a crenulated tower concealing an interior spiral staircase. The Cook Residence was featured nationally in an edition of the *Journal of the Royal Architectural Institute of Canada* in June 1933 and subject of an exhibition at Regina’s Mackenzie Art Gallery.

Historically, the dwelling reflects Regina’s interwar development period prior to the Great Depression. Regina underwent an economic boom in the early 20th century which resulted in a wave of construction including the construction of the legislative building and the subdivision of the adjacent Lakeview area by McCallum Hill and Company into lots with 130-foot frontages for estate-like residential development. This resulted in the Albert Street streetscape of stately homes.

The Cook Residence was home to several important figures in Saskatchewan's history. The Cook Residence was first commissioned by Helena and Robert Cook. Robert was the founder and manager of the Farmers' Mutual Hail Insurance Company and Cook's Insurance. He also founded the Regina Brewing Company, which eventually became Molson's Brewery. The home was also owned by Cyril Malone who was a City Council member. Cyril's son Edward was elected to the Saskatchewan Legislative Assembly, became the leader of the Saskatchewan Liberal Party in the 70s and early 80s and eventually a judge in the Court of Queen's bench. Robert and Alice Kramer also owned the Cook Residence. Robert was the founder of Kramer Tractor Limited, was president of the Saskatchewan Roughrider Football club, a member of the Canadian Football League's Board of Directors and is included in the Saskatchewan Roughriders Plaza of Honour.

The Cook Residence is also valued for its connection to the William G. Van Egmond and Stanley E. Storey architectural firm. Van Egmond and Storey designed a number of buildings and landmarks all over Saskatchewan. In Regina, the firm is credited for building the Pasqua Hospital, Balfour Apartments and the Royal Canadian Legion Memorial Hall among several others. The Cook Residence is considered to be one of the most impressive examples of their residential work.

According to the Statement of Significance and the proponents, the character-defining elements of the property include:

- Location on Albert Street within the Lakeview neighbourhood across from the legislative building
- Continuous use as a residence
- Siting on a roughly square corner lot with a generous setback from the street
- Residential form, scale and massing as expressed by its: two-storey height with full basement; irregular plan; multiple gable rooflines; two-storey flat roof tower; and one-storey gabled sunroom projection on the south side of the house
- Wood frame construction including: concrete foundation; Fort William tapestry brick veneer with cream mortar; stucco cladding and half-timbering
- Tudor Revival style elements such as brick and stucco exterior; decorative wood half-timbering; jettied upper storey supported by decorative wood brackets; multiple gable roof lines; small gable dormer on front façade created by intersecting gable rooflines; steeply pitched roofs with low eaves; open soffits with exposed rafter tails; pointed wooden bargeboards with drop wood finials in the gable peaks; narrow multi-assembly multi-light leaded glass windows; leaded glass transoms; recessed front entryway under eave of gable roof; built-up cornerboards on sunroom; brick window sills; tower with crenelated parapet; and twisted, multi-flue chimneys
- Windows including: single assembly leaded glass windows in ridge dormer; single assembly leaded glass windows with leaded glass transoms and prominent drip moulds; triple assembly leaded glass casement windows with leaded glass transoms; and a bay window with leaded glass casement windows
- Front entryway featuring: Tyndall stone door surround and steps; canopy formed by a gabled main roof with closed tongue and groove soffit; decorative wood brackets; engaged wood post and original oak front door with straps hinges and hardware

- Chimneys including: two external brick chimneys with Tyndall stone caps, cast iron bracket, multiple twisted flues and concrete pots
- Other elements such as the glass bottoms installed in the rear gable peaks

Objection

The objectors, Carmen Lien and Adriana Gourgaris purchased the property in November 2018. Prior to purchase, the objectors learned that the property was on the City of Regina's Heritage Holding Bylaw. Between September and November 2018, the objectors met with the City of Regina several times to inquire about the bylaw.

Lien and Gourgaris' objection to the heritage designation of the Cook Residence, which was conveyed to the Board in writing and at the hearing by their lawyer, Fashia Richards, is based on three issues:

- 1) That the property does not have heritage value because:
 - It was designed by Van Egmond and Storey's draftsperson, Harold C. Bishop and never inspected by Van Egmond and Storey or any subsequent architects at the firm.
 - The property is not a "typical" Van Egmond and Storey design
 - The property is not characteristic of Tudor Revival Style
- 2) The cost of restoring the Cook Residence is too high to viably maintain.
- 3) No property in the City of Regina has been designated without the consent of the owner.

During her oral testimony Ms. Richards made two additional requests:

- 4) Since the City of Regina's heritage designation policy underwent a change in March 2019, she requested that the Board only consider heritage designation under the City of Regina's criteria prior to March 2019, the date when the case was first put forth to city council.
- 5) Prior to the hearing, owner and founder of Nicor Construction, Ross Keith, submitted an engineer's report produced by 49North to the Board. The report indicates that it was commissioned by someone who wishes to remain anonymous. Ms. Richards requested that the proponent disclose the anonymous party and if this could not be done, requested that the Board disregard the report in their decision-making.

Public Presentations

Five additional presentations were made by the following individuals:

- Layne Arthur, Architect
- Jackie Schmidt, Heritage Regina president
- Tom Moore and George Tsiklis, founders and CEOs of Westmount Developments and Evia Group Inc.
- Ross Keith, owner and founder of Nicor Construction
- Karen Weiss and Jen Welykholowa, realtors

Recommendation and Reason

In reaching a conclusion on the heritage value of the Cook Residence, the Board finds that the Cook Residence has architectural, historical, cultural and aesthetic value based on the reasons outlined above and in the Statement of Significance. Additionally, in terms of thematic representation, if designated, the Cook Residence would be the only example of a Tudor Revival style single-family dwelling designed by the Van Egmond and Storey firm on the inventory of designated heritage properties in Regina. The Board finds the scientific value of the Cook Residence to be not applicable, although there is certainly a possibility for future researchers to devise a project to conduct architectural and historical analysis on the property. It is worth noting that the criteria used to determine the heritage significance of a property is part of the provincial *Heritage Property Act* and is therefore not impacted by the City of Regina's heritage policy changes in March 2019.

In drawing this conclusion, it is necessary to respond to the significance issues raised by Ms. Richards:

- 1) It was designed by Van Egmond and Storey's draftsperson, Harold C. Bishop and never inspected by Van Egmond and Storey or any subsequent architects at the firm.

One reason the Cook Residence is significant is its *connection* to the Van Egmond and Storey architectural firm. There are likely many hands involved in designing a building and the connection exists whether the home was designed by Storey himself or an employee of the firm, such as draftsperson Harold C. Bishop. As an employee, Bishop undoubtedly was influenced by the ideas and style of the firm. Text from the 1982 Mackenzie Art Gallery exhibit, which featured the Cook Residence, supplied by Ms. Richards suggests that the lack of oversight of Bishop's design might be due to his central role in the inner workings at the firm. It could then be interpreted that Bishop's style was so in line with Van Egmond and Storey's vision that his designs did not require approval, or they had been approved already at earlier drafting stages. Moreover, an argument could be made that the Cook Residence, as the only known design established by Bishop while at the Van Egmond and Storey firm, might increase the value and originality of the property.

- 2) The property is not a "typical" Van Egmond and Storey design

The documents submitted to the Board indicate that while Van Egmond and Storey are known to incorporate classical style elements, there is no "typical" Van Egmond and Storey design. Van Egmond and Storey designed various types of properties and for residential and commercial purposes. Ms. Richards' documents recognize this in her written statement where she indicates that Van Egmond and Storey experimented with various architectural designs. Moreover, as noted in the paragraph above, it is not the Van Egmond and Storey "style" or pattern that is significant, it is the Cook Residence's *connection* to the firm that is significant.

- 3) The property is not characteristic of Tudor Revival Style

The property is characteristic of Tudor Revival style and the character-defining elements of the home are Tudor Revival styles according to the document, *Identifying Architectural Styles in Manitoba* referenced by Ms. Richards in her written statement. The use of Tudor Revival style

elements pays homage to the British backgrounds of early Saskatchewan settlers. In her statement, Ms. Richards also goes on to support that the home indeed has Tudor Revival style elements and that Lien and Gourgari also acknowledge this. While the Cook Residence may not exhibit every single element of what is considered Tudor Revival style, one needs to consider the initial builders' individual tastes and that they may have perceived it too costly to bring in the materials needed to replicate the buildings found in Britain. As a result, there will likely be some variation in style.

Considerations for Designation

The Cook Residence is determined to have heritage value, but the Board also needs to consider use and condition. Since it was built, the Cook Residence has been used as a single-family dwelling and its continuous use as a residence is one of its character-defining elements. City of Regina zoning laws determine the future use of property, however, if the Cook Residence is not designated there would be no guarantee that the property would be used to build a single-family residence in the future.

Finally, the Board bases its recommendation on the condition of the property and whether the condition could affect designation. A major concern for the objectors is the cost of restorations to the Cook Residence to maintain it and whether the property is structurally sound, particularly the foundation, to justify protecting the property. The written submissions and oral testimony by the objectors and their supporters, including developers and engineers, gave details on the condition of the home and cost estimates. In conflict with these presentations were statements offered by proponents who provided their own assessment of the property. One proponent provided his own cost estimate based on his past experience with similar properties and referenced a report prepared by 49 North which could not be verified. After touring the Cook Residence, the Saskatchewan heritage building conservation officer concluded that the property is of high quality and in good condition. However, the internal walls appear to be shifting on the west side and sloping of the main floor is noticeable.

As a result of the conflicting evidence presented, the Board concludes that there is insufficient information to determine the full extent of the condition of the building and its foundation and thus its full heritage potential. Three significant issues are identified: 1) The Board is unable to determine whether the reports are unbiased. 2) The inspections were done using non-invasive measures and therefore the structural soundness of the foundation and extent of any water damage cannot be adequately determined. 3) The cost estimates varied widely from upwards of 3 million dollars to \$300,000. Additionally, some of the reports were completed with limited information and contain erroneous claims. For example, one report indicated that the building would need to be upgraded to meet National Code. According to the Saskatchewan Building Officials Association, the Government of Saskatchewan has clarified the application of energy efficiency requirements for existing buildings:

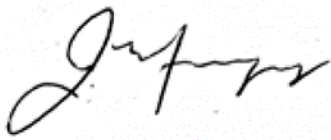
Effective immediately, Section 9.36. of the National Building Code (NBC 9.36.) and the National Energy Code of Canada for Buildings (NECB) do not apply to the renovation, repair, alteration, or relocation of any building to which building standards apply and for which construction began prior to January 1, 2019. Buildings that began construction after January 1, 2019, which are renovated, repaired, altered, or relocated are expected to maintain the energy efficiency standard

that existed when they were first constructed, such as the need to be up to code. (Accessed May 9, 2019, from the Saskatchewan Building Officials Association Website: <https://sboa.sk.ca/national-building-code-clarification/>).

It is worth noting that the above is a new rule put in place in 2019 and likely was not known by the report writer at the time.

Therefore, the Board recommends that prior to making the decision to designate the Cook Residence a heritage property, the City of Regina and Lien and Gourgaris commission a mutually agreed upon unbiased neutral third party to undertake an *invasive* home inspection to determine the condition of the home and provide a more reliable cost estimate of restoring the Cook Residence. Once this has been completed, it will allow the City of Regina to better apply their viability assessment within their Heritage Property Designation Criteria to determine the realistic feasibility of rehabilitating the Cook Residence and fairly determine whether it warrants designation as a Municipal Heritage Property.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Julie Mushynsky', with a stylized, cursive script.

Julie Mushynsky

On behalf of the Saskatchewan Heritage Foundation Review Board consisting of Julie Mushynsky, Laurie Burrows and Brent Lutz

May 31, 2019

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Three-Year Software Contract for Environmental Systems Research Institute Software

RECOMMENDATION

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- SEPTEMBER 10, 2019**

- 1) That the City Manager, or his designate, be delegated authority to enter into an agreement for a three-year software license for the Environmental Systems Research Institute software.
- 2) That the City Manager, or his designate, be delegated authority, to renew in three-year increments, after the initial term, pursuant to the signed agreement.
- 3) That the City Clerk be authorized to execute the agreement with the Environmental Systems Research Institute after review and approval by the City Solicitor.

FINANCE AND ADMINISTRATION COMMITTEE – SEPTEMBER 10, 2019

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

Recommendation #4 does not require City Council approval.

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

The Finance and Administration Committee, at its meeting held on September 10, 2019, considered the following report from the Administration:

RECOMMENDATION

- 1) That the City Manager, or his designate, be delegated authority to enter into an agreement for a three-year software license for the Environmental Systems Research Institute software.
- 2) That the City Manager, or his designate, be delegated authority, to renew in three-year increments, after the initial term, pursuant to the signed agreement.

- 3) That the City Clerk be authorized to execute the agreement with the Environmental Systems Research Institute after review and approval by the City Solicitor.
- 4) That this report be forwarded to the September 30, 2019 meeting of City Council for approval.

CONCLUSION

To take advantage of the benefits and cost saving opportunities it provides, Administration seeks City Council approval to draft an agreement for a three-year Enterprise Level Agreement (ELA) with Environmental Systems Research Institute (ESRI). The ELA enables the City of Regina (City) to access ESRI software licenses and extensions for a term of three years: 2020, 2021 and 2022. ESRI requires the City to commit to a three-year ELA for a total of \$425,000 (taxes not included), paid in three yearly installments of \$141,667.

City Council approval is required as Administration is not authorized to enter into the agreement under the delegated authority.

BACKGROUND

ESRI software provides a variety of tools for mapping, data collection, data management, data sharing and spatial analytics. They are designed to deliver location intelligence to support digital transformation requirements for organizations. ESRI provides a special subscription-based model for municipalities, known as an ELA, which provides access to limitless licenses for almost all ESRI products.

The City has been using ESRI software since the early 1990s. Initially, the City purchased a handful of licenses and extensions. As the demand increased, the City purchased additional licenses to add to the existing pool; however, licences and extensions were only accessible to a few users. Each year, there is an operating budget amount identified to pay for the annual maintenance fees associated with the ESRI software.

Two years ago, the City began researching a cost-effective way of providing more licences and extensions to users as demand for ESRI software had risen and reached the tipping point where an ELA became more affordable than purchasing individual licenses.

The ELA excludes the following clauses that are required as per Schedule D - Purchasing Policy of the *Regina Administration Bylaw No. 2003-69*:

- A termination clause as required in Schedule D, Section 22 (c) of the *Regina Administration Bylaw No. 2003-69*.
- A subject to continued acceptable performance by the vendor as required in Schedule D, Section 22 (d) of the *Regina Administration Bylaw No. 2003-69*.

As a result, City Council approval is required to enter into an ELA as Administration is not authorized to enter into the agreement without the above two mentioned clauses.

DISCUSSION

In 2019, ESRI provided special consideration to the City and arranged for a one-time-only one-year subscription ELA. This provided access to limitless licenses and extensions for most of ESRI's products. This one-time offer provided Administration time to get City Council approval to enter into a three-year ELA for 2020, 2021 and 2022.

With this access, the City has been able to develop more applications using the online software ArcGIS Online, provide access to previously restricted extensions to all geospatial users within the City and has been able to configure ESRI architecture environment to have servers for developing, testing and production.

Option 1 - Revert to individual licenses model.

The City would return to the initial agreement that provided access to individual licenses as shown in Appendix A.

Pros

- Under this agreement, the City would pay annual maintenance fees of approximately \$108,000 instead of \$141,667 (taxes not included).
- This would be a savings of \$27,016.74 as the budget is currently set at \$135,000.

Cons

- The City would not fully realize the four pillars of our Corporate Technology Strategy:
 - Mobility – anytime, anywhere access.
 - Think digital – digital access to City services and information.
 - Data & analytics - manage and share data to empower decision making.
 - Agility - prioritize, collaborate, innovate and continuously improve.
- The City would discontinue online applications after December 31, 2019. Currently, the City is leveraging licences that were provided with the one-year special ELA. This will affect mosquito control application, road report data management, concrete inspection, pavement painting, alley grading etc.
- There would be limited user access to tools and extensions. Concurrent licensing of tools result in delay and frustration in accessing tools to do the required work.
- The City would not be able to install additional server instances to handle current online traffic, especially with the new regina.ca interactive maps and mobile applications developed for field workers.
- The City would not be able to effectively continue developing tools to meet the current demand of mobile data collection tools.

Option 2 - Revert to individual licenses model and purchase individual licences to meet the demand.

The City would return to the initial agreement that provided access to individual licenses and would purchase extra licences to meet current and future demand as shown in Appendix A.

Pros

- Doesn't bind the City to any long-term contract.

Cons

- The City would not fully realize the four pillars of our Corporate Technology Strategy:
 - Mobility – anytime, anywhere access.
 - Think digital – digital access to City services and information.
 - Data & analytics - manage and share data to empower decision making.
 - Agility - prioritize, collaborate, innovate and continuously improve.
- The cost of required licences and extensions would be over \$180,000 in order to maintain demand for current and future applications, \$45,000 over budget
- There would still be limited user access to tools and extensions. Concurrent licensing of tools may still result in delay and frustration as need arises.
- There would be limited install for additional server instances to handle current online traffic, especially with the new regina.ca that has more interactive maps.
- It would be too costly to continue effectively with the development of more mobile data collection tools.
- It would be too costly to maintain required level of service to meet business needs for mosquito control application, road report data management, concrete inspection, pavement paint, alley grading etc.

Option 3 – Enter into a 3-year ELA (Recommended Option)

The City would sign on to the three-year ELA for 2020, 2021 and 2020 for a yearly cost of \$141,667.

Pros

- The City would be able to fully realize the four pillars of our Corporate Technology Strategy:
 - Mobility – anytime, anywhere access.
 - Think digital – digital access to City services and information.
 - Data & analytics - manage and share data to empower decision making.
 - Agility - prioritize, collaborate, innovate and continuously improve.
- The cost of extra licences and extensions is \$6,667 in order to maintain demand and provide for future requirements.
- The City would not have to discontinue using online applications like mosquito control application, road report data management, concrete inspection, pavement paint, alley grading etc.
- Business areas would continue using the geospatial applications as part of their everyday work, which would maintain levels of service.
- There would be unlimited access to desktop and server-based software and extensions. The ELA also provides for access to specialised extensions e.g. Drone2Map for processing large data files and GeoPlanner for general planning activities requiring geospatial analysis.

- There would be improved access to online accounts that meet our future demand, including continued development new mobile data collection tools to continue supporting asset management policies.
- The unlimited enterprise server licenses provide an opportunity to have a secure environment for access to applications and data because authentication (log in) can be effectively enforced limiting access to required data for business purposes.
- The City would be able to have server environments for testing, developing, production and publishing, which is an industry best practice for server architecture.

Administration recommends Option 3 as:

- The extra cost of \$6,667 above the current budget amount is minimal and can be absorbed through existing budgets.
- The City is heavily vested in using ESRI technology since the 1990s. Many datasets, analysis, processes and certain system integrations have been developed with ESRI software.
- According to Business World Online Magazine in 2017, ESRI is used by many businesses and governments around the world and has over 40 per cent market share of the geospatial market with annual revenues that exceed \$1.1B.
- ESRI has a very large market share among municipalities in Western Canada, as such, the risks of not having a termination clause and acceptable performance is deemed to be low based on the past 25 years of experience working with this company. In addition, this is a three year contract, which will be reviewed and reconsidered at the end of the three year term, prior to renewing.

RECOMMENDATION IMPLICATIONS

Financial Implications

Administration consulted with ESRI regarding the requirements for technology based on future usage. The total cost for the three-year ELA is \$425,000 (taxes not included). The City would pay \$141,667 annually, for three consecutive years, starting in 2020.

The City already budgets \$135,000 for ESRI software in the operating budget each year. This is split 40 per cent from Utility and 60 per cent from General operating budgets. The cost of \$141,667 represents an increase of \$6,667 annually, which is 5.2 per cent above the current amount and can be absorbed within the current Software Maintenance operating budget.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

Support for the management of the urban forest by providing ESRI tools and datasets for collecting, planning and maintaining the tree inventory through web based geospatial tools.

Design Regina: The Official Community Plan Bylaw No. 2013-48 contains the following related policies:

Section D2: Environment

Goal 2 – Urban Forest -Protect, promote and expand Regina’s urban forest and street tree canopy.

4.7 Maintain and continually expand a healthy and diverse urban *tree canopy* to improve air quality, increase carbon sequestration, reduce heat island effect and enhance the aesthetic character of the city

Geospatial software provides tools and data to Administration review and plan amendments to neighbourhood plans, including support for Zone Forward, through use of maps both PDF and interactive, for internal and external access.

Section D5: Land Use and Built environment

Goal 1 – Complete neighbourhoods

7.1 Require that new neighborhoods, new mixed use neighbourhoods, intensification areas and built or approved neighbourhoods are planned and developed.

Support for asset management and field work coordination by providing tools and datasets for mobile workers using geospatial technology for inspections, telematics and inventory i.e. concrete inspection web app, road preservations inspections, water works inspection application, roads characteristics to support MBNA reporting etc.

Section D4. Infrastructure

Goal 2 – Asset Management and Service Levels

Ensure infrastructure decisions result in long-term sustainability.

6.5 Determine requirements to upgrade and finance existing infrastructure to service new development at defined service levels.

Opportunities to collaborate with our neighbours by working with Rural Municipality of Sherwood No. 159 to support their addressing needs through use of ESRI technology.

Sections D1 – Regional context

Goal 1 – Support Regional Growth

Support a more sustainable and beneficial approach to growth within the region through collaborative regional planning and service delivery.

3.2 Work with regional partners to explore strategic planning initiatives, including but not limited to:

3.2.1 An integrated servicing strategy that may include cost-sharing models, corresponding service levels, and performance outcomes for long-term views;

The Corporate Strategic Initiatives Portfolio contains the following related 2018 -2021 Objectives:

Improve Internal and External Communication

Redesigning Regina.ca to ensure residents have a mobile-friendly website that meets their needs. The new Regina.ca website has many interactive maps to provide information for residents. There are also many PDF maps developed using ESRI software.

Improve Decision-making

Construction Programming & Integration Project: Using ESRI software, Administration have developed a construction coordination web map to help discussions on collaboration amongst business areas responsible for construction activities. Using ESRI software, Administration have developed a road report map tool that records and displays road closures. The road report is accessible by both public and internal users.

Improve Processes

Planning and Building Software for development and building permit process, which depends on geospatial information for location based activities. ESRI software is ensuring the information is available and will be integrated into the Planning and Building software.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

Communications

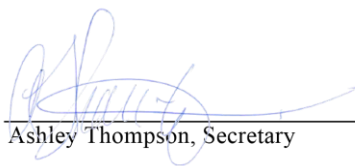
None with respect to this report.

Delegated authority

The recommendations in this report require City Council approval.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE



Ashley Thompson, Secretary

9/19/2019

Appendix A

Table 1: Summary of costs

	Licenses & extensions	Online accounts	total	*Extra above budget	Notes
Option 1	\$107,983.26	\$0.00	\$107,983.26	-\$27,016.74	Revert to individual licences after Dec 31, 2019.
Option 2	\$216,376.65	\$99,445.50	\$315,822.15	\$180,822.15	Revert to individual licences and purchase licenses for next three years to meet demand.
Option 3			\$141,667.00	\$6,667.00	This is a fixed cost for three years for unlimited licenses, extensions and required online accounts.

* Budget for ESRI in 2020 set at \$135,000.

Assumptions:

- Calculations based on cost after three years to compare with the ELA.
- Projections of requirements based on known information and to support mobile applications and business areas.

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: 2018 Annual Reserve Report

RECOMMENDATION

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- SEPTEMBER 10, 2019**

That Council approve a transfer of the excess amount of \$1.1 million from the Winter Road Maintenance Reserve to the Asset Revitalization Reserve.

FINANCE AND ADMINISTRATION COMMITTEE – SEPTEMBER 10, 2019

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

Councillors: Sharron Bryce (Chairperson), Bob Hawkins, 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 September 10, 2019, considered the following report from the Administration:

RECOMMENDATION

1. That Council approve a transfer of the excess amount of \$1.1 million from the Winter Road Maintenance Reserve to the Asset Revitalization Reserve.
2. That this report be forwarded to the September 30, 2019 meeting of City Council for approval.

CONCLUSION

In 2018, the City's overall reserve balance decreased to \$187.7 million compared to approximately \$210 million in 2017, representing net investments of \$22.2 million funded from reserves primarily on capital projects.

Seven of the City's 19 reserves were outside of their minimum and maximum limit while 12 were within their limit. Administration is recommending that an excess amount of \$1.1 million from the Winter Road Maintenance Reserve be transferred to the Asset Revitalization Reserve to help reduce the negative balance being projected for this reserve resulting from Council approved commitments against the Asset Revitalization Reserve. Looking forward, reserves are being projected to decrease

by \$23.7 million to \$162 million at the end of 2019 due to Council approved projects in the 2019 budget.

Overall, the City reserve balance is considered reasonable compared to other municipalities and best practices. Administration continues to monitor and manage reserves in accordance with the Reserve Policy and Schedule A of the *Regina Administration Bylaw 2003-69* (Reserve Bylaw) to ensure reserves continue to support Council priorities and the needs of the City.

BACKGROUND

Reserves are monies authorized by Council to be set aside for future capital and operating needs. They are a key component of the City's long-term financial strategy, supporting the City's priority of achieving long-term financial viability as established in *Design Regina - the Official Community Plan* (OCP). There are 19 reserves maintained by the City for four main purposes:

- To support the sustainability of assets by providing for the renewal, major maintenance and replacement of existing capital assets;
- To smooth the financial impact of unplanned cost increases or revenue reductions, or to stabilize fluctuations on property taxation and/or other fees;
- To respond to or capitalize on opportunities that could impact services such as government matching grants, private sector partnerships or other alternative service delivery methods; and
- To fund new capital assets identified in the long-term corporate strategy to address community growth.

Reserves are governed through stipulations in Schedule A of the *Regina Administration Bylaw, Bylaw 2003-69* and the Reserve Policy. These documents require the Executive Director, Financial Strategy & Sustainability to submit an Annual Reserve Report to Council, on or before September 30 of each year, that provides a description of the purposes of each reserve, the balances of each reserve for the previous year in comparison to the reserve limits, as well as recommended transfers to or from the reserves that will ensure reserves are within their minimum and maximum ranges.

The purpose of this report is to address these requirements.

DISCUSSION

2018 Reserve Balance

In 2018, the City's reserves decreased by 10.6 per cent from approximately \$210 million at the beginning of 2018 to \$187.7 million at the end of 2018. This decrease represents a net withdrawal of \$22.2 million from reserves primarily to fund capital projects. Self-sustaining reserves account for a significant portion of reserves (72 per cent), operating reserves account for 20 per cent of the reserve balance while capital reserves represent 8 per cent of the balance.

Both the operating and capital reserves are funded through tax revenues while self-sustaining reserves are funded from external user fees and charges. The balance of the self-sustaining reserves is consistent with historical levels and is driven by the need to match revenues to

planned capital projects to ensure asset renewal and service sustainability. Allocating revenues to reserves allows for the renewal cost of an asset to be spread across users over the life of the asset. This approach is consistent with the City's reserve principles and the benefits model identified in the OCP.

2018 Reserve Balance in Comparison to Reserve Limits

At the end of 2018, seven of the City's 19 reserves were outside their range while 12 were within range. Of the seven reserves outside of their range, four were in excess of their maximum limit by \$14 million mainly attributable to the General Utility Reserve and the Winter Road Maintenance Reserve, while three reserves were \$11.5 million below their minimum limit mainly attributable to the Land Development Reserve.

The four reserves above their maximum limit include:

- *Winter Road Maintenance Reserve* – \$1.1 million in excess of its maximum limit of \$2 million
- *General Utility Reserve* – \$12.8 million in excess of its maximum limit of \$90 million
- *Asphalt Plant Reserve* – \$45,000 in excess of its maximum limit of \$1.3 million
- *Community Investments Grants Reserve* – \$19,000 in excess of its maximum limit of \$350,000.

The three reserve below their minimum limit include:

- *Golf Course Reserve* – \$150,000 below its minimum limit of \$250,000
- *Planning & Sustainability Reserve* – \$168,000 below its minimum limit of \$1.7 million
- *Land Development Reserve* – \$11.2 million below its minimum limit of \$2 million

The remaining 12 reserves were within their limit.

Projected Reserve Balance

Looking beyond 2018, reserves are being projected to decrease by \$23.7 million to \$162 million at the end of 2019 and is expected to decrease further to approximately \$101 million by 2023 due to planned projects approved by Council in the 2019-2023 capital budget. The General Fund Reserve (GFR) and the Asset Revitalization Reserve (ARR) are among reserves expected to decline below their minimum limit at the end of 2019 due to Council approved commitments against these reserves. The GFR had a balance of \$23.5 million at the end of 2018, which was within its minimum limit of \$23 million, and is projected to decline below its minimum limit to \$15.4 million at the end of 2019 due to Council approved commitments and expenditures, including \$2.4 million commitment related to the Regina Humane Society and \$3.8 million for the Parks & Facilities Yard Development. The ARR has commitments against it related to the new Regina Police Service Headquarters, which will put this reserve in a negative balance of \$5.9 million at the end of 2019. A depleted GFR and a negative ARR creates financial risks as these two reserves provide Council the greatest flexibility to respond quickly to emergencies or to capitalize on opportunities without borrowing.

Given the ARR is projected to be in a negative position at the end of 2019, it is reasonable to transfer the excess amount in the Winter Road Maintenance Reserve to the ARR. Based on this, it is recommended that:

- The excess amount of \$1.1 million in the Winter Road Maintenance Reserve be transferred to the Asset Revitalization Reserve. This will reduce the projected negative balance of the ARR to \$4.9 million at the end of 2019.
- No transfers be made from the General Utility Reserve due to ongoing projects and future capital plans
- No transfers be made from the Asphalt Plant Reserve and the Community Investments Grants Reserve as the excess amount in these reserves is minimal.

City of Regina Reserves in Comparison to Other Municipalities

Based on industry measures and best practices, the City's reserve balance was compared to other municipalities. The result of the comparison shows that the City is maintaining an appropriate level of reserves as the City's reserve balance is within the average range for most of the indicators considered, including reserves per capita, reserve to expenses ratio and debt to reserve ratio. It is important to highlight that the City earned a top tier AAA credit rating from S&P Global in 2019 based on its practice of strong financial management, including responsible reserves stewardship. This is the second consecutive credit rating increase for the City after having received a rating of AA+ with a positive outlook in 2018.

Appendix A contains a detailed description of the purpose of each reserve, reserve transactions that occurred during the year and the projected balance for each of the reserves. It also contains detailed rationale for transferring excess funds in reserves and as well as the rationale for not replenishing or reducing reserves that are outside of their limit.

RECOMMENDATION IMPLICATIONS

Financial Implications

Reserves provide the City a capital planning mechanism by matching revenues and expenses over the long-term to ensure the sustainability of services and assets. They also provide Council financial flexibility to capitalize on opportunities and respond to budget shortfall that could otherwise result in property tax increases.

Administration is recommending that the excess amount of \$1.1 million from the Winter Road Maintenance Reserve be transferred to the Asset Revitalization Reserve (ARR). This transfer will reduce the ARR's projected negative balance to \$4.8 million. No transfer is recommended from the General Utility Reserve due to funding of ongoing utility projects approved by Council in the 2019-2023 capital plan. A transfer is also not recommended from the Asphalt Plant Reserve and the Community Investments Grants Reserve as the excess amount in these reserves is minimal.

The ARR is used to manage growth and revitalization of existing capital assets and infrastructure of the City while the General Fund Reserve (GFR) provides flexibility to smooth fluctuations in operating expenditures and to also support one-time capital requirements. A depleted GFR and ARR impacts Council's flexibility to respond to emergencies or capitalize on future opportunities without borrowing. The recommended transfer to the ARR will help move this reserve out of a negative position. Administration continues to manage reserves in accordance with the Reserve Policy and the Bylaw to ensure reserves continue to support Council priorities

and the needs of the City. The recommendation also supports the City's financial priority of achieving long-term financial viability.

Environmental Implications

None related to this report.

Policy and/or Strategic Implications

Reserves are used as a mechanism to plan for future needs. This is consistent with the City's strategic priority of "Making Choices Today to Secure Tomorrow – Advancing the Official Community Plan (OCP)". This strategic priority ensures that the City anticipates and prepares for growth while being responsive to the needs of the community as established in the OCP.

Strategically setting aside funds through reserves such as the GFR or ARR to meet future growth and revitalization needs aligns with the City's targeted outcome of balancing community need and affordability across all services. In addition, a well-balanced approach to the planning and use of reserves is considered good financial management and contributes to the City's strong credit rating.

Other Implications

None related to this report.

Accessibility Implications

None related to this report.

COMMUNICATIONS

None related to this report.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE



Ashley Thompson, Secretary

9/19/2019

2018 Annual Reserve Report

Contact: June Schultz, Director, Financial Services

Prepared By: Abiye Dickson & Abiodun Akindele
Financial Analysis and Support Branch



BACKGROUND

Purpose of Reserves

Reserves are monies authorized by Council to be set aside for future capital and operating needs. They are a key component of the City's long-term financial strategy, supporting the City's priority of achieving long-term financial viability as identified in *Design Regina - the Official Community Plan* (OCP). There are 19 reserves maintained by the City for four main purposes:

- **Asset management** - To support the sustainability of assets by providing for the renewal, major maintenance and replacement of existing capital assets. This enables the City to allocate future costs of assets to users in an effort to match revenues and expenses over the long-term;
- **Financial stability** - To smooth the financial impact of unplanned cost increases or revenue reductions, or to stabilize fluctuations on property taxation and/or other fees;
- **Financial flexibility** - To respond to or capitalize on opportunities that could impact services such as government matching grants, private sector partnerships or other alternative service delivery methods; and
- **New capital acquisitions** - To fund new capital assets identified in the long-term corporate strategy to address community growth. This allows for the optimal use of debt to finance new capital projects that are not typically funded through Servicing Agreement Fees (SAFs).

Schedule A of the *Regina Administration Bylaw 2003-69* requires the Executive Director, Financial Strategy & Sustainability to submit an Annual Reserve Report to Council on or before September 30 of each year. The City's Reserve Policy specifies that the Annual Reserve Report should contain the following information:

- (a) A description of the purpose for each reserve and balance of each reserve as of the end of the previous year;
- (b) A list of reserves within and outside their minimum and maximum limits in comparison to their previous year's balance;
- (c) A description of additions or reductions to reserves in the previous year, including investments made from reserves with an explanation of the nature of the additions and reductions;
- (d) A five-year projection of each reserve;
- (e) Recommended transfers to and from the reserves set out in clause (b) that will bring these reserves within the minimum and maximum limits;
- (f) Where there are reserves that are to remain outside the range, a plan that sets out how these reserves will be replenished or reduced to the minimum and maximum limits;
- (g) Where the conditions in clauses (e) and (f) cannot be met, the report shall advise of the rationale for not replenishing or reducing the reserve balance;
- (h) Any annual changes to the minimum and maximum limit of the Solid Waste Reserve; and
- (i) A comparison of the City's reserve balance to other jurisdictions and best practices.

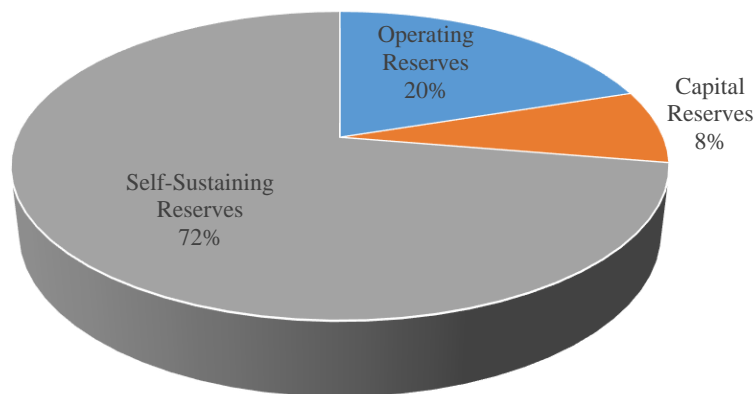
The purpose of this report is to address the above requirements.

ANALYSIS

2018 RESERVE BALANCE

The City's overall reserve balance decreased by 10.6% from approximately \$210 million at the beginning of 2018 to \$187.7 million at the end of 2018, representing net investments of \$22.2 million from reserves primarily on capital projects. Breakdown of the reserve balance is as follows:

- Operating reserves - account for 20% of the total reserve balance. These reserves are used to fund operating expenses for one-time projects; to stabilize operating budgets for unanticipated fluctuations in revenue or expenses; to comply with a contractual agreement; or for contingency funds for operational emergencies.
- Capital reserves - represent 8% of the 2018 reserve balance. Capital reserves are used to fund capital expenses.
- Self-sustaining reserves - account for 72% of the total reserve balance. These reserves are used to fund both operating and capital expenses for activities that are treated as self-sustaining. Surpluses from these activities are typically retained in the reserves to offset any future deficits or fund planned future capital projects. The balance of the self-sustaining reserves is consistent with historical levels and is driven by the need to match revenues to planned future expenses.



Operating and capital reserves are funded through tax revenues while self-sustaining reserves are funded from external user fees and charges. Allocating fee-based revenues and tax-based revenues to reserves allows for the renewal and replacement costs of an asset to be spread across beneficiaries over the life of the asset. This approach aligns with the benefits model and intergenerational equity identified in the reserve principles.

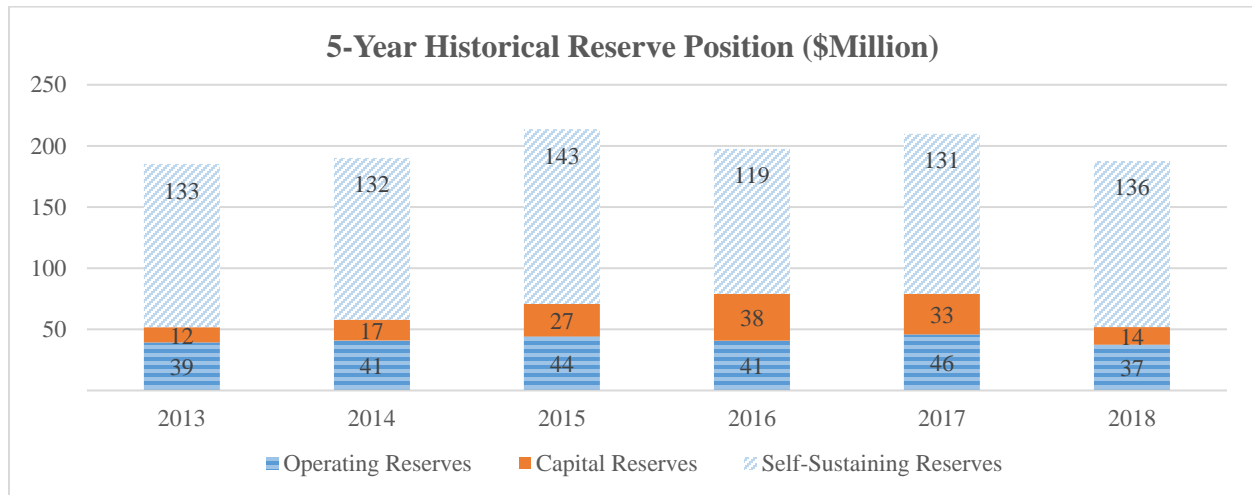
A significant portion of the reserves are committed or expected to fund planned capital projects approved by Council in the 2019-2023 capital plan and future liabilities, leaving only a small portion of reserves available for discretionary spending. For example, the Solid Waste Reserve is required to pay for planned capital projects and the landfill liability, which has an estimated present value of \$9.3 million at the end of 2018. Funds in the Asset Revitalization Reserve and the General Fund Reserve are committed to pay for the purchase of the new Regina Police Headquarters building. As well, the Fleet Replacement Reserve is required to fund future planned fleet replacements, the General Utility Reserve is required to fund planned capital projects, while the other capital reserves and self-sustaining reserves are required to meet asset renewal needs.

Table 1: 2018 Change in Reserve Balance (\$000s)

Reserves	2018 Activities	2017	2018	Change
Operating Reserves (Tax-Funded)				
Community Investments Grants Reserve	Net contributions from community investments budget	284	369	85
General Fund Reserve	Net funding for capital projects including the RPS Headquarters project	27,464	23,499	(3,965)
Elections & Reassessment Reserve	Not applicable	642	642	0
Regina Police Service General Reserve	Net contributions from operations	403	630	227
Regina Police Service Radio Equipment Reserve	Net contributions from operations	218	294	76
Social Development Reserve	Draw to fund the 2018 HIP	7,638	8,958	1,320
Winter Road Maintenance Reserve	Approved Council transfers to the Social Development Reserve based on the Reserve Review recommendations	8,690	3,100	(5,590)
Pest Management Reserve	This reserve was closed in 2018 based on the Reserve Review recommendations	520	0	(520)
Subtotal - Operating		45,860	37,492	(8,368)
Capital Reserves (Tax-Funded)				
Asphalt Plant Reserve	Approved Council transfers to the Asset Revitalization Reserve based on the Reserve Review recommendations	2,078	1,345	(733)
Asset Revitalization Reserve	Approved transfers to fund various capital projects including the RPS Headquarters project	19,988	1,099	(18,889)
Fleet Replacement Reserve	Net contributions from operating budget	10,137	11,157	1,020
Technology Reserve	Net contributions from operations	792	798	6
Facility Reserve	Draw to fund the old Mosaic Stadium Decommissioning	260	0	(260)
Subtotal - Capital reserves		33,255	14,399	(18,856)
Self-Sustaining Reserves (External User-Fee Funded)				
Cemetery Reserve	Net draw to fund capital expenditures	446	384	(62)
Golf Course Reserve	Net contributions from operations	2	100	98
Employer-Provided Parking Reserve	Net contributions from operations	1,712	2,269	557
Land Development Reserve	Net contributions from land sales	(17,143)	(9,224)	7,919
Solid Waste Reserve	Draw to fund capital expenditures	41,382	39,314	(2,068)
Planning & Sustainability Reserve	Draw to fund operations including the Comprehensive Zoning Bylaw Review	3,826	1,532	(2,294)
Regina Revitalization Initiative Stadium Reserve	Draw to fund operations and debt repayment	6,441	(1,362)	(7,803)
General Utility Reserve	Net contributions from operations	94,143	102,834	8,691
Subtotal - Self-sustaining reserves		130,810	135,847	5,037
Increase (Decrease) in Reserve Balance		209,924	187,738	(22,187)

5-Year (2013-2018) Historical Reserve Position

The 2018 reserve balance is consistent with historical levels, increasing by approximately \$3 million compared to 2013. The increase is primarily related to self-sustaining reserves due to the need to save for planned asset renewal and replacement requirements. Overall, the steady reserve level is an indication of how the City continues to ensure appropriate reserve balances to support planned projects.



SUMMARY OF 2018 RESERVE BALANCES IN COMPARISON TO RESERVE LIMITS

At the end of 2018, seven of the City's 19 reserves were outside their range while 12 were within range. Of the seven reserves outside of their range, four were in excess of their maximum limit by \$14 million mainly attributable to the General Utility Reserve and the Winter Road Maintenance Reserve, while three reserves were \$11.5 million below their minimum limit mainly attributable to the Land Development Reserve.

The four reserves above their maximum limit include:

- *Winter Road Maintenance Reserve* – \$1.1 million in excess of its maximum limit of \$2 million
- *General Utility Reserve* – \$12.8 million in excess of its maximum limit of \$90 million
- *Asphalt Plant Reserve* – \$45,000 in excess of its maximum limit of \$1.3 million
- *Community Investments Grants Reserve* – \$19,000 in excess of its maximum limit of \$350,000.

The three reserve below their minimum limit include:

- *Golf Course Reserve* – \$150,000 below its minimum limit of \$250,000
- *Planning & Sustainability Reserve* – \$168,000 below its minimum limit of \$1.7 million
- *Land Development Reserve* – \$11.2 million below its minimum limit of \$2 million

The remaining 12 reserves were within their limit at the end of 2018.

Looking beyond 2018, the overall reserve balance is projected to deplete to \$162 million at the end of 2019. The General Fund Reserve (GFR) and the Asset Revitalization Reserve (ARR) are among reserves expected to decline below their minimum limit at the end of 2019 due to Council

approved commitments against these reserves. The GFR had a balance of \$23.5 million at the end of 2018, which was within its minimum limit of \$23 million, and is projected to decline below its minimum limit to \$15.4 million at the end of 2019 due to Council approved commitments and expenditures, including \$2.4 million commitment related to the Regina Humane Society and \$3.8 million for the Parks & Facilities Yard Development. The ARR has commitments against it related to the new Regina Police Service Headquarters, which will put this reserve in a negative balance of \$5.9 million at the end of 2019. A depleted GFR and a negative ARR creates financial risks as these two reserves provide Council the greatest flexibility to respond quickly to emergencies or to capitalize on opportunities without borrowing.

The Reserve Policy specifies that, on the recommendations of the Executive Director, Financial Strategy & Sustainability and approval of Council, excess amounts in reserves be transferred in the order described below, unless there is a rationale for allowing reserves to grow above their maximum limits, such as to fund ongoing projects or planned future projects:

- a) Excess amounts in a tax-funded capital reserve would be transferred to a tax-funded capital reserve that is below its minimum limit or to the Asset Revitalization Reserve.
- b) Excess amounts in a tax-funded operating reserve would be transferred to a tax-funded operating reserve that is below its minimum limit or to the General Fund Reserve.
- c) Excess amounts in self-sustaining reserves (non-tax funded reserves or external user fee funded reserves) may be retained in the reserve up to three years after which user fees may be adjusted to an appropriate level that reflects the excess amount. Prior to adjusting fees, proper consideration shall be given to achieving appropriate or full cost recovery where possible and ensuring the long-term care of reserve-supported assets, among other considerations.

In addition, the Reserve Policy also specifies that reserves in a deficit position (reserves below their minimum limit) be replenished as follows:

- d) Tax-supported capital reserves below their minimum limit may be replenished with excess funds from a tax-supported capital or by a transfer from the general revenue as approved by Council.
- e) Tax-supported operating reserves below their minimum limit may be replenished with excess funds from a tax-supported operating reserve or by a transfer from the general revenue as approved by Council.
- f) Self-sustaining reserves below their minimum limit may be replenished by increasing user fees.

Given the ARR is projected to be in a negative position at the end of 2019, it is reasonable to transfer the excess amount in the Winter Road Maintenance Reserve to the ARR. This is consistent with clause (d) above as funding for Winter Road Maintenance Reserve is from the City's general revenue. Based on this, it is recommended that:

- The excess amount of \$1.1 million in the Winter Road Maintenance Reserve be transferred to the Asset Revitalization Reserve.
- No transfers be made from the General Utility Reserve due to ongoing projects and future capital plans.
- No transfers be made from the Asphalt Plant Reserve and the Community Investments Grants Reserve as the excess amount in these reserves is minimal.

Table 2 below summarizes the balances in each reserve in comparison to their limits.

Table 2: 2018 Reserve Balance in Comparison to Reserve Limits (\$'0000s)

Reserve	2018 Balance	Allowable Minimum	Allowable Maximum	Recommendation
Reserves Above Their Limit				
Winter Road Maintenance Reserve	3,100	1,000	2,000	Transfer the excess amount of \$1.1 million to the Asset Revitalization Reserve
General Utility Reserve	102,834	25,000	90,000	No reduction is recommended due to ongoing projects and future plans
Asphalt Plant Reserve	1,345	200	1,300	Transfer not recommended as the excess amount is minimal
Community Investments Grants Reserve	369		350	Transfer not recommended as the excess amount is minimal
Subtotal	107,648	26,200	93,650	
Reserves Below Their Limit				
Golf Course Reserve	100	250	2,000	No replenishment is required at this time (see rationale in the sections below)
Planning & Sustainability Reserve	1,532	1,700	13,000	No replenishment is required at this time (see rationale in the sections below)
Land Development Reserve	(9,224)	2,000	12,000	No replenishment is required at this time (see rationale in the sections below)
Subtotal	(7,592)	3,950	27,000	
Reserves Within Their Limit				
General Fund Reserve	23,499	23,000	46,000	There are approved 2019 commitments such as the Regina Humane Society Agreement, which will reduce the balance of this reserve below its minimum limit
Solid Waste Reserve	39,314	28,000	48,500	No action is required
Fleet Replacement Reserve	11,157	1,700	14,300	No action is required
Social Development Reserve	8,958	N/A	N/A	No action is required
Employer-Provided Parking Reserve	2,269	200	3,500	No action is required
Asset Revitalization Reserve	1,099	500	30,000	This reserve is projected to have a negative balance of \$5.9 million in 2019. The recommended transfer from the Winter Road Maintenance Reserve will reduce the negative balance
Regina Police Service General Reserve	630	400	4,000	No action is required
Regina Police Service Radio Equipment Reserve	294	100	6,000	No action is required
Elections & Reassessment Reserve	642	-	800	No action is required
Technology Reserve	798	100	1,000	No action is required
Cemetery Reserve	384	100	800	No action is required
RRI Stadium Reserve	(1,362)	N/A	N/A	No action is required
Facility Reserve	0			Closed
Pest Management Reserve	0			Closed
Subtotal	87,682	54,100	154,900	
Total	187,737	84,250	275,550	

Detailed description of the 2018 transactions for each reserve, reserves within and outside their range and the recommendations, including the rationale for replenishing or reducing reserves outside their limits, is provided below in sections A, B and C. Also provided in this Appendix is the projected balance of the reserves.

A. RESERVES OVER THEIR MAXIMUM LIMIT

Winter Road Maintenance Reserve

This is an operating reserve that is used to manage annual swings in expenditures in the Winter Road Maintenance Program that may arise due to unpredictable winter events. The intent is to ensure the City continues to maintain the road network and to ensure safe winter driving conditions for residents. The reserve is funded through unexpected under expenditures in the annual operating budget for the Winter Road Maintenance Program. The minimum and maximum limits for this reserve are \$1 million and \$2 million respectively.

Winter Road Maintenance (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	8,690	3,099	2,874	2,874	2,874	2,874
Addition to reserve	1,099	0	0	0	0	0
Reduction to reserve	6,690	225	0	0	0	0
Closing Balance	3,099	2,874	2,874	2,874	2,874	2,874

In 2018, \$6.7 million was transferred from this reserve (CR17-120 and CR18-54), including \$4.8 million to the Social Development Reserve (SDR) and \$1.9 million to the General Fund Reserve. The purpose of the transfer to the SDR was to extinguish a \$4.8 million obligation to the SDR, which provides funding for the housing incentives program. The program's net surplus was transferred to this reserve at the end of the 2018 year. This increased the reserve balance to \$3.1 million or \$1.1 million in excess of its maximum limit.

Historical spending levels show that a balance of \$2 million is sufficient to cover unexpected requirements for the Winter Road Maintenance Program. Therefore, it is recommended that the excess amount of \$1.1 million be transferred to the Asset Revitalization Reserve (ARR). The ARR is currently projected to have a negative balance at the end of 2019 due to planned capital projects in the 2019 budget. This transfer will provide funding for the projects planned in 2019.

In the 2019 budget, Council approved the transfer of \$225,000 from the Winter Road Maintenance Reserve to fund the Spring Sweep program. Based on the recommended transfer of \$1.1 million and the approved transfer of \$225,000, this reserve is expected to have a balance of \$1.8 million at the end of 2019, which is within its limit.

General Utility Reserve

This reserve is a self-sustaining reserve that provides funding for the capital upgrades, replacement and maintenance costs related to the Water and Sewer Utility. The reserve is also used to smooth the effects of fluctuations in the operating budget for the Water and Sewer Utility. Funding is through the net revenue generated from the Water and Sewer Utility services. The minimum and maximum limits of this reserve are \$25 million and \$90 million respectively.

General Utility (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	94,143	102,834	94,072	79,103	63,349	38,795
Addition to reserve	61,203	42,670	55,366	55,724	53,317	61,360
Reduction to reserve	52,512	51,432	70,335	71,478	77,871	90,706
Closing Balance	102,834	94,072	79,103	63,349	38,795	9,449

In 2018, a surplus of \$61.2 million was transferred to the reserve, increasing the reserve balance to \$102.8 million. Total investments of \$52.5 million was made from the reserve on various capital projects. The top six projects in the amount of \$40.6 million include:

- Water Infrastructure Renewal (\$11.9 million)
- Wastewater Infrastructure Renewal (\$7.6 million)
- Trunk Relief Initiative (\$10 million)
- Sanitary Trunk - Mapleridge Diversion (\$5 million)
- Drainage Infrastructure Renewal (\$3.1 million)
- Buffalo Pound Wastewater Treatment Plant Substation (\$3 million)

Although the reserve balance is \$12.8 million in excess of the allowable maximum limit, the forecast shows that the balance will decrease to \$9.4 million over the next five years due to planned utility capital projects identified in the Utility Model and 2019-2023 capital plan. It is recommended that no transfers be made from the reserve as funds in this reserve are dedicated for planned capital projects.

Asphalt Plant Reserve

The Asphalt Plant Reserve is a capital reserve used to fund capital requirements and maintenance costs of the City's asphalt plant. The reserve is funded through net revenue generated from asphalt plant operations after deducting the cost of producing asphalt and other expenditures related to the asphalt plant operations. The minimum and maximum limits of the reserve are \$200,000 and \$1.3 million respectively.

As part of the Reserve Review completed in 2018, Council approved a transfer of \$777,000 (CR18-54) from this reserve to the Asset Revitalization Reserve (ARR) to help replenish the ARR and decreased the Asphalt Plant Reserve balance to just over \$1.3 million at the end of 2018. The excess amount of \$45,000 in this reserve is considered small with little impact. Projections show that the reserve balance would decrease to \$645,000 over the next five years due to planned capital expenditures related to the upgrade of major components of the asphalt plant as identified in the 2019-2023 capital plan. Based on this, transfer from this reserve is not required.

Asphalt Plant (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	2,078	1,345	1,395	1,195	395	595
Addition to reserve	44	200	200	200	200	200
Reduction to reserve	777	150	400	1,000	0	150
Closing Balance	1,345	1,395	1,195	395	595	645

Community Investments Grants Reserve

The purpose of this reserve is to provide funding for Council approved community investment grants that are above the approved grants budget. The reserve is funded through unspent community investment grants budget. Community investments are used to support and partner with community non-profit organizations to deliver programs, projects and services that align with Council priorities and community needs. Funds are allocated through the following committees and each has its sub reserve within the Community Investments Grants Reserve:

- The Community and Protective Services Committee (C&PS) - provides financial support to organizations that deliver community investment services in the area of sport, cultural, recreational and social development.
- The Executive Committee - provides financial support for special events and funding to the Regina Exhibition Association Limited (REAL), Economic Development Regina (EDR) and the Wascana Park through the Provincial Capital Commission.
- The Finance and Administration Committee (F&A) - provides financial support for educational, economic and promotional purposes.

