



CITY COUNCIL

**Wednesday, August 17, 2022
1:00 PM**

Henry Baker Hall, Main Floor, City Hall



OFFICE OF THE CITY CLERK

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**Agenda
City Council
Wednesday, August 17, 2022**

Confirmation of Agenda

Adoption of Minutes

Minutes of the meeting held July 13, 2022

PUBLIC HEARING AND PUBLIC NOTICE BYLAWS

- DE22-154 Anna Norris, Regina, SK
- 2022-42 The Regina Zoning Amendment Bylaw, 2022 (No. 13)
- 2022-43 Design Regina: The Official Community Plan Amendment Bylaw, 2022 (No. 4)

DELEGATIONS AND PUBLIC NOTICE REPORTS

- DE22-155 Andrew Hnatuk, Pattison Outdoor Advertising, Regina, SK
- CR22-88 Pattison Outdoor - Billboard Leases

Recommendation

That City Council:

1. Approve the City of Regina (City) entering into an agreement for the lease of City-owned property to Pattison Outdoor Advertising LP, consistent with the terms and conditions stated in this report;
2. Delegate authority to the Executive Director, Financial Strategy & Sustainability or their designate, to negotiate any other commercially relevant terms and conditions, as well as any amendments to the agreement that do not substantially change what is described in this report and any ancillary agreements or documents required to give effect to the agreement; and



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3. Authorize the City Clerk to execute the agreement upon review and approval by the City Solicitor.

DE22-167 Tim Reid and Gerry Fischer, Regina Exhibition Association Limited (REAL), Regina, SK

CR22-89 REAL Restaurant Lease (Hardrock Properties)

Recommendation

That City Council:

1. Consent to REAL entering into a sublease to Hardrock Properties Corporation of a portion of the City-owned property located at 1700 Elphinstone Street (Campus) for a potential total term, including all possible extensions, of 90 years and otherwise in accordance with the terms and conditions as outlined under discussion section of this report, pursuant to the Campus Master Lease Agreement between the City of Regina (City) and the Regina Exhibition Association Limited (REAL);
2. Delegate authority to the City Manager, or his designate, to provide written confirmation on behalf of the City of said consent, including consent to any amendments or terms that do not substantially change what is outlined in this report; and
3. Delegate authority to the City Manager, or his designate, to sign or authorize the signing of any required planning permits on behalf of the City, as landowner, to initiate any necessary planning processes for the development contemplated by the said sublease.

CR22-90 Buffalo Pound Plant Renewal Financing

Recommendation

That City Council:

1. Authorize the Executive Director, Financial Strategy & Sustainability to negotiate, approve, and enter into all necessary agreements with Buffalo Pound Water Treatment Corporation (Buffalo Pound), the Royal Bank of Canada (RBC) and the City of Moose Jaw on behalf of the City of Regina and to undertake all actions and execute all documents, certificates and other agreements required of the City of Regina in order to facilitate Buffalo Pound's borrowing of the principal sum of \$55 million from RBC, including the City of Regina providing a guarantee of the principal sum of \$40.7 million plus any related interest or other costs of the debt resulting from this borrowing;
2. Instruct the City Solicitor to prepare a borrowing/guarantee bylaw based on



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the terms and conditions negotiated by the Executive Director, Financial Strategy & Sustainability as outlined in this report, with such bylaw coming forward on September 14, 2022;

3. Authorize the Executive Director, Financial Strategy & Sustainability, as the City of Regina's proxy, to exercise the City's voting rights in Buffalo Pound to:
 - a. Approve any organizational resolutions or documents that may be required of Buffalo Pound in relation to the proposed borrowing of the principal sum of \$55 million plus any interest or other costs of such borrowing from RBC; and
4. Approve of these recommendations on the condition that the swap interest rate plus credit spread percentage is equal to 5.8% or less on the date that BPWTC executes the swap interest rate agreement and swap confirmation. If the swap interest rate plus credit spread percentage exceeds 5.8%, then the Executive Director, Financial Strategy & Sustainability shall bring a further report to City Council to obtain additional approvals prior to completing the contemplated borrowing.

CR22-91 Official Community Plan Amendment & Zoning Bylaw Amendment - 1555 14th Avenue - PL202200037

Recommendation

That City Council:

1. Approve amendments to *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) to provide an exemption to Policy 9 in the OCP Part B.8 Core Area Neighbourhood Plan to allow for mixed-use development at 1555 14th Avenue.
2. Approve the application to rezone 1555 14th Avenue, being Lots 1 & 2, Parcel 423, Plan No. OLD33, and Lot 21, Parcel 423, Plan No. 101193410 Ext 21 in the Old33 Subdivision, from RL – Residential Low-Rise Zone to ML – Mixed Low-Rise Zone.
3. Instruct the City Solicitor to prepare the necessary bylaw(s) to give effect to the recommendations, to be brought forward to the meeting of City Council following approval of these recommendations and the required public notice.



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CR22-92 Zoning Bylaw Amendments - Al Ritchie Neighbourhood

Recommendation

That City Council:

1. Approve amendments to *The Regina Zoning Bylaw, 2019* by:
 - a. Adding a new subsection (3) to section 1F.1.2 of Chapter 1 – Part 1F as follows:

Notwithstanding subsection (1), authority to vary regulations, requirements and standards pursuant to this section shall not apply to any proposed development located in the Assiniboia Place and Arnhem Place Sub-Area, as identified in the Al Ritchie Neighbourhood Land-Use Plan (Part B.19 of the Design Regina: The Official Community Plan Bylaw No. 2013-48).
 - b. Adding a new Part 8O, as attached to this report as Appendix A, to Chapter 8.
 - c. Rezoning the properties legally described as Lot 8-Blk/Par 33A-Plan 102280700 Ext 0 and Lot 9-Blk/Par 33A-Plan 102280700 Ext 0, from RN – Residential Neighbourhood Zone to ML – Mixed Low-Rise Zone.
2. Instruct the City Solicitor to prepare the necessary bylaw(s) to give effect to the recommendations, to be brought forward to a meeting of City Council following approval of these recommendations and the required public notice.

DELEGATIONS, TABLED AND RELATED REPORTS

- DE22-148 Jack Huntington, Wascana View Action Group, Regina, SK
- DE22-149 Marg Friesen, Winnipeg, MB
- DE22-150 Julian Branch, Regina, SK
- DE22-151 Brendan Hanson and Daryl Godfrey, SaskTel, Regina, SK
- DE22-152 Kenneth Mack, Langenburg, SK - Antenna Protocols
- DE22-156 Jillian MacPherson, Regina, SK



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- DE22-157 Clint Kimery, Regina, SK
- DE22-158 Marlene MacFarlane, Regina, SK
- DE22-153 April O'Donoughue, Mansonville, QC
- CR22-86 Antenna Systems Protocol

Recommendation

That City Council:

1. Remove items RPC10-5 Cell Phone Towers and RPC15-3 Application for Sale of Dedicated Lands (15-SD-01) Portion of Qu'Appelle Park - 1301 Parker Avenue from the List of Outstanding Items.
2. Amend the proposed Antenna Protocol to include Regina Airport Authority in the consultation process.
3. Approve the Antenna System Protocol, with amendment, attached as Appendix A.

- CP22-54 Florence Stratton, Regina, SK
- CP22-55 Susana Deranger, Regina, SK
- CP22-56 Terri Sleevea, Regina, SK
- CP22-57 Mona Hill, Regina, SK
- CR22-87 Community Safety & Well-Being Governance

Recommendation

That City Council:

1. Approve the City of Regina to cause to be incorporated as a non-profit corporation under *The Non-Profit Corporations Act, 1995* (Saskatchewan) a controlled corporation as defined in *The Cities Act*, with the following attributes:
 - (i) 1 class of memberships (Class A-voting); and
 - (ii) the City of Regina be issued all Class A voting memberships in the corporation;
2. Authorize the City Manager to finalize and approve the unanimous



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membership agreement setting forth the governance principles for the Community Safety and Well-being Organization ("CSWB Organization") to be named at a later date, (the "Unanimous Member's Agreement") pending the issuance of the Articles of Incorporation creating the CSWB Organization containing the key terms as set out in Appendix C attached to this report;

3. Appoint the following persons as the inaugural Board of Directors for the term of office as noted below or until their successor is appointed:
 - (i) Jada Yee – July 13, 2022 - December 31, 2023
 - (ii) Kim McKay-McNabb– July 13, 2022 – December 31, 2023
 - (iii) Milad Alishahi– July 13, 2022 – December 31, 2023
 - (iv) Nathalie Reid– July 13, 2022 – December 31, 2023
 - (v) Yaya Wang– July 13, 2022 – December 31, 2023
 - (vi) Scott Wells– July 13, 2022 – December 31, 2023
 - (vii) Mike O'Donnell– July 13, 2022 – December 31, 2023
 - (viii) Scott Law– July 13, 2022 – December 31, 2023
 - (ix) Donna Zeigler– July 13, 2022 – December 31, 2023
 - (x) Councillor Terina Shaw– July 13, 2022 – December 31, 2023;
4. Appoint the City Manager and/or their designate as the non-voting director appointment;
5. Appoint the Executive Director, City Planning & Community Development as the City's proxy for the purposes of exercising the City's voting rights in CSWB Organization in accordance with such direction as may be provided by City Council from time to time;
6. Delegate authority to the Executive Director, City Planning & Community Development to negotiate and approve a service agreement with CSWB Organization to provide Human Resources, Financial Services, Information Technology, and Communications support for a period of up to 2 years as further described in this report;
7. Delegate authority to the Executive Director, City Planning & Community Development to negotiate and approve a funding agreement with CSWB Organization to provide up to \$300,000 to support operational costs of the CSWB Organization for the remainder of the 2022 budget year and in each year thereafter in the amount approved by City Council in its annual operating budget;
8. Delegate authority to the Executive Director, City Planning &



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Community Development to approve any additional grants to be allocated to the CSWB Organization provided such grant can be funded within a budget approved by Council;

9. Direct the City Solicitor to finalize and file the Articles of Incorporation at the Saskatchewan Corporate Registry and to take any other steps necessary to bring effect to the incorporation as outlined in this report;
10. Authorize the City Clerk to execute the Unanimous Member's Agreement, Service Agreement, Funding Agreement and any ancillary agreements or other documents required to give effect to the recommendations in this report upon review and approval by the City Solicitor;
11. Approve the revised appendix C as outlined in Appendix E that reflects the following amended key terms:
 - a) updated to reflect the Corporation name and Organizational mandate as set out in item E22-26 Supplemental Report - Community Safety & Well-Being Governance;
 - b) remove reporting requirements to Executive Committee and City Council and replaced with reporting requirements only to City Council;
 - c) add an additional Council Designate for a total of two (2) Council Designates;
 - d) remove the non-voting director appointed by the Ministry of Justice and replace this with a non-voting director appointed by the Province of Saskatchewan; and
 - e) add a non-voting director appointed by the Government of Canada

CR22-93 Community Well-being Policy

Recommendation

That City Council:

1. Approve the Community Well-being Policy (Appendix A), with the following amendment:
 - That an additional statement in Appendix A, under section 4.1, preceding the already included policy statements be included to read:

“4.1.1 The City recognizes and honours the histories of the land upon which Regina is located and seeks to strengthen



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understandings of Indigenous history, identity, ways of knowing and being, and the diversity of cultural perspectives. The City commits to active, respectful, and ongoing participation in shared processes with Indigenous peoples and communities. It will prioritize mutually beneficial relationship building through ongoing dialogue, collaboration, communication, and engagement, and it further recognizes that there is an ongoing need for reflection and embedment of Indigenous worldview in City policy and planning.; and

2. Remove #4 of item CR21-169 from the list of outstanding items for City Council.

DELEGATIONS AND RELATED REPORTS

DE22-162 Jim Elliott, Regina, SK

CR22-94 Catalyst Committee - Terms of Reference

Recommendation

That City Council approve the Catalyst Committee Terms of Reference outlined in Appendix A.

CR22-95 Catalyst Committee Nominees

Recommendation

1. That City Council approve the following individuals to the Catalyst Committee for a term ending March 31, 2023:

- a. Councillor Bob Hawkins, Co-Chair
- b. Tim Reid, Co-Chair
- c. Councillor Lori Bresciani
- d. Councillor Andrew Stevens
- e. Lisa McIntyre
- f. Jeff Boutilier
- g. Dr. Jeff Keshen
- h. Tiffany Stephenson
- i. Melissa Coomber-Bendtsen
- j. Edmund Bellegarde
- k. Cindy Kobayashi
- l. Development Community – vacant
- m. Kyle Jeworski
- n. Ruth Smillie
- o. Next Generation Leadership – vacant



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p. Chris Lane; and

2. That the following two vacant positions be nominated and appointed by the Catalyst Committee:
 - a. Development Community
 - b. Next Generation Leadership

DE22-163 Dr. Patricia Elliott, Cathedral Area Community Association Planning Committee, Regina, SK

DE22-164 Jackie Schmidt and Susan Hollinger, Heritage Regina, Regina, SK

CR22-96 Neighbourhood Character - Lakeview and Cathedral

Recommendation

That City Council:

Direct Administration to return with a report before the end of 2022 recommending a bylaw with procedures to implement a nomination-based heritage conservation district application process.

DE22-159 Chad Fenrick, Ardel Steel, Regina, SK

DE22-160 Dion Malakoff, Saskatchewan Building Trades, Regina, SK

DE22-161 Kyle Kendel, Inland Aggregates, Regina, SK

DE22-165 Deanna Ogle, Canadian Labour Congress, Prairie Region, Regina, SK

DE22-166 Lori Johb, Saskatchewan Federation of Labour, Regina, SK

DE22-168 Mark Cooper, Saskatchewan Construction Association, Regina, SK

DE22-169 Tony Playter, Regina & District Chamber of Commerce, Regina, SK

DE22-173 Thomas Benjoe, FHQ Developments, Nekaneet Urban Reserve, SK

DE22-170 Kevin Dureau, Regina Construction Association, Regina, SK

DE22-171 Shantel Lipp, Saskatchewan Heavy Construction Association, Regina, SK

DE22-172 Brianna Solberg, Canadian Federation of Independent Business (CFIB), Regina, SK



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CR22-97 Response to Procurement

Recommendation

That City Council:

1. Direct Administration to investigate, design and draft an Indigenous Procurement Policy, as outlined in Appendix D, for City Council's approval by the end of 2022;
2. Approve the key provisions of a Sustainable Procurement Protocol, as outlined in Appendix C, to guide City staff in future procurements, with the inclusion of the following additional information after the last paragraph on page 6:

"In addition to tracking, Administration also recommends staging a mandatory requirement of COR certification and a Small Employer Certificate of Recognition (SECOR) in Q1 of 2025. Administration will continue to seek COR or SECOR through the sustainability evaluation criteria, to encourage the vendor community to seek this requirement prior to it becoming mandatory in 2025.";
3. Approve Administration's plan to provide external cross-sector supplier coaching and training opportunities to increase awareness and participation by local businesses and social enterprises (recorded videos on Regina.ca, workshops, etc.), as outlined in Appendix C;
4. Affirm that the Executive Director of Financial Strategy and Sustainability or delegate will:
 - (a) update the Procurement Manual with a Sustainability Procurement Protocol based on the above recommendations; and
 - (b) approve the development of related policies and procedures that align and support the Sustainable Procurement Protocol based on the above recommendations;
5. Endorse the Executive Director of Financial Strategy and Sustainability's plan to develop and implement procurement data management planning and tracking tools, as outlined in Appendix F, with the addition of the following to Item 3.(b) of the Summary of Recommendations and Implementation Timeline:

"(xvi) engagement in apprenticeship/journeyperson certificate program, if applicable";



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6. Direct Administration to develop a Fair Wage Policy that references supplier wages in procurement documents and applications; and
7. Remove MN21-06 and MN21-10 from the list of outstanding items for City Council.

COMMITTEE REPORTS**EXECUTIVE COMMITTEE**

CR22-98 2024 Brier

Recommendation

That City Council:

1. Support the community bid to host the 2024 Brier with a total contribution of up to \$200,000 consisting of a cash grant of \$125,000 and the provision of Regina Transit services valued up to \$75,000;
2. Provide the above support subject to the following conditions:
 - a) Curl Regina demonstrates the ability to plan and host the event through a comprehensive budget and event plan;
 - b) Completion of a Contribution Agreement with Curl Regina;
 - c) Recognition by Curl Regina that the City of Regina accepts no obligations for deficits, loans, or guarantees as a result of hosting the 2024 Brier;
 - d) A commitment by Curl Regina to provide a follow up report that identifies how the City of Regina's funding was utilized in the hosting of the event;
3. Delegate the authority to the Executive Director, City Planning & Community Development to negotiate and approve the terms of the Contribution Agreement between the City of Regina and Curl Regina;
4. Authorize the City Clerk to execute the Contribution Agreement on behalf of the City of Regina after review by the City Solicitor; and
5. Approve funding up to \$200,000 in support through the 2024 annual Events, Conventions and Tradeshows attraction budget.



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CR22-99 Whistleblower Policy

Recommendation

That City Council:

1. Approve changes to the Whistleblower Policy to establish and use a Triage Team consisting of the Internal Auditor, Director of People & Organizational Culture (or designate) and the City Solicitor (or designate) to conduct initial reviews of complaints and to manage the process for investigating complaints received under the policy as outlined in this report; and
2. Direct Administration to update the Whistleblower Policy in line with the proposed approach for processing complaints received under the Whistleblower policy and direct the Internal Auditor to report outcomes annually to the Executive Committee.

INFORMATIONAL REPORTS

CM22-21 2021 Annual Debt Report

Recommendation

That City Council receive and file this report.

CR22-100 Semi-Annual Review of Closed Executive Committee Items

Recommendation

That City Council receive and file this report.

BYLAWS AND RELATED REPORTS

2022-44 The Regina Transit Fare Amendment Bylaw, 2022

2022-45 The Taxi Amendment Bylaw, 2022

Adjournment

AT REGINA, SASKATCHEWAN, WEDNESDAY, JULY 13, 2022

AT A MEETING OF CITY COUNCIL

AT 1:00 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 Landon Mohl, in the Chair
Councillor Lori Bresciani
Councillor John Findura
Councillor Dan LeBlanc
Councillor Bob Hawkins
Councillor Jason Mancinelli
Councillor Terina Shaw (Videoconference)
Councillor Cheryl Stadnichuk
Councillor Shanon Zachidniak

Regrets: Mayor Sandra Masters
Councillor Andrew Stevens

Also in Attendance: Interim City Clerk, Amber Ackerman
Council Officer, Martha Neovard
Interim City Manager, Jim Nicol
City Solicitor, Byron Werry
Executive Director, Citizen Services, Kim Onrait
A/ Chief Transformation Officer, Transformation Office, Louise Usick
A/ Executive Director, Deborah Bryden
A/ Executive Director, Financial Strategy & Sustainability, Tanya Mills
Director, Communications & Engagement, Jill Sveinson (Videoconference)
Director, Parks, Recreation & Cultural Services, Laurie Shalley
Director, Planning & Development Services, Autumn Dawson
Manager, Licensing & Parking Services, Dawn Schikowski
Manager, Paratransit & Accessibility, Lynette Griffin
Senior City Planner, Michael Cotcher (Videoconference)

CONFIRMATION OF AGENDA

Councillor Shanon Zachidniak moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that the agenda be approved at the call of the Chair with the tabling of item *CR22-87 Community Safety & Well-Being Governance*, and the addition of delegation DE22-154 Mike Hogan, Cushman & Wakefield, and Gord Hipperson, Regina, SK to item *CR22-81*.

ADOPTION OF MINUTES

Councillor Bob Hawkins moved, seconded by Councillor Cheryl Stadnichuk, AND IT WAS RESOLVED, that the minutes of the meeting held June 29, 2022 be approved, as

submitted.

DELEGATIONS AND RELATED REPORTS

CR22-82 Baseball Needs Assessment

Recommendation

That City Council:

1. Request that the Multi-Purpose Outdoor Stadium Committee (MPOSC), under the leadership of Regina Exhibition Association Limited (REAL), conduct a feasibility study on a new multi-purpose, mixed use, synthetic turf outdoor facility that could meet the primary needs of recreational user groups and compliment the needs of high-performance baseball;
2. Approve funding of up to \$15,000, payable to REAL, for the City's share of the feasibility study;
3. Delegate authority to Executive Director City Planning & Community Development or designate to negotiate and approve a contribution agreement between the City and REAL regarding the funding for the feasibility study, any amendments to the agreement that do not substantially change what is described in this report and any ancillary agreements or documents required to give effect to the agreement;
4. Authorize the City Clerk to execute the necessary agreements after review and approval by the City Solicitor; and
5. Authorize Councillor Bob Hawkins and REAL President & CEO Tim Reid to assemble and co-chair a committee to be known as the Catalyst Committee with responsibility to:
 - Prepare a report and recommendations respecting the findings of the Arena Planning Study Committee, the Aquatics Facility Feasibility Study and the Baseball Needs Assessment, including the siting, staging and financing of these potential civic infrastructure projects, along with any other related civic infrastructure projects which, when considered together, create an economic, recreational, cultural, placemaking and activation opportunity for Regina and its citizens in the decades ahead;
 - Pay close attention to how these identified opportunities, when considered collectively, could interact and reenforce each other to create a transformative moment in the growth of Regina;
 - Engage and consult with the community, City administration and with city planners and other experts, locally and externally, on leading practices for advancing and realizing these opportunities; and
 - Report back to City Council with recommendations by Q4 2022.

DE22-140 Jim Elliott, Regina, SK addressed City Council.

Councillor Lori Bresciani moved, seconded by Councillor Jason Mancinelli that the recommendations contained in the report be concurred in.

The motion was put and declared CARRIED.

RESULT:	CARRIED [Unanimous]
MOVER:	Councillor Bresciani
SECONDER:	Councillor Mancinelli
IN FAVOUR:	Councillors: Bresciani, Findura, Hawkins, LeBlanc, Mancinelli, Mohl, Shaw, Stadnichuk, Zachidniak
ABSENT:	Councillor Stevens and Mayor Masters

CR22-83 Taxi Fare Increase

Recommendation

That City Council:

1. Approve the taximeter rates as follows:
 - a. That the initial meter drop rate for the first 120 metres be increased from \$4.00 to \$4.25.
 - b. That the distance rate be changed from \$0.25 for each additional 138 metres to \$0.25 for each additional 127 metres.
 - c. That the rate for taxicabs hired by the hour be increased from \$36.00 per hour to \$39.00 per hour; and
2. Instruct the City Solicitor to prepare the necessary bylaw amendment to give effect to the recommendations, to be brought forward to a subsequent meeting of City Council following approval of these recommendations by City Council.

DE22-141 Glen Sali, representing Capital Cabs, Regina, SK addressed City Council.

Councillor Lori Bresciani moved, seconded by Councillor Bob Hawkins that the recommendations contained in the report be concurred in.

Councillor Jason Mancinelli moved, in amendment, seconded by Councillor Cheryl Stadnichuk, that City Council approve the fare rates outlined in Table 2: TCFM Option 3:

Table 2: TCFM Option 3

Fee Type	Measure	Option 3	Factor 3
Drop Rate	Meters	120	4.50
Additional Rate	Meters	123	0.25
Wait Time	Seconds	25	0.25
Hourly Rate	Hour	1	39.00
5 kilometre trip	total cost		\$ 14.50
10 kilometre trip	total cost		\$ 24.50

The amending motion was put and declared CARRIED.

RESULT: CARRIED [7 to 2]
MOVER: Councillor Mancinelli
SECONDER: Councillor Stadnichuk
IN FAVOUR: Councillors: Bresciani, Findura, Hawkins, Mancinelli, Mohl, Shaw, Stadnichuk
AGAINST: Councillors: LeBlanc, Zachidniak
ABSENT: Councillor Stevens and Mayor Masters

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

RESULT: CARRIED [8 to 1]
MOVER: Councillor Bresciani
SECONDER: Councillor Hawkins
IN FAVOUR: Councillors: Bresciani, Findura, Hawkins, LeBlanc, Mancinelli, Mohl, Shaw, Stadnichuk
AGAINST: Councillor Zachidniak
ABSENT: Councillor Stevens and Mayor Masters

BYLAWS AND RELATED REPORTS

CM22-20 The Regina Community Standards Bylaw No. 2016-2 - Additional Amendments

Recommendation

That City Council:

1. Instruct the City Solicitor to include the necessary amendments to *The Regina Community Standards Bylaw, No. 2016-2* as follows:
 - a. Allow unsecured buildings to be secured using temporary fences where structural issues prevent the use of boards, and;
 - b. Waive the height restrictions for fences in the front yards of properties where a temporary fence is ordered to be erected for security measure

Councillor Cheryl Stadnichuk moved, seconded by Councillor John Findura that the recommendations contained in the report be concurred in.

The motion was put and declared CARRIED.

RESULT:	CARRIED [Unanimous]
MOVER:	Councillor Stadnichuk
SECONDER:	Councillor Findura
IN FAVOUR:	Councillors: Bresciani, Findura, Hawkins, LeBlanc, Mancinelli, Mohl, Shaw, Stadnichuk, Zachidniak
ABSENT:	Councillor Stevens and Mayor Masters

2022-35 The Regina Community Standards Amendment Bylaw, 2022
First Reading

Councillor Lori Bresciani moved, seconded by Councillor John Findura that Bylaw 2022-35 be introduced and read a first time.

The motion was put and declared CARRIED.

RESULT:	CARRIED [Unanimous]
MOVER:	Councillor Bresciani
SECONDER:	Councillor Findura
IN FAVOUR:	Councillors: Bresciani, Findura, Hawkins, Mancinelli, Mohl, Shaw, Stadnichuk, Zachidniak
ABSENT:	Councillor Stevens and Mayor Masters

The bylaw was read a first time.

Second Reading

Councillor Lori Bresciani moved, seconded by Councillor Dan LeBlanc that Bylaw 2022-35 be introduced and read a second time.

The motion was put and declared CARRIED.

RESULT:	CARRIED [Unanimous]
MOVER:	Councillor Bresciani
SECONDER:	Councillor LeBlanc
IN FAVOUR:	Councillors: Bresciani, Findura, Hawkins, LeBlanc, Mancinelli, Mohl, Shaw, Stadnichuk, Zachidniak
ABSENT:	Councillor Stevens and Mayor Masters

The Bylaw was read a second time.

Consent for Third Reading

Councillor Lori Bresciani moved, seconded by Councillor Terina Shaw that City Council hereby consent to Bylaw No. 2022-35 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY as required by law.

RESULT:	CARRIED [Unanimous]
MOVER:	Councillor Bresciani
SECONDER:	Councillor Shaw
IN FAVOUR:	Hawkins, Findura, Mancinelli, Bresciani, LeBlanc, Mohl, Shaw, Stadnichuk, Zachidniak
ABSENT:	Stevens, Masters

Third Reading

Councillor Lori Bresciani moved, seconded by Councillor Shanon Zachidniak that Bylaw No. 2022-35 be read a third time.

The motion was put and declared CARRIED.

RESULT:	CARRIED [Unanimous]
MOVER:	Councillor Bresciani
SECONDER:	Councillor Zachidniak
IN FAVOUR:	Councillors: Bresciani, Findura, Hawkins, Mancinelli, Bresciani, LeBlanc, Mohl, Shaw, Stadnichuk, Zachidniak
ABSENT:	Stevens, Masters

The Bylaw was read a third and final time.

DELEGATIONS AND PUBLIC NOTICE REPORTS

CR22-80 Discretionary Use Application - 2104 Grant Road - PL202200098

Recommendation

That City Council:

1. Approve the Discretionary Use application for the proposed development of "Retail Trade, Cannabis" land use located at 2401 Grant Road, being Lot 50, Parcel 10, Plan 101186322 Ext 11 in the Whitmore Park Subdivision, subject to compliance with the following development standards and conditions:
 - a) The development shall be generally consistent with the plans attached to this report as Appendix A-3.1, prepared by Gilchuk Design and

Drafting, dated January, 2022.

- b) Except as otherwise specified in this approval, the development shall comply with all applicable standards and regulations in *The Regina Zoning Bylaw, 2019*.
2. Authorize the Development Officer to issue a notice of approval with respect to the application, upon the applicant making payment of any applicable fees or charges and entering into a development agreement if one is required.

The following addressed City Council:

- DE22-138 Catherine Gibson, Regina, SK
- DE22-139 Bartosz Stras, The Joint Head Shop, Winnipeg, MB

Councillor John Findura moved, seconded by Councillor Lori Bresciani that the recommendations contained in the report be concurred in.

The motion was put and declared CARRIED.

RESULT:	CARRIED [6 to 3]
MOVER:	Councillor Findura
SECONDER:	Councillor Bresciani
IN FAVOUR:	Councillors: Bresciani, Hawkins, LeBlanc, Mancinelli, Shaw, Zachidniak
AGAINST:	Councillors: Findura, Mohl, Stadnichuk
ABSENT:	Councillor Stevens and Mayor Masters

RECESS

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

City Council recessed at 2:28 p.m.

City Council reconvened at 2:43 p.m.

CR22-81 Contract Zone- 2158-2160 Scarth Street - PL202200054

Recommendation

That City Council:

1. Approve the application to rezone the properties located at 2158 and 2160 Scarth Street, legally described as Plan: 101187648 - Ext 36 Block: 408 Lot: 22 and Plan: OLD33 - Ext 35 Block: 408 Lot: 13, from DCD-CS – Centre Square Direct Control District Zone to C – Contract Zone.
2. Approve execution of a contract zone agreement between the City of

Regina and the Applicant and the owner of the subject properties, which shall include the following terms:

- (i) The Agreement shall allow for the carrying out a specific proposal described as: "Transportation, Parking Lot" consisting of 13 paved stalls with vehicular access provided from the rear alley and for the exclusive use of occupants of the office building located at 2161 Scarth Street.
 - (ii) The proposed development shall generally conform to the attached plan labelled " Appendix A-2" of this report, prepared by the Applicant and dated April 20, 2022.
 - (iii) The proposed development must meet the requirements of the City of Regina Transportation and Open Space Design Standards to obtain a Development permit.
 - (iv) Signage on the subject property shall comply with the development standards for the DCD-CS – Centre Square Direct Control District Zone.
 - (v) Any zoning-related detail not explicitly addressed in the Contract Zone agreement shall be subject to the applicable provisions of *The Regina Zoning Bylaw, 2019*.
 - (vi) The approval to initiate the proposed development shall be valid for two years from the date of passage of the bylaw authorizing the Contract Zone agreement.
 - (vii) If this Agreement is declared void or otherwise terminated or expires, the zoning of the subject properties shall revert to the DCD-CS – Centre Square Direct Control District Zone.
 - (viii) An interest based on the Agreement shall be registered in the land registry against the title to the subject lands at the Applicant's cost pursuant to Section 69 of *The Planning and Development Act, 2007*.
3. Instruct the City Solicitor to prepare the necessary bylaw to give effect to the recommendations, to be brought forward to a meeting of City Council following approval of the recommendations and the required public notice.

DE22-154 Mike Hogan, representing Cushman & Wakefield, and Gord Hipperson, property owner, addressed City Council.

Councillor John Findura moved, seconded by Councillor Lori Bresciani, that the recommendations contained in the report be concurred in.

The motion was put and declared CARRIED.

RESULT:	CARRIED [6 to 3]
MOVER:	Councillor Findura
SECONDER:	Councillor Bresciani
IN FAVOUR:	Councillors: Bresciani, Findura, Hawkins, Mancinelli, Mohl, Shaw
AGAINST:	Councillors: LeBlanc, Stadnichuk, Zachidniak
ABSENT:	Councillor Stevens and Mayor Masters

DELEGATIONS, COMMUNICATIONS AND RELATED REPORTS

CR22-84 Density Target for New Neighbourhoods

Recommendation

That City Council:

1. Remove MN21-8 from the List of Outstanding Items for City Council.
2. Amend *Design Regina: The Official Community Plan Bylaw No. 2013-48* as outlined in Appendix A.
3. Ensure the OCP 10-Year Review project considers policy improvements regarding the design and location of density within neighbourhoods.
4. Instruct the City Solicitor to prepare the necessary bylaws to give effect to the recommendations, to be brought forward to the meeting of City Council following approval of these recommendations and the required public notice.

Administration made a Power Point presentation to City Council, a copy of which is on file in the Office of the City Clerk.

The following addressed City Council:

- DE22-143 Stu Niebergall, Regina & Area Homebuilders' Association, Regina, SK

RECESS

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

City Council recessed at 4:20 p.m.

City Council reconvened at 4:35 p.m.

- DE22-144 Dr. Vanessa Mathews, Regina, SK

Councillor Bob Hawkins moved, seconded by Councillor Dan LeBlanc, AND IT WAS RESOLVED, that communication CP22-53 Christopher Strain, Regina, SK be received

and filed.

Councillor John Findura moved, seconded by Councillor Jason Mancinelli that the recommendations contained in the report be concurred in.

Tabling Motion

Councillor Cheryl Stadnichuk moved, seconded by Councillor Dan LeBlanc that this item be tabled until such a time that it can be brought together with report *EX22-88 - Intensification Annual Report & Initiatives Update* to a meeting of City Council.

The tabling motion was put and declared LOST.

RESULT:	LOST [4 to 5]
MOVER:	Councillor Stadnichuk
SECONDER:	Councillor LeBlanc
IN FAVOUR:	Councillors: LeBlanc, Mancinelli, Stadnichuk, Zachidniak
AGAINST:	Councillors: Bresciani, Findura, Hawkins, Mohl, Shaw
ABSENT:	Councillor Stevens and Mayor Masters

The main motion was put and declared CARRIED.

RESULT:	CARRIED [6 to 3]
MOVER:	Councillor Findura
SECONDER:	Councillor Mancinelli
IN FAVOUR:	Councillors: Bresciani, Findura, Hawkins, Mancinelli, Mohl, Shaw
AGAINST:	Councillors: LeBlanc, Stadnichuk, Zachidniak
ABSENT:	Councillor Stevens and Mayor Masters

CR22-85 Transit Fare Adjustments

Recommendation

That City Council:

1. Approve the removal of Regina Transit bus fares for children 13 years of age and under (or grade eight and under), when accompanied by a fare paying adult, effective August 28, 2022;
2. Approve the revised Paratransit Charter Rates in Appendix A;
3. Approve the housekeeping amendments to *The Regina Transit Fare Bylaw, 2009*, as described in this report; and
4. Instruct the City Solicitor to prepare an amendment to *The Regina Transit Fare Bylaw, 2009* to give effect the recommendations in this report, to be brought forward to a meeting of City Council following approval of these recommendations by City Council; and

5. Refer Option 1a) Free Transit for High School Students, as outlined in the report, to the 2023 budget process for consideration.

The following addressed City Council:

- DE22-145 Florence Stratton, Regina, SK
- DE22-146 Carla Harris, Regina, SK
- DE22-147 Anna Norris, Regina, SK

RECESS

Councillor Bob Hawkins moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that City Council take a 20 minute recess in lieu of the mandatory 45 minute dinner break in accordance to section 33(2.3) of *The Procedure Bylaw, Bylaw No. 9004* and continue the meeting following the recess.

City Council recessed at 6:02 p.m.

City Council reconvened at 6:22 p.m.

(Councillor Landon Mohl stepped down from the Chair and temporarily left the meeting.)

(Councillor Lori Bresciani assumed the Chair.)

;

Councillor Dan LeBlanc moved, seconded by Councillor Shanon Zachidniak, AND IT WAS RESOLVED, that communication CP22-52 Sophia Young, Taco Transit Tuesday, Regina SK, be received and filed.

Councillor Bob Hawkins moved, seconded by Councillor Dan LeBlanc, AND IT WAS RESOLVED, that item CR22-86: *Antenna Systems Protocol* and its associated delegations and communications be tabled to the August 17, 2022 meeting of City Council.

Councillor Cheryl Stadnichuk moved, seconded by Councillor Dan LeBlanc that the recommendations contained in the report be concurred in.

Councillor Shanon Zachidniak requested that recommendation #2 be voted on separately.

(Councillor Landon Mohl returned to the meeting virtually.)

Amendment – Remove “When Accompanied by a Fare Paying Adult”

Councillor Shanon Zachidniak moved, in amendment, seconded by Councillor Bob Hawkins, that item 1 of the recommendation be amended to remove the words “when accompanied by a fare paying adult”.

The amendment was put and declared CARRIED.

RESULT:	CARRIED [Unanimous]
MOVER:	Councillor Zachidniak
SECONDER:	Councillor Hawkins
IN FAVOUR:	Councillors: Bresciani, Findura, Hawkins, LeBlanc, Mancinelli, Mohl, Shaw, Stadnichuk, Zachidniak
ABSENT:	Councillor Stevens and Mayor Masters

Amendment – Include Options 1(a) and 2(b) in Recommendation #5

Councillor Dan LeBlanc moved, in amendment, seconded by Councillor Lori Bresciani, that recommendation #5 be amended to include in the referral to the 2023 budget process Options 1(a) “Free Transit for High School Students in Regina” and 2(b), “Free Senior Fares between 10:00 a.m. and 2 p.m.”.

The amending motion was put and declared CARRIED.

RESULT:	CARRIED [8 to 1]
MOVER:	Councillor LeBlanc
SECONDER:	Councillor Bresciani
IN FAVOUR:	Councillors: Bresciani, Findura, LeBlanc, Mancinelli, Mohl, Shaw, Stadnichuk, Zachidniak
AGAINST:	Councillor Hawkins
ABSENT:	Councillor Stevens and Mayor Masters

(Councillor Landon Mohl left the meeting.)

Item # 2 - Separate Vote

The vote on item #2 was put and declared CARRIED.

RESULT:	CARRIED [6 to 1]
MOVER:	Councillor Stadnichuk
SECONDER:	Councillor LeBlanc
IN FAVOUR:	Councillors: Bresciani, Hawkins, Findura, LeBlanc, Mancinelli, Shaw, Stadnichuk
AGAINST:	Councillor Zachidniak
ABSENT:	Councillor Stevens and Mayor Masters
AWAY:	Councillor Mohl

Items 1, 3, 4, and 5, as Amended - Separate Vote

Items #1, 3, 4, and 5, as amended, were put and declared CARRIED.

RESULT:	CARRIED [Unanimous]
MOVER:	Councillor Stadnichuk
SECONDER:	Councillor LeBlanc
IN FAVOUR:	Councillors: Bresciani, Findura, Hawkins, LeBlanc, Mancinelli, Shaw, Stadnichuk, Zachidniak
ABSENT:	Councillor Stevens and Mayor Masters
AWAY:	Councillor Mohl

ADJOURNMENT

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

The meeting adjourned at 6:57 p.m.

Chairperson

Secretary

In the month that has passed since the approval of this application to rezone, I assume that city councillors have had ample time to reflect and hear from their constituents on the folly of an argument in which surface parking is presented as the solution to keeping women safe in downtown Regina. Downtown Regina is indeed a frightening and unpleasant place to walk, whether or not you are part of the group referred to repeatedly in the Council meeting of July 13 as "females." The reason it is so frightening and unpleasant is in large part because of the parking lots, which turn the area into a wasteland convenient only for drug transactions and other crime. Luckily for all of us, I don't need to belabour the point about the undesirability of parking lots, which has been well-established in this room and enshrined in the official community plan that governs the area of this proposed rezoning.

Instead, I would like to point out something that you may not notice if you don't regularly go walking downtown, which, as established, we'd all probably rather not; that location where the houses at 2158 and 2160 Scarth Street used to be is already a parking lot. Which is notable given that section 2.6 of the recommendation that was approved states that "The approval to initiate the proposed development shall be valid for two years from the date of passage of the bylaw authorizing the Contract Zone agreement."

The fact that the bylaw has been carried out before actually being read indicates a curiously pessimistic view of what legislation and public consultation is for. It seems to indicate that reading a bylaw once, let alone three times, is a formality that council and by extension any interested citizens take part in for our own enjoyment, but that has no impact on reality. In the face of this assumption, a pessimistic view would be that Council now has no choice but to pass the bylaw, since it has in fact already been carried out. In that light, jumping the gun on the installation of the parking lot appears almost tactical.

I hope, however, that we might be able to find more fortitude than to merely accept, and in accepting establish, our own powerlessness. We know that excess surface parking is actively harmful to people, communities, and the climate. We know that the project has already proceeded under the assumption that today's activities are merely a formality. However, no matter what the developers would like to believe, this bylaw has not been passed, and this is only a formality if we choose to make it one. There is still time to do what should have been done in the first place, and put into practice the priorities of downtown revitalization, community safety, and sustainability that Council has stated are to be the guiding principles of decision-making in Regina.

BYLAW NO. 2022-42

THE REGINA ZONING AMENDMENT BYLAW, 2022 (No. 13)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is to amend Bylaw 2019-19, being *The Regina Zoning Bylaw, 2019* by re-zoning the subject lands to C – Contract Zone to allow for the carrying out of a specified proposal described as Transportation, Parking Lot consisting of 13 paved stalls with vehicular access provided from the rear alley and for the exclusive use of occupants of the office building located at 2161 Scarth Street.
- 2 The authority for this Bylaw is section 69 of *The Planning and Development Act, 2007*.
- 3 Schedule “A” of Bylaw 2019-19, being *The Regina Zoning Bylaw, 2019* is amended in the manner set forth in this Bylaw.
- 4 Chapter 7, Part 7A, Table 7A.T1: CURRENT CONTRACT ZONING AGREEMENTS is amended by adding a new row before the last existing row as follows:

“

2022-42	August 17, 2022	2158 Scarth Street 2160 Scarth Street	Lot 22 Lot 13	Block 408 Block 408	101187648, Ext 36 Old 33, Ext 35
---------	--------------------	--	------------------	------------------------	-------------------------------------

”

- 5 Chapter 9 – Zoning Maps (Map No. 2687 A) is amended by re-zoning the lands described in this section and shown on the map attached as Appendix “A” as follows:

Land Description: **Lot 22, Block 408, Plan: 101187648 - Ext 36**
 Lot 13, Block 408, Plan: OLD33 - Ext 35

Civic Address: **2158 and 2160 Scarth Street**

Current Zoning: **DCD-CS –Centre Square Direct Control District**

Proposed Zoning: **C – Contract Zone**

- 6 The City Clerk is authorized to execute under seal the Contract Zone Agreement attached as Appendix “B” and forming part of this Bylaw.

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

City Solicitor

- 7 This Bylaw comes into force on the date of registration in the land registry of an interest based on the Contract Zone Agreement.

READ A FIRST TIME THIS 17th DAY OF August 2022.

READ A SECOND TIME THIS 17th DAY OF August 2022.

READ A THIRD TIME AND PASSED THIS 17th DAY OF August 2022.

Mayor

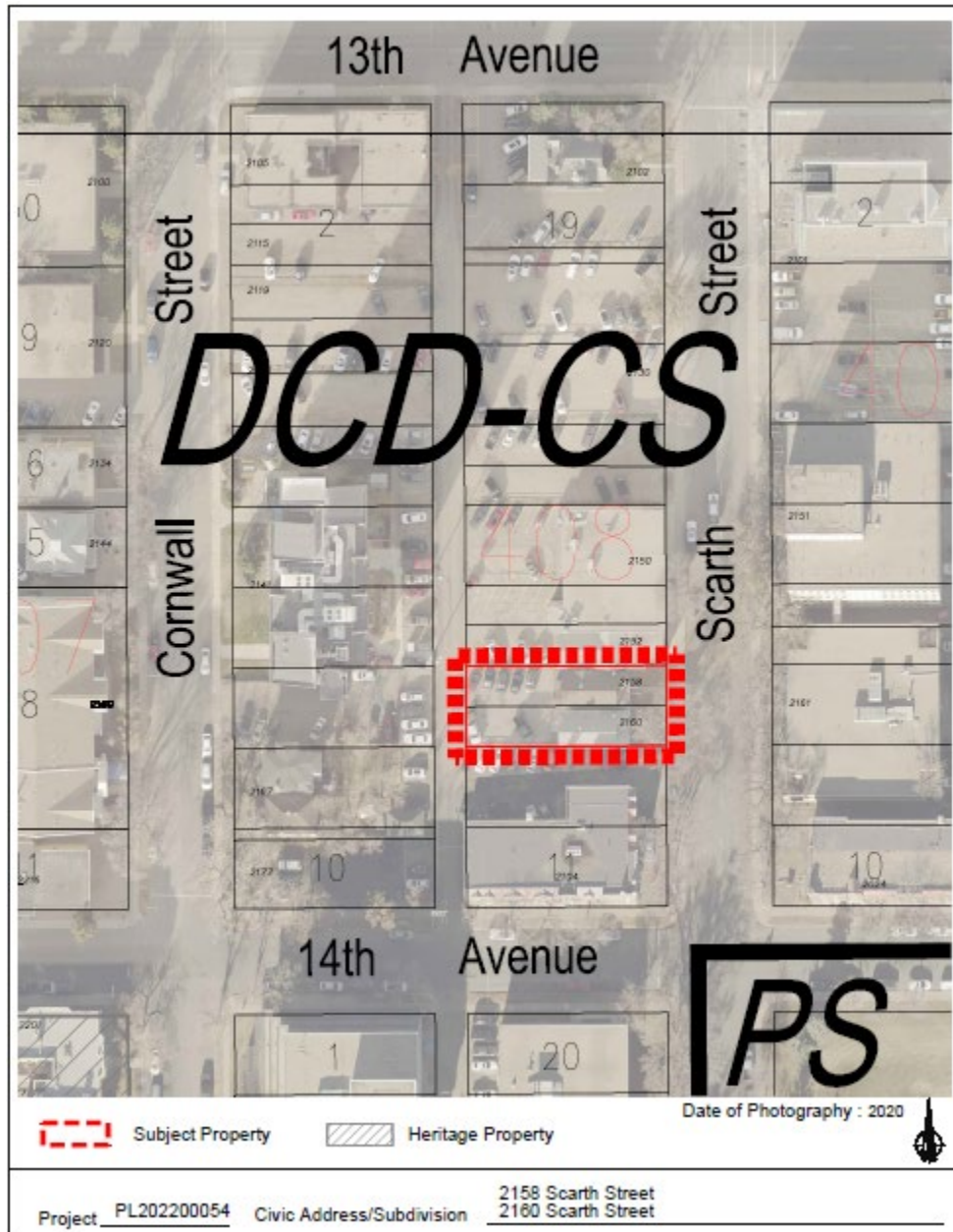
City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

Appendix “A”



Appendix “B”

THIS AGREEMENT made as of this 2nd day of August, 2022.

BETWEEN:

THE CITY OF REGINA
in its capacity as approving authority
pursuant to *The Planning and Development Act, 2007*
(the “City”)

- and -

628470 Saskatchewan Ltd.
(the “Owner/Applicant”)

CONTRACT ZONE AGREEMENT

WHEREAS:

- A. The City has an approved official community plan as contemplated in section 69 of *The Planning and Development Act, 2007* that contains guidelines respecting the entering into of agreements for the purpose of accommodating requests for the rezoning of lands to permit the carrying out of a specific proposal, referred to as “contract zoning”; and
- B. The Owner/Applicant is or will become the registered owner of the lands and buildings (if any) located at **2158 & 2160 Scarth Street**, Regina, Saskatchewan, and legally described as:

Surface Parcel(s): 112004514
Reference Land Description: Lot 22-Blk/Par 408-Plan 101187648 Ext 36

Surface Parcel(s): 112005649
Reference Land Description: Lot 13-Blk/Par 408-Plan OLD33 Ext 35

(the “Property”)
- C. The Owner/Applicant is also the registered owner of the lands and building located at 2161 Scarth Street, Regina and legally described as:

Surface Parcel(s): 112004749
Reference Land Description: Lot 7-Blk/Par 409-Plan OLD33 Ext 48

Surface Parcel(s): 107010896
Reference Land Description: Lot 8-Blk/Par 409-Plan OLD33 Ext 0

Surface Parcel(s): 107010885
Reference Land Description: Lot 9-Blk/Par 409-Plan OLD33 Ext 0

(the “Benefitting Property”)

- D. The Owner/Applicant has applied to the City to have the property rezoned from DCD-CS –Centre Square Direct Control District to C-Contract to permit the use of the Property for the carrying out of a specific proposal described as: “Transportation, Parking Lot” consisting of 13 paved parking stalls with vehicular access provided from the rear alley and for the sole use of occupants of the Benefitting Property (the “Proposed Development”).

NOW THEREFORE, the Parties agree as follows:

1. **Preamble.** The preamble forms an integral part of this Agreement.
2. **Establishment of the Contract Zone.** The City hereby agrees that the zoning of the Property shall be a contract zone (C-Contract) pursuant to the provisions of *The Planning and Development Act, 2007* and *Design Regina: The Official Community Plan Bylaw No. 2013-48* to accommodate the Applicant’s Proposal (“Contract Zone”).
3. **Effective Date.** The effective date of this Agreement shall be the later of the date of passage of the bylaw by City Council authorizing the Contract Zone (the “Effective Date”), it being understood by the Owner/Applicant that the relevant amendments to the Zoning Bylaw shall not take effect until an interest based on this Agreement is registered against the affected title(s) to the Property at the Saskatchewan Land Titles Registry.
4. **Permitted Development and Use.** The development and use of the Property permitted within the Contract Zone shall be as follows:
 - (a) *Permitted use.* Permitted use and development of the Property shall be limited to a surface parking Lot “Transportation, Parking Lot” consisting of 13 paved parking stalls;
 - (b) *Site Layout and External Design.* The site layout and design of the Proposed Development on the Property shall be generally consistent with the site plan prepared by the Applicant and dated April 20, 2022, as shown on the site plan attached hereto as Schedule “A”.
 - (c) *Access.* Vehicle entry and exit from the Property shall be in accordance with the access points identified on Schedule “A”;
 - (d) *Parking Users.* The Proposed Development shall be dedicated for the sole use of occupants the Benefitting Property for so long as the main use of the building at that location is Office. This Agreement shall:
 - (i) Bind the Applicant and the owner of Benefitting Property to the provisions of Section 235 of *The Planning and Development Act, 2007*;
 - (ii) Allow the City to register an interest based on this agreement against the title to the Benefitting Property; and
 - (iii) Enure to the benefit of the parties and their successors and assigns.
 - (e) *Landscaping.* Landscaping for the Property shall comply with the applicable development standards for landscaped areas pursuant to Chapter 6E of *The Regina Zoning Bylaw, 2019 (No. 2019-19)* and a landscape plan shall be submitted with the development permit application;

- (f) *Signage.* Signage on the Property shall conform to standards of the DCD-CS Zone pursuant to Chapter 11 of *The Regina Zoning Bylaw, 2019 (No. 2019-19)*.
 - (g) *Other.* Except as expressly modified or otherwise stated herein, the Property shall be subject to and comply with the applicable requirements and provisions of *The Regina Zoning Bylaw, 2019 (No. 2019-19)*.
5. **Conditions.** The Property shall only be developed or used in accordance with this Agreement and shall be conditional on the following:
- (a) The development is conditional on a parcel tie of the subject lots being registered on the titles;
 - (b) A development permit must be applied for and obtained prior to the commencement of any development;
 - (c) None of the land or buildings comprising the Property shall be developed or used except in accordance with this Agreement.
 - (d) The Proposed Development shall comply with all applicable development standards for "Transportation, Parking Lot" prescribed by the City of Regina's Design Standard for Stormwater, Transportation and Open Space.
6. **Time Limits and Term.**
- (a) The City's approval to initiate the Proposed Development on the Property shall be valid for a period of one year from the Effective Date.
 - (b) The term of this Agreement and the Contract Zone provided for herein shall be in effect from the Effective Date until the Benefitting Property ceases to operate as an office use.
7. **Compliance with Laws Other than Zoning.** The Owner/Applicant agrees to comply with and to conform to the requirements of every applicable statute, law, bylaw, code and order in connection with its development, use or occupancy of the Property, which govern the Property and not to use either the land or building for any unlawful purpose.
8. **Termination.** Subject to the requirements of *The Planning and Development Act, 2007*, this Agreement shall terminate or may be declared void by the City if:
- (a) the Property is developed or used contrary to the provisions of this Agreement;
 - (b) the development fails to meet a time limit prescribed in this Agreement; or
 - (c) the terms set out in section 6 of this Agreement have expired.
9. **Re-Zoning on Termination.** In the event that this Agreement is declared void or otherwise terminated or expires, Transportation, Parking Lot shall no longer be a permitted use and the zoning of the Property shall revert to the following:

- (a) DCD-CS – Centre Square Direct Control District.
10. **Liability on Termination and Indemnity.** In the event that this Agreement is declared void or otherwise terminated, the City shall not be liable to the Owner/Applicant for any compensation, reimbursement or damages or account of profit or account of expenditures in connection with the Profit.
11. **Departure or Waiver.** Departure from or waiver of the terms of this Agreement shall be deemed not to authorize any prior or subsequent departure or waiver and the City shall not be obligated to suffer any continued departure or grant further waiver(s). No alteration or modification of any of the provisions of this Agreement shall be binding unless the same is in writing and signed by the parties.
12. **Severability.** If any covenant or provision of this Agreement is deemed to be void or unenforceable in whole or in part, it shall not be deemed to affect or impair the validity of any other covenant or provision of this Agreement.
13. **Governing Jurisdiction.** This Agreement shall be governed and interpreted exclusively in accordance with the laws of the Province of Saskatchewan.
14. **Amendment of Agreement.**
- (a) Pursuant to *The Planning and Development Act, 2007*, the council of the City may, on the application by the Owner/Applicant or any subsequent owner of the Property:
- (i) vary this Agreement;
 - (ii) enter into a new agreement; or
 - (iii) extend any time limit established in this Agreement.
- (b) Notwithstanding clause (a), the provisions hereof may not otherwise be modified, unless design modifications are approved by the Development Officer, in his/her sole discretion, pursuant to that certain policy document approved by the Council of the City on or about March 25, 1991 and entitled *Guidelines for Changes to Contract Zones*.
15. **Notice.** Any notice required to be given by the parties under the terms hereof shall be in writing and may be delivered personally or mailed in a properly stamped and addressed envelope to the party to be notified at the address as follows:
- (a) to the City at: Director of Planning
City of Regina
P. O. Box 1790
Regina, SK S4P 3C8
 - (b) to the Owner/Applicant at: 628470 Saskatchewan Ltd.
#200-2161 Scarth Street
Regina, SK S4P 2H8

16. **Registration of Agreement.** The parties acknowledge and agree that:

- (a) this Agreement is made pursuant to section 69 of *The Planning and Development Act, 2007*;
- (b) the City shall register an interest against the title(s) to the Property based on the terms of this Agreement and, upon such registration, this Agreement shall be binding on and run with the Property as against the Owner/Applicant and the Owner/Applicant's heirs, executors, administrators, successors and assigns; and
- (c) the interest mentioned in clause (b) shall register in preference to all other encumbrances against the Property save and except those acceptable to the City.

IN WITNESS WHEREOF the Parties have hereunto affixed their hand and seal on the day and year first above written.

(seal)

THE CITY OF REGINA

City Clerk

(seal)

628470 Saskatchewan Ltd.
(as Owner/Applicant of the Property)

Per: _____  _____

Per: _____

(seal)

628470 Saskatchewan Ltd.
(as Owner of the Benefitting Property)

Per: _____  _____

Per: _____

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY

CANADA) I, Gordon Hipperson, of Regina, Saskatchewan,
 PROVINCE OF SASKATCHEWAN)
 TO WIT:) (Name of Corporate Officer)
 MAKE OATH AND SAY THAT:

1. I am an Officer of 628470 Saskatchewan Ltd., named in the within agreement; and
(Name of Owner/Applicant)
2. I am authorized by the corporation to execute the document without affixing a corporate seal.

SWORN BEFORE ME at Regina,)
 Saskatchewan, this 2nd day)
 of August, 2022.)
)

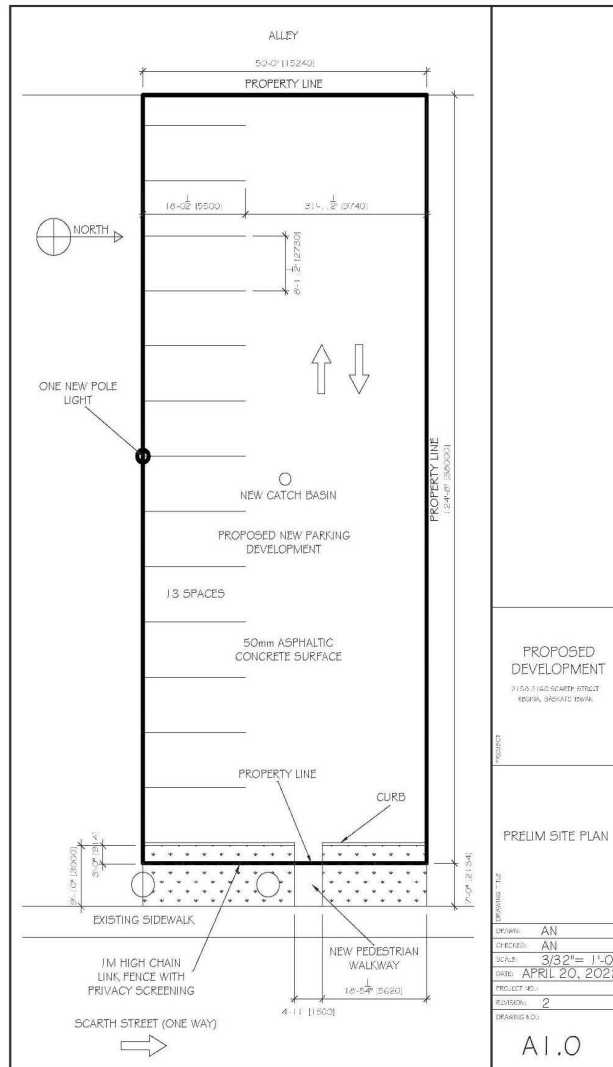
)
(Signature of Commissioner)



(Signature of Owner/Applicant)

A COMMISSIONER FOR OATHS in
 and for the Province of Saskatchewan.
 My Commission expires April 30, 2025
(Date)

Schedule "A" - Site Plan



ABSTRACT

BYLAW NO. 2022-42

THE REGINA ZONING AMENDMENT BYLAW, 2022 (No. 13)

PURPOSE:	The purpose of this Bylaw is to amend <i>The Regina Zoning Bylaw, 2019</i> by re-zoning the subject lands to allow for the carrying out of a specified proposal described as Transportation, Parking Lot consisting of 13 paved stalls with vehicular access provided from the rear alley and for the exclusive use of occupants of the office building located at 2161 Scarth Street.
ABSTRACT:	The Bylaw amends <i>The Regina Zoning Bylaw, 2019</i> by re-zoning the property at 2158 & 2160 Scarth Street from DCD-CS – Centre Square Direct Control District Zone to C – Contract Zone.
STATUTORY AUTHORITY:	Section 69 of <i>The Planning and Development Act, 2007</i> .
MINISTER’S APPROVAL:	N/A
PUBLIC HEARING:	A public hearing is required between first and second reading of this bylaw pursuant to section 10 of <i>The Public Notice Policy Bylaw, 2020</i> , and in accordance with s.28(12) of <i>The Procedure Bylaw</i> .
PUBLIC NOTICE:	Required, pursuant to section 13 of <i>The Public Notice Policy Bylaw, 2020</i> .
REFERENCE:	Regina Planning Commission, July 5, 2022, RPC22-21. City Council, August 17, 2022, CR22-81
AMENDS/REPEALS:	Amends <i>The Regina Zoning Bylaw, 2019</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning & Community Development
INITIATING DEPARTMENT:	Planning & Development Services

BYLAW NO. 2022-43

DESIGN REGINA: THE OFFICIAL COMMUNITY PLAN
AMENDMENT BYLAW, 2022 (No. 4)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is to amend *Design Regina: The Official Community Plan Bylaw* by revising Part A: Citywide Plan to allow for waiver of population density targets in prescribed circumstances.
- 2 The authority for this Bylaw is Part IV, section 29(2) of *The Planning and Development Act, 2007*.
- 3 Schedule “A” of Bylaw No. 2013-48, being *Design Regina: The Official Community Plan Bylaw* is amended in the manner set forth in this Bylaw.
- 4 Part A – Citywide Plan-Section C, Policy 2.11 is repealed and the following substituted:
 - “2.11 Require NEW NEIGHBOURHOODS, as identified on Map 1 – Growth Plan, to:
 - 2.11.1 Be designed and planned as *complete neighbourhoods* in accordance with Policy 7.1
 - 2.11.2 Achieve a minimum gross population density of 50 persons per hectare (pph).
 - 2.11A City Council may, at its discretion, waive any or all of the requirements of Policy 2.11 where it can be demonstrated through a secondary plan or concept plan that achieving the density target and *complete neighbourhoods’* policies would be challenging due to unique circumstances (i.e. smaller scale development areas that lack connection to transit and other local services or amenities).”

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

City Solicitor

5 This Bylaw comes into force on the date of approval by the Ministry of Government Relations.

READ A FIRST TIME THIS 17th DAY OF August 2022.

READ A SECOND TIME THIS 17th DAY OF August 2022.

READ A THIRD TIME AND PASSED THIS 17th DAY OF August 2022.

Mayor

City Clerk (SEAL)

Approved by the Ministry of Government Relations
this _____ day of _____, 2022.

CERTIFIED A TRUE COPY

Ministry of Government Relations

City Clerk

ABSTRACT

BYLAW NO. 2022-43

DESIGN REGINA: THE OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2022 (No.4)

PURPOSE:	The purpose of this Bylaw is to amend Design Regina: The Official Community Plan Bylaw by revising Part A: Citywide Plan to update the Plan to allow for waiver of population density targets in prescribed circumstances.
ABSTRACT:	The proposed amendment allows for the waiver of population density targets in prescribed circumstances.
STATUTORY AUTHORITY:	Part IV, section 29(2) of <i>The Planning and Development Act, 2007</i> .
MINISTER’S APPROVAL:	Required, pursuant to Part IV, section 39 of <i>The Planning and Development Act, 2007</i> .
PUBLIC HEARING:	A public hearing is required between first and second reading of this Bylaw pursuant to section 10 of <i>The Public Notice Policy Bylaw, 2020</i> and in accordance with <i>The Procedure Bylaw</i> .
PUBLIC NOTICE:	Required, pursuant to section 12 of <i>The Public Notice Policy Bylaw, 2020</i> .
REFERENCE:	Regina Planning Commission, July 5, 2022, RPC22-24; City Council, August 17, 2022, CR22-84.
AMENDS/REPEALS:	Amends <i>Design Regina: The Official Community Plan Bylaw</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning & Community Development
INITIATING DEPARTMENT:	Planning & Development Services

My name is Andrew Hnatuk. I am representing Pattison Outdoor Advertising. I have no formal speech but I am available to answer any questions of Council.



Pattison Outdoor - Billboard Leases

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Executive Committee
Service Area	Land, Real Estate & Facilities
Item #	CR22-88

RECOMMENDATION

That City Council:

1. Approve the City of Regina (City) entering into an agreement for the lease of City-owned property to Pattison Outdoor Advertising LP, consistent with the terms and conditions stated in this report;
2. Delegate authority to the Executive Director, Financial Strategy & Sustainability or their designate, to negotiate any other commercially relevant terms and conditions, as well as any amendments to the agreement that do not substantially change what is described in this report and any ancillary agreements or documents required to give effect to the agreement; and
3. Authorize the City Clerk to execute the agreement upon review and approval by the City Solicitor.

HISTORY

At the August 10, 2022, meeting of Executive Committee, the Committee considered the attached EX22-91 report from the Financial Strategy & Sustainability Division.

Andrew Hnatuk, Leasing Manager, Pattison Outdoor Advertising, Saskatoon, SK, addressed the Committee.

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

Recommendation #4 in the attached report does not require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE


Amber Ackerman, Interim City Clerk 8/12/2022

ATTACHMENTS

EX22-91 - Pattison Outdoor - Billboard Leases

Appendix A-1 - 1775 Broad Street

Appendix A-2 - 1644 Osler Street



Pattison Outdoor - Billboard Leases

Date	August 10, 2022
To	Executive Committee
From	Financial Strategy & Sustainability
Service Area	Land, Real Estate & Facilities
Item No.	EX22-91

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Approve the City of Regina (City) entering into an agreement for the lease of City-owned property to Pattison Outdoor Advertising LP, consistent with the terms and conditions stated in this report.
2. Delegate authority to the Executive Director, Financial Strategy & Sustainability or their designate, to negotiate any other commercially relevant terms and conditions, as well as any amendments to the agreement that do not substantially change what is described in this report and any ancillary agreements or documents required to give effect to the agreement.
3. Authorize the City Clerk to execute the agreement upon review and approval by the City Solicitor.
4. Approve these recommendations at its meeting on August 17, 2022, following the required public notice.

ISSUE

There are several permanent billboards located on City of Regina (City) property. Three lease agreements (1644 Osler St, 1775 Broad St and 1717 Saskatchewan Dr) are set to expire on August 31, 2022, and Pattison Outdoor Advertising (Pattison) has requested renewals on two of them (1644

Osler St, 1775 Broad St). Administration is recommending that both locations be renewed. The billboards and lease agreements were included in the acquisition of the former Saskatchewan Transportation Company (STC) building for the new Regina Police Service (RPS) Headquarters.

When considering the lease of City-owned property, standard procedure for Administration is to ensure that the property is made publicly available and leased at market value. In this lease, the land is being provided without a public offering, which requires City Council approval. It is recommended that City Council approve the City entering into a lease agreement with Pattison.

IMPACTS

Financial Impacts

There are two billboard locations up for renewal representing four faces; three are non-digital (static) faces and one is a digital billboard face. Administration is recommending both locations be renewed. The proposed rate for each non-digital face is a Percentage Lease Fee of 25 per cent of the lessee's gross advertising revenue (less commissions) with a Guaranteed Minimum Annual Lease Fee of \$3,300 per year plus all applicable taxes (GST and property). The proposed rate for the digital billboard face is a Percentage Lease Fee of 15 per cent of the lessee's gross advertising revenue with a Guaranteed Minimum Annual Lease Fee of \$9,000 per year plus all applicable taxes (GST and property). The proposed lease agreement is a five-year term and includes a three per cent annual increase. Based on the Guaranteed Minimum Annual Lease Fee and renewal of the land leases for both locations, the City will realize, at a minimum, revenue as per the following chart for the two recommended leases:

Year 1	\$18,900
Year 2	\$19,467
Year 3	\$20,051
Year 4	\$20,652
Year 5	\$21,272

The proposed lease also provides for an option to renew for an additional five-year term with the same annual increase of the Guaranteed Minimum Annual Lease Fee and Percentage Lease Fee. The impacts of not renewing the one location is an overall reduction in lease revenue of \$2,168. Payments will be recorded as lease revenue by the Real Estate Branch and net revenue will be deposited into the Land Development Reserve.

Policy/Strategic Impacts

As per the *Zoning Bylaw, 2019*, would be considered legal non-conforming. An internal circulation was completed to ensure no additional concerns were identified with the billboards remaining as they are. The future redevelopment of Saskatchewan Drive may require the removal of the billboard at 1644 Osler St.

Legal/Risk Impacts

All locations have been reviewed by the City's Traffic Engineering Branch and none of the locations have been flagged with traffic safety concerns.

Environmental Impacts

The recommendations in this report have limited direct impacts on energy consumption and greenhouse gas emissions.

OTHER OPTIONS

City Council could decide to not renew the lease agreements, therefore requiring Pattison to remove their billboards from City property.

COMMUNICATIONS

Public notice is required for City Council to approve the lease of City-owned property without public offering. Notice regarding this proposal has been advertised in accordance with *The Public Notice Policy Bylaw 2020*.

Pattison will be informed of any decision of the Executive Committee and City Council.

DISCUSSION

When the City purchased the former STC building for the new RPS Headquarters, the purchase included existing lease agreements for three billboard structures with Pattison. These leases are set to expire on August 31, 2022, and Pattison has requested the renewal of two of the locations.

The two locations that are proposed for renewal are 1775 Broad St and 1644 Osler St. In discussion with Sustainable Infrastructure, it has been noted that the billboard located at 1644 Osler St will likely be required to be removed prior to the redevelopment of Saskatchewan Drive. Pattison has been made aware of this and would like to renew the lease for as long as possible.

The proposed lease is for a term of five years with one option to renew for an additional five-year term. The lease provides for a 90-day termination notice.

Administration is recommending approval of the leases.

DECISION HISTORY

At its meeting on November 27, 2017, City Council considered item *CR17-120 – Purchase of Former Saskatchewan Transport Company Bus Depot and Head Office*, which included the transfer

of billboard lease obligations for the three properties named in this report. City Council adopted a resolution to concur in the recommendation contained in the report.

Respectfully submitted,

Respectfully submitted,



Shauna Bzdel, Director, Land, Real Estate & Facilities

7/11/2022



Barry Lacey, Exec. Director, Financial Strategy & Sustainability

7/25/2022

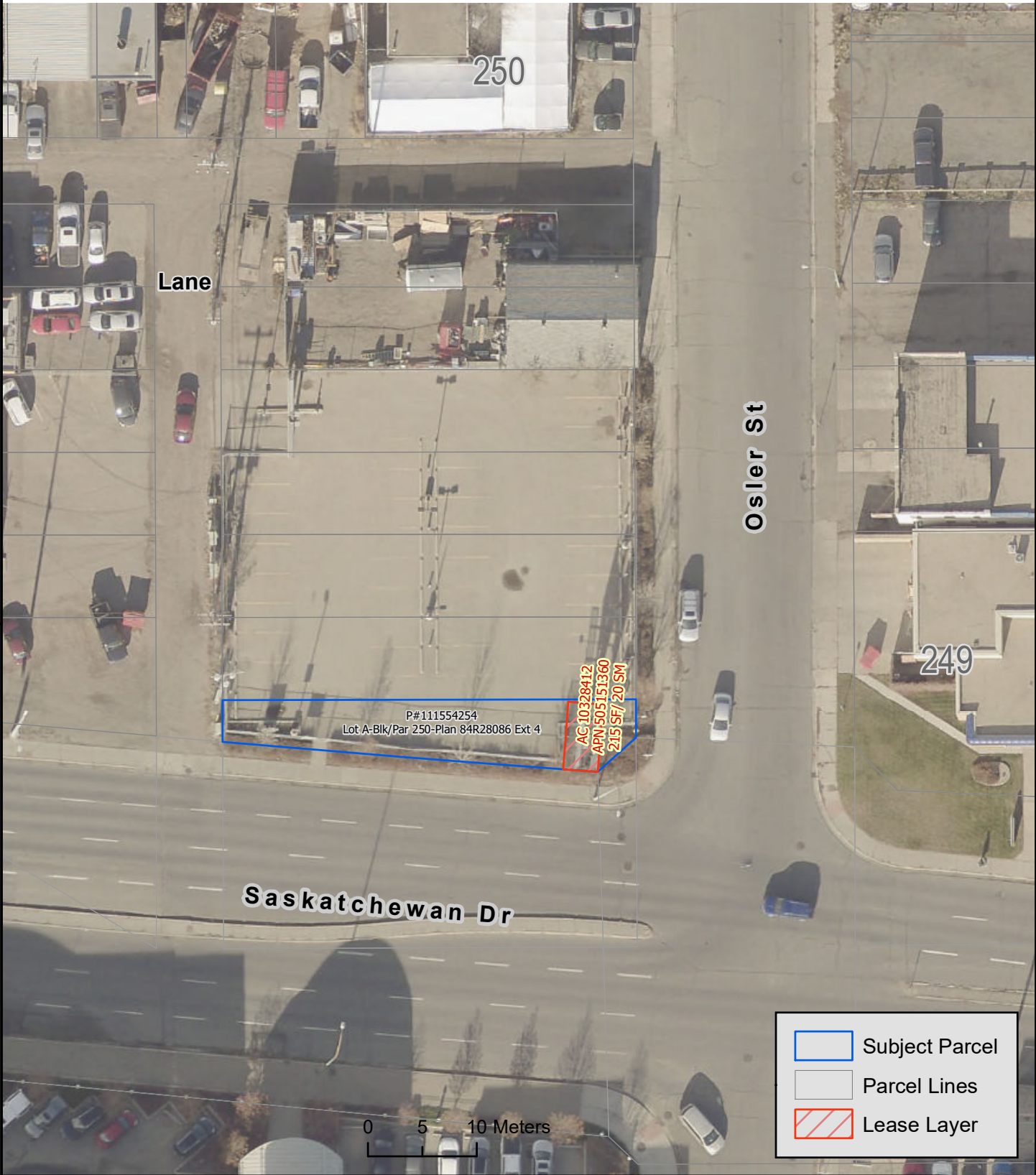
Prepared by: Sherri Hegyi, Real Estate Officer

ATTACHMENTS

Appendix A-1 - 1775 Broad Street

Appendix A-2 - 1644 Osler Street





My name is Tim Reid. With me today is Gerry Fischer. We are here representing Regina Exhibition Association Limited (REAL). We have no formal presentation but are here to answer questions of Council pertaining to the REAL Restaurant Lease (Hardrock Properties).



REAL Restaurant Lease (Hardrock Properties)

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Executive Committee
Service Area	Land, Real Estate & Facilities
Item #	CR22-89

RECOMMENDATION

That City Council:

1. Consent to REAL entering into a sublease to Hardrock Properties Corporation of a portion of the City-owned property located at 1700 Elphinstone Street (Campus) for a potential total term, including all possible extensions, of 90 years and otherwise in accordance with the terms and conditions as outlined under discussion section of this report, pursuant to the Campus Master Lease Agreement between the City of Regina (City) and the Regina Exhibition Association Limited (REAL);
2. Delegate authority to the City Manager, or his designate, to provide written confirmation on behalf of the City of said consent, including consent to any amendments or terms that do not substantially change what is outlined in this report; and
3. Delegate authority to the City Manager, or his designate, to sign or authorize the signing of any required planning permits on behalf of the City, as landowner, to initiate any necessary planning processes for the development contemplated by the said sublease.

HISTORY

At the August 10, 2022, meeting of Executive Committee, the Committee considered the attached EX22-92 report from the Financial Strategy & Sustainability Division.

Gerry Fischer, representing Regina Exhibition Association Limited, Regina, SK, addressed the Committee.

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

Recommendation #4 in the attached report does not require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



Amber Ackerman, Interim City Clerk 8/12/2022

ATTACHMENTS

EX22-92 - REAL Restaurant Lease (Hardrock Properties)

Appendix A



REAL Restaurant Lease (Hardrock Properties)

Date	August 10, 2022
To	Executive Committee
From	Financial Strategy & Sustainability
Service Area	Land, Real Estate & Facilities
Item No.	EX22-92

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Consent to REAL entering into a sublease to Hardrock Properties Corporation of a portion of the City-owned property located at 1700 Elphinstone Street (Campus) for a potential total term, including all possible extensions, of 90 years and otherwise in accordance with the terms and conditions as outlined under discussion section of this report, pursuant to the Campus Master Lease Agreement between the City of Regina (City) and the Regina Exhibition Association Limited (REAL);
2. Delegate authority to the City Manager, or his designate, to provide written confirmation on behalf of the City of said consent, including consent to any amendments or terms that do not substantially change what is outlined in this report;
3. Delegate authority to the City Manager, or his designate, to sign or authorize the signing of any required planning permits on behalf of the City, as landowner, to initiate any necessary planning processes for the development contemplated by the said sublease; and
4. Approve these recommendations at its meeting on August 17, 2022, after giving public notice in accordance with *The Public Notice Policy Bylaw, 2020*.

ISSUE

Further to the approved Master Campus Lease Agreement (Campus Lease) between the City of

Regina (City) and the Regina Exhibition Association Limited (REAL), REAL leases and is responsible for the operation, maintenance and development of the City-owned property and facilities located at 1700 Elphinstone Street (Campus). In accordance with the Campus Lease, REAL has entered into a conditional offer to lease a portion of the Campus land as shown outlined with a solid red line on the attached Appendix A. Based on the offer, REAL has requested the City's consent to enter into a sublease with Hardrock Properties Corporation (Hardrock) for the specific land for the purpose of a restaurant. City Administration has reviewed the offer to lease and confirmed that the terms and conditions contained within are consistent with the requirements of the Campus Lease. The responsibility of the day-to-day operation and management of the sublease will rest with REAL.

Pursuant to the terms of the Campus Lease, REAL is authorized to sublease portions of the Campus, without the City's consent, on condition that, among other requirements, the proposal is consistent with the Master Site Plan and the term of the sublease does not exceed the current term of the Campus Lease. In this case because the proposed sublease, if fully extended for a total term of 90 years exceeds the current term of the Campus Lease, City Council approval is required. Administration is seeking Council's consent to REAL entering into the sublease as presented by REAL and as described in this report.

IMPACTS

Policy/Strategic

The Campus Lease authorizes REAL to enter into subleases of the site, subject to obtaining the City's prior consent where the proposed term of the sublease could exceed the current term of the Campus Lease. Section 41 of *The Regina Administration Bylaw No. 2003-69* authorizes the City Manager to approve leases of City-owned property with some exceptions, including any lease involving a term not exceeding 10 years.

In this instance, City Council approval is required as the potential term of the proposed sublease is both longer than the current term of the Campus Lease and exceeds 10 years.

The proposed development is consistent with policy 12.6 of *Design Regina: The Official Community Plan Bylaw 2013-48* in Section D10 Economic Development Goal 2 Economic Growth:

- 12.6 Collaborate with community economic development stakeholders across the region to leverage shared economic advantages and tourism opportunities, including but not limited to:
 - 12.6.4 Maximizing potential linkages and leveraging special economic assets such as Innovation Place, the Global Transportation Hub, Regina International Airport, the University of Regina and other specific lands and land uses with high linkage/spinoff potential.

The Campus is the largest civic and sport resource in the city. This development is consistent with the REAL 2.0 Strategic Plan for the Campus, which was previously supported by City Council and with the Master Site Plan for the Campus which City Council previously approved. It supports the continuing financial vitality of the Campus by increasing activation of the site and provides an additional opportunity for services to residents, users of the Campus and the travelling public. The development expands the Campus to support its place as an important community destination point and institution.

Financial

The City will not see a direct revenue stream from the sublease as rental revenues are retained by REAL. However, the net revenue from the lease will assist in offsetting operational costs to REAL and fulfilling its obligations under the Campus Lease with respect to the repair, maintenance, and capital renewal of the Campus.

The term of the sublease is for 40 years with five options for Hardrock to extend for an additional 10 years each, for a total potential lease length of 90 years. The annual lease rates for the first 40 years of the sublease are as follows:

Years 1-10	\$80,000 plus GST annually
Years 11-20	\$88,000 plus GST annually
Years 21-30	\$96,800 plus GST annually
Years 31-40	\$106,480 plus GST annually

Hardrock will also pay \$5,000 per year for Access Road Costs which will increase by eight per cent every five years.

After the initial 40 year lease, provided Hardrock is in good standing, each of the subsequent five 10-year renewal periods will be granted under the same terms and conditions except for Rent and Access Road Costs which shall be determined at the beginning of each extension term by mutual agreement of the parties or, in absence of agreement, through an arbitration in accordance with *The Arbitration Act 1992* (Saskatchewan) based on the fair market rent for unimproved land of similar size and location and the Access Road Costs shall be based on Hardrock's proportionate share of REAL's actual costs to maintain the access roads.

The sublease grants the lessee a 12-month fixturing period rent free from the date of possession. The tenant will be responsible for the cost of utilities and insurance during this period.

REAL will be responsible to provide (at its sole cost) adequate utility servicing (fibre optics, natural gas, electrical, water and sewer) to the property boundary of the leased land as well as for obtaining all required subdivision control and zoning approvals.

Annual property taxes from this development are estimated at \$41,000 for 2022.

The City will retain ownership of the land.

Environmental

The proposed sublease involves the construction of a restaurant on City-owned property. Although difficult to quantify at this stage, the construction of any new building contributes to additional greenhouse gas (GHG) emissions in two ways. First, producing building materials and the construction process itself are both energy intensive and generate emissions. Second, there are also GHG emissions associated with the lifecycle of a building.

Unlike other assets, buildings are not replaced frequently. Roughly 60 per cent of all buildings in use today will still be in use by 2050 and buildings account for 18 per cent of Canada's GHG emissions. The negative impact of energy inefficient buildings will persist for multiple generations. It is important that significant attention be given to decisions on energy performance and efficiency as both will have direct implications on long-term GHG emissions.

REAL has agreed through the Campus Lease to require development on the Campus generally to incorporate standards that encourage strategies for sustainable development.

OTHER OPTIONS

City Council could refuse to consent to the sublease or provide consent subject to conditions or to REAL negotiating changes to any specific terms that are of concern.

COMMUNICATIONS

Public notice of the Campus Lease, including the granting of authority to sublet the property, was previously given in accordance with *The Cities Act* and *The Public Notice Policy Bylaw, 2020*.

Because the proposed sublease has the potential to extend beyond the current term of the Campus Lease, public notice of City Council's intention to consider consent to enter into a sublease with Hardrock was also given in accordance with applicable legislation.

A copy of this report has been provided to REAL and City Council's decision will also be provided to REAL who will communicate with the proposed tenant.

DISCUSSION

REAL is a non-profit, municipal corporation wholly controlled by the City of Regina. REAL's

corporate mandate includes that it will “develop, operate and maintain City and other facilities to provide world-class hospitality for trade, agri-business, sporting, entertainment and cultural events that bring innovation, enrichment and prosperity to the community.” In February 2020, REAL presented the City’s Priorities and Planning Committee with its renewed Strategic Plan for 2020-2035 (REAL 2.0 Strategic Plan) outlining its intention to expand existing and develop new commercial opportunities on the Campus that support its mandate.

REAL has historically undertaken the care and management of the Campus pursuant to previous operating and leasing agreements entered into with the City over many decades. On August 11, 2021, the City approved an updated Campus Lease Agreement with REAL that reflects the continuation of the traditional scope of REAL’s role in relation to the Campus, but also includes expanded authority to pursue new development and subleasing opportunities for portions of the Campus where such proposals are consistent with the Strategic Plan, the approved Master Site Plan, and other conditions as outlined in the Campus Lease.

On February 16, 2022, the City approved REAL’s Master Site Plan and Design Guidelines for the Campus pursuant to section 7.2 of the Campus Master Lease Agreement between the City and REAL. The proposed lease and related development is consistent with the Master Site Plan development and will conform to the established Design Guidelines under REAL’s direction.

Further to its overall role in managing and operating the Campus and its authority under the Campus Lease, REAL as an independent municipal corporation of the City, is responsible for undertaking appropriate due diligence in assessing terms and conditions of any lease agreements it enters into. REAL has secured and vetted the proposed tenant and is directly responsible for negotiating the commercial terms for the proposed sublease and for managing the rights and obligations of the landlord thereafter. However, based on the length of the proposed term which, if fully extended, has the potential to extend the sublease beyond the current term of the Campus Lease, the City’s consent is required.

The key business terms of the sublease for which consent is requested are outlined below:

- **Subtenant** – The proposed subtenant is Hardrock Properties Corporation.
- **Leased Premises & Use** – The proposed leased premises are within the REAL Campus, comprising an area of approximately one acre located as shown outlined in solid red on Appendix A. Hardrock proposes to build and use the premises solely for the purpose of operating a licensed restaurant and lounge on the site.
- **Term** – The sublease is granted for an initial term of 40 years, with an option for Hardrock to extend the term for five subsequent terms of 10 years each. The full term, if all options are exercised, is 90 years.

- **Rent** – The rental rate was established and determined to be commercially competitive by Colliers International. All rent payments are retained by REAL in accordance with the Campus Lease, at the proposed rates for the initial 40-year lease term as follows:

Years 1-10	\$80,000 plus GST annually
Years 11-20	\$88,000 plus GST annually
Years 21-30	\$96,800 plus GST annually
Years 31-40	\$106,480 plus GST annually

- **Taxes** – Hardrock is responsible for payment of the applicable property taxes to be assessed against the leased premises.
- **Tenant Improvements/Work** –The sublease makes Hardrock responsible, at its expense, for construction of all required improvements to the land to build a 6,000 – 7,000 square foot licensed restaurant and lounge complete with parking and landscaping. Hardrock is also responsible (at its sole cost) for all required permits, fees, and applicable development charges.
- REAL will be responsible to provide (at its sole cost, which REAL estimates at \$75,000) adequate utility servicing (fibre optics, natural gas, electrical, water and sewer) to the property boundary of the leased land as well as obtain all subdivision control and zoning approvals. REAL will provide the tenant 12 months from the date of possession as a rent-free fixturing period. Other terms in the lease include:
 - Hardrock is granted license rights across other areas of the Campus for the purpose of access to and from the leased premises and will pay \$5,000 annually in addition to the rent reflecting a contribution to the cost of maintaining and repairing those access roads. This amount will increase by eight per cent every five years.
 - Hardrock will not be responsible to demolish its facilities at the end of the lease.
 - The sublease provides for “Exclusive Use” such that the Landlord shall not lease any lands or premises space in the commercial development area to any person, firm or corporation whose primary use and occupation would be that of a restaurant serving pizza as a primary use.
 - The sublease is subject to the satisfaction or waiver of a number of conditions, including, but not limited to Council consent, final confirmation of the site size, access and utility service connections for the development and related planning approvals, Hardrock obtaining suitable construction contract(s) and financing and being satisfied with the condition and suitability of the site.

DECISION HISTORY

On April 29, 2020 (CR20-24), City Council authorized REAL to pursue material alterations to the Campus for the development of commercial opportunities which are aligned with their REAL 2.0 Strategic Plan.

On August 11, 2021, City Council approved the Master Campus Lease Agreement between the City and REAL.

On February 16, 2022, City Council approved the Master Site Plan and Design Guidelines for the Campus at 1700 Elphinstone Street.

This sublease has not been before City Council prior to today.

Respectfully Submitted,

Respectfully Submitted,



Shaun Bzdel, Director, Land, Real Estate & Facilities

7/20/2022



Barry Lacey, Exec. Director, Financial Strategy & Sustainability

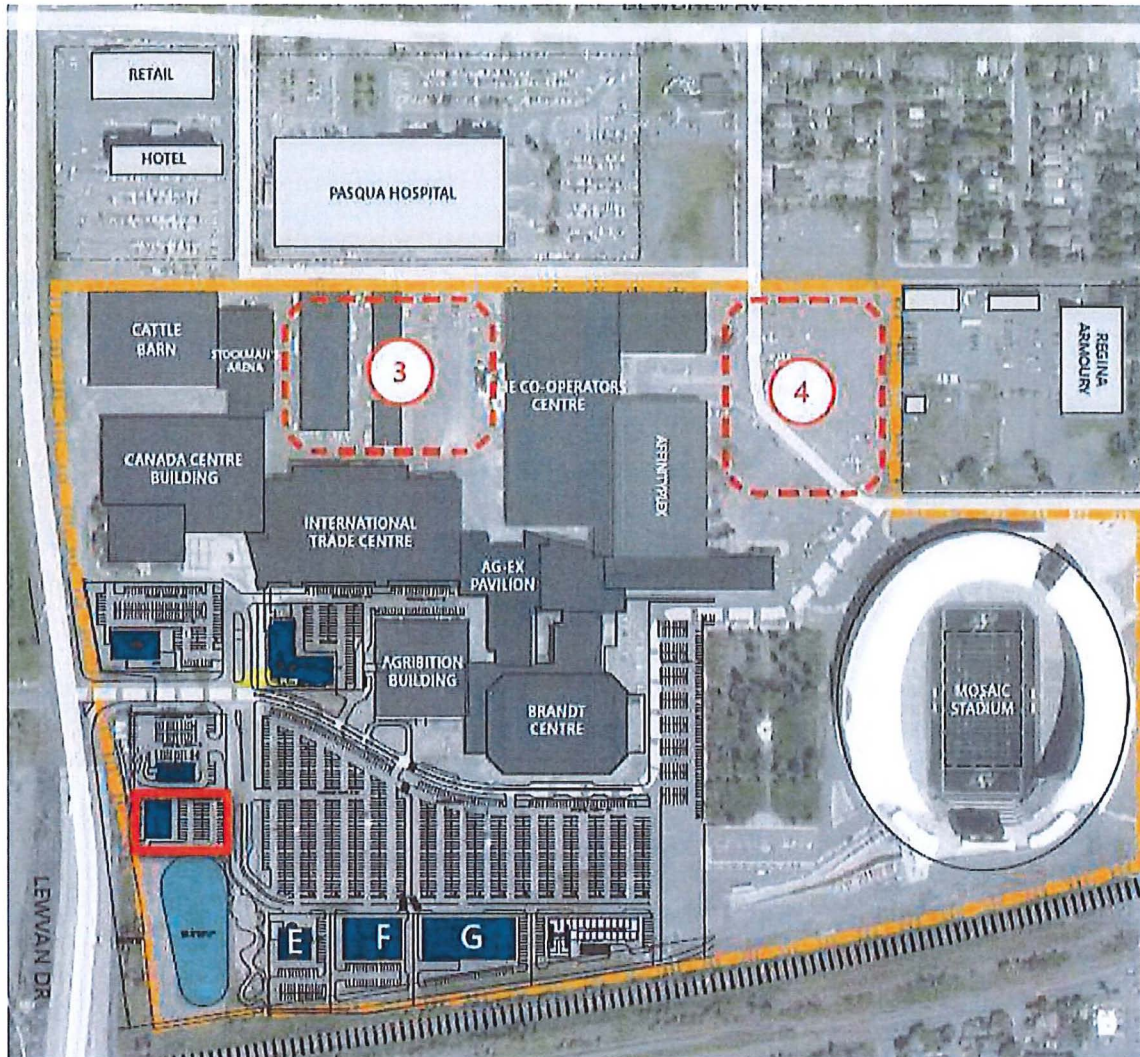
7/25/2022

Prepared by: Keith Krawczyk, Manager, Real Estate

ATTACHMENTS

Appendix A

Appendix A





Buffalo Pound Plant Renewal Financing

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Executive Committee
Service Area	Financial Services
Item #	CR22-90

RECOMMENDATION

That City Council:

1. Authorize the Executive Director, Financial Strategy & Sustainability to negotiate, approve, and enter into all necessary agreements with Buffalo Pound Water Treatment Corporation (Buffalo Pound), the Royal Bank of Canada (RBC) and the City of Moose Jaw on behalf of the City of Regina and to undertake all actions and execute all documents, certificates and other agreements required of the City of Regina in order to facilitate Buffalo Pound's borrowing of the principal sum of \$55 million from RBC, including the City of Regina providing a guarantee of the principal sum of \$40.7 million plus any related interest or other costs of the debt resulting from this borrowing;
2. Instruct the City Solicitor to prepare a borrowing/guarantee bylaw based on the terms and conditions negotiated by the Executive Director, Financial Strategy & Sustainability as outlined in this report, with such bylaw coming forward on September 14, 2022;
3. Authorize the Executive Director, Financial Strategy & Sustainability, as the City of Regina's proxy, to exercise the City's voting rights in Buffalo Pound to:
 - a. Approve any organizational resolutions or documents that may be required of Buffalo Pound in relation to the proposed borrowing of the principal sum of \$55 million plus any interest or other costs of such borrowing from RBC; and
4. Approve of these recommendations on the condition that the swap interest rate plus credit spread percentage is equal to 5.8% or less on the date that BPWTC executes the swap interest rate agreement and swap confirmation. If the swap interest rate plus credit spread percentage

exceeds 5.8%, then the Executive Director, Financial Strategy & Sustainability shall bring a further report to City Council to obtain additional approvals prior to completing the contemplated borrowing.

HISTORY

At the August 10, 2022, meeting of Executive Committee, the Committee considered the attached EX22-89 report from the Financial Strategy & Sustainability Division.

Ryan Johnson, President and CEO, Buffalo Pound Water, Moose Jaw, SK, addressed the Committee.

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

Recommendation #5 in the attached report does not require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



Amber Ackerman, Interim City Clerk 8/12/2022

ATTACHMENTS

EX22-89 - Buffalo Pound Plant Renewal Financing

Appendix A - BPWTC Plant Renewal Financing Board Resolution



Buffalo Pound Plant Renewal Financing

Date	August 10, 2022
To	Executive Committee
From	Financial Strategy & Sustainability
Service Area	Financial Services
Item No.	EX22-89

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Authorize the Executive Director, Financial Strategy & Sustainability to negotiate, approve, and enter into all necessary agreements with Buffalo Pound Water Treatment Corporation (Buffalo Pound), the Royal Bank of Canada (RBC) and the City of Moose Jaw on behalf of the City of Regina and to undertake all actions and execute all documents, certificates and other agreements required of the City of Regina in order to facilitate Buffalo Pound's borrowing of the principal sum of \$55 million from RBC, including the City of Regina providing a guarantee of the principal sum of \$40.7 million plus any related interest or other costs of the debt resulting from this borrowing;
2. Instruct the City Solicitor to prepare a borrowing/guarantee bylaw based on the terms and conditions negotiated by the Executive Director, Financial Strategy & Sustainability as outlined in this report, with such bylaw coming forward on September 14, 2022;
3. Authorize the Executive Director, Financial Strategy & Sustainability, as the City of Regina's proxy, to exercise the City's voting rights in Buffalo Pound to:
 - a. Approve any organizational resolutions or documents that may be required of Buffalo Pound in relation to the proposed borrowing of the principal sum of \$55 million plus any interest or other costs of such borrowing from RBC;
4. Approve of these recommendations on the condition that the swap interest rate plus credit spread percentage is equal to 5.8% or less on the date that BPWTC executes the swap interest rate agreement and swap confirmation. If the swap interest rate plus credit spread

percentage exceeds 5.8%, then the Executive Director, Financial Strategy & Sustainability shall bring a further report to City Council to obtain additional approvals prior to completing the contemplated borrowing; and

5. Approve these recommendations at its meeting on August 17, 2022.

ISSUE

On May 11, 2022 (CR21-21), Council authorized Buffalo Pound Water Treatment Corporation (Buffalo Pound) to initiate a process to negotiate financing to address the financing requirements of Buffalo Pound's Plant Renewal Project. City Council also instructed Administration to bring forward a future report to Council providing the details of the financing and any applicable bylaws for approval once the financing had been negotiated.

The procurement of the financing was led by Buffalo Pound with support from the Cities of Regina and Moose Jaw, as well as Buffalo Pound's legal counsel. Royal Bank of Canada (RBC) submitted the lowest-cost option and has been selected as the successful proponent to provide the financing.

Buffalo Pound's formal request to borrow and related background information supporting its request is attached in Appendix A.

IMPACTS

If Council authorizes Buffalo Pound to borrow \$55 million, a portion of the amount will be applied against the City's debt limit of \$450.0 million. The City's 74 per cent proportionate share of the debt, which is \$40.7 million, will increase the amount of the City's debt utilized to an estimated \$382.0 million at the end of 2022.

All costs associated with this debt is budgeted in Buffalo Pounds 2023-2024 Budget. It is anticipated their capital water rate will increase overall and this will result in an increase in the consumers utility rate. In May 2022, it was anticipated that the rate will increase by 2% for consumers. After interest rate rises the impact is now anticipated to be an increase of 2.7% based on the current quoted rates. It is proposed this increase be spread out over 2-3 years and will be considered when the 2022-2023 Utility budget is brought forward for Council's consideration.

In May 2022, Council approved the expenditure of funds to support the additional funding required to complete the Buffalo Pound Water Treatment Plant. If Council does not authorize the borrowing, funding would need to be sourced from another method other than debt financing. The funding sources considered could be reserves or taxes.

Engineering assessments related to the age and reliability of the Buffalo Pound Water Treatment Plant have identified the need to renew or replace the existing plant to ensure the ongoing provision of safe

and reliable treated water to the cities of Regina and Moose Jaw and other regional customers. Without plant renewal, the plant will continue to experience supply issues that can impact its ability to meet the needs of the cities. Further, the plant will not meet environmental regulatory requirements until a plant renewal is completed. Failure to meet environmental regulatory requirements can result in a Ministerial Order from the Water Security Agency forcing the plant into compliance and potential fines. Without renewing the plant, operating and maintenance costs will continue to rise and major events, such as loss of water supply may occur. The project would address the growing risks associated with sustaining the ongoing operation of the plant, as well as ensuring the plant can meet future capacity requirements when needed.

OTHER OPTIONS

The *Unanimous Membership Agreement* (UMA) requires the two Cities to agree on the method by which any additional funding required by Buffalo Pound will be provided. If the two Cities cannot agree on the method, the default position is that each respective City's share of the funding required will be provided through a membership loan.

The May 18, 2022 report to City Council on this matter considered other options; reserve funding and the City borrowing the funds instead of Buffalo Pound. City Council approved the recommended course of action, that Buffalo Pound initiate and secure financing to support the ICIP municipal/local contribution to a maximum of \$55 million. Moose Jaw's City Council also approved this approach.

An additional option Council could consider is to defer approving the debt financing and Council has the option to defer securing debt financing until 2024. Currently, the Bank of Canada is expected to do a rate reassessment on September 7th, 2022. The interest rate is anticipated to increase at this time. However, considering the inflationary measures that the Bank of Canada is taking, the cost to consumers may be substantially higher if the decision is deferred.

COMMUNICATIONS

Pursuant to sections 101 and 102 of *The Cities Act* and *The Public Notice Bylaw*, Bylaw 2020-28, public notice was issued on May 7, 2022, of the intent to authorize Buffalo Pound to enter negotiations with lenders for the purpose of funding the Buffalo Pound Plant Renewal Project.

Public notice was also issued on July 30, 2022, of the intent to enter into a loan agreement as described in this report.

DISCUSSION

Background

The Plant Renewal Project (PRP) is designed to ensure the long-term viability of Buffalo Pound and to ensure the plant will be able to meet its mandate into the future.

It has been nearly 30 years since the last rehabilitation or upgrade to the main facility. Major components in the facility are at, or near, end of life. The existing facility is not meeting environmental regulatory requirements with respect to process waste discharge, chlorine storage and hatch covers. Buffalo Pound is working with the Water Security Agency on their plan to address these requirements through the Plant Renewal Project. In the event progress is not made on these regulatory issues, the Water Security Agency can issue a Ministerial Order, forcing the plant into compliance and potentially levying fines. Further, the facility is limited in its flexibility to meet potential future regulatory requirements, such as corrosion control or pH adjustment. Due to the inconsistent nature of the water supply, the facility is having more difficulties with treating the growing range of raw water conditions that are occurring in the lake. The total project cost estimate is \$325.6 million including contingency and PST.

On December 1, 2021 (CR21-174), Council received an update on the BPWTC Plant Renewal Project. The update noted that BPWTC had recently received a Class 1 estimate from the Graham-AECON Joint Venture team and that it was higher than the original estimates due to inflationary pressures on commodities. At the time, BPWTC believed there was an opportunity to access further ICIP funding to offset the increase in cost and requested approval from the Regina and Moose Jaw City Councils to seek additional grant funding from the provincial and federal governments through the ICIP. The amount of additional funding required was \$55 million. Both Councils approved the request.

On January 31, 2022, the Administrations of the two cities were advised by BPWTC that the Province had informed BPWTC that no further funding was available for the project under the current ICIP program and there were no other programs available to provide the necessary funds. Both Administrations informed BPWTC that once a final guaranteed maximum price was received from the Joint Venture team, that any requests for additional funding would require approval of the Regina and Moose Jaw City Councils, and that based on the Province's response, additional debt financing was the most likely source of additional funding for the project.

Subsequently, on March 25, 2022, the Graham-AECON Joint Venture team submitted to the BPWTC their final binding price including a Lump Sum proposal. With the assistance of Jacobs, an engineering firm and BPWTC's Owner's Advocate on this project, BPWTC reviewed the proposal. As a result of this review, on April 22, 2022, the BPWTC Board accepted and approved the award of the Lump Sum proposal, subject to the cities of Regina and Moose Jaw committing to additional funding to complete the project. With the City Councils of Regina and Moose Jaw approving the additional funding requirement of \$55 million in May 2022, BPWTC has executed the lump sum proposed agreement with Graham AECON Joint Venture team.

Overall, the cost of the project is now estimated at \$325.6 million an increase of \$72.8 million from the original estimate of \$252.8 million, which will require \$55 million in additional funding from the two Cities (Regina's 74 per cent share equals \$40.7 million). While the overall project cost has increased by \$72.8 million, BPWTC plans to use the remainder of its reserves to fund the remaining portion of the cost increase. As a result, the overall funding sources for the project would be \$163.4 million from federal and

provincial ICIP funds, \$115 million through debt financing (original \$60 million approved debt, plus \$55 million sought in this report), and \$47.2 million from BPWTC reserves. The change in cost is due to increased prices and price volatility for oil, iron, copper, and skilled labour that began during the pandemic but have been further impacted by continued supply chain disruption. In addition, impacts to energy and commodity prices from global events continue to impact projects. Jacob's has noted that in North America these factors have had cost impacts that are in the 20-40 per cent range on infrastructure projects.

Buffalo Pound is a municipal corporation or "controlled corporation" with the City of Regina and City of Moose Jaw as its sole voting members. Under the *Unanimous Membership Agreement* (UMA), the City of Regina owns 74 per cent of the voting shares of Buffalo Pound. As such, the City of Regina would be required to guarantee \$40.7 million of the borrowing. This debt amount would appear on the City's consolidated financial statements and would be applied to the City's debt limit. The City's approved debt limit, as set by the Saskatchewan Municipal Board, is \$450.0 million. Pursuant to subsection 133(3) of *The Cities Act* a city cannot guarantee a loan by one of its controlled corporations if it would cause it to exceed its debt limit. If Council approves this borrowing, the City will have utilized \$382.0 million of its \$450.0 million debt limit, or 85 per cent of the City's debt limit.

Section 153 of *The Cities Act* requires that where the City guarantees a loan between a lender and one of its controlled corporations that it be authorized by City Council by bylaw. The Bylaw is required to contain information regarding the amount to be borrowed and guaranteed, the purpose of the loan, the rate of interest or how the rate is calculated, the term and terms of repayment as well as the sources of money to be used to repay the loan if the City were required to do so under the guarantee. All this information is contained in this report and will be contained in the authorizing bylaw.

In addition to the approvals required under *The Cities Act*, Buffalo Pound is also required by the UMA, to obtain the approval of both cities (Moose Jaw and Regina) for the borrowing of funds to proceed with the Plant Renewal Project. Clauses 5.2 (f) and section 5.3 of the UMA state:

- 5.2 **Matters for City Approval.** The Corporation shall not take any of the following actions without the prior approval of each of the Cities:
- (f) the borrowing of money or the issuing any debt obligation or amending, varying, or altering the terms of any existing debt obligation.
- 5.3 **Decisions of City.** Where approval of the Cities is required pursuant to section 5.2 of this Agreement, the chairperson of the Board of Directors shall make a written request to each of the Regina Council and Moose Jaw Council which includes all information necessary for the Cities to make an informed decision. All requests pursuant to this section 5.3 shall include all supporting information and shall be provided to the City Manager, or delegate of each of the Cities, who shall bring the matter forward to Regina Council and Moose Jaw Council, respectively, for consideration.

In accordance with sections 5.2 and 5.3 of the UMA, the Buffalo Pound Board of Directors have submitted the attached request in Appendix A which requests approval to secure the \$55 million loan and associated City guarantee (City's portion of \$40.7 million).

Proposed Debt Structure

The borrowing contemplated by Buffalo Pound includes credit facilities in the principal sum of \$55 million. Buffalo Pound approached financial institutions with respect to the borrowing. The process to invite proposals from a selection of lending institutions followed by Buffalo Pound is consistent with the process used in the past by the City of Regina.

RBC offered the most attractive borrowing with the best interest rates. The amount, repayment sources, interest rate and term for each aspect of the loan is summarized below:

- **Non-Revolving Term Loan:** *the principal sum of \$55 million:* In terms of interest rates, Buffalo Pound will be using Banker's Acceptance Rate (BA) plus 1.08 per cent credit spread. As at July 22, 2022 the 30-day BA based rate was 3.94 per cent (2.87 per cent BA rate plus 1.08 per cent credit spread) but these rates change daily. This loan will be repaid from Buffalo Pound's revenue that it receives from water rates charged to each of the respective Cities. Payments on both the principal and interest will be made monthly and will be calculated based on a 25-year repayment schedule.
- **Interest Rate Swap:** Buffalo Pound intends to enter into an interest rate swap agreement for a 15-year term/25 -year swap/ 25-year amortization term that would cover the interest rates for the \$55 million non-revolving term loan. In this case, Buffalo Pound is receiving a variable interest rate under the loan agreement with RBC, but it can swap this interest rate with a fixed rate by entering into a swap agreement. The reason for entering into a swap agreement is to manage variableness of the BA rate and thus achieve a fixed rate over the 25-year amortization. This provides cost certainty and protects against potential interest rate increases. The formula is the 25-year swap rate plus 1.08% credit spread. As at July 22, 2022 the 25-year swap rate is 4.02 per cent, resulting in a total rate of 5.10 per cent (4.02 per cent plus 1.08 per cent credit spread). The result is Buffalo Pound will pay a fixed rate of 5.10 per cent over the 25-year term. This rate is subject to change until the final legal documents and forward start agreement are signed.

