



Community and Protective Services Committee

**Thursday, November 7, 2019
4:00 PM**

Henry Baker Hall, Main Floor, City Hall



OFFICE OF THE CITY CLERK

Public Agenda Community and Protective Services Committee Thursday, November 7, 2019

Approval of Public Agenda

Adoption of Minutes

Community and Protective Services Committee - Public - Oct 10, 2019 4:00 PM

Administration Reports

CPS19-17 2020 Pest Control Officer Appointment

Recommendation

1. That the City Solicitor be instructed to amend *Bylaw No. 2009-71* being *The Appointment and Authorization of City Officials Bylaw, 2009* to:

Appoint the following people as Pest Control Officers under *The Pest Control Act* from January 1, 2020 until December 31, 2020; unless the officer's employment with the City of Regina is terminated sooner:

<u>Name</u>	<u>Position</u>
Russell Eirich	Senior Program Manager, Forestry, Horticulture & Pest Control
Ryan Johnston	Supervisor, Pest Control
Corey Doka	Pest Control Officer

2. That within 14 days of City Council passing the amendments to *Bylaw 2009-71*, that the City Clerk notify the Ministry of Agriculture of the appointment of the Pest Control Officers, as required by *The Pest Control Act*.
3. That this report be forwarded to the November 25, 2019 meeting of City Council for approval.

CPS19-18 Cemetery Schedule and Fee Review

Recommendation

1. That the Cemetery Fee Schedule for 2020 and 2021, as set out in Appendix B, be approved and the rates come into effect January 1, 2020.



OFFICE OF THE CITY CLERK

2. That the amendments to *The Cemeteries Bylaw, 2008-27* as described in this report and Appendix A be approved.
3. That the City Solicitor be instructed to prepare the amendments to *The Cemeteries Bylaw, 2008-27* as described in this report.
4. That this report and associated bylaw be forwarded to the November 25, 2019, meeting of City Council for approval.

CPS19-19 Off-Leash Dog Park Consultation and Implementation

Recommendation

1. That Council consider funding the construction of one municipal off-leash site and up to two unfenced neighbourhood off-leash sites through the 2020 budget process.
2. That CR19-35 be removed from the Community and Protective Services List of Outstanding Items.

Adjournment

AT REGINA, SASKATCHEWAN, THURSDAY, OCTOBER 10, 2019

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

AT 4:00 PM

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

Present: Councillor Andrew Stevens, in the Chair
Councillor Lori Bresciani
Councillor John Findura
Councillor Jerry Flegel
Councillor Jason Mancinelli

Also in Attendance: Council Officer, Tracy Brezinski
City Solicitor, Byron Werry
Executive Director, Citizen Services, Kim Onrait
Executive Director, City Planning & Community Development, Diana Hawryluk
Director, Parks, Recreation & Cultural Services, Laurie Shalley
Manager, Operational Services, Nathan Luhning
Senior City Planner, Chris Sale

APPROVAL OF PUBLIC AGENDA

Councillor Lori Bresciani moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted.

ADOPTION OF MINUTES

Councillor John Findura moved, AND IT WAS RESOLVED, that the minutes for the meeting held on September 12, 2019 be adopted, as circulated.

ADMINISTRATION REPORTS

CPS19-15 Downtown Public Washrooms

Recommendation

1. That funding of \$20,000 be requested through the 2020 budget process for a one-season pilot project to test stand-alone public washrooms in the downtown.
2. That item CPS19-7 be removed from the List of Outstanding Items.

3. That this report be forwarded to the October 28, 2019 meeting of City Council for approval.

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

(Councillor Mancinelli arrived at the meeting.)

Councillor Jason Mancinelli moved, that the recommendation contained in the report be concurred in.

Councillor Andrew Stevens moved, in amendment, that funding of \$40,000 be requested through the 2020 budget process for a one-season pilot project to test two stand-alone public washrooms in the downtown.

Councillor Andrew Stevens withdrew his amendment.

The main motion was put and declared CARRIED.

CPS19-16 2018 Route Changes Update

Recommendation

1. That the route changes in Appendix B and C be approved to be implemented in January 2020.
2. That item CPS18-1 be removed from the List of Outstanding Items for the Community and Protective Services Committee.

Councillor Lori Bresciani moved, AND IT WAS RESOLVED, that the recommendation contained in the report be concurred in.

ADJOURNMENT

Councillor Jason Mancinelli moved, AND IT WAS RESOLVED, that the meeting adjourn.

The meeting adjourned at 5:49 p.m.

Chairperson

Secretary

November 7, 2019

To: Members
Community and Protective Services Committee

Re: 2020 Pest Control Officer Appointment

RECOMMENDATION

1. That the City Solicitor be instructed to amend *Bylaw No. 2009-71* being *The Appointment and Authorization of City Officials Bylaw, 2009* to:

Appoint the following people as Pest Control Officers under *The Pest Control Act* from January 1, 2020 until December 31, 2020; unless the officer's employment with the City of Regina is terminated sooner:

<u>Name</u>	<u>Position</u>
Russell Eirich	Senior Program Manager, Forestry, Horticulture & Pest Control
Ryan Johnston	Supervisor, Pest Control
Corey Doka	Pest Control Officer

2. That within 14 days of City Council passing the amendments to *Bylaw 2009-71*, that the City Clerk notify the Ministry of Agriculture of the appointment of the Pest Control Officers, as required by *The Pest Control Act*.
3. That this report be forwarded to the November 25, 2019 meeting of City Council for approval.

CONCLUSION

The Pest Control Act requires that if a municipality wishes to appoint Pest Control Officers to enforce *The Pest Control Act*, these officers must be appointed by City Council on an annual basis. This report recommends appointing the individuals named in the recommendations as Pest Control Officers for 2020.

BACKGROUND

The Appointment and Authorization of City Officials Bylaw, 2009, Bylaw No. 2009-71 was enacted in 2009 so that the City's various delegations under provincial legislation could be more easily located. In most cases, authority is delegated by position title; but in some cases, like that of Pest Control Officers, provincial legislation requires these appointments to be made by individual and on an annual basis. To find efficiencies, the City had approached the Government of Saskatchewan (Province) asking that the Act be amended to allow administration to assign

these responsibilities by position. The Province declined this request. Therefore, Council must continue to appoint on a yearly basis.

DISCUSSION

The Pest Control Act requires that Pest Control Officers be appointed by City Council on an annual basis.

Administration proposes to have the following persons be appointed as Pest Control Officers for 2020:

<u>Name</u>	<u>Position</u>
Russell Eirich	Senior Program Manager, Forestry Horticulture & Pest Control
Ryan Johnston	Supervisor, Pest Management
Corey Doka	Pest Control Officer

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications with respect to this report. The individuals appointed are already employed with the assigned duties within the administration.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

Appointing Pest Control Officers by bylaw instead of resolution increases transparency, as such appointments are more readily accessible.

Other Implications

For Regina, regulated pests listed under the Act that are of greatest concern are the Norway Rat and Richardson Ground Squirrel (a.k.a. Gopher). There may be a view that because of appointments being required annually, rodents are an epidemic problem, but this is not the case. Indication from routine rodent inspection for demolition permits are that Norway Rat populations are minimal in Regina. Gophers are more problematic as populations fluctuate from year to year and are largely based on seasonal weather conditions.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Section 14 of *The Pest Control Act* requires the City Clerk to notify the Minister of Agriculture of Council's appointment of Pest Control Officers within 14 days of the appointment. The City will advise the Rural Municipality of Sherwood of the appointments.

DELEGATED AUTHORITY

The recommendations contained within this report require City Council approval.

Respectfully submitted,

Respectfully submitted,



Laurie Shalley, Director, Parks, Recreation & Cultural Services

9/27/2019



Diana Hawryluk, Executive Director, City Planning & Community Dev.