Grants Reserve (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	284	369	369	369	369	369
Addition to reserve	107	0	0	0	0	0
Reduction to reserve	23	0	0	0	0	0
Closing Balance	369	369	369	369	369	369

In 2018, the City community investments budget was \$9.2 million, including \$4 million allocated through the C&PS Committee, \$5 million allocated through the Executive Committee and \$44,000 allocated through the F&A Committee. Total funding allocated at the end of 2018 was \$9.1 million resulting in a small transfer of \$107 to the reserve at yearend. The reserve balance was \$369,000 or \$19,000 in excess of the maximum limit. It is recommended that no transfer be made as the excess amount in the reserve is considered minimal.

B. RESERVES UNDER THEIR MINIMUM LIMIT

Golf Course Reserve

The Golf Course Reserve is a self-sustaining reserve that provides funding for the capital requirements and maintenance costs of the golf courses, as well as to smooth operating needs of the golf course program. The reserve is funded through net revenues generated from golf sales. This reserve has a minimum limit of \$250,000 and a maximum limit of \$2 million.

Golf Course (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	2	100	330	180	380	580
Addition to reserve	98	350	350	350	350	350
Reduction to reserve	0	120	500	150	150	150
Closing Balance	100	330	180	380	580	780

In 2018, an operating surplus of \$98,000 was transferred to the reserve resulting in a yearend balance of \$100,000. While this balance is lower than the minimum limit, a replenishment of the

reserve is not recommended at this time as the golf courses are expected to be self-sustaining. A revised three-year golf course fee schedule was approved for 2017-2019 to compensate for rising operating costs and to ensure capital funding is available to maintain and replace golf infrastructure and assets. Fee increases are expected to cover increased operating expenditures and provide an annual transfer to the reserve in order to meet future infrastructure requirements and bring the reserve within its limits at the end of 2019. The reserve is projected to increase to \$780,000 over the next five years.

Planning & Sustainability Reserve

This reserve is used to provide funding to smooth the effect of fluctuations in the operating budget for the City's fee for service building and development activities, and to fund one-time planning and sustainability capital projects. The reserve is funded through the net fees and charges generated from fee for service development activities. This reserve has a minimum limit of \$1.7 million and a maximum limit of \$13 million.

Planning & Sustainability (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	3,826	1,532	1,132	(238)	(238)	(238)
Addition to reserve	0	0	0	0	0	0
Reduction to reserve	2,294	400	1,370	0	0	0
Closing Balance	1,532	1,132	(238)	(238)	(238)	(238)

In 2018, net operating expenses related to planning and development activities were higher than revenues by approximately \$2 million resulting in a draw from the reserve. In addition, \$250,000 was drawn from the reserve to fund the implementation of the Planning and Building Software project, decreasing the reserve balance to \$1.5 million at the end of 2018. The reserve balance is projected to decrease further below its minimum limit at the end of 2019 due to planned investment of \$400,000 on the Comprehensive Zoning Bylaw Review project. It is expected that the reserve would have a negative balance over the next few years due to decline in building permit revenues exacerbated by housing market decline and slow economic activities in general. As this is a self-sustaining reserve with an expectation of achieving full cost recovery, it is expected that fees would be aligned to match future expenditures. Therefore, a transfer to the reserve is not required.

Land Development Reserve

This reserve is used to fund land acquisition and development, and to manage fluctuations in the operating budget for the Land and Real Estate operations. The reserve is funded through net revenues from land sales. The minimum and maximum limits for the reserve are \$2 million and \$12 million respectively. In 2018, approximately \$13 million in land sales was transferred to the reserve while \$5 million was invested in the South East Land Development project. Although the reserve had a negative balance of \$9.2 million at the end of 2018, there is approximately \$19 million available in the land development project accounts, including \$16.3 million in the SE Land Development project and \$3 million in the Hawkstone Land Development project. This means that, on a net basis, there is still about \$10 million funding available related to this reserve. In addition, it is being projected that an annual revenue of \$5 million would be received from land sales over the next five years. Based on this, no action is recommended at this time.

Land Development (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	(17,143)	(9,224)	(4,024)	(2,024)	(8,024)	(16,024)
Addition to reserve	12,919	14,700	5,000	5,000	5,000	5,000
Reduction to reserve	5,000	9,500	3,000	11,000	13,000	13,000
Closing Balance	(9,224)	(4,024)	(2,024)	(8,024)	(16,024)	(24,024)

C. RESERVES WITHIN THEIR LIMITS

Eleven out of the 19 reserves were within their limits at the end of 2018. For information purposes, the 2018 transactions and yearend balances of these reserves are provided below. No action is recommended for these reserves.

General Fund Reserve

This is a stabilization reserve used by the City primarily to smooth the financial impact of revenue fluctuation or cost increases, or to fund one-time unanticipated operating requirements. There is no dedicated funding source for this reserve as the reserve is funded primarily from unanticipated net surplus from the City's general operating fund. The minimum and maximum limits of the GFR are \$23 million and \$46 million respectively, based on 5% and 10% of the City's annual budgeted general operating expenditures for the current year.

General Fund (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	27,464	23,499	15,346	13,863	13,380	12,897
Addition to reserve	13,293	68	0	0	0	0
Reduction to reserve	17,258	8,221	1,483	483	483	483
Closing Balance	23,499	15,346	13,863	13,380	12,897	12,414

In 2018, \$17.3 million was drawn from the GFR to pay for the new Regina Police Headquarters purchase as approved by Council (CR17-120), while \$13.3 million was transferred to the GFR, including:

- \$4.2 million in net general operating surplus;
- \$2.4 million approved Council transfer from the Winter Road Maintenance Reserve and the Pest Management Reserve as part of the 2018 Reserve Review (CR18-54);
- \$1.9 million from unspent capital funding from completed projects originally funded through the GFR was returned; and
- \$4.8 million resulting from corrections and adjustments to the RRI Stadium Reserve. These corrections and adjustments result from stadium operations expenses such as debt payment that were paid from the City's general operating fund, but the adjustments to the RRI Stadium Reserve were not made until the end of 2018.

The GFR is projected to decrease below its minimum limit to \$15.4 million at the end of 2019 due to Council approved commitments and expenditures, including \$2.4 million commitment related to the Regina Humane Society Agreement and \$3.8 million for the Parks & Facilities Yard Development.

A depleted GFR impacts financial flexibility as this reserve continues to provide Council the greatest flexibility to respond quickly to emergencies or to capitalize on opportunities without borrowing. The GFR does not have a dedicated funding source as funding comes from unexpected operating surplus. Given the tight financial outlook of the City, it is not likely that the City would continue to have significant operating surplus to be transferred to the GFR. While Administration continues to monitor the GFR to ensure an appropriate balance is maintained in this reserve, there is an opportunity for the City to consider a dedicated funding source for this reserve such as transferring a budgeted amount to this reserve in future budgets.

Solid Waste Reserve

The Solid Waste Reserve is used to fund the landfill closure and post closure liability, renew and replace capital assets used to deliver the landfill operations, the waste diversion program and the recycling program; and to smooth the effects of fluctuations in the operating budget for these programs. The reserve is funded primarily through net fees and charges generated from landfill operations, the waste diversion program and the recycling program. The reserve has a minimum limit of \$28 million and a maximum limit of \$48.5 million.

Solid Waste (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	41,382	39,314	35,916	41,493	55,652	70,098
Addition to reserve	11,587	14,061	14,342	14,629	14,922	15,220
Reduction to reserve	13,655	17,460	8,765	470	476	485
Closing Balance	39,314	35,916	41,493	55,652	70,098	84,834

In 2018, \$13.7 million was invested on various capital projects such as Refuse Cart Replacement, Landfill Infrastructure Renewal and Landfill Operations Centre, while net operating surplus of \$11.6 million was transferred to the reserve. The reserve balance decreased slightly to \$39.3 million at the end of 2018 and is forecast to decrease further to \$36 million at the end of 2019 due to planned capital projects. While current projections show the reserve balance will increase to \$84.8 million by 2023, this projection does not take into account some future capital expenditures, such as landfill closure and post-closure costs, which is currently estimated to be \$9.3 million and the pilot project for the Residential Organics Service Program. After the pilot project is completed, a recommendation will be brought forward for Council's consideration. For these reasons, transfer from this reserve is not recommended.

Fleet Replacement Reserve

The Fleet Replacement Reserve is used to provide funding for the maintenance and replacement of existing general civic, transit, and fire fleet vehicles, as well as the small tools fleet. This reserve is funded through a budgeted transfer of an amount each year that is the equivalent of the annual amortization of the existing fleet. The fleet reserve has four components as described below. While individually, two of the components are outside their limit, the Fleet Replacement Reserve is looked at as a whole and overall, the reserve is within its limit.

- **Fleet Replacement Reserve (General Civic)** - The General Civic Fleet Replacement Reserve is used to provide funding for the maintenance and replacement of existing general civic fleet vehicles. This reserve is funded through a budgeted transfer of an amount each year that is the equivalent of the annual amortization of the existing civic fleet. The minimum and maximum

limits for this reserve are \$900,000 and \$8.2 million respectively. In 2018, a capital investment of \$8.4 million was made in civic replacement while \$9.9 million was added to the reserve, resulting in a yearend balance of \$6.5 million. This balance is within the reserve limit and the reserve is projected to remain within its limits over the next five years.

Civic Fleet (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	4,965	6,513	6,077	5,774	5,683	5,005
Addition to reserve	9,914	8,082	8,082	8,082	8,082	8,082
Reduction to reserve	8,366	8,518	8,384	8,173	8,760	8,327
Closing Balance	6,514	6,077	5,774	5,683	5,005	4,759

- Fleet Replacement Reserve (Transit)** - The Transit Fleet Replacement Reserve provides funding for the maintenance and replacement of existing transit fleet vehicles. This reserve is funded through a transfer of an amount each year that is the equivalent of the annual amortization of the existing transit fleet vehicles. The minimum and maximum limits for this reserve are \$600,000 and \$5 million respectively. In 2018, transit fleet investment of \$3.6 million was made while \$3.1 million was transferred to the reserve, resulting in a yearend balance of \$4.3 million. The reserve is forecast to be above its limit at the end of 2019 and over the next five years. No action is required this year, but the reserve balance will be reviewed next year, and recommendations will be brought forward to ensure the reserve balance is appropriate.

Transit Fleet (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	4,812	4,250	5,539	7,963	7,517	7,015
Addition to reserve	3,084	3,084	3,084	3,084	3,084	3,084
Reduction to reserve	3,645	1,795	660	3,530	3,585	4,115
Closing Balance	4,296	5,539	7,963	7,517	7,015	5,984

- Fleet Replacement Reserve (Fire)** - The Fire Fleet Replacement Reserve provides funding for the maintenance and replacement of existing fire fleet vehicles and equipment. This reserve is funded through a transfer of an amount each year that is the equivalent of the annual amortization of the existing fire fleet equipment. The minimum and maximum limits for this reserve are \$200,000 and \$1 million respectively. In 2018, \$1.1 million was invested in the fire fleet replacement program, while \$1.1 million was added to the reserve, bringing the reserve balance to \$240,000 at the end of the year. The reserve balance is projected to be lower than its limit at the end of 2019 but is expected to return within its limit by 2021. No action is required at this time.

Fire Fleet (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	207	240	88	946	979	1,637
Addition to reserve	1,133	1,133	1,133	1,133	1,133	1,133
Reduction to reserve	1,100	1,285	275	1,100	475	1,230
Closing Balance	240	88	946	979	1,637	1,540

- Fleet Replacement Reserve (Small Tools)** - The Small Tools Fleet Replacement Reserve provides funding for the maintenance and replacement of existing small tools fleets. The

reserve is funded through the transfer of an amount each year that is the equivalent of the annual amortization of the existing small tools. The minimum and maximum limits for this reserve are \$0 and \$100,000 respectively. At the end of 2018, the reserve balance was \$7,000 in excess of the maximum limit. This is considered a small excess with a low impact on the City's reserve position.

Small Tools Fleet (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	107	107	107	107	107	107
Addition to reserve	84	84	84	84	84	84
Reduction to reserve	84	84	84	84	84	84
Closing Balance	107	107	107	107	107	107

Social Development Reserve

This reserve is used to provide grant funding for affordable and below market housing developments in accordance with the Housing Incentives Policy (HIP) and other Council approved housing initiatives. The HIP currently allows the City to invest up to \$2.5 million per year in the housing grant program. The reserve does not have a dedicated funding source as it is funded through Council approved transfers. There is no limit established for this reserve as it does not lend itself to having limits.

Social Development (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	7,638	8,958	5,758	3,258	758	758
Addition to reserve	3,165	0	0	0	0	0
Reduction to reserve	1,845	3,200	2,500	2,500	0	0
Closing Balance	8,958	5,758	3,258	758	758	758

In 2018, \$3.2 million was added to this reserve to fund the future housing grants program while \$1.8 million was spent from the reserve, increasing the reserve balance to approximately \$9 million at yearend. The majority of this balance is committed, and it is expected that \$3.2 million would be disbursed in 2019 with a further \$2.5 million committed each for 2020 and 2021. This leaves an uncommitted balance of \$758,000 at the end of 2022. To ensure the sustainability of the HIP, a long-term funding source is required for this program. Administration is in the process of reviewing the HIP and will report back to Council on the long-term sustainability of the HIP when the review is complete.

Employer-Provided Parking Reserve

This is a self-sustaining reserve used to fund the operating, maintenance and capital replacement and renewal requirements of the employer-provided parking facilities. The reserve is funded through the net parking fees from employer-provided parking program. The reserve has minimum and maximum limits of \$200,000 and \$3.5 million respectively.

Employer-Provided Parking (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	1,712	2,269	2,606	2,893	3,155	3,417
Addition to reserve	607	630	630	630	630	630
Reduction to reserve	50	293	343	368	368	368
Closing Balance	2,269	2,606	2,893	3,155	3,417	3,679

In 2018, an operating surplus of \$607,000 was added to the reserve to increase the balance to \$2.3 million at the end of the year. The reserve is projected to remain within its limit up to 2022 and slightly over its limit by 2023.

Asset Revitalization Reserve

This reserve provides funding for the City's strategic capital priorities to assist in managing the growth and revitalization of the capital assets and infrastructure of the City. This reserve is not intended to fund new developments or growth projects that are typically funded through servicing agreement fees (SAF) or projects that are funded through a dedicated reserve. The ARR is funded through a portion of interest revenue earned from the City's investments. The reserve has a minimum limit of \$500,000 and maximum limit of \$30 million.

Asset Revitalization (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	19,988	1,099	1,099	(5,901)	(5,901)	(5,901)
Addition to reserve	4,977	0	0	0	0	0
Reduction to reserve	23,866	7,000	0	0	0	0
Closing Balance	1,099	(5,901)	(5,901)	(5,901)	(5,901)	(5,901)

In 2018, approximately \$5 million was transferred to the reserve, including \$3.2 million in payback from the Fleet Replacement Reserve, \$1 million in interest revenue, and \$777,000 from the Asphalt Plant Reserve. During the year, \$23.9 million was budgeted from this reserve to fund various capital projects shown in the table below.

2018 Budgeted Projects Funded from Asset Revitalization Reserve	(\$000s)
New Regina Police Headquarters	11,400
Street Infrastructure Renewal	8,623
2018 Memorial Cup Brandt Centre Renovation	1,012
Arcola Express Bus Route	863
Civic Radio System Replacement	569
Pacer Baseball Park Support Buildings	500
Transit Fleet Maintenance	499
Glockenspiel Restoration	400
Total	23,866

The ARR is projected to have a negative balance of \$5.9 million at the end of 2019. Similar to the GFR, the ARR also provides Council flexibility to respond to one-time capital needs such as the new Police Headquarters building purchase without issuing new debt. To ensure the City continues to utilize the ARR to fund critical capital projects, there is an opportunity for the City to consider a sustainable funding source for this reserve such as allocating funding through the annual operating budget of the City and transferring excess amounts from operating and/or capital reserves that are funded through tax revenue. Based on this, Administration is recommending that the excess amount of \$1.1 million in the Winter Road Maintenance Reserve be transferred to the ARR. While this is a small step toward replenishing this reserve, Administration continues to monitor the ARR to limit the negative balance expected.

Regina Police Service General Reserve

This is stabilization reserve primarily used to smooth fluctuations in the annual operating budget of the Regina Police Service (RPS) and to fund small one-time capital expenditures requested by the Board of Police Commissioners that are approved by Council. The reserve is funded through unplanned surplus from the RPS annual operating budget. The minimum and maximum limits of the reserve are \$400,000 and \$4 million respectively

RPS General (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	403	630	630	630	630	630
Addition to reserve	227	0	0	0	0	0
Reduction to reserve	0	0	0	0	0	0
Closing Balance	630	630	630	630	630	630

In 2018, \$227,000 in operating surplus was transferred to the reserve, increasing the balance to \$630,000 at yearend. Forecast shows the reserve would remain within its limit over the next five years assuming there are no unexpected operating deficits. No further action is required.

Regina Police Service Radio Equipment Reserve

This is an operating reserve used to smooth expenditures related to the operation and capital and maintenance of the civic radio system. The RPS Communication Technology Unit (CTU) manages the trunked radio system on behalf of City departments and outside agencies who use the trunked radio system, such as Mobile Crisis Services, and Regina Health Authority. The reserve is funded through net revenue generated from the users of the radio system. The reserve's current minimum limit is \$100,000 and maximum limit is \$6 million.

RPS Radio Equipment (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	179	294	294	294	294	294
Addition to reserve	114	0	0	0	0	0
Reduction to reserve		0	0	0	0	0
Closing Balance	294	294	294	294	294	294

In 2018, an operating surplus of \$114,000 was transferred to the reserve, increasing the yearend reserve balance to just under \$300,000, which is within its limit. The reserve is forecast to remain within its limit over the next five years.

Elections & Property Reassessment Reserve

This reserve is used to manage planned future operating business requirements related to municipal elections and property reassessment, which occur once every four years. It is not intended to fund property revaluation appeals lost by the City as there is a process in place for managing appeal risks. The reserve is funded by a transfer of an amount per year that is equal to 25% of the costs of elections and property reassessments. Funding is from the operating budget of City departments who utilize this reserve, including the Office of the City Clerk, Communications & Customer Experience and Assessment, Taxation & Utility Billing.

Elections & Reassessment (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	642	642	642	103	264	424
Addition to reserve	0	0	161	161	161	161
Reduction to reserve	0	0	700	0	0	0
Closing Balance	642	642	103	264	424	585

Respectively, the minimum and maximum limits of this reserve are \$0 and \$800,000. The maximum amount includes \$500,000 for elections and \$300,000 for property reassessments. In 2018, no transfer was made to the reserve. The 2018 ending balance of \$642,000 is within the allowable limit, and the reserve is expected to remain within its limits over the next five years. A planned reduction to the reserve is forecast in 2020 for the civic election and property reassessment.

Technology Reserve

This reserve provides funding for replacing and enhancing existing technology equipment in the event of unexpected equipment failure or changes in digital information delivery. It is also used to smooth operating requirements for the City's internal Print Services. The reserve is not intended to fund capital investments in new technology equipment as these are procured through a lease program. Funding is primarily generated through net revenues from the Print Services operations.

Technology (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	792	798	838	878	918	958
Addition to reserve	6	40	40	40	40	40
Reduction to reserve	0	0	0	0	0	0
Closing Balance	798	838	878	918	958	998

In 2018, a net transfer of \$6,000 from operations to the reserve was made, bringing the yearend reserve balance to just under \$800,000. This balance is within the reserve's minimum and maximum range of \$100,000 and \$1 million respectively. The reserve is currently projected to remain within its limits over the next five years.

Cemetery Reserve

This is a self-sustaining reserve that provides funding for the capital requirements and maintenance costs of the cemeteries, and to manage the operating requirements of the cemetery program. The reserve is funded through net revenues generated from the cemetery program. The reserve's minimum and maximum limits are \$100,000 and \$800,000 respectively.

In 2018, a capital investment of \$100,000 was made from the reserve to restore existing infrastructure, while an operating surplus of \$37,000 was added to the reserve, resulting in a net decrease to the reserve and yearend balance of \$384,000. It is being projected that the reserve would remain within its limit over the next five years. No action is required.

Cemetery (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	446	384	324	324	264	254
Addition to reserve	37	100	110	110	110	110
Reduction to reserve	100	160	110	170	120	120
Closing Balance	384	324	324	264	254	244

Regina Revitalization Initiative (RRI) Stadium Reserve

The RRI Stadium Reserve is a self-sustaining reserve that provides funding for the capital and operating expenditures of the Mosaic stadium. The reserve is funded through the net revenues received for the Mosaic stadium operations. There are no limits established for this reserve as it does not lend itself to having reserve limits.

RRI Stadium (\$000s)	2018	2019	2020	2021	2022	2023
Opening Balance	6,441	(1,362)	(2,805)	(2,671)	(1,403)	852
Addition to reserve	0	0	134	1,268	2,255	2,382
Reduction to reserve	7,803	1,443	0	0	852	3,234
Closing Balance	(1,362)	(2,805)	(2,671)	(1,403)	0	0

In 2018, \$7.8 million was drawn from this reserve to fund operating deficits, resulting in a negative balance of \$1.4 million at yearend. This negative reserve balance was anticipated, and the Reserve Bylaw allows for this reserve to go into a negative position to deal with anticipated temporary negative cash flows. The reserve is projected to have a zero balance in 2022. As a self-sustaining reserve, the expectation is that the revenues from the stadium would cover ongoing and future capital and operating expenditures. Administration continues to monitor and manage the reserve to ensure there is no impact to the operations of the stadium as a result of the projected negative reserve balance.

CLOSED RESERVES

Following recommendations from the 2018 Reserve Review, Council approved the closure of the Pest Management Reserve and the Facilities Reserve as these reserves were no longer needed. There is no funding remaining in these reserves at the end of 2018.

CITY OF REGINA RESERVE BALANCE IN COMPARISON TO OTHER CITIES

The level of reserves maintained by a municipality depends on a number of factors, including services and levels of service provided by the municipality, internal financial policies, risk tolerance, the age and condition of infrastructure, as well as long-term financial plans and economic conditions. Industry recognized indicators used by credit rating agencies and recommended by the Government Finance Officers Association (GFOA)¹ of the United States

¹ The GFOA is a non-profit association of state and local government finance professionals and elected officials throughout the United States and Canada, with a mission to promote excellence and best practices in financial management, including reserve policies

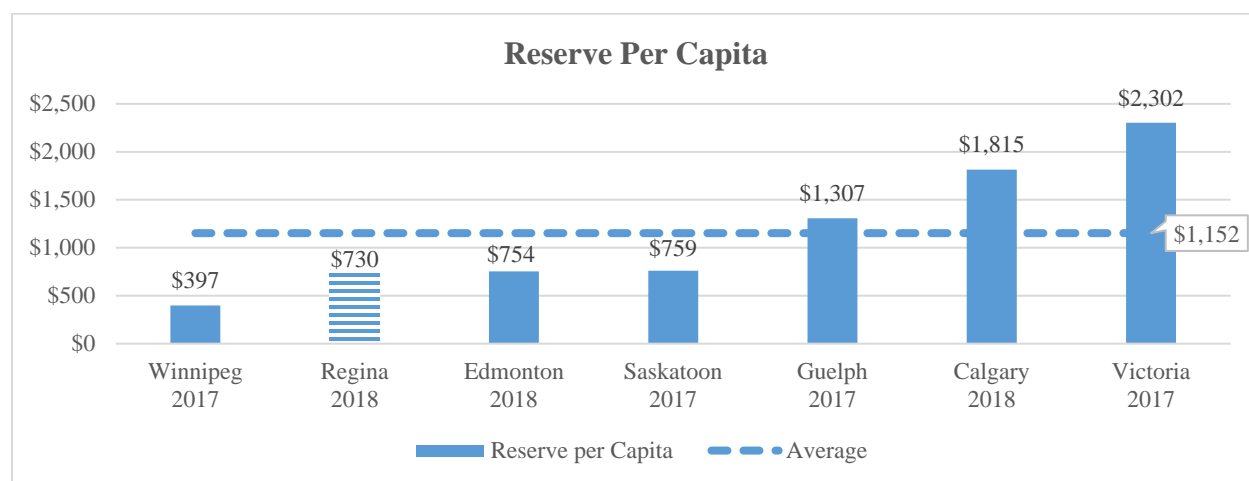
and Canada and the Municipal Finance Officers Association (MFOA)² of Ontario were applied in assessing the City's reserve levels in comparison to ten Canadian municipalities.

In particular, the MFOA recommends that a municipality should maintain a minimum of 20% of its annual expenditures in reserves. While there is no recommended maximum benchmark, best practice advises that reserve balances should be benchmarked against other municipalities to provide insight on whether a city's reserve is excessively high or low.

The comparison based on the industry measures shows that the City's reserve balance is reasonable, as it is within the average range for most of the indicators considered as described below. It is important to highlight that the City earned a top tier AAA credit rating from S&P Global in 2019 based on its practice of strong financial management, including responsible management of reserves. This is the second consecutive credit rating increase for the City after having received a rating of AA+ with a positive outlook in 2018.

Reserve Per Capita

This ratio measures total reserve balances in relation to the population. This is a useful ratio as it illustrates the property taxes, rates and charges paid per person living a municipality that is set aside for planned future capital expenditures or operating emergencies. A higher ratio implies that the average resident of a city is paying more taxes for future needs. While there is no generally accepted benchmark for this ratio, a comparison with other cities provides a good indicator whether a municipality has too much in reserves. The graph below shows that the City of Regina has the second lowest reserve per capita (\$730), which is reasonable compared to \$1,152 for the average city. The City of Saskatoon has the fourth largest reserve per capita of \$759, while the City of Victoria has the largest per capita reserves of \$2,302.

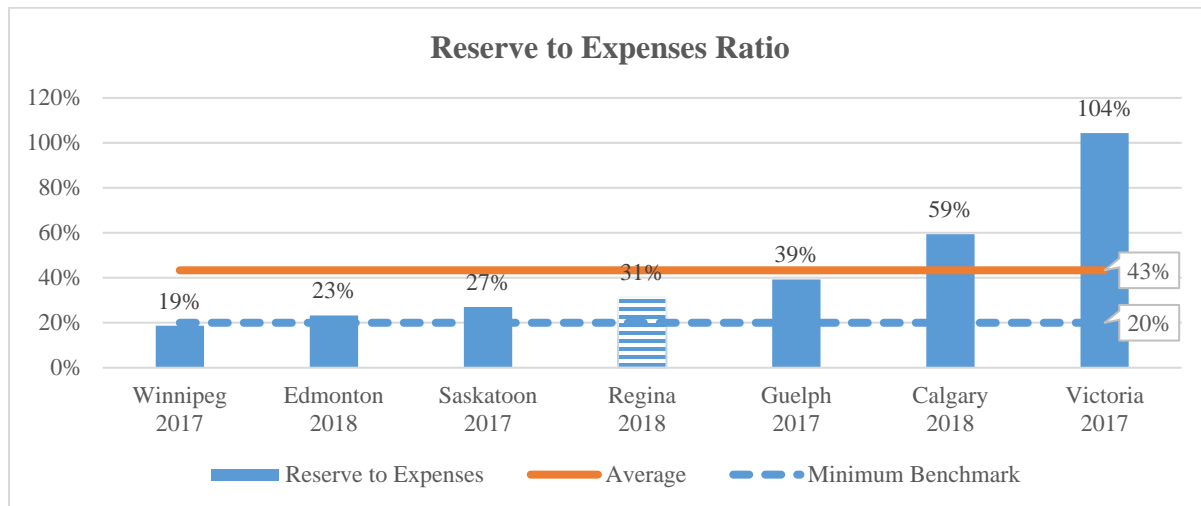


Percentage of Reserves to Expenses

This ratio is a measure of financial stability as it shows the ability of a municipality to offset unexpected revenue losses or cost increases without borrowing. A minimum ratio of 20% is

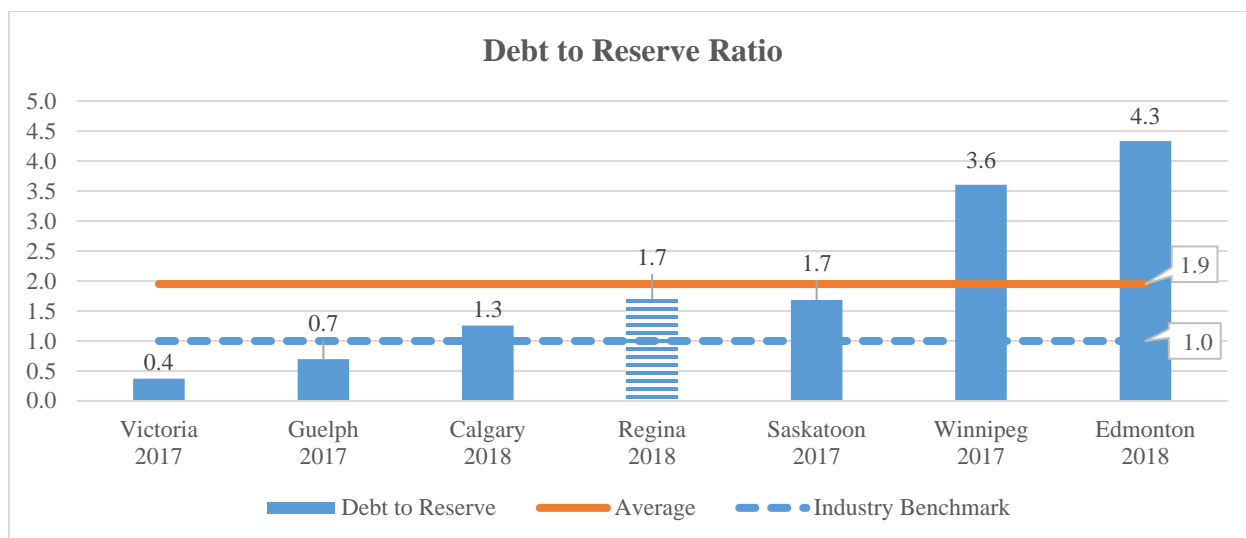
²The MFOA is a Canadian based professional association of municipal finance officers who handle the financial affairs of municipalities and who are key advisors to councils on matters of finance policy. The association promotes best practices in municipal financial management.

recommended by best practice. The comparison shows the City of Regina ratio to be 31% compared to 43% for the average municipality. Although the City's ratio is higher than the recommended minimum benchmark of 20%, it is considered reasonable as it includes funding for planned capital requirements and obligations, as well as funding to smooth unexpected fluctuations in revenue or expenses.



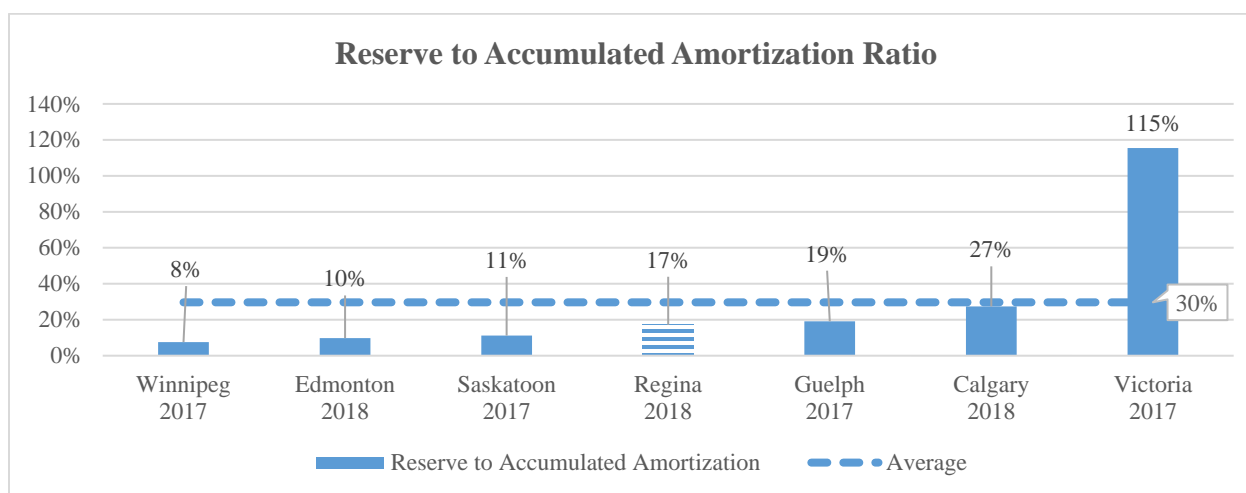
Percentage of Debt to Reserves

This ratio is used to measure financial prudence by comparing debt level to reserve balances. Credit rating agencies such as Standard and Poor's recommend that municipalities should maintain a debt to reserve benchmark ratio of 1:1. This means that for every dollar of debt there should be a dollar of reserves. This ratio ensures that the total debt burden of a municipality does not exceed the total of all reserves. All else being equal, a lower ratio is preferred. A lower ratio means that a municipality has lower debt and/or higher reserve, while a higher ratio could mean high debt and low reserve level. The comparison shows the City of Regina has one of the more favourable ratios of 1.7 compared to the average of 1.9 for the rest of the cities. The City's ratio means that for every \$1.70 of debt there is \$1.00 of reserves available to cover the debt. The City's ratio is similar to the City of Saskatoon, and it indicates prudent use of debt and good financial management.



Percentage of Reserves to Accumulated Amortization

Reserves were also compared to capital assets, using accumulated amortization. Accumulated amortization is the portion of a city's tangible capital assets³ (TCA) that has been consumed and therefore needs to be renewed or replaced. The value of accumulated amortization can be used as an approximation of asset condition and future asset replacement requirements. In 2018, the City's reserve levels as a percentage of accumulated amortization was 17% compared to 30% for the average municipality. This means that 17% of the City's assets that have been consumed could be replaced through its reserves compared to Saskatoon, which has an 11% ability to replace its utilized assets through reserves.



Limitations of Reserve Balance Comparisons

While jurisdictional comparisons provide useful context with respect to the appropriateness of reserve balances held by cities, it is important to note that comparatives are not necessarily

³ Tangible capital assets are assets or infrastructure that are used to deliver services. These assets have a life span longer than one year. Examples include roads, buildings, fleet equipment etc.

indicative of what the City of Regina should have in its reserves. The following factors are worth considering in comparing reserve balances:

1. *Condition of Assets* - Some cities may have newer assets or better maintenance programs than others, and therefore would require lower reserve balances to replace assets. For example, the City has delayed its capital improvements and maintenance and will therefore require more reserves in the future to catch up with capital improvements and replacements. Recently, the City has provided increased funding to maintain, repair and acquire new capital assets. The City also has dedicated funding to address specific assets through the Residential Roads Renewal Program. Continued effort in the development of asset management plans for all of the City's assets will provide a clear picture of the current and future needs.
2. *Pay-As-You-Go* - Cities may have a funding strategy, whereby revenues from current operating budget (pay-as-you-go), instead of reserves, are used to pay for expenditures. Cities that use pay-as-you-go as their funding strategy for asset renewal will typically maintain a lower reserve balance in comparison to their assets.
3. *Capital Carry Forward* - Some cities may keep reserve-type funds, such as approved but unspent capital funds, in a project account instead of a reserve. All else being equal, cities that carry over unspent capital funds in a project account rather than a reserve will report a lower reserve balance compared to cities that report approved but unspent capital funds as part of their reserve balance.

RESERVE BALANCES PROJECTION

Reserves are projected to decrease to \$162 million by the end of 2019 and to \$101 million by end of 2023. The projected decline in reserve balances is mainly due to planned capital projects identified in the five-year 2019-2023 capital plan. The biggest decrease is related to self-sustaining reserves as the City invests in planned projects. Detail projection for each reserve is shown in graph and table 3 below.

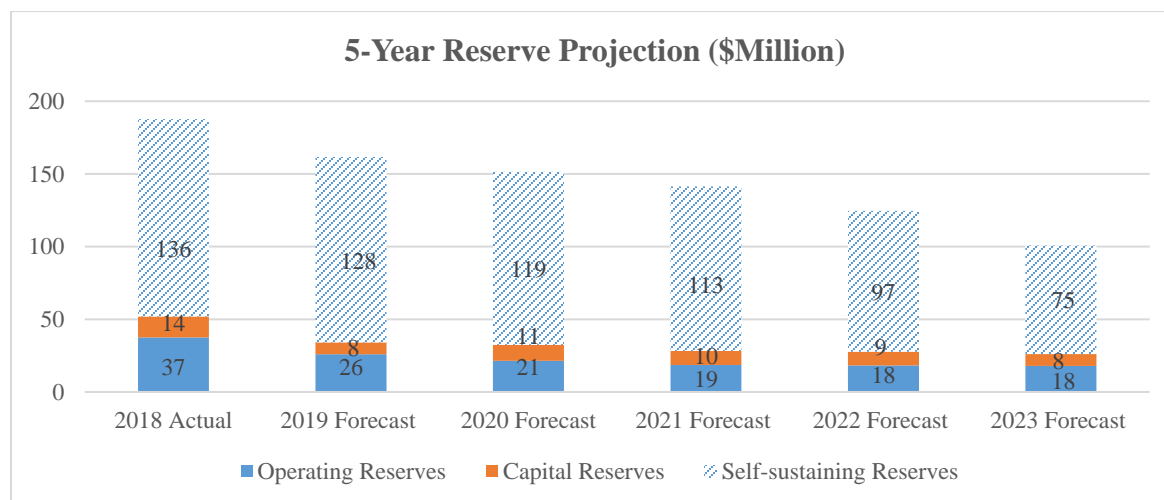


Table 3: Five-Year Reserve Balance Projection (\$000s)

Allowable Minimum	Allowable Maximum	Reserve Name	Actual 2018	Forecast 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023
Operating Reserves (Tax-Supported)								
-	350	Community Investment Grants Reserve	369	369	369	369	369	369
23,000	46,000	General Fund Reserve	23,499	15,346	13,863	13,380	12,897	12,414
-	800	Elections & Assessment Reserve	642	642	103	264	424	585
400	4,000	Regina Police Service General Reserve	630	630	630	630	630	630
100	6,000	Regina Police Service Radio Equipment Reserve	294	294	294	294	294	294
-	-	Social Development Reserve	8,958	5,758	3,258	758	758	758
1,000	2,000	Winter Road Maintenance Reserve	3,100	2,874	2,874	2,874	2,874	2,874
24,500	59,150	Subtotal	37,492	25,913	21,390	18,568	18,246	17,923
Capital Reserves (Tax-Supported)								
200	1,300	Asphalt Reserve	1,345	1,395	1,195	395	595	645
500	30,000	Asset Revitalization Reserve	1,099	(5,901)	(5,901)	(5,901)	(5,901)	(5,901)
1,700	14,300	Fleet Replacement Reserve	11,157	11,857	14,836	14,332	13,810	12,436
100	1,000	Technology Reserve	798	838	878	918	958	998
2,500	46,600	Subtotal	14,399	8,189	11,008	9,744	9,462	8,178
Self-Sustaining Reserves (Non-Tax Supported)								
100	800	Cemetery Reserve	384	324	324	264	254	244
200	3,500	Employer-Provided Parking Reserve	2,269	2,606	2,893	3,155	3,417	3,679
250	2,000	Golf Course Reserve	100	330	180	380	580	780
2,000	12,000	Land Development Reserve	(9,224)	(4,024)	(2,024)	(8,024)	(16,024)	(24,024)
28,000	48,500	Solid Waste Reserve	39,314	35,916	41,493	55,652	70,098	84,834
1,700	13,000	Planning & Sustainability Reserve	1,532	1,132	(238)	(238)	(238)	(238)
-	-	Regina Revitalization Initiative Stadium Reserve	(1,362)	(2,805)	(2,671)	(1,403)	0	0
25,000	90,000	General Utility Reserve	102,834	94,072	79,103	63,349	38,795	9,449
57,250	169,800	Subtotal	135,847	127,550	119,060	113,135	96,882	74,724
84,250	275,550	Total	187,738	161,652	151,459	141,447	124,590	100,825

CONCLUSION

In 2018, \$22.2 million net withdrawal was made from reserves to fund various capital projects and support operating requirement, decreasing the reserve balance from approximately \$210 million at the beginning of 2018 to \$187.7 million at the end of 2018. Operating reserves account for 20% of the reserve balance, capital reserves represent 8% of the balance, while a significant portion of reserves (72%) are self-sustaining reserves.

Of the 19 reserves maintained by the City, seven were outside of the limit while 12 were within their limits. Administration is recommending that an excess amount of \$1.1 million the Winter Road Maintenance Reserve be transferred to the General Fund Reserve.

Reserves are being projected to decrease to \$162 million at the end of 2019 due to planned projects approved by Council in the 2019 budget.

Overall, the City reserve balance is considered reasonable compared to other municipalities and best practices. Administration will continue to monitor and manage reserves in accordance with the Reserve Policy and the Bylaw to ensure reserves continue to support Council priorities and the needs of the City.

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Multi-Use Pathway Project – East Courtney Street, Connecting Rink Avenue to Whelan Drive

RECOMMENDATION

RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – SEPTEMBER 19, 2019

- 1) That Administration proceed with plans to implement a permanent multi-use pathway on the east side of Courtney Street from Rink Avenue to Whelan Drive, pending 2020 budget approval.
- 2) That all excess funding from the Northwest Link Multi-Use Pathway Canadian National Rail Crossing Project, including the *Rail Safety Improvement Grant*, be transferred to the On-Street Bikeways and Multi-Use Pathways Program to partially fund the Multi-Use Pathway Project – East Courtney Street, Connecting Rink Avenue to Whelan Drive.
- 3) That City Council Motion MN18-13 be removed from the List of Outstanding Items.
- 4) That Administration explore alternatives to pave the remaining portion of pathway from Whelan Drive to Mapleford Gate, including alternative funding sources and partnerships, and that the additional paving be considered as part of the 2020 budget process.

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – SEPTEMBER 19, 2019

The Committee adopted a resolution to concur in the recommendation contained in the report after changing the date in item #4 to September 30, 2019 and adding the following item:

That Administration explore alternatives to pave the remaining portion of pathway from Whelan Drive to Mapleford Gate, including alternative funding sources and partnerships, and that the additional paving be considered as part of the 2020 budget process.

Recommendation #4 does not require City Council approval.

Councillors: Lori Bresciani, John Findura (Chairperson), Jason Mancinelli and Barbara Young were present during consideration of this report by the Public Works and Infrastructure Committee.

The Public Works and Infrastructure Committee, at its meeting held on September 19, 2019, considered the following report from the Administration:

RECOMMENDATION

- 1) That Administration proceed with plans to implement a permanent multi-use pathway on the east side of Courtney Street from Rink Avenue to Whelan Drive, pending 2020 budget approval.
- 2) That all excess funding from the Northwest Link Multi-Use Pathway Canadian National Rail Crossing Project, including the *Rail Safety Improvement Grant*, be transferred to the On-Street Bikeways and Multi-Use Pathways Program to partially fund the Multi-Use Pathway Project – East Courtney Street, Connecting Rink Avenue to Whelan Drive.
- 3) That City Council Motion MN18-13 be removed from the List of Outstanding Items.
- 4) That this report be forwarded to the August 26, 2019 City Council meeting for approval.

CONCLUSION

Administration is proposing a 1.43km multi-use pathway to be constructed along Courtney Street from Rink Avenue to Whelan Drive, as shown in Appendix A. This multi-use pathway would provide a safe pedestrian and multi-modal transportation option, connecting the northwest neighbourhoods to the new school site, as well as to other areas of the city. Administration recommends that the multi-use pathway include a paved surface. The cost to implement is approximately \$700,000. The multi-use pathway connection would be designed in 2019 and constructed in 2020, pending budget approval and any major coordination issues with the pipeline companies.

BACKGROUND

At the November 11, 2018, meeting of City Council, Councillor Jason Mancinelli made the following motion (MN18-13):

‘Funding for planning a temporary pathway system running parallel to Courtney Street on the east side, connecting Rink Avenue to Whelan Street (Drive), 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’.

In preparation for this report, Administration evaluated the benefits and drawbacks of a temporary pathway as compared to a permanent pathway. To meet the service level expectations of residents that will use the multi-use pathway, Administration is recommending that it be permanent rather than temporary, as described in this report.

DISCUSSION

Current State

As shown in Appendix A, Courtney Street is a north to south two-lane arterial roadway, with a speed limit of 50km/hr. Courtney Street has a gravel road north of the intersection of Mapleford Boulevard. Courtney Street has a rural cross section and sidewalks are not present on either side. Along the west side of Courtney Street is the Rosewood Park Alliance Church, Plainsview Elementary School and St. Nicholas Elementary School, which are only accessible by Mapleford Gate. All other lands on the west side are undeveloped.

The Northwest Link Multi-Use Pathway (NW Link) is a multi-use pathway system that provides a north to south connection to the Devonian Pathway (the city's major east to west pathway system), which acts as a recreation activity route, as well as a transportation route for access to Downtown with connection to the Wascana Centre. The NW Link runs parallel to Courtney Street on the east side and terminates at Rink Avenue. The NW Link is a paved 3.66m pathway with a painted centreline.

The City of Regina (City) required the developer of Plainsview Elementary School and St. Nicholas Elementary School to install a temporary (granular surface) pathway along the east side of Courtney Street, commencing at Whelan Drive and terminating at Mapleford Gate. This section of pathway is adjacent to, but across the street from, the developer's property. The City also installed a signalized pedestrian crossing at the intersection of Mapleford Gate and Courtney Street to provide improved pedestrian access from the east side of Courtney Street, where there is residential development.

In the future, the City would also require the developer to install a paved multi-use pathway on the west side of Courtney Street in accordance with the Coopertown Neighbourhood Plan.

There is also a pipeline corridor running east to west across Courtney Street mid-way between Rink Avenue and Whelan Drive, indicated in Appendix A. The pipeline corridor contains eight pipelines controlled by three different companies. The City must work in cooperation with the pipeline companies when designing a connection to the pathway to ensure compliance is met and appropriate safety precautions are taken at the time of construction.

Administration has been in preliminary discussions with the pipelines and anticipates the City will need to enter into a crossing agreement with each company, which could affect the timeline of the multi-use pathway. The Argyle Street extension from Sangster Boulevard to Rochdale Boulevard crossed the same pipelines and it took approximately six months to reach agreements with all the pipeline companies for that project.

Proposed Project

Administration has commenced the planning for implementation of the multi-use pathway. Given the current pace of development, it is possible that the proposed pathway connection could be the only option along Courtney Street for several years, thus making a temporary pathway more permanent in nature. This warranted an evaluation of various options.

Status Quo Option

The City could opt to wait for the future development to install a permanent pathway on the west side of Courtney Street. The timing of that development is unknown; therefore, maintaining status quo could result in criticism from the public and a continued low level of service for the existing residents on the east side of Courtney Street.

Temporary Granular Option (Motion Option)

A temporary granular surface pathway would include only a pathway structure itself, with no other amenities. The order of magnitude capital cost for a temporary pathway at this location is \$380,000. The primary advantage of a granular pathway is that it has lower capital cost to implement. Typical life span of a granular pathway is dependent on maintenance. If the granular pathway is treated for weed removal and topped up with granular material on a yearly and as needed basis, the pathway can last as long as it is required; however, if maintenance is not performed regularly, then within a few years the pathway may be compromised due to shifting from plant material and soil debris.

The City's granular pathways receive summer herbicide applications, require annual shaping and extra material added in bare spots. Granular pathways do not receive winter maintenance and are not cleared of snow, which would result in a seasonal level of service reduction. This may not meet service level expectations if the intent is to provide access to the schools and the pathway may be inaccessible for three to six months out of the school year, depending on weather.

Granular pathways cost on average \$2.23/m per year for operation and maintenance. At 1.43km, the proposed pathway would have a maintenance cost of just over \$3,000 per year. The total life-cycle cost for the temporary pathway option, assuming the pathway is in place for 20 years, is the initial capital of \$380,000 plus 20 times \$3,000 for a total of \$440,000.

If the decision is to proceed with the temporary granular option, it would most likely remain after development to the west has installed a permanent multi-use pathway. This would result in higher ongoing maintenance costs or it could result in an unkempt pathway. Alternatively, the pathway would need to be removed, which would add additional costs for removal and restoration of the grass.

Permanent Paved Option (Recommended Option)

Permanent paved pathways are comprised of an asphalt surface, garbage bins with concrete pads, swing gates, which prevent automobiles from entering the pathway and way-finding towers. The estimated cost for a permanent pathway at this location is approximately \$700,000. The primary advantages of a paved pathway are improved user-experience and increased accessibility to users.

Paved pathways require little maintenance during the summer months. Some portions receive a spring sweep if they were sanded the previous winter. Paved pathways are cleared of snow in the winter by truck with a blade attachment by the City's Winter Maintenance crew. They are cleared after any accumulation of snow or if they are blown in. Paved pathways cost on average \$1.15/m per year for operation and maintenance

At 1.43km, a paved pathway would have a maintenance cost of just over \$1,500 per year. The total life-cycle cost for the permanent pathway option, assuming the pathway is in place for 20 years, is the initial capital of \$650,000 plus 20 times \$1,500 for a total of \$680,000.

The permanent paved option is Administration's recommendation. It would provide a higher level of service with year-round accessibility and is consistent with the existing connection of the NW Link. Courtney Street is prone to snow drifts during the winter months; therefore, a plowable pathway would be beneficial.

Proceeding with an asphalt pathway would fulfill two needs:

- 1) Connection of the existing pathway system.
- 2) Access to the nearby schools.

Construction of a permanent pathway on the east side would not preclude a pathway being constructed and paid for by the developer on the west side to provide service to the Coopertown neighbourhood which, at full build-out, could be home to over 30,000 residents.

Hybrid Option

There is a potential option that would be a hybrid between the City's temporary and permanent pathway standards. This would be the option to build the pathway to a paved surface with swing gates but no garbage bins or wayfinding towers. This would reduce the permanent option cost by approximately \$40,000. The primary advantage of this option is the functionality of the permanent paved option with a lower capital construction cost.

Phased Option

There is an option to install a granular pathway and pave it in the future if it is well-used or if development of Coopertown is slower than anticipated. Constructing a granular pathway with the intent of paving the pathway in the future may not meet immediate needs and could limit its use.

Administration has commenced the pre-design for the multi-use pathway connection, including utility locates, field survey and preliminary discussions with the pipeline companies and anticipates the detailed design of the pathway to be complete in Q4 of 2019. Tendering of the construction is expected in Q1 2020, with construction to start in the early part of the 2020 construction season. It is expected that the multi-use pathway would be open prior to the start of the 2020-2021 school year.

While the impetus for this multi-use pathway relates to school access, the pathway would provide a fast, convenient and safe corridor for the community when moving between neighbourhoods as part of their daily travel needs. It would also provide a new recreational and commuter opportunity for northwest Regina. The location and design of the pathway are congruent with the policies of the Transportation Master Plan (TMP) and support the objectives related to sustainable and active transportation in *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP).

RECOMMENDATION IMPLICATIONS

Financial Implications

Funding for the pathway system was not included in the 2019 budget as requested through the Councilor's motion since the motion was made in November of 2018, which was too late to be incorporated into the 2019 budget.

In 2018, the City received approval for a grant for the NW Link Canadian National Rail Crossing Project. Prior to commencing the work, the City had allocated full funding to the project in order to award the contract. Administration anticipates approximately \$350,000 of excess funding from that project that could be reallocated to this project.

Additional funding for the multi-use pathway is subject to the 2020 capital budget approval, wherein the funding request of \$250,000 for the "On Street Bike Lanes and Multi-Use Pathways Program" was increased by \$278,000 to \$528,000.

Administration would tender the project with the option to remove the garbage bins and wayfinding towers if budget is sufficient for only the Hybrid Option described in this report.

In accordance with the City's *Administration of Servicing Agreement and Development Levy Agreement Policy*, 70 per cent of the funding for multi-use pathways comes from general revenue and 30 per cent comes from Servicing Agreement Fees.

Environmental Implications

Active transportation modes are important for reducing greenhouse gas emissions and air pollution. The multi-use pathway would support many active transportation modes, such as running, walking and cycling.

Policy and/or Strategic Implications

OCP:

This project is consistent with the policies contained within *Part A* of the OCP Section D3 Transportation – Goal 5 – Active Transportation, as well as Section D7 Parks, Recreation and Open Space - Goal 1 Open Space and Recreation Principles.

Open Space Management Strategy (OSMS) (2007):

As the OSMS provides theme work to coordinate and link components of Regina's open space system into a cohesive and interconnected system in order to maximize its benefits to the public, this project aligns with the OSMS.

TMP (2017):

The TMP is a comprehensive transportation policy and planning document that guides how the City will address its future transportation needs. The TMP establishes goals and policies to achieve a city-wide transportation system that is safe, affordable and compatible with all four

seasons. The TMP identifies improvements and upgrades to the Multi-Use Pathway Program, the proposed connection to the NW Link would meet the policy direction of the TMP.

Other Implications

None with respect to this report.

Accessibility Implications

Administration's recommended pathway is the most accessible option as intersections with the multi-use pathway have pedestrian ramps to increase accessibility.

Communication Implications

Pending approval of this report, work will commence with the Citizen Experience Department to ensure public communication with residents and surrounding neighbourhoods.