If the Cities were required under the guarantee to repay the principal and interest owing under the loan as well as any early termination or unwind fees for terminating the swap agreement, the City of Regina would make the payments from any one or more of the following sources: municipal property taxes, the General Fund Reserve, or the Utility Fund Reserve.

Due to the current interest rate environment, Administration recommends that if the swap interest rate increases by over 0.75% of the quoted rate on July 22, 2022 that the Executive Director returns to Council with a report to consider additional options for debt financing.

City's Debt Limit and Current Debts Outstanding for the City and Buffalo Pound

The City of Regina has been conservative with respect to its borrowing and regularly monitors debt to ensure it maintains a sound financial position and that credit quality (rating) is protected. The current credit rating of AAA received by S&P Global is the highest rating awarded to a borrower. Remaining in good standing enables the City to have access to capital markets and favourable interest rates for the debt it assumes.

The City's current debt limit is \$450.0 million with \$331.6 million outstanding as of December 31, 2021. The outstanding debt for the City is projected to reach approximately \$382.0 million by December 31, 2022 (including outstanding guarantees). If the proposed debt of \$55.0 million by Buffalo Pound is taken into consideration, based on the City being responsible for its proportionate share (74 per cent) of the principal value of the debt or \$40.7 million. The increase will leave approximately \$68 million in debt available to the City and it reduces the availability of debt financing to support other high priorities that may arise and could potentially impact the City's credit rating if not repaid when due. To mitigate the risk of the additional debt on the current credit rating, the City will continue to work within the parameters established in the Debt Management Policy. This Policy specifies that the City of Regina maintain a debt service ratio of 5 per cent, which is the percentage of the City's revenue used for annual debt interest and principal payments.

Assessment of Buffalo Pound's Current and Projected Financial Condition

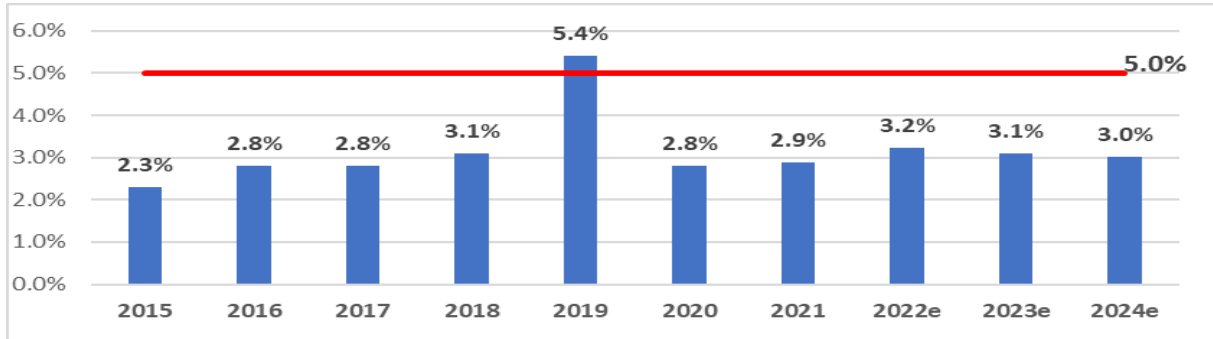
As money borrowed by Buffalo Pound ultimately represents a debt obligation of the City of Regina and reduces the available debt to the City, it is important to evaluate Buffalo Pound's current and projected financial condition to determine its ability to repay borrowed funds. In addition, it is necessary to evaluate the potential risks the City may face with respect to debt borrowed by Buffalo Pound.

Impact of Buffalo Pound's Debt on the City's Debt Position

Debt Service Ratio

The debt service ratio measures the percentage of revenue required to cover debt servicing cost, including interest and principal payments. A high debt servicing ratio is an indication of financial risk as a substantial amount of operating revenues will be required to service debt obligations. The debt service ratio is the prime ratio used by S&P Global, the City's credit rating agency, when assessing the debt burden of a municipality. The City Debt Management Policy sets an affordability target rate of less than 5 per cent. As presented in Figure 1, the debt service ratio for the City of Regina increases slightly when Buffalo Pound's debt is included but is still within the benchmark as shown in the graph below.

Figure 1: City Debt Service Ratio's (2015 - 2024e)



Tax-and-Rate Supported Debt Ratio

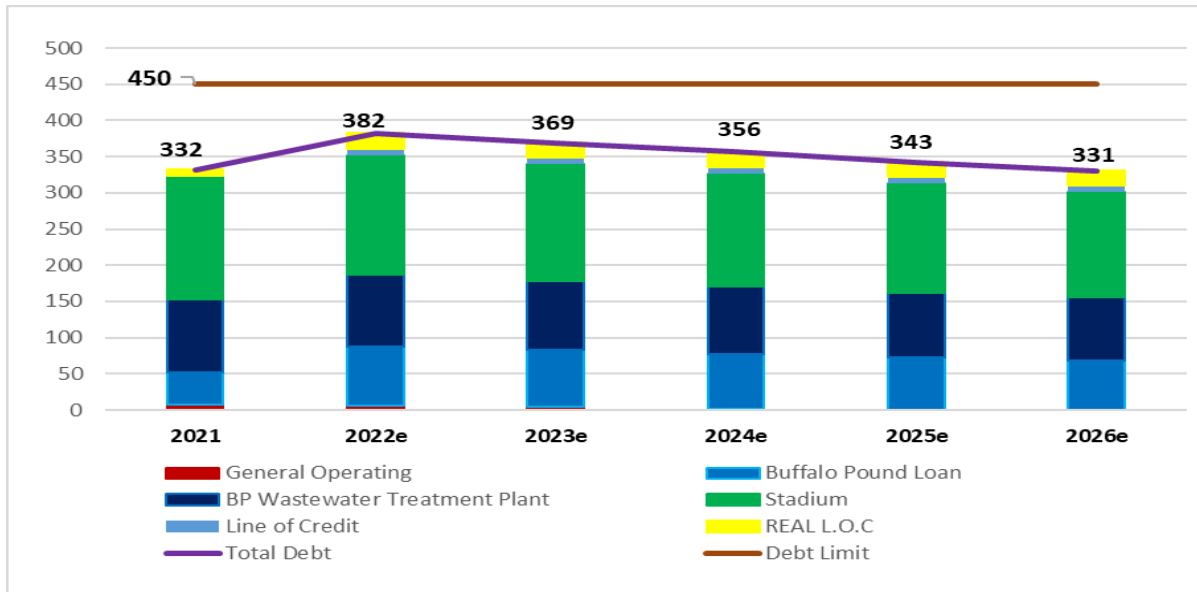
The Tax-and-Rate Supported Debt Ratio is used to assess the amount of debt that is repaid with consolidated operating revenues that are not dedicated to a specific project or fund. This is a key relevant measure of the City's debt affordability because typically debt service costs are funded out of the general operating budget and thus compete directly with other funding needs.

As a key indicator used by S&P, a ratio in the range of 30 to 60 per cent is considered moderate in the overall debt assessment of a municipality. Through the City's debt management policy, a target of 60 per cent or less has been set and will be used for monitoring, reporting and future debt considerations. Once 60 per cent is reached there is an increased risk S&P may consider reducing the City's current credit rating. As shown in Figure 2, if Buffalo Pound's debt is borrowed this ratio will increase slightly from 39 per cent without the borrowing to 44 per cent in 2021. Therefore, it is still well below the benchmark of 60 per cent.

Financial Implications

With Buffalo Pound borrowing the principal sum of \$55.0 million, this will reduce the debt room under the debt limit for the City. However, the City will still have approximately \$68 million of debt room based on the City's 74 per cent proportionate share of the principal sum of the debt, which is \$40.7 million, plus any interest and other costs. Figure 2 shows the City's projected debt based on projects in the capital plan, including Buffalo Pound's borrowing.

Figure 2: Forecast City Debt Including Buffalo Pound Plant Renewal Debt



Administration have assessed the risks of increasing the City's debt and Buffalo Pound's ability to repay the debt and conclude that the City will remain within its internal policy limits and that there is a high likelihood that Buffalo Pound will be able to repay this loan.

All costs associated with this debt is budgeted in Buffalo Pounds 2023-2024 Budget. It is anticipated their capital water rate will increase overall and this will result in an increase in the consumers utility rate. In May 2022, it was anticipated that the rate will increase by 2% for consumers. After interest rate rises the impact is now anticipated to be an increase of 2.7% based on the current quoted rates.

DECISION HISTORY

City Council, at its meeting held on May 18, 2022, approved a report of Executive Committee (Item CR22-55: *Buffalo Pound Plant Renewal Financing*) and concurred in the recommendations that in part, approved Buffalo Pound's request to enter negotiations with lenders and approved lending Buffalo Pound the \$55 million.

Respectfully submitted,

Respectfully submitted,


Irene Hrynkiw, Manager, Financial Analysis & Support

7/28/2022


Barry Lacey, Exec. Director, Financial Strategy & Sustainability

7/29/2022

Prepared by: Keely Farrell, Coordinator, Financial & Business Support

ATTACHMENTS

Appendix A - BPWTC Plant Renewal Financing Board Resolution

BUFFALO
POUND
WATER
BOARD OF
DIRECTORS

THE PLANT:
306.694.1377
ADDRESS: 2476 VICTORIA AVE
PO BOX 1790, REGINA, SK S4P 3C8

July 14, 2022

Mr. Jim Puffalt
City Manager
CITY OF MOOSE JAW
228 Main Street N.
Moose Jaw, SK.
S6H 3J8

Mr. Barry Lacey, Exec. Director
Financial Strategy & Sustainability
CITY OF REGINA
PO Box 1790
Regina, SK
S4P 3C8

Dear Sir:

Re: Approval of the RBC Bank Loan Contract – Plant Renewal Project

Please be advised that on July 13, 2022, the Buffalo Pound Water Board of Directors passed the following resolution:

THAT the Buffalo Pound Water Treatment Corporation Board of Directors:

- (i) approve and authorize the award of the Financing to the Royal Bank of Canada in the amount of \$55 million and authorize the Corporation to negotiate and enter into the Documents, subject to the City of Regina and the City of Moose Jaw each passing their respective Borrowing / Guarantee Bylaws; and
- (ii) execute the attached form of Resolution.

Enclosed is the executed Resolution of the Board of Directors of the Buffalo Pound Water Treatment Corporation authorizing the Corporation to borrow funds from the Royal Bank of Canada in accordance with the terms and conditions set out in the documents referred to in the above motion.

I trust the above is satisfactory. Please advise if any further information is required at this time.

Yours truly,

A handwritten signature in blue ink, appearing to be 'RJ' followed by a horizontal flourish.

Ryan Johnson, C.D., M.A.Sc., P.Eng.
President & CEO
Buffalo Pound Water
/lw

**RESOLUTION OF THE BOARD OF DIRECTORS OF
BUFFALO POUND WATER TREATMENT CORPORATION**

WHEREAS Royal Bank of Canada (the “**Lender**”) has offered to establish certain credit facilities in favour of Buffalo Pound Water Treatment Corporation (the “**Corporation**”) for the purposes more particularly set out in the term sheet dated as of May 27, 2022 together with any amendments thereto (the “**Term Sheet**”) in connection with the loan more particularly described therein (the “**Loan**”);

AND WHEREAS in connection with the Loan, the Corporation desires to enter into a Letter Loan Agreement (the “**Credit Agreement**”) and an International Swaps and Derivatives Association Inc. Master Agreement (the “**ISDA Agreement**”) with the Lender;

AND WHEREAS in connection with the Loan, the Corporation desires to execute and deliver to Lender additional documentation as more particularly described in the Term Sheet, the Letter Loan Agreement and the ISDA Agreement (the aforesaid additional documents, together with the Credit Agreement and the ISDA Agreement, herein collectively called the “**Documents**”);

NOW THEREFORE BE IT RESOLVED THAT:

1. Subject to the passage of borrowing / guarantee bylaws by the City of Regina and the City of Moose Jaw, the Corporation is authorized to borrow from the Lender, the proceeds of the Loan as set out in the Documents.
2. Subject to the passage of borrowing / guarantee bylaws by the City of Regina and the City of Moose Jaw, the execution and delivery by the Corporation of the Documents and the performance of the obligations of the Corporation thereunder, are hereby authorized, approved, ratified and confirmed.
3. Any one (1) director or officer of the Corporation is hereby authorized for, on behalf of and in the name of the Corporation, to execute and deliver to the Lender under the corporate seal of the Corporation or otherwise the Documents in the form or substantially in the form of the drafts presented to the Corporation and other Documents contemplated in the Credit Agreement or as may be otherwise required by the Lender, with such alterations, additions, amendments and deletions as such signing officers may approve, and their signatures shall be conclusive evidence of such approval and the Documents so executed are those authorized in this resolution.
4. Any one (1) person designated in paragraph 3 hereof is hereby authorized for, on behalf of and in the name of the Corporation, to execute and deliver under the corporate seal of the Corporation or otherwise all such other Documents and to do all such other acts and things as may be necessary or desirable to give effect to this resolution or as may be otherwise reasonably required by the Lender.

WITNESS the signatures of all of the Directors as of July 14, 2022

DocuSigned by:

Grant Ring

8049E80FF50C406...

Grant Ring

DocuSigned by:

Dale Schoffer

85CE8023405DE43F...

Dale Schoffer

DocuSigned by:

Ben Boots

1A5FCEEF50B124A3

Ben Boots

DocuSigned by:

Patricia Warsaba

E0F88C15E379466...

Patricia Warsaba

DocuSigned by:

Dave Richards

49EB4B70D7DD436...

Dave Richards

DocuSigned by:

Judy May

FA0C633BA6EE473...

Judy May

DocuSigned by:

Daryl Posehn

DD9B695B2E38450...

Daryl Posehn



Official Community Plan Amendment & Zoning Bylaw Amendment - 1555 14th Avenue - PL202200037

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Regina Planning Commission
Service Area	City Planning & Community Development
Item #	CR22-91

RECOMMENDATION

That City Council:

1. Approve amendments to *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) to provide an exemption to Policy 9 in the OCP Part B.8 Core Area Neighbourhood Plan to allow for mixed-use development at 1555 14th Avenue.
2. Approve the application to rezone 1555 14th Avenue, being Lots 1 & 2, Parcel 423, Plan No. OLD33, and Lot 21, Parcel 423, Plan No. 101193410 Ext 21 in the Old33 Subdivision, from RL – Residential Low-Rise Zone to ML – Mixed Low-Rise Zone.
3. Instruct the City Solicitor to prepare the necessary bylaw(s) to give effect to the recommendations, to be brought forward to the meeting of City Council following approval of these recommendations and the required public notice.

HISTORY

At the August 9, 2022 meeting of Regina Planning Commission, the Commission considered the attached report RPC22-27 from the City Planning & Development Division.

Celeste York declared a conflict of interest, citing her daughter's partnership in 1080 Architecture Planning + Interiors, abstained from discussion and voting, and temporarily left the meeting.

Shawn Farrow, representing the owner of the property, Regina, SK addressed the Commission.

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

Recommendation #4 in the attached report does not need City Council approval.

Respectfully submitted,

REGINA PLANNING COMMISSION


Elaine Gohlke, Council Officer 8/12/2022

ATTACHMENTS

RPC22-27 - Official Community Plan Amendment & Zoning Bylaw Amendment - 1555 14th Avenue - PL202200037.pdf

Appendix A-1

Appendix A-2

Appendix A-3

Appendix A-4

Appendix B



Official Community Plan Amendment & Zoning Bylaw Amendment - 1555 14th Avenue - PL202200037

Date	August 9, 2022
To	Regina Planning Commission
From	City Planning & Community Development
Service Area	Planning & Development Services
Item No.	RPC22-27

RECOMMENDATION

Regina Planning Commission recommends that City Council:

1. Approve amendments to *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) to provide an exemption to Policy 9 in the OCP Part B.8 Core Area Neighbourhood Plan to allow for mixed-use development at 1555 14th Avenue.
2. Approve the application to rezone 1555 14th Avenue, being Lots 1 & 2, Parcel 423, Plan No. OLD33, and Lot 21, Parcel 423, Plan No. 101193410 Ext 21 in the Old33 Subdivision, from RL – Residential Low-Rise Zone to ML – Mixed Low-Rise Zone.
3. Instruct the City Solicitor to prepare the necessary bylaw(s) to give effect to the recommendations, to be brought forward to the meeting of City Council following approval of these recommendations and the required public notice.
4. Approve these recommendations at its meeting on August 17, 2022.

ISSUE

1080 Architecture (Applicant) and Westmount Capital (Owner) propose to rezone the subject property at 1555 14th Avenue from RL – Residential Low-Rise Zone to ML – Mixed Low-Rise Zone to facilitate commercial development. The subject property is located within the Heritage

Neighbourhood (formerly called the Core Area). There is no associated development proposal with this application.

Current policies within the Core Area Neighborhood Plan (*Design Regina: The Official Community Plan Bylaw No. 2013-48* – Part B.8) identify this location for residential land use; therefore, to facilitate the proposed rezoning an amendment to Section 9 of the Core Area Neighbourhood Plan is required.

Property owners can submit applications to change the zoning designation of their property. This application requires an amendment to *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) and the *Regina Zoning Bylaw 2019-19* (Zoning Bylaw), both of which require review by Regina Planning Commission (RPC) and approval by City Council. These applications include a public and technical review process in advance of consideration by RPC and Council.

This application is being considered pursuant to *The Planning and Development Act, 2007* (Act); the OCP and Zoning Bylaw. The proposal has been assessed and is deemed to comply with the Act, OCP (Parts A and B.12) and the Zoning Bylaw. The proposed amendment to OCP Part B.8 meets the overall intent of the plan.

IMPACTS

Policy/Strategic Impact

The proposed development is supported by the OCP's policies, including those specific to:

- Promoting complete neighbourhoods (Part A, Section D5 Goal 1) in which work, live, and recreation can all be found in one community.
- Adaptive re-use of the space contributes to a mixed-use environment, which supports the OCP goals for the City Centre.

OTHER OPTION

Alternative options would be:

1. Refer the application back to Administration. If City Council has specific concerns with the proposal, it may refer it back to Administration for further review and direct the report, as supplemented or revised, be reconsidered by Regina Planning Commission or brought directly back to Council following such further review.
 2. Deny the application and the subject property would remain zoned RL – Residential Low-Rise Zone and no amendment to the Neighbourhood Plan will be required.
-

COMMUNICATIONS

The applicant and other interested parties will receive a copy of the report and notification of their right to appear as a delegation at the Council meeting when the application will be considered. Public notice of City Council's consideration of the proposed bylaw amendments and the related public hearing will also be given in accordance with *The Public Notice Policy Bylaw, 2020*. The Applicant will receive written notification of City Council's decision.

DISCUSSION

Proposal

The applicant proposes to rezone the subject property to ML – Mixed Low-Rise Zone to allow for future commercial development. The current zoning RL – Residential Low-Rise Zone prohibits commercial land uses. There is no associated development at this time and any future development proposal will be reviewed through the standard development permit and building permit process at the time of application.

The site was formerly a 30-unit residential apartment ("Building, Stacked") that was demolished in 2021.

Considerations

In accordance with the application standards for the ML – Mixed Low-Rise Zone, this zone is to:

- (a) accommodate a variety of low intensity commercial uses that serve the local community and do not draw customers from beyond their neighbourhood boundaries or generate substantial vehicle traffic; or
- (b) promote pedestrian-oriented storefronts as a means to enhance the vitality of street and businesses and reduce automobile dependence.

The ML – Mixed Low-Rise Zone is commonly applied to properties within neighbourhoods and not along major corridors like Albert Street or Victoria Avenue. Therefore, this zone is appropriate for the subject property.

The surrounding land uses are medium density residential to the west, a surface parking lot to the south, mixed commercial to the north, and the Regina General Hospital to the east.

Core Area Neighbourhood Plan Amendment

To consider the proposed rezoning to the ML - Mixed Low-Rise Zone an amendment to the Core Area Neighbourhood Plan (OCP) is required, as the plan limits land-use of the subject properties to residential (Appendix A-3). The amendment is considered appropriate as the proposed use and rezoning aligns with current development trends within the neighbourhood and immediately abuts

the General Hospital.

The site is also governed by the General Hospital Area Neighbourhood Plan (OCP Part B.12), which supports mixed-use at this location, consistent with the proposed rezoning. The plan considers this location to be part of the “Medical District” (Appendix A-4) in which non-residential land uses are to be considered.

At the time when these neighbourhood plans were developed, historic zoning provisions were in place. The proposed ML – Mixed Low Rise Zone is an appropriate zone that meets the needs of the neighbourhood, which was not an available zoning designation at the time of the neighbourhood plan(s) creation.

Community Engagement

In accordance with the public notice requirements of *The Public Notice Policy Bylaw, 2020*, neighbouring property owners within 75 metres of the proposed development received written notice of the application. The Heritage Community Association was contacted and responded in support. Administration received six responses from neighbouring properties, which are summarized in Appendix B.

DECISION HISTORY

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

Respectfully Submitted,

Respectfully Submitted,


Autumn Lawson, Director, Planning & Development Services

7/18/2022

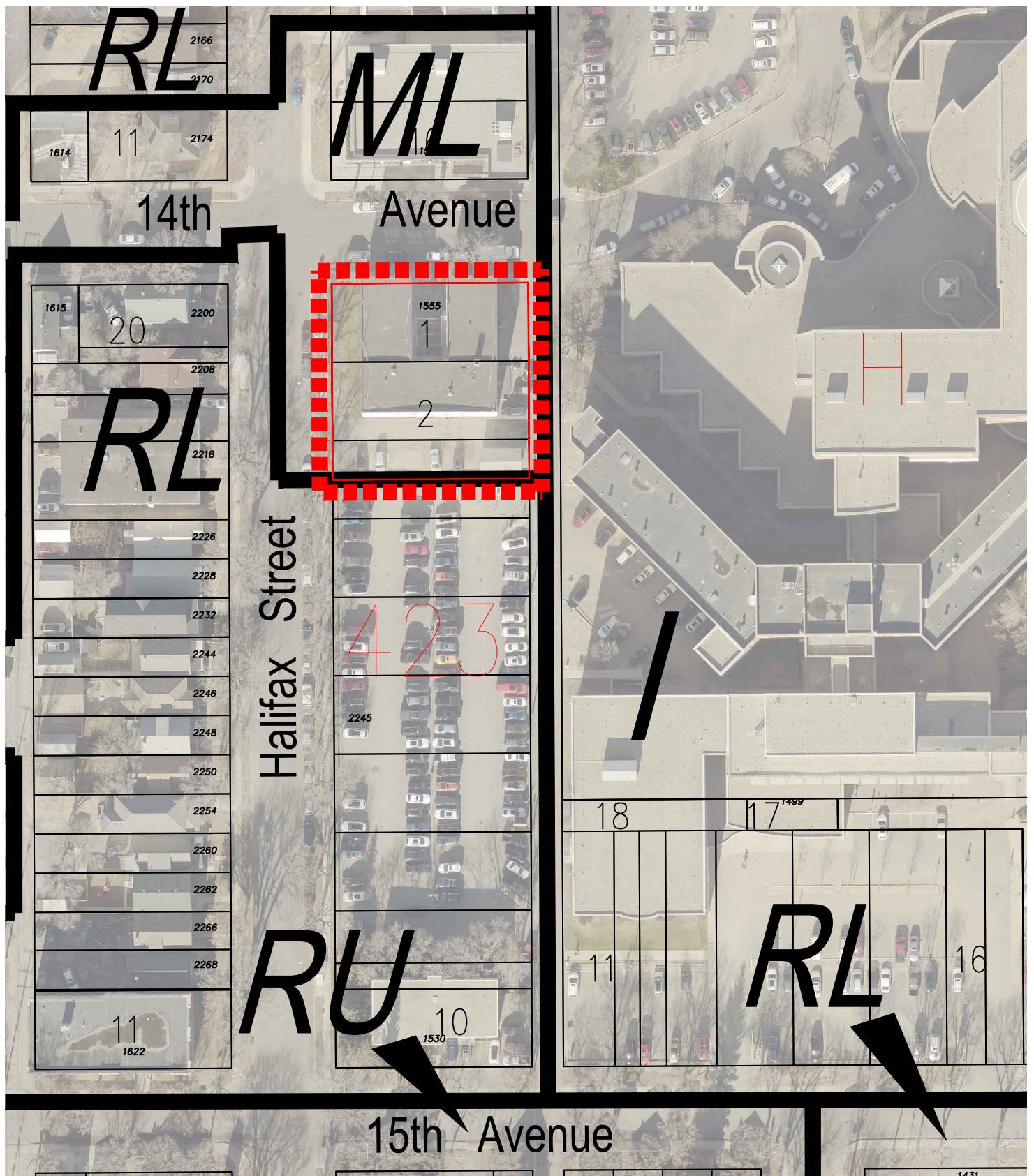

Deborah Bryden, Acting Executive Director

7/28/2022

Prepared by: Michael Sliva, City Planner II

ATTACHMENTS

Appendix A-1
Appendix A-2
Appendix A-3
Appendix A-4
Appendix B



Subject Property

Date of Photography : 2020





Subject Property

Date of Photography: 2020



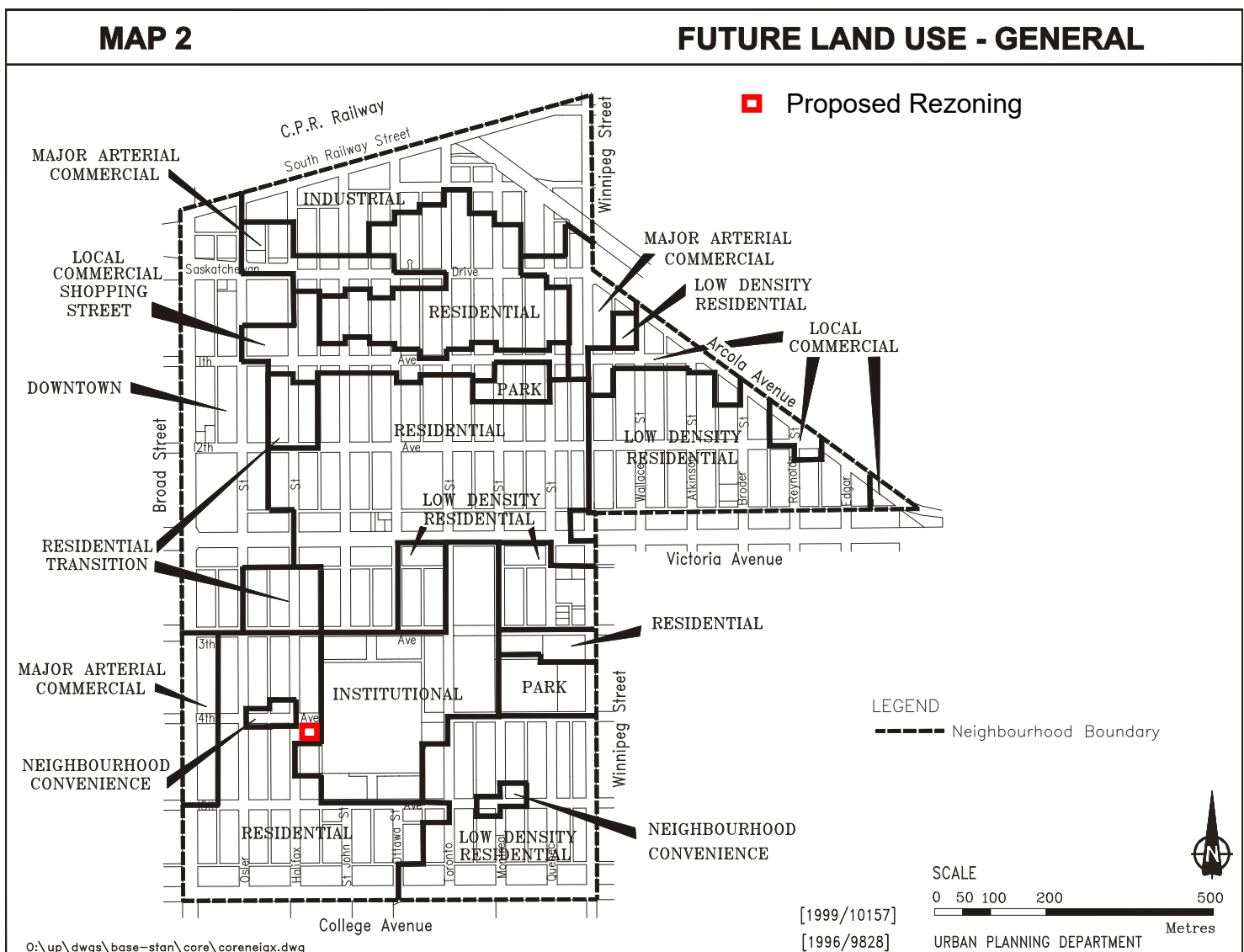
Project PL202200037 Civic Address/Subdivision 1555 14th Avenue

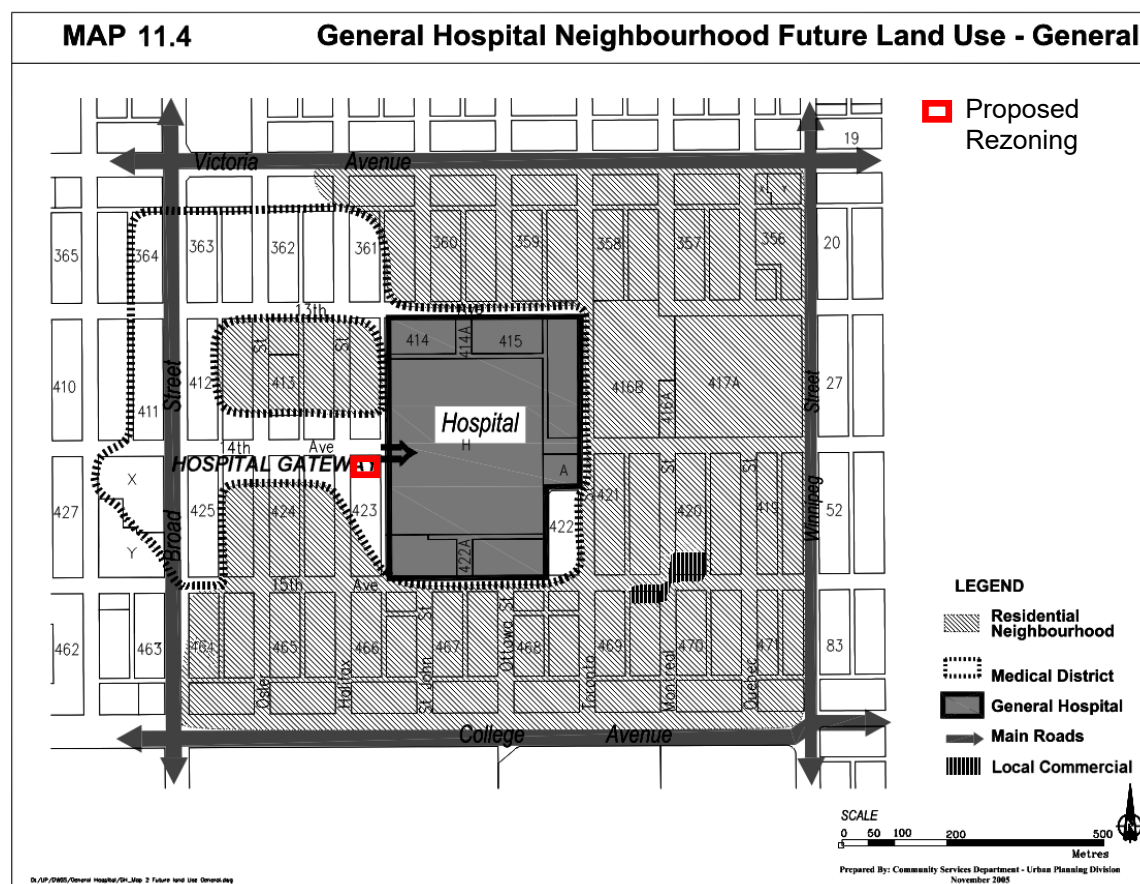
Implementation

The Core Neighbourhood is diverse in terms of its land use and zoning. The conflicts among some uses, including commercial and industrial uses adjacent to residential areas, have contributed to the weakening of the residential nature of the area.

To enhance the area there is a need for zoning to:

- direct residential redevelopment to those areas most suitable in terms of location, existing land use and life expectancy of existing housing stock;
- encourage the rehabilitation and continuance of existing family oriented housing stock while providing for redevelopment with similar types of housing;
- introduce more appropriate commercial zoning on sites adjacent to residential areas.





This plan preserves future growth options for the hospital on their existing site, expanding the building onto the adjacent Block 422, and construction of standalone medical facilities elsewhere in the Medical District.

- That future medical related uses be directed to the Medical District shown on Map 11.4.
- That there be no encroachment of medical related land uses into the residential neighbourhood as shown on Map 11.4.
- Exceptions to the policies in this Part are only as follows:

Building	Address	Legal Description	Use to be Allowed
Existing Residence	1636 College Avenue	Lot 8, Block 465 Plan Old 33, Ext. 0 as described on Certificate of Title No. 90R24816	A specialty Medical Clinic to accommodate a maximum of four medical specialists.

4) Hospital Access

The General Hospital is located in the centre of the neighbourhood, and does not have direct access to arterial streets such as Broad Street, Victoria Avenue, College Avenue and

Public Notice Comments

Response	Number of Responses	Issues Identified
<i>Completely opposed</i>	1	- Residential Parking
<i>Accept if many features were different</i>	2	- Parking - Wants mixed use
<i>Accept if one or two features were different</i>	1	
<i>I support this proposal</i>	2	

The following is a summary of issues identified through public consultation, listed in order of magnitude (starting with most numerous):

1. Parking and residential parking permits

Administration's Response:

- The Zoning Bylaw requires a certain number of parking stalls depending on the size of development. As there is no associated development at this time the City cannot determine the number of required parking stalls.
- Two residents have asked to convert this street to a form of restricted residential parking. This request is outside the scope of the proposed development and not supported in policy by the neighbourhood plan but has been forwarded to City parking staff for information.

2. Mixed-Use

Administration's Response:

- The Zoning Bylaw allows for commercial and/or residential development within the ML – Mixed Low-Rise Zone. Either stand-alone or mixed is acceptable.



Zoning Bylaw Amendments - Al Ritchie Neighbourhood

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Regina Planning Commission
Service Area	City Planning & Community Development
Item #	CR22-92

RECOMMENDATION

That City Council:

1. Approve amendments to *The Regina Zoning Bylaw, 2019* by:
 - a. Adding a new subsection (3) to section 1F.1.2 of Chapter 1 – Part 1F as follows:

Notwithstanding subsection (1), authority to vary regulations, requirements and standards pursuant to this section shall not apply to any proposed development located in the Assiniboia Place and Arnhem Place Sub-Area, as identified in the Al Ritchie Neighbourhood Land-Use Plan (Part B.19 of the Design Regina: The Official Community Plan Bylaw No. 2013-48).
 - b. Adding a new Part 8O, as attached to this report as Appendix A, to Chapter 8.
 - c. Rezoning the properties legally described as Lot 8-Blk/Par 33A-Plan 102280700 Ext 0 and Lot 9-Blk/Par 33A-Plan 102280700 Ext 0, from RN – Residential Neighbourhood Zone to ML – Mixed Low-Rise Zone.
2. Instruct the City Solicitor to prepare the necessary bylaw(s) to give effect to the recommendations, to be brought forward to a meeting of City Council following approval of these recommendations and the required public notice.

HISTORY

At the August 9, 2022 meeting of Regina Planning Commission, the Commission considered the attached report RPC22-28 from the City Planning & Development Division.

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

Recommendation #3 in the attached report does not need City Council approval.

Respectfully submitted,

REGINA PLANNING COMMISSION


Elaine Gohike, Council Officer 8/12/2022

ATTACHMENTS

RPC22-28 - Zoning Bylaw Amendments - Al Ritchie Neighbourhood.pdf

Appendix A

Appendix B



Zoning Bylaw Amendments - Al Ritchie Neighbourhood

Date	August 9, 2022
To	Regina Planning Commission
From	City Planning & Community Development
Service Area	Planning & Development Services
Item No.	RPC22-28

RECOMMENDATION

Regina Planning Commission recommends that City Council:

1. Approve amendments to *The Regina Zoning Bylaw, 2019* by:
 - a. Adding a new subsection (3) to section 1F.1.2 of Chapter 1 – Part 1F as follows:

Notwithstanding subsection (1), authority to vary regulations, requirements and standards pursuant to this section shall not apply to any proposed development located in the Assiniboia Place and Arnhem Place Sub-Area, as identified in the Al Ritchie Neighbourhood Land-Use Plan (Part B.19 of the Design Regina: The Official Community Plan Bylaw No. 2013-48).
 - b. Adding a new Part 8O, as attached to this report as Appendix A, to Chapter 8.
 - c. Rezoning the properties legally described as Lot 8-Blk/Par 33A-Plan 102280700 Ext 0 and Lot 9-Blk/Par 33A-Plan 102280700 Ext 0, from RN – Residential Neighbourhood Zone to ML – Mixed Low-Rise Zone.
2. Instruct the City Solicitor to prepare the necessary bylaw(s) to give effect to the recommendations, to be brought forward to a meeting of City Council following approval of these recommendations and the required public notice.
3. Approve these recommendations at its meeting on August 17, 2022.

ISSUE

At its March 30, 2022 meeting, City Council (Council) approved a neighbourhood land-use plan (NLP) for the Al Ritchie Neighbourhood (*Al Ritchie Neighbourhood Land-Use Plan*). As the Al Ritchie NLP includes policy for addressing land-use and development features that are unique for the Al Ritchie Neighbourhood, an amendment to *Regina Zoning Bylaw, 2019* (Zoning Bylaw) is required. The purpose of this report is to seek Council's approval to amend the Zoning Bylaw to align with the previously approved Al Ritchie NLP policy.

The recommendations of this report also include a zoning amendment for a neighbourhood property, which is in alignment with the Al Ritchie NLP policy. This zoning amendment is at the request of the landowner, as they are in a position to pursue a development application. This represents the only property-specific Zoning Bylaw amendment, at this time.

Amendments to the Zoning Bylaw require review by the Regina Planning Commission and approval by Council. The proposed amendments comply with the *Planning and Development Act, 2007* (The Act); *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) and the Al Ritchie NLP; therefore, Administration recommends approval.

IMPACTS

Policy

The recommendations of this report support the objectives/ policies of the OCP by:

- Carrying forward regulatory mechanisms that are required to implement the policy of the OCP (Section E, Policy 14.38). The Al Ritchie NLP forms part of the OCP (Part B.19) and includes land-use and built-form policy specific to the Al Ritchie Neighbourhood context – The proposed Zoning Bylaw amendments will provide a regulatory mechanism for implementing the Al Ritchie NLP policy.
- Establishing regulations that support community character and sense-of-place (Section D5, Policy 7.1.8; Section E, Policy 14.53): The proposed Zoning Bylaw amendments include special regulatory mechanisms for supporting the small lot, and unique character, of the Al Ritchie Neighbourhood.

Other

There are no financial, accessibility or environmental impacts associated with this report.

OTHER OPTIONS

1. Refer the application back to Administration. If RPC or City Council has specific concerns with

the proposed Zoning Bylaw amendments, it may refer the application back to Administration for revisions or additional information or consultation and may direct that the report be reconsidered by the RPC or brought directly to Council following such further review. Referral of the report back to the Administration will delay approval of the Zoning Bylaw amendments and may also, therefore, delay development proposals dependant on the amendments.

2. Deny the application: The Zoning Bylaw amendments will not be enacted; therefore, the necessary regulatory mechanisms to implement the AI Ritchie NLP will not be available and there will be inconsistencies between the OCP and the Zoning Bylaw which may delay applications.

COMMUNICATIONS

Interested parties will receive a copy of the report and notification of their right to appear as a delegation at the Council meeting when the application will be considered. Public notice of the Zoning Bylaw amendments and the associated public hearing will be given in accordance with *The Public Notice Policy Bylaw, 2020*.

DISCUSSION

The Zoning Bylaw amendments addressed through this report will establish regulations for implementing the “built-form” objectives (form and design of buildings) of the AI Ritchie NLP, as well as a property-specific map amendment (rezoning), which were previously approved through the AI Ritchie NLP. The built-form standards relate to maximum building height, throughout the Neighbourhood, for all classes of land-use, and special standards for further regulating development in the Assiniboia/ Arnhem Place sub-area.

The height strategy of the AI Ritchie NLP, which will be implemented through the Zoning Bylaw, is tailored for the AI Ritchie Neighbourhood and was developed through consultation with the community. The height strategy is based on the concept that taller buildings should be located close to the Victoria Avenue Urban Corridor and that height should gradually decrease moving south from the Victoria Avenue Urban Corridor towards Wascana Centre.

Additional standards are introduced for the Assiniboia/ Arnhem Place sub-area, as this area, as defined in the AI Ritchie NLP, was identified as having unique characteristics: a prevalence of smaller, original homes – especially the WWII “veteran homes” built in the 1940s and 1950s. The AI Ritchie NLP, and proposed Zoning Bylaw standards, support the character of this area by requiring a reduced total height, as well as main floor height, reduced building length and the non-applicability of the minor variance provision. The decision to exempt this sub-area from the minor variance provisions of the Zoning Bylaw was approved by Council as part of the AI Ritchie NLP approval process.

In order to apply specific and unique regulations, a new overlay zone, specific to the Al Ritchie Neighbourhood, is proposed. This overlay zone will work in tandem with the base, or underlying zone, as well as other applicable zones, such as the Residential Infill Development Overlay Zone and the Height Overlay Zone.

Lastly, the proposed amendments include a zoning map amendment intended to bring a property, located next to the intersection of Arcola Avenue and the Victoria Avenue Urban Corridor (Appendix B), in alignment with the Al Ritchie NLP policy. This zoning change, from Residential Neighbourhood Zone to Mixed Low-Rise Zone, is supported by the landowner and will allow for future commercial or mixed-use development, which is originally contemplated during policy creation.

These proposed Zoning Bylaw amendments provide the requisite regulatory mechanisms for implementing the policy of the Al Ritchie NLP and are in conformity with the OCP and the Al Ritchie NLP, which forms part of the OCP (Part B.19). The policy of the Al Ritchie NLP, which directs the proposed Zoning Bylaw amendments, was subject to comprehensive public consultation through the planning preparation process and received approval (as an OCP amendment) from the Government of Saskatchewan, dated July 4, 2022.

DECISION HISTORY

On March 16, 2022, City Council approved the *Al Ritchie Neighbourhood Land-Use Plan* by amending *Design Regina: The Official Community Plan Bylaw No. 2013-48* (CR22-29).

Respectfully Submitted,

Respectfully Submitted,


Autumn Lawson, Director, Planning & Development Services

7/18/2022


Deborah Bryden, Acting Executive Director

7/28/2022

Prepared by: Jeremy Fenton, Senior City Planner

ATTACHMENTS

Appendix A
Appendix B

PART 80

ARN – AL RITCHIE NEIGHBOURHOOD OVERLAY ZONE

80.1 INTENT

The Al Ritchie Neighbourhood Overlay Zone (ARN Overlay Zone) is intended to establish specific requirements for buildings located within the policy area of the Al Ritchie Neighbourhood Plan (Part B.19 of the *Design Regina: The Official Community Plan Bylaw No. 2013-48*).

80.2 APPLICATION

- (1) The ARN Overlay Zone shall apply to all lots within the Al Ritchie Neighbourhood, as shown in the Al Ritchie Neighbourhood Plan and Figure 80.F1.
- (2) The ARN Overlay Zone shall be in addition to, and shall overlay, all other zones that apply so that any parcel of land lying in the ARN Overlay Zone shall also lie in one or more of the other zones provided for by this Bylaw. The effect is to create a new zone, which has the characteristics and limitations of the underlying zones, together with the characteristics and limitations of the ARN Overlay Zone.
- (3) Unless specifically exempted, the regulations, standards and criteria of the ARN Overlay Zone shall supplement, and be applied in addition to, but not in lieu of, any regulations, standards and criteria applicable to the underlying zone.
- (4) In the event of conflict between the requirements of the ARN Overlay Zone and those of the underlying zone, the ARN Overlay Zone requirements shall apply, unless specifically exempted.
- (5) In the event of conflict between the requirements of ARN Overlay Zone and another overlay zone, the overlay zone with the most stringent requirements shall apply, unless specifically exempted.

APPENDIX A

80.3 LAND USE REQUIREMENTS

3.1 PERMITTED AND DISCRETIONARY LAND USES

All permitted and discretionary uses in the underlying zone also apply in this zone, with the following exceptions:

Retail Trade, Fuel Station (excepting 935 Victoria Avenue); Service Trade, Motor Vehicle; Service Trade, Wash; Drive-Through; Transportation, Parking Lot shall be prohibited from locating along Victoria Avenue, west of Arcola Avenue.

3.2 PROHIBITED LAND USES

All prohibited uses in the underlying zone are also prohibited in this zone.

80.4 DEVELOPMENT STANDARDS

4.1 HEIGHT STANDARDS

- (1) The maximum height of buildings shall be in accordance with Figure 8O.F2.
- (2) Notwithstanding clause 8O.4.1(1), for a proposed building within the Low-Density Area, as shown in Figure 8O.F1, the maximum building height shall be the greater of: the requirements of Figure 8O.F2, or the average of the actual building height of all existing principal buildings on the same block face as the proposed development.
- (3) Notwithstanding clauses 8O.4.1(1) and (2):
 - (a) For the areas shown on Figure 8O.F2 that have a height limit of 8.5 metres, and are located along Winnipeg Street and north of 14th Avenue, the maximum height limit shall be 7.5 metres for corner lots.
 - (b) Within the 6.5 metre height area (Arnhem Place subdivision), as shown in the Al Ritchie Neighbourhood Plan and Figure 8O.F1, existing buildings that are greater than 6.5 metres in height may be rebuilt/ replaced to a maximum of 7.5 metres in height.
 - (c) The height limits shown on Figure 8O.F2 shall not apply to the following land-uses: Assembly, Religion; Institution, Education.

APPENDIX A

4.2 HEIGHT EXCEPTIONS

- (1) Subject to subsection 8O.4.2(2), the height limitation mentioned in subsection 8O.4.1 shall not apply to any of the following:
 - (a) spire; belfry; cupola; dome; chimney; ventilator; skylight; water tank; bulkhead; communication antenna;
 - (b) any features or mechanical appurtenances, usually situated above the roof level, that is, in the opinion of the Development Officer, similar to the above list.
- (2) The features mentioned in subsection 8O.4.2(1):
 - (a) may not include an elevator or staircase enclosure, or a mechanical penthouse;
 - (b) may not be used for human habitation; and
 - (a) shall be erected only to such minimum height or to accomplish the purpose they are to serve.

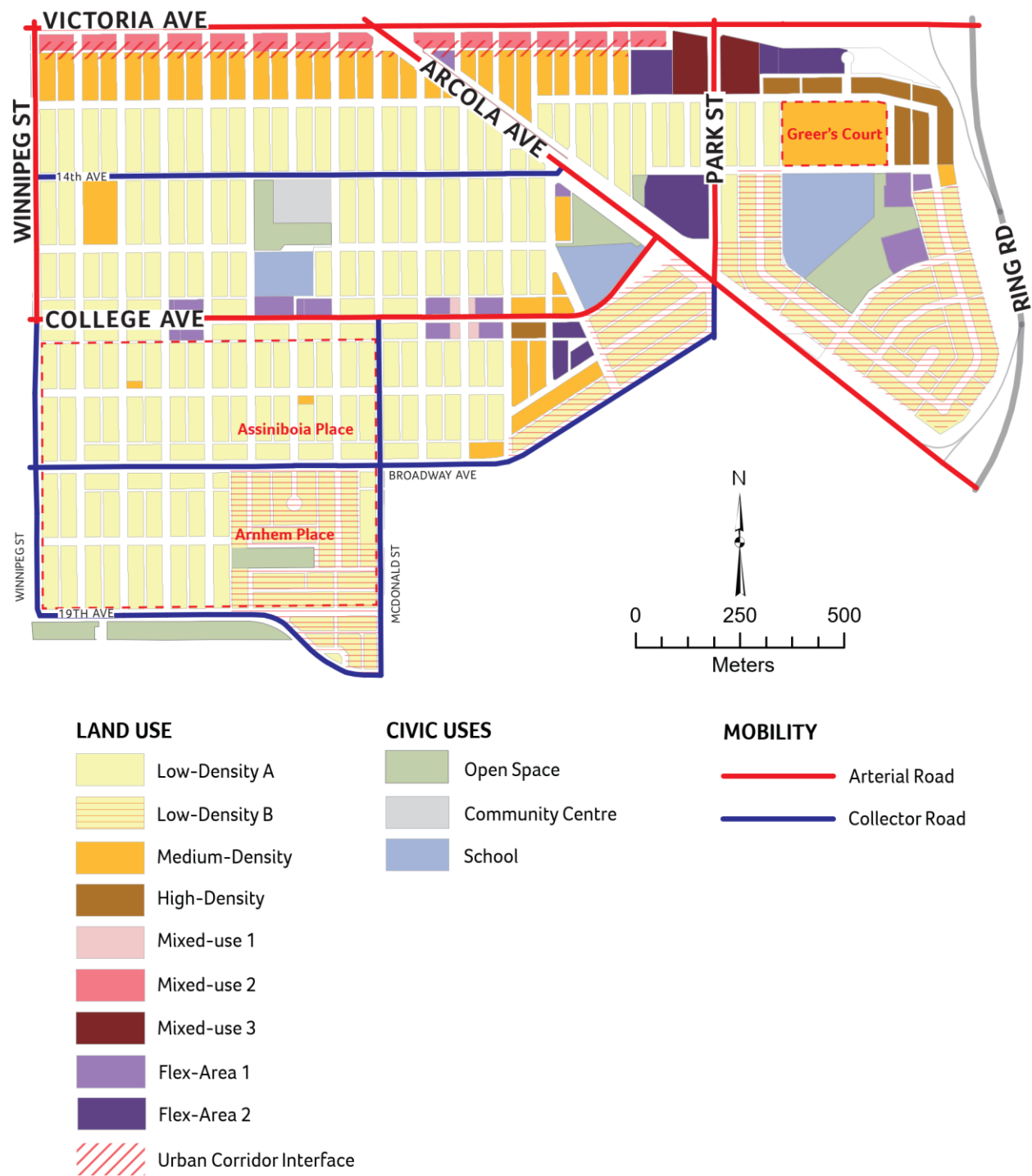
4.3 ARNHEM-ASSINIBOIA PLACE SUB-AREA

- (1) Within the area identified as Arnhem Place and Assiniboia Place, as shown in the Al Ritchie Neighbourhood Plan and Figure 8O.F1:
 - (a) The maximum finished floor height of the first/ ground floor shall be 1.2 metres above established grade.
 - (b) The depth (length) of buildings shall not exceed 15 metres.

APPENDIX A

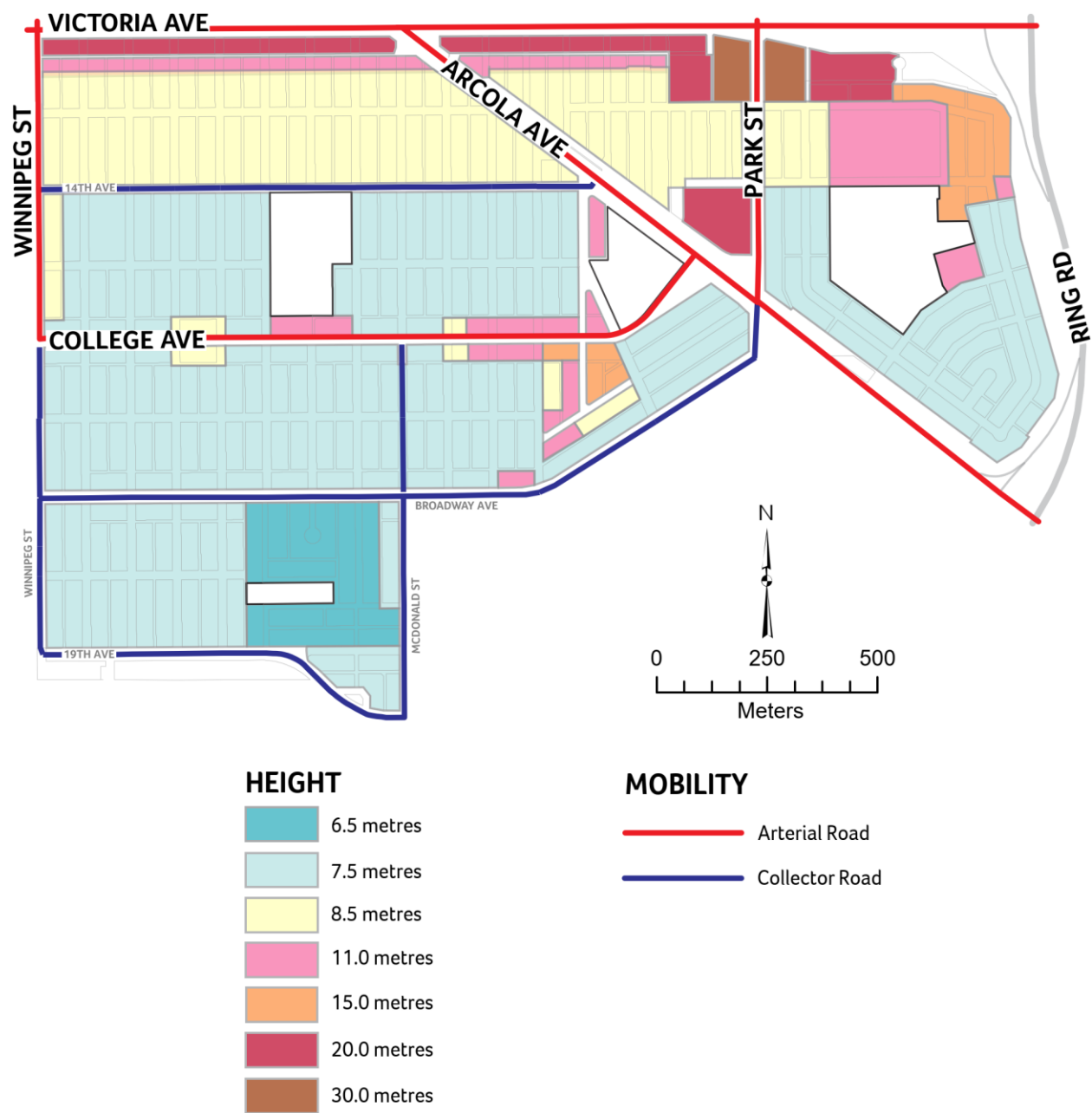
Figure 8O.F1: Land-Use Map

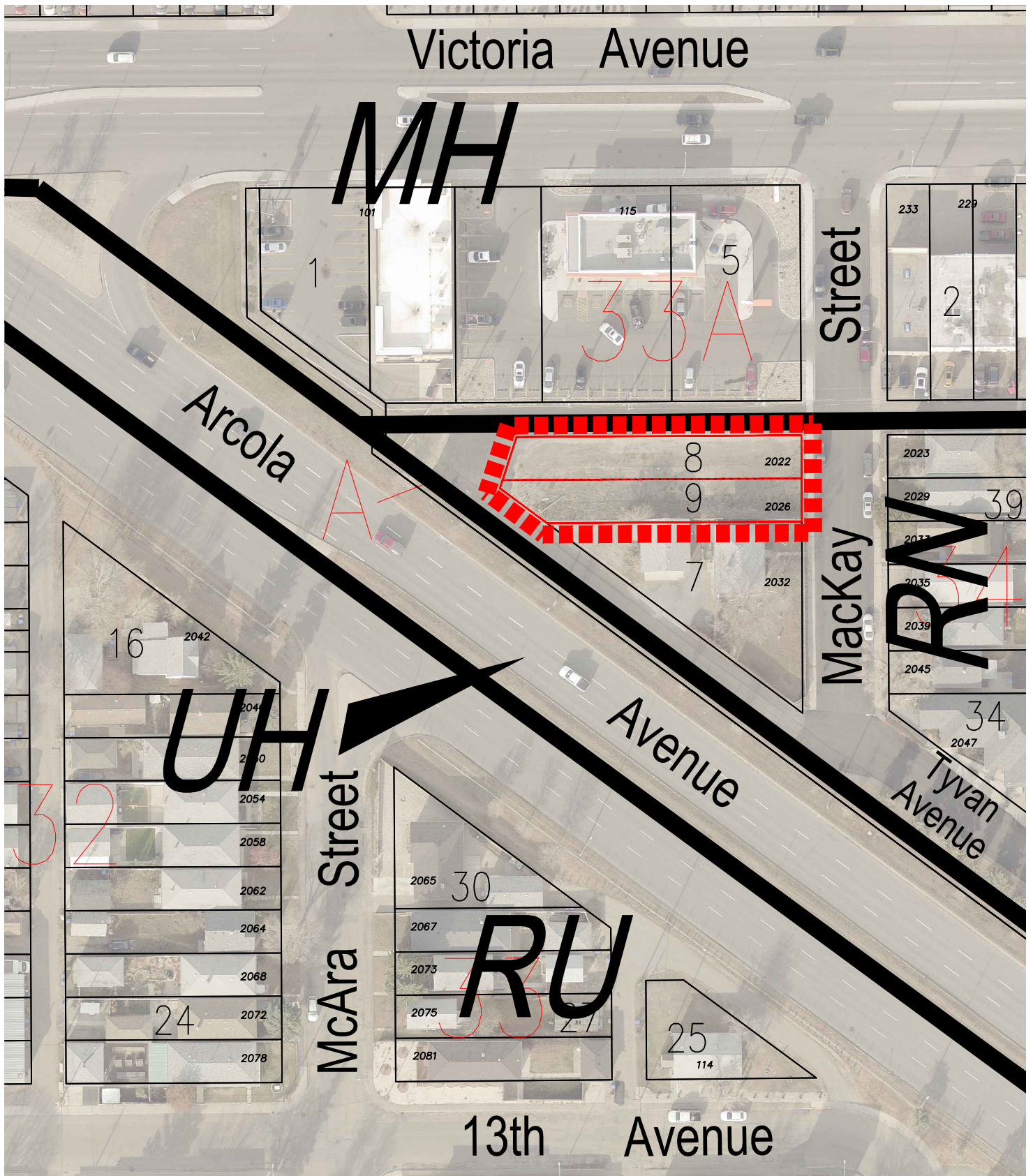
Note: This map is for reference purposes only – in relation to the applicable clauses of this Part.



APPENDIX A

Figure 8O.F2: Height Limits Map





Date of Photography : 2020



Subject Property





**Wascana View Action Group
City of Regina Council Meeting
City Clerk Submission
July 7, 2022**

1. Description of Presentation

- the Wascana View Action group supports the adoption of the Antenna System Protocol and opposes the current proposal to install a cell tower at the proposed location.
- We support the proposed Protocol including the objectives as stated in Article 2:
 - o Minimize impacts on parks and open spaces, where possible
 - o Generally avoid lands protected for natural and wildlife habitat
 - o Are appropriately located in the context of schools and residential areas
- The Wascana View Action Group represents the 172 residents from Wascana Estates, Wascana Pointe Estates and Southgate Condo Associations that signed a petition opposing the cell tower as they will be severely impacted by the proposed cell tower installation. We are aware that residents of Dorsey Place also submitted a separate petition expressing their concerns.
- These residents support the Antenna Systems Protocol because:

a) Proximity

The proposed Protocol recommends a setback at least the height of the tower. We would recommend consideration should be given to increasing the setback restrictions/limits 3 X any tower height based on other similar jurisdictions across western Canada.

Residents are united in opposition to the proposed location of the new cell tower as the drawing provided showed the location as very close to the current residential neighbourhoods. Alternate sites appear to be available both south and west of the proposed location where there is available space and would comply with the Protocol

b) Environmental Concerns

The Antenna Systems Protocol suggests that areas protected as natural or wildlife habitats should be avoided. The proposed location borders on the edge of the large McKell Wascana Conservation Park, where prairie wildlife and grasses abound. This is an area that is seen as representing the original prairie landscape. Current signage also encourages visitors to understand they are entering an environmentally protected area and asks visitors to refrain from disturbing the vegetation, birds and animals that populate the area. It's also a major walking path for local residents looking for exercise in a more quiet, undisturbed area.

The view from residents is that a new cell tower, or any further intrusion into the nature reserve should not be contemplated or allowed as it conflicts with the original plan for the area. If this project proceeds, it sets an unfortunate precedent for the future. We are also aware that Ducks Unlimited, a steward of the McKell Wascana Conservation Park is also actively supporting the proposed Protocol.

The City of Regina has published a Design Regina - Official Community Plan document that has a Section D2 Environment. Map 4 of this document shows the property to be part of the Wascana Centre. The document also indicates the property is part of the natural corridor for wildlife and is one of the natural systems that the city wishes to maintain and enhance.

The document indicates the City will require an ecological assessment for all new development affecting the natural systems to protect and enhance the Wascana Centre and its public open spaces, waterbodies and habitat areas. This Community Plan suggests an ecological study must be done and to consult with the Provincial Capital Commission to determine the appropriateness of a cell tower in the proposed location.

c) Zoning Issues

The Antenna Systems Protocol is consistent with current City zoning provisions. The City of Regina has indicated the subject property is currently zoned "FW - Floodway Overlay Zone". The City of Regina Zoning Bylaw Part 8E FW - Floodway Overlay Zone clearly states that this zone is to restrict development and prohibit new construction. The new cell tower, complete with a building and chain link fence, would not qualify to be built on the proposed property without a properly approved zoning bylaw change.

d) Longer Term Health and Wellness

Issues related to health and wellness research on the impacts of macro and micro antenna systems should continue to be actively monitored and any substantive issues be raised when the research findings are more definitive than at the present time.

e) Consultation Process

The proposed Protocol calls for thoughtful consultation including affected residents. While the requirements meant that only Wascana Pointe Estates needed to be alerted, the adjoining neighbourhoods of Wascana Estates, Southgate Condo Association and Dorsey Place in Varsity Park will also be affected by the installation. Residents believe that the consultation and dialogue has been rushed. Residents strongly believe that any proposed developments require opportunities for affected residents to participate in the affairs that will have a direct effect on where they have chosen to live.

Recent communication from SaskTel shows a lack of expected corporate responsibility and consideration of the feedback they requested. There is a level of arrogance as it appears that SaskTel is attempting to push through a decision for the tower before the protocol is dealt with by City officials.

f) Esthetic/Property Value Concerns

The proposed Protocol works to respond to residents' concerns that a 45m tall cell tower, immediately west of the neighbourhoods will be unsightly, negatively affecting the resale value for their properties in the future. For SaskTel, through Scott Land and Lease to suggest "people will get used to it" is an unsatisfactory response.

Residents purchased property in the area based on the understanding that the area was fully developed and are paying some of the highest taxes in the City to reside in southeast Regina.

e) Service Enhancement

Residents agree that upgrades to technology are important and are viewed as both positive and necessary to the enhancement of service for users of technology.

2. Presenter:

A delegation from the affected neighbourhoods will attend the City Council meeting on July 13th. Jack Huntington will be the speaker on behalf of the group.

3. Contact Information:

Jack Huntington can be contacted at:

7 July 2022

Regina City Council Via email: clerks@regina.ca

City of Regina Council: Mayor Sandra Masters; Councillors John Findura, Terina Shaw, Shanon Zachidniak, Cheryl Stadnichuk, Bob Hawkins, Andrew Stevens, Lori Bresciani, Daniel LeBlanc, Jason Mancinelli and Landon Mohl.

Please accept this brief for the July 13, 2022 council Meeting, item RPC 22-23 – Antenna System Protocol. I plan to present in person.

Respectfully,
Margaret Friesen M.SC.

I am speaking in opposition to the passing of this Protocol as submitted to you and instead recommend that the Regina City Council require the Administration to revise the Regina Antenna System Protocol in line with the best practices of other Canadian city policies and protocols prioritizing accountability, transparency and protection for the residents of Regina. In addition, this protocol should be significantly revised to include proper notification and public consultation with maximum transparency, on the thousands or so of small cell antennas to be installed through Regina.

There are other serious shortcomings in the protocol and inaccurate statements in supporting documents.

I am here today as a volunteer representing family and friends who live in Regina. I have a Master of Science degree and worked for more than 30 years as a research biologist for the federal government as well as a research technician with the University of Manitoba on cancer research.

In 2015, I delegated to City of Winnipeg Committees and Council recommending improvements to the proposed policy and am therefore familiar with its antenna siting policy as well as several other across Canada (see Appendix A). I have consulted, at no charge, in more than 10 cell tower situations across Canada by residents opposed to proposed siting of cell towers

REASONS TO REVISE THE PROTOCOL AND BRING BACK TO CITY COUNCIL.

1. LACK OF TRANSPARENCY, INSUFFICIENT PUBLIC NOTIFICATION AND INADEQUATE CONSULTATION OF THE PUBLIC AND ELECTED REPRESENTATIVES

A detailed protocol for future installations of small cell antennas close to home is urgently required

Small cell installations close to homes

**Mission, BC:
5 homes and
at least 3 cell
installations**



Not addressed in the proposed protocol is adequate public notification and consultation for a potentially massive increase in residents' exposures to radiofrequency radiation from small cell technologies. To pave the way for new generations of technology, namely 5G with millimeter waves, small cell antennas are being installed throughout all cities in Canada. A City of Winnipeg report estimates at least 3,700 small cells and perhaps more than 7,000, about one every half block.

Proportionally, this would be about 1,000, and perhaps more, throughout Regina – the equivalent of a large cell tower on every city block. The height would be close to street level so exposure of pedestrians would be direct. Some small cell antennas have been installed as close as 15 metres from bedroom windows. These are in addition to the big cell towers we are familiar with – and there will be more of these to support the small cells.

With this policy, decisions are made behind closed doors about the small antennas. There is no provision for notifying residents of decisions made. The public is being left in the dark. The public/residents should be considered the major stakeholder because they will have these antennas close to their homes, schools and elsewhere, and will be exposed to the radiation from the antennas 24/7.

BIG (MACRO) TOWERS: Inadequate notice and public consultation

1. One notice in a newspaper (cell towers more than 30 metres high) is not enough.
Can this notice be provided on the City of Regina website?
2. Sending of information/packages by mail is not enough – follow-up is needed. There should be confirmation of receipt of these mail outs. I can provide examples across Canada where people have not received adequate notice.

NOTE: THE Calgary protocol requires public notice for residents within 300 metres of the proposed tower.

2. ACCOUNTABILITY.

Currently, there is no notification of elected representatives who should be aware of the process and be accountable to their constituents.


Note: Three important points included in the Winnipeg policy are notification of respective elected representatives of the areas of the proposed cell tower, namely, 1) the City Councillor 2) Member of the Legislative Assembly (MLA) as well as, 3) the Member of Parliament (MP) (final approvals are federal jurisdiction).

Note: The Calgary protocol includes notifying the alderman (Councillor) at the beginning of the process.

3. CORRECTION OF STATEMENTS

EXAMPLE: In the FAQ Frequently Asked Questions, this statement needs to be corrected: *“The consensus of the scientific community is that radiofrequency energy from cell phone towers is too low to cause adverse health effects in humans.”* In fact, the overwhelming opinion of scientists who are independent of industry influence is that safety standards must be revised to be more protective to take into account the harmful effects documented in hundreds of high quality scientific peer-reviewed studies. This is supported by physicists such as Dr. Paul Héroux, McGill University, Faculty of Medicine. See Appendix B.

4. HEALTH CANADA'S SAFETY LIMITS DO NOT PROTECT HUMAN HEALTH – BASED ONLY ON 6-MINUTE EXPOSURES FOR CELL ANTENNA RADIATION: Table 5 shows this. See red circled value.

Safety Code 6 (2015) – Power Density				
 Health Canada / Santé Canada Your health and safety... our priority / Votre santé et votre sécurité... notre priorité.				
Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz				
https://www.canada.ca/en/health-canada/services/publications/health-risks-safety/limits-human-exposure-radiofrequency-electromagnetic-energy-range-3-300.html				
Table 5. Reference Levels for Electric Field Strength, Magnetic Field Strength and Power Density in Uncontrolled Environments				
Frequency (MHz)	Electric Field Strength (E _{RL}), (V/m, RMS)	Magnetic Field Strength (H _{RL}), (A/m, RMS)	Power Density (S _{RL}), (W/m ²)	Reference Period (minutes)
10 - 20	27.46	0.0728	2	6
20 - 48	58.07 / $f^{0.25}$	0.1540 / $f^{0.25}$	8.944 / $f^{0.5}$	6
48 - 300	22.06	0.05852	1.291	6
300 - 6000	3.142 $f^{0.3417}$	0.008335 $f^{0.3417}$	0.02619 $f^{0.6834}$	6
6000 - 15000	61.4	0.163	10	6
15000 - 150000	61.4	0.163	10	616000 / $f^{1.2}$
150000 - 300000	0.158 $f^{0.5}$	4.21 × 10 ⁻⁴ $f^{0.5}$	6.67 × 10 ⁻⁵ f	616000 / $f^{1.2}$
Frequency, f , is in MHz.				
Doubled in January, 2021 to 20 W/m ²				
Red and yellow markings added				

Based ONLY on "over-heating" of body tissue by no more than 1C within a period of 6 minutes. The assumption is that if it does not over-heat (within 6 minutes), this radiation will not harm.

Innovation, Science and Innovation Canada (ISED), which regulates the siting of cell antennas, has adopted Health Canada's Safety Code 6 as its basis for "safe exposure limits" to the radiation being emitted from radiocommunications antenna.

There are reassuring statements made on the Government of Canada's website about how safe Safety Code 6 limits are but I would direct you right to Safety Code 6, specifically to Table 5 (above) for frequencies emitted by cell tower antenna. These limits are based on averages of exposures over a 6 minute time interval. If tissue does not overheat in 6 minutes then exposures are deemed safe 24/7, including for children. None of the substantial body of evidence, including DNA damage at well below Safety Code 6 limits, is incorporated – just heating. So, we have limits to keep tissue from over-heating – nothing else.

1. Statements by Canadian medical doctors and international scientists for more protective Safety Code 6 guidelines
 - a) By more than 50 Canadian MDs <http://www.c4st.org/images/documents/hc-resolutions/medical-doctors-submission-to-health-canada-english.pdf>
 - b) By more than 50 international specialists working on wireless radiation research. <http://www.c4st.org/images/documents/hc-resolutions/scientific-declaration-to-health-canada-english.pdf>

2. Appeal by 255 scientists from 44 nations "engaged in the study of biological and health effects" to the United Nations for safer non-ionizing radiation guidelines. "The various agencies setting safety standards have failed to impose sufficient guidelines to protect the general public, particularly children who are more vulnerable ..."

<https://www.emfscientist.org/index.php/emf-scientist-appeal>

3. An article in Canadian Medical Association Journal (CMAJ): "**Scientists decry Canada's outdated WiFi safety rules**" <http://www.cmaj.ca/content/187/9/639>

FINAL COMMENT:

The citizens of Regina need to be properly notified of exposure to wireless radiation which the World Health Organization/ International Agency for Research on Cancer (WHO/IARC) classified as a *possible* carcinogen in 2011. More recent evidence supports a *probable* and even *known* carcinogen classification (along with asbestos and cigarette smoke). People have a right to know that they are being exposed to an environmental pollutant in the same classification as DDT, lead and exhaust fumes - even though it is invisible and odourless. We go through great lengths to reduce our children's exposure to these pollutants and should do the same for radiofrequency/microwave wireless radiation.

APPENDIX A. Examples of best practices from other Canadian municipalities which would improve the public consultation and notification process (obtained from residents, municipality websites and C4ST website <http://www.c4st.org/>)

NOTE: The Government of Canada, default process should be used as the minimum for the Regina protocol. This "default" process includes acts to protect the environment and other points that should be included.

<https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>

City of Colwood, BC:

"Acceptable locations for the placement of devices are to be found primarily in utility or industrial zones. Attempt to place devices in residential and school zones as well as near playgrounds and day care centres is to be avoided. Failure to give due consideration to these cautionary alerts regarding siting locations can result in Colwood's not approving the site. While siting may not be appropriate in a specific location and, therefore, not permitted, it will be permitted within that geographical area (subject to Industry Canada approval). "

"Devices that exceed Colwood's power output and power density maximums are discouraged from being on existing structures."

City of Mississauga, ON: Resolution passed 18 January 2012, "Notification to citizens by registered mail"; Recommendation by Commissioner of Planning (23February2012): "Situations may arise where the city may want a peer review by a specialist or consultant, such as a radio frequency engineer..."

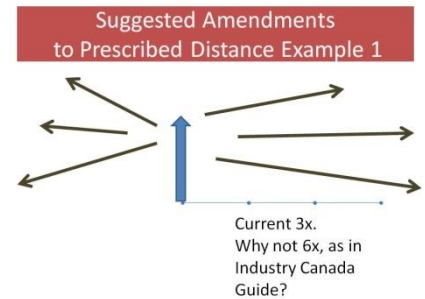
City of Toronto, ON: Site Selection- ..maximizing distance from Neighbourhoods and apartment neighbourhoods; maximizing distance from Centres; avoiding sites containing sites within Parks and Open spaces ...; Procedure for

Public consultation – Upon receipt of an application... city staff will consult with the Local Ward councillor to determine if it is necessary to expand the notification area”

NOTE: City of Toronto, Dec. 18, 2013:

- **Toronto’s Prudent Avoidance Policy (100 times safer than Safety Code 6) was upheld and put in the contract terms accepted by Rogers Communications for antenna on Toronto city property**
- **Council passed a resolution to “encourage Health Canada to actively review health evidence and to revise Safety Code 6 to meet international best practices.”**

Municipality of Lambton Shores, ON: “be it resolved that the council... petitions the Government of Canada to employ the Precautionary Principle in addressing health concerns around the siting of towers by:
... recommending to cellular providers ... nationwide plan to relocate all cellular towers that are within 200 m of ... daycares...



Langley, B.C. "...notice in writing... 6x the tower height"

Municipality of Lambton Shores, ON: “be it resolved that the council... petitions the Government of Canada to employ the Precautionary Principle in addressing health concerns around the siting of towers by:
... recommending to cellular providers ... nationwide plan to relocate all cellular towers that are within 200 m of ... daycares...

Oakville, ON: "Siting on town-owned land- Any request to install a Radiocommunications facility on lands owned by the Town shall be made ... and subject to Council Approval."

R.M. of Lac du Bonnet, MB: “the ratepayers have concerns regarding health and safety... council is insisting that Telus Communications Inc. use the distance of 1.6 km from any dwellings...”

Town of Milton, ON: letter of non-concurrence to Industry Canada from the planning and development department: “Although the town does not have the jurisdiction to address health matters relating to the proposal... a significant number of residents provided their concerns ..on the health ... those who live nearby and attend daycare.”

Effects on wildlife: A number of studies show wildlife is affected by radiofrequency radiation:

European robin study: particularly scientifically sound study showing this species navigation abilities are disturbed by ambient radiofrequency exposure (Engels, Nature 2014)

Also studies showing behavioural disturbances in honey bees, ants, frogs and other wildlife (Balmori 2009, Friesen 2014).

APPENDIX B – WHAT PEOPLE FIND WHEN ADEQUATELY SEARCHING FOR “RISKS OF CELL TOWER RADIATION”

STUDIES IN THE SCIENTIFIC LITERATURE: Physicians for Safe Technology

<https://mdsafetech.org/>



Physicians for Safe Technology

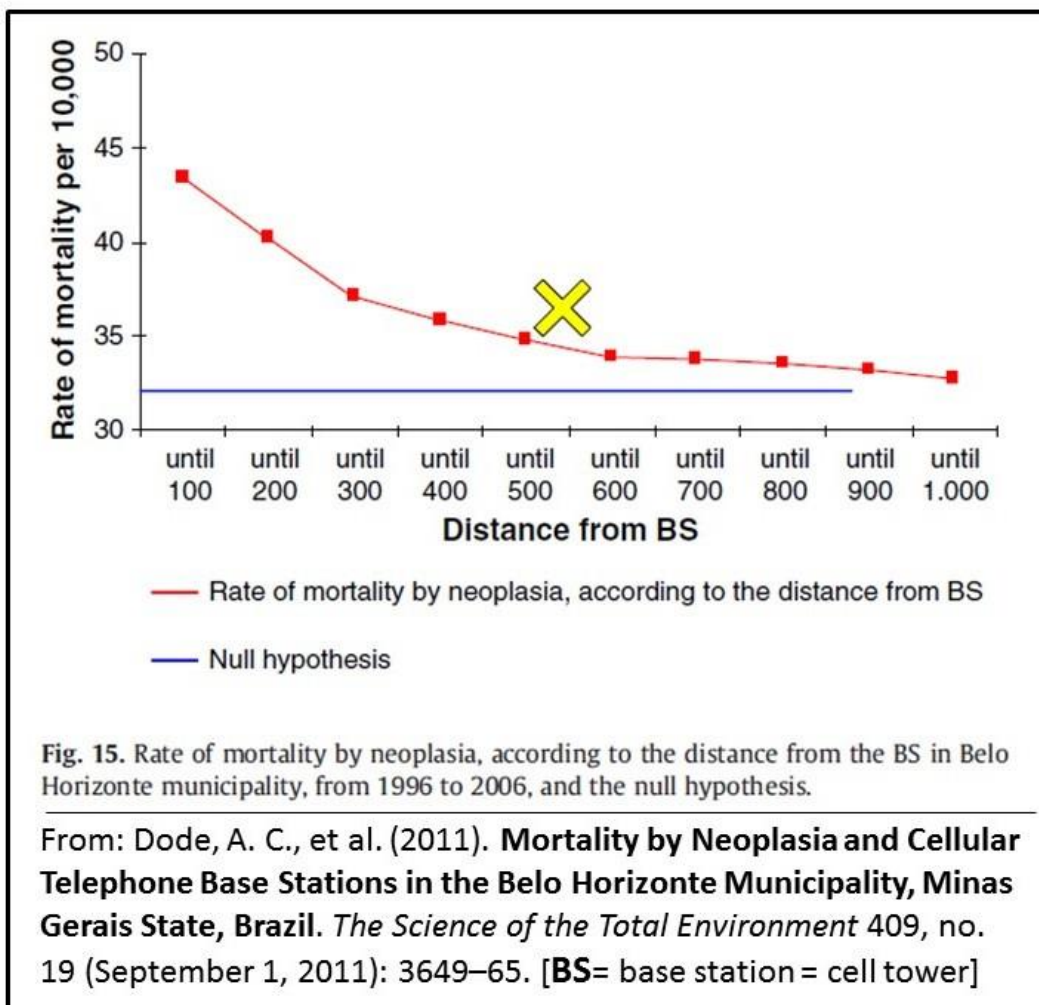
VIDEO: Frank Clegg former President challenges a president of Rogers to show the science he says shows safety of cell tower radiation. As of May 1, 2022, there has been no reply from Rogers.

<https://ehtrust.org/former-microsoft-canada-president-challenges-telecom-on-5g-safety/>

1. Partial List of Cell Tower Studies Showing Harm to Human Health

As Shown in “The Clegg Safety Challenge” Video, April 2021. C4ST.org

- **Neurobehavioral effects among inhabitants around mobile phone base stations.**
Neurotoxicology, 28(2), 434–440. Abdel-Rassoul, et al. (2007). <https://doi.org/10.1016/j.neuro.2006.07.012>
- **Mobile phone base stations and adverse health effects: phase 1 of a population-based, cross-sectional study in Germany.** *Occupational and Environmental Medicine*, 66(2), 118–123. Blettner, M., et al. (2009).
<https://doi.org/10.1136/oem.2007.037721>
- **Subjective complaints of people living near mobile phone base stations in Poland.**
International Journal of Occupational Medicine and Environmental Health, 25(1), 31–40. Bortkiewicz, A. et al. (2012).
<https://doi.org/10.2478/s13382-012-0007-9>
- **Mortality by neoplasia and cellular telephone base stations in the Belo Horizonte municipality, Minas Gerais state, Brazil.**
The Science of the Total Environment, 409(19), 3649–3665. Dode, A. C., et al. (2011).
<https://doi.org/10.1016/j.scitotenv.2011.05.051>



- **Specific Health Symptoms and Cell Phone Radiation in Selbitz (Bavaria, Germany)—Evidence of a Dose-Response Relationship.**
Eger, H., et al. (2010). *Umwelt-Medizin-Gesellschaft* 2010; 23 (2): 130-139.
<https://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.656.8833&rep=rep1&type=pdf>
- **How does long term exposure to base stations and mobile phones affect human hormone profiles?**
Clinical Biochemistry, 45(1–2), 157–161. Eskander, E. F., et al. (2012).
<https://doi.org/10.1016/j.clinbiochem.2011.11.006>
- **DNA and Chromosomal Damage in Residents Near a Mobile Phone Base Station.**
International Journal of Human Genetics, 14(3–4), 107–118. Gandhi, G., et al. (2014).
<https://doi.org/10.1080/09723757.2014.11886234>
- **Subjective symptoms related to GSM radiation from mobile phone base stations: a cross-sectional study.**
BMJ Open, 3(12), e003836. Gómez-Perretta, C., et al. (2013). <https://doi.org/10.1136/bmjopen-2013-003836>
- **Effects of different mobile phone UMTS signals on DNA, apoptosis and oxidative stress in human lymphocytes.**
Environmental Pollution, 267, 115632. Gulati, S., et al. (2020). <https://doi.org/10.1016/j.envpol.2020.115632>
- **Subjective symptoms, sleeping problems, and cognitive performance in subjects living near mobile phone base stations.** *Occupational and Environmental Medicine*, 63(5), 307–313. Hutter, H.-P., et al. (2006).
<https://doi.org/10.1136/oem.2005.020784>
- **What is the radiation before 5G? A correlation study between measurements in situ and in real time and epidemiological indicators in Vallecas, Madrid.**
Environmental Research, 194, 110734. López, I., et al. (2021). <https://doi.org/10.1016/j.envres.2021.110734>
- **The Effect of Continuous Low-Intensity Exposure to Electromagnetic Fields from Radio Base Stations to Cancer**

Mortality in Brazil. *International Journal of Environmental Research and Public Health*, 18(3). Rodrigues, N. C. P., et al. (2021). <https://doi.org/10.3390/ijerph18031229>

- **Symptoms experienced by people in vicinity of base stations: II Incidences of age, duration of exposure, location of subjects in relation to the antennas and other electromagnetic factors.**
Pathologie-Biologie, 51(7), 412–415. Santini, R., et al. (2003). <https://pubmed.ncbi.nlm.nih.gov/12948762/>
- **Effect of electromagnetic radiations from mobile phone base stations on general health and salivary function.**
Journal of International Society of Preventive & Community Dentistry, 6(1), 54–59. Singh, K., et al. (2016). <https://doi.org/10.4103/2231-0762.175413>
- **Long-term exposure to microwave radiation provokes cancer growth: evidences from radars and mobile communication systems.** *Experimental Oncology*, 33(2), 62–70. Yakymenko, I., et al. (2011). <https://pubmed.ncbi.nlm.nih.gov/21716201/>
- **Impact of radiofrequency radiation on DNA damage and antioxidants in peripheral blood lymphocytes of humans residing in the vicinity of mobile phone base stations.**
Electromagnetic Biology and Medicine, 1–11. Zothansiam, et al. (2017). <https://doi.org/10.1080/15368378.2017.1350584>

2. Other Scientific Evidence Showing Harm to Human Health from Exposure to Wireless Radiation

As shown in “The Clegg Safety Challenge” Video, April 2021. C4ST.org

- **Scientists Call for 5G Roll Out Moratorium.** 5G Appeal. (2017). <http://www.5gappeal.eu>
- **2020 Updated Research Summaries. A Rationale for Biologically Based Exposure Standards for Low-intensity Electromagnetic Radiation.**
C. Sage, and D.O. Carpenter (Eds) BioInitiative Working Group. BioInitiative Working Group (2020). <https://www.bioinitiative.org/updated-research-summaries>
- **References of over 200 scientific studies and six (6) reviews reporting potential harm at non-thermal (not heating) levels of radiofrequency/microwave radiation that are below Safety Code 6 (2015).**
Canadians for Safe Technology. (2017). <https://c4st.org/?s=200+studies>
- **Building science and radiofrequency radiation: What makes smart and healthy buildings.**
Building and Environment, 176, 106324. Clegg, F. M., et al. (2020). <https://doi.org/10.1016/j.buildenv.2019.106324>
- **EMF Scientist Appeal - U.N. Environment Programme Urged to Protect Nature and Humankind from Electromagnetic Fields (EMF). 4G/5G antenna densification is escalating health risks - a global crisis.**
EMF Scientist Appeal - U.N. Environment Programme. (2019). https://emfscientist.org/EMF_Scientist_Press_Release_22_July_2019.pdf
- **Comments on the US National Toxicology Program technical reports on toxicology and carcinogenesis study in rats exposed to whole-body radiofrequency radiation at 900 MHz and in mice exposed to whole-body radiofrequency radiation at 1,900 MHz.** *International Journal of Oncology*. Hardell, L., & Carlberg, M. (2018). <https://doi.org/10.3892/ijo.2018.4606>
- **The effects of radiofrequency electromagnetic radiation on sperm function.** *Reproduction (Cambridge, England)*, 152(6), R263–R276. Houston, B. J., et al. (2016). <https://doi.org/10.1530/REP-16-0126>
- **Biological effects from exposure to electromagnetic radiation emitted by cell tower base stations and other antenna arrays.** *Environmental Reviews*, 18, 369–395. Levitt, B. B., & Lai, H. (2010). <https://cdnsiencepub.com/doi/pdf/10.1139/A10-018>
- **2020 Consensus Statement of UK and International Medical and Scientific Experts and Practitioners on Health Effects of Non-Ionising Radiation (NIR).** Mallory-Blythe, E. (2020). <https://phiremedical.org/wp-content/uploads/2020/11/2020-Non-Ionising-Radiation-Consensus-Statement.pdf>
- **Cancer epidemiology update, following the 2011 IARC evaluation of radiofrequency electromagnetic fields (Monograph 102).** *Environmental Research*, 167(673–683). Miller, A. B., et al. (2018).

<https://doi.org/10.1016/j.envres.2018.06.043>

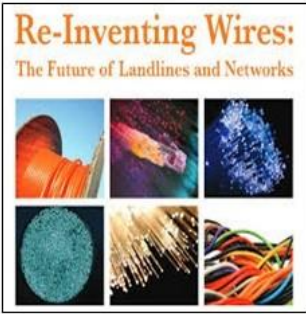
- **Risks to Health and Well-Being From Radio-Frequency Radiation Emitted by Cell Phones and Other Wireless Devices.** *Frontiers in Public Health*, 7. Miller, A. B., et al. (2019). <https://doi.org/10.3389/fpubh.2019.00223>
- **5G wireless telecommunications expansion: Public health and environmental implications.** *Environmental Research*, 165, 484–495. Russell, C. L. (2018). <https://doi.org/10.1016/j.envres.2018.01.016>
- **Re-Inventing Wires: The Future of Landlines and Networks.** Schoechle, Timothy. (2018). *National Institute for Science, Law & Public Policy Washington, DC*, 156. <http://electromagnetichealth.org/wp-content/uploads/2018/05/Wires.pdf>
- **Impacts of Wireless Technology on Health: A Symposium for Ontario's Medical Community - Video of Symposium, 31 May 2019.** <https://www.womenscolleghospital.ca/care-programs/environmental-health-clinic/presentation-conference-june2019>

Also see: California School District Turns Off Radiation From School Cell Tower After Fourth Student Develops Cancer
<https://ehtrust.org/fourth-student-has-cancer-parents-demand-removal-of-cell-tower-from-ripon-school/>

There is a superior alternative that is more economical and sustainable: **WIRED IS SUPERIOR TO WIRELESS**
 Fibre optic connections to the premises: <https://electromagnetichealth.org/wp-content/uploads/2018/02/ReInventing-Wires-1-25-18.pdf>

Challenging the Business Case of Wireless Solutions

Schoechle, Timothy, *Re-Inventing Wires: The Future of Landlines and Networks*, National Institute for Science, Law & Public Policy Washington, DC. (2018)



Wireless networks:

- Continue to be about 100 times slower than wired systems
- Are unreliable, more vulnerable to security and privacy problems and prone to both latency and delay issues
- Consume significant amounts of energy and are not sustainable
- Can leave people vulnerable in the event of a power grid failure
- Increase the points of vulnerability hundreds of thousands of times
- Significantly increase the amount of personal and business data at risk

Presentation to City of Regina Planning Commission – July 5, 2022

Good afternoon ladies and gentlemen. Thank you for allowing me to present today.

My name is Julian Branch. I am a long-time resident of Regina. I am a curious fellow who likes to read and research, and what I am reading in the area of Radiofrequency Electromagnetic Radiation is concerning. That is what brings me here today to present on the City of Regina Antenna System Protocol.

We all have cell phones. We all want faster service. Consequently, cell phone towers are popping up around the world at an alarming rate. Regina is no exception. The question is whether technology is causing health concerns? There is an increasing body of evidence that Radiofrequency Electromagnetic Radiation should be a concern.

I see on the City of Regina FAQ page on this topic that “The consensus of the scientific community is that radio-frequency energy from cell phone towers is too low to cause adverse health-effects in humans.” That is not what I am reading.

On April 7, 2022, a national organization known as Prevent Cancer Now (PCN) submitted a white paper to the federal government of Canada entitled *Protect birds, bees and trees: Include Anthropogenic Radiofrequency Electromagnetic Radiation in Canadian Environmental Protection Act amendments*. The paper is calling for amendments to the Canadian Environmental Protection Act (CEPA).

One of the proposed amendments reads: “The ministers shall conduct research or studies relating to radiofrequency electromagnetic radiation, methods related to its detection, methods to determine its actual or likely short-term or long-term effect on the environment and **human health**, and preventative, control and abatement measures to deal with it, and alternatives to its use, to protect the environment and **human health**.”

The board of PCN is made up of PhD's , scientists, and medical doctors. Just three months ago this national organization was urging more study related to the possible impacts of radiofrequency electromagnetic radiation on human health.

Yet, when I read the Antenna System Protocol that is under discussion, and up for approval by the Planning Commission today, I see that “The City does not assess any proposal for an Antenna System with respect to radiofrequency exposure/health issues, or any other non-location or non-design related issues, as these matters are not within the City's jurisdiction to comment on.”

I would respectfully submit that the health of the residents of this city should be the primary concern of the City of Regina.
I strongly suggest the proposed protocol be revised in this area.

Under Public Consultation the protocol states “All landowners, community associations, school boards and adjacent municipalities shall receive notice by mail within the greater distance of: 120 metres of the proposed Antenna System site.”

120 metres is approximately 400 feet. I don’t know how this distance was arrived at, but I suggest the proposed protocol be revised in this area, to increase the distance.

Also, the protocol should include some way to confirm whether those people actually received the notice that was sent by mail.

Further to this, I see that if the proposed antenna system is to be more than 30 metres in height that one newspaper ad needs to be taken out. I suggest more than one newspaper is required, and certainly more notification in general.

On the point of public consultation, the protocol does not mention that the affected city councillor should be included in the notice of a new antenna. Nor does it mention the affected MLA or MP.

I suggest the proposed protocol be revised in this area to include these individuals.

I suggest the precautionary principle be one of the guiding principles for this process.

If you are unfamiliar with the principle, it states; “When an activity raises threats of harm to human health or the environment, precautionary measures should be taken even if some cause and effect relationships are not fully established scientifically. In this context the proponent of an activity, rather than the public, should bear the burden of proof.” The World Health Organization uses tobacco and asbestos as examples of when the principle should be employed.

We all have cell phones. We all want better, faster service. Let’s not do that at the expense of human health. Let’s take the time to do this right, so that future generations don’t suffer as a result of hasty decisions we make today.

I suggest the City of Regina Planning Commission consider revising the Antenna System Protocol in the areas I have mentioned, and use the precautionary principle as a guiding principle moving forward on this issue. Please take the time to make the revisions to the Antenna Systems Protocol before sending this item to city council for approval.

Thank you for your time.

Julian Branch

July 7, 2022

To: City of Regina City Council

Subject: City of Regina Antenna System Protocol Document

Dear City Council,

SaskTel would like to formally thank you for the opportunity to address its position on the proposed City of Regina Antenna System Protocol document before City of Regina Council members at the meeting on July 13, 2022.

While SaskTel fully recognizes the City's authority to implement these guidelines, and does not outrightly oppose them, we do believe it is important that they are deployed in a manner that limits the barriers SaskTel faces in serving your citizens and our customers.

As SaskTel looks to increase our investments to provide 5G connectivity throughout Regina, we remain hopeful that the City's administration and leadership will continue to work with us in good faith to help create a more connected and prosperous future for all residents of the Queen City.

Thank you.

SaskTel

2121 Saskatchewan Drive
Regina, Saskatchewan
S4P 3Y2

I have been a victim of so called safe wireless from the utility being exposed continuously causing our bodies to get sensitive to electric and wireless. This is going to become an epidemic of such a huge medical issue in the years to come. I have been very concerned about the long term of citizens and especially in the end the health care and how it can handle this medical issue when none of the medical Doctors are trained on how to diagnose and deal with this illness.

I have a friend in Alaska that was sensitive to the 4G and had to use shielding paint and a Faraday canopy over her bed. She felt fine. Five weeks back there utility installed the 5G transmitter near her home. All that shielding will not stop that frequency from coming into her home. The lady is seventy eight years old and now each night she leaves her home drives to a campground and sleeps in her car.

I have a lot of connections all around North America many folks are getting ill from this Frequency.

I attached a letter or more that I have written to the newspaper this concerns a transmitter sending out 900 MG. Which according to the FCC is way below the allowable limit. I also forwarded a map of the results. I'm a landlord and was in touch with all. My question to the Council would be in a residential area how would anyone collect this data about who has issues?

The map is showing the sick and the ones that died January 2020 the transmitter was removed and no others sick or died.

As to the attached newspaper article, I lived most of what is written. This was sent to the Premier of Saskatchewan and I was thanked.

The final two newspaper articles are about the smart meters I wrote about the health effects on the public some can stand that and some get very ill.

Then SaskPower responded this is industry and they painted a favorable picture which is not reality at all.

The final attachment is from a farmer within three weeks he was very ill and his wife had no symptoms The smart meter was removed and recovered this article was forwarded to the energy minister.

I have seen the decline of the bees and when the transmitters start up all the songbirds stop. I have seen family pets suffer etc.

Kenneth Mack, Langenburg

Information about hazards of smart meters

To the Editor:

As many are aware, SaskPower wants to install smart meters on every home and business in Saskatchewan. The system will all be wireless.

The smart meter consists of two or three "signal blasters." The collector has three. There is the zigby that gathers all the information from anyone's home. It pulses 70,000 times a second and makes the 60 hertz sine wave to grow fuzzy. Then there's the switch mode power supply which puts harmonics and transients on the home power line. Anyone sitting within six feet of any wire will be exposed.

I have been exposed to

the smart grid and the smart meters. First at my home in Tennessee (now unliveable). Many people died or fell ill with no quality of life since this installation was made.

Through my experiences and research I've seen that after a smart meter gets installed on your home, it doesn't matter how rich you are, how good looking you are, what kind of car you drive, who your friends are, etc., etc., quality of life will diminish.

Let's get into the utility side discussing all the benefits to you as a customer.

Among the benefits smart meters offer is the ability for the meter to send regular readings to your utility company. This

statement can sound okay but in California where a court order forced the utility to state how many times its meter sends low level microwave pulsed R f, each individual meter was around 8,800 micro bursts in 24 hours. Now this system works in a mass network in which each meter communicates with all the others in a two-mile area. So now the microwave low level pulsed R f has been adjusted to about 190,000 to 240,000 pulses in 24 hours.

Prior to this information coming forward the utility stated it was calling for this information only four times a day

To inform the readers

further, there are variable smart meters with two F R blasters. And then there's the deadly collector smart meter with three R F blasters.

A DTE employee in Michigan reportedly stated that one in every 17 or so homes or office buildings is the collection point for all the meter transmissions in any area. He reportedly said that anyone who has a collecting meter on their home is going to encounter serious health issues.

Our own experiences in Tennessee...

My wife's sister and brother lived in the family home which, unfortunately, got a smart meter with a collector. Shortly

after it was installed they both started experiencing unusual health issues. My wife's sister, at age 71, fell over dead in the home November 17, 2017 and her brother died at the age of 63, July 27, 2018. His heart capacity was reduced to 10 percent.

I continuously suggested to them to get rid of that smart meter with collector but my brother-in-law wanted to prove me wrong. Four days before he passed away he said, "This is going to happen big time."

Another utility sales statement is that smart meters provide you with information about your energy usage which empowers you to make deci-

sions about reducing your energy consumption.

Those with smart meters have complained about how much higher their utility bill is with the new smart meter.

In our utility district in Tennessee, where people were allowed to opt out of having a smart meter, many who did reported that by going from a smart meter back to the old and true analog meter their utility bill was lowered by an average of 33 percent.

Let's look at some of the health effects. First and foremost, heart EKG research shows whenever the meter sends a pulse, it affects the heartbeat, creating a heart palpation.

Please turn to page 5.

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Smart meters, Cont'd. from page 4.

Glucose levels when exposed skyrocket. The less exposure the levels fall to safe levels. Sleepiness, lack of concentration, feeling hot burning sensations.

People wind up trying to find safe places in their home to rest or spend thousands of dollars purchasing R F shielding materials.

You can try to shield that smart meter but then the utility may come by and tell you that you have to take that stuff off the meter or they will cut you off.

The World Health Organization has reported that nine out of ten people have health effects or go sensitive

after smart meters are installed, but don't know why.

Go to YouTube (Warren Woodward EKG), plus watch the video on how the smart meter puts harmonics and transients on the home wiring, which radiates out of the wires into the living space at an R F that could possibly cause cancer.

This information comes from my own experiences, investigated by many experts in the U.S. and Canada. I'd hate to tell you the amount of money we've spent on the smart grid to protect our bodies and the people who live in our community.

Ken Mack,
Langenburg

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Support the local businesses that keep your community and its newspapers thriving.

ADVERTISE  LOCAL Canada

Letter to the Editor

Disclaimer - Recently the Four-Town Journal has received feedback regarding the opinions of those submitting a Letter to the Editor. It is important to add as a disclaimer that this is the opinion of the author who submitted their opinion and is not necessarily the opinion of the newspaper. It is recommended that anyone with a contrary view send a rebuttal opinion if they do not agree with what is stated in any Letter to the Editor

The first thing you hear at the SaskPower call center is that they are suggesting you get this new Smart Meter installed as soon as possible. Let me go through the words to the song by George Jones (Choices) After contacting Health Canada, for the third time and receiving the information about the safety of the Smart Meter. The first response I received was the information pertaining to articles and graphs that were absurd. The first question consisted of sending the information from the peer reviewed health studies, that Smart Meter causes no health effects. The second inquiry was in regards to my Sister-in-law passing due to being ill from the Smart Meter collector. The third letter Health Canada responded to my question, Please refer to the peer-reviewed study that proves Smart Meters are safe and cause no known health effects. Health Canada wrote and advised me two issues that may occur:

- Heating of a person's tissue
- Tingling feeling in your body

Biological effects that result from heating of tissue by RF energy are often referred to as "thermal" effects. It has been known for many years that exposure to very high levels of RF radiation can be harmful due to the ability of RF energy to heat biological tissue rapidly.

If these do not occur the Smart Meter is safe. Before I go into health details about the public or customers, Sask Power <https://www.saskpower.com/>, 1500 Sask Power employees already have the

smart meters installed. After researching, these meters have not been active. That is what is called the Mesh network. They were calling for information about every fifteen minutes. When this network starts up every fifteen seconds, these meters start to communicate with all the other meters. This is when the issues with health will start.

Now, let's start with the public and what was experienced after the installation of the Smart Meters: Neurological: headaches, dizziness, nausea, difficulty concentrating, memory loss, irritability, depression, anxiety, insomnia, fatigue, weakness, tremors, muscle spasms, numbness, tingling, altered reflexes, muscle pain and joint pain, leg pain or foot pain, flu like symptoms, fever. More severe: reactions can include seizures, paralysis, psychosis and stroke.

Cardiac: palpitations, arrhythmias, pain in the chest or pressure in the chest, low blood pressure or high blood pressure, slow or fast heart rate, shortness of breath.

Dermatology: skin rash, itching, burning, facial flushing. Respiratory: sinusitis, bronchitis, pneumonia, asthma. Ophthalmologic: pain in the eyes or burning in the eyes, pressure in the eyes behind the eyes, deteriorating vision floaters, cataracts Other

: digestive problems, abdominal pain, enlarged thyroid, testicular pain, ovarian pain, dryness of lips, dryness of tongue, dryness of mouth, dryness of eyes, great thirst, dehydration nose bleeds, internal bleeding altered sugar, immune abnormality, redistribution of metals within the body, hair loss, pain in the teeth, deteriorating fillings, impaired sense of smell, ringing in the ears.

Listing all the symptoms that people can have or have experienced, Myself included, my wife and family. We had to leave our Tennessee home in March of 2012 and have not lived in it since that time, due to the fact it's called the SMART GRID.

On our property, which is around One hundred acres, fifty families have become our tenants. Eight men and Four women have devastatingly lost their lives after the installation of The Smart Grid. The pulsed R F causes issues with the heart beats and when cancer shows up, it may not be the cause but it accelerates the growth very rapidly.

We had an opportunity to OPT Out, at a monthly additional cost to all tenant utility bills and removed all Smart meters, Smart Grid. Since doing so, no fatalities have been reported and one else is sick from the radiation.

Since becoming very familiar with what this radiation does to all living beings. Humans are the only ones that can communicate. I have helped many to advise and assist in discovering the reasons why they started to feel sick, and helped in getting the installed Smart Meters removed.

In closing, some may already have a Smart Meter installed with no issues. Sask Power has not yet activated the mesh network. When health issues start to arise due to the power of radiation emissions, calling Sask Power they will advise you that the meter has been installed for a long period and since you never had any prior issues, they shift the blame to something else.

Ken Mack, Langenburg, SK
(306) 243-5523

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Letter to the Editor From SaskPower

To the Editor:

I'm writing in response to a letter to the editor published in the May 13, 2021 edition of the Four-Town Journal. In this letter, the author expressed concerns about what he believes to be negative health effects caused by smart meters.

Smart meters are devices used by utility companies to accurately measure a customer's usage of electricity, water, or natural gas. The devices transmit data to the company via radiofrequency electromagnetic fields (EMF), like those used by cell phones. Gathering data in this manner has many benefits, including eliminating the need for estimated bills.

Health Canada says that exposure to radio frequency emissions from smart meters do not pose a public health risk. The signal transmits from a meter to the network for a total of 0.04 seconds a

day. Tests have proven that radio frequency emissions from our smart meters are lower than many common household devices, including Wi-Fi signals, laptop computers or cellphones, or even garage door openers or remote car starters.

SaskPower has deployed thousands of smart meters within Saskatchewan already, with no adverse effects. Most utility meters in Canada, including electrical meters, are smart meters, and they have been operating safely for years.

I encourage readers to visit <https://www.saskpower.com/smartgrid> to learn more about smart meters and SaskPower's efforts to build a modern power grid.

Sincerely,
Shawn Schmidt
Vice-President, Distribution & Customer Services
SaskPower

Recycling Issues are Widespread

Recently the Canora Courier published an article titled Unacceptable Items in the Recycling Bin Increasing Costs for Canora. Unfortunately, Canora is not the only municipality with increased charges for the recycling service.

Attending an average of 4 meetings per week, this reporter hears notes from at least three councils a week for the last fifteen months discussing the contamination fees they need to pay during the Accounts payable part of their meetings.

These fees start at around \$37.50 extra a month and have been as high as \$800 in one month; average rate

One town which has a monthly recycling collection has not had any recycling fees and has a great working relationship with OSS.