10/28/2019

November 7, 2019

To: Members
Community and Protective Services Committee

Re: Cemetery Schedule and Fee Review

RECOMMENDATION

1. That the Cemetery Fee Schedule for 2020 and 2021, as set out in Appendix B, be approved and the rates come into effect January 1, 2020.
2. That the amendments to *The Cemeteries Bylaw, 2008-27* as described in this report and Appendix A be approved.
3. That the City Solicitor be instructed to prepare the amendments to *The Cemeteries Bylaw, 2008-27* as described in this report.
4. That this report and associated bylaw be forwarded to the November 25, 2019, meeting of City Council for approval.

CONCLUSION

The City of Regina (City) Cemeteries are operated on a cost-recovery basis. Administration has reviewed the Cemetery fees and is recommending a 4 per cent increase for 2020 and 2021 to:

- Compensate for inflation.
- Continue restoration of existing infrastructure.
- Provide capital funding to develop new interment options to meet customer expectations.

The resulting fees will be in line with other municipally-operated cemeteries in Saskatchewan and other western provinces. This report further recommends updates to the Bylaw, including an amendment to the definition of “authorized decision maker” to make it clearer who the City will take instructions from with respect to a deceased person’s lot and to incorporate a change requested by Veterans Affairs for veteran memorialization.

BACKGROUND

The City operates two cemeteries, Riverside Memorial Park Cemetery and Regina Cemetery, which together have operated on a 100 per cent cost-recovery basis since 1987. Cemetery revenues come from two sources: fees and charges for goods and services provided and interest

income generated by the Care and Maintenance Trust Fund. This fund, comprised of a percentage from each plot sale, was established several years ago for the perpetual care and maintenance of the cemeteries. In 1999, an amendment to *The Cemeteries Act* exempted municipally owned cemeteries from maintaining a Care and Maintenance Trust Fund. Since then, no contribution directly from plot sales have been allocated to the fund. As a result, investment income earned by the fund has been relatively flat; the City must rely on fees and charges as the primary source of revenue to maintain and take care of its cemeteries.

Operating surpluses, resulting from annual revenues exceeding expenses, are transferred to the City's Cemetery Reserve. This reserve is used to fund capital projects, infrastructure, restoration and expansion within the cemetery program. Conversely, any operating deficits are withdrawn from the reserve to fund the shortfall. Currently, the balance in the reserve is \$293,934 and five-year capital expenditure forecast is \$120,000 annually.

The current fees for the cemeteries expires at the end of 2019. As such, Administration has undertaken a review to propose new fees for 2020 and 2021.

DISCUSSION

1. Summary of Research

To develop a new fee schedule, Administration has undertaken the following research:

- Analysis of trends impacting operations.
- Review of fees charged by other municipally owned cemeteries in the prairie provinces.
- Discussion with funeral homes and monument companies.
- Analysis of revenues, expenses and planned capital expenditures.

The following are highlights from this research.

a) Trend Analysis

Interment frequency has remained consistent over the past number of years, at an average of 600 interments annually. This limits the opportunity for increased revenue to fund rising operating costs and planned capital expenditures without raising fees and charges for the goods and services provided.

Interment type trends have shifted over the past 10 years from traditional (casket) interments representing the majority to now experiencing higher cremation interments. In 2018, the City's traditional interments were 35 per cent of total interments compared to 47 per cent in 2008. This change has an impact on revenue, reserve and capital budget as the general public are trending to the cremation style services, which is more economical.

b) Jurisdictional Comparison of Fees

In developing the proposed fee schedule, Administration reviewed other municipally-operated cemeteries. A summary of this research is provided in Appendix C. The research reveals that Regina's fees are comparable to other municipally owned cemeteries in the prairie provinces. While some cemeteries use the mill rate to provide supplemental funding to offset annual operating expenditures, the City's cemeteries currently operates at a 100 per cent cost recovery.

c) Funeral Homes and Monument Companies

Administration solicited information from local monument and funeral home businesses that conduct business at the City's municipal cemeteries. A bi-annual partners meeting was held on February 12, 2019 where Administration requested feedback on the current bylaw regulations. As well, site meetings were held with stakeholders to discuss any potential requests they may have to meet current customer demands. There have been no concerns raised by either stakeholder.

d) Revenues, Expenses and Planned Capital Expenditures

Interest earned through the Care and Maintenance Trust Fund has been used to subsidize annual operational expenses of the two municipal cemeteries since 1999 and has remained consistent in the last three years ranging from \$112,000 to \$118,000 annually.

Annual operating expenses consist of labour, equipment, material, fuel, and utility costs. Administration estimates that it will experience annual inflation of three percent, resulting in a cost increase of approximately \$35,000 per annum.

Contributions to the Cemetery Reserve are decreasing every year due to the trend of moving from traditional to cremation interments. Administration predicts that this trend will continue, potentially placing the Cemetery Reserve at risk. A financial analysis, considering planned capital expenditures, reveals that an additional one per cent fee increase each year is required over the next five years in order to fund upcoming capital projects.

The capital program provides resources for the installation of new cemetery assets, infrastructure, preventative maintenance of existing assets, and a variety of both in and above ground cremation options. Over the last 10 years, the capital program has focused on the installation of several new columbaria and strip foundations. Administration predicts this trend will continue for the next three to five years as cremation and niche purchases are becoming a more popular option.

Conversely, limited funding has been allocated to repair and restore existing assets and infrastructure such as roads, irrigation systems, turf and trees. It is vital that the aging infrastructure be addressed; much of it is beyond its lifecycle. The proposed fee increase will continue to meet customer needs and address restoration of the aging infrastructure

There will also be a need to design and install in and above ground infrastructure i.e. irrigation, roads, and plot layouts for expansion into the undeveloped area of Riverside Memorial Park Cemetery. This expansion is needed for new cremation options and areas as it is in higher demand.

2. Recommended Fees

As a result of the above analysis, for most fees, Administration is recommending a four per cent fee increase effective January 1, 2020 and a four per cent increase effective January 1, 2021. This approach was developed to ensure the cemeteries can continue to operate on a cost-recovery basis, considering both inflation as well as required capital expenditures to respond to changing trends and growth. It should be noted that several fees in the proposed schedule will remain unchanged. These items generate minimal sales yet represent a reasonable value to the customer. Other fees will be increased to improve cost recovery and to improve alignment with comparable municipally-operated cemeteries.

Overall, the approach ensures there is sufficient revenue to sustain current service levels and adequate funds to support restoration of assets and provide for additional options to meet customer needs. The proposed fee schedule is provided in Appendix B; fees are consistent with those provided by other municipally-operated cemeteries in the prairie provinces.

The following is a summary of proposed changes outside of the four per cent increase:

Family Columbaria

- Administration has received requests from local monument companies to offer family columbaria units. Family units are comprised of several niches that accommodate one to four cremated remains to be placed in each niche. These units are typically placed in a garden or path type setting. Regina Funeral Home and Cemetery and the City of Saskatoon cemetery now offer these options and have seen an increase in purchases.
- As a pilot project, Administration plans to purchase a small number of units this fall. A Request for Proposal (RFP) will be posted for all companies to have equal and fair opportunities to bid on selling these units to the City. Administration recommends pricing the units as a premium product above the price of the current family columbarium units.

New Fees

- Sunday and Statutory Holiday Surcharge - Administration is proposing to separate the Saturday interments fee from the Sunday and Statutory Holiday Fee. Other municipalities such as Saskatoon, Lethbridge and Prince Albert have also made this change with their fees and some only offer this on an emergency basis. This will ensure that we are continuing to provide a week-round service and that customers are aware of the fees associated with weekend and statutory day services.

3. Other Recommended Bylaw Changes

In addition to amending the bylaw with the new fees schedule, Administrations is proposing two new amendments, as outlined below.

a) Change to the Cemeteries Bylaw 2008-27 - Authorized Decision Maker

When a lot license owner is deceased, the City allows an “authorized decision maker” of the deceased to make decisions with respect to the lot. This would include returning a vacant lot to the City, transferring it to another owner, or authorizing additional interments into the lot. The Bylaw currently defines an “authorized decision maker” to include an extensive list of relatives prioritized by relationship, age, and willingness to act. This list was originally adopted from provincial legislation related to those authorized to provide burial instructions upon death. The provincial legislation does not apply to the transfer, return or authorization of additional burials in lots and so the City is not required to use the same definition.