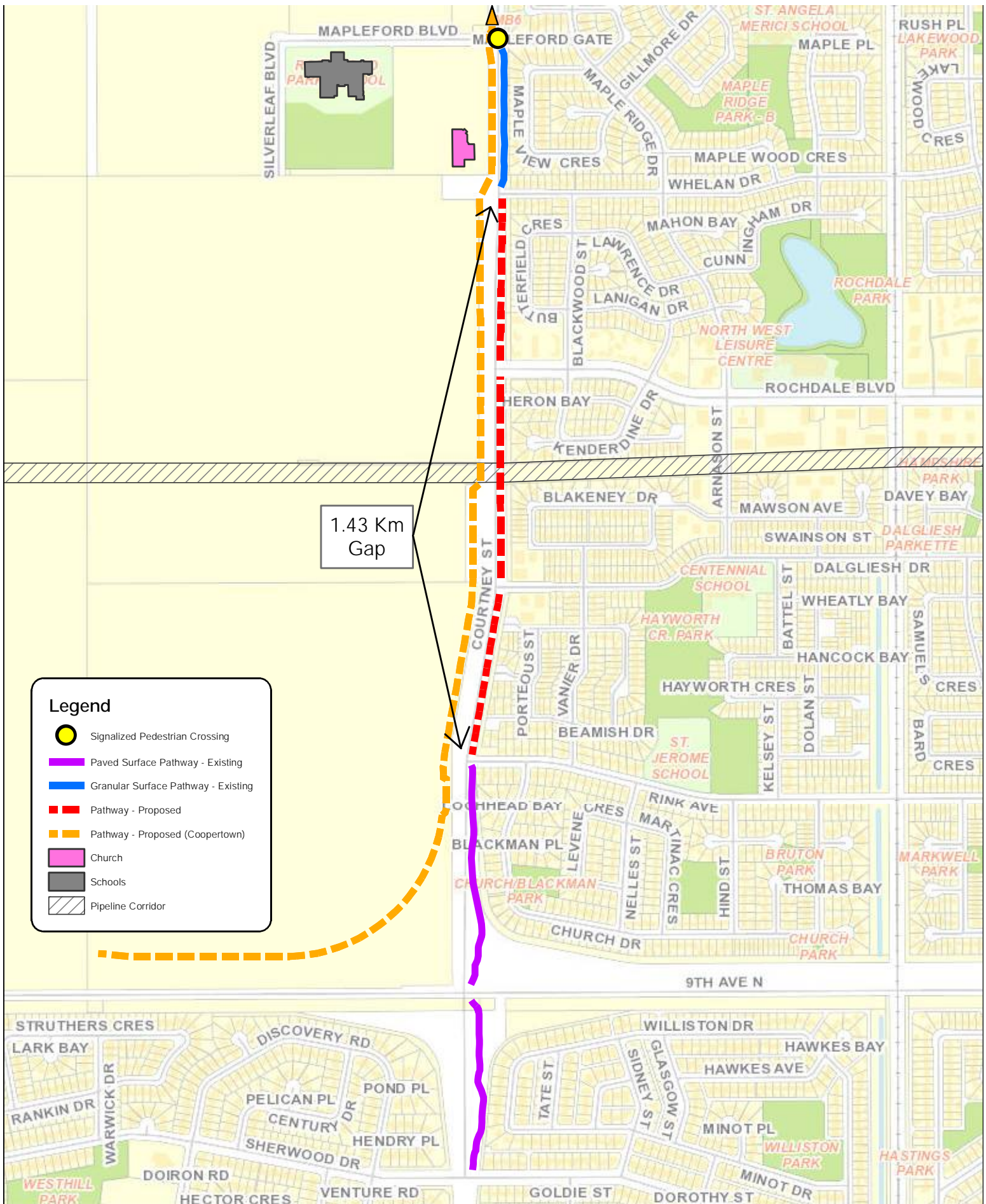
DELEGATED AUTHORITY

The recommendations contained in this report requires City Council approval.

Respectfully submitted,

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE


Elaine Gohlke, Secretary 9/25/2019



September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Discretionary Use Application (19-DU-06) Proposed Car Wash in MAC - Major Arterial
Commercial Zone - 2035 Park Street

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– SEPTEMBER 11, 2019**

That the discretionary use application for a proposed Car Wash located at 2035 Park Street, being Parcel B, Plan No. 90R02904, Broders Annex subdivision 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 A-3.3 inclusive, prepared by Neher & Associates and dated April 3, 2019; and
- b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.

REGINA PLANNING COMMISSION – SEPTEMBER 11, 2019

Bill Babey, representing SCR Holdings and 2035 Park Street Discovery Plaza, made a presentation to 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: Jerry Flegel, Bob Hawkins and Barbara Young (Chairperson); Commissioners: Frank Bojkovsky, Andre Kroeger, Adrienne Hagen Lyster, Steven 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 September 11, 2019, considered the following report from the Administration:

RECOMMENDATION

- 1. That the discretionary use application for a proposed Car Wash located at 2035 Park Street, being Parcel B, Plan No. 90R02904, Broders Annex subdivision 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 A-3.3 inclusive, prepared by Neher & Associates and dated April 3, 2019; 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 September 30, 2019 meeting of City Council for approval.

CONCLUSION

The Applicant, Bill Babey, representing the Landowner, Discovery Properties Inc., proposes to develop a car wash within a vacant portion of an existing building located at 2035 Park Street. The proposed car wash will include four washing bays and one touchless bay, which are to be wholly contained in the envelope of the existing building. The subject property is currently zoned MAC – Major Arterial Commercial Zone in which a car wash is a discretionary use. No additional parking is required to accommodate the use.

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

BACKGROUND

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, 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 proposes to develop a car wash within a vacant portion of an existing building located at 2035 Park Street (Subject Property). The building currently accommodates a commercial land use (Fantasy Land Bingo); the vacant portion formerly accommodated a separate commercial land-use (recreational service facility). Other existing commercial developments are located on the subject property within stand-alone and multi-unit buildings that include restaurants, drive-thru restaurant, and various other commercial uses. Surrounding land uses include high density residential to the east, commercial and low density residential to the west, medium density residential to the south and Victoria Avenue to the north.

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

Land Use Details	Existing	Proposed
Zoning	MAC – Major Arterial Commercial	MAC – Major Arterial Commercial
Land Use	Vacant	Car Wash
Building Area	1028.30 m ²	1028.30m ²
Tenant Space	651.80m ²	651.80m ²

Zoning Analysis	Required	Proposed
Number of Parking Stalls Required	120	208
Minimum Lot Area (m ²)	250 m ²	15022.52 m ²
Minimum Lot Frontage (m)	6.0 m	136.80 m
Maximum Building Height (m)	15 m	No change
Maximum Floor Area Ratio	3.0	0.24
Maximum Coverage (%)	90%	24%

The proposal requires screening along any property lines adjacent to a property zoned as residential, and which is occupied as a religious institution. To achieve the required screening, the applicant is proposing a six-foot fence along the east property line and a portion of the south property line (reference Appendix A-3.1). A bypass aisle is not required for the development as there is no need for cars to bypass the car wash line to access other parts of the site. Since the proposal involves redevelopment of an existing commercial building, additional landscaping is not required.

The renovation work will be reviewed in accordance with the *National Building Code of Canada (2015)* during the building permit review process and upgrades to the building may be required. This will be evaluated further during the building permit review process.

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 3 – Urban Centres and Corridors: Support urban centres and corridors as locations for pedestrian and transit-oriented mixed- use development and as hubs for community interaction and identity.

7.10 Support the development or redevelopment of lands within identified urban centres and urban corridors to incorporate:

7.10.1 An appropriate mix of higher density residential and commercial development;

7.10.2 Mixed-use, transit-oriented development; and

7.10.3 Community amenities and open space.

7.11 Ensure land use, scale and density of development within an urban centre or urban corridor is compatible with servicing capacity and provides appropriate transition to surrounding areas.

The Administration acknowledges that a key objective of the OCP is to support development of Urban Corridors as a mixed-use environment. The proposed land-use is appropriate in this context as it involves the utilization of vacant space within an existing commercial building and is generally compatible with other existing commercial land-uses.

Other Implications

None with respect to this report.

Accessibility Implications

The Zoning Bylaw requires two per cent of required parking stalls (gross parking calculation) to be accessible. The site provides 13 accessible parking stalls which exceeds the minimum requirement of two accessible parking stalls.

COMMUNICATIONS

Communication with the public is summarized below:

Public notification signage posted on:	June 3, 2019
Letter sent to immediate property owners	May 30, 2019
Number of Public Comments Sheets Received	0

There were no public comments received on this application.

The application was circulated to the Al Ritchie Community Association who provided the following comments:

Our only concerns centre around the additional traffic congestion in the vicinity of the proposal. We could see additional motorists trying to enter the property mid block off of Park Street backing up traffic towards the Victoria Avenue intersection.

We could see additional traffic on the back alley to the south of the proposal. This would put higher maintenance and repair demands on that road. This could also translate into higher traffic congestion on the intersection of Park Street and 13th Avenue. Park Street is getting fairly busy in the summer and to add additional vehicles either wanting to get on Park Street or off will be an additional burden. This additional traffic coming into the adjacent parking lots where many people walk to and from the adjacent businesses could decrease pedestrian safety.

Administration forwarded these comments to the Applicant. A detailed account of the Applicant's and Administration's response is provided in Appendix B 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

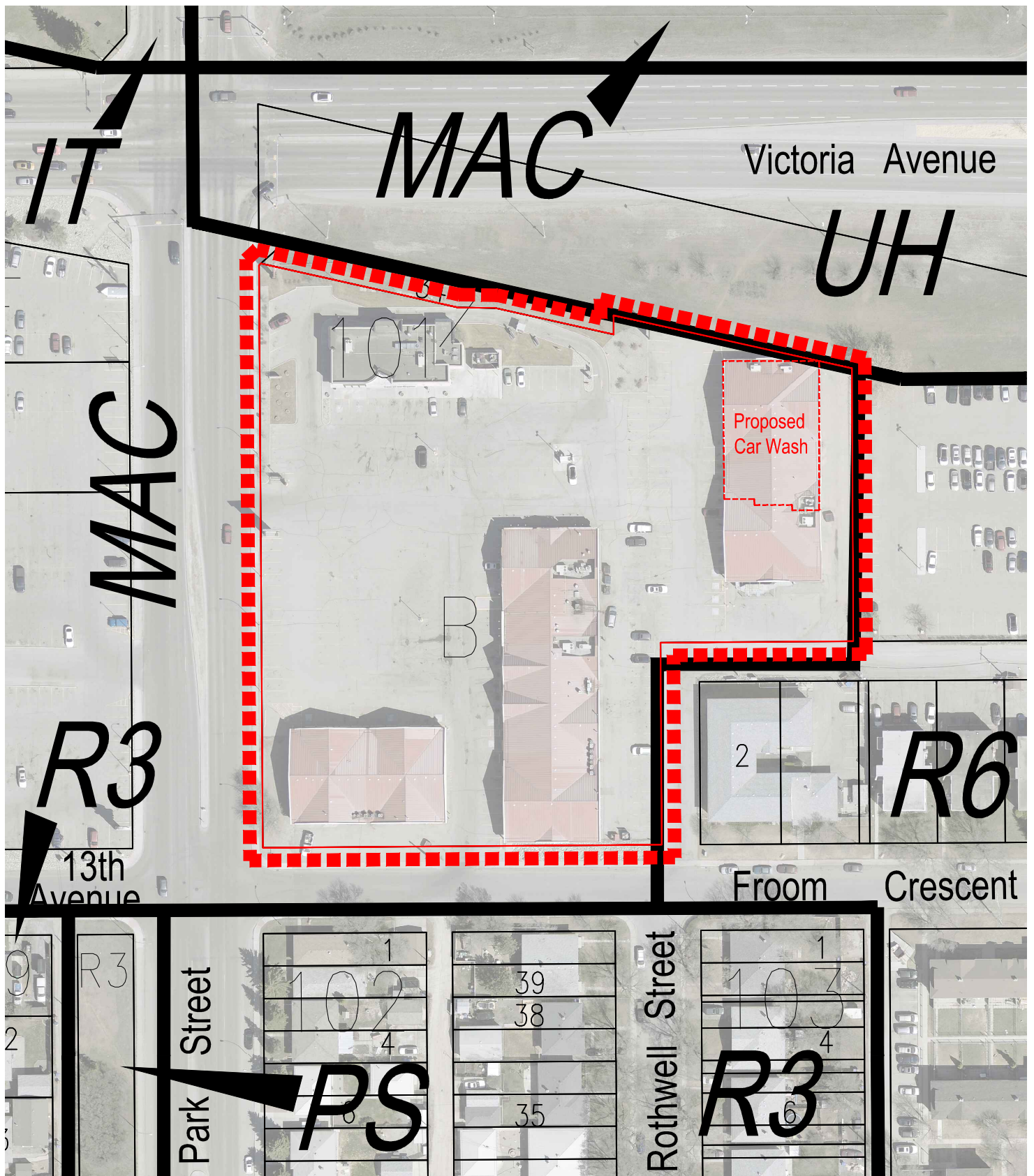
City Council's approval is required, pursuant to Part V of *The Planning and Development Act, 2007*.

Respectfully submitted,

REGINA PLANNING COMMISSION


Elaine Gohlke, Secretary

9/25/2019



Subject Property

Date of Photography : 2018



Project 19-DU-06

Civic Address/Subdivision

2035 Park Street
Parcel B, Plan #90R02904



Subject Property

Date of Photography: 2018



Project 19-DU-06

Civic Address/Subdivision

2035 Park Street
Parcel B, Plan #90R02904



NEHER & ASSOCIATES
DESIGN AND DEVELOPMENT CONSULTANTS

Ph: (306) 540-2697
Email: wneher@neherassociates.com
www.neherassociates.com

CONSULTANTS:

CONTRACTOR SHALL NOT SCALE DRAWINGS.
THE CONTRACTOR IS TO REPORT ANY ERRORS
OR OMISSIONS TO NEHER & ASSOCIATES PRIOR
TO CONSTRUCTION. THE CONTRACTOR SHALL
VERIFY AND BE RESPONSIBLE FOR ALL
DIMENSIONS. ALL DESIGNS AND DRAWINGS
ARE THE PROPERTY OF NEHER & ASSOCIATES
AND SHALL NOT BE REPRODUCED WITHOUT
PRIOR AUTHORIZATION.

PROJECT NAME:

Proposed Car Wash
Discovery Plaza
Park Street & 13th Avenue
Regina, SK

ISSUE RECORD:

01 - Issued for submission - 04/03/19

REVISIONS:

PROJECT NO: 2019-003

DWG FILE: N/A

DRAWN BY: W.G.N.

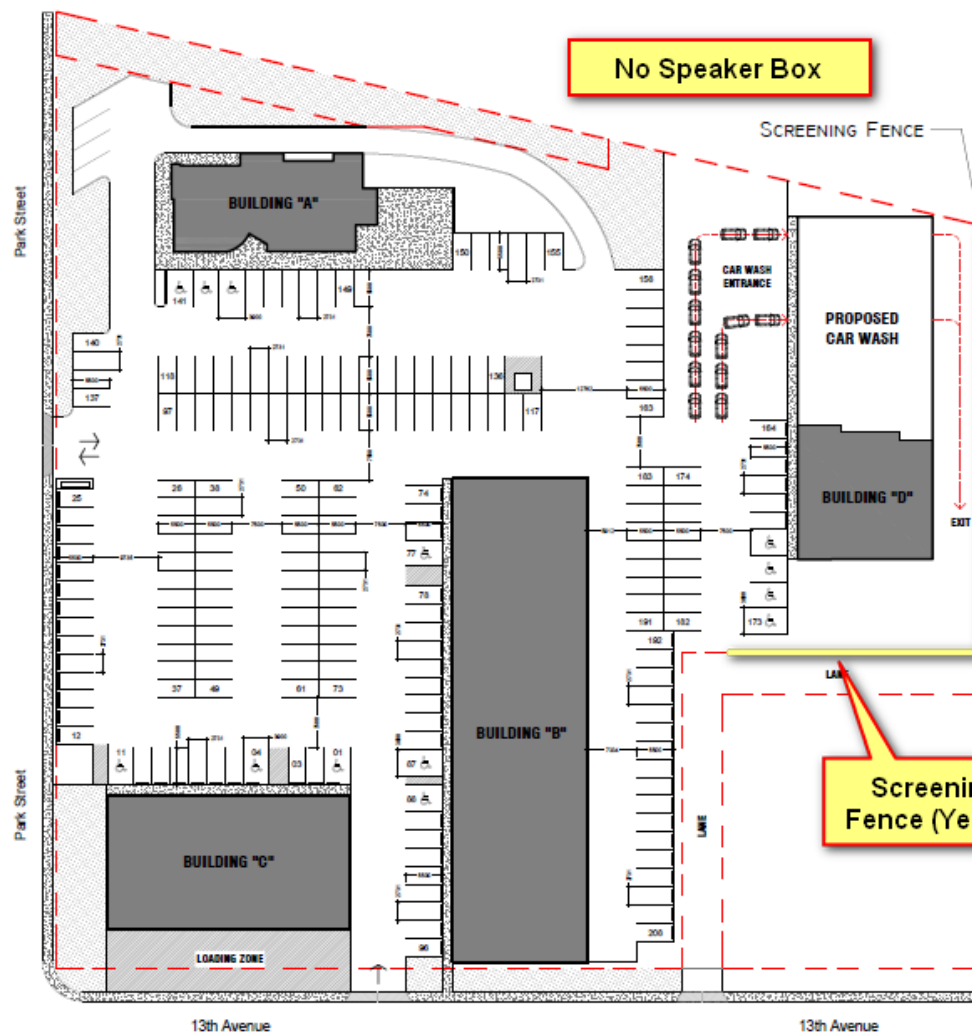
CHECKED BY: W.G.N.

SHEET TITLE

Parking Review

Sheet No.

A1.0



Site Parking Analysis

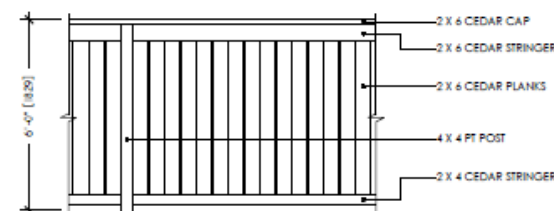
VICTORIA BINGO AMALGAMATED =	4,053 FT ² / 376.5 M ²
2025D PARK STREET	1 SPACE PER 30 M ²
	376.5 M ² / 30 M ² = 12.6 (13 SPACES)
PROPOSED NEW CARWASH =	7,016 FT ² / 651.8 M ²
2031D PARK STREET	1 SPACE PER 30 M ²
	651.8 M ² / 30 M ² = 21.7 (22 SPACES)
BURGER KING =	4,197 FT ² / 389.9 M ²
2049A PARK STREET	1 SPACE PER 30 M ²
	389.9 M ² / 30 M ² = 13 (13 SPACES)
ROSE GARDEN =	6,297 FT ² / 585.0 M ²
2037B PARK STREET	1 SPACE PER 30 M ²
	585.0 M ² / 30 M ² = 19.5 (20 SPACES)
MONEY MART =	1,500 FT ² / 139.4 M ²
2049B PARK STREET	1 SPACE PER 30 M ²
	139.4 M ² / 30 M ² = 4.6 (5 SPACES)
LITTLE CAESARS =	917 FT ² / 85.2 M ²
2051B PARK STREET	1 SPACE PER 30 M ²
	85.2 M ² / 30 M ² = 2.8 (3 SPACES)
BASE STUDIO =	990 FT ² / 92.0 M ²
2053B PARK STREET	1 SPACE PER 30 M ²
	92.0 M ² / 30 M ² = 3.1 (3 SPACES)
XEROX CANADA =	2,393 FT ² / 222.3 M ²
2055B PARK STREET	1 SPACE PER 30 M ²
	222.3 M ² / 30 M ² = 7.4 (7 SPACES)
EAST END DENTAL =	3,374 FT ² / 313.5 M ²
2069B PARK STREET	1 SPACE PER 30 M ²
	313.5 M ² / 30 M ² = 10.4 (10 SPACES)
CANADA BACK INSTITUTE =	7,586 FT ² / 704.8 M ²
2071C PARK STREET	1 SPACE PER 30 M ²
	704.8 M ² / 30 M ² = 23.5 (24 SPACES)

Total Parking Spaces Required: 120

Total Parking Spaces Provided: 208

Total HIC Parking Spaces Required: 2

Total HIC Parking Spaces Provided: 13




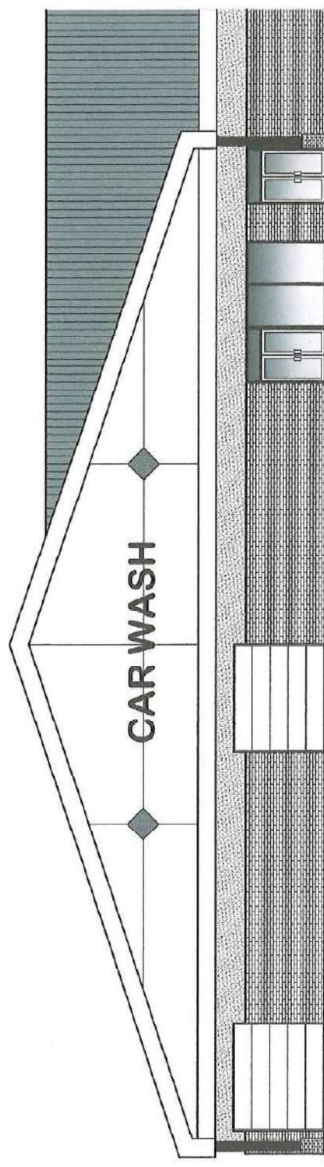
NOTES:

- ALL NAILS AND HARDWARE TO BE HOT DIPPED
- GALVANIZED
- POSTS TO BE PRESSURE TREATED
- STRINGERS & PLANKS TO BE WESTERN CEDAR #1

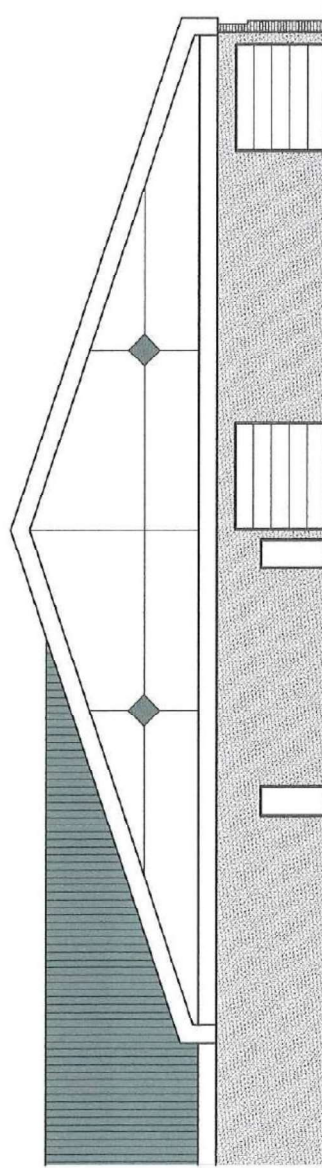
SCREENING FENCE
NOT TO SCALE

PARKING REVIEW
SCALE = 1:500


		PROJECT: CAR WASH CONCEPT PLAN 10000 S. 10th Ave. Rapid, SK		SHEET TITLE ELEVATION CONCEPTS		DATE: APRIL 10, 2019 SCALE: AS SHOWN DRAWN: WJON		FILE: PROJECT NO.: 2019-03 RELATION: DRAWING NO.: BD1.0	
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1 **FRONT ELEVATION**
 BD1.0 SCALE 3/32" = 1'-0"



2 **REAR ELEVATION**
 BD1.0 SCALE 3/32" = 1'-0"



NEHER & ASSOCIATES
ARCHITECTS

PROJECT:

CAR WASH
CONCEPT PLAN
Discovery Plaza
Regina, SK

SHEET TITLE:

LAYOUT
CONCEPT

DATE:

JANUARY 22, 2019

SCALE:

AS SHOWN

DESIGNER:

SPRANK WIGAL

FILE:

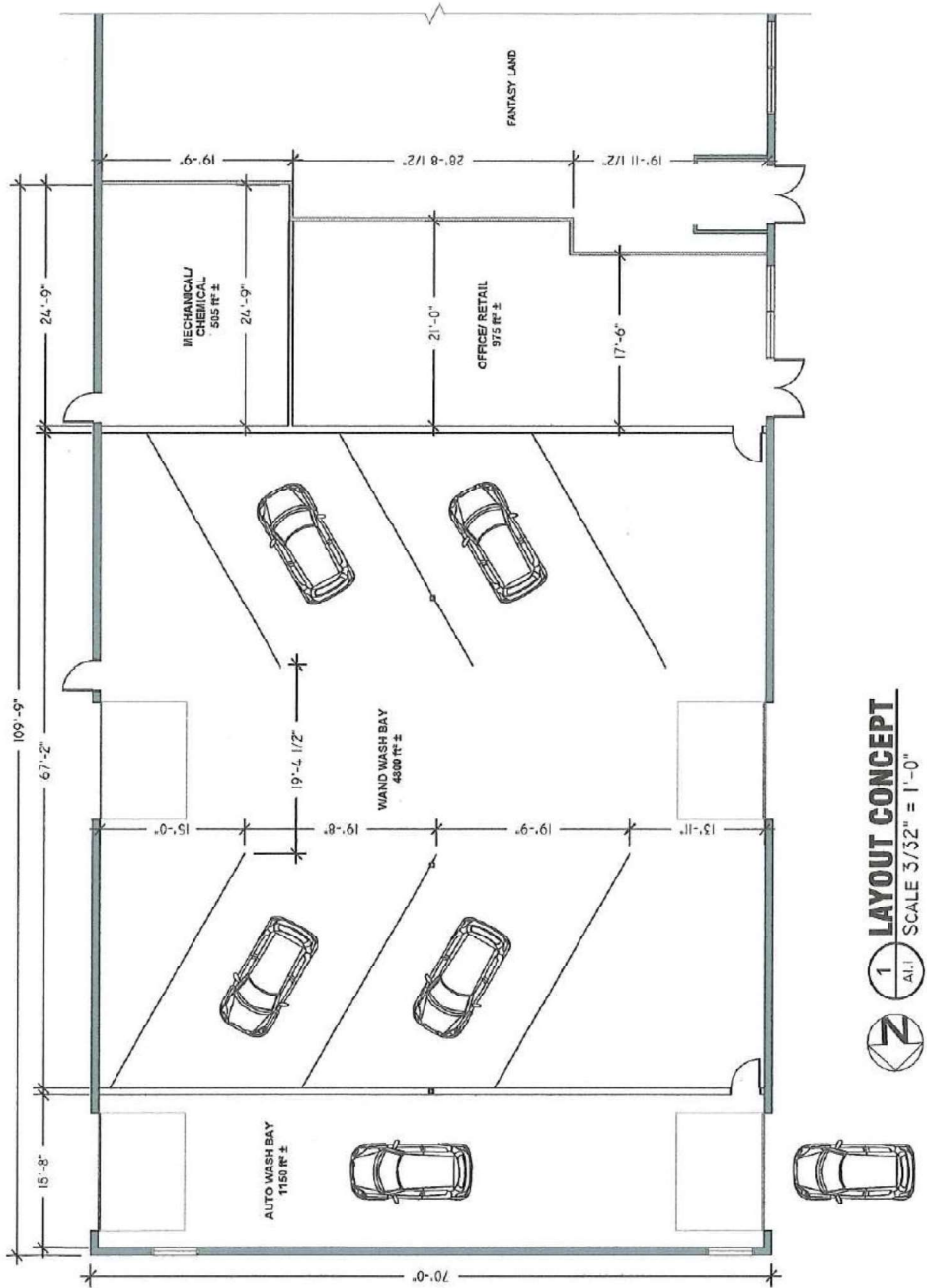
REVISION:

PROJECT NO.:

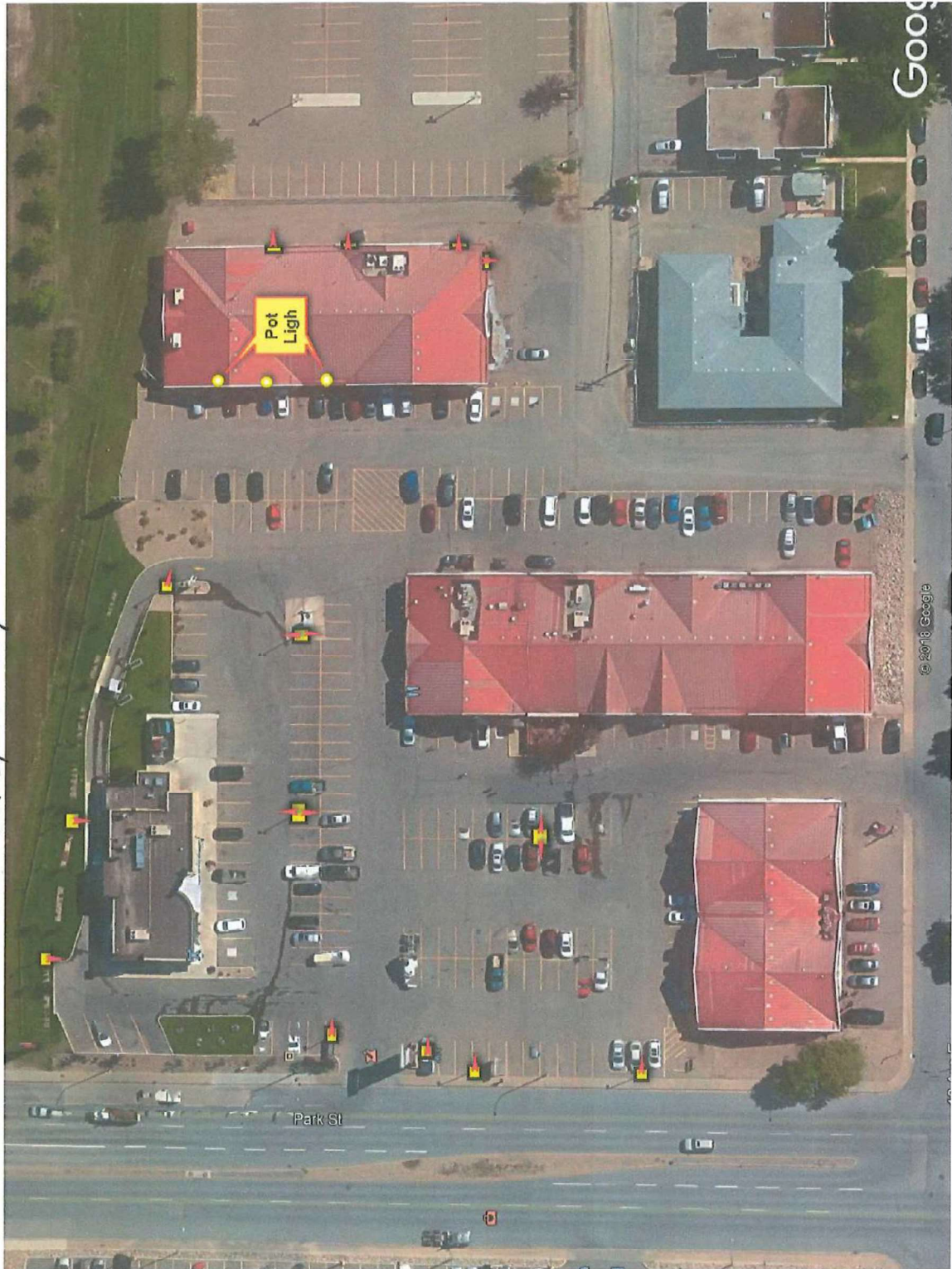
2019-03

DRAWING NO.:

BD1.1



LIGHTING PLAN



Public Consultation Summary

The following is in response to concerns raised by the Al Ritchie Community Association.

1. **Issue: Increase in traffic congestion along Park Street as well as at the intersections of Park Street/Victoria Avenue and Park Street/13th Avenue**

Applicant's Response: Entry and exit directional signs as well as concrete barriers will be installed on-site to help direct traffic flow and prevent traffic congestion.

Administration's Response: Administration does not have any concerns regarding traffic circulation for this proposal. This parcel is zoned MAC – Major Arterial Commercial Zone and the adjacent streets have been designed to handle traffic generation reflective of the MAC Zone. The proposed use of a car wash is not expected to alter traffic circulation or traffic generation at this site.

2. **Issue: Increase in traffic will increase repair demands on Park Street.**

Administration's Response: Administration does not foresee a significant increase in traffic to the property resulting from the car wash. Therefore, the car wash should not increase repair demands on Park Street. In addition, Park Street is not the only point of access to the property. Traffic entering and exiting the property for use of the car wash have the option of using three separate access points along 13th Avenue and Park Street from any direction of travel. Furthermore, the adjacent streets have been designed to handle traffic reflective of the property's zoning.

3. **Issue: Increase in traffic will decrease pedestrian safety.**

Administration's Response: Arterial roadways such as Park Street are intended to accommodate both pedestrian and vehicular traffic. However, for pedestrians to safely cross an arterial roadway, intersections are signalized and include crosswalks.

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Finance and Administration Committee: Casual Employees' Superannuation & Elected
Officials' Money Purchase Pension Plan 2018 Annual Report

RECOMMENDATION

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- SEPTEMBER 10, 2019**

That this report be received and filed.

FINANCE AND ADMINISTRATION COMMITTEE – SEPTEMBER 10, 2019

Colyn Lowenberger, representing Mobius Benefit Administrators Inc, addressed the Committee.

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

Councillors: Sharron Bryce (Chairperson), Bob Hawkins, 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 September 10, 2019, considered the following report from the Administration:

RECOMMENDATION

That this report be forwarded to the September 30, 2019, meeting of City Council for information.

CONCLUSION

Mobius Benefit Administrators Inc. (Mobius) has provided the 2018 annual report for the Casual Employees' Superannuation and Elected Officials' Money Purchase Plan, attached as Appendix A. This annual report has been prepared based on the requirements defined in Schedule A of *the City of Regina Concerning a Plan for Certain Employees and Elected Officials Bylaw No. 8589 (Bylaw No. 8589)*.

BACKGROUND

The Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan has been established for Elected Officials who wish to join and City of Regina casual employees

within the jurisdiction of CUPE Local 21, who meet the eligibility requirement. The plan is intended to provide eligible members with retirement income based on their contributions, the employer's contributions and the earnings associated with those contributions.

The Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan is governed by an Administrative Board that consists of three members appointed by the City Manager and one member of City Council. The Administrative Board's responsibilities include compliance, strategy and stewardship.

In 2018, Mobius administered this plan in accordance with *Bylaw No. 8589* on behalf of the Administrative Board. Industrial Alliance provides custodial, record-keeping and investment management services and the City employee benefits team manages day-to-day administration of the membership. This annual report has been prepared by Mobius based on the requirements defined in the Bylaw and has been forwarded to City Administration to inform City Council.

DISCUSSION

As outlined within Schedule A of *Bylaw No. 8589*, Section 15.7, in each fiscal year, the Board shall submit to Council a financial statement showing the business of the plan for that year. Appendix A is a copy of the 2018 Annual Report, which includes the following information:

- An overview of the plan status, its membership and governance
- Management of investments, including investment results
- Audited financial statements for the period ending December 31, 2018

A report containing the 2017 Annual Report was forwarded to City Council on September 24, 2018. Highlights captured within this 2018 report in comparison to that reported in the 2017 Annual Report are:

- Total invested assets in the plan are \$12.1M in 2018, down from \$12.2M in 2017
- Overall fund return -1.1 per cent in 2018, down from 8.7 per cent in 2017
- Average member balance \$10,560 down from \$11,237

RECOMMENDATION IMPLICATIONS

Financial Implications

The plan provides eligible members with retirement income based on the accumulated total of member and employer contributions, plus the earnings associated with those contributions. Based on the information contained within the annual report, the plan is holding \$12.1M in net assets available for benefits.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

None with respect to this report.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

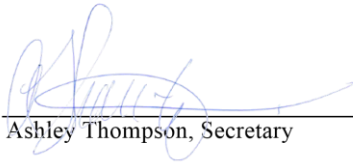
None with respect to this report.

DELEGATED AUTHORITY

The recommendation contained in this report is within the delegated authority of City Council.

Respectfully Submitted,

FINANCE AND ADMINISTRATION COMMITTEE

A handwritten signature in blue ink, appearing to read 'Ashley Thompson', is written over a horizontal line.

Ashley Thompson, Secretary

9/19/2019



June 26, 2019

People, Organization & Culture
Attention: Steve Eger

RE: Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan – 2018 Annual Report

Schedule A of Bylaw No. 8589, Section 15.7 of the City of Regina states that “in each Fiscal Year, submit to the Council a financial statement showing the business of the Plan for that year in such form as may be required.” In accordance with the Bylaw, attached is the 2018 Annual Report for the Casual Employees' Superannuation and Elected Officials Money Purchase Pension Plan for information to be submitted for the next meeting of the Finance and Administration Committee. Included in the Annual Report are the audited financial statements for the year ended December 31, 2018, which were approved by the Administrative Board for the Casual Employees' Superannuation and Elected Officials Money Purchase Pension Plan at its meeting of June 20, 2019.

Regards,

Colyn Lowenberger, President & CEO
Möbius Benefit Administrators Inc.



Casual Employees'
Superannuation
& Elected Officials'
Money Purchase
Pension Plan



ANNUAL REPORT 2018

Administered by

möbius
BENEFIT ADMINISTRATORS INC.

ANNUAL REPORT

CASUAL EMPLOYEES' SUPERANNUATION & ELECTED OFFICIALS MONEY PURCHASE PENSION PLAN

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Administered by:



Mail	Web www.mobiusbenefits.ca
B101,2055 Albert St.	E-mail pensions@mobiusbenefits.ca
Regina, SK	Phone (306) 777-7402
S4P 2T8	Fax (306) 777-6912

MESSAGE FROM THE CHAIRPERSON

On behalf of the Board it gives me great pleasure to share with you the Annual Report for the Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan for the year 2018.

Contained within the report you will find important and useful information regarding:

- membership, enrolment and demographics;
- who is on the Administrative Board, governance of the plan and the role of the trustee;
- how the Board conducts its business and fulfils its responsibilities and commitment to the members of the Plan;
- investment of the fund assets and overall performance of the plan for 2018, as well as year by year comparators of Plan performance; and
- the annual financial statements for the Plan, audited by KPMG.

On behalf of the Board I would like to share our appreciation of Colyn Lowenberger, CEO of Möbius, and his valued team of professionals in providing excellent services in the administration of the Plan.

I would like to take this opportunity to thank the members of the Administrative Board for their contribution and valued work throughout the year. Together, we are committed to providing the leadership, integrity and stewardship to support members as they save for retirement.

Marco Dieana

CHAIRPERSON,
ADMINISTRATIVE BOARD



‘On behalf of the Board I would like to share our appreciation of Colyn Lowenberger, CEO of Möbius, and his valued team of professionals in providing excellent services in the administration of the Plan.’

2018 PLAN HIGHLIGHTS

YEAR AT A GLANCE

Net Assets Available for Benefits

\$12.1 Million

New Enrollments

71 *up from 51 in 2017*

Average Member Balance

\$10,560

Pension Refunds

52 *down from 85 in 2017*

Total Membership

1,147

Up from 1,135 in 2017

Total Inactive Members

310

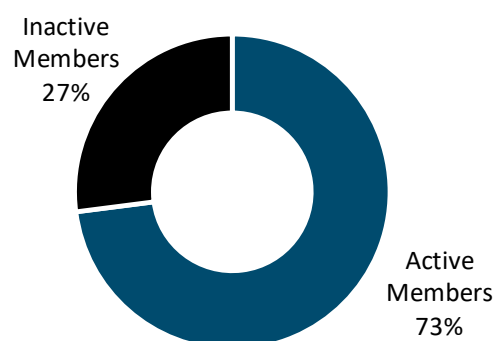
down from 314 in 2017

Summary of Financial Position

As at December 31, 2018

(thousands)	2018	2017
Net Assets Available for Benefits	\$ 12,112	\$ 12,206

Member Demographics



2018 Revenues and Expenses

Investment Returns

\$(195)
thousand

Contributions

\$686
thousand

Administration Expenses
\$21 thousand

Pension Refund
Payments

\$564
thousand

Active Members

829 Active CUPE Local 21 Members

8 Active Elected Official Members

837 Total Active Members—Up from 821 in 2017

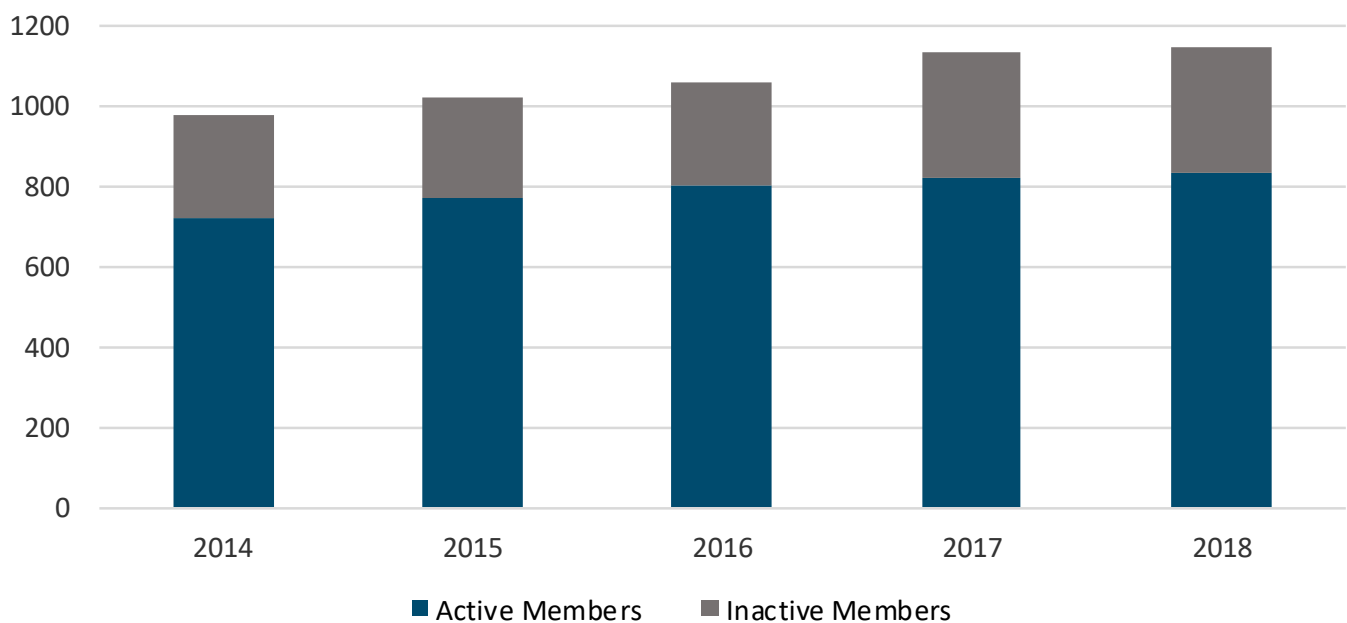
Non-active Members

307 Non-Active CUPE Local 21 Members

3 Non-Active Elected Official Members

310 Down from 314 in 2017

5 Year Member Demographics





ABOUT THE PLAN

DEFINED CONTRIBUTION PLAN

The Plan provides eligible members with retirement income based on the accumulated total of member and employer contributions, plus the earnings associated with those contributions

IMMEDIATE VESTING

Vesting means members are entitled to keep the employer's contributions plus earnings to date upon leaving the Plan.

IMMEDIATE LOCKING-IN

Locked in refers to the fact that both member contributions and the matching employer's contributions are immediately locked-in upon joining the Plan. Those funds cannot be taken as a cash withdrawal when a member leaves the Plan. They must be transferred to a locked-in account with no withdrawals until age 55.

PORTABILITY

Funds may be transferred to other registered retirement accounts or pension plans upon termination.

SURVIVOR BENEFITS

The member's account balance is payable to a designated beneficiary.

The Plan includes:

- Elected Officials of the City of Regina who elect to join the plan; and
- All employees who have acquired seniority (accumulated 2,069 hours of service) in accordance with the Collective Agreement between the City of Regina and the Canadian Union of Public Employees (CUPE) Local No. 21.

CUPE Local No. 21 employees contribute 3% of pensionable earnings to the Plan, and the City contributes an equal amount. City of Regina Elected Officials contribute 6.95% of pensionable earnings to the Plan, and the City contributes an equal amount.

The member's contributions and those paid by the City on behalf of the member are credited to an account established at the time the employee becomes a member of the Plan. These amounts, together with interest credited at regular intervals, comprise the member's individual account.

Upon termination a member may transfer the individual account balance to a locked-in retirement account, another registered pension plan, a registered retirement savings plan (RRSP), or an insurance company to purchase a deferred annuity.

PLAN GOVERNANCE

PLAN TEXT

The Plan was established December 25, 1985 under Schedule “A” and Schedule “B” of Bylaw No. 8589.

Plan governance is outlined in these documents, which are available online at www.mobiusbenefits.ca.

These governing documents, together with Pension, Income Tax and other federal and provincial legislation, determine how the Plan operates and how members’ benefits are calculated and paid.

The Plan is governed by an Administrative Board made up of four voting members; three persons to be appointed by the City Manager, and one member of City Council appointed by the Finance and Administration Committee of the City of Regina.

A Pension Advisory Committee, as specified under *The Pension Benefits Act, 1992 (Saskatchewan)*, appointed by the Executive of the Canadian Union of Public Employees Local No. 21, is also invited to attend all regular and special meetings of the Board.

A pension plan represents the combined retirement assets of its membership. The value of the benefit earned is often the largest financial asset belonging to any given member and forms the basis of their livelihood in retirement. As a result, plan beneficiaries and the law demand that those charged with administering a pension plan conduct their affairs to the highest standards.

The Administrative Board is required to meet at least quarterly, and quorum is three members. The board met 4 times during 2018.

Board meeting attendance for each Member was as follows:

Member	Number of Meetings Attended
Marco Deiana	4
Curtis Smith	4
Councillor Sharron Bryce	2
Brent Rostad	4
Advisory Committee	
Jason Banin	1
Hugh Bigler	4
Laird Williamson	1

ADMINISTRATIVE BOARD MEMBERS

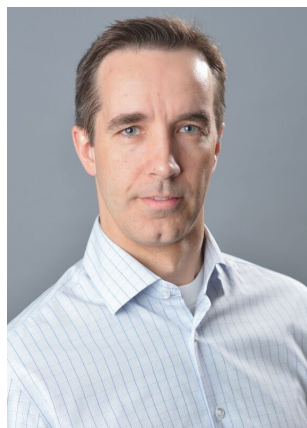
EMPLOYER REPRESENTATIVES



Marco Deiana

Chairperson

Mr. Deiana has been employed by the City of Regina since 1999 and was appointed to the Board by the City Manager in 2010. He currently holds the position of Manager, Workplace Health & Safety.



Curtis Smith

Vice-Chairperson

Mr. Smith was appointed by the City Manager in 2012. He has been employed by the City of Regina since 2008 and currently holds the position of Manager, Policy and Risk Management. Mr. Smith is a Chartered Professional Accountant (CPA-CA) and Certified Internal Auditor (CIA), and has a Bachelor degree in Business Administration from the University of Regina.



Councillor Sharron Bryce

Councillor Bryce was appointed by the Finance and Audit Committee in 2017. She is sitting for her fifth term as a member of Regina City Council, representing the residents of Ward 7 and is a Registered Nurse.



Brent Rostad

Mr. Rostad was appointed by the City Manager in 2012. He has worked for the City of Regina since 1998 and has had the opportunity to work in a number of areas including the Wastewater Plant, Sewage & Draining and Landfill. Mr. Rostad currently holds the position of Manager, Operational Services & Business Support.

Members of the Administrative Board are appointed as set out in Article 15.1 of Schedule A and of Schedule B of Bylaw 8589.

15.1 The City of Regina shall establish an Administrative Board comprised of:

- (a) Three persons to be appointed by the City Manager; and
- (b) A member of the City Council of the City of Regina appointed by the Finance and Administration Committee of the City of Regina.

15.1.1 The appointment of the members of the Administrative Board establishes pursuant to clause 15.1 shall be confirmed by resolution of City Council.

BOARD RESPONSIBILITIES

COMPLIANCE

STRATEGY

STEWARDSHIP

The Board's key duties include:

Compliance with Legislation	The Board ensures the Plan is administered in compliance with all appropriate legislation and benefits are paid appropriately to members. The Plan must comply with legislation under <i>The Pension Benefits Act, 1992 (Saskatchewan)</i> , <i>The Pension Benefits Regulations, 1993 (Saskatchewan)</i> , and the <i>Income Tax Act</i> .
Pension Administration	The Board has engaged Möbius Benefit Administrators Inc. to provide pension administration services on behalf of the Plan. The Board reviews the performance of Möbius on an ongoing basis and ensures that reports provided to the Board are appropriate and adequate to meet their fiduciary duties. Möbius reports to the Board on all aspects of Plan administration.
Annual Financial Statements	The Board ensures that the annual financial statements for the Plan are prepared, an annual audit of the financial statements is conducted, and the results are filed with the regulatory authorities. The current auditors for the Plan are KPMG LLP and the statements audited by them are included in this report. In addition, Annual Returns must be filed with the Superintendent of Pensions and Canada Revenue Agency.
Custody of Plan Assets	The Board must ensure all monies due to the Fund are kept separate and apart from other funds of the employers. This is accomplished by hiring a fund custodian to ensure the money is kept separate from the employer's funds and is only used for pension purposes. In addition to holding the Plan's securities, the custodian is required to verify that any transfer requested by those involved with the Plan complies with the Plan's rules and governing legislation. The current custodian is Industrial Alliance Insurance and Financial Services.
Fund Management	The Board is responsible for making investments in accordance with the investment requirements contained in <i>The Pension Benefits Act, 1992 (Saskatchewan)</i> and other relevant legislation. The activities the Board performs to fulfil this responsibility include regular reviewing of investment activities, ensuring compliance with the Statement of Investment Policies & Procedures, monitoring investment results and meeting with the Plan's fund managers.
Performance Measurement	The Board ensures the various investment managers are managing the fund assets in an appropriate manner and in compliance with the Statement of Investment Policies & Procedures.
Policy Documents	To support the objectives of the Plan the Board has adopted the following policies: · Procedural Rules · Statement of Investment Policies & Procedures · Trustee Education Policy



EDUCATION AND TRAINING

The Administrative Board of the Casual Employees' Superannuation & Elected Officials Money Purchase Pension Plan recognizes the importance of education to the successful fulfillment of the fiduciary duty to the members of the Plan.

To that end, the Board has developed the Trustee Education Policy based on the following principles:

- Board members are required to make policy decisions to facilitate the administration of the Plan;
- Board members have an obligation to participate in Board meetings in a meaningful way; and
- a unique body of knowledge is required to carry out the roles and responsibilities of the Board.

Minimum Annual Training Requirements

The Trustee Education Policy requires that, in addition to basic education obtained within the first three years of becoming a Trustee:

- new Trustees must attend a minimum of 60 hours of educational opportunities over a rolling 3 year period; and
- senior Trustees must attend a minimum of 60 hours of educational opportunities over a 2 year rolling period.



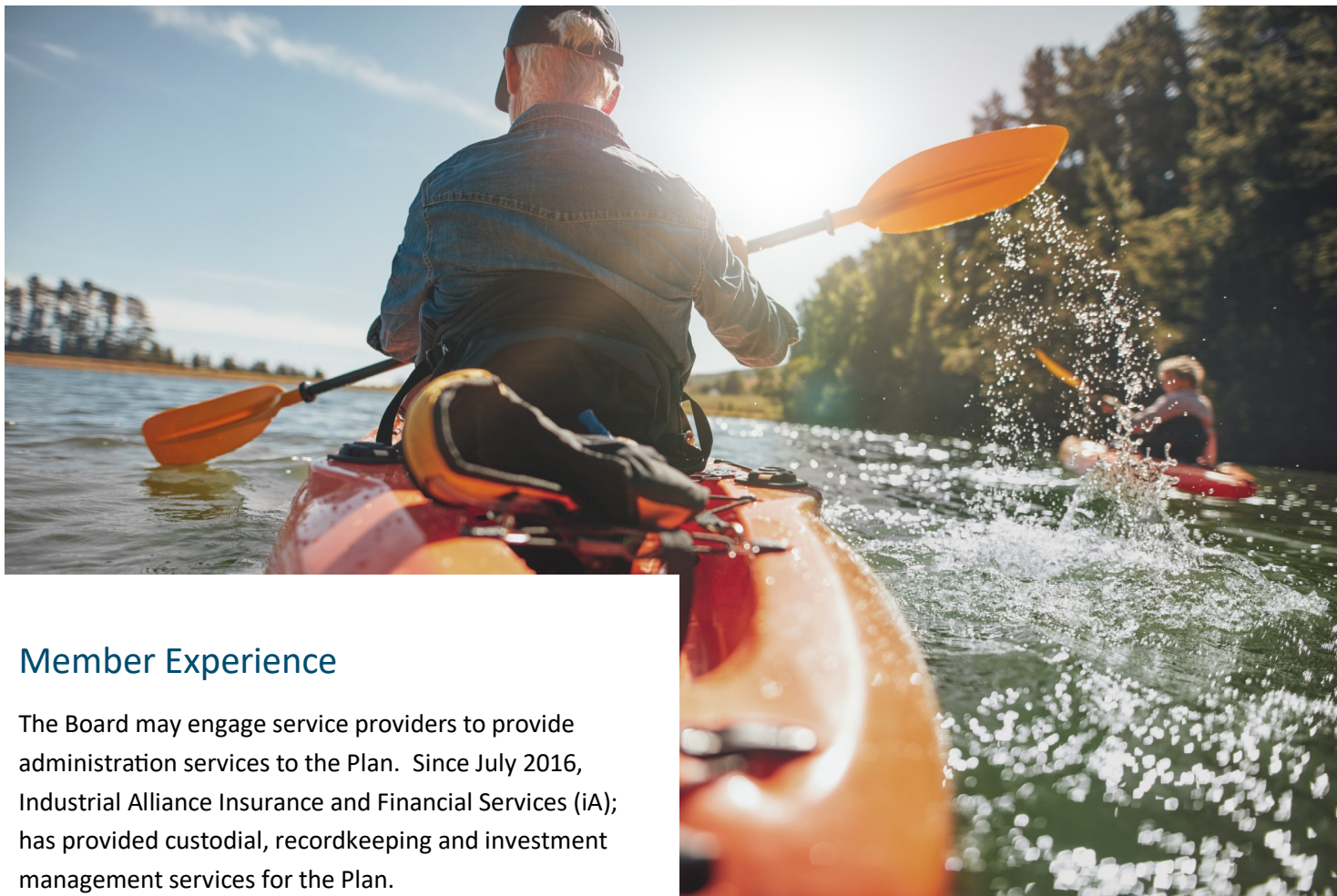
Total number of hours spent by Board Members in Education and Training during 2018—*excluding Board meetings*.

The following table provides the details of Administrative Board Conferences and Seminars. Where board members serve on the board of more than one Plan, costs are shared with those other Plans. The total cost of Board Member Travel, Education and Training for the Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan was born by the City of Regina and totalled \$6,039.

Trustee	Conference or Seminar	Date	Location	Hours	Amount
Marco Deiana	IF Canadian Annual Conference	Nov 18 to 21	Las Vegas	25	
				25	\$ 4,492
Curtis Smith	CPBI Saskatchewan Regional Conference	Apr 17 to 19	Regina	22	
	Trustee Education Workshop	May 2	Regina	10	
				32	\$ 708
Sharron Bryce	Trustee Education Workshop	May 2	Regina	10	
				10	\$ 131
Brent Rostad	CPBI Saskatchewan Regional Conference	Apr 17 to 19	Regina	22	
	Trustee Education Workshop	May 2	Regina	10	
				32	\$ 708
2018 Total				99	\$ 6,039

RECORDKEEPING

FULL MEMBER SERVICE



Member Experience

The Board may engage service providers to provide administration services to the Plan. Since July 2016, Industrial Alliance Insurance and Financial Services (iA); has provided custodial, recordkeeping and investment management services for the Plan.

As a service provider, iA consistently aims for simplicity, efficiency and innovation. For our plan members, this means:

- Simple, easy-to-use tools and reports
- Proactive administration and record keeping
- Continuous improvement team to fuel the evolution of their service offering

Member engagement is a top priority and in order to accomplish this iA has simplified plan enrolment, developed user-friendly, decision making tools and designed simple investment solutions.

Member Services

iA provides a secure website (My Client Space) which allows members to monitor their account and manage it in real time.

My Client Space also features a Retirement Simulator to help members plan for retirement.