Some towns have enquired to Ottenbreit Sanitation Services (OSS) as to what is contaminating the recycling in the hopes to better educate their ratepayers and have not been happy with the vague and sometimes no responses.

"It seems the only time we hear from them (OSS) is when we don't pay the fees," commented one CAO.

While some towns feel they need to educate their ratepayers, others feel they have educated them the best

contaminated recycling. The question is, why not identify who is contaminating the recycling and address the situation once and for all rather than collecting fees with no real plan to stop the contamination?

How many times does a ratepayer have to stand by their garbage and recycling bins and question, is this garbage or recycling? How many contamination fees should be handed out not seeming to fix the issue of contaminating the recycling.

Here is a list off of the OSS Recycling webpage for readers to have as a guide:

Paper & Cardboard

Flattened corrugated cardboard and paperboard (empty cereal boxes,

Protect your investments

- Retirement savings (RRSP)
- Tax-free savings (TFSA)
- Non-registered investments
- Guaranteed interest investments
- RRSP loan



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INVESTED IN YOU.

Soft drink and beer cans, Foil trays and pie plates, Household tin cans (please rinse)

Plastic

Containers with logo 1-7-No plastic food containers labelled #1, Plastic drink bottles, Aseptic Packaging & Cartons, Juice and milk cartons, milk jugs, tetra-pak containers, pouches.

Glass (Manitoba Only)

Household bottles and jars (please rinse)

Non-Allowable Materials

Household garbage, organics, or hazardous waste, Waxed, plasticized or food contaminated paper, cardboard cups or plastic plates, Soiled tissues, napkins and paper towels, Confetti shredded paper, Styrofoam

On Feb 5th Sask power installed a smart meter. I never really thought much of it, until I was starting to feel like my arthritis was acting up and I was not sleeping well. I was not until later that I thought later about a article that I had about the smart meter and what it can do to your health. I called Sask power and told them to remove the meter. it took alot of convincing they did remove it and I was surprised. Now I got back to my old self it took about two weeks and I was back to the way I was before they installed the meter this is no bullshit

Names in Red- Death
Names in Blue- Life
threatening illnesses
Names in Green-
Surferring health effects

202 Janet Julie

136

139

134

137

133 Pat

132

130 Glen Mary Beth

Well House

128 24 yr old sterile

124 Mary

126

BEULAH DRIVE

1 miscarriages

NO BABIES BORN ALIVE SINCE 2011

Owners of the Property
forced to vacate
March 8, 2012

Old Lowe's Ferry Road

KEN WAY

Barbara 433

434

Jason Sally 430

Mary 428

416 Suicide

410

421

- ☐ RV's
- ☐ Mobile Home
- ☐ Tiny Home

My name is Jillian MacPherson. I'm a new homeowner in the Harbour Landing neighbourhood. I'm here today to speak against the plan for more cell towers to be erected in residential and business areas of Regina.

I'm an electromagnetically sensitive person and will, without a doubt, be harmed by additional cell towers in the city. Already, I can barely tolerate the levels of radiation in Regina, and I'm far from the only resident experiencing this.

I experience many debilitating symptoms from wireless devices and cell towers, including fatigue, headaches, dizziness, tingling in my hands and feet, heart palpitations, heaviness in my chest, insomnia, and pain.

I would suggest that a survey of people living around the already-existing cell towers in Regina would show similar symptoms.

Electromagnetic sensitivity is a condition that is on the rise worldwide, and we are simply the canaries in the coal mine. The electromagnetic radiation that harms us immediately will harm others over a longer timeline.

We've known for decades now that people experience ill health when living and working around cell towers, but this knowledge is being ignored in the rush to roll out 5G (fifth generation) wireless technology worldwide.

There are more than 10,000 scientific studies and a mountain of anecdotal evidence showing health harm and biological effects from even low doses of non-ionizing radiation – doses lower than government and industry claim are safe. These adverse effects are seen in humans, animals, insects, and plants.

Some of the health damage documented in these studies includes altered heart rhythms; neurological and neuro-psychiatric problems like headaches, depression, fatigue, insomnia, dizziness, difficulty concentrating, and memory dysfunction; DNA damage; cell death; increased oxidative stress; increased incidence of cancer; disrupted calcium levels; and lowered fertility.

A 2004 study titled 'The Influence of Being Physically Near to a Cell Phone Transmission Mast on the Incidence of Cancer' showed that people were three times more likely to get cancer if they lived within 400 metres of a cell tower. There are already thousands of Regina residents living and working closer than 400 metres to a cell tower. Because 5G technology requires many more cell towers in closer proximity to people's homes and businesses,

almost everyone on Earth would be living within 400 metres of a cell tower if the planned 5G rollout is allowed to continue.

In 2004, the International Association of Fire Fighters (IAFF) passed a resolution opposing the installation of cell towers on fire stations in the U.S. and Canada. This followed increasing complaints from fire fighters about adverse health effects. A 2004 brain study of California fire fighters exposed to cell tower radiation over the previous five years showed brain abnormalities, cognitive impairment, delayed reaction time, and lack of impulse control.

So why are cell towers now being placed near schools, daycares, libraries, churches, businesses, and residences?

The health effects experienced by the fire fighters in the early 2000s were occurring with 2G cell towers. 5G radiation is many times more intense than previous generations, exposing people to potentially hundreds of new pulsed frequencies in an intensity to which we have never before been exposed – up to 30 GHz with microwaves, and up to 300 GHz with millimetre waves.

Councilor Bob Hawkins has been quoted in local media stating that the aesthetic ugliness of cell towers could be the only possible objection from the public. This is very far from the truth. Millions of people all over the world oppose 5G and are fighting to have cell towers removed or blocked from their neighbourhoods.

Tens of thousands of scientists and doctors worldwide have signed petitions calling for the halt of untested 5G technology, citing health and safety concerns.

The proposal to erect a cell tower, quite possibly 5G equipped, very near two elementary schools in Harbour Landing is particularly disturbing.

In 2019, after immense public pressure, parents of students at Weston Elementary School in Ripon, California finally won the right to remove a cell tower on the campus of that school only after tremendous health damage was done. From 2016 to 2019, four students and three teachers at the school were diagnosed with different forms of cancer. I do not wish to see a repeat of this scenario in Regina.

Millions of people around the world oppose the rollout of dangerous 5G technology for other reasons, as well, which include the creation of 5G and 6G-driven “Smart Cities,” the Internet of Things; electronic monitoring, tracking, tracing, and surveillance, including facial recognition cameras; automation leading to the mass loss of jobs; and the use of artificial intelligence, including in police and military.

5G technology is untested for health and safety, especially for long term exposures. There are zero scientific studies showing that 5G radiation is safe, and this especially goes for millimetre waves.

The Federal Government's safety standards, Safety Code 6, are terribly outdated and do not protect Canadians from non-ionizing radiation at all. Safety Code 6 was written decades ago, before wireless devices and cell towers were used widely in society, and covers only thermal radiation.

In light of the known dangers, the new cell towers, including 5G-equipped towers, being proposed for Regina must be stopped, and continued densification of cell towers in the city must halt. Unsafe towers that are currently installed in Regina must be moved outside areas where people live, work, and go to school.

Thank you.

Cell Tower and 5G Dangers

Please Oppose Residential Cell Tower Installations and the 5G Rollout in Regina



We've known for decades that people experience ill health when living and working around cell towers, but this knowledge is being ignored in the rush to roll out 5G (fifth generation) technology worldwide.

As you might be aware, SaskTel is proposing four new cell towers to be erected in residential areas of Regina. One of these cell towers is proposed for an area that is very near Ecole Harbour Landing Elementary School and St Kateri Tekawitha School.

From the April 13, 2022 Leader Post article, "New cell towers in Regina stalled as council pushes for public consultation."

"Two of the sites would be used to replace existing nearby cell towers with larger structures that could handle the equipment needed for a 5G network. The two other sites would house brand new 45.7 metre towers in two residential-dense neighbourhoods.

One of the proposed new towers is earmarked for Fairchild Park in Harbour Landing, right behind Ecole Harbour Landing Elementary School and St Kateri Tekawitha."

Link: <https://leaderpost.com/news/local-news/city-hall/new-cell-towers-in-regina-stalled-as-council-pushes-for-public-consultation>

It's very disturbing that the article seems to portray a situation where the aesthetic ugliness of the cell towers could be the only objection from the public. This is very far from the truth. People all over the world are fighting to have cell towers removed or blocked, and they are opposing the

rollout of dangerous 5G technology. What follows is some of the information showing health damage caused by cell towers and wireless radiation:

California School District Turns Off Radiation from School Cell Tower After Fourth Student Develops Cancer – March 13, 2019

Link: <https://ehtrust.org/fourth-student-has-cancer-parents-demand-removal-of-cell-tower-from-ripon-school/>

“Four students and three teachers at Weston have been diagnosed with different forms of cancer since 2016. In addition, two preschool-age children living near the school have been treated for a malignant tumor and leukemia, and a Modesto family says a 22-year-old former student of Weston underwent surgery last year for a brain tumor.”

Ripon California School District officially asked Sprint, the wireless company to remove the cell tower from the elementary school after four students and three staff developed cancers. As of March 28, 2019 the antennas have been turned off.

Families have been calling for the removal of a cell phone tower at Weston Elementary School *since 2017* when several students and staff developed cancers. Now that yet another student has developed cancer in 2019, parents demanded the tower be removed. The March 2019 school board meeting was packed in opposition to the cell tower and the meeting was widely covered by press. Parents stated they are holding the school board accountable.

On March 15 2019 Ripon Unified placed a revised statement on their website formally asking Sprint Communications to remove the cell tower from the Weston Elementary campus. They are asking Sprint “to relocate or decommission the tower as soon as possible.”

Parents Blame Elementary School’s Cell Tower After 4th Student Diagnosed With Cancer – March 12, 2019

Link: <https://sacramento.cbslocal.com/2019/03/12/school-cell-tower-causing-cancer/>

Fire fighters won the right not to have cell towers affixed to their fire stations due to the adverse health effects. So why are 5G cell towers being placed near schools, daycares, libraries, churches, businesses, and residences?

In 2004, the International Association of Fire Fighters (IAFF) passed a resolution opposing the installation of cell towers on fire stations. This resolution was passed after increasing complaints from fire fighters about the adverse health effects they experienced from cell towers affixed to the fire stations. The complaints included experiences of sleeplessness, headaches, memory problems, and cognitive impairment. A 2004 brain study of California fire fighters exposed to cell tower radiation over the previous five years showed brain abnormalities, cognitive impairment, delayed reaction time, and lack of impulse control. The resolution eventually included a moratorium on cell

towers being placed on fire stations in the United States and Canada.

The IAFF resolution:

“The IAFF opposes the use of fire stations as base stations for towers and/or antennas for the conduction of cell phone transmissions until a study with the highest scientific merit and integrity on health effects of exposure to low-intensity RF/MW radiation is conducted and it is proven that such sitings are not hazardous to the health of our members.”

Lewis Currier, 29-year L.A. county fire captain, speaking in 2016 about the dangers of cell towers and the antiquated and inadequate government safety standards on electromagnetic radiation: <https://www.youtube.com/watch?v=S7w10bFeVAk>

Currier: “I’m speaking today against the cell towers that are being installed at our fire stations for the health and safety of the residents and the fire fighters who live there. The problem we have in this country today is the absence of adequate recommendation standards, and as a consequence, the corresponding standards that are being used are not applicable to the world we live in today. The FCC safety benchmarks...are antiquated and industry-controlled. We’ve all seen in the past how industry-controlled standards has worked in other industries in the examples given today such as tobacco, chemical fire retardants, etcetera. This is a classic case of the fox watching the henhouse.

We have reviewed over 4,000 studies done by medical professionals that are peer-reviewed that show that there are adverse health effects at levels much less than...what they are saying. Fire fighters are already exposed to a lot of RF radiation, EMFs, and chemical exposure, so much so that cancer is presumptive for us. When will enough be enough? When will we hit our hypersensitivity level? I’m hoping we don’t find out. Please stop these cell towers at our fire stations.”

David Gillotte, 25-year Los Angeles county fire captain, speaking in 2016 in opposition to cell towers: https://www.youtube.com/watch?v=s-x_xv6dg9E

Swedish study says 5G causes Microwave Syndrome – March 6, 2022

Link: <https://www.riotimesonline.com/brazil-news/modern-day-censorship/swedish-study-says-5g-causes-microwave-syndrome/>

"RIO DE JANEIRO, BRAZIL – The first-ever study of the health effects of 5G radiation on humans shows that 5G causes typical symptoms of microwave syndrome and a massive increase in microwave radiation. The case study also confirms that radiation well below levels allowed by the authorities causes ill health.

The Swedish Radiation Protection Foundation study was published in Medicinsk Access no. 1/2022. It was carried out by the oncologist and researcher Lennart Hardell from the Research Foundation for Environment & Cancer and Mona Nilsson from the Radiation Protection Foundation. The study concerns the health consequences for a man and a woman who received a 5G base station directly

above the apartment, only 5 meters above the bedroom...

The symptoms that occurred in the man and woman after the start of 5G are typical of the microwave syndrome: fatigue difficulty sleeping. Emotional impact, nosebleeds, increasing tinnitus, and skin problems in the man.

The woman had more symptoms than the man with severe sleep disorders and dizziness, followed by skin problems (burning sensation, tingling in the skin of the hands and arms), concentration problems, irritability, tinnitus, balance problems, impaired short-term memory, confusion, fatigue, tendency to depression, heart and lung symptoms (palpitations, heaviness over the chest) and feeling of warmth in the body.

All symptoms decreased or disappeared after 24 hours after moving to another home with significantly lower radiation."

The Influence of Being Physically Near to a Cell Phone Transmission Mast on the Incidence of Cancer

A 2004 study showed that people were three times more likely to get cancer if they lived within 400 metres of a cell tower. Because 5G technology requires many more cell towers in closer proximity to people's homes or businesses (millions more towers worldwide), that means almost everyone on Earth would be living within 400 metres of a cell tower if the planned 5G rollout is allowed to continue.

Link:

https://www.researchgate.net/publication/241473738_The_Influence_of_Being_Physically_Near_to_a_Cell_Phone_Transmission_Mast_on_the_Incidence_of_Cancer

PDF file - <http://www.tetrawatch.net/papers/naila.pdf>

Telecommunications companies are paying schools, libraries, churches, and other organizations to host cell towers on their property, and these towers are causing cancer and other health damage. At Weston Elementary School in Ripon, California, at least four students and three staff members developed cancer between 2016 and 2019. After immense pressure from parents and the public, telecommunications company Sprint was forced to stop transmissions to the cell tower near the school.

Safety Code 6 is Outdated and Inadequate

It's important to know that the safety standards being used by Health Canada for electromagnetic radiation are outdated and inadequate. Safety Code 6 has not been meaningfully updated in decades, and it does not even cover non-ionizing radiation (the type emitted by cell towers and wireless devices). It covers only ionizing or thermal radiation – the type that will burn your skin if you come into contact with it. The Government of Canada's safety standards were written before

people even had cell phones en masse, and these standards do not recognize any ill effects from non-ionizing radiation, despite thousands of peer-reviewed scientific studies that show otherwise.

The Italian Ramazzini Institute study, published in 2018, found increased incidence of cancer from non-thermal radiation at legally-permitted levels – levels the United States government, Canadian government, and other governments around the world currently consider safe. The scientists studied 2,448 rats and showed increased incidence of rare Schwannoma (nerve sheath) heart tumours in males and brain tumours in females.

Link: <https://www.sciencedirect.com/science/article/abs/pii/S0013935118300367>

A 2015 study showed that even at low radiation levels, cell phone signals accelerated quicker tumor growth in mice. What's interesting to note is that the tumor-promoting effects in the study were observed at "low to moderate exposure levels (0.04 and 0.4 W/kg SAR), thus well below exposure limits for the users of mobile phones."

Tumor promotion by exposure to radiofrequency electromagnetic fields below exposure limits for humans - <https://www.sciencedirect.com/science/article/abs/pii/S0006291X15003988>

Epidemiological evidence from several countries found that eight of the 10 studies reported increased prevalence of adverse neurobehavioural symptoms or cancer in populations living at distances of less than 500 meters from base stations.

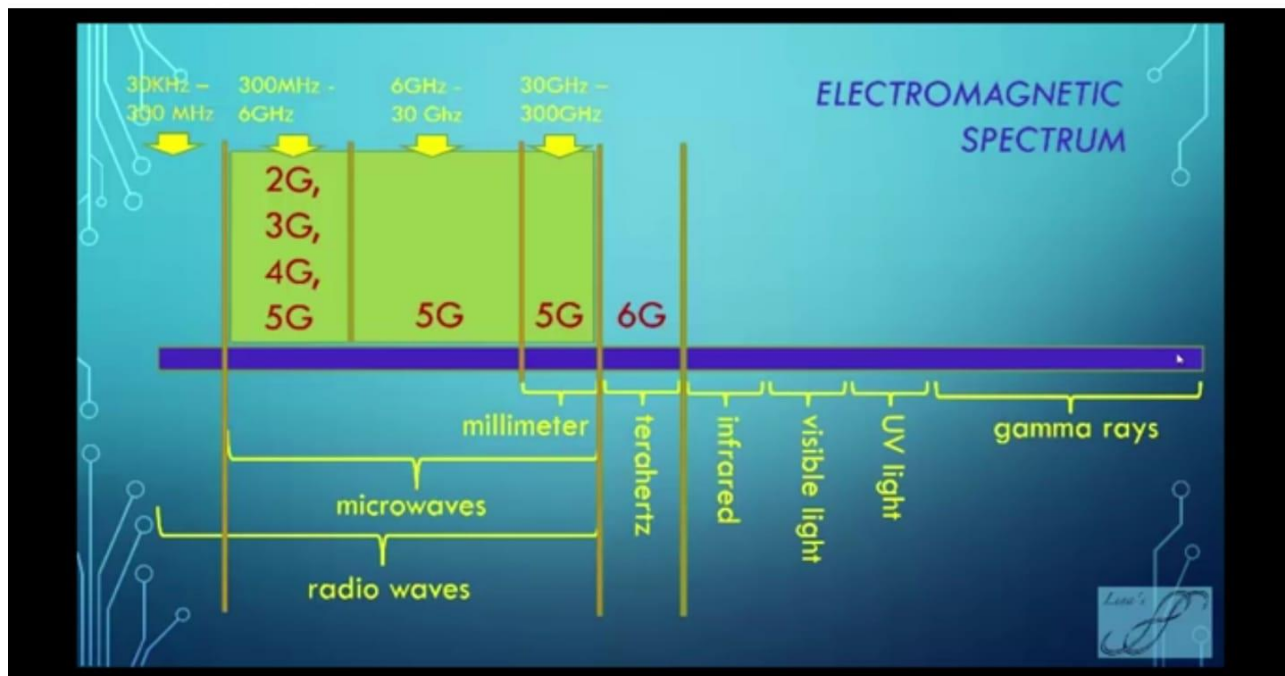
Link: <http://wifiinschools.org.uk/resources/Khurana+et+al+2010.pdf>

Since late 2019, 5G has gone live in many cities and towns around the world, and people are already feeling the ill effects. More cell towers and antennae are being installed all the time, including around playgrounds, schools, libraries, and elderly carehomes. This 5G "super-speed" wireless technology is being rolled out worldwide without any testing showing it is safe for human or animal health or for the environment - and despite thousands of peer-reviewed scientific studies showing ill effects from the current (much less intense) electromagnetic field exposure. Governments are currently green-lighting the 5G rollout despite the many studies showing that non-ionizing radiation harms humans, animals, insects, and trees. You can see some of the many studies showing ill effects from electromagnetic radiation exposure here:

Independent Science on the Effect of Wireless Radiation on Human Health -
<https://www.5gcrisis.com/scientific-studies>

5G wireless technology produces much more intense electromagnetic radiation than current 4G technology. Whereas 4G microwaves operate up to a maximum of about 6 GHz, 5G microwaves can operate up to about 30 GHz. 5G technology can also involve millimetre waves, which people have never been exposed to before en masse. These waves are much more intense and can operate between 30 GHz and 300 GHz. All this exposes us to many more frequencies than human beings or animals have ever been exposed to in the past.

The other problem with 5G cell towers is that they are being densely installed in our communities – up to one tower for every city block! 5G technology requires many more small cell towers than the current 4G technology, which adds up to millions and millions more cell towers worldwide. The more intense electromagnetic radiation and frequency, the closer proximity to the towers, and the higher number of towers required for 5G create a situation with much more dangerous electromagnetic radiation exposure – exposure that is difficult or impossible to escape for electromagnetically sensitive people and for children, who are affected even more intensely by electromagnetic radiation due to their smaller, still-developing brains and bodies.



5G Encompasses the Entire Microwave Spectrum (0.3 GHz – 300 GHz)

2G = approx. 10 new frequencies
 3G = approx. 10 new frequencies
 4G = approx. 5 new frequencies (with some overlap)
 5G = approx. 3000 potential new frequencies
 $3000/10 \text{ per "G"} = 300 \text{ potential "G"s}$
 $300G - 3 \text{ existing "G"s} = 297$

5G should be called 297G!

In a recent report, the Institute of Electrical and Electronics Engineers (IEEE), the body representing the people who make the technology, has changed its stance to say that electromagnetic radiation from multiple wireless sources is harmful to health:

"People should be made aware that the EMR from using day to day cellular, Wi-Fi and Bluetooth devices are harmful to human health. The levels of radiation observed in most cases such as phone calls, internet browsing on laptops and smartphones, using wireless routers and hotspots, Bluetooth smartwatches and smartphones are unsafe when compared with radiations limits determined by medical bodies. According to the current medical literature, various adverse health effects from exposure to RF EMR have been well documented."

Link: <https://smartmeterharm.org/2020/04/07/ieee-emr-due-to-cellular-wi-fi-and-bluetooth-technologies-how-safe-are-we/>

PDF file: <https://smartmeterharm.org/2020/04/07/ieee-emr-due-to-cellular-wi-fi-and-bluetooth-technologies-how-safe-are-we/ieee-2-27-20-naren-et-al-emr-how-safe-are-we-published/>

The "International Appeal - Stop 5G on Earth and in Space" has over 300,000 signatures from more than 220 countries.

Link: <https://www.5Gspaceappeal.org>

This International Appeal draws from some of the 10,000 peer-reviewed scientific studies to demonstrate harm to human health from RF (radio frequency) radiation. Documented effects include: altered heart rhythm, altered gene expression, altered metabolism, altered stem cell development, cancers, cardiovascular disease, cognitive impairment, DNA damage, impacts on general well-being, increased free radicals, learning and memory deficits, impaired sperm function and quality, miscarriage, neurological damage, obesity and diabetes, and oxidative stress.

Documented effects in children include autism, attention deficit hyperactivity disorder (ADHD), and asthma.

Damage goes well beyond the human race, as there is abundant evidence of harm to diverse plant and wildlife and laboratory animals, including: ants, birds, forests, frogs, fruit flies, honey bees, insects, mammals, mice, plants, rats, and trees.

Well-documented symptoms associated with electromagnetic radiation include headaches, insomnia, depression, anxiety, mood swings, loss of focus, tinnitus, fatigue, pain, autoimmune problems, skin issues, immune system suppression, and the increased growth and toxicity of mold.

More than 26,000 scientists have signed a petition protesting the roll-out of unsafe, untested 5G technology.

Link: <https://principia-scientific.org/petition-26000-scientists-oppose-5g-roll-out/>

The International EMF Scientist Appeal has called the roll-out of 5G a human rights issue, releasing this statement:

"Wireless communication technologies are rapidly becoming an integral part of every economic sector. But there is a rapidly growing body of scientific evidence of harm to people, plants, animals, and microbes caused by exposure to these technologies. It is our opinion that adverse health consequences of chronic and involuntary exposure of people to non-ionizing electromagnetic field sources are being ignored by national and international health organizations despite our repeated inquiries as well as inquiries made by many other concerned scientists, medical doctors and advocates."

Link: <https://emfscientist.org/>

Dr. Martin Pall outlines many studies showing health damage from non-ionizing radiation in this video - <https://www.youtube.com/watch?v=kBsUWbUB6PE>

In the video, Dr. Pall shows evidence that exposure to non-ionizing radiation causes lowered fertility; neurological problems like depression, fatigue, insomnia, and memory dysfunction; DNA damage; cell death; increased oxidative stress; and cancer, among others.

Dr. Pall also says that pulsed EMFs, like the ones used in wireless technology, are particularly dangerous to biological organisms. He explains why children are more susceptible to health damage from EMF exposure. He also says that many of these effects are cumulative, meaning that they get worse over time with continual exposure to EMFs.

Non-ionizing radiation has been shown to negatively affect the way our cells absorb and regulate calcium. Disrupted calcium levels disrupt the homeostasis in the body, affecting neurotransmitter release, hormone levels, neuronal excitability, and gene transmission. Excess calcium in the body is also known to increase oxidative damage and free radicals. Oxidative stress is a known underlying cause in many illnesses and diseases.

The effects of EMF on calcium channels in the body has been shown to cause: single strand DNA breaks, lowered fertility and libido, neurological effects from neurotransmitter dysfunction, apoptosis from increased cellular calcium, lowered steroid hormones leading to lowered hormone synthesis, sleep disruption, and melatonin dysfunction.

In light of the known dangers, the new cell towers, including 5G-equipped towers, being proposed for Regina must be stopped, and continued densification of cell towers in the city must halt.

Please express opposition to the new cell towers to your school, to Regina City Council, to local media, to SaskTel, and to Innovation, Science, and Economic Development Canada.

CR22-86 Antenna Systems Protocol

Hi...my name is Clint Kimery...my business office, along with a number of other businesses, the Regina Food Bank and a daycare centre, is located within the UNTESTED former Imperial Oil Refinery site.

Where, in **2008** Saskatchewan Environment **requested** Imperial Oil and the City of Regina to complete a PHASE II Environmental Site Assessment involving “**soil tests**” needed to determine the type and extent of the suspected contamination throughout the former refinery area, which had operated there since 1916.

This was an official **information test request** that to date the City of Regina has failed to initiate, which is now over 14 years ago...meanwhile the health of those working in that area, daily, is being jeopardized. But strangely that seems to be okay with the City.

So I submit the same **lack of testing** MO (Method of Operation) is clearly typical to this City when the City doesn't want to know, so it can claim ignorance, should it ever become necessary.

At issue today is the introduction of UNTESTED 5G technology (with regard to health affects), which many undeniable experts predict will prove very damaging to people's health.

Regardless, microwave technology is an area largely unknown in science with respect to its true affect on the electrical functions within the human body, and since our brain and nervous system's operate on an electrical frequency...the introduction of a higher source of energy can easily alter our susceptibilities to sickness, our mental disposition, physically how we feel, and how our body signals

in order to function, a condition not unlike a solar flares affect on the earth's electrical grid.

So why would Council, be contemplating the implication of UNTESTED 5G technology on its citizens when very little is known at this time regarding the short or long term health effects. The people of Regina should not be positioned as **guinea pigs**, and Council should, if good government is a priority, take the high road and insist on complete and verifiable testing before allowing that type of potentially mind-altering technology to take its toll.

I therefore implore Council to apply "common sense" and a cautious approach, which is exactly why each of you was elected in the first place over your competitor.

Council should at minimum...place a moratorium on 5G installations until all proper testing permeations and combinations have run their course and have proven to be fully compatible to the ongoing and overall health of the human race. Otherwise this technology should go back to the drawing board, and solve all the problems first.

There is no reason this Council should help facilitate Darwinism.

Submission by:

Clint Kimery
682 Adams Street
Regina, Saskatchewan
S4N6R8
306-775-2626

TO: City of Regina Council, SaskTel President D. Burnett, Minister Don Morgan, Minister of Health Paul Merriman, Michael Kram M.P., Gene Makowsky, MLA

Mayor Sandra Masters; Councillors John Findura, Terina Shaw, Shanon Zachidniak, Cheryl Stadnichuk, Bob Hawkins, Andrew Stevens, Lori Bresciani, Daniel LeBlanc, Jason Mancinelli and Landon Mohl.

ATTN: August 17, 2022 council Meeting, item CR22-86 – Antenna System Protocol

I am completely surrounded by well over a dozen cell towers and have never once received information regarding consultation of a planned cell tower. The radiation from these cell towers most certainly pollutes my property as evidenced by my RF meter.

I do not consent to me and my property being polluted by the radiation from cell towers and other transmitters.

Please answer the following questions:

1. Liability - July, 2022: German court finds property owners can be liable for health impacts from base station antennas on their property.
<https://www.emfacts.com/2022/07/german-court-finds-property-owners-can-be-liable-for-health-impacts-from-base-station-antennas-on-their-property/>

Will the City of Regina or SaskTel, a Crown Corporation, be pushing liability costs on to the taxpayers of Saskatchewan???

You will be sued, it's just a matter of time.

2. Insurance - Where is your insurance???

Insurance & liability

*Can you provide evidence:

- that the City of Regina is insured against injury claims associated with wireless radiation from cell towers?

* that the telecom company who is erecting these towers (and other transmitters) is insured against injury claims associated with wireless radiation from cell towers?

* that the insurances in both cases do not have an exclusion policy?

Are you aware that if the City of Regina, and the telecom industry are not insured for injury to citizens, that you, and the industry, will be personally liable for the harm?

<https://ehtrust.org/key-issues/electromagnetic-field-insurance-policy-exclusions/>

Court Proceedings

"A German court has clarified in a lawsuit that **property owners** who rent space for base stations and mobile towers **assume responsibility for health consequences** of the activity. Although the radiation is lower than the relevant reference values from the authorities, this does not mean that the property owner is not responsible for negative health consequences."

<https://www.emfacts.com/2022/07/german-court-finds-property-owners-can-be-liable-for-health-impacts-from-base-station-antennas-on-their-property/>

Are you aware of the court cases that have already been won, related to Radio-Frequency Radiation, and the fact that in the United States Pittsfield Public Health has written a cease and desist order against a tower that Verizon had erected in a neighbourhood, making multiple people very, very ill, and becoming refugees in their own city, unless they have money to leave? Are you aware that Canada's current Safety Guidelines (Safety Code 6) in Canada, following ICNIRP and the American FCC (Federal Communications Committee) are outdated and based on an outdated paradigm.

Late summer the United States Court of Appeals for the District of Columbia Circuit ruled in the historic case EHT et al. v. the FCC that the December 2019 decision by the Federal Communications Commission (FCC) to retain its 1996 safety limits for human exposure to wireless radiation was "arbitrary and capricious." The court held that the FCC failed to respond to "record evidence that exposure to RF radiation at levels below the Commission's current limits may cause negative health effects unrelated to cancer." Further, the agency demonstrated "a complete failure to respond to comments concerning environmental harm caused by RF radiation." The court found the FCC ignored numerous organizations, scientists and medical doctors who called on them to update limits and the court found the FCC failed to address these issues:

- impacts of long term wireless exposure
- impacts to children,
- the testimony of people injured by wireless radiation,
- impacts to wildlife and the environment
- impacts to the developing brain and reproduction.

Your siting policy states "Areas to be avoided include:.... Areas protected as natural or wildlife habitat." So residential is allowed but not places with views or wildlife. You will protect the rabbits but not the humans. This is nothing but a joke.

A setback equal to the height of the tower??? Do you have any science other than "in case the tower falls over?"

Electric current kills and there are no circumstances where electrical professionals allow current to be induced into the human body. Cell towers produce an electric current through the air which induces an electric current in the human body and all life forms. Electric current kills.

The fact EHS (ElectroHyperSensitivity) was designated as a diagnosis by the W.H.O. is important as it reflects the numbers hurt globally.

EHS has been recognized in Canada since 2007.

Please send me proof of your liability and insurance that the cell towers that radiate over my property will do me no harm.

I do not consent to the radiation to which you are subjecting me from all the cellular installations in the city of Regina where I live. It is a pollutant and classified as a Class 2 B Carcinogen in the same category as lead, engine exhaust, DDT, and jet fuel.

I further do not consent to the frequencies used in the 5Th Generation wireless infrastructure, frequencies that we all know are the same as used in military defence, Active Denial Systems, Directed Energy Weapons.

Thank you.
Marlene Macfarlane, Regina

Safety Code 6 from Government of Canada is MISINFORMATION
<https://www.appel5gappeal.ca/eng/fact-checker.php>

<https://c4st.org/clegg-safety-challenge/> Apr 26, 2021 C4ST CEO, Frank Clegg challenges a Rogers Communications President Dean Provost to show evidence that the radiation emitted by wireless 5G is safe given that many peer reviewed scientific studies show the contrary. (so far Rogers has not answered)

<https://ehtrust.org/key-issues/electromagnetic-field-insurance-policy-exclusions/>

<https://ehtrust.org/in-historic-decision-federal-court-finds-fcc-failed-to-explain-why-it-ignored-scientific-evidence-showing-harm-from-wireless-radiation/>
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13 July 2022

City of Regina – City Council Via email: clerks@regina.ca

Council members of the City of Regina: Mayor Sandra Masters, Councillors John Findura, Terina Shaw, Shanon Zachidniak, Cheryl Stadnichuk, Bob Hawkins, Andrew Stevens, Lori Bresciani, Daniel LeBlanc, Jason Mancinelli and Landon Mohl.

Thank you for this opportunity to speak by teleconferencing to you about the proposed City of Regina Antenna System Protocol.

Please accept this brief for the July 13, 2022 council Meeting, item RPC 22-23 – Antenna System Protocol

Respectfully,

April O'Donoughue
Mansonville, QC

Mayor Masters and Councillors,

Thank you for this opportunity.

I am representing friends who reside in Regina.

I wish to bring to your attention that the proposed protocol for the City of Regina can be improved substantially by following best practices in protocols in other municipalities.

At the very least it should build on the Innovation science and Economic Development Canada default process.

<https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>

I will provide details when I present to you by phone on July 13th, 2022.

Sincerely,

April O'Donoughue
Mansonville, QC



[Canada.ca](#) > [Business and industry](#) > [Permits, licences and regulations](#)

> [Federally regulated industry sectors](#)

> [Broadcasting and telecommunications regulation](#)

> [Spectrum management and telecommunications](#) > [Learn more](#) > [Key documents](#)

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CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems

Issue 5

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CPC-2-0-03 — [Radiocommunication and Broadcasting Antenna Systems](#)

167 KB, 19 pages

Related Documents

[Decision on Amendments to Industry Canada's Antenna Tower Siting Procedures](#)

[Antenna Structures Home Page](#)

Industry Canada website: June 26, 2014

Effective: July 15, 2014

Comments and suggestions may be directed to the following address:

Industry Canada

Spectrum Management Operations Branch

235 Queen Street

Ottawa, Ontario

K1A 0H5

Attention: DOSP (Operational Policies)

DE22-153

Via email: ic.spectrumpublications-publicationsdsuspectre.ic@canada.ca

All Spectrum Management and Telecommunications publications are available on the following website at: <http://www.ic.gc.ca/spectrum>

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1. Introduction

Radiocommunication and broadcasting services are important for all Canadians and are used daily by the public, safety and security organizations, government, wireless service providers, broadcasters, utilities and businesses. In order for radiocommunication and broadcasting services to work, antenna systems including masts, towers, and other supporting structures are required. Antenna systems are normally composed of an antenna and some type of supporting structure, often called an antenna tower. Most antennas have their own integral mast so that they can be fastened directly to a building or a tower. There is a certain measure of flexibility in the placement of antenna systems which is constrained to some degree by: the need to achieve acceptable coverage for the service area; the availability of sites; technical limitations; and safety. In exercising its mandate, Industry Canada believes that it is important that antenna systems be deployed in a manner that considers the local surroundings.

1.1 Mandate

Section 5 of the *Radiocommunication Act* states that the Minister may, taking into account all matters the Minister considers relevant for ensuring the orderly development and efficient operation of radiocommunication in Canada, issue radio authorizations and approve each site on which radio apparatus, including antenna systems, may be located. Further, the Minister may approve the erection of all masts, towers and other antenna-supporting structures. Accordingly, proponents must follow the process

outlined in this document when installing or modifying an antenna system. **DE 22-153**

Also, the installation of an antenna system or the operation of a currently existing antenna system that is not in accordance with this process may result in its alteration or removal and other sanctions against the operator in accordance with the *Radiocommunication Act*.

1.2 Application

The requirements of this document apply to anyone (referred to in this document as the proponent) who is planning to install or modify an antenna system¹, regardless of the type. This includes telecommunications carriers,² businesses, governments, Crown agencies, operators of broadcasting undertakings and the public (including for amateur radio operation and over the air TV reception). Anyone who proposes, uses or owns an antenna system must follow these procedures. The requirements also apply to those who install towers or antenna systems on behalf of others or for leasing purposes ("third party tower owners"). As well, parts of this process contain obligations that apply to existing antenna system owners and operators.

1.3 Process Overview

This document outlines the process that must be followed by proponents seeking to install or modify antenna systems. The broad elements of the process are as follows:

1. Investigating sharing or using existing infrastructure before proposing new antenna-supporting structures.
2. Contacting the land-use authority (LUA) to determine local requirements regarding antenna systems.

3. Undertaking public notification and addressing relevant concerns whether by following local LUA requirements or Industry Canada's default process, as is required and appropriate.
4. Satisfying Industry Canada's general and technical requirements.
5. Completing the construction.

It is Industry Canada's expectation that steps (2) to (4) will normally be completed within **120 days**. Some proposals may be excluded from certain elements of the process (see Section 6). It is Industry Canada's expectation that all parties will carry out their roles and responsibilities in good faith and in a manner that respects the spirit of this document. If the requirements of this document are satisfied and the proposal proceeds then, under step (5), construction of the antenna system must be completed within three years of conclusion of consultation.

2. Industry Canada Engagement

There are a number of points in the processes outlined in this document where parties must contact Industry Canada to proceed. Further, anyone with any question regarding the process may contact the local Industry Canada office³ for guidance. Based on a query by an interested party, Industry Canada may request parties to provide relevant records and/or may provide direction to one or more parties to undertake certain actions to help move the process forward.

3. Use of Existing Infrastructure (Sharing)⁴

This section outlines the roles of proponents and owners/operators of existing antenna systems. In all cases, parties should retain records (such as analyses, correspondence and engineering reports) relating to this section.

Before building a new antenna-supporting structure, Industry Canada requires that proponents first explore the following options:

- consider sharing an existing antenna system, modifying or replacing a structure if necessary;
- locate, analyze and attempt to use any feasible existing infrastructure such as rooftops, water towers etc.

A proponent is not normally expected to build a new antenna-supporting structure where it is feasible to locate an antenna on an existing structure, unless a new structure is preferred by the land-use authority.

Owners and operators of existing antenna systems are to respond to a request to share in a timely fashion and to negotiate in good faith to facilitate sharing where feasible. It is anticipated that 30 days is reasonable time for existing antenna system owners/operators to reply to a request by a proponent in writing with either:

- a proposed set of reasonable terms to govern the sharing of the antenna system; or
- a detailed explanation of why sharing is not possible.

4. Land-use Authority and Public Consultation

Contacting the Land-use Authority

Proponents must always contact the applicable land-use authority to determine the local consultation requirements and to discuss local preferences regarding antenna system siting and/or design, unless their proposal falls within the exclusion criteria outlined in Section 6. If the land-use authority has designated an official to deal with antenna systems, then proponents are to engage the authority through that person. If not, proponents must submit their plans directly to the council, elected local official or executive. The 120-day consultation period commences only once proponents have formally submitted, in writing, all plans required by the land-use authority, and does not include preliminary discussions with land-use authority representatives.

Proponents should note that there may be more than one land-use authority with an interest in the proposal. Where no established agreement exists between such land-use authorities, proponents must, as a minimum, contact the land-use authority(ies) and/or neighbouring land-use authorities located within a radius of three times the tower height, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater. As well, in cases where proponents are aware that a potential Aboriginal or treaty right or land claim may be affected by the proposed installation,⁵ they must contact Industry Canada in order to ensure that the requirements for consultation are met.

Following the Land-use Authority Process

Proponents must follow the land-use consultation process for the siting of antenna systems, established by the land-use authority, where one exists. In the event that a land-use authority's existing process has no public consultation requirement, proponents must then fulfill the public consultation requirements contained in Industry Canada's Default Public Consultation Process (see Section 4.2). Proponents are not required to

follow this requirement if the LUA's established process explicitly excludes their type of proposal from consultation or it is excluded by Industry Canada's criteria.⁶ Where proponents believe the local consultation requirements are unreasonable, they may contact the local Industry Canada office in writing for guidance.

Broadcasting Undertakings

Applicants for broadcasting undertakings are subject to Canadian Radio-television and Telecommunications (CRTC) licensing processes in addition to Industry Canada requirements. Although Industry Canada encourages applicants to consult as early as practical in the application process, in some cases it may not be prudent for the applicants to initiate public and municipal/land-use consultation before receiving CRTC approval, as application denial by the CRTC would have result in unnecessary work for all parties involved. Therefore, assuming that the proposal is not otherwise excluded, broadcasting applicants may opt to commence land-use consultation after having received CRTC approval. However, broadcasting applicants choosing this approach are required, at the time of the CRTC application, to notify the land- use authority with a Letter of Intent outlining a commitment to conduct consultation after receiving CRTC approval. If the land- use authority raises concerns with the proposal as described in the Letter of Intent, applicants are encouraged to engage in discussions with the land-use authority regarding their concerns and attempt to resolve any issues. Refer to Broadcasting Procedures and Rules, Part 1 (BPR-1), for further details.

4.1 Land-use Authority Consultation

Industry Canada believes that any concerns or suggestions expressed by land-use authorities are important elements to be considered by proponents regarding proposals to install, or make changes to, antenna systems. As part of their community planning processes, land-use authorities should facilitate the implementation of local radiocommunication services by establishing consultation processes for the siting of antenna systems.

Unless the proposal meets the exclusion criteria outlined in Section 6, proponents must consult with the local land-use authority(ies) on any proposed antenna system prior to any construction. The aim of this consultation is to:

- discuss site options;
- ensure that local processes related to antenna systems are respected;
- address reasonable and relevant concerns (see Section 4.2) from both the land-use authority and the community they represent; and
- obtain land-use authority concurrence in writing.

Land-use authorities are encouraged to establish reasonable, relevant, and predictable consultation processes ⁷ specific to antenna systems that consider such things as:

- the designation of suitable contacts or responsible officials;
- proposal submission requirements;
- public consultation;
- documentation of the concurrence process; and
- the establishment of milestones to ensure consultation process completion within **120 days**.

Where they have specific concerns regarding a proposed antenna system, land-use authorities are expected to discuss reasonable alternatives and/or mitigation measures with proponents.

Under their processes, land-use authorities may exclude from consultation any antenna system installation in addition to those identified by Industry Canada's own consultation exclusion criteria (Section 6). For example, an authority may wish to exclude from consultation those installations located within industrial areas removed from residential areas, low visual impact installations, or certain types of structures located within residential areas such as personal antenna systems (e.g. used for over the air and satellite television reception or amateur radio operation).

4.2 Industry Canada's Default Public Consultation Process

Proponents must follow Industry Canada's Default Public Consultation Process where the local land-use authority does not have an established and documented public consultation process applicable to antenna siting. Industry Canada's default process has three steps whereby the proponent:

1. provides written notification to the public, the land-use authority and Industry Canada of the proposed antenna system installation or modification (i.e. *public notification*);
2. engages the public and the land-use authority in order to address relevant questions, comments and concerns regarding the proposal (i.e. *responding to the public*); and
3. provides an opportunity to the public and the land-use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns (i.e. *public reply comment*).

Public Notification

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1. Proponents must ensure that the local public, the land-use authority and Industry Canada are notified of the proposed antenna system. As a minimum, proponents must provide a notification package (see Appendix 1) to the local public (including nearby residences, community gathering areas, public institutions, schools, etc.), neighbouring land-use authorities, businesses, and property owners, etc. located within a radius of three times the tower height.⁸ The radius is measured from the outside perimeter of the supporting structure. For the purpose of this requirement, the outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, face of the self-supporting tower, etc. Public notification of an upcoming consultation must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by mail or be hand delivered. The face of the package must clearly reference that the recipient is within the prescribed notification radius of the proposed antenna system.
2. It is the proponent's responsibility to ensure that the notification provides at least 30 days for written public comment.
3. In addition to the minimum notification distance noted above, in areas of seasonal residence, the proponent, in consultation with the land-use authority, is responsible for determining the best manner to notify such residents to ensure their engagement.
4. In addition to the public notification requirements noted above, proponents of an antenna system proposed to be 30 metres or more in height must place a notice in a local community newspaper circulating in the proposed area.⁹ Height is measured from the lowest ground

level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

Responding to the Public

Proponents are to address all reasonable and relevant concerns, make all reasonable efforts to resolve them in a mutually acceptable manner and must keep a record of all associated communications. If the local public or land-use authority raises a question, comment or concern relating to the antenna system as a result of the public notification process, then the proponent is required to:

1. respond to the party in writing within **14 days** acknowledging receipt of the question, comment or concern and keep a record of the communication;
2. address in writing all reasonable and relevant concerns within **60 days** of receipt or explain why the question, comment or concern is not, in the view of the proponent, reasonable or relevant; and
3. in the written communication referred to in the preceding point, clearly indicate that the party has **21 days** from the date of the correspondence to reply to the proponent's response. The proponent must provide a copy of all public reply comments to the local Industry Canada office.

Responding to reasonable and relevant concerns may include contacting a party by telephone, engaging in a community meeting or having an informal, personal discussion. Between steps 1 and 2 above, the proponent

is expected to engage the public in a manner it deems most appropriate. **DE 22-153**
Therefore, the letter at step 2 above may be a record of how the proponent and the other party addressed the concern at hand.

Public Reply Comments

As indicated in step 3 above, the proponent must clearly indicate that the party has **21 days** from the date of the correspondence to reply to the response. The proponent must also keep a record of all correspondence/discussions that occurred within the **21-day** public reply comment period. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.

The factors that will determine whether a concern is reasonable or relevant according to this process will vary but will generally be considered if they relate to the requirements of this document and to the particular amenities or important characteristics of the area surrounding the proposed antenna system. Examples of concerns that proponents are to address may include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the proponent trying to integrate the antenna into the local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What are the steps the proponent took to ensure compliance with the general requirements of this document including the *Canadian Environmental Assessment Act* (CEAA), Safety Code 6, etc.?

Concerns that are not relevant include:

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- disputes with members of the public relating to the proponent's service, but unrelated to antenna installations;
- potential effects that a proposed antenna system will have on property values or municipal taxes;
- questions whether the *Radiocommunication Act*, this document, Safety Code 6, locally established by-laws, other legislation, procedures or processes are valid or should be reformed in some manner.

4.3 Concluding Consultation

The proponent may only commence installation/modification of an antenna system after the consultation process has been completed by the land-use authority, or Industry Canada confirms concurrence with the consultation portion of this process, and after all other requirements under this process have been met. Consultation responsibilities will normally be considered complete when the proponent has:

1. concluded consultation requirements (Section 4.1) with the land-use authority;
2. carried out public consultation either through the process established by the land-use authority or Industry Canada's Default Public Consultation Process where required; and
3. addressed all reasonable and relevant concerns.

Concluding Land-use Authority Consultation

Industry Canada expects that land-use consultation will be completed within **120 days** from the proponent's initial formal contact with the local land-use authority. Where unavoidable delays may be encountered, the

land-use authority is expected to indicate when the proponent can expect a response to the proposal. If the authority is not responsive, the proponent may contact Industry Canada. Depending on individual circumstances, Industry Canada may support additional time or consider the land-use authority consultation process concluded.

Depending on the land-use authority's own process, conclusion of local consultation may include such steps as obtaining final concurrence for the proposal via the relevant committee, a letter or report acknowledging that the relevant municipal process or other requirements have been satisfied, or other valid indication, such as the minutes of a town council meeting indicating LUA approval. Compliance with informal city staff procedures, or grants of approval strictly related to zoning, construction, etc. will not normally be sufficient.

Industry Canada recognizes that approvals for construction (e.g. building permits) are used by some land-use authorities as evidence of consultation being concluded. Proponents should note that Industry Canada does not consider the fact a permit was issued as confirmation of concurrence, as different land-use authorities have different approaches. As such, Industry Canada will only consider such approvals as valid when the proponent can demonstrate that the LUA's process was followed and that the LUA's preferred method of concluding LUA consultation is through such an approval.

Concluding Industry Canada's Default Public Consultation Process

Industry Canada's Default Public Consultation Process will be considered concluded when the proponent has either:

- received no written questions, comments or concerns to the formal notification within the **30-day** public comment period; or

- if written questions, comments or concerns were received, the proponent has addressed and resolved all reasonable and relevant concerns and the public has not provided further comment within the **21-day** reply comment period.

In the case where the public responds within the **21-day** reply comment period, the proponent has the option of making further attempts to address the concern on its own, or can request Industry Canada engagement. If a request for engagement is made at this stage, Industry Canada will review the relevant material, request any further information it deems pertinent from any party and may then decide that:

- the proponent has met the consultation requirements of this process and that Industry Canada concurs that installation or modification may proceed; or
- the parties should participate in further attempts to mitigate or resolve any outstanding concern.

4.4 Post-Consultation

Whether the proponent followed a land-use authority's consultation process or Industry Canada's default public consultation process, construction of an antenna system must be completed within three years of the conclusion of consultation. After three years, consultations will no longer be deemed valid except in the case where a proponent secures the agreement of the relevant Land-Use Authority to an extension for a specified time period in writing. A copy of the agreement must be provided to the local Industry Canada office.

5. Dispute Resolution Process

The dispute resolution process is a formal process intended to bring about the timely resolution where the parties have reached an impasse.

Upon receipt of a written request from a stakeholder other than the general public, asking for Departmental intervention concerning a reasonable and relevant concern, the Department may request that all involved parties provide and share all relevant information. The Department may also gather or obtain other relevant information and request that parties provide any further submissions if applicable. The Department will, based on the information provided, either:

- make a final decision on the issue(s) in question, and advise the parties of its decision; or
- suggest the parties enter into an alternate dispute resolution process in order to come to a final decision. Should the parties be unable to reach a mutually agreeable solution, either party may request that the Department make a final decision.

Upon resolution of the issue under dispute, the proponent is to continue with the process contained within this document as required.

6. Exclusions

All proponents must satisfy the General Requirements outlined in Section 7 regardless of whether an exclusion applies to their proposal. All proponents must also consult the land-use authority and the public unless a proposal is specifically excluded. Individual circumstances vary with each antenna system installation and modification, and the exclusion criteria below should be applied in consideration of local circumstances. Consequently, it

may be prudent for the proponent to consult even though the proposal meets an exclusion noted below. Therefore, when applying the criteria for exclusion, proponents should consider such things as:

- the antenna system's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;
- the location of the proposed antenna system on the property and its proximity to neighbouring residents;
- the likelihood of an area being a community-sensitive location; and
- Transport Canada's marking and lighting requirements for the proposed structure.

The following proposals are excluded from land-use authority and public consultation requirements:

- **New Antenna Systems:** where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems proposed by telecommunications carriers, broadcasting undertakings or third party tower owners;
- **Existing Antenna Systems:** where modifications are made, antennas added or the tower replaced ¹⁰, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation ¹¹. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to antenna systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third party tower owners;
- **Non-Tower Structures:** antennas on buildings, water towers, lamp posts, etc. may be excluded from consultation provided that the height

above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25% ¹² and

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- **Temporary Antenna Systems:** used for special events or emergency operations and must be removed within three months of the start of the emergency or special event.

No consultation is required prior to performing maintenance on an existing antenna system.

Proponents who are not certain if their proposals are excluded, or whether consultation may still be prudent, are advised to contact the land-use authority and/or Industry Canada for guidance.

Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

7. General Requirements

In addition to roles and responsibilities for site sharing, land-use consultation and public consultation, proponents must also fulfill other important obligations including: compliance with Health Canada's Safety Code 6 guideline for the protection of the general public; compliance with radio frequency immunity criteria; notification of nearby broadcasting stations; environmental considerations; and Transport Canada/NAV CANADA aeronautical safety responsibilities.

7.1 Radio Frequency Exposure Limits

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Health Canada has established safety guidelines for exposure to radio frequency fields, in its Safety Code 6 publication, entitled: *Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz (kilohertz) to 300 GHz (Gigahertz)*.¹³ While the responsibility for developing Safety Code 6 rests with Health Canada, Industry Canada has adopted this guideline for the purpose of protecting the general public. Current biomedical studies in Canada and other countries indicate that there is no scientific or medical evidence that a person will experience adverse health effects from exposure to radio frequency fields, provided that the installation complies with Safety Code 6.

It is the responsibility of proponents and operators of installations to ensure that all radiocommunication and broadcasting installations comply with Safety Code 6 at all times, including the consideration of combined effects of nearby installations within the local radio environment.

Telecommunications common carriers and operators of broadcasting undertakings are to carry out an exposure evaluation on all new installations and following any increases in radiated power. Either measurement surveys or mathematical or numerical computations can be used for this evaluation. Where the radio frequency emission of any installation, whether telecommunications carrier or broadcasting operator, is greater than, or is equal to, 50%, of the Safety Code 6 limits for uncontrolled environments at locations accessible to the general public (i.e. not solely available for access by workers), the operator(s) of radio frequency emitters must notify Industry Canada and demonstrate compliance with Safety Code 6. This determination of 50% of Safety Code 6 must be in consideration of the local radio environment.

For all proponents following Industry Canada's Default Public Consultation Process, the proponent's notification package must provide a written attestation that there will be compliance with Safety Code 6 for the protection of the general public, including consideration of nearby radiocommunication systems. The notification package must also indicate any Safety Code 6 related signage and access control mechanisms that may be used.

Compliance with Safety Code 6 is an ongoing obligation. At any time, antenna system operators may be required, as directed by Industry Canada, to demonstrate compliance with Safety Code 6 by (i) providing detailed calculations, and/or (ii) conducting site surveys and, where necessary, by implementing corrective measures.¹⁴ At the request of Industry Canada, telecommunications carriers and operators of broadcasting undertakings must provide detailed compliance information for individual installations within five days of the request. Proponents and operators of existing antenna systems must retain copies of all information related to Safety Code 6 compliance such as analyses and measurements.

7.2 Radio Frequency Immunity

All radiocommunication and broadcasting proponents and existing spectrum users are to ensure that their installations are designed and operated in accordance with Industry Canada's immunity criteria as outlined in EMCAB (Electromagnetic Compatibility Advisory Bulletins)-2¹⁵ in order to minimize the malfunctioning of electronic equipment in the local surroundings. Broadcasting proponents and existing undertakings should refer to Broadcasting Procedures and Rules - Part 1, *General Rules* (BPR (Broadcasting Procedures and Rules)-1) for additional information and requirements¹⁶ on this matter.

Proponents are advised to consider the potential effect that their **DE22-153** may have on nearby electronic equipment. In this way, they will be better prepared to respond to any questions that may arise during the public and land-use consultation processes, or after the system has been installed.

Land-use authorities should be prepared to advise proponents and owners of broadcasting undertakings of plans for the expansion or development of nearby residential and/or industrial areas. Such expansion or development generally results in the introduction of more electronic equipment in the area and therefore an increased potential for electronic equipment to malfunction. By keeping broadcasters aware of planned developments and changes to adjacent land-use, they will be better able to work with the community. Equally, land-use authorities have a responsibility to ensure that those moving into these areas, whether prospective residents or industry, are aware of the potential for their electronic equipment to malfunction when located in proximity to an existing broadcasting installation. For example, the LUA could ensure that clear notification be provided to future prospective purchasers.

7.3 Proximity of Proposed Structure to Broadcasting Undertakings

Where the proposal would result in a structure that exceeds 30 metres above ground level, the proponent is to notify operators of AM (amplitude modulation), FM (frequency modulation) and TV (television) undertakings within 2 kilometres, due to the potential impact the physical structure may have on these broadcasting undertakings. Metallic structures close to an AM directional antenna array may change the antenna pattern of the AM broadcasting undertaking. These proposed structures can also reflect nearby FM and TV signals, causing 'ghosting' interference to FM/TV receivers used by the general public.

7.4 Canadian Environmental Assessment Act

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Industry Canada requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation. This includes the Canadian Environmental Assessment Act, 2012 (CEAA 2012), where the antenna system is incidental to a physical activity or project designated under CEAA 2012, or is located on federal lands.

An antenna system may not proceed where it is incidental to a designated project (as described in the Regulations Designating Physical Activities), or is otherwise expressly designated by the Minister of the Environment without satisfying certain requirements applicable to designated projects. Therefore, a proponent of this type of project must contact Industry Canada for direction on how to proceed.

Any proposed antenna system on federal land may not proceed without a determination of environmental effects by Industry Canada. In order to assist the Department in making such a determination, proponents must submit a project description to Industry Canada, considering and addressing those elements of the environment described in CEAA 2012, as well as any determination of environmental effects that may have been made by the authority responsible for managing the federal land. Industry Canada may also require further information before it can complete its assessment. Industry Canada will inform the proponent of the results of its determination and may impose conditions related to mitigating any adverse effects after making its determination and/or may need to refer the matter to the Governor in Council under CEAA 2012.

In addition, notices under Industry Canada's default public consultation process require written confirmation of the project's status under CEAA 2012 (e.g., whether it is incidental to a designated project or, if not, whether

it is on federal lands).

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In addition to CEAA requirements, proponents are responsible to ensure that antenna systems are installed and operated in a manner that respects the local environment and that complies with other statutory requirements, such as those under the Canadian Environmental Protection Act, 1999, the Migratory Birds Convention Act, 1994, and the Species at Risk Act, as applicable.

For projects north of the 60th parallel, environmental assessment requirements may arise from federal statutes other than the aforementioned Acts or from Comprehensive Land Claim Agreements. Industry Canada requires that installation or modification of antennas or antenna supporting structures be done in accordance with these requirements, as appropriate.

7.5 Aeronautical Safety

Proponents must ensure their proposals for any antenna system are first reviewed by Transport Canada and NAV CANADA.

Transport Canada will perform an assessment of the proposal with respect to the potential hazard to air navigation and will notify proponents of any painting and/or lighting requirements for the antenna system. NAV CANADA will comment on whether the proposal has an impact on the provision of their national air navigation system, facilities and other services located off-airport.

As required, the proponent must:

1. submit an Aeronautical Obstruction Clearance form to Transport Canada;
2. submit a Land-use Proposal Submission form to NAV CANADA;

3. include Transport Canada marking requirements in the public **DE22-153** notification package;
4. install and maintain the antenna system in a manner that is not a hazard to aeronautical safety; and
5. retain all correspondence.

For those antenna systems subject to Industry Canada's Default Public Consultation Process, the proponent will inform the community of any marking requirements. Where options are possible, proponents are expected to work with the local community and Transport Canada to implement the best and safest marking options. Proponents should be aware that Transport Canada does not advise Industry Canada of marking requirements for proposed structures. Proponents are reminded that the addition of, or modification to, obstruction markings may result in community concern and so any change is to be done in consultation with the local public, land-use authority and/or Transport Canada, as appropriate.

References and Details

Aeronautical Obstruction Clearance forms are available from any Transport Canada Aviation Group Office. Both the Aeronautical Obstruction Clearance form (#26-0427) and a list of Transport Canada Aviation Group regional offices are available on the Transport Canada website.¹⁷ Completed forms are to be submitted directly to the nearest Transport Canada Aviation Group office. (Refer to Canadian Aviation Regulations, Standard 621.19, Standards Obstruction Markings).

Land-use Proposal Submission forms are available from NAV CANADA¹⁸ and completed forms are to be sent to the appropriate NAV CANADA General Manager Airport Operations (GMAO) office, East or West.

Appendix 1 – Industry Canada's Default Public Consultation Process – Public Notification Package

The proponent must ensure that at least **30 days** are provided for public comment. Notification must provide all information on how to submit comments to the proponent in writing. Notices must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by mail or be hand delivered. The face of the package must clearly indicate that the recipient is within the prescribed notification radius of the proposed antenna system. The proponent must also provide a copy of the notification package to the land-use authority and the local Industry Canada office at the same time as the package is provided to the public.

Notification must include, but need not be limited to:

1. the proposed antenna system's purpose, the reasons why existing antenna systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal;
2. the proposed location within the community, the geographic coordinates and the specific property or rooftop;
3. an attestation ¹⁹ that the general public will be protected in compliance with Health Canada's Safety Code 6 including combined effects within the local radio environment at all times;
4. identification of areas accessible to the general public and the access/demarcation measures to control public access;

5. information on the environmental status of the project, including requirements under the *Canadian Environmental Assessment Act, 2012*;
6. a description of the proposed antenna system including its height and dimensions, a description of any antenna that may be mounted on the supporting structure and simulated images of the proposal;
7. Transport Canada's aeronautical obstruction marking requirements (whether painting, lighting or both) if available; if not available, the proponent's expectation of Transport Canada's requirements together with an undertaking to provide Transport Canada's requirements once they become available;
8. an attestation that the installation will respect good engineering practices including structural adequacy;
9. reference to any applicable local land-use requirements such as local processes, protocols, etc.;
10. notice that general information relating to antenna systems is available on Industry Canada's Spectrum Management and Telecommunications website (<http://www.ic.gc.ca/towers>);
11. contact information for the proponent, land-use authorities and the local Industry Canada office; and
12. closing date for submission of written public comments (not less than **30 days** from receipt of notification).

Footnotes

- 1 For the purposes of this document, an "antenna system" is normally composed of an antenna and some sort of supporting structure, normally a tower. Most antennas have their own integral mast so that they can be fastened directly to a building or a tower. Thus, where this document refers to an "antenna," the term includes the integral mast.
- 2 For the purpose of this document, a "telecommunications carrier" means a person who owns or operates a transmission facility used by that person or another person to provide telecommunications services to the public for compensation.
- 3 Please refer to Radiocommunication Information Circular RIC-66 for a list of addresses and telephone numbers for Industry Canada's regional and district offices. RIC-66 is available via the Internet at: <https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf01742.html>.
- 4 See also Client Procedures Circular CPC-2-0-17, Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements. CPC-2-0-17 is available via the Internet at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf09081.html>.
- 5 Proponents are encouraged to refer to local community and online resources (for example, the Aboriginal and Treaty Rights Information System (ATRIS) (http://sidait-atris.aadnc-aandc.gc.ca/atris_online/home-accueil.aspx) as applicable.

- 6 In all cases, telecommunications carriers, broadcasting undertakings and third-party tower owners must notify and consult with the local public when proposing a new antenna tower either by following Industry Canada's Default Public Consultation Process or, where one exists, the land-use authority's public consultation process.
- 7 Industry Canada is available to assist land-use authorities in the development of local processes. In addition, land-use authorities may wish to consult Industry Canada's guide for the development of local consultation processes. Municipalities may also wish to refer to the protocol template developed in partnership between the Federation of Canadian Municipalities (FCM) and the Canadian Wireless Telecommunications Association (CWTA). The FCM/CWTA template can be found on the [FCM's website](http://www.fcm.ca) www.fcm.ca.
- 8 Proponents are advised that municipalities may set reasonable public notification distances appropriate for their communities when establishing their own protocols.
- 9 The notice must be synchronized with the distribution of the public notification package. It must be legible and placed in the public notice section of the newspaper. The notice must include: a description of the proposed installation; its location and street address; proponent contact information and mailing address; and an invitation to provide public comments to the proponent within **30 days** of the notice. In areas without a local newspaper, other effective means of public notification must be implemented. Proponents may contact the local Industry Canada office for guidance.

- 10 The exclusion for the replacement of existing antenna systems applies to replacements that are similar to the original design and location.
- 11 Initial antenna system installation refers to the system as it was first consulted on, or installed.
- 12 Telecommunication carriers, operators of broadcasting undertakings and third party tower owners may benefit from local knowledge by contacting the land-use authority when planning an antenna system that meets this exclusion criteria.
- 13 To obtain an electronic copy of Safety Code 6, contact: publications@hc-sc.gc.ca.
- 14 See Client Procedures Circular CPC-2-0-20, *Radio Frequency (RF) Fields – Signs and Access Control*.
- 15 For more information see EMCAB-2, entitled: *Criteria for Resolution of Immunity Complaints Involving Fundamental Emissions of Radiocommunications Transmitters*, available at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf01005.html>.
- 16 BPR-1 — Part I: General Rules can be found on the Spectrum Management and Telecommunications website at: <http://strategis.ic.gc.ca/epic/internet/insmt-gst.nsf/en/sf01326e.html>.
- 17 The Transport Canada website can be found at: <http://www.tc.gc.ca>.

- 18 Search keywords "Land-use Proposal" on the NAV CANADA website at: <http://www.navcanada.ca>.
- 19 Example: I, (*name of individual or representative of company*) attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public, including any combined effects of nearby installations within the local radio environment.
-

Date modified:

2021-04-29



Antenna Systems Protocol

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Regina Planning Commission
Service Area	City Planning & Community Development
Item #	CR22-86

RECOMMENDATION

That City Council:

1. Remove items RPC10-5 Cell Phone Towers and RPC15-3 Application for Sale of Dedicated Lands (15-SD-01) Portion of Qu'Appelle Park - 1301 Parker Avenue from the List of Outstanding Items.
2. Amend the proposed Antenna Protocol to include Regina Airport Authority in the consultation process.
3. Approve the Antenna System Protocol, with amendment, attached as Appendix A.

HISTORY

At the July 5, 2022 meeting of Regina Planning Commission, the Commission considered the attached report RPC22-23 from the City Planning & Development Division.

The following addressed the Commission:

- Harry Gahra, Regina;
- Jack Huntington, representing Wascana Point Estates Condo Association, Southgate Condo Association, Dorsey Place and Wascana Estates Residential Community, Regina;

- Marilyn Macfarlane, representing Environmental Health Association of Saskatchewan, Regina and Margaret Friesen, Winnipeg;
- Julian Branch, Regina; and
- Shara McCormick, Chad Olson and Brendan Hanson, representing Sask Tel, Regina.

The Commission adopted a resolution to concur in the recommendation contained in the report after adding the following amendment:

That the Antenna Protocol be amended to include Regina Airport Authority in the consultation process.

Recommendation #3 in the attached report does not need City Council approval.

Respectfully submitted,

REGINA PLANNING COMMISSION


Elaine Gohike, Council Officer 7/8/2022

ATTACHMENTS

RPC22-23 - Antenna Systems Protocol.pdf

Appendix A - Antenna Protocol

Appendix B - Antenna Protocol



Antenna Systems Protocol

Date	July 5, 2022
To	Regina Planning Commission
From	City Planning & Community Development
Service Area	Planning & Development Services
Item No.	RPC22-23

RECOMMENDATION

Regina Planning Commission recommends that City Council:

1. Remove items RPC10-5 Cell Phone Towers and RPC15-3 Application for Sale of Dedicated Lands (15-SD-01) Portion of Qu'Appelle Park - 1301 Parker Avenue from the List of Outstanding Items.
2. Approve the Antenna System Protocol, attached as Appendix A.
3. Approve these recommendations at its meeting on July 13, 2022.

ISSUE

The City of Regina (City) Administration has prepared a protocol for reviewing proposed new antenna systems. The *Antenna System Protocol* (Protocol) outlines the City's preferred location and design standards for proposed new antenna systems (primarily, cell towers), as well as expectations respecting City and public consultation. This report summarizes the Protocol and the full Protocol is attached to this report as Appendix A.

The implementation of this Protocol is timely, as antenna system applications have increased as new, advanced service and technology are introduced. The Protocol will be a public document and it is intended that antenna system proponents will refer to, and follow, the Protocol when considering new antenna systems. The Protocol will also help inform City decisions regarding the purchase or lease of City lands for antenna systems.

The Protocol was subject to stakeholder and public review and complies with applicable policy and standards: *Antenna System Siting Protocol Template, 2014* (Federation of Canadian Municipalities/ Canadian Wireless Telecommunications Association); *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular; Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols* (Government of Canada). Administration, therefore, recommends City Council approval the Protocol.

IMPACTS

This Protocol is necessary to provide the basis for response to proposed new antenna systems. This is essential infrastructure to support economic growth and public safety in all neighbourhoods of the city. The overarching goal of the protocol is to ensure efficient cell tower coverage, while directing the location of infrastructure in preferred locations, where possible and practical.

OTHER OPTIONS

1. Amend the Protocol and then approve.
2. Direct Administration to revise the Protocol and bring back to City Council. In the interim, the City would continue to rely on the Federal Government's default notice and consultation process.
3. Deny the proposal. The City would continue to rely on the Federal Government's default notice and consultation process.

COMMUNICATIONS

The Protocol was subject to stakeholder and public review, including review by the major carriers (e.g. SaskTel, Rogers, TELUS, Access), Government of Canada officials, school boards and Saskatchewan Health Authority. Public feedback is included as Appendix B.

DISCUSSION

Background

Antenna systems, such as cell towers, transmit and receive radiofrequency communication ("wireless telecommunication") and work in tandem with cell/smart phones, computers, etc. As technology evolves, antenna systems will be replaced and upgraded to provide faster, more reliable service. While antenna systems are increasingly regarded as providing essential communication service, the facilities also impact the urban environment; therefore, the proposed Protocol will inform location and design considerations.

The decision authority respecting antenna system applications is the Government of Canada

(Innovation, Science and Economic Development Canada - ISED) and proposed new antenna systems must be constructed in accordance with Federal Government regulations; however, ISED expects antenna system proponents to work with municipalities when locating and designing new antenna systems. Because of this jurisdictional situation, the Protocol serve as “guidelines” (as opposed to City regulation, like a zoning bylaw).

Objectives

The key objectives of the Protocol are:

- 1) To help ensure that proposed new antenna systems:
 - a) Are co-located, when possible and practical, to minimize redundant facilities.
 - b) Minimize impacts on parks and open space from a recreation and visual perspective.
 - c) Are appropriately located in the context of schools and residential areas.
 - d) Generally, avoid lands protected for natural or wildlife habitat.
 - e) Integrate with surrounding land-use and public realm and not be visually obtrusive.
- 2) To establish a process for reviewing antenna system proposals that:
 - a) Aligns with the requirements of the Government of Canada.
 - b) Addresses public and stakeholder consultation, where applicable.
 - c) Ensures that the design and location guidelines of this Protocol are respected.
 - d) Ensures timely resolution of issues and decisions.

Procedure

The aforementioned objectives are supported by an established procedure, addressed in the Protocol, which includes preliminary consultation with the City; submission of an application package; public consultation; City technical review and City recommendation.

For most antenna system applications, the proponent must inform residents, school boards, etc. within a prescribed radius and provide an opportunity to comment. For proposed antenna systems that are over 30 metres in height, the proponent must also place an ad in the local newspaper. For proposed antenna systems that challenge the Protocol location guidelines, the City may require an open house event, which would allow service providers to have dialog with affected persons to ensure that location decisions are fully understood.

The City’s decision is in the form of a recommendation, submitted to ISED, of either “concurrence” or “non-concurrence”. Where the City issues non-concurrence, the ISED can over-rule the decision respecting the proposed antenna system.

Where the antenna system proponent also wants to purchase or lease City-owned land, the Protocol acknowledges that the City reserves the right to require additional process components, or to decline the purchase or lease request for any reason.

ISED also reviews proposed antenna systems in terms of conformity with federal regulations. Importantly, antenna systems must meet radiofrequency exposure requirements recommended by

Health Canada and enforced by ISED.

Location

The Protocol recognizes the key role of wireless telecommunication infrastructure and does not prohibit location contexts. Instead, the Protocol establishes a process whereby the antenna system proponent is required to consider “priority” locations first and only consider “secondary” locations when a priority location is not available.

Priority locations include:

- a) Co-location with existing antenna systems or suitable structures.
- b) Industrial, commercial, or nonresidential areas (rear of lot or behind building preferred).
- c) Utility parcels, buffers and corridors (drainage ditches and ponds shall be avoided).
- d) Major transportation corridors (e.g. major arterials or expressways), excluding parkways.

Secondary locations include:

- a) Within and adjacent to public parks and open space.
- b) Within and adjacent to residential areas
- c) Parkway corridors and identified ceremonial routes.

Areas to be avoided include:

- a) Sites of topographical prominence or important view planes.
- b) Areas protected as natural or wildlife habitat.

As the Protocol functions as guidelines, the City may waive or relax the location preferences if the service provider demonstrates that there are no preferable alternatives. Public engagement and associated feedback will be an important part of the review process, in interpreting and applying the Protocol.

Regarding the proposed residential and school setbacks: There are no recommended setbacks provided by the federal, provincial or school authorities and a review of the protocol of other cities reveals a broad spectrum of practice. The Protocol recommends a minimum setback that is equivalent to the height of the tower.

Ultimately, all proposed new antenna systems are also reviewed by the Federal Government, which is responsible for enforcing Health Canada guidelines relating to radiofrequency exposure. Further, the design of cell towers must be in accordance with structural plans approved by a qualified engineer.

City Lands

Although ISED is the decision authority respecting proposed antenna systems, City Council is the decision authority respecting proposals to purchase or lease City-owned lands. One exception to this is the expropriation powers afforded to SaskTel, through *The Saskatchewan Telecommunications Act*, to acquire land for telecommunication infrastructure. Administration is not

aware of SaskTel having invoked this power in the past, or the circumstances in which it might use it in the future for the purpose of acquiring land for a proposed cell tower.

The Protocol does not serve as a comprehensive procedural guide for assessing and acquiring City lands; however, it does include City-owned land scenarios in the section pertaining to location and design guidelines and provides special public communication instructions where City-owned lands are involved.

Stakeholders

The Protocol was subject to stakeholder and public review, including review by the major carriers (e.g. SaskTel, Rogers, TELUS, Access), Government of Canada (ISED) officials, school authorities and the Saskatchewan Health Authority - a summary follows:

- SaskTel, who develops most new antenna systems in the city, expressed some concerns regarding location and design guidelines – noting that the guidelines could prevent the installation of optimal service coverage

The Administration responded by adjusting both the location and design requirements and by emphasizing in the Protocol that the “requirements” are guidelines rather than stringently applied regulations, which can be relaxed where appropriate.

- ISED expressed no major concern with the Protocol but noted some minor inconsistencies with Federal Government requirements.

The Administration responded by revising the Protocol accordingly.

- The Regina Public Schools requested that the Protocol setbacks relating to school sites be strengthened by having setback areas added to a category, within the Protocol, relating to specific areas that should be avoided for proposed new cell towers.

While the Administration respects the interest of the school authorities to always keep cell towers far away from school sites, the Protocol retains its provision that allows setback areas to be considered where it can be demonstrated that “priority” locations are not available. Further, Administration emphasizes that the Federal Government has responsibility to review cell tower applications and is responsible for ensuring that the location meets Health Canada recommendations relating to radiofrequency exposure.

Summary

Ultimately, the decision process must balance location and design considerations with the provision of essential wireless telecommunication infrastructure. Developed areas of the city are further challenged by intensification (increase service demand) and limited site options for new antenna systems. For these reasons, demand to locate on City lands and within residential areas will continue.

The Protocol is not intended to restrict wireless telecommunication service, but to guide proposed new cell towers toward preferred locations and design results where possible and practical. Thus, an important component of the Protocol is the review process, which are instructions for ensuring that antenna system proponents are working with the City and consulting the public. Moving forward, the Protocol will provide an additional procedural layer for better managing antenna systems.

DECISION HISTORY

- On February 24, 2010, Regina Planning Commission directed Administration to conduct a review of the policy related to the sale of parcels of City land for the installation of cell towers, including the size of the parcel and related setbacks, as well as any related Bylaw changes that may be required (RPC10-5).
- On June 3, 2015, Regina Planning Commission directed Administration to prepare a report on guidelines and/or principles for cell phone towers on City of Regina property (RPC15-31).

Respectfully Submitted,

Respectfully Submitted,


Autumn Lawson, Director Planning & Development Services

6/15/2022


Deborah Bryden, Acting Executive Director

6/21/2022

Prepared by: Jeremy Fenton, Senior City Planner

ATTACHMENTS

Appendix A - Antenna Protocol

Appendix B - Antenna Protocol

CITY OF REGINA

Antenna System Protocol



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Approved by City Council:



1. PURPOSE

This Protocol serves as guidelines for directing the location and design of, and development process associated with, new Antenna Systems in the city of Regina, Saskatchewan.

This Protocol was developed using, as a base, a template developed by the Federation of Canadian Municipalities, in conjunction with the Canadian Wireless Telecommunications Association (***Antenna System Siting Protocol Template, 2014***) and is in alignment with Innovation, Science and Economic Development Canada's (ISED) *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular* (CPC-2-0-03) and *Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols*.

This Protocol focusses on commercial and public wireless telecommunication infrastructure. For amateur radio operation and over-the-air TV reception, the City defers to the *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular* (CPC-2-0-03) - all Proponents associated with these facilities are directed to ISED.

It is expected that Proponents follow this Protocol wherever possible and, where not possible or practical, provide a rationale for non-conformity. An important requirement for achieving the objectives of this Protocol is early engagement with the City and involving the City as part of the process to identify optimal location and design solutions.

2. OBJECTIVES

The objectives of this Protocol are:

- 1) To contribute to the orderly development and efficient operation of a reliable, strong wireless telecommunication network in the city of Regina.
- 2) To help ensure that proposed new Antenna Systems:
 - a) Are co-located, when possible and practical, in order to minimize redundant facilities.
 - b) Minimize impacts on parks and open space, where possible.
 - c) Are appropriately located in the context of schools and residential areas.
 - d) Generally avoid lands protected for natural and wildlife habitat.
 - e) Integrate with the surrounding land use and public realm.
- 3) To establish a process for reviewing Antenna System proposals that:
 - a) Is in alignment with the requirements of the Government of Canada.
 - b) Addresses public and stakeholder consultation, where applicable.
 - c) Ensures that the design and location guidelines of this Protocol are respected.
 - d) Ensures that resolution of issues and decisions is carried out in a reasonable timeframe.
- 4) To clarify the roles and responsibilities regarding the review and approval of proposed Antenna Systems.

3. DEFINITIONS

- 1) **Antenna System:** an exterior transmitting device used to receive and/or to transmit radio-frequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other antennas.

Antenna Systems include the antenna, and may include a supporting tower, mast or other supporting structure, and an equipment shelter. This Protocol most commonly refers to the following two types of Antenna Systems:

- a) **Freestanding Antenna System:** a structure (e.g. tower or mast) built from the ground for the expressed purpose of hosting an Antenna System or Antenna Systems.
 - b) **Building/Structure-Mounted Antenna System:** an Antenna System mounted on an existing non-tower structure, which could include a building wall or rooftop, a light standard, water tower, utility pole or other.
- 2) **Co-location:** the placement of antennas and equipment operated by one or more Proponents on an Antenna System operated by a different Proponent, thereby creating a shared facility.
 - 3) **Prescribed Distance:** The setback distance between the Antenna System, as measured horizontally from the outside perimeter of the supporting structure, and, where applicable, a school facility or residential area.
 - 4) **Proponent:** an individual, company or organization proposing to construct an Antenna System (including contractors undertaking work for telecommunications carriers and third-party tower owners) for the purpose of providing telecommunications services.
 - 5) **Residential Area:** lands used or zoned to permit residential uses, including mixed uses (i.e. where commercial use is permitted at-grade with residential above).
 - 6) **Stealth Structure:** means the installation of a telecommunication antenna structure in a manner that is designed to hide, camouflage or integrate the telecommunication antenna structure into an existing building, landscape, topography or structure.

4. RESPONSIBILITIES

4.1. Government of Canada

Under the *Radiocommunication Act*, the Minister of ISED has sole jurisdiction over inter-provincial and international communication facilities. The final decision to approve and license the location of Antenna Systems is made only by ISED.¹

ISED requires that Proponents intending to install or modify an Antenna System notify and consult with the local authority (City of Regina), as well as with community residents within the prescribed notification radius. These processes are described herein.

4.2. City of Regina (City)

The role of the City, as it relates to wireless telecommunication infrastructure, is to support the installation of Antenna Systems, as important infrastructure, and to help ensure that they integrate, optimally, within the urban fabric. The City pursues this role by:

- 1) Establishing protocol relating to the design and location of new Antenna Systems, as well the associated review and notification processes.
- 2) Reviewing proposed new Antenna Systems and communicating the City's position.
- 3) Reviewing, and deciding upon, proposals to purchase or lease City owned lands for the purpose of locating new Antenna Systems.

The City communicates its position by issuing a statement of "concurrence" or "non-concurrence" to ISED (copying the Proponent). The City's position takes into consideration adherence to this Protocol and the feedback of affected residents. Where the City opposes the location or design of a proposed Antenna System, it can indicate its non-concurrence and request dispute resolution (per Federal Government guidelines: *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)*).

The City does not assess any proposal for an Antenna System with respect to radiofrequency exposure/ health issues, or any other non-location or non-design related issues, as these matters are not within the City's jurisdiction to comment on.

Proposed Antenna Systems on City Owned Lands

- 1) Notwithstanding any other aspect of this Protocol, the City reserves the right to approve or refuse any request for purchase or lease of City owned land for a proposed Antenna System.
- 2) Where the City may allow the purchase or lease of City owned lands, the City may require:
 - a) Fair and appropriate financial compensation, at the City's discretion.
 - b) An agreement to ensure that the Antenna System meets any location, design, construction and decommissioning requirements, at the City's discretion.
- 3) The decision to sell or lease City owned land shall be made by City Council.

¹ *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)*

4.3. Proponent

- 1) The role of the Proponent, when developing new Antenna Systems, is to ensure that the requirements of the Government of Canada and the City are followed, including:
 - a) Investigating sharing or using existing infrastructure before proposing new antenna-supporting structures (and, where not possible, demonstrating why).
 - b) Consulting the City early in the process to identify optimal location and design preferences.
 - c) Consulting affected landowners and stakeholders and reporting feedback to the City.
 - d) Following the guidelines of this Protocol (and, where not possible, demonstrating why).
 - e) Where the purchase or lease of City owned lands is proposed, abiding by any financial compensation and legal agreement, as negotiated by the City and the Proponent.
 - f) Obtaining required permits from other level of government and, where applicable, the City.
- 2) Where there is a concurrence letter issued in support of a new Antenna System, the Proponent may be required to provide a Letter of Undertaking, which may include the following requirements:
 - a) A commitment to accommodate other communication providers on the Antenna System, where feasible, subject to the usual commercial terms and ISED requirements.
 - b) All conditions identified in the letter of concurrence.

4.4. Operators

- 1) The City can issue a request to network operators to clarify that a specific Antenna System is still required to support communication network activity. The network operator will respond within 30 days of receiving the request and will provide any available information on the future status or planned decommissioning of the Antenna System.

Where the network operators concur that an Antenna System is redundant, the network operator and the City will mutually agree on a timeframe to remove the system and all associated buildings and equipment from the site. Removal will occur no later than 2 years from the date of when the Antenna System was deemed redundant.

Where a network operator proposes to acquire City lands for the placement of a proposed antenna system, the City may require a legal arrangement for the future decommissioning of the facility and the return of the lands to the City.

5. EXCLUDED STRUCTURES

5.1. Excluded Structures

As per the regulations of ISEDC, the following structures are exempt from City and public review, except for a notification process, where applicable:

- 1) **New Freestanding Antenna Systems** where the height is less than 15 metres above ground level. This exclusion does not apply to Antenna Systems proposed by telecommunications carriers, broadcasting undertakings or third party tower owners.
- 2) **Existing Freestanding Antenna Systems** where modifications are made, antennas added or the tower replaced², including to facilitate sharing, provided that:
 - a) The total cumulative height increase is no greater than 25% of the height of the initial Antenna System installation³.
 - b) No increase in height may occur within one year of completion of the initial construction.
 - c) This exclusion does not apply to Antenna Systems using purpose-built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third party tower owners.
- 3) **Building/Structure-Mounted Antenna System:** antennas on buildings, water towers, lamp posts, etc. may be excluded from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%.
- 4) **Temporary Antenna Systems** used for special events or emergency operations and are removed within three months after the start of the emergency or special event.

² The exclusion for the replacement of existing Freestanding Antenna Systems applies to replacements that are similar to the original design and location.

³ Initial Antenna System installation refers to the system as it was first consulted on, or installed.

5.2. Notification Process

Notwithstanding the applicability of an exemption, Proponents are required to notify the City of exempted structures so that the City can respond to public inquiries and is aware of construction activity. Applicability of notification is as follows:

Building/Structure-Mounted Antenna Systems:

The Proponent will, prior to construction, submit the following information for all new Antenna Systems or modifications⁴ to existing Antenna Systems that are mounted to an existing structure, including (but not limited to) a building/rooftop, water tower, utility pole or light standard:

- 1) The location of the Antenna System (address; rooftop or wall-mounted, etc.).
- 2) Description of proposed screening or stealth design measures with respect to the measures used by existing systems on that site and/or the preferences outlined in Section 6.
- 3) The height of the Antenna System.

The City may notify the Proponent of inconsistencies with the preferences outlined in Section 6.

Additions that Increase the Height of Freestanding Antenna Systems:

The Proponent will confirm to the City, prior to construction, that an addition that extends the height of an existing Freestanding Antenna System, as defined in Section 3, meets the exclusion criteria in Section 5 by providing the following:

- 1) The location, including its address and location on the lot or structure.
- 2) A short summary of the proposed addition including a preliminary set of drawings or visual rendering of the proposed system.
- 3) A description of how the proposal meets one of the Section 5 exclusion criteria.

⁴ Notice is only required where the modification materially or noticeably changes the appearance of the system. Maintenance works that do not result in such changes are excluded from notice.

6. GUIDELINES

The following guidelines reflect the City's location and design preferences for proposed new Free Standing Antenna Systems. Priority locations should be selected where possible and practical and secondary locations should only be pursued where it is demonstrated that a priority location is not available to accommodate a target service coverage.

6.1. Location

- 1) Before submitting a proposal for an Antenna System on a new site, the Proponent must explore the following options:
 - a) Consider sharing an existing Antenna System or modifying or replacing a structure.
 - b) Locate, analyze and attempt to use any feasible existing structures, including (but not limited to) rooftops, utility structures, signs, light standards, etc.
- 2) Priority locations for new Freestanding Antenna Systems:
 - a) Industrial, commercial, or nonresidential areas (rear of lot or behind building is preferred).
 - b) Utility parcels, buffers and corridors (drainage ditches and ponds shall be avoided).
 - c) Major transportation corridors (e.g. major arterials or expressways), excluding parkways. (Sites with a high level of visual prominence should be avoided.)
- 3) Secondary locations for new Freestanding Antenna Systems:
 - a) Within or adjacent to residential areas.
 - b) Within or adjacent to public park or open space.
 - c) Parkway corridors and identified ceremonial routes.
- 4) Areas where new Freestanding Antenna Systems should generally be avoided:
 - a) Sites of topographical prominence or important view planes.
 - b) Areas protected as natural or wildlife habitat.
- 5) The minimum setback between a proposed Freestanding Antenna System and a residential or school property should be a distance equivalent to the tower height.⁵
- 6) Where the Proponent determines that it is not possible or practical to meet the Section 6.1 priority locations, it must provide, as part of the submission:
 - a) A demonstrable rationale why the priority locations cannot be accommodated.
 - b) An explanation of measures to mitigate issues associated with a secondary location.
- 7) The City may, at its discretion, modify the Section 6.1 location preferences based on:
 - a) Buffering topography and vegetation.
 - b) Screening via non-residential buildings and structures and trees.
 - c) Intervening transportation and utility corridors; water courses.
 - d) Information arising from public consultation.
 - e) The provision of optimal wireless telecommunication service coverage.

⁵ The setback distance is measured from the outside perimeter of the supporting mechanism, building edge, face of the self-supporting tower, etc., to the property line of the nearest residential area or school. In the case of school proximity, the school authority shall be consulted when determining setback parameters.

6.2. Design

- 1) Where a Freestanding Antenna System is proposed:
 - a) The City may require, where it is to be located in a designated heritage area/ property or the downtown or a prominent park/ civic area (as determined by the City), that the Antenna System be screened from view or incorporate stealth/ camouflage measures or be designed as public art or a landmark feature.
 - b) The antenna tower should, where possible and practical, allow for the installation of future co-location arrays/ equipment.
 - c) Lattice, tri-pole, and guyed structures are discouraged within Section 6.1(3) areas.

6.3. Landscaping

- 1) Antenna Systems and associated equipment shelters should be attractively designed and/ or screened from ground level, or other public views, via the following screening techniques:
 - a) Attractive, well designed, graffiti-resistant fencing.
 - b) A mix of deciduous and coniferous trees in order to provide year-round coverage.
 - c) Existing vegetation, where it will not, in the case of public lands:
 - i) Result in the removal of trees, except where approved by the City.
 - ii) Degrade the ambience of an important natural landscape, as determined by the City.
- 2) Facilities proposed to be constructed on City lands used for parks and recreation, or dedicated environmental reserve, shall be required to include landscaping, unless waived by the City.
- 3) Cabinets should be designed in a manner which integrates them into their surroundings.

6.4. Lighting

- 1) Unless specifically required by Transport Canada and/or NAV Canada, the display of any lighting is discouraged.
- 2) Where Transport Canada and/or NAV Canada requires a structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable.
- 3) The lighting of Antenna Systems and associated equipment shelters for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum number of lights and illumination intensity, where possible, is provided by a motion detector.

6.5. Parking

- 1) Parking spaces, where required, should have direct access to a public right-of-way at a private approach that does not unduly interfere with traffic flow or create safety hazards.

Note: Where the purchase or lease of City owned land is proposed, the City reserves the right to:

- Require specific design requirements, as established through a legal agreement, with the proviso that such requirements do not conflict with the regulations of other levels of government.
- Approve or refuse any request for to purchase or lease City lands for a proposed Antenna System.

7. CITY CONSULTATION

- 1) Prior to identifying a particular site and submitting an Antenna System siting proposal, the Proponent will engage in preliminary site review consultation with the City in order to:
 - a) Consider options for site location.
 - b) Identify preliminary issues of concern.
 - c) Identify requirements for public consultation.
 - d) Guide the content of the proposal submission.
- 2) The Proponent will submit the following information to the City for the preliminary site review:
 - a) Map(s) showing option(s) for site location.
 - b) The type, height and design of the proposed Antenna System.
 - c) Preliminary drawings or visual renderings of the proposed Antenna System to scale.
 - d) Documentation regarding the investigation of co-location potential on existing or proposed Antenna Systems within 500 metres of the subject proposed location(s). This must include map showing existing and proposed Antenna System(s).
- 3) The City may require, at its discretion, a meeting with the Proponent as part of the preliminary site review, and / or after the stakeholder consultation process.
- 4) Following the preliminary site review, the City will confirm with the Proponent:
 - a) Comments regarding options for site location and design.
 - b) Proposal submission requirements.
 - c) Public engagement requirements.

Note: Where the purchase or lease of City owned land is proposed, the City reserves the right to require alternate or additional consultation requirements, as determined by the City.

8. SUBMISSION REQUIREMENTS

- 1) The Proponent must include the following information when submitting an Antenna System siting proposal to the City, unless waived by the City:
 - a) A letter or report indicating:
 - i) The location of the proposed site (civic address; legal description; coordinates).
 - ii) A description of the proposed Antenna System (type; height; arrays; etc.)
 - iii) The need for the proposed Antenna System, including an explanation of co-location potential with an existing Antenna System within 500 metres of proposed site.
 - iv) The rationale for site selection, including reference to Section 6.1 of this Protocol.
 - v) Where the site location is in non-conformance of Section 6.1 of this Protocol, an explanation of why it does not comply and proposed mitigation measures.
 - vi) Health Canada; Transport Canada; environmental; engineering overview and conformity attestations.
 - b) An aerial or satellite map(s) showing the proposed site location within a minimum 500 metre radius information area, which shows:
 - i) Existing Antenna Systems.
 - ii) All schools, streets and parks (names labeled).
 - iii) Where the proposed site is City owned lands, any applicable dedication designation (e.g. municipal reserve; environmental reserve – clearly labelled).
 - iv) Scale bar, north arrow, etc.
 - c) A site plan(s) showing:
 - i) Proposed structure and site location, and, where applicable, proposed landscaping, fencing, access and parking.
 - ii) Existing buildings, structures, utilities, accesses, and other notable features, on proposed site and adjacent properties.
 - iii) Property lines and adjacent street rights-of-ways (names labelled) and setback distances between proposed structure(s) and site and property lines.
 - iv) Scale bar, north arrow, etc.
 - d) Photo simulation of the proposed Antenna System, superimposed on a photographic image of the proposed site, including height shown to scale.
 - e) For Antenna Systems requiring public consultation, a map showing all properties located within the prescribed distance for notification from the proposed Antenna System.
 - f) Confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent, or other person(s) having legal or equitable interest in the land.
 - g) Where the proposed site is City owned lands, the intent to purchase or lease.
 - h) Any other documentation as identified by the City following the preliminary review.
 - i) Any prescribed fee and application form.
- 2) A determination on the completeness of an application or request for additional information will be provided within five (5) working days of receipt of the proposal. The City will not subject the submission to review until all information, as determined by the City, has been submitted.

Note: Where the purchase or lease of City owned land is proposed, the City reserves the right to require alternate or additional submission requirements.

9. PUBLIC CONSULTATION

9.1. Public Notice

Unless a proposed Antenna System is exempt from the consultation process, as per Section 5.0 of this Protocol, the Proponent must undertake notification in accordance with the following:

- 1) All landowners, community associations, school boards and adjacent municipalities shall receive notice⁶, by mail, within the greater distance of:
 - a) 120 metres of the proposed Antenna System site, or
 - b) In the case of a Freestanding Antenna System, 3 x the height of the tower.
- 2) The notice outlined in Section 9.1(1) shall include the following:
 - a) The requirements outlined in Section 8(1)(a)-(d).
 - b) Contact information for the Proponent; City; ISEDC.
 - c) Copy of web link/ address to ISEDC and City website information.
 - d) Deadline date and instructions for submitting feedback.
- 3) In addition to the public notification requirements noted above, the Proponent of a proposed Antenna System proposed to be 30 metres or more in height, or located in a public park or open space, or an area described in Section 6.1(4) of this Protocol, must place a notice in a local community newspaper circulating in the proposed area (Regina Leader Post), which includes:
 - a) An explanation of why public notice is required.
 - b) The proposed location and street address, including map.
 - c) A description of the proposed Antenna System, including type and height.
 - d) Contact information for the Proponent and City.
 - e) An invitation to provide comments to the Proponent, and a public comment deadline of no less than 30 days following the publication of the notice.
- 4) The Proponent shall provide the City with a copy of the notice described in Section 9.1(1); (3).
- 5) Where the proposed site is to be located on City owned land:
 - a) The notice described in Section 9.1(1); (3) shall specify the applicable dedication designation, if applicable (e.g. municipal reserve; environmental reserve).
 - b) The City shall review and approve the draft notice before it is distributed/ posted.
 - c) For the Section 9.1(1) notice, the Proponent shall use an address list supplied by the City.

Note: Where the purchase or lease of City owned land is proposed, the City reserves the right to require alternate or additional notification requirements, as determined by the City.

⁶ The Proponent may request to use the City's mapping system to obtain addresses.

9.2. Public Meeting

- 1) The City may request that the Proponent chair a public information session in cases where there may be significant public interest in the proposed Antenna System, such as:
 - a) Taller Antenna Systems (e.g. 45 metres in height or more).
 - b) Locations in a public park or open space, or an area described in Section 6.1(4) of this Protocol.
 - c) Antenna Systems designed as art installations or landmark features.
- 2) The public information session shall follow a date/ time, style and form agreed upon by both the Proponent and the City.
- 3) Notice of the public information session shall be managed by the Proponent and shall:
 - a) Be in the form of mail-out letter, as per Section 9.1(1); a newspaper ad, as per Section 9.1(3) (adjusted accordingly) and any technique employed by the City.
 - b) Explain the purpose of the public information session.
 - c) Include the date, time and location (or virtual platform) of the session.
 - d) Allow an interval of 10 business days between date of mail-out delivery and the session.
 - e) Provided to the City prior to mail-out and ad posting.
- 4) Where a public information session has been conducted
 - a) The Proponent shall submit, to the City, a brief containing the following: names and addresses of all attendees; a copy of any agenda, presentation, minutes or similar record, which includes topics discussed, concerns raised, resolutions reached and, where arising, any outstanding issues that could not be resolved.
 - b) The overall City review period shall be extended to account for this undertaking.

9.3. Public Feedback

- 1) For notification alone, the public shall be provided 30 days, after mail-out delivery or ad posting, to submit comments to the Proponent.
- 2) For information sessions, the public shall be provided 14 days, after information session date to submit comments to the Proponent.
- 3) Where a question or concern has been posed to the Proponent, the Proponent shall
 - a) Respond to the party, in writing, within 14 days, acknowledging receipt or providing response to the question or concern.
 - b) Respond to the party, in writing, within 60 days, by:
 - i) Providing response to all relevant questions or concerns, or explaining why the question or concern is not, in the view of the Proponent, relevant.
 - ii) Notwithstanding Section 9.3(1);(2), indicating that the party has 14 days from the date of the correspondence to reply to the Proponent's response.
 - c) Provide a copy of all public correspondence to the local ISEDC office and the City.
- 4) If the City identifies concerns, the City shall communicate this to the Proponent so that a solution or options may be discussed and potentially implemented.
- 5) The City may request a meeting with the Proponent after submission of feedback is provided

10. REVIEW / DECISION

10.1. Review Considerations

- 1) When reviewing a submission for a proposed Antenna System (concurrence or non-concurrence), the City may take into consideration the following:
 - a) The City's Official Community Plan; Zoning Bylaw and Antenna System Protocol.
 - b) Existing and proposed features of proposed site and adjacent properties: land-use; development; access; landscaping; utilities; etc.
 - c) Co-location potential on existing Antenna Systems within 500 metres of proposed site.
 - d) Access/egress to the facility, on-site parking facilities and vehicular movement.
 - e) Topographical, environmental and geotechnical considerations.
 - f) Design aspects, including: height; colour; potential for stealth design; design of equipment shelters(s); landscaping, lighting and signage; co-location potential.
 - g) Impact on dedicated municipal reserve and environmental reserve lands and any City Council decision to purchase or lease City owned lands.
 - h) Legitimate issues and implications identified through public consultation feedback.
- 2) The City will render a decision (concurrence or non-concurrence) within 14 days of:
 - a) Completion of the Proponent's public engagement process, including submission of the public engagement summary by the Proponent.
 - b) A Council decision to sell or lease land for a proposed antenna system.

10.2. Concurrence

The City will provide a letter of concurrence to ISEDC (copying the Proponent) where the proposal addresses, to the satisfaction of the City, the requirements of this Protocol, and any other applicable technical requirements, and will include conditions of concurrence, if required.

10.3. Non-Concurrence

The City will provide a letter of non-concurrence to ISEDC (copying the Proponent) where the proposal does not sufficiently address the requirements of this Protocol, and any other applicable technical requirements, and will include rationale for non-concurrence.

10.4. Rescinding Concurrence

The City may rescind its concurrence if, following the issuance of a concurrence, it is determined by the City that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal, or the plans and conditions upon which the concurrence was issued in writing have not been complied with, and a resolution cannot be reached to correct the issue. In such cases, the City will provide a letter rescinding concurrence to ISEDC (copying the Proponent) and will include rationale for rescinding concurrence.

10.5. Duration of a Concurrence

A concurrence remains in effect for a maximum period of three years from the date it was issued by the City. If construction is not completed within this time period, the concurrence expires except in the case where a proponent secures the agreement of the City to an extension for a specified time period in writing.⁷ Once a concurrence expires, and where no extension has been granted by the City of Regina, a new submission and review process, including public consultation, as applicable, is necessary prior to any construction occurring.

⁷ A copy of the agreement must be provided to the regional / local ISEDC office.

ANTENNA SYSTEM PROTOCOL PUBLIC FEEDBACK SUMMARY		
Subject	Comment	#
Service Coverage	<p>Public Comment:</p> <p>The Protocol location and design guidelines does not take into account service coverage and favours aesthetic considerations over service, which may result in inadequate service coverage.</p>	1
	<p>Administration Response:</p> <p>The Protocol indicates “priority” and “secondary” locations for proposed new cell towers. Priority locations are generally preferred, but secondary locations may be considered where a site, necessary to provide service coverage, that falls within the priority location category, is not available.</p> <p>SaskTel and Rogers, the major carriers operating in the Regina region, have been consulted during the process to prepare the Protocol, and the Protocol attempts to strike a balance between the necessity of providing essential communication infrastructure and supporting public concerns regarding cell tower placement, including setbacks and open space implications.</p>	
Regulatory Jurisdiction	<p>Public Comment:</p> <p>The regulation of antenna systems is the domain of the Federal Government and the City should not proceed with the Protocol, as it oversteps municipal jurisdiction.</p>	1
	<p>Administration Response:</p> <p>The Federal Government requires (<i>Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular</i>, Section 4.0 [CPC-2-0-03]) that proponents for new antenna systems consult local authorities when locating and designing new antenna systems and also requires that local location and design preferences be considered – the Protocol is a typical municipal instrument for this purpose and similar to what other cities are using.</p>	
Setback Distances	<p>Public Comment:</p> <ol style="list-style-type: none"> 1) The Protocol residential and school setbacks are not large enough – setbacks should equate to, at least, 3 x the height of the proposed tower. Further, towers should be directed to the outskirts of neighbourhoods and not located in central locations. 2) The Protocol residential and school setbacks are not large enough – setbacks should equate to, at least, 10 x the height of the proposed tower. 	3

	<p>3) The Protocol residential and school setbacks are not large enough – setbacks should equate to, at least, 250 metres for towers 30 metres or less in height and 500 metres for towers between 30 and 45 metres in height.</p> <p>Administration Response:</p> <p>The Protocol residential and school setbacks attempt to balance service coverage with aesthetic considerations, recognizing that:</p> <ul style="list-style-type: none"> • In existing developed areas of the city, it may be necessary to locate proposed new cell towers in existing residential areas due to the absence of viable “priority” locations and the importance of providing service coverage. • It is the responsibility of the Federal Government to regulate health related aspects of proposed new antenna systems, such as radiofrequency exposure. • Through the review of similar protocol of other cities, there are no standard setback requirements and there is a broad spectrum of practice. The Protocol setbacks are not in conflict with any Federal or Provincial regulation. 	
<p>Natural Environment</p>	<p>Public Comment:</p> <p>The location and design guidelines for protecting the natural environment need to be strengthened.</p> <p>Administration Response:</p> <p>The Protocol natural environment location guidelines attempt to balance service coverage with aesthetic and environmental considerations, recognizing that:</p> <ul style="list-style-type: none"> • In existing developed areas of the city, it may be necessary to locate proposed new cell towers in existing public park and open space due to the absence of viable “priority” locations and the importance of providing service coverage. • Public park and open space are considered “secondary” locations – meaning, they should only be considered where a “priority” location is not viable. • The Protocol recognizes that City Council is the decision authority for proposals to purchase or lease City owned land for the purpose of locating a proposed new cell tower, and that a public consultation process is required. 	<p>2</p>

APPENDIX B

Health/ Safety	Public Comment: Cell towers emit harmful radiation.	2
	Administration Response: The issue of radiation exposure, associated with antenna systems, is a matter that the Federal Government is responsible for assessing and regulating, using Health Canada recommendations. The Protocol is an additional layer of regulation, in the form of municipal location, design and consultation guidelines; however, the Protocol does not absolve the Federal Government of its core responsibilities relating to antenna system reviews and approvals.	

**REGINA CITY COUNCIL
COMMUNITY SAFETY AND WELL-BEING PLAN
AUGUST 17 2022
FLORENCE STRATTON**

First, I wish to thank City Council for the Community Safety and Well-Being Plan. Once it is in operation, it will make Regina a better place for everyone who lives here.

However, it seems that Ward 7 City Councillor Terina Shaw is the only Councillor whose name has been put forward as a member of the Plan's Board. I find this very troubling.

As is well-documented, Councillor Shaw has made racist remarks at City of Regina meetings. As is also well-documented, racism harms people and undermines well-being. As is indicated by the inclusion of "Racism and Discrimination" as one of the Plan's "six areas of priority that require immediate action for improved safety and well-being," we cannot talk about community safety and well-being without addressing racism.

Councillor Shaw has not apologized for her racist remarks. Apparently she stands by them. Mayor Masters has apologized instead, saying in front of and on behalf of Council: "I apologize for any harms or the impact of those questions or comments" made by Councillor Shaw.

Having Councillor Shaw on the Board of the Community Safety and Well-Being Plan would undermine the credibility of the Plan. Please find a replacement for Councillor Shaw on the Community Safety and Well-Being Plan Board.