Since adopting this broad definition, the City has found it challenging to verify “authorized decision makers”. This is due to the complexity of the list, complicated family structures and difficulty in obtaining verification of the person’s priority on the list (ie. that the higher priority persons on the list do not exist, are deceased, or are unwilling to act). Often the “authorized decision maker” is wishing to authorize additional interments in a deceased person’s lot. This can occur many generations after the initial interment and/or purchase of the lot. The City has no information with respect to whether a deceased person would have authorized additional interments in their lot. Administration is therefore recommending that the definition of “authorized decision maker” be amended to only allow the following persons to provide the City with instructions regarding a lot when the owner is deceased:

- The executor of the estate of the deceased;
- A court appointed administrator of the estate of the deceased; or
- Any other person authorized by law.

No significant concerns were brought forward after consulting with local funeral homes on this change.

b) Field of Honour – Veteran Memorials

Veteran Affairs recently informed Administration of the changes to the specifications for engraving a veteran’s memorial. Changes reflected in Appendix A reflect the new specifications provided from Veterans Affairs Canada.

RECOMMENDATION IMPLICATIONS

Financial Implications

It is estimated that increasing the fees by 4 per cent annually, combined with operating surpluses and annual revenues exceeding projections, this will provide approximately an additional \$120,000 in revenues that will be transferred to the Cemetery Reserve for future capital projects. As such, approval of the proposed fee schedule will ensure that there is funding available to meet increased operating expenses and to continue addressing capital infrastructure requirements.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The recommendations proposed in this report support long-term management and maintenance of cemetery assets. This initiative supports the *Design Regina: The Official Community Plan Bylaw 2013-48* (OCP) Community Priorities of promoting long-term financial viability; fostering economic prosperity. This initiative supports the following OCP goal: Financial Policies, Goal 1: Use a consistent approach to funding the operation of the City of Regina.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Information about the new rates will be distributed to funeral homes and monument suppliers in the Regina area and will be available at City Hall, Riverside Memorial Park Cemetery and Regina.ca. Administration will work with Citizen Experience to ensure the public is made aware of the fee changes.

DELEGATED AUTHORITY

The recommendations contained within this report require City Council approval.

Respectfully submitted,



Laurie Shalley, Director, Parks, Recreation & Cultural Services

Respectfully submitted,



10/23/2019

Diana Hawryluk, Executive Director, City Planning & Community Dev.

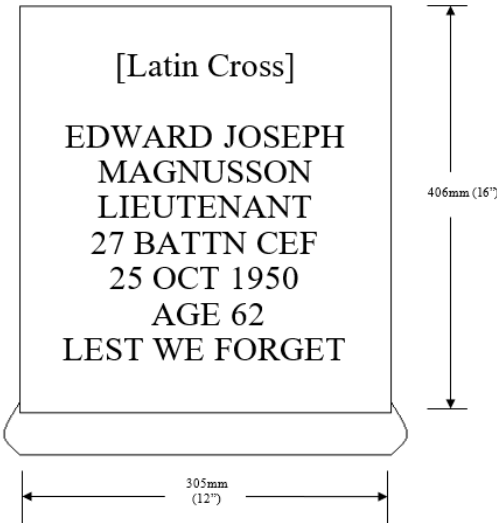
10/29/2019

Appendix A
2020 – 2021
The Cemeteries Bylaw No. 2008-27
Proposed Amendments

Current	Amendment	Comment
Fees and Charges Schedule “A”		
<i>Cemetery License Fees - Lot</i>		
Infant Lot - \$230.00	Repeal and replace with: Infant Lot \$260	New proposed fee to include the engraving of the infant name onto a memorial wall. Currently families pay (\$250) separately for a plaque on a group memorial. Increasing the cost will cover to engrave their name. (\$230 + \$30=\$260). Hold the fee for 2021
Option Area Standard Lot	Increase: Option Area Standard Lot (2020 - \$2745)	The \$200 increase in fee would cover the cost to place concrete foundation piles and install additional reinforcement into the foundations for longevity and increased durability.
Option Area Standard Cremation	Repeal: Option Area Standard Cremation (2020 - \$2285)	Same as above
<i>Interments</i>		
Weekend/Holiday Surcharge – traditional (2019 - \$660)	Repeal and Replace: Saturday Surcharge – traditional (2020 - \$690, 4% increase)	Separate the Saturday fees from the Sunday & Statutory holidays as those are triple time. To compare Saskatoon charges \$615 for traditional on Saturdays.

Weekend/Holiday Surcharge – cremated remains (2019 - \$355)	Repeal and Replace: Saturday Surcharge – cremated remains (2020 - \$370, 4% increase)	Separate the Saturday fees from the Sunday & Statutory holidays. To compare Saskatoon charges \$335 for cremated remains on Saturdays.
Sunday/ Holiday Surcharge - traditional	Add: Sunday/Holiday Surcharge – traditional (2020 - \$860) Increase 2019 weekend fee \$660 by 30% to \$860.	Add: Traditional require two persons to operate equipment. Separate out the fee from Saturdays to cover triple overtime and equipment costs. Sunday and Holidays have less interments booked. Other municipalities charge more for Sunday and Holidays burials or some will only do on an as need/ emergency basis, if staff available. See other municipalities fees on Appendix C. Saskatoon charges an average 40% more on Sundays at \$855.
Sunday/ Holiday Surcharge – cremated remains	Add: Sunday/Holiday Surcharge – cremated remains (2020 - \$460) Increase 2019 weekend fee \$355 by 30% to \$460.	Same as above. Cremated remains only require one person. Saskatoon charges \$475
<i>Other</i>		
Chapel Bookings	Increase: (2020- \$200 per hour)	Due to the increased utility costs the administration is right sizing this fee to \$200 an hour with the yearly percentage increase for 2021.
Urn Vault	Increase: (2020 - \$100)	Decreased by error in the last Cemetery fee review.

<p>(ii) Latin Cross or Branch Insignia: (A) Length: 6.3 cm (2 ½") (B) Width: 3.8 cm (1 ½") (C) Depth: 0.95 cm (3/8")</p> <p>(D) Position: Top 1.6 cm (5/8") below top of stone</p> <p>(iii) Cast bronze plaque not permitted on face of memorial.</p> <p>(iv) Ceramic plaque not permitted on any surface of memorial.</p> <p>(v) First Line: First and last name *: (A) Letter height: 2.5 cm (1") (B) Position: Top 1.6 cm (5/8") below bottom of Latin Cross or Branch Insignia.</p> <p>*Typically one line of text only; use two lines if necessary, 2nd line 1.6 cm (5/8") below first line.</p> <p>(vi) Second Line: Rank: (A) Letter height: 2.5 cm (1") (B) Position: Top 1.6 cm (5/8") below bottom of first line</p> <p>(vii) Third Line Military Unit or Service: (A) Letter height: 2.5 cm (1") (B) Position: Top 1.6 cm (5/8") below bottom of second line</p>	<p>v. Do not in-paint or highlight engraving;</p> <p>vi. Maximum letters per line 12.</p> <p>(D) Latin Cross i. Height X width 4.1cm X 2.5cm (1 5/8" X 1") ii. Width of shaft and cross bar 0.6 cm (1/4") iii. Inscribe using 60-degree V-cut; iv. An official military crest may be substituted if requested by Next of Kin. v. Position: Top 1.6 cm (5/8") below top of stone</p> <p>(E) Lines i. Line 1: Position: Top 1.6 cm (5/8") below bottom of Latin Cross, First and last name and post-nominals ii. Line 2: rank iii. Line 3: unit + CEF for WWI veterans iv. Line 4: Date of Death and Age [or year of birth – year of death] (i.e. 1886-1950) and age v. Line 5: LEST WE FORGET (This line applies when replacing a marker that had LEST WE FORGET on the original marker)</p> <p>(F) Top of Stone vi. Line 1: name and post-nominals</p>	
---	---	--