New tools introduced in 2018:

Retirement planning website

iA Retirement App (June 2018)

YouTube Videos

INVESTMENTS

BALANCING RISK AND RETURN



The Administrative Board of the Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan oversees the investments of the Plan in accordance with the Statement of Investment Policies & Procedures.

The Statement of Investment Policies & Procedures addresses such issues as investment objectives, risk tolerance, asset allocation, permissible asset classes, investment diversification, liquidity requirements, expected rates of return and other issues relevant to the investment process, thereby establishing a framework within which all the investment managers must operate. The primary objective of the investment policy is to maximize the returns of the Plan members without incurring undue risk.

The Statement of Investment Policies & Procedures is reviewed annually and updated when necessary to ensure that it continues to meet legal standards and the investment requirements of the membership.

The Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan measures investment performance against a custom benchmark consisting of the indices that best represent each asset class.

ASSET CLASS TARGET MIX

The Statement of Investment Policies & Procedures includes the following asset class target mix:

Asset Class	Long Term Target Mix
Canadian Equities	20%
Global Equities	40%
Fixed Income	40%
Total	100%

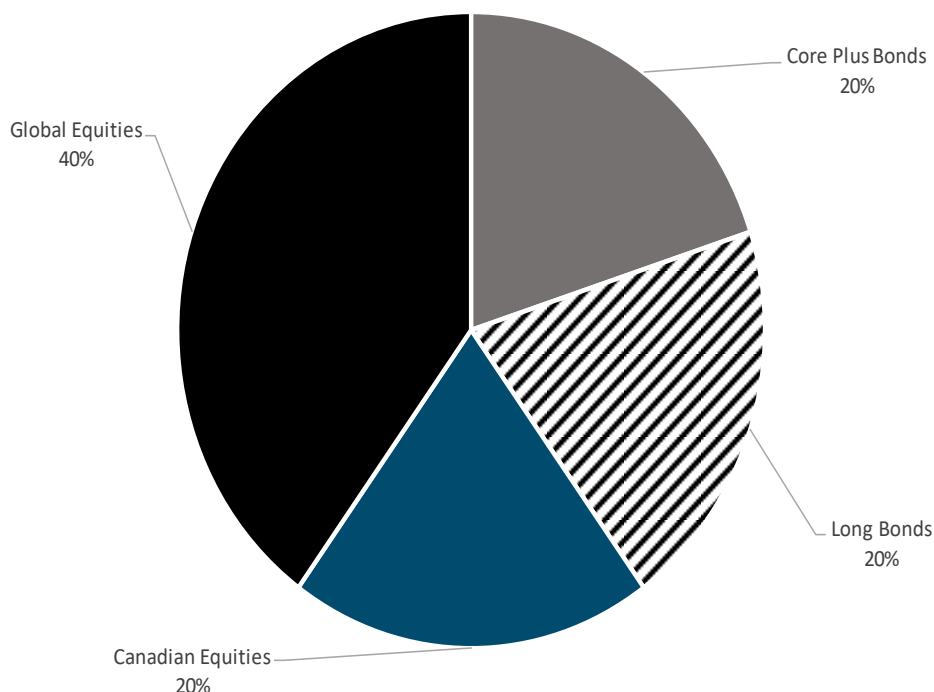
The Plan does not manage currency within the portfolios, preferring to take a longer term approach that currencies will fluctuate in the short term, but will achieve some equilibrium over time.

\$12.1 Million

Total Invested Assets
of the Plan,
December 31, 2018

The Plan's assets are invested across several asset classes and with multiple investment managers to reduce the overall risk to the Plan. By spreading the investments out among different types of assets, different geographical areas and different investment styles, the overall risk to the Plan is reduced and the returns of the Plan become less volatile.

Asset Allocation



Asset Class	Total Fund Benchmark	Actual % Allocation	Minimum %	Target %	Maximum %
Equities					
Canadian	S&P/TSX 300 Index	20	15	20	25
Global	MSCI World GD	40	35	40	45
		60		60	
Fixed Income					
Long Bonds	FTSE TMX Canada Long Term Overall Bond Index	20	15	20	25
Core Plus	FTSE TMX Canada Universe Bond Index	20	15	20	25
		40		40	
Total Fund		100		100	

MANAGEMENT OF INVESTMENTS

MANAGER SELECTION, MONITORING AND REBALANCING

Professional investment management services are obtained through competitive procurement processes. The Board performs regular performance reviews on all managers, ensuring they are meeting objective targets as set out in the SIP&P.

Industrial Alliance Financial Group offers over 80 funds from 25 unique investment managers. The Board elected to invest in the funds available on the Industrial Alliance platform outlined below based on the plan's current investment policy.

As the performance of individual managers and markets move the assets in the Fund away from the normal strategic positions, the assets are rebalanced to bring the Fund back within the parameters of the current strategic asset allocation policy set by the Administrative Board. Such rebalancing is achieved through directed cash flow or by actively transferring funds among managers when specified trigger points are reached. The actual management and asset allocation structure of the Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan as at December 31, 2018 is shown below:

Asset Class	Fund Manager	Start Date	Amount* (thousands)	% of Holdings
Equities				
Canadian	QV	2016	2,432	20
Global	Mawer	2016	2,435	20
	Hexavest	2016	2,434	20
			\$ 7,301	60
Fixed Income				
Long Bonds	Industrial Alliance	2016	2,402	20
Core Plus Bonds	Phillips Hager & North	2016	2,409	20
			\$ 4,811	40
Total Fund			\$12,112	100

*Amount includes small cash balances held by each manager within their investment portfolio.

INVESTMENT RESULTS

ACTUAL VERSUS TARGET

**Overall fund
return **-1.1%****

On a total fund basis the 2018 return of the Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan was -1.1%, exceeding the custom benchmark by 0.5%. 2018 returns were a result of a negative double digit Canadian equity return which was partially offset by positive global equity and core plus bond portfolio performance.

OBJECTIVE

1 Year

3 Year

5 Year

10 Year

Earn a rate of return that exceeds the benchmark portfolio

Total Plan Return

-1.1

3.4

5.7

7.4

Total Plan Benchmark Return

-1.6

4.8

6.5

7.9

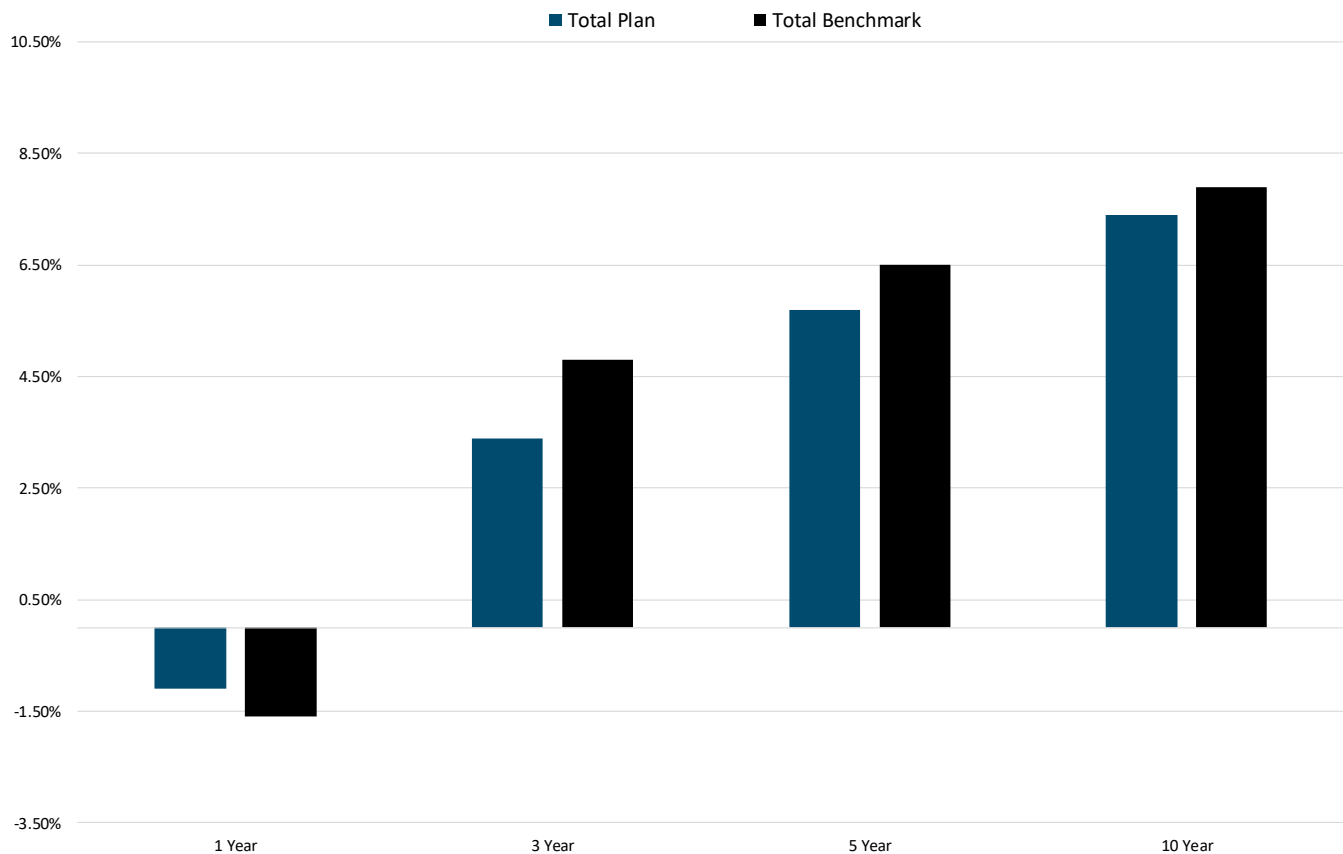
Excess Return

0.5

-1.4

-0.8

-0.5



INVESTMENT RESULTS

ACTUAL VERSUS TARGET—Continued

OBJECTIVE

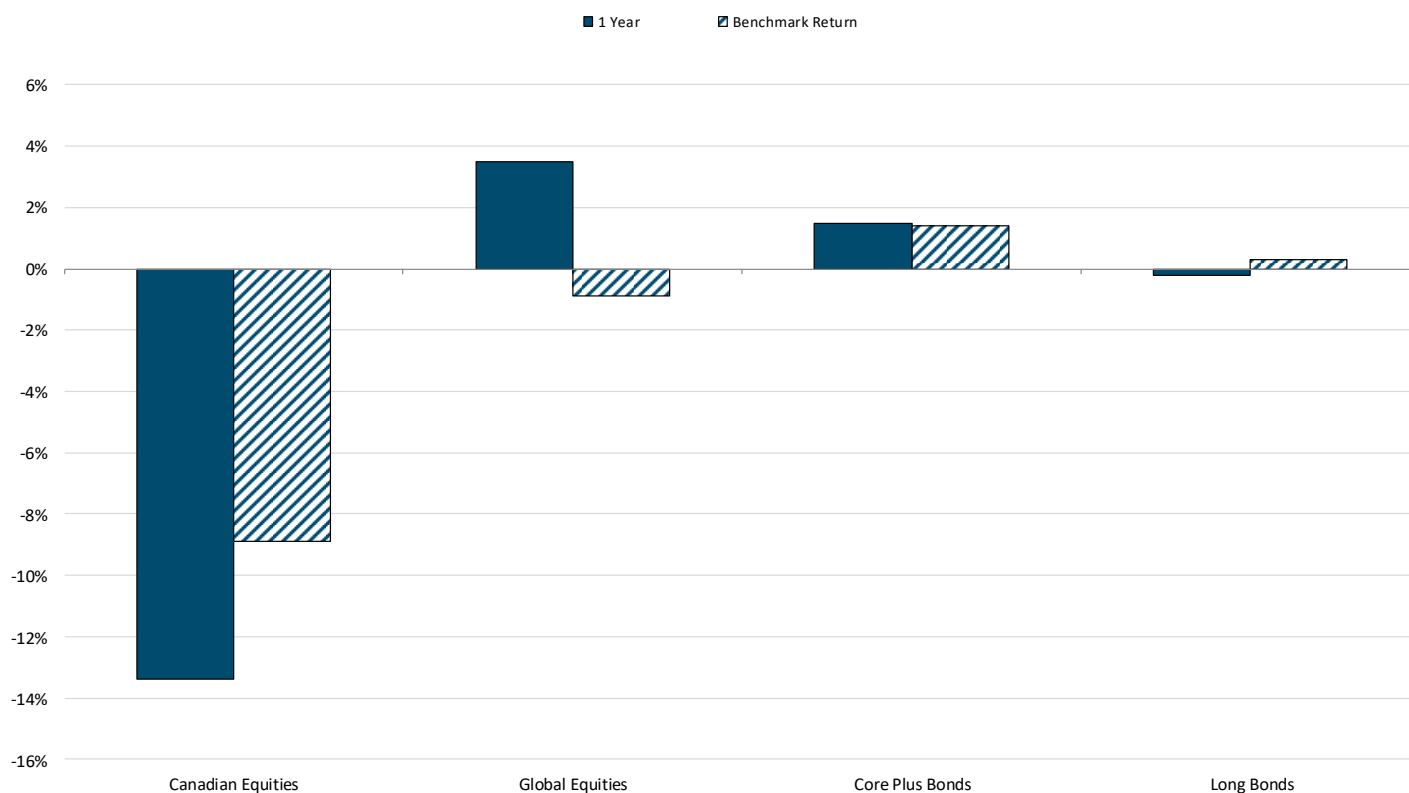
1 Year

Earn a rate of return that exceeds a comparable benchmark return for each asset class

Canadian Equity	-13.4
Excess Return (>-8.9%)	-4.5
Global Equity	3.5
Excess Return (>-0.9%)	2.6
Core Plus Bonds	1.5
Excess Return (>1.4%)	0.1
Long Bonds	-0.2
Excess Return (>0.3%)	-0.5

* 3, 5 and 10 Year results are not available for these funds since the mandate changed in 2016

2018 Asset Class Returns





KPMG LLP
Hill Centre Tower II
1881 Scarth Street, 20th Floor Regina Saskatchewan S4P 4K9
Canada
Telephone (306) 791-1200
Fax (306) 757-4703

INDEPENDENT AUDITORS' REPORT

To the Administrative Board of the Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan

Opinion

We have audited the financial statements of Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan (the Plan), which comprise:

- the statement of financial position as at December 31, 2018
- the statement of changes in net assets available for benefits for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan as at December 31, 2018, and its changes in net assets available for benefits for the year then ended in accordance with Canadian accounting standards for pension plans.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of our auditors' report.

We are independent of the Plan in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. Other information comprises:

- 2018 Annual Report

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statement or our knowledge obtained in the audit and remain alert for indications that the other information appears to be materially misstated.

We obtained the information, other than the financial statements and the auditors' report thereon, included in the 2018 Annual Report document as at the date of this auditors' report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditors' report.

We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for pension plans, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Plan's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Plan or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Plan's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Plan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Plan to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

June 20, 2019

Regina, Canada

AUDITED FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL POSITION


(in thousands of dollars)

As at December 31


	2018	2017
ASSETS		
Investments—Note 4	\$ 12,112	\$ 12,188
Contributions Receivable		
Members	-	9
Employers	-	9
Net Assets Available for Benefits	\$ 12,112	\$ 12,206

See accompanying notes.

APPROVED BY:



Board Member



Board Member

AUDITED FINANCIAL STATEMENTS

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS

(in thousands of dollars)

For the Year Ended December 31

	2018	2017
INCREASE IN NET ASSETS		
Increase in Fair Value of Investments		
Realized Gains	101	69
Unrealized Gains	-	858
Contributions		
Members	343	333
Employer	343	333
	787	1,593
DECREASE IN NET ASSETS		
Decrease in Fair Value of Investments		
Unrealized Losses	296	-
Pension Refunds	564	901
Administration Expenses—Note 8	21	21
	881	922
Net (Decrease)/Increase for the Year	(94)	671
Net Assets Available for Benefits, Beginning of Year	12,206	11,535
Net Assets Available for Benefits, End of Year	\$ 12,112	\$ 12,206

See accompanying notes.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

1. Description of Plan

The Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan (the "Plan") is a defined contribution plan. All casual employees who acquire and maintain seniority under the provisions of the Collective Agreement between the City of Regina and the Canadian Union of Public Employees, Local No. 21, are required to join the Plan as contributing members. Elected Officials of the City of Regina may also join the Plan.

a) Contributions

Casual Employee Members contribute of 3% of salary. Elected Officials contribute 6.95% of salary. The employer matches the members' contributions to the Plan.

b) Benefits

Benefits are received upon retirement, termination, or death by lump sum transfers to an individual's locked in retirement account with another financial institution. Cash payments may be made for non-vested or small benefit amounts.

2. Basis of Preparation

a) Statement of Compliance

The financial statements for the year ended December 31, 2018, have been prepared in accordance with Canadian accounting standards for pension plans as outlined in Part IV of the CPA Canada Handbook Section 4600, Pension Plans. For matters not addressed in section 4600, International Financial Reporting Standards (IFRS) guidance has been implemented. The financial statements were authorized and issued by the Plan's Administrative Board on June 20th, 2019.

b) Basis of Measurement

The financial statements have been prepared using the historical cost basis except for financial instruments which have been measured at fair value.

c) Functional and Presentation Currency

These financial statements are presented in Canadian dollars, which is the Plan's functional currency and are rounded to the nearest thousand unless otherwise noted.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

3. Summary of Significant Accounting Policies

The following policies are considered to be significant:

a) Basis of Presentation of Financial Statements

These financial statements are prepared on the going concern basis and present the aggregate financial position of the Plan as a separate financial reporting entity independent of the Sponsor and Plan members. They are prepared to assist Plan members and others in reviewing the activities of the Plan for the fiscal period, but they do not portray the funding requirements of the Plan or the benefit security of individual Plan members.

b) Investments

Investments in pooled funds are recorded at fair value on a trade date basis. Fair value is determined based on the net asset value provided by the pooled fund administrator using closing bid prices of the underlying investments.

c) Investment Income and Transaction Costs

Investment income consists of distributions earned from investments in pooled funds and is recorded on the accrual basis. Realized and unrealized gains and losses are recorded in the change in fair value of investments. Transaction costs are recognized in the statement of net assets available for benefits in the period incurred.

d) Financial Instruments

Contributions receivable are classified and measured at amortized cost. As they are short-term in nature, their carrying value approximates fair value.

e) Foreign Exchange

All year end balances for investments denominated in foreign currency are converted into Canadian dollars at the exchange rate prevailing at year end. Gains and losses due to translation are included in the change in fair value of investments for the period. Revenue and expenses are translated at the exchange rate on the date of the transaction.

f) Use of Estimates

The preparation of the financial statements in accordance with Canadian accounting standards for pension plans requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant items subject to such estimates and assumptions include the valuation of investments. Actual results could differ from these estimates and changes in estimates are recorded in the accounting period in which they are determined.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

3. Summary of Significant Accounting Policies (continued)

g) Accounting Policy Changes

Effective January 1, 2018, the Plan adopted a new standard IFRS 9.

IFRS 9, Financial Instruments, has replaced IAS 39 Financial Instruments: Recognition and Measurement, and includes guidance on the classification and measurement of financial instruments, impairment of financial assets, and a new general hedge accounting model.

The adoption of this new standard did not result in any financial impact or change in the financial statement presentation.

4. Investments

The investment objectives of the Plan are to earn a rate of return that exceeds the rate of return earned on a benchmark portfolio. Due to the long-term horizon of the Plan's benefits, the Plan takes a long-term investment perspective. The Plan has the following investments:

INVESTMENTS	2018	2017
Pooled Funds:		
Fixed Income	4,811	4,875
Canadian Equities	2,432	2,438
Global Equities	4,869	4,875
Total Investments	\$ 12,112	\$ 12,188

Investment concentration in any one investee or related group of investees within a pooled fund is limited to no more than 10% of the total book value of the Plan's assets or no more than 30% of the votes that may be cast to elect the directors of the investee.

To achieve its long term investment goal, the Board has adopted the following asset mix:

		Min Weight	Benchmark Weight	Max Weight
Asset Class		(%)	(%)	(%)
Equities	Canadian	15	20	25
	Global	35	40	45
Fixed Income	Long Bonds	15	20	25
	Core Plus Bonds	15	20	25
Total		100		

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

4. Investments (continued)

The Plan's assets may be invested through in-house investment activities or through external investment managers including without limitation, mutual funds, pooled funds, segregated funds, unit trusts, limited partnerships, and similar vehicles.

The Plan may invest in equity securities, and equity substitutes that are convertible into equity securities, which are listed and traded on recognized exchanges, and unlisted equity securities, such as private placement equity, where the investment manager determines the security will become eligible for trading on a recognized exchange within a reasonable and defined timeframe, not to exceed six months, and the issuing company is publicly listed on a recognized exchange.

The Plan may invest in bonds, notes and other debt instruments of Canadian and foreign issuers, mortgage-backed securities guaranteed under the National Housing Act, term deposits and guaranteed investment certificates, and private placements of bonds that are rated by a recognized rating agency.

The Plan may invest in cash and short term investments which consist of cash on hand, Canadian and US money market securities, such as treasury bills issued by the federal and provincial governments and their agencies, obligations of trust companies and Canadian and foreign banks chartered to operate in Canada, including bankers' acceptances, commercial paper, term deposits and contracts with life insurance companies.

Pooled Funds

The Plan owns units in Canadian and Global pooled equity funds as well as Canadian fixed income pooled funds. These pooled funds have no fixed distribution rate. Fund returns are based on the success of the fund managers.

Fair Value of Investments

Fair value is best evidenced by an independent quoted market price for the same instrument in an active market. An active market is one where quoted prices are readily available, representing regularly occurring transactions. The determination of fair value requires judgement and is based on market information where available and appropriate. Fair value measurements are categorized into levels within a fair value hierarchy based on the nature of the inputs used in the valuation.

Level 1 – where quoted prices are readily available from an active market.

Level 2 – inputs other than quoted prices included in Level 1 that are observable for the investment, either directly (for example, as prices) or indirectly (for example, derived from prices).

Level 3 – inputs for the investment that are not based on observable market data.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

4. Investments (continued)

The following table illustrates the classification of the Plan's investments within the fair value hierarchy as at December 31.

2018				
Asset Class	Level 1	Level 2	Level 3	Total
Equity Pooled Funds	\$ -	\$ 7,301	\$ -	\$ 7,301
Fixed Income Pooled Funds	-	4,811	-	4,811
Total Investments	\$ -	\$ 12,112	\$ -	\$ 12,112

2017				
Asset Class	Level 1	Level 2	Level 3	Total
Equity Pooled Funds	\$ -	\$ 7,313	\$ -	\$ 7,313
Fixed Income Pooled Funds	-	4,875	-	4,875
Total Investments	\$ -	\$ 12,188	\$ -	\$ 12,188

There were no investments transferred between levels during 2018 or 2017.

5. Capital Management

The Plan defines its capital as consisting of net assets available for benefits, which consists primarily of investments. Investments are managed to fund future obligations to its members.

The Plan receives new capital from member and employer contributions. The Plan also benefits from income and market value increases on its invested capital. The Plan's capital is invested in a number of asset classes including bonds and equities through pooled fund investments. The Board has delegated the operational investment decisions to an investment management firm through a number of different investment mandates as defined in the Plan's Statement of Investment Policies and Procedures.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

6. Investment Risk Management

Investment risk management relates to the understanding and active management of risks associated with invested assets. Investments are primarily exposed to interest rate volatility, market risk and credit risk. They may also be subject to liquidity risk. The Plan has set formal policies and procedures that establish an asset mix among equity and fixed income investments; requires diversification of investments within categories; and sets limits on the size of exposure to individual investments. The Administrative Board approves the Statement of Investment Policies and Procedures which is reviewed annually.

Market Risk

Market risk is the risk that the value of an investment will fluctuate as a result of changes in market prices, whether those changes are caused by factors specific to the individual investment, or factors affecting all securities traded in the market. The Plan's policy is to invest in a diversified portfolio of investments, based on criteria established in the Statement of Investment Policies and Procedures.

Credit Risk

Credit risk refers to the potential for counterparties to default on their contractual obligation to the Plan. Credit risk is mitigated by entering into contracts with the counterparties that are considered high quality. Quality is determined via the following credit rating agencies: DBRS, Standard and Poor's and Moody's Investor Service.

The maximum credit risk to which it is exposed at December 31, 2018 is limited to the carrying value of the financial assets summarized as follows:

Asset Class	2018	2017
Contributions Receivable	\$ -	\$ 18
Total	\$ -	\$ 18

Interest Rate Risk

Interest rate risk refers to the effect on the market value of the Plan's investments due to fluctuation of interest rates. The risk arises from the potential variation in the timing and amount of cash flows related to the Plan's assets and liabilities. Asset values are affected by equity markets and short-term changes in interest rates. The Plan's investment policy has guidelines on duration and distribution which are designed to mitigate the risk of interest rate volatility.

At December 31, 2018 a 1% increase/decrease in interest rates would result in a \$539 (2017 – \$539) change in the value of the Plan's fixed income portfolio.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

6. Investment Risk Management (continued)

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Plan maintains an adequate amount of liquid assets with varying maturities in order to ensure that the Plan can meet all of its financial obligations as they fall due. Liquidity risk is managed by limiting the Plan's exposure to illiquid assets and through positive net cash inflows from contributions.

7. Related Party Transactions

The Plan had the following transactions with related parties. All related party transactions are within the normal course of business and are recorded at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Related Party Transactions	2018	2017
Contributions Receivable includes the following amounts:		
City of Regina	\$ -	\$ 18
	\$ -	\$ 18

8. Administration Expenses

Administration Expenses	2018	2017
Administration Expenses Paid by the Plan:		
Administrative Services	\$ 21	\$ 21
Total	\$ 21	\$ 21

All Other Administrative Expenses as well as 75% of the Administrative Services are paid by the City of Regina on behalf of the Plan.

9. Comparative Information

Certain comparative information have been reclassified to conform with the current year's presentation.

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Finance and Administration Committee: Regina Civic Employees' Long Term Disability
Plan 2018 Annual Report

RECOMMENDATION

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- SEPTEMBER 10, 2019**

That this report be received and filed.

FINANCE AND ADMINISTRATION COMMITTEE – SEPTEMBER 10, 2019

Colyn Lowenberger, representing Mobius Benefit Administrators Inc, addressed the Committee.

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

Councillors: Sharron Bryce (Chairperson), Bob Hawkins, 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 September 10, 2019, considered the following report from the Administration:

RECOMMENDATION

That this report be forwarded to the September 30, 2019 City Council meeting for information.

CONCLUSION

Mobius Benefit Administrators Inc. (Mobius) has provided the 2018 Annual Report for the Regina Civic Employees' Long-Term Disability Plan, attached as Appendix A. This Annual Report has been prepared based on the requirements defined in Schedule A of *the Regina Civic Employees' Long Term Disability Plan 1992, Bylaw No. 9566 (Bylaw No. 9566)*.

BACKGROUND

The Regina Civic Employees' Long-Term Disability Plan is a multi-employer plan with contributing members from City of Regina, Saskatchewan Health Authority, Regina Board of Education (non-teaching staff), Regina Public Library, Buffalo Pound Water Administration

Board and Mobius Benefit Administrators Inc. The plan is intended to provide eligible members with protection against loss of income when experiencing illness or injury.

The Regina Civic Employees' Long-Term Disability Plan is governed by an Administrative Board that consists of members appointed by City Council and the Civic Employees' Pension and Benefits Committee in accordance with the terms of *Bylaw No. 9566*. Representation on the board mirrors the Administrative Board of the Regina Civic Employees' Superannuation and Benefit Plan and is approximately representative of the employee groups in the plan. The Administrative Board's responsibilities include compliance, strategy and stewardship.

Mobius administers this plan in accordance with *Bylaw No. 9566* on behalf of the Administrative Board. Manulife Insurance provides adjudication and administrative services to support Mobius. This annual report has been prepared based on the requirements defined in Schedule A of the Bylaw and has been forwarded to City Administration for the purpose of ensuring City Council is informed.

DISCUSSION

As outlined within Schedule A of *Bylaw No. 9566*, Section 9.4(3), the Board shall annually report to Council on the operation of the Plan. Appendix A is a copy of the 2018 Annual Report, which includes the following information:

- An overview of the plan status, its governance and claims management
- Management of investments, including investment results
- Audited financial statements for the period ending December 31, 2018

A report containing the 2017 Annual Report was forwarded to City Council on September 24, 2018. Highlights captured within this 2018 report in comparison to that reported within the 2017 annual report are:

- Net assets available for Benefits \$49.2 M in 2018, down from \$51.8 M in 2017
- Disability Obligations \$17.2 M in 2018, down from \$17.9 M in 2017
- Surplus \$32.1 M in 2018 down from \$33.9 M in 2017
- Funding Status 287 per cent in 2018, down from 290 per cent in 2017 (Target Funding Status of 136 per cent)
- Investment Returns \$ (1.1) M in 2018, down from \$2.8 M in 2017
- Administration expenses \$0.9 M in 2018, up from \$0.8 M in 2017
- Disability Benefit Payments \$2.9 M in 2018, up from \$2.7 M in 2017

RECOMMENDATION IMPLICATIONS

Financial Implications

Based on the information contained within this report, the plan is solvent reporting a \$32.1 M surplus and a funding status of 287 per cent.

Environmental Implications

None with respect to this report.
Policy and/or Strategic Implications

None with respect to this report.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

None with respect to this report.

DELEGATED AUTHORITY

The recommendation contained in this report is within the delegated authority of City Council.

Respectfully Submitted,

FINANCE AND ADMINISTRATION COMMITTEE

A handwritten signature in blue ink, appearing to read 'Ashley Thompson', is written over a horizontal line.

Ashley Thompson, Secretary

9/19/2019



June 26, 2019

People, Organization & Culture
Attention: Steve Eger

RE: The Regina Civic Employees' Long-Term Disability Plan 2018 Annual Report

Schedule A of Bylaw No. 9566, Section 9.4(3) of the City of Regina states that 'The Board shall annually report to Council on the operation of the Plan'. In accordance with the Bylaw, attached is the 2018 Annual Report for the Regina Civic Employees' Long-Term Disability Plan for inclusion on the next Finance and Administration agenda. Included in the Annual Report are the audited financial statements for the year ended December 31, 2018, which were approved by the Administrative Board at its meeting of May 29, 2019.

Regards,

Colyn Lowenberger, President & CEO
Möbius Benefit Administrators, Inc.



Regina Civic
Employees'
Long Term
Disability Plan



ANNUAL REPORT 2018

Administered by

möbius
BENEFIT ADMINISTRATORS INC.

ANNUAL REPORT

REGINA CIVIC EMPLOYEES' LONG TERM DISABILITY PLAN

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Administered by:



Mail	Web www.mobiusbenefits.ca
B101,2055 Albert St.	E-mail pensions@mobiusbenefits.ca
Regina, SK	Phone (306) 777-7402
S4P 2T8	Fax (306) 777-6912

MESSAGE FROM THE CHAIRPERSON

On behalf of the Board of Trustees for the Regina Civic Employees' Long Term Disability Plan, I am pleased to provide the Annual Report as at December 31, 2018.

In 2018, three Board members retired from our Board. Lorna Glasser, Rod Wiley and Bob Linner were all long term serving Board members, providing exemplary service to the Board. On behalf of the Board, we thank them for their unwavering commitment to the Beneficiaries. We wish them well in their future endeavors. They will be deeply missed.

The Regina Civic Employees' Long Term Disability Plan is an insurance plan for members who find themselves unable to work due to sickness or injury. The Plan provisions are established by the Plan Sponsors and the Board is responsible for the oversight of the administration of the Plan.

A successful negotiation by the Employee and Employer group to both improve Plan benefits and reduce contributions has served as a tool to manage the rate of surplus build up in the plan.

To my fellow Board members, I express my sincere appreciation for your commitment and duty to all Plan Beneficiaries. On behalf of the Board, I extend a sincere recognition and appreciation to the entire team at Mobius Benefit Administrators for their continued commitment and professional service in the administration of the Plan.

Colin Jensen

CHAIRPERSON,
ADMINISTRATIVE BOARD



“To my fellow Board members, I express my sincere appreciation for your commitment and duty to all Plan Beneficiaries”

2018 PLAN HIGHLIGHTS

YEAR AT A GLANCE

Net Assets Available for Benefits

\$49.2 Million

Disability Obligations (current and future disability benefits)

\$17.2 Million

Surplus

\$32.1 Million

Funding Status

287%

Target Funding Status of 136%

Total Membership

3,980

Contribution Rate

(a percentage of basic earnings)

Members

0.46%

Employers

0.46%

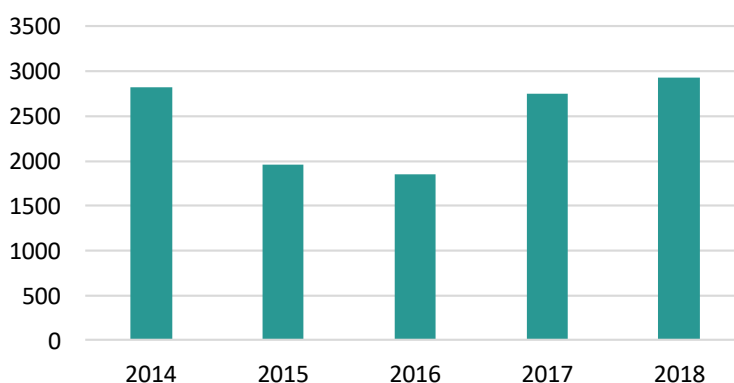
Summary of Financial Position

As at December 31, 2018

(thousands)	2018	2017
Net Assets Available for Benefits	\$ 49,241	\$ 51,807
Disability Obligations	17,154	17,867
Surplus	\$ 32,087	\$ 33,940

('000's)

Annual Benefit Payments



2018 Revenues and Expenses

Investment

Returns

\$(1.1)

Million

Administration

Expenses

\$0.9

Million

Contributions

\$2.4

Million

Disability Benefit

Payments

\$2.9

Million

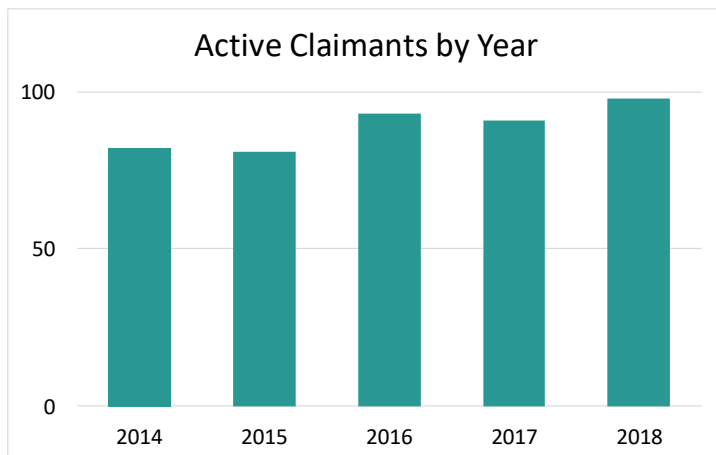
Active Claims

At December 31

98 Up from 91 at the end of 2017

\$3,447 Average Monthly benefit before offsets, up from \$3,352 in 2017

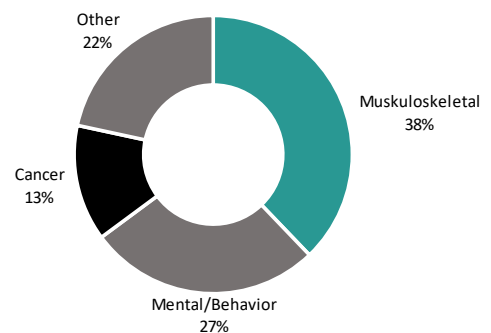
4.3
Years Average Duration of Disablement, down from 4.4 in 2017



New Claims

74 Up from 72 during 2017

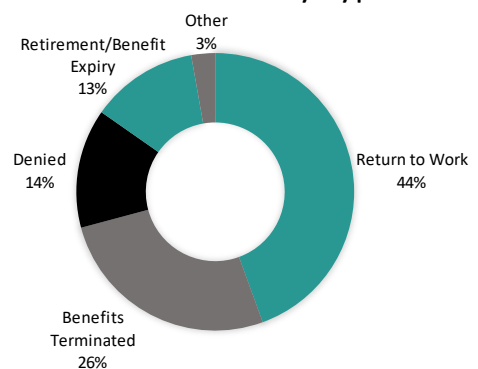
New Claims by Disability Type



Resolved Claims

72 Up from 61 in 2017

Resolved Claims by Type





ABOUT THE PLAN

INCOME PROTECTION

The Plan provides eligible members with protection against the potential loss of income in the event they become ill or accidentally injured. Benefits include:

MONTHLY DISABILITY BENEFITS

Equal to 75% of pre-disability salary

Coverage for Recurrent Disabilities

Early Access

To diagnostics and surgeries

REHABILITATION

- Access to therapy, conditioning and rehabilitation
- Access to return to work programs including cross-jurisdictional placement, split shifts and work from home programs.

COORDINATION WITH OTHER BENEFITS

The Plan is designed to :

- complement the members' sick leave plans; and
- to integrate with government disability programs.

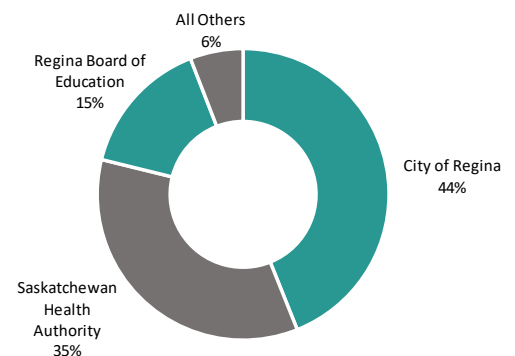
HIGH QUALITY CLAIMS ADMINISTRATION

Two Year Any Occupation

The Plan provides benefits to members from six employers:

- City of Regina;
- Saskatchewan Health Authority;
- Regina Board of Education (non-teaching staff);
- Regina Public Library;
- Buffalo Pound Water Administration Board; and
- Möbius Benefit Administrators Inc.

Members by Employer



PLAN GOVERNANCE

ADMINISTRATIVE BOARD



*Back Row Left to Right: Brian Seidlik, John Gangl, Rod Wiley, John McCormick, Colin Jensen, Bob Linner, Brian Smith
Front Row Left to Right: Deb Cooney, Lorna Glasser, Jo-ann Hincks, Kathy Lewis, Tanya Lestage, Barbara March-Burwell*

PLAN TEXT—SCHEDULE A—BYLAW NO. 9566

The Plan is sponsored by the City of Regina and the Civic Pension and Benefits Committee, which consists of representatives of each of the employee groups in the Plan.

Plan governance is outlined in the Plan Text which was established January 1, 1992 under Schedule A of Bylaw No. 9566. The Plan Text establishes the Administrative Board as the **Administrator** for the Plan. The Administrative Board consists of twelve voting members, six representing the employers and six representing the employee groups. Two of the employer representatives are appointed by the City Manager, and four others are appointed by City of Regina City Council, one of which must be from the Regina Qu'Appelle Regional Health Authority. The employee representatives are elected annually by the membership.

The Administrative Board has adopted a number of policy documents. These policy documents and the Plan text are available online at www.mobiusbenefits.ca.

These governing documents, together with Canada Pension Plan, Income Tax and other federal and provincial legislation, determine how the Plan operates and how members' benefits are calculated and paid.

The Administrative Board is required to meet at least quarterly, and quorum is eight members. Under the terms of the Plan, an affirmative vote of at least eight members is required for the passing of any motion relating to:

- Management of the fund;
- An amendment to an existing policy; and
- Adoption of a new policy relating to the fund.

The Board met 4 times during 2018. Board meeting attendance for each Member was as follows:

Member	Number of Meetings Attended
Deb Cooney	4
John Gangl	3
Lorna Glasser	3
Jo-ann Hincks	4
Colin Jensen— Chairperson	4
Tanya Lestage	4
Kathy Lewis	1
Bob Linner	4
Barbara March-Burwell	3
Brian Seidlik	3
Brian Smith—Vice-chairperson	4
Rod Wiley*	2
John McCormick (alternate)	3
Glenn Polivka (alternate)	4

*Rod Wiley resigned his position on the Board effective October 1, 2018

ADMINISTRATIVE BOARD MEMBERS

EMPLOYEE AND EMPLOYER REPRESENTATIVES



Colin Jensen—Chairperson

Employee Representative since 2011

His background includes accounting and information technology (specializing in financial systems and databases).



Brian Smith—Vice-Chairperson

Employer Representative since 2011

Mr. Smith was appointed by the City Manager in 2009. Mr. Smith had been employed by the Government of Saskatchewan for 27 years and was serving in the role of Assistant Deputy Minister, Saskatchewan Finance, in the Public Employee Benefits Agency until his retirement. Mr. Smith is an Honorary Life Member of the Canadian Pension & Benefits Institute and a Fellow of the Life Management Institute.



Deb Cooney

Employee Representative since 2011

Ms. Cooney was elected by the plan members in 2011. She joined the City of Regina in 1999 as a Business Analyst and has worked in numerous areas. She has also served as an Employee Representative on the Civic Pension & Benefits Committee since 2006.



John Gangl

Employee Representative since 2006

Mr. Gangl retired in 2012 after 33.5 years with the City of Regina overseeing the Sewer maintenance operations, supervising 30 employees in the last position he held, Supervisor of Sewage Collection. He was a member of the Civic Pension & Benefits Committee since the early 1990's until he retired. He was also very active in his union, CUPE Local 21, for over 25 years and the Secretary Treasurer for the last 17 years. He also represented Saskatchewan CUPE members on CUPE National's National Advisory Committee on Pension.



Lorna Glasser

Employee Representative since 2011

Ms. Glasser was elected by the plan members in 2006 to assume the seat designated for the Saskatchewan Health Authority. She was a member of the Civic Pension & Benefits Committee from 2003 up until her retirement. Ms. Glasser worked as a laboratory technologist for 29 years. During that time she assumed a variety of leadership roles in her professional association, her union, and her community. Ms. Glasser was a non-voting employee alternate until the resignation of another trustee late in 2015.



Jo-ann Hincks

Employee Representative since 2009

Ms. Hincks has been employed with the Regina Public School Board commencing September 3, 1974 and entered the Civic Pension Plan on that date. Ms. Hincks has been a payroll officer with the Public School Board since October 1976 and has also been an Employee Representative on the Civic Pension & Benefits Committee continuously since 1975.



Tanya Lestage

Employer Representative since 2015

Ms. Lestage was appointed by City Council in 2015 as nominated by the Saskatchewan Health Authority. She has been employed for 17 years with the Saskatchewan Health Authority, currently in the position of Manager, Financial Support. She holds a degree from the University of Regina and is a professionally designated accountant. She also serves on the board of directors for the Financial Management Institute – Regina Chapter.



Kathy Lewis

Employer Representative since 2013

Ms. Lewis was appointed by City Council in 2013 as nominated by the Saskatchewan Health Authority. She has been employed for 16 years with the Saskatchewan Health Authority and has been in the position of Director of Payroll and Benefits for the past number of years. Ms. Lewis also serves on the 3SHealth Employee Benefits Committee in a fiduciary role as well as other oversight committees.



Bob Linner

Employer Representative since 1987

Mr. Linner was appointed by City Council in 1987 while holding the position of City Manager for the City of Regina. Mr. Linner retired from the City in May of 2006 but continues in his role as Trustee. Mr. Linner holds a Bachelor of Arts Honors equivalent in Urban Geography and Economics from the University of Saskatchewan and is a frequently invited speaker on urban issues and leadership.



Barbara March-Burwell

Employee Representative since 2015

Ms. March-Burwell was appointed to represent the Regina Public Library in 2015. She has been a member of the Board of Directors of the Regina Public Library since 2014, and is the current Board Vice Chair, and the Chair of the Audit and Finance Committee. Ms. March-Burwell is a Certified Financial Planner and Investment and Wealth Advisor with RBC Dominion Securities. Her other current board position is Executive Committee Member and Audit and Finance Chair for the South Saskatchewan Community Association.



Brian Seidlík

Employee Representative since 2012

Mr. Seidlík was elected by the plan members in 2012. Mr. Seidlík joined the City of Regina in 1983 and is a retired Captain with the Regina Fire Department as of October 2018.



Rod Wiley

Employer Representative since 2013

Mr. Wiley is currently an Associate with Praxis Management Consulting. Previous positions include: Chief Financial Officer with Saskatchewan Liquor and Gaming Authority; Executive Director Finance and Administration with Saskatchewan Ministry of Health; and Controller with Wascana Energy Inc. He is currently a member of the National Board of Directors of the Chartered Professional Accountants of Canada.

Employee and Employer representatives are appointed as set out in Section 9.1 of Schedule A—Bylaw No. 9566

9.1 (ii) The Board shall consist of the following:

- (a) six (6) employer representatives consisting of:
 - (1) two persons to be appointed by the City Manager; and
 - (2) four (4) persons to be appointed by Council of whom one shall be a person nominated by the Regina Health District Board; and
- (b) six (6) employee representatives elected annually at a meeting of all Members of the Plan who shall hold office for a term of two years of whom one shall be an employee of the Regina Health District working at the Regina General Hospital.

EMPLOYEE ALTERNATES



John McCormick

Employee Representative since 2007

Mr. McCormick retired from his position as Transit Operator with the City of Regina after 31 years of service and held the position of President of the Amalgamated Transit Union Local 588 for 18 years. Mr. McCormick was appointed to the Labour Relations Board in July of 2002 as member representing employees and continues in that role today. Also, he was formerly a ATU Canadian Council Executive Board Member for 9 years representing Western Canadian ATU Locals and was the Pension Committee Chair for 3 years.



Glenn Polivka

Employee Representative since 2017

Mr. Polivka has been employed by the Transit Department of the City of Regina for the past 10 years. He has been an active member of his union and the Civic Pension and Benefits Committee during his tenure at the City.

BOARD RESPONSIBILITIES

COMPLIANCE

STRATEGY

STEWARDSHIP

The Board's key duties include:

Compliance with Plan Provisions	The Board ensures the Plan is administered in compliance with the Plan document and benefits are paid appropriately to members.
Disability Administration	The Board has engaged Möbius Benefit Administrators Inc. to provide disability administration services on behalf of the Plan. The Board reviews the performance of Möbius on an ongoing basis and ensures that reports provided to the Board are appropriate and adequate to meet their fiduciary duties. Möbius reports to the Board on all aspects of Plan administration. The Board has engaged Manulife to provide claims adjudication services on behalf of the Board.
Annual Financial Statements	The Board ensures that the annual financial statements for the Plan are prepared, an annual audit of the financial statements is conducted. The current auditors for the Plan are KPMG LLP and the statements audited by them are included in this report. In addition, Annual Returns must be filed with the Canada Revenue Agency.
Plan Funding and Valuations	The Board must ensure the Plan is able to meet the long term disability obligations as they occur and ensure the long-term solvency of the Plan. In order to accomplish this, the Plan Text requires that a valuation of the Plan be completed every three years. The purpose of the valuation is to provide an actuarial estimate of the present value of the Plan's liabilities and assets plus determine whether the assets are adequate to meet the obligations or a contribution increase is required. The Plan's current actuary is Aon.
Custody of Plan Assets	The Board must ensure all monies due to the Fund are kept separate and apart from other funds of the employers. This is accomplished by hiring a fund custodian to ensure the money is kept separate from the employer's funds and is only used for disability purposes. In addition to holding the Plan's securities, the custodian is required to verify that any transfer requested by those involved with the Plan complies with the Plan's rules and governing legislation. The current custodian is Northern Trust, Institutional and Investor Services.
Fund Management	The Board is responsible for establishing the investment strategy and ensures it is executed by establishing the Plan's Statement of Investment Policies & Procedures. The activities the Board performs to fulfil this responsibility include regular reviewing of investment activities, ensuring compliance with the Statement of Investment Policies & Procedures, monitoring investment results and meeting with the Plan's fund managers.
Risk Management	The Board defines risk and outlines appropriate risk management practices. The Board works with Möbius Benefit Administrators to identify the principal risks to the Plan and set an overall risk budget. The Board provides direction with regards to risk objectives and approach to risk management through its policies, and provides guiding principles for risk tolerance.
Performance Measurement	The Board ensures the various investment managers are managing the fund assets in an appropriate manner and in compliance with the Statement of Investment Policies & Procedures.
Policy Documents	<p>To support the objectives of the Plan the Board has adopted the following policies:</p> <ul style="list-style-type: none">· Administration Policy · Code of Conduct · Communication Plan · Disability Management Policy· Funding Policy · Privacy Policy · Procedural Rules · Purchasing Policy · Risk Management Framework · Statement of Investment Policies & Procedures · Statement of Investment Beliefs· Travel Policy · Trustee Education Policy



EDUCATION AND TRAINING

The Administrative Board of the Regina Civic Employees' Long Term Disability Plan recognizes the importance of education to the successful fulfillment of the fiduciary duty to the members of the Plan.

To that end, the Board has developed the Trustee Education Policy based on the following principles:

- Board members are required to make policy decisions to facilitate the administration of the Plan;
- Board members have an obligation to participate in Board meetings in a meaningful way; and
- a unique body of knowledge is required to carry out the roles and responsibilities of the Board.

The Administrative Board of the Regina Civic Employees' Long Term Disability Plan is comprised of the same members as the Regina Civic Employees' Superannuation and Benefit Plan. Educational opportunities attended by trustees are considered education credits for both plans.

Minimum Annual Training Requirements

The Trustee Education Policy requires that, in addition to basic education obtained within the first three years of becoming a Trustee:

- new Trustees must attend a minimum of 60 hours of educational opportunities on an triannual basis; and
- senior Trustees must attend a minimum of 60 hours of educational opportunities on an biannual basis.



Total number of hours spent by Board Members in Education and Training during 2018—*excluding Board meetings.*

The following table provides the details of Administrative Board Conferences and Seminars. Where board members serve on the board of more than one Plan, costs are shared with those other Plans. The total cost of Board Member Travel, Education, Membership Fees and Training for the Regina Civic Employees' Long Term Disability Plan for 2018 was **\$7,452**.

Trustee	Conference or Seminar	Date	Location	Hours	Amount
Colin Jensen	2018 Global Outlook	Jan 11	Regina	2	
	Group Underwriting 101	Feb 13	Regina	2	
	TDAM Sharing of Knowledge	Apr 11	Regina	2	
	Trustee Education Workshop	May 2	Regina	10	
	Canadian Legal & Legislative Update	May 16 to 17	Ottawa	18	
				34	\$ 3,721
Brian Smith	CFA Society Dinner	Jan 16	Regina	4	
	TDAM Sharing of Knowledge	Apr 11	Regina	2	
	Trustee Education Workshop	May 2	Regina	10	
				16	\$ 131
Deb Cooney	How Much Do I need to Retire?	Mar 15	Regina	2	
	TDAM Sharing of Knowledge	Apr 11	Regina	2	
	Trustee Education Workshop	May 2	Regina	10	
	Rights, Responsibility & Respect	May 17	Regina	2	
	Retirement Outcomes	May 22	Regina	2	
	Longevity Risk—Practical Considerations	May 24	Regina	2	
	Canadian Employee Benefits Conference	Nov 18 to 21	Las Vegas	25	
				45	\$ 4,933
John Gangl	2018 Global Outlook	Jan 11	Regina	2	
	CPBI Saskatchewan Regional Conference	Apr 17 to 19	Regina	22	
	Trustee Education Workshop	May 2	Regina	10	
	Future Isn't What it Used to Be: Plan Design & Longevity	Nov 27	Regina	4	
				38	\$ 830
Lorna Glasser	Opal Public Funds Summit	Jan 8 to 10	Scottsdale	22	
	How Much Do I Need to Retire?	Mar 15	Regina	2	
	CPBI Saskatchewan Regional Conference	Apr 17 to 19	Regina	22	
	Trustee Education Workshop	May 3	Regina	4	
				50	\$ 3,226

Trustee	Conference or Seminar	Date	Location	Hours	Amount
Jo-ann Hincks	2018 Global Outlook	Jan 11	Regina	2	
	Group Underwriting 101	Feb 13	Regina	2	
	How Much Do I Need to Retire?	Mar 15	Regina	2	
	TDAM Sharing of Knowledge	Apr 11	Regina	2	
	CPBI Saskatchewan Regional Conference	Apr 17 to 19	Regina	22	
	Trustee Education Workshop	May 2	Regina	10	
	Canadian Legal & Legislative Update	May 16 to 17	Ottawa	18	
				58	\$ 4,270
Tanya Lestage	Trustee Education Workshop	May 2	Regina	2	
	Retirement Outcomes	May 22	Regina	2	
	Moving the Needle on Employee Financial Wellness	May 29	Regina	1	
	Canadian Employee Benefits Conference	Nov 18 to 21	Las Vegas	25	
				30	\$ 2,956
Kathy Lewis	TDAM Sharing of Knowledge	Apr 11	Regina	2	
	Trustee Education Workshop	May 2	Regina	10	
	CPBI Forum	Jun 4 to 6	Quebec City	27	
				39	\$ 281
Bob Linner	CPBI Forum	Jun 4 to 6	Quebec City	27	
				27	\$ 3,169
Barb March-Burwell	CFA Society Dinner	Jan 16	Regina	4	
	CPBI Saskatchewan Regional Conference	Apr 17 to 19	Regina	22	
	Trustee Education Workshop	May 2	Regina	10	
	Rights, Responsibility & Respect	May 17	Regina	2	
	Retirement Outcomes	May 22	Regina	2	
	Investment Management Industry: Yesterday, Today & Tomorrow	Nov 6	Regina	2	
	Future Isn't What it Used to Be: Plan Design & Longevity Risk	Nov 27	Regina	4	
				46	\$ 1,257

Trustee	Conference or Seminar	Date	Location	Hours	Amount
Brian Seidlik	CPBI Saskatchewan Regional Conference	Apr 17 to 19	Regina	22	
	Saskatchewan Federation of Labour Pension Conference	May 2 to 3	Regina	16	
				38	\$ 898
Rod Wiley	Trustee Education Workshop	May 2	Regina	10	
				10	\$ 184
John McCormick	Trustee Education Workshop	May 2	Regina	10	
				10	\$ 184
Glenn Polivka	2018 Global Outlook	Jan 11	Regina	2	
	Group Underwriting 101	Feb 13	Regina	2	
	How Much Do I Need to Retire?	Mar 15	Regina	2	
	TDAM Sharing of Knowledge	Apr 11	Regina	2	
	CPBI Saskatchewan Regional Conference	Apr 17 to 19	Regina	22	
	Trustee Education Workshop	May 2	Regina	10	
	Canadian Legal & Legislative Update	May 16 to 17	Ottawa	22	
	Post 65 Benefits after Talos v. Grand Ere District School Board	Jul 17	Regina	1	
	Foundations of Trust Management Standards	Jul 19 to 21	Winnipeg	18	
	Rethinking Investment Fees	Sep 11	Regina	1	
	New Innovative DB Pension Plans for Everyone	Sep 25	Regina	1	
	Sanofi Canada Healthcare Survey	Oct 18	Regina	2	
	Canadian Employee Benefits Conference	Nov 18 to 21	Las Vegas	25	
	Impact of Financial Wellness on Workplace Mental Health	Nov 27	Regina	1	
				111	\$ 11,218
2018 Total				552	\$ 37,258



CLAIMS MANAGEMENT

PROFESSIONAL ADJUDICATION
AND ADMINISTRATIVE SERVICES

The Board engages the services of an external service provider to provide adjudication and administration services for the Plan.