Regina City Council Community Safety and Well-Being Plan Representation Communique

I wish to express my dismay at the choice to place Councillor Terina Shaw on the City of Regina's Community Safety and Well-Being Plan Board.

Councillor Shaw has repeatedly espoused discriminatory remarks. Most recently her racist remarks have been publicly addressed and have created quite the uproar. The Federation of Sovereign Indigenous Nations, Regina Treaty/Status Indian Services, and File Hills Qu'Appelle Tribal Council who represent Indigenous government have spoken out about her defamatory statements and this is not something to be taken lightly.

Forty-seven Regina citizens signed a letter of complaint to the Integrity Commissioner on Councillor Shaw's racist statements. This further indicates that Councillor Shaw does not have the trust of Regina citizens. The question then is do we want someone of this caliber to serve on a community safety and well-being plan board?

Racist remarks do not equate safety nor well-being. I understand the Community Safety and Well-Being Plan could address accessibility, collaboration, diversity, equity, inclusion, intersectionality, oppression, racism, and reconciliation. Racist remarks are the antithesis of reconciliation.

Councillor Shaw's remarks and refusal to apologize for said remarks indicate she is not the right person to sit on the Community Safety and Well-Being Plan. In fact, she represents everything the Plan is striving to resolve.

I respectfully ask you to not appoint Councillor Shaw on the Community Safety and Well-Being Plan Board and instead to appoint a Councillor who contributes to and strives to make Regina an inclusive, non-racist, and safe city to live in. A person who will assist with the creation of "the ideal state of a sustainable community where everyone is safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression." ([City of Regina | Community Safety & Well-being](#))

Sincerely,

Susana Deranger

Mayor Masters, Regina Councillors and Administration,

My name is Terri Sleeva and I am a resident of Ward 7 which Terina Shaw represents. I would like to express my dismay for selecting her as the Councillor in charge of the Community Safety and Well-being Plan. The CSWB Plan from its description will have commitments for Council decision-making.

With the possible exception of accessibility issues, I don't believe that anti-racism, collaboration, equity, intersectionality, inclusion and reconciliation for Indigenous Peoples will be adequately considered. We need someone who advocates and strategizes for Community Safety and Well-being.

When the city was considering a supported housing unit on Broad Street for people with various conditions, she was adamantly opposed to it and actually recruited spokespeople to cancel the idea. Her reasoning was that it would lower the value of the neighbourhood or at least that's what the spokespeople said. There is low income housing in the ward, are they next?

How is labelling Indigenous men as sexual predators which Terina did in January conducive to representing the constituents in her ward? That is a very divisive perspective with **negative impact** which does not speak to being cohesive community building.

Then her latest comment about Indigenous Peoples not wanting a house to live in. I spoke to the person that Terina spoke to who vehemently denied what was said. She said it was taken completely out of context and she was quite upset about the fact!

I admire Regina City Council for taking this proactive route for the betterment of the city but Terina Shaw does not have the support many residents in Ward 7 and undermining us is regressive if we want to improve the community for all. We need a suitable candidate who values all Regina residents and is committed to contributing to their quality of life. Thank you.

Regina City Council

Queen Elizabeth II Court
2476 Victoria Avenue
Regina, SK Canada
S4P 3C8

August 6 , 2022

I am deeply concerned about the possibility of Counselor Shaw being chosen to represent City Council of Regina on the Board of the **Community Safety and Well Being Plan**.

In consideration of the Foundational Commitments of the plan that includes, Anti-Oppression, Anti-Racism, Equity, Intersectionality, Diversity, Inclusion, Reconciliation, Accessibility and Collaboration, Counselor Terina Shaw has publicly demonstrated her lack of education, understanding and overt bias about Indigenous people who are and should be an integral part of the CSWB plan.

Counselor Shaw has thoughtlessly and repeatedly, publicly stereotyped and humiliated Indigenous men and Indigenous people as a whole. Although there was a semblance of an apology when in the past, she also stereotyped people of Queer, Transgender and Two Spirit identities by thoughtlessly raising the spectre of pedophilia during conversion therapy discussion during a public council meeting, it appears she has not taken the necessary steps to educate herself about the integrity and lives of our fellow citizens.

Those of us who respect, work side by side with, learn from, share personal and community values with, and love, are outraged. We are also incensed that the counselor has REFUSED to personally apologize for her outrageous uneducated comments and questions, about Indigenous people, opting to defend herself with suggestions of a lawyer, and to add insult to injury, remained silent when Mayor Masters apologized FOR Counselor Shaw.

These are not the qualities of a representative of “THE PEOPLE” of Regina!

Due to the import of the plan designed to support and improve the lives of the people of Regina at every level, it behooves Regina City Council members to thoughtfully and carefully choose a representative for the CSWB board membership who has exhibited educated, respectful, profound understanding and commitment to every one of the priorities of the plan.

Respectfully,

Mona Hill RSW
Mental Health Therapist
Certified: NIHB IRS MMIW



Community Safety & Well-Being Governance

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Executive Committee
Service Area	Parks, Recreation & Cultural Services
Item #	CR22-87

RECOMMENDATION

That City Council:

1. Approve the City of Regina to cause to be incorporated as a non-profit corporation under *The Non-Profit Corporations Act, 1995* (Saskatchewan) a controlled corporation as defined in *The Cities Act*, with the following attributes:
 - (i) 1 class of memberships (Class A-voting); and
 - (ii) the City of Regina be issued all Class A voting memberships in the corporation;
2. Authorize the City Manager to finalize and approve the unanimous membership agreement setting forth the governance principles for the Community Safety and Well-being Organization ("CSWB Organization") to be named at a later date, (the "Unanimous Member's Agreement") pending the issuance of the Articles of Incorporation creating the CSWB Organization containing the key terms as set out in Appendix C attached to this report;
3. Appoint the following persons as the inaugural Board of Directors for the term of office as noted below or until their successor is appointed:
 - (i) Jada Yee – July 13, 2022 - December 31, 2023
 - (ii) Kim McKay-McNabb– July 13, 2022 – December 31, 2023
 - (iii) Milad Alishahi– July 13, 2022 – December 31, 2023
 - (iv) Nathalie Reid– July 13, 2022 – December 31, 2023
 - (v) Yaya Wang– July 13, 2022 – December 31, 2023

- (vi) Scott Wells– July 13, 2022 – December 31, 2023
 - (vii) Mike O'Donnell– July 13, 2022 – December 31, 2023
 - (viii) Scott Law– July 13, 2022 – December 31, 2023
 - (ix) Donna Zeigler– July 13, 2022 – December 31, 2023
 - (x) Councillor Terina Shaw– July 13, 2022 – December 31, 2023;
4. Appoint the City Manager and/or their designate as the non-voting director appointment;
 5. Appoint the Executive Director, City Planning & Community Development as the City's proxy for the purposes of exercising the City's voting rights in CSWB Organization in accordance with such direction as may be provided by City Council from time to time;
 6. Delegate authority to the Executive Director, City Planning & Community Development to negotiate and approve a service agreement with CSWB Organization to provide Human Resources, Financial Services, Information Technology, and Communications support for a period of up to 2 years as further described in this report;
 7. Delegate authority to the Executive Director, City Planning & Community Development to negotiate and approve a funding agreement with CSWB Organization to provide up to \$300,000 to support operational costs of the CSWB Organization for the remainder of the 2022 budget year and in each year thereafter in the amount approved by City Council in its annual operating budget;
 8. Delegate authority to the Executive Director, City Planning & Community Development to approve any additional grants to be allocated to the CSWB Organization provided such grant can be funded within a budget approved by Council;
 9. Direct the City Solicitor to finalize and file the Articles of Incorporation at the Saskatchewan Corporate Registry and to take any other steps necessary to bring effect to the incorporation as outlined in this report;
 10. Authorize the City Clerk to execute the Unanimous Member's Agreement, Service Agreement, Funding Agreement and any ancillary agreements or other documents required to give effect to the recommendations in this report upon review and approval by the City Solicitor;
 11. Approve the revised appendix C as outlined in Appendix E that reflects the following amended key terms:
 - a) updated to reflect the Corporation name and Organizational mandate as set out in item E22-26 Supplemental Report - Community Safety & Well-Being Governance;
 - b) remove reporting requirements to Executive Committee and City Council and replaced with reporting requirements only to City Council;
 - c) add an additional Council Designate for a total of two (2) Council Designates;

- d) remove the non-voting director appointed by the Ministry of Justice and replace this with a non-voting director appointed by the Province of Saskatchewan; and
- e) add a non-voting director appointed by the Government of Canada

HISTORY

At the July 6, 2022 meeting of Executive Committee, the Committee considered the attached report E22-25 in **private** from the City Planning & Development Division.

The Committee adopted a resolution to concur in the recommendation contained in the report after adding the following amendment:

1. That item E22-26: Supplemental Report - Community Safety & Well-Being Governance be attached as Appendix D to report E22-25;
2. That the key terms outlined in Appendix C be amended as follows:
 - a) updated to reflect the Corporation name and Organizational mandate as set out in item E22-26 Supplemental Report - Community Safety & Well-Being Governance;
 - b) remove reporting requirements to Executive Committee and City Council and replaced with reporting requirements only to City Council;
 - c) add an additional Council Designate for a total of two (2) Council Designates;
 - d) remove the non-voting director appointed by the Ministry of Justice and replace this with a non-voting director appointed by the Province of Saskatchewan; and
 - e) add a non-voting director appointed by the Government of Canada;
3. That Councillor Terina Shaw be appointed as the Council Designate (non-voting) to the inaugural Board of Directors for the term of office July 13, 2022 to December 31, 2023; and
4. That this report be forwarded to City Council for approval at its meeting on July 13, 2022.

The following resolutions do not require City Council approval:

- Amendment items #1 & 4 noted above; and
- Recommendation #11 In the attached report (E22-25)

Respectfully submitted,

EXECUTIVE COMMITTEE



Amber Ackerman, Interim City Clerk 7/8/2022

ATTACHMENTS

E22-25 - Community Safety & Well-Being Governance

Appendix A - Board of Directors Recruitment Strategy

Appendix B - Board Biographies

Appendix C - Key Terms of UMA for CSWB Organization

Appendix D - E22-26 - Supplemental Report - Community Safety & Well-Being Governance

Appendix E - Updated Key Terms of UMA for Community and Social Impact Regina Inc



Community Safety & Well-Being Governance

Date	June 22, 2022
To	Executive Committee
From	City Planning & Community Development
Service Area	Parks, Recreation & Cultural Services
Item No.	E22-25

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Approve the City of Regina to cause to be incorporated as a non-profit corporation under *The Non-Profit Corporations Act, 1995* (Saskatchewan) a controlled corporation as defined in *The Cities Act*, with the following attributes:
 - (i) 1 class of memberships (Class A-voting); and
 - (ii) the City of Regina be issued all Class A voting memberships in the corporation;
2. Authorize the City Manager to finalize and approve the unanimous membership agreement setting forth the governance principles for the Community Safety and Well-being Organization ("CSWB Organization") to be named at a later date, (the "Unanimous Member's Agreement") pending the issuance of the Articles of Incorporation creating the CSWB Organization containing the key terms as set out in Appendix C attached to this report;
3. Appoint the following persons as the inaugural Board of Directors for the term of office as noted below or until their successor is appointed:
 - (i) Jada Yee – July 13, 2022 - December 31, 2023
 - (ii) Kim McKay-McNabb– July 13, 2022 – December 31, 2023
 - (iii) Milad Alishahi– July 13, 2022 – December 31, 2023
 - (iv) Nathalie Reid– July 13, 2022 – December 31, 2023
 - (v) Yaya Wang– July 13, 2022 – December 31, 2023

- (vi) Scott Wells– July 13, 2022 – December 31, 2023
- (vii) Mike O'Donnell– July 13, 2022 – December 31, 2023
- (viii) Scott Law– July 13, 2022 – December 31, 2023
- (ix) Donna Zeigler– July 13, 2022 – December 31, 2023;

4. Appoint the City Manager and/or their designate as the non-voting director appointment;
5. Appoint the Executive Director, City Planning & Community Development as the City's proxy for the purposes of exercising the City's voting rights in CSWB Organization in accordance with such direction as may be provided by City Council from time to time;
6. Delegate authority to the Executive Director, City Planning & Community Development to negotiate and approve a service agreement with CSWB Organization to provide Human Resources, Financial Services, Information Technology, and Communications support for a period of up to 2 years as further described in this report;
7. Delegate authority to the Executive Director, City Planning & Community Development to negotiate and approve a funding agreement with CSWB Organization to provide up to \$300,000 to support operational costs of the CSWB Organization for the remainder of the 2022 budget year and in each year thereafter in the amount approved by City Council in its annual operating budget;
8. Delegate authority to the Executive Director, City Planning & Community Development to approve any additional grants to be allocated to the CSWB Organization provided such grant can be funded within a budget approved by Council;
9. Direct the City Solicitor to finalize and file the Articles of Incorporation at the Saskatchewan Corporate Registry and to take any other steps necessary to bring effect to the incorporation as outlined in this report;
10. Authorize the City Clerk to execute the Unanimous Member's Agreement, Service Agreement, Funding Agreement and any ancillary agreements or other documents required to give effect to the recommendations in this report upon review and approval by the City Solicitor; and
11. Approve these recommendations at its meeting on July 13, 2022.

ISSUE

In December 2021, City Council approved report CR21-169, endorsing the Community Safety & Well-Being (CSWB) Plan and the associated recommendations from Administration.

To successfully advance and implement the work in the CSWB Plan, Administration recommended establishment of a new governance model. This would result in the development of an external, arms-length organization that would be responsible for driving cross-sector alignment, and a collective, systems-approach in relation to the highly complex issues that were prioritized for Regina's CSWB plan.

There are three foundational segments of work that will be part of the establishment of a new CSWB governance model in Regina. These three segments are discussed in this report, and include:

- Establishment of an external CSWB Organization
- Development of the Mayor's CSWB Leadership Committee
- Development of the CSWB Community Actions Tables (CAT's)

IMPACTS

Accessibility Impact:

The proposed governance structure to ensure advancement of the CSWB Plan will be grounded in accessibility, inclusion, and equity, and will ensure diverse representation of the community, not only at the decision-making level, but also weaved throughout its structure, including the CAT's that will ultimately lead work in relation to each of the priority areas.

Financial Impact:

Through the 2022 budget process, Council approved \$655,000 for the CSWB Organization and related work. Council allocated \$209,000 of this to expand the Community Support Program in the Warehouse District. \$146,000 has been allocated to support 2022 priorities related to setting up the CSWB Organization, hosting community summits to verify the priorities, and support the work of the Community Action Tables. As such, \$300,000 remains available for the CSWB Organization.

Policy/Strategic Impact:

The CSWB Plan is rooted in a commitment to collaboration, acknowledging that there is a shared responsibility and need for collective action among all sectors to address local challenges and achieve systemic change moving forward.

The proposed governance and associated framework will set a collaborative trajectory to strengthen how the community and sectors work together to continually enhance community safety and well-being. It fosters a Collective Impact Approach, including a common agenda, shared measurement, mutually reinforcing activities, continuous communication, and overall backbone support.

OTHER OPTIONS

City Council previously approved recommendations to establish the CSWB organization.

COMMUNICATIONS

A comprehensive communications strategy will be developed to support the successful implementation of the CSWB Plan.

DISCUSSION

Governance in CSWB Planning

While municipalities play a strong leadership role in advancing CSWB plans, collective and coordinated systems approaches, with a strong governance structure is vital to ensuring sustained and successful implementation of local plans.

Evidence and promising practice from across Canada suggest that local safety and well-being offices/governance bodies are a vital part of successful CSWB efforts. The issues of crime, and the related root social issues are too complex to be solved by any one system alone. For that reason, multi-system, diverse stakeholder collaborations have long been recognized as the best vehicle for finding sustainable solutions. This approach will be key for Regina, given the complexity of the six priorities in the CSWB Plan.

Recommended Framework to Advance the Plan:

The following section discusses the key components for setting up a new governance structure in Regina, including the establishment of a new CSWB Municipal Corporation, the Mayors CSWB Leadership Committee, and the Community Action Tables.

1. Establishment of the CSWB Municipal Corporation

Establishing a formal safety and well-being office in Regina is vital in providing the energy and continuity to implement the CSWB Plan. The newly developed municipal corporation will be the primary leverage of local collaboration and collective impact approaches in relation to the CSWB

priorities, and other emerging social issues/community safety risks.

The decision to establish a municipally owned corporation was based on a few factors. By establishing a municipal corporation, this supports the appropriate balance between delegating each organization, the authority to manage its business affairs and the ability of Council to ensure that the goals of the City are met by establishing certain boundaries.

To lead the development of the Municipal Corporation, Administration hired Flow Community Projects (Flow), who has undertaken work to support the initial required formalities of establishing the corporation, including the following:

Recruitment of Interim Board of Directors:

This included the initial establishment of a comprehensive skills matrix that outlined the necessary requirements of potential members, including the required knowledge, skills, and abilities. The strategy for interim board recruitment can be found in Appendix A. Following this, Flow began outreach to potential members which resulted in the recruitment of 9 interim members. The full list of members, including their personal biographies can be found in Appendix B.

Strategic Planning:

On June 20, 2022, Flow and members of Administration will host a strategic planning session with the incoming interim board members of the CSWB Organization. This session is being held specifically to begin planning for the new organization, including the establishment of the corporation's official name, an official mandate, and other key items that are necessary to fulfill the initial formalities of setting up the corporation. This new information will be presented to City Council as an edited report on July 6, 2022. Appendix C includes key terms that will part of the Unanimous Members Agreement.

Contracts with the CSWB Organization:

This report seeks authority to enter into two contracts with the CSWB Organization and to provide the CWSB organization with additional grants.

The first is a service agreement between the CSWB Organization and the City. The City will provide the following services to the CWSB Organization for a term of up to 2 years without charge: Human Resources, Financial Services, Communications, and Information Technology support. This is intended to be transitional only until the CSWB Organization develops the capacity to provide these services internally.

The City will also enter into an agreement with the CSWB Organization to provide it with annual operational funding. This funding will cover the costs of Plan governance and staff support, including the hiring of an Executive Director and 3 additional positions to support the work moving forward.

Administration is also seeking authority to provide additional grants within the City's approved budget in any given year to support specific projects or needs outside of the operating funding.

2. Mayors CSWB Leadership Committee

Following best practice from other Canadian municipalities, another key component of the new CSWB governance structure is the establishment of the Mayors CSWB Leadership Committee. The development of this committee is a key recommendation in the CSWB Plan and will be comprised of leaders from the City, other levels of government, and local organizations that will guide and oversee the ongoing implementation of the Plan. This committee will be established after the municipal corporation is operating.

3. Community Actions Tables (CATs)

CAT's are time-limited, issue-focused action groups. The primary purpose of a CAT is to respond to issues both identified as priorities in the Regina Community Safety and Well-Being (CSWB) Plan, and new emergent community priorities that require system wide, multisectoral approaches. Based on the issue being addressed, the approaches, membership, activities, and outputs will vary. In the beginning, there will be 7 CATs. These include: Food Insecurity, Problematic Substance Use, Domestic Violence & Intimate Partner Violence, Racism & Discrimination, Safety, and Coordinated Access to Service. Although not identified in the CSWB plan as a priority, Housing/Homelessness will also have a dedicated CAT, as this issue requires a collective systems approach to taking action.

Development of the CAT's are already in progress and have coincided with a number of community summits that have been hosted by Mayor Masters on issues related to the CSWB Plan. These events have provided the opportunity to bring together sector and community leaders to create a shared understanding of issues, provide a space to test and re-affirm action items in the CSWB Plan, and build the community governance structure required to carry the CSWB Plan through implementation.

In Summary:

The proposed governance framework has the advantage of increasing collaboration, planning, and action to shape how the CSWB Plan and emerging issues are identified and responded to through ongoing engagement with community stakeholders. In many respects, the framework

formalizes a new philosophy of collaboration amongst the City of Regina and all the sectors that support human services.

DECISION HISTORY

On December 8, 2021, Council passed CR21-169, endorsing the Community Safety and Well-Being Plan.

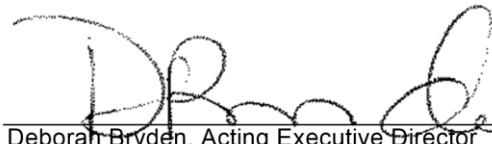
Respectfully Submitted,

Respectfully Submitted,



Laurie Shalley, Director, Parks, Recreation & Cultural Services

6/15/2022



Deborah Bryden, Acting Executive Director

6/16/2022

Prepared by: David Slater, Manager, City Projects

ATTACHMENTS

Appendix A - Board of Directors Recruitment Strategy

Appendix B - Board Biographies

Appendix C - Key Terms of UMA for CSWB Organization

Appendix D – E22-26 Supplemental Report – Community Safety & Well-Being Governance

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Appendix A.

Community Safety & Well-Being Interim Board Recruitment Strategy

The starting point for Board recruitment was to determine the type of board required. It was agreed a traditional governance board would be best suited to establish a new municipal corporation. In this type of model, Flow Community Projects (Flow) would recruit members with expertise in legal, accounting, Indigenous leadership, HR, government, research, data, and community. The ideal size of Board would be between 9-11 members, not including ex-officio members. This will allow for enough members to ensure a minimum of 3 members for each committee of the Board, which includes Governance, HR/Recruitment, and Audit/Finance.

Flow began the identification process by developing a skills matrix and a list of candidates with several in each area of skill set for consideration. The strategy for recruitment of the Interim Board of the new CSWB entity included a wide range of criteria. Flow sought Board members who had significant governance experience as this would be required to establish a new municipal corporation. The Board composition also must be as diverse, if not more so, than our community. This includes diversity in age, gender, culture, race, professional and life experience.

Through discussions with the CSWB team, the top candidates were selected from each skill area and contacted to discuss the opportunity. The CSWB Plan and background were provided, along with expectations and time commitments for Board members. One on one discussions took place to ensure all questions were answered and expectations were aligned.

To date, Flow has recruited nine members and expect the Board will identify additional individuals and skill sets that would benefit the CSWB Board. Flow has recruited all but one of the identified required skill sets, which is an accountant. This is a sector that lacks in diversity, and Flow will continue to seek a suitable candidate to bring forward to City Council at a later date. It will be some time before financial oversight will be required for the entity so there is time to ensure the best candidate can be added to the Board.

The recommended Board slate put forward to City Council to serve as the interim Board of Directors for the new CSWB entity is a highly skilled, experienced, and diverse group of individuals. Their bios are included in Appendix B for your reference.

CSWB Interim Board Bios

Jada Yee

Jada Yee is the Director of Business Development for FHQ Developments and is a proud member of the Wood Mountain Lakota Sioux Nation. Jada is also of Chinese-Canadian heritage as well. Jada has a wide range background where he spent over 20 years in various mid-senior level leadership roles within the casino gaming industry as well as being a General Manager of an Indigenous Metal Fabrication facility.



Jada joined the FHQ Developments organization in January 2020 and has been busy ever since where he oversees two departments (Investments and Ec. Dev.), where he is always aiming to contribute to the long-term economic independence and prosperity of FHQ Devs' Limited Partners and their citizens by developing profitable business ventures, economic development opportunities, and advancing employment and livelihood for the Nations and their citizens.

In his spare time, Jada volunteers on numerous Indigenous and Non-Indigenous boards. Jada has been an active member for the past 3 years on the Regina Police Service Board of Police Commissioners. He also sits on the Board of Directors for the Regina Food Bank. In October 2021, Jada was elected to the National Board of Canadian Association for Police Governance, where Jada represents Saskatchewan. Jada has also served as Board of Directors for the Regina Crime Stoppers Association, Regina Aboriginal Professionals Association and as the Indigenous Representative for the Kenneth Levene Graduate School of Business Students Association.

Jada was also awarded the Presidential Leadership Award from SaskGaming and has also been invited and presented for his research at the Annual Gaming and Problem Gambling Retreat on two separate occasions regarding his research in Problem Gaming/Addictions and Indigenous communities. This led to Jada being recognized in 2017 as Top 40 Under 40 in the global gaming community, which at the time, Jada was the lone Canadian acknowledged.

Jada is a proud alumni of First Nations University with a BAdmin and Jada obtained his MAdmin in 2020. Jada also teaches at the First Nations University in their School of Business.

Dr. Kim McKay-McNabb

Dr. Kim McKay McNabb is a First Nation woman originally from Zagime Anishinabek and a member of George Gordon First Nation. She completed her BA (Honours), MA and PhD in Clinical Psychology. She has a diverse private practice, where she works with individuals, families and groups, specializing in culturally responsive therapies and trauma informed practice.



Dr. McKay-McNabb dedicates part of her practice to the families of the Missing and Murdered Women and Girls, mothers who have experienced children being apprehended and the rejuvenation of these families as well as working with populations who struggle with substance use disorders. She has worked on a Strategy for Suicide Prevention with the Federation of Sovereign Indigenous Nations, developed a Model of Care for a Family Wellness Centre with Muskowekwan First Nation and recently joined a team working on an Urban Indigenous Health Centre – each of these projects being the first of this kind in Canada.

Dr. McKay-McNabb has worked in several capacities in her career including being an Assistant Professor in the Science Department at the First Nations University of Canada for eleven years. She has been the lead and co-lead in over fifty research projects over the past twenty years with Indigenous health community-based projects. Much of the work that Dr. McKay-McNabb is guided by the Old Ones/Elders and Knowledge Keepers. She has numerous publications and is currently working on a book about her life journey.

Dr. McKay-McNabb has been recognized over the years for her commitment and dedication to the First Nation communities in Saskatchewan. In 2004, she was presented with the “*Circle of Honor Award*” for Women’s Leadership presented by the Federation of Saskatchewan Indian Nations (FSIN). In 2015 she was recognized once again for her commitment to education by being awarded the *1st Annual Strength of our Women Award* for Education presented by The Saskatchewan First Nations Women’s Commission through the Federation of Sovereign Indigenous Nations. Throughout her post secondary education, she has been the recipient several National Aboriginal Achievement Foundation Post Secondary Health Bursaries. She was awarded the Doctoral Award from Canadian Institutes of Health Research in 2006-2009.

Milad Alishahi



Milad Alishahi is a partner at the law firm of MLT Aikins LLP. He is an experienced litigator practicing broadly in the areas of commercial litigation and construction litigation. He has particular focus on municipal law and advises Saskatchewan municipalities on a broad range of matters. As a past Director of Saskatchewan Young Professionals and Entrepreneurs (SYPE), and a current Director of SaskEnergy, Milad has directorship experience and competence when it comes to matters of corporate governance.

Previously, Milad has served on several volunteer committees including the organization committee for the Red Cross Power of Humanity Gala and Red Cross Future Leaders. Milad's commitment to his community is also reflected through his volunteerism. He has volunteered with the Regina Open Door Society and he was the recipient of the 2014 Pro Bono Service Award for his dedication to Pro Bono Law Saskatchewan.

Dr. Nathalie Reid

Dr. Nathalie Reid is currently the Director of the newly established Child Trauma Research Centre at the University of Regina, and teaches in the Faculty of Education. Her current research is taking her in many directions including trauma-sensitive pedagogies, mental health and connectivity, pre- and post-migration trauma, community arts-based reconnection opportunities for youth, public safety personnel families' experiences, and child trauma and climate change.



She graduated with a BAH and B.Ed. (Concurrent Education Program) from Queen's University. Nathalie went on to teach high school in Ontario, Nova Scotia, and in two communities in Alberta where she taught English, French, Social Studies, Drama, Humanities, and Musical Theatre, and worked alongside multiple award-winning social justice student groups.

She completed a M.Ed. in Curriculum Development from St. Francis Xavier University in Antigonish, NS, and her PhD at the University of Alberta.

Yaya Wang

Yaya is the Head of Human Resource, Canada for CLAAS of America, a German based agricultural equipment manufacturing company and is responsible for the full range of HR functions for their Canadian based wholesale and retail operations.

Yaya holds a Master's Certificate in Human Resource Management, Bachelor's Degree in Psychology, a Diploma in Business Admin, and a Certificate in Public Relations from the University of Regina and is expecting to complete her Masters of Administration in Leadership in 2023. She was the recipient of the 2018 CPHR SK Rising Star Award and named one of Saskatchewan's Top 40 by CBC in the same year.



As an active volunteer in the community, Yaya has been involved with the Canadian Red Cross in various efforts since 2012. She also participated as a judge and dancer for Swinging with the Stars and helped raised over \$176,000 for Hope's Home. She was honoured as the 2017 Distinguished Business Alumni by Campbell Collegiate for actively mentoring young business students and received the Peddle Award from Saskatchewan Young Professionals and Entrepreneurs for forwarding SYPE in the SK business community.

Scott Wells



Scott has 15 year of experience in analytics, operations, IT, sales and marketing, across the Oil & Gas, Healthcare, Telecommunications and Finance sectors. In his current role as the Director of Business Process and Analytics at SaskEnergy he provides intelligence and support for the business to make informed decisions and improve processes.

Scott is currently a co-lead of Data For Good in Saskatchewan, where he has helped numerous charities and non-profits leverage their data as an asset and tell compelling stories.

Scott has a MBA, a Bachelor's of Business Administration majoring in Finance, and a certificate in Economics from the University of Regina. He also mentors and coaches students for the JDC West Business Case Competition at the University of Regina.

Mike O'Donnell

Mike O'Donnell spent 30 years as a teacher, coach, guidance Councillor and Vice-principal. He served as the Commissioner of High School Athletics, responsible for athletic programming for over 6,000 student athletes each year.

Mike was the Executive Director of the Regina Soccer Association and worked with a volunteer board to support year round programming. In his leadership, Mike was responsible for soccer's role in the design and construction of the indoor soccer facility - now called the AffinityPlex.



Mike was elected to Regina City Council in four terms from 2006-2020. During that time he chaired two National Infrastructure Summits and the Olympic Torch Relay for the City of Regina. He represented Regina City Council on the Board of the Sask Urban Municipalities Association, the Board of the Federation of Canadian Municipalities, the Board of Wascana Centre Authority, and served as the Chair of the Funders Committee for Mosaic Stadium - working with the Province of Saskatchewan and the Saskatchewan Roughriders.

Mike has received many awards for coaching and is the recipient of the Merit Award - Regina High Schools Athletic Association, the Merit Award - Saskatchewan High Schools Athletic Association, the SUMA - Scoop Lewry Award - for community commitment and is a member of the Regina Sports Hall of Fame.

Scott Law



Scott is a recognized face in the Regina business community with over 30 years of information technology industry experience in several domains. His perspective includes a view from both the customer and service provider points of view. The first half of his career was spent in Government developing and procuring IT solutions. Since then, he has worked in the private sector providing organizational design and leadership, strategy, project delivery and sales.

He has been active as a contributor and leader in the volunteer space having worked with several organizations including the Canadian Cancer Society, the Arthritis Society, Kidsport and the YMCA.

Donna Zeigler

Donna leads the South Saskatchewan Community Foundation team as its Executive Director. She understands the importance of stewarding relationships between donors and charities and the importance of philanthropy in building community.



Donna holds a Master of Communications from Royal Roads University, worked in the charitable and non-profit sectors, and has served as an elected school board member for nearly two decades. She is a member of the Association of Fundraising Professionals, the Canadian Association of Gift Planners, International Association of Business Communicators, and the International Coach Federation. Donna also volunteers on the Saskatchewan Hospice Palliative Care Association as a Director.

Appendix C.

Key Terms for Unanimous Member Agreement

'CSWB Organization'

- A. Name of Corporation:** 'CSWB Organization' To be determined by City Council after further information is available (a supplementary report will be provided which includes a name recommendation to be determined at a June 20 session)
- B. Mandate of 'CSWB Organization':** To be determined by City Council after further information is available (a supplementary report will be provided which includes a mandate recommendation to be determined at a June 20 session)
- C. Relationship to the City**
- The CSWB organization shall operate separately and independently from the City and does not have the capacity to act as an agent of the City unless the City provides express written permission to do so. Employees of the CSWB organization are not employees of the City and the CSWB organization shall be free to manage its own workforce.
- D. Size and Make -Up of Board of Directors:** The Board of Directors shall consist of a minimum of nine (9) and a maximum of thirteen (13) and shall be constituted as follows:
- a. Seven (7) to twelve (12) voting directors as nominated by the CSWB Organization's Governance and Nominating committee (the 'Committee Nominees'); and
 - b. One (1) non-voting director appointment nominated by Council (the 'Council Designate')
One (1) non-voting director appointment allocated by the Minister of Corrections, Policing and Public Safety
- E. Board of Directors Appointment Process.** The board of Directors shall be appointed as follows:
- a. At each annual meeting of 'CSWB Organization,' 'CSWB Organization's Governance and Nominating Committee shall propose a slate of Committee Nominees to Council equal to the number of positions that will be coming vacant on the Board of Directors
 - b. Council shall consider the slate of Committee Nominees provided by the Governance and Nominating Committee pursuant to section E (a) herein and may appoint the slate of Committee Nominees to the Board of Directors or to direct the Governance and Nominating Committee put forward an alternative slate of Committee Nominees

- c. In the event that Council directs the Governance and Nominating Committee to put forward an alternative slate of committee Nominees pursuant to section E (b) herein, the Governance and Nomination Committee shall repeat the process set forth in sections E (a) and E (b) until Council has appointed a slate of Committee Nominees to the Board of Directors.
- d. At each annual meeting where the Minister of [dept] Designate's position on the Board will be coming vacant, the Minister of [dept] may advise Council of the Minister of [dept] Designate and Council shall appoint the Minister of [dept] Designate to the Board of Directors.
- e. At each annual meeting where the Council Designates' position on the Board of Directors will be coming vacant, Council may appoint the Mayor or such other individual or their respective designate to the Board of Directors.

F. Term. All directors, save and except for the inaugural directors appointed pursuant to section E in this document, shall hold office for a term of three (3) years

G. Matters for City Approval. Subject to the items specified in this section, the business and affairs of CSWB Organization shall be exclusively managed by the Board of Directors which shall at all times act independently of the City with the full authority to make strategic business decisions. CSWB Organization shall not take any of the following actions without the prior approval of the City:

- a. The merger, amalgamation, continuance, reorganization or consolidation of CSWB Organization or the approval of any plan of arrangement, whether statutory or otherwise;
- b. The taking or instituting of proceedings for the winding-up, re-organization or dissolution of CSWB Organization;
- c. The issuance of any memberships in the capital of CSWB Organization or any securities, rights, warrants or options convertible into or exchangeable for or carrying the right to subscribe for memberships in the capital of CSWB Organization;
- d. The conversion, reclassification, subdivision, consolidation, exchange, re-designation or any other change to any of the memberships in the capital of CSWB organization
- e. The redemption or purchase by CSWB organization of its issued memberships or securities convertible into memberships or cancellation of the subscription rights in respect of its shares or securities convertible into its memberships;
- f. The borrowing of money or the issuing any debt obligation unless provided for in the annual budget approved for such fiscal year or amending, varying or altering the terms of any debt obligation;
- g. Seeking financial support or any changes to legislation or regulation from any Government Authority other than the City that is outside of the normal course of business of CSWB organization and would compete with or be contrary to other City initiatives;
- h. Making representation, warranties or promises of any financial incentives or similar inducements that are binding on the City;

- i. The appointment or any change in the Auditor;
- j. Any change in the fiscal year end of CSWB Organization
- k. Any change in the accounting principles applied by CSWB organization in the preparation of its financial statements;
- l. Making or holding investments outside of Canada;
- m. Any material change in the business of CSWB organization
- n. Creating, amending, or repealing any of CSWB Organizations by-laws;
- o. The sale, lease, exchange or other disposition of all or substantially all of the assets or undertaking of CSWB organization; and
- p. Any transaction or series of related transactions that are outside of the normal course of business of CSWB Organization and involve an expenditure of an amount exceeding \$500,000.00, unless such transaction or series of related transactions have been approved in the annual budget for such fiscal year

H. Decisions of City. Where City approval is required pursuant to section G of this document, the chairperson of the Board of Directors shall make a written request to Council which includes all information necessary for Council to make an informed decision. All requests pursuant to this section H shall include all supporting information and shall be provided to the City Manager, who shall bring the matter forward to Executive Committee for consideration.

I. Reporting Requirements

a. Semi-Annual Reports. Within forty-five (45) days after the end of each semi-annual period, the Board of Directors shall prepare a report (on a consistent basis with the previous fiscal period) which shall be submitted by the corporate secretary of the Board of Directors to the City Manager, who shall bring the matter forward to Executive Committee as an information item for City Council. The report will include, in respect of the immediately preceding fiscal period:

- i. Unaudited Financial Statements;
- ii. Explanations, notes, and information as is required to explain and account for any variances between the actual results from operations and the budgeted amounts previously approved, including any material variances in the projected ability of any business activity to meet or continue to meet CSWB organizations objectives; and
- iii. Information that is likely to materially affect the City.

b. Annual Report and Annual Membership Meeting.

- i. Within ninety (90) days after the end of each fiscal year, the Board of Directors shall prepare an annual report which shall be submitted by the corporate secretary of the Board of Directors to the City Manager, who shall bring the matter forward to Executive Committee for Council approval. The Annual Report shall contain the following items:

1. Any revisions to long term strategic plans or capital asset plans;
2. An operating and capital budget for the next fiscal year and an operating and capital budget projection for subsequent fiscal years contemplated in the current strategic or capital asset plans;
3. Audited financial statements prepared in accordance with generally accepted accounting principles; and
4. Accomplishments during the fiscal year along with explanations, notes and information as is required to explain and account for any variances between the actual results and the strategic plans or capital asset plans.

ii. In conjunction with the Annual Report, CSWB Organization shall conduct its annual general meeting which will:

1. elect the Board of Directors;
2. appoint the Auditor
3. approve the financial statements; and
4. consider any other resolutions that may be brought forward.

c. Publicly Available Procedures for Conducting Business at Meetings.

Section 55.1 of *The Cities Act* requires that Council shall ensure that all controlled corporations have publicly available written procedures for conducting business at meetings. CSWB Organization shall cause such procedures to be prepared within 30 days of adopting its bylaws (the procedures may be included as part of the bylaws), shall post these procedures on a corporate website if one is created for the CSWB Organization and shall provide the procedures to the City Clerk who shall be entitled to post them publicly.

*In addition to the above key terms, the UMA for the CSWB organization shall include all terms customarily included and consistent with the City's UMAs with its other controlled corporations, including terms related to: interpretation, process for removal of directors, conflict of interest and dispute resolution.



Supplemental Report - Community Safety & Well-Being Governance

Date	June 22, 2022
To	Executive Committee
From	City Planning & Community Development
Service Area	Parks, Recreation & Cultural Services
Item No.	E22-26

RECOMMENDATION

That Executive Committee receive and file this report.

ISSUE

On June 20, 2022, Flow Community Projects (Flow) facilitated a strategic planning session with the interim board of directors for the Community Safety & Well-being organization (CSWB Organization). The following provides additional information that was gathered at this meeting.

IMPACTS

There are no impacts associated with this report

OTHER OPTIONS

None with respect to this report

COMMUNICATIONS

None with respect to this report

DISCUSSION

On June 20, 2022, Flow and members of Administration hosted a strategic planning session with the incoming interim board of directors of the CSWB Organization. This session was held specifically to begin planning for the new organization, including the establishment of the corporation's official name, an official mandate, and other key items that are necessary to fulfill the initial formalities of setting up the corporation. The following new information was collected from the strategic planning session:

1. Corporation Name: Community and Social Impact Regina Inc.
2. Organizational Mandate: Community and Social Impact Regina Inc. will:
 - Through collaborative approaches; create, facilitate and monitor coordinated community and social impact strategies to support the well-being, health, safety and social inclusion of residents in the City of Regina and Region.

The proposed Unanimous Membership Agreement (UMA) attached to report E22-25 will need to be updated to include this information. In addition to these updates, there are two other edits to the proposed UMA that Administration is recommending be made. One is to correct a typographical error where [dept] should have been filled in to reference the provincial ministry that is appointing a designate. The second change is to align the CSWB UMA with a change to Economic Development Regina and Regina Exhibition Association's UMAs which is being considered at the Public Executive Committee meeting on June 22, 2022, which removes the requirement for approvals and reporting to go to both Executive and Council; approvals and reporting are only required to go to Council.

It is recommended that the key terms as attached as Appendix C to report E22-25, to be updated to include the following edits:

- a) that the key terms be updated to reflect the Corporation name and Organizational mandate as set out in this supplementary report;
- b) that the key terms be updated to correct a typographical error to remove [dept] and substitute "Ministry of Corrections, Policing and Public Safety"; and
- c) that the key terms be amended to remove reporting requirements to Executive Committee and Council and change these requirements only to Council.

DECISION HISTORY

On December 8, 2021, Council passed *CR21-169*, endorsing the Community Safety and Well-Being Plan.

Respectfully Submitted,



Laurie Shalley, Director, Parks, Recreation & Cultural Services

6/21/2022

Respectfully Submitted,



Deborah Bryden, Acting Executive Director

6/21/2022

Prepared by: Dave Slater, Manager, City Projects

Appendix E

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Appendix C.

Key Terms for Unanimous Member Agreement

‘Community and Social Impact Regina Inc.’

A. Name of Corporation: Community and Social Impact Regina Inc.

B. Mandate of Community and Social Impact Regina Inc.:

Community and Social Impact Regina will:

Through collaborative approaches; create, facilitate and monitor coordinated community and social impact strategies to support the well-being, health, safety and social inclusion of residents in the City of Regina and Region.

C. Relationship to the City

Community and Social Impact Regina Inc. shall operate separately and independently from the City and does not have the capacity to act as an agent of the City unless the City provides express written permission to do so. Employees of Community and Social Impact Regina Inc. are not employees of the City and the Community and Social Impact Regina Inc. shall be free to manage its own workforce.

D. Size and Make -Up of Board of Directors: The Board of Directors shall consist of a minimum of nine (9) and a maximum of thirteen (13) and shall be constituted as follows:

- a. Seven (7) to twelve (12) voting directors as nominated by the Community and Social Impact Regina Inc. Governance and Nominating committee (the ‘Committee Nominees’);
- b. Two (2) non-voting director appointments nominated by City Council (the ‘City Council Designate’);
- c. One (1) non-voting director appointment allocated by the Province of Saskatchewan; and
- d. One (1) non-voting director appointment allocated by the Government of Canada.

E. Board of Directors Appointment Process. The board of Directors shall be appointed as follows:

- a. At each annual meeting of ‘Community and Social Impact Regina Inc.,’ ‘Community and Social Impact Regina Inc. Governance and Nominating Committee shall propose a slate

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of Committee Nominees to City Council equal to the number of positions that will be coming vacant on the Board of Directors

- b. City Council shall consider the slate of Committee Nominees provided by the Governance and Nominating Committee pursuant to section E (a) herein and may appoint the slate of Committee Nominees to the Board of Directors or to direct the Governance and Nominating Committee put forward an alternative slate of Committee Nominees
- c. In the event that City Council directs the Governance and Nominating Committee to put forward an alternative slate of committee Nominees pursuant to section E (b) herein, the Governance and Nomination Committee shall repeat the process set forth in sections E (a) and E (b) until City Council has appointed a slate of Committee Nominees to the Board of Directors.
- d. At each annual meeting where the Province of Saskatchewan Designate's position on the Board will be coming vacant, the Province of Saskatchewan may advise City Council of the Province of Saskatchewan's Designate and City Council shall appoint the Province of Saskatchewan Designate to the Board of Directors.
- e. At each annual meeting where the Government of Canada's Designate's position on the Board will be coming vacant, the Government of Canada may advise City Council of the Government of Canada's Designate and City Council shall appoint the Government of Canada Designate to the Board of Directors.
- f. At each annual meeting where a City Council Designate position on the Board of Directors will be coming vacant, City Council may appoint the Mayor or such other individual or their respective designate to the Board of Directors.

F. Term. All directors, save and except for the inaugural directors appointed pursuant to section E in this document, shall hold office for a term of three (3) years.

G. Matters for City Approval. Subject to the items specified in this section, the business and affairs of Community and Social Impact Regina Inc. shall be exclusively managed by the Board of Directors which shall at all times act independently of the City with the full authority to make strategic business decisions. Community and Social Impact Regina Inc. shall not take any of the following actions without the prior approval of the City:

- a. The merger, amalgamation, continuance, reorganization or consolidation of Community and Social Impact Regina Inc. or the approval of any plan of arrangement, whether statutory or otherwise;
- b. The taking or instituting of proceedings for the winding-up, re-organization or dissolution of Community and Social Impact Regina Inc.;
- c. The issuance of any memberships in the capital of Community and Social Impact Regina Inc. or any securities, rights, warrants or options convertible into or exchangeable for or carrying the right to subscribe for memberships in the capital of Community and Social Impact Regina Inc.;

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- d. The conversion, reclassification, subdivision, consolidation, exchange, re-designation or any other change to any of the memberships in the capital of Community and Social Impact Regina Inc.;
- e. The redemption or purchase by Community and Social Impact Regina Inc. of its issued memberships or securities convertible into memberships or cancellation of the subscription rights in respect of its shares or securities convertible into its memberships;
- f. The borrowing of money or the issuing any debt obligation unless provided for in the annual budget approved for such fiscal year or amending, varying or altering the terms of any debt obligation;
- g. Seeking financial support or any changes to legislation or regulation from any Government Authority other than the City that is outside of the normal course of business of Community and Social Impact Regina Inc. and would compete with or be contrary to other City initiatives;
- h. Making representation, warranties or promises of any financial incentives or similar inducements that are binding on the City;
- i. The appointment or any change in the Auditor;
- j. Any change in the fiscal year end of Community and Social Impact Regina Inc.;
- k. Any change in the accounting principles applied by Community and Social Impact Regina Inc. in the preparation of its financial statements;
- l. Making or holding investments outside of Canada;
- m. Any material change in the business of Community and Social Impact Regina Inc.;
- n. Creating, amending, or repealing any of Community and Social Impact Regina Inc. by-laws;
- o. The sale, lease, exchange or other disposition of all or substantially all of the assets or undertaking of Community and Social Impact Regina Inc.; and
- p. Any transaction or series of related transactions that are outside of the normal course of business of Community and Social Impact Regina Inc. and involve an expenditure of an amount exceeding \$500,000.00, unless such transaction or series of related transactions have been approved in the annual budget for such fiscal year.

H. Decisions of City. Where City approval is required pursuant to section G of this document, the chairperson of the Board of Directors shall make a written request to City Council which includes all information necessary for City Council to make an informed decision. All requests pursuant to this section H shall include all supporting information and shall be provided to the City Manager, who shall bring the matter forward to City Council for consideration.

I. Reporting Requirements

- a. **Semi-Annual Reports.** Within forty-five (45) days after the end of each semi-annual period, the Board of Directors shall prepare a report (on a consistent basis with the previous fiscal period) which shall be submitted by the corporate secretary of the Board of Directors to the City Manager, who shall bring the matter forward as an information item for City Council. The report will include, in respect of the immediately preceding fiscal period:

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- i. Unaudited Financial Statements;
- ii. Explanations, notes, and information as is required to explain and account for any variances between the actual results from operations and the budgeted amounts previously approved, including any material variances in the projected ability of any business activity to meet or continue to meet Community and Social Impact Regina Inc. objectives; and
- iii. Information that is likely to materially affect the City.

b. Annual Report and Annual Membership Meeting.

- i. Within ninety (90) days after the end of each fiscal year, the Board of Directors shall prepare an annual report which shall be submitted by the corporate secretary of the Board of Directors to the City Manager, who shall bring the matter forward for City Council approval. The Annual Report shall contain the following items:
 - 1. Any revisions to long term strategic plans or capital asset plans;
 - 2. An operating and capital budget for the next fiscal year and an operating and capital budget projection for subsequent fiscal years contemplated in the current strategic or capital asset plans;
 - 3. Audited financial statements prepared in accordance with generally accepted accounting principles; and
 - 4. Accomplishments during the fiscal year along with explanations, notes and information as is required to explain and account for any variances between the actual results and the strategic plans or capital asset plans.
- ii. In conjunction with the Annual Report, Community and Social Impact Regina Inc. shall conduct its annual general meeting which will:
 - 1. elect the Board of Directors;
 - 2. appoint the Auditor;
 - 3. approve the financial statements; and
 - 4. consider any other resolutions that may be brought forward.

c. Publicly Available Procedures for Conducting Business at Meetings.

Section 55.1 of *The Cities Act* requires that City Council shall ensure that all controlled corporations have publicly available written procedures for conducting business at meetings. Community and Social Impact Regina Inc. shall cause such procedures to be prepared within 30 days of adopting its bylaws (the procedures may be included as part of the bylaws), shall post these procedures on a corporate website if one is created for the Community and Social Impact Regina Inc. and shall provide the procedures to the City Clerk who shall be entitled to post them publicly.

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*In addition to the above key terms, the UMA for the Community and Social Impact Regina Inc. shall include all terms customarily included and consistent with the City's UMAs with its other controlled corporations, including terms related to: interpretation, process for removal of directors, conflict of interest and dispute resolution.



Community Well-being Policy

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Executive Committee
Service Area	Parks, Recreation & Cultural Services
Item #	CR22-93

RECOMMENDATION

That City Council:

1. Approve the Community Well-being Policy (Appendix A), with the following amendment:
 - That an additional statement in Appendix A, under section 4.1, preceding the already included policy statements be included to read:

“4.1.1 The City recognizes and honours the histories of the land upon which Regina is located and seeks to strengthen understandings of Indigenous history, identity, ways of knowing and being, and the diversity of cultural perspectives. The City commits to active, respectful, and ongoing participation in shared processes with Indigenous peoples and communities. It will prioritize mutually beneficial relationship building through ongoing dialogue, collaboration, communication, and engagement, and it further recognizes that there is an ongoing need for reflection and embedment of Indigenous worldview in City policy and planning.; and
2. Remove #4 of item CR21-169 from the list of outstanding items for City Council.

HISTORY

At the August 10, 2022, meeting of Executive Committee, the Committee considered the attached

EX22-84 report from the City Planning & Community Development Division.

The Committee adopted a resolution to concur in the recommendation contained in the report, with the following amendments:

- That an additional statement in Appendix A, under section 4.1, preceding the already included policy statements be included to read:

“4.1.1 The City recognizes and honours the histories of the land upon which Regina is located and seeks to strengthen understandings of Indigenous history, identity, ways of knowing and being, and the diversity of cultural perspectives. The City commits to active, respectful, and ongoing participation in shared processes with Indigenous peoples and communities. It will prioritize mutually beneficial relationship building through ongoing dialogue, collaboration, communication, and engagement, and it further recognizes that there is an ongoing need for reflection and embedment of Indigenous worldview in City policy and planning.”; and

- That the date in recommendation 3 read August 17, 2022.

Recommendation #3 in the attached report does not require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



Amber Ackerman, Interim City Clerk 8/12/2022

ATTACHMENTS

EX22-84 - Community Well-being Policy

Appendix A - Community Well-being Policy

Appendix B - Community Well-Being Impact Assessment Toolkit



Community Well-being Policy

Date	July 6, 2022
To	Executive Committee
From	City Planning & Community Development
Service Area	Parks, Recreation & Cultural Services
Item No.	EX22-84

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Approve the Community Well-being Policy (Appendix A);
2. Remove #4 of item CR21-169 from the list of outstanding items for City Council; and
3. Approve these recommendations at its meeting on July 13, 2022.

ISSUE

On November 25, 2021, City Council endorsed Regina's first Community Safety & Well-being (CSWB) Plan that identifies priority areas and approaches for addressing issues of community safety and well-being. In it, nine *Foundational Commitments* are established that provide the lenses that inform the CSWB Plan and strategic approaches. Following the endorsement of this Plan, Administration was further directed to bring back a social well-being policy with a community impact methodology for consideration by Council in Q2 of 2022.

This report proposes a Community Well-being (CWB) Policy (Appendix A) as a framework to inform Council decisions and assess alignment with the *Foundational Commitments* established in the CSWB Plan, as well as establishes a Community Well-being Impact Assessment Toolkit (Appendix B) for use by Administration and Council to inform policy formulation and decision making in Council reports.

Through use of the CWB Policy and accompanying CWB Impact Assessment Toolkit, the City of Regina (City) can expand its capacity to understand, define, and apply the impacts of municipal decision making on well-being within its business areas.

IMPACTS

Accessibility Impact

Accessibility is identified as a Foundational Commitment in the CSWB Plan and is identified in the CWB Impact Assessment Toolkit for consideration of impact in all Council reports.

Financial Impact

There are no financial implications or considerations.

Policy/Strategic Impact

Design Regina: The Official Community Plan Bylaw No 2013-48 (OCP) recognizes that over the years, the social and economic gap between residents and communities has widened, creating social challenges such as poverty, food insecurity, homelessness, and other issues relating to inequality. The development of the CWB Policy aims to assess the impact of City decisions on these challenges and is in alignment with the OCP Social Development Policy.

Community Safety and Well-being Plan:

The CSWB Plan establishes nine *Foundational Commitments* that inform the Plan and approaches related to CSWB issues in Regina. Application of these commitments in all Council decision making will ensure strong alignment with the Plan.

Community Well-being Impact:

By actioning its support of the *Foundational Commitments* in the CSWB Plan, Council takes a first step in recognizing and formalizing an approach for assessing accessibility, anti-oppression, anti-racism, collaboration, diversity, equity, intersectionality, inclusion, and reconciliation in all its business areas, as well as demonstrates leadership in communicating the importance of considering community well-being implications in reports it considers.

The CWB Impact assessment will be placed under the Policy/Strategic Impact section of reports considered by City Council and Committees of Council. This will ensure CWB assessment of items will be present in all council and committee reports going forward through the approval of the CWB Policy.

The anticipated outcome is that a more holistic understanding of community well-being will be developed and applied to Council reports. Future review and evaluation of the CWB Policy (and accompanying CWB Impact Assessment Toolkit) will determine if its implementation has been

effective at increasing the understanding and capacity for CWB assessment throughout the corporation.

OTHER OPTIONS

Refer the CWB Policy back to Administration to incorporate specific feedback provided by Council.

COMMUNICATIONS

Once passed, notice of the implementation of the CWB Policy and the CWB Impact Assessment Toolkit, will be distributed to all report writers via communication with Directors and Managers. The CWB Policy and CWB Impact Assessment Toolkit will also be made available to all employees and members of Council on the City's intranet system, CityConnect.

DISCUSSION

Regina's CSWB Plan outlines a multi-year strategy to improve community safety and well-being by addressing several social issues that present barriers to safety and well-being for Regina residents. To be effective, this community plan will require collaborative efforts among partners and key stakeholders to identify their role and make decisions within their respective organizations that align with the CSWB Plan.

Through its various lines of work, the City has the potential to impact community well-being and contribute to the quality of life of its residents. As a key stakeholder and convening partner in the development of Regina's first CSWB Plan, it can work to find opportunities for strategic alignment with the CSWB Plan. Council can further demonstrate its commitment by considering the alignment of all its decisions by utilizing the developed community impact methodology proposed by this report.

Community Well-being Policy (Appendix A):

The CWB Policy is a framework intended to inform Council decisions and assess alignment with the *Foundational Commitments* established in the Community Safety & Well-being (CSWB) Plan. It is dual-purpose and outlines the commitment and the approach of Council with respect to CWB assessment and analysis in considered reports, plans, policies and strategies. It further establishes a community impact assessment method for use by Administration and Council to inform policy formulation and decision making.

Additionally, the CWB Policy aims to build capacity and raise awareness of CWB assessment throughout the corporation by embedding CWB assessment in the City's policy formulation and decision-making processes. Its application should be considered complimentary to other forms of analysis or assessment typically utilized in Council reports (financial, strategic/policy, etc.).

The *Foundational Commitments* established in the CSWB Plan provide the lenses that inform the plan and guide approaches that aim to advance issues related to CSWB. These lenses are defined in the CWB Policy and can be applied to reports considered by Council. The *Foundational Commitments* include:

- Accessibility
- Anti-Oppression
- Anti-Racism
- Collaboration
- Diversity
- Equity
- Intersectionality
- Inclusion
- Reconciliation

In addition to setting out the ability to assess decisions and determine alignment with the CSWB Plan through the application of the *Foundational Commitments*, the CWB Policy has been developed to align with the CSWB governance structure currently being established for Regina and supports objectives of effective coordination and efficient use of resources when it comes to CSWB evaluation, data reporting, and engagement.

Community Well-being Impact Assessment Toolkit (Appendix B):

The CWB Impact Assessment Toolkit establishes an assessment method for use by Administration and Council to inform policy formulation and decision making by using the *Foundational Commitments* established in the CSWB Plan. This toolkit provides guidance on CWB topics including, how to assess CWB Impacts in Council reports, determine the level of prevention of recommendations, and information on related products. Its use can further be applied in other areas of City business such as in the development of other Administration policies or the delivery of public communications, however, this is not required under the CWB Policy.

DECISION HISTORY

On December 8, 2021, Council passed CR21-169 directing Administration to bring back a Social

Well-being Policy with a community impact methodology for Council reports in Q2 2022.

Respectfully submitted,

Respectfully submitted,



Laurie Shalley, Director, Parks, Recreation & Cultural Services

6/15/2022



Deborah Bryden, Acting Executive Director

6/22/2022

Prepared by: Kelly Husack, Policy Analyst

ATTACHMENTS

Appendix A - Community Well-being Policy

Appendix B - Community Well-Being Impact Assessment Toolkit

Policy Title:	Applies to:		Reference #
Community Well-being Policy	All employees and elected officials		###-XXX-##
Approved by: City Council	Dates:		Total # of Pages
	Effective:	dd-mmm-yyyy	5
	Last Review:	dd-mmm-yyyy	
	Next Review:	dd-mmm-2024	
Authority:			
CR21-169			

1.0 Purpose

The Community Well-being (CWB) Policy is a framework intended to inform Council decisions and assess alignment with the *Foundational Commitments* established in the Community Safety & Well-being (CSWB) Plan.

The CWB Policy is dual-purpose, comprised by the following components:

- Policy Statement – to outline the commitment and the approach of Council with respect to CWB assessment and analysis in considered reports, plans, policies and strategies.
- Community Impact Assessment – establishes an assessment method for use by Administration and Council to inform policy formulation and decision making by using the foundational commitments established in the council endorsed CSWB Plan.

Application of the CWB Policy does not negate the use of other forms of analysis or assessment and should be considered complimentary to additional forms such as financial, strategic or otherwise.

2.0 Scope

This policy applies to members of City Council and Administration.

3.0 Definitions

For the purpose of this policy:

Accessibility – refers to ensuring everyone, including people with disabilities, has fair and equitable access to activities, services, products and environments within Regina. Improving accessibility involves removing barriers to inclusion that can include physical, social, financial, communication or other factors that can prevent someone or a group of people from being able to access an activity, service, product or environment.

Anti-Oppression – refers to recognizing oppressions (systems of supremacy and discrimination perpetuated through differential treatment, ideological domination, and institutional control) that exist in society, seek to mitigate their effects and, ultimately, equalize the power imbalance in society.

Anti-Racism – refers to actively opposing racism by supporting changes and policies to advance economic and social life.

Community Well-being – refers to the ideal state of a sustainable community where everyone is safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression.

Collaboration – refers to acknowledging the shared responsibility and need for collective action among all sectors to address local challenges and achieve change moving forward.

Diversity – refers to valuing diversity and acknowledging that differences between people (such as race, gender, sexual orientation, class, age, country of origin, education, religion, geography, physical or cognitive abilities) are valued assets and committing to strive for diverse representation as a critical step toward equity.

Equity – refers to committing to systematic equity, which is the pursuit of fairness, justice, and a focus on outcomes that are most appropriate for a given group, recognizing different challenges, needs, and abilities.

Intersectionality – refers to acknowledging that multiple dynamics of privilege and oppression (ie. race, gender, class, sexuality, age, ability, religion, citizenship/immigration status) operate simultaneously in complex and compounding ways and must be considered to fully understand oppression and how to address it.

Inclusion – refers to including and creating space for different people and groups to engage in authentic and empowering participation, with a true sense of belonging and full access to opportunities.

Levels of (Crime) Prevention – prevention refers to a desire to circumvent an adverse event or situation before it occurs, where activities, approaches or interventions should span different stages of prevention, including from root causes (upstream) to responding to challenges afterward (downstream).

Reconciliation – refers to commitment to the Truth and Reconciliation Commission of Canada's (TRC) Calls to Action to establish and maintain a mutually respectful relationship between Indigenous and non-Indigenous Peoples in Canada through awareness of the past, acknowledgment of the harm that has been inflicted on Indigenous Peoples, atonement for the causes, and action to change behaviour.

4.0 Policy

4.1 Policy Statement

- 4.1.1 The City of Regina (the City) will follow the *Foundational Commitments* of Regina's Community Safety & Well-being (CSWB) Plan when making decisions and considering plans, policies or strategies. The *Foundational Commitments* are:
- Accessibility;
 - Anti-Oppression;
 - Anti-Racism;
 - Collaboration;
 - Diversity;
 - Equity;
 - Intersectionality;
 - Inclusion; and
 - Reconciliation.
- 4.1.2 The City will advance processes and mechanisms to measure, evaluate and report on the progress made in advancing community well-being through its activities, programs and business areas. This information will be reported regularly to Council and the CSWB Organization established for Regina.
- 4.1.3 The City will work collaboratively to support the advancement of community well-being through ongoing engagement and co-operation with the Mayor's CSWB Leadership Committee, the CSWB Organization and its issue-focused Community Action Tables.
- 4.1.4 The City will provide representatives from Administration to attend and sit at each CSWB Community Action Table.
- 4.1.5 To support the advancement of the CSWB Plan, the City will:
- Consider all levels of prevention and work to address root causes of emerging community well-being needs where possible.
 - Use data (qualitative and quantitative) to understand the needs of Regina residents to inform Council reports and service delivery.
 - Provide representatives of the City with relevant professional development and learning opportunities to build capacity to have the capacity needed to evaluate and report in alignment with this CWB Policy.
- 4.1.6 The City will develop tools and provide support to integrate considerations regarding the CSWB Plan *Foundational Commitments* into Council reports as described in 4.2.

4.2 Community Impact Assessment

- 4.2.1 The City will embed consideration of the CSWB Plan *Foundational Commitments* (as listed in 4.1.1) into Council reports, using a Community Impact Assessment methodology. This will be used by Council and Administration in the:
- Completion and review of corporate reports;
 - Development of new or revised Council policies;
 - Design and evaluation of City services and programs; and
 - Development of plans or strategies, including the City budget.
- 4.2.2 The CWB Impact Assessment Toolkit has been developed to support and inform City policy formulation and decision making. This tool includes guidance on CWB topics including, but not limited to, how to:
- Assess impacts to community well-being in Council reports;
 - Determine the level of prevention of recommendations; and
 - Information on related strategies, tools, standards, policies and programs.
- 4.2.3 Additional, but optional, use of the CWB Impact Assessment Toolkit can be applied as desired in the:
- Development of new or revised Administration policies;
 - Delivery of communication, marketing and information provided to the public, including processes of public engagement;
 - Advocacy to and collaboration with other orders of government to address relevant social issues; and
 - Other City processes as directed by Council.
- 4.2.4 The CWB Impact Assessment Toolkit will be available to all employees on the City of Regina's intranet system, CityConnect.

5.0 Roles & Responsibilities

City Council

- Use the Community Well-being impact assessment provided under the Policy/Strategic Impacts section in Council and Committee reports to inform decisions.

City Clerk

- Ensure report writing training and documentation includes instructions on Community Well-being impact assessments under the Policy/Strategic Impacts section of reports being prepared for Council and Committees of Council.
- Update instructional documentation regularly in alignment with the CWB Impact Assessment Toolkit.

Managers/Directors

- Inform and ensure use of the CWB Impact Assessment Toolkit by report writers.
- Identify and make recommendation for when additional training is required for staff.

Staff

- Consult the CWB Impact Assessment Toolkit when writing of reports.
- Consult with City CSWB subject matter experts as needed to understand Community Well-being impacts to reports.
- Request additional training to Manager where identified.
- Include a CSWB subject matter expert as a report reviewer in MinuteTraq workflow.

Community Safety & Well-being Work Unit

- Review, update and amend the CWB Policy.
- Consult on the CWB Impact Assessment Toolkit with the CSWB Organization.
- Review, update and amend the CWB Impact Assessment Toolkit regularly to ensure relevance.
- Be available for consultation on matters related to the CWB Policy and/or CWB Impact Assessment Toolkit.
- Review reports in MinuteTraq when included by report writers in MinuteTraq workflow.
- Compile info and report to CSWB Organization.

6.0 Related Forms

Community Well-being Impact Assessment Toolkit

7.0 Reference Material

Community Safety & Well-being Plan (2021)

Council & Committee Report Preparation Guide

Truth & Reconciliation Commission of Canada Final Report (2015)

8.0 Revision History

Date	Description of Change	(Re)-Approval Required (y/n)
dd-mmm-yyyy	Initial Release.	Yes

Community Well-being Impact Assessment Toolkit

Version 1
Created: April 2022



Introduction:

The Community Well-Being (CWB) Impact Assessment Toolkit supports and informs City policy formulation and decision making. This tool allows City Council and Administration to assess alignment with the foundational commitments established in [Regina's Community Safety and Well-being \(CSWB\) Plan](#), and in alignment with the *Community Well-being Policy*.

The intended outcome of this toolkit is to maximize positive impacts and mitigate potential negative impacts of decision making on the well-being of Regina residents.

How to use the CWB Impact Assessment Toolkit:

There are three parts to the CWB Impact Assessment Toolkit with guidance provided on: assessing CWB Impacts in Council reports; identifying the prevention level associated with recommendations; and information on related strategies, tools, standards, policies and programs for further reference and analysis support.

Each section should be consulted by City Administration in order to embed consideration of the CSWB Foundational Commitments into Council reports and generate a CWB Impact statement for inclusion under the Policy/Strategic Impacts section of Council and Committees of Council reports.

Note: Use of this tool is not limited to Council and Committee of Council reports and is encouraged for wide use in all policy and programming development across the corporation.

1 – Community Well-being Impact Assessment:

The following definitions and corresponding questions should be consulted to inform the development of CWB Impact statement of Council and Committee of Council Reports:

Accessibility: refers to ensuring everyone, including people with disabilities, has fair and equitable access to activities, services, products and environments within Regina. Improving accessibility involves removing barriers to inclusion that can include physical, social, financial, communication or other factors that can prevent someone or a group of people from being able to access an activity, service, product or environment.

- How does the recommendation improve the accessibility and inclusivity of the City's services, programs and facilities?
- Does the recommendation remove barriers that make it difficult for some residents to fully participate?

Anti-Oppression: refers to recognizing oppressions (systems of supremacy and discrimination perpetuated through differential treatment, ideological domination, and institutional control) that exist in society, seek to mitigate their effects and, ultimately, equalize the power imbalance in society.

- What systems of oppression and/or power imbalances are present in relation to the recommendation and/or report?
- As a result of the recommendation, who gains power and who loses power?
- How does the recommendation seek to mitigate unequal systems of supremacy and discrimination to equalize power imbalances?

Anti-Racism: refers to actively opposing racism by supporting changes and policies to advance economic and social life.

- How will racialized groups benefit or be impacted by the recommendation?
- How are historical, institutional, structural, and individual forms of racism denounced through the recommendation?

Collaboration: refers to acknowledging the shared responsibility and need for collective action among all sectors to address local challenges and achieve change moving forward.

- Have key stakeholders that will be impacted by the recommendation been engaged? Who was not engaged or was unable to be engaged?
- How are key stakeholders a part of the solution? What is the City's role?

Diversity: refers to valuing diversity and acknowledging that differences between people (such as race, gender, sexual orientation, class, age, country of origin, education, religion, geography, physical or cognitive abilities) are valued assets and committing to strive for diverse representation as a critical step toward equity.

- How have diverse voices been amplified in the recommendation and/or report?
- How are diverse groups represented in the recommendation and/or report?

Equity: refers to committing to systematic equity, which is the pursuit of fairness, justice, and a focus on outcomes that are most appropriate for a given group, recognizing different challenges, needs, and abilities.

- How are Indigenous and/or equity-deserving groups impacted by the recommendation? Are groups impacted differently?
- How does the recommendation impact barriers that are faced by Indigenous and/or equity-deserving groups?
- How will you know if inequities have been reduced?

Intersectionality: refers to acknowledging that multiple dynamics of privilege and oppression (ie. race, gender, class, sexuality, age, ability, religion, citizenship/immigration status) operate simultaneously in complex and compounding ways and must be considered to fully understand oppression and how to address it.

- What are the multiple factors that should be understood when considering the recommendation? How do these social factors interact to produce an outcome?
- What differences or similarities are considered to exist between different groups?
- Do some groups remain marginalized as a result of the recommendation? How can this be addressed?
- Are assumptions, knowledge gaps, or biases present in the report?

Inclusion: refers to including and creating space for different people and groups to engage in authentic and empowering participation, with a true sense of belonging and full access to opportunities.

- How have different people or groups been included in the process of developing the recommendation? Who was not included?
- What opportunities exist for creating greater inclusion as a result of the recommendation?

Reconciliation: refers to commitment to the Truth and Reconciliation Commission of Canada's (TRC) Calls to Action to establish and maintain a mutually respectful relationship between Indigenous and non-Indigenous Peoples in Canada through awareness of the past, acknowledgment of the harm that has been inflicted on Indigenous Peoples, atonement for the causes, and action to change behaviour.

- How does your recommendation respond to the TRC Calls to Action? Which Calls to Action are addressed?
- How can your recommendations contribute to improved relationships with Indigenous peoples and communities?
- What are the opportunities for the recommendation to advance the TRC Calls to Action?

Note: Not all of the following foundational commitments or questions will apply to all reports and recommendations, and they are for consideration only. It is up to discretion of the report writer to determine which foundational commitments hold greatest relevancy to the Council report being developed.

2 – Level of Prevention

A statement on the level of prevention a recommendation targets can be included in the CWB Impact statement, identifying if the intervention is upstream, midstream, or downstream in its approach. This is optional, as it may have little to no relevance for some reports.

Prevention refers to a desire to circumvent an adverse event or situation before it occurs. Approaches should span different stages of prevention and intervention, from addressing root causes (upstream) to responding to challenges afterward (downstream). Upstream, midstream, and downstream refer to:

Upstream	Upstream approaches focus on addressing root causes by investing in interventions that tackle social, economic, and other risk factors before harm occurs and harness evidence-based solutions.
Midstream	Midstream approaches focus on providing supports and resources for those in vulnerable or marginalized positions to prevent further suffering.
Downstream	Downstream approaches focus on providing interventions to reduce harms among those who are already suffering or facing challenges and include addressing immediate needs of specific groups or individuals.

3 – Related Strategies, Tools, Standards, Policies and Programs

- Accessibility Guidelines
- [Age Well Regina](#) (Age-Friendly Regina)
- [Building Standards Guide: Building-Free Design](#) (Government of Saskatchewan)
- [Community Safety & Well-being Plan](#)
- [CSWB Foundational Commitments](#)
- Community Well-being Policy
- [Honouring the Truth, Reconciling for the Future: TRC Final Report](#) (Truth & Reconciliation Commission of Canada)
- [LGBTQ2+ Inclusiveness: Toolkit for Inclusive Municipalities](#) (Canadian Commission for UNESCO)
- [Plan to End Homelessness](#)
- [Regina Cultural Plan](#)

Contact:

For questions about this toolkit or to discuss how to apply the Community Impact Assessment in this document, please contact the Community Well-being & Inclusion unit at CSWB@regina.ca.

Dear Mayor and Council,

My name is Jim Elliott and I have been a resident of this city for most of the last fifty years. Let me get to the meat of the problems with this committee.

The Terms of Reference of the Catalyst Committee are too myopic and needs to consider more than just which recreation facility gets built first and where they get built. The world doesn't necessarily revolve around these three buildings. Some would consider them important but more important, I would assert, are the following:

1. The Need for Housing in general – in recent years and acutely last year, the need for dealing with the homeless came to the forefront in Pepsi Park. Today, in most medium to large cities, attempts to tamp down the growing calls for housing have begun to use police again to disburse the homeless to where, the authorities have not given adequate answers or even temporary solutions. Cities like Medicine Hat have stepped forward and dealt with the problem once and for all. Many in this city would want Regina to step forward with a similar action rather than build another “recreational facility” for those that have free time and money to visit them.
2. Attempts to curb urban sprawl – To deal with the continue sprawling of the city jacking up the ongoing costs of managing infrastructure and the growing costs to the taxpayers of this city, this Council rightfully said that we need to build more housing within the built part of this community. This Council put forward two significant projects in the city-owned spaces that we have vacant. There are also significant quantities of downtown property and in Tuxedo Park that could better utilize our current infrastructure and services while increasing housing.
3. Energy and sustainability i.e. climate change mitigation – This Council seems to have been strong on the overall commitments of developing a net zero carbon plan for this city but when it comes to actual changes, they have slipped back into doing things incrementally when bold steps are and have been asked for by the public.

There seemed to be a willingness to let go of that city commitment to net zero and build a facility that will be here long after the 2050 date and have it continue to emit greenhouse gases adding to the problem rather than being a solution.

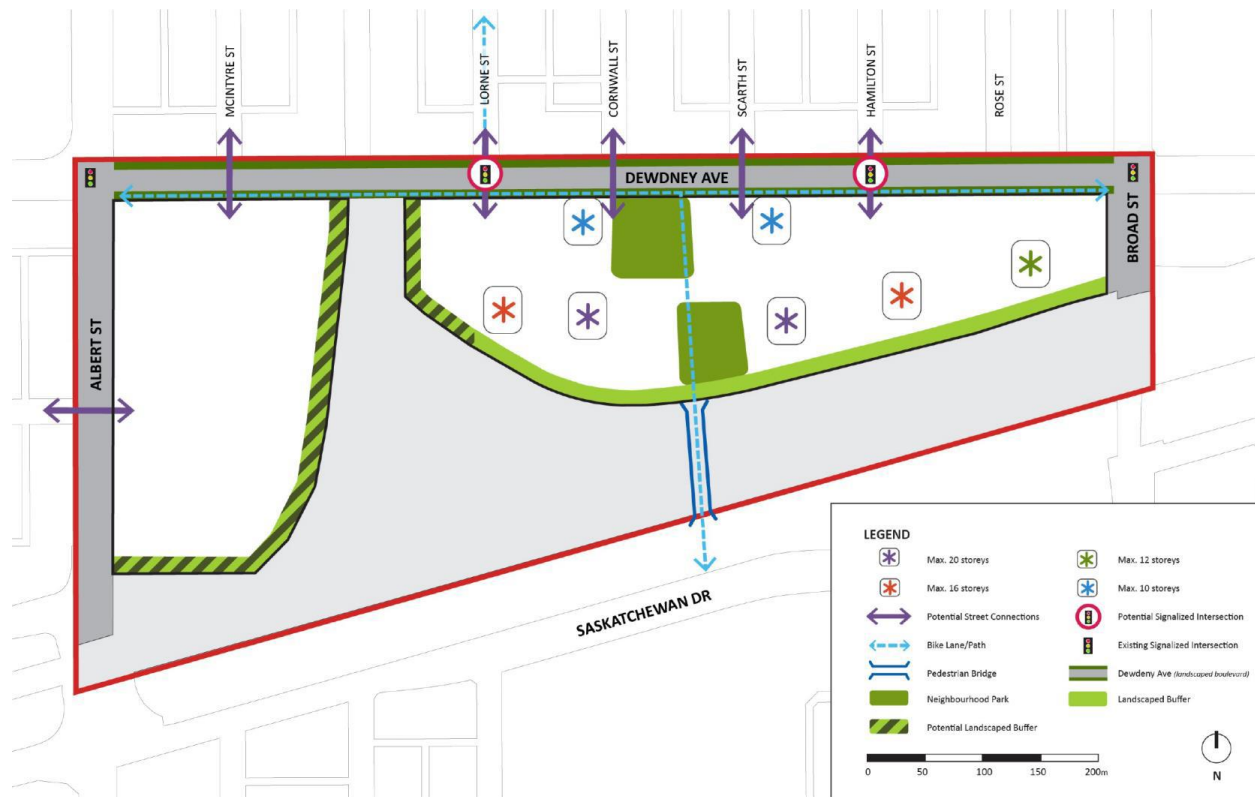
Similarly, the baseball facility could be sitting vacant for upwards of 4 months of the year. So rather than being consistent with the plans to be a winter city and to have space and use all year long, we continue to have facilities that don't provide solutions, only maintain the status quo, an unsustainable community.

4. Prior Administrative and Community Commitments - Thousands of dollars and hours spent by the city and the community were poured into designing and putting forward the right mix and type of housing structure. In the case of the Taylor Field property, some 700-800 units were to be built like the neighbourhood so as to essentially expand the neighbourhood into the vacant property. I had also proposed a series of greenhouses attached to grocery stores where the neighbourhood could employ local residents and grow their own nutritious food for most if not all the year.

Similarly, the proposed Railyards land was considered ideal residential and commercial property for development and expansion of the downtown and connecting it to the Warehouse District. There were to be thousands of units built there allowing us to

increase the use of built infrastructure and services, allow for more housing options and to reduce our carbon footprint at the same time.

These proposals are less than three years old (remember February 2020) and were touted as being the plans for the future of these lands and a rare opportunity to redevelop a significant portion of the downtown of this city. This is what the community envisioned for this land and yet this is being thrown out.



Yards Neighbourhood Plan, February 2020.

Whether one puts another point in the terms of reference, I don't believe that this will be sufficient to change or to influence the direction of what I heard from a committee member, this committee was to be simply a siting committee. They may attempt to come to the committee with an open mind but one way or another, the only options seen are to be when is it to be built and where. There are built in biases and prescribed outcomes.

Respectfully submitted,
Jim Elliott



Catalyst Committee - Terms of Reference

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Executive Committee
Service Area	Office of the City Clerk
Item #	CR22-94

RECOMMENDATION

That City Council approve the Catalyst Committee Terms of Reference outlined in Appendix A.

HISTORY

At the August 10, 2022, meeting of Executive Committee, the Committee considered the attached EX22-93 report from the City Clerk's Office.

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

Recommendation #2 in the attached report does not require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE


Amber Ackerman, Interim City Clerk 8/12/2022

ATTACHMENTS

EX22-93 - Catalyst Committee - Terms of Reference

Appendix A - Terms of Reference



Catalyst Committee - Terms of Reference

Date	August 10, 2022
To	Executive Committee
From	City Clerk's Office
Service Area	Office of the City Clerk
Item No.	EX22-93

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Approve the Catalyst Committee Terms of Reference outlined in Appendix A; and
2. Approve this recommendation at its meeting on August 17, 2022.

ISSUE

At its meeting on July 13, 2022, City Council considered item CR22-82: *Baseball Needs Assessment*, and authorized Councillor Bob Hawkins and Regina Exhibition Association Limited (REAL) President & CEO Tim Reid to assemble and co-chair a committee to be known as the Catalyst Committee with responsibility to:

- Prepare a report and recommendations respecting the findings of the Arena Planning Study Committee, the Aquatics Facility Feasibility Study and the Baseball Needs Assessment, including the siting, staging and financing of these potential civic infrastructure projects, along with any other related civic infrastructure projects which, when considered together, create an economic, recreational, cultural, placemaking and activation opportunity for Regina and its citizens in the decades ahead;
- Pay close attention to how these identified opportunities, when considered collectively, could interact and reenforce each other to create a transformative moment in the growth of Regina;

- Engage and consult with the community, City administration and with city planners and other experts, locally and externally, on leading practices for advancing and realizing these opportunities; and
- Report back to City Council with recommendations by Q4 2022

IMPACTS

Strategic Impacts

The Catalyst Committee will bring a strategic level of leadership to the proposed projects considered within the core of the City of Regina. This strategic consideration will include the three primary projects (Arena, Aquatics, Baseball), but will remain flexible to support the inclusion of future identified sport, recreation, culture, and community projects that support the seamless alignment of private and public transformational infrastructure opportunities. The intent is for the Catalyst Committee to align a recommended site plan for key projects within the core of the City, propose multi-modal connectivity opportunities, and develop a phasing and financing model that considers total Economic Impact.

There are no accessibility, financial, policy, legal/risk or other impacts.

OTHER OPTIONS

None with respect to this report.

COMMUNICATIONS

The Catalyst Committee will:

- Engage industry leaders, local and regional stakeholders and the public; and
- Consult with the community, City Administration, City Planners, the Arena Planning Strategy Committee, the Aquatics Facility Feasibility Committee, and the Baseball Needs Assessment Committee, industry experts locally and externally, and those delivering best practices in similar project scopes.

DISCUSSION

The Catalyst Committee is an Ad Hoc Committee of Regina City Council. The Catalyst Committee will be disbanded no later than March 31, 2023. This committee is a joint initiative between the City of Regina (COR) and the Regina Exhibition Association Limited (REAL). Regina City Council will act as the sole governing authority of the committee and will retain all final decision-making

authorities related to the work of the Committee, the deliverables of the Committee, and the final report acceptance of the Committee. Regina City Council will:

- Appoint the Co-Chairs of the Committee: Councillor Bob Hawkins, City of Regina and Tim Reid, President and CEO, REAL;
- Approve the Terms of Reference as developed by the Co-Chairs;
- Approve the Committee membership framework as developed by the Co-Chairs;
- Approve the Committee appointments recommended by the Co-Chairs;
- Approve the budget recommended by the Co-Chairs;
- Approve any extensions in timelines requested by the Co-Chairs; and
- Retain final governance decision making authority on any final report or Committee deliverables.

To fulfill its core function, the Catalyst Committee will prepare a report and recommendations respecting the findings of the Arena Planning Strategy Committee, the Aquatics Facility Feasibility Study, and the Baseball Needs Assessment. This report will include the siting, staging and financing of these potential civic infrastructure projects which, when considered together, create economic, recreational, cultural, placemaking and activation opportunity for Regina and its citizens.

The members of the Committee will be appointed by resolution of Regina City Council. Each member of the Committee will continue to be a member until a successor is appointed, unless the member resigns, or is removed by resolution of City Council

The time and place of meetings of the Catalyst Committee and the procedures at such meetings will be determined from time to time by the members of the Committee, provided that:

- a) a meeting of the Committee is called on the direction of the Co-Chairs of the Committee;
- b) a quorum for meetings is a majority of the Committee members, present either in person or by telephone or other telecommunications device that permits all members participating in the meeting to speak to and hear each other;
- c) the Committee meets at least monthly, or more frequently as circumstances dictate, and, it adopts a work plan to ensure that duties listed in the mandate are scheduled and achieved;
- d) reasonable notice of the time and place of every meeting is given in writing or by electronic communication to each member of the Committee prior to the time fixed for such meeting (preferably a minimum of five (5) days before the meeting);
- e) the Committee Chair approves an agenda in advance of each meeting;
- f) the agenda and associated material is sent to each member of the Committee prior to the time for such meeting, preferably five (5) days before the meeting; and

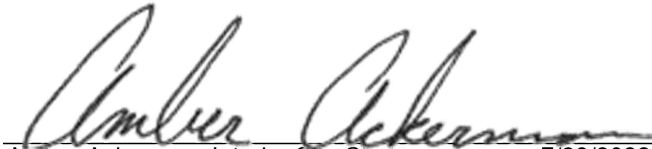
- g) the Administration of the City of Regina and/or Regina Exhibition Association Limited is invited to attend all committee meetings at the direction of the Co-Chairs.

The Catalyst Committee will be required to provide a report with recommendations by Q4 2022, in accordance with the direction of City Council on July 13, 2022.

DECISION HISTORY

City Council adopted a resolution to create an ad hoc Catalyst Committee at its meeting on July 13, 2022, during consideration of item CR22-82: *Baseball Needs Assessment*.

Respectfully Submitted,



Amber Ackerman, Interim City Clerk 7/28/2022

ATTACHMENTS

Appendix A - Terms of Reference

CATALYST COMMITTEE

AUTHORITY	Pursuant to Section 55 of <i>The Cities Act</i> , <i>The Local Authority Freedom of Information and Protection of Privacy Act</i> , Resolutions of Council – July 13, 2022, August 17, 2022 and any other Bylaw or provincial legislation that applies to this Committee.
TERMS OF REFERENCE	<ul style="list-style-type: none"> - The Committee will develop a budget for the proposed scope of work for the consideration and approval of Regina City Council. This budget will be delivered within 60 days of Committee commencement. - The Committee will develop a proposed key deliverable timeline that outlines the key stages of work proposed by the Committee. This timeline will be submitted to Regina City Council as information concurrent with the budget submission. This timeline will be submitted as information. - The Committee will develop a proposed engagement and communication strategy that outlines the key stages of engagement by the Committee. This overview will be submitted as information concurrent with the budget submission. - Educate the committee and others on best practices on complex civic infrastructure alignment projects, placemaking, and transformational city building projects. - Educate the committee and others on best practices on the assessment, siting plans, operational funding models, and capital funding models related to the proposed projects. - Build relationships by bringing others Committees that align with the desired scope of the Catalyst Committee to present and provide an overview of the proposed work. - Connect in other market places to build awareness, create relationships, and foster new connections for the betterment of City of Regina and others. - Share learning lessons from other communities with our internal network and a greater group of community leaders. - Develop financial indicators based on the performance of other regions, communities and developments. - Leverage newly informed and local leadership to support site development concepts that can be tailored to Regina applications. - Perform a detailed assessment of the Arena Project, the

	<p>Aquatics Project, and the Baseball Project and other projects that may be relevant. This assessment should include an overview of capital investment, operational plans, maintenance plans, utilization overview, site plan considerations, connectivity considerations, catalyst private investment opportunities, and prioritization of each proposed project within a greater City Building Strategy.</p> <ul style="list-style-type: none"> - Engage and consult with the public relative to each proposed project. Summarize the engagement performed by each working project committee. - Engage City Administration, the Project Planning Committees, City Planners, and Transit Planners on an overall alignment strategy. - Develop an overview of the financial investment strategy for each project and working with the City of Regina Finance Department propose a financial model that aligns with the financial abilities of the Owner. This model should consider alternative funding opportunities, investment from other levels of government, and the potential for incremental tax gains from private investment or increased taxation benefit the advancement of any or all of the proposed catalyst projects. - Develop a key milestone and deliverable timelines for the work of the Committee. - Develop a communication and engagement timeline for the work of the Committee. - Deliver a final report in advance of December 31, 2022 for the consideration of Regina City Council. - Perform any other duties as assigned by the City of Regina Council from time to time.
DELEGATED AUTHORITY	<ul style="list-style-type: none"> - The Catalyst Committee may retain, within approved budget amounts access to legal or other consultants, access to associations or agencies, or experts it deems necessary in the performance of its duties. The Committee may also ask the Association's consultants or management to attend meetings and provide pertinent information as necessary.

COMPOSITION	<div data-bbox="586 138 1299 243"> <div>Total membership16</div> <div>Appointed / Nominated by Council16</div> <div>Chairperson – Co Chair</div> </div> <p data-bbox="586 285 1425 348">The Catalyst Committee shall be comprised of the following members (2 Co-Chairs, 14 Members):</p> <ul data-bbox="683 390 1433 1220" style="list-style-type: none"> • Two Co-Chairs: <ul style="list-style-type: none"> ○ One member of Regina City Council; and ○ President & CEO of Regina Exhibition Association Limited • Two members of City Council • One member of REAL • One Member of the Downtown BID. • One Member of the Warehouse BID • One Member of Economic Development Regina • One Member of the University of Regina • One Member of a Social Profit or Not for Profit Agency in the City Core • One Member representing Treaty 4 • One Member of the Regina Library Board of Directors • One Member of the Arts and Culture Sector • One Member representing a large Employer Headquartered in Regina • One Member of the Development, Real-Estate, or Construction Community • One Member representing Next Generation Leadership <p data-bbox="586 1262 1471 1514">All members of the Committee shall be deemed "independent" for the work of the Committee. Members of the Committee must be free from conflicts of interest and exercise independent judgment in carrying out their responsibilities. All members of the Committee shall sign a Non-Disclosure Agreement (excluding members of City Council) and a conflict-of-interest form.</p>
TERM	This sub-committee will be active from July 13, 2022 through to March 31, 2023.
MEETINGS	Monthly, or more frequently at the call of the co-chairs as circumstances dictate, and, the subcommittee adopts an annual work plan to ensure that duties listed in the mandate are scheduled and achieved
QUORUM	9
ADMINISTRATIVE RESOURCES	City Manager & City Clerk

SECRETARY	Office of the CEO, REAL
REPORTS TO	The Catalyst Committee shall provide an annual report on its activities to the Executive Committee.



Catalyst Committee Nominees

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Executive Committee
Service Area	Office of the City Manager
Item #	CR22-95

RECOMMENDATION

1. That City Council approve the following individuals to the Catalyst Committee for a term ending March 31, 2023:
 - a. Councillor Bob Hawkins, Co-Chair
 - b. Tim Reid, Co-Chair
 - c. Councillor Lori Bresciani
 - d. Councillor Andrew Stevens
 - e. Lisa McIntyre
 - f. Jeff Boutilier
 - g. Dr. Jeff Keshen
 - h. Tiffany Stephenson
 - i. Melissa Coomber-Bendtsen
 - j. Edmund Bellegarde
 - k. Cindy Kobayashi
 - l. Development Community – vacant
 - m. Kyle Jeworski
 - n. Ruth Smillie
 - o. Next Generation Leadership – vacant
 - p. Chris Lane; and
2. That the following two vacant positions be nominated and appointed by the Catalyst Committee:

- a. Development Community
- b. Next Generation Leadership

HISTORY

At the August 10, 2022, meeting of Executive Committee, the Committee considered in **private** session, the attached E22-28 report from the City Manager's Office.

The Committee adopted a resolution to concur in the recommendation contained in the report, with the following amendment:

That the two nominees to be determined ('TBD') be appointed by the Catalyst Committee.

Recommendation #2 in the attached report does not require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



Amber Ackerman, Interim City Clerk 8/12/2022

ATTACHMENTS

E22-28 - Catalyst Committee Nominees



Catalyst Committee Nominees

Date	August 10, 2022
To	Executive Committee
From	City Manager's Office
Service Area	Office of the City Manager
Item No.	E22-28

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Approve the following individuals to the Catalyst Committee for a term ending March 31, 2023:
 - a. Councillor Bob Hawkins, Co-Chair
 - b. Tim Reid, Co-Chair
 - c. Councillor Lori Bresciani
 - d. Councillor Andrew Stevens
 - e. Lisa McIntyre
 - f. Jeff Boutilier
 - g. Dr. Jeff Keshen
 - h. Tiffany Stephenson
 - i. Melissa Coomber-Bendtsen
 - j. Edmund Bellegarde
 - k. Cindy Kobayashi
 - l. Development Community – TBD
 - m. Kyle Jeworski
 - n. Ruth Smillie
 - o. Next Generation Leadership – TBD
 - p. Chris Lane; and
2. Approve this report at its meeting on August 17, 2022.

ISSUE

At its meeting on July 13, 2022, City Council authorized Councillor Bob Hawkins and Regina Exhibition Association Limited (REAL) President & CEO Tim Reid to assemble and co-chair a committee to be known as the Catalyst Committee.

The Committee would have responsibility to prepare a report and recommendations arising from the findings of the Arena Planning Study Committee, the Aquatics Facility Feasibility Study and the Baseball Needs Assessment, along with any other related civic infrastructure projects which, when considered together, create an economic, recreational, cultural, placemaking and activation opportunity for Regina and citizens in the decades ahead.

The recommendations respecting siting, staging and financing of these potential civic infrastructure projects are to be presented to City Council by Q4 of 2022.

IMPACTS

Strategic Impacts

The Catalyst Committee is being established to bring a strategic level of leadership to the proposed projects considered within the core of the City of Regina.

The proposed membership on the committee reflects a diverse composition drawn from the political, business, Indigenous, cultural, social and youth sectors:

Sector	Individual	Employer / Affiliation
Co-Chair	Councillor Bob Hawkins	City of Regina
Co-Chair	Tim Reid	President & CEO, REAL
City Council	Councillor Lori Bresciani	City of Regina
City Council	Councillor Andrew Stevens	City of Regina
Downtown BID	Lisa McIntyre	The Optical Shop
Warehouse BID	Jeff Boutilier	Ascent Strategy
University of Regina	Dr. Jeff Keshen	President's Office
REAL	Tiffany Stephenson	Protein Industry Canada
Social Profit Sector	Melissa Coomber-Bendtsen	YWCA Regina
Indigenous	Edmund Bellegarde	Indigenous Leader
Regina Public Library	Cindy Kobayashi	4Change Consulting
Development Community	TBD	
Large Employer	Kyle Jeworski	Viterra
Arts & Culture	Ruth Smillie	Arts and NFP Leader
Next Generation Leadership	TBD	
Economic Development Regina	Chris Lane	President & CEO

Financial Impacts

There are no financial impacts to this recommendation. All members are volunteering their time and expertise.

There are no accessibility, policy, legal/risk or other impacts.

OTHER OPTIONS

City Council retains the prerogative to nominate other and/or additional members to the committee.

COMMUNICATIONS

Approved nominees will be officially notified pending Council's decision on August 17, 2022.

DISCUSSION

The Committee's proposed Terms of Reference will be considered by Executive Committee at its meeting on August 10, 2022 (EX22-93).

DECISION HISTORY

City Council adopted a resolution to create the Catalyst Committee at its meeting on July 13, 2022 as part of item CR22-82: Baseball Needs Assessment.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jim Nicol', with a stylized flourish at the end.

Jim Nicol
Interim City Manager

Presentation by Dr. Patricia Elliott to Regina City Council
On behalf of the Cathedral Area Community Association
Re. Neighbourhood Character - Lakeview and Cathedral
Aug. 11, 2022

We would like to thank Wallace Insights for their considerable work, and Council members for hearing our remarks on the recommendations.

Protecting and promoting community character is a significant mandate for the Cathedral Area Community Association, one that ties into other goals, including:

1. Fostering a sense of local identity
2. Maintaining housing affordability and density
3. Promoting tourism and economic growth
4. Reducing our carbon footprint

On the last point, the consultants' report notes 40 dwelling demolitions have occurred in Cathedral since 2017. It has been said "the greenest building is the one that already exists" (Carl Elefante, American Institute of Architects). In the case of a single family dwelling, it can take up to 50 years to mitigate the carbon footprint of demolition and new construction, even when replaced by the most energy-efficient building. Choosing to restore and retrofit an older home has been calculated as the equivalent of taking 93 cars off the road (ECONorthwest). Further, each mature tree -- typically removed during demolitions -- can remove 50 pounds of carbon from the atmosphere annually (MIT Climate Portal).

Therefore we all have a stake in learning to value and maintain what we have in Regina's historic neighbourhoods.

The Wallace report has offered some recommendations, but they require additional work. We would like to point out where we, as a community, need support.

1. **Voluntary Heritage Control Districts:** This is an interesting concept, though one that requires tremendous workload from residents. On its own, the recommendation doesn't guarantee community character would be protected where most needed, but rather where residents are the most active, socially networked and available to take on the task of leading a nomination process. The City would need to make a tangible investment in educating and assisting residents to ensure equitable implementation.
2. **Incentives:** We agree that new incentives for character preservation can help achieve our goals. Incentives could play an important role in supporting the aforementioned recommended voluntary control districts. We don't, however, agree that incentives need be restricted to the Crescents, as there are equally valuable historic homes and buildings throughout our neighbourhood. As we have argued in the past, we also think there should be disincentives in the form of a levy on property owners for the infrastructure and environmental costs associated with demolitions.

3. **Cathedral Area BID:** While encouraging a Business Improvement District is laudable, it should include recognition of how much effort it takes small business owners to establish and maintain a BID, which has been a long-time, so-far-unsuccessful struggle in the Cathedral Area. This doesn't mean we won't achieve success with the latest effort. In any case, it should be recognized that business improvement and community character protection are not the same mandate, and may at times even be at odds. In this sense, agreeing there should be a BID is not a panacea for preserving the character of historic 13th Avenue. However, with tangible and sustained support from the City for a BID, it could certainly play a key role.
4. **New Regulation:** Regina has a history of not fully employing tools at its disposal. This was pointed out by the provincial Heritage Branch during the Bagshaw Residence development appeal, as well as by concerned citizens. In particular, when demolition and development exception requests come before the Development Appeals Board, we have felt the process hasn't been vigorous or objective enough, and that discussion has been allowed to stray well outside the regulatory framework that is supposed to guide decisions. We have seen some new approaches come into place over the past two years, and hope a corner is being turned. The Wallace Report argues to hold back on increased regulation until other measures, such as the infill overlay and heritage preservation education and incentives, have had time to have measurable effects. Their report states Direct Control Districts present the most appropriate regulatory option for future consideration. We think it's important to put a clear timeframe on accepting the recommendation to wait and measure, and to develop a method for collecting data that can be reviewed at a certain point -- two years' time would be appropriate. During this time, discussions and research about Direct Control Districts should continue. We further recommend continued improvement of the Development Appeals process to ensure existing decision-making frameworks are understood, respected and enforced. Finally, the report states that there was no clear consensus on regulation. We would like to emphasize that consensus is not something that materializes on its own -- it is something that has to be systematically worked toward. We would appreciate the opportunity to sit down at the same table as city officials, community representatives and planning experts with a goal of achieving mutual consensus on steps forward.

In conclusion, our worry is that in receiving this report, Council may think their work is done. As community members, we feel the work is just beginning, and that it is not a load we can carry on our own.



August 17, 2022

To Your Worship and Members of City Council,

Re: RPC22-29 Neighbourhood Character Lakeview and Cathedral

Thank You for the opportunity to speak to the recommendations related to the Community Character Project. We want to acknowledge and thank Wallace Insights and Administration for their work on this project and for our opportunity to participate. Our concerns with the project are about the level of public engagement, not with the other aspects of the work. We will detail our concerns but want to focus on a couple of suggestions we believe will augment this work going forward.

When Heritage Regina supported the Community Character project, we expressed concerns that the community needed a lot of background information and context as to the goals and objectives of this project and the potential value for the community. Public engagement prior to the launch had not occurred.

With respect to the consultants and administration, participation was very low, the topics were complex for those who do not have experience with planning, bylaws and zoning, and the options/solutions presented were complicated. The application of these options was also not easily understood. In short, the project was doomed due to lack of opportunity for pre-engagement with the community, COVID-19 restrictions, and a reliance on technology as the method of communication and participation.

Heritage Regina is of the opinion that there was not enough community participation in the consultation to make any meaningful recommendations for protection of heritage

neighbourhoods. Working with what the consultants were able to derive, the proposal for an Opt-In Policy is likely the best alternative to doing nothing.

We feel the most important work is yet to be done. A detailed policy that supports, directs, and assists citizens in pursuing some form of protection for their neighbourhood is critical. Communication to Regina residents including “how to” workshops and face to face discussions would contribute to educating the community about this policy and ensuring those who want to work on protecting their neighbourhood or street, can do so before the wrecking ball comes, and new development has already been invested in.

Sharing the policy on the internet will not be sufficient considering the low participation in the consultation. We cannot leave it to the people to search out this policy, do all the heritage research, gathering supporting documentation and engage the community to support an application. Administration has a role to play to support this initiative.

There needs to be a strategy to launch and to ensure people understand that it is not just Lakeview and Cathedral neighbourhoods or the big houses on Albert Street that have community character worth protecting. People need to understand that this policy could be applied to any unique street in the city.

Thankfully the City of Regina has already done a lot of work that has greatly improved potential outcomes for heritage neighbourhoods. The work on infill zoning overlay, updating of the zoning bylaws, and the new heritage policy all support community character. Where we see a process that works against these supports is at the Development Appeals Board level. This is one area where we disagree with the content of the report.

What has occurred in heritage neighbourhoods is the creep of exceptions to the development standards. For example, Lakeview community now has so many oversized garages that it would be highly improbable that a request would be denied at appeal. Front yard driveways where alley parking is available, larger than normal driveway spaces and reduced front yard setbacks, infills with front yard garages, projects expanding lot coverage and high fences are more commonplace in heritage neighbourhoods in spite of decades old bylaws prohibiting these exceptions.

Although not to be precedent setting, previous Development Appeal Board decisions, some dating back over a decade, are cited in the reports and used as rationale for approving current requests. This continues the erosion of character. The report confirms that since 2017 for Lakeview alone, 56% percent of new developments did not meet or only partially met community character.

Strengthening the Development Appeal Board and educating the board on the goals and objectives of the heritage related policy and regulation already in place to support community character would be another step to ensuring community character is preserved.

We also propose educating and incentivizing developers to comply with existing community character bylaws to help reduce proposals that are contrary to existing provisions. The costly consultation process available for proposals that violate bylaws needs to be more difficult to access and perhaps have costs paid by those who want to put forward projects that would otherwise be denied. This more rigorous application of the bylaws would send a message that community character is important.

In addition, incentives for developers that discourage vacant lots and empty houses in established neighbourhoods and applying the current community character related bylaws would help to meet density goals while protecting community character.

Heritage Regina is happy to work with Administration to ensure a functional Community Character policy is developed and are happy to partner in any rollout to the community. Though our own work in the community, we have already been approached by residents of a unique street that are interested in piloting the policy once it is in place.

Our thanks to City Council and Administration for their interest in Community Character and the project. We have ended up with the best product possible given the circumstances and look forward to future work to protect our city's unique spaces.

Sincerely,

Heritage Regina



Neighbourhood Character - Lakeview and Cathedral

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Regina Planning Commission
Service Area	City Planning & Community Development
Item #	CR22-96

RECOMMENDATION

That City Council:

Direct Administration to return with a report before the end of 2022 recommending a bylaw with procedures to implement a nomination-based heritage conservation district application process.

HISTORY

At the August 9, 2022 meeting of Regina Planning Commission, the Commission considered the attached report RPC22-29 from the City Planning & Development Division.

The following addressed the Commission:

- Susan Hollinger, representing Heritage Regina, Regina, SK; and
- Trish Elliott, representing Cathedral Area Community Association, Regina, SK.

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

Recommendation #2 in the attached report does not need City Council approval.

Respectfully submitted,

REGINA PLANNING COMMISSION


Elaine Gohike, Council Officer 8/12/2022

ATTACHMENTS

RPC22-29 - Neighbourhood Character - Lakeview and Cathedral.pdf
Appendix A Engagement on Character Areas Final Report



Neighbourhood Character - Lakeview and Cathedral

Date	August 9, 2022
To	Regina Planning Commission
From	City Planning & Community Development
Service Area	Planning & Development Services
Item No.	RPC22-29

RECOMMENDATION

Regina Planning Commission recommends that City Council:

1. Direct Administration to return with a report before the end of 2022 recommending a bylaw with procedures to implement a nomination-based heritage conservation district application process.
2. Approve these recommendations at its meeting on August 17, 2022

ISSUE

In response to Council direction in April of 2021, Administration engaged consultant Wallace Insights to work with Cathedral and Lakeview residents to identify priority areas for conservation and preservation of character and to develop recommendations and guidelines to regulate heritage and architectural design in those areas.

Wallace Insights has completed their work and their final report, *Engagement on Heritage and Architectural Character Areas: Lakeview and Cathedral Neighbourhoods*, is attached as Appendix A. Wallace Insights has not recommended additional regulation, as the desire for a variety of architectural styles and elements valued by neighbourhood residents could not be implemented using tools such as architectural controls that prioritize and describe a desired building style. Instead, the consultant proposed a process for voluntary designation of Heritage Conservation Districts, continued monitoring of the effectiveness of the Residential Infill Development Overlay,

making information on historic architectural styles available, and the consideration of a Business Improvement District in Cathedral Neighbourhood as next steps to support preservation of character in these unique neighbourhoods. Only the process for voluntary designation of a Heritage Conservation District requires a decision of City Council.

IMPACTS

Financial Impacts

There are no financial impacts directly arising from the recommendations in this report. Administration will continue to encourage designation of properties with heritage value in both neighbourhoods and additional designations can seek support through the Heritage Incentives Program. The proposed budget for this cash grant portion of the program in 2023 is \$250,000. Designated properties are also eligible for tax exemptions. Both grant allocations and tax exemptions require Council approval.

Environmental Impacts

Rehabilitating heritage properties prevents greenhouse gas (GHG) emissions that result from demolition of an existing structure and the emissions that are created through construction of a new building. Additionally, heritage rehabilitation is an opportunity to improve energy efficiency in buildings such as older homes that are often the least energy efficient. Renovating and rehabilitating creates an opportunity to incorporate energy efficiency retrofits that can reduce energy consumption and improve energy efficiency in older homes. Administration will ensure the Heritage Building Rehabilitation Program aligns with Regina's goal to become renewable by 2050.