<p>(viii) Fourth Line</p> <p>(ix) Date of Death and Age [or year of birth – year of death]:</p> <p>(A) Letter height: 2.5 cm (1")</p> <p>(B) Position: Top 1.6 cm (5/8") below bottom of third line</p> <p>(ix) Fifth Line</p> <p>Line of Remembrance (ie. "LEST WE FORGET", "Loving Father")</p> <p>(A) Letter height: 2.5 cm (1")</p> <p>(B) Position: Top 1.6 cm (5/8") below bottom of fourth line</p> <p>Second, third and fourth lines can be inscribed in any order.</p> <p>(2) Base</p> <p>(a) Material: Indiana Limestone, Stanstead Grey Granite or Light Barre Grey Granite</p> <p>(b) Dimensions:</p> <p>Length: 41 cm (16") Width: 51 cm (20") Height: 10 cm (4")</p> <p>(3) Foundation: None</p> <p>(4) Placement: Placed at head of lot.</p>	<p>vii. Line 2: rank</p> <p>*Typically, one line of text only; use two lines if necessary, 2nd line 1.6 cm (5/8") below first line.</p> <p>**When replacing a damaged marker, reproduce the wording as it is on the original marker.</p> <p style="text-align: center;"><u>Scroll-Shaped Marker</u></p>  <p>The diagram shows a scroll-shaped marker with a rectangular top section and a curved base. The text is centered within the rectangular section. The width of the top section is 305mm (12"). The height of the top section is 406mm (16"). The text on the marker is as follows:</p> <p style="text-align: center;">[Latin Cross]</p> <p style="text-align: center;">EDWARD JOSEPH MAGNUSSON LIEUTENANT 27 BATTN CEF 25 OCT 1950 AGE 62 LEST WE FORGET</p> <p>(2) Base</p> <p>(a) Material: Light Barre Grey Granite</p> <p>(b) Dimensions: Length: 51 cm (20") Width: 41 cm (16") Height: 10 cm (4")</p> <p>(3) Foundation: None</p>	
---	---	--

	<p>(4) Placement: Placed at head of lot.</p> <p>(5) Notes *Cast bronze plaque not permitted on face of memorial. **Ceramic plaque not permitted on any surface of memorial.</p>	
--	--	--

Bylaw		
<i>Interpretations</i>		
<p>"authorized decision-maker" means a person designated as an authorized decision-maker pursuant to <u>The Funeral and Cremation Services Act</u> and if no one can be located using reasonable efforts, or no one is willing to act or the identity of the deceased is not known, the Director may make any decision required to be made by an authorized decision-maker pursuant to this Bylaw;</p>	<p>"authorized decision-maker" means the executor or administrator of the estate of a deceased person, or any other person authorized by law to act in the circumstances; and if no one can be located using reasonable efforts, or no one is willing to act or the identity of the deceased is not known, the Director may make any decision required to be made by an authorized decision-maker pursuant to this Bylaw;</p>	<p>Limits those who the City will allow to return, transfer or authorize additional interments in a deceased person's lot. Change is in order to protect against unauthorized persons giving instruction by making authority limited and more easily verified.</p>

APPENDIX B Schedule A		4%	4%
	2020	2021	
Cemetery License Fees - Lot			
Standard Plot - RVSD & Regina	\$1,765	\$1,835	
Standard Plot with Continuous Strip Foundation	\$2,320	\$2,415	
Option Area Standard Lot	\$2,745	\$2,855	
Field of Honour	\$995	\$930	
Child Lot	\$645	\$645	
Infant Lot	\$260	\$260	
Cremation Lot - Single Urn	\$670	\$695	
Cremation Lot - Standard with Continuous Strip Foundation	\$1,860	\$1,930	
Option Area Standard Cremation	\$2,285	\$2,375	
Cemetery License Fees - Columbaria Niche			
Prairie Rose Columbarium - Regina Cemetery	\$2,010	\$2,010	
Masonic Columbarium	\$3,830	\$3,980	
Indoor/Outdoor Columbarium - (Indoor top or bottom row & Outdoor bottom 2 rows)	\$3,830	\$3,980	
Indoor/Outdoor Columbarium - Premium	\$4,165	\$4,335	
Outdoor Columbarium - Family	\$4,970	\$5,165	
Interments			
Standard Casket (over 4 feet)	\$1,225	\$1,275	
Child Casket (up to 4 feet)	\$500	\$500	
Infant Casket (up to 2 feet) or cremated remains	\$215	\$215	
Cremated Remains - Maximum 18" x 18" opening	\$400	\$420	
Scattering/Ossuary/ Niche/Oversize opening for Cremated Remains/Additional cremated remains in ground/Non Standard Vault	\$195	\$200	
Urn in Casket/Multiple Cremated Remains in Niche same time same location	\$105	\$110	
Late afternoon surcharge - for interment services leaving after 4 p.m.	\$370	\$385	
Saturday Surcharge - traditional	\$690	\$715	
Saturday Surcharge - cremated remains	\$370	\$385	
Sunday/Holiday Surcharge - traditional	\$860	\$895	
Sunday/Holiday Surcharge - cremated remains	\$460	\$480	
Disinterments			
Disinterment - Standard Casket	\$3,625	\$3,770	
Disinterment - Child Casket	\$2,050	\$2,135	
Disinterment - Cremated Remains - In ground	\$585	\$610	
Memorial and Memorialization			
Application Fee	\$150	\$160	
Installation of Flat marker (small)	\$240	\$250	
Installation of Flat marker (large)	\$330	\$340	
Purchase and Installation of Precast Monument Foundation	\$410	\$430	
Removal of Precast Monument Foundation or Flat Marker	\$225	\$235	
Other			
Legacy Plaque	\$475	\$475	
Memorial Plaque - Group memorials only	\$250	\$250	
Chapel Bookings (for each full or partial hour)	\$200	\$210	
Indoor Columbarium Vase	\$275	\$275	
Urn Vault	\$100	\$105	
Maintenance Dome - Adult	\$280	\$280	
Maintenance Dome Base - Adult	\$137	\$137	
Maintenance Dome - Child	\$129	\$129	
Handling and Set-up Fee	\$220	\$230	
Deferred Payment and Administration Fee	\$105	\$110	
Licence Transfer Fee	\$100	\$100	
Hourly Service Rate	\$85	\$90	
Record Search			
Less than 10 records	\$0	\$0	
10-19 records	\$10	\$10	
20-29 records	\$20	\$20	
30-50 records	\$25	\$25	
Record Request	\$15	\$15	
Care and Maintenance Fees			
Care and Maintenance - Riverside			
Care and Maintenance - Regina			