The services have been provided by Standard Life since 2012. In 2015, Standard Life was acquired by Manulife Financial. As a result of this acquisition, these services are now provided by Manulife with the transition being completed in April 2016.

The operational activities of the Plan are performed by Möbius Benefit Administrators Inc. Staff of Möbius provide assistance to members regarding their individual benefit entitlements.

The following table illustrates the flow through of claims managed during 2018:

Active Claims as of December 31, 2017	91
New Claim Applications	74
Claims withdrawn prior to Adjudication	5
Claims Resolved and Denied	(72)
Active Claims as of December 31, 2018	98

CLAIMS ADJUDICATION

Benefits are payable subject to the provision of medical evidence supporting disability, and the approval of the Plan adjudicator.

A member may not receive disability benefits while in receipt of sick leave benefits or ongoing vacation leave payments.

Disability benefits are reduced by payments received from the Workers' Compensation Board, the Canada Pension Plan for Disability Benefits, the Canada Employment and Immigration Commission, the Saskatchewan Government Insurance Personal Injury Protection Plan, Veterans Affairs Canada and salary or wage loss awarded as a result of action against any third party for the same disability except for benefits received from a member's private disability plan.

Definition of a Disability

Under the terms of the Plan, the Definition of a Disability varies depending upon the length of time from the date of disability.

Within Two Years:

Disability benefits are payable to a member who suffers any physical or mental condition which, based on medical evidence, is **so severe that he/she is prevented from performing the duties of their own occupation** during the 120 calendar day qualifying period and the first twenty four (24) months immediately following the qualifying period.

After Two Years:

Thereafter, benefits may continue, if the condition continues to limit the member from engaging in **any gainful occupation or employment for remuneration or profit, for which he/she is reasonably well qualified by education, training or experience.**

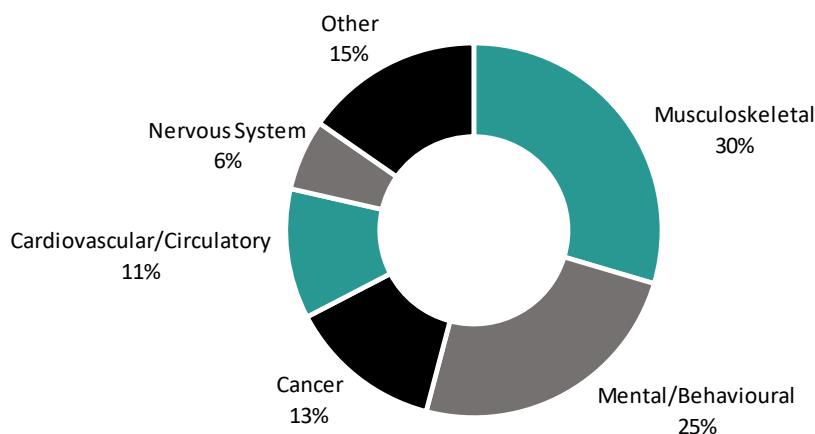
Determination of Benefit Amount

The total disability payment is based on 75% (65% prior to July 1, 2017) of the current salary rate at the date of disability or the date the disability payments become effective, whichever is greater. After having received total disability benefits for a period of twenty four (24) months, partial disability payments may be payable if the medical evidence indicates that the member is not totally disabled from employment but a permanent medical impairment does exist.

Disability Type

The chart below provides a breakdown of the most prevalent types of disability, as at December 31, 2018. The most significant change in 2018 saw Musculoskeletal cases increase from 24% of claims in 2017 to 30% in 2018 while the percentage of Mental/Behavioural claims dropped to 25% from 30% in 2017.

Claims by Disability Type



**Other includes: Gastrointestinal, Endocrine Illness and Chronic Pain.*

ACTUARIAL VALUATIONS

MEASURING AND PLANNING TO FUND BENEFITS



ONE OF THE MOST IMPORTANT FUNCTIONS OF THE BOARD IS TO ENSURE THAT ACTUARIAL VALUATIONS ARE CARRIED OUT.

The Board must ensure the Plan is able to meet the disability obligations as they occur and ensure the long term solvency of the Plan.

There is no legislative requirement for a long term disability plan to carry out actuarial valuations. However, in order to ensure the Plan remains solvent, the Board has adopted a policy which requires valuations to be performed every two years.

The Plan's actuary is chosen through a competitive process as outlined in the Board's Purchasing Policy. Aon was selected for a five year term beginning with the 2014 valuation.

SURPLUS

The purpose of an actuarial valuation is to provide an actuarial estimate of the present value of the Plan's liabilities and assets—and then determine whether the assets are adequate to meet the obligations.

When liabilities exceed assets, the Plan has an unfunded liability, which indicates a contribution increase or change in benefits is required.

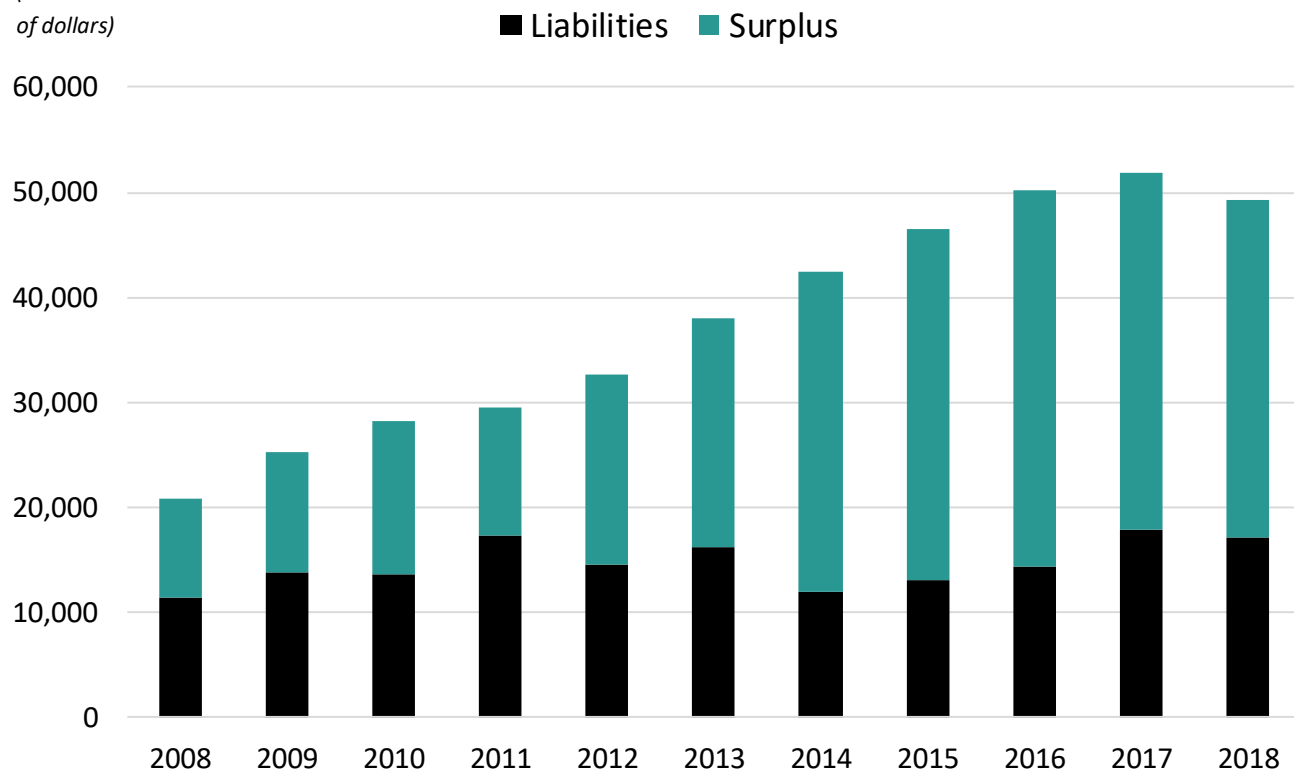
A plan is considered **solvent** when the present value of the assets exceed the actuarial estimate of the Plan's liabilities.

The Regina Civic Employees' Long Term Disability Plan has been in a surplus position for several years. Following the completion of the 2014 Actuarial Valuation, which indicated the Plan had a surplus exceeding \$30 million dollars, the Board established a Working Group consisting of representatives of the Plan sponsors, with support from Möbius Benefit Administrators Inc. staff, to carry out a review of the Plan and develop changes to the Plan to address the surplus. The plan changes developed became effective July 1, 2017.

ACTUARIAL SURPLUS

POSITIVE TREND

(in thousands
of dollars)



The chart above illustrates the 10 year trend, with the actuarial liability for disability obligations steady or declining slightly while assets continue to grow. The measurement of disability obligations is based on actuarial valuations as they are carried out, with extrapolations prepared for financial statement purposes for years between the full actuarial valuations.

$$\begin{array}{|c|} \hline \text{Plan} \\ \text{Assets} \\ \hline \end{array} - \begin{array}{|c|} \hline \text{Actuarial} \\ \text{Liability} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Surplus} \\ \hline \end{array}$$

INVESTMENTS

BALANCING RISK AND RETURN



The Administrative Board oversees the investments of the Long Term Disability Plan in accordance with the Statement of Investment Policies & Procedures (SIP&P) which is reviewed annually, and whenever a change is required.

The SIP&P provides general policy guidelines for the management and investment of the assets of the Plan and sets out the Board's investment beliefs and risk philosophy, the asset mix and diversification policy, and permitted investments.

The primary investment objectives are:

1. Earn a minimum inflation-adjusted return of 1.8%;
2. Earn a rate of return that exceeds a benchmark portfolio;
3. Earn rates of return that exceed the returns earned on the relevant market index over rolling 4-year periods (active mandates) or rates of return within 15 basis points of the returns earned on the relevant market index over rolling 4-year periods (passive mandates).

ASSET CLASS TARGET MIX

The assets of the Plan are separated into two portfolios: The Return Seeking Portfolio and the Liability Matching Portfolio.

Assets held in the Return Seeking Portfolio are intended to earn a market return as outlined in the Statement of Investment Policies & Procedures.

Assets held in the Liability Matching Portfolio are meant to fluctuate in correlation with the value of the liabilities of the plan.

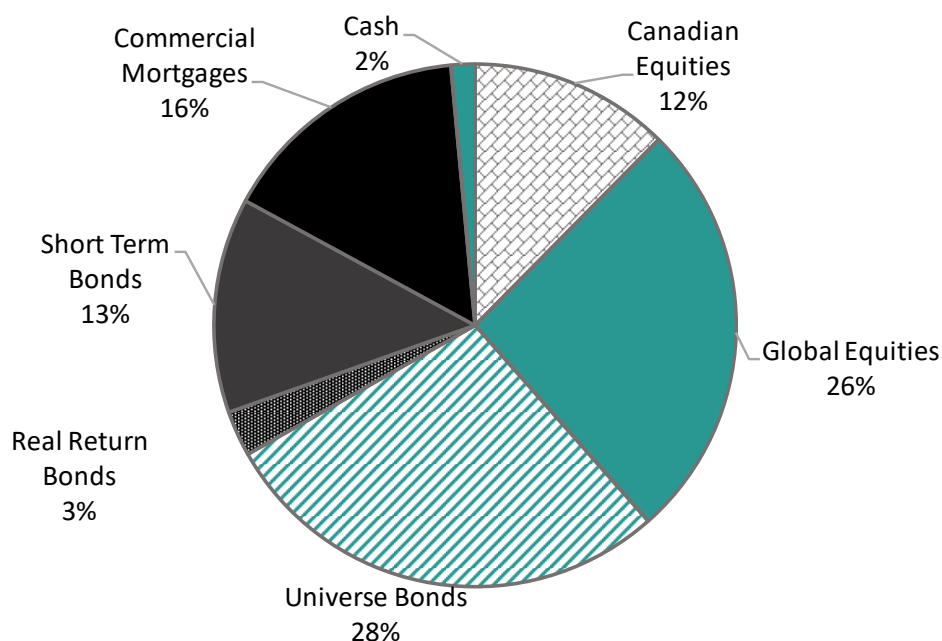
The Plan does not manage currency within the portfolios, preferring to take a longer term approach that currencies will fluctuate in the short term, but will achieve some equilibrium over time.

49.2 Million

Total Invested Assets
of the Plan,
December 31, 2018

The Plan's assets are invested across several asset classes and with multiple investment managers to reduce the overall risk to the Plan. By spreading the investments out among different types of assets, different geographical areas and different investment styles, the overall risk to the Plan is reduced and the returns of the Plan become less volatile.

Asset Allocation



Asset Class		Actual % Allocation	Minimum %	Target %	Maximum %
Return Seeking Portfolio					
Equities					
Canadian	S&P/TSX 300 Index	18.2	15	20	25
Global	MSCI World GD	38.2	35	40	45
		56.4		60	
Fixed Income					
Universe Bonds	FTSE TMX Canada Universe Bond Index	41.5	30	40	50
Cash	n/a	2.1		-	
Total Return Seeking Portfolio		100.00		100	
Liability Matching Portfolio					
Fixed Income					
Real Return Bonds	FTSE Canada Real Return Bond Index	8.8	8	12	16
Short Term Bonds	FTSE Canada Short Term Overall Bond Index	42.0	38	43	48
Commercial Mortgages	FTSE Canada Short Term Bond Index +1%	49.2	40	45	50
Total Liability Matching Portfolio		100.00		100	

MANAGEMENT OF INVESTMENTS

MANAGER SELECTION, MONITORING AND REBALANCING

Professional investment management services are obtained through competitive procurement processes. The Board performs regular performance reviews on all managers, ensuring they are meeting objective targets as set out in the SIP&P.

As the performance of individual managers and markets move the assets in the Fund away from the normal strategic positions, the assets are rebalanced to bring the Fund back within the parameters of the current strategic asset allocation policy set by the Administrative Board. Such rebalancing is achieved through directed cash flow or by actively transferring funds among managers when specified trigger points are reached. The actual management and asset allocation structure of the Regina Civic Employees' Long Term Disability Plan as at December 31, 2018 is shown below:

Asset Class	Manager	Start Date	Amount* (thousands)	% of Holdings
Return Seeking Portfolio				
Equities				
Canadian	QV Investors Inc.	2014	6,113	12.4
Global	Franklin Templeton Investments Corp.	1998	12,832	26.1
			\$ 18,945	38.5
Fixed Income				
Universe Bonds	TD Asset Management	2004	13,943	28.3
Cash		n/a	731	1.5
Total Return Seeking Portfolio			\$ 33,619	68.3
Liability Matching Portfolio				
Fixed Income				
Real Return Bonds	Internal	n/a	1,383	2.8
Short Term Bonds	TD Asset Management	2010	6,553	13.3
Commercial Mortgages	Addenda Capital Inc.	2010	7,683	15.6
Total Liability Matching Portfolio			\$ 15,619	31.7
Total Fund			\$ 49,238	100.00

*Amount includes small cash balances held by each manager within their investment portfolio.

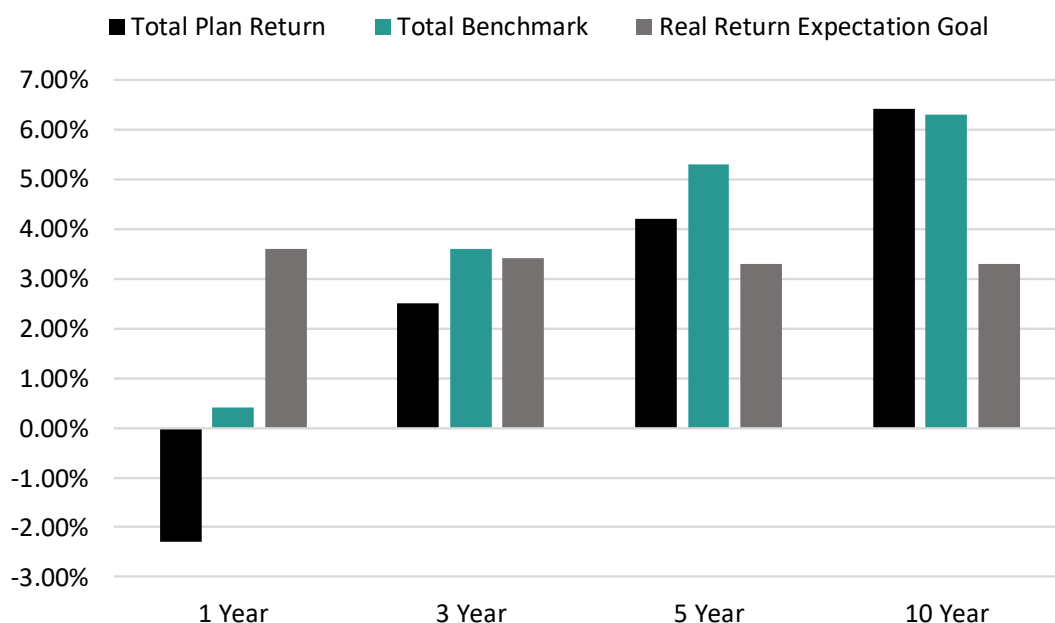
INVESTMENT RESULTS

ACTUAL VERSUS TARGET

**Overall fund
return -2.3%**

On a total fund basis the 2018 return of the Regina Civic Employees' Long Term Disability Plan was -2.3%, underperforming the custom benchmark by 2.7%. The negative 2018 return was driven by weak equity markets worldwide, partially offset by positive fixed income and commercial mortgage returns. The Plan fell short of the real return expectation goal by 5.9%.

OBJECTIVE	1 Year	3 Year	5 Year	10 Year
Earn a minimum inflation-adjusted investment return of 1.6%				
Total Plan Return	-2.3	2.5	4.2	6.4
Real Return Expectation Goal (CPI+1.6%)	3.6	3.4	3.3	3.3
Excess Return	-5.9	-0.9	-0.9	3.1
Earn a rate of return that exceeds the benchmark portfolio				
Total Plan Return	-2.3	2.5	4.2	6.4
Total Plan Benchmark Return	0.4	3.6	5.3	6.3
Excess Return	-2.7	-1.1	-1.1	0.1



INVESTMENT RESULTS

ACTUAL VERSUS TARGET—Continued

OBJECTIVE: Earn rate of return that exceeds the returns earned on the relevant market index over rolling 4-year periods (Actively managed investments) for the years ended December 31

	2018	2017	2016	2015	2014	2013
Canadian Equity	1.0	7.7	11.1	8.0	5.1	6.4
Benchmark	2.5	7.6	8.5	5.3	5.2	6.8
Excess Return	-1.5	0.1	2.6	2.7	-0.1	-0.4
Global Equity	5.9	10.3	17.9	23.0	15.4	13.5
Benchmark	9.5	13.4	18.3	21.0	15.1	12.8
Excess Return	-3.6	-3.1	-0.4	2.0	0.3	0.7
Mortgages	3.3	3.7	4.0	4.3	4.9	-
Benchmark	4.2	6.2	5.2	5.7	7.2	-
Excess Return	-0.9	-2.5	-1.2	-1.4	-2.3	-
Short Term Bonds	1.2	1.0	1.1	1.1	1.2	-
Benchmark	1.4	1.7	2.1	2.4	2.9	-
Excess Return	-0.2	-0.7	-1.0	-1.3	-1.7	-

OBJECTIVE: Earn rates of return within 0.15% of the returns earned on the relevant market index over rolling 4-year periods (Passively Managed Investments) for the years ended December 31

Universe Bonds	2.30	4.06	3.07	3.56	4.88	4.33
Benchmark	2.27	4.09	3.13	3.62	5.13	4.63
Excess Return	0.03	-0.03	-0.06	-0.06	-0.25	-0.30
Real Return Bonds	1.52	3.94	0.85	1.24	4.64	4.59
Benchmark	1.57	4.78	0.99	0.99	4.61	4.12
Excess Return	-0.05	-0.84	-0.14	0.25	0.03	0.47

DISABILITY PLAN EXPENSES

DETAIL BY VENDOR AND EXPENSE TYPE

Description	Amount* (thousands)
Actuarial Services	
Aon	4
Audit Services	
KPMG LLP	10
Custodial and Performance Management Fees	
Northern Trust Corporation	37
Investment Management Fees	
QV Investors Inc.	22
Franklin Templeton Investments Corp.	105
TD Asset Management	5
Addenda Capital Inc.	38
	170
Legal Services	
McDougall Gauley	24
Other Administrative Expenses	
Möbius Benefit Administrators Inc.	394
Manulife	89
Medical and Rehabilitation Services	121
SaskCentral	4
Conferences, Seminars & Travel	7
George & Bell	1
Office Supplies & Services	1
Other	3
	620
Total	\$865



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INDEPENDENT AUDITORS' REPORT

To the Administrative Board of the Regina Civic Employees' Long Term Disability Plan

Opinion

We have audited the financial statements of Regina Civic Employees' Long Term Disability Plan (the Plan), which comprise:

- the statement of financial position as at December 31, 2018
- the statement of changes in net assets available for benefits for the year then ended
- the statement of changes in disability obligations for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Regina Civic Employees' Long Term Disability Plan as at December 31, 2018, and its changes in net assets available for benefits and its changes in disability obligations for the year then ended in accordance with Canadian accounting standards for pension plans.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of our auditors' report.

We are independent of the Plan in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. Other information comprises:

- 2018 Annual Report

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statement or our knowledge obtained in the audit and remain alert for indications that the other information appears to be materially misstated.

We obtained the information, other than the financial statements and the auditors' report thereon, included in the 2018 Annual Report document as at the date of this auditors' report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditors' report.

We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for pension plans, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Plan's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Plan or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Plan's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Plan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Plan to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants
Regina, Canada
May 29, 2019

AUDITED FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL POSITION

(in thousands of dollars)

As at December 31

	2018	2017
ASSETS		
Investments—Note 4	\$ 49,238	\$ 51,875
Accounts Receivable	115	105
Contributions Receivable		
Members	42	-
Employers	42	-
Accrued Investment Income Receivable	3	3
	49,440	51,983
LIABILITIES		
Accounts Payable	199	176
Net Assets Available for Benefits	49,241	51,807
Disability Obligations—Note 5	17,154	17,867
Surplus	\$ 32,087	\$ 33,940

See accompanying notes.

APPROVED BY:

 Board Member

 Board Member

AUDITED FINANCIAL STATEMENTS

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS

(in thousands of dollars)

For the Year Ended December 31

	2018	2017
INCREASE IN NET ASSETS		
Investment Income—Note 6	\$ 3,590	\$ 3,280
Increase in Fair Value of Investments		
Realized Gain	449	691
Contributions		
Member	1,178	1,167
Employers	1,179	1,157
	6,396	6,295
DECREASE IN NET ASSETS		
Disability Payments	2,933	2,747
Administration Expenses—Note 10	865	785
Decrease in Fair Value of Investments		
Unrealized Loss	5,164	1,149
	8,962	4,681
Net (Decrease) Increase for the Year	(2,566)	1,614
Net Assets Available for Benefits, Beginning of Year	51,807	50,193
Net Assets Available for Benefits, End of Year	\$ 49,241	\$ 51,807

See accompanying notes.

AUDITED FINANCIAL STATEMENTS

STATEMENT OF CHANGES IN DISABILITY OBLIGATIONS

(in thousands of dollars)

For the Year Ended December 31

	2018	2017
INCREASE IN DISABILITY OBLIGATIONS		
Accrual of Disability Benefits	\$ 5,883	\$ 3,547
Change in Assumptions—Note 5	-	377
Interest Accrued on Benefits	417	330
Change in Benefit Design	-	2,811
	6,300	7,065
DECREASE IN DISABILITY OBLIGATIONS		
Disability Payments	3,021	2,830
Change in Assumptions—Note 5	29	-
Actuarial Gain—Note 5	3,963	721
	7,013	3,551
Net (Decrease) Increase for the Year	(713)	3,514
Disability Obligations, Beginning of Year	17,867	14,353
Disability Obligations, End of Year	\$ 17,154	\$ 17,867

See accompanying notes.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

1. Description of Plan

The Regina Civic Employees' Long Term Disability Plan (the "Plan") is a multi-employer disability plan covering eligible employees of the City of Regina and the following participating employers: Saskatchewan Health Authority, Regina Public Library Board, Board of Education of the Regina School Division No. 4 of Saskatchewan (non-teaching staff), Buffalo Pound Water Administration Board and Möbius Benefit Administrators Inc. The following description is a summary only. For more complete information, reference should be made to the Plan text.

Following the completion of the 2014 actuarial valuation it was revealed that the Plan had a surplus of approximately \$30 million dollars which continued to grow. Therefore the Board authorized establishing a working group comprised of representatives of Möbius and Sponsors for the purpose of reviewing the Plan. The working group, along with Aon, developed changes to the Plan which were implemented July 1, 2017.

a) Contributions

Effective July 1, 2017 members contribute 0.46% of salary. The employer matches the members' contributions to the Plan.

b) Benefits

Effective July 1, 2017 disability benefits are based on 75% of the member's salary (65% prior to July 1, 2017). Benefits will be paid either throughout the duration of the disability, until the member elects voluntary early retirement, reaches age 65 or upon death, whichever occurs first.

c) Income Taxes

The Plan is a self insured disability income plan and as such is not subject to income taxes under the *Income Tax Act*. Disability benefits paid from the Plan are subject to deductions that are withheld and remitted to the Canada Revenue Agency.

2. Basis of Preparation

a) Statement of Compliance

The financial statements for the year ended December 31, 2018, have been prepared in accordance with Canadian accounting standards for pension plans as outlined in Part IV of the CPA Canada Handbook Section 4600, Pension Plans. For matters not addressed in section 4600, International Financial Reporting Standards (IFRS) guidance has been implemented. The financial statements were authorized and issued by the Plan's Administrative Board on May 29, 2019.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

2. Basis of Preparation (continued)

b) Basis of Measurement

The financial statements have been prepared using the historical cost basis except for financial instruments which have been measured at fair value.

c) Functional and Presentation Currency

These financial statements are presented in Canadian dollars, which is the Plan's functional currency and are rounded to the nearest thousand unless otherwise noted.

3. Summary of Significant Accounting Policies

The following policies are considered to be significant:

a) Basis of Presentation of Financial Statements

These financial statements are prepared on the going concern basis and present the aggregate financial position of the Plan as a separate financial reporting entity independent of the Plan sponsors and Plan members. They are prepared to assist Plan members and others in reviewing the activities of the Plan for the fiscal period, but they do not portray the funding requirements of the Plan or the benefit security of individual Plan members.

Employers of members are responsible for the accuracy and completeness of members' contributions remitted and of employee payroll information on which benefit payments are determined. Accordingly, these financial statements presume the accuracy and completeness of the members' contributions and payroll information received from employers of the members.

b) Investments

All investments are recorded at fair value. The fair value of bonds is based on model pricing techniques that effectively discount prospective cash flows to present value taking into account duration, credit quality and liquidity.

Pooled funds are recorded at fair value based on the net asset value per unit determined by the investment manager with reference to the underlying investments' year-end market prices.

Short-term investments are recorded at cost, which together with accrued interest income, approximates fair value.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

3. Summary of Significant Accounting Policies (continued)

c) Investment Income and Transaction Costs

Investment income includes interest and pooled fund distributions. Interest income is recorded on the accrual basis. Distributions from pooled funds are recognized as entitlement arises. Changes in fair value of investments includes both realized and unrealized gains and losses. Realized gains and losses from the sale of investments are calculated using a weighted average cost basis and are reflected in earnings as incurred. Investment transactions are accounted for on the trade date. Transaction costs are recognized in the statement of changes in net assets available for benefits in the period incurred.

d) Foreign Exchange

Foreign investment purchases, sales and income are recorded in Canadian dollars at exchange rates in effect at the transaction date. Foreign denominated investments and accrued income are translated at year end exchange rates. The unrealized gains and losses arising from the transaction are included in the Statement of Changes in Net Assets Available for Benefits as part of the change in fair value of investments.

e) Contributions

Contributions are accounted for on the accrual basis.

f) Use of Estimates and Judgements

The preparation of the financial statements in accordance with Canadian accounting standards for pension plans requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant items subject to such estimates and assumptions include the valuation of investments and disability obligations. Actual results could differ from these estimates and changes in estimates are recorded in the accounting period in which they are determined.

g) Accounting Policy Changes

Effective January 1, 2018, the Plan adopted a new standard IFRS 9.

IFRS 9, Financial Instruments, has replaced IAS 39 Financial Instruments: Recognition and Measurement, and includes guidance on the classification and measurement of financial instruments, impairment of financial assets, and a new general hedge accounting model.

The adoption of this new standard did not result in any financial impact or change in the financial statement presentation.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

4. Investments

The investment objectives of the Plan are to ensure the Plan has sufficient assets to optimize the risk/return relationship of the Plan and to generate sufficient cash flows to meet disability benefits payments. The Plan has the following investments:

INVESTMENTS	2018	2017
Canadian Bonds	\$ 1,383	\$ 1,412
Cash	731	513
Pooled Funds:		
Short Term	6,553	6,436
Fixed Income	21,626	21,840
Canadian Equities	6,113	7,354
Global Equities	12,832	14,320
Total Investments	\$ 49,238	\$ 51,875

Investment concentration in any one investee or related group of investees individually or within a pooled fund is limited to no more than 10% of the total book value of the Plan's assets or no more than 30% of the votes that may be cast to elect the directors of the investee.

The Plan's assets may be invested through in-house investment activities or through external investment managers including without limitation, mutual funds, pooled funds, segregated funds, unit trusts, limited partnerships, and similar vehicles.

The Statement of Investment Policies and Procedures permits investment in all bonds, debentures, notes, non-convertible preferred stock, real return bonds and other debt instruments of Canadian issuers whether denominated and payable in Canadian dollars or a foreign currency including mortgage-backed securities, guaranteed under *The National Housing Act (Canada)*, asset backed securities, term deposits and guaranteed investment certificates. It also permits investment in private placement of bonds that are rated by a recognized rating agency.

The Plan may invest in equity securities, and equity substitutes that are convertible into equity securities, which are listed and traded on recognized exchanges, and unlisted equity securities, such as private placement equity, where the investment manager determines the security will become eligible for trading on a recognized exchange within a reasonable and defined timeframe, not to exceed six months, and the issuing company is publicly listed on a recognized exchange.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

4. Investments (continued)

The Plan may also invest in cash and short term investments which consist of cash on hand, Canadian and US money market securities, such as treasury bills issued by the federal and provincial governments and their agencies, obligations of trust companies and Canadian and foreign banks chartered to operate in Canada, including bankers' acceptances, commercial paper, term deposits and contracts with life insurance companies.

Canadian Bonds

The Plan holds Government of Canada bonds with a term to maturity greater than five years with a carrying value of \$1,383 (2017 - \$1,412). The effective average interest rate on the bonds is 3.07% (2017 - 1.83%).

Pooled Funds

The Plan owns units in Canadian and Global pooled equity funds as well as Canadian bonds and unit trust mortgage funds. These pooled funds have no fixed distribution rate. Fund returns are based on the success of the fund managers.

Fair Value of Investments

Fair value is best evidenced by an independent quoted market price for the same instrument in an active market. An active market is one where quoted prices are readily available, representing regularly occurring transactions. The determination of fair value requires judgement and is based on market information where available and appropriate. Fair value measurements are categorized into levels within a fair value hierarchy based on the nature of the inputs used in the valuation.

Level 1 – where quoted prices are readily available from an active market.

Level 2 – inputs other than quoted prices included in Level 1 that are observable for the investment, either directly (for example, as prices) or indirectly (for example, derived from prices).

Level 3 – inputs for the investment that are not based on observable market data.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

4. Investments (continued)

The following table illustrates the classification of the Plan's investments within the fair value hierarchy as at December 31.

2018				
Asset Class	Level 1	Level 2	Level 3	Total
Equity Pooled Funds	\$ -	\$ 18,945	\$ -	\$ 18,945
Canadian Bonds	1,383	-	-	1,383
Fixed Income Pooled Funds	-	21,626	-	21,626
Short Term Investments	-	6,553	-	6,553
Cash	731	-	-	731
Total Investments	\$ 2,114	\$ 47,124	\$ -	\$ 49,238

2017				
Asset Class	Level 1	Level 2	Level 3	Total
Equity Pooled Funds	\$ -	\$ 21,674	\$ -	\$ 21,674
Canadian Bonds	1,412	-	-	1,412
Fixed Income Pooled Funds	-	21,840	-	21,840
Short Term Investments	-	6,436	-	6,436
Cash	513	-	-	513
Total Investments	\$ 1,925	\$ 49,950	\$ -	\$ 51,875

There were no investments transferred between levels during 2018 or 2017.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

5. Disability Obligations

There is no external legislative requirement for actuarial valuations to be performed for disability plans. Schedule A of Bylaw 9566 requires that actuarial valuations for the Plan are carried at a minimum every three years to determine the funding requirements. On an annual basis, the Board reviews the Plan's activities to determine whether a valuation is required. The last valuation was carried out as of December 31, 2016.

Aon is the appointed actuary of the Plan. The actuarial value of disability obligations as of December 31, 2018 has been determined by extrapolating the figures from December 31, 2016, the date of the last actuarial valuation, but with updated census information from December 31, 2018.

The assumptions used in the valuation were developed by reference to expected long term market conditions. Significant long term assumptions used in the valuation were:

Assumption	2018 Rate (%)	2017 Rate (%)
Inflation Rate	2.2	2.2
Discount Rate	1.8	1.8
Retirement Age	65	65
Rehabilitation Earnings Increase	2.2	2.2
Continuing in Year Claims Expense	3.0	3.0
Termination Rates	Adjusted. 2004-2008 LTD termination study conducted by CIA	Adjusted. 2004-2008 LTD termination study conducted by CIA

During 2018 the disability obligation decreased by \$3,963 (2017 – \$721) as a result of the Plan's experience. The disability obligation is sensitive to changes in the inflation rate and the discount rate, which impacts future claims benefits and the assumed real rate of return on Plan assets. The 2018 extrapolation also accounts for changes made to the Plan and decreases the overall liability by \$713.

A change in the following assumptions (with no other change in other assumptions) would have the following approximate effects on the disability obligations:

50 Basis Point Decrease/Increase	Approximate Effect on Disability Obligations	
	\$	%
Discount Rate	+514/-484	+3.0/-2.8
Inflation	-254/+260	-1.5/+1.5

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

6. Investment Income

	2018	2017
Cash and Short Term Investments	\$ 138	\$ 103
Bond Interest	737	707
Pooled Fund Distributions	2,715	2,470
Total	\$ 3,590	\$ 3,280

7. Capital Management

The Plan defines its capital as consisting of net assets available for benefits, which consists primarily of investments. Investments are managed to fund future disability obligations. The extent that net assets available for benefits are greater than disability obligations is reflected as a surplus or deficit. The objective of managing the Plan's capital is to ensure that the Plan is fully funded to pay the Plan's benefits over time.

The Plan receives new capital from member and employer contributions. The Plan also benefits from investment income and market value increases on its invested capital. The Plan's capital is invested in a number of asset classes including short-term investments, bonds, and pooled funds. The Board has delegated the operational investment decisions to a number of different investment management firms through a number of different investment mandates as defined in the Plan's Statement of Investment Policy and Procedures.

8. Investment Risk Management

Investment risk management relates to the understanding and active management of risks associated with invested assets. Investments are primarily exposed to foreign currency, interest rate volatility, market and credit risk. They may also be subject to liquidity risk. The Plan has set formal policies and procedures that establish an asset mix among equity and fixed income investments; requires diversification of investments within categories; and sets limits on the size of exposure to individual investments. The Administrative Board approves the Statement of Investment Policies and Procedures which is reviewed annually.

Market Risk

Market risk is the risk that the value of an investment will fluctuate as a result of changes in market prices, whether those changes are caused by factors specific to the individual investment, or factors affecting all securities traded in the market. The Plan's policy is to invest in a diversified portfolio of investments, based on criteria established in the Statement of Investment Policies and Procedures.

The impact on the net assets of the Plan due to a 10% change in the respective benchmark stock index using a three year historical measure of the sensitivity of the returns relative to the returns of The benchmark stock index, as of December 31, 2018 would result in an increase/decrease of 9.7% (2017 – 9.1%) in the value of the portfolio.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

8. Investment Risk Management (continued)

Credit Risk

Credit risk is the risk that one party does not pay funds owed to another party. The Plan's credit risk arises primarily from certain investments. Credit risk is mitigated by entering into contracts with the parties that are considered high quality. Quality is determined via the following credit rating agencies: DBRS, Standard and Poor's and Moody's Investor Service. The maximum credit risk to which it is exposed at December 31, 2018 is limited to the carrying value of the financial assets summarized as follows:

Asset Class	2018	2017
Canadian Bonds	\$ 1,383	\$ 1,412
Contributions Receivable	84	-
Accounts Receivable	115	105
Accrued Investment Income Receivable	3	3
Cash	731	513
Total	\$ 2,316	\$ 2,033

The Plan's Canadian Bonds consist of Government of Canada Bonds rated AAA.

Interest Rate Risk

Interest rate risk refers to the effect on the market value of the Plan's investments due to fluctuation of interest rates. The risk arises from the potential variation in the timing and amount of cash flows related to the Plan's assets and liabilities. Disability obligations are relatively short term. Asset values are affected by equity markets and short-term changes in interest rates. The fixed income portfolio has guidelines on duration and distribution which are designed to mitigate the risk of interest rate volatility.

At December 31, 2018 a 1% increase/decrease in interest rates would result in a \$1,342 (2017 – \$1,435) change in the value of the Plan's fixed income portfolio.

Foreign Currency Risk

Foreign currency exposure arises from the Plan holding investments denominated in currencies other than the Canadian Dollar. During the year, the Plan held only investments denominated in Canadian Dollars.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2018

8. Investment Risk Management (continued)

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Plan maintains an adequate amount of liquid assets with varying maturities in order to ensure that the Plan can meet all of its financial obligations as they fall due. Liquidity risk is managed by limiting the Plan's exposure to illiquid assets and through positive net cash inflows from contributions.

9. Related Party Transactions

These transactions are in the normal course of operations and are recorded at the exchange amount, which is the amount of consideration established and agreed to by the related parties. The following transactions with related parties are included in the financial statements:

Related Party Transactions	2018	2017
Accounts Receivable includes the following amounts due from:		
Möbius Benefit Administrators Inc.	\$ 112	\$ 88
Contributions Receivable includes the following amounts due from:		
City of Regina	28	-
	\$ 140	\$ 88
Accounts Payable include the following amounts due to:		
Regina Civic Employees' Superannuation and Benefit Plan	2	20
Möbius Benefit Administrators Inc.	73	88
	\$ 75	\$ 108

Administration expenses include \$394 (2017 — \$331) paid to Möbius Benefit Administrators Inc.

10. Administration Expenses

Administration Expenses	2018	2017
Möbius Benefit Administrators Inc.	\$ 394	\$ 331
Investment Manager Fees	170	173
Medical & Rehabilitation Services	121	66
Adjudication Services	89	40
Custodial and Portfolio Measurement Fees	37	37
Legal Services	24	74
Other Administrative Expenses	16	30
Audit Services	10	10
Actuarial Services	4	24
Total	\$ 865	\$ 785

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Finance and Administration Committee: Annual Debt Report

RECOMMENDATION

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- SEPTEMBER 10, 2019**

That this report be received and filed.

FINANCE AND ADMINISTRATION COMMITTEE – SEPTEMBER 10, 2019

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

Councillors: Sharron Bryce (Chairperson), Bob Hawkins, 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 September 10, 2019, considered the following report from the Administration:

RECOMMENDATION

That this report be forwarded to the September 30, 2019 City Council meeting for information.

CONCLUSION

The 2019 Annual Debt Report (Appendix A) provides information regarding the City of Regina's (City) debt profile. This report shows that the City is in a strong, stable financial position related to debt as of December 31, 2018. Select indicators used to inform debt-related decisions can identify areas that require enhanced and careful monitoring, if necessary. The debt report also shows the methods in which the City's consolidated debt is assessed to arrive at a decision of its reasonableness. All benchmarks and targets that are modelled after best practices have been met and are projected to be met for 2019.

The City received a AAA credit rating from the rating agency S&P Global in May 2019, which is an improvement from the prior year. This rating, along with comparisons to other cities and the performance ratio indicators, shows that the City maintains a strong capacity to meet current financial commitments and obligations. While debt has increased in recent years due to investments in large capital projects (stadium, Wastewater Treatment Plant (WWTP), and

Buffalo Pound Water Treatment Plant), the thoughtful and planned approach taken by the City has allowed its debt to remain at a reasonable level.

The current debt limit for the City is \$450 million. Currently, the City of Regina is using 71 per cent of its debt limit at December 31, 2018. There are potential large capital projects, such as the Buffalo Pound Water Treatment Plant Renewal Project that will likely require debt funding in the next few years. Balancing these and other capital needs over the next ten years will require strong financial management, decision making, and prioritization of community priorities to achieve long-term financial viability.

BACKGROUND

The City's Debt Management Policy (Administration policy) requires the Director of Financial Services to provide an annual report to City Council on the status of City debt in the context of its debt limit and debt ratios to help determine the reasonability and affordability of debt.

DISCUSSION

The Annual Debt Report (Appendix A) provides details on the current and projected debt of the City. Due to strong financial practices, such as the Debt Management Policy, planned and sustainable debt issuances continue to be maintained. The City uses a conservative approach in issuing debt and will continue to reserve debt mainly for large capital projects. The City's consistent and strong credit rating of AAA reflects a strong commitment by the City to prudent fiscal planning through positive budgetary performance as well as strong financial management.

Key highlights from the Annual Debt Report include:

- The total debt outstanding at December 31, 2018 is \$317.7 million (71 per cent of debt limit);
- The current debt is planned debt;
- Since December 31, 2018, \$12 million in debt was issued with a 6-year term to refinance a \$12.8 million balloon payment;
- The projected debt for 2019 is \$302 million (67 per cent of debt limit);
- All debt ratios fall within the Debt Management Policy targets at current and projected debt levels; and
- There are potential large capital projects that will likely require debt funding in the next few years, including:
 - Buffalo Pound Water Treatment Plant Renewal Project, as identified in the corporation's 2018 Annual Report. However, because of the government grant received for the electrical upgrade project, some of the debt borrowed for this project can be used to fund a portion of the Buffalo Pound Water Treatment Plant Renewal Project.
 - ICIP (Investing in Canada Infrastructure Program) was announced in November 2016, and all projects will be required to be completed by March 31, 2028. The total estimated costs of the top 15 City projects for potential funding under the ICIP is \$730.35 million, as indicated in the March 25, 2019 report to Council (CR19-23). It is unlikely that the City will receive funding for all the projects.

Some of the City's share of these projects would likely be funded by debt (City share is expected to be 26.7% for most projects) if they proceed.

Historically, the City has used a traditional approach to issuing debt for large capital projects. This approach put the City of Regina in a good position relative to the management of its debt in comparison to its peers across Canada. While debt has increased over the last two years, this has been consistent with the plan for funding major capital projects.

The attached 2019 Annual Debt Report reviews the current debt position as at December 31, 2018 and provides information on future debt. Administration continues to review and assess the need for debt and other forms of financing to meet the needs in the long-term. One area of concern is the current condition of the City's assets, which if not mitigated appropriately, could present a significant risk and increase the reliance on debt financing in the future. The City's capital program is under considerable pressure including the points noted below:

- Need to replace aging infrastructure. Age of infrastructure and lack of adequately funded asset maintenance programs in the past are starting to catch up on the City (like recreation facilities, some of which are reaching the end of their life span).
- New infrastructure required to support a growing population and advance the community's vision of being Canada's most vibrant, inclusive, attractive, sustainable community, where people live in harmony and thrive in opportunity (like maintenance of new roads, parks, and fire and police stations).
- Shortfall in facility asset maintenance program. This program is intended to preserve existing City facility assets through prudent facility maintenance (like roof replacements, structural maintenance, mechanical systems replacement, etc.).
- Capital needs exceeding capital funding sources.

This challenge is not unique to the City of Regina and will require strong financial management and a prioritization of capital projects.

RECOMMENDATION IMPLICATIONS

Financial Implications

Over the years, the City of Regina has demonstrated strong financial management, balancing service level sustainability with affordability. Maintaining long-term financial viability and service sustainability is a key challenge facing the City. Financial practices and policies already in place will support this work.

The analysis completed by Administration and presented in the attached report confirms that all past debt issuances and obligations are affordable and allow the City to meet its current needs as per the criteria identified in the Debt Management Policy. The repayment of external debt and the related interest costs are budgeted for in the annual operating budget of the Utility and General Operating Funds. The external financing requirements for the Utility Fund are accommodated within the long-term utility financial model and funded through water rates. Principal and interest payments of debt undertaken for General Fund capital is included in annual operating budgets.

The City has a number of service partners whose financial results are consolidated with the City's financial reporting, such as Buffalo Pound Water Treatment Corporation (BPWTC) and Regina Exhibition Association Limited (REAL). Although these entities are responsible for the repayment of the debt they take on, the debt they borrow counts against the City's overall debt limit and may limit the ability of the City to access debt as a funding source for future capital projects.

This report does not result in any new debt being issued or approved. As new debt is considered in the future, it will require City Council approval. For each new debt issue, Administration will review and analyze the financial capacity to service new debt as part of the decision-making process. Also, it is important to note that City Council always retains the ability to adjust mill rates and utility rates to accommodate new debt servicing requirements from time to time.

Environmental Implications

None related to this report.

Policy and/or Strategic Implications

Debt management provides a long-term view of the City's debt, with a focus on addressing the future funding requirements of the City of Regina. It responds directly to the "Achieve long-term financial viability" Community Priority and Financial Policies section in *Design Regina: The Official Community Plan* (OCP) and is intended to ensure the City can deliver on all the Community Priorities in a financially responsible way.

Periodic reviews of debt levels and related policies are required to ensure the City's debt is effectively managed. The current Debt Management Policy and Procedure were recently reviewed and updated in November 2016. The recommended time for the next review is November 2020.

Other Implications

None related to this report.

Accessibility Implications

None related to this report.

COMMUNICATIONS

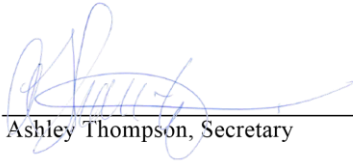
None related to this report.

DELEGATED AUTHORITY

This report must be forwarded to City Council as an information item.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE

A handwritten signature in blue ink, appearing to read 'Ashley Thompson', is written over a horizontal line.

Ashley Thompson, Secretary

9/19/2019

2019 Annual Debt Report

Contact: June Schultz, Director, Financial Services

**Prepared By: Curtis Smith, Manager, Budget & Long-term Financial
Planning**



BACKGROUND

The City of Regina (City) maintains and follows an Executive Director, Financial Strategy & Sustainability approved Debt Management Policy with authority under section 25 (k) & (l) of the *Regina Administration Bylaw, Bylaw No. 2003-69*. The Debt Management Policy provides formal guidance regarding authorities, debt structural features, target debt ratios and other conditions and strategies related to the use of debt. This policy reinforces the commitment by the City to manage its financial affairs in a manner that will minimize risk and ensure transparency while still meeting the capital needs of the City.

In addition, the City's financial policies establish proper and effective financial management and control of the day-to-day activities. They set out principles and benchmarks to help guide Administration in making recommendations to City Council on decisions related to debt.

DEBT OVERVIEW

The City funds a variety of programs and services as well as invests in infrastructure to support these programs and services. While programs and services are funded from revenues generated through property taxes, user fees and grants from other levels of governments, investments in capital assets are funded from reserves, development charges, grants and debt.

The City uses a traditional approach in issuing debt. Debt is not issued for ongoing operating expenditures but is mainly reserved for large capital projects. In this way, the City maintains the overall objective of the use of debt to:

- Smooth the effect of spending decisions on property taxation and user fees;
- Finance unexpected/emergency spending requirements; and
- Enhance liquidity

To date, these strategies have benefited the City by providing consistently strong credit ratings. Positive and strong credit ratings, as determined by credit rating agencies, reflect the City's debt management ability and provide the following benefits:

- Facilitate borrowing and competitive rates for the City;
- Enable ease of and more access to debt; and
- Provide increased negotiating power with lenders.

Various strategies are employed to assess the trends, costs and affordability associated with the current and projected debt including the use of policies, established debt limits and ongoing monitoring of various ratios. Debt ratios are often used to assess a City's debt burden and debt trends. The affordability of debt is examined annually using the City's debt limit and four measures, including:

- Debt per Capita
- Debt Interest Payment Ratio
- Debt Service Ratio
- Tax-and-Rate Supported Debt Ratio

It is important to note that all debt taken on is planned debt. This report does not result in any new debt being issued or approved. As new debt is considered in the future, it will require City Council approval.

Typically, the City borrows simple types of debt with fixed term and fixed scheduled payments, like a mortgage. In securing debt, the City tries to find the most favourable interest rate and negotiates the loan period. *The Cities Act* specifies that The Saskatchewan Municipal Board (SMB) has the authority to establish a debt limit a city may incur. City Council has the authority to issue debt within this limit as per *The Cities Act*.

Analysis contained in the report is based on consolidated financial information and includes the following entities: City of Regina, Regina Downtown Business Improvement District, Regina Public Library, Economic Development Regina, Regina's Warehouse Business Improvement District, Buffalo Pound Water Treatment Corporation (BPWTC) and Regina Exhibition Association Limited (REAL).

ANALYSIS

CREDIT RATING

S&P Global affirmed the City's credit rating of AAA in May 2019. In affirming the City's credit rating, S&P Global identified the following strengths:

- A superior budgetary performance helps to mitigate the needs for additional debt
- A robust financial management practices, built on a broadly supportive institutional framework and solid economic base, bolster the ratings

A credit rating of AAA is the highest credit rating and signals that the City is a low credit risk. Therefore, access to capital markets and favourable interest rates would be relatively more available to the City compared to organizations with lower credit ratings.

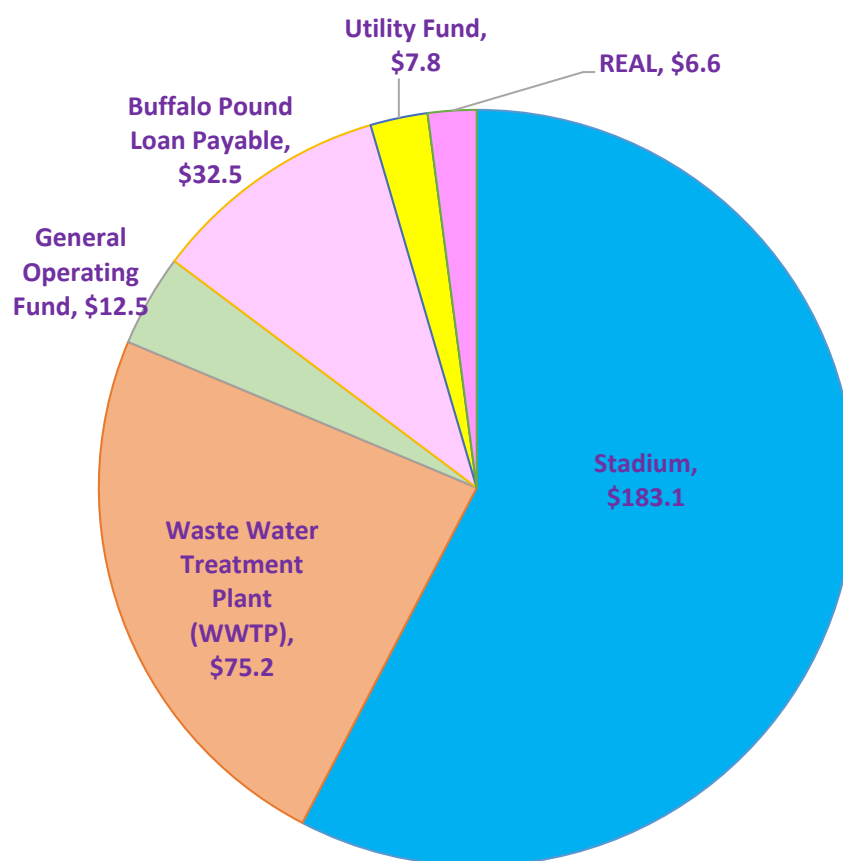
S&P Global noted that in next two years, the City will continue to implement strong long-term financial planning policies such that its budgetary performance remains very strong, generating after-capital surpluses in line with those of similarly rated peers. In addition, we expect only modest additional borrowing that will not push the city's debt burden beyond 60% of consolidated operating revenues.

Conversely the City's credit rating could be worse in the next two years if there is a softness in the regional economy that resulted in materially lower tax revenue generation or provincial grants to the city, driving after-capital deficits that necessitated significantly higher-than-expected borrowing.

DEBT LIMIT AND DEBT BALANCE

The City's current debt limit approved by SMB is \$450 million. Any increase to the debt limit must be approved by SMB. As of December 31, 2018, Graph 1 below shows that the total outstanding debt for the City was \$317.7 million, 71% of the debt limit. This debt is made up of multiple issuances relating to general and utility capital funding, major projects funding and debt of subsidiaries.

Graph 1: 2018 Consolidated Debt by Type (in \$ millions)



The December 2018 outstanding debt decreased by \$1.9 million from December 2017. The decrease is mainly due to repayments of all debt over the year, offset by the new loans incurred by REAL.

Graph 2 below provides detail on the changes from 2017 to 2018.

Graph 2: Debt Comparison for 2017-2018 (\$ in millions)

Debt	2017	2018	Change
Stadium	\$187.0	\$183.1	\$ -3.9
Waste Water Treatment Plant (WWTP)	\$76.4	\$75.2	\$ -1.2
General Operating Fund	\$13.9	\$12.5	\$ -1.4
Buffalo Pound Loan Payable	\$33.3	\$32.5	\$ -0.8
Utility Fund	\$8.8	\$7.8	\$ -1.0
REAL Debt	\$0.2	\$6.6	\$6.4
TOTAL	\$319.6	\$317.7	-\$1.9

Notes:

- Stadium project has a total debt financing of \$200.4 million, borrowed in 2014 and will be paid off in 2045. The total payments per year on this debt is \$11.4 million.
- WWTP is not a typical loan, but a 30-year repayment stream obligation to the company that constructed the WWTP. It will be paid off in 2043.
- General Operating Fund will be paid off in 2025 with a refinance.
- Buffalo Pound Loan is a 25-year City guaranteed loan with BMO and will be paid off in 2042.
- Utility Fund was paid off in June 2019.
- REAL debt is guaranteed by the City, and it counts against the City's overall debt limit.