Policy/Strategic Impacts

This project was initiated partly as a response to *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP), Goal 1: support Cultural Development and Cultural Heritage, which highlights an action for the City to "evaluate potential Heritage Conservation Districts conceptually identified in Map 8 – Cultural Resources and consider them for designation." Owners are to be encouraged to protect historic places "through good stewardship and voluntarily designating their property for listing on the Heritage Property Register." The consultant's findings and Administration's response are consistent with this approach.

The findings are also consistent with the vision and objectives of *Regina's Cultural Plan* which aims to "commemorate and celebrate the City's cultural heritage by demonstrat[ing] leadership through management of the Heritage Conservation Program, conserv[ing] cultural heritage resources, and ensur[ing] new development contributes to sense of place".

A Heritage Building Rehabilitation Program Review was undertaken in 2021. Heritage conservation expert Donald Luxton, whose firm was hired to complete the review, emphasized to Administration and Council the importance of encouraging property owners to conserve their buildings through strong relationships, education, flexibility and financial incentives. Similarly, Wallace Insights' findings point towards the efficacy of an opt-in, voluntary process for the creation of heritage

conservation districts.

OTHER OPTIONS

1. Approve the recommendations with specific amendments.
2. Refer the recommendations back to Administration. If City Council has specific concerns with the recommendations, it may refer the report back to Administration to address or make additional recommendations.

COMMUNICATIONS

The engagement participants and other interested parties will receive a copy of the report and notification of their right to appear as a delegation at the Council meeting when the recommendations will be considered.

DISCUSSION

The project results emphasize how the historic Cathedral and Lakeview Neighbourhoods offer many characteristics and amenities that are deeply valued by residents. Participation in public sessions was lower than expected, and consensus did not emerge on specific elements that require regulation. Instead, value was placed by participants on the variety of architectural detail and other features that exists in both neighbourhoods.

There are opportunities to address Wallace Insights' findings through development of a process for nomination of heritage conservation districts, as well as existing regulatory tools and processes, education and awareness, and consideration of implementation of a Business Improvement District in the Cathedral Neighbourhood. A discussion of each topic follows.

Voluntary Heritage Conservation District Designation

This process is described in the report from Wallace Insights as an "Opt-in Heritage Conservation District." It is similar to voluntary designation of a municipal heritage property, except that owners of properties unified by period of development, architecture, condition, integrity, and geographic area can apply for designation as a district rather than individually. Districts will often also note public realm features that contribute to a distinct sense of place, including landscaping or tree canopy, street furniture, lighting and signage, and street and sidewalk design. Heritage Conservation District properties are eligible for the same financial incentives as municipal heritage properties.

Administration seeks direction to undertake additional research, engagement and analysis to confirm criteria and the nomination process for voluntary heritage conservation districts. The results will be reported to Council by the end of the year along with bylaw amendments to allow for their consideration.

Emphasizing voluntary designation as an outcome of the Neighbourhood Character project is strongly aligned with the findings of the Heritage Rehabilitation Program Review presented to Council in March 2022. In the final report submitted in December 2021, Donald Luxton of Luxton and Associates wrote “it is in the best interest of both the public and the municipality to avoid the stigma of “unfriendly designation” and the negative impacts (financial and otherwise) that accompany the use of rigid controls to conserve heritage sites.” As a result of industry best practice and the advice of consultants, policies and programs are shifting to support collaboration with property owners towards conservation outcomes rather than a strict regulatory and enforcement approach. In addition to incentives, clear processes, educational materials, and building relationships with key partners and stakeholders are important focus areas in the City’s heritage initiatives.

Residential Infill Development Overlay Zone

The Residential Infill Development Overlay Zone (RID) took effect in 2019 with the current zoning bylaw. The RID is intended to foster residential infill that contributes to revitalization of older neighbourhoods while complementing existing buildings. The RID regulates front yard setback, side yard setback, maximum building height and maximum first floor height. As the regulation is relatively new, more time is required to assess whether it has been successful in alleviating concerns about the compatibility of new residential construction in Cathedral and Lakeview, as well as other neighbourhoods within the city. The consultant’s findings on the impact of the RID can be found in Appendix A on pages 25-30.

Voluntary Municipal Heritage Property Designation

Designation of Municipal Heritage Property under the *Heritage Property Act* allows owners to recognize the heritage value and unique character of residences and other buildings and commit to conserving their property with support from the City. In the past some property owners have faced barriers to designation including the requirement for research to develop a statement of significance for the property; however, this work is now being undertaken by Administration through the implementation of the Heritage Inventory Workplan. The City has also made additional incentives more widely available, including cash grants that can be more effective than tax exemptions in supporting rehabilitation projects for single detached homes. To date in 2022, Administration has received eight applications for designation, including five from the Cathedral Neighbourhood. These will come to Council for consideration later in 2022.

Education and Awareness

Engagement results showed there is a desire for more clarity about what constitutes sensitive, character-compatible development in the Lakeview and Cathedral neighbourhoods.

The work completed by Wallace Insights and Ray Gosselin Architects includes a survey of the architectural details and other elements that contribute to the historic character of both neighbourhoods. This information will be made available on Regina.ca and can support residents who are undertaking new construction or renovations. It may also be a foundation for the creation of additional tools or educational programs by organizations such as the community associations, realtors or Heritage Regina.

Business Improvement District

Cathedral residents emphasized the importance of the retail corridor along 13th Avenue as a key contributor to vibrancy and character within the neighbourhood. Based on their findings Wallace Insights has recommended that a Business Improvement District (BID) be developed. It is anticipated that such an organization can encourage heritage preservation in the area. Administration is aware that discussions are taking place among impacted business owners towards a BID. If business owners decide to proceed, Administration will support a process to bring a recommendation for Council approval.

DECISION HISTORY

On March 10, 2021, City Council directed Administration to review opportunities to regulate heritage and/or architectural design, consult with stakeholders and the community, and provide options to proceed without impacting existing planning efforts (CR21-43).

On April 14, 2021, City Council approved the engagement of a consultant to develop recommendations and guidelines to regulate heritage and architectural design in the Cathedral and Lakeview areas (CM21-7).

Respectfully Submitted,

Respectfully Submitted,


Emmaline Hill, Manager, City Revitalization

7/20/2022


Deborah Bryden, Acting Executive Director

7/28/2022

Prepared by: Emmaline Hill, Manager, City Revitalization

ATTACHMENTS

Appendix A Engagement on Character Areas Final Report

ENGAGEMENT ON HERITAGE & ARCHITECTURAL CHARACTER AREAS

Lakeview and Cathedral Neighbourhoods



JUNE 14, 2022



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EXECUTIVE SUMMARY

This project was designed to engage community and technical stakeholders on the potential to conserve important elements of neighbourhood character within the Cathedral and Lakeview neighbourhoods through regulation. This report provides community-informed recommendations developed on the basis of a best practice approach to engagement. Prior to engagement, the consulting team spent considerable time understanding the existing policy context within Regina, including reviews of the Official Community Plan, the 2017 Infill Guidelines Report, existing Neighbourhood Plans, the Cultural Plan, and the Heritage Building Rehabilitation Policy Review.

Our goal has been to *involve* those who may be impacted by future regulatory tools in the process to design them. Specifically, this meant working directly with stakeholders to ensure that their concerns and aspirations are directly reflected in the definition of ‘character’ that is developed for each neighbourhood. A variety of engagement activities were undertaken:

- We gathered insights from a set of key informants, identified for their expertise in heritage conservation, as members of the business and development community, or as resident members of the Cathedral and Lakeview Community Associations.
- Responding to stakeholder requests for more education and awareness to support engagement, we prepared a series of informational videos and resources.
- A Photo Story Project gathered pictures and descriptions of character elements.
- We hosted two sets of ‘Defining Character’ virtual workshops for each neighbourhood.
- A set of ‘Protecting Character’ workshops followed, one for Cathedral and one for Lakeview.
- Lastly, key informants provided additional insights on the engagement process and findings prior to completion of this report.

Ray Gosselin Architects Limited (Regina) were sub-contracted by Wallace Insights to provide architectural expertise to describe the setting and visual context for the Cathedral and Lakeview neighbourhoods. Their architectural study examined detail, craftsmanship and finishes within a defined study area.

The starting point for this project recognized two things:

1. Cathedral and Lakeview neighbourhoods have a unique character which is not commonly found in other neighbourhoods in Regina; and,

2. The City adopted Infill Development Guidelines in late 2019 as a ‘Zoning Overlay’ which regulated specific aspects of infill development to help ensure its compatibility with established neighbourhoods.

One of the potential outcomes of this engagement study was the identification, and then implementation, of an additional regulatory measure (beyond the new ‘Zoning Overlay’) which would be used to further conserve or protect important heritage and/or architectural character elements within the Cathedral and Lakeview neighbourhoods. The engagement with residents and stakeholders was intended to identify (specifically) what character elements exist, why they are important, and their frequency and extent within the neighbourhoods. It bears mentioning that adding no new regulatory measures was also considered a valid approach.

There are several other regulatory measures available to Saskatchewan Municipalities for the purpose of regulating infill development and protecting or conserving important heritage and architecturally significant assets. The regulatory measures related to character preservation, and discussed in the engagement sessions, were grouped together within four broad categories:

- Demolition Control – these measures include Holding Provisions, Interim Development Control and Demolition Control Districts
- Architectural Control – Architectural Control District
- Heritage Conservation – Heritage Conservation District
- Specialized Zoning – Direct Control District

A key step in the project was the analysis and evaluation of construction and renovation activity information for both neighbourhoods dating back to 2017. We also examined requests for minor variances and development appeals which pertained to the Cathedral and Lakeview neighbourhoods. This evaluation gave the consulting team a view of the frequency and types of construction and renovation activity occurring in these neighbourhoods, and its potential effect on neighbourhood character.

After careful consideration of the engagement results, regulatory review, architectural review, and construction activity, Wallace Insights has formed a set of recommendations. It is our view that new regulation should be used judiciously, in areas of obvious threat of losing character, and with a high degree of consensus amongst stakeholders.

The engagement results clarify what ‘character’ is worthy of conservation and enhancement. The themes associated with this ‘character’ describe how variety, trees, art, uniqueness, walkability, gardens, local business, porches, architectural fit, sustainability (green) and setbacks each evolved historically and continue to shape a sense that these neighbourhoods are special places. While extremely useful for ensuring future neighbourhood investment contributes to (rather than erodes) character, these themes do

not demonstrate an obvious consensus of concern for elements suitable for regulation. For example, the addition of new regulations should be avoided if the expressed value is for 'variety', as these encourage conformity. Other character themes not conducive to regulation include 'art', 'unique', walkability', 'gardens', and 'local business'. We recommend developing a program for education and awareness about this character.

Based on the feedback from stakeholders, while new regulation could be considered as a means to strengthen existing policies and programs for the four identified themes, it is the consulting team's conclusion that the low level of participation in the project does not merit a recommendation to proceed with new regulation at this time. The review of construction activity provides support for this conclusion. In addition to a significant number of new builds 'compatible' with surrounding properties, high levels of investment in upkeep, maintenance and overall care is evident from homeowners, protecting the original housing stock. However, this does not mean specific issues may not arise in specific locations. A community/consensus driven process to 'nominate' an area of the neighbourhood for added regulation could be made available through the introduction of a new policy and process for evaluating requests.

A. INTRODUCTION AND BACKGROUND

A.1 INTRODUCTION

The City of Regina contracted Wallace Insights to engage community and technical stakeholders on the potential to regulate, control and/or conserve elements of neighbourhood character. Through engagement, elements of built form considered important assets in Regina were to be identified. Acknowledging an existing cluster of assets within the Cathedral and Lakeview neighbourhoods, we explored opportunities to use mechanisms available in the Planning and Development Act and Heritage Properties Act to ensure these assets are not eroded over time by insensitive design and infill practices. Our engagement explored whether additional measures to conserve (perhaps through regulation) neighbourhood character, beyond individual heritage site designation, are warranted.

The City of Regina is aware that infill development can create issues when designs are not sensitive to the existing character of a neighbourhood. Council instructed the Administration to undertake a study with a significant engagement component to outline the means to conserve significant heritage/architectural design, engage with the community and stakeholders around this issue, and recommend an approach. The specific goals for the project included developing a set of definitions for the unique character areas found in Cathedral and Lakeview, identifying (on a map) where these character definitions apply, considering appropriate regulatory tools, and clarifying how community goals for heritage, affordability and sustainability need not be viewed as competing with each other in these neighbourhoods.

Engagement is important. New regulatory tools could affect individual property rights and the community's relationship to its built environment. Selecting the optimal approach depends on understanding collective objectives. The report provides community-informed recommendations and was developed on the basis of a best practice approach to community and stakeholder engagement.

A.2 BACKGROUND

This engagement and regulatory analysis responds to the policy context for the City of Regina that includes the Official Community Plan, existing Neighbourhood Plans, a Cultural Plan, and a Heritage Building Rehabilitation Policy Review.

Official Community Plan – Design Regina

The Official Community Plan Bylaw No. 2013-48 (OCP) provides high-level, long-term policy direction, across the city, for such matters as: growth and development; the provision of infrastructure and community services; social, cultural and environmental matters, etc.. The OCP supports the implementation of regulatory measures to protect properties regarded as significant or important for heritage value or architectural design. Regarding heritage and architectural design, there are several key policies:

- Section D5 - Policy 7.8.6 requires that future neighbourhood plan(s) for the City Center include guidelines for heritage conservation, architecture and urban design.
- Section D8 - Policy 10.3 requires the City to identify, evaluate, conserve and protect historic places identified on Map 8 – Cultural Resources.
- Section D8 - Policy 10.5 encourages owners to voluntarily seek heritage designation for qualifying properties.
- Section D8 - Policy 10.8 requires the City to evaluate the areas conceptually identified in Map 8 – Cultural Resources for potential Heritage Conservation District designation.
- Section E - Policy 14.56 requires the City to consider supporting the use of the Architectural Control District in the following contexts: preserve architectural character of an area; aesthetic enhancement; prevent undesirable design features; support “green building” design.

Cathedral Neighbourhood Plan

The Cathedral plan was developed in 1987 and covers a wide variety of topics: land use and zoning, traffic and parking, open space and boulevard trees, Cathedral Neighbourhood Centre, social issues, recreation programming, property and building maintenance and enforcement of bylaws, crime and personal safety, drainage, and the domestic sewer system. Section 2.6 encourages the implementation of a Heritage Conservation District, especially areas east of Elphinstone Street; Victoria Avenue corridor and, ‘of particular interest’, the Crescents area. A Heritage Conservation District (1989) and Architectural Control District (1995) have been considered but not implemented.

Lakeview Neighbourhood Plan

The plan for Lakeview was considered jointly with the Albert Park neighbourhood in 2005. The plan focusses on development of vacant lands near the Regina Airport, between the built-out portions of the neighbourhoods and Lewvan Drive. In addition to single family residences, the plan supports development of ‘prestige’ uses that comply with landscaping, setback, building height and architectural controls (through land sale agreements). It recognized that the north, south and eastern portions of Lakeview are comprised of stable low-density residential, school and park uses. The eastern portions of Lakeview contain the highest concentrations of heritage value properties and therefore our analysis for this report focuses on that area.

Regina Cultural Plan

The Cultural Plan, approved in 2016, establishes high-level, long-term policy respecting the City's cultural objectives, which includes the arts, heritage, cultural diversity, community identity and sense-of-place (architectural design factors into this category). One of three overarching goals of the Cultural Plan is to commemorate and celebrate Regina's Cultural Heritage, including objectives to demonstrate leadership through the management of the Heritage Conservation Program, conserve cultural heritage resources and ensure new development contributes to sense-of-place. Regarding heritage and architectural design, the Cultural Plan includes three key actions:

- Use Zoning Bylaw development standards to protect local area character (near-term).
- Identify potential for heritage designation through neighbourhood plans (mid-term).
- Implement Heritage Conservation Districts, Architectural Control Districts, or Direct Control Districts to protect potential heritage areas identified in the OCP and consider other areas (long-term).

Heritage Building Rehabilitation Policy Review

This project is preceded by a review of the City's Heritage Conservation Policy. Donald Luxton and Associates was hired in 2021 to review the Heritage Inventory Policy and nomination process. The review was intended to assist the City of Regina in the utilization of realistic and effective heritage incentives, regulations and procedures that will promote the conservation of historic resources throughout the community. The Program Review identified numerous ways that the City's approach to heritage conservation can be improved, starting with expanded incentives. Program Review encourages property owners and the City to work collaboratively to meet conservation priorities, supported by expanded financial incentives and improved communication, education and capacity building. The Luxton Report informed aspects of character identification; it also contributed to the eventual development of an implementation plan for the recommendations of this report.

Other Strategic Initiatives

Two additional strategic initiatives influencing this project are the Comprehensive Housing Strategy and Energy & Sustainability Framework. These initiatives are each expected to encourage more infill development to meet community objectives related to housing affordability and urban sustainability.

B. OUR APPROACH

B.1 ENGAGEMENT

Our goal has been to *involve* those who may be impacted by future regulatory tools in the process to design them. To ‘involve’ has meaning in the context of the International Association of Public Participation (IAP2) spectrum for engagement. Specifically, this means we worked directly with stakeholders to ensure that their concerns and aspirations are directly reflected in the definition of ‘character’ that is recommended for each neighbourhood. Additionally, we collected input affecting the selection and design of our recommendations. Regulatory tools that we may recommend may have a significant impact on private property.

What does ‘involve’ mean?

The concept of ‘character’ can be understood to be subjective and based on community values. A definition of ‘character’ will be collaboratively developed by a consulting team with subject-matter expertise and stakeholders with specific knowledge of each neighbourhood. The majority of participating stakeholders will have made investments in one (or both) of the neighbourhoods on the basis of perceived ‘character’.

We provided an opportunity for stakeholders to discuss aspirations respecting their property with subject-matter experts who can help identify realistic implications and dispel unrealistic fears. The design of regulatory tools will be most successful when they are ‘fit for purpose’ to the geographic context they are intended to apply. Stakeholders with specific knowledge of each neighbourhood are recognized knowledge-holders in this regard. Lastly, feedback on how stakeholder input influenced our recommendations has been provided back to those stakeholders. The deep commitment to open communication contained in the Involve level of engagement helps build trust where it may be absent today.

The engagement process occurred through a series of phases which are described more fully in *Appendix A – Stakeholder Engagement Detailed Summary*.

- Prior to the launch of engagement activities, we gathered insights from a set of key informants, identified for their expertise in heritage conservation, as members of the business and development community, or as resident members of the Cathedral and

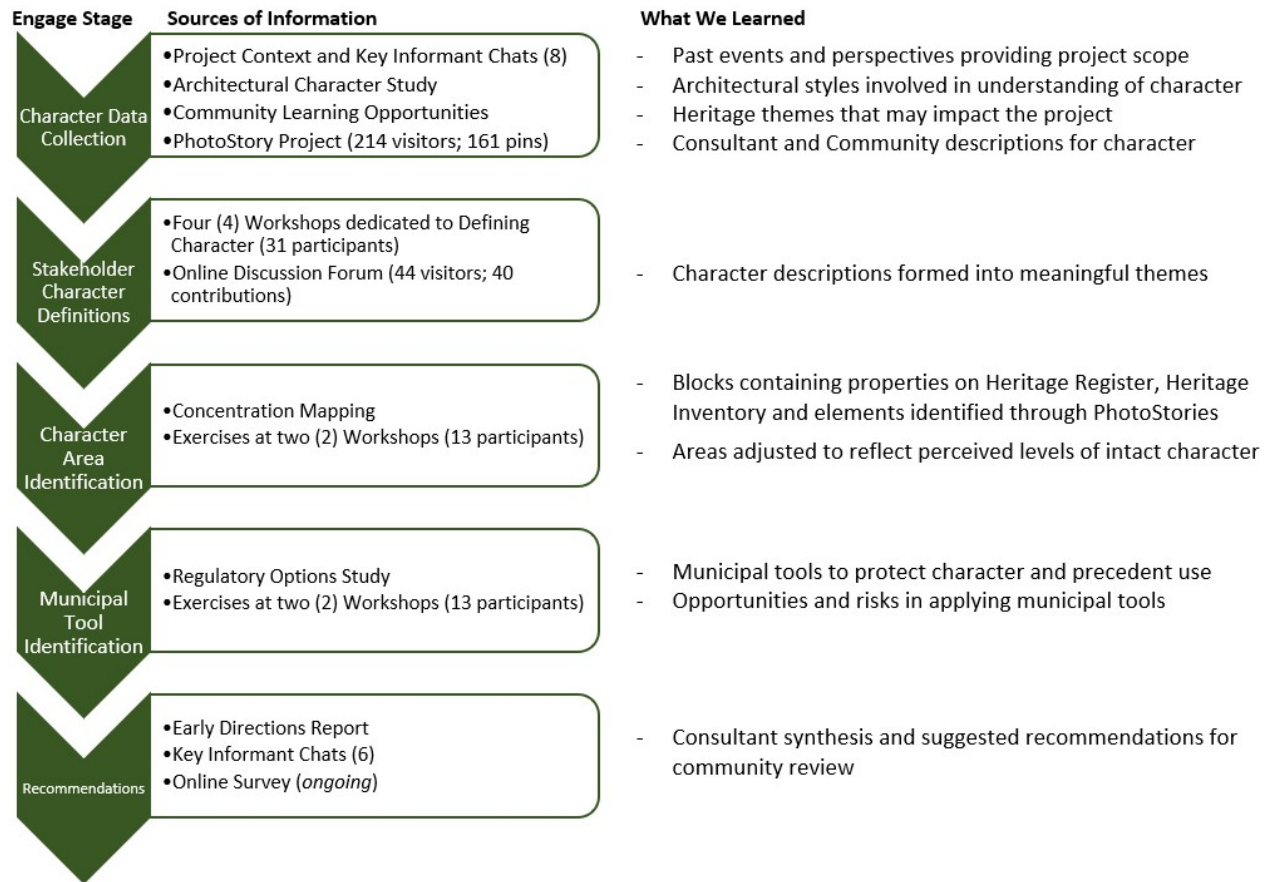
Lakeview Community Associations. These were used to ensure the planned activities would be meaningful for participants.

- Responding to stakeholder requests for more education and awareness to support engagement, we prepared a series of informational videos and resources.
- A Photo Story Project gathered pictures and descriptions of character elements.
- We hosted two sets of ‘Defining Character’ virtual workshops for each neighbourhood.
- A set of ‘Protecting Character’ workshops followed, one for Cathedral and one for Lakeview.
- Lastly, key informants provided additional insights on the engagement process and findings prior to completion of this report.

A project webpage (Regina.ca/character) provided the platform to support engagement through resources, updates, and online tools. Creating awareness about the project to encourage and meaningfully support participation was challenged by the fluctuating realities of the Covid-19 pandemic. Promotions utilized the existing networks of key informants such as the Cathedral and Lakeview Community Associations, Heritage Regina, Regina Chamber of Commerce, and Regina and Region Home Builders Association. Additional direct promotional efforts included email and social media campaigns, a direct mailer to all property owners in Cathedral and Lakeview, poster leaflets, purchased advertising in the Village Voice newspaper, and media relations.

Several recent heritage property matters (i.e. Bagshaw Residence, Cook House, Burns-Hanley Building) had generated media attention and stakeholder engagement. Plans anticipated significant participation in this project. Whether as a result of the pandemic or the fact no imminent development threat to the neighbourhoods exist, we consider actual participation to have been low.

The following diagram summarizes the engagement learning process.



B.2 ARCHITECTURE AND CHARACTER ELEMENTS

Ray Gosselin Architects Limited (RGAL) were sub-contracted by Wallace Insights to provide architectural expertise to describe the setting and visual context for the Cathedral and Lakeview neighbourhoods. Their architectural study examined detail, craftsmanship and finishes within a defined study area. The study area delineation took guidance from prior reports to Regina City Council leading to the formation of this project.

Utilizing results from the engagement activities focused on ‘defining character’, RGAL assisted with delineation of areas within the Cathedral and Lakeview neighbourhoods in which a concentration of identified character elements exist. Regulations must apply to a specific geographic area to set rules for equally specific outcomes. This character delineation exercise is helpful to both aspects.

B.3 REGULATORY OPTIONS

Our consultant team approached the use of regulatory tools with a very open mind and no preconceived notion about the use or the need for regulatory measures to protect character. The starting point for this project recognized two things:

3. Cathedral and Lakeview neighbourhoods have a unique character which is not commonly found in other neighbourhoods in Regina; and,
4. The City adopted Infill Development Guidelines as a ‘Zoning Overlay’ which regulated specific aspects of infill development to help ensure its compatibility with established neighbourhoods.

The main questions from the regulatory standpoint are:

‘do the current regulations go far enough?’

and,

‘what additional regulatory measures might be appropriate to consider?’.

The engagement with stakeholders was key to understanding what the most important character defining elements are in Cathedral and Lakeview. Through the exploration, discovery and discussion of these elements, we gained an appreciation for which regulatory measure, if any, would be beneficial to these neighbourhoods over the long term.

Our perspective on regulation is that it must be used judiciously and deliberately to meet a clearly defined need. We also believe that recommending the use of additional regulatory measures should be accompanied with a considerable amount of consensus from those most affected.

Our perspective on regulation is that it must be used judiciously and deliberately to meet a clearly defined need. We also believe that recommending the use of additional regulatory measures should be accompanied with a considerable amount of consensus from those most affected. New regulations can lead to unintended consequences such as disinvestment and reduced property maintenance.

Before engaging with stakeholders and residents on regulatory measures, we undertook a series of steps to understand the conditions affecting Cathedral and Lakeview currently and how property and land use is regulated within established neighbourhoods.

Infill Guidelines

Firstly, our team wanted to know more about the existing regulatory environment in Regina; in particular, in relation to infill development. We reviewed the 2017 Infill Guidelines Report prepared by Brook/McIlroy. This report contains input from public and stakeholder engagement identifying several characteristics of the built environment which were an issue at the time and needed to be regulated in some fashion. The important elements identified were:

- | | |
|-------------------------------------|----------------------------|
| 1. Building Heights | 8. Lot Coverage |
| 2. Lack of Façade Articulation | 9. Parking |
| 3. High Ground Floors and Porches | 10. Location of Services |
| 4. Inconsistent Front Yard Setbacks | 11. Terraces and Balconies |
| 5. Blank Walls on Side Facades | 12. Roof Design |
| 6. Shadowing and Privacy Issues | 13. Pedestrian Access |
| 7. Curb Cuts in Laned Areas | |

The BrookMcIlroy report did a good job of identifying important features of infill development which could be considered when trying to regulate infill development and help conserve neighbourhood character. However, the scope of work did not include linking these important elements to an appropriate regulatory tool.

The 2017 Infill Guidelines report led to the creation and implementation of a Zoning Overlay called the ‘Residential Infill Development’ Overlay (RID). The RID was added to the Regina Zoning Bylaw in December 2019. Our team examined this Overlay to understand what elements were being regulated in Regina today; which are outlined in the *Our Findings* section of this report.

Available Regulatory Measures

Secondly, we closely examined the range of regulatory measures which are available in Saskatchewan offered by The Planning and Development Act and The Heritage Property Act. We knew at the outset of the project that not all character defining elements can be regulated using one Act or regulatory measure. The regulatory measures were grouped together within four broad categories:

- Demolition Control – these measures include Holding Provisions, Interim Development Control and Demolition Control Districts
- Architectural Control – Architectural Control District
- Heritage Conservation – Heritage Conservation District
- Specialized Zoning – Direct Control District

Precedent Use

Although these regulatory measures have existed in legislation for a number of years, the number of municipalities who have implemented these measures in Saskatchewan is

relatively low. Therefore, we drew upon the few examples in Saskatchewan, and we also looked beyond our Provincial borders to provide examples of other jurisdictions who have implemented controls to protect community character.

Consultation with the Heritage Branch and Community Planning Branch was undertaken to determine which communities have implemented the available regulatory measures to help determine which may be best practices in Saskatchewan. According to the Heritage Branch, only Regina has adopted a Heritage Conservation District.

Regulatory Measures Compared

Thirdly, we put together a comprehensive comparison of the available regulatory measures and compared them to the thirteen important elements listed above from the 2017 Infill Guidelines Report.

Ranking Regulatory Measures

Fourthly, the analysis of the regulatory measures were placed on a spectrum which identified them as ‘less suitable’ to ‘more suitable’ on the spectrum. The suitability of the regulatory measure was determined considering these criteria:

1. Intended Purpose – was the measure created for the purpose intended?
2. Ease of Administration (cost) and Use – is the measure easy to apply, amend and administer relative to other tools?
3. Appropriate Control – does the measure provide the level of control/protection desired?
4. Ease of Understanding – is the measure complicated and will people understand it?
5. Appeal Mechanism – what is the appeal mechanism and how much local decision-making authority does it provide?
6. Precedent Use – has the measure been applied successfully elsewhere?

Analysis of Construction and Renovation Activity

New construction, renovation, minor variance, and development appeal records were provided to the consulting team to provide valuable information about the amount and characteristics of construction and renovation activity occurring in the Cathedral and Lakeview neighbourhoods. New construction and renovation records dated back to 2017, and minor variance and development appeals dated back to 2020.

What was important to understand from these records is the frequency, magnitude and types of construction and renovation occurring in these neighbourhoods. The data was

The 2017 Infill Guidelines (BrookMcIlroy) report did a good job of identifying important features of infill development which could be considered when trying to regulate infill development and help conserve neighbourhood character. It led to the creation and implementation of a Zoning Overlay called the ‘Residential Infill Development’ Overlay (RID). The RID was added to the Regina Zoning Bylaw in December 2019.

analyzed for the purpose of identifying construction or renovation activity which may lead to an erosion of existing neighbourhood character. The results and summary are presented in the *Our Findings* section of this report.

Recommended Use

Finally, our recommendations for using regulatory tools were carefully considered in light of the results from the engagement workshops, stakeholder meetings and online tools. This also included discussion with civic staff who provided guidance and advice during the project period.

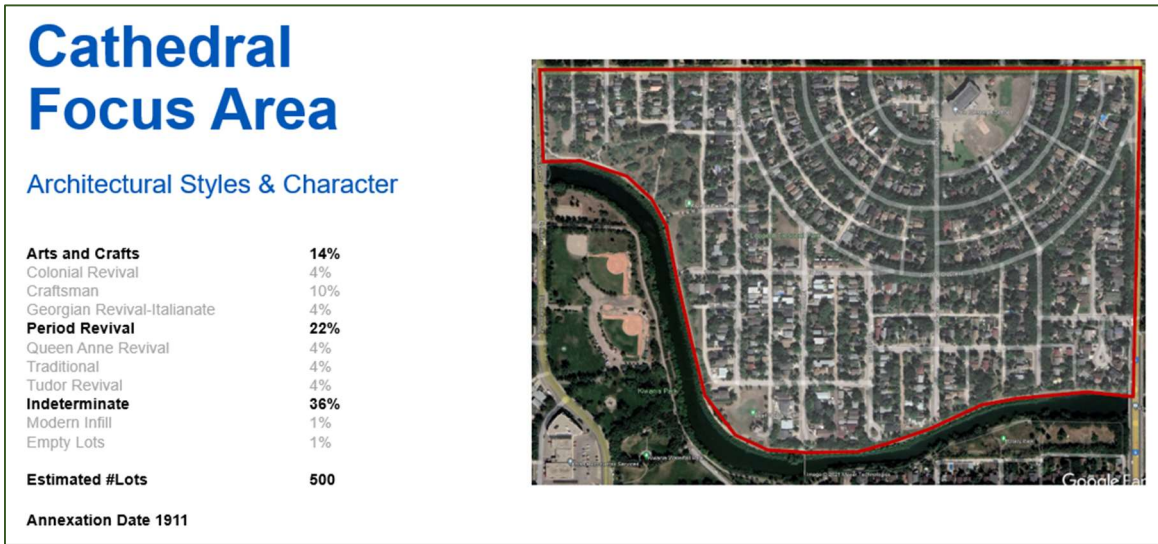
C. OUR FINDINGS

C.1 CHARACTER STUDY

RGAL conducted an assessment of data related to character defining elements specific to the Cathedral and Lakeview neighbourhoods, including property evaluations, a street-by-street visual inspection, and data collected in the Photo Story project (see below). A visual inventory of the unique character and exterior architectural and heritage elements was compiled. The special and unique elements of the built environment were identified, defined and included within our analysis.

Architecture

The character defining elements related to architecture are summarized in the charts below. The architectural themes identified in the Cathedral and Lakeview neighbourhoods were conducted during a visual scan of the neighbourhoods.



The results of the architectural scan suggest that if architecture is an important element which defines neighbourhood character, then a regulatory measure such as an Architectural Control Overlay would focus on the architectural themes of Arts and Crafts and Period Revival.

Below are similar results for a sample of the Lakeview neighbourhood.

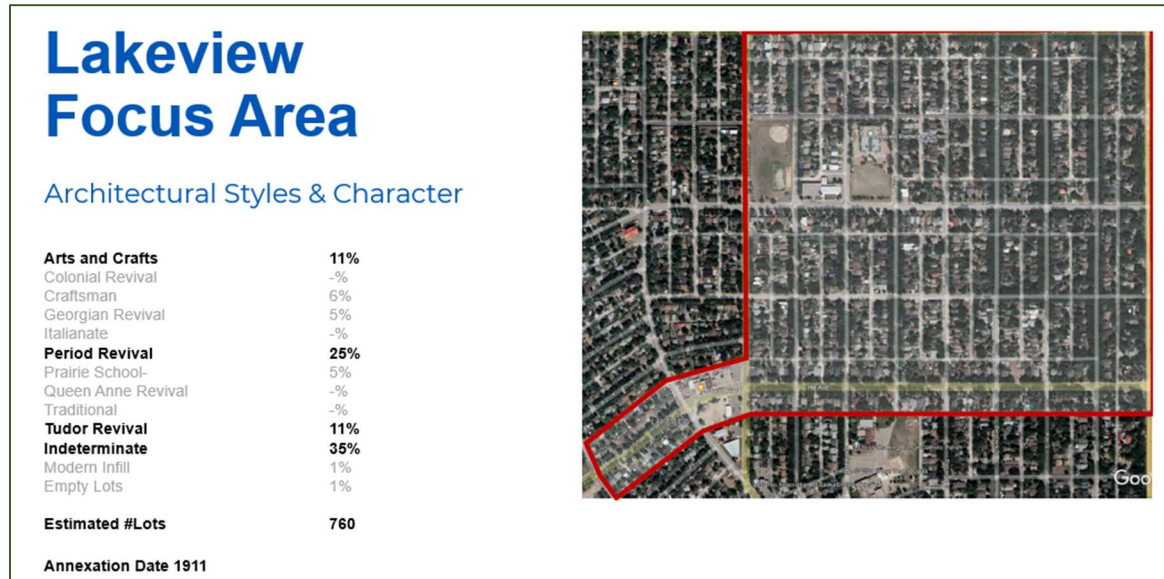


Photo Story Project

Besides architecture, other character defining elements may exist within the Cathedral and Lakeview neighbourhoods. These can include both tangible and intangible elements. In order to capture these elements, 'Photo Stories' are the intentional use of pictures and words to describe something. This technique has been selected to accomplish two specific objectives:

- Empower stakeholders with an easy-to-use tool for communicating the complex and ambiguous concept of 'character'; and
- Include stakeholders in the study into 'character' within the Cathedral and Lakeview neighbourhoods.

161 Photo Story entries were received and are provided in *Appendix A – Stakeholder Engagement Detailed Summary*. Character themes emerged from these entries as follows:

- Features specific to homes
 - Chimneys (e.g. original brick chimneys)
 - Colour (e.g. use of multiple colours or splashes of colour)
 - Decorative doors (ie. not typically found in new construction)
 - Exposed brick/stone/wood
 - Modern architecture (e.g. flat roofs, angular design, large size)
 - Multi-unit dwellings
 - Porches
 - Roof features (e.g. dormers, decorative fascias, steep pitches, etc.)
 - Unique windows (e.g. unique shapes, groupings of small windows, etc.)
 - Yards

- Features specific to non residential buildings
 - Exposed brick and stone
 - Institutional buildings (places of worship, schools)
 - Local business
 - Modern architecture
 - Public gathering places
- Landscape features
 - Art
 - Boulevards
 - Bridge
 - Street trees

Heritage Properties

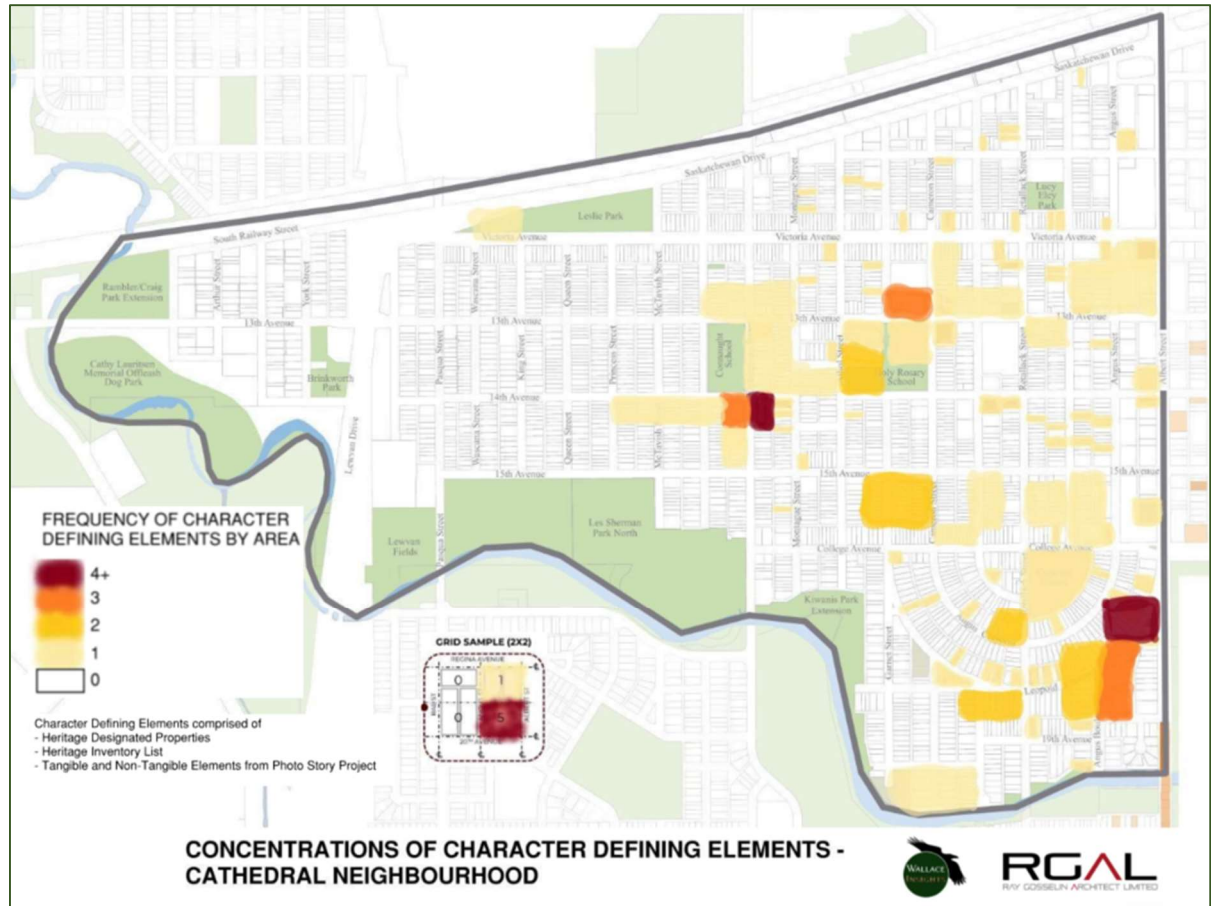
Appendix B – Designated Heritage Properties shows the designated heritage properties within the Lakeview and Cathedral neighbourhoods. Included are photos of the properties illustrating the features of each property. These photos confirm that a wide variety of architectural styles have historically contributed to the sense of character in these communities.

Frequency and Extent

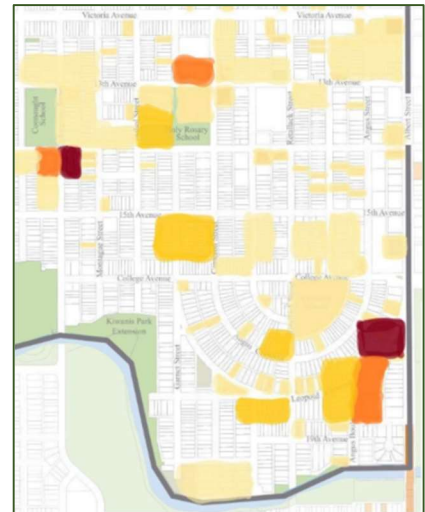
The final part of the character study focused on delineating the frequency and geographic extent of character defining elements within both neighbourhoods. The count and locations of character defining elements were illustrated using data from several sources: (1) the Heritage Registry , which includes properties designated under the Heritage Property Act, (2) the Heritage Inventory of other properties with identified heritage significance, and (3) the information captured by the Photo Stories. From this data a set of ‘heat maps’ were developed to illustrate the frequency of character defining elements and their spatial distribution within both neighbourhoods.

Cathedral

Below is the heat map for the Cathedral neighbourhood.

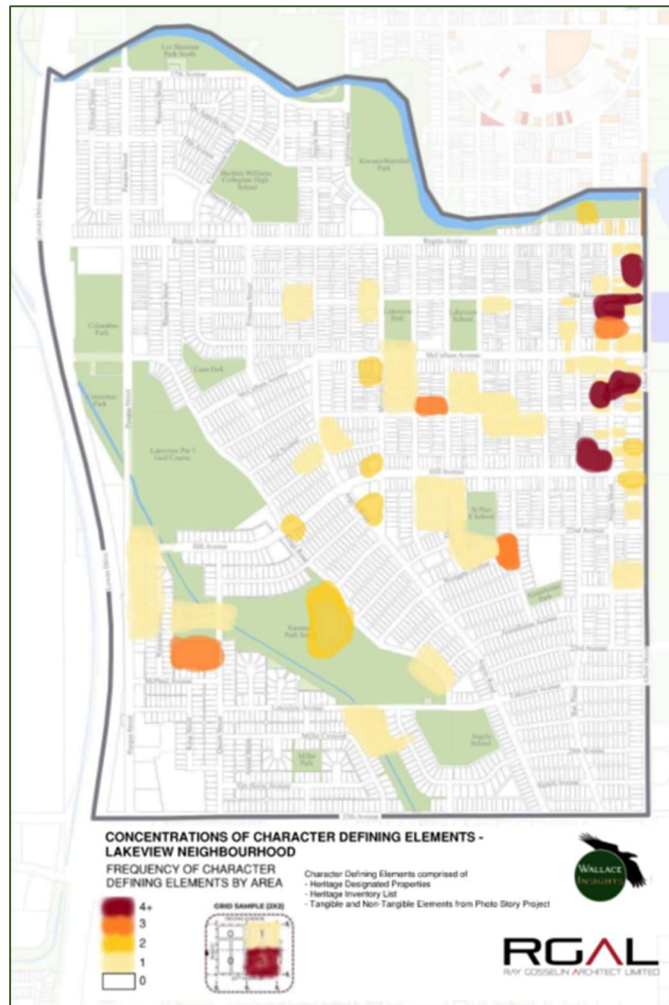


What this map shows is that there a concentration of character defining elements which are of importance concentrated within the eastern and southern areas of the Cathedral neighbourhood. In particular, there are 4-5 pockets of high concentrations of character defining elements within this neighbourhood. The locations are important as it helps to define a reasonable limit, or 'boundary' for the implementation of any regulatory measures which may be desirable. A suggestion may be to focus regulatory measures on the area illustrated to the right. This area seems to have the highest concentration of character defining elements and includes the unique Crescents area which is a defining element within Cathedral.



Lakeview

Below is the heat map for the Lakeview neighbourhood.



What this map shows is that there is a concentration of character defining elements which are of importance located along the eastern areas of the Lakeview neighbourhood. In particular, there are 2-3 pockets of high concentrations of character defining elements clustered mainly along Albert Street south of Regina Avenue to Hill Avenue. The locations are important as it helps to define a reasonable limit, or 'boundary' for the implementation of any regulatory measures which may be desirable. One suggestion may be to focus regulatory measures on the area illustrated to the right. This area appears to have the highest concentration of character defining elements.



C.2 REGULATORY REVIEW

One of the potential outcomes of this engagement study was the identification, and then implementation, of an appropriate regulatory measure which would be used to further conserve or protect important character elements within the Cathedral and Lakeview neighbourhoods. The engagement with residents and stakeholders was intended to identify (specifically) what character elements exist, why they are important, and their frequency and extent within the neighbourhood. It bears mentioning that adding no new regulatory measures was also considered a valid approach.

We noted during the engagements that the City of Regina already regulates specific elements of infill development which were identified in the 2017 Infill Guidelines study. A Zoning Overlay (Residential Infill Development) was adopted in December 2019 with the intention of maintaining compatibility of built form within Cathedral and Lakeview neighbourhoods.

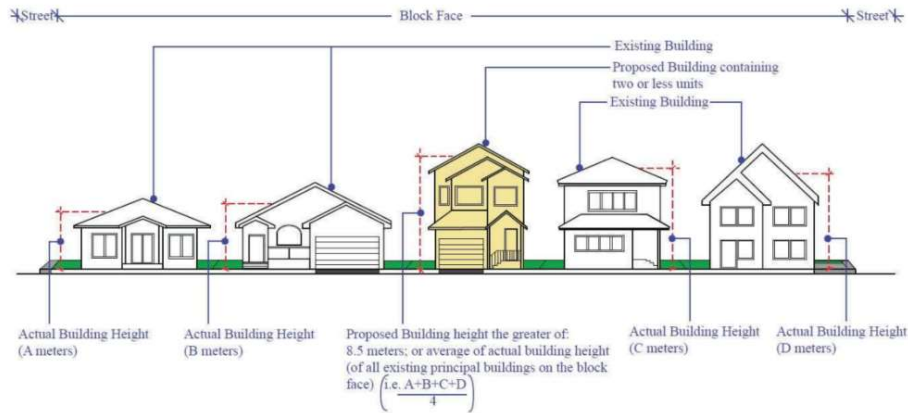
There are several other regulatory measures available to Saskatchewan Municipalities for the purpose of regulating infill development and protecting or conserving important heritage and architecturally significant assets. The regulatory measures and their use was fully explored to gain insight into their effectiveness and the pros/cons of each type of market intervention.

Existing Measures

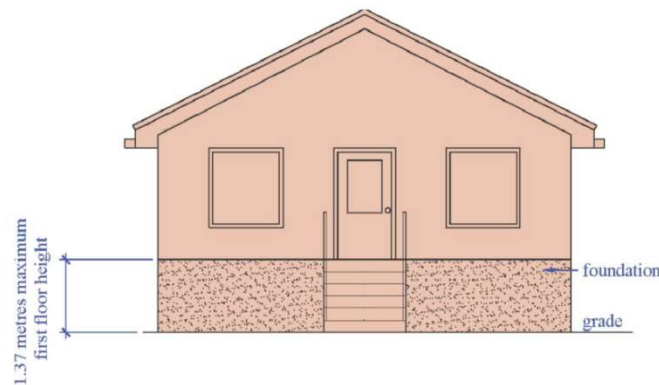
It is important to understand that development is currently regulated within Cathedral and Lakeview neighbourhoods. Development is currently regulated in the following way:

1. **Policy** – The Official Community Plan policies enable and guide the use of regulatory measures such as Architectural Control Districts, Heritage Conservation Districts, etc. The policy requires that the City undertake studies of areas with potentially significant heritage and architectural assets. All policies of the City of Regina provide guidance towards a defined outcome established in the Official Community Plan. Policy addresses a broader range of issues such as transportation, parks, urban forestry, recreation, environment, infill guidelines, etc.
2. **Zoning Bylaw** – Universally used to control development, the Zoning Bylaw contains a set of rules for the use of land, building massing, volume, height, setbacks and parking.
3. **Zoning Bylaw Overlay** – A Residential Infill Development Overlay Zone (RID) was implemented in December 2019. An ‘overlay’ adds additional controls to manage specific elements of development and is in effect for a wide area of Regina experiencing infill development. The additional regulations contained in the RID regulate the following:

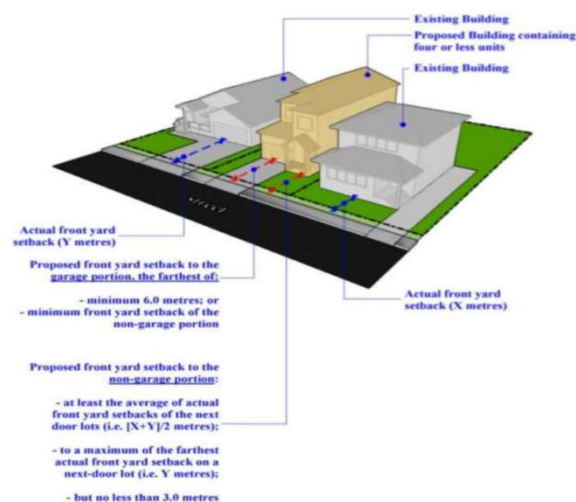
- a. **Building height** – relating building heights to existing building heights on the block.



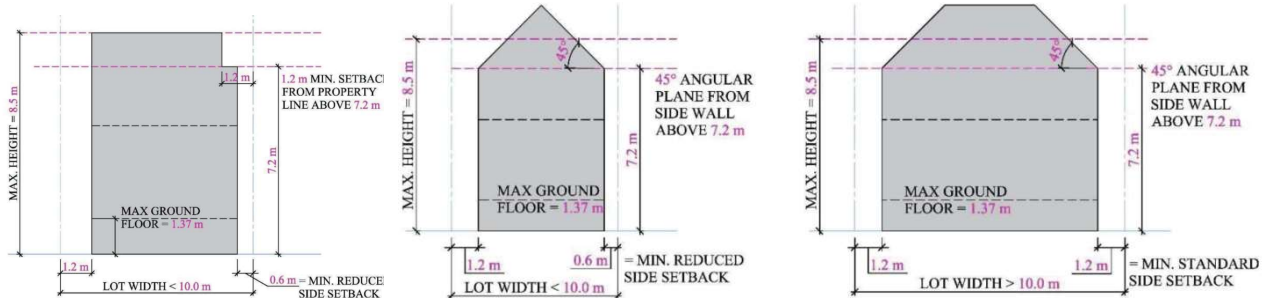
- b. **Height of First Floor** – regulations limiting the height of the first floor was put in place to maintain character.



- c. **Front Yard Setbacks** – additional regulations to ensure that buildings have a consistent front yard setback to maintain character.



- d. **Building Massing above 7.2m** – this provision ensures that roofs incorporate a ‘stepback’ above 7.2m. This encourages gable roofs and allows more sunlight penetration onto existing homes.



- e. Other minor provisions regulating the orientation of windows, porches and balconies are also included mainly to increase privacy.

The above provisions in the RID Overlay were determined to be important from engagement conducted during the 2017 Infill Guidelines project. These are widely considered to be basic elements which help to define neighbourhood character.

Additional Measures Available

There are other measures available (beyond zoning) within The Planning and Development Act legislation which allow municipalities to regulate the development of land for specific purposes. Each is briefly described below.

1. **Holding Provision** - Council may apply a Holding Symbol “H” on any zoning district for the purpose of specifying the use of land or buildings may be put upon removal of the Holding Symbol. A Holding Symbol pauses any form of development from occurring until specific conditions set by Council are met. These are normally associated with environmental and servicing constraints which must be resolved prior to development.
2. **Demolition Control District** - To be used temporarily where Council considers it to be desirable to exercise control of demolition of residential buildings. Each demolition permit application is brought before Council for decision on whether to grant the permit.
3. **Interim Development Control** - Interim development control is a bylaw that sets regulations as to what development may take place in an area. Council has power to either approve, approve with conditions, or refuse development. While similar to the functions of a zoning bylaw, it is used mainly to control development in areas where zoning is not yet in place.

4. **Architectural Control District (ACD)** - Used to ‘preserve the physical character of an area’ or ‘promote an established theme for the area’. Architectural control districts are ‘overlays’ (used with zoning) which can be implemented by rezoning a particular area with an (AC) (architectural control) overlay in the zoning bylaw.
5. **Heritage Conservation District (HCD)** – The Heritage Property Act defines Heritage Property as... ‘any property that is of interest for its architectural, historical, cultural, environmental, archaeological, palaeontological, aesthetic or scientific value.’ HCDs establish guidelines and controls within a specified area that Council considers necessary to preserve and develop the heritage characteristics of properties with heritage value. HCDs do not regulate land use. This is regulated by the underlying zoning district.
6. **Direct Control Districts (DCD)** - These may be used in areas where Council considers it desirable to exercise particular control over the use and development of land or buildings within that area. DCDs may control land use, architectural features, lighting, public amenities, building materials, and almost any development related feature. DCDs can be comprehensive and may allow unique development proposals to be considered under a development agreement.

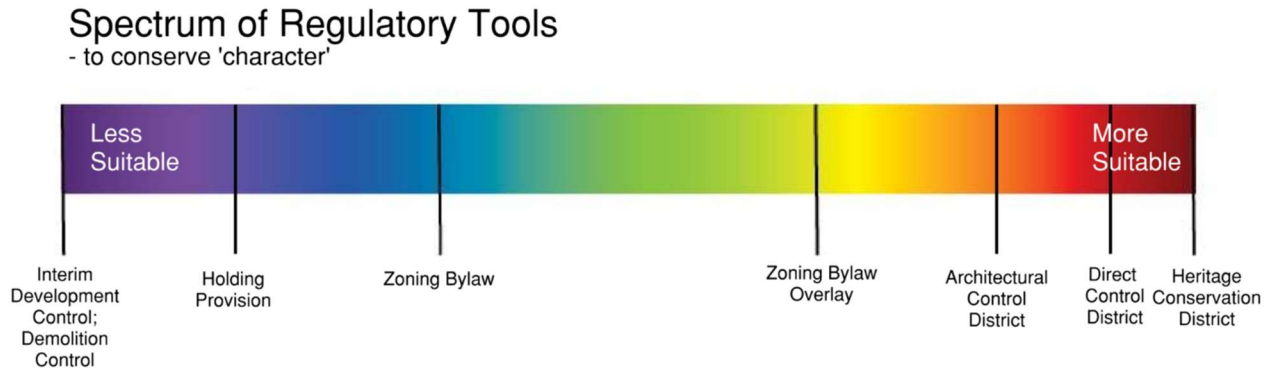
The above regulatory measures are described in more detail in *Appendix C – Regulatory Tool Analysis*.

In order to appreciate how each of these regulatory measures could be applied to protect neighbourhood character, we placed each of these measures on a spectrum. The spectrum was intended to illustrate at a glance which measures are more suitable for the purpose of regulating ‘neighbourhood character’.

The regulatory measures (tools) were evaluated using six criteria.

1. **Intended Purpose.** From the legislation, what was the regulatory tool specifically created to achieve?
2. **Appropriate Control.** Does the tool provide the level of control or protection desired to regulate neighbourhood character?
3. **Appeal Mechanism.** What is the appeal process and how much local authority over decisions regarding development applications is provided?
4. **Ease of Use and Administration.** Is the tool easy to apply, amend and administer relative to other tools?
5. **Ease of Understanding.** Is the tool easy to understand and can it be explained to the general public with relative ease?
6. **Precedent Use.** Has the tool been applied successfully elsewhere in Saskatchewan, Alberta or Manitoba?

Considering the above criteria, and ranking the tools available on a scale of 1-5, our team has ranked the suitability of each tool for preserving neighbourhood character on the spectrum below.



From our standpoint, any of the three tools on the far right hand side would be suitable for the intended purpose of regulating neighbourhood character. However, a Heritage Conservation District (HCD) received a higher score due to its appeal mechanism. Decisions on applications in an HCD can be appealed to a Provincial Review Board, but the decision of the Review board is not binding on Council. In all other cases, each tool may be appealed to the Saskatchewan Municipal Board and the decision of that board is binding on Council. Therefore, from a regulatory point of view, an HCD offers more local autonomy. The Direct Control District (DCD) was favoured over the Architectural Control District (ACD) based on its wider scope and range for regulating both use of land and tangible and in-tangible elements. An ACD is focussed solely on specified architectural elements and is a Zoning Overlay. Further details supporting the rationale for 'more suitable' is described in *Appendix C – Regulatory Tool Analysis*.

Analysis of Construction/Renovation in the Cathedral and Lakeview Neighbourhoods

The City of Regina provided raw construction and renovation activity information for both neighbourhoods dating back to 2017. The City also provided information about the requests for minor variances and development appeals which pertained to the Cathedral and Lakeview neighbourhoods. This gives a snapshot of the frequency and types of construction and renovation activity occurring in these neighbourhoods, and its potential effect on neighbourhood character. Minor variances and development appeals were included because both of these regulatory processes provide information about the characteristics of construction and the demand for renovations and construction which deviate from the existing regulations.

Minor Variances

The City may grant 'minor variances' for construction on private property. A variance is an allowance for some construction to occur which deviates slightly from the existing zoning regulations. An Approving Authority (City of Regina) may define the scope and

maximum percentage of variation from the Zoning Bylaw regulations. According to the Regina Zoning Bylaw, The Development Officer is authorized to vary the regulations, requirements, and standards of this Bylaw by a maximum of 10 percent in relation to any one or more of the following:

- (a) minimum lot area;
- (b) minimum lot frontage;
- (c) minimum yard setback or step-back distance;
- (d) maximum lot coverage;
- (e) maximum floor area ratio, provided the maximum height is not varied;
- (f) maximum height of a principal or accessory building, provided the maximum floor area ratio is not varied;
- (g) minimum required parking; and
- (h) maximum area for accessory building.

Variances can be granted by a Development Officer and do not need to be approved by City Council. A variance cannot exceed 10% of the bylaw regulations. For example, if a rear yard setback is 6 metres, a minor variance cannot be approved if it is greater than 0.6m. Notice to adjoining owners of property must be provided of a decision to approve a variance. There is a 20 day appeal period before the decision takes effect.

There were 15 minor variance applications granted by the City since 2017 in Cathedral and Lakeview. These were for:

- Building setback variance for intruding eaves into a sideyard
- Height of the principal building
- Variance for lot coverage
- Garage width (0.16m)
- Sideyard setback (0.1m)
- Front and sideyard setback (0.2m)
- Rear yard setback (0.12m)
- Garage height (0.33m)
- Alley access (0.375m)

Although variances for height and lot coverage could potentially affect neighbourhood character, it is our opinion that these variances are not substantial enough to affect overall neighbourhood character. Variances are quite rare, they usually solve an existing situation whereby the encroachment has existed for several years, and the magnitude of variances tend to be very small (ie. less than 10% of requirement).

Development Appeals

Development Appeals have more potential to affect neighbourhood character depending on the nature of the appeal. Development appeals can be launched to the Development Appeals Board for any development standard – building setbacks, height, parking, accessory

buildings, etc. A development appeal may be launched upon a denial of a building or development permit. Use of property cannot be appealed, only development standards.

In the Cathedral and Lakeview neighbourhoods a total of 18 appeals were considered. Eight of the appeals were granted, and five were either not applicable or there was no jurisdiction to hear the appeal. The nature of the appeals is listed below.

- | | |
|--|--|
| 1. Rear yard setback - granted | 10. Fence – not applicable |
| 2. Flankage setback for garage – denied | 11. Detached garage – denied |
| 3. Front yard setback – denied | 12. Sign proximity – not applicable |
| 4. 2 storey garage with artist loft – denied | 13. Garage in easement – no jurisdiction |
| 5. Sideyard setback – granted | 14. Garage height – granted (0.96m) |
| 6. Sideyard setback – granted (0.17m) | 15. Rear yard setback – granted (2.8m) |
| 7. Projection into yard – granted (68mm) | 16. Garage height – granted (1.49m) |
| 8. Garage area – granted | 17. Fence – not applicable |
| 9. Fence – not applicable | 18. Rear/side yard setback - denied |




In these cases, the appeals that were granted were minor and would have very little impact or potential to affect overall neighbourhood character.

New Construction (new One-unit Dwellings)

Eighty new single-unit dwellings have been constructed in Cathedral and Lakeview since 2017. The RID Zoning Overlay took effect December 16, 2019. Each new dwelling has been viewed and a professional assessment of ‘character compatibility’ has been undertaken looking specifically at architectural style, materials, colour and size.

‘Character Compatible’ means the overall size, design and street-facing features are consistent with the homes in the area. ‘Partially Compatible’ means that some effort was put into making the home fit with the general area, but a front facing garage (for example) prevents it from being considered fully compatible. ‘Not Character Compatible’ means the overall size, architectural style, materials, etc., represents a departure from the overall character of homes in the area.

The chart below shows three representative samples of dwellings built which were deemed to be ‘Character Compatible’, ‘Partially Compatible’, or ‘Not Character Compatible’.

Character Compatible	Partially Compatible	Not Character Compatible
		

Below is a summary of this review.

Location (# of permits)	Assessment	# of Properties	General Description
Cathedral (37)	Character Compatible	23	Architectural features are consistent with surroundings; decorative doors; porches and verandas; compatible rooflines; compatible materials, preserved trees; etc.
		12 (of 23)	Constructed after RID Zoning Overlay (Dec. 2019)
	Partially Compatible	9	Colours and some architectural features are compatible with surroundings. Height and mass out of scale, front garage and large driveways considered incompatible.
		2 (of 9)	Constructed after RID Zoning Overlay (Dec. 2019) which regulates height but not mass.
	Not Compatible	5	Very large; out of scale; modern architectural style, flat roof, trees removed, driveways, etc.
		2 (of 5)	Constructed after RID Zoning Overlay (Dec. 2019)

Summary of New Builds in Cathedral: Overall, the vast majority of new builds were either 'Character Compatible' or 'Partially Compatible' with surrounding properties. Only five new builds (14%) since 2017 were clearly not compatible with immediate surroundings. The Infill Overlay regulations have been active for less than two years and it is too early to gauge their effectiveness.

Location (# of permits)	Assessment	# of Properties	General Description
Lakeview (43)	Character Compatible	19	Architectural style and features are generally consistent with surroundings; decorative doors; porches and verandas; compatible rooflines; compatible materials, preserved trees; etc.
		4 (of 19)	Constructed after RID Zoning Overlay (Dec. 2019)
	Partially Compatible	8	Colours and some architectural features are compatible with surroundings. Height and mass out of scale, front garage and large driveways considered incompatible
		2 (of 8)	Constructed after RID Zoning Overlay (Dec. 2019) which regulates height but not mass.
	Not Compatible	16	Very large; out of scale; modern architectural style, flat roof, trees removed, driveways, etc.
		5 (of 16)	Constructed after RID Zoning Overlay (Dec. 2019)
Summary of New Builds in Lakeview: Lakeview contained a higher number of new builds which were deemed to be ‘Not Compatible’ (37%) with the surrounding properties. However, the majority of new builds were still either ‘Character Compatible’ (44%) or ‘Partially Compatible’ (19%) with surrounding properties.			
Summary Observations about New Builds in Cathedral and Lakeview: The key observation about the housing in both of these neighbourhoods is that the variety of housing styles is very large. The other key observation made is that the vast majority of housing has undergone (or is undergoing) renovation, maintenance and is in overall above average condition. There was evidence throughout both neighbourhoods of significant upgrade and renovation to original housing stock. Most incompatibility arises from the size of the new build, often with homes built across multiple lots. Architectural style out of context with its immediate surrounding block-face is also evident in some cases. However, new builds have contributed to a strong trend of investment in both Lakeview and Cathedral. There is not enough empirical evidence to suggest that neighbourhood character is being eroded. However, given the higher number incompatible builds observed in Lakeview, it would be prudent to monitor new builds in Lakeview. The last observation is to give the Zoning Overlay more time to see if it is having the desired effect. So far, the data is inconclusive.			

Demolition Permits

The City of Regina issued 40 demolition permits for single unit dwellings since 2017 in the Cathedral neighbourhood. This is a rate of 7.3 dwellings per year. The 2016 census indicated Cathedral had 3,595 private dwellings, meaning a demolition rate of 0.2%. From the above analysis, 37 of these 40 demolitions have since been replaced with new builds.

Year of Permit	Number of Demolition Permits
2017	10
2018	8
2019	6
2020	6
2021	5
2022 (to date)	5

Sixteen demolition permits have been issued in Cathedral since the adoption of the RID Zoning Overlay in December 2019.

Thirty-one demolition permits for single unit dwellings in the Lakeview neighbourhood over the same time period. This is a rate of 5.6 dwellings per year. The 2016 census indicated Lakeview had 3,210 private dwellings, meaning a demolition rate of 0.17%. From the above analysis, 43 new builds have been added since 2017, meaning the size of the stock has grown since the 2016 census.

Year of Permit	Number of Demolition Permits
2017	8
2018	6
2019	8
2020	4
2021	3
2022 (to date)	2

Nine demolition permits have been issued in Lakeview since the adoption of the RID Zoning Overlay in December 2019.

Demolition permits by themselves do not yield much information about the loss of neighbourhood character. The demolition of housing is only important if it contributes to the loss of original character. The preceeding section of this report examined the new single and semi-detached dwellings and assessed their compatibility with surrounding homes. Fifty-three percent of new homes are 'Character Compatible'. An additional 21% are 'Partially Compatible' and it remains unclear whether the introduction of the RID Zoning Overlay will increase the compatibility of future builds. Greater clarity, and communication through education and awareness, of what constitutes 'character' a builder could be compatible with has been gained through engagement.

C.3 ENGAGEMENT

We gained a number of key learnings from the engagement process. The complete results from engagement are compiled in *Appendix A – Stakeholder Engagement Detailed Summary*.

Highlights of engagement results are provided below.

Character Drivers in Cathedral

Acknowledging that the drivers of Landscape, Architecture, Heritage and Intangibles are inter-related and connected to each other, participating stakeholders for the Cathedral neighbourhood identified Landscape as highly significant (average rating of 3.8 out of 4), Architecture as quite important (average rating of 3.25 out of 4), Heritage as somewhat important (average rating of 2.9 out of 4) and Intangible elements of somewhat lesser importance (average rating of 2.8 out of 4).

Themes and popular concepts related to these drivers that Cathedral stakeholders discussed are provided in *Appendix A – Stakeholder Engagement Detailed Summary*.

Character Drivers in Lakeview

Also acknowledging that the drivers of Landscape, Architecture, Heritage and Intangibles are inter-related and connected to each other, participating stakeholders for the Lakeview neighbourhood identified Architecture as quite significant (average rating of 3.4 out of 4), Heritage as quite important (average rating of 3.1 out of 4), and Landscape and Intangible elements of somewhat lesser importance average rating of 2.2 and 2.0 respectively out of 4).

Themes and popular concepts related to these drivers that Lakeview stakeholders discussed are provided in *Appendix A – Stakeholder Engagement Detailed Summary*.

Statements Describing the Unique Character of These Neighbourhoods

The following statements summarize the discussions by stakeholders. The Cathedral and Lakeview neighbourhoods are unique within the city of Regina, are uniquely different from each other, and contain different pockets of unique character within them. The participants did note common elements of character as described in statements provided in *Appendix A – Stakeholder Engagement Detailed Summary*. How each manifest in the neighbourhoods is part of what makes them special.

The engagement results clarify what ‘character’ is worthy of conservation and enhancement. The themes associated with this ‘character’ describe how variety, trees, art, uniqueness, walkability, gardens, local business, porches, architectural fit, sustainability (green) and setbacks each evolved historically and continue to shape a sense that these neighbourhoods are special places.

Stakeholder Perspectives on Regulation

There was considerable overlap in the feedback received from the two neighbourhoods. The table below summarizes the input provided.

Benefits	Risks
<ul style="list-style-type: none"> - Clarity in describing what makes the neighbourhood special and what elements should be retained to maintain this - Higher level of accountability resulting from additional level of procedure - Increased property values (and resulting tendency to realize better maintenance) - Increased certainty for property owners, investors and developers - Education value - Architectural coherence by infill developments - Community intensification can occur without negative impact to existing character - Greater certainty of the urban forest over the long-term - Higher confidence that politics and political cycles are not impacting outcomes - Potential to centre policies around environmental, social and economic sustainability - Reduced property speculation - Positive impact on community pride and 'corporate memory' of the neighbourhoods 	<ul style="list-style-type: none"> - Regulation may send a message that these neighbourhoods are 'anti-development', causing stagnation in investment - Regulations may be misunderstood or costs (in both time and money) increase as a result of additional education required - Potential loss of variety and uniqueness - Potential higher cost of investment to meet new standards and expectations - Cannot regulate 'bad taste' - 'Drift' in the focus of policy and regulation over time as original intent and focus on outcomes is lost by the regulators - Purpose and intent of policy and regulation must be extremely clear and well written to avoid unintended consequences

From the feedback received, two potential areas in which to apply future regulation were developed (as shown in *Appendix A – Stakeholder Engagement Detailed Summary*). We recommend a cautious approach to the introduction of new regulation, introducing controls to areas where a high level of consensus about the obvious concentration of character elements is evident.

D. SUMMARY AND RECOMMENDATIONS

After careful consideration of the engagement results, regulatory review, architectural review, and construction activity, Wallace Insights has formed a set of recommendations. It is our view that new regulation should be used judiciously, in areas of obvious threat of losing character, and with a high degree of consensus amongst stakeholders.

Regulatory Review

The regulatory review showed that there is an existing RID Zoning Overlay which took effect in December, 2019. The regulatory review also showed that the Zoning Bylaw and Overlays have limitations when it comes to protection of character. For example, the Zoning Bylaw cannot regulate architectural style, heritage elements, materials or colour of buildings. If any of the aforementioned items are important to preserve character, another regulatory tool is necessary.

Generally speaking, zoning can regulate the following:

- a) Use of land
- b) Area and dimension of lots
- c) Lot coverage
- d) Location, height, number of storeys, area volume and dimensions of any building
- e) Loading and parking
- f) Outdoor storage
- g) Landscaping and Trees
- h) Signage
- i) Lighting
- j) Accessory Buildings

The Zoning Overlay is limited to the above provisions. From the above list, it would appear that parking, garages, landscaping and trees are the only items which are not already regulated in the RID Zoning Overlay. Parking and garages could be restricted to the rear yard in laned subdivisions, existing landscaping and provision to maintain existing trees above a certain height could also be added to the Overlay.

Other regulatory tools, besides zoning, are available and suitable for the purpose of protecting character. These tools are Architectural Control, Heritage Control and Direct Control Districts all having the regulatory necessities to preserve neighbourhood character.

Architectural Review

The architectural review showed that Cathedral contains two main architectural styles – Arts and Crafts and Period Revival. However, a large percentage of homes had

‘indeterminant’ styles. Grouped together with heritage designated and inventory properties, and photo story elements, the areas of concentration of neighbourhood character elements in Cathedral appeared to be clustered in the ‘Crescents’ area and more widely dispersed north of 15th Avenue.

In Lakeview, three architectural styles were identified – Arts and Crafts, Period Revival and Tudor Revival. Similar to Cathedral, there was also a high percentage of ‘indeterminant’ styles as well. Grouped together with heritage designated/registered properties and photo story elements, the areas of concentration of neighbourhood character elements in Lakeview appeared to be clustered in what is referred to as ‘Old Lakeview’ – four to five blocks bounded by Albert Street on the east, Hill Avenue on the south, Regina Avenue on the north and Lakeview School to the west.

Construction Activity Review

The construction activity review for both Lakeview and Cathedral neighbourhoods showed minor variances and development appeals are not likely having a significant impact on neighbourhood character. The quantity, nature and magnitude of the variances and appeal were very minor.

The new builds since 2017 show a mixture of character compatibility. Prior to the RID Zoning Overlay taking effect in late 2019, there were 12 new builds which were clearly not compatible to the existing character of the neighbourhood. However, these builds occurred before the Zoning Overlay took effect. Since the Zoning Overlay took effect in December 2019 there have been 27 new builds in Lakeview and Cathedral and 74% of these are deemed to be compatible or partially-compatible with the existing neighbourhood character. Seven of the new builds (15% of new builds during the period) have introduced housing stock that is out of character with the neighbourhoods since the Zoning Overlay took effect. These additions represent 0.1% of the total housing stock for these areas.

Review of Engagement Results

The engagement results did not demonstrate an obvious consensus of concern for character elements suitable for regulation. For example, if stakeholders hold significant value in ‘variety’, the addition of new regulations should be avoided as these encourage conformity. Other character themes that are not conducive to regulation include ‘art’, ‘unique’, ‘walkability’, ‘gardens’, and ‘local business’.

Based on the feedback from stakeholders, while new regulation could be considered as a means to strengthen existing policies and programs for four themes, it is the consulting team’s conclusion that the low level of participation in the project does not merit a recommendation to proceed with new regulation at this time. However, a consensus based process to ‘nominate’ an area of the neighbourhood for added regulation could be made available to the community.

Should consensus emerge in the near future, the following themes could be considered:

- Trees - To protect the highly valued tree canopy of these neighbourhoods, options include creating a Heritage Conservation District or adding specific trees and landscape features to a Heritage Property Designation.
- Porches – Porches could be required as part of an Architectural Control District or named as a heritage feature in a Heritage Conservation District.
- Green – A Direct Control District (through a development agreement) could regulate specific or particular public works, infrastructure, pathways, recreation facilities, etc. with the goal to increase energy efficiency, sustainable landscapes, active transportation, and other sustainability considerations.
- Fit – Any of the most appropriate regulatory tools (an Architectural Control District, Heritage Conservation District, or Direct Control District) could be used to strengthen controls to achieve architectural and character fit.

Consultant Recommendations

Upon conclusion of the engagement phases with residents and stakeholders, and in consideration of the initial objectives for this project, our consulting team makes the following recommendations for consideration.

1. Status Quo with more Education and Awareness.

In our analysis, the RID Zoning Overlay has not been in place long enough to adequately assess the effectiveness of these new regulations. Twenty-seven new builds have been undertaken in Lakeview and Cathedral since the adoption of the Zoning Overlay. Fifty-nine percent of these new builds were designed and constructed in conformance with existing neighbourhood character and 15% have achieved partial compatibility to what has been, until this report, an undefined ‘character’. In our opinion, more time is required to assess the long-term impact of the Zoning Overlay.

This project has generated a valuable outcome by developing a set of definitions for the character found in Cathedral and Lakeview, thus meeting the project objective to develop a set of definitions for the unique character areas found there. Insights to strengthen the business case for achieving multiple community goals of heritage, affordability and sustainability have also been gathered. In conjunction with this recommendation we believe it would be beneficial to enhance awareness and education about the defined character within the Lakeview and Cathedral neighbourhoods and value of its preservation and enhancement. Raising awareness can generate discussion and dialogue amongst residents and create an atmosphere where character preservation and compatibility, along with enhancements to affordability and sustainability, occurs without the need for additional regulations.

2. Explore the formation of a Business Improvement District for 13th Avenue Commercial Area.

This area was specifically identified as having unique characteristics including unique shops, walkable scale, unique style, refurbished older structures, etc. It is our understanding that a BID has been discussed in the past, and we would encourage discussions to continue. The formation of a BID is a better option for protecting and supporting the character elements raised during engagement relating to intangible elements such as public gatherings and use of public space. A BID also supports the theme of local business.

Hill Avenue was also identified as important commercial location, but in our opinion, it does not contain enough critical mass to warrant the formation of a BID. The area does not appear suitable for the typical programming of a BID. The City Administration may pursue this further with the community if there is sufficient interest.

3. Develop a Process for an Opt-in HCD.

No clear consensus identifying where new regulatory tools should be applied emerged through this project. The wide (valued) variety of architectural styles evident in the neighbourhoods also make new regulation complex at a broad scale. However, during engagement the idea to implement a nomination process was raised. Essentially, it is a community-led process whereby residents would seek consensus from other neighbours towards nominating their block for Architectural or Heritage conservation. Several cities in Canada, such as Toronto and Winnipeg, have processes which allow for communities or individuals to nominate an area for designation as a Heritage Conservation District. The nomination process is fairly informal. The City of Regina would need to add some provisions to the Heritage Conservation Policy to guide the nomination process and a process for evaluation. If this recommendation is adopted, a sample policy amendment would be developed for review and approval. It is notable that such a policy would apply city-wide, making the work undertaken through this project repeatable across the whole of Regina.

The details of a nomination process would need to be worked out and could take guidance from that introduced in the City of Winnipeg in 2018 (see *Appendix E – Winnipeg Heritage Conservation District Nomination Process*). Some initial suggestions are:

- Minimum area for a district must be at least one block long.
- Require support from at least 70% of residents.
- Area must feature:
 - o Majority of buildings are at least 40 years of age or older;
 - o Buildings are from a predominant period of development for the block/neighborhood;
 - o Architecture is representative of size, scale and styles that predominated in the neighbourhood through its primary period of development;

- Street and lane facing façades for the majority of the buildings retain high level of material and visual integrity to their original form; and
- Majority of the buildings are in good physical condition at the time of designation.

Options to consider:

This project was designed to engage community and technical stakeholders on the potential to conserve important elements of neighbourhood character within the Cathedral and Lakeview neighbourhoods through regulation. While we are not recommending any new regulation be introduced at this time, we believe the City of Regina may wish to consider some of the following options should erosion of character within these neighbourhoods grow as a concern following the close of this project.

1. New Incentives.

New incentives directed to specific portions of the Cathedral and Lakeview neighbourhoods could be provided. Incentives such as tax abatements, or self-financing grants could be provided to owners who wish to build new, renovate, or expand buildings. Limiting the incentives to specific areas of Cathedral (Crescents) and Lakeview (Old Lakeview) is recommended. Incentives are not ‘give-aways’. They are a useful way to achieve public policy objectives. In this case, incentives would attract positive attention to homeowners and encourage them to consider character defining elements to add to their home renovation or building project.

2. Add more provisions to the existing RID Zoning Overlay.

The options to add more regulations to the existing RID Zoning Overlay are limited by the authority of a Zoning Bylaw. Given that most of the ‘Not Character Compatible’ new builds are very large, a sidewall area restriction could be added. Other regulations could be added related to parking (including location of garages), landscaping, and lighting. It is unclear if regulating these elements would add to character preservation. If other character elements, such as architectural details, materials, etc., are to be regulated, another regulatory option must be considered.

3. New Regulation.

If more regulation is desired, we would recommend a Direct Control District (DCD) with design guidelines for heritage, architecture, land use, and other identified character elements. It would further be our recommendation to implement a (DCD) within two specific areas of Cathedral and Lakeview – namely, ‘The Crescents’ Area in Cathedral and ‘Old Lakeview’ which is bounded by Albert Street on the east, Hill Avenue on the south, Regina Avenue on the north and Lakeview School to the west.

E. IMPLEMENTATION

Implementation of Consultant Recommendations are described in general below.

Education and Awareness

Many stakeholders identified the need for greater clarity and certainty in the definition of what constitutes sensitive, character compatible development within the Lakeview and Cathedral neighbourhoods. This project has gathered significant insights into what adds value to the character of these neighbourhoods. Taken together with recommendations from the recent report from the Heritage Building Rehabilitation Program Review, this project also demonstrates the business case for protection of existing character.

We recommend development of guidance materials outlining existing regulations, incentives, policies, and benefits related to character protection. Distribution of these materials should include all Cathedral and Lakeview property owners as well as stakeholders from the real estate, home building and development communities. The City could partner with the community to create a toolkit for infill development specific to parts of Lakeview and Cathedral neighbourhoods.

Formation of a BID

Section 25 of The Cities Act, provides Council with the authority to establish, by bylaw, a Business Improvement District. A board must be established and a uniform levy may be imposed by the City for the purposes of generating revenue from the businesses contained in the BID. This revenue is provided to the BID to undertake initiatives identified in a BID budget which is provided to City Council each year. Presumably, the BID would undertake initiatives to preserve and enhance the unique character of the 13th Avenue Commercial Corridor.

Other Options

If other options are desired, the consulting team is willing to work with the City's administration towards implementation of those options.

F. APPENDICES

APPENDIX A – STAKEHOLDER ENGAGEMENT DETAILED SUMMARY

APPENDIX B – DESIGNATED HERITAGE PROPERTIES

APPENDIX C – REGULATORY TOOLS ANALYSIS

APPENDIX D – WORKSHOP STUDY GUIDES

APPENDIX E – CITY OF WINNIPEG HERITAGE CONSERVATION NOMINATION PROCESS

APPENDIX A

STAKEHOLDER ENGAGEMENT DETAILED SUMMARY

Background and Engagement Objectives

Our goal for the *Engagement on Heritage & Architectural Character Areas* project was to involve Cathedral and Lakeview neighbourhood stakeholders in identifying the character attributes and heritage assets that create the unique and valuable ‘character’ of each neighbourhood, and to also involve them to develop recommendations on regulatory tools that may be introduced to ensure this ‘character’ continues to contribute to thriving, successful neighbourhoods into the future.

A Decision Statement reflecting the goal of this project describes the problem and scope of the decision to be made in more concise terms.

DECISION STATEMENT:

Understanding that heritage and area character contribute to the social and economic success of the Cathedral and Lakeview neighbourhoods, how might regulatory tools be designed to leverage this success into the future?

We used a set of values to guide engagement planning and implementation. These values reflect the aims of the City of Regina as it moves toward its Vision “To be Canada’s most vibrant, inclusive, attractive, sustainable community, where people live in harmony and thrive in opportunity.”

AIMS:

- To provide “transparency in decision-making and (build) ownership through participation”. (from *Design Regina*)
- To demonstrate accountability and build trust.
- To demonstrate consistency, ensuring all information provided to and received from stakeholders considers the context of other civic initiatives.
- To build community capacity and understanding for City issues related to heritage and planning.
- To foster a sense of civic responsibility among citizens.
- To create a repeatable process and gather input with value to multiple initiatives.
- To provide good value-for-money and effort, including use of BeHeard.Regina.ca.

Prior to engaging, we conducted a scan of recent events and found the following themes of relevance for this project:

Major Themes	Relevance to <i>Heritage Character Engagement</i>
There is a need for greater clarity on what policies apply when buildings have heritage significance.	Recent and proposed changes to the status of buildings may not be clear to participants.
There is a lack of clarity on what the policies mean for owners of properties with heritage significance.	Recent and proposed changes to the policies and programs affecting heritage sites and buildings may not be clear to participants. Recent and proposed changes may not be supported by some participants.
Financial tools to support heritage assets may not be sufficient to make heritage buildings economically viable.	Sufficiency and role of incentives as well as the potential use of regulatory tools in relation to incentives may not be clear to participants.
Heritage properties in poor condition may face disincentives to improvement.	Sufficiency and role of incentives and ability to add density to sites may not be clear to participants. Standards for property maintenance specific to heritage properties may not be clear to participants. Recent and proposed changes may not be supported by some participants.
There are concerns related to how infill development may respect its fit into the surrounding neighbourhood context.	Current infill policies may not be understood or supported; definition of 'fit' may not be clear to property owners seeking to improve buildings in poor condition or otherwise add density to sites to address other city planning/economic viability goals. The role of additional or revised regulatory tools to require 'fit' by development may not be clear to participants.

These themes from the recent historical context for the project were given careful consideration as engagement and communications activities were implemented. Specifically:

- Engagement materials referenced these themes, providing facts about current policies and programs to support the ability for stakeholder participation in the engagement by being informed.
- The questions posed to participants through engagement tested how to make current policies and programs more clear, while focusing on the specific opportunity to add definitions for 'character' (addressing 'fit') and new regulatory tools to add clarity to what is expected of owners of heritage properties.
- We facilitated the process of gathering information about other related civic initiatives that arose through engagement conversations and shared engagement results with project managers involved in current and planned civic initiatives on related themes.

- We facilitated engagement activities designed to build empathy across community sectors based on the common goal of supporting the valuable community and heritage character of the Cathedral and Lakeview neighbourhoods that contributes to their social and economic success.

Key Informant Chats

Purpose: To gather information from key informants about stakeholder preferences and questions they may have about the process.

Target Audience:

- Heritage experts (e.g. Heritage Regina, Heritage Conversation Branch, EcoMuseum, Regina Archives)
- Cathedral and Lakeview Community Associations
- Business and development community (e.g. Regina Chamber of Commerce, Regina Region Home Builders Association, Nicor Group,)
- Community arts and Indigenous voices (e.g. Buffalo People's Arts Institute, City Cultural Diversity & Indigenous Relations)

Eight (8) chats were held.

Discussion Themes:

- 'Photo Story' and other proposed engagement techniques
- Definitional aspects of 'Character'
- Regulatory tools to be researched
- Approach to engagement
- Ideas for Community Learning
- Project promotion and ambassadorship

Community Learning Opportunity

Purpose: To host joint learning opportunities to build stakeholder knowledge and initiate empathy-generation across community sectors.

Target Audience: All stakeholders.

Community learning needs were informed in several ways:

- The historical context including recent heritage property matters in the media.
- Recent community feedback received through planning initiatives including 'Zone Forward' (2019) and the Residential Infill Guidelines (2017).
- Feedback from Key Informant Chats.

Discussion Themes:

- Brief Histories
 - Indigenous perspectives
 - Lakeview
 - Cathedral
- The Role of Heritage
 - City of Regina programs
 - Heritage research demonstrating ROI to developers and property owners and compatibility with environmental sustainability and affordable housing
 - Local heritage property development experience
 - Heritage contributions to sustainability
- Regulatory Options
 - City of Regina policies
 - Current community character protection
 - Gaps and possibilities

Photo Story Project

Purpose:

- Empower stakeholders with an easy-to-use tool for communicating the complex and ambiguous concept of ‘character’; and
- Include stakeholders in the study into ‘character’ within the Cathedral and Lakeview neighbourhoods.

Target Audience: All stakeholders.

Photo Stories are the intentional use of pictures and words to describe something. 161 photo stories were collected. 214 visitors interacted with the project.

Emergent Themes:

A complete set of Stories is provided as Attachment One.

Online Discussion, Emails and Social Comments

Purpose: To respond to the feedback from Key Informants that an option for leaving comments be available.

Target Audience: All stakeholders.

Themes:

A complete set of comments is provided as Attachment Two.

Deep Dive Workshops

This project initiated from grassroots concern for the erosion of neighbourhood character erosion due to the loss (or potential loss) of heritage properties. This, along with the fact that the project could propose the introduction of new regulations affecting a wide range of property owners, was carefully considered during engagement planning. Strategies and resources were in place to accommodate an expected 60-80 participants at each workshop.

We Asked:

Among these four themes, which is most important for its contribution to neighbourhood character? Each participant was asked to assign a rank from 1 (least importance) thru 4 (highest importance) or give '0' if not deemed important.

- **Heritage** theme refers to anything either on the Heritage Register, Inventory, or obviously from the time when the neighbourhood was originally built.
- **Architecture** theme refers to the design features of buildings.
- **Landscape** theme refers to anything that is not an actual building, but is still a physical thing (it can be touched).
- **Intangible** theme refers to anything that is not a physical thing (it cannot be touched). Examples include events, stories, relationships, etc.

For example, if there was a proposal to undertake redevelopment somewhere within the neighbourhood, what does the developer need to consider? Is it that original heritage assets absolutely must be preserved and renovated to the greatest extent possible? Is it that new developments must fit a certain architectural theme or themes? Do developments need to contain certain landscape features or preserve any existing ones? What are new things that could add to the story of the neighbourhood and city?

Most participants acknowledged that the themes are interconnecting; some choosing to identify all themes equally to reflect as such. As a result, while the actual score is less relevance, the order of importance identified has some meaning. The aggregate results from workshop participants are provided.

Responses Received for Cathedral:

- Landscape (average rating of 3.8 out of 4 across 16 participants)
 - o Comments explaining why this is important: creek, park space, fauna, nature interpretation opportunities, picnic table, greenery, street configuration and front yard setbacks, walkability, alleys as enablers
- Architecture (average rating of 3.25 out of 4 across 16 participants)
 - o Comments explaining why this is important: balance variety with themes (with greater emphasis on variety than mandating alignment to specific arch styles), match materials and windows to theme, window variety, not faux materials, avoid clustering modern, avoid front garages and parking, front-street orientation (e.g. porches, yards)
- Heritage (average rating of 2.9 out of 4 across 16 participants)
 - o Comments explaining why this is important: variety of old homes and grand trees
- Intangible (average rating of 2.8 out of 4 across 16 participants)
 - o Comments explaining why this is important: school community, community fridge, social programs, placemaking, community newspaper, variety of 'third places'

Responses Received for Lakeview:

- Architecture (average rating of 3.4 out of 4 across 10 participants)
 - o Comments explaining why this is important: unique assets (e.g. triangular church building), front-street orientation (e.g. porches, yards), balance variety with themes (with greater emphasis on variety than mandating alignment to specific arch styles), match materials and windows to theme, window variety, not faux materials, avoid clustering modern, avoid front garages and parking
- Heritage (average rating of 3.1 out of 4 across 10 participants)
 - o Comments explaining why this is important: art and interpretation important, mature trees
- Landscape (average rating of 2.2 out of 4 across 10 participants)
 - o Comments explaining why this is important: unique assets (e.g. Hill Ave shopping area, Normandy Heights, Albert St bridge), wide boulevards and setbacks, walkability, alleys as enablers, park space, lot shapes, impression on those accessing airport and city centre
- Intangible (average rating of 2.0 out of 4 across 10 participants)
 - o Comments explaining why this is important: diversity of housing important to achieving diversity of people, school community

We Asked:

What's missing from the Architectural Character Study and Photo Story Project themes?

How resilient are the themes and the specific character elements in your neighbourhood?

Participants were asked to comment on:

- *how likely would character be tangibly lost if not present in high numbers (prevalence)?*
- *how important is it for elements to be grouped closely together such as along a single street (clustering)?*
- *how is uniqueness established?*
- *how does variety impact its character?*

Themes developed through the Character Study, including both Architecture and the Photo Story Project, were circulated to stakeholders in advance of the 'Define Character' workshops in a Study Guide (see *Appendix C – Workshop Study Guides*).

Participants in the four (4) workshops held with the Cathedral neighbourhood (2 workshops) and Lakeview neighbourhood (2 workshops) stakeholders could choose themes of interest to them for discussion. The themes provided are summarized below.

Homes		Other Things	
Chimneys	Multi-unit dwellings	Natural materials	Art
Colour	Porches	Local business	Boulevards
Decorative doors	Roof features	Modern architecture	Bridge
Natural materials	Unique windows	Public gathering place	Street trees
Modern architecture	Yards	Places of worship	

Character Themes of Importance in Cathedral:

Cathedral neighbourhood participants identified the following as important additional themes for discussion:

Walkability

- connectivity
- pedestrian orientated nature of neighbourhood
- businesses and destinations
- friendly, neighbourly
- few major traffic streets
- few front-facing driveways

Variety

- physical layout of streets

- homes from every decade
- homes of varying size and affordability

Green

- parks
- interpretation and education
- programs (e.g. warming huts, benches)

A thematic analysis of the most common concepts discussed by participants was undertaken by counting mentions within the summary notes from the workshop sessions. These were:

Trees (44 mentions)
 Variety (37 mentions)
 Garden (22)
 Unique (18)
 Walk (17)
 Porches (16)
 Local business (16)
 Art (12)
 Green (8)

Character Themes of Importance in Lakeview:

Lakeview neighbourhood participants identified the following as important additional themes for discussion:

Unique

- unique buildings
- Hill Avenue shopping area
- Normandy Heights
- back alleys
- heritage homes (sometimes related to who lived there)

Green

- surrounded by parkland (creek, golf course, legislative grounds, Wascana Park)
- recreational development (skate park, skating rink, basketball court)
- walkability

Variety

- many architectural styles and lots of interesting details
- cultural and social variety
- homes of varying size and affordability
- young and less young families

Setback

- wide setbacks
- space for gardens

A thematic analysis of the most common concepts discussed by participants was undertaken by counting mentions within the summary notes from the workshop sessions. These were:

Variety (48 mentions)
Trees (26 mentions)
Art (25)
Fit (22)
Unique (13)
Walk (13)
Local business (10)
Porches (9)
Green (8)
Garden (7)
Setback (5)

Statements Describing the Unique Character of These Neighbourhoods:

The following statements summarize the popular concepts described by stakeholders. The Cathedral and Lakeview neighbourhoods are unique within the city of Regina, are uniquely different from each other, and contain different pockets of unique character within them. The participants did note common elements of character as described in these statements. How each manifest in the neighbourhoods is part of what makes them special.

Variety

Whether speaking about architectural styles, use of colour, windows, porches, rooflines, or land uses, participants overwhelmingly identify variety as the most important factor in creating character within the Cathedral and Lakeview neighbourhoods.

Encouraging variety and uniqueness appears to be favoured over mandating alignment to specific architectural styles or themes.

Trees

Investment in trees within these neighbourhoods is highly valued. Participants define a healthy urban forest as containing lots of trees, clustered to create a canopy. Species uniformity (for creating an arched street canopy) and variety (for visual interest and resilience) are both valued. Pro-active maintenance and replanting to ensure the long-term health of the urban forest is desired.

Front-facing driveways and garages are felt to be in direct conflict with maintenance of a mature urban forest.

Art

‘There can never be enough art’ is a sentiment capturing the value assigned to art and current desire for more art in these neighbourhoods. Variety in mediums, placement and style are all welcome. Art is a noted contributor to walkability by adding scale and interest.

Art is also identified as a means for interpreting important character features of the neighbourhoods whether they be natural, historic or cultural. Interpretation may include, among other things, commissioned art pieces representing an event or period, repurposed materials and elements from previously demolished buildings, and educational signage.

Unique

Related to Variety, features that differentiate these neighbourhoods from others are highly valued. Such features include assets like the triangle-shaped church building, ‘The Crescents’ street pattern within Cathedral, community fridge, placemaking initiatives, Normandy Heights, Albert St bridge, locally-owned/operated business clusters, among others.

Walkability

The pedestrian experience is highly valued. These experiences have different drivers in each neighbourhood.

In the Cathedral neighbourhood, walkability is about active mobility to meet daily life needs. As a result, WalkScore.com gives the neighbourhood a score of 86 (Very Walkable). The street pattern and network of alleys shorten distances to make walking a time-effective choice.

In the Lakeview neighbourhood, walkability is about an active lifestyle. The WalkScore.com score for the neighbourhood is 51 (Somewhat Walkable). Proximity to parks and high amenity assets such as Wascana Centre.

In both neighbourhoods, visual interest generated by art, gardens, natural and architectural features make walking fun. A mix of land-uses including local businesses make walking viable for a greater proportion of trips for residents of both neighbourhoods.

The presence of schools adds value to these neighbourhoods, ensuring walkability for children is among those values.

Gardens

Local gardening extends the natural assets of these neighbourhoods and adds additional unique amenity. The extent of gardening activity both on private and public property is valued and more is encouraged. Variety and ‘personal expression’ are also highly valued. Street-oriented (both front and alley) and public-space gardening activities contribute to social cohesion by enhancing opportunity for interaction among neighbours and visitors.

Local Business

A prized feature of these neighbourhoods is a concentration of businesses, particularly those that are locally-owned/operated. Clustering to create a form of community gathering space is desired. Variety of business types to meet shopping and entertainment needs is appreciated. Sensitive building design of businesses to fit the architectural styles and massing of the neighbourhoods is valued.

Porches

A large number of homes and buildings have porches and this is highly valued. Porches are identified as important contributors to architectural interest, variety, and enabler of social interaction. ‘The more the merrier’ might describe the appeal of porches. However, porches should match the architectural style of the building.

Porches also describe a broader value for a street-orientation to properties. Where a porch does not exist or cannot be created, front gardens and seating areas are to be encouraged.

Fit

Conformity to existing architectural styles is not felt to generate character as much as variety. However, sensitivity to those styles is to be encouraged.

Specific considerations that define ‘fit’ relate more to the design integrity of a particular building itself. Key attributes include:

- Encouraging rooflines and features that contribute to the existing variety.*
- Encouraging street-facing windows that match the style of the building.*
- Encouraging street-facing entries that match the style of the building and add visual interest.*
- Encouraging use of materials complementary to the traditional natural materials used at the time the neighbourhood was developed. Materials should match the style of the building.*
- Encouraging chimneys and vents to match the style of the building.*

Multi-unit dwellings are also encouraged to find ‘fit’ through design.

Green

Nature is present throughout these neighbourhoods and its resilience is important. Concentrations of natural amenity (e.g. at parks, on boulevards, on other public lands) are valued as they encourage biodiversity and provide areas for public enjoyment, social interaction and community gathering space. Nature can also be woven into a continuous blanket of ‘green’ through private gardens and this is to be encouraged.

Energy efficiency and other environmental sustainability considerations are also valued for the long-term affordability and resilience of these neighbourhoods.

Setback

Uniformity in setbacks is valued. In Lakeview the original wide setbacks of original homes is prized and to be encouraged.

We Asked:

What are some benefits that could be achieved to strengthen the character themes and what are some of the risks with adopting new tools to protect character?

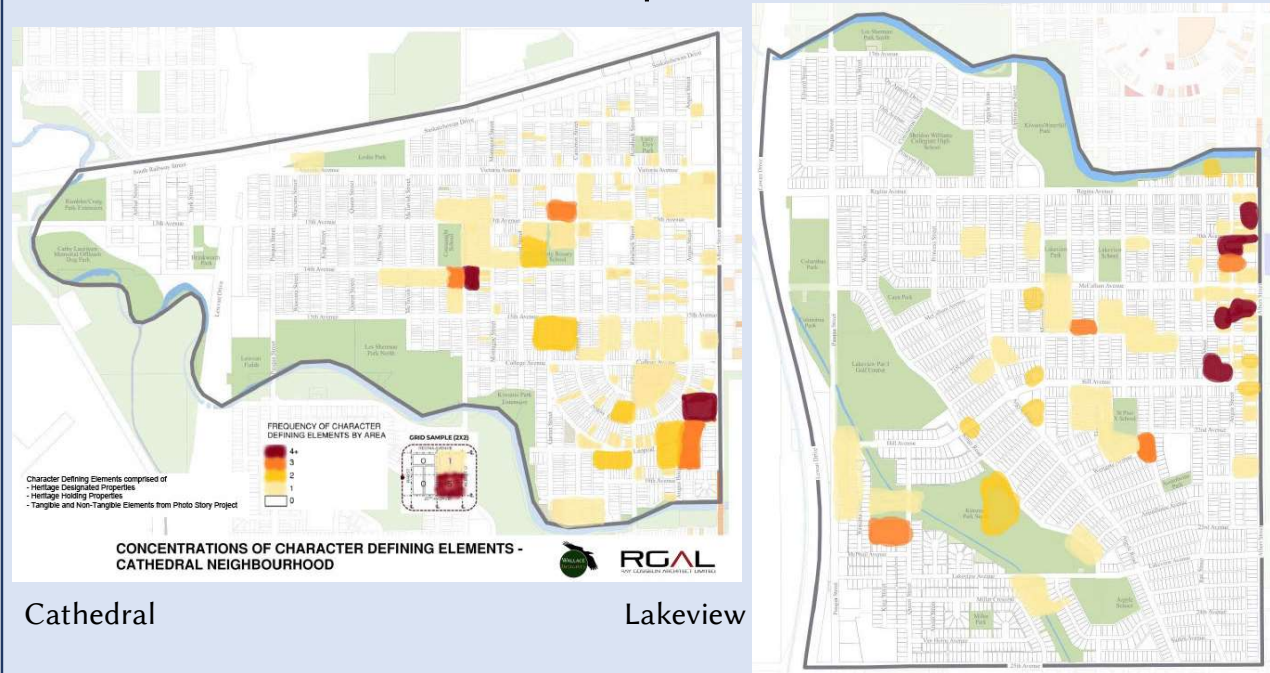
Stakeholder Perspectives on Regulation:

There was considerable overlap in the feedback received from the two neighbourhoods. This feedback is summarized below.

Benefits	Risks
Clarity in describing what makes the neighbourhood special and what elements should be retained to maintain this Higher level of accountability resulting from additional level of procedure Increased property values (and resulting tendency to realize better maintenance) Increased certainty for property owners, investors and developers Education value Architectural coherence by infill developments Community intensification can occur without negative impact to existing character Greater certainty of the urban forest over the long-term Higher confidence that politics and political cycles are not impacting outcomes Potential to centre policies around environmental, social and economic sustainability Reduced property speculation Positive impact on community pride and 'corporate memory' of the neighbourhoods	Regulation may send a message that these neighbourhoods are 'anti-development', causing stagnation in investment Regulations may be misunderstood or costs (in both time and money) increase as a result of additional education required Potential loss of variety and uniqueness Potential higher cost of investment to meet new standards and expectations Cannot regulate 'bad taste' 'Drift' in the focus of policy and regulation over time as original intent and focus on outcomes is lost by the regulators Purpose and intent of policy and regulation must be extremely clear and well written to avoid unintended consequences

We Asked:

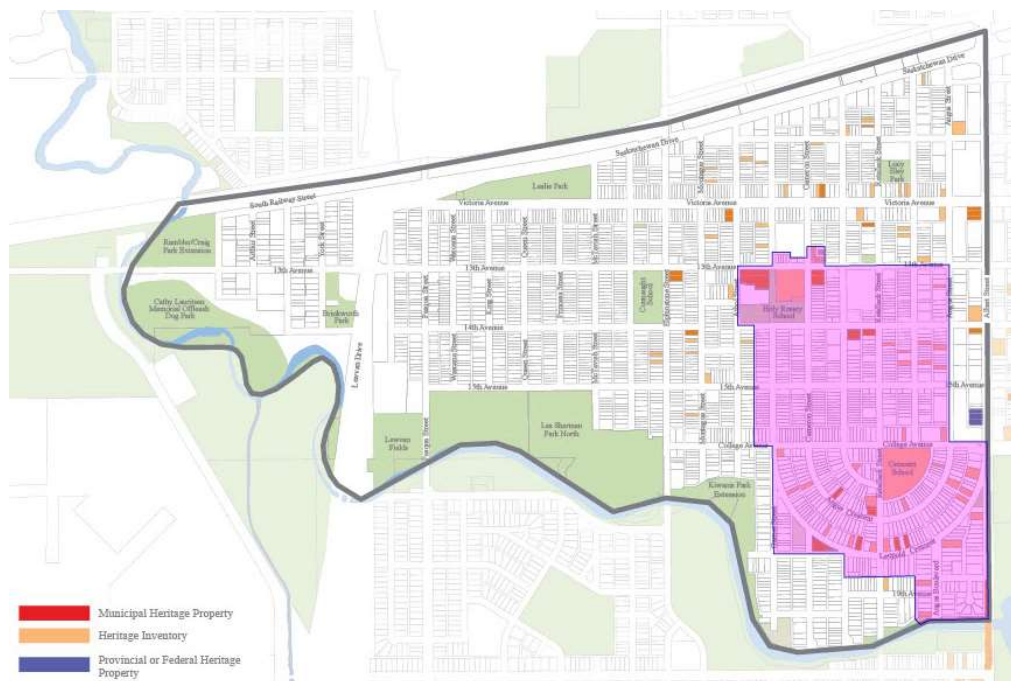
What are the areas within the neighbourhoods where additional character protection is warranted? Do the character concentration maps make sense?