Yellow - Porposed new or change to fee

Red - Freeze on the price - no rate increase

APPENDIX C
Western Canada Cemetery Fee Review

	Regina Riverside	Regina FH and Cemetery (formerly Memorial Gardens)	Moose Jaw	Calgary	Edmonton	Saskatoon Woodlawn	Winnipeg	Lethbridge	Prince Albert	Swift Current
Cemetery License Fees										
Standard	\$1,695	\$2,050 - \$3,155	\$1,446	\$3,351 - \$3,583			\$2,040 - \$2,540	\$1,800	\$1,840	
Standard - Strip Foundation	\$2,230				\$5,096 - \$2,700	\$2,275 - \$1,750	\$2,560 - \$3,060	\$2,050		\$1,855 - \$1,340
Option Area - Strip Foundation	\$2,445			\$4,161						
Child	\$645	\$430 - \$600	\$620	\$925	\$1,153 - \$2,329	\$540	\$675	\$600	\$920	\$930 - \$572
Infant	\$230			\$925		\$170	\$280		\$370	
Field of Honour - Standard	\$860		\$680	\$1,675		\$1,790	\$1,500	\$1,000	\$1,375	
Field of Honour - Cremation	\$860		\$412	\$1,156		\$1,790		\$650		
Single Cremation Plot	\$640	\$1,365 - \$1,420	\$911		\$1,258			\$770	\$920	
Cremation Plot - Strip Foundati	\$1,785 - \$2,005		\$1,323	\$3,236 - \$2,312	\$1,341 - \$1,767	\$1,290 - \$1,130	\$1,190 - \$1,905	\$1,350		\$1,033 - \$722
Indoor Columbarium	\$3,680 - \$4,775	\$3,895 - \$13,340		\$3,951 - \$24,136						
Outdoor Columbarium	\$3,680 - \$4,775	\$3,895 - \$13,340	\$3,242 - \$2,384	\$3,935 - \$11,000	\$3,552 - \$2,439	\$2,275 - \$4760	\$3,910 - \$4,170	\$2,270 - \$3,585	\$2,575	\$2,061 - \$3,505
Interments										
Standard	\$1,175	\$1,115 - \$1,500	\$1,164	\$1,775	\$1,162 - \$1,813	\$2,230 - \$1,890	\$1,128 - \$1,730	\$1,000 - \$1,300	\$1,035	\$1,906 - \$1,293
Child	\$500	\$445 - \$600	\$579	\$712 - \$980	\$511	\$765-\$530	\$447		\$605	\$1,360 - \$746
Infant	\$215			\$275		\$125	\$275		\$305	
Set-up Fee	\$210		\$85				\$234			
Cremation	\$385	\$550	\$301 - \$412	\$504	\$466	\$825 - \$660	\$483	\$470	\$305	\$947 - \$757
Cremation Surcharge	\$185			\$125				\$330		
Niche	\$185	\$435	\$132	\$504	\$238	\$260	\$366	\$155		\$201
Niche Surcharge	\$100			\$125	\$148			\$110	\$40	
Ossuary	\$185			\$180			\$234	\$90		
Scattering	\$185		\$220	\$141	\$237		\$239	\$90		
Urn placed in casket	\$100			\$125	\$148		\$163			
Memorialization										
Application Fee	\$145		\$51	\$171	\$83		\$126	\$75	\$110	\$80
Foundation Installation	\$395	\$131 per sq ft	\$300	\$497		\$400 - \$760	\$205 - \$735			
Flat Marker Installation	\$230 - \$315			\$359	\$373 - \$566	\$230 - \$290	\$1.15 per sqft			
Remove Foundation	\$215		\$378	\$420	\$154					
Remove Flat Marker	\$215			\$323	\$154		\$117			
Legacy Plaque	\$475		\$345			\$590				
Bronze Wall Plaque	\$250						\$361 - \$737	\$255-\$365		
Other Fees										
Late Fee	\$355		\$291 hr	\$199 1/2hr		\$155 1/2hr	\$178 1/2hr	\$335 hr	\$140 hr	
Traditional Supplemental Saturdays	\$660	\$340	\$456	\$1,252	\$300	\$615	\$915		\$545	\$613
Cremation Supplemental Saturdays	\$355	\$340	\$235	\$326	\$150	\$335	\$320		\$545	\$190
Traditional Supplemental Sundays and Holidays	\$660	\$340	\$456	\$1,252	\$300 - \$504	\$855	\$915	\$1,340	\$1,635	\$613
Cremation Supplemental Sundays and Holidays	\$355	\$340	\$235	\$326	\$252	\$475	\$320	\$670	\$1,635	\$190

2019 Rates

November 7, 2019

To: Members
Community and Protective Services Committee

Re: Off-Leash Dog Park Consultation and Implementation

RECOMMENDATION

1. That Council consider funding the construction of one municipal off-leash site and up to two unfenced neighbourhood off-leash sites through the 2020 budget process.
2. That CR19-35 be removed from the Community and Protective Services List of Outstanding Items.

CONCLUSION

Administration has established design criteria and proposed locations for the development of up to three additional fenced municipal scale and up to 14 additional neighbourhood scale off-leash areas, both fenced and unfenced. In 2020, Administration intends to focus available funding on the development of one fully fenced municipal scale off-leash area and the establishment of a pilot project including up to two unfenced, neighbourhood-level, off-leash areas. Additional consultation with the community will take place prior to establishment of the parks.

BACKGROUND

There are currently two dedicated off-leash dog parks and several boarded rink sites that serve as seasonal off-leash sites in Regina. These off-leash parks were established to enable dog owners and dogs to gather and socialize at the community level. The City's Recreation Master Plan acknowledges that off-leash parks are in demand and that additional sites are required throughout the city.

On March 29, 2016, Council considered a report from Administration recommending development of three additional off-leash areas in municipal reserve (MR) lands in new developments in the north/northwest, south and east areas of the city; and to develop criteria to identify and pilot two or three unfenced off-leash areas. Since then, Administration has worked with the development community to identify appropriate locations for the new facilities per Council's direction. These efforts have not yet resulted in new off-leash areas for a number of reasons, including the ongoing slow-down in residential development, as well as recent changes to the Government of Saskatchewan's *Planning and Development Act, 2007* mandating that public and separate schools be accommodated in MR space. These elements resulted in a

significant reduction in available land in new developments that could be dedicated to all recreation facilities including off-leash areas.

As a result of public interest in accelerating establishment of new dog parks in the city, at its April 29, 2019 meeting, Council directed Administration to “*bring forward a report by the end of Q4 of 2019 with a plan to consult and implement off leash dog parks in the city*”.

DISCUSSION

Overview of Process Developed to Identify Sites

Administration began by undertaking an analysis of each of the City’s parks, open spaces and vacant properties to find potential locations for off-leash areas within the City’s existing park and open space inventory. As part of this analysis, Administration developed criteria for site evaluation for two types of parks, *neighbourhood* and *municipal*. While neighbourhood parks are intended to be smaller, local, walkable sites, municipal parks are intended to draw residents from outside of the neighbourhood, serving a larger population base, as outlined in the following table.

Municipal Off-Leash Dog Park Development Criteria	Neighbourhood Off-Leash Dog Park Development Criteria
City-wide destinations	Local walkable sites
Larger sites >1.0 Ha	Smaller Sites .2 - 1.0 Ha
Goal of 5 total city-wide	Long-term goal of up to 1 per Community Association
Off-street parking provided	No off-street parking provided
Wheel-chair accessible	Wheel-chair accessible preferred
1.8m high (6’) fencing	1.2m high (4’) fencing*
Benches, trees, trash receptacles	Benches, trees, trash receptacles

*In locations where fencing is provided.

Through this process, which allows for neighbourhood level parks as small as .2Ha, Administration was able to identify many existing open spaces that could accommodate an off-leash area. Administration then visited each site in the spring of 2019 to assess the appropriateness based on the established criteria. This resulted in the elimination of some potential sites and the addition of others. Over the summer of 2019, Administration met with internal and external stakeholders, Community Associations, and affected user groups seeking input on the identified potential locations.

Potential Locations for Further Consultation

Based on this assessment, along with the preliminary consultations, the following sites have been identified for further consideration through a more in-depth consultation process. Appendix A provides maps of each site; it should be noted the proposed list would provide reasonable coverage across geographic areas.

Municipal: (1.0 Ha +)	Neighbourhood (.2 – 1.0 Ha +)
North Mount Pleasant (1.6 Ha)	North Iannone Park (1.7 Ha) unfenced pilot project site North West Reservoir Park (.8 Ha) Hawkstone (Future, location TBD)
West AE Wilson Park (2.2 Ha)	West Westerra (Future location TBD) Coopertown (Future, location TBD)
Central Cathy Lauritsen (existing)	Central Edgar Street Park (.5 Ha) Leslie Park (.2 Ha) small-breed off-leash area Regent Par 3 (.25 Ha)
South	South 4927 Pasqua Street (.8 Ha) unfenced pilot project site Qu'Appelle Park (.5 Ha) Harbour Landing (Future, location TBD)
East Harding Park (1.7 Ha) East Industrial (existing)	East Fines Drive Park (1.1 Ha) 485 University Park Drive (.8 Ha) The Towns (Future, Location TBD)

Administration will engage the public separately on each site, prior to inclusion in the budget process. Engagement regarding the neighbourhood-level sites will be focused within the surrounding Community Association boundary with the intent of gathering neighbourhood-specific, rather than city-wide, feedback on each park option. Once the feedback for each potential park has been gathered, Administration will report back to Council on the results and recommendations prior to undertaking detailed design and construction.