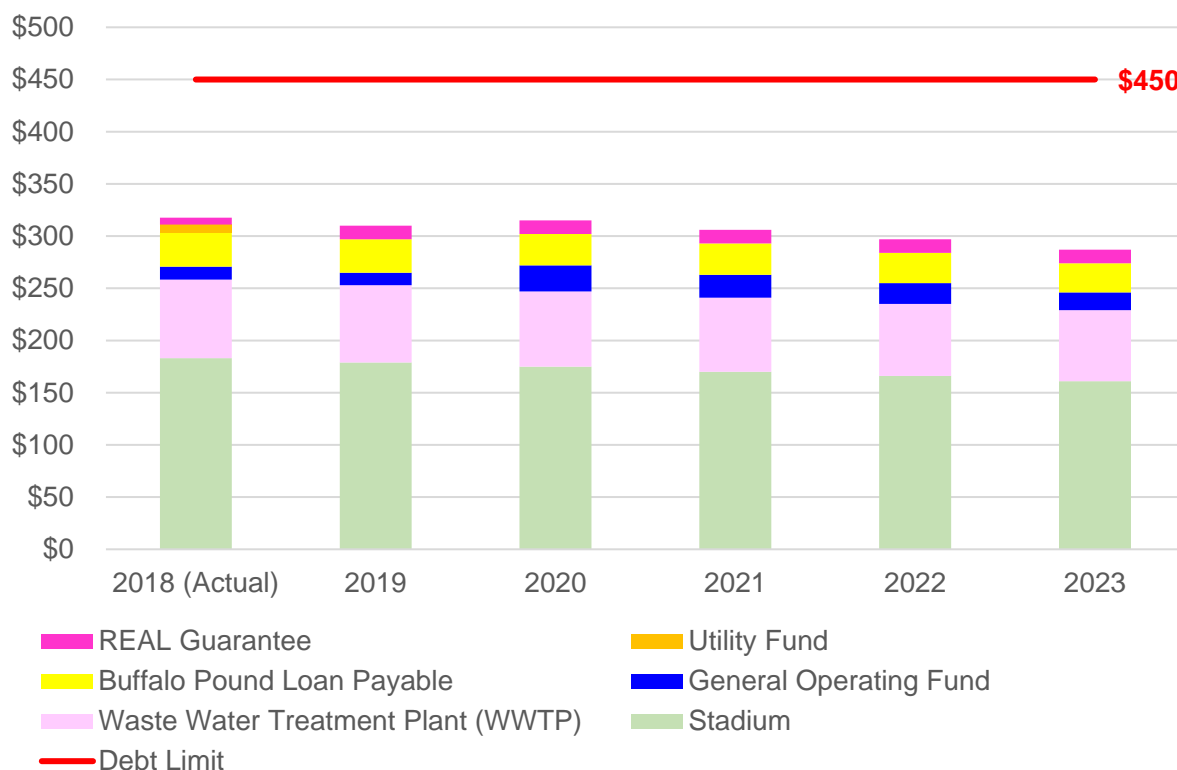
DEBT PROJECTION

Graph 3 below shows the current level of debt and the projected debt out to 2023 based on the five-year Capital Plan in the 2019 Budget. The debt balance is expected to decrease in 2019 to \$301.7 million, 67% of the debt limit. In March 2015, Council granted approval to REAL to issue up to \$13.0 million in debt (CR15-23).

At the end of 2018, REAL had approximately \$6.6 million in debt. However, this guarantee does count against the City's debt limit, therefore, the entire guarantee amount has been added as a place holder.

In 2019, a new debt of \$12 million will be borrowed, and it will be paid off over 6 years. This debt is to pay off the balloon debt payment due June 2019.

Graph 3: Consolidated Debt Projections for 2019-2023 (\$ in millions)

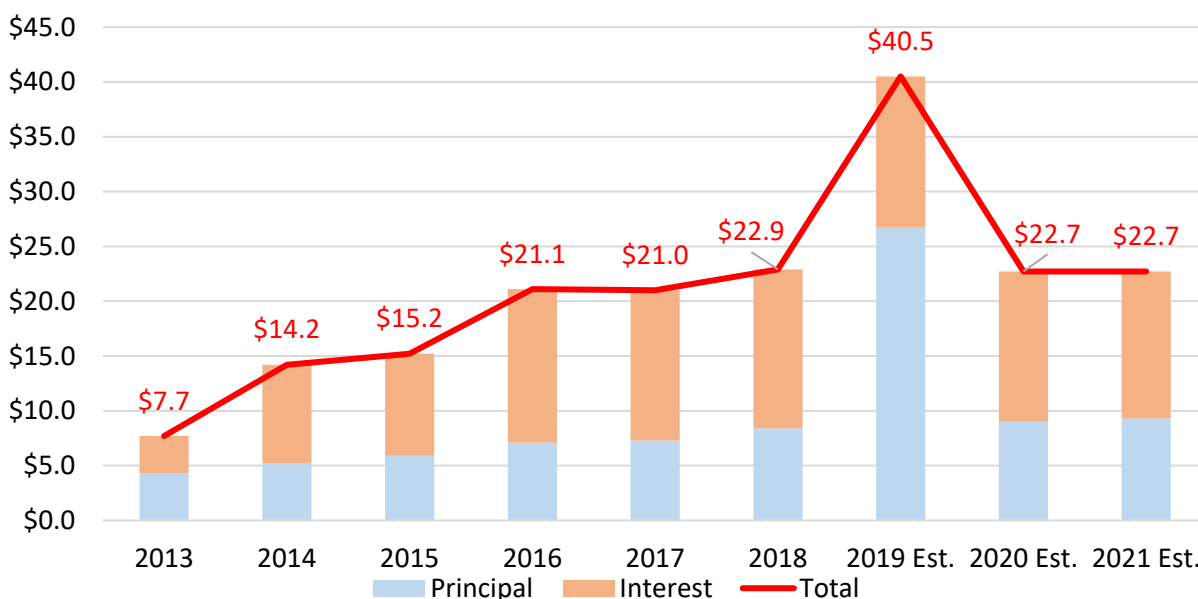


The table above includes known and approved debt. There is the potential for increased debt in the future for the City and its related entities, such as BPWTC, to finance capital plans. Addressing these needs may limit the ability to access debt as a source of financing without applying to the Saskatchewan Municipal Board for an increase in the limit. Prior to such an application, a full analysis and review would be undertaken to describe the opportunities, options, and risks for City Council consideration and approval.

In addition to the absolute level of debt, debt servicing (the annual principal and interest payments on debt) is an important indicator for the City. It illustrates the extent to which past borrowing decisions present a constraint on a City's ability to meet its financial and service commitments in the current period. Since the principal and interest payments are paid from the operating budgets, generally low debt servicing costs provide municipalities

with an increased financial flexibility since they are not encumbered by fixed financial obligations.

Graph 4: Debt Service Costs for 2013-2021 (\$ in million)



Graph 4 above shows that, an increase from 2018 to 2019, primarily due to a one-time \$13 million balloon debt repayment in the General Fund and \$8 million balloon debt repayment in the Utility Fund in 2019. After 2019, the annual debt service costs will decrease to an estimated \$22.7 million.

Within the graph, from 2013 through 2019, the City of Regina's debt service costs are increasing. It means that the City has increased borrowing payments to meet its financial and service commitments. This impacts its flexibility because once a City borrows, its first commitment must be to service its debt. While it has been increasing, the Debt Servicing to Total Revenue Ratio is still below the target maximum of 5% as noted later in this report.

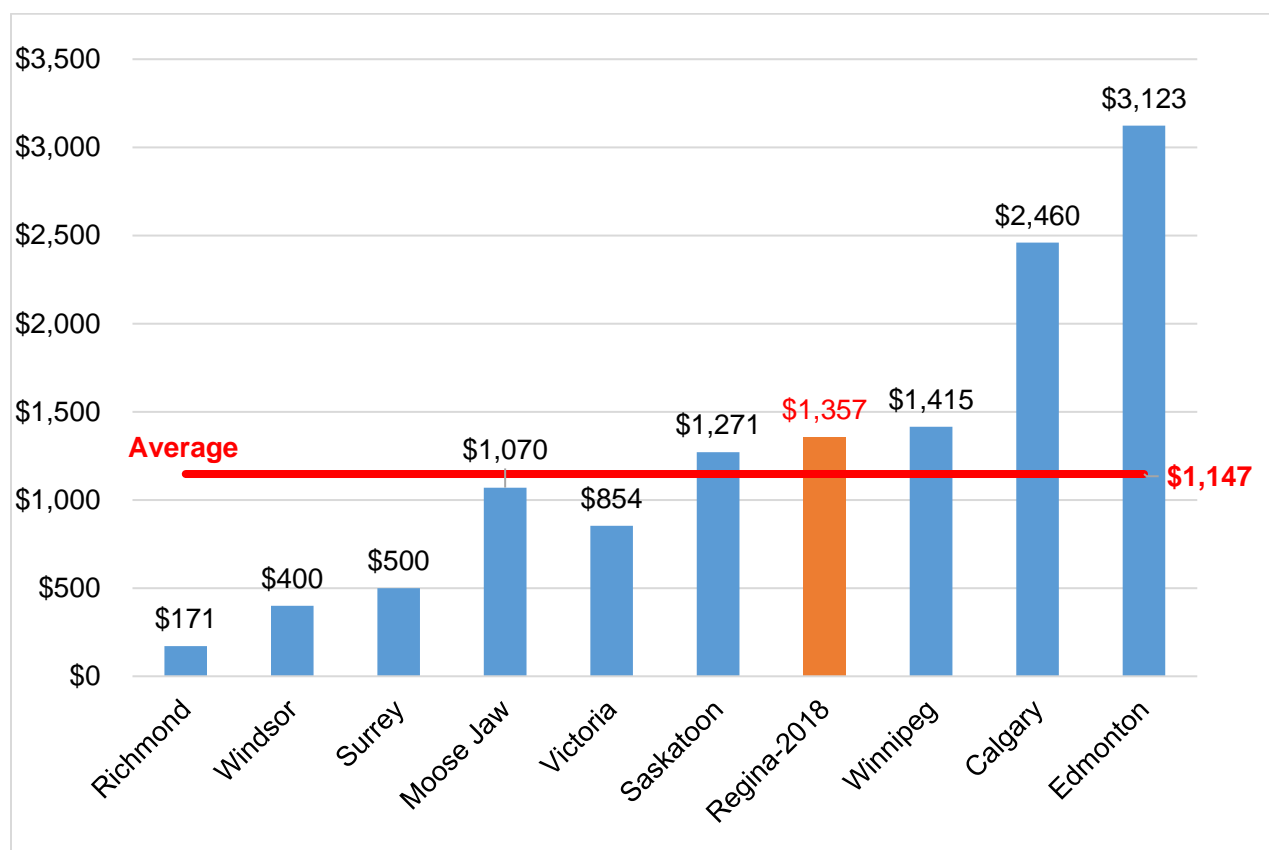
DEBT PER CAPITA

Debt per capita is simply how much it will cost per person living in Regina, for example, if the City of Regina were to pay off its debt today. In the past few years, the City has taken

on debt to fund several large capital projects. The City has and continues to be conservative in the issuance of debt and the debt level has historically compared favourably to those of other Canadian cities.

Graph 5 below shows that, of the selected cities, the City of Regina debt per capita (\$1,357) is slightly above the average.

Graph 5: Debt per Capita Comparison to Other Cities



Notes: All other cities show 2017 ratios.

DEBT INTEREST PAYMENT RATIO

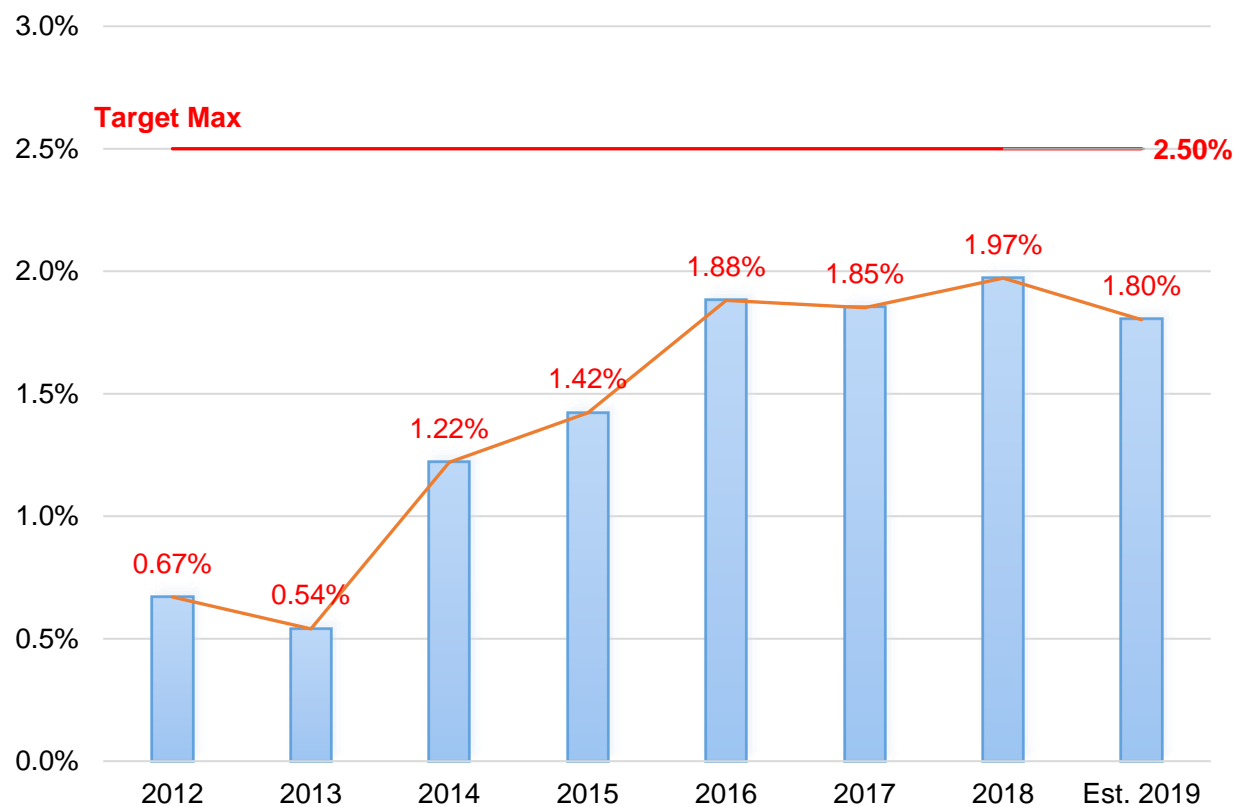
Calculation: Consolidated Debt Interest / Consolidated Revenues

The debt interest payment ratio (financial flexibility) measures the percentage of the City's total revenue that is used for debt interest payments. It is a measure of the degree to

which an organization can change its debt and still meet its existing financial and service obligations. The more an organization uses revenues to meet the interest costs of past borrowing, the less that will be available for current program spending.

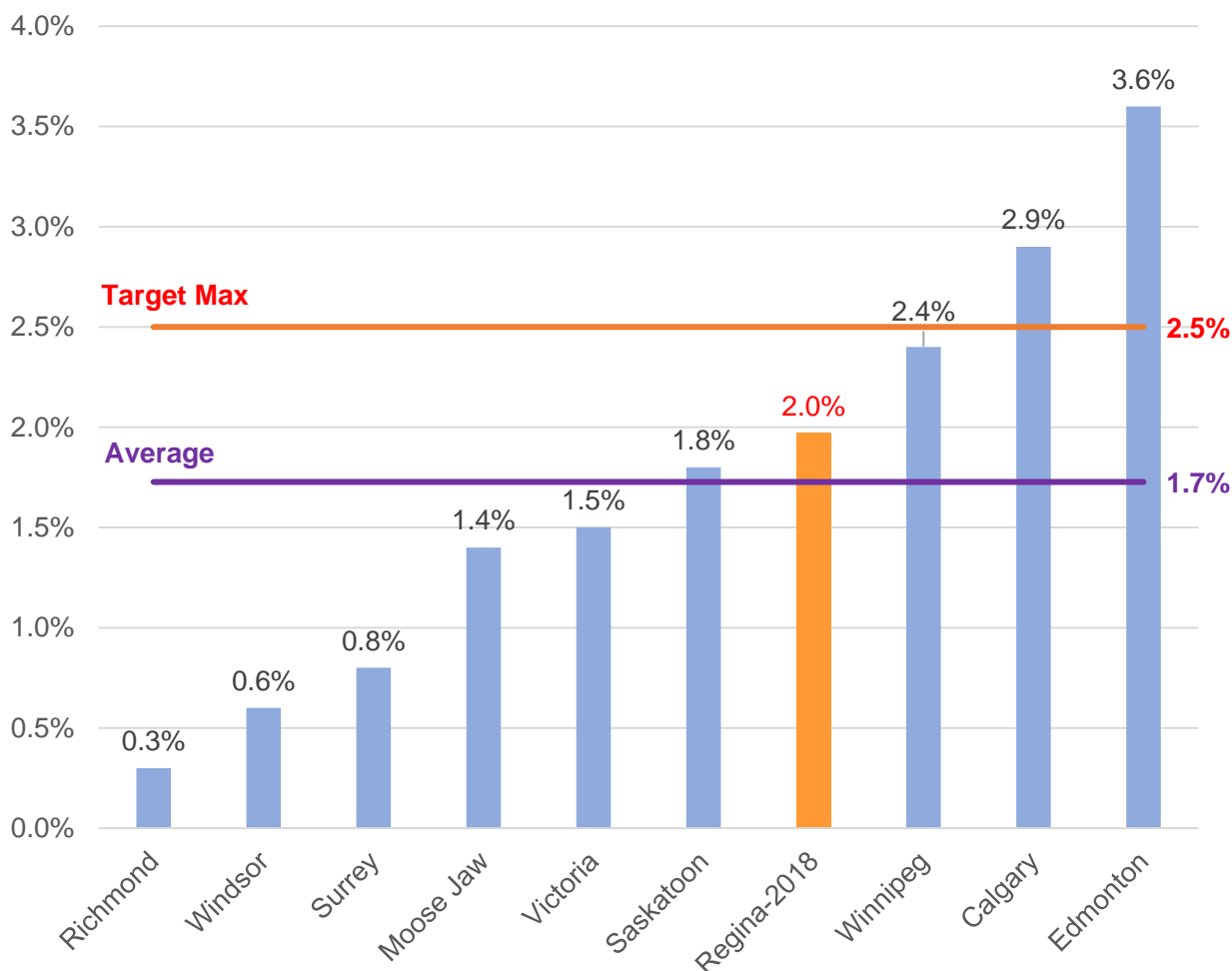
This ratio is an indicator used by S&P Global, with a benchmark of 0% to 5% being the desirable range. Through the City’s debt management policy, a target of 2.5% or less has been set and is being used for monitoring, reporting and future debt considerations.

Graph 6: Regina Multi-Year Debt Interest Payment Ratio



Graph 6 above indicates the City of Regina’s multi-year ratio comparison. The graph shows an increasing ratio but still below the target. The ratio increased to 1.22% in 2014 due to the stadium construction; increased to 1.85% in 2017 and 1.97% in 2018 primarily due to the increased annual interest payment of WWTP construction and Buffalo Pound term loan; and is projected to be 1.80% in 2019 due to \$12 million in new debt.

Graph 7: Debt Interest Payment Ratio Comparison to Other Cities



Notes: All other cities show 2017 ratios.

Graph 7 above indicates that, amongst the cities selected, the City is slightly above the average but below the target maximum. Regina's ratio means that 2.0% of its revenues in 2018 was utilized for debt interest payments. A ratio more than 2.5% is considered high by credit rating agencies such as S&P Global. This illustrates that Regina's debt management policy allows the City to keep debt levels and debt servicing costs as low as possible, thereby limiting financial pressures on its operating budget and taxpayers.

DEBT SERVICE RATIO

Calculation: Consolidated Debt Interest & Principal Payments / Consolidated Revenue

The debt service ratio measures the percentage of revenue which is required to cover debt servicing costs (interest and principal payments). This ratio indicates the amount of total revenue that is being used to service the municipality's debt. A high debt service ratio indicates that there is less revenue available for providing services.

This is a key indicator used by S&P Global when assessing the overall debt burden of a municipality. A ratio in excess of 10% is seen to be where debt servicing costs tend to crowd other operating priorities out of the budget. Through the City's debt management policy, a target of 5% or less has been set and is used for monitoring, reporting and considering future debt considerations.

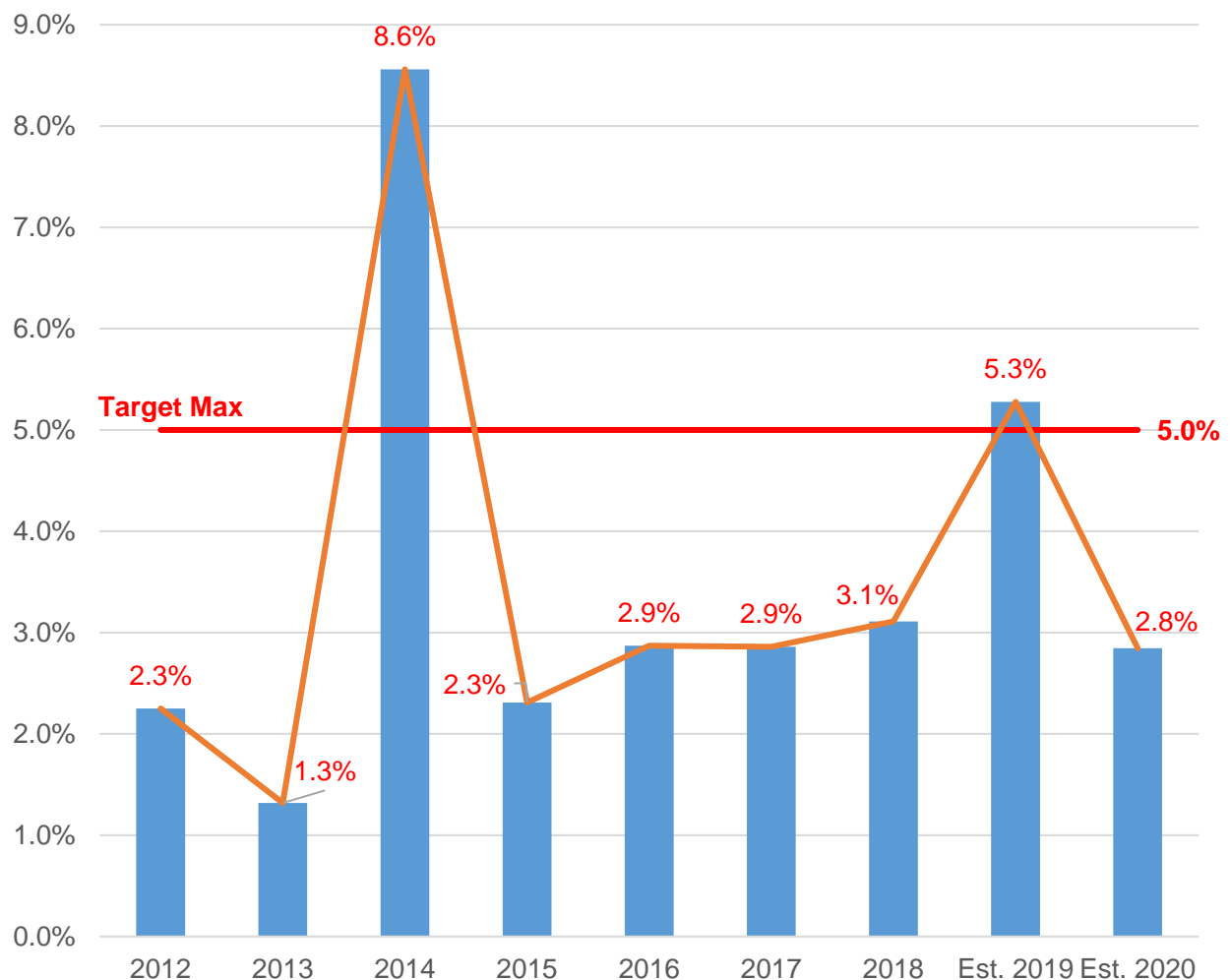
Graph 8 below shows that the City of Regina's debt service ratio was 3.1% at December 31, 2018, below the target. From 2012 to 2013 the ratio fluctuated slightly in the range of 1.3% to 2.3% with a large spike in 2014 at 8.6% due to a \$43.1 million balloon payment¹ on Utility debt. This spike did not affect the credit rating analysis as it was an infrequent occurrence. The ratio is projected to peak in 2019 to 5.3%, due to an approximately \$12.8 million one-time balloon debt repayment in General Operating Fund, and an approximately \$8.0 million one-time balloon debt repayment in Utility Fund.

The City of Regina debt service ratio is presented in Graph 8 below and expected to remain below the 5% target set in policy, other than in 2019, which is one-time occurrence. Several factors influence this ratio such as the term of debt obligations, interest rate(s) payable and consolidated municipal revenue levels. This illustrates that Regina's debt management policy allows the City to keep debt levels and debt servicing

¹ A repayment of the outstanding principal sum made at the end of a loan period, interest only having been paid to that point.

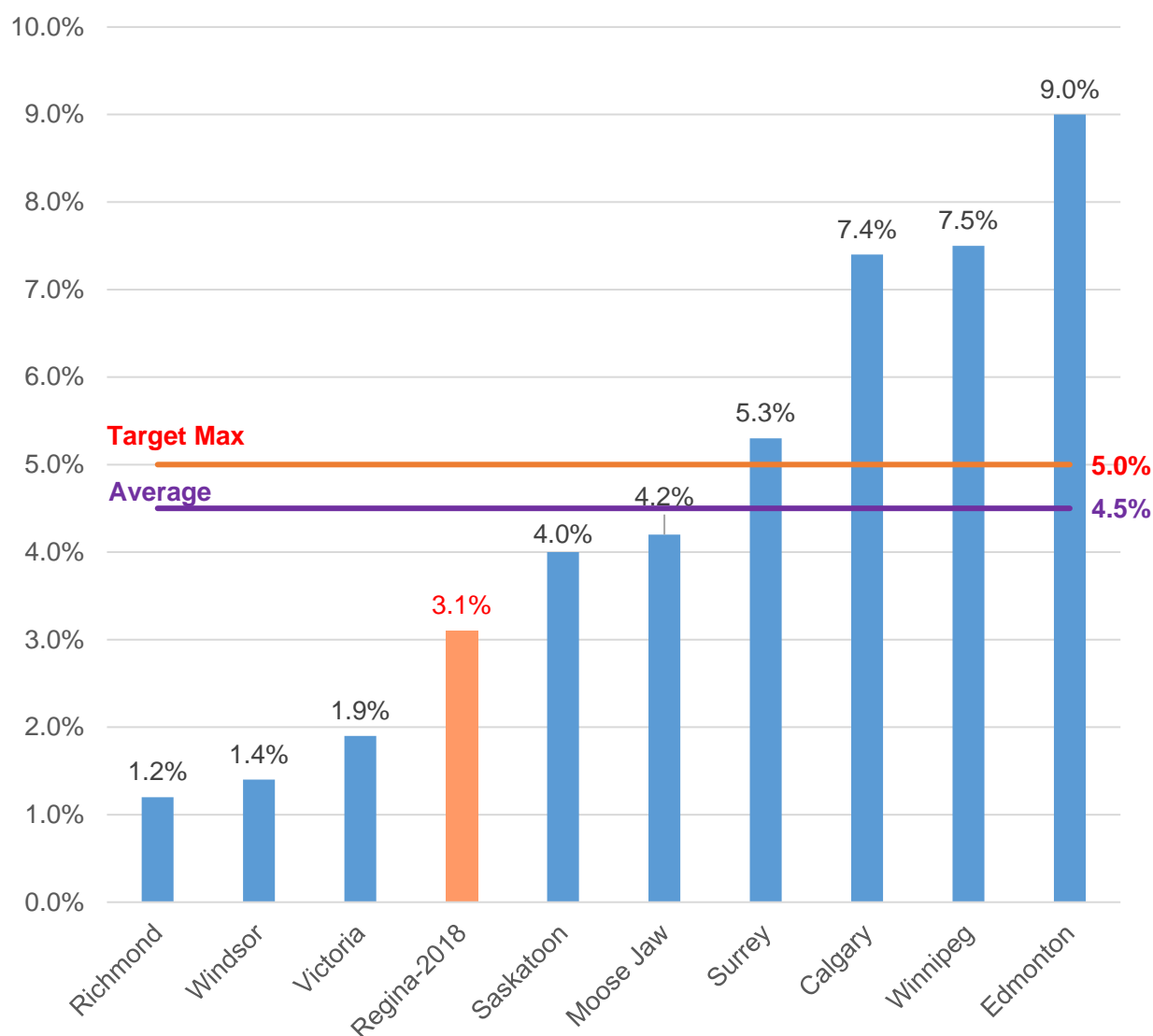
costs as low as possible, thereby limiting financial pressures on its operating budget and taxpayers.

Graph 8: Regina Multi-Year Debt Service Ratio



Graph 9 below indicates that the City of Regina has the fourth lowest debt service ratio of the cities selected. Regina's ratio means that 3.1% of its revenues in 2018 was utilized for debt principal and interest payments. Regina's ratio is lower than the average ratio of 4.5%.

Graph 9: Debt Service Ratio Comparison to Other Cities



Notes: All other cities show 2017 ratios.

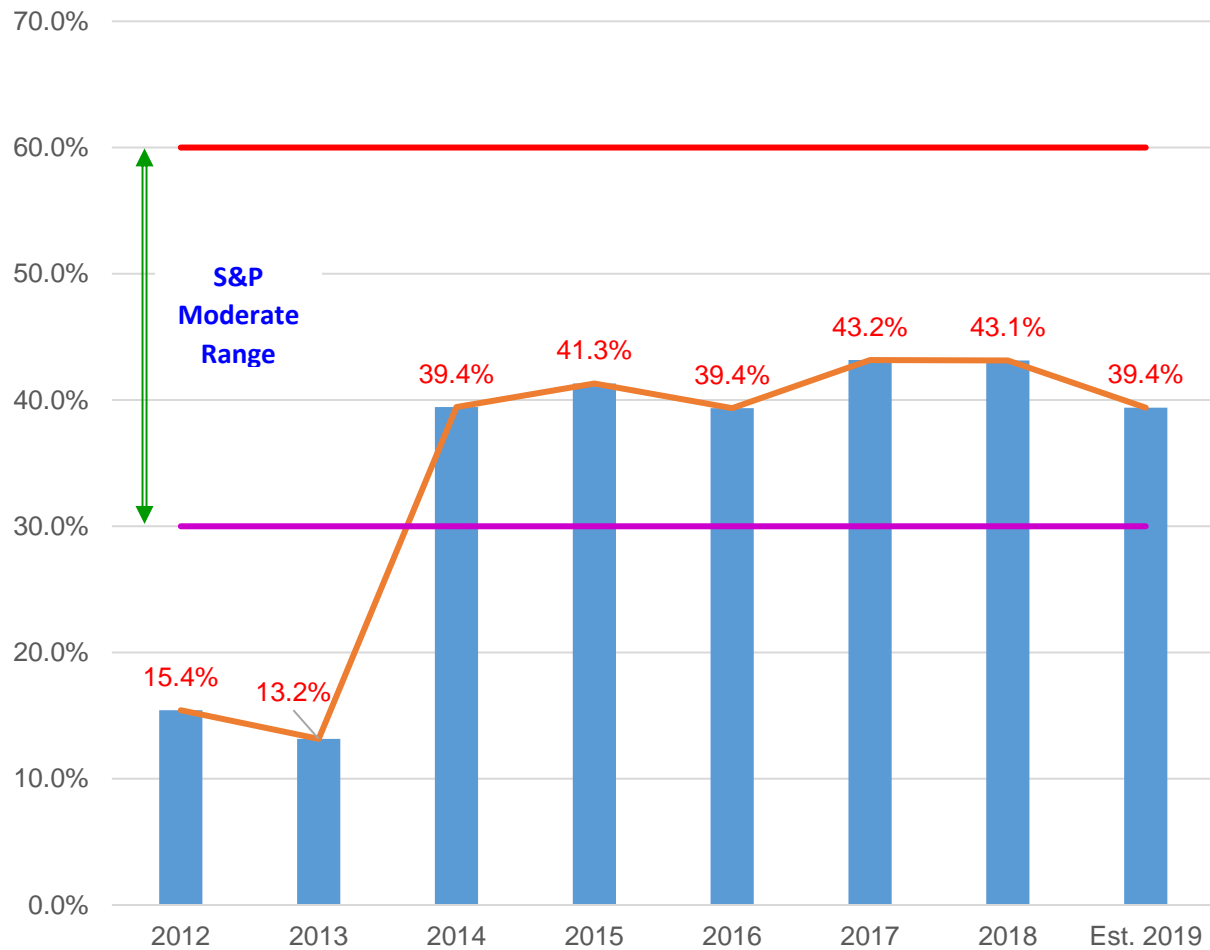
TAX AND RATE SUPPORTED DEBT RATIO

Calculation: Consolidated Debt / Consolidated Revenue

The tax and rate supported debt ratio is used to assess the amount of debt that is repaid with consolidated operating revenues. This is a key measure of the City's debt

affordability because typically debt service costs are funded out of the general operating budget and thus compete directly with other public services for limited operating dollars.

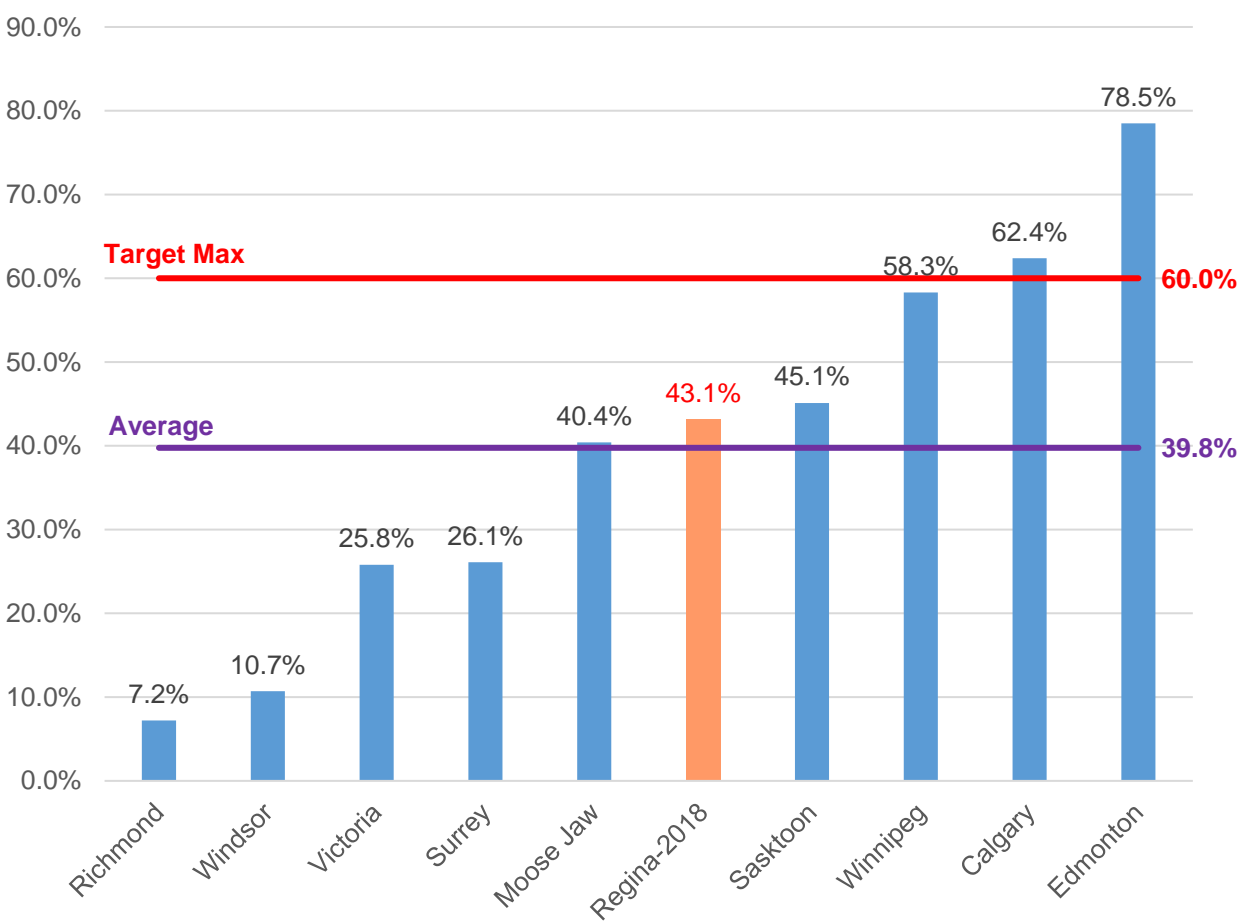
Graph 10: Regina Multi-Year Tax and Rate Supported Debt Ratio



As a key indicator used by S&P Global, a ratio in the range of 30% to 60% is considered moderate in the overall debt assessment of a municipality. Through the City's debt management policy, a target of 60% or less has been set and is used for monitoring, reporting and future debt considerations. This ratio can be impacted largely by consolidated municipal revenue levels. At a level above 60% S&P Global may consider reducing the current credit rating.

Graph 10 above shows that the City’s rate is below the 60% moderate upper limit but has been increasing. The 2014 increase in the ratio is due to the Stadium. The ratio is projected to decrease after the 2019, primarily due to a one-time balloon debt repayment.

Graph 11: Tax and Rate Supported Debt Ratio Comparison to Other Cities



Notes: All other cities show 2017 ratios.

As presented in Graph 11 above, the City of Regina has the fifth highest tax and rate supported debt ratio in comparison to other cities across Canada. Regina’s debt to revenue ratio is 43.1% in 2018 just above the average ratio of 39.8%.

CONCLUSION

Overall, the comparison shows the City of Regina maintains a reasonable debt level, as Regina ranks closer to the average for most of the debt ratios considered. The City of Regina is using 71% of its \$450 million debt limit at December 31, 2018. There are potential large capital projects that will likely require debt funding in the next few years, such as the Buffalo Pound Water Treatment Plant Renewal Project and Investing in Canada Infrastructure Program (ICIP) projects. Future debt may limit the City's ability to use debt as a financing option without prioritizing access to debt or analyzing the need to request an increase to the current debt limit.

The City of Regina will continue to manage its debt through financial policies that emphasize long range financial management. These policies are supported by the development of various asset management and financial models that enable the City to analyze the effects of decisions with a focus on long term financial health and the ability to sustain existing programs and services. This approach demonstrates a commitment to long term planning and fiscal management.

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Finance and Administration Committee: 2019 Mid-Year Financial Report

RECOMMENDATION

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- SEPTEMBER 10, 2019**

That this report be received and filed.

FINANCE AND ADMINISTRATION COMMITTEE – SEPTEMBER 10, 2019

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

Councillors: Sharron Bryce (Chairperson), Bob Hawkins, 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 September 10, 2019, considered the following report from the Administration:

RECOMMENDATION

That the 2019 Mid-Year Financial Report be forwarded to the September 30, 2019 meeting of City Council for information.

CONCLUSION

The Mid-Year Financial Report provides a high-level summary on how the City is performing financially in relation to its 2019 Operating and Capital budgets. The report shows that the City is effectively managing its operations within the current economic climate and is forecast to be under budget for the 2019 fiscal year.

The mid-year forecast reflects an estimated General Operating Fund surplus of \$1.1 million (0.2% from budget). The surplus is a result of a combination of factors including the provision for increased investment income, municipal revenue sharing funding, grants in lieu, and salaries savings from implementation of the management review and salary lag partly offset by decreases in building permit, parking, and landfill gas revenues and unbudgeted federal carbon tax costs.

The Utility Fund Operating surplus is forecasted to be approximately \$2.6 million (1.9% from budget) and is mainly due to higher water consumption due to recent weather patterns.

BACKGROUND

The City of Regina is committed to providing transparent reporting on its operating and capital results. The 2019 Mid-Year Financial Report (Appendix A) shows that at June 30, the City is projected to be in a surplus position at yearend. While the 2019 results are currently projected to be in a surplus position, the City faces significant long term financial pressure due to external environmental factors as well as internal operating and capital factors identified in the 2020 Preliminary Budget Review and Economic Update (PPC19-3) presented to Priorities and Planning Committee on April 24, 2019.

There are several variables that can impact the yearend results that are not known at the end of June. It is midway through the construction period for the City so any changes in weather conditions may influence the amount of work that is, or is not, completed by yearend. In addition, items such as water main breaks, winter road maintenance costs, outcomes on property tax assessment appeals and interest from investments can change from the mid-year forecast numbers. It is important to leave some flexibility in the budget at mid-year to manage these risks. Administration will continue to manage the needs in the current year and look for opportunities to meet the challenges over the long term.

DISCUSSION

The 2019 Mid-Year Report provides details on the current and projected operating and capital revenues and expenditures for both the General Fund and the Utility Fund. The City uses a conservative approach in forecasting revenues and expenditures.

Key highlights from the Report include:

- Current General Fund Operating surplus is projected to be \$1.1 million (0.2% from budget);
- Current Utility Fund Operating surplus is projected to be \$2.6 million (1.9% from budget);
- Projected General Fund Capital spend is \$159.3 million (59% of available funding); and
- Projected Utility Fund Capital spend is \$55.7 million (39% of available funding).

The forecasted surplus is a result of a combination of factors including the provision for increased investment income, municipal revenue sharing funding, grants in lieu, and salaries savings from implementation of the management review and salary lag partly offset by decreases in building permit, parking, and landfill gas revenues and unbudgeted federal carbon tax costs.

RECOMMENDATION IMPLICATIONS

Financial Implications

Administration closely monitors the progress of achieving the annual business plan and as the corporation works toward delivering services to the community, a variance between the budgeted cost and the projected yearend cost is created. The variance, over or under the established budget, is the result of controllable and uncontrollable factors.

The forecast surplus is unaudited and is a projection of the expected results for the City of Regina. Yearend surpluses represent one-time funding and are transferred to the appropriate reserves at yearend. General Fund Operating surpluses are transferred to the General Fund Reserve and Utility Fund Operating surpluses to the Utility Reserve Fund.

The projected forecast at mid-year tends to vary from the final yearend results. There are several variables that can impact the yearend results that are not known at the end of June. It is midway through the construction period for the City so any changes in weather conditions may influence the amount of work that is, or is not, completed by yearend. In addition, items such as water main breaks, winter road maintenance costs, outcomes on property tax assessment appeals and interest from investments can change from the mid-year forecast numbers. It is important to leave some flexibility in the budget at mid-year to manage these risks.

Environmental Implications

None related to this report.

Policy and/or Strategic Implications

The City of Regina's Mid-Year Report provides a point in time view of the City's financial performance and financial projection. Monitoring current year financial operations ensures the City remains on track to achieve the fiscal goals set out for the City.

Other Implications

None related to this report.

Accessibility Implications

None related to this report.

COMMUNICATIONS

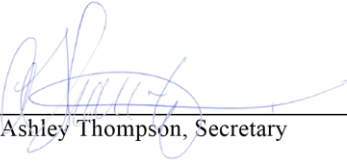
None related to this report.

DELEGATED AUTHORITY

The recommendation to provide this information to City Council for informational purposes is within the Delegated Authority of the Finance and Administration Committee.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE



Ashley Thompson, Secretary

9/19/2019

2019 Mid-Year Financial Report



BACKGROUND

The 2019 Mid-Year Financial Report provides a high-level summary of how the City of Regina is performing in relation to its 2019 Operating and Capital Budgets. The report shows that the City is effectively managing its operations within the current economic climate and is forecasting to be under budget for the 2019 fiscal year.

The mid-year forecast reflects an estimated General Fund Operating surplus of \$1.1 million (0.2% from budget). The surplus is a result of a combination of factors including the provision for increased investment income, municipal revenue sharing funding, grants in lieu, and salaries savings from implementation of the management review partly offset by decreases in building permit, parking and landfill gas revenues. The Utility Fund Operating surplus is forecast to be \$2.6 million (1.9% from budget) and is mainly due to higher revenue from water sales and sewer service charges as a result of dryer weather this summer.

The forecast surplus is unaudited and is a projection of the expected results for the City of Regina. Yearend surpluses represent one-time funding and are transferred to the appropriate reserves at yearend. General Fund Operating surpluses are transferred to the General Fund Reserve and Utility Fund Operating surpluses to the Utility Reserve Fund.

FINANCIAL FORECAST OVERVIEW

Throughout the year, Administration prepares and closely monitors the progress of achieving the annual budget approved by Council. The information included in this report is the budget and mid-year financial forecast.

As the corporation works toward delivering services to the community, a variance between the budgeted cost and the projected yearend cost is created. The variance, over or under the established budget, is the result of controllable and uncontrollable factors. These factors include, but are not limited to:

- Changes to expenditures during the year that were not anticipated at the time of developing the budget;
- Staff vacancies;
- Price differences in supplies; and
- Timing of implementing new initiatives or in capital construction.

General Fund Operating Forecast Overview

The General Fund Operating surplus is forecast to be \$1.1 million. As describe below, revenues are projected to be over budget, partially offset by forecasted expenses being over budget due to a combination of factors.

Table 1: General Fund Operating Financial Forecast (in \$ thousands)

Financial Performance Measures June 30, 2019				
General Fund Forecast	Revenue	Expense	Surplus (Deficit)	% of Budget
	\$ 462,117	\$ 460,983	\$ 1,134	0.2%

Operating Revenue

Table 2: General Fund Operating Revenue Forecast (in \$ thousands)

Financial Performance Measures June 30, 2019				
General Fund Revenue	Budget	Forecast	Variance	% of Budget
	\$ 459,906	\$ 462,117	2,211	0.5%

The majority of the City services are financed by General Fund operating revenue. About half of the General operating revenue comes from property taxes, but the City also charges user fees, secures grants from other levels of government and collects revenues from a variety of smaller sources.

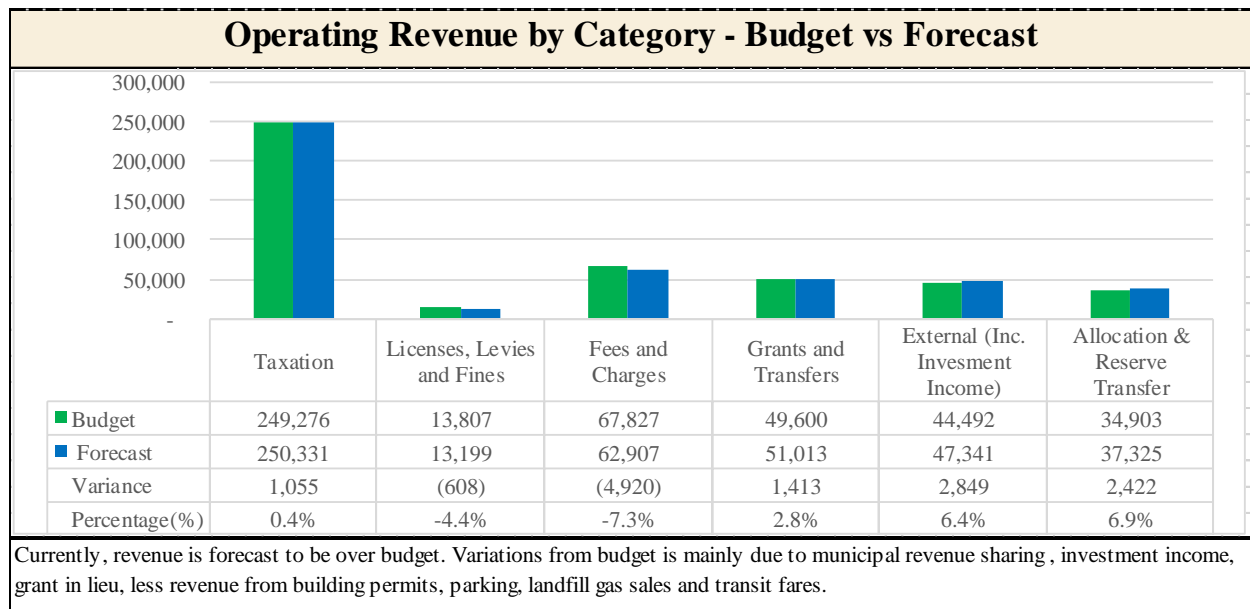
Revenues are currently tracking to be slightly above the approved budget by \$2.2 million (0.5%). Revenues are projected to be higher than budget in various areas including municipal revenue sharing, investment income, grant in lieu, partially offset by less revenue from building permits, parking revenue, landfill gas sales and transit fares.

Historical yearend surpluses have been the result of high investment income and capital gains on bonds. These revenues have decreased substantially with the increases in interest rates from the Bank of Canada. There is an inverse effect on long term investment earnings as interest rates rise. The City is actively managing this item to mitigate future capital losses in its long-term investments.

Revenue from external sources are projected to be over budget as a result of investment income, municipal revenue sharing and grant in lieu from Provincial Government. Revenue from fees and licenses, levies and fines are under budget due to a slower economy.

Graph 1 below presents the revenue by category or source.

Graph 1: General Operating Revenue (in \$ thousands)



Operating Expense

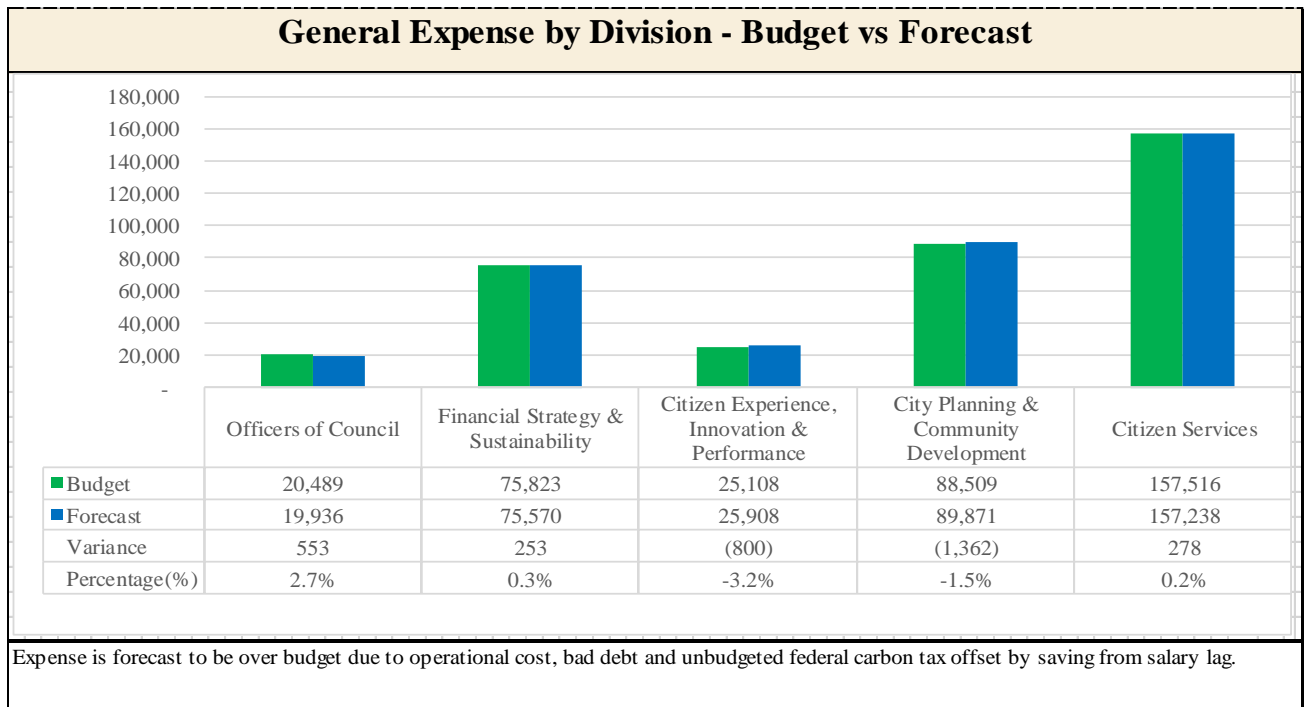
Table 3: General Fund Operating Expense Forecast (in \$ thousands)

Financial Performance Measures				
June 30, 2019				
General Fund Expense	Budget	Forecast	Variance	% of Budget
	\$ 459,906	\$ 460,983	(1,077)	(0.2%)

General Fund operating expenses support the majority of the services provided by the City. Expenses are driven by controllable and uncontrollable factors. Some costs are driven by environmental factors such as the weather and their impact on the services, such as Winter Road Maintenance and are managed by the City by establishing reserves specifically for the purpose of supporting unanticipated costs in any given year.

The current projection reflects operating expenses to be over budget by \$1.1 million (0.2%). The over expenditure is due to a combination of higher than budgeted operational cost and unbudgeted federal carbon tax costs offset by savings from salary lag and the management review.

Graph 2: General Fund Operating Expense (in \$ thousands)



Utility Fund Operating Forecast Overview

The Utility Fund operating surplus is forecast to be \$2.6 million (1.9% above budget). As described below, revenues are projected to be 2.2% higher than budget while expenses are forecast higher than budget.

Table 4: Utility Operating Financial Forecast (in \$ thousands)

Financial Performance Measures				
June 30, 2019				
Utility Fund Forecast	Revenue	Expense	Surplus (Deficit)	% of Budget
	\$ 142,147	\$ 139,528	\$ 2,619	1.9%

Utility Revenue

Table 5: Utility Operating Revenue Forecast (in \$ thousands)

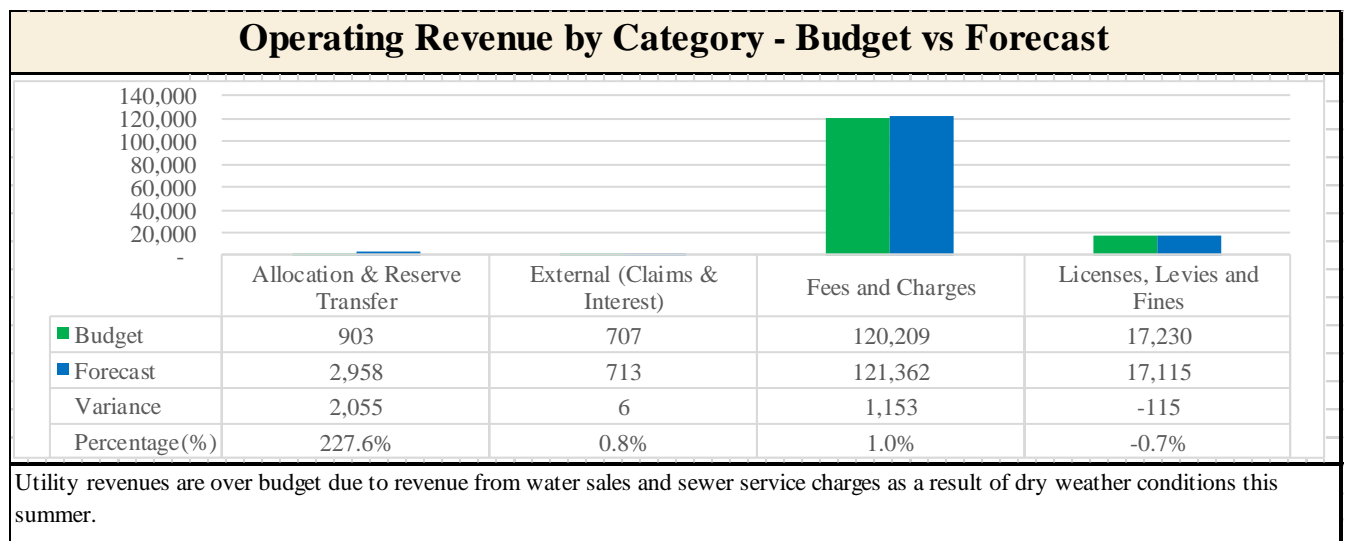
Financial Performance Measures				
June 30, 2019				
Utility Fund Revenue	Budget	Forecast	Variance	% of Budget
	\$ 139,049	\$ 142,147	\$ 3,098	2.2%

The Water and Sewer Utility provides water, wastewater and drainage services primarily to customers in Regina. It is operated on a full cost-recovery, user-pay basis. Revenues collected from customers account for the majority of the revenue (88%) with the remainder of the revenue being derived from licenses and levies.