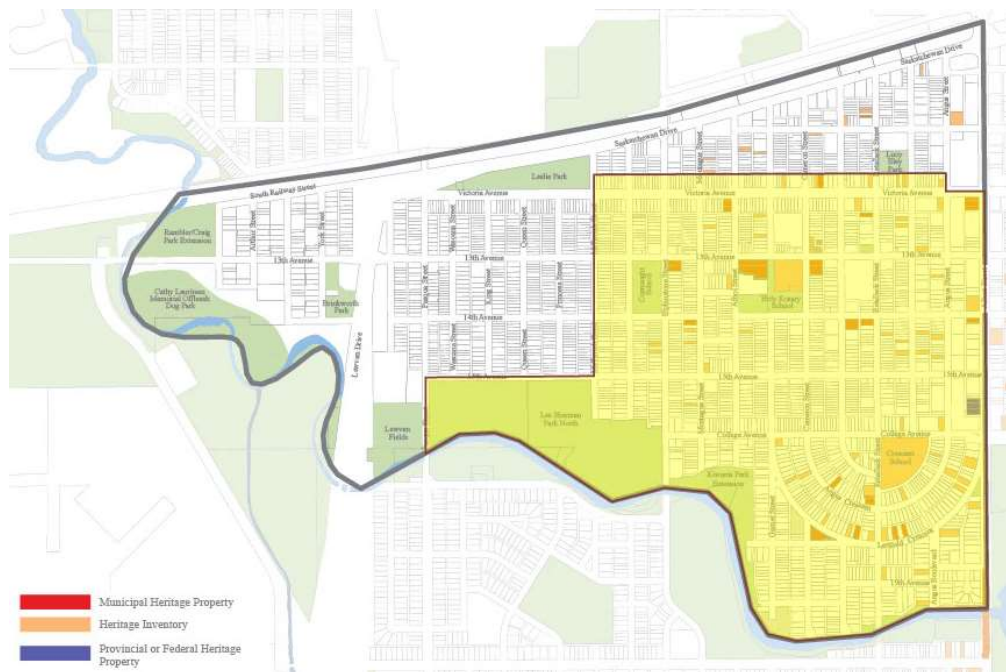
Cathedral Responses	Lakeview Responses
<ul style="list-style-type: none"> - Missing important 13th Avenue strip - Creek and parks not emphasized enough - Should be more emphasis within 'The Crescents' - Two main thoroughfares (13th Ave and Albert St) should stand out more - The concentrations are a 'reductionist' approach; important to identify a broader area to avoid loss 'at the edges' of nodes of concentration - Post war housing is missing 	<ul style="list-style-type: none"> - Green spaces not emphasized enough - Should be more emphasis on the 4 blocks west of Albert Street between the Creek and Hill Avenue - Missing Normandy Heights

From the feedback received, two potential areas in which to apply future regulation were developed, one to capture the 'most obvious' areas of concentration for character elements of common value, another to extend the area to prevent what stakeholders described as 'avoiding erosion from the edges'.

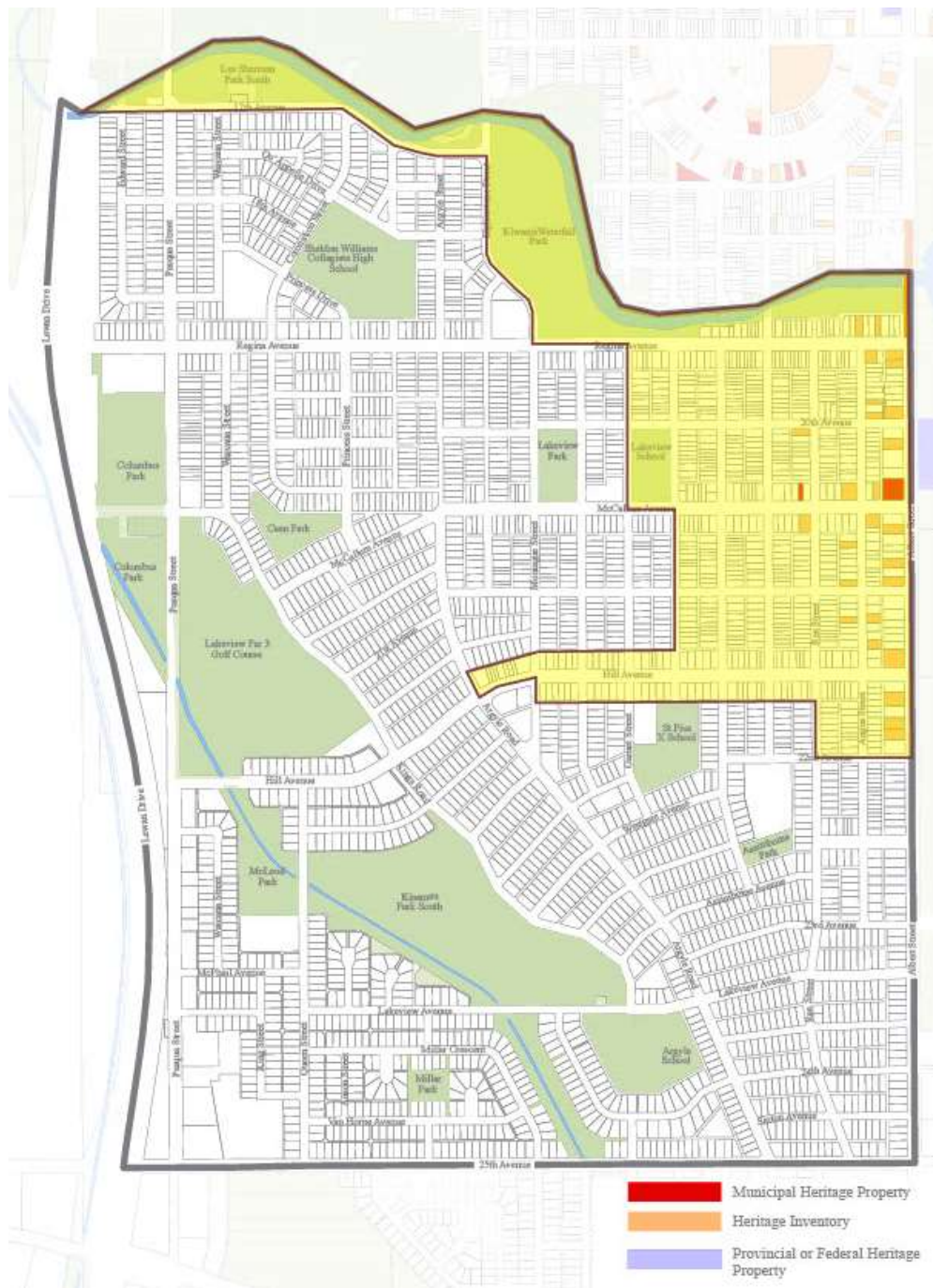
Area of potential application - Cathedral 1 (The Crescents and surrounding area)



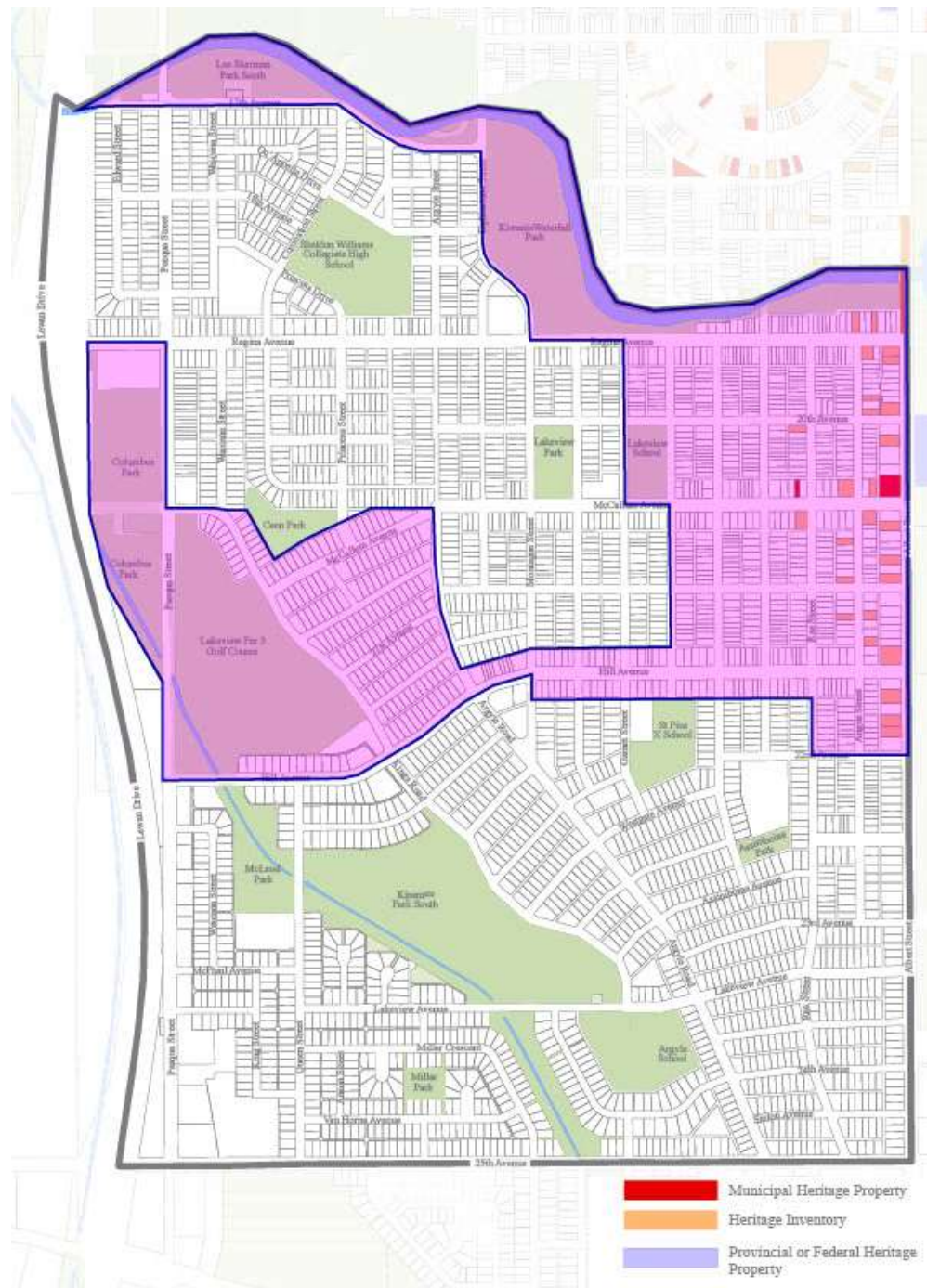
Area of potential application - Cathedral 2



Area of potential application – Lakeview 1 (Old Lakeview and Creekside Parks)



Area of potential application – Lakeview 2



Key Informant Chats – Confirmation Stage

Purpose: To gather information from key informants to help the consulting team in how to interpret the low participation rates in the project.

Six (6) chats were held.

ATTACHMENT ONE – PHOTO STORIES

Image submitted	Description provided	Link to PhotoStory
	Unique lot shape; St. Luke's church Address: 3261 Montague Street, Regina, Saskatchewan S4S 1Z8, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76765
	13th Ave Coffee House - architectural features and neighbourhood business Address: Satori Hair Studio, 3134 13th Avenue, Regina, Saskatchewan S4T 1P2, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76770
	Holy Rosary Cathedral is a heritage asset and contributes to the views and architectural features in the community. Address: 2107 Athol Street, Regina, Saskatchewan S4T 3E8, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76778
	The Regina Lawn Bowling Club Address: 1909 Saskatchewan Drive, Regina, Saskatchewan S4T 1M6, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76780

Image submitted	Description provided	Link to PhotoStory
	Grow Regina Community Garden Address: 3500 Wascana Street, Regina, Saskatchewan S4S 2H3, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76835
	Wide boulevard with large green median. Address: 2600 Angus Boulevard, Regina, Saskatchewan S4T 2A6, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76836
	Large cluster of various businesses within walking distance. Address: KitchenGear, 3418 Hill Ave, Regina, Saskatchewan S4S 0W9, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76837
	Devonian Pedestrian Bridge Address: 3012 Regina Avenue, Regina, Saskatchewan S4S 0G6, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76864
	Arched Gateway Address: 2528 Retallack Street, Regina, Saskatchewan S4T 6N1, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76865
	Arched muntin window Address: 2900 Albert Street, Regina, Saskatchewan S4S 3N6, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76866


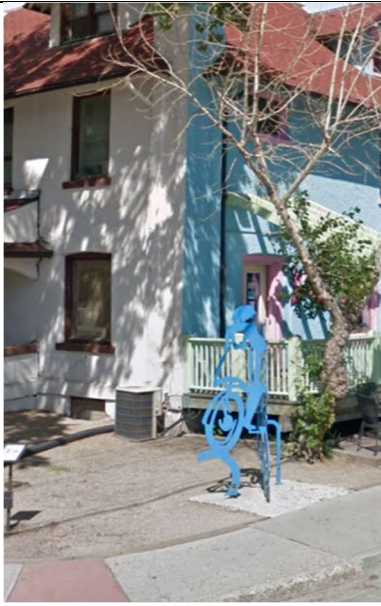


Image submitted	Description provided	Link to PhotoStory
	<p>Large wrap around balcony Address: 2639 McCallum Avenue, Regina, Saskatchewan S4S 0P6, Canada</p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76867
	<p>Blue Sculpture Address: 3528 13th Avenue, Regina, Saskatchewan S4T 1P9, Canada</p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76905
	<p>Blue door and window frames Address: 2728 McCallum Avenue, Regina, Saskatchewan S4S 0P7, Canada</p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76906
	<p>Residential mix of older and new houses, young and old, kids and seniors. Address: 3623 Hill Avenue, Regina, Saskatchewan S4S 0X3, Canada</p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78417
	<p>Great places to walk, such as along the drainage ditch and in the many parks and green spaces Address: 3325 L'arche Crescent, Regina, Saskatchewan S4S 1M9, Canada</p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78418

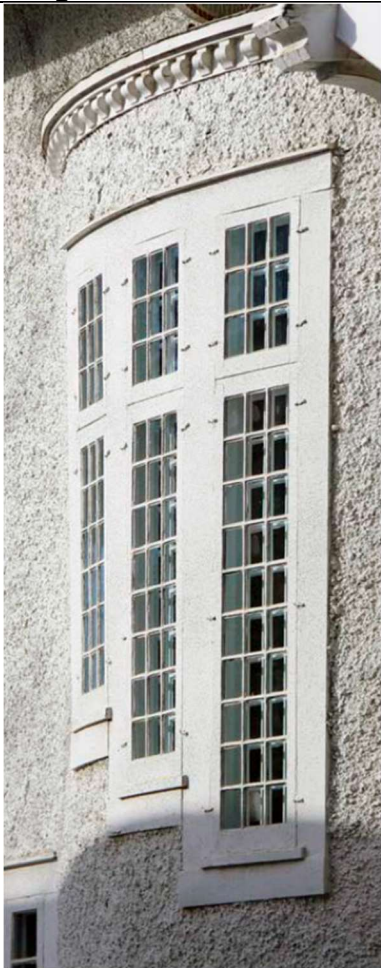



Image submitted	Description provided	Link to PhotoStory
	<p>Bow window Address: 53 Leopold Crescent, Regina, Saskatchewan S4T 6N5, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76907</p>
	<p>Brick foundation Address: 2605 Angus Boulevard, Regina, Saskatchewan S4T 2A6, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76908</p>
	<p>Contemporary fence Address: 2329 Rae Street, Regina, Saskatchewan S4T 2G3, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76909</p>
	<p>Contemporary house design Address: 3000 College Avenue, Regina, Saskatchewan S4T 1V5, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76910</p>


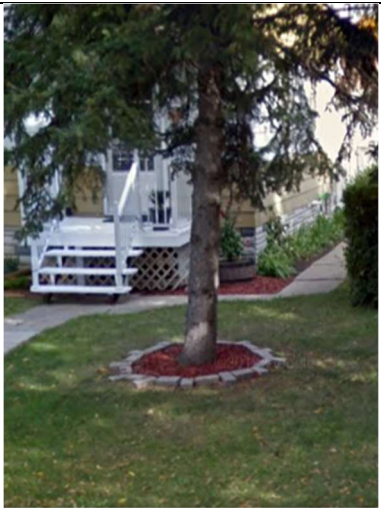



Image submitted	Description provided	Link to PhotoStory
	Decorative raftertails Address: 53 Leopold Crescent, Regina, Saskatchewan S4T 6N5, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76911
	Decorative treescaping Address: 2936 Argyle Street, Regina, Saskatchewan S4S 2A9, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76912
	Decorative door Address: 3144 Angus Street, Regina, Saskatchewan S4S 1P4, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76913
	Eyebrow dormer Address: 53 Leopold Crescent, Regina, Saskatchewan S4T 6N5, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76914
	The Cathedral Village Arts Festival adds to the sense of community. Address: 3118 14th Avenue, Regina, Saskatchewan S4T 1R9, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78427




Image submitted	Description provided	Link to PhotoStory
	<p>Fieldstone chimney Address: 2632 20th Avenue, Regina, Saskatchewan S4S 3N6, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76915</p>
	<p>Fieldstone cladding Address: 2632 20th Avenue, Regina, Saskatchewan S4S 3N6, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76916</p>
	<p>Fieldstone chimney Address: 2900 Albert Street, Regina, Saskatchewan S4S 3N6, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76917</p>



Image submitted	Description provided	Link to PhotoStory
	Flared 2nd storey balustrade Address: 2218 Montague Street, Regina, Saskatchewan S4T 3K3, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76918
	Flat roofed sunroom Address: 53 Leopold Crescent, Regina, Saskatchewan S4T 6N5, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76919
	Front porch overhang Address: 3115 Angus Street, Regina, Saskatchewan S4S 1P5, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76920
	High pitch flared roof Address: 2859 Retallack Street, Regina, Saskatchewan S4S 1S8, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76921

Image submitted	Description provided	Link to PhotoStory
	Hip roof dormer Address: 2218 Montague Street, Regina, Saskatchewan S4T 3K3, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76922
	High pitch gable roof Address: 2218 Montague Street, Regina, Saskatchewan S4T 3K3, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76923
	International modern style building Address: 2816 13th Avenue, Regina, Saskatchewan S4T 1Z7, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76926
	Architectural feature; 60ft high cross Address: 3240 Montague Street, Regina, Saskatchewan S4S 1Z8, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76927
	Lacework bargeboards Address: 3220 Albert Street, Regina, Saskatchewan S4S 3N9, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76928
	Meditation garden Address: 3411 Pasqua Street, Regina, Saskatchewan S4S 7K9, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76929


Image submitted	Description provided	Link to PhotoStory
	Mosaic art Address: 2000 Rae Street, Regina, Saskatchewan S4T 2E6, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76930
	Open veranda Address: 2218 Montague Street, Regina, Saskatchewan S4T 3K3, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76931
	The YAAG (Yellow Argyle Art Garage) has been the site of numerous pop-up art events over the past ten years until gutted by a fire in 2021. Undeterred, an outdoor film screening was held on its charred façade during the 2021 Cathedral Village Arts Festival. Rebuilding is expected in 2022. Address: 2271 Argyle Street, Regina, Saskatchewan S4T 3T2, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78377
	The small strip mall on Hill Ave is great - coffee, pizza, flowers, pharmacy, groceries, gas & more Address: 3408 Hill Avenue, Regina, Saskatchewan S4S 0W9, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78413
	Kinsmen Park South and other green spaces - great summer or winter Address: 3310 Lakeview Avenue, Regina, Saskatchewan S4S 5V8, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78414


Image submitted	Description provided	Link to PhotoStory
	<p>Ornate column Address: 2703 Victoria Avenue East, Regina, Saskatchewan S4T 7T9, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76932</p>




Image submitted	Description provided	Link to PhotoStory
	<p>Oval window Address: 3144 Angus Street, Regina, Saskatchewan S4S 1P4, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76933</p>
	<p>Public seating Address: 3206 13th Avenue, Regina, Saskatchewan S4T 3E8, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76934</p>
	<p>Qubba Hindu Mosque Address: 4025 Hill Avenue, Regina, Saskatchewan S4S 0X7, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76935</p>

Image submitted	Description provided	Link to PhotoStory
	<p>Red sculpture Address: 2100 Rae Street, Regina, Saskatchewan S4T 2E7, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76936</p>
	<p>Returned eavestrough Address: 2605 Angus Boulevard, Regina, Saskatchewan S4T 2A6, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76937</p>
	<p>Rock shale landscape Address: 2512 Retallack Street, Regina, Saskatchewan S4T 2L3, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76938</p>





Image submitted	Description provided	Link to PhotoStory
	<p>Scroll cut wooden brackets Address: 2900 Albert Street, Regina, Saskatchewan S4S 3N6, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76939</p>
	<p>Sculpture Address: 2100 Montague Street, Regina, Saskatchewan S4T 3J9, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76940</p>
	<p>Ski trails in Kinsmen Park South Address: 3310 Lakeview Avenue, Regina, Saskatchewan S4S 1A1, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78415</p>
	<p>Tree-lined streets Address: 3627 Hill Avenue, Regina, Saskatchewan S4S 0X3, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78416</p>



Image submitted	Description provided	Link to PhotoStory
	<p>Stucco chimney Address: 3220 Albert Street, Regina, Saskatchewan S4S 3N9, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-76941</p>
	<p>Reginald the Grasshopper Address: 2502 Albert Street, Regina, Saskatchewan S4P 2V9, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77366</p>






Image submitted	Description provided	Link to PhotoStory
	<p>Lakeview school, built 1930 arched stone facade <i>Address: 3100 20th Avenue, Regina, Saskatchewan S4S 0N8, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77476</p>
	<p>New(er) build that kept things old school. High pitch roof, barrel arch, decorative oval window, wrap around porch, smaller windows grouped together. It doesn't look out of place. <i>Address: 3100 Robinson Street, Regina, Saskatchewan S4S 1V5, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77588</p>
	<p>New build that KNOCKED IT OUT OF THE PARK! It looks like it's been here a century - the stonework, the brick, the turret, the arched door. Decorative oval window, barrel arches, wrap around porch, smaller windows grouped together (see 3100 Robinson St). <i>Address: 3407 McCallum Avenue, Regina, Saskatchewan S4S 0S2, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77589</p>
	<p>New(er) build that looks like an older house with an addition. Front porch with brick pillars, smaller windows grouped together. It doesn't look out of place. <i>Address: 2822 Rae Street, Regina, Saskatchewan S4S 0G5, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77590</p>
	<p>A Lakeview original that's been updated. Wrap around front porch, a turret, small windows grouped together. The flag pole is personal touch. <i>Address: 3078 Angus Street, Regina, Saskatchewan S4S 1P3, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77633</p>







Image submitted	Description provided	Link to PhotoStory
	<p>A rounded, flat top entrance with glass blocks!?! The small decorative window in the attic and upper facade is a nice touch.</p> <p><i>Address: 3065 Cameron Street, Regina, Saskatchewan S4S 1W6, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77634</p>
	<p>Guessing this is an addition (maybe not?). The contrasting roofline works, as do the arched windows with the roof pitch. Narrow walkways are common on older houses too.</p> <p><i>Address: 3030 Athol Street, Regina, Saskatchewan S4S 1Y5, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77635</p>
	<p>Another Lakeview gem! The cedar shake siding with the brick, the smaller windows grouped together - it works! The back room looks like an addition, but it fits perfectly.</p> <p><i>Address: 3100 Retallack Street, Regina, Saskatchewan S4S 1T4, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77636</p>
	<p>The curves, the flat roof, the smaller windows grouped together, the glass blocks, the perpendicular siding, the front porch facing 21st - it's all inspirational! This is a jewel.</p> <p><i>Address: 3130 21st Avenue, Regina, Saskatchewan S4S 0T6, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77637</p>
	<p>This house has had a facelift in recent years, but they kept the roofline & the stone porch - kudos to them! The windows are new, but they're not just large pieces of glass. They fit in with the nearby houses.</p> <p><i>Address: 3628 Mason Avenue, Regina, Saskatchewan S4S 0Z6, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77638</p>
	<p>This is symbol of times gone by. The curved front door, the barrel arch above the front door, the decorative panel between the first & second floor windows, the corbels. Just imagine what the interior must look like. Wow!</p> <p><i>Address: 3030 Angus Street, Regina, Saskatchewan S4S 1P3, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77639</p>

Image submitted	Description provided	Link to PhotoStory
	<p>This front porch is well used! The long narrow windows grouped together suit the house. Would it look more modern if they were horizontal? Probably. There's an addition, but it's not obvious from the street. (Good job!)</p> <p><i>Address: 3429 21 Ave, Regina, Saskatchewan S4S 0T8, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77640</p>
	<p>These gates are so fun!</p> <p><i>Address: 3078 Garnet Street, Regina, Saskatchewan S4S 1X3, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77642</p>
	<p>Imagine the basket on the bike overfilling with summer blooms - gorgeous. The decor piece on the porch is a nice touch.</p> <p><i>Address: 2920 McCallum Avenue, Regina, Saskatchewan S4S 0R2, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77643</p>
	<p>Koi fish sculpture.</p> <p><i>Address: 3425 McCallum Avenue, Regina, Saskatchewan S4S 0S2, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77686</p>
	<p>Example of repurposing, contrast too (square lines of the house vs. circular garden beds). Again, imagine these garden beds filled with greenery during the summer months.</p> <p><i>Address: 2900 Argyle Street, Regina, Saskatchewan S4S 2A9, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77687</p>

Image submitted	Description provided	Link to PhotoStory
	<p>'The Deadpool house.' (Every kid in the neighbourhood knows this house.) Address: 2869 Elphinstone Street, Regina, Saskatchewan S4S 2A2, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77689</p>
	<p>Modern looking house, very clean lines, grey stucco & 70's colored wood...and has a barn style door. (Neat lil' piece of art in the front too!) Address: 2910 Montague Street, Regina, Saskatchewan S4S 1Z4, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77691</p>
	<p>Mini Free Library Address: 2200 Elphinstone Street, Regina, Saskatchewan S4T 3N8, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77829</p>




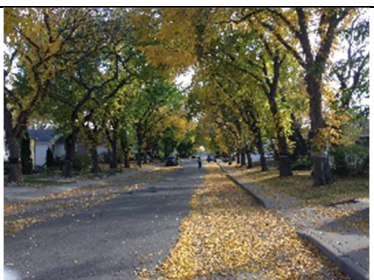

Image submitted	Description provided	Link to PhotoStory
	<p>These row houses, built around 2000, were part of a development experiment to determine if they would be popular in Regina. Because of the opportunity to build and own one's own house, demand was never that strong. However, this building is a testament to architectural and artistic innovation that dots the Cathedral neighbourhood.</p> <p><i>Address: 3233 15th Avenue, Regina, Saskatchewan S4T 1T1, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77833</p>
	<p>Princess Villa Carehome</p> <p><i>Address: 3231 Whitmore Avenue, Regina, Saskatchewan S4S 1C1, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77841</p>
	<p>The neighbourhood has long recognized graffiti as an art form. However, building owners have their own taste in imagery and have contracted artists to decorate walls.</p> <p><i>Address: 3233 15th Avenue, Regina, Saskatchewan S4T 1T1, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77843</p>
	<p>Tree-lined streets</p> <p><i>Address: 3067 Angus Street, Regina, Saskatchewan S4S 1P2, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77849</p>
	<p>Squirrels!</p> <p><i>Address: 3367 Angus Street, Regina, Saskatchewan S4S 1P9, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-77851</p>






Image submitted	Description provided	Link to PhotoStory
	<p>Curved door tops and windows, unique roof lines, varying colours. <i>Address: 2935 Rae Street, Regina, Saskatchewan S4S 1R6, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78209</p>
	<p>Windows meeting at the corners, a gorgeous 40's feature <i>Address: 2905 Rae Street, Regina, Saskatchewan S4S 1R6, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78210</p>
	<p>Various decades of architecture, done well, adds to the visual interest of the street. Great pops of colour. <i>Address: 2912 Rae Street, Regina, Saskatchewan S4S 1R5, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78211</p>
	<p>Tindyl stone steps! <i>Address: 2722 20th Avenue, Regina, Saskatchewan S4S 1N8, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78212</p>
	<p>This house was built around 1915. The addition on the back circa 2017 is done skillfully to match the style of the rest of the house. Great work! <i>Address: 2632 20th Avenue, Regina, Saskatchewan S4S 0N3, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78213</p>



Image submitted	Description provided	Link to PhotoStory
	Unique roof lines, cool fence, diamond designs, colour! <i>Address: 2861 Angus Street, Regina, Saskatchewan S4S 1N7, Canada</i>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78214
	Arches, porthole window, flower box, colour! <i>Address: 2825 Angus Street, Regina, Saskatchewan S4S 1N7, Canada</i>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78215
	Brick steps, columns. <i>Address: 2900 Angus Street, Regina, Saskatchewan S4S 1N9, Canada</i>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78216
	Window boxes <i>Address: 2919 Angus Street, Regina, Saskatchewan S4S 1P1, Canada</i>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78217
	Porches, intricate windows, colour! <i>Address: 2930 Angus Street, Regina, Saskatchewan S4S 1N9, Canada</i>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78218






Image submitted	Description provided	Link to PhotoStory
	<p>Variety of style. Dental molding, Art deco flower box. Tudor revival, storybook style.</p> <p><i>Address: 2954 Angus Street, Regina, Saskatchewan S4S 1N9, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78219</p>
	<p>Varied lot sizes. Grand homes. This building was a single dwelling built around 1912, but has actually been converted to apartments since the 1930's. What a stately place!</p> <p><i>Address: 2700 McCallum Avenue, Regina, Saskatchewan S4S 0P7, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78220</p>
	<p>Additions sympathetic to the time. Left is newish, right is original 19teens. Grand lot.</p> <p><i>Address: 2639 McCallum Avenue, Regina, Saskatchewan S4S 1P2, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78221</p>
	<p>Arches, shutters, a one of a kind house.</p> <p><i>Address: 2630 McCallum Avenue, Regina, Saskatchewan S4S 0P5, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78222</p>
	<p>Shutters, brick, a sleeping porch. Gorgeous!</p> <p><i>Address: 3031 Angus Street, Regina, Saskatchewan S4S 1P2, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78223</p>



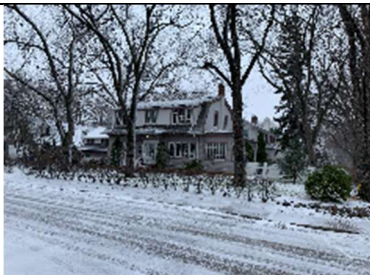


Image submitted	Description provided	Link to PhotoStory
	<p>Cottage vibes, great porch and windows. Address: 3052 Angus Street, Regina, Saskatchewan S4S 1P3, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78224</p>
	<p>Turrets, wrap around porches, brick, beauty. Address: 3154 Angus Street, Regina, Saskatchewan S4S 0V4, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78225</p>
	<p>Dutch revival, charming! Address: 2635 21st Avenue, Regina, Saskatchewan S4S 1P5, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78226</p>
	<p>Brick, porthole window, curve over door. Address: 3132 Angus Street, Regina, Saskatchewan S4S 1P4, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78227</p>
	<p>Window boxes, diamond motif, awnings, corner windows, brick steps, awesome! Address: 3175 Angus Street, Regina, Saskatchewan S4S 0V4, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78228</p>






Image submitted	Description provided	Link to PhotoStory
	<p>On the far right is a great example of a new build done well. It has unique architectural elements to give it visual interest and doesn't tower in scale next to it's older neighbours. However, the same cannot be said about the middle 2 house where the lot has been split, and the flat, featureless stucco wall reaches high; out of proportion to its width.</p> <p><i>Address: 3275 Robinson Street, Regina, Saskatchewan S4S 1V8, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78229</p>
	<p>Cool sixties builds with floor to ceiling windows.</p> <p><i>Address: 3300 Robinson Street, Regina, Saskatchewan S4S 1V7, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78230</p>
	<p>Unique back alley fences.</p> <p><i>Address: 3018 Westgate Avenue, Regina, Saskatchewan S4S 1B1, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78231</p>
	<p>Brick, circles, visual interest!</p> <p><i>Address: 3323 Garnet Street, Regina, Saskatchewan S4S 1X8, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78232</p>
	<p>New builds with character. This one is a craftsman style. Great pillars!</p> <p><i>Address: 3242 Garnet Street, Regina, Saskatchewan S4S 1X7, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78233</p>






Image submitted	Description provided	Link to PhotoStory
	Shutters, arches, fun colour! Address: 3201 Hill Avenue, Regina, Saskatchewan S4S 0W5, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78234
	Artistic gates and fences. Address: 3130 21st Avenue, Regina, Saskatchewan S4S 1X5, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78235
	Unique new builds with visual interest. Address: 3051 Garnet Street, Regina, Saskatchewan S4S 1X4, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78236
	Gorgeous brick and wagon wheel fence. Address: 3333 21st Avenue, Regina, Saskatchewan S4S 1Y7, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78237
	Tudor revival. Address: 2635 21st Avenue, Regina, Saskatchewan S4S 1R7, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78238






Image submitted	Description provided	Link to PhotoStory
	<p>This house was in serious need of some TLC a few years back and someone took the project on and rehabbed it back to life in a style that fits to the period it was built. Great job!</p> <p><i>Address: 2635 21st Avenue, Regina, Saskatchewan S4S 1R8, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78239</p>
	<p>Visually interesting new build. Almost a Frank Lloyd Wright style.</p> <p><i>Address: 2817 Mccallum Avenue, Regina, Saskatchewan S4S 0R1, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78240</p>
	<p>Unique chimney, window box, multi paned glass door, Spanish flare.</p> <p><i>Address: 2957 Rae Street, Regina, Saskatchewan S4S 1R6, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78241</p>
	<p>Architecture brings people to the neighbourhood</p> <p><i>Address: 2133 Cameron Street, Regina, Saskatchewan S4T 2V7, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78428</p>
	<p>Elphinstone St.</p> <p><i>Address: 2250 Elphinstone Street, Regina, Saskatchewan S4T 3N8, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78499</p>

Image submitted	Description provided	Link to PhotoStory
	<p>Character homes add to the significant heritage of the neighbourhood. Address: 2026 Robinson Street, Regina, Saskatchewan S4T 2P5, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78429</p>
	<p>Services and small businesses give the neighbourhood a small town feel. Address: 3032 13th Avenue, Regina, Saskatchewan S4T 1P1, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78431</p>
	<p>Community gardens Address: 3500 Queen Street, Regina, Saskatchewan S4S 2G2, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78435</p>
	<p>walking and biking paths by the drainage ditch Address: 3307 L'arche Crescent, Regina, Saskatchewan S4S 1M9, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78436</p>

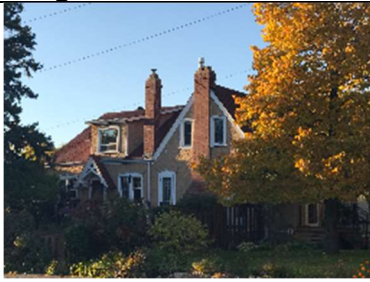
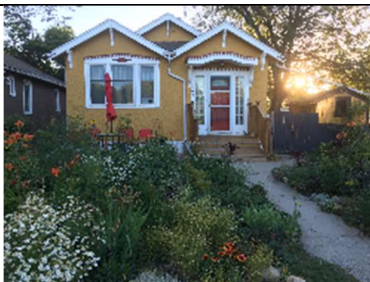

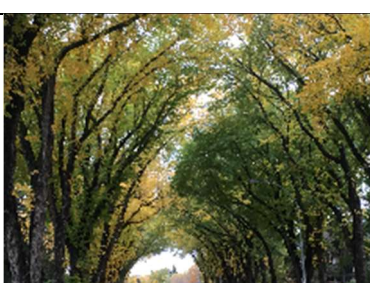

Image submitted	Description provided	Link to PhotoStory
	<p>Argyle and 15th Avenue Address: 2329 Argyle Street, Regina, Saskatchewan S4T 3T4, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78493</p>
	<p>14th and McTavish Address: 2241 Mctavish Street, Regina, Saskatchewan S4T 3X3, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78497</p>
	<p>Montague Street Address: 2178 Montague Street, Regina, Saskatchewan S4T 3J9, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78498</p>
	<p>Autumn on Elphinstone St. Address: 2212 Elphinstone Street, Regina, Saskatchewan S4T 3N8, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78500</p>
	<p>Fall Colours Address: 2275 Argyle Street, Regina, Saskatchewan S4T 3T2, Canada</p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78502</p>

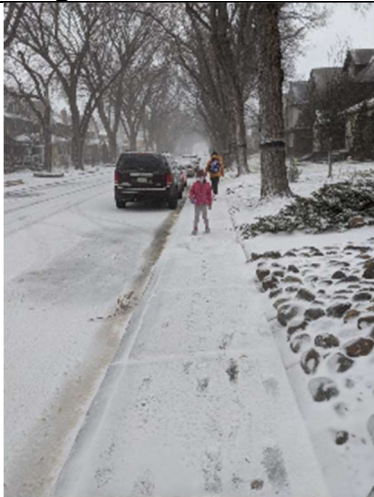


Image submitted	Description provided	Link to PhotoStory
	<p>Streets safe enough for kids to play unsupervised and walk themselves to school <i>Address: 2044 Montague Street, Regina, Saskatchewan S4T 3J7, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78555</p>
	<p>You don't need a car to live here <i>Address: 3126 13th Avenue, Regina, Saskatchewan S4T 1P2, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78557</p>
	<p>Area is very walkable and bikeable <i>Address: 2510 13th Avenue, Regina, Saskatchewan S4P 2T9, Canada</i></p>	<p>http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78558</p>

Image submitted	Description provided	Link to PhotoStory
	<p>The arts festival is everything! Address: 2900 13th Avenue, Regina, Saskatchewan S4T 1N8, Canada</p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78559
	<p>"Co-op Community Spaces Pump Track at Lakeview Park" - This is the first of its kind pump track in the city of Regina that encourages fun physical activity outdoors with others. A pump track is a pathway that combines rolling jumps with turns and is designed for all things on wheels – from skateboards and wheelchairs, to bikes and BMX's. The Co-op Community Spaces Pump Track came to be with the hard work of the Lakeview Community Association, community volunteers, many partnerships, donations, grants and other support from local businesses, families as well as the City of Regina. It has added something truly unique to the community, and attracts people from all around. (Image retrieved from City of Regina Facebook Page) Address: 2956 Montague Street, Regina, Saskatchewan S4S 1Y4, Canada</p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78659
	<p>Co-op Community Gazebo - Designed by Victor Cicansky at Grow Regina Community Gardens. Combining art, gardening and community. Another example where community volunteers have come together with the help of many community partnerships to make something beautiful come to life. Address: 3500 Wascana Street, Regina, Saskatchewan S4S 2H3, Canada</p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78660

Image submitted	Description provided	Link to PhotoStory
	Lakeview Par 3 - Beautiful and sheltered with lots of trees, the par 3 is a fun activity and good excuse to do something outdoors with friends and family <i>Address: 3100 Pasqua Street, Regina, Saskatchewan S4S 2H6, Canada</i>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78661
	Hindu Temple of Regina - with its iconic yellow roof <i>Address: 3307 Pasqua Street, Regina, Saskatchewan S4S 7G8, Canada</i>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78666
	Kinsmen Park South Walkways connect the community <i>Address: 3431 Queen Street, Regina, Saskatchewan S4S 1A1, Canada</i>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78667
	Grow Regina Community Gardens Sign - Iron Gardeners - designed by Victor Cicansky <i>Address: 3358 Queen Street, Regina, Saskatchewan S4S 2E9, Canada</i>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78671
	Grow Regina Shed Mural - Painted by community members with the help of the Mackenzie Art Gallery <i>Address: 3500 Queen Street, Regina, Saskatchewan S4S 2G2, Canada</i>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78672
	The Crescents Spoken Word and Painting by Lori Glier The Crescents is where we live, It's our neighbourhood, With the cascading elms, The leaves have fallen, Golden yellow, Grace our streets, The trees are now bare, Soon snow will fall, In our neighbourhood, Christmas will come our way, The Crescents, The Crescents is where we live, It's our neighbourhood, With cascading elms, Christmas is near we hope , You have a good year, The Crescents, Is our neighbourhood, We are all glad you live here! <i>Address: 139 Angus Crescent, Regina, Saskatchewan S4T 6N1, Canada</i>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78702
	Fall <i>Address: 144 Leopold Crescent, Regina, Saskatchewan S4T 6N6, Canada</i>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-79032

Image submitted	Description provided	Link to PhotoStory
	<p>Home of Lt Gov Johnson His wife Joyce continued to live on in the home for years - she knew everyone in the neighbourhood and enjoyed watching all the child grow and mature. The flag pole is not unlike the one at Gov house. He was also Chief Justice.</p> <p><i>Address: 121 Leopold Crescent, Regina, Saskatchewan S4T 6N5, Canada</i></p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-78770
	<p>Wildlife</p> <p><i>Address: 3110 18th Avenue, Regina, Saskatchewan S4T 1W6, Canada</i></p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-79033
	<p>Henderson Block</p> <p><i>Address: 3110 18th Avenue, Regina, Saskatchewan S4T 2W5, Canada</i></p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-79034
	<p>15th Ave</p> <p><i>Address: 2900 15th Avenue, Regina, Saskatchewan S4T 1S8, Canada</i></p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-79035
	<p>13th Ave</p> <p><i>Address: 3004 13th Avenue, Regina, Saskatchewan S4T 1P1, Canada</i></p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-79038
	<p>Holy Rosary in winter</p> <p><i>Address: 3118 14 Ave, Regina, Saskatchewan S4T 1R9, Canada</i></p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-79039
	<p>Unitarian Fellowship Building</p> <p><i>Address: 2380 Angus Street, Regina, Saskatchewan S4T 2A4, Canada</i></p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-79040
	<p>Canopy of Trees</p> <p><i>Address: 234 Leopold Crescent, Regina, Saskatchewan S4T 6N7, Canada</i></p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-80225

Image submitted	Description provided	Link to PhotoStory
	Canopy of Trees Address: 220 Leopold Crescent, Regina, Saskatchewan S4T 6N7, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-80226
	A tradition of community and belonging. Address: Davin School, 2401 Retallack St., Regina, Saskatchewan S4T 6N1, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-81421
	Mature trees in backyards. Address: 147 Leopold Crescent, Regina, Saskatchewan S4T 6N5, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-81802
	Along the dyke, an impromptu Rock Art Gallery was set up and people invited to contribute. Our way of responding to the pandemic. Outdoor space converted to art and gathering and social bonding. You could take or leave a rock(s). Address: 2810 Cameron Street, Regina, Saskatchewan S4T 2W6, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-81890
	People walk their dogs in the path or have an evening or morning stroll. Everywhere is walkable in our community. Active offer as you literally just walk out your door and can be at the dyke or Wascana Park in minutes. Address: 2723 Angus Boulevard, Regina, Saskatchewan S4T 2A8, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-82120
	Old boarding house repurposed - Angus Blvd Address: 2666 Angus Boulevard, Regina, Saskatchewan S4T 2A5, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-82397
	Wascana Lake is near so this is not an unusual sight - near Albert Street bridge. Address: 2650 Albert Street, Regina, Saskatchewan S4S 0G5, Canada	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-82405

Image submitted	Description provided	Link to PhotoStory
	<p>Prairie native garden at Royal Saskatchewan museum.</p> <p><i>Address: 2502 Albert Street, Regina, Saskatchewan S4P 2V9, Canada</i></p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-82406
	<p>It is not unusual to see people celebrating their cultural heritage. This fellow who stopped to talk to on one of our walks in the neighbourhood was dancing in front of the Royal Saskatchewan. He said he just wanted to get out of his apartment and dance. He let us take his picture.</p> <p><i>Address: 2350 Albert Street, Regina, Saskatchewan S4T 6N5, Canada</i></p>	http://beheard.regina.ca/community-character/maps/photo-story-project?reporting=true#marker-82407

ATTACHMENT TWO – COMMENTS

Discussion Forum comments

What makes Cathedral and Lakeview's character special?

Visitors 44			Contributors 13	CONTRIBUTIONS 40
19 November 21				
Hobbs				
AGREES	DISAGREES	REPLIES		
5	0	0		
19 November 21				
Hobbs				
AGREES	DISAGREES	REPLIES		
4	0	0		
22 November 21				
Dan				
AGREES	DISAGREES	REPLIES		
4	0	0		

I think that front yards and porches help give a defining character to Cathedral and Lakeview neighbourhoods, along with the tree-lined streets. I think even more important than maintaining the arts and crafts style of the homes is protecting the yards and the trees. I would therefore suggest a ban on street-facing garages and driveways on all new infill builds in the neighbourhoods. These areas are serviced by alleyways and the driveways and garages should be alley-facing only.

In my opinion, these areas are exemplified by single-detached residential homes predominately in the Arts and Crafts movement of the 1900s-1930s. The houses combined with well-kept yards the tree-lined streets are what define these neighbourhoods. I'm not one to suggest the town should be frozen to a single era of architectural design. That all the houses are different is part of the charm and colour of the area, but I do think we should preserve the tree-lined streets and yards as that unifies the divergent styles. I therefore strongly suggest we should ban street-facing garages and driveways. Secondly, I would encourage more front porches. Thirdly, I would suggest encouraging architectural diversity and uniqueness in design. So, my recommendations would be ---No street-facing garages and driveways; ---Preserve front yard setbacks; ---Encourage porches and front decks; ---Encourage uniqueness in design; and---Encourage single-detached houses over multiplexes I would also restrict size and height, to assure existing houses are not dwarfed by multistory buildings, perhaps a three or four story limit?

Two key qualities making South Lakeview an attractive place to live are parks and walkways, with trees being a key part of both. Kinsmen Park South is a key aspect of South Lakeview. It includes a perimeter walkway, tree-lined over 50%, gravel or hard surfaced, packed in winter by the KP Ski Club volunteers. The park is very heavily used except in the coldest winter days. It includes ball/cricket and soccer fields, picnic/spray pool/play structure area, washrooms open in summer. The walkway along the storm channel/drainage ditch is well used and new blacktop walkways along Parliament Ave. and Pasqua Street may become more used and hopefully will be tree-lined. Although the residential streets in South Lakeview have some trees they lack the character provided by the trees in Old Lakeview.

23 November 21

lynthorn

AGREES

DISAGREES

REPLIES

4

1

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I agree that the single detached homes with attractive, well-kept yards give Old Lakeview its character, as do the tree-lined streets. The various styles of the homes are interesting, and attract visitors to the neighbourhood. The insertion of narrow homes that are taller than the surrounding houses, blocking off the sunlight as they do, is unfortunate, and I hope the City plans will prohibit this "infill design" from taking over this important heritage neighbourhood which, to me, reflects the courage and determination of our early citizens who built the city.

24 November 21

Brenda Wallace

AGREES

DISAGREES

REPLIES

1

0

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Thanks to Lori Glier for this amazing entry: The Crescents Spoken Word and Painting by Lori Glier (see painting on the Photo Story project) The Crescents is where we live, It's our neighbourhood, With the cascading elms, The leaves have fallen, Golden yellow, Grace our streets, The trees are now bare, Soon snow will fall, In our neighbourhood, Christmas will come our way, The Crescents, The Crescents is where we live, It's our neighbourhood, With cascading elms, Christmas is near we hope, You have a good year, The Crescents, Is our neighbourhood, We are all glad you live here!

26 November 21

laurieghammond

AGREES

DISAGREES

REPLIES

2

1

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I value the Regina Housing rental residences that blend so well with the older architecture of the Cathedral neighbourhood. The buildings, yards and fences are well maintained and often residents decorate/plant and put out play structures that dress up the small yards they each have. I also think too many infill homes in a row having obvious modern designs eg shallow pitched roofs, spoils the look of the streets. The trees are key - the narrow streets between Albert and Elphinstone in particular would be far less attractive without them, as many homes do not have any other plantings in their front yards. Tasteful commercial buildings are also important, eg the new Safeway is great but the new Sobey's liquor store is disappointing.

02 December 21

LP

AGREES

DISAGREES

REPLIES

2

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I really value the mix of housing that is in the Cathedral and Crescents neighbourhood. For me this includes the different ages and architectural styles of the buildings, the housing formats (apartments, single family homes, row houses, duplexes) because they support different household compositions (young students and professionals, small families, big families, seniors, etc.), and the mix of incomes. It really is one of the few neighbourhoods where you can see the city reflected.

02 December 21

LP

AGREES

DISAGREES

REPLIES

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As much as I think it's important to talk about neighbourhood character, I think it is more helpful to consider neighbourhood scale and what aspects of the neighbourhood we appreciate. The local commercial strip of 13th and the local schools only survive because of the gentle density (the mix of houses, apartments, etc.). I'd love to see more opportunities to support that density at the same scale (i.e., low-rise to mid-rise) so the feel of the neighbourhood remains while allowing the vibrancy to be supported and grow.

06 December 21

reilj1

AGREES

DISAGREES

REPLIES

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What makes Lakeview unique are the individual designs of the houses and yards. We need to stay away from cookie cutter homes, entire streets with the exact same house and replacing one home with 2 tall skinny ones in one lot. The trees are key feature, they add to the beauty of the neighbourhood. I would like to see the continued maintenance and upkeep of the trees on the streets but also in our parks. Kinsmen park South is a beautiful space as well as Lakeview and Assiniboine parks.

16 January 22

Stacy

AGREES

DISAGREES

REPLIES

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The character of the Cathedral and Lakeview neighbourhoods is largely defined by beautiful parks, gardens, interesting landscaping, and historical architecture. Small independently owned businesses that offer unique products attract visitors and make "supporting local" easy. Suggestions for improvement: While many properties are well maintained, a great number are not. Many yards and alleys are littered with garbage. The city should sponsor a yearly neighbourhood cleanup day where citizens clean around their own properties, laneways, etc. and have access to convenient rubbish removal. 13th avenue has the potential to house great boutiques and restaurants. It is unknown why this area has never really developed. It would be great to see it blossom into a street similar to Broadway in Saskatoon. Elm tree banding is not done consistently. There should be enforcement for this. There should be an incentive for keeping one's home in good repair. The current system penalizes property owners for making home improvements.

07 February 22

Daniel

AGREES	DISAGREES	REPLIES
0	0	0

I agree whole heartedly with the comments others have made about our street trees. The wonderful canopy they provide shades us from the harsh summer sun, breaks the cutting winter winds, give us streets we can comfortably walk all four seasons and yards we can enjoy and enjoy beautifying for the enjoyment of others. Our street elms are mostly around 100 years old, I have read that this is old for these trees and they are approaching (if not beyond, because of the good care and protection they have received) the end of their natural life. Sooo, if these trees are something we truly value and believe are a major factor in our neighbourhoods character what does that mean realizing they will not be here forever? In my view, what it means is we need to think about ways to protect and keep these trees healthy as long as we possibly can - we need to make sure the street elms on our property are banded - we need to make sure our neighbours trees are banded and maybe we need to do their trees too if our neighbour is elderly or not in a financial position to do it themselves- we need to look critically at the trees and identify dead or diseased branches then alert the City so that these threats to the health of that tree and the entire canopy can be removed - there are probably other things that others can think of that will ensure we keep our canopy as long as possible. It also means to me that we need to think about what we do when a tree dies or is removed. Trees are for the long term - i am so thankful our City leaders had the foresight a hundred years ago to plant all these street elms - and I am so thankful the City has, I believe, quite a good Forestry Department who do an excellent job keeping our tree canopy as healthy as possible in our very harsh climate. An aside on that point - when Captain James Palliser, a British aristocrat who mostly wanted to shoot as many bison as he possibly could which is another whole long aside, surveyed this area in the mid 1800's he described it as "a more or less arid desert unsuitable for crops" and yet here we are and here we are protected by our fabulous elm canopy. My point being, we need to think, plan and act for the long term just as those we planted our street trees did. We need to think of our children and our grand children and if we want them to be able to enjoy what we enjoy today. Which means: EVERY tree that dies or is removed MUST be replaced; NO tree can be removed for a frivolous reason - and driveways are frivolous reasons btw, which is another post I will make; trees can only be removed if they are dead or if they are so diseased that they are a threat to people or the canopy.

Facebook comments

November 4 & 19 Post



16360 impressions

78 click-throughs to project webpage

18 'Likes'

9 'Shares'

User comments:

- I love the trees in the area; so nice to walk under when it's hot! I love that I am able to walk to work, to the grocery store, park, stores and restaurants.
- Lived on Regina Ave for about 15 years and really liked it -- we the last house before the park.

- These neighborhoods are more dense has walkable distance to various amenities. Bike friendlier compared to newer ultra-wide streets in newer neighborhoods across Regina e.g harbour landing & the greens. Because of the narrower streets, the trees form a canopy shade over the streets & houses keeping temperatures down in the summer. Houses & yards in these neighborhoods are of reasonable size too - thus the density. I wish more places like these will be developed in Regina instead of the urban sprawl masked as green development happening in the fringes of the city. SMH. City of Regina | Municipal Government knows what to do with their zoning bylaws to cub sprawling but I guess money is more important than ppl. But how sustainable will those so called green developments on the fringes be in the near future if tax payers need to keep subsidizing amenities to those places - only time will tell. The city will keep increasing property taxes for those living in the core to support amenities for those living in the outskirts
- Lori Reichert our old houses
- Roxanne Rogowski and they still look warm and welcoming. Although I preferred a red door.

January 3 Post



19960 impressions

207 click-throughs to project webpage

24 'Likes'

2 'Love'

10 'Shares'

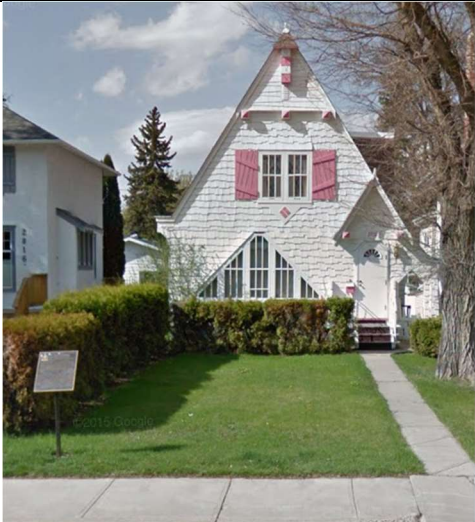

User comments:



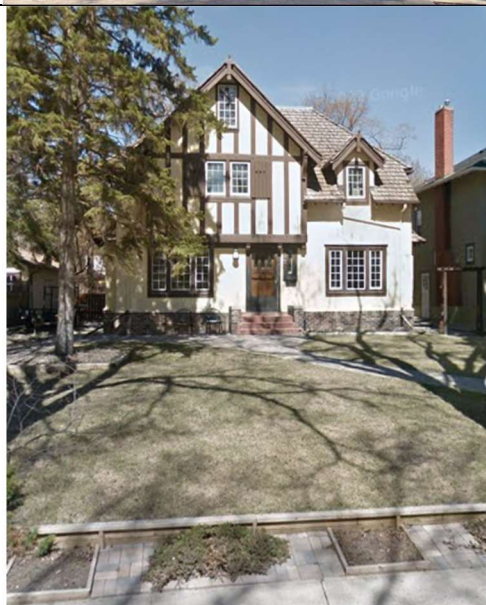
- Stop raising taxes so we can afford to keep the properties up. 👍

APPENDIX B



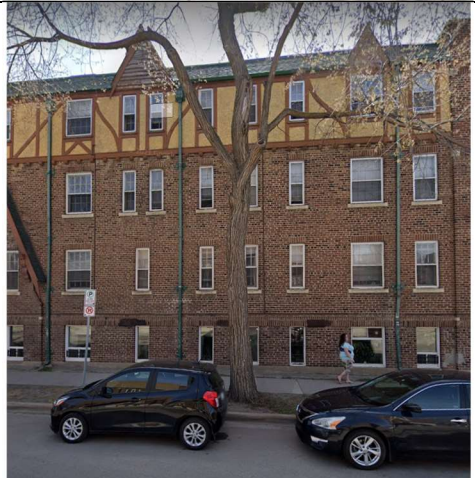
DESIGNATED HERITAGE PROPERTIES


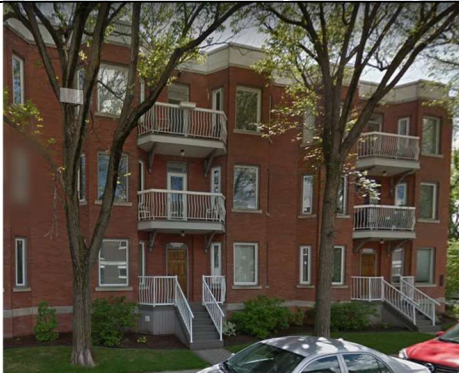

The following table shows the designated heritage properties within the Lakeview and Cathedral neighbourhoods. Included are photos of the properties illustrating the features of each property.





Address of Heritage Property	Neighbourhood	Photo
2812 McCallum Avenue	Lakeview	
2990 Albert Street	Lakeview	




Address of Heritage Property	Neighbourhood	Photo
3160 Albert Street	Lakeview	
3248 Albert Street	Lakeview	
223 Leopold Cres	Cathedral	

Address of Heritage Property	Neighbourhood	Photo
205 Leopold Cres	Cathedral	
269 Leopold Cres	Cathedral	
3048 18 th Avenue	Cathedral	

Address of Heritage Property	Neighbourhood	Photo
2526 Retallack St.	Cathedral	
217 Angus Crescent	Cathedral	
2210 Albert Street	Cathedral	

Address of Heritage Property	Neighbourhood	Photo
2915 14 th Avenue	Cathedral	
2925 14 th Avenue	Cathedral	
3025 13 th Avenue	Cathedral	

Address of Heritage Property	Neighbourhood	Photo
3225 13 th Avenue	Cathedral	
2206 Montague St	Cathedral	
3435 13 th Avenue	Cathedral	
2010 Athol Street	Cathedral	

Address of Heritage Property	Neighbourhood	Photo
2022 Retallack St	Cathedral	
2625 Victoria Avenue	Cathedral	
3022 Victoria Avenue	Cathedral	

Address of Heritage Property	Neighbourhood	Photo
1862 Retallack St	Cathedral	

APPENDIX C

REGULATORY TOOL ANALYSIS

This scan of regulatory tools was reviewed in the context of utilization within the residential settings of Cathedral and Lakeview neighbourhoods in Regina. These are residential environments with noted concentrations of architectural and heritage characteristics. Residents have indicated to City Council that there has been an erosion of heritage and architectural character over time in these neighbourhoods. This review has been prepared to help answer the question ‘which tools, or combination of tools would be most appropriate to consider using to stop the erosion of character?’

Zoning Bylaw (and Overlays)

Purpose

To implement the policies of an Official Community Plan by regulating land use. Use of property, lot size, setbacks, building heights, mass, volume, parking, etc., can be regulated.

Authority (Act)

Planning and Development Act, 2007

Strengths

Zoning is commonly used and understood. It is a tool which is regularly adopted to ensure health, safety and amenity in communities.

Zoning can regulate (Section 52):

- Uses
- Min/Max Area
- Lot Coverage
- Location, Height, Storeys, Area, Volume or Dimension of building
- Loading and Parking
- Access/Egress to/from site
- Prohibiting Development on Sensitive or Hazard Lands
- Outdoor Storage
- Landscaping
- Signage
- Excavation, Removal of Trees
- Lighting
- Noise
- Modular, Mobile, Movable Homes
- Performance Bonds
- Site Plan Control for Commercial/Industrial Uses.

Weaknesses

The scope of zoning bylaws is limited to broad, standardized regulations. This tool does not have scope or authority to recognize or conserve specific character features which relate to heritage or architectural features.

Zoning works best for regulating land use, signage, height, setbacks etc. rather than conserving heritage and specific details around design and architecture.

Precedent Use

Zoning overlays are common in many communities.

Notes

Infill guidelines can be adopted in a zoning bylaw which regulate size, volume and some character features. Regina adopted Infill Guidelines as an ‘Overlay’ in 2017. They are intended to encourage revitalization and building which is complementary to existing buildings.

The overlay is limited to setbacks, maximum building height, maximum first floor height, etc. These standards only ensure the building is constructed with consistency and similarity with existing buildings.

Objective is to increase the degree of compatibility, but is limited to addressing:

- Proportion
- Lot Coverage
- Parking
- Landscaping
- Front Porches
- Ground Floor Design
- Terraces, Balconies
- Façade and Roof Design
- Orientation
- Height
- Massing
- Sunlight penetration
- Views
- Etc.

Essentially, a Zoning Bylaw (overlay) has limitations which are outlined in the Planning Act. The Planning Act has provided other tools which are more appropriate if the objective is to regulate building features.

Brook-McIlroy Infill Guideline report (2017) did not address the regulatory options available for each element identified above.

Available Regulatory Tool (provide through Provincial legislation)	Building Heights (massing & volume)	Lack of Facade Articulation & Building Aesthetics – Building Materials)	High Ground Floors and Porches relative to Others (Entrance Location)	Inconsistent Front yard setbacks & separation)	Blank Walls on side Facades (visible)	Shadowing/Privacy Issues	Curb Cuts in Laned Areas (front garages)
Zoning Bylaw Section 52	✓		✓	✓			
Addressed in Residential Infill Development Overlay (RID)	✓		✓	✓		Partially through Limits on Building Height and Massing Regs.	This is normally addressed in Traffic Bylaws.
Holding Provision Section 71	✓		✓	✓		✓	
Interim Development Control Sections 80, 249	✓		✓	✓			✓
Demolition Control District Section 72	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Architectural Control District Section 73	✓	✓	✓	✓	✓	✓	✓
Heritage Control District Heritage Properties Act Section 11(4)	✓	✓	✓	✓	✓		✓
Direct Control District Section 63-67	✓	✓	✓	✓	✓	✓	✓

	Lot Coverage	Parking	Location of Services Normally Zoning Bylaws do not regulate Public Infrastructure.	Terraces & Balconies	Roof Design	Pedestrian Access
Zoning Bylaw Section 52	✓	✓	✓			✓
Holding Provision Section 71	✓	✓	✓			✓
Interim Development Control Sections 80, 249	✓	✓	✓			✓
Demolition Control District Section 72	N/A	N/A	N/A	N/A	N/A	N/A
Architectural Control District Section 73	✓	✓		✓	✓	✓
Heritage Control District Heritage Properties Act Section 11(4)	✓	✓		✓	✓	✓
Direct Control District Section 63-67	✓	✓	✓	✓	✓	✓

Table 1 notes:

- Holding provision must follow existing bylaw. Therefore, it covers the same items as a zoning bylaw
- Interim development control works as a temporary bylaw (or temporary bylaw replacement). Therefore, it also covers the same items as a zoning bylaw.
- Architectural control district is able to cover all the checked off issues as long as the look aligns with the identified character/theme.

Holding Provision

Purpose

Council may apply a Holding Symbol “H” on any zoning district for the purpose of specifying the use of land or buildings may be put upon removal of the Holding Symbol.

Holding symbol pauses any form of development from occurring until specific conditions are met. These are normally associated with environmental and servicing constraints which must be resolved.

Authority (Act)

Planning and Development Act, 2007 – Section 71

Strengths

Any development would need to apply to remove the H Holding Symbol.

Council would, in its OCP, stipulate the conditions upon which the Holding Symbol would be removed.

Simpler process to remove the H. No need for public notice or ministerial approval. Removed by hearing and resolution of Council.

May require a developer to post the land affected by removal of Holding Symbol.

Fairly open-ended, leaving room for flexibility.

Weaknesses

Can be appealed to the Development Appeals Board and SMB.

Legislation is light on the use of the H. Does not specify what conditions can be imposed.

Legislation not specifically written for this purpose. (good and bad). Does not go into specific details.

Precedent Use

Regina, used in specific cases and circumstances.

Notes

Not commonly used.

Demolition Control District

Purpose

To be used where Council considers it to be desirable to exercise control of demolition of residential buildings.

Authority (Act)

Planning and Development Act, 2007 – Section 72

Strengths

Properties are designated ‘DC’ in Zoning Bylaw.

Development Permits may be issued subject to terms and conditions.

Council can register an interest on title including the terms and conditions.

Weaknesses

Restricted to Residential buildings only.

Specifically designed to control demolitions. Provides no guidance for conserving significant architectural or heritage features.

Can be appealed to the DAB/SMB.

Precedent Use

Rarely used.

Notes

Essentially used to prevent demolition, until certain terms and conditions are met.

Do not see anything in the Act which would prohibit or restrict renovation or alteration.

This tool is necessary when there are large-scale redevelopments affecting existing residential populations. (ie. Pleasant Hill Village; McNab Park Redevelopment).

Works to prevent demolition, doesn’t work to conserve heritage of character homes

Interim Development Control

Purpose

Interim development control is a bylaw that sets regulations as to what development may take place in an area. Council has power to either approve, approve with conditions, or refuse development. Similar to the functions of a zoning bylaw, however it is used mainly to control development in areas where zoning is not yet in place.

Authority (Act)

Planning and Development Act, 2007 – Section 80, 249

Strengths

Any proposed development would need to apply to council to get approval for proposed development.

Will allow council to filter and refuse or approve all proposed development.

Similar to the process of a zoning bylaw.

Weaknesses

Developers can appeal refusal to the development appeals board within 30 days of refusal.

Councils' decision must be consistent with existing planning bylaws (must consider regulations of existing bylaws)

IDC bylaw is valid for 2 years. This is only a short-term temporary solution.

Furthermore, once the IDC bylaw ceases to be in effect, council must wait 3 years before passing another IDC bylaw for the same area.

Precedent Use

RM of Arlington No.79 <https://myrm.info/079/files/2012/10/RM-79-Interim-Dev-Control-Bylaw-2012-DOC.pdf>

Notes

Used more in situations where no current zoning exists. IDC bylaw is used as a temporary control until official bylaw is passed.

Architectural Control District (ACD)

Purpose

Used to ‘preserve the physical character of an area’ or ‘promote an established theme for the area’.

Architectural control districts are ‘overlays’ (used with zoning) which can be implemented by rezoning a particular area with an (AC) (architectural control) overlay in the zoning bylaw.

Authority (Act)

Planning and Development Act, 2007 – Section 73

Strengths

Has already been done in Regina. This can help streamline the process

Any proposed development must be in accordance with local area design plan.

In the case of discrepancies between ZB and AC district, the AC district provisions will be followed.

Provides the ability to create specific, individual, and detailed regulations. This can protect and preserve any specific character details required.

Weaknesses

Developers can appeal refusal to the development appeals board within 30 days of refusal.

Must have an OCP containing guidelines respecting the application of architectural detail.

Precedent Use

Saskatoon – Many examples in Saskatoon including River Landing, Evergreen, Broadway, Sutherland

Regina – <https://www.regina.ca/export/sites/Regina.ca/bylaws-permits-licences/bylaws/.galleries/pdfs/Zoning-Bylaw-2019-Chapter-8A-AC-Architectural-Control-District-Overlay.pdf>; Regina’s OCP – Goal 12 page 71 acknowledges AC districts

<https://reginafiles.blob.core.windows.net/ocp/Design%20Regina%20Part%20A%20-%20May%202011,%202020.pdf>

Notes

Requires enabling policy in OCP to allow regulatory use in Zoning Bylaw. (Page 71)

Need to identify an existing physical character or theme prior to being used.

Usually requires an accompanying architectural analysis document highlighting important physical and architectural elements.

Heritage Conservation District (HCD)

Purpose

Heritage Property is... ‘any property that is of interest for its architectural, historical, cultural, environmental, archaeological, palaeontological, aesthetic or scientific value.’ Heritage Property Act.

HCDs establish guidelines and controls within a specified area that the council considers necessary to preserve and develop the heritage characteristics of properties with heritage value.

HCDs do not regulate land use. This is regulated by the underlying zoning district.

Authority (Act)

Heritage Property Act-Part 3 - Designation of Properties by Municipalities, Section 11 (1) (b)

Strengths

Has also already been done in Regina. This can help streamline the process

The powers of a local municipality are broad.

Municipalities have authority to designate properties.

Authority to create Advisory Committee.

An interest is registered on the properties within District.

Council can establish any guidelines or controls to preserve & develop heritage characteristics.

Strong protection. Cannot alter, restore, repair, disturb, transport, add to, change or move, in whole or in part, or remove any fixtures from any designated property without approval from City Council.

-no property (or property of interest) shall be demolished without written approval

Council has final decision-making authority, there is no chance of appeal. Unlike zoning where provisions can be appealed.

HCDs may include guidelines for permitting alterations, demolition, new construction, etc.

Guidelines can also extend to other properties which are not designated so as to be compatible and reflect the designated properties.

Weaknesses

Appeal to Saskatchewan Heritage Property Review Board can be launched on the basis of a single objection. Meaning there must be unanimous support to avoid an appeal.

-Can only put one interest on title, so it is either an **HCD** or Property Designation, must decide.

Precedent Use

Victoria Park Heritage Conservation District – Regina is the only example in Saskatchewan

<http://open.regina.ca/dataset/c2b37eee-daca-49ea-98f0-28135e3cec9a/resource/2b320a17-7af6-432c-9402-87e0d183d203/download/gprojectsopen-data-publishedpublished-to-open-databylawsbylaw-no.-9656-the-victoria-park-heritag.pdf>

Nomination processes for Heritage Conservation Districts are fairly common in Canada. Ontario's Heritage Act allows any municipality in Ontario to implement a nomination process, City of Victoria and City of Winnipeg all have nomination processes. Essentially, any individual, group, or organization may utilize a nomination process to nominate an area for consideration as a Heritage Conservation District.

Notes

Heritage Characteristics may include:

- Design Elements of existing & proposed buildings and structures
- Street & sidewalk designs (unique street pattern – Cathedral)
- Street Furniture, lighting & signage
- Landscaping

Provincial Review Board has no decision-making authority, can only recommend to Council. This is a distinguishing feature of HCD.

Council can delegate its authority to:

- A committee of council;
- The city administration; or,
- The Municipal Heritage Advisory Committee.

If an applicant serves an objection (and council dismisses objection) the applicant may not serve another objection regarding that same property until the expiration of 1 year.

Direct Control District (DCD)

Purpose

DCDs may be used in areas where Council considers it desirable to exercise particular control over the use and development of land or buildings within that area.

DCDs may control land use, architectural features, lighting, public amenities, building materials, and almost any development related feature.

DCDs can be comprehensive and may allow unique development proposals.

DCDs allow for development agreements to be drafted specifying the permitted land uses, buildings, structures, services, landscaping, and related matters.

Authority (Act)

Planning and Development Act, 2007 – Section 63

Strengths

DCD is a special zoning district which may be ‘tailored’ for unique areas.

Council can create their own unique development guidelines for the DCD.

A DCD can regulate both land use and design.

DCDs can include regulations for:

- Land use
- Development timing
- Amenities
- Loading and Parking
- Landscaping
- Walkways
- Lighting
- Collection areas for waste/recycling

No development shall take place in DCD unless City Council or Saskatchewan municipal board has approved it.

Development proposals may include both a development agreement and a detailed development application.

Weaknesses

If council fails to approve the plans or drawings within 60 days OR if a development agreement has not been entered within 90 days, the applicant will be referred to the Saskatchewan municipal board. Then the Saskatchewan municipal board shall settle determine and approve the details of the plan and the development agreement required. The SMB has final decision-making authority.

Must be careful not to over-regulate as DCDs offer very broad regulatory powers.

Design guidelines specifying the aspects of design needs to be created in the OCP. This adds to the time and complexity of using a DCD.

Precedent Use

City of Saskatoon – Direct control district in the South Downtown area

Regina’s OCP_- Goal 9 page 69 acknowledges DC districts

<https://reginafiles.blob.core.windows.net/ocp/Design%20Regina%20Part%20A%20-%20May%2011,%202020.pdf>

City of Edmonton Westmount Architectural Heritage Area:

https://www.edmonton.ca/city_government/edmonton_archives/the-westmount-architectural-heritage-area

Notes

1. Council may require developer to enter a development agreement with the municipality.
2. Proposed development must include a detailed application including 1) plans showing where building is to be erected, all facilities work to be provided in conjunction with those buildings and all facilities and works required to subsection (2); and 2) the drawings showing plan, elevation and cross-sectional views for each building erected that are sufficient to display.

Both these requirements ensure that council can oversee every aspect of development. However, it is our recommendation that any DCD created for application in the Cathedral and Lakeview neighbourhoods be kept as simple as possible and include graphical illustrations to assist in the review of development applications.

APPENDIX D

WORKSHOP STUDY GUIDES

COMMUNITY CHARACTER (CATHEDRAL & LAKEVIEW) PROJECT

DEEP DIVE ON CHARACTER

WORKSHOP STUDY GUIDE

November 30, 2021 OR January 11, 2022 (Cathedral)
&
December 2, 2021 OR January 13, 2022 (Lakeview)

Thank you for agreeing to participate in our Deep Dive on Character! You bring an important and unique perspective to this project and your insights are important to its success.

This Study Guide has been developed to help make our time together in the workshop as productive as possible. Please spend some time reviewing this material and feel free to bring your questions and observations to the workshop. You are also welcome to send an email at any time throughout the project to planning@wallaceinsights.com.

IN THIS GUIDE:

- Before You Participate – Helpful Information
- Deciding Together – Project Aims
- Learning From Photo Stories – Summary For Our Discussion
- Workshop Agenda
- Next Steps



BEFORE YOU PARTICIPATE – HELPFUL INFORMATION

The Project Team has compiled background information to help you think about the concept of ‘character’. If you have not yet had a chance to review this background information, we encourage you to do so before the workshop.

Brief Histories

- [Indigenous Perspectives](#)
- [Lakeview](#)
- [Cathedral](#)

The Role of Heritage

- [Interview with City of Regina Heritage Program Manager Emmaline Hill](#)
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- [Contributions to Sustainability \(City of Calgary findings\)](#)

Regulatory Options

- [Project Context \(City of Regina policies\)](#)
- [Community Character Today](#)
- [Gaps and Possibilities](#)

Frequently Asked Questions

DECIDING TOGETHER – PROJECT AIMS

This project is designed to capture a wide range of experiences within the Cathedral & Lakeview neighbourhoods. Our goal is to learn from diverse perspectives to achieve the project aims described below.

- The *Deep Dive on Character* workshops will address (1) *Character Statements* and (2) *Character Maps*.
- The *Deep Dive on Protecting Character* workshops will address (3) *Recommendations* and (4) *Sustain Vitality*.

Deep Dive on Character workshops

- (5) To develop **Character Statements** - a set of definitions for the unique character areas found in the Cathedral and Lakeview neighbourhoods.
- The Cathedral neighbourhood has character that differs from the Lakeview neighbourhood, and areas within each neighbourhood are also unique.
 - Our task is to describe this uniqueness by identifying what are referred to as *character-defining elements*.
 - If regulatory tools are introduced to maintain and enhance the uniqueness of any of the areas, *character-defining elements* must be clearly described in a set of Character Statements.
 - Even if regulatory tools are not introduced, statements outlining *character-defining elements* will help clarify what the community wants and expects into the future.

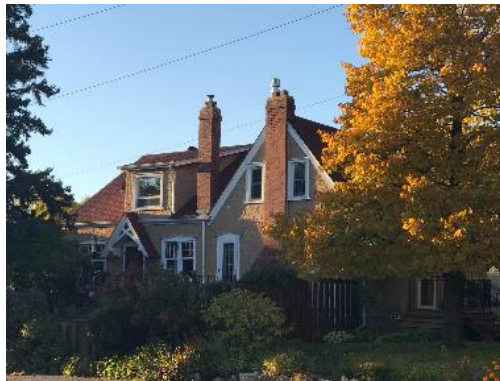
Deep Dive on Protecting Character workshops

- (2) To generate **Character Maps** - areas on a map where the Character Statements apply.
- Areas within each neighbourhood have different characteristics and may therefore have different *character-defining elements*.
 - Using the Photo Story Project and participant knowledge, Character Statements will be mapped to specific areas.
 - A set of Character Maps will be generated.
- (3) To make **Recommendations** – consider a set of regulatory tools appropriate to maintain and enhance this unique character into the future.
- Some regulatory options are more appropriate for supporting certain types of *character-defining elements* than others.
 - Recommendations will be developed by participants by working through consensus-building dialogue where Character Statements and Character Maps are considered.
- (4) To **Sustain Vitality** into the future - clarify how community goals for heritage, affordability and sustainability need not be viewed as competing with each other in these neighbourhoods.
- Regulatory tools are anticipated to apply to specific areas within the Cathedral and Lakeview neighbourhoods.
 - Opportunities for increasing density, affordability and sustainability will be discussed

LEARNING FROM PHOTO STORIES – SUMMARY FOR OUR DISCUSSION

Features Called Out Related to Homes

Chimneys



Colour

Splashes

Whole Home

Coordinating



Decorative doors



Exposed brick / stone / wood

Brick

Stone

Wood



Modern
architecture



Multi-unit
dwellings

Stately Home Conversions



Row Housing



Care Homes



Porches



Roof
features

Dormers



Turrets



Flat



Treatment of Eaves



Unique
windows

Arched muntin



Awning shades



Bowed glass block



Arched



Bulls-eye



Contemporary gable



Traditional muntin



Bow



Craftsman



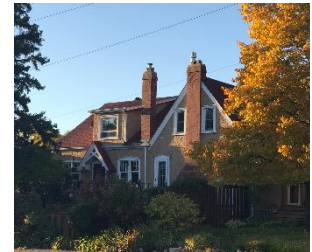
Yards



Fences and Gates



Gardens and Trees



Art and Creativity



Heritage Yard

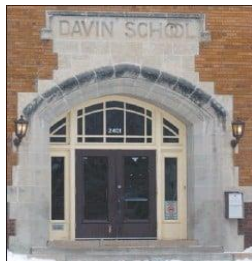


Flagpoles and Lights



Features Called Out Related to Non-Residential Buildings

Exposed
brick and
stone



Local
business



Modern
architecture



Public
gathering
place

Lawn Bowling



Local Parks - Summer



Creeks and Channels



Walking Paths



Community Garden



Local Parks - Winter



Cathedral Arts Festival



Meditation Centre



Art and Amenity



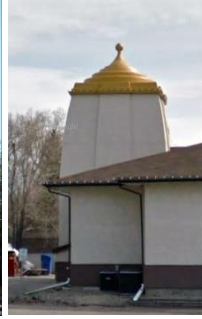
'The Leg' and Wascana Centre



Safe Places for Kids



Religious
buildings



Features Called Out Related to Landscape Features

Art

Murals and On Building



Digital and Projected Art



Spontaneous/Community



Public Art



Arts Festival



Boulevards



Bridge



Street
trees



WORKSHOP AGENDA

7:00 Introductions and Project Aims

7:10 Break-Out #1 – Themes

In this first small group session, participants will be assigned to a virtual break-out room to work with a facilitator on 'what' elements give the neighbourhood its sense of place. Topics explored include:

- *What is important?*
- *What themes have been identified?*
- *What's missing?*

7:35 Plenary Session – Prepare for Break-Out #2

7:45 Break-Out #2 – Resilience

Participants may choose a character theme to focus on. Facilitators will work with participants to identify 'how' character elements contribute to sense of place. Topics explored include:

- *Quantity and when it matters*
- *Groupings*
- *Uniqueness*
- *Implications of variety*

8:30 Break-Out #3 – Statements

Facilitators will work with participants to review a set of Character Statements. Focus of the exercise will be on:

- *Important words*
- *New statements*
- *Statements no longer relevant*

8:50 Plenary Session – Session Wrap Up and Next Steps

NEXT STEPS

Following the workshop, the Consulting Team will be compiling and analyzing community insights, photo story data, and other feedback received through the Discussion space, email, and through social media. From this rich source of information we will undertake the following preparations in advance of the Protecting Character series of workshops (January 18 [Cathedral] and January 20 [Lakeview]):

- Review and refine Character Statements developed at the Character workshop
- Link the Character Statements to Regulatory Options to identify what aspects of character can be protected and enhanced through the introduction of new regulations and which would require revisions to existing policy instead.
- Identify where the Character Statements apply in concentration within the Cathedral and Lakeview neighbourhoods

This information will be summarized in a new Study Guide for the Deep Dive on Protecting Character workshops. At these workshops we will undertake a community ‘gut-check’ to ensure the new Character Statements and Character Maps make sense, both on their own merit and in alignment with each other.

As a final stage before project recommendations are developed, we will also explore the concept of ‘future-proofing’ the Cathedral and Lakeview neighbourhoods. How can quality of life be maintained and improved in these areas as Regina grows and develops toward its vision to *be Canada’s most vibrant, inclusive, attractive, sustainable community, where people live in harmony and thrive in opportunity?*

We are glad you are part of this exciting project! Thank you for your commitment of time, experience, and ideas.

COMMUNITY CHARACTER (CATHEDRAL & LAKEVIEW) PROJECT

DEEP DIVE ON PROTECTING CHARACTER WORKSHOP STUDY GUIDE

January 18, 2022 (Cathedral)
&
January 20, 2022 (Lakeview)

Thank you for agreeing to participate in our Deep Dive on Protecting Character! You bring an important and unique perspective to this project and your insights are important to its success.

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- Learning From Deep Dives on Character – Character Statements
- The Character Maps
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- (2) To generate **Character Maps** - areas on a map where the Character Statements apply.
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Deep Dive on Protecting Character workshops

- (3) To make **Recommendations** – consider a set of regulatory tools appropriate to maintain and enhance this unique character into the future.
 - Some regulatory options are more appropriate for supporting certain types of *character-defining elements* than others.
 - Recommendations will be developed by participants by working through consensus-building dialogue where Character Statements and Character Maps are considered.
- (4) To **Sustain Vitality** into the future - clarify how community goals for heritage, affordability and sustainability need not be viewed as competing with each other in these neighbourhoods.
 - Regulatory tools are anticipated to apply to specific areas within the Cathedral and Lakeview neighbourhoods.
 - Opportunities for increasing density, affordability and sustainability will be discussed

LEARNING FROM DEEP DIVES ON CHARACTER – CHARACTER STATEMENTS

From overarching themes that emerged from the Deep Dives on Character in 2021, the following statements have been drafted to describe important elements contributing to the character of the Cathedral and Lakeview neighbourhoods.

Variety

Whether speaking about architectural styles, use of colour, windows, porches, rooflines, or land uses, participants overwhelmingly identify variety as the most important factor in creating character within the Cathedral and Lakeview neighbourhoods.

Encouraging variety and uniqueness appears to be favoured over mandating alignment to specific architectural styles or themes.

Trees

Investment in trees within these neighbourhoods is highly valued. Participants define a healthy urban forest as containing lots of trees, clustered to create a canopy. Species uniformity (for creating an arched street canopy) and variety (for visual interest and resilience) are both valued. Pro-active maintenance and replanting to ensure the long-term health of the urban forest is desired.

Front-facing driveways and garages are felt to be in direct conflict with maintenance of a mature urban forest.

Art

‘There can never be enough art’ is a sentiment capturing the value assigned to art and current desire for more art in these neighbourhoods. Variety in mediums, placement and style are all welcome. Art is a noted contributor to walkability by adding scale and interest.

Art is also identified as a means for interpreting important character features of the neighbourhoods whether they be natural, historic or cultural.

Unique

Related to Variety, features that differentiate these neighbourhoods from others are highly valued. Such features include assets like the triangle-shaped church building, ‘The Crescents’ street pattern within Cathedral, community fridge, placemaking initiatives, Normandy Heights, Albert St bridge, locally-owned/operated business clusters, among others.

Walkability

The pedestrian experience is highly valued. These experiences have different drivers in each neighbourhood.

In the Cathedral neighbourhood, walkability is about active mobility to meet daily life needs. As a result, WalkScore.com gives the neighbourhood a score of 86 (Very Walkable). The street pattern and network of alleys shorten distances to make walking a time-effective choice.

In the Lakeview neighbourhood, walkability is about an active lifestyle. The WalkScore.com score for the neighbourhood is 51 (Somewhat Walkable). Proximity to parks and high amenity assets such as Wascana Centre.

In both neighbourhoods, visual interest generated by art, gardens, natural and architectural features make walking fun. A mix of land-uses including local businesses make walking viable for a greater proportion of trips for residents of both neighbourhoods.

The presence of schools adds a number of values to these neighbourhoods, ensuring walkability for children is among those values.

Gardens

Local gardening extends the natural assets of these neighbourhoods and adds additional unique amenity. The extent of gardening activity both on private and public property is valued and more is encouraged. Variety and 'personal expression' are also highly valued.

Street-oriented (both front and alley) and public-space gardening activities contribute to social cohesion by enhancing opportunity for interaction among neighbours and visitors.

Local Business

A prized feature of these neighbourhoods is a concentration of businesses, particularly those that are locally-owned/operated. Clustering to create a form of community gathering space is desired. Variety of business types to meet shopping and entertainment needs is appreciated. Sensitive building design of businesses to fit the architectural styles and massing of the neighbourhoods is valued.

Porches

A large number of homes and buildings have porches and this is highly valued. Porches are identified as important contributors to architectural interest, variety, and enabler of social interaction. 'The more the merrier' might describe the appeal of porches. However, porches should match the architectural style of the building.

Porches also describe a broader value for a street-orientation to properties. Where a porch does not exist or cannot be created, front gardens and seating areas are to be encouraged.

Fit

Conformity to existing architectural styles is not felt to generate character as much as variety. However, sensitivity to those styles is to be encouraged.

Specific considerations that define 'fit' relate more to the design integrity of a particular building itself. Key attributes include:

- *Encouraging rooflines and features that contribute to the existing variety.*
- *Encouraging street-facing windows that match the style of the building.*

- Encouraging street-facing entries that match the style of the building and add visual interest.
- Encouraging use of materials complementary to the traditional natural materials used at the time the neighbourhood was developed. Materials should match the style of the building.
- Encouraging chimneys and vents to match the style of the building.

Multi-unit dwellings are also encouraged to find 'fit' through design.

Green

Nature is present throughout these neighbourhoods and its resilience is important. Concentrations of natural amenity (e.g. at parks, on boulevards, on other public lands) are valued as they encourage biodiversity and provide areas for public enjoyment, social interaction and community gathering space. Nature can also be woven into a continuous blanket of 'green' through private gardens and this is to be encouraged.

Energy efficiency and other environmental sustainability considerations are also valued for the long-term affordability and resilience of these neighbourhoods.

Setback

Uniformity in setbacks is valued. In Lakeview the original wide setbacks of original homes is prized and to be encouraged.

.....

How character may be protected using regulatory tools is described in the video links provided on Page 2 (see [Community Character Today](#) and [Gaps and Possibilities](#)). Alan Wallace (Planning Director for Wallace Insights) will provide further explanation in the workshop session.

In some instances, character elements do not fit the regulatory options available. Instead, the element may be supported through policy (e.g. incentives, business improvement district formation, parks/tree policy, etc.). The recommendation report from this project will address both policy and regulation.

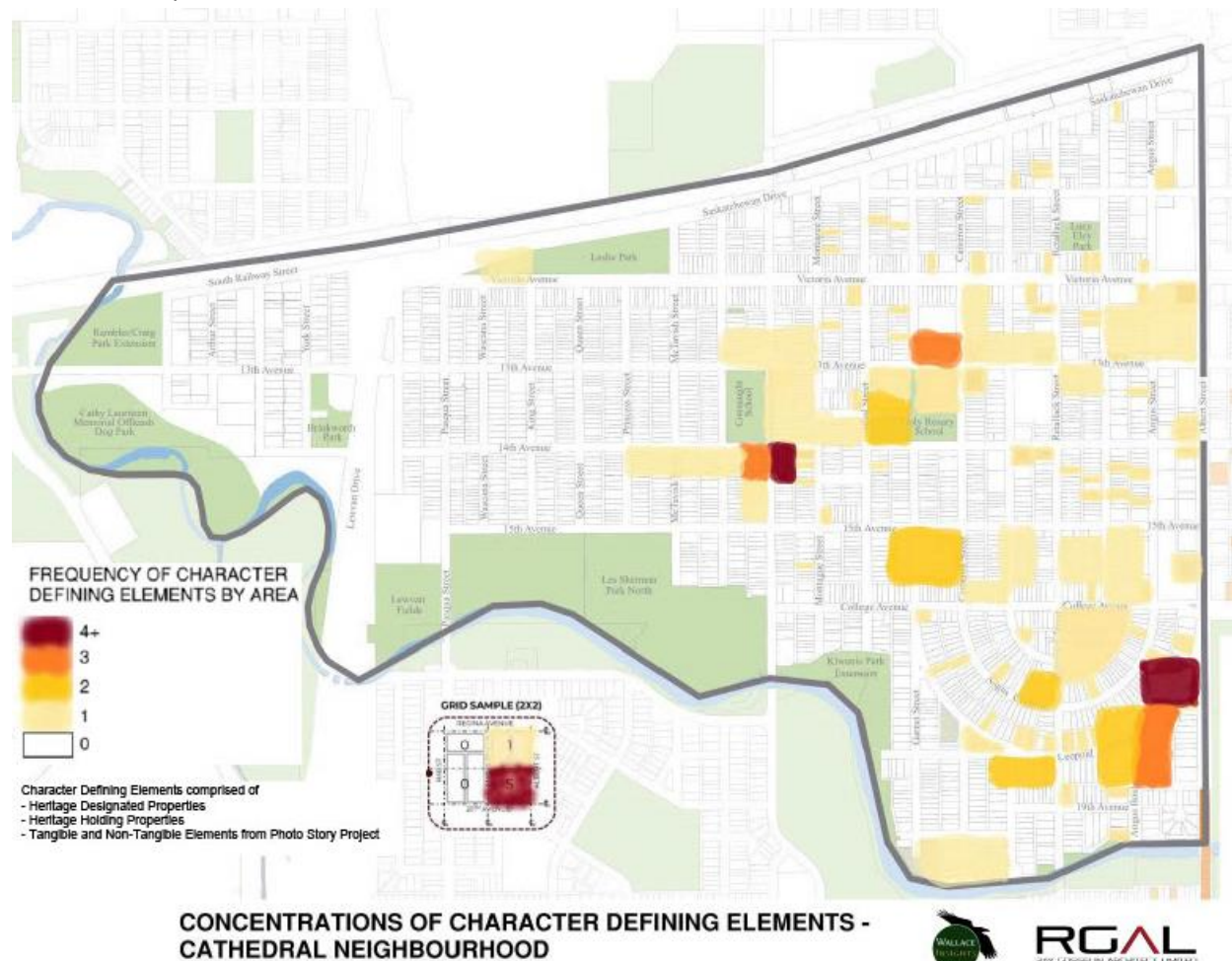
Things that can be regulated	Things better handled through policy or programs
<ul style="list-style-type: none"> • Trees on private property • Local business • Porches • Fit • Green • Setback 	<ul style="list-style-type: none"> • Trees on public property • Art • Uniqueness • Walkability • Gardens

THE CHARACTER MAPS

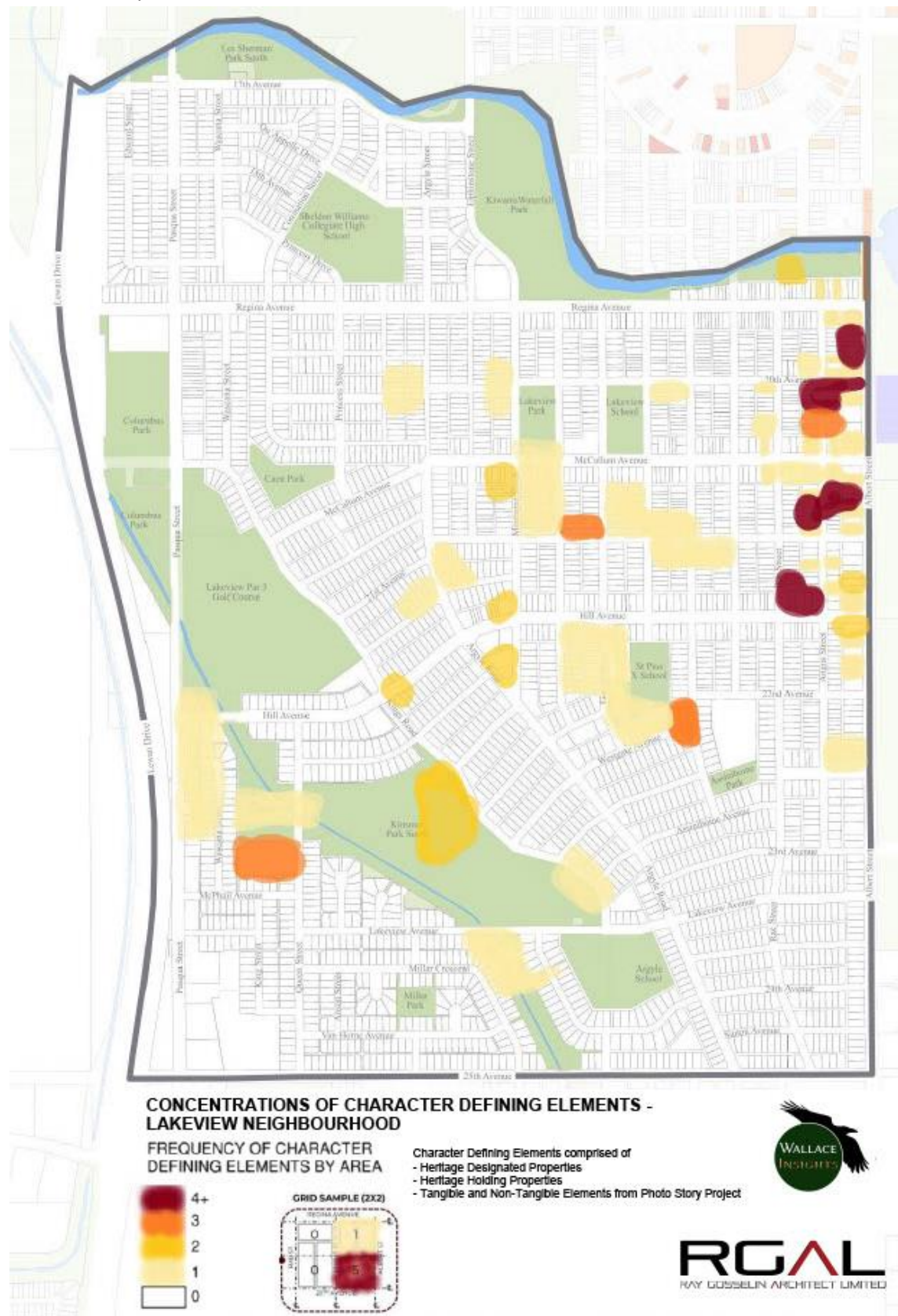
The following thematic maps illustrate concentrations of identified character elements within each neighbourhood. The character elements are comprised of heritage designated properties, properties on the City of Regina heritage inventory list, and various other elements described in the Photo Story project. The concentrations are determined within a 200-metre by 200-metre grid and illustrated by way of colours representing a concentration within each grid area. Shaded areas are intentionally fuzzy, reflecting the inclusion of intangible elements (i.e. things that cannot be physically touched and may exist across a variety of locales).

Concentration maps may be useful for determining the application and boundaries of regulatory measures.

Character Map – Cathedral



Character Map – Lakeview



WORKSHOP AGENDA

7:00 Introductions, Project Update and Workshop Aims

7:15 Break-Out #1 – Sensemaking

In this first small group session, participants will be assigned to a virtual break-out room to work with a facilitator to review the Character Maps. The key discussion question is to determine how appropriately the Statements match the Maps.

7:45 Plenary Session – Regulatory Options Explained

Alan Wallace provides information from the regulatory options study conducted by Wallace Insights. Participants have an opportunity for Q&A.

8:15 Break-Out #2 – Applying Tools To Protect Character

Participants will be assigned to a virtual break-out room to discuss the potential benefits and consequences of applying specific regulatory tools.

8:35 Plenary Session – Future Proofing

A facilitated discussion among all participants will focus on community policy goals to:

- *Maintain or improve income diversity within the neighbourhoods*
- *Improve environmental sustainability within the neighbourhoods*
- *Maintain or improve overall quality of life within the neighbourhoods*

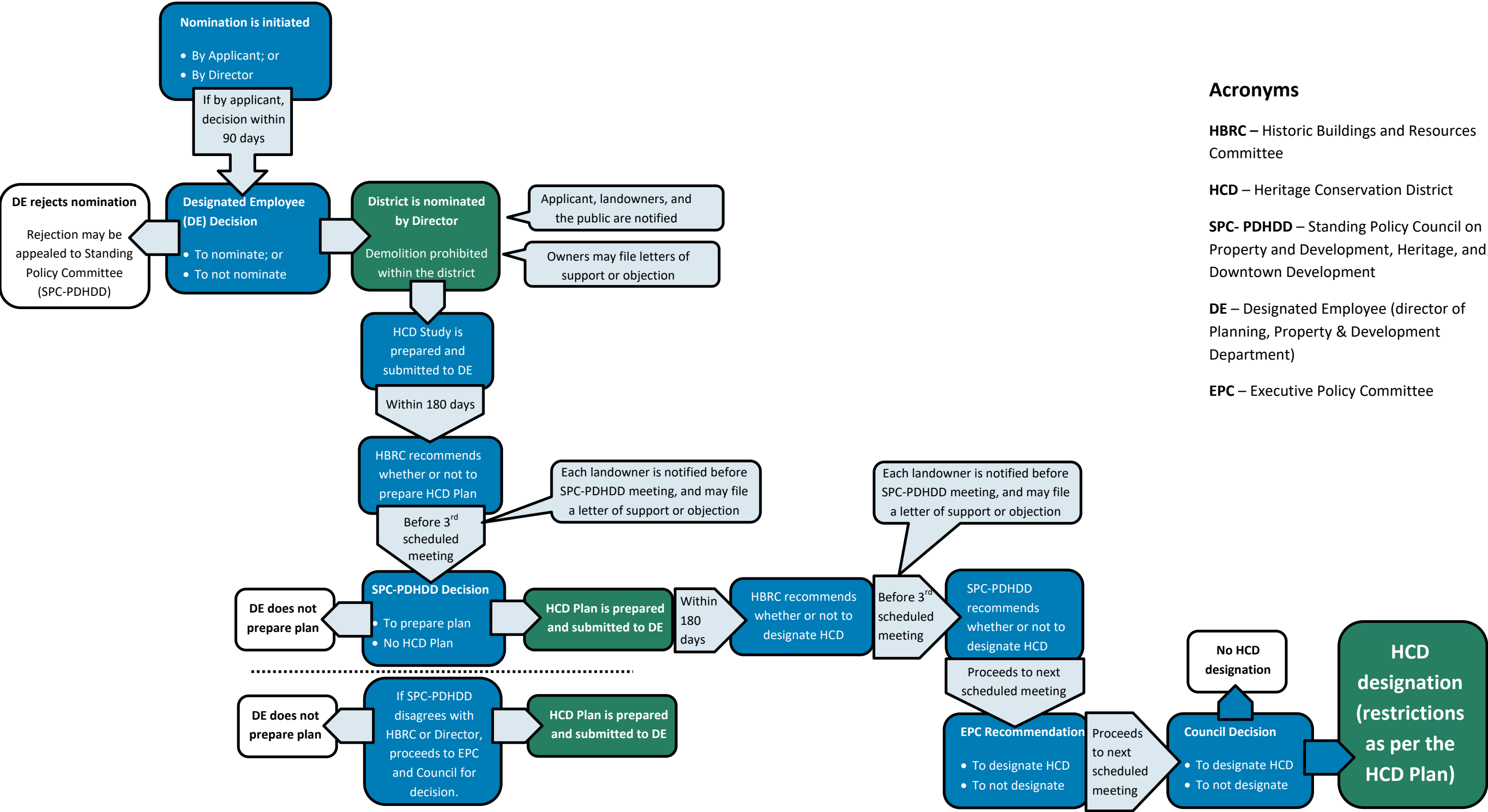
Focus of the exercise will be to identify tensions and opportunities.

8:55 Session Wrap Up and Next Steps

APPENDIX E
WINNIPEG HERITAGE CONSERVATION
DISTRICT NOMINATION PROCESS

Decision making process for determining Heritage Conservation District status

Heritage Conservation Districts By-law



August 12, 2022

Name: Chad Fenrick

Organization: Ardel Steel

Attendance: In-person

To: City of Regina City Council

Regarding the City Council meeting on Wednesday, August 17th: I would be willing to attend to support the construction industry, but at this time, I'm unsure how this policy may or may not directly affect the work by Ardel Steel.

Sincerely

Chad Fenrick, Ardel Steel

Regina City Council August 17th 2022
MN21-6- Local Procurement

“Don't throw the baby out with the bathwater”

I am here today to speak in favor NM21-6. Apprenticeship goes back hundreds if not thousands of years. We continue to hear about a shortage of skilled trades across not only Canada but the entire world. How do we ensure our beloved city will continue to advance our infrastructure needs during these times? We make sure the pipeline of apprenticeship is always full. Having proper training and a skilled labour force reduces costs, we have a rolodex of skilled trades right here in the city and surrounding area, contributing greatly to the local economy- good paying jobs that ensures family trips to the Rider games, Pats games and all the other great stuff this city has to offer. Hard to take the family to a game when you're living below the poverty line- but maybe the owner of their company will be a nice person and let them sit in the corporate box for a pre-season game. As an owner, and you are an owner, it is only right to hold your general contractors and their contractors to account. Ensuring they are using the proper qualified people. Proper training and ratios have been proven to insure a safer work site, proven to be more productive, bringing projects on time and under budget. It is lazy and irresponsible to pass the buck to Saskatchewan apprenticeship to enforce.

Fair wage Policy- the misconception that it would drive up costs is laughable, it truly is. These projects are bid on well in advance of boots on the ground. I would suggest that the generals and their Subs have a look at their overhead and mandated 8% profit margins before coming at workers. Since the dawn of time management has always squeezed the workers before looking in the mirror. As elected officials I remind you it is your responsibility to look after your constituents, not corporate greed.

Thank you for your time today.

I will now take any questions.

Dion Malakoff
Executive Director
Saskatchewan Building Trades

August 12, 2022

Name: Kyle Kendel

Organization: Inland Aggregates

Attendance: In-person

To: City of Regina City Council

My name is Kyle Kendel. I am the Sales and Transportation Supervisor for Inland Aggregates based in Regina. I am providing this written statement in advance of the meeting of Council on Wednesday, August 17, 2022.

This proposal of the Fair Wage Policy is vague at best. There is no value described in the motion nor the administrations report that a Fair Wage Policy can be properly administered and audited.

Here are some immediate questions that would need to be answered prior to putting a Fair Wage Policy in place,

1. Is it just the General Contractor that has to report on this or do all subcontractors have to as well?
2. Who collects the information?
3. It does not describe how far down the supply chain that the reporting would need to go. Does every subcontractor have to report this or does it get left to the General Contractor to report and audit this information?
4. What is the cost for the City to administer a Fair Wage policy?
5. How do privacy laws prohibit or allow the transfer of this type of information?
6. What are the reasons for voting against the administrations recommendation of not changing the current procurement process that is in place?

In comparison, the City of Regina has refused to make public what their costs are to operate their own assets (Asphalt Plant, Paving Crews, Sewer and Water crews)

Thank you,

Kyle Kendel

Sales & Transportation, Regina & Southern Saskatchewan



CANADIAN LABOUR CONGRESS
CONGRÈS DU TRAVAIL DU CANADA

PRAIRIE REGION
RÉGION DES PRAIRIES

August 11, 2022

Mayor Sandra Masters and City Council
Regina City Hall
2476 Victoria Avenue
Regina, SK S4P3C8

Greetings Mayor Masters and Council:

**Re: Regina City Council Meeting, Wednesday, August 17, 2022 at 9:00 a.m.
City of Regina Procurement Motions**

I would like to attend, in person, the city council meeting you are holding on Wednesday, August 11, 2022 at 9:00 a.m.

Like many of the 1 in 5 children in Saskatchewan who currently live in poverty, I grew up in a household where both my parents worked more than full-time hours to make ends meet. What changed for my family, and what changes for so many families is that my mother was able to secure a full-time union job with benefits. It was transformative.

The transformative nature of work that allows one to make ends meet, to take care of themselves and their families, is what led to my work with the Living Wage for Families Campaign as an organizer. In my time with the Living Wage for Families Campaign, I supported ten local governments, including the City of Vancouver, and over 60 companies to transform their procurement practices to prioritize fair wages and local businesses.

A fair wage policy is a good start to thinking about how procurement is tied to the overall values and work of the city. Procurement, as much as community grants, is an expression of the community we want to create. It is not separate from the overall expression of community goals that we engage with in civic governance.

The City of Toronto and Burnaby are the best-known examples of fair wage policies. I will be speaking in favour of a fair wage policy and sharing what I have learned through working closely with municipal governments on procurement practices.

Sincerely,

Deanna Ogle
Director
Canadian Labour Congress – Prairie Region|North
dogle@clctc.ca
© 306-201-9923

dd-cope225



Saskatchewan Federation of Labour
220-2445 13th Avenue, Regina SK S4P 0W1
Treaty 4 Territory

Phone: 1 (306) 525-0197
www.sfl.sk.ca

Regina City Council Meeting
August 17, 2022
9:00 AM

To: Mayor Sandra Masters and Regina City Council
From: Lori Johb, President, Saskatchewan Federation of Labour

Subject: City of Regina Procurement Motions

Mayor and city councillors,

My name is Lori Johb, and I am the President of the Saskatchewan Federation of Labour, representing 100,000 workers from every corner of the province from 37 affiliated national and international unions.

I am here today to speak to the city's motions around procurement, "MN21-6 Local Procurement & Economic Recovery" and "MN21-10 Indigenous Procurement."