Next Steps

Administration is recommending that in 2020, a municipal level off-leash park be established at Mount Pleasant. This is in addition to the planned establishment of a neighbourhood level off-leash park at the Regent Par 3 site, which was approved by Council as part of the site development plan considered earlier this year. Administration further recommends that Harding

Park and AE Wilson Park locations be considered as the next priorities for consideration. Administration will also continue to work with the development community to plan new sites as the community grows.

In addition to these proposed fenced parks, Administration is recommending that a three-year pilot project be established to test two unfenced off-leash dog parks at 4927 Pasqua Street and Iannone Park. Subject to consultation with the community, these sites would see improvements such as additional benches and trash receptacles along with signage that designates them as off-leash areas. Administration will monitor the sites once established and report back on the functioning and impact of these areas at the end of the three-year pilot.

Should Council approve the above recommendations for development of two fenced and two unfenced parks in 2020, by the end of 2021, Regina will have a total of three municipal level parks (Cathy Lauritsen, East Industrial and Mount Pleasant), one fenced neighbourhood level park (Regent Par 3), two unfenced neighbourhood level parks (Pasqua Street and Iannonne Park) and several seasonal sites in the boarded rinks.

RECOMMENDATION IMPLICATIONS

Financial Implications

Through the capital budget \$170,000 has been requested for the implementation of the Mount Pleasant, 4927 Pasqua Street and Iannone Park off-leash areas. Funding for the Regent Par 3 off-leash area has been included in the 2020 budget request for that project. 30 per cent of the funding (\$48,000) for the municipal dog park site will come from SAF reserves with the remaining funds being requested through taxation.

Maintenance and operations costs for each off-leash area will vary depending on the scale of the facility. Currently the City spends approximately \$10,000 per year on the operation of each of its off-leash areas. This number, however, is expected to fall as the current use is redistributed over more sites.

Environmental Implications

The addition of several new off-leash areas in the city over the next few years is expected to lower the impact high-levels of use are having on the turf and trees in the Ross Industrial and Cathy Lauritsen off-leash areas. Development of each new park is expected to include additional trees, adding to the city's urban forest.

Policy and/or Strategic Implications

While the provision of off-leash areas is not specifically referenced in *Design Regina: The Official Community Plan Bylaw 2013-48* (OCP), such facilities are intended to contribute to

quality of life in the City helping to create a complete, livable, healthy, accessible, inclusive community for all of Regina's residents. The addition of off-leash areas to existing parks is consistent with the OCP's Parks, Recreation and Open Space Goal 9.6.1: *Multifunctional parks and open space will be strategically located to provide convenient access and designed to accommodate diverse and changing needs and interests.*

The establishment of three additional municipal-level off-leash sites is consistent with the recommendation of the *Recreation Master Plan* (2019) that the service level for off-leash parks be increased to 1/45,000 population by adding parks to the north/northwest, south and east sides of the city.

Other Implications

None with respect to this report

Accessibility Implications

Future off-leash areas are intended to be accessible, however not all sites may be suitable for all users.

COMMUNICATIONS

In advance of this report, Administration reached out to stakeholders and Community Associations to get preliminary feedback on the sites that have been identified. Public engagement regarding the individual sites contemplated for 2020 construction will begin in January of 2020.

DELEGATED AUTHORITY

The recommendation in this report is within the delegated authority of the Community and Protective Services Committee.

Respectfully submitted,



Laurie Shalley, Director, Parks, Recreation & Cultural Services

10/22/2019

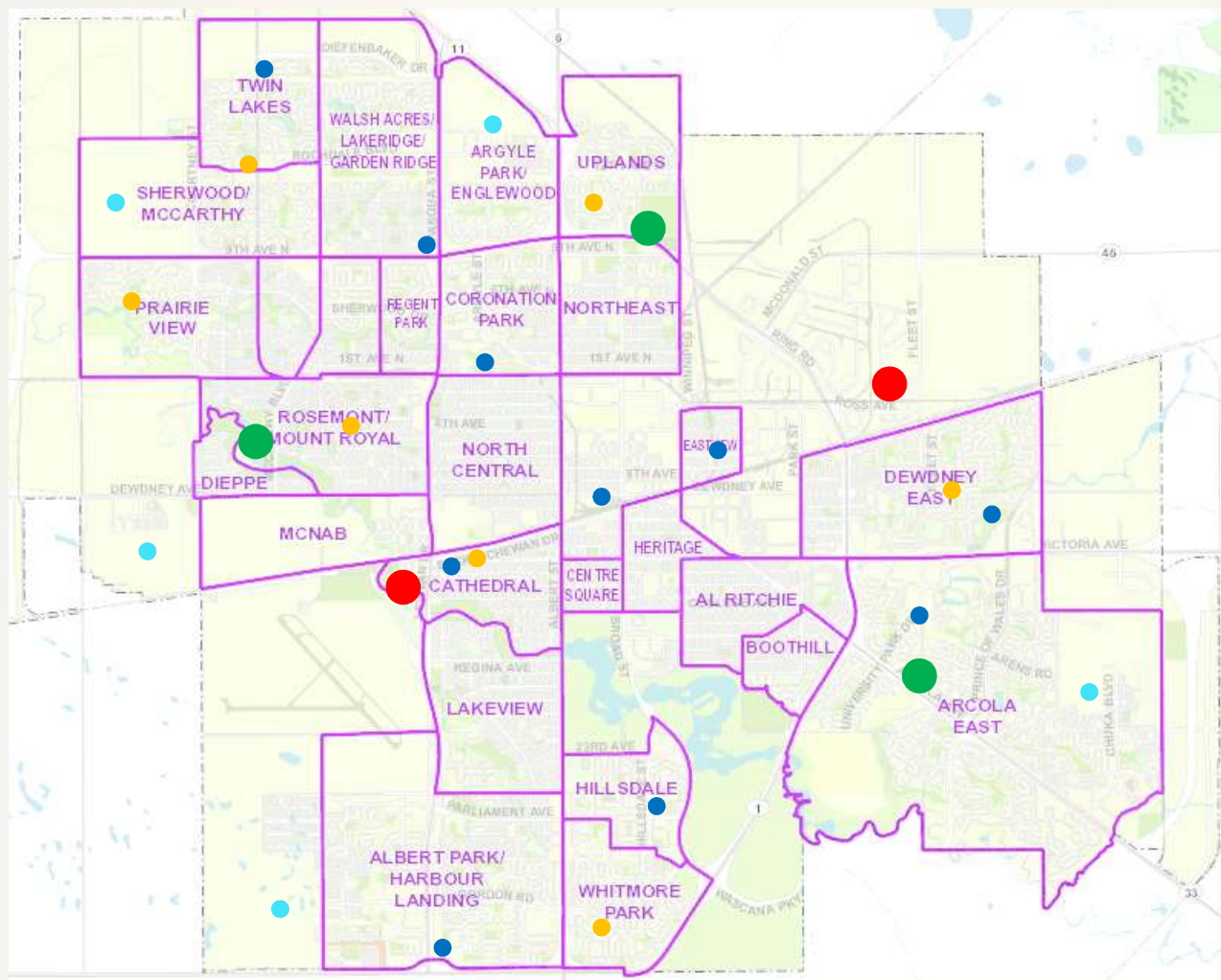
Respectfully submitted,



Diana Hawryluk, Executive Director, City Planning & Community Dev.