Utility revenues are mainly the result of fees and charges paid by customers through a daily base rate and through a volume (usage) charge. Revenues are influenced by environmental factors and customers are able to reduce their costs by conserving water which will reduce revenues. The mid-year forecast shows that revenues are currently projected to be almost \$3.1 million (2.2%) above the approved budget. The revenue is mainly from water sales and sewer service charges as a result of increased water consumption due to the dry weather conditions this summer.

Graph 3 presents the Utility Operating Revenue by category.

Graph 3: Utility Operating Revenue (in \$ thousands)



Utility Expense

Table 6: Utility Operating Expense (in \$ thousands)

Financial Performance Measures				
June 30, 2019				
Utility Fund Expense	Budget	Forecast	Variance	% of Budget
	\$ 139,049	\$ 139,528	(479)	(0.3%)

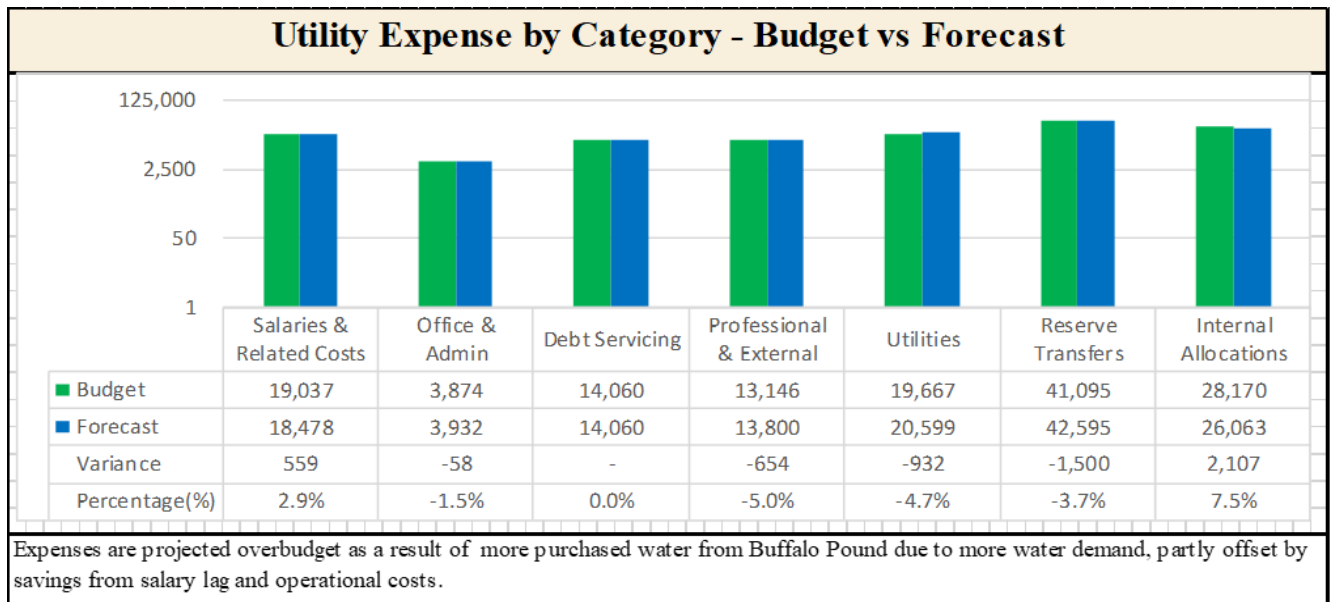
Utility Fund Operating expenses support the costs of delivering services in four main service areas:

- **Water Supply and Distribution:** The system provides water for residential, institutional, commercial and industrial customers, as well as for fire protection.
- **Wastewater Collection and Treatment:** The wastewater system collects wastewater from all residential, institutional, commercial and industrial customers in the City and treats wastewater in accordance with the Provincial and Federal governments' environmental regulations and industrial standards.
- **Storm Water Collection and Flood Protection:** The drainage system controls water runoff from rainfall and melting snow in and around the City.
- **Customer Service:** Customer service has two elements – Utility Billing (producing and collecting on utility billings) and Communications (being responsive to customer inquiries and needs).

Many factors influence the costs of delivering the utility services. The mid-year expenditure forecast currently reflect \$0.5 million (0.3%) over budget due to more water purchases from Buffalo Pound Water Treatment Plant as result of increased dryer weather this summer, partly offset by savings from salary lag and operational costs.

Graph 4 details the budget and forecast expenses by division.

Graph 4: Utility Operating Expense (in \$ thousands)



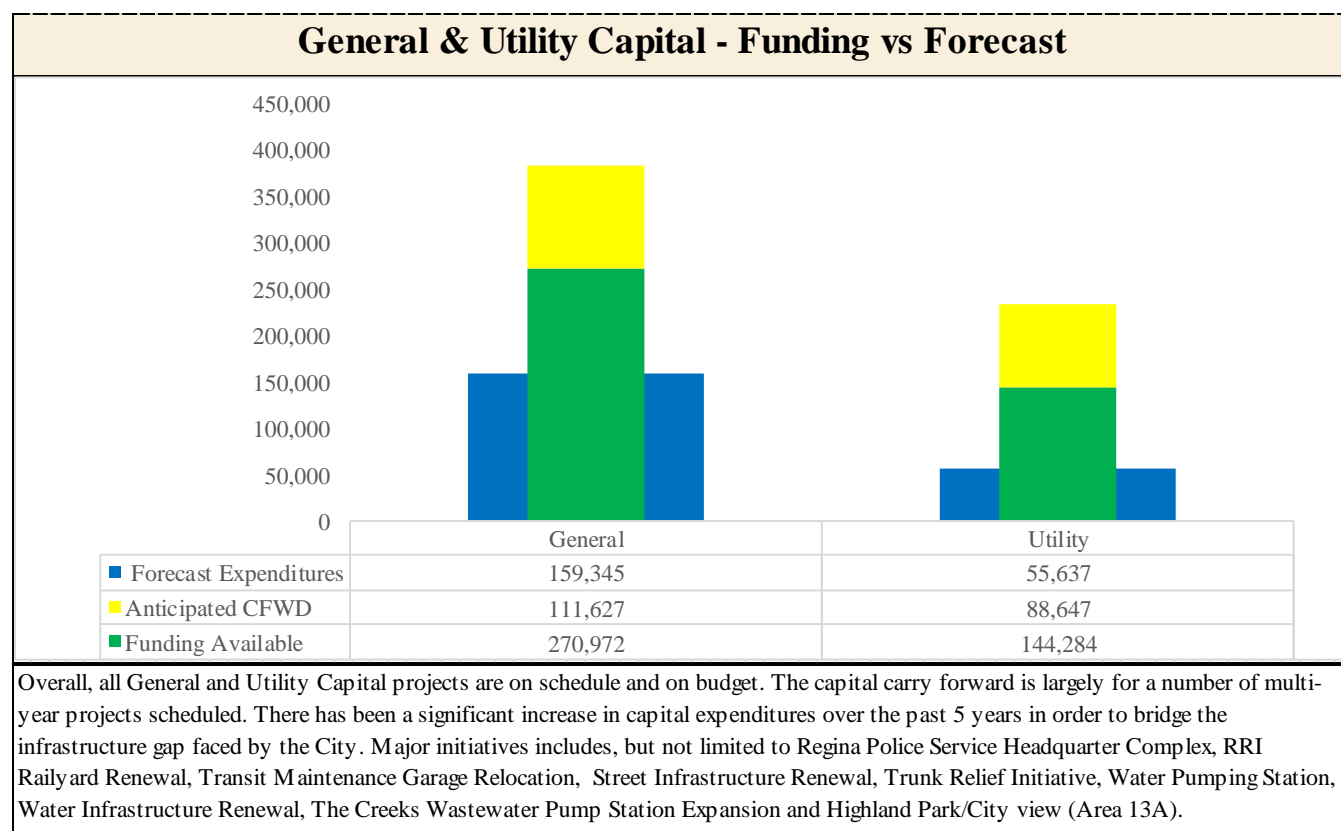
CAPITAL OVERVIEW

The delivery of services requires well maintained capital assets. The City continues to maintain and enhance its assets by prioritizing the investment in capital that will maintain or improve services or service levels.

The City's capital budget is a multi-year (five year) program comprising an approved capital plan for the current year and a planned program for the succeeding four years. With the multi-year approach, some projects are designed to be completed over a number of years resulting in unspent capital funding at the end of the year that will be carried forward to the future year. The City is continuing to complete a number of multi-year projects and utilizing the majority of the funds available.

The City's capital spending is represented in two groups: General Fund and Utility Fund (Graph 5).

Graph 5: General and Utility Capital (in \$ thousands)



General and Utility Capital

1. General Capital

The General Fund capital budget is primarily focused on the renewal of infrastructure, a priority of the strategic plan and linked to *Design Regina: The Official Community Plan* priority of long-term financial viability. General Fund capital spending is in two categories: programs and projects. Programs are mainly ongoing capital costs that are designed to support the maintenance and renewal of assets to enhance and/or prolong their useful life. Capital projects are one-time costs with a defined start and end date, such as the cost of constructing a new asset.

The current 2019-2023 General Capital plan totals \$534 million. The General Capital Fund plans to spend \$127 million in 2019. This includes completing and/or advancing a number of projects including, but not limited to:

- Street and Bridge Infrastructure Renewal Programs
- Residential Roads Renewal Program
- Parks and Facilities Yard Development
- Waste Management Centre
- Transit Fleet Maintenance Facility
- Regina Police Service Headquarter Complex
- Regina Revitalization Initiative (RRI) - Railyard Renewal Project

2. Utility Capital

The Utility Fund capital budget supports the delivery of the utility service through maintenance, renewal and replacements of a diverse infrastructure including water mains, storage reservoirs, pumping stations, building service connections, a wastewater treatment plant, wastewater and storm drainage sewers as well as drainage channels and creeks. The City is also a joint owner of the Buffalo Pound Water Treatment Plant with the City of Moose Jaw.

The 2019-2023 Utility Capital Plan totals \$414 million and is fully funded by the Utility Reserve over the five-year plan. The majority of the \$58.5 million in Utility Capital Fund focuses on water, wastewater and drainage infrastructure renewal projects in 2019.

The City has seen a reduction in the amount of unspent capital funding in the last few years. This unspent funding is largely for a number of multi-year projects scheduled to be completed over more than one year. The City budgets capital based on the cash flow requirements of the project. This allows the City to better manage the capital funding requirements and reduce the unspent capital funding at yearend. Overall, all General and Utility Fund capital projects are on schedule.

There has been a significant increase in capital expenditures over the past five years in order to bridge the infrastructure gap faced by the City. This increase in capital expenditures has been funded primarily from an allocation of current year operating costs, reserves, debt, and third party funding. The current year contributions to capital funded from taxation revenue has increased from \$34 million to \$49 million in the last five years.

The weather in 2019 has cooperated for the delivery of the capital program and as of mid-August, planned capital work was 60% complete – on schedule according to the plan.

CONCLUSION

The City of Regina is committed to accountability, transparency and following best practice in its financial reporting. The results of this report show the City is projecting a small surplus at yearend.

The surplus is a point in time projection of the yearend results. There are a number of variables that could influence the surplus on both the operating and utility results that were not known at the time of the establishment of the mid-year forecast. Administration has used the best information available to predict the outcomes to the end of the year.

As the year progresses, the results will change based on decisions made and uncontrollable factors such as weather that impact City operations. Administration will continue to monitor the financial situation and balance fiscal stewardship with providing the services that citizens of Regina need.

MOTION

September 30, 2019

City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Re: Greywater Strategy

WHEREAS Section D2 Goal 3 (“Water Protection”) of the Official Community Plan (OCP) aims to “Maintain the integrity of Regina’s acquirers, surface and groundwater resources” and to “Develop strategies to protect the quality and quantity of surface and ground water resources from contamination and impacts”;

WHEREAS page 20 of the Water Master Plan (“Water and Storm Water”) recognizes that “With Buffalo Pound Lake a considerable distance away from Regina, water conservation is imperative”;

WHEREAS the Provincial Government’s “Prairie Resilience” strategy cites the protection of water systems as am imperative in our effort to mitigate the effects of climate change in Saskatchewan;

WHEREAS the Canada Plumbing Code provides guidelines for greywater use and systems;

WHEREAS greywater systems, infrastructure, policies are emerging throughout Canada and the United States;

WHEREAS “greywater” is typically, but not exclusively, sourced from baths, showers, bathroom basins and considered sewerage;

WHEREAS residential and commercial greywater systems could reduce fresh water consumption and the impact on our waste water treatment facility;

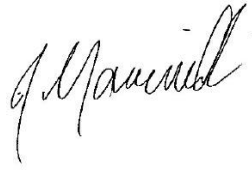
THEREFORE BE IT RESOLVED that Administration prepare a report for the Public Works and Infrastructure Committee in Q4 of 2020:

1. with a commercial, industrial, and residential greywater strategy; and
2. that the strategy include a focus on City-owned and operated facilities.
- 3.

Respectfully submitted,

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

Andrew Stevens
Councillor – Ward 3

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

Jason Mancinelli
Councillor – Ward 9

NOTICE OF MOTION

September 30, 2019

City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Please be advised that we will submit the following NOTICE of MOTION at the September 30, 2019 meeting of Regina City Council.

Re: National Inquiry into the Missing and Murdered Indigenous Women and Girls

WHEREAS the City of Regina recognizes the significant undertaking and commitment to complete the Final Report of the National Inquiry into the Missing and Murdered Indigenous Women and Girls, which included First Nations, Métis and Inuit gender-diverse and non-binary people;

WHEREAS all persons, whether Indigenous or non-Indigenous, and specific to this Final Report, First Nations, Métis, Inuit gender-diverse and non-binary people, should be treated equally with dignity and respect, regardless of race, ethnicity, Indigeneity, gender, class, sexuality, geography, age and ability; and that understanding cultures and building relationships is key to the respect deserved by all peoples;

WHEREAS it is recognized that significant healing and repairing of relationships of those directly and indirectly affected as victims, families and loved ones of the missing and murdered Indigenous women and girls, continue to feel the harm, trauma and impacts of their experiences;

WHEREAS the City of Regina upholds the significance of strengthening Canada's relationship with Indigenous peoples as an essential component to creating new, respectful and equal relationships with Indigenous people and leaders in the City of Regina and across Canada;

WHEREAS the Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls delivers specific Calls to Justice directed to municipal governments; and

WHEREAS all levels of government, police services, Indigenous and non-Indigenous community organizations and leaders, as well as citizens of Canada, are reviewing the 231 recommendations, or Calls for Justice, and seeking ways to respond;

THEREFORE BE IT RESOLVED that the City of Regina Council directs Administration to report to Executive Committee by Q3 of 2020 on potential actions and initiatives, as they relate to municipalities, supported by Indigenous leaders, in support of the work of the National Inquiry into the Missing and Murdered Indigenous Women and Girls.

Respectfully submitted,



Michael Fougere
Mayor



Barbara Young
Councillor - Ward 1



Bob Hawkins
Councillor - Ward 2



Andrew Stevens
Councillor - Ward 3




Lori Bresciani
Councillor - Ward 4



John Findura
Councillor - Ward 5



Joel Murray
Councillor - Ward 6



Sharron Bryce
Councillor - Ward 7



Mike O'Donnell
Councillor - Ward 8



Jason Mancinelli
Councillor - Ward 9



Jerry Flegel
Councillor - Ward 10

NOTICE OF MOTION

September 30, 2019

City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Please be advised that we will submit the following NOTICE of MOTION at the September 30, 2019 meeting of Regina City Council.

Re: Recreation Infrastructure Program

WHEREAS recreation facilities that are accessible and welcoming can provide opportunities for fun and healthy living for all Regina citizens;

WHEREAS the availability of good recreational facilities will provide Regina youth with an alternative to a lifestyle of gangs, guns and drugs;

WHEREAS the rapid growth in Regina's population, and the development of new subdivisions, has put capacity pressure on Regina's existing recreational facilities;

WHEREAS Regina's recreation spaces have an average age of 37 years with much of that infrastructure nearing, at, or past, the end of its useful life;

WHEREAS the replacement value of the Regina's recreational facilities is over \$199 million with modernized replacement value likely beyond \$377 million;

WHEREAS the recent *Recreation Master Plan, City of Regina* provides a plan for the replacement and modernization of Regina's recreation infrastructure;

WHEREAS Regina has recently successfully tackled its local road infrastructure deficit through a program that dedicated 1% of each year's mill rate increase, for a period of five years, to local road renewal;

WHEREAS the citizens of Regina have shown that they are prepared to accept a modest mill rate increase if they know that the funds created by that increase are dedicated to a specific infrastructure renewal that they support;

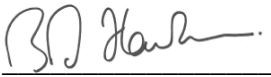
WHEREAS Regina needs to be in a position to take advantage of opportunities to leverage funding in shared costs recreation infrastructure programs offered by other levels of government and in potential partnerships with private organizations interested in building recreation infrastructure; and

WHEREAS a 0.5% (one-half of one percent) mill rate increase each year beginning in 2020, for five years, would yield for recreation infrastructure an estimated amount of \$1,250,000 in 2020, \$2,550,000 in 2021, \$3,900,000 in 2022, \$5,300,000 in 2023 and in 2024, the last year of the program, \$6,750,000, and an equal amount for every year thereafter without any further mill rate increase.

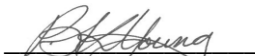
THEREFORE BE IT RESOLVED that:

1. Regina City Council approve a Recreation Infrastructure Program with the goal of renewing, replacing and/or developing new recreational infrastructure;
2. The Recreational Infrastructure Program be modeled on the recently concluded Residential Road Renewal Program;
3. The Program be funded by dedicating 0.5% (one-half of one percent) mill rate increase in each year for five years between 2020 to 2024; and
4. Administration bring forward from time to time, and in a timely fashion as funds from the program become available, plans for recreational infrastructure redevelopment based on the current Recreation Master Plan, and other relevant considerations, for consideration by Regina City Council.

Respectfully submitted,



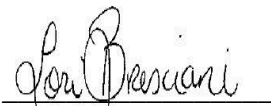
Bob Hawkins
Councillor - Ward 2



Barbara Young
Councillor - Ward 1



Andrew Stevens
Councillor - Ward 3



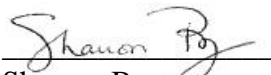
Lori Bresciani
Councillor - Ward 4



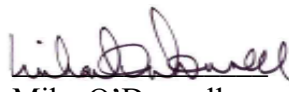
John Findura
Councillor - Ward 5



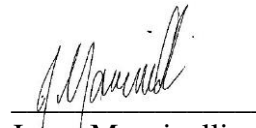
Joel Murray
Councillor - Ward 6



Sharron Bryce
Councillor - Ward 7



Mike O'Donnell
Councillor - Ward 8



Jason Mancinelli
Councillor - Ward 9



Jerry Flegel
Councillor - Ward 10



Michael Fougere
Mayor

NOTICE OF MOTION

September 30, 2019

City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Please be advised that I will submit the following NOTICE of MOTION at the September 30, 2019 meeting of Regina City Council.

Re: Old Mosaic Stadium Site (Taylor Field)

WHEREAS the response to enquiry EN19-4: Old Mosaic Stadium Site, filed at the July 29, 2019 City Council meeting did not specify the estimated dollar amount to utilize the site in the interim as a parking lot;

WHEREAS transit shuttle is not offered for all events held at Evraz Place, such as the Farm Progress Show or Canadian Western Agribition and alternative parking is needed for those travelling from out of town;

WHEREAS the Cathedral Neighbourhood, North Central and Pioneer Village areas are all affected by heavy vehicle traffic parking and congestion; and

WHEREAS estimates gathered from a few landscape companies within the City of Regina have estimated the projected cost to be between \$20,000 and \$50,000 to restore the site;

THEREFORE BE IT RESOLVED that Administration bring forward a report to Public Works and Infrastructure by the end of Q4 2019 that includes the following information:

1. The detailed cost, options, implications, construction timeline and potential revenue that could be generated for restoring the old mosaic stadium site into an interim parking lot; and
2. The statistical details outlining the projected impact that the interim parking lot may have on ridership to the transit shuttle service for major events that the service currently supports.

Respectfully submitted,


Jerry Flegel
Councillor - Ward 10

NOTICE OF MOTION

September 30, 2019

City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Please be advised that I will submit the following NOTICE of MOTION at the September 30, 2019 meeting of Regina City Council.

Re: Single Use Plastic Shopping Bags

WHEREAS single-use plastic carry-out shopping bags litter roads, parks and open spaces, foul drains, waterways and lakes, clog up recycling systems and add non-biodegradable waste to landfill sites;

WHEREAS the use of such bags have been banned by local, provincial and national jurisdictions such as Prince Edward Island, Newfoundland and Labrador, Moncton, Montreal, Huntington, Brossard, Leaf Rapids, the Pas, Thompson, Boston, Rhode Island, Maine, Los Angeles, San Francisco, Seattle, Hawaii, France, Australia (6 of 7 states and territories), the European Union (by 2021), China and Columbia, among others;

WHEREAS several major Canadian grocery retailers have adopted such bans including Sobeys/Safeway and its affiliates by February 2020;

WHEREAS readily available alternatives in the form of reusable bags and containers and paper bags are available;

WHEREAS China has recently refused to accept waste containing non-biodegradable plastic bags; and

WHEREAS “Regina’s Official Community Plan contains as one of the City’s priorities, “Promote conservation, stewardship and environmental sustainability,” and Regina City Council has recently adopted a bylaw committing the City to becoming 100% renewable by 2050.;

THEREFORE BE IT RESOLVED that Administration bring forward a bylaw and associated report for consideration in Q1 of 2020 that includes the following:

1. Regulations:

- that bans the use of single-use plastic shopping bags for the purpose of carrying out purchases from commercial establishments, including take-out and delivery of food, within the City;
- contains exemptions for transporting such items as bulk, perishable, and frozen goods, etc.;
- includes enforcement mechanisms such as fines for dealing with infractions;

2. Public engagement and consultation whereby:

- the public and interested stakeholders are consulted on the content of the bylaw;
- consideration is given to best practices adopted in other jurisdictions where similar bans have been introduced;
- pending adoption of the bylaw, a public education campaign is undertaken prior to the bylaw coming into force; and

3. That the bylaw come into effect no later than January 1, 2021.

Respectfully submitted,



Bob Hawkins
Councillor - Ward 2



Andrew Stevens
Councillor - Ward 3



Jason Mancinelli
Councillor - Ward 9

NOTICE OF MOTION

September 30, 2019

City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Please be advised that I will submit the following NOTICE of MOTION at the September 30, 2019 meeting of Regina City Council.

Re: Cycling Safety

WHEREAS safe modes of transportation is a priority of the OCP, including multi-model forms of transport including cycling;

THEREFORE BE IT RESOLVED that:

1. When passing a cyclist over 60 km/h a distance of 1.5 meters must be maintained;
2. When passing a cyclist under 60 km/h a distance of 1 meter must be maintained;
3. A fine structure be designed, implemented and enforced; and
4. A bylaw be put before Council during Q1 of 2020.

Respectfully submitted,



Joel Murray
Councillor - Ward 10

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Finance and Administration Committee: Heritage Building Rehabilitation Program (19-HBRP-01) St. Matthew Anglican Church - 2165 Winnipeg Street

RECOMMENDATION

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- SEPTEMBER 10, 2019**

1. That a cash grant for the property known as St. Matthew Anglican Church, located at 2165 Winnipeg Street, be approved in an amount equal to the lesser of:
 - a) 50 per cent of eligible costs for the work described in Appendix C; or
 - b) \$30,000.
2. That the provision of the cash grant be subject to a grant agreement with the following conditions:
 - a) That the property possesses and retains its formal designation as a Municipal Heritage Property in accordance with *The Heritage Property Act*.
 - b) That the property owner 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 C.
 - c) That work completed and invoices submitted by December 15, 2019, would be eligible for the cash grant for up to 50 per cent of the cost of approved work to a maximum of \$30,000.
3. That the City Solicitor be instructed to prepare the necessary agreement and authorizing bylaw for the cash grant as detailed in this report.
4. That the City Clerk be authorized to execute the cash grant agreement to the property owner upon review and approval by the City Solicitor.

FINANCE AND ADMINISTRATION COMMITTEE – SEPTEMBER 10, 2019

Shawn Stevenson, representing St. Matthew Anglican Church, addressed the Committee.

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #5 does not require City Council approval.

Councillors: Sharron Bryce (Chairperson), Bob Hawkins, 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 September 10, 2019, considered the following report from the Administration:

RECOMMENDATION

1. That a cash grant for the property known as St. Matthew Anglican Church, located at 2165 Winnipeg Street, be approved in an amount equal to the lesser of:
 - a) 50 per cent of eligible costs for the work described in Appendix C; or
 - b) \$30,000.
2. That the provision of the cash grant be subject to a grant agreement with the following conditions:
 - a) That the property possesses and retains its formal designation as a Municipal Heritage Property in accordance with *The Heritage Property Act*.
 - b) That the property owner 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 C.
 - c) That work completed and invoices submitted by December 15, 2019, would be eligible for the cash grant for up to 50 per cent of the cost of approved work to a maximum of \$30,000.
3. That the City Solicitor be instructed to prepare the necessary agreement and authorizing bylaw for the cash grant as detailed in this report.
4. That the City Clerk be authorized to execute the cash grant agreement to the property owner upon review and approval by the City Solicitor.
5. That this report be forwarded to the September 30, 2019 meeting of City Council for approval.

CONCLUSION

The owner of the Municipal Heritage Property known as St. Matthew Anglican Church at 2165 Winnipeg Street has requested a cash grant to assist in recovering costs associated with conserving the structural integrity of the building and the bell tower.

The proposed work will ensure the continued existence of a designated Municipal Heritage Property that is of historic, architectural and spiritual value and a prominent landmark in the

Heritage Neighbourhood. The cash grant provided under the Heritage Building Rehabilitation Program will make it feasible for the property owner to conserve this significant heritage building. Under most circumstances, a property tax exemption is provided under the program. However, in cases where the property is exempt from paying property taxes (i.e. churches), the program allows a cash grant as an incentive for conservation.

The Administration has determined that the work proposed is eligible for assistance under the Heritage Building Rehabilitation Program. A cash grant agreement between the City and the property owner will secure the City's interests in ensuring the building is properly conserved and maintained. The work will involve the conservation of the masonry arches, a key component of the structure of the building, and the bell tower.

BACKGROUND

The Heritage Building Rehabilitation Program was approved by City Council on August 25, 2014 (CR14-100). The types of work that may be eligible for assistance are:

- * Professional architectural or engineering services.
- * Façade improvements, including conservation of original building elements, cleaning of surfaces and removal of materials that do not contribute to the heritage value.
- * Structural stabilization.
- * 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.
- * Improvements to energy efficiency (i.e. windows, insulation).
- * Conservation of significant or rare character-defining interiors or interior elements.

Financial assistance can be provided equivalent to the lesser of:

- * Fifty per cent of eligible work costs, that is, expenses incurred to restore or conserve architecturally significant elements of the building or structure, to extend its effective life, and/or to ensure its structural integrity.
- * Subject to the availability of funds, a cash grant of up to \$50,000 may be provided for tax exempt properties but is limited to a maximum of 50 per cent of eligible conservation work costs.

Cosmetic improvements, regular maintenance and new additions are not eligible for assistance.

In general, cash grants can be provided in the same fiscal year as City Council's approval of assistance and completion of all approved work items, in accordance with any performance guidelines and/or time schedules that may be negotiated between the City and the property owner.

DISCUSSION

City Council approved Bylaw No. 2005-49 (Appendix B), which designated the property as Municipal Heritage Property on June 20, 2005. St. Matthew Anglican Church was designed by the architectural firm of Clemesha and Portnall and constructed between 1915 and 1926. The

building is in an unadorned version of the Gothic Revival style. The red brick façade with stone accents complement the impressive stained-glass windows. The church is a local landmark and significant contributor to the historical continuity and character of the Heritage Neighbourhood.

Conservation Work

The owners have planned for extensive conservation work on the building to stabilize the foundation and load-bearing walls over a period of years, as needed and as finances are available, as detailed in the Conservation Plan attached as Appendix C. Previous work concentrated on improving drainage around the building, repairing eaves troughs and drainpipes, adding downspouts to weeping tiles and stabilizing the north and south walls of the church with anchoring rods. The cost of this work was partially subsidized by a grant from the Saskatchewan Heritage Foundation.

In spring 2017, an engineering consulting firm noted significant movement of the arches that form part of the load bearing walls and that also support some of the stained-glass windows. On September 25, 2017 City Council approved the request for a cash grant of up to \$30,000 under the Heritage Building Rehabilitation Program for work to stabilize two of these arches on the south side of the building.

On July 15, 2019 a visual inspection of the masonry arches was conducted to determine if recent foundation movement has caused the integrity of the arches to be compromised. During the inspection, cracks were observed above three arches, and at one location the cracks had progressed into the main arch structure. During the inspection, vertical cracks were observed in the masonry walls adjacent to the archways. Based on these observations, it is recommended that the third archway on the north side of the building interior be reconstructed, similar to the arches that were reconstructed in 2017. As part of this work, the cracks will need to be repointed, and mortar joints that had been repaired in the past with a mortar that was not compatible with the historic appearance of the building will also be removed and replaced.

The proposed conservation work on the third archway on the north side includes:

- * Shoring of the existing wall to allow for removal of the masonry arch supports.
- * Partial removal of existing masonry arches as detailed on the drawings and in the Conservation Plan.
- * Hoarding and shoring to ensure the existing structure is stable during construction.
- * Reclaiming the displaced masonry unit by way of gently removing the masonry units from the wall, and cleaning the masonry units of all existing mortar.
- * Storage of reclaimed masonry unit in a dry and secure location.
- * Salvaging and reusing the existing brick where possible and using new matched brick where reuse is not possible, with new brick to be located at the top of the wall.
- * Replacement and supply of mortar that matches the existing mortar in texture, colour, strength and aggregate gradation.
- * Reconstruction of the arch to match the original profile to the fullest extent possible given the existing building conditions.

And, repointing an exterior vertical crack in the masonry wall.

On July 25, 2019 an inspection was conducted of the structure that supports the bell in the tower on the south west of the building. The bell is supported by four steel legs connected to a wood frame. However, the wood frame is weathered and one of the members is loose. The proposed conservation work on the bell tower includes:

- * Replacing the pulleys so that the bell can be back in operation.
- * Securing the wood frame with metal brackets and treating the wood frame to prevent further deterioration.

Eligible Costs

An estimate of \$45,000 was received from a company with experience in historic masonry work, which includes engineering services and material testing costs. Based on the criteria in the Heritage Building Rehabilitation Program, the Administration has determined that the owners of St. Matthew Anglican Church are eligible to receive a cash grant that is less than 50 per cent of the estimated total project cost. The exact amount of the grant to be disbursed will be based on the actual cost of the conservation work as identified in submitted invoices.

RECOMMENDATION IMPLICATIONS

Financial Implications

Section 28(a) of *The Heritage Property Act* enables City Council to provide grants to any person, organization, agency, association or institution with respect to a heritage property. The Heritage Incentive Policy approved by City Council on August 25, 2014, established a cash grant to a maximum of \$50,000. This policy replaced the Municipal Incentive Policy for the Preservation of Heritage Properties, which was initially adopted in 1991 and amended in 2001.

The financial assistance criteria in the Heritage Incentive Policy requires that the value of the cash grant be less than 50 per cent of the total project cost. The estimated total project cost of the eligible work is \$45,000 (exclusive of taxes). Therefore, the project would qualify for a cash grant of approximately \$22,500. If actual costs exceed the corresponding estimates by more than 10 per cent, the owner shall provide full particulars as to the reason(s) for such overruns. The Administration recommends that the grant be approved by Council under the Heritage Building Rehabilitation Program in 2019. The exact amount of the grant to be disbursed will be less than 50 per cent of the total project cost and will be based on the actual costs as identified in submitted invoices.

The 2019 Operating Budget includes \$30,000 for cash grants allocated to the Heritage Building Rehabilitation Program. The Administration does not anticipate any other applications for cash grants at this point in the construction season and supports the expenditure of these funds in 2019.

Environmental Implications

The conservation work proposed will ensure the building continues to be used and maintained. The work will ensure the structural integrity of the building and bell tower is retained.

Policy and/or Strategic Implications

Conservation of St. Matthew Anglican Church meets the following policies 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

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

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.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

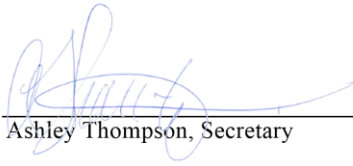
The property owners and Heritage Regina will receive a copy of this report for information.

DELEGATED AUTHORITY

The recommendations contained within this report require City Council approval.

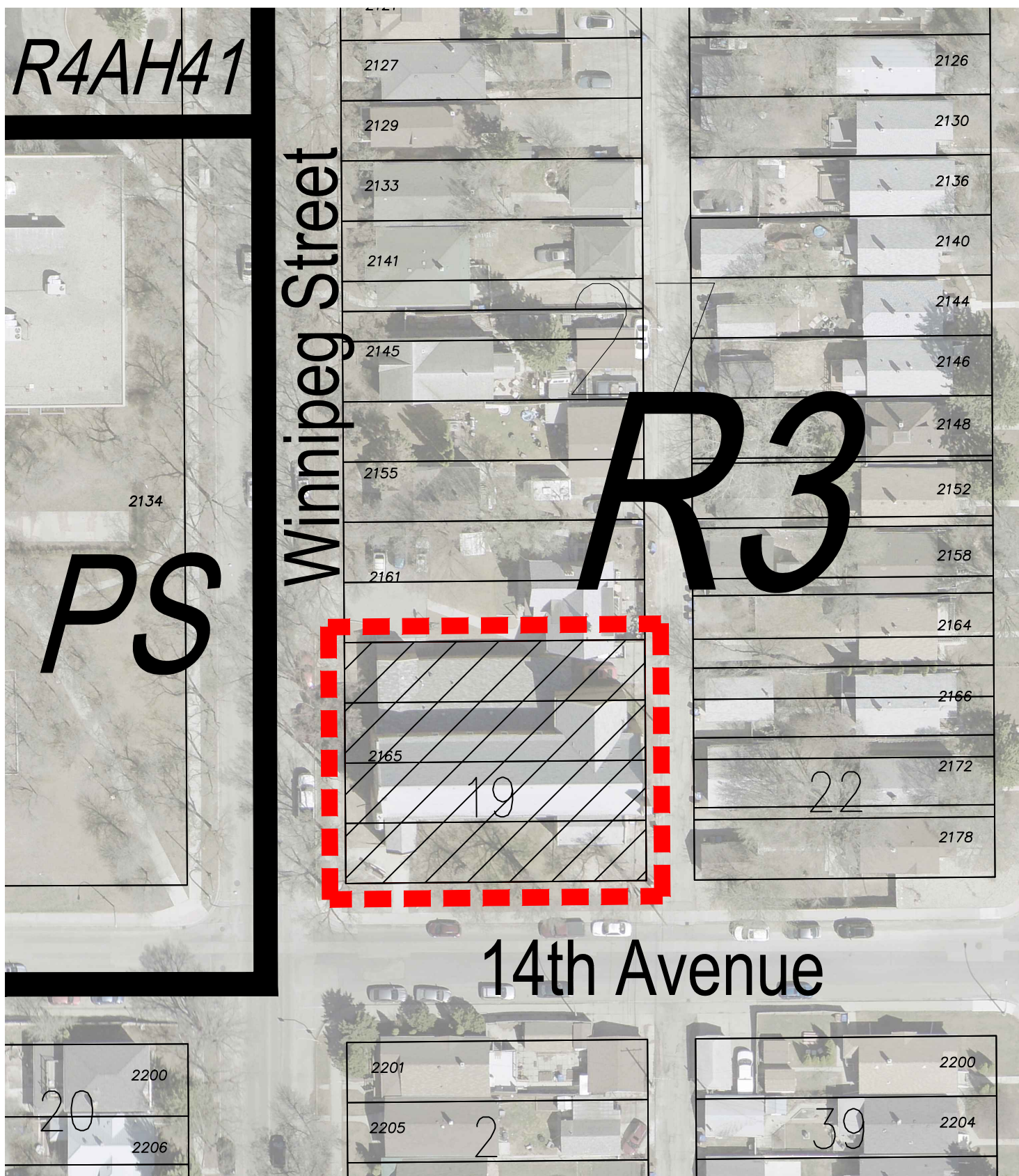
Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE

A handwritten signature in blue ink, appearing to read 'Ashley Thompson', is written over a horizontal line.

Ashley Thompson, Secretary

9/19/2019



Subject Property



Heritage

Date of Photography : 2018



Project 19-HBRP-01

Civic Address/Subdivision

2165 Winnipeg Street
Lots 17 to 20, Block 27, Plan DV270 Ext. 0

City of Regina Bylaw 2005-49

Disclaimer:

This information has been provided solely for research convenience. Official bylaws are available from the Office of the City Clerk and must be consulted for purposes of interpretation and application of the law

BYLAW NO. 2005-49

THE DESIGNATION OF CERTAIN FEATURES OF
ST. MATTHEW'S ANGLICAN CHURCH
AS MUNICIPAL HERITAGE PROPERTY BYLAW

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The authority for this Bylaw is sections 12 and 13 of *The Heritage Property Act*.
- 2 Subject to section 4, certain features of the property known as St. Matthew's Anglican Church, situated at 2165 Winnipeg Street, Regina, Saskatchewan, legally described as:

Lots 17 to 20
Blk/Par 27
Plan DV 270

are designated as Municipal Heritage Property.
- 3 The reasons for the designation are as follows:
 - (a) Designed by the architectural firm of Clemesha and Portnall and constructed between 1915 and 1926 the property is described as a late and unadorned version of the Gothic Revival style. The red brick façade with stone accents complement the impressive stained glass windows that accent the exterior.
 - (b) George Broder donated the land where the church now sits. He moved to Regina in 1886 and operated a dairy farm on land east of the town, later to be known as Broder's Annex. He also built the Broder Building (Medical and Dental Building) and owned the Champlain Hotel Building.
 - (c) The structure is a local landmark and significant contributor to the historical continuity and existing character of the area.
- 4 The designation in section 2 shall apply specifically to the exterior of the original structure.

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

READ A FIRST TIME THIS 20th DAY OF June 2005.

READ A SECOND TIME THIS 20th DAY OF June 2005.

READ A THIRD TIME AND PASSED THIS 20th DAY OF June 2005.

P. FIACCO

Mayor

R.M. MARKEWICH

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2005-49

THE DESIGNATION OF CERTAIN FEATURES OF
ST. MATTHEW'S ANGLICAN CHURCH
AS MUNICIPAL HERITAGE PROPERTY BYLAW

PURPOSE:	The purpose of the Bylaw is to designate St. Matthew's Anglican Church as Municipal Heritage Property.
ABSTRACT:	The designation applies specifically to the exterior of the original structure.
STATUTORY AUTHORITY:	Sections 11 and 12 of <i>The Heritage Property Act</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	Yes
PUBLIC NOTICE:	Sections 11 and 12 of <i>The Heritage Property Act</i> .
REFERENCE:	Regina Municipal Heritage Advisory Committee, April 11, 2005, HR05-4 City Council, April 18, 2005, CR05-66
AMENDS/REPEALS:	N/A
CLASSIFICATION:	Regulatory
ORIGINATING DEPARTMENT:	Community Services, Community & Leisure Services

CONSERVATION PLAN

ST. MATTHEW ANGLICAN CHURCH PROPERTY - REGINA

The impressive red brick church facade with stone accents complement the distinctive stained glass windows that accent the exterior. The structure is a local landmark and significant contributor to the historical continuity and existing character of the area.



Original: July 2017 Amended: August 2019
Author: Mae Boa, St. Matthew Anglican Church
With the assistance of J.C. Kenyon Engineering Inc.
Owner: The Diocese of Qu'Appelle

ST. MATTHEW ANGLICAN CHURCH

Our Mission

The members of St. Matthew Anglican Church are committed to our journey of restoration, rehabilitation, preservation and sustainable growth by contributing spiritual strength and service to the community thus bringing people into a deeper relationship with God.

Vision for Restoration & Growth Potential

St. Matthew Anglican Church will be fully restored, and through worship and call to mission will be enhanced with growth potential being achieved through creative community outreach partnerships and new adaptive approaches in worship and service delivery.

Principles for Restoration

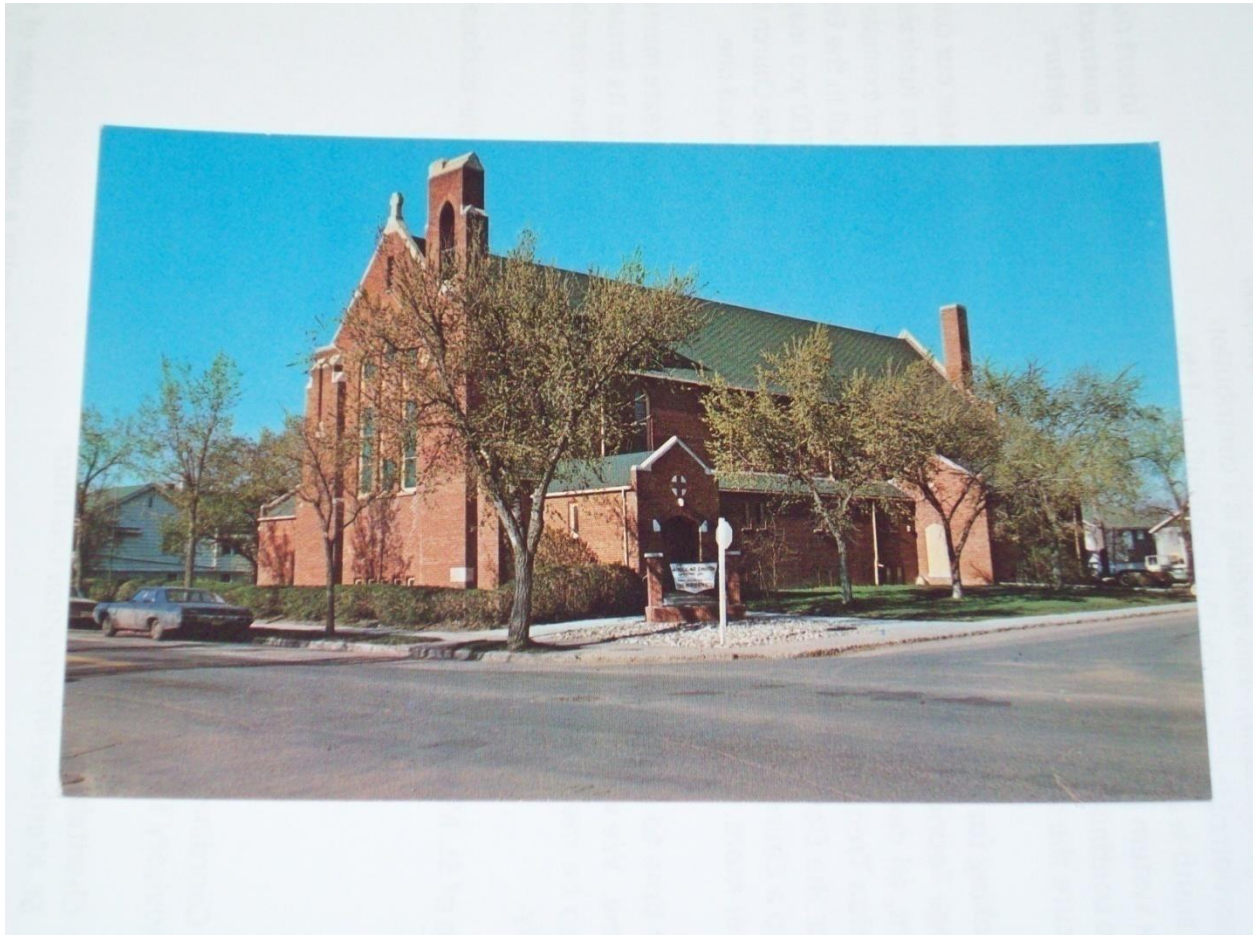
1. Preservation of a historical landmark that is safe for the users of this heritage property
2. Expand the community focus of the parish through delivery of outreach programming
3. Enhance the profile of the parish within the Diocese for the betterment of the community
4. Create new and leverage existing partnerships to maximize usage
5. Ensure that all restoration work is in compliance with *Codes, Standards and Guidelines for the Conservation of Historic Places in Canada*

1.0 St. Matthew Anglican Church Property

1.1 Existing Conditions

The property site consists of St. Matthew Anglican Church and the rectory house. The property the church occupies is legally described as Lots 17 to 20, Blk/Par 27, Plan DV 270, situated at 2165 Winnipeg Street. The church is described as a late and unadorned version of the Gothic Revival style. The interior is built cathedral style with a lower hall/basement area - total usable space is 5,279 square ft. The 1980 addition on the north side added 1,825 total 7,104 sq. ft.

The church property was designated a Municipal Heritage Property on June 20, 2005, City of Regina #2005-49. The structure is described in the municipal designation as "a local landmark and significant contributor to the historical continuity and existing character of the area".



ST. MATTHEW ANGLICAN CHURCH

2161 WINNIPEG STREET, REGINA

The rectory is located at 2161 Winnipeg Street, on Plan DV 270 Block: 27 Lot: 15/16 - lot size 6,240 square feet. Living space of the rectory house on two floors (with an unfinished basement) is 1,754 square feet, usable basement and sun porch 200 each total 2,154 sq. ft.

The rectory house was built in 1913. The rectory is assessed property tax on their portion of the site and also on the lane ways. The church was completed in 1926. The church is exempt from paying property taxes.



THE RECTORY HOUSE
ST. MATTHEW ANGLICAN CHURCH

1.1.1 Location, Space, Surrounding Buildings and Frontages

The property site is in a mature residential area at the corner of Winnipeg Street and 14th Avenue - across the street from the Regina Senior Citizens Centre and is within walking distance to the Regina General Hospital and the Core Ritchie Neighborhood Centre.

Frontage of the church and rectory are both on Winnipeg. Entrance to the church on the south side is from 14th Avenue; and on the north side off Winnipeg Street for both of the buildings. The property is landscaped open space, lawn and flowers. The rectory house is set back on the lot and the lane way is fenced for privacy. The site has paved surface parking for three handicapped designated spaces off Winnipeg Street. There are two designated parking spaces on the lane way close to 14th Avenue - one for the rectory house and the second for the church. Church users park on the adjacent streets; with two - three hour designated spaces on 14th Ave at the church main entrance. The church building is accessible with designated washroom and elevator conveyance lift.

The impressive red brick church facade with stone accents complement the distinctive stained glass windows that accent the exterior. The structure is a local landmark and significant contributor to the historical continuity and existing character of the area.



1.2 Heritage / Historical Significance

The origin of St. Matthew Anglican Church began with a small 20 foot by 30 foot wood frame structure in the middle of farmland owned by George Broder. He donated that land and built the original church so that his daughter could teach her beloved Sunday School. Sadly Grace became ill and pass away, however, the fellowship continued. The little white structure called Grace Church was consecrated in her memory in 1910. The original Grace Church building became the church hall. In 1913 the rectory house that stands today, was built immediately south of Grace Church.

George Broder moved to Regina in 1886; was a land developer and operated a dairy farm on land east of the town later to be known as Broder's Annex. He also built the Broder Building (Medical and Dental Building) and owned the Chaplain Hotel Building. Broder Street is named after him which is close to St. Matthew Church.

Mr. Broder donated the land and materials for the existing church. The well known Regina architect firm Clemesha and Portnall, was retained to draw plans for the new church and in 1915, a 'basement church' was built on the corner of Winnipeg Street and 14th Avenue. The cost was about \$20,000 and it was consecrated on Christmas Day, 1921. At that time the decision was made to change the name to St. Matthew Anglican Church. The original Grace Church building became the church hall.

For historical purposes, it is important to note that the much sought after prominent architect, Frank Portnall, also designed and supervised the building of Knox Metropolitan Church, First Presbyterian Church on 14th Avenue and Albert Street, St. Andrews United Church as well the buildings that incorporated the former Qu'Appelle Diocese property along many blocks of College Avenue through to Broad Street.

By the end of World War 1 – many lives around the world had been lost. A rich and interesting part of our history is an anonymous generous English mother who chose to commemorate the life of her only son killed in the war by donating the funds to complete the construction of the super structure for St. Matthew's over the existing basement church. At the specific request of the anonymous donor a top of the line organ pipe system, worthy of the building, was installed.

St. Matthew Anglican Church as we know it today, was consecrated on October 13th, 1926. Mr. Stanley Attenborough of London, England, our generous benefactor's solicitor from London, represented her at the dedication.

To commemorate the Broder family, the Grace Broder Chapel area was designed and built into the south side of the new building. In 1961, the three surviving sister of Grace Broder; Mrs. (Mabel) Taylor (Taylor Field is named for her late husband Piffles), Mrs. (Essie) Radway (Radway Lumber) and Mrs. (Elizabeth) MacPherson (her husband was a prominent lawyer in Regina) paid for the refurbishing of the Chapel which is known in perpetuity as the Grace Broder Memorial Chapel. The Chapel is used for worship, spiritual meetings and bible studies on a regular basis.

1.3 Site Analysis

1.3.1 Existing Buildings

The rectory house was built in 1913. Over the years a number of upgrades have been made to the house. In 2015 a two year plan was developed with approximately \$23,000 invested to refurbish the house. In 2016 the roof and eave troughs were replaced at a further cost of \$10,000. Through special appeal to parishioners approximate 30 per cent of the cost was received through donations. The balance was paid through the general maintenance budget.

St. Matthew Anglican Church began as a wood structure called Grace Church. Around 1915 a 'basement church' was built on the corner of Winnipeg Street and 14th Avenue. It was consecrated in 1921 and renamed St. Matthew Anglican Church. In 1926, St. Matthew, as we know it today, was completed and furnished. The original Grace Church building became the lower church hall. To commemorate the Broder family, the Grace Broder Chapel area was designed and built into the south side of the new church building.

In the early to mid-1970's, the west end of the church furnace area was excavated to the footings to determine the building materials used for the walls. At that time, the inside south wall received an eight inch application of spray crete over the clay tile from the kitchen pass through east window to the furnace room on the west. The furnace room still has the clay tile below ground and brick above ground. Some stabilization channeling work was done in 2018.

In 1980, an 1,825 sq. ft. addition was constructed on the north side of the church building. The addition included meeting, program and Sunday school space; accessible washroom, furnace room and two person conveyance lift. The north entrance was also modified. The north wall of the addition is supported by grade beams and piles. In 1980 the footings looked good. Blocks were put on the existing footings about 8 to 10 ft.

The nave has 32 rows of pews (plus 8 having been removed). The pews are attached to the floor and for insurance purposes considered a part of the building. Seating is about 285.

The hall has a full commercial kitchen. It has table seating for 223, lecture style 258 people. Licensed to serve alcohol with a permit.



Main Church area - note the brick archways and columns. View is looking from the front of the worship area. Far end of the carpeted walkway is the baptismal font.

1.3.2 The Bell Tower

From a heritage perspective, the bell tower on the west side of the church building is the most distinctive exterior element of the property. It extends 70 feet from the ground level. (The bell tower is referenced in both the 2007 and 2014 J.C. Kenyon Engineering reports .)

The picture of the bell tower (photo 1) in the February 2014 J.C. Kenyon Engineering report shows the cathedral style of architecture. It has an unique feature with the West Window of Three Gothic panels with glass window inserts as it sits on the corner of Winnipeg Street - a very busy thoroughfare of the neighborhood.

Photo 8 of that same report, shows the bell tower tilt toward the west and photo 13 compares the change between 2007 and 2014. From the ground it was not possible to determine if the bell tower is cracked and if so, to what extent. The bell itself is in good repair; however, the wooden framing does need replacement.

While the bell tower is now used only on special occasions, more investigation was undertaken to determine the amount of work required for the bell tower to be restored and fully operational.

The J.C. Kenyon Inspection Report dated August 1, 2019 recommends that the wood support frame be treated to protect the wood from further deterioration, and that the east framing member be secured with metal brackets on the inside corners. The pulleys are to be replaced so the bell tower may be returned to full service.

(Three pictures A, B, C, of current condition follow)

This work is included in the request to the City of Regina for restoration funding in fall 2019.