There are a few main areas that I would like to focus on that I believe will be of great benefit to working people in the city of Regina.

The first being the issue of apprenticeships. Our trade union affiliates are constantly being told of a shortage of skilled workers. Requiring all contractors on City of Regina projects to use the Apprenticeship system will ensure that the city is using trained skilled workers and giving them the credentials they need to advance through technical training. Using employers that are part of the apprenticeship system will go a long way towards helping alleviate a shortage of skilled workers, and the Saskatchewan Federation of Labour and our affiliates are strongly in favour of this.

Additionally, requiring all contracts to using the Apprenticeship system ensures safer workplaces. By making apprenticeship mandatory, the City is ensuring that they have competent workers and supervision on their projects. This protects workers from serious injuries and death, but it also insulates the City from liability in the event a worker does fall victim to a worksite accident.

In terms of the city's Indigenous Procurement Policy, I would simply remind council that the City has committed to the TRC's Calls to Action. Specifically, Call to action number 92 calls on the corporate sector to ensure that indigenous peoples have equitable access to jobs, training and education opportunities in the corporate sector, and that indigenous communities gain long-term sustainable benefits from economic development projects. As has been noted, the economic impact of an Indigenous Procurement policy is of a great benefit to the city and local indigenous communities that will foster more opportunities for increased apprenticeships, work experience, and careers in the trades.

Requiring contractors to use apprenticeships will also mean that all Indigenous workers who are employed on City of Regina construction projects will be indentured as apprentices. This would prevent a contractor from hiring indigenous workers merely to “check a box”.

Lastly, I would strongly recommend that the city move forward with implementing a fair wage policy. There are many misconceptions about fair wage policies, mainly that they drive up the cost of construction. However, research has shown that this is simply not the case. While the cost of construction projects has gone up over the past five years, wages have not. We have still had 25% inflation in prices over that time. This is not an issue of prices catching up to wages, it's wages catching up to prices. A fair wage policy will ensure that the winning bidder on a project is the one with the best plan, will deliver the best quality of work, and be the most efficient and productive.

Thank you for the opportunity to speak to council today. I know that there are many projects that the city is currently moving forward on, and implementing these changes to the city's procurement policy will be of a great benefit to the working people who build the infrastructure we all rely on, and who drive the economy of this city.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Lori Johb". The signature is fluid and cursive, with the first name "Lori" being more prominent than the last name "Johb".

Lori Johb
President
Saskatchewan Federation of Labor

Mark Cooper Written Submission to City of Regina

August 14, 2022

- Thanks to Council for your leadership in ensuring that City procurement work provides the maximum possible local benefit while supporting the City's strategic goals and objectives
- Some relevant facts about the construction industry:
 - More than 9,000 contractors across Saskatchewan
 - Approximately 49,000 employees
 - Across all industries, construction has the third highest average weekly earnings, only behind services and mining
 - Construction's current average hourly wage is \$33.65
 - 94% of Saskatchewan's construction companies have fewer than 20 employees, making them micro-businesses
 - As you can imagine, businesses this size don't typically have layers of administration or management to support the business
- Within that context, we are supportive of the entire suite of recommendations advanced by City Administration today
- Thanks to City Administration for their active and extensive engagement and consultation with stakeholders
- Let me unequivocally state that our industry supports the core objectives expressed by Council's motions
- We want to see as much infrastructure work as possible go to local companies and be done by local workers.
- We want those local workers to be well paid, to have a high quality of life and to be safe
- We want that workforce to be representative of our community.
- We want our work, and our community, to be sustainable in every sense of the word.
- The question is always in the mechanisms used to achieve those goals

- We believe strongly that the best process is one that is dialogue-based, collaborative rather than consultative, and works towards finding long-term and viable solutions to the challenges we face
- The process used to date by administration reflects that approach. If Council follows the recommendations of administration, as we encourage you to do, then we would also encourage that this approach continues as we bring together all stakeholders for ongoing dialogue about how to improve the outcomes from procurement
- While we are supportive of all the recommendations proposed by administration, I would like to highlight a few in particular if I may.
- Apprenticeship Requirements
 - The motion, as presented, will be very challenging for the city to implement, if not impossible
 - As I understand it, the intent of the motion is to require all construction workers on a job site to be certified by the SATCC as an apprentice or journeyperson
 - This will be problematic for three reasons:
 - First, it simply isn't possible. If we begin with the "heavy construction" area, you will know that this entire scope of construction has no trade professions at all, so this section of construction, including all road, civil, and underground work would never be able to be in compliance
 - Only five compulsory trades in Saskatchewan exist so only those trades are required
 - Most other trades lack the local training options and many companies do not even have journeypersons to train apprentices, so industry will struggle to comply
 - With no local training, apprentices will be required to leave Saskatchewan for their training, which puts their employers at risk and increases costs for both the employer and the apprentice
 - Finally, on this first point, at the time of bidding and contract award – the time contemplated in this motion, there is no reasonable way for a contractor to know which of its workers will be on that particular site, and that's without considering

that the vast majority if work on site is actively done by other companies through sub-contracts.

- Second, this motion shifts liability from the contractor on to the city, an assuredly bad idea as to offset the risk it will require significant and continued due diligence and administration the part of the city.
- Thirdly, more than 80% of the work on a typical vertical construction project is executed by sub-contractors, not by the general contractor. As a result, the city has no direct contractual tie to most companies that would be required to provide data to satisfy this motion. The sub-contractors will be under no obligation to submit this information, nor will the general contractor be able to effectively collect this information and certainly not within the timeline proposed

- Fair Wages

- As noted, vertical construction's average hourly wage is more than \$33 per hour, and the average hourly wage for heavy construction is more than \$39
- It is extremely clear from any analysis of data that construction does not have a fair or living wage problem
- Implementing a requirement for contractors to track and report on this information for every worker on site – keeping in mind that many of the on-site workers are not their own – will create several administrative and legal challenges
- Just as importantly, it will increase costs for contractors and for the city to administer this motion, which will of course increase the cost of construction itself
- Ultimately, policy solutions should be implemented to solve policy problems. If there is no problem with respect to fair wages in the construction industry, and the data is clear that there is not, then there I no need for a solution

- Safety

- We would encourage the city to potentially go even further than contemplated in the recommendations
- We believe that, with a 3-year phase in period, the COR and SECOR programs should be a mandatory requirement of contractors to do business with the city

- I would be happy to answer any questions you may have for me with respect to any of my comments or any other components of the motion under your consideration.
- Thank you for your time today and for listening to the perspective of the construction industry.

August 12, 2022

Name: Tony Playter

Organization: Regina & District Chamber of Commerce

Attendance: In-person

To: City of Regina City Council

The Regina & District Chamber of Commerce, will be speaking to EX22-77 Response to Procurement Motions; specifically the amending motion of the fair wage policy. I will present the Chambers position on this motion and the impact to small and medium sized businesses in Regina, should this be motion be passed.

- Define what a fair wage is
- Will create extra cost in administration to small to medium business
- Will reduce the number of small to medium businesses answering RFPs
- Who will administer and review and is this an efficient way to spend city resources?

Sincerely

Tony Playter, CEO

My name is Thomas Benjoe, President & CEO for FHQ Developments. I would like to appear as a delegation for the Wednesday Aug 17th city council meeting to present on the Indigenous Procurement Policy.

Our company, FHQ Developments is owned by the 11 First Nations of the File Hill's Qu'Appelle Tribal Council and we are located on Nekanee urban reserve in Regina.

- 1) I would like to request council to consider an increase from 5% total capital spend to 10% for Indigenous businesses given the capacity that Indigenous businesses have in the local economy.
- 2) The 5% that was established through the Federal Government was based on a percentage of the total Indigenous population in Canada (4.9%). Regina Stats (2016) states that the Indigenous population in Regina makes up 9.88% which should be rounded to 10%.
- 3) Indigenous ownership should stipulate the 51% majority Indigenous owned but not include the total number of Indigenous employees to make up 30% of the total staff.
- 4) Despite the best efforts that our organization has grown to, it is difficult in a number of industries to meet a 30% total Indigenous workforce. Our personal goal is always 35% in all business lines.
- 5) The fair wage issue also poses an issue for any new start up as any new business getting established needs to run lean. If wages becomes an issue and puts our company in a position that creates further barriers or makes us less competitive than we run the risk of not being able to bid.
- 6) The requirement for more skilled trades is a goal of ours on any project but again, as a start up, we need to be lean and use the skill sets we have as most of our employees may have the experience but do not have the formal red seal certification.
- 7) All of our companies meet the significant safety and certifications to work on construction sites across Saskatchewan and western Canada.
- 8) We need to ensure that policy is creating opportunity to participate and not creating a barrier. Consulting with First Nations businesses is important to understand these issues.

Thank you,

Thomas Benjoe
www.fhqdev.com

August 15, 2022

Name: Kevin Dureau

Organization: Regina Construction Association

Attendance: In-person

To: City of Regina City Council

My name is Kevin Dureau. I am the CEO for the Regina Construction Association based in Regina. I am providing this written submission in advance of my planned attendance as a delegate at the meeting of Council on Wednesday, August 17, 2022.

I will be attending the meeting as a delegate on the topic of procurement. While I am broadly supportive of the City of Regina's plans to improve procurement in support of seeing the success of local contractors and local workers, I do have concerns with respect to the plan of some members of Council to introduce a so-called "fair wage" policy.

In my remarks to Council, I will share the perspective of my business when it comes to the potential introduction of this harmful policy. For now, I will note that I believe that such a policy, certainly if applied to construction, is unnecessary, will be administratively burdensome to implement, will have appreciable benefit to the construction workforce, and is, by its nature, an overreach of government.

I look forward to the opportunity to share more about my perspective with Council on the 17th.

Sincerely

Kevin Dureau, CEO

Thank you for the opportunity to provide comment on council motion MN21-6. I'd like to thank you and the city administration for engaging with industry and the business community early in this process, as council considers the impact of these motions on the community.

Canada's municipal infrastructure has been built and maintained by private contractors through the public tendering process. As our cities and towns have been established, so to have the local civil contractors that have supported their development, whether through building and maintaining roads and bridges, installing sewer, water, and hydroelectric systems, and delivering the core infrastructure that enables growth and economic prosperity.

The time and legal-tested public tendering system that has evolved in Canada ensures the lowest cost for taxpayers and enshrines the principles of fairness, transparency, and accountability in the municipal procurement process. The system has supported the development of a highly-skilled and efficient civil contracting industry; small, large and specialized contractors that, in turn are cornerstones of local economies. They employ local workers, produce or source materials locally, provide considerable local tax revenue and invest heavily in local economic development and charities.

Regarding council's proposed fair wage policy consideration, we'd like to offer the following comments. The construction industry is one of the province's largest employers, the majority of whom operate in an open shop environment. Government wage subsidies and increased work in the oil and gas sector is currently being felt by our industry, and the competition for labour is currently very tight, so the need to pay our people well is already being felt.

One of the challenges for industry around the fair wage policy is that contracts awarded by the City of Regina are usually with a general contractor, who will enlist the services of several sub-contractors for certain portions of construction.

It will be incredibly difficult for a bidder (or GC) to provide wage information for all their sub-trades, as the sub-contractors have no obligation to provide that information. Further there could be privacy issues around obtaining their personal employee pay information. There are also concerns about how this policy may be enforced or verified should contractors have to submit a wage declaration. Administratively it will be very difficult to control or manage as contractors will at times have their workers move between job sites, depending on the employee role or position.

Having to verify additional wage information for each contractor working on a construction project would also add another layer of administration for city procurement officials creating further delays to contract awards. Contracts awarded by the city are already subject to lengthy procurement processes and slower than average contract awards impacting scheduling and capacity for the industry.

The heavy civil construction industry also compensates their employees on skill, training, type of work and years in the position based on what the market will bear and are known to be one of the better paying employers in the province – statistically 2nd only to the mining sector. The average hourly compensation for the heavy civil construction industry in 2021 was \$39.84. This is 11.4% above the provincial all-industry average, 145% over Regina's living wage and ranked 7th among 20 major industries. In addition, over the past 10 years, the heavy civil construction industry's average hourly compensation averaged 12% higher than the provincial all-industry average.

Many employers provide benefits such as medical, dental, health spending accounts, company vehicles and additional training for their employees as part of their employment.

In addition to our labour resources, contractors invest significantly in quality control to ensure the products and materials they provide to municipal construction work meet or exceed specifications. Contractors operate or pay for sophisticated quality control testing laboratories staffed by skilled testing personnel. They also incur considerable cost in capital investment in equipment to sample and test materials, from gyratory compactors for testing asphalt mixes and profilographs for testing pavement smoothness, to nuclear gauges for testing density and compaction.

Sectors like heavy civil construction do not have apprenticeship or journeyman designations for occupations outside of the Heavy Equipment Mechanic positions. So, enacting a mandatory apprenticeship requirement for all contractors will also exclude many sectors from bidding city work.

In terms of the criteria for local procurement, we support the city's use of SECOR or COR as part of their procurement criteria as it is a nationally recognized safety standard. Investing in safety is something the heavy civil construction industry takes very seriously. Our employers invest heavily in safety and skills training for their employees. Heavy Construction employers pay millions of dollars annually to fund industry safety associations who are tasked with training and auditing the companies working within heavy civil construction industry. We would also recommend that the city phase in the use of SECOR and COR to allow some of the smaller businesses the ability to obtain the designation and comply.

I'd would further suggest that the City of Regina also look at having their Roadways and Transportation Department COR certified to ensure everyone on a city job-site is operating safely and to the same national standard.

We feel that applying a fair wage policy to outside businesses is not only unnecessary it's **DE22-171** government over-reach. Local businesses are feeling many inflationary, labour and supply chain pressures right now, adding further financial burden onto them would not be beneficial. Our members are seeing increased cost for fuel, building materials, equipment, vehicles, parts (and that's if you can even get them). Any further hit will see some businesses laying people off or closing their doors altogether.

We would respectfully submit that council support the recommendation from city administration and maintain the status quo to not implement a fair wage policy at this time.

On the topic of Local Procurement, we feel the city is doing a remarkable job at this already. 98% of the construction services are already being awarded locally, with 100% staying with Saskatchewan Contractors. Vendor experience, performance, and local knowledge of things like environmental conditions, laws, building codes and requirements is a community benefit. We think city is doing an excellent job in this regard, and suggest the city continue with its current practice.

Engagement with the Indigenous Community – As the city works with the indigenous community to create their policy, we would encourage you to continue to engage with some sectors that are known to be strong employers for indigenous youth, like construction. According to the 2016 census 6,425 indigenous workers were employed in the construction sector, since the heavy construction sector to the total construction industry is just under 42%, approximately 2,645 Indigenous people were employed in the Heavy Construction industry in Saskatchewan.

We recognize more work needs to be done and on-going relationship building, proactive communications and education with both the indigenous community, internal and external partners will be required to ensure success.

To close I just want to say our industry welcomes the engagement process that has taken place for the consideration of the two motions before you, and we'd encourage the city administration and council to continue with early industry and business engagement when it comes to changes in important policy like procurement.

There have been many lessons learned by industry as we've worked through policy changes with various levels of government. We can bring valuable experience to the table when it comes to helping you understand what business needs in order to be successful working with the city, and we welcome the opportunity to contribute.

Thank you for your consideration.

Shantel Lipp
President
Saskatchewan Heavy Construction Association



**CANADIAN FEDERATION
OF INDEPENDENT BUSINESS**

In business for your business.

503-2400 College Avenue
Regina, SK S4P1C8

CFIB speaking notes for City of Regina Council Meeting - August 17, 2022

Speaker: Brianna Solberg, Senior Policy Analyst for the Prairies and Northern Canada, Canadian Federation of Independent Business (CFIB)

On behalf of the Canadian Federation of Independent Business (CFIB) and our over 600 small business members in Regina, I will speak to the motion to develop a fair wage policy that references supplier wages in procurement documents and applications. Specifically, I would like to share the impacts on local small business owners should this motion be passed.

Current economic state of small businesses:

- Local businesses continue to feel the negative impacts of the pandemic;
- Less than half have returned to normal sales levels; 1 in 6 considering closing;
- **84 per cent say keeping up with government-imposed costs is creating difficulty for their business;**
- **82 per cent struggling due to labour shortages;**
- Most businesses will require more than a year to pay off their pandemic-related debt (average of \$95,188).

Labour shortages have been among the top concerns for small business owners over the past 12 months. Due to the current competitive labour market, our survey data indicates 85 per cent of Saskatchewan small business owners have recently increased employee compensation in order to recruit/retain staff.

In addition, the majority of small business owners in Saskatchewan report they are already paying their employees fairly. CFIB survey data shows 82 per cent of local small business owners pay their staff more than the minimum wage; this number jumps to 97 per cent for small businesses in the construction industry.

A fair wage policy would result in:

- Increased labour costs and new administrative burdens for small businesses at a time when they can least afford it;
- Fewer businesses willing/able to supply the City of Regina with goods and services; and
- Increased procurement costs for the City (ultimately borne by taxpayers at a time when people are already being squeezed by inflation).

As the natural forces of supply and demand in the labour market continue to place significant pressure on employers to provide competitive wages, a fair wage policy is unnecessary.

Several important questions should be answered before moving forward with a fair wage policy:

1. In 2018, when Regina City Council last considered a living wage policy for its employees and the employees of contracted vendors, it was decided that imposing a living wage policy would put significant pressure on taxpayers and likely impact the City's ability to achieve long-term financial viability. What has changed since then, besides that fact that taxpayers are now under even more strain, and the City's budget is even more precarious?
2. What will the rate schedule be based upon?
3. Will the fair wage be based on the total compensation approach (i.e. include pensions and benefits)?
4. Will the policy apply only to construction, maintenance, and service businesses?
5. How will a policy be enforced and audited?

In the wake of the pandemic, less than half (49%) of Saskatchewan small businesses are back to making normal sales. The majority have found customers slow to return, and profit margins are being squeezed by inflationary pressures and increased business costs. Therefore, CFIB recommends that the City of Regina continue the current practice of **not referencing supplier wages in procurement documents** for the foreseeable future, until more local businesses have had the chance to recover.



Impacts of a Fair Wage Policy on Regina Small Businesses

Presentation to Regina City Council

Brianna Solberg, *Senior Policy Analyst*

August 2022



**CANADIAN FEDERATION
OF INDEPENDENT BUSINESS**

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About CFIB

- CFIB represents over 95,000 independently owned and operated businesses across Canada
- We represent business owners in every industry and region
- Over 4,300 members in Saskatchewan, including over 600 in Regina
- Non-profit, member-funded
- Non-partisan organization
- Our members set our policy direction gathered through surveys, making us leaders in grassroots understanding of small business owners



Kathleen Cook
Director, Provincial Affairs

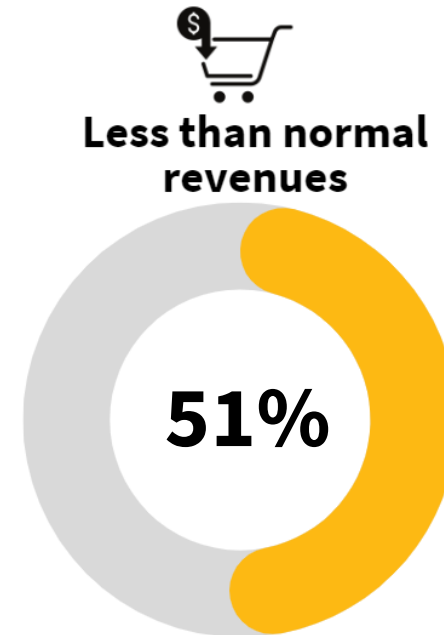
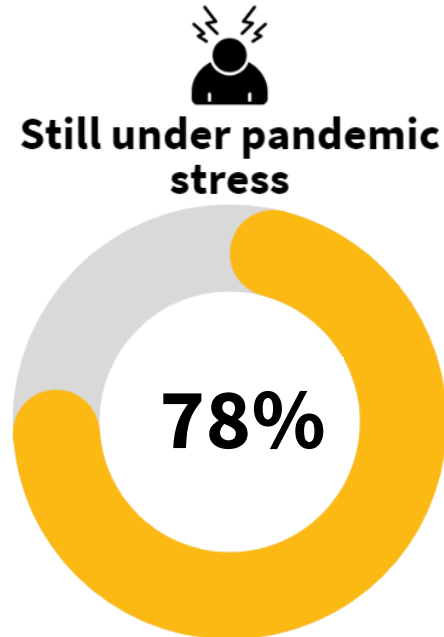
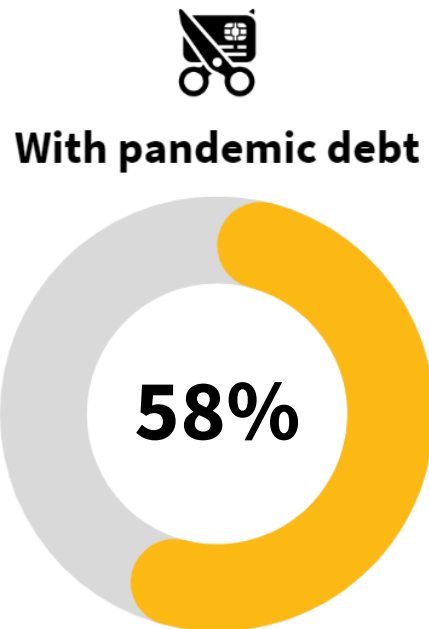


Brianna Solberg
Senior Policy Analyst

Small Business Recovery Dashboard

Saskatchewan small businesses

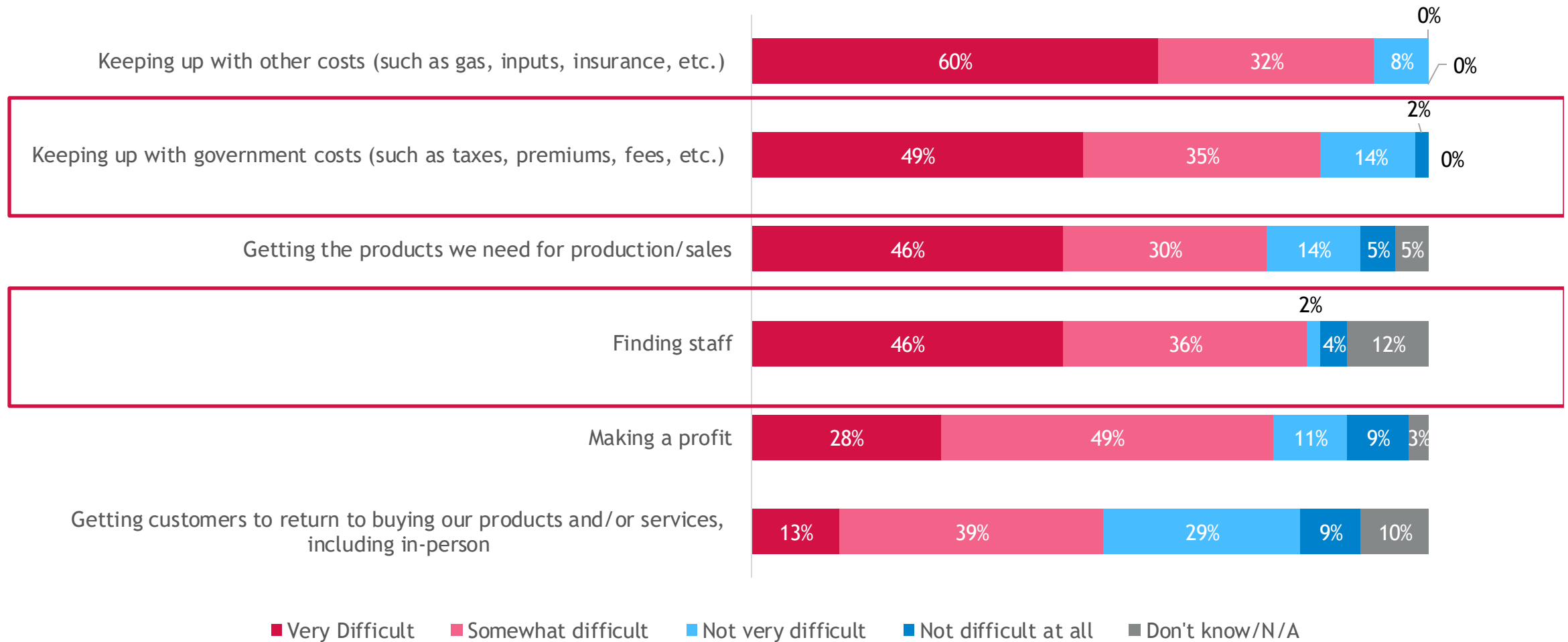
June 9-14, 2022



- Local businesses continue to feel the negative impacts of the pandemic
- Less than half have returned to normal sales levels; 1 in 6 considering closing
- Still dealing with significant pandemic-related debt and stress
- Most businesses will require more than a year to pay off their debt (average of \$95,188)

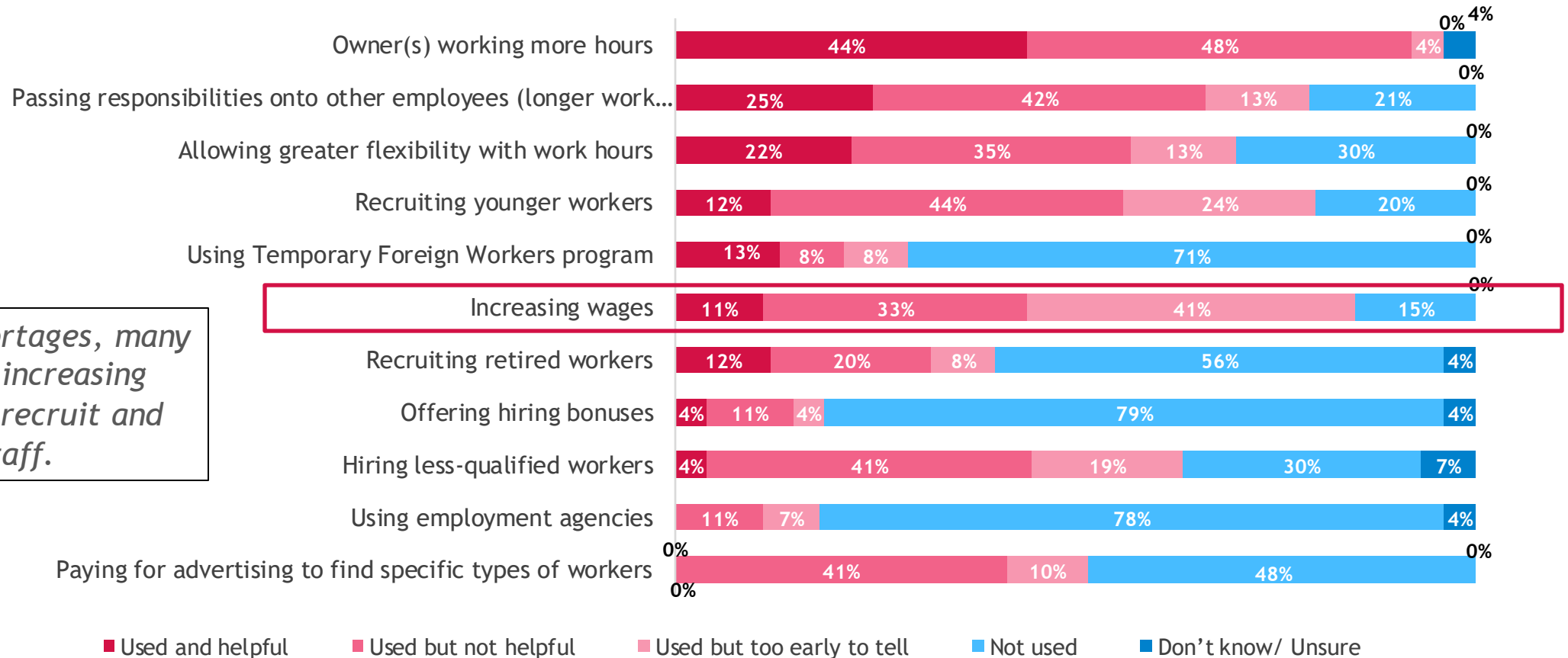
84% of Sask. small business owners are struggling to keep up with government-imposed cost increases; 82% are struggling to find staff

Currently, how difficult are the following for your business? (Select one for each line)



Source: CFIB, Your Voice Survey - April 2022, April 11-15, 2022, Final Results, SK n=137.

85% of Sask. small business owners have increased wages in order to recruit and retain staff

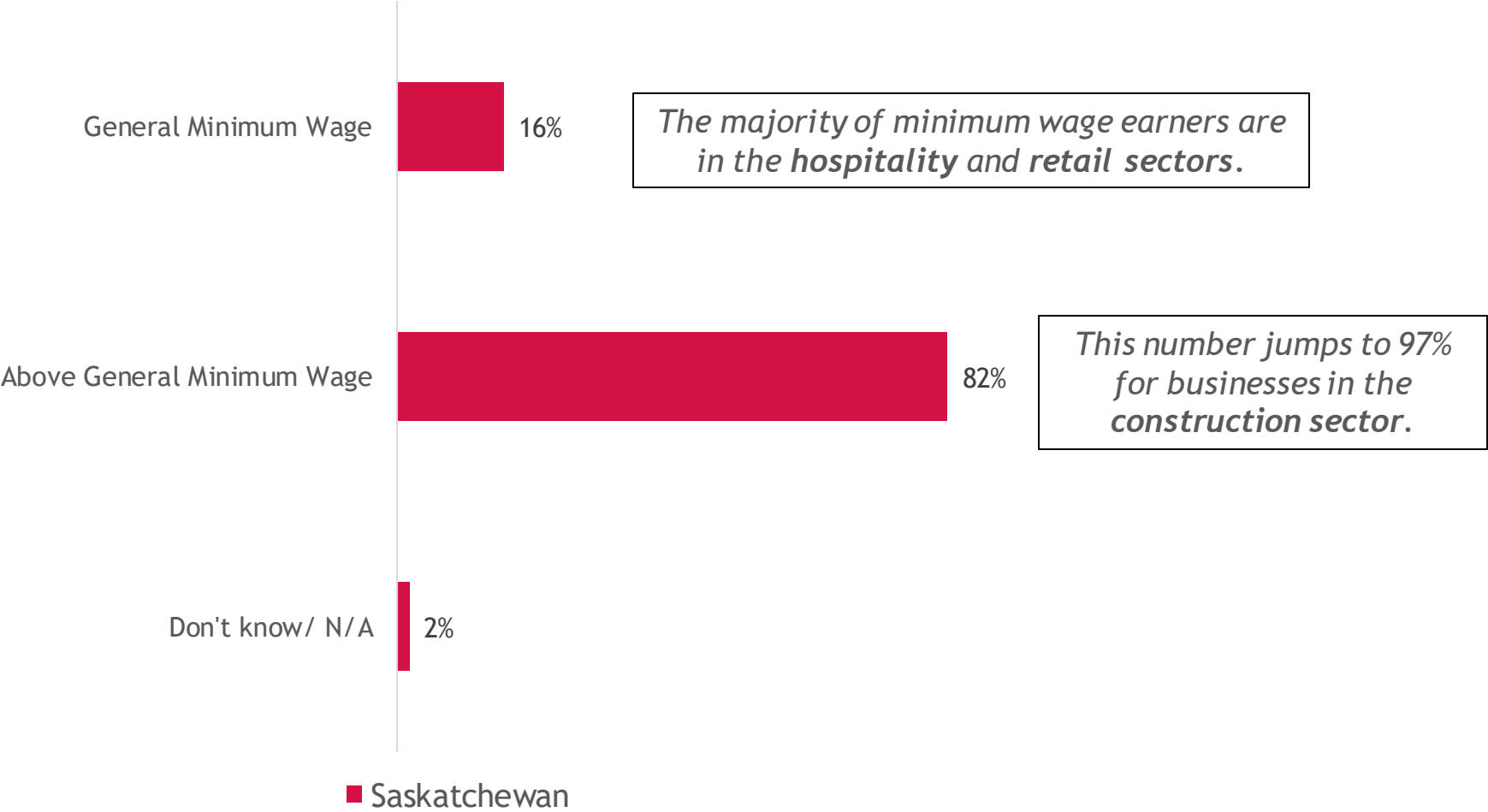


Due to labour shortages, many employers are increasing wages to try to recruit and retain staff.

Source: CFIB, Your Voice Survey -September 2021, Final Results, SK n=133.

Majority of Sask. small business owners are already paying their employees well, making a fair wage policy unnecessary

Does your business currently have any employees earning the following wage rates for your province? (Select all that apply).



Source: CFIB, Western Labour Issues Survey- February 2022, Final Results, SK n=257.

Conclusion/Recommendations

A fair wage policy would result in:

- Increased labour costs and new administrative burdens for small businesses at a time when they can least afford it;
 - Fewer businesses willing/able to supply the City of Regina with goods and services; and
 - Increased procurement costs for the City (ultimately borne by taxpayers at a time when people are already being squeezed by inflation).
-
- The majority of small business owners in Saskatchewan report they are already paying their employees fairly.
 - A fair wage policy could result in increased costs and additional burdens for these businesses, particularly small and medium enterprises who are already struggling to recover from the impacts of the pandemic.
 - **CFIB recommends that the City continue the current practice of not referencing supplier wages in procurement documents for the foreseeable future.**

Questions

1. In 2018, when Regina City Council last considered a living wage policy for its employees and the employees of contracted vendors, it was decided that imposing a living wage policy would put significant pressure on taxpayers and likely impact the City's ability to achieve long-term financial viability.

What has changed since then, besides that fact that taxpayers are now under even more strain, and the City's budget is even more precarious?

2. What will the rate schedule be based upon?
3. Will the fair wage be based on the total compensation approach (i.e. include pensions and benefits)?
4. Will the policy apply only to construction, maintenance, and service businesses?
5. How will a policy be enforced and audited?



Questions?

306-713-8071

Brianna Solberg, Senior Policy Analyst
Brianna.solberg@cfib.ca



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Canadian
Federation of
Independent
Business



@cfib_fcei



Response to Procurement

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Executive Committee
Service Area	Financial Strategy & Sustainability
Item #	CR22-97

RECOMMENDATION

That City Council:

1. Direct Administration to investigate, design and draft an Indigenous Procurement Policy, as outlined in Appendix D, for City Council's approval by the end of 2022;
2. Approve the key provisions of a Sustainable Procurement Protocol, as outlined in Appendix C, to guide City staff in future procurements, with the inclusion of the following additional information after the last paragraph on page 6:

"In addition to tracking, Administration also recommends staging a mandatory requirement of COR certification and a Small Employer Certificate of Recognition (SECOR) in Q1 of 2025. Administration will continue to seek COR or SECOR through the sustainability evaluation criteria, to encourage the vendor community to seek this requirement prior to it becoming mandatory in 2025.";
3. Approve Administration's plan to provide external cross-sector supplier coaching and training opportunities to increase awareness and participation by local businesses and social enterprises (recorded videos on Regina.ca, workshops, etc.), as outlined in Appendix C;
4. Affirm that the Executive Director of Financial Strategy and Sustainability or delegate will:
 - (a) update the Procurement Manual with a Sustainability Procurement Protocol based on the above recommendations; and

- (b) approve the development of related policies and procedures that align and support the Sustainable Procurement Protocol based on the above recommendations;
- 5. Endorse the Executive Director of Financial Strategy and Sustainability's plan to develop and implement procurement data management planning and tracking tools, as outlined in Appendix F, with the addition of the following to Item 3.(b) of the Summary of Recommendations and Implementation Timeline:

 “(xvi) *engagement in apprenticeship/journeyperson certificate program, if applicable*”;
- 6. Direct Administration to develop a Fair Wage Policy that references supplier wages in procurement documents and applications; and
- 7. Remove MN21-06 and MN21-10 from the list of outstanding items for City Council.

HISTORY

At the August 10, 2022, meeting of Executive Committee, the Committee considered the attached EX22-77 report from the Financial Strategy & Sustainability Division.

The following addressed the Committee:

- Kevin Dureau, representing Regina Construction Association, Regina, SK;
- Mark Cooper, representing Saskatchewan Construction Association, Regina, SK;
- Jeff Sweet, President, IBEW Local 2038, Regina, SK
- Dion Malakoff, representing Saskatchewan Building Trades, Regina, SK

The Committee adopted a resolution to concur in the recommendation contained in the report, with the following amendments:

- That Appendix C – Sustainable Procurement be amended to include the following additional information after the last paragraph on page 6:

 “In addition to tracking, Administration also recommends staging a mandatory requirement of COR certification and a Small Employer Certificate of Recognition (SECOR) in Q1 of 2025. Administration will continue to seek COR or SECOR through the sustainability evaluation criteria, to encourage the vendor community to seek this requirement prior to it becoming mandatory in 2025.”;
- That the date in recommendation 8 read August 17, 2022;
- That the following be added to the Summary of Recommendations and Implementation Timeline in Appendix F, under Item 3. (b):

“(xvi) engagement in apprenticeship/journeyperson certificate program, if applicable”; and

- That the Administration be directed to develop a Fair Wage Policy that references supplier wages in procurement documents and applications.

Recommendation #8 in the attached report does not require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



Amber Ackerman, Interim City Clerk 8/12/2022

ATTACHMENTS

EX22-77 - Response to Procurement Motions

Appendix A - City of Regina Procurement – Policies, Practices, Key Activities and Statistics

Appendix B - Alignment with Province

Appendix C - Sustainable Procurement and Mandatory Supplier Requirements

Appendix D - Indigenous Procurement

Appendix E - Fair Wage Policies

Appendix F - Recommendations and Implementation Plan

Appendix G - Engagement Summary

Appendix H - Council Procurement Motions



Response to Procurement Motions

Date	June 22, 2022
To	Executive Committee
From	Financial Strategy & Sustainability
Service Area	Financial Strategy & Sustainability
Item No.	EX22-77

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Direct Administration to investigate, design and draft an Indigenous Procurement Policy, as outlined in Appendix D, for City Council's approval by the end of 2022;
2. Approve the key provisions of a Sustainable Procurement Protocol, as outlined in Appendix C, to guide City staff in future procurements;
3. Approve Administration's plan to provide external cross-sector supplier coaching and training opportunities to increase awareness and participation by local businesses and social enterprises (recorded videos on Regina.ca, workshops, etc.), as outlined in Appendix C;
4. Affirm that the Executive Director of Financial Strategy and Sustainability or delegate will:
 - (a) update the Procurement Manual with a Sustainability Procurement Protocol based on the above recommendations; and
 - (b) approve the development of related policies and procedures that align and support the Sustainable Procurement Protocol based on the above recommendations;
5. Endorse the Executive Director of Financial Strategy and Sustainability's plan to develop and implement procurement data management planning and tracking tools, as outlined in Appendix F;

6. Direct Administration to continue the current practice of not referencing supplier wages (e.g., fair wage policy) in procurement documents;
7. Remove MN21-06 and MN21-10 from the list of outstanding items for City Council; and
8. Approve these recommendations at its meeting on June 29, 2022.

ISSUE

The purpose of this report is to provide Council a response to procurement motions “MN21-6 Local Procurement & Economic Recovery” and “MN21-10 Indigenous Procurement”. The complete list of items to be addressed within each motion is detailed in *Appendix H – Council Procurement Motions* as well as in the Discussion section below, and builds on the Administrations efforts around sustainable procurement to date, detailed in *Appendix C – Sustainable Procurement*.

IMPACTS

Strategic Impact

The recommended actions are in alignment with the Council priority of Economic Prosperity.

These actions are also in alignment with the *Design Regina: The Official Community Plan (OCP)* which sets out a comprehensive framework to guide the physical, environmental, economic, social, and cultural development of our community.

The recommended actions help address the Truth & Reconciliation Commission: Call to Action #92 to ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.

Financial Impact

The creation of two new positions is recommended to see the above recommendations to fruition: an Indigenous Procurement Business Partner and a Sustainable Procurement Specialist. The Sustainable Procurement Specialist will also help the branch with training and tracking initiatives as outlined in the Efficiency Review.

Currently, the Procurement Branch has reallocated resources (one FTE) on a temporary basis to advance this initiative forward. The sustainability of this reallocation of resources balanced with other procurement priorities and the identified need of a second position will be reviewed as part of the 2022-23 budget resource allocation review. Funding of two positions has an operating cost of approximately \$225,000. As part of the budget process, consideration will be given to funding the resources required to meaningfully advance this initiative from savings and cost avoidance measures being implemented through the efficiency review.

Economic Impact

Traditionally, procurement creates value for a buyer and a seller, however, implementing a sustainable procurement protocol and Indigenous procurement policy creates value for a buyer, seller and the broader community. Implementing a sustainable procurement protocol will help strengthen the overall community benefit from City procurement.

City procurement has a ripple effect that can contribute to a prosperous local economy, a sustainable environment and overall vibrancy and well-being in the community. Implementing a sustainable procurement protocol and an Indigenous procurement policy will result in increased awareness of and participation in City contracts that will contribute to a more diverse, strong, and resilient business sector.

These recommendations will encourage greater economic opportunity and integration for historically marginalized groups. Furthermore, these recommendations will promote increased apprenticeship, work-experience, and entry-level opportunities in the trades and other career track employment, especially for traditionally marginalized community members (e.g., Indigenous, women and immigrants). These changes will create favourable conditions for a more skilled workforce and increased opportunity within the community.

Environmental Impact

The recommendations outlined in this report support the goals in the Energy & Sustainability Framework and will help increase community participation by awarding community benefit points to suppliers that employ environmental practices or policies.

Legal Impact

Updates to *The Regina Administration Bylaw*, Bylaw No. 2003-69 will be required to incorporate the Indigenous Procurement Policy into Schedule D.

OTHER OPTIONS

City Council could decide not to approve the recommendations as outlined in this report or direct Administration to undertake additional work on specific aspects of the motions this report is intended to address.

COMMUNICATIONS

Engagement sessions were held with key stakeholder groups as summarized in Appendix G. These stakeholders have been included on the list of interested parties and have been notified of the report.

To develop an Indigenous Procurement Policy for Council's approval, it is recommended a formal policy development committee be established ensuring the Indigenous Procurement Policy is developed in partnership with the Indigenous community. This committee will include representation from members of

the City of Regina, First Nations, Indigenous entrepreneurs, and File Hills Qu-Appelle Tribal Council, and will require ongoing communications between all parties.

Ongoing engagement with the broader business community will also occur through the creation of Indigenous Procurement Business Partner and Sustainable Procurement Specialist roles, which will further strengthen relationships and help provide education sessions with stakeholders.

DISCUSSION

In August of 2021, Council approved “MN21-6 Local Procurement & Economic Recovery” followed by “MN21-10 Indigenous Procurement” in September 2021.

In responding to the motions, Administration has researched similar procurement initiatives underway in other municipalities and engaged local organizations and associations (detailed in Appendix G – Engagement Summary) to address Council’s requests and provide recommendations.

Appendices are attached to this report as Appendix A through Appendix H, each addressing a specific aspect of the requests from Council. The appendices are:

- Appendix A – City of Regina Procurement – Policies, Practices, Key Activities and Statistics
- Appendix B – Alignment with Provincial Procurement Renewal Policy Review Process
- Appendix C – Sustainable Procurement and Mandatory Supplier Requirements
- Appendix D – Indigenous Procurement
- Appendix E – Fair Wage Policies
- Appendix F – Recommendations and Implementation Plan
- Appendix G – Engagement Summary
- Appendix H – Council Procurement Motions

The City of Regina spends approximately \$200 million annually on goods, services, and construction. As the centralized purchaser for the City, the Procurement & Supply Chain Branch oversees approximately 1,400 procurement activities per year, including planning, sourcing, and finding suppliers and products, tendering, negotiating, buying, contract management and administration, transportation and delivery, inventory management and distribution.

Construction is the City’s largest spending area, accounting for \$133 million of the \$200 million annual spend. In 2021, for construction contracts, 98 per cent was awarded to Regina and area contractors and 100 per cent stayed within Saskatchewan. Overall, 87 per cent of total procurement expenditures were awarded to Regina and area vendors; 89 per cent was awarded within Saskatchewan. The approximately 11 to 13 per cent not spent in Saskatchewan was because often there was no Saskatchewan vendor for the required items (which were generally of a high value and speciality items, such as fire trucks, fire turnout gear, buses and specialized software).

Refer to Appendix A for more detail on the City of Regina’s current procurement policies and practices.

Because of the detailed nature of the request from Council, a summary response to each request is outlined below with its relevant appendix and key recommendations and direction for each. A summary of recommendations and detailed action plans are set out in Appendix F – Recommendations and Implementation plan.

Motion	Motion details: Provide a report and recommendations that:	Appendix	Highlights
MN21-6 #1	Draws from the Province’s “Procurement Renewal” policy review process	Appendix B - Alignment with Provincial Procurement Renewal Policy Review Process Appendix D – Indigenous Procurement	<ul style="list-style-type: none"> With the exception of Indigenous Procurement, the City is in alignment with the Provincial Renewal policy. Additional efforts to meet Indigenous procurement objectives outlined by the province are highlighted and outlined in Appendix D – Indigenous Procurement. As well, some policies require more formal documentation in the City’s policy.
MN21-6 #2	Provides the implications of and recommendations for increasing the number of Regina headquartered companies that benefit from City procured construction, maintenance, goods, and service contracts;	Appendix C – Sustainable Procurement	<ul style="list-style-type: none"> Trade agreements are designed to reduce trade barriers by prohibiting cities from considering the local content or economic benefits in the evaluation of bids that exceed certain value thresholds. There is opportunity, under trade agreement thresholds to continue to provide local preference for purchases under trade agreement thresholds, and to increase community benefit points for organizations that benefit social outcomes in the Regina area.
MN21-6 #3	Outlines the implications from enacting a Fair Wage policy on all construction, maintenance, and service contracts;	Appendix E – Implications of a Fair Wage Policy on all Construction, Maintenance and Service Contracts	<ul style="list-style-type: none"> Administration recommends not implementing a Fair Wage policy and continuing the current practice of not referencing supplier wages in procurement documents based on industry consultations, current labour market and economic conditions, and cost to administer.

MN21-6 # 4	<p>Provides recommendations for the drafting of a social procurement policy that establishes a privilege point system for construction, maintenance, and service projects over \$200,000 in value:</p> <ul style="list-style-type: none"> • Organizations that employ Regina-based workers • Certificate of Recognition program (COR) safety certification • Past experience/expertise in specific projects. 	Appendix C – Sustainable Procurement	<ul style="list-style-type: none"> • Trade agreements prohibit local preference on construction projects over \$200,000 but procurements can include community benefit points that incorporate both experience and safety certifications in its competitive documents. The report recommends expansion/enhancement of community/sustainability criteria introduced into the City's procurement process in 2021.
MN21-6 #5	<p>Outlines the implications from enacting consequences of not meeting declared local labour and the fair wage policy such as financial penalties, vendor performance score and no community benefits points on future competitions.</p>	<p>Appendix C – Sustainable Procurement</p> <p>Appendix E – Implications of a Fair Wage Policy on all Construction, Maintenance and Service Contracts</p>	<ul style="list-style-type: none"> • Recommendations for enhancing the City's sustainable procurement practices that consider the local community impact of procurement purchases are discussed in Appendix C.
MN21-6 #6	<p>Outlines the implications from enacting an inclusion approach of women, indigenous and underrepresented groups.</p>	<p>Appendix C – Sustainable Procurement</p> <p>Appendix D – Indigenous Procurement</p>	<ul style="list-style-type: none"> • Implement a Sustainability Procurement Protocol to enhance local economy, diversity in the supply chain and the environment. • Develop baseline data of profiles of current bid submissions, once baseline is known, develop outcomes-based measures with year over year growth targets for diverse suppliers. • Increase community benefit points and include points for diverse supplier initiatives.
MN21-6 #7	<p>Outlines the implications from enacting a mandatory requirement for all contractors to provide all employee's Journey person and indentured apprentice certificate of qualifications</p>	Appendix C – Sustainable Procurement	<ul style="list-style-type: none"> • Administration recommends that the City continue the current practice of not requiring contractors to provide employees' journey person and qualifications within a specified timeframe.

	within 24 hours of closing and adhere to all Saskatchewan Apprenticeship and Trade Certification requirements during construction.		
MN21-6 #8	Outlines the implications from enacting a mandatory requirement: At the request of the City of Regina procurement department a contractor Owner, President, CEO, General Manager or Branch Manager of a procured construction, maintenance or service contractor must be at city hall in person within 90 minutes of request to discuss contract details.	Appendix C – Sustainable Procurement	<ul style="list-style-type: none"> Administration recommends that the City continue to require, where appropriate and where there is a demonstrable business need, that upon request a supplier will attend at City Hall or another specified location within a specified time. Administration recommends that this not become a “blanket” mandatory requirement to ensure ongoing compliance with trade agreements.
MN21-6 #9	Aligns our procurement scoring process with the City’s Renewable Regina objectives.	Appendix C – Sustainable Procurement	<ul style="list-style-type: none"> The Sustainable Procurement Protocol will support the goals in the Energy & Sustainability Framework and will help increase community participation by awarding community benefit points as part of the competitive bid process to companies that can demonstrate environmental stewardship.
MN21-6 #10	Consult with a range of social and economic partners, including but not limited to the Saskatchewan Building Trades, Reconciliation Regina, and other industry and labour associations when preparing this report.	Appendix G – Engagement Summary	<ul style="list-style-type: none"> Appendix G contains a full summary of the consultation completed for this report.
MN21-10 #1	For establishing an Indigenous Procurement Policy that is open to all Indigenous businesses, including sole operative, partnership, and not-for-profit organizations. To be considered an Indigenous business, the following must be met:	Appendix D – Indigenous Procurement	<ul style="list-style-type: none"> Implement an Indigenous Procurement Policy by the end of 2022 starting with an initial target of 5 per cent Indigenous spend in all categories by 2026, aligned with the Federal Government target for capital spend. Implement a Sustainable Procurement Protocol to enhance Indigenous procurement participation.

	<ul style="list-style-type: none"> • At least 51 per cent of the business must be owned and controlled by Indigenous people; and • If the business has more than six full-time staff, at least one third of the employees must be Indigenous. 		<ul style="list-style-type: none"> • Create an Indigenous Procurement Business Partner position to support Indigenous procurement initiatives. • Increase community benefit points from a minimum weighting of 5 per cent to 10 per cent on competitive procurements for those proponents that have implemented programs or initiatives to ensure greater economic opportunity, capacity and integration for under-represented groups and have a strategy or policy around inclusive employment practices. • Continue ongoing relationship building and engagement with the Indigenous community.
MN21-10 #2	For establishing a target for percentage of total awarded contracts annually to Indigenous owned and controlled businesses that the City of Regina can hold itself accountable to.	Appendix D – Indigenous Procurement	<ul style="list-style-type: none"> • To align with federal requirement for capital spend, a minimum of 5 per cent of the city's total spend will be awarded to Indigenous companies by 2026.
MN21-10 #3	That considers a mandatory requirement that: At the request of the City of Regina procurement department, a contractor, owner, president, CEO, general manager or branch manager of a procured construction, maintenance or service contractor must be at City Hall in person within 90 minutes of request to discuss contract details.	Appendix C – Sustainable Procurement	<ul style="list-style-type: none"> • Administration recommends that the City continue to require, where appropriate and where there is a demonstrable business need, that upon request a supplier will attend at City Hall or another specified location within a specified time. Administration recommends that this not become a "blanket" mandatory requirement to ensure ongoing compliance with trade agreements.
MN21-10 #4	That involves consultation with a range of various stakeholder groups including but not limited to Indigenous: owned businesses, employing businesses, leadership, Economic Development Corporations; and Community based organizations; and	Appendix G – Engagement Summary	<ul style="list-style-type: none"> • Appendix G contains a full summary of the consultation completed for this report.

	incorporates recommendations from same.		
MN21-10 #5	To develop a process for circulating Requests for Proposals (RFPs) to Indigenous businesses in the province.	Appendix D – Indigenous Procurement	<ul style="list-style-type: none"> • Continue to post procurement opportunities on the publicly available SaskTenders site; • Leverage and promote Sask. Chamber's Indigenous owned business directory, SupplierLink and Fix-it-up. • Provide external cross-sector supplier coaching and training opportunities to increase awareness and participation by local businesses and social enterprises (recorded videos on Regina.ca, workshops, etc.). • Seek ongoing relationship building and engagement opportunities with the Indigenous community.

The following key performance indicators (KPIs) will be tracked to measure the success of the recommendations outlined above and will be used to assess and enhance the policy and protocols.

Key Performance Indicator	Target
% of Indigenous procurement spend	5% Indigenous total spend by 2026
% of diverse and minority procurement spend	Year over year growth
Procurement spend by category and location	For information only
Percent of competitive procurements that included Community Benefit Points	75% of Request for Proposals include Community Benefit Points by 2023
Increase the # of local first-time bidders under the trade agreement threshold	Year-over-year growth
Increase in vendors with climate mitigation plans aligned to City's 2050 target	Year-over-year growth
Increase in vendors that are COR Certified	Year-over-year growth
Internal sustainable procurement training for all city employees engaged in Procurement	100% of staff trained on sustainable procurement initiatives and efficiency review recommendations by 2024
Number of engagement or training sessions held with partners	TBD

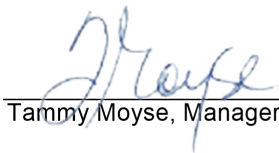
DECISION HISTORY

On August 11, 2021, Council considered item MN21-6 Local Procurement and Economic Recovery and directed Administration to prepare a report for Executive Committee for the end of Q2 of 2022.

On October 13, 2021, Council considered item MN21-10 Indigenous Procurement and directed Administration to prepare a report for Executive Committee for the end of Q2.

Respectfully submitted,

Respectfully submitted,



Tammy Moyse, Manager, Procurement

6/3/2022



Barry Lacey, Exec. Director, Financial Strategy & Sustainability

6/10/2022

Prepared by: Jonathan Wiens, Manager, Divisional Business Support

ATTACHMENTS

Appendix A - City of Regina Procurement – Policies, Practices, Key Activities and Statistics

Appendix B - Alignment with Province

Appendix C - Sustainable Procurement and Mandatory Supplier Requirements

Appendix D - Indigenous Procurement

Appendix E - Fair Wage Policies

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Appendix A

City of Regina Current Procurement Policies, Practices, Key Activities and Statistics

This appendix summarizes the City of Regina's procurement policies and practices, key activities and statistics.

Discussion

The City of Regina spends approximately \$200 million annually on goods, equipment, services and construction.

As the centralized purchaser for the City, the Procurement & Supply Chain Branch oversees approximately 1,400 procurement activities per year, including planning, sourcing and finding suppliers and products, tendering, negotiating, buying, contract management and administration, transportation and delivery, participating in group buying collectives, industry relations development, procurement working groups (Regina, Saskatchewan, Canada) inventory management and distribution.

The centralized procurement approach provides a consistent and city-wide approach to implementation of The Purchasing Policy and common solicitation and contract documents. The centralized procurement allows for an area of expertise on municipal procurement, the City's documents and procurement tools and particular purchasing agents who are knowledgeable about specific client groups procurement and business needs.

The Branch is also responsible for the City's centralized warehouse that keeps all types of inventories from cleaning and safety supplies to water and sewer connections, traffic poles and paint at a value of approximately \$1.52 million.

Schedule A1 has key procurement statistics for the 2020 and 2021 calendar years.

1. Governing Policies and Agreements

The City's procurement activities are subject to the requirements of three trade agreements: the *New West Partnership Trade Agreement*, the *Canadian Free Trade Agreement* and the *Comprehensive and Economic Trade Agreement* between Canada and the European Union. These agreements are legally binding on the City and intended to reduce barriers to trade to increase competitiveness, economic growth and stability among their signatories. The agreements include procurement obligations based on the principles of non-discrimination, openness and transparency.

In Saskatchewan, the trade treaties require a municipality to use a public competitive bidding procurement process where the anticipated value of the goods, equipment or service is \$75,000 or is \$200,000 and above for construction. In those cases, a supplier from another province must be treated in the same way as a supplier from Saskatchewan or the local community. Under the principle of non-discrimination, the trade agreements prohibit the consideration of local content or economic benefits in the evaluation of bids that exceed certain value thresholds. The trade treaties contain explicit provisions that prohibit local preference and prohibit breaking large contracts into smaller contracts for the purpose of the work falling under the trade treaty thresholds.

The Cities Act requires all municipalities to have a purchasing policy. For the City, procurement of goods, services and construction at the City is governed by *The Regina Administration Bylaw*, Bylaw No. 2003-69, Schedule D Purchasing Policy. The Policy sets out the City's procurement goals and requirements that define roles and responsibilities at various stages of the procurement process and further described in the procurement protocols. The Policy is based on and compliant with the trade treaties.

2. Approvals

The *Purchasing Policy* sets out the authority to buy goods and services as follows:

Procurement Authority Limits	
Managers	<ul style="list-style-type: none"> goods, services and construction up to \$100,000 for a term of up to one year
Directors	<ul style="list-style-type: none"> goods, services and construction up to \$200,000 and professional services up to \$100,000 for a term of up to two years
Executive Directors	<ul style="list-style-type: none"> goods, services and construction up to \$3,000,000 and professional services up to \$750,000 for a term of up to five years
City Manager Financial Strategy & Sustainability Executive Director	<ul style="list-style-type: none"> goods, services and construction with no limit and professional services up to \$750,000 for a term of up to five years
Council	<ul style="list-style-type: none"> all professional services contract awards that exceed \$750,000 or that exceed a five-year term

3. Competitive and Single Source Awards

Competitive procurement involves opening the process to bids and tenders to obtain the best value. Non-competitive procurement (sometimes called “single-source” procurement) happens when the City either selects the supplier to buy from or restricts the bidding process to certain suppliers.

The *Purchasing Policy* outlines the circumstances in which single source awards are allowed, which are generally when there is only one supplier able to provide the good or service, or the purchase is of a time sensitive or emergent nature.

In 2021, the City processed a total of almost \$205 million in contracts. Of that value, approximately 98.5% was awarded to competitive contracts and 1.5% was awarded to single source contracts.

The competitive award ratio shows that the City achieves its goal of conducting an open, fair and competitive procurement process for the acquisition of goods, services and construction that is fair to all vendors.

4. Best Value Approach

In 2019, the City adopted a *best value* approach to procurement. This approach means structuring the specific procurement opportunity so that the City evaluates and awards the contract to the vendor whose response to the procurement opportunity demonstrates the greatest overall benefit to the City, not just low price.

Evaluating factors now include quality and expertise, realized benefits from collaboration and innovation, total cost of ownership, and performance-based contracting. This means the City buys very few goods, equipment or services based solely on the lowest price. Rather the total value of the procured goods or services is compared with the costs to buy, use, and dispose of it.

The City's considerations in best value procurement evaluations include:

- consistency, reliability, and responsiveness of the supplier;
- the total costs of the good, equipment found through a life-cycle cost analysis;
- the reduction of risks such as schedule delays, costs added through change orders, the degradation of performance or service from an outsourced provider, potential legal or financial risks, the need for government oversight of program delivery, the amount of needed contract administration effort, and the likelihood of successful contract performance;
- environmental impacts, such as more efficient scheduling leading to less shipping impact, lower toxic materials content, less environmentally harmful manufacturing, and less harmful end of life disposal;
- just-in-time ordering and shipping to avoid storage costs; and
- use of external versus internal resources to reduce costs or to achieve better results for the same overall price.

5. Sustainable Procurement

In early 2021, the City's procurement branch began to incorporate community benefit and sustainable procurement evaluation criteria into many of its competitive procurement documents. The purpose of the community benefit evaluation criteria is to reward bidders that supply some form of social, economic or environmental benefit in addition to the core purpose of the contract. For example, proponents are asked various questions to show social, economic or environmental value to the City:

- **Social Values.** The proponent should explain the social values that are followed as an organization. These social values should focus on diversity and inclusion, accessibility provided during construction, and examples or plans to support local causes (volunteerism, local donations, etc.).

- **Economic Impacts.** The proponent should explain the economic benefits to the community that will occur if the proponent is successful. These economic impacts should focus on local materials bought and used, and support of local businesses.
- **Environmental Mitigation.** The proponent should discuss any environmental mitigations or benefits that will occur if the proponent is successful. These environmental considerations should focus on the organization's environmental practices (reduction of emissions, reuse/recycling of materials, etc.) as well as any reduced emission equipment.

After one year of incorporating community benefit and sustainable procurement evaluation criteria, we have identified opportunities to further refine criteria within competitions and ensure consistency in evaluation of those criteria. Administration has also determined that the 5 percent allocation out of a total of 100 per cent is not enough to make an impact when awarding work.

6. Summary of Recent Accomplishments

New tools, procedures, and training	<p>In 2018, the City reviewed its procurement and vendor management practices and introduced a suite of new tools, procedures, and employee training modules designed to reflect leading industry practices and enhance its procurement operations and services.</p> <p>This included adding new solicitation documents and updating other solicitation and contract documents to reflect industry standards and best practices.</p>
New software	<p>To help facilitate the new tools and protocols, the City bought a new software program in 2018 that follows a procurement project from its start to its posting on SaskTenders – the primary site for posting public sector tender notices.</p> <p>The new software allows business areas and the procurement branch to coordinate the drafting of core project content, integrate project content into the right format and standardize processes to help find issues during the planning and drafting phases of a procurement project and tracks the timelines and responsible parties for improved accountability.</p>
Contract and procurement process training	<p>The City introduced training sessions in 2018 designed to strengthen the City's procurement planning and contract management capabilities and improve consistency across all business areas and project managers.</p> <p>The training has improved the procurement process by making project managers more knowledgeable about planning the work and developing stronger technical requirements.</p> <p>The training has been ongoing through 2018 to 2022 to address the procurement procedures and policies, new</p>

	construction contracts, and new construction requirements arising from the prompt payment and mandatory adjudication requirement in recent amendments to <i>The Builders' Lien Act</i> .
Efficiency Review	In 2021, the Procurement branch was provided a number of recommendations, as a result of the efficiency review on the service area performed by Deloitte LLP. 13 Key Performance Indicators were identified to begin tracking. Tracking of cost savings through negotiated request for proposals has begun, and the use of group purchasing organizations (GPOs) have been identified to take advantage of economies of scale. A pilot group will identify performance clauses to be included in future budgeted projects, and identify and mitigate supply chain risks using the Kraljic model. Procurement has submitted for budget consideration the purchase of two Oracle modules to assist with modernization of procurement and vendor management.

7. Regina Demographics

Regina sits on traditional lands of the Treaty 4 Territory, a Treaty signed with 35 First nations across Southern Saskatchewan and parts of Alberta and Manitoba. It is the original lands of the Cree, Saulteaux, Dakota, Nakota, Lakota, and on the homeland of the Métis.

Regina is a mid-sized city, with a population of 226,404 (2021)¹ and a growth rate of 5.3 per cent since 2016, which is above the national average. The immigrant population is rapidly growing, accounting for a significant percentage of recent growth. Regina is one of the youngest cities in Canada, with 18 per cent of the population under 14, and just 14 per cent of the population over the age of 65. The largest population group is between 25 and 29 and Regina has a median age of 36.5.²

Regina has a diverse population of which 94 per cent are Canadian citizens and approximately 6 per cent are recent immigrants. Just under 80 per cent of the City's population is White while about 10 per cent is Indigenous, the 7th highest in Canada, with just under 6 per cent First Nations and 4 per cent Métis. Additionally, Regina's population is comprised of other groups: Southeast Asian (3.5 per cent), South Asian (2.6 per cent), East Asian (2.2 per cent), Black (1.6 per cent), Latin American (0.7 per cent), Arab (0.6 per cent), and West Asian (0.6 per cent).³

Conclusion

The Branch regularly conducts internal process improvements to enhance procurement operations and its warehouse and inventory management practices to support many City operational and capital programs in achieving the City's goals. The Branch, in consultation with

¹ Statistics Canada 2022

² Statistics Canada 2016

³ World Population Review, 2021

other City departments updates documents, processes and procedures as needed based on experiences, consultation with other public sector entities and new developments in industry or legislation. The result is that procurements are conducted in an improved, modern manner that is consistent with best practices and trade treaties. The Branch's efforts and plans for further improvement and development are detailed in the other appendices to this report.

Schedule A1

2021 Procurement Purchases by Location and Sector

Location of Suppliers	Construction ¹	Goods ²	Information Technology	Professional	Services	Total	Percentage by Spend ⁴
Regina and area	\$134,215,879	\$17,217,854	\$313,576	\$7,832,881	\$18,180,219	\$177,760,411	87%
Saskatchewan	2,799,682	1,061,211	122,193	89,150	563,298	4,635,536	2%
Out-of-Province		9,910,372	582,385	2,404,724	8,194,260	21,091,742	10%
USA		1,064,565	257,388		15,250	1,337,204	0.65%
Europe					30,000	30,000	0.015%

Total Spend	\$137,015,561	\$29,254,003	\$ 1,275,544	\$ 10,326,756	\$26,880,593	\$204,854,894	100%
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Total % of All Spend ³	67%	14%	1%	5%	13%	13%	100%
% to Regina	98%	59%	25%	76%	68%	68%	87%
% within SK	100%	62%	34%	77%	70%	70%	89%

¹ Construction was two-thirds of the City's total spend for 2021. Of the total dollars spent on construction 98% went to companies within Regina and area and 100% stayed within Saskatchewan.

² 21% of the total dollars spent on goods was awarded for contracts related to transit and fleet items (e.g. buses) that are not available for purchase within the province.

³ 85% of the City's spend was within three categories: Construction, Professional, and Services. When looking at these categories combined, 92% of the dollars spent stayed in Regina and area and 94% stayed within Saskatchewan.

⁴ 87% of the total spend stayed within Regina and area with 89% stayed within Saskatchewan.

Appendix B

The City of Regina's alignment with Provincial Procurement Renewal Policy Review Process

This appendix summarizes the Province of Saskatchewan's procurement renewal policy review process and the City of Regina's alignment with the process and the renewed policy.

Discussion

1. Provincial Procurement Renewal Review Process

In 2020, the Saskatchewan government reviewed its procurement policies and practices. Led by MNP, the review looked to achieve more efficient outcomes for both industry and government, with a significantly greater role for industry engagement.

During its review it engaged 24 industry and Indigenous organizations, including the Canadian Federation of Business, Economic Development Regina and the Saskatchewan Chamber of Commerce. It also consulted with 16 government entities, including SaskEnergy, SaskTel and SaskPower.

2. Renewed Government Procurement Policy

While no final report was produced, the review resulted in the development and approval of a new government procurement policy effective August 1, 2020. Its purpose was to achieve greater consistency in procurement policy, continuous improvement based on best practice and ensure that the best value is achieved for Saskatchewan residents.

The policy applies to all government entities, including government ministries, Treasury Board Crowns, the Saskatchewan Health Authority, and all agencies, boards and commissions.

3. City of Regina's Alignment with Government Procurement Policy

The City's procurement process aligns with the Provincial Procurement Renewal Review Process.

The City has historically adopted a best value approach to procurement rather than lowest price, which is in alignment with the government's renewed procurement policy.

Finding best value in procurement is a three-step process:

1. identification and evaluation of all workable options;
2. choice of relevant factors; and
3. creation of selection criteria based on weighted factors.

Considerations in assessing value include consistency, supplier reliability and responsiveness, diversity and equity factors, life-cycle costing, risk mitigation, environmental impacts and efficiency.

The City has also adopted a two-stage competitive practice which allows suppliers to submit technical and financial proposals separately. Only suppliers who meet the prescribed level of technical competence at the technical stage may advance to the second stage and submit a financial proposal. This second-stage negotiation with pre-qualified vendors aligns with the government's renewed procurement policy.

The Province's policy also recommends a restricted solicitation process which limits the pool of vendors. The City uses a similar approach with a qualified vendor roster list and goes beyond the sectors affected by provincial guidelines. This has led to increased efficiencies with standardized templates and the use of negotiated request for proposals.

The chart below summarizes the 11 sections of the Province's renewed procurement policy and shows the City of Regina's alignment with each section.

Section	Description	City of Regina
	Government public procurement rests on the key principles of:	✓
	• open, transparent and fair processes;	
	• consistent approaches to doing procurement with the flexibility to balance diverse government priorities;	✓
	• best possible value for the people of Saskatchewan and a focus on outcomes and business solutions;	✓
	• demonstrate respect for suppliers by taking part in meaningful engagement;	✓ Yes, but needs to be stated in policy.
	• easy access to public tender information and opportunities;	✓
	• innovation that fosters efficiency, effectiveness and competitiveness;	✓
	• support the growth and development of Indigenous owned businesses and Indigenous employees;	See Appendix D
	• the use of procurement as an economic development tool;	See Appendix C
	• respect for our trade obligations;	✓
	• continuous improvement and capacity building; and	✓ Yes, but needs to be

Section	Description	City of Regina
		stated in policy.
	<ul style="list-style-type: none"> accountability for outcomes. 	✓
	<p>The government will try to balance and achieve the following policy priorities:</p> <ul style="list-style-type: none"> ensure that public/taxpayers requirements for goods, services and construction are met through open, principled, and transparent processes that maximize competitive opportunity, and supplies the best value and outcomes; 	✓
	<ul style="list-style-type: none"> conduct procurement and contract management in a way that is principled and results oriented; 	✓
	<ul style="list-style-type: none"> ensure that procurement opportunities are developed and presented in a manner that encourages suppliers to take part and to propose innovative, value added solutions; 	✓
	<ul style="list-style-type: none"> replace prescriptive technical specifications with outcome and performance-based requirements where practical; 	✓ Yes, but needs to be stated in policy.
	<ul style="list-style-type: none"> supply flexibility for commercially mandated public entities to place proper emphasis on price competitiveness to balance their overall mandate from the Government of Saskatchewan; 	N/A
	<ul style="list-style-type: none"> clearly define and publish bidding requirements and evaluation measures used in competitions so that suppliers understand what is expected and how decisions will be made; 	✓
	<ul style="list-style-type: none"> provide all suppliers with opportunities to help them understand how to bid and be successful in the Government of Saskatchewan marketplace; 	See Appendix C
	<ul style="list-style-type: none"> subject to interprovincial and international trade agreements, ensures that procurement 	✓

Section	Description	City of Regina
	appropriately weighs the impact on the Saskatchewan economy as a part of best value;	Yes, but needs to be stated in policy.
	<ul style="list-style-type: none"> actively support the growth and development of Indigenous owned companies through public procurement, including capacity and skill development for Indigenous workers in Saskatchewan; 	See Appendix D
	<ul style="list-style-type: none"> Be accountable for procurement decisions and supply access to fair and equitable debriefing and complaint/dispute resolution processes; 	✓
	<ul style="list-style-type: none"> evolve a modern, digital procurement system that is efficient and effective for procurement entities and suppliers; and 	✓ Yes, but needs to be stated in policy.
	<ul style="list-style-type: none"> create a community of practice among public entities to promote consistency and the highest standard of conduct in procurement and supplier relations. 	The City participates in the Community of Practice lead by the Province.
Best Value Procurement	<p>This approach ensures a fuller range of criteria, including price, are considered based on the specific needs of the goods or services being bought. It reflects a more comprehensive decision-making approach that ultimately provides greater value for taxpayers.</p> <p>“Best value” under the policy means structuring the specific procurement opportunity, as found by the public entity, so that the evaluation and award to a successful vendor result in the greatest overall benefit to the public entity. For clarity, in some cases best value can be achieved based on price alone.</p> <p>While not a one-size fits all approach, criteria are selected in advance of the competition to meet the specific needs of the procurement and may include:</p> <ul style="list-style-type: none"> quality, budget, timing and resource considerations, 	<p>✓</p> <p>The City incorporates these requirements in its technical specifications that form part of the procurement document.</p>

Section	Description	City of Regina
	<ul style="list-style-type: none"> • vendor experience, performance history and proven ability, • safety practices, • knowledge of local conditions such as geotechnical, environmental, local laws, codes and requirements, etc., • innovation, creativity and originality demonstrated, • community benefits, and • cost of ownership over the life of the good or service. 	
Procurement Pre-Planning	A best value procurement system requires significant procurement planning. Procurement pre-planning provides the critical foundations for an effective procurement with an emphasis on clearly defining the problem or opportunity and framing the competition.	✓
Balanced and Effective Evaluation Criteria	All procurement submissions are evaluated after opening and before award of contract. The procurement documents should clearly identify the requirements of the procurement, the evaluation method and evaluation criteria in order to ensure a focus on achieving a procurement decision based on overall best value.	✓
Definition of a Saskatchewan Supplier	Public entities will be asked to track and report on procurement with Saskatchewan suppliers. A Saskatchewan based supplier is one that has a real operational presence within Saskatchewan and employs Saskatchewan people.	✓
Industry and Supplier Engagement	The government is committed to promoting the development of suppliers and enhancing supplier relationships. All public entities will undertake a range of activities to support suppliers including helping them understand how to do business with the government through information sessions and other forms of education.	See Appendix C
Indigenous Procurement	When planning a competition for goods, services or construction, all public entities should consider opportunities for Indigenous engagement, plus provide inclusion for Indigenous ownership and Indigenous labour in the evaluation criteria.	See Appendix D
Multi-Stage Procurement	Public entities are strongly encouraged to use multi-stage procurements when appropriate to effectively	✓

Section	Description	City of Regina
	engage with potential suppliers and better define the problem or opportunity, plus frame the solution.	
Supplier Debriefing and Evaluation	Supplier debriefings shall be offered by all public entities, at a minimum, to all unsuccessful suppliers who engage in a competitive procurement process. Successful suppliers will also receive a debrief on their submission if asked. While public entities may choose not to offer supplier debriefings for lower value, competitive procurement processes conducted by invitation, a supplier debrief shall be made available if asked.	✓
Compliance with Trade Agreements	All public entities are expected to adhere to all the obligations contained within the applicable agreement(s) and will be subject to any of the dispute mechanisms available to suppliers.	✓

The City's procurement policies, practices and procedures strongly align with the Provincial Process.

The City can improve its alignment in relation to Indigenous procurement, and the City's plans to date, along with future plans are detailed in Appendix "D" to this report. The City can also improve on industry and supplier engagement, with future plans detailed in Appendix "C".

Recommendation. Administration recommends that the City continue to maintain strong relationships with the Province and continue to engage on procurement best practices to ensure alignment.

It is also recommended that improvements to Indigenous procurement and increased engagement with the supplier community, through information sessions and other forms of engagement be implemented to improve the alignment to the Provincial Process and other best practices.

Appendix C

Sustainable Procurement and Mandatory Supplier Requirements

This appendix provides information and recommendations on sustainable procurement and mandatory supplier requirements.

Discussion

Sustainable procurement embeds relevant sustainability considerations into processes for selecting goods and services, alongside traditional considerations like price, quality, service and technical specifications. The Canadian Collaboration for Sustainable Procurement (CCSP), a leadership network of 40 Canadian municipalities and other public sector institutions, breaks down sustainable procurement into four distinct pillars:

Green or Environmentally Preferable Procurement	Aims to reduce greenhouse gas (GHG) emissions, energy and water usage. It also addresses waste and toxicity, supports clean, renewable industries, and increases the circularity of our economy.
Ethical Procurement	Involves reducing 'sweatshop labour' by setting recognized minimum workplace standards for suppliers and subcontractors. This often involves assessing compliance with International Labour Organization's conventions against child labour, forced labour, employment discrimination, and the United Nations' Universal Declaration of Human Rights.
Social Procurement	Fosters diversity and inclusivity by creating economic opportunities for equity-deserving and other target populations. This includes purchasing from suppliers that offer social value, such as non-profits, social enterprises, and diverse suppliers, and mandating suppliers to deliver social value as a condition of the contract, often outlined through Community Benefit Agreements (CBAs).
Indigenous or Aboriginal Procurement	Promotes reconciliation through contracting and subcontracting Indigenous businesses; increasing employment and skills development opportunities for Indigenous peoples; and otherwise engaging them in public spending in alignment with the Government of Canada's Truth and Reconciliation Commission's Call to Action 92, Business and Reconciliation, and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

CCSP 2021 Member Benchmarking. In the fall of 2019, the City of Regina joined the CCSP. Annually the CCSP helps members to self-assess their progress on implementing the framework so members can compare their progress and showcase their successes.

The 2021, results for 31 public sector organizations, including Regina and Saskatoon and 18 other municipalities in Canada, is attached as Schedule C1.

The results show that the City has made progress in five areas of the framework, but there is a need to continue to develop and adopt sustainable procurement practices.

The City recognizes that its purchases have a ripple effect that can contribute to a prosperous local economy, a sustainable environment and overall vibrancy and well-being in the community.

In early 2021, the City began to incorporate a minimum of five (5) Community Benefit points (5% out of 100%) for Sustainable Procurement evaluation criteria in many of its competitive procurement documents to encourage vendors to provide goods, equipment and services in an economic and environmentally sustainable manner, whenever possible.

City Council approved The *Design Regina Official Community Plan* (OCP) in 2013 which set out a comprehensive framework to guide the physical, environmental, economic, social and cultural development of our community.

Continuing to improve its sustainability procurement practices will lead to several improved outcomes, including the following:

- increased access to City contracts to contribute to a more diverse, stronger and more resilient small- and medium-sized business sector;
- greater economic opportunities and integration for historically marginalized groups;
- increased apprenticeship, work-experience, and entry-level opportunities in the trades and other career track employment, especially for traditionally marginalized community members;
- the City will be better prepared and aligned with national sustainable procurement programs, including:
 - the federal government's *Investing in Canada Infrastructure Program* (ICIP) and its funding requirements that aim to increase diverse workers;
 - the federal government's mandatory requirement for federal departments and agencies to ensure a minimum of 5% of the total value of contracts are held by Indigenous businesses, to be phased in over three years beginning in 2021; and
 - the United Nations sustainable development goal to promote public procurement practices that are sustainable, in accordance with national policies and priorities.

Recommendation. To achieve these outcomes Administration recommends that the City update the Procurement Manual with a Sustainability Procurement Protocol (the "Protocol") to enhance local economy, Indigenous and diverse suppliers, and the environment. The Protocol will provide guidance and assistance to City employees planning procurements. The Protocol and related actions will:

- 1) Increase community benefit points from a minimum weighting of 5 per cent to 10 per cent on competitive procurements, on a project-to-project basis, to account for any of the following:
 - 3rd party certification of diverse or social inclusive business
 - Demonstrated practices of social procurement in their supply chain
 - Implemented programs or initiatives to ensure greater economic opportunity and integration for under-represented groups
 - Has a strategy or policy around inclusive employment practices
 - Has an apprenticeship program targeted to traditionally underrepresented groups
 - Provides work experience or internship targeted to traditionally underrepresented groups
 - Has a Certification of Recognition (COR) Program safety certification

- Has an established environment and climate policy
 - Has implemented environmentally friendly waste disposal practices
 - Demonstrated improvements to maximize environmental return to transition to net zero
 - Demonstrated increased use of renewable fuels
 - Provides per cent of fleet that uses renewable fuel sources
 - Provides per cent of energy used is renewable
 - Has social initiatives in place that positively impacts Regina and area.
- 2) Provide local preference where allowed by trade thresholds, in particular:
- P-card purchases below \$7,500 are recommended to support local suppliers;
 - Procurements under trade thresholds (goods or services under \$75,000 and construction under \$200,000) are recommended to obtain three written quotes. Where at least three local suppliers exist, all quotes should be local, where less than three local suppliers exist, at least one quote from a local supplier;
 - Provide advance information on contract opportunities so local vendors have time to prepare;
 - Provide external cross-sector supplier coaching and training opportunities to increase awareness and participation by local businesses and social enterprises (recorded videos on Regina.ca, workshops, etc.).
- 3) Result in the undertaking of additional initiatives related to the Protocol including:
- Engage internal cross departmental teams with representatives from finance, procurement, environment and planning departments to support the design, implementation and evaluation of sustainable procurement;
 - Develop a data management plan and tracking tools to collect sustainability process data, with outcomes-based measures and year-over-year growth targets;
 - Develop baseline data of profiles of current bid submissions and, once baseline is known, develop outcomes-based measures with year-over-year growth targets (first time bidders, apprenticeship, environmental, diverse, etc.);
 - Leverage and promote the Saskatchewan Chamber of Commerce Indigenous owned business directory, SupplierLink and Fix-It-Up, and SaskTenders;
 - Continue ongoing relationship building and engagement with all stakeholders; Provide internal learning sessions on desired outcomes, new processes and protocols and FAQ's initiatives, including a City-wide implementation and action plan; and
- 4) Create a dedicated Sustainable Procurement Specialist position within the City to support and align future sustainable procurement initiatives and implement and report on efficiency review recommendations:
- To advance the above recommendations, a new full-time position will be required in the Procurement branch.

The Sustainable Procurement Specialist will be responsible for preparation and delivery of training and tools, identifying and implementing tracking mechanisms, verification of compliance, as well as building relationships with stakeholders. Educating internal and external stakeholders is key to the success of the sustainable procurement program, this position will coordinate and deliver on these efforts as well as work on enhancements to data management, and data collection.

This role will also be responsible for supporting the Efficiency Review

recommendations that the branch is currently implementing. There is a lot of synergy between these initiatives, including training, change management and business relationships.

Specific items identified in Notice of Motions MN21-6 and MN21-10 requesting detail on sustainable procurement and mandatory supplier requirements are detailed below.

1. Provide the implications of and recommendations for increasing the number of Regina headquartered companies that benefit from City procured construction, maintenance, goods, and service contracts.

Procurement policies whose goal is to increasing the number of local suppliers that benefit from City contracts is known as a local preference. It means a preference, or penalty, is applied based on a supplier's geographic location or the local content of the goods or services provided. The goal is to support local businesses and protect and create local jobs and provide local suppliers with an advantage over non-local suppliers.

While local preference is meant to benefit the local economy, municipalities are subject to trade agreements which are focused on outward markets. The agreements are designed to reduce trade barriers by prohibiting cities from considering the local content or economic benefits in the evaluation of bids that exceed certain value thresholds. The trade treaties explicitly contain provisions prohibiting including a local preference evaluation criterion in procurements that fall within the trade treaties' thresholds and from breaking a large contract into smaller contracts in order come under the trade treaty thresholds.

In Saskatchewan the threshold is \$75,000 for goods and services and \$200,000 for construction.

Once these thresholds are exceeded, the City must conduct an open, competitive procurement process and treat suppliers in the same way regardless of their location. Applying local preference for procurement above the thresholds would result in the City not complying with the various trade agreements it is obligated by law to follow, however, the City has the ability to explicitly pursue local preference for procurements below the trade thresholds. This report provides a number of recommendations to strengthen the City's practices to purchase local for goods and services below the trade agreement thresholds.

COVID-19 spurred a local preference movement across Canada below the trade treaty procurement thresholds.

In the early days of the pandemic, organizations looked to local businesses to deliver essential supplies like personal protective equipment (PPE), cleaning supplies, and food amidst global supply chain disruptions and price gouging. For example, the Government of BC, the City of Victoria, City of Kelowna, and City of Regina procured hand sanitizer from Canadian craft breweries and distilleries, which rapidly shifted their operations to support response efforts. These purchases allowed breweries and distilleries to generate new revenue streams, avoid layoffs, and utilize ethyl alcohol (a by-product that would have gone to waste otherwise) to produce essential supplies. In support of creating more agile local economies, the Government of Ontario even launched a \$50 million *Together Fund* to help local businesses retool their operations to produce PPE, find technology solutions, and develop services necessary to reopen Canada's businesses and public services safely.

Once a 'new normal' was established, leaders like the Government of Newfoundland and the City of Victoria began encouraging staff to prioritize local companies for low-value purchases (below procurement thresholds). Newfoundland raised their thresholds to the maximum allowed under the Canada Free Trade Agreement (CFTA) so staff could sole-source to local companies, and they introduced a new local preference policy whereby 10% allowance was added to bid prices of provincial suppliers. Likewise, Victoria trained purchase cardholders (or p-cardholders) on how to buy local and consider social value in their purchase.

Canadian Collaboration for Sustainable Procurement: 2020 Annual Report on the State of Sustainable Public Procurement in Canada

While a growing number of municipalities are adopting local preference for below threshold procurements, there are benefits and drawbacks of such policies.

Benefits of local preference. Governments spend substantial amounts of money on procurement. Advocates for local preference argue that spending this money in the local economy creates meaningful jobs, builds local economies, addresses social and environmental issues and saves taxpayers money.

Drawbacks of local preference.. Although there may be anecdotal evidence of individual businesses benefiting from local procurement, the benefits may be outweighed by the costs to the overall local economy. A local preference may restrict competition and could lead to increased costs, or result in other communities enacting similar policies restricting opportunities for businesses to pursue outside their community.

Current local procurement. While the City does not have a local preference policy, the City's procurement branch tracks the number and value of local contracts. The branch defines a local supplier as one that keeps an office within 60 kilometres of Regina.

In 2021, the City bought approximately \$182 million (or 89%) respectively of goods, equipment, and services from local companies. Most of the purchases made outside of Saskatchewan were for specialized equipment and services that were not available within the province.

In 2021, 67% of the total procurement spend was the purchase of construction services of which 98% of this amount went to local suppliers, and 100% went to Saskatchewan suppliers.

Administration's recommendation for local preference is contained as part of the broader sustainable procurement protocol recommendation described earlier in this Appendix.

2. **Provide recommendations for the drafting of a social procurement policy that establishes a privileging point system for construction, maintenance, and service projects over \$200,000 in value that would reward suppliers:**
 - a. that employ Regina-based workers;
 - b. that use a Certificate of Recognition program (COR) safety certification; and/or
 - c. with past experience/expertise in specific projects.

Rewarding suppliers that employ Regina-based workers is otherwise known as local preference and is discussed under #1 above.

A social procurement policy is part of the broader sustainable procurement umbrella captured under the third sustainable procurement pillar as discussed and recommended earlier in this report.

A privileging point system – also known as evaluation criteria – is a key part of a solicitation document as it defines how bids will be assessed and what makes one bid better than another.

The City uses a points system with two types of criteria – mandatory and weighted – for all procurements over the thresholds as well as selected procurements below the thresholds.

Mandatory criteria are requirements that a bid must meet for it to be considered. If a mandatory criterion is not met, the proposal will not be considered further.

Weighted criteria use points and values to calculate the relative importance of various bid criteria. It enables the prioritization of decision factors based on their impact on the end-goal and are tailored to reflect the unique needs and priorities of the business area. A weighted set of criteria within each bid document helps suppliers understand the relative importance of the benchmarks needed for the project. Ultimately, the weighted scoring model offers a data-based approach to finding the best supplier for the project.

The chart below has an example of weighted criteria, their importance, and the minimum score that must be met in each category.

Category	Weighting (%)	Minimum Score
Pricing	45	N/A
Project Understanding and Project Approach, Methodology, Schedule	20	16/20
Project Management, Quality Control and Quality Assurance	15	12/15
Company Profile and Project Team & Experience	15	11/15
Sustainability	5	N/A
Total Points	100	

The City uses a points system to incorporate both experience and safety certifications in its competitive documents.

For example, COR certification is needed, for most construction projects, and 67% of construction companies awarded a contract in 2021 have verified their COR certification. As a Sustainable Procurement Protocol is developed, the City will continue to track, engage and look to increase the number of contracts that require COR certification.

Trade agreements prohibit local preference on construction projects over \$200,000, but procurement evaluation criteria can include community benefit points that incorporate both experience and safety certifications in its competitive documents.

Administration's recommendation for local preference, where allowed by trade agreements, is contained as part of the broader sustainable procurement protocol recommendation above.

3. Outline the implications from enacting consequences of not meeting declared local labour and the fair wage policy such as financial penalties, vendor performance score and no community benefits points on future competitions.

Rewarding suppliers that employ Regina-based workers is otherwise known as local preference and is discussed under #1 above.

Recommendations for sustainable procurement that would consider the local economic impact of procurement purchases are also discussed earlier in this report.

The implications of enacting a fair wage policy on all construction, maintenance and service contracts for the City of Regina, and the penalties for non-compliance, are discussed in Appendix E.

4. Outline the implications from enacting an inclusion approach of women, Indigenous and underrepresented groups.

An inclusion approach of women, Indigenous and underrepresented groups is part of the broader sustainable procurement umbrella and captured in the third and fourth pillars (Social Procurement, Indigenous or Aboriginal Procurement) of sustainable procurement discussed above.

5. Outline the implications from enacting a mandatory requirement for all contractors to provide all employees' journeyperson and indentured apprentice certificates of qualifications within 24 hours of closing and adhere to all Saskatchewan Apprenticeship and Trade Certification requirements during construction.

Current practice in City procurement requires that general contractors ensure that any subtrades used are qualified to perform the work required, which doesn't always require a journeyperson or indentured apprentice certification.

The City of Regina has a limited number of suppliers. Careful thought to the types of mandatory requirements is considered during the planning stage of procurement for all projects to ensure the City does not exclude any supplier from bidding on City projects.

Making these requirements mandatory may:

- deter smaller Regina contractors with less skilled employees and fewer investments in training and apprenticeships from participating in a City procurement;
- increase a contractor's project costs, which would in turn increase the City's costs; and
- present a barrier to entry to reaching inclusion goals.

Recommendation. Administration recommends that the City continue the current practice of not requiring contractors to provide employees' journeyperson and qualifications within a specified timeframe.

6. Outline the implications from enacting a mandatory requirement that, at the request of the City of Regina procurement department, a contractor owner, president, CEO, general manager or branch manager of a procured construction, maintenance or service contractor must be at city hall in person within 90 minutes of request to discuss contract details.

Including a mandatory requirement that, upon request, a supplier attend City Hall or another specified location within a specified time to discuss contract details is already a standard provision in certain maintenance and service contracts to ensure service interruptions are kept to a minimum and pose a minimal risk to delivering services to residents. For example, this would be a requirement in a service contract for a pump for a wastewater lift stations.

While Administration had heard anecdotally that other municipalities had enacted such a requirement, extensive engagement with other municipalities, and other government entities has not encountered this requirement.

As discussed earlier in this Appendix, a procurement policy whose goal could reasonably be seen as favouring local businesses would not be complaint with trade agreements. As noted above, the City already requires suppliers to be available within a specified timeframe where business requirements can be clearly demonstrated. Where such a business requirement cannot be clearly demonstrated, a challenge under the trade agreements would be difficult to defend. Administration notes that in 2021, 98% of construction contracts making up two thirds of purchases were already from Regina suppliers (100% from Saskatchewan suppliers), with 87% of all purchases from Regina suppliers. Adding this requirement to procurement documents likely would have little impact on increasing these numbers while opening up the City to potential trade agreement challenges.

As well, making this a requirement for all suppliers, regardless of a business need may put smaller local businesses with fewer resources at a disadvantage. It would also add to the project costs, which in turn would be passed on to the City.

Recommendation. Administration recommends that the City continue the current practice of not making this a mandatory requirement.

7. Align our procurement scoring process with the City's Renewable Regina objectives.






This approach is part of the broader sustainable procurement umbrella and captured in the first pillar of sustainable procurement (Green or Environmentally Preferable Procurement) discussed above.



























































































Schedule C1

Canadian Collaboration for Sustainable Procurement (CCSP) 2021 Member Benchmarking Results

Self-Assessment Framework

Members self-assessed using ratings analogous to the five phases of the moon (below), which represent increasing maturity levels in implementing each of the 10 program elements in the **Best Practice Program Framework**.

SYMBOL	MATURITY LEVEL
	= not yet started or just beginning
	= some progress made
	= in progress
	= fairly well developed
	= well developed with solid experience

	Strategy & Action Plan	Staffing & Resources	Policy	HIPO List	Procedures	Tools*	Training & Engagement	Measurement & Reporting	Supplier Engagement	Leadership & Collaboration
City of Brampton										
City of Calgary										
City of Charlottetown										
City of Edmonton										
City of Kelowna										
City of Mississauga										
City of Nanaimo										
City of Ottawa										
City of Port Coquitlam										

	Strategy & Action Plan	Staffing & Resources	Policy	HIPO List	Procedures	Tools*	Training & Engagement	Measurement & Reporting	Supplier Engagement	Leadership & Collaboration
City of Regina	◀	◐	◯	◀	◀	◯	◯	◯	◯	◐
City of St. Albert	◯	◀	◐	◯	◯	◯	◯	◯	◯	◀
City of Saskatoon	◀	◐	●	◀	◐	◐	◐	◀	◀	◐
City of Toronto	●	●	●	●	◐	◐	◐	◐	●	●
City of Vancouver	●	●	●	●	●	●	●	●	●	●
City of Whitehorse	◯	◀	◐	◯	◯	◯	◯	◯	◯	◐
City of Winnipeg	◐	◀	◀	◐	◀	◀	◀	◯	◯	◐
City of Yellowknife	◯	◀	◀	◯	◯	◯	◯	◯	◯	◀
District of Saanich	◀	◀	◐	◐	◀	◐	◐	◀	◀	◐
District of Squamish	◀	◐	◐	◀	◐	◯	◯	◯	◯	◐
Halifax Regional Municipality	◀	◀	●	◐	◐	◐	◐	◯	◐	●
BCIT	◯	◀	◀	◀	◀	◀	◐	◀	◐	◐
BC Lottery Corporation (BCLC)	◐	◐	◐	◐	◀	◐	◐	◐	◀	◐
TransLink	◀	◀	◀	◯	◯	◯	◯	◯	◯	◐
Government of Yukon	◀	◐	◐	◯	◀	◀	◯	◯	◯	◐
Saint Lawrence College	◀	◐	◯	◯	◯	◀	◯	◯	◯	◐
Northern Alberta Institute of Technology (NAIT)	◀	◀	◯	◯	◯	◯	◯	◯	◯	◐
Sheridan College	◀	◀	◐	◀	◀	◀	◀	◀	◀	◐
Simon Fraser University (SFU)	◐	◐	◐	◐	◐	◐	◐	◐	◐	●
Thompson Rivers University (TRU)	◐	◐	◐	◐	◐	◐	◐	◐	◐	◐
University of British Columbia (UBC)	◐	◐	●	◐	◐	◐	◐	◐	◐	●
University of Calgary (U of C)	◀	◐	◯	◯	◐	◯	◀	◯	◯	◐

Note: The implementation plan detailed in Appendix F is aligned with the CCSP Best Practice Program Framework, which will ensure the City continues to make progress on implementing the framework and its continuous improvement will be reflected in future member benchmarking results.

Appendix D

Indigenous Procurement

This appendix provides information:

1. For establishing an Indigenous procurement policy that is open to all Indigenous businesses, including sole operative, partnership, and not-for profit organizations. To be considered an Indigenous business, the following criteria must be met:
 - (a) at least 51 per cent of the business must be owned and controlled by Indigenous people; and
 - (b) if the business has more than six full-time staff, at least one third of the employees must be Indigenous;
2. For establishing a target for percentage of total awarded contracts annually to Indigenous owned and controlled businesses to which the City of Regina can hold itself accountable; and
3. That involves consultation with a range of various stakeholder groups including, but not limited to, Indigenous, owned businesses, employing businesses, leadership, economic development corporations; and community-based organizations; and incorporates related recommendations.

Discussion

General. The purpose of an Indigenous procurement policy is to recognize the systemic racism and inequities Indigenous people face and to act within procurement processes to increase their participation in the City's economic activities arising through the purchase of goods, equipment and services by and for the City.

Indigenous people and their business ventures face unique challenges and barriers to participation, and this is reflected in lower levels of participation in government contracting. Indigenous peoples comprise approximately five per cent of the overall Canadian population, however, they are consistently awarded a lower percentage of government contracts. In 2015 – less than one per cent of all federal procurements went to Indigenous suppliers. In 2018 and 2019 only about three per cent of federal procurements went to Indigenous suppliers.

Research from the National Aboriginal Economic Development Board suggests that if Indigenous people had the same access to economic opportunities as the average Canadian, over \$27 billion would be added to Canada's gross domestic product (GDP).¹

The Canadian Collaboration for Sustainable Procurement (CCSP) – a leadership network of 40 Canadian municipalities and other public sector institutions – includes Indigenous procurement as one of the four foundational pillars of sustainable procurement (the others being green, ethical and social procurement).

¹ [Mandate commitment: Creation of a 5% target in procurement-Indigenous business: Standing Committee on Indigenous and Northern Affairs—June 19, 2020 - PSPC \(tpsgc-pwgsc.gc.ca\)](#)

Indigenous or Aboriginal Procurement

Promotes reconciliation through contracting and subcontracting Indigenous businesses; increasing employment and skills development opportunities for Indigenous peoples; and otherwise engaging them in public spending in alignment with the Government of Canada's Truth and Reconciliation Commission's Call to Action 92, Business and Reconciliation, and the United Nations Declaration on the Rights of Indigenous Peoples.

In 2015, the Truth & Reconciliation Commission released 94 "Calls to Action" urging all levels of government – federal, provincial, territorial and Aboriginal – to work together to change policies and programs in a concerted effort to repair the harm caused by residential schools and move forward with reconciliation.

Call to Action #92 reads as follows:

Business and Reconciliation

92. We call upon the corporate sector in Canada to adopt the United Nations Declaration on the Rights of Indigenous Peoples as a reconciliation framework and to apply its principles, norms, and standards to corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following:

- i. Commit to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects.
- ii. Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.
- iii. Provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

The Commission also called on Canada's corporate sector to implement the United Nations Declaration on the Rights of Indigenous Peoples through measures that include ensuring Indigenous people have equitable access to jobs and training opportunities.

Federal government. The federal government has responded by requiring that as of 2021 all federal departments and agencies direct at least five per cent of the total value of contracts to Indigenous businesses. The five per cent target reflects the Indigenous population in Canada. The new mandate will be phased in over three years with full implementation expected by 2024.

The federal definition of an Indigenous business is defined as:

- a sole proprietorship, limited company, cooperative, partnership or not-for-profit organization in which Indigenous peoples own and control at least 51% of the enterprise;

- if there are 6 or more full-time employees, one-third, or 33%, must be Indigenous people;
- for joint ventures, eligible Indigenous businesses can partner with non-Indigenous businesses if it can be demonstrated that 33% of the value of the work performed under the contract will be performed by the Indigenous business; and
- a mandatory set-aside (which means only Indigenous businesses can compete against other Indigenous businesses for the contract) is required where the recipient of the goods, services or construction is 80% Indigenous peoples.

Provincial governments. Many provincial governments have developed policies similar to the federal government's Indigenous procurement initiative. The Yukon *First Nations Procurement Policy* enhances economic outcomes for Yukon First Nations people and businesses by providing better opportunities to take part in government contracts. British Columbia has an *Indigenous Procurement Strategy* that aims to reduce barriers to government procurement opportunities and better support participation by Indigenous businesses and communities. Ontario's *Aboriginal Procurement Program* promotes Indigenous economic development by increasing contracting opportunities for businesses owned by First Nation, Métis and Inuit people. Manitoba has developed its *Indigenous Procurement Initiative* to increase the participation of Indigenous business providing goods and services to Manitoba government departments. At present, Saskatchewan has not adopted such a policy.

Municipal governments. Many municipal governments have addressed the need to increase Indigenous participation as part of their broader social procurement objectives and identify supplier diversity as a key priority.

The City of Saskatoon's *Indigenous Procurement Protocol and Specification* provides guidelines to support Indigenous procurement and diverse suppliers. It defines a diverse supplier as any business or enterprise that is more than 50 per cent owned, managed and controlled by persons belonging to a group that experiences discrimination or barriers to equal opportunity including women, Indigenous people, persons with disabilities, new immigrants, LGBTQ2S+ people, visible minorities, and other groups the City identifies as historically under-represented.

The City of Brampton joined five non-profit diverse supplier certification organizations and the Supplier Diversity Alliance of Canada in 2020. It also worked on its Certified Diverse Supplier List for Invitational Procurements between \$25,000 to \$100,000 that will ensure that at least one supplier of three invited to bid is a diverse supplier. A diverse supplier is defined as being a 51 per cent owned small or medium business managed by an equity-seeking community or social purpose enterprise, including veterans, women, Indigenous people, or LGBTQ2S+.

The City of Toronto defines social procurement as “the achievement of strategic social, economic and workforce development goals using an organization’s process of purchasing goods and services.” It defines supplier diversity as a business that is at least 51 per cent owned, managed and controlled by an equity-seeking community or social purpose enterprise. These communities include, but are not limited to, women, Aboriginal people, persons with disabilities, newcomers and new immigrants, LGBTQ+ people, visible minorities and racialized people, and other groups the City identifies as historically underrepresented.

The City of Vancouver is one of the first cities in Canada to set a target for its social procurement goals. By 2023, they have committed that 50 per cent of its procurement spend

and 50 per cent of its contracts will be to socially and diverse businesses in identified categories. This includes businesses owned/controlled by equity seeking populations such as non-profits/coops, women, Indigenous persons, people with disabilities, ethno-cultural persons and LGBTQ+ persons. The identified categories include services, consultants, management/finance/IT education/facilitate/workshop, facilities, management catering (services), janitorial (services), building services, graffiti removal, landscaping maintenance and repair services.

Other public and private sector organizations. While there were few municipalities with policies that set a target for Indigenous procurement, other examples in the public sector exist.

For example, in 2012, SaskPower implemented an Indigenous Procurement Policy that awards points for Indigenous ownership and labour hours. It has a target of eight per cent of its annual Saskatchewan procurement spend to be awarded to Indigenous vendors.

The Mosaic Company in Saskatchewan has set a target that by 2025 15 per cent of its procurement activity will be with Indigenous-owned companies, and it will increase the use of Indigenous employment by contractors on its work sites to 15 per cent.

Items to Consider in the Development of an Indigenous Procurement Policy:

Item	Potential Options	Potential Implications
Method to Increase Indigenous Contracts	<ul style="list-style-type: none"> Procurement Target (Vancouver) Suggested guidelines (Saskatoon) 	<ul style="list-style-type: none"> The target will depend on the pool of local Indigenous businesses available to bid on contracts. Setting a target too low increases the risk that the target would be met without changing behaviour or outcomes, resulting in no benefit. Setting a target too high may result in either the target being waived and undermining credibility or maintaining the target and increasing costs.
Target value and volume	<ul style="list-style-type: none"> Based on number of contracts awarded (volume) Based on the proportional value of contracts awarded (value) 	<ul style="list-style-type: none"> Option chosen may impact cost of implementation and number of businesses covered by the policy.
Sectors	<ul style="list-style-type: none"> All sectors Identified Categories (Vancouver) 	<ul style="list-style-type: none"> Option chosen may impact cost of implementation and number of businesses covered by the policy.
Definition of Indigenous Business	<ul style="list-style-type: none"> Federal government's definition Made-in Regina definition 	<ul style="list-style-type: none"> Option chosen may impact number of businesses covered by the policy.

Current City of Regina Indigenous Procurement. As part of responding to the procurement motions, Administration has begun developing Indigenous procurement criteria and development of an overall Indigenous procurement strategy, where none has existed previously. As part of this work, Administration has undertaken engagement sessions with Indigenous businesses, organizations and community members to discuss Indigenous procurement strategies at the City of Regina. Initial feedback received from these Indigenous groups has indicated that further engagement is required before finalizing and implementing an Indigenous Procurement Policy. There is a strong desire for participation from the community in the development of the policy, which includes representation from Indigenous businesses, First Nations and Tribal Council.

Recommendations

1. Direct Administration to:
 - (a) Set an initial target of 5 per cent of the total value of City contracts directed to Indigenous businesses by 2026, to align with the federal government's target for Indigenous procurements of capital works;
 - (b) establish a formal Indigenous policy development committee with clear terms of reference, through which a draft Indigenous Procurement Policy can be developed in partnership with the Indigenous community. This will include representation from members of the City of Regina, First Nations, Indigenous entrepreneurs and the File Hills Qu-Appelle Tribal Council; and
 - (c) Begin implementing inclusive criteria in procurements that align with community benefits relating to the Indigenous strategies and process first and, where possible, prior to the completion of the Council approved Indigenous Procurement Policy.
2. Create an Indigenous Procurement Business Partner position within Administration to resource the development and implementation of the Indigenous Procurement Policy and related policies, procedures, verification of compliance, engagement and training.
 - Initial engagement and research with the Indigenous community has indicated that it is imperative that ongoing, consistent relationships be built between the City procurement branch and the Indigenous community. Ongoing relationship building, proactive communications and education with both the Indigenous community and internal procurement partners will be required, and a dedicated position will be essential. To advance the above recommendations, a full-time position will be required in the Procurement branch – an Indigenous Procurement Business Partner.
 - This role of Indigenous Procurement Business Partner will be responsible for planning and design, training, change management, building awareness of the policy and program, reporting (see KPIs in Appendix F), identifying an inventory and maintaining a database of local Indigenous businesses, and supporting them through the bid process. This role will develop strong relationships within the Indigenous business community.
 - This role will build awareness of the Indigenous procurement program by coordinating information sessions targeted to established Indigenous businesses, attending events focused on the Indigenous business community and ensuring coordination of community outreach activities with others in the organization and partner organizations.