10/29/2019

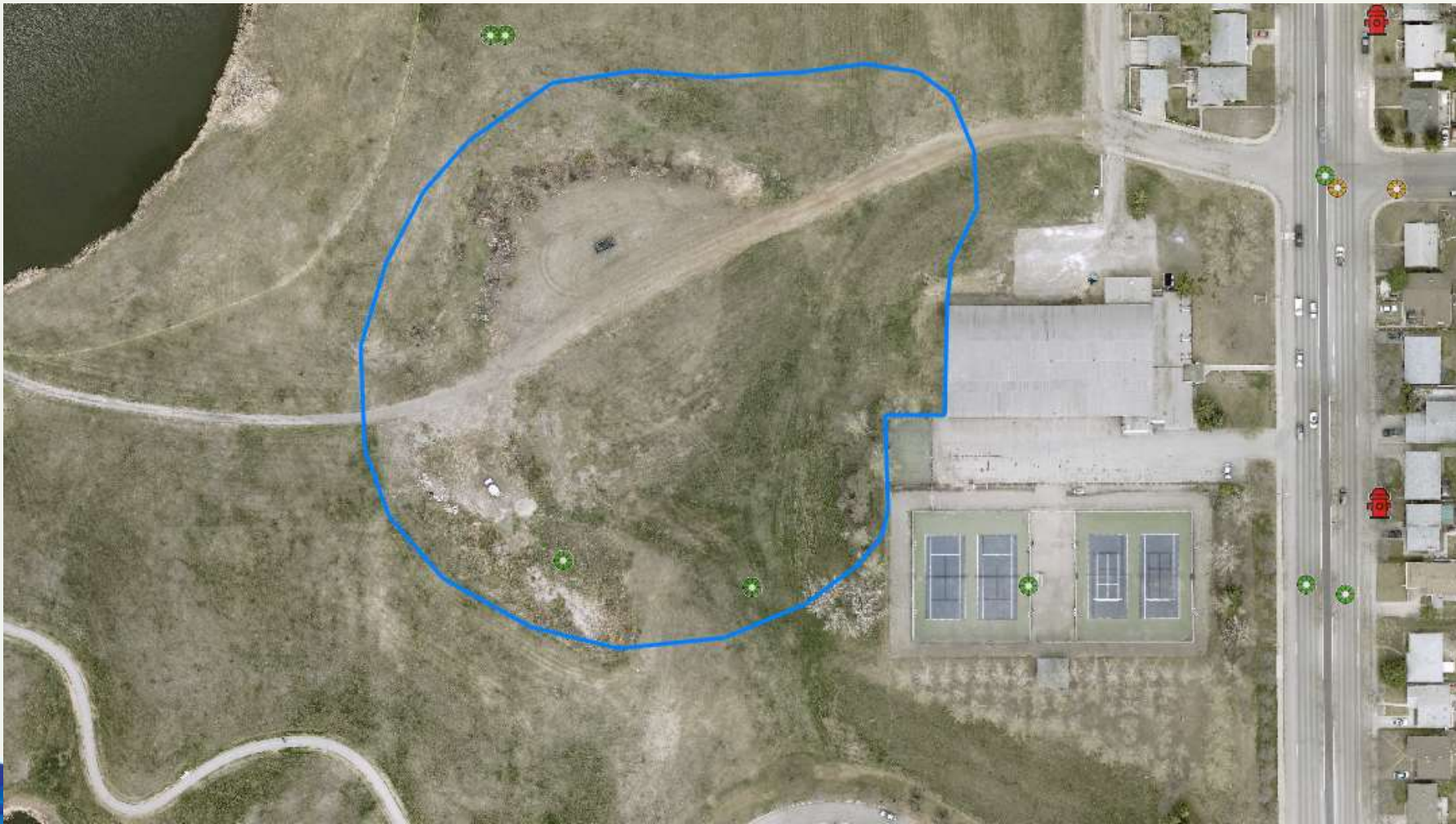
Report prepared by:
Chris Sale, Senior City Planner



- Existing Municipal Dog Parks
- Existing Seasonal Dog Parks
- Proposed Municipal Dog Parks
- Proposed Neighbourhood Dog Parks
- Future Neighbourhood Dog Parks