Photo 1: Bell Tower



Photo 2: View of Bell Tower and Bell - Photo A

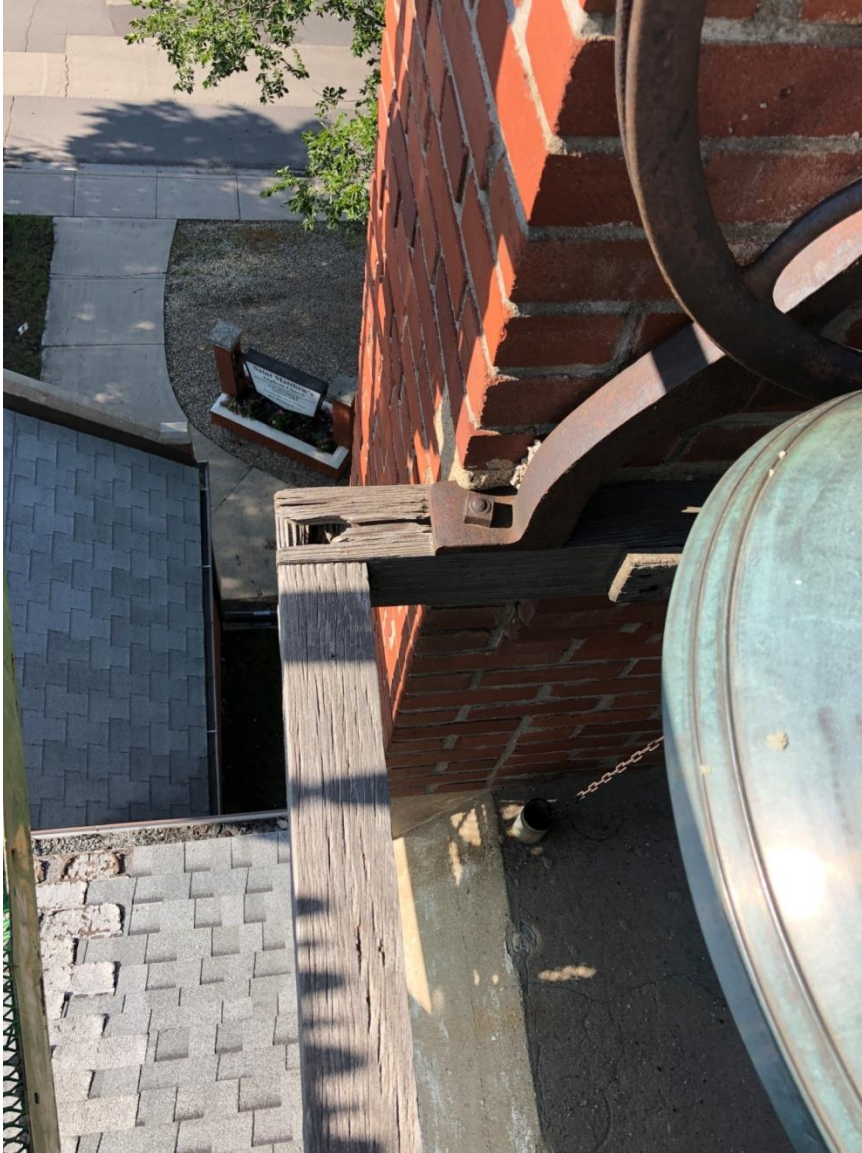


Photo 3: View of the Loose and Deteriorated Wood Member on East Side



Photo 4: Location of the missing Pulley



Photo 5: Bell Tower tilts toward the west



Photo 13: Comparison of Bell Tower between 2007 (left) and 2014 (right)



Photo 13: Chimney tower

The chimney tower at the east side of the church building is referenced in the February 2014 J.C. Kenyon report and noted "as tilting more towards the west since the 2007 Kenyon report" (see photo 14 comparison). Further the report states that "from the ground it was not possible to determine if the tower is cracked" and/or to what extent. The chimney extends 65 feet from the ground level.

More investigation is required to determine the extent of the movement and benchmark survey work is being undertaken to identify and monitor movement.



Photo 14: Comparison of chimney between 2007 (left) and 2014 (right)

1.3.4 Open Space & Redevelopment

The site is landscaped around both the church building and rectory home. There is little opportunity for additional development of open space on the property as currently configured.

1.3.5 Assessment of Conservation Needs & Restoration Activities

Two engineering studies by J.C. Kenyon Engineering Inc., have been undertaken; the first in 2007 and the second in 2014. Based on the engineering recommendations in the 2014 report, Mr. Charlie Pirie of CAP Masonry Inc. was hired as a heritage masonry consultant. The CAP Masonry Inc. report was presented February 16, 2015. The three reports formed the platform for the St. Matthew Anglican Church Restoration and Sustainability Program with the overall priority focused on the heritage and historical values of the building, stabilization, and the ongoing safety of the users of the church.

Information from the J.C. Kenyon Engineering reports states that the original building is constructed with brick walls supported on concrete footings. The floor of the basement was constructed as a grade supported slab. The asphalt roof of the church is constructed with wood framed arches supported on brick columns that are located approximately three feet inside from the foundation walls.

It is noted in the various studies that there are differences between the as-built church and the original construction drawings; of particular note is that some of the columns located on the basement plan of the original construction drawings do not exist. A steel beam is in place to span the width of the basement in lieu of the extra interior columns. As well, the existing basement floor is approximately three feet lower than that shown on the original drawings.

Buttresses ending just below the main roof eaves (not part of the as-built) would have added considerable strength and stability to the walls. It is noted that the walls of St. Matthew are bearing a considerable load from the large roof. The past consultant reports indicate that the aforementioned building modifications likely happened at time of construction.

In June 2015, the Saskatchewan Heritage Foundation (SHF) approved a Built Heritage Grant of \$25,000 for St. Matthew as a matching grant. The eligible work approved was:

- Stabilization with anchoring rods on the north and south walls in the main church
- Reconfigure the roof top bathroom vent pipe to eliminate ice damming
- Repair existing eaves troughs and drain pipes to better control water/moisture run-off
- Coupled downspouts to weeping tile and entrenched the weeping tile; added 100 feet of weeping tile for better water drainage
- Brought in yellow clay to level and cover weeping tile ensuring appropriate fill and grade level and drainage away from foundation

In 2015 the leadership of St. Matthew's met with representatives of J.C. Kenyon Engineering and CAP Masonry to discuss priorities for Phase 2 - 2016. On October 2, 2015 a meeting was held with Russ Renneberg of W. & R. Foundation Specialists Ltd. to discuss "a go forward process in order to determine the present day condition of the structure accurately and to come up with a schedule and cost estimate for work required". A proposal dated October 15, 2015 was received from the foundation and engineering specialists.

On January 15, 2016 a meeting was held with representatives from Saskatchewan Heritage Foundation, (SHF), W. & R. Foundation Specialists, Clifton Associates and J.C. Kenyon Engineering to further define the approach, the team and the estimated costs for our Phase 2 approach of St. Matthew Anglican Church's Restoration and Sustainability Program.

As a result, the March 1, 2016 SHF application for \$35,400 (to be matched) for the next step in the long term plan for stabilization was submitted. While the project met the SHF criteria, the application was not approved, in part to the abundance of applications.

In June 2016 representatives of J.C. Kenyon and Midwest Surveys met to discuss proceeding with a smaller scale project to resubmit as the next-steps for the stabilization as follows:

- Benchmark surveying
- Excavation and forensic investigation
- Geotechnical investigation

The October 1, 2016 application to SHF for the implementation of these critical next steps in the long term plan was estimated at \$47,710 with a grant request of \$22,000. However, the Provincial Government froze all grant funding and this program was placed under review. As the benchmark surveying is critical to the future determination of building movement, Midwest Surveys was contracted to proceed with this work.

During a walk through inspection in May 2017 more brick movement was noted by J.C. Kenyon Engineering under two of the arches from the west on the south side under two of the stained glass windows. It was noted that the bottom course of brick was no longer in compression and that the mortar joints had become loose (reference February 14, 2014 J.C. Kenyon report and photos #4 and #11).

J.C. Kenyon Engineering worked with the heritage stone mason Charlie Pirie on a temporary solution which consisted of wooden support arches built with 2 by 6 lumber beneath the two brick arches. Centre four studs are double-studs. The arch was made of 3/4 inch fir plywood that is cut to shape. There are four plies of plywood in the arches which is closed off to traffic for safety of users. This temporary solution was completed within a week of the discovery.

The repair of the two brick arches was unplanned for and outside of the long term plan; however, this stabilization work required immediate action. The recommended scope of work was approved by the City of Regina and the Anglican Foundation. Cost of the project was \$56,000. The funding provided by the City was \$27,831.44, which was approved by City Council in September 2017. (following photos of required repairs)

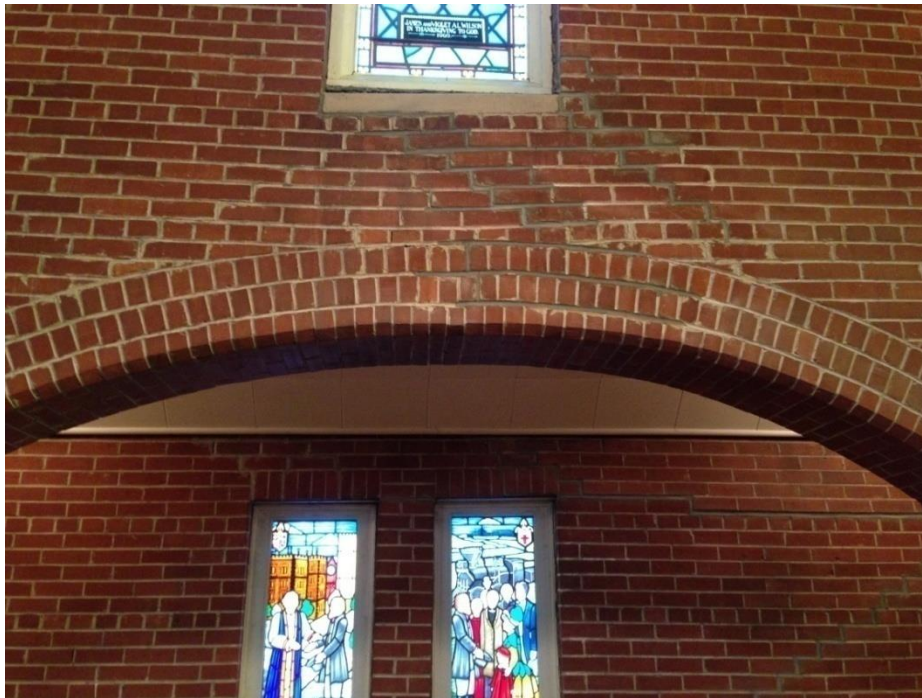


Photo 15: Gap observed beneath stained glass window

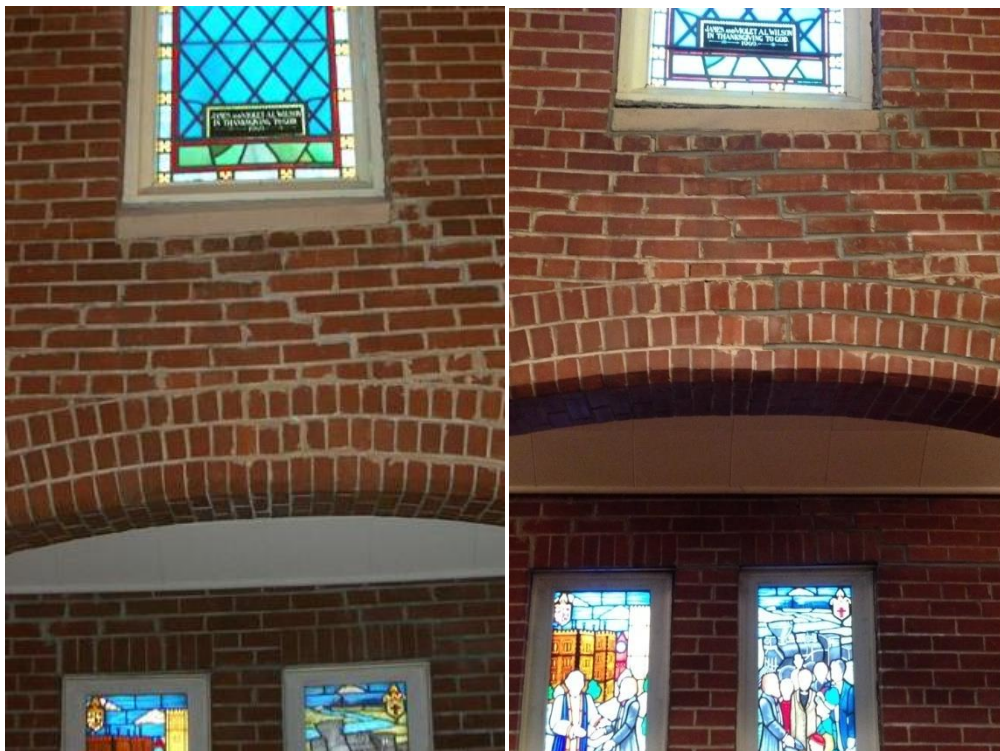


Photo 16: Comparison between 2007 (left) and 2014 (right)

In November 2018 J.C Kenyon completed their third engineering assessment. The priority was the stabilization and repair of the lower hall west wall. The wall was reinforced on the inside face. This included demolition of the ceiling and parts of the floor slab adjacent to the wall, installation of steel channels and reconstruction of the interior wall. To provide further stabilization a three inch concrete slab was poured over the existing slab in the adjacent south storage area.

Project cost was \$50,000.

Photo 17: Channeling work completed in November 2018







In July 2019 the exterior brick arches on the south side of the church were repaired by BrXton Masonry Inc. in conjunction with J.C. Kenyon Engineering. The bricks were no longer in compression and the mortar joints had become loose. Pictures of the condition of the exterior archway and brick before work was completed are shown below.

Photo 18: Exterior brick arches on the south side (14th Avenue)





Photo 19: South side exterior Brick Arches

The City Heritage Grant request is for reconstruction work to be done in late fall 2019 on the interior third brick archway on the north side of the building which forms part of the load-bearing walls. The brick is no longer in compression and loosening mortar is compromising the safety and stability of the building.

Based on the report from J.C. Kenyon Engineering, the brick walls will be also be repointed as noted below.

The restoration/stabilization project Scope of Work dated July / August 2019 includes:

- Removal and reconstruction of the third masonry archway on the north side of the building to the extent detailed on the structural drawings.
- Existing brick shall be salvaged and reused; any additional bricks required are to match.
- If required, new bricks shall be installed on the north face of the wall near the top.
- Masonry is to be designed and constructed to [CSA S304-14](#). (Engineering standard)
- The mortar will be compatible with the historic appearance of the building. The contractor will prepare a mock-up for approval by the Consultant.
- Repair exterior vertical crack in the brick wall.
- Any existing mortar that is not compatible in texture or color will be removed and replaced.
- Shoring of the existing wall to allow for removal of the masonry arch supports.
- Partial removal of the existing masonry arches as detailed on the drawings and in the Conservation Plan.

- Hoarding and shoring to ensure the existing structure is stable during construction.
- Reclaiming the displaced masonry unit by way of gently removing the masonry units from the wall and cleaning the masonry units of all existing mortar.
- Storage of reclaimed masonry unit in a dry and secure location.
- Salvaging and reusing the existing brick where possible and using new matched brick.
- If reuse is not possible, then new brick to be located at the top of the wall.
- Replacement and supply of mortar that matches the existing mortar in texture, colour, strength and aggregate gradation.
- Reconstruction of the arch to match the original profile to the fullest extent possible given the existing building conditions.
- Repointing an exterior vertical crack in the masonry wall.

The project plan was submitted to the City of Regina in July 2019 and is similar to the work on the south side heritage brick archways and walls that was approved in 2017.

Photo 20: Restoration work to be completed in 2019

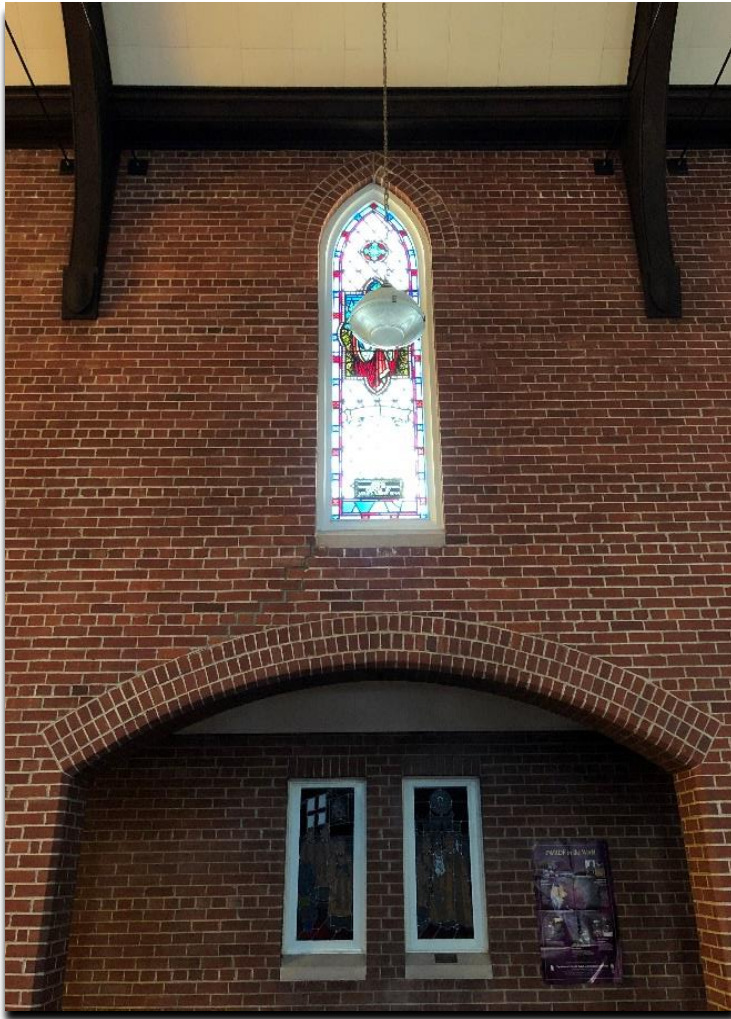


Photo 21: Restoration to be completed in 2019



The roofing replacement is to ensure adequate protection from water and moisture penetration of the heritage church envelope.



Photo 22: From the August 1 Inspection Report - View of the Shingles on the South West Side (Winnipeg Street)



Photo 22: August 1, 2019 Inspection Report - View of the Weathered Shingles along the South Side of the Upper Roof.

SUMMARY:

The project plan for the arches was submitted to the City of Regina in fall 2019 and is similar to the work approved in 2017. The previous work was completed on the heritage brick archways and walls on the south side of building. The City Council approved funding at the September 2017 meeting and provided a grant of \$27,831.44.

The Bell Tower structure requires:

- the wood support be treated to protect the wood from further deterioration
- the east framing member be secured with metal brackets on the inside corners, and,
- the pulleys be replaced so that the bell may be fully operational

The roofing replacement is to ensure adequate protection from water and moisture penetration of the heritage church envelope. This includes the lower roof panels on both the north and south and the top edge of the south side of the church.

The estimated cost is \$75,000. A grant request of \$30,000 is being submitted to the City of Regina for consideration. The grant funding provided by the City will be matched by St. Matthew. This work will not be able to proceed without the generous support of the City.

Appendix C

ELIGIBLE WORK ITEMS 2165 Winnipeg Street	ESTIMATED COST
<p>Repair of the third brick archway on the north side of the building including:</p> <ul style="list-style-type: none"> (a) Shoring of the existing wall to allow for removal of the masonry arch supports; (b) Partial removal of existing masonry arches as detailed on the drawings in the Conservation Plan; (c) Hoarding and shoring to ensure the existing structure is stable during construction; (d) Reclaiming the displaced masonry units by way of gently removing the masonry units from the wall, and cleaning the masonry units of all existing mortar; (e) Storage of reclaimed masonry units in a dry and secure location; (f) Salvaging and reusing the existing brick where possible and using new matched brick where reuse is not possible, with new brick to be located near the top of the wall; (g) Replacement and supply of mortar that matches the existing mortar in texture, colour, strength and aggregate gradation; (h) Provision of an 800 mm x 800 mm mock-up consisting of the specified mortar and a similar brick be prepared for approval; (i) Compressive strength testing of the mortar in accordance with ASTM C109/C109M-99; (j) Workers used are required to have experience in clay brick masonry construction and construction of masonry arches and will be supervised by a mason with a minimum of 10 years' experience in historic masonry repair; and (k) Reconstruction of the arch to match the original profile to the fullest extent possible given the existing building conditions. <p>Repointing an exterior vertical crack in the masonry wall.</p> <p>The proposed conservation work on the bell tower includes:</p> <ul style="list-style-type: none"> (a) Replacing the pulleys so that the bell can be back in operation (b) Securing the wood frame with metal brackets and treating the wood frame to prevent further deterioration. 	
TOTAL ESTIMATE OF ELIGIBLE COSTS	45,000

September 30, 2019

To: His Worship the Mayor
And Members of City Council

Re: Community and Protective Services Committee: Amendment to The Regina Fire Bylaw
2018-49

RECOMMENDATION

**RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES
COMMITTEE – SEPTEMBER 12, 2019**

That the City Solicitor be directed to bring forward a bylaw amending subsection 41(2) of Bylaw 2018-49, *The Regina Fire Bylaw*, to add: “(z) failure to comply with any provision of this Bylaw regarding smoke alarms.”

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE – SEPTEMBER 12, 2019

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

Recommendation #2 does not require City Council approval.

Councillors: Lori Bresciani, John Findura, Jerry Flegel, and Andrew Stevens, in the Chair, were present during consideration of this report by the Community and Protective Services Committee.

The Community and Protective Services Committee, at its meeting held on September 12, 2019, considered the following report from the Administration:

RECOMMENDATION

1. That the City Solicitor be directed to bring forward a bylaw amending subsection 41(2) of Bylaw 2018-49, *The Regina Fire Bylaw*, to add: “(z) failure to comply with any provision of this Bylaw regarding smoke alarms.”
2. That this report and related bylaw be forwarded to the September 30, 2019 City Council meeting for approval.

CONCLUSION

At the September 24, 2018 meeting of Regina City Council, *The Regina Fire Bylaw 2018-49*

(Fire Bylaw 2018) was unanimously passed, repealing and replacing *The Regina Fire Bylaw 2005-18* (Fire Bylaw 2005). In both bylaws, certain offences of the bylaw and the National Fire Code of Canada are identified as enforceable through issuance of a Notice of Violation to the offender. The Notice of Violation enforcement process is a ticketing system that allows an offender to make a voluntary payment to avoid prosecution in the court system for the offence. Fire Bylaw 2005 authorized Notices of Violation to be issued for contraventions of the bylaw's smoke alarm provisions. This provision was mistakenly not carried forward into the Fire Bylaw 2018. Administration seeks to amend the Fire Bylaw 2018 to add contravention of the bylaw's smoke alarm provisions to the list of offences for which a Notice of Violation may be issued.

In accordance with the requirements of *The Fire Safety Act* (The Act), the proposed amendment has been reviewed by the Ministry of Government Relations' Emergency Management and Fire Safety. On August 8, 2019, the Fire Commissioner responded to inform the Administration that the proposed bylaw is not in conflict with the National Fire Code (Appendix "A").

BACKGROUND

Fire Bylaw 2018 replaced the previous Fire Bylaw 2005 and included numerous changes which realigned it with the *National Fire Code of Canada* and the *Act*. Fire Bylaw 2005 included contraventions of the bylaw's smoke alarm provisions as one of the offences for which a Notice of Violation could be issued (s. 47.1(1)(w)). While Fire Bylaw 2018 also contains a list of offences for which a Notice of Violation may be issued (s. 41(2)), contraventions of the bylaw's smoke alarm provisions was mistakenly not included in that list.

DISCUSSION

Ticketing for smoke alarm contraventions is an important tool for Regina Fire & Protective Services (RFPS) to ensure public safety. Of the 11 fire-related deaths in Regina between 2011 and 2018, five were in premises without working smoke alarms. Another four were undetermined while only two were proven, through investigation, to have activated. In 2016, RFPS issued 13 tickets for smoke alarm violations. In 2017, four were issued. The ticketing process is predominantly used where tenants are at risk due to smoke alarm violations in rental properties.

Ten of the 11 fire fatalities in Regina between 2011 and 2018 occurred between 12 and 6 a.m., further underlining the importance of working smoke alarms to public safety.

Eight of the 11 fire fatalities in Regina between 2011 and 2018 occurred in rental properties. The ability of RFPS Prevention personnel to enforce smoke alarm regulation compliance is vital to ensuring safety in rental properties.

RECOMMENDATION IMPLICATIONS

Financial Implications

Re-implementation of the ability to issue tickets for smoke alarm violations is estimated to

continue to provide minimal annual revenue. Public safety is the primary goal. In 2016, RFPS issued \$3,900 worth (or 13 tickets). In 2017, RFPS issued \$1,200 worth (or four tickets).

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The proposed amendment ensures that municipal regulations pertaining to fire and life safety are aligned with provincial legislation and national standards.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

None with respect to this report.

DELEGATED AUTHORITY

The recommendation contained within this report requires City Council approval.

Respectfully submitted,

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE



Saskatchewan Public Safety Agency
500-1855 Victoria Avenue
Regina, Canada S4P 3T2

August 8, 2019

Layne Jackson
Fire Chief
Regina Fire and Protective Services
Box 1790 1205 Ross Ave
REGINA SK S4P 3C8

Dear Chief Jackson:

Thanks you for submitting a draft amendment and including my office in an amendment to the Regina Fire Bylaw No. 2018-49.

The Fire Safety Act (FSA), which came into effect in November 2015 provides local authorities with the power to make bylaws concerning fire depart services, fire prevention, fire suppression and the protection of persons, property and the environment. Inherent in the bylaw making power granted to local authorities is the power to amend those bylaws for when done for the same reasons.

Our review of the amendment proposed to Regina Fire Bylaw No. 2018-49 found no conflict with the FSA.

Thank you again for including my office in this process and I wish Regina Fire and Protective Services continued success in delivery of programs to the citizens of Regina.

Sincerely

A handwritten signature in blue ink, appearing to read "Duane McKay". The signature is fluid and stylized, with a long, sweeping line extending upwards and to the right from the end of the name.

Duane McKay
Commissioner/Vice President of Operations

cc: Randy Ryba, Fire Marshal, Regina Fire and Protective Services
William Hawkins, Executive Director/Chief Building Official, Ministry of
Government Relations

BYLAW NO. 2019-37

THE NOISE ABATEMENT AMENDMENT BYLAW, 2019

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 Bylaw No. 6980, being *The Noise Abatement Bylaw*, is amended in the manner set forth in this Bylaw.
- 2 Clause 2(e) is repealed and the following substituted:

“(e) “Industrial Zone” means any industrial zone as established in the *Zoning Bylaw* for the City.”
- 3 The following clause is added after clause 2(e):

“(e.1) “Mixed Use Zone” means any mixed use zone as established in the *Zoning Bylaw* for the City.”
- 4 Clause 2(m) is repealed and the following substituted:

“(m) “Residential Zone” means any residential zone as established in the *Zoning Bylaw* for the City.”
- 5 The following clause is added after section 7:

“7.1 Land Use Noises

- (a) Subject to subsection (b), no person shall cause or permit to be made or continued any noise that exceeds the following standards for a cumulative period greater than 15 minutes in any hour as measured in A-weighted decibels (dBA) using a Type 2 sound level meter at 1.2 metres above the ground level surface at the lot line of the site where the noise originates:

Zone	Sound Pressure (dBA)	
	7:00 am – 10:00 pm	10:00 pm – 7:00 am
Residential Zone	60	55
Mixed Use Zone	70	60
All other zones within 30 metres of a Residential Zone	70	65
All other zones	85	75

- (b) The following noises shall be exempt from this section:

- (i) Noises from construction or maintenance activities between 7:00 am and 10:00 pm;
- (ii) Noises from safety signals, emergency vehicles and equipment, warning devices and emergency pressure release valves;
- (iii) Noises from Motor Vehicles, airplanes and trains; and
- (iv) Ordinary domestic noises at a residential property such as voices or music and noise generated by tools or animals.”

6 This Bylaw comes into force upon the coming into force of the *Zoning Bylaw* No. 2019-19.

READ A FIRST TIME THIS 30th DAY OF September 2019.

READ A SECOND TIME THIS 30th DAY OF September 2019.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September 2019.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2019-37

THE NOISE ABATEMENT AMENDMENT BYLAW, 2019

PURPOSE:	To regulate noise levels generated from land use.
ABSTRACT:	This bylaw amendment is made in conjunction with the passage of <i>Zoning Bylaw</i> 2019-19. Noise was previously regulated in <i>Zoning Bylaw</i> No. 9250 and will no longer be regulated in the City's zoning bylaw.
STATUTORY AUTHORITY:	Section 8 of <i>The Cities Act</i>
MINISTER'S APPROVAL:	n/a
PUBLIC HEARING:	n/a
PUBLIC NOTICE:	n/a
REFERENCE:	Report CM19-3 from the May 15, 2019, June 17, 2019 and August 6, 2019 meetings of City Council.
AMENDS/REPEALS:	Amends bylaw No. 6980, <i>The Noise Abatement Bylaw</i>
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning and Community Development
INITIATING DEPARTMENT:	Planning and Development Services

BYLAW NO. 2019-40

THE REGINA COMMUNITY STANDARDS AMENDMENT BYLAW, 2019 (No. 2)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 Bylaw No. 2016-2, being *The Regina Community Standards Bylaw*, is amended in the manner set forth in this Bylaw.
- 2 The following clauses are added after clause 3(b.1):

“(b.2) **“flankage yard”** means that part of a corner lot which extends from the front yard to the rear yard between the lot line adjoining a public street and the nearest wall or supporting member of a principal building or structure as illustrated in Figure 1.

(b.3) **“front lot line”** means the line dividing the lot from the street; for a corner lot, the front lot line shall be the lot line on the same street as the front lot lines of lots on the same block face; for a through lot, the front lot line shall be that street line which interfaces most directly with adjacent land uses.

(b.4) **“front yard”** means that part of a lot which extends across the full width of a lot between the front lot line and the nearest wall or supporting member of a building or structure as illustrated in Figure 1.

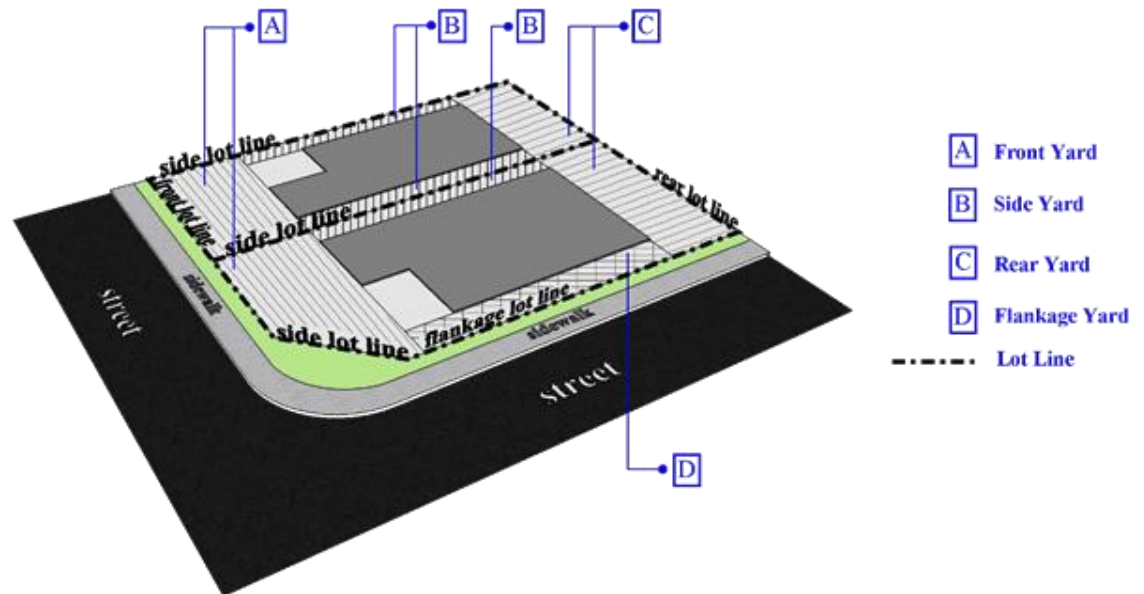


Figure 1: Yard Definitions”

3 Clauses 3(g)(viii), (ix) and (x) are repealed and the following substituted:

 “(viii) vehicles parked contrary to sections 11.1, 11.2, 11.3, 11.4 and 11.5;

 “(ix) fences constructed contrary to sections 13.1 and 13.2;

 “(x) unsecured open excavations or holes; and/or

 “(xi) high intensity, flashing or flickering exterior lighting.”

4 The following clauses are added after clause 3(j):

 “(j.1) **“rear yard”** means that part of a lot which extends across the full width of a lot between the rear lot line and the nearest wall or supporting member of a principal building or structure as illustrated in Figure 1.

 “(j.2) **“recreational vehicle”** means a vehicle, portable structure, or watercraft including a trailer on which a portable structure or watercraft is mounted, that can be towed, hauled, carried on a vehicle or trailer or driven and which is designed to be used for travel or recreational purposes, which does not include a snowmobile but does include but is not limited to a motor home, travel trailer, fifth wheel trailer, tent trailer, truck camper, boat, canoe, kayak, all terrain vehicle, jet ski, or other similar vehicle.

 “(j.3) **“residential”** means a building or lot intended principally as a dwelling.

 “(j.4) **“side yard”** means that part of a lot which extends from a front yard to the rear yard between the side lot line of a lot and the nearest wall or supporting member of a building or structure, except where the supporting member is supporting an uncovered patio or uncovered sundeck as illustrated in Figure 1.”

5 Clause 3(l) is repealed and the following substituted:

 “(l) **“vehicle”** means a device in, on or by which a person or thing is or may be transported or drawn on a highway and includes recreational vehicles, special mobile machines and agricultural implements, and includes any portion thereof.”

6 Section 11.1 is amended by striking out “between the front of a residential building and a street, and for a corner lot, the side of a residential building and a street,” and substituting “in the front yard or flankage yard,”

- 7 The following headings and sections are added after section 11.1:

“Prohibited Vehicles

- 11.2 Notwithstanding the generality of section 5, no person shall suffer, cause or permit any vehicle with a combined weight (vehicle and load carried by vehicle) exceeding 4500 kilograms, other than a recreational vehicle, to be parked on a residential lot.

Recreational Vehicles

- 11.3 Notwithstanding the generality of section 5, no person shall suffer, cause or permit all or part of any recreational vehicle to be kept on any land in the front yard between November 1 and April 1. Any recreational vehicle kept on any land at any other time of the year remains subject to the requirements of section 11.1 and 11.5.
- 11.4 Notwithstanding the generality of section 5, no person shall suffer, cause or permit all or part of any snowmobile to be kept on any land in the front yard between April 1 and November 1. Any snowmobile kept on any land at any other time of the year remains subject to the requirements of section 11.1 and 11.5.
- 11.5 Notwithstanding the generality of section 5, no person shall suffer cause or permit all or part of more than two recreational vehicles or snowmobiles or combination thereof to be kept on any land in the front yard at the same time.”

- 8 Clause 13(3) is repealed and the following substituted:

“(3) Subsections (1) and (2) do not apply to signs for which a permit has been issued pursuant to a City bylaw provided that the sign is functioning in accordance with that bylaw and the permit issued for the sign.”

- 9 The following heading and sections are added after section 13:

“Fences

- 13.1. Subject to the Intersection Sight Line Control regulations of *The Regina Traffic Bylaw, 1997*, no person shall suffer, cause or permit the height of a residential fence to exceed:
- (a) 1.22 metres for any portion of a fence located in or bordering the front yard, measured from ground level inside or outside of the fence at any point along the fence;

- (b) 1.83 metres for any portion of a fence located in or bordering the rear, side or flankage yard of a residential building, measured from ground level inside or outside of the fence at any point along the fence (see figure 2).

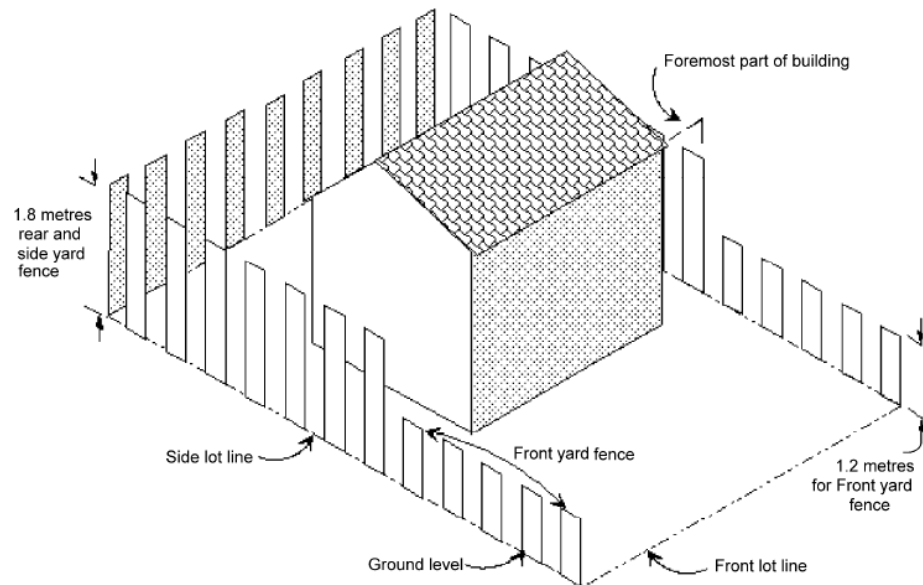


Figure 2: Fence Height

13.2 No person shall suffer, cause or permit the use of barbed wire:

- (a) for all or any part of a fence at a residential lot;
- (b) installed below a height of 1.83 metres; or
- (c) to protrude outside of the property on which the fence originates including protruding over a public highway, sidewalk or boulevard.”

10 Row 11.1 in the table in Schedule “B” is repealed and the following row substituted:

11.1, 11.2, 11.3, 11.4, 11.5	Vehicles	\$250	\$350	\$650
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11 Row 11.1 in the table in Schedule “C” is repealed and the following row substituted:

11.1, 11.2, 11.3, 11.4, 11.5	Vehicles	\$300	\$550	\$800	Established by the Court
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- 12 Schedule "B" is amended to add the following row to the table after the row for bylaw section 13:

13.1, 13.2	Fences	\$175	\$250	\$400	
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- 13 Schedule "C" is amended to add the following row to the table after the row for bylaw section 13:

13.1, 13.2	Fences	\$225	\$300	\$500	Established by the Court
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- 14 Bylaw No. 5883 *A Bylaw of the City of Regina to Prohibit and Regulate and Control the Use of Barbed Wire within the City of Regina* is repealed.

- 15 This Bylaw comes into force upon the coming into force of the Zoning Bylaw No. 2019-19.

READ A FIRST TIME THIS 30th DAY OF September 2019.

READ A SECOND TIME THIS 30th DAY OF September 2019.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September 2019.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2019-40

THE REGINA COMMUNITY STANDARDS AMENDMENT BYLAW, 2019 (No.2)

PURPOSE:	To move provisions related to community standards for fences and vehicles from the <i>Zoning Bylaw</i> and <i>A Bylaw of the City of Regina to Prohibit and Regulate and Control the Use of Barbed Wire within the City of Regina</i> into <i>The Regina Community Standards Bylaw</i> .
ABSTRACT:	This Bylaw prohibits: a) the parking of overweight vehicles on residential lots; and b) the use of barbed wire on residential fences. This Bylaw regulates: a) the parking of recreational vehicles on residential lots; and b) the use of barbed wire on fences.
STATUTORY AUTHORITY:	Section 8 of <i>The Cities Act</i>
MINISTER'S APPROVAL:	n/a
PUBLIC HEARING:	n/a
PUBLIC NOTICE:	n/a
REFERENCE:	Report CM19-3 from the May 15, 2019, June 17, 2019 and August 6, 2019 meetings of City Council.
AMENDS/REPEALS:	Amends bylaw No. 2016-2, <i>The Regina Community Standards Bylaw</i> ; repeals Bylaw No 5883 <i>A Bylaw of the City of Regina to Prohibit and Regulate and Control the Use of Barbed Wire within the City of Regina</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning and Community Development
INITIATING DEPARTMENT:	Planning and Development Services

BYLAW NO. 2019-50

ST. MATTHEW'S ANGLICAN CHURCH
GRANT AGREEMENT EXECUTION BYLAW, 2019

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

Statutory Authority

- 1 The statutory authority for this Bylaw is subsection 89(4) of *The Cities Act* and section 28(a) of *The Heritage Property Act*.

Interpretation

- 2 In this Bylaw:

“**Agreement**” means the Grant Agreement between The Synod of the Diocese of Qu’Appelle and the City of Regina that is attached as Schedule “A” to this Bylaw;

“**City**” means the City of Regina.

Agreement Execution

- 3 The City Clerk of the Corporation of the City of Regina is authorized to enter into and execute under seal the attached Agreement between the City of Regina and The Synod of the Diocese of Qu’Appelle.

Coming Into Force

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

READ A FIRST TIME THIS 30th DAY OF September 2019.

READ A SECOND TIME THIS 30th DAY OF September 2019.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September 2019.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

Schedule "A"

**CONSERVATION OF HERITAGE PROPERTIES
GRANT AGREEMENT – 2165 WINNIPEG STREET
ST. MATTHEW ANGLICAN CHURCH**

Agreement dated _____, 2019
(City Clerk to put in date)

Between:

THE CITY OF REGINA
(the "City")

- and -

THE SYNOD OF THE DIOCESE OF QU'APPELLE
(the "Owners")

The Parties agree as follows:

Definitions

1 In this Bylaw:

"Eligible Work" means the work on the property as determined by the Executive Director to be eligible for consideration pursuant to the City's *Heritage Incentive Policy* (approved August 25, 2014), and which corresponds with the Conservation Plan presented to the Finance and Administration Committee on September 10, 2019, which work is generally described in Schedule A to this Agreement.

"Executive Director" means the person occupying the position of Executive Director of City Planning and Community Development or his/her designate of the City.

"Property" means the real property owned by the Owners located at 2165 Winnipeg Street, Regina, Saskatchewan and legally described as:

Surface Parcel 107202338
Lot 17, Blk/Par 27, Plan DV270, Extension 0

Cash Grant

- 2 Pursuant to clause 28(a) of *The Heritage Property Act*, and subject to the terms of this Agreement, the City shall provide the Owners with a cash grant for the Property in an amount equal to the lesser of:
- (a) 50 percent of the actual costs incurred by, or on behalf of, the Owners in completing the Eligible Work; or
 - (b) \$30,000.
- 3(1) Notwithstanding section 2 of this Agreement, the Owners have until December 15, 2019 to submit their eligible costs incurred in completing the Eligible Work.
- (2) Costs will not be reimbursed where they are submitted after December 15, 2019.

Owner's Covenants

- 4 The Owners shall promptly:
- (a) notify the City of any occurrences which would, pursuant to this Agreement, terminate this Agreement;
 - (b) provide the Executive Director with any information, documentation, or access to the Property requested by the Executive Director to check the progress of construction for the purposes of this Agreement.
- 5 The Owners shall ensure all work undertaken to the Property, including replacement materials used and finishing treatments applied, shall correspond with the Conservation Plan presented to the Finance and Administration Committee on September 10, 2019 and that all deviations must receive written approval from the Executive Director.
- 6 The Owners shall ensure the Property retains its formal heritage designation as Municipal Heritage Property, in accordance with *The Heritage Property Act*; and advise the City if the heritage designation is discontinued, for whatever reason.
- 7(1) Upon completion of the Eligible Work, or in the alternative, upon completion of an item of the Eligible Work, the Owners shall submit to the Executive Director:
- (a) detailed written documentation of payments made for actual costs incurred (i.e. itemized invoices and receipts) in the completion of identified Eligible Work items as described in Appendix A;
 - (b) an inspection report prepared by an architect, engineer or equivalent professional each having substantive experience and expertise in heritage

conservation that indicates that they have inspected the work, it is complete and that the work corresponds with the Conservation Plan and Schedule A.

- (2) If a work item that is submitted does not qualify as an Eligible Work item, then it shall not be included for the purposes of calculating this cash grant.
 - (3) The Executive Director may request further documentation from the Owners and may independently gather estimates as to the Eligible Work in order to confirm the authenticity of the documentation of payments made for actual costs incurred (i.e. itemized invoices and receipts).
 - (4) In the event that actual costs exceed the corresponding estimates by more than 10 percent, the Owners shall provide full particulars as to the reason(s) for such overruns.
 - (5) It is understood that the City may decline to approve any cost overrun, or portion thereof, if considered not to be reasonably or necessarily incurred for eligible work.
 - (6) The cash grant will not be provided unless and until the Executive Director receives the documentation in subsections (1), (2), (3) and (4) and has confirmed the authenticity of the same.
 - (7) The Executive Director will conclusively determine the cost of Eligible Work in Schedule A after he or she has viewed the estimates and received information pursuant to section 7.
- 8 Upon completion of the Eligible Work, or portion thereof, the Executive Director:
- (a) shall review the documentation submitted pursuant to section 7;
 - (b) may inspect the Property to confirm the completion of the Eligible Work, or portion thereof; and
 - (c) shall certify the amount of the cash grant to be provided pursuant to this Agreement.

Termination

- 9 Where the Owners have not complied with a term of the Agreement, the City may terminate the Agreement by notice to the Owners.
- 10 This Agreement shall cease if the Owners:

- (a) become bankrupt or insolvent or is so adjudged; or
- (b) make a general assignment for the benefit of creditors.

Notices

- 11(1) Any notice required or permitted to be given to either Party pursuant to this Agreement shall be in writing and may be delivered to the Party in person, or to its authorized agent, or by sending it by mail, addressed:

To the City at:

City Clerk
City of Regina
2476 Victoria Avenue
P.O. Box 1790
Regina, SK S4P 3C8

To the Owners at:

Anglican Diocese of Qu'Appelle
1501 College Avenue
Regina, SK S4P 1B8

or to such alternate address as either Party may, from time to time, by notice advise.

- (2) If a notice is mailed pursuant to subsection (1), it is deemed to be given on the third business day after the date of such mailing.
 - (3) If postal service is interrupted or substantially delayed, any notice shall be hand-delivered.
- 12 This Agreement shall not become effective until adopted by bylaw of the Council of the City and fully executed by the parties to the Agreement.
- 13 This Agreement may be executed by the parties in separate counterparts each of which when so executed and delivered to all of the parties shall be deemed to be and shall be read as a single agreement among the parties.

The Parties have executed the Agreement on the date first written above.

CITY OF REGINA

City Clerk

The Synod of the Diocese of Qu'Appelle

SCHEDULE A

ELIGIBLE WORK ITEMS 2165 Winnipeg Street	ESTIMATED COST
<p>Repair of the third brick archway on the north side of the building including:</p> <ul style="list-style-type: none"> (a) Shoring of the existing wall to allow for removal of the masonry arch supports; (b) Partial removal of existing masonry arches as detailed on the drawings in the Conservation Plan; (c) Hoarding and shoring to ensure the existing structure is stable during construction; (d) Reclaiming the displaced masonry units by way of gently removing the masonry units from the wall, and cleaning the masonry units of all existing mortar; (e) Storage of reclaimed masonry units in a dry and secure location; (f) Salvaging and reusing the existing brick where possible and using new matched brick where reuse is not possible, with new brick to be located near the top of the wall; (g) Replacement and supply of mortar that matches the existing mortar in texture, colour, strength and aggregate gradation; (h) Provision of an 800 mm x 800 mm mock-up consisting of the specified mortar and a similar brick be prepared for approval; (i) Compressive strength testing of the mortar in accordance with ASTM C109/C109M-99; (j) Workers used are required to have experience in clay brick masonry construction and construction of masonry arches and will be supervised by a mason with a minimum of 10 years' experience in historic masonry repair; and (k) Reconstruction of the arch to match the original profile to the fullest extent possible given the existing building conditions. <p>Repointing an exterior vertical crack in the masonry wall.</p> <p>The proposed conservation work on the bell tower includes:</p> <ul style="list-style-type: none"> (a) Replacing the pulleys so that the bell can be back in operation. (b) Securing the wood frame with metal brackets and treating the wood frame to prevent further deterioration. 	
TOTAL ESTIMATE OF ELIGIBLE COSTS	\$45,000

AFFIDAVIT OF SIGNING AUTHORITY

CANADA
SASKATCHEWAN

I, _____ of Regina, Saskatchewan,
Print Full Name of Signing Authority

MAKE OATH/AFFIRM AS FOLLOWS:

1. I am _____ (list position) of The Synod of the Diocese of Qu'Appelle
named in the Grant Agreement to which this Affidavit is attached.
2. I am authorized by The Synod of the Diocese of Qu'Appelle to execute the Grant
Agreement without affixing the Seal of the Corporation.

Sworn/Affirmed before me at _____, _____
on _____, 20____
Month Date

A Commissioner for Oaths in and for the Province of
Saskatchewan.

Being a lawyer —or—
My commission expires:

Signature of Signing Authority

ABSTRACT

BYLAW NO. 2019-50

ST. MATTHEW'S ANGLICAN CHURCH GRANT AGREEMENT EXECUTION BYLAW, 2019

PURPOSE:	To authorize the execution of a Grant Agreement between the City of Regina and the Synod of the Diocese of Qu'Appelle located at 2165 Winnipeg Street, Regina, SK.
ABSTRACT:	The Owners of the property located at 2165 Winnipeg Street will receive a grant, which is governed by the grant agreement between the parties.
STATUTORY AUTHORITY:	Subsection 89(4) of <i>The Cities Act</i> and section 28(a) of <i>The Heritage Property Act</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Finance and Administration Committee, September 10, 2019, FA19-8
AMENDS/REPEALS:	N/A
CLASSIFICATION:	Executory
INITIATING DIVISION:	City Planning and Community Development
INITIATING DEPARTMENT:	Social and Cultural Development

BYLAW NO. 2019-51

THE REGINA FIRE AMENDMENT BYLAW, 2019

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 Bylaw 2018-49, being *The Regina Fire Bylaw, 2018*, is amended in the manner set forth in this bylaw.
- 2 Subsection 41(2) is amended by adding the following clause after clause (y):

“ (z) failure to comply with any provision of this Bylaw regarding smoke alarms.”
- 3 This Bylaw comes into force on the day of approval by the Ministry of Government Relations.

READ A FIRST TIME THIS 30th DAY OF September 2019.

READ A SECOND TIME THIS 30th DAY OF September 2019.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September 2019.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

Approved by the Ministry of Government Relations
this _____ day of _____, 2019.

Ministry of Government Relations

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

City Solicitor

ABSTRACT

BYLAW NO. 2019-51

THE REGINA FIRE AMENDMENT BYLAW, 2019

PURPOSE:	To amend <i>The Regina Fire Bylaw, 2018</i> .
ABSTRACT:	Amendment of the Bylaw to add contravention of the Bylaw's smoke alarm provisions to the list of offences for which a Notice of Violation may be issued.
STATUTORY AUTHORITY:	Sections 8 and 333 of <i>The Cities Act</i> and section 49 of <i>The Fire Safety Act</i> .
MINISTER'S APPROVAL:	Section 50 of <i>The Fire Safety Act</i> .
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Community & Protective Services Committee, September 12, 2019, CPS19-12
AMENDS/REPEALS:	Amends Bylaw No. 2018-49
CLASSIFICATION:	Regulatory and Administrative
INITIATING DIVISION:	Citizen Services
INITIATING DEPARTMENT:	Fire & Protective Services

Memo

September 30, 2019

To: His Worship, Mayor Michael Fougere and City Councillors

Re: Mitigate Traffic Congestion During Construction and Ensuring Public Safety

At the June 24, 2019 meeting of City Council, Notice of Enquiry *EN19-5* was filed.

1. *What strategies does Administration have in place to mitigate traffic congestion during the construction season and if the following has been considered:*
 - a) *Extension of construction work hours schedule where appropriate;*
 - b) *24 hours – 7 days per week; and*
 - c) *Overnight work for major roads*
2. *Does the City of Regina have incentives with contractors to finish the job early?*

Administration is providing the following information in response to *EN19-5*.

Through the 2019 construction season, the following strategies were used to mitigate congestion:

- closing one side of roadways with medians so traffic can travel the other side at a higher speed
- zipper merge - encouraging full use of roadway capacity reducing the bottleneck at construction zones
- lane reversals/adding lanes - to utilize the full pavement width for the travelling public through innovation
- programming signals to ensure that traffic flow is optimized during peak hours. E.g. traffic flow into and out of downtown during morning and evening rush hours
- discouraging restrictions of lanes alongside construction as it slows projects and traffic. Closures are favoured for efficiency. For example, Lewvan Drive had a high risk of carryover if we only restricted a lane because the work zone would not be large enough to be efficient in performing their work while also delivering a quality product.

Construction is scheduled frequently on weekends to minimize impact on weekday commuters, businesses and schools. This type of work is typically limited to activities where scope and/or phasing is two days or less.

Examples of projects that have been completed in 2019 with night-time work and/or weekend work are:

- Sewer Main Relining – large sewer trunks completed on a 24/7 schedule (i.e. 15th Avenue)
- Sewer Main Spot Repairs – trenchless spot repairs on collector and arterial roads. One night per location
- Sewer Cleaning – Sewer cleaning of large pipes in busy areas
- 2019 Preventative Maintenance Program (Crack Sealing) – on major roads
- 2019 – Northbound/Southbound Ring Road Bridges over Wascana Creek
- Paving intersection of Albert Street and Saskatchewan Drive
- Paving intersection of Victoria Avenue and Park Street

Regarding overnight construction, Administration recognizes there are advantages such as reduced traffic congestion, reduced impact on local business, and a reduced impact on commuters. The implications of overnight work have also been considered. In 2012, the National Academies of Sciences, Engineering, and Medicine released “A Guidebook for Nighttime Construction: Impacts on Safety, Quality, and Productivity” which highlights advantages and disadvantages to nighttime construction best practices. This research compliments other work across industry and highlights the following implications:

- Employee safety – reduced lighting quality, reduced attention levels due to shift work;
- Public safety – reduced visibility, higher rates of impaired or drowsy drivers;

The Guidebook also indicates accident rates are, on average, 75 per cent higher in work zones with lane closures when construction continues at night including increased risk of fatality of workers and members of the public.

Other factors to consider when performing overnight construction are:

- Noise – construction is almost always adjacent to residences and/or businesses:
 - During the 15th Avenue sewer relining and Capital Pointe construction activity this past summer, the City received numerous complaints of the overnight noise;
 - The City typically receive complaints when filling potholes in the Downtown core at 4:00 a.m. to minimize traffic disruption.
- Quality – overnight paving would still require the typical cooling period, potentially into the morning rush hour which may lead to a negative perception that workers are not present;
- Cost – higher premium for materials, labour and additional lighting requirements in the range of 9-20 per cent higher than paving during the day.
- Contractors – there is a labour shortage even while working during the day. Night work may impede their ability to perform construction during the day as it would be difficult to double their workforce. Also, costs for night work would be considerably higher due to increased lighting, increased labour, and increased access to support staff.

Administration has the following incentives for contractors to complete projects early based on road type and high-volume traffic users:

- Site rental agreement-based contracts include payment from contractor for each day within construction duration and applies when starting work onsite for bridge and roads projects to motivate contractor to shorten the construction duration.

- Bonus and penalty-based contracts are used to motivate contractor to shorten the construction duration. If a contractor finishes earlier than the set completion date, they receive a bonus. If they go beyond the completion date, they are penalized.
- All contracts state a contract completion date. If the set completion date passes, the contractors are charged liquidated damage based on project complexity.

When awarding contracts, contractors are first evaluated on past performance to ensure we are securing quality workmanship for the specialized and complex projects, followed by bid price.

For the 2020 construction season, Administration is using additional tools to inform the development of the construction program such as:

- modeling expected traffic accommodations with the City's computerized traffic model to understand the degree of cumulative traffic impacts;
- examining the construction program over time and by area of the city to evaluate the amount of significant construction impacting residents.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'CW', with a long horizontal line extending to the right.

Chris Warren, A/Director,
Roadways & Transportation

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kim Onrait', with a stylized 'K' and 'O'.

Kim Onrait, Executive Director,
Citizen Services