Municipal Sites

A.E. Wilson Park Off-Leash Area: 2.2Ha



Harding Park Municipal Off-Leash Area : 1.7Ha



Mount Pleasant Off-Leash Area : 1.6Ha



Neighbourhood Sites

City of Regina



Albert Park Off-Leash Area : .8 Ha

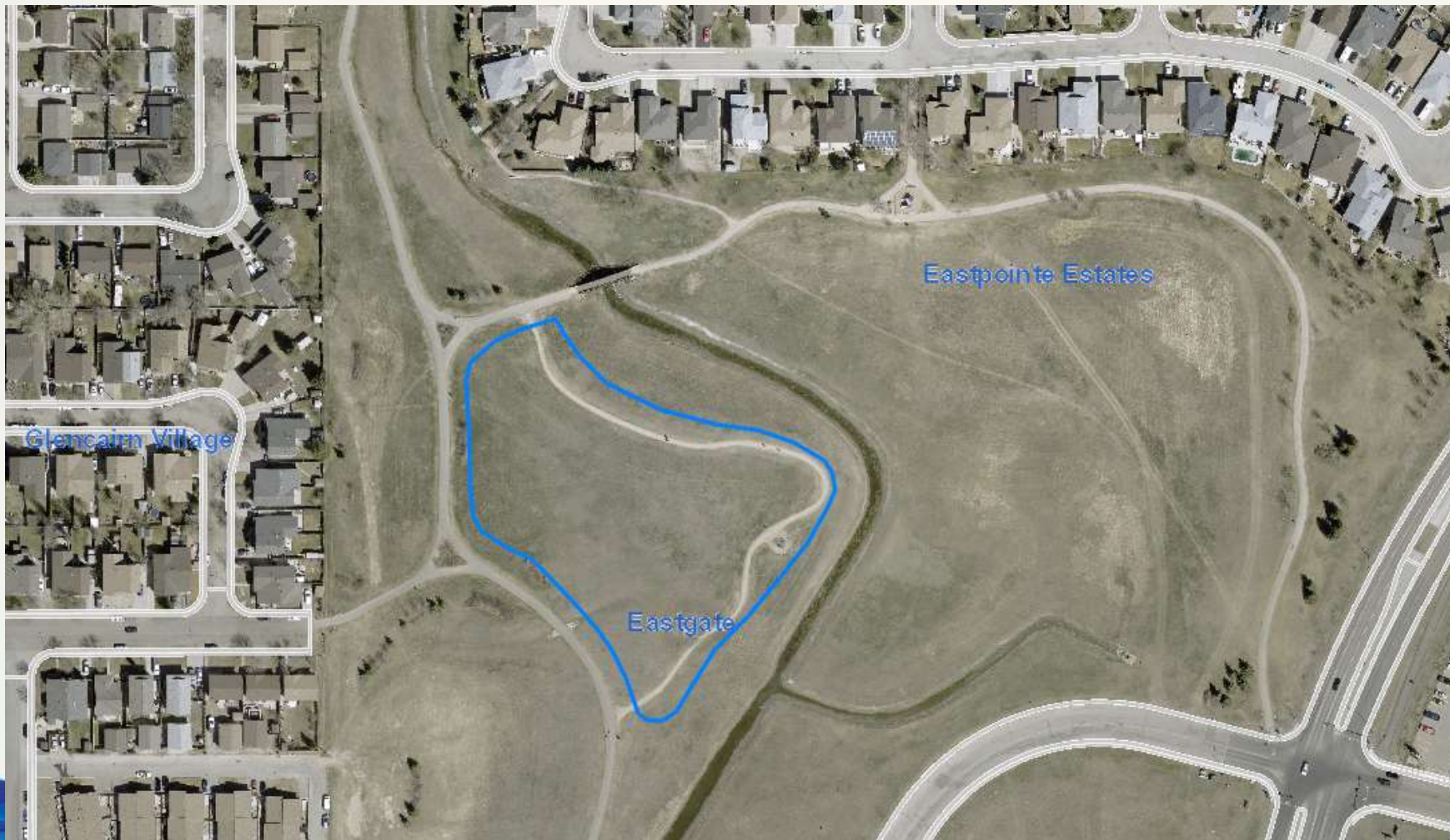
7



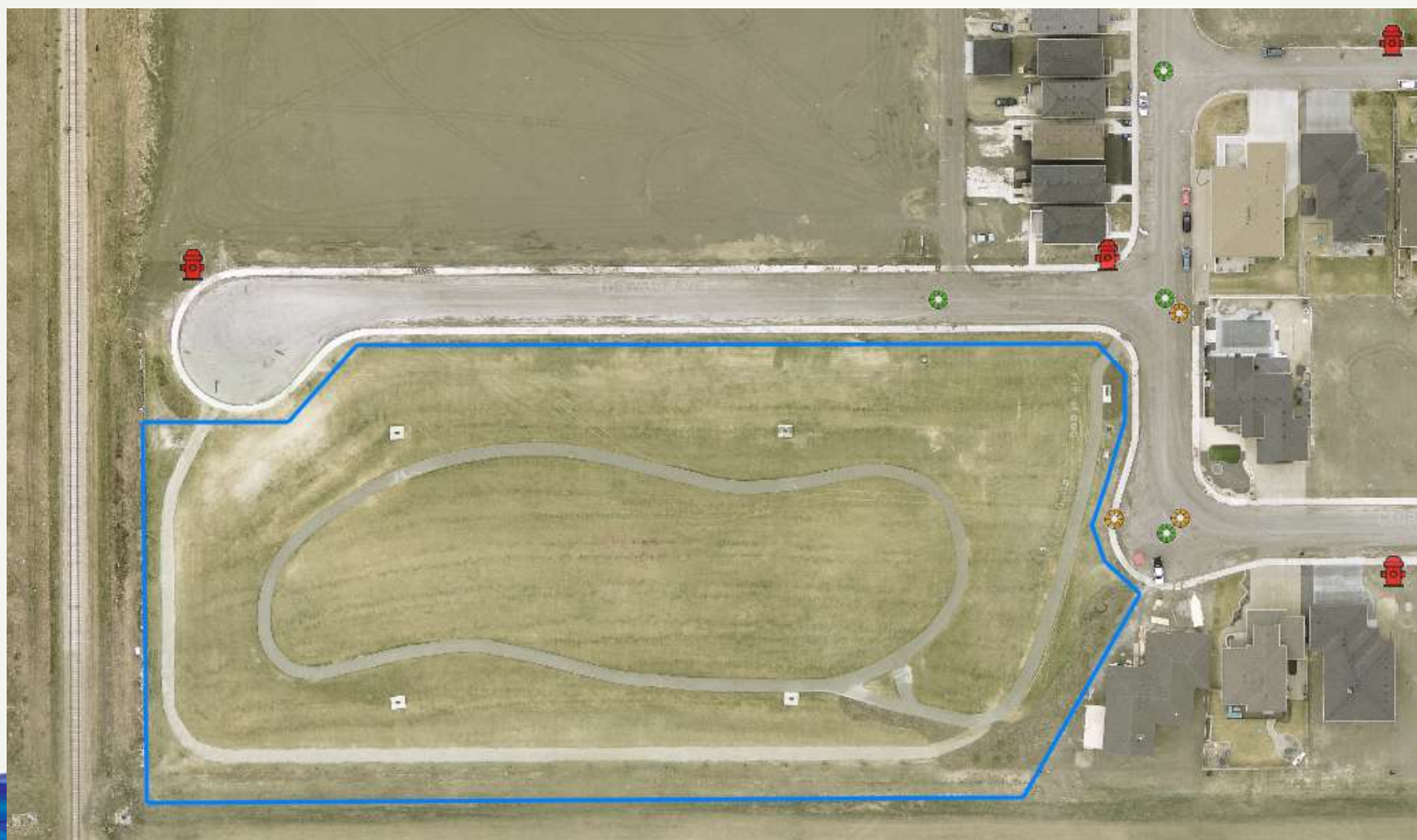
Edgar Park Off-Leash Area : .4Ha



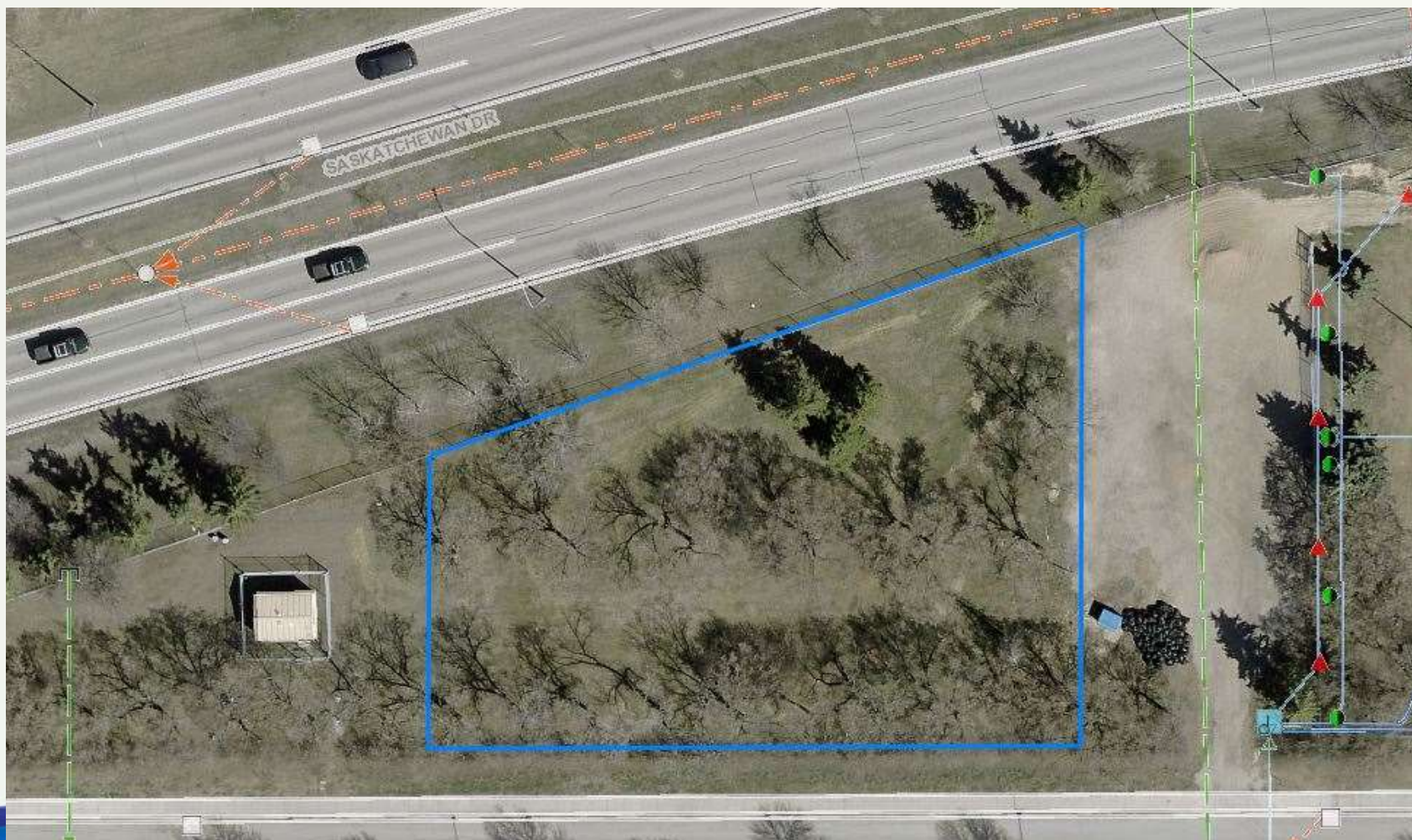
Fines Drive Park Off-Leash Area : 1.1Ha



Iannone Park Off-Leash Area : 1.7Ha



Leslie Park Small Breed Off-Leash Area : .2 Ha



NW Reservoir Park Off-Leash Area: .8Ha



Qu'Appelle Park Off-Leash Area: .5Ha



Regent Par 3 Off-Leash Area: .3 Ha



University Park Drive Off-Leash Area : 0.7Ha



Future Neighbourhood Off-Leash Sites

The Towns
Westerra
Coopertown
Hawkestone
Harbour Landing