This role will foster relationships with other Indigenous business service providers in support of this program.

- This role will be a first point of contact with Indigenous businesses seeking support, identifying and maintaining contact with those that are 'procurement ready' in order to connect them with opportunities for contracts. This role will also ensure that updates and reporting related to the program are completed along with verification of compliance.
3. Ensure Administration continues to strengthen and deliver Indigenous awareness and culture education for City staff involved in procurements throughout the development and operationalization of the policy.

Appendix E

Implications of a Fair Wage Policy on all Construction, Maintenance and Service Contracts

This appendix assesses the implications of enacting a fair wage policy on all construction, maintenance and service contracts for the City of Regina.

Discussion

Fair Wages. A fair wage policy sets minimum wage rates which must be paid by contractors in specific industries, typically construction, but they can also apply to security, cleaning and other government contacted services. The rates are generally tied to union wage rates, or the rates set by governments. Their purpose is to ensure suppliers pay decent wages in industries where contracts are awarded on a low-bid basis.

Fair wage policies emerged from concerns with setting a level playing field for employers bidding for government work and preventing labour abuses by employers who ultimately secured government contracts. They also emerged out of a desire for government to act as a model employer, as well as to prevent governments from using their significant market share and purchasing power to undercut local labour conditions. Fair wage policies allow governments to positively impact market conditions through their role as a major consumer of construction and other services. They are an excellent example of the capacity of governments to use their tendering policy to achieve broader policy objectives, including economic fairness for workers.

*The Case for a Stronger Fair Wage Policy in Ontario, p. 8
Canadian Centre for Policy Alternatives, April 2014*

In 1987, City Council directed Administration to review the concept of a fair wage policy following a Council discussion around local preference in purchasing, and the possibility of local labour content in construction contracts. At that time, the Administration recommended that a fair wage policy not be pursued due to the financial implications and City Council accepted that recommendation.

Minimum Wages. Minimum wages are the lowest wages employers can legally pay workers according to legislation or contract. In Canada, hourly minimum wages range from \$11.81 in Saskatchewan to \$16 in Nunavut. The Saskatchewan government announced in early May 2022, that the Saskatchewan minimum wage rate will increase to \$13 an hour this fall. One in 14 workers receive only the minimum wage, with women, youth, racialized and part-time workers much more likely to receive a minimum wage.

Living Wages. A living wage is the wage needed to provide the minimum income necessary to pay for basic needs based on the actual costs of living in a specific community. A living wage means the difference between living in poverty and being able to actively participate in community life. Calculations of living wages vary significantly, from about \$14 an hour in some communities to just over \$20 in Metro Vancouver and Yellowknife.

In 2016, the living wage for Regina was \$16.95 per hour. The Canadian Centre for Policy

Alternatives estimated that at least 24 percent of workers in Regina earned less than the living wage in 2016.

In 2018, City Council considered a living wage policy for its employees and the employees of contracted vendors and concluded that imposing a living wage policy would put significant pressure on taxpayers and likely impact its ability to achieve its goal of long-term financial viability (See: CR18-99). The report estimated that a living wage policy for all City staff and employees of its contracted vendors, as well as City service partners such as Regina Exhibition Association Limited and the Regina Police Service, would conservatively cost a minimum of \$1.1 million per year, the equivalent of a 0.5 per cent mill rate increase at that time.

Key Elements of Fair Wage Policies

Fair wage policies generally address six key issues:

Fair Wage Schedules	The schedules set out the worker classifications and the minimum pay rates, as determined by provincial wage schedules, market surveys, union rates or other research into prevailing wage rates.
Scope	There are four scope issues: <ul style="list-style-type: none">▪ the sectors the policy applies to;▪ whether a threshold is set below which the policy does not apply;▪ whether it applies to employees and sub-contractors;▪ whether the policy applies to all contracts, including public-private partnerships.
Contractor Responsibilities	The policy may or may not hold a prime contractor responsible for the compliance of a sub-contract.
Complaints	The policy must specify who may report a complaint under the policy, whether a fee applies to file the complaint, what evidence of the complaint must be provided, and how the complaint will be investigated.
Penalties for Non-Compliance	The policy must specify what penalties will be applied for policy violations, including a direction to pay the schedule rates, formal warnings, a ban on performing work for the City for a period, and the payment of the investigation fees.
Audits and Inspections	The policy must specify whether the City will conduct proactive audits and inspections.

Federal, Provincial and Municipal Fair Wage Policies

Federal Government. The Federal government operated a fair wage policy from 1935 until 1984 when it was rescinded, and again from 1997 until 2014 when it repealed the *Fair Wages and Hours of Labour Act*. The Act covered contractors and sub-contractors in the construction, remodeling, repair and demolition industries.

The current government has said it intends to re-introduce a modern fair wages policy and has

been consulting with stakeholders.

Provincial Governments. Several Canadian provincial governments have adopted fair wage policies, including Ontario, British Columbia, New Brunswick, and the Yukon. British Columbia repealed its legislation in 2001. Ontario's provincial fair wage policy was introduced in the 1930s, but the fair wage schedules under the policy have not been updated since 1995, which have made them largely irrelevant to actual market conditions. Saskatchewan does not have a fair wage policy.

Municipal Governments. The City of Toronto introduced the first fair wage policy in 1893, before minimum wages existed. Since then there are approximately seven other municipalities that have adopted fair wage policies in Ontario: Hamilton, Vaughan, Thunder Bay, Sudbury, Oshawa and Clarington. In British Columbia there are two municipalities with fair wage policies – North Vancouver and Burnaby.

There are no municipalities in Manitoba, Saskatchewan or Alberta with fair wage policies.

Implications of Adopting a Fair Wage Policy on Municipal Contracts

Benefits of fair wage policies. Proponents of fair wage policies assert that fair wage policies can improve skills training and apprenticeships, improve health and safety outcomes, reduce the underground economy in construction and improve workers' pay and benefits.¹

Researchers attribute these outcomes to:

- the role fair wage policies play in supporting training and apprenticeships;
- the retention of more experienced workers less prone to injuries; and
- creating an environment in which other regulations are adhered to.

Proponents for fair wage policies say fair wages policies also:

- result in better quality work, because a level playing field for wages requires businesses to compete primarily based on productivity, efficiency, innovation, and project management;
- benefit non-unionized workers, if they require their employers to compensate them at levels comparable to those found in collective agreements; and
- make it easier to recruit new apprentices and increase the representation of underrepresented groups in the skilled trades by making careers in these occupations more appealing.

Drawbacks of fair wage policies. Opponents of fair wage policies assert that a fair wages policy could:

- lead to increased labour costs and new administrative burdens for businesses, particularly small and medium enterprises;
- make it difficult for businesses to remain competitive, pressuring them to choose between being able to compete for government contracts and being able to compete in the wider marketplace;

¹e Case for a Stronger Fair Wage Policy in Ontario, Canadian Centre for Policy Alternatives, April 2014. Online: https://www.policyalternatives.ca/sites/default/files/uploads/publications/2014/05/Fair_Wage_FINAL.pdf

- shrink the pool of businesses willing and able to supply the government with goods and services; and
- result in increased procurement costs that would ultimately be borne by taxpayers.²

A report published by the Canadian Centre for Policy Alternatives in 2014, found that early studies on fair wage policies incorrectly claimed that there is a strong correlation between prevailing wage laws and higher construction costs. The report concluded that these claims assume that higher wages automatically result in higher total contract costs and do not consider the corresponding increase in productivity and health and safety benefits. The report examines the research that has found that there are several potential productivity-inducing impacts of higher labour costs, which include the substitution of skilled labour for unskilled or semi-skilled labour and the shift towards more efficient project management practices.

Current Economic State

According to Statistics Canada data released on May 6, 2022, there were 576,600 people employed in the province with approximately 82% of the workforce engaged in full-time employment. Additionally, there were 33,300 people out of work, available and looking for work in April. This compares to 38,800 in April 2021, and represents a provincial unemployment rate of 5.5% which is trending downward. Saskatchewan's unemployment rate compares favorably to other provinces.³

The Conference Board of Canada Major City Insights, May 19, 2022, reports that Regina experienced a significant drop in its unemployment rate from 6.8% in April 2021 to 5.6% in 2022 reflecting a return to pre-pandemic unemployment rates.⁴ The Saskatchewan Bureau of Statistics reports that in April 2022, off-reserve Aboriginal employment hit a record high for April 2022 at 49,800 full-time jobs, the 17th consecutive month of year-over-year increases.⁵ Regina typically has amongst Canada's lowest rates due to healthcare spending and public sector employment.

Although recent employment growth is reported as being widespread across sectors, Regina's resource sector added 1,700 new jobs year-over-year, reflecting an increase of 204%.⁶ Statistics Canada indicates Saskatchewan's fastest growing employment sectors are transportation and warehousing, utilities, wholesale and retail trade, followed by accommodation and food services and public services. Employment in agriculture, forestry mining, oil and gas has declined in the past year. Moving forward, the City anticipates several economic development projects including Viterra, Cargill and Federated Coop Ltd. which will further improve employment prospects.

² Government of Canada *What We Heard: Consultations on a Modern Day Fair Wages Policy*. <https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/consultation-modern-fair-wages-policy/what-we-heard-report.html>.

³ Statistics Canada <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1410028703>

⁴ Conference Board of Canada, Major City Insights, May 19, 2022 <https://www.conferenceboard.ca/focus-areas/canadian-economics/major-city-insights/regina/labour-and-employment>

⁵ Saskatchewan Labour Force Statistics April 2022

⁶ Economic Development Regina

The Conference Board of Canada predicts the GDP for Regina will expand by 4.8% in 2022 and by 3.5% in 2023. The local unemployment rate is predicted to average 5.6% in 2022 and fall under 5.4% by 2025, then drop to 4.9% in 2026.⁷

Statistic Canada's most recent average salary information reveals that during 2021, full and part-time employees in Saskatchewan who were union members earned \$32.76 per hour on average, compared to employees who on average earned \$27.34 per hour and were not covered by a collective agreement.⁸

Stakeholder Consultations

The majority of the feedback obtained from the stakeholder consultations with contractors was opposed to a fair wage policy. The most common concerns were that such a policy would increase costs and be an administrative burden to both suppliers and the City.

Participants had questions such as: How will a policy be enforced and audited? How will fair wages be determined? Will fair wages include pensions and benefits? What will be the impact on low-cost bids?

The prevailing view was that due to the current market forces of supply and demand that suppliers are already providing competitive wages, and therefore, regulation was unnecessary.

The feedback from employee and union organizations was more supportive of fair wage policies. The primary reason was that ensuring that Regina residents receive a fair wage will help to ensure they continue to live in Regina, pay taxes and support the local economy.

Recommendation. After extensive consultation with industry stakeholders, and a review of current labour market and economic trends, Administration recommends that the City continue the current practice of not referencing supplier wages in procurement documents for the foreseeable future.

A fair wage policy would be costly to develop, implement and administer for both the City and its suppliers, adding an administrative burden where it is not clear that a policy is needed in today's economic conditions, in which employers are competing for employees and, as a result, higher wages are needed to attract and retain employees. Studies suggest labour shortages will impact most employment sectors into the future, while market forces dictate that companies pay competitive salaries in order to attract and keep workers. In these circumstances investing in a fair wage policy may not provide good value for taxpayers.

⁷ Conference Board of Canada, Major City Insights, May 19, 2022
<https://www.conferenceboard.ca/focus-areas/canadian-economics/major-city-insights/regina/labour-and-employment>

⁸ Statistics Canada
<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1410013401&pickMembers%5B0%5D=1.9&pickMembers%5B1%5D=4.1&cubeTimeFrame.startYear=2021&cubeTimeFrame.endYear=2021&referencePeriods=20210101%2C20210101>

Appendix F - Recommendation and Implementation Plan

This appendix summarizes the recommendations and key activities provided in Appendices B, C, D and E, identifies potential measurement of key performance indicators and an implementation timeline.

The implementation timeline considers the work to implement the Efficiency Review recommendations provided by Deloitte in December 2021 and will be implemented in tandem with the recommendations from this report. New resources identified in the recommendations will support both the Efficiency Review work and the sustainable procurement deliverables.

The implementation plan has been designed in alignment with the Canadian Collaboration for Sustainable Procurement (CCSP) 10-point Best Practice Program Framework, which is designed to help ensure sustainable practices are meaningfully adopted across the City's departments. The CCSP 10 Point Framework is based on:

1. Strategy and Action Plan	Outline a long-term vision for the program and a clear work plan for implementing and managing it.
2. Staffing and Resources	Ensure adequate time, budget, and expertise are designated to implementation and management.
3. Policies	Provide clarity on the importance of sustainable purchasing to the organization and set clear green, ethical, social, and Indigenous priorities, ideally aligning with existing plans and policies.
4. High Impact Procurement Opportunity List	Identify specific categories of focus for sustainable purchasing, ideally those with high volume, spend, and/or strategic importance for sustainability.
5. Procedures	Guide staff in integrating sustainability in every type of procurement process. This may include guidance for developing specifications, weighting and evaluating responses, and developing supplier contracts.
6. Tools	Enable staff to take a standardized, more effective approach to making informed purchasing decisions.
7. Training and Engagement	Help staff understand the organization's sustainable procurement program and priorities, as well as build their skills and confidence in integrating sustainability into purchasing decisions.
8. Measurement and Reporting	Take regular stock of performance in order to highlight what is working well, identify challenges and opportunities, and build engagement across the organization.
9. Supplier and Engagement	Collaborate with vendors to address sustainability risks and opportunities in your supply chain outside of traditional RFx processes (Request for Proposal, Request for Quote, Request for Information).
10. Leadership and Collaboration	Collaborate with other organizations and sectors to advance the field of sustainable procurement and build mutually beneficial resources.

Aligning the implementation plan with the CCSP Best Practice Program Framework will ensure the City continues to make progress on implementing the framework, and its continuous improvement will be reflected in future member benchmarking results (as identified in Schedule C1, Appendix C).

The recommended actions help address the Truth & Reconciliation Commission: Call to Action #92 to ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.

The recommended actions are in alignment with the Council Priority Economic Prosperity: Local & Indigenous Procurement, as outlined in the 2022-2024 Strategic Plan.

These actions are also in alignment with the *Design Regina Official Community Plan* (OCP) which set out a comprehensive framework to guide the physical, environmental, economic, social, and cultural development of our community.

Summary of Recommendations and Implementation Timeline

1. Direct Administration to investigate, design and draft an Indigenous Procurement Policy, as outlined in Appendix D, for City Council's approval by the end of 2022. which must contain, at minimum, the following key elements:
 - (a) an initial target of 5 per cent of the total value of City contracts directed to Indigenous businesses by 2026, to align with the federal government's target for Indigenous procurements of capital works;
 - (b) establish a formal policy development committee with clear terms of reference, so the draft Indigenous Procurement Policy can be developed in partnership with the Indigenous community. This will include representation from members of the City of Regina, First Nations, Indigenous entrepreneurs and Tribal Council; and
 - (c) that the Administration continue to strengthen and deliver Indigenous awareness and culture education for procurement stakeholders throughout the development and operationalization of the policy.
2. Begin implementing inclusive criteria in procurements that align with community benefits relating to the Indigenous strategies and process first and, where possible, prior to the completion of the Council approved Indigenous Procurement Policy.
3. Approve the key provisions of a Sustainable Procurement Protocol, as outlined in Appendix C, to guide persons in future procurements:
 - (a) to have the protocol's purpose be to enhance local economy, Indigenous and diverse suppliers, and the environment. The protocol will provide guidance and assistance to City staff planning procurements;
 - (b) increase the current community benefit points from a minimum weighting of 5 per cent to 10 per cent for competitive procurements, on a project-to-project basis, to account for any of the following:

- (i) 3rd party certification of diverse or social inclusive business;
 - (ii) demonstration of practices social procurement in the vendor's supply chain;
 - (iii) implemented programs or initiatives to ensure greater economic opportunity and integration for under-represented groups;
 - (iv) has a strategy or policy around inclusive employment practices;
 - (v) has an apprenticeship program targeted to support and augment traditionally underrepresented groups;
 - (vi) provides work experience or internship targeted to traditionally underrepresented groups;
 - (vii) has a Certification of Recognition (COR) Program safety certification;
 - (viii) has an established environment and climate policy that aligns with the City's Energy & Sustainability Framework;
 - (ix) has implemented waste disposal practices that align with the goals of Waste Plan Regina;
 - (x) demonstrated improvements to maximize environmental return to transition to net zero as contemplated in the City's Energy & Sustainability Framework;
 - (xi) demonstrated increased use of renewable fuels;
 - (xii) provides per cent of fleet that uses renewable fuel sources that aligns with the City's Sustainability Framework;
 - (xiii) provides per cent of energy used is renewable;
 - (xiv) has social initiatives in place that positively impacts Regina and area; or
 - (xv) such other benefit as Administration considers appropriate to achieve the Protocol's purpose and is applicable to the procurement; and
- (c) continue to permit local preference where allowed by trade thresholds in the manner as follows:
- (i) P-Card purchases below \$7,500 are recommended to support local suppliers;
 - (ii) procurements under trade thresholds (goods or services under \$75,000 and construction under \$200,000) are recommended to obtain three written quotes with at least one from a local supplier; and
 - (iii) provide advance information on contract opportunities on a public website or platform to provide local vendors time to prepare for the procurement;
- (d) endorse the Administration's plan to establish an internal cross departmental team with representatives from Finance, Procurement, Environment and Sustainability and Planning departments to support the design, implementation and evaluation criteria of sustainable procurement that achieve the purpose of the Sustainability Procurement Protocol and the Sustainability Framework.
4. Approve Administration's plan to provide external cross-sector supplier coaching and training opportunities to increase awareness and participation by local businesses and social enterprises (recorded videos on Regina.ca, workshops, etc.).
5. Affirm that the Executive Director of Financial Strategy and Sustainability or delegate will:

- (a) update the Procurement Manual with a Sustainability Procurement Protocol based on recommendations above; and
 - (b) approve the development of related policies and procedures that align and support the Sustainable Procurement Protocol based on recommendations above.
6. Approve the Executive Director of Financial Strategy and Sustainability plan to develop and implement procurement data management planning and tracking tools, as outlined in Appendix F, to:
 - (a) collect sustainability process data, with outcomes-based measures and year-over-year growth targets;
 - (b) develop baseline data of profiles of current bid submissions and, once baseline is known, develop outcomes-based measures with year-over-year growth targets (first time bidders, apprenticeship, environmental, diverse, and such other data as may be necessary to inform the City's Sustainability Procurement Protocol;
 - (c) provide internal learning sessions on desired outcomes, new processes and protocols and frequently asked question initiatives, including a City-wide implementation and action plan for all procurement policies, protocols, procedures, and such other auxiliary documents that support the procurement processes; and
 - (d) leverage and promote:
 - (i) SaskTenders;
 - (ii) the Saskatchewan Chamber of Commerce Indigenous owned business directory;
 - (iii) SupplierLink; and
 - (iv) Fix-it-up;
7. Direct Administration to continue the current practice of not referencing supplier wages in procurement documents.

Project	Tasks	2022				2023				2024			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Implement Sustainability Protocol	Create a Sustainable Procurement Specialist Role												
	Establish Cross-Departmental Team												
	Develop a Data Management Plan												

Project	Tasks	2022				2023				2024			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	Develop Baseline Data of current bid submissions												
	Update purchasing card policy, to recommend purchases under \$7,500 source local suppliers												
	Implement protocol to support a local quote on RFXs below trade thresholds												
	Implement updates to increase Community Benefit Points from a minimum of 5% to 10%												
	Update Procurement Protocols and internal training sessions												
Implement Indigenous Procurement Policy	Draft policy created												
	Create Indigenous Procurement Partner Role												
	Continued engagement with Indigenous community for policy development												
	Indigenous Procurement Policy approved by Council												
	Ongoing training, education, coaching, and relationship building with Indigenous community												
Ongoing Engagement & Change Management	Continue ongoing relationship building and engagement with all stakeholders.												
	Provide advance information on contract opportunities so local												

Project	Tasks	2022				2023				2024			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	vendors have time to prepare												
	Leverage and promote the Saskatchewan Chamber of Commerce Indigenous-owned business directory, SupplierLink and Fix-it-up												
	Provide community business training and education, feedback, and coaching on City procurement practices												
	Provide internal training sessions on desired outcomes, new processes and protocols and FAQs initiatives, including a City-wide strategy and action plan												

8.

Key Performance Indicator	Target
% of Indigenous procurement spend	5% Indigenous total spend by 2026
% of diverse and minority procurement spend	Year over year growth
Procurement spend by category and location	For information only
Percent of competitive procurements that included Community Benefit Points	75% of Request for Proposals include Community Benefit Points by 2023
Increase the # of local first-time bidders under the trade agreement threshold	Year-over-year growth
Increase in vendors with climate mitigation plans aligned City's 2050 target	Year-over-year growth
Increase in vendors are COR Certified	Year-over-year growth
Internal training for all city employees engaged in Procurement	100% of staff trained on sustainable procurement initiatives and efficiency review recommendations by 2024

Number of engagement or training sessions held with partners	TBD
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Future State

Administration expects to see many positive impacts for both the City of Regina and the broader business community by implementing the recommendations listed above.

Traditionally procurement creates value for a buyer and a seller, however, implementing a Sustainable procurement protocol and Indigenous Procurement Policy creates value for a buyer, seller and the broader community. Implementing a Sustainable procurement protocol focused on the local economy, environment and diversity will help strengthen the community benefit from City procurement.

The City of Regina recognizes its purchases have a ripple effect that can enable a prosperous local economy, a sustainable environment and overall vibrancy and well-being in the community. Implementing a sustainable procurement protocol and and Indigenous procurement policy will result in increased awareness of and participation in City contracts that will contribute to a more diverse, strong and resilient business sector.

These recommendations will encourage greater economic opportunity and integration for historically marginalized groups. Furthermore, these recommendations will promote increased apprenticeship, work-experience, and entry-level opportunities in the trades and other career track employment, especially for traditionally marginalized community members (e.g. Indigenous, women and immigrants). These changes will create favourable conditions for Fa more skilled workforce and increased opportunity within the community.

Implementing these recommendations will take dedicated resources throughout the organization and will require continued engagement and education both for internal City of Regina staff and the wider business community.

Appendix G - Engagement Summary

Process

The Administration conducted internal and external engagement in four separate sessions. The engagement questions were sent out before each session, giving participants time to consider each question before the session. Participants that were not able to attend were provided the opportunity to respond to the questions via email. Those that provided responses have been included as attendees in the engagement results below.

The City thanks all the individuals who participated in the consultations and provided the City with their feedback.

Internal Stakeholders

This session included internal employees of the City of Regina who are regular users of procurement at the City of Regina. There were approximately 20 participants in the focus group.

Community Organizations

Attendees	Regrets
YWCA Regina	Saskatchewan Federation of Labour
Saskatchewan Polytechnic	Regina Chamber of Commerce
Saskatchewan Chamber of Commerce	Open Door Society
Women Entrepreneurs of Saskatchewan (WESK)	Immigrant Women of Saskatchewan
Regina Region Local Immigration Partnership	Economic Development Regina
Saskatchewan Building Trades	Saskatchewan Urban Municipalities Association
International Brotherhood of Electrical Workers	SaskAbilities

Construction Associations

Attendees	Regrets
General Construction Association	Regina Homebuilders Association
Regina Construction Association	
Saskatchewan Heavy Construction Association	
Saskatchewan Construction Association	

Jurisdictional/Governmental Engagement

The following government and public sector organizations were also consulted, and feedback incorporated throughout:

- City of Saskatoon
- City of Calgary
- City of Edmonton
- City of Halifax
- City of Hamilton
- City of New Westminster
- Province of Saskatchewan
- SaskBuilds
- SaskEnergy
- SaskPower
- SaskTel
- City of Thunder Bay
- City of Toronto
- City of Waterloo
- City of Winnipeg
- City of York
- Yukon Territory
- City of Vaughn

Discussion

The focus groups were asked to comment on four different themes, outlined below. The questions for these themes are also highlighted below:

1. Fair Wage Policies

Questions

- What are the considerations you want administration to be thinking about?
- What might be some challenges or issues with this proposed policy should it be enacted?
- Anything else?

Themes	Key Comments
Enforcement	<ul style="list-style-type: none">• How will this policy be enforced and audited? How will this be verified? What's the source for what constitutes a fair wage?• Monitoring this process could be time consuming• Monitoring and enforcement sounds complex and costly, but worthwhile• Unions are supportive and should a fair wage policy should include total compensation (i.e. benefits and pension)• Apprenticeships and journeypersons will ensure quality work and a fair wage
Cost/ Profit	<ul style="list-style-type: none">• What's the impact wages have on low-cost bids?• This will lead to higher costs• Will the City guarantee profits for the contractors so they can afford to pay fair wages?• Does it make it more financially viable to in-source or outsource?• Is this an exact wage or a range? Does it factor in benefits in addition to wage?

Other	<ul style="list-style-type: none"> • The construction industry provides good compensation and don't understand regulating where there isn't a problem • This policy can safeguard new Canadians from exploitation, so could be a positive policy to enact • This may impact ability to hire student groups at lower costs, such as for garbage cart deployment • Concern over protecting personal and confidential information • Keeping Regina residents working for a fair wage helps ensure they continue to live here, pay taxes here, and support the local economy.
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2. Local Procurement

Questions

What are the impacts of:

- Choosing a supplier from a locally headquartered organization, where allowed through trade agreements to do so?
- Requiring safety certification of recognition?
- Requiring contractors to provide certification for all employees?
- Mandatory requirement for 90-minute access to project or leadership personnel?

Themes	Key Comments
Feasibility	<ul style="list-style-type: none"> • City is already supplying mostly local, where else can we improve? • There has never been a need for leader to be on site in 90 minutes. We want local vendors to win jobs, but the 90-minute requirement doesn't add value. • Larger multi-national corporations could set up a local shop to potentially get around this requirement. • Certain items can't be bought locally (e.g. buses, garbage trucks, software etc.), so this must be taken into consideration. • Consistent with the Charter the City signed, WESK wants to promote procurement in local women owned businesses. • Provincial stimulus program tried to implement a local labour content which was successfully challenged by interprovincial trade agreements. • Local vendors have a natural advantage for understanding the community, they don't mobilize staff and equipment so their bids should be lower. • Trade agreements don't make sense. This treats labour like a commodity.
Safety Certification	<ul style="list-style-type: none"> • Safety certifications can protect newcomers from exploitation. • How do we confirm validity of safety certifications? • Safety certifications don't support local, this is universal. • Two city departments have achieved Certification of Recognition. • How to track past performance and build into future contracts.

	<ul style="list-style-type: none"> When hiring a contractor with COR Certification, you know they have a fully implemented and audited safety program that meets national standards.
Engagement	<ul style="list-style-type: none"> It would be good to engage local suppliers before the bid process.
Other	<ul style="list-style-type: none"> Potential to partner with EDR to build the local tech sector.

3. Environmental Stewardship

Questions

What are the impacts of:

- Preferential rating for demonstrating environmental stewardship?
- Other advantages/disadvantages?

Themes	Key Comments
Enforcement	<ul style="list-style-type: none"> How will this factor be measured, audited and ranked on tenders? The City may need a sustainable expert join all the evaluation committees to help score this.
Engagement	<ul style="list-style-type: none"> Industry and organizations should be consulted early to understand what the City is looking for.
Feasibility	<ul style="list-style-type: none"> There is already heavy governmental regulation for environmental practices of vendors. Environmental Stewardship will need to be clearly defined and how bids will be rated.
Other	<ul style="list-style-type: none"> The City should state the problem and let industry provide you with solutions instead of regulating what exactly you want. We can't green-wash this. It needs to be meeting legislative requirements and climate mitigation and align to the City's 2050 goal. This is an opportunity to rebuild the infrastructure in the City of Regina.

4. Diversity in Procurement

Questions

- What are some advantages/barriers of preferential rating to vendors that are Indigenous?
- What are some advantages/barriers of preferential rating to vendors owned by women or other underrepresented groups?

- How can the City continue to best engage and build relationships with the Indigenous community?

Themes	Key Comments
Enforcement	<ul style="list-style-type: none"> • Danger of companies faking having Indigenous/diverse owners, how do we verify this? • This policy would be better as an evaluation rating of Community Benefit Points, rather than a mandatory requirement. • Some companies ensure one quote is from an under-represented group.
Engagement	<ul style="list-style-type: none"> • Connection with local agencies is critical. • Ongoing work and relationships with representatives for these groups is critical. • Coordinated approach needed for underrepresented groups. • From a construction perspective, there are not too many Indigenous-owned companies. • Supplier development and training is desired and sessions by SaskPower have been well attended. • The construction trades have long been dominated by men and, for various reasons, not been inviting to women.
Process	<ul style="list-style-type: none"> • We support diversity but there is complexity. • Start off small to include diverse vendors, many Indigenous vendors can't take on big tenders. Set them up for success. • Breaking contracts into smaller pieces provides more opportunity for small businesses. • Social procurement policies implemented without proper change management can cause backlash for newcomers. Use plain language in tenders. There are resources to conduct plain language audits. • Our own workforce isn't yet representative of our community. There is work to be done within the City as well. • The trades have changed and become more inclusive. Women need different PPE than men. Single parents should be accommodated, as working away from home for months is not feasible. Get back to recruiting youths.

Additional Feedback/What does success look like?

- Better relationships and collaboration with external organizations
- Levelling of the playing field for diverse vendors
- Government doesn't understand business and business doesn't understand government, so more engagement is helpful
- The permitting process was a good example of the City working with industry and getting to a granular level to understand all the effects

- Lots of value in this engagement already, feel the City is listening and trying to understand perspectives
- Prioritization - which factors come first, and what will be the scoring thresholds for these topics moving forward?
- Apprenticeships and journeypersons will ensure skilled workers in Saskatchewan

Engagement with members of the Indigenous Community

Engagement sessions were held with File Hills Qu'Appelle (FHQ) Developments, George Gordon Developments, The Saskatchewan Chamber of Commerce and the Pasqua First Nation to provide feedback for this report. These engagements were also aimed to strengthen the relationship between the City of Regina and the Indigenous community. Furthermore, these sessions were also used as a platform to inform the community of current procurement practices at the City of Regina.

As an Indigenous procurement policy development continues throughout 2022, as outlined in Appendix F, further engagement will be held with a broader audience.

Below is the summary of the feedback from this engagement session:

Themes	Key Comments
Enforcement	<ul style="list-style-type: none"> • Danger of companies faking having Indigenous/diverse owners, how do we verify this? FHQ can help verify companies. • There are companies that have partnered with Indigenous groups but have zero inclusive worker content.
Engagement	<ul style="list-style-type: none"> • Revenue is important, but community is the most important. • The truest form of reconciliation is procurement. • From a construction perspective, there are not too many Indigenous-owned companies. A workshop can be organized by FHQ to help this. • Indigenous awareness training should ramp up at the City of Regina. • Members of this community like to talk to someone, so an indigenous procurement position would be helpful. • There is desire for training on how to use SaskTenders and preparing to bid on City work. • There is desire to be engaged by Mayor and senior leadership on this work, not only Indigenous Procurement position. • As a policy is developed, there is desire for a formal engagement committee with clear terms of reference, so everyone can be part of the draft Procurement Policy creation and include members of Chambers, First Nations, Indigenous entrepreneurs, FHQ Tribal Council
Process	<ul style="list-style-type: none"> • The City should have community benefit points that ask vendors to present their Indigenous engagement plan. • If there was a 10-point weighting on RFPs for Indigenous ownership, you would see a huge increase in companies having Indigenous partnerships. • Indigenous ownership governance can be evaluated by ownership structure, what's been negotiated and impact on community.

	<ul style="list-style-type: none">• City should work towards a target of 5% of total spend to Indigenous companies.• BC is progressive, Treaty 4 has been left out of procurement compared to other provinces• 5% is a starting point, percentage should more reflect the population of the community in this area, which is closer to 12%• Indigenous groups should be a part of the draft Procurement Policy creation. Ensure representation from all indigenous groups the city wants to work with.
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Appendix H

Council Procurement Motions

MN21-6 Local Procurement & Economic Recovery – City Council August 11, 2021

Councillor Mohl moved, seconded by Councillor Cheryl Stadnichuk that Administration be directed to prepare a report for Executive Committee for the end of June 30, 2022 that:

1. Draws from the Province's "Procurement Renewal" policy review process;
2. Provides the implications of and recommendations for increasing the number of Regina headquartered companies that benefit from City procured construction, maintenance, goods and service contracts;
3. Outlines the implications from enacting a Fair Wage policy on all construction, maintenance and service contracts;
4. Provides recommendations for the drafting of a social procurement policy that establishes a privileging point system for construction, maintenance and service projects over \$200,000 in value:
 - a. Organizations that employ Regina-based workers
 - b. Certificate of Recognition program (COR) safety certification
 - c. Past experience/expertise in specific projects;
5. Outlines the implications from enacting consequences of not meeting declared local labour and the fair wage policy such as financial penalties, vendor performance score and no community benefits points on future competitions;
6. Outlines the implications from enacting an inclusion approach of women, indigenous and underrepresented groups;
7. Outlines the implications from enacting a mandatory requirement for all contractors to provide all employee's Journey person and indentured apprentice certificate of qualifications within 24 hours of closing and adhere to all Saskatchewan Apprenticeship and Trade Certification requirements during construction;
8. Outlines the implications from enacting a mandatory requirement: At the request of the city of Regina procurement department a contractor Owner, President, CEO, General Manager or Branch Manager of a procured construction, maintenance or service contractor must be at city hall in person within 90 minutes of request to discuss contract details;
9. Aligns our procurement scoring process with the City's Renewable Regina objectives; and
10. Consults with a range of social and economic partners, including but not limited to the Saskatchewan Building Trades, Reconciliation Regina, and other industry and labour associations when preparing this report.

MN21-10 Indigenous Procurement – City Council October 13, 2021

Mayor Sandra Masters moved, seconded by Councillor Cheryl Stadnichuk that Administration be directed to prepare a report for Executive Committee for Q2 of 2022 that provides recommendations:

1. For establishing an Indigenous Procurement Policy that is open to all Indigenous businesses, including sole operative, partnership, and not-for-profit organizations.
 - To be considered an Indigenous business, the following must be met:
 - i. At least 51% of the business must be owned and controlled by Indigenous people; and
 - ii. If the business has more than six full-time staff, at least one third of the employees must be Indigenous;
2. For establishing a target for percentage of total awarded contracts annually to Indigenous owned and controlled businesses that the City of Regina can hold itself accountable to.
3. That considers a mandatory requirement that: At the request of the City of Regina procurement department, a contractor, owner, president, CEO, general manager or branch manager of a procured construction, maintenance or service contractor must be at City Hall in person within 90 minutes of request to discuss contract details;
4. That involves consultation with a range of various stakeholder groups including but not limited to Indigenous: owned businesses, employing businesses, leadership, Economic Development Corporations; and Community based organizations; and incorporates recommendations from same.
5. To develop a process for circulating Requests for Proposals (RFPs) to Indigenous businesses in the province



2024 Brier

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Executive Committee
Service Area	Parks, Recreation & Cultural Services
Item #	CR22-98

RECOMMENDATION

That City Council:

1. Support the community bid to host the 2024 Brier with a total contribution of up to \$200,000 consisting of a cash grant of \$125,000 and the provision of Regina Transit services valued up to \$75,000;
2. Provide the above support subject to the following conditions:
 - a) Curl Regina demonstrates the ability to plan and host the event through a comprehensive budget and event plan;
 - b) Completion of a Contribution Agreement with Curl Regina;
 - c) Recognition by Curl Regina that the City of Regina accepts no obligations for deficits, loans, or guarantees as a result of hosting the 2024 Brier;
 - d) A commitment by Curl Regina to provide a follow up report that identifies how the City of Regina's funding was utilized in the hosting of the event;
3. Delegate the authority to the Executive Director, City Planning & Community Development to negotiate and approve the terms of the Contribution Agreement between the City of Regina and Curl Regina;
4. Authorize the City Clerk to execute the Contribution Agreement on behalf of the City of Regina after review by the City Solicitor; and

5. Approve funding up to \$200,000 in support through the 2024 annual Events, Conventions and Tradeshows attraction budget.

HISTORY

At the April 27, 2022, meeting of Executive Committee, the Committee considered in **private** session, the attached E22-10 report from the City Planning & Community Development Division.

The following addressed the Committee:

- Bernadette McIntyre, representing Curl Regina, Regina SK;
- Chelsea Galloway, representing Tourism Regina, Regina, SK; and
- Tim Reid, representing REAL District, Regina, SK

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

Recommendation #6 in the attached report does not require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



Amber Ackerman, Interim City Clerk 8/12/2022

ATTACHMENTS

E22-10 - 2024 Brier



2024 Brier

Date	April 27, 2022
To	Executive Committee
From	City Planning & Community Development
Service Area	Parks, Recreation & Cultural Services
Item No.	E22-10

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Support the community bid to host the 2024 Brier with a total contribution of up to \$200,000 consisting of a cash grant of \$125,000 and the provision of Regina Transit services valued up to \$75,000;
2. Provide the above support subject to the following conditions:
 - a) Curl Regina demonstrates the ability to plan and host the event through a comprehensive budget and event plan;
 - b) Completion of a Contribution Agreement with Curl Regina;
 - c) Recognition by Curl Regina that the City of Regina accepts no obligations for deficits, loans, or guarantees as a result of hosting the 2024 Brier; and
 - d) A commitment by Curl Regina to provide a follow up report that identifies how the City of Regina's funding was utilized in the hosting of the event;
3. Delegate the authority to the Executive Director, City Planning & Community Development to negotiate and approve the terms of the Contribution Agreement between the City of Regina and Curl Regina;
4. Authorize the City Clerk to execute the Contribution Agreement on behalf of the City of Regina after review by the City Solicitor.

5. Approve funding up to \$200,000 in support through the 2024 annual Events, Conventions and Tradeshows attraction budget; and
6. Approve these recommendations at its meeting on August 17, 2022.

ISSUE

The City's Administration has been invited by the Events Conventions and Tradeshows Alliance (ECT Alliance) to participate, in support of Curl Regina, in the preparation of a bid to host the 2024 Brier, the Canadian Men's Curling Championship.

The ECT Alliance is led by Economic Development Regina and consists of representation from senior leaders at Regina Hotel Association (RHA), REAL District (REAL), Tourism Saskatchewan and the City of Regina (City). The ECT Alliance mandate is to provide strategic, long-term guidance, and oversight in the identification of major city-wide and regional event prospects that are an ideal fit within our community, facilities, and hotels.

It is important to note that the City's support and involvement in this event is contingent on confirmation of the proposed funding to be provided by the City's community partners, Curl Regina's strength and capacity to deliver the event as the host organization and recognition by all bid partners that the City accepts no obligations for deficits, loans or guarantees for the proposed event.

The purpose of this report is to recommend financial support of up to \$200,000 for the community bid to host the 2024 Brier.

IMPACTS

Financial Impacts

The City's proposed contribution is a grant of up to \$200,000 consisting of \$125,000 cash and up to \$75,000 in Regina Transit services in support of the 2024 Brier. The recommended funding source for this financial support is 2024's annual Events, Conventions and Tradeshows (ECT) attraction budget of \$325,000.

It is important to note that the City has previously committed to providing the following support for future events:

- Up to \$350,000 from the 2022 ECT attraction budget and the ECT reserve for the 2023 International Ice Hockey Federation (IIHF) World Junior Hockey Championships. The City of Regina is partnering with the City of Saskatoon in a joint bid to host this event. At the time of preparing this report, it is unknown if this bid has been successful.

- \$100,000 from the 2023 ECT attraction budget for the Saskatchewan Winter Games. This support was approved in 2021 and was to be provided in February 2022. However, the Games were postponed to February 2023 due to the COVID-19 pandemic.
- \$45,000 from the ECT attraction budget to Curl Regina to host the 2023 Pinty's Grand Slam of Curling Champions Cup. This investment was approved by the City Manager in 2022 in alignment with the Council approved Events, Conventions & Tradeshow policy.

If the recommended funding per this report is approved, then \$125,000 will remain in 2024's annual ECT budget to fund other 2024 investment opportunities.. In addition, there may also be uncommitted funds available in the ECT Reserve during 2024 depending on the success of the IIHF World Juniors bid and if additional commitments to 2023 events are made.

Strategic Impacts

Providing financial support to the 2024 Brier:

- Supports the City's *Official Community Plan* and is aligned with its Community Priority to embrace built heritage and invest in arts, culture, sport and recreation.
- Supports outcome number five of the Recreation Master Plan where citizens are proud of their community, its facilities and spaces, the events and opportunities it offers, and its level of volunteerism.
- Supports Economic Development Regina's 2030 Economic Growth Plan which identifies investment in Events, Conventions and Tradeshow as a key opportunity to increase the city's prosperity and economic potential for the next 10 years.

A large part of Regina's cultural vibrancy is tied to its many diverse and well-established festivals and events. These events contribute to a sense of civic pride and cohesion among residents while also bringing significant economic benefit to the city.

Administration has evaluated the opportunity to host the 2024 Brier through the lens of the ECT Policy and recommends an investment in the event.

Environmental Impacts

City Council set a community goal for the City of achieving net zero emissions and sourcing of net zero renewable energy by 2050. In support of this goal, City Council asked Administration to provide energy and greenhouse gas implications of recommendations so that City Council can evaluate the climate impacts of its decisions. The recommendations in this report have limited direct impacts on energy consumption and greenhouse gas emissions.

OTHER OPTIONS

Option 2 – Provide a lower amount or no financial support

Under this option, Council may choose to provide a lower level of financial support to the bid to host the 2024 Brier.

If this option is chosen, then Curl Regina would adjust their plans as they see fit.

COMMUNICATIONS

The corporate City logo will be shared with Curl Regina to be implemented into promotions material to recognize the City as a sponsor of this event.

DISCUSSION

At its regular meeting on July 29, 2020, City Council considered item CR20-69 Events, Conventions and Tradeshows (ECT) and approved the ECT Policy and its accompanying event evaluation framework. Investment in ECT is an important driver of the local, provincial and national economy, contributing to trade and investment outcomes, innovation, job creation and tourist visitation. Hosting ECT events contributes to a community's economic prosperity by:

- Boosting the visitor economy through domestic and international visitation (such as transport, hotels, retail and restaurants).
- Facilitating small business growth by connecting buyers and sellers.
- Enabling knowledge sharing, leading to innovation and business collaboration (both locally and globally).
- Providing a platform for international trade and investment.

The Opportunity

Curling Canada has requested expressions of interest for the hosting of the 2024 Brier, the Canadian Men's Curling Championship. The Brier is regarded by most curlers as the world's premier curling championship. The Brier is the best supported curling competition in terms of paid attendance, national TV audience, streaming audience and attracting large crowds in-venue.

The hosting opportunity provided by the 2024 Brier has been assessed by the ECT Alliance for its economic impact, legacy, contribution to community pride, community engagement, potential for media exposure, availability of partnerships, and an assessment of the potential organizing committee's strength and capacity to deliver the event.

This analysis concluded that hosting this event will: (i) enhance the accessibility of a well-known national event to the citizens of Regina, (ii) contribute to Regina's calendar of fall/winter sports events that have the potential to add additional life and vibrancy to Regina during winter months, (iii) provide significant national media exposure for the City, and (iv) provide economic benefits to the community.

A Regina based bid committee consisting of representatives from Curl Regina and the ECT Alliance has prepared a bid proposal which will be submitted to Curling Canada by May 30, 2022. Bid packages will be treated with confidentiality and as a "closed" process given the multitude of stakeholders and diverse interest which may be represented in the bid process. Curling Canada will review bid proposals and choose the successful host city during June 2022. A public announcement of the site for the 2024 Brier will be made by Curling Canada in July 2022.

The Organizing Committee

The 2024 Brier will be operated under the exclusive direction of Curling Canada. However, this event will require a local Host Committee to assist in staging the event. Some of the Host Committee's responsibilities are providing local volunteer support, providing local input during the planning of the event, and assisting Curling Canada in developing a schedule of events during the Brier. Curl Regina will take the lead establishing the local host committee for the 2024 Brier.

Curl Regina is a not-for-profit organization dedicated to the advancement of curling in the Regina. Supporting its member clubs, Curl Regina promotes the development of curling for all levels and ages of curlers in the city. Curl Regina also actively helps in bidding on provincial, national and international competitions. The board of Curl Regina consists of representatives from each curling club within the city, CurlSask, Junior curling, a Director at Large, as well as a president, vice president, secretary, and treasurer. Given its long-term stability and its connection to the local curling community, Curl Regina represents a strong community partner that has the expertise to lead the community in hosting the 2024 Brier. Curl Regina is also working in partnership with ECT Alliance representatives and REAL. REAL District will be the venue for this event.

The Request of the City

Curling Canada requires a minimum contribution of \$750,000 for the right to host the 2024 Brier. These funds are applied to Curling Canada's budget for the event. As part of the bid process, each bidder is eligible to increase their financial contribution as part of their bid package. While Curling Canada is seeking the best possible bid for this event, it is not obligated to accept the highest bid.

Regina's bid committee has proposed a contribution of \$1,030,000 to be split as follows:

- City: \$200,000 consisting of \$125,000 cash and Regina Transit services valued up to \$75,000
- Tourism Saskatchewan: \$550,000 cash
- RHA: \$180,000 consisting of \$175,000 cash and \$5,000 in-kind
- REAL: \$75,000 in-kind
- Tourism Regina: \$25,000 in-kind

In accordance with the Events Conventions & Tradeshow (ECT) Policy, and its Major Event Evaluation Framework, Parks, Recreation & Cultural Services (PRCS) Department staff have evaluated this investment opportunity and found it to be aligned with the ECT Policy as well as City policies and objectives.

Local Impact

On average, production of the Brier is supported through the efforts of over 400 volunteers. Visitor expenditures, combined with the operational expenditures and revenues of the host committee, expenditures by members of the media, and others, contribute to a net increase in economic activity throughout the host community. Hotel rooms booked by Curling Canada alone contributes 2,250 room nights to the local economy. The economic impact of hosting the Brier is estimated by Curling Canada at a minimum of \$8 million to \$12 million. Curling Canada's economic impact estimate is derived by using the Canadian Sport Tourism Alliance's Sport Tourism Economic Assessment Model (STEAM).

Administration recommends approval of up to \$200,000 in financial support for the community bid to host the 2024 Brier. Administration further recommends that the City's contribution consist of a \$125,000 cash grant and the provision of Regina Transit services valued up to \$75,000.

DECISION HISTORY

On July 29, 2020, City Council approved the Events, Conventions and Tradeshow (ECT) Policy and its Event Evaluation framework (CR20-69). City Council also approved in principle, an annual budget of \$325,000 to support the attraction of ECT.

On March 25, 2021, City Council approved an annual budget of \$325,000 for the attraction of ECT through the General and Utility Operating Budget and 2021 - 2025 General and Utility Capital Plan (CM21-3 2021).

The recommendation contained in this report requires City Council approval.

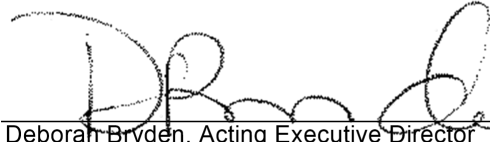
Respectfully submitted,

Respectfully submitted,



Laurie Shalley, Director, Parks, Recreation & Cultural Services

4/5/2022



Deborah Bryden, Acting Executive Director

4/8/2022

Prepared by: Jeff May, Manager, Sport Facilities & Special Events



Whistleblower Policy

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Executive Committee
Service Area	Office of the City Manager
Item #	CR22-99

RECOMMENDATION

That City Council:

1. Approve changes to the Whistleblower Policy to establish and use a Triage Team consisting of the Internal Auditor, Director of People & Organizational Culture (or designate) and the City Solicitor (or designate) to conduct initial reviews of complaints and to manage the process for investigating complaints received under the policy as outlined in this report; and
2. Direct Administration to update the Whistleblower Policy in line with the proposed approach for processing complaints received under the Whistleblower policy and direct the Internal Auditor to report outcomes annually to the Executive Committee.

HISTORY

At the August 10, 2022, meeting of Executive Committee, the Committee considered the attached EX22-78 report from the City Manager's Office.

The Committee adopted a resolution to concur in the recommendation contained in the report, with an amendment to the date in #3 to read August 17, 2022.

Recommendation #3 in the attached report does not require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE


Amber Ackerman, Interim City Clerk 8/12/2022

ATTACHMENTS

EX22-78 - Whistleblower Policy

Appendix A - MN22-2

Appendix B - Response to Whistleblower Process Questionnaire from Other Municipalities



Whistleblower Policy

Date	June 22, 2022 July 6, 2022
To	Executive Committee
From	City Manager's Office
Service Area	Office of the City Manager
Item No.	EX22-78

RECOMMENDATION

That the Executive Committee recommends that City Council:

1. Approve changes to the Whistleblower Policy to establish and use a Triage Team consisting of the Internal Auditor, Director of People & Organizational Culture (or designate) and the City Solicitor (or designate) to conduct initial reviews of complaints and to manage the process for investigating complaints received under the policy as outlined in this report;
2. Direct Administration to update the Whistleblower Policy in line with the proposed approach for processing complaints received under the Whistleblower policy and direct the Internal Auditor to report outcomes annually to the Executive Committee; and
3. Approve these recommendations at its June 29, 2022 meeting.

ISSUE

At the March 30, 2022, City Council meeting, Council discussed the desire for a revision to the City's Whistleblower Policy. At this meeting, it was resolved (MN22-2 – Appendix A) that the Internal and External Auditor be directed to prepare a report for Executive Committee by Q2 of 2022 that:

1. Examines options respecting the management and oversight of the Whistleblower Policy for City of Regina employees, including but not limited to:

- a. Establishing an Internal tribunal comprised of the Internal Auditor, Director of People & Organizational Culture (or designate) and the City Solicitor (or designate).
 - b. Investing all responsibility with the Internal Auditor, with the Auditor reporting independently to Council.
2. Outlines the associated options for investigation and identifies the cost implications.
 3. Outlines a process for Executive Committee to receive a non-identifying summary of reports made under this policy and the outcomes of related investigations annually.

This report outlines the proposed approach for processing complaints received under the Whistleblower policy and reporting outcomes annually to the Executive Committee.

IMPACTS

Financial Impacts

Primarily, all allegations meriting investigation under the Whistleblower program will be investigated by a designated personnel or internal team, identified by the Triage Team, with support provided by resources within Administration.

Where the nature of an allegation is such that greater independence/subject matter expertise/objectivity is warranted, the use of an external resource may be considered. Associated cost allocation would be determined at that time but could be applied to the budget of People & Organization Culture or respective department conducting the investigation and would be so determined at the time.

The cost of using external resources will depend on the complexity of the concern reported, availability of internal resources, and the associated risk.

Since the Internal Audit function is currently managed by one full time employee (FTE), investigations performed under the Whistleblower program may defer the planned engagements. If there is a need for the Internal Auditor to engage external consulting services and to potentially offset any costs associated with investigations of fraud under the Whistleblower Policy, it will require additional funding to be provided and absorbed by the overall operating budget.

There were 15 allegations received through the Whistleblower program since its inception up till May 2022. All allegations were investigated internally by the Administration and did not require the use of external resources.

Policy/Strategic Impact

The Whistleblower Policy establishes protections and procedures for employees to report allegations of wrongdoing confidentially or anonymously by the City of Regina and its employees where there is fear of reprisal when using established reporting mechanisms.

The Policy also sets out the process for investigating reports of wrongdoing where there is fear of reprisal. “Wrongdoing” refers to any illegal unethical or inappropriate conduct, including but not limited to:

- crime or suspected criminal activity;
- fraud and theft;
- the wrongful or unauthorized acquisition, use, appropriation or disposal of City assets, including monies, information, data, materials, labour or equipment, including furniture and fixtures;
- falsification, alteration, or manipulation of the City’s documents, records or computer files;
- the violation of public trust or duty;
- danger to public health or safety;
- the misuse of position for personal gain;
- financial irregularities, including but not limited to: forgery or alteration of cheques, drafts, promissory notes and securities; any misappropriation or mishandling of funds or securities; and/or
- any fraudulent claim for reimbursement of expenses by the City.

OTHER OPTIONS

Maintain the Status Quo

Council could decide to leave the current Whistleblower process unchanged, with the City Manager having primary responsibility for the initial handling of reports of wrongdoing, determining who should investigate each report and provide a de-identified summary of reports to the Executive Committee at his or her discretion. This might limit oversight as the current requirement to provide a de-identified summary of reports to the Executive Committee, is discretionary.

COMMUNICATIONS

Whistleblower Policy will be revised as per the option approved by Council and the updated policy will be placed on our intranet.

DISCUSSION

The Whistleblower Policy was issued effective March 2020 and provides a procedure for employees to report wrongdoing related to the City in a confidential manner, where there is fear of reprisal when using established reporting mechanisms. Under the current Whistleblower Policy:

1. There is an externally provided confidential intake service in which employees can report wrongdoing (whistleblower hotline services). Complaints received through this intake service are provided to the City Manager.
2. The City Manager has primary responsibility for the initial handling of reports of wrongdoing and determining who should investigate each report.
3. If a report of wrongdoing concerns the City Manager or a member of the City Manager's office, reports will be sent to the City Solicitor and the City Solicitor shall appoint a designate for the purposes of investigation of that report and will oversee the investigation and results.
4. The designate will report the particulars of all completed investigations to the City Manager, with a copy to the City Solicitor.
5. The City Manager will assign responsibility to ensure steps are taken to address the underlying causes of wrongdoing and make decisions as to disciplinary action taken under the Policy.
6. The City Manager may at his or her discretion provide a de-identified summary of reports to the Executive Committee of City Council for information.

The process of providing de-identified summary reports to the Executive Committee has not yet commenced. The current Whistleblower Policy does not cite the role of the Internal Auditor since the City has not had an internal audit position for approximately 25 years. With the re-establishment of the Internal Audit Position in 2021, there is an opportunity to include the Internal Auditor's role in the Whistleblower Policy, similar to other municipalities.

We have conducted a review of Whistleblower process used in other municipalities (Whistleblower Questionnaire – Appendix B) and developed a revised approach to handling reports of wrongdoing received through the Whistleblower program.

Proposed Approach

1. There would continue to be a mechanism for employees to confidentially report wrongdoing through a confidential e-mail address, mailbox or telephone number (whistleblower hotline

services) and this may include the City contracting with an external confidential intake service provider to provide these services.

2. All initial reports of wrongdoing are sent to the Triage team comprising of the Internal Auditor, Director of People & Organizational Culture (or designate) and the City Solicitor (or designate).
3. Reported concerns are reviewed by the Triage Team who helps to determine the resource(s) to conduct an appropriate investigation.
4. If a report of wrongdoing concerns any member of the Triage Team, the report will be handled by the other two members.
5. Each report is assessed to identify the allegation, the applicability of the Whistleblower Policy, and the associated risk presented by the issue reported.
6. The assessment process identifies the most appropriate course of action, including who within Administration should be made aware of the allegations.
7. If upon initial assessment it appears that the concern raised could materially affect the financial position/Internal controls of the City, the City Manager and Executive Director, Financial Strategy and Sustainability will be apprised.
8. The Triage team will obtain a report on all completed investigations and steps taken to address them and mitigate the risk of further occurrences.
9. The Internal Auditor will present an annual report to the Executive Committee providing a high-level summary for substantiated allegations which includes program usage and operation statistics.

In 2022, administrative reporting of the Internal Auditor moved to the Executive Director, Financial Strategy & Sustainability. The Audit Charter to establish formal reporting to City Council is expected to be presented to Executive Committee and by fall 2022, it is expected that the position will have a formal reporting into City Council. The Internal Auditor will be suitably positioned to provide each reported concern independent and unbiased review. The Whistleblower Policy will be revisited again in 2024 for further enhancements as required.

DECISION HISTORY

In March 2022, City Council directed the Internal Auditor to return to Council in Q2 of 2022 with a proposed approach for processing complaints received under the Whistleblower policy and reporting outcomes annually to the Executive Committee.

The recommendations in this report require City Council approval.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Jim Nicol', written in a cursive style.

Jim Nicol
Interim City Manager

Prepared by: Dhinakar Viswanathan, Internal Auditor

ATTACHMENTS

Appendix A - MN22-2

Appendix B - Response to Whistleblower Process Questionnaire from Other Municipalities

Appendix A - MN 22-2

WHEREAS the City of Regina established a Whistleblower Policy in January 2020 that provides protections and procedures for employees to confidentially or anonymously report allegations of wrongdoing by the City of Regina;

WHEREAS the current Whistleblower Policy states that the City Manager will review reports of wrongdoing to determine if the allegation of wrongdoing will be investigated by an independent investigator, or by appropriate City staff.

WHEREAS the City Manager's Office acts as the point of contact for any independent investigators appointed or City staff assigned to an investigation of wrongdoing under this Policy;

WHEREAS the policy should provide adequate safeguards to ensure that no employee experiences any form of retaliation when bringing forward information in good faith;

WHEREAS the City of Regina can have a Whistleblower Policy that offers protection similar to other jurisdictions; and

WHEREAS this policy would support City Council in providing good governance to the citizens of Regina;

THEREFORE BE IT RESOLVED that the Administration be directed to prepare a report for Executive Committee by Q2 of 2022 that:

1. Amends the current Whistleblower Policy for City of Regina employees as follows:
 - a) The City Manager's authority to manage the policy be revoked and an internal tribunal be created to manage the policy that includes the following internal representatives:
 - i. Internal Auditor
 - ii. Director of People & Organizational Culture or designate
 - iii. City Solicitor or designate
 - b) Section 4.5 of the policy requires the Tribunal to provide a non-identifying summary of reports made under this policy and outcomes of subsequent investigations to Executive Committee for information at least annually.
2. Outline any associated costs and implications related to the implementation of these amendments.

Respectfully submitted,



Lori Bresciani
Councillor – Ward 4

ITEM: MN22-2

SUBJECT: Whistleblower Policy

DECISION:

Councilor Bresciani moves that the Internal and External Auditor be directed to prepare a report for Executive Committee by Q2 of 2022 that:

1. Examines options respecting the management and oversight of the Whistle blower Policy for City of Regina employees, including but not limited to:
 - a. Establishing an Internal tribunal comprised of the Internal Auditor, Director of People & Organizational Culture (or designate) and the City Solicitor (or designate);
 - b. Investing all responsibility with the Internal Auditor, of which would report independently to Council
2. Outlines the associated cost implications of the identified options.
3. Outlines a process for Executive Committee to receive a non-identifying summary of reports made under this policy and the outcomes of related investigations annually.

Appendix B - Response to Whistleblower Process Questionnaire from other Municipalities

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CALGARY

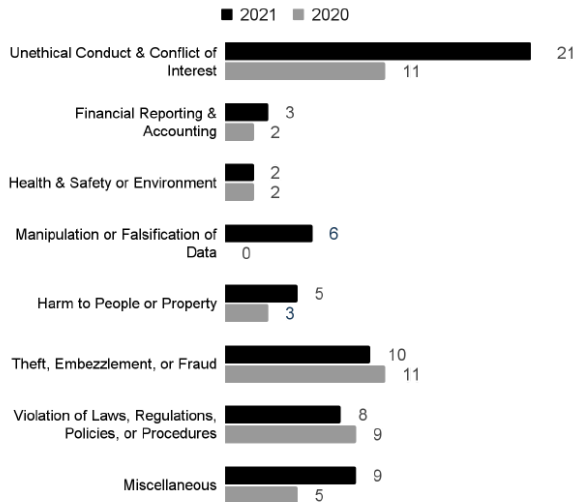
#	Queries	Comments
1	<p>Please advise who manages the City's Whistleblower Program? <i>For e.g., City Manager/City Auditor/City Solicitor</i></p>	<p>The day-to-day operation of the City's Whistle-blower Program ("WBP") is managed by the Manager, Whistle-blower Program. The Manager, Whistle-blower Program receives, assesses, and determines best course of action for each report received.</p> <p>Oversight is provided by the City Auditor who is responsible for the operational effectiveness of the WBP.</p> <p>The City Manager is responsible for ensuring that processes are in place within Administration to support the use of the WBP, and to work with the City Auditor as needed to ensure compliance with the policy. This structure supports complete independence from Administration in assessing, investigating, and concluding on allegations reported involving Administration.</p>
2	<p>How are Whistleblower complaints received?</p> <ul style="list-style-type: none"> - <i>For e.g., Received through Emails/Phone calls through a third-party secure hotline service provider</i> - <i>Online, through services like Clear view</i> 	<p>All methods are acceptable (email, internal mail, mail, in-person, telephone, online (we use ClearView).</p> <p>Online is by far most used method and is preferred method, as it allows for ongoing communication with reporting individuals who may remain anonymous, if they choose.</p>
3	<p>Who receives the Whistleblower complaints?</p> <ul style="list-style-type: none"> - <i>For e.g., City Manager/City Auditor/City Solicitor unless it pertains to their department; in which case it is sent to another department.</i> <p>What is the procedure once the Whistleblower Complaints are received? <i>i.e., where do they go once, they are received and how is it decided who should handle the investigation.</i></p>	<p>All whistle-blower reports are received and processed by the WBP directly — not by Administration. Each report is assessed to identify the allegation, the applicability of the WBP Policy, the associated Administration policy, and the associated risk presented by the issue reported.</p> <p>Assessment may include triage and sharing of information within a dedicated group of WBP staff and senior Administration staff from the City Manager's Office, Law, Human Resources, Safety, and Corporate Security.</p> <p>Assessment is complete only upon determination of one of the following decisions: investigate, refer to Administration (for non-investigative action), or take no further action.</p>
4	<p>Who investigates the Whistleblower complaints?</p> <ul style="list-style-type: none"> - <i>For e.g. The City Auditor investigates the Fraud related complaints and workplace related complaints are directed to the City Manager.</i> 	<p>Investigations are primarily completed by WBP investigators under the direction of the Manager, Whistle-blower Program. Where it is more appropriate or efficient for inquiries to be made by Administration, WBP policy permits use of Administration resources.</p> <p>Any work completed by Administration to support investigation of an allegation received by the WBP results in a report back to the WBP. Only the WBP</p>

#	Queries	Comments
		<p>(therefore not Administration) may formally conclude on whether an allegation is substantiated.</p> <p>The WBP does not operate exclusively as a fraud/waste hotline but as an additional reporting option for the public and for employees who are uncomfortable or feel unsafe in raising matters within existing reporting options available within Administration and may do so anonymously. Due to our independence, the fear of reprisal may be minimized when reporting to the WBP.</p> <p>The assessment process identifies the most appropriate course of action, including who within Administration should be made aware of the allegations.</p>
5	On an average, how many Whistleblower complaints do you receive in a year? How many of these are Workplace related/Financial Fraud related?	~90 reports are received annually as a program average. As you know, each report may contain multiple allegations, those average to ~135/yr.
6	<p>What is the annual cost of handling complaints arising from the Whistleblower Program?</p> <p>Kindly advise if any dedicated FTEs are allocated for handling investigation for workplace or financial fraud instances. If yes, please provide the FTEs, their annual budget for 2022 and the department they pertain to.</p> <p>If there are no dedicated FTEs, please advise which department absorbs the cost of performing the investigations and the approximate cost per annum.</p>	The WBP is currently staffed by 2 FTE. The operation of the WBP is incorporated within the overall City Auditor's Office operational budget and is not tracked separately.
7	<p>If there is a need to hire external consultants for investigations (both workplace related complaints and financial fraud related), please advise if it is:</p> <ol style="list-style-type: none"> Charged to the consulting budget for the respective department which is being investigated. Charged to the consulting budget department conducting the investigation (i.e. City Manager/City Auditor/City Solicitor Departments). If charged to other budgets, please explain. <p>Also, please advise the amount budgeted amount for 2022 (under a. b. or c.)</p>	<p>Primarily, WBP investigators investigate all allegations meriting investigation, either directly or with support provided by resources within Administration.</p> <p>Where the nature of an allegation is such that greater independence/objectivity is merited, the use of an external resource may be considered. Associated cost allocation would be determined at that time, but could be applied to the budgets of the City Auditor, Audit Committee, or Law and would be so determined at the time.</p> <p>The City Auditor does not charge-back to Administration any costs associated with investigating whistle-blower reports.</p>
8	Please advise the Internal Audit team size (FTEs) and the annual budget for 2022.	Total FTE for City Auditor's Office (including WBP staff) is 18 with an operating budget of \$3,063,000 (rounded) for 2022.

#	Queries	Comments
9	<p>Who receives the completed investigation report and performs the recommended action?</p> <p>Please advise if there is any Time to action committed for investigating whistleblower complaints.</p> <p>How are whistleblowing complaints tracked from the time of receiving the complaint to closure? Where are the documents stored?</p>	<p>Procedurally, a copy of the completed investigation report is provided to a business unit director where allegations are substantiated or if there is a recommendation made. Copies may also be provided to Labour Relations and the respective HR Business Partner to support completion of the corrective action process.</p> <p>As for timing, we do not set a timeframe, investigations will take as long as they need to as there are so many variables to consider such as complexity of the concern reported, number and availability of witnesses or documents/information, availability of resources, and the associated risk. Some investigations can last multiple years, others can be closed out within days or weeks. My approach is to assign a risk score to each matter, and complete work in order of greatest risk to the City or staff involved. This can delay lesser risk matters. All said, I nonetheless endeavor to complete investigations within 180 days, 85% of the time.</p> <p>As for tracking, I have created an Excel spreadsheet to collect all data related to the life of a file.</p> <p>As for storage, I have a secure restricted server, all our files remain electronic to the extent possible. Where physical records are not electronic, they are stored in locked cabinets with restricted access. We are discussing exploring case management software.</p>
10	<p>Is there an annual report out for Whistle blower complaints to Audit Committee/ Council? What are the details provided? Who prepares the report? Are these in-camera or public?</p> <p><i>For e.g.,</i></p> <ul style="list-style-type: none"> – <i>Nature of complaints</i> – <i>Outcome of Investigation</i> – <i>Current Status</i> – <i>Timelines</i> <p>Please advise if you are willing to share any such report with non-identifying information.</p>	<p>The City Auditor's Office presents an annual report to Audit Committee on all operations, including the WBP. These reports can be found at www.calgary.ca/auditor.</p> <p>The WBP portions of the report are prepared by the Manager, Whistle-blower Program and include program usage and operation statistics.</p> <p>No specifics of reports received are disclosed — all activities of the WBP in responding to an allegation are confidential and shared only on a need-to-know basis determined necessary to handle a report and effect corrective action upon completion of an investigation.</p> <p>We do, however, share high-level sanitized summaries online to in support of transparency and to demonstrate that reports received are taken seriously and result in appropriate action. Summaries are provided only for substantiated allegations or where recommendations are made regardless of conclusion reached. These summaries and WBP processes can be found at www.calgary.ca/whistle.</p>

EDMONTON

#	Queries	Comments
1	Please advise who manages the City's Whistleblower Program? <i>For e.g., City Manager/City Auditor/City Solicitor</i>	The Office of the City Auditor (OCA) manages the hotline. Employees provide reports through a third-party service via the internet or over the phone. The information provided by hotline reporters is anonymous.
2	How are Whistleblower complaints received? - <i>For e.g., Received through Emails/Phone calls through a third-party secure hotline service provider</i> - <i>Online, through services like Clear view</i>	ClearView Strategic Partners Inc., an experienced outside company, operates the Hotline. The Hotline is available 24 hours a day, 7 days per week all year round. All information ClearView collects will be securely passed on to authorized reviewers in the Office of the City Auditor for evaluation.
3	Who receives the Whistleblower complaints? - <i>For e.g., City Manager/City Auditor/City Solicitor unless it pertains to their department; in which case it is sent to another department.</i> What is the procedure once the Whistleblower Complaints are received? <i>i.e., where do they go once, they are received and how is it decided who should handle the investigation.</i>	<p>Clearview Connects system routes the report to authorized reviewers in the Office of the City Auditor.</p> <p>The City Auditor has primary responsibility for investigating suspected fraud and will involve the City Manager on investigations of suspected fraud depending on the nature and scope of the complaint.</p> <p>If the City Auditor receives reports that do not constitute fraud, or when the results of an investigation indicate inappropriate employee behavior that is not fraud, such information will be forwarded to the City Manager for appropriate information.</p> <p>If a retaliation complaint implicates the City Manager, employees must submit the complaint to the City Auditor instead of the City Manager. If a retaliation complaint implicates the City Auditor, employees must submit the complaint to the City Manager.</p> <p>In cases where clear responsibilities over an investigation is not determined based on initial assessment, the City Auditor and the City Manager will jointly determine where the primary responsibility for the investigation resides.</p>
4	Who investigates the Whistleblower complaints? - <i>For e.g. The City Auditor investigates the Fraud related complaints and workplace related complaints are directed to the City Manager.</i>	<p>Depending on the available details and the nature of the complaints, we decide whether or not to start an investigation.</p> <p>The City Auditor has primary responsibility for investigating suspected fraud and will involve the City Manager on investigations of suspected fraud depending on the nature and scope of the complaint.</p> <p>We send harassment and discrimination reports to the City's Safe Disclosure Office and workplace issues to the City Manager. In cases where we have referred the report to the City Manager, we receive a report back on the resolution and any actions taken.</p>

#	Queries	Comments																											
5	On an average, how many Whistleblower complaints do you receive in a year? How many of these are Workplace related/Financial Fraud related?	<p>In 2021, we received 64 reports of alleged fraud or misconduct. In 2020, we received 43 reports.</p>  <table border="1"> <thead> <tr> <th>Category</th> <th>2021</th> <th>2020</th> </tr> </thead> <tbody> <tr> <td>Unethical Conduct & Conflict of Interest</td> <td>21</td> <td>11</td> </tr> <tr> <td>Financial Reporting & Accounting</td> <td>3</td> <td>2</td> </tr> <tr> <td>Health & Safety or Environment</td> <td>2</td> <td>2</td> </tr> <tr> <td>Manipulation or Falsification of Data</td> <td>6</td> <td>0</td> </tr> <tr> <td>Harm to People or Property</td> <td>5</td> <td>3</td> </tr> <tr> <td>Theft, Embezzlement, or Fraud</td> <td>10</td> <td>11</td> </tr> <tr> <td>Violation of Laws, Regulations, Policies, or Procedures</td> <td>8</td> <td>9</td> </tr> <tr> <td>Miscellaneous</td> <td>9</td> <td>5</td> </tr> </tbody> </table>	Category	2021	2020	Unethical Conduct & Conflict of Interest	21	11	Financial Reporting & Accounting	3	2	Health & Safety or Environment	2	2	Manipulation or Falsification of Data	6	0	Harm to People or Property	5	3	Theft, Embezzlement, or Fraud	10	11	Violation of Laws, Regulations, Policies, or Procedures	8	9	Miscellaneous	9	5
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6	<p>What is the annual cost of handling complaints arising from the Whistleblower Program?</p> <p>Kindly advise if any dedicated FTEs are allocated for handling investigation for workplace or financial fraud instances. If yes, please provide the FTEs, their annual budget for 2022 and the department they pertain to.</p> <p>If there are no dedicated FTEs, please advise which department absorbs the cost of performing the investigations and the approximate cost per annum.</p>	<p>Approximately \$25,000 for Hotline Reporting system.</p> <p>No Dedicated FTEs, investigations pulled from internal team.</p>																											
7	<p>If there is a need to hire external consultants for investigations (both workplace related complaints and financial fraud related), please advise if it is:</p> <ul style="list-style-type: none"> d. Charged to the consulting budget for the respective department which is being investigated. e. Charged to the consulting budget of the department conducting the investigation (i.e. City Manager/City Auditor/City Solicitor Departments). f. If charged to other budgets, please explain. <p>Also, please advise the amount budgeted amount for 2022 (under a. b. or c.)</p>	Charged to department conducting the investigations.																											
8	Please advise the Internal Audit team size (FTEs) and the annual budget for 2022.	In 2021, our actual expenditures were 2.5 per cent below budget. At \$2.7 million (16 FTEs), our 2021																											

#	Queries	Comments
		annual office budget is below the industry average of \$3.3 million for audit shops of comparable size.
9	<p>Who receives the completed investigation report and performs the recommended action?</p> <p>Please advise if there is any Time to action committed for investigating whistleblower complaints.</p> <p>How are whistleblowing complaints tracked from the time of receiving the complaint to closure? Where are the documents stored?</p>	<p>Provide administration with response and department responsible performs recommended action.</p> <p>No specific time depends on nature of investigation.</p> <p>Tracked in Google Sheet, TeamMate and/or Hotline Report System (depending on investigation).</p>
10	<p>Is there an annual report out for Whistle blower complaints to Audit Committee/ Council? What are the details provided? Who prepares the report? Are these in-camera or public?</p> <p><i>For e.g.,</i></p> <ul style="list-style-type: none"> – <i>Nature of complaints</i> – <i>Outcome of Investigation</i> – <i>Current Status</i> – <i>Timelines</i> <p>Please advise if you are willing to share any such report with non-identifying information.</p>	<p>Annual Report posted on our website and presented at Audit Committee.</p> <p>If it has its own audit report it is presented at Audit Committee.</p>

SASKATOON

#	Queries	Comments
1	Please advise who manages the City's Whistleblower Program? <i>For e.g., City Manager/City Auditor/City Solicitor</i>	The Internal Auditor Manages the City's Whistle Blower Program. The Policy is approved by Council.
2	How are Whistleblower complaints received? <ul style="list-style-type: none"> <i>For e.g., Received through Emails/Phone calls through a third-party secure hotline service provider</i> <i>Online, through services like Clear view</i> 	The City has engaged an independent third party, MNP LLP (MNP) to provide whistleblower hotline services. The Whistleblower Hotline can be accessed 24/7/365 by telephone, email, and web portal.
3	Who receives the Whistleblower complaints? <ul style="list-style-type: none"> <i>For e.g., City Manager/City Auditor/City Solicitor unless it pertains to their department; in which case it is sent to another department.</i> <p>What is the procedure once the Whistleblower Complaints are received? <i>i.e., where do they go once, they are received and how is it decided who should handle the investigation.</i></p>	All complaints received by MNP are forwarded to the City Internal Auditor's Office for evaluation and investigation. If it pertains to the City Internal Auditor, MNP directs the complaint to the City Manager.
4	Who investigates the Whistleblower complaints? <ul style="list-style-type: none"> <i>For e.g. The City Auditor investigates the Fraud related complaints and workplace related complaints are directed to the City Manager.</i> 	City Internal Auditor's Office performs all investigations of "Wrongdoing" as defined in the Whistleblower Protection Policy" for the City of Saskatoon. Issues other than these, such as Performance management, Bullying, Harassment etc., are re-directed to HR or other relevant departments
5	On an average, how many Whistleblower complaints do you receive in a year? How many of these are Workplace related/Financial Fraud related?	8-10 complaints are received on an average per year. Of these, approximately 40% relate to "Wrongdoing".
6	What is the annual cost of handling complaints arising from the Whistleblower Program? Kindly advise if any dedicated FTEs are allocated for handling investigation for workplace or financial fraud instances. If yes, please provide the FTEs, their annual budget for 2022 and the department they pertain to. If there are no dedicated FTEs, please advise which department absorbs the cost of performing the investigations and the approximate cost per annum.	No specific annual cost for handling Whistleblower Program other than the cost of MNP's whistleblower hotline services. The City Internal Auditor determines internal / external resources for conducting investigations. In situations where external resources are identified, the cost comes out of the Audit's operating budget.
7	If there is a need to hire external consultants for investigations (both workplace related complaints and financial fraud related), please advise if it is: g. Charged to the consulting budget for the respective department which is being investigated.	These has been no such instances so far, requiring hiring of consultants. However, if such instances occur, the cost of using consultants will be absorbed by the City Auditor Office Budget. We have contracted MNP for May 2022-23 to assist with investigations arising from Whistleblower complaints.

#	Queries	Comments
	<p>h. Charged to the consulting budget department conducting the investigation (i.e. City Manager/City Auditor/City Solicitor Departments).</p> <p>i. If charged to other budgets, please explain.</p> <p>Also, please advise the amount budgeted amount for 2022 (under a. b. or c.)</p>	
8	Please advise the Internal Audit team size (FTEs) and the annual budget for 2022.	<p>The City Internal Auditor's Office has an approved 2022 budget of \$427,000. In addition, the Internal Audit Program Reserve (Reserve) has an unallocated balance of \$403,722 funded from previous years' unspent audit funds, which will be used as necessary.</p> <p>The City Internal Auditor's Office plans to hire a temporary internal audit staff to assist the City Internal Auditor in the execution of the internal audit projects and will also engage internal resources, where required. In addition, where necessary, some internal audit projects will be co-sourced to obtain appropriate level of subject matter expertise and skill set required.</p>
9	<p>Who receives the completed investigation report and performs the recommended action?</p> <p>Please advise if there is any Time to action committed for investigating whistleblower complaints.</p> <p>How are whistleblowing complaints tracked from the time of receiving the complaint to closure? Where are the documents stored?</p>	<p>The City Internal Auditor issues an investigation report to the City Manager after completion of a whistleblower investigation.</p> <p>City Internal Auditor's Office will obtain regular status updates from Administration on the audit recommendations arising from the investigations.</p> <p>Currently we are also working to enhance the Whistleblower Program and a road map has been developed. The road map will include development of procedures which will formally determine the time to complete the investigation etc.</p> <p>The whistleblowing complaints are tracked in a spreadsheet. The information received from the hotline is stored internally. All documents related to the complaints is stored internally in accordance with the records policy.</p>
10	<p>Is there an annual report out for Whistle blower complaints to Audit Committee/ Council? What are the details provided? Who prepares the report?</p> <p><i>For e.g.,</i></p> <ul style="list-style-type: none"> – Nature of complaints – Outcome of Investigation – Current Status – Timelines <p>Please advise if you are willing to share any such report with non-identifying information.</p>	<p>A summary of the whistleblower complaints, investigation results and the recommendations arising from the investigations will be shared with the Standing Policy Committee on Finance on a semi-annual basis. These will be discussed in-camera and expected to commence in Q2-Q3 2022.</p> <p>In addition, a summary of the whistleblower complaints and investigations will be provided in the annual report prepared by the City Internal Auditor.</p>

LETHBRIDGE

#	Queries	Comments
1	Please advise who manages the City's Whistleblower Program? <i>For e.g., City Manager/City Auditor/City Solicitor</i>	Our Whistleblower policy is an HR policy
2	How are Whistleblower complaints received? <ul style="list-style-type: none"> - <i>For e.g., Received through Emails/Phone calls through a third-party secure hotline service provider</i> - <i>Online, through services like Clear view</i> 	Suspected instances are to be reported in writing
3	Who receives the Whistleblower complaints? <ul style="list-style-type: none"> - <i>For e.g., City Manager/City Auditor/City Solicitor unless it pertains to their department; in which case it is sent to another department.</i> <p>What is the procedure once the Whistleblower Complaints are received? <i>i.e., where do they go once, they are received and how is it decided who should handle the investigation.</i></p>	<p>Whistleblower complaints can be sent to the City Solicitor, City Manager or the chair of the Audit Committee.</p> <p>Confidentially provide the documentation to the Director of Corporate and Customer Services, if the incident is suspected at that particular level, then the next level of appropriate management. Refer the issue to the Ethical Conduct Committee when the suspected act or allegation of serious misconduct has possible corporate-wide implications.</p> <p>Ensure that individuals reporting a suspected act or allegation of serious misconduct will be protected and that the information is handled confidentially, subject to the City's obligations under the Freedom of Information and Protection of Privacy Act.</p> <p>Report the nature of the allegation and results to the Audit Committee upon the conclusion of the investigation.</p>
4	Who investigates the Whistleblower complaints? <ul style="list-style-type: none"> - <i>For e.g. The City Auditor investigates the Fraud related complaints and workplace related complaints are directed to the City Manager.</i> 	Depends on what the complaint refers to and the complexity. The investigation could be handed over to our Police Services, if the complaint is HR related, generally these are outsourced
5	On an average, how many Whistleblower complaints do you receive in a year? How many of these are Workplace related/Financial Fraud related?	We get very few – in fact have not had one in three years.
6	What is the annual cost of handling complaints arising from the Whistleblower Program? Kindly advise if any dedicated FTEs are allocated for handling investigation for workplace or financial fraud instances. If yes, please provide the FTEs, their annual budget for 2022 and the department they pertain to.	<p>We do not have dedicated FTE's or budget for handling whistleblower complaints as we have so few of them.</p> <p>If there was an HR investigation charges may or may not be charged back. If the department was a utility department, they would be charged, if it was a tax supported department, they would not. There are exceptions.</p>

#	Queries	Comments
	If there are no dedicated FTEs, please advise which department absorbs the cost of performing the investigations and the approximate cost per annum.	
7	<p>If there is a need to hire external consultants for investigations (both workplace related complaints and financial fraud related), please advise if it is:</p> <ul style="list-style-type: none"> j. Charged to the consulting budget for the respective department which is being investigated. k. Charged to the consulting budget department conducting the investigation (i.e. City Manager/City Auditor/City Solicitor Departments). l. If charged to other budgets, please explain. <p>Also, please advise the amount budgeted amount for 2022 (under a. b. or c.)</p>	<p>If there was an investigation charges may or may not be charged back. If the department was a utility department, they would be charged, if it was a tax supported department, they would not. There are exceptions.</p> <p>Again, we do not have a budget for investigations.</p>
8	Please advise the Internal Audit team size (FTEs) and the annual budget for 2022.	We do not have an Internal Audit team
9	<p>Who receives the completed investigation report and performs the recommended action?</p> <p>Please advise if there is any Time to action committed for investigating whistleblower complaints.</p> <p>How are whistleblowing complaints tracked from the time of receiving the complaint to closure? Where are the documents stored?</p>	<p>Director of Corporate and Customer Services will document the results of the investigation and discuss the results of the investigation with the City Solicitor, or the City Manager, or the Chair of the Audit Committee in order to determine the appropriate course of action.</p> <p>The Director of Corporate and Customer Service will ensure that the appropriate action is carried out.</p> <p>City Solicitor tracks complaints and stores documents in a secure location.</p>
10	<p>Is there an annual report out for Whistle blower complaints to Audit Committee/ Council? What are the details provided? Who prepares the report? Are these in-camera or public?</p> <p><i>For e.g.,</i></p> <ul style="list-style-type: none"> – <i>Nature of complaints</i> – <i>Outcome of Investigation</i> – <i>Current Status</i> – <i>Timelines</i> <p>Please advise if you are willing to share any such report with non-identifying information.</p>	<p>City Solicitor will report the nature of the allegation and the results to the Audit Committee upon the conclusion of the investigation.</p> <p>These would be in-camera reports.</p>



2021 Annual Debt Report

Date	August 17, 2022
To	City Council
From	Financial Strategy & Sustainability
Service Area	Financial Services
Item No.	CM22-21

RECOMMENDATION

That City Council receive and file this report.

ISSUE

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 the 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.

The City's 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. The policy also 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. The Annual Debt Report does not result in any new debt being issued or approved.

IMPACTS

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 City uses a traditional approach in issuing debt. Debt is not used for ongoing operating expenditures but is mainly reserved for large capital projects.

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 several 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.

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 other financial policies were recently reviewed and updated.

OTHER OPTIONS

None with respect to this report.

COMMUNICATIONS

None with respect to this report.

DISCUSSION

The Annual Debt Report (Appendix A) provides details on the current (as of December 31, 2021) and projected debt (Council approved subsequent to December 31, 2021) 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'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 on December 31, 2021 is \$331 million (73 per cent of debt limit).
- The current debt is planned debt.
- Debt was issued in 2021, due to Council approving \$44.4 million for the Buffalo Pound Water Treatment Plant.
- The projected debt for 2022 is \$382 million (85 per cent of debt limit).
 - The projected increase includes the full amount of the REAL loan guarantee.
 - Buffalo Pound Water Treatment Plant Corporation was approved for funding under the Investing in Canada Infrastructure Program (ICIP) for the plant renewal project. In February 2021, Council authorized Administration to begin negotiating with lenders to borrow up to \$60 million (\$44.4 million guaranteed by the City). This debt was borrowed in 2021. In May 2022, Council granted approval for additional debt issuance of \$55 million (\$40.7 million City's portion) to address inflationary impacts on the plant renewal project.
- All ratios fall within the Debt Management Policy targets at current and projected debt levels.
- There are potential large capital projects that will require debt funding in the next few years, including:
 - ICIP was announced in November 2016, and all projects will be required to be completed by March 31, 2028. A total of \$128 million is still available under this program. The City's share of funding (27 per cent) of projects approved under the ICIP program will likely be funded by debt.

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 in recent years, this has been consistent with the plan for funding major capital projects.

The attached 2021 Annual Debt Report reviews the current debt position as of December 31, 2021 and provides information on known future debt. Administration continues to review and assess the need for debt and other forms of financing to meet City needs in the long-term. One area of note is the current condition of the City's assets, which if not mitigated appropriately, could present a 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). To mitigate this pressure, City Council has approved capital funding programs such as the Residential Road Renewal Program in the past

and two programs in the 2022 Budget (Recreation/Culture Capital Program and Recreation Infrastructure Program).

- New infrastructure required to support a growing population and advance the OCP vision of being “Canada’s most vibrant, inclusive, attractive, sustainable community, where people live in harmony and thrive in opportunity”.
- Shortfall in the Facility Asset Maintenance Program. This program is intended to preserve existing City facility assets through prudent facility maintenance (includes roof replacements, structural maintenance, mechanical systems replacement, etc.). Funding allocated to the Facilities Asset Management Program has been increasing over the years but remains below the required level to support repairs and maintenance of existing facilities.
- Capital needs exceeding capital funding sources. The City invests some of its General Operating Budget to support general capital investments to help address this issue.

These challenges are not unique to the City of Regina and will require strong financial management and prioritization of capital projects.

DECISION HISTORY

This report is for informational purposes only.

Respectfully submitted,

Respectfully submitted,


Irene Hrynkiw, Manager, Financial Analysis & Support

7/22/2022


Barry Lacey, Exec. Director, Financial Strategy & Sustainability

7/29/2022

Prepared by: Keely Farrell, Coordinator, Financial & Business Support

ATTACHMENTS

Appendix A 2021 Debt Report



APPENDIX A

2021 Annual Debt Report

Contact: Irene Hrynkiw, Manager, Financial Analysis and Support

Prepared By: Keely Farrell,

Financial Analysis & Support



BACKGROUND

The City of Regina (City) maintains and follows the *Debt Management Policy* (the policy) approved by the Executive Director, Financial Strategy & Sustainability with authority under section 25 (k) & (l) of the *Regina Administration Bylaw, Bylaw No. 2003-69*. The 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. The policy also sets 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 while investing in infrastructure to support these programs and services. Programs and services are funded from revenues generated through property taxes, user fees and grants from other levels of governments, and investments in capital assets are funded from reserves, development charges, grants, and debt.

The City uses a conservative 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:

- 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 the 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 confirmed the City's credit rating of AAA in May 2022. In confirming the City's credit rating, S&P Global discussed their base-case expectations for the City as:

- Despite an elevated capital plan in the next two years, on average, Regina will continue to post modest after-capital surpluses in S&P's 2020-2024 base-case forecast.
- Robust financial performance will allow the City to minimize debt issuance, leading to a reduction in debt burden by 2024.
- S&P expects Regina's robust liquidity to remain a key credit strength.

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.

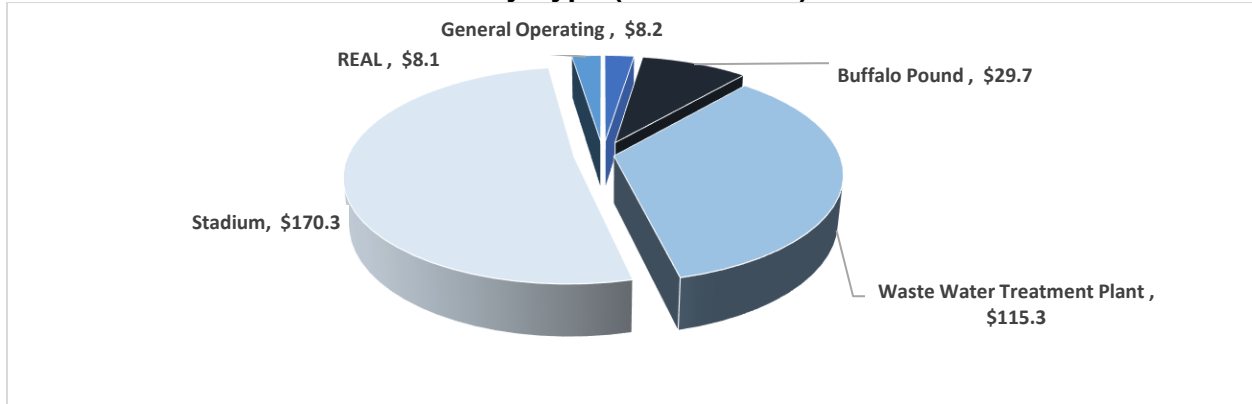
Conversely, S&P could take negative rating action if a deterioration in budgetary performance is led by sustained after-capital deficits. The City's credit rating could deteriorate in the next two years if budgetary performance deteriorates, leading to sustained after-capital deficits that could contribute to higher-than-expected borrowing. S&P bases its rating off planned revenue and expenditures, making it important for Administration to continue to plan effectively while remaining flexible to Council initiatives.



DEBT LIMIT AND DEBT BALANCE

The City's current debt limit approved by the Saskatchewan Municipal Board (SMB) is \$450 million. Any increase to the debt limit must be approved by SMB. As of December 31, 2021, as shown in Chart 1 below, the City's total outstanding debt was \$331.7 million, 74 per cent 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.

Chart 1: 2021 Consolidated Debt by Type (in \$ millions)



The City's consolidated debt increase was due to the funds issued to support the Buffalo Pound Wastewater Treatment Centre and the increase in REAL's operational requirements, this resulted in a total increase of debt by \$38.7 million.

The table below provides detail on the changes from 2020 to 2021.

Debt Comparison for 2020-2021 (\$ in millions)

Debt	2020	2021	Change
<i>General Operating</i>	\$ 10.1	\$ 8.2	\$ (1.9)
<i>Buffalo Pound</i>	\$ 30.7	\$ 74.1	\$ 43.5
<i>Waste Water Treatment Plant</i>	\$ 72.4	\$ 70.9	\$ (1.5)
<i>Stadium</i>	\$ 174.8	\$ 170.3	\$ (4.4)
<i>REAL</i>	\$ 5.0	\$ 8.1	\$ 3.1
Total	\$ 293.0	\$ 331.7	\$ 38.7

Notes:

- Stadium project has a total debt financing of \$200.4 million, borrowed in 2014 which will be paid off in 2045. The total payments per year on this debt total \$11.5 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.
- Buffalo Pound Loan is a 25-year City guaranteed loan with BMO and will be paid off in 2042.
- General Operating Fund will be paid off in 2025. The total payments in 2021 were \$2.1 million.



- REAL debt is guaranteed by the City, and it counts against the City's overall debt limit. REAL's debt increased by \$3.1 million in 2021 bringing the REAL's total debt to \$8.1 million.

DEBT PROJECTION

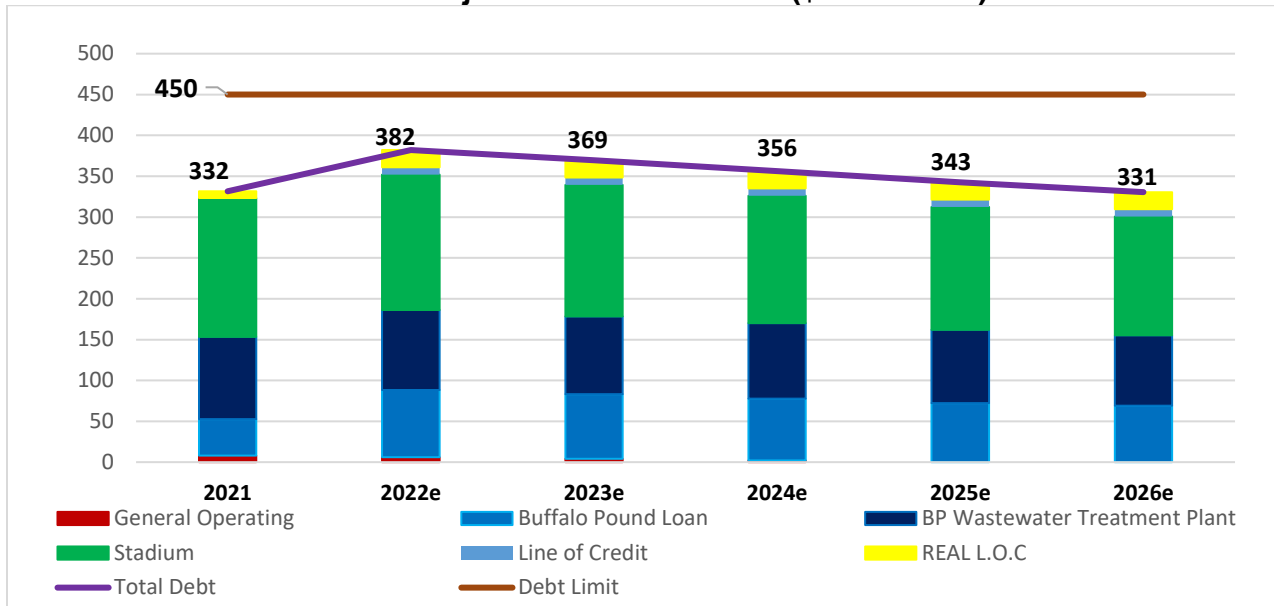
Chart 2 below shows the current level of debt, the projected debt to 2026 based on the five-year capital plan in the 2021 Budget, and the recent Council approved funding, required for the Buffalo Pound Wastewater Treatment Plant (BPWTP). The debt balance at the end of 2022 is expected to be \$382 million, 85 per cent of the debt limit.

The increase is the result of the following items:

- In February 2021, Council granted approval Buffalo Pound to negotiate for the borrowing of up to \$60 million in debt to fund Buffalo Pound's plant renewal (CR21-21). The City's guarantee will be for \$44.4 million based on 74% proportional ownership.
- In December 2020, Council approved REAL increasing their guaranteed credit facility maximum to \$21 million, an increase of \$8 million compared to their previous facilities totalling \$13 million (CR20-96). REAL increased their debt by \$3.1 million through 2021.
- In May 2022, Council approved the additional issuance of debt required for the BPWTP to address inflationary impacts on the expansion project. The City of Regina portion is \$40.7 million.
- The chart below includes known and approved debt. Additional debt could be on the horizon for the City and its related entities, such as the Library, arena, indoor aquatics facility, etc. 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. Further, additional debt could impact the City's credit rating, which in turn, can increase future borrowing costs.



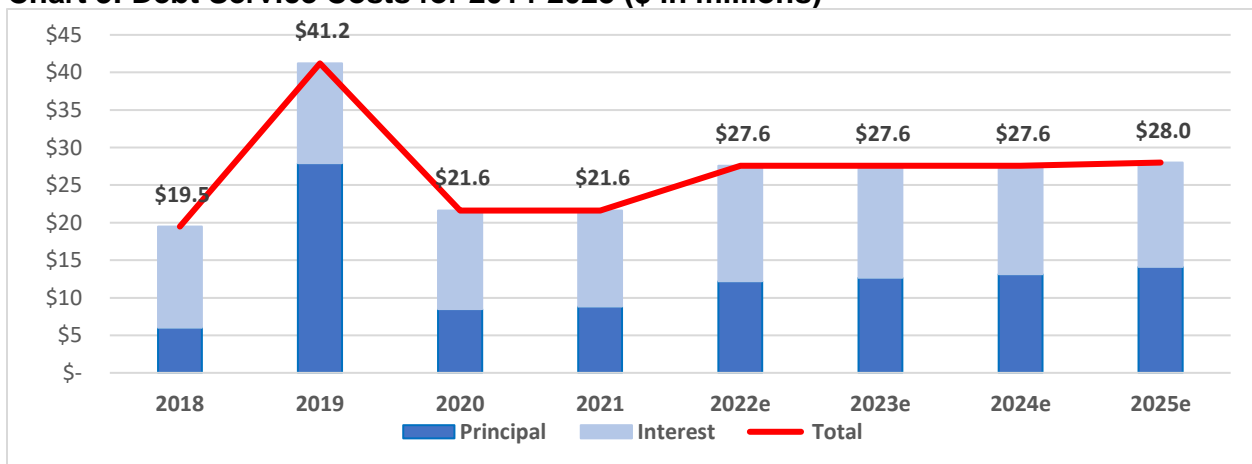
Chart 2: Consolidated Debt Projections for 2021-2026 (\$ in millions)



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 increased financial flexibility since they are not encumbered by fixed financial obligations.

Chart 3 shows a decrease from 2019 to 2020, 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. For 2021 and 2022, the annual debt service costs will be between \$21.6 million and \$25.0 million per year.

Chart 3: Debt Service Costs for 2014-2025 (\$ in millions)



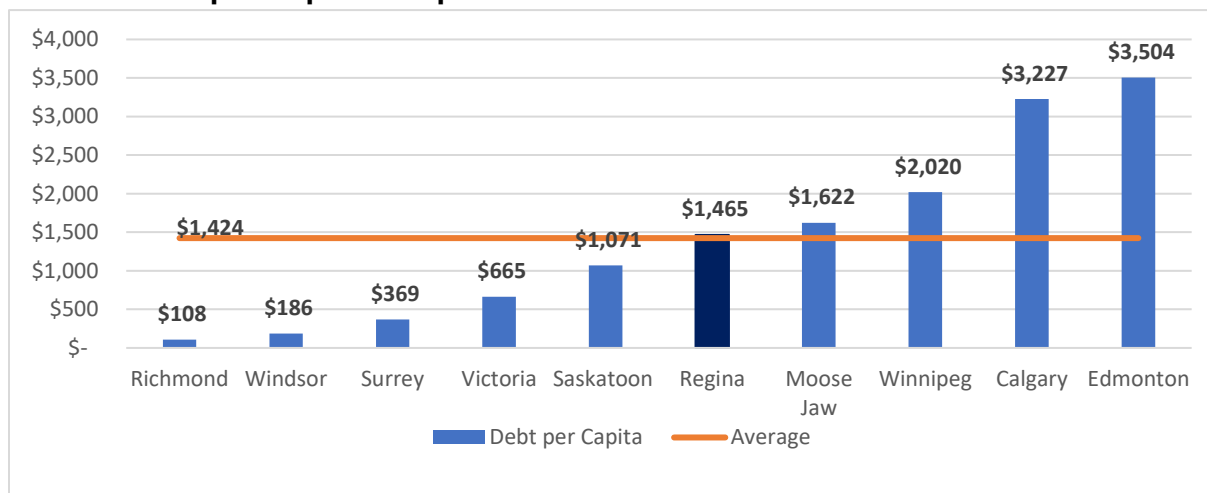


Within the chart, from 2018-2021, the City of Regina's debt service costs are generally stable. Stable debt service costs indicate that the City maintains flexibility in financing as annual servicing payments are consistent. While it has been gradually increasing, the forecast 2022 Debt Servicing to Total Revenue Ratio is still below the target maximum of 5%.

DEBT PER CAPITA

Debt per capita is how much it would cost per resident if the City of Regina paid off its debt immediately. City has been and continues to be conservative in the issuance of debt and the debt level has historically compared favourably to those of other Canadian cities. Chart 4 below shows that, of the selected cities, the City of Regina debt per capita (\$1,465) is slightly above average.

Chart 4: Debt per Capita Comparison to Other Cities



Notes: All other Cities are based on 2020 figures.

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 per cent to 5 per cent being the desirable range. Through the City's debt management policy, a target of 2.5 per cent or less has been set and is being used for monitoring, reporting and future debt considerations.

Chart 5 outlines the City of Regina's multi-year ratio comparison. The chart shows an increasing ratio but still below the target. The ratio increased to 1.22 per cent in 2014 due to the stadium construction; increased to 1.85 per cent in 2017 and 1.97 per cent in 2018



primarily due to the increased annual interest payment of WWTP construction and Buffalo Pound term loan. The ratio decreased in 2020 as the City was able to fund the Wascana Pool project without the use of debt. The debt interest payment ratio gradually increased through 2021 due to planned borrowing for the Buffalo Pound plant renewal. The debt interest ratio will rise again since the additional funding of \$40.7 million was approved by City Council adding approximately \$1.5 million in interest payments per year.

Chart 5: Regina Multi-Year Debt Interest Payment Ratio

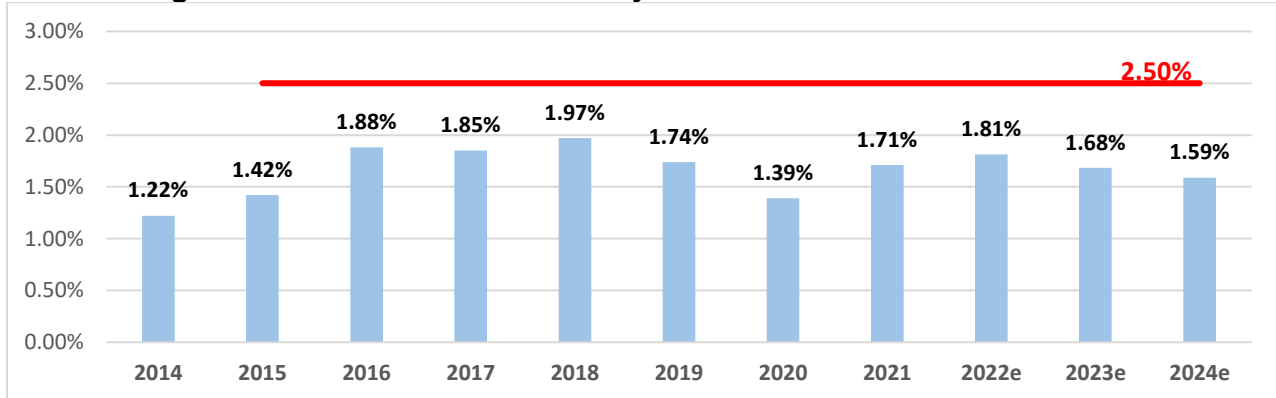
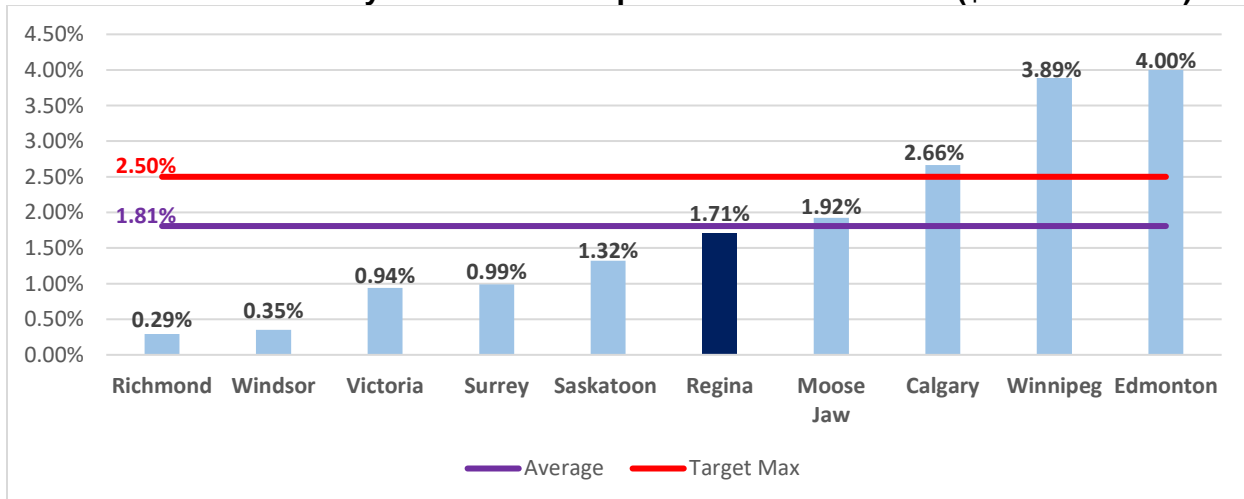


Chart 6 indicates that, among the cities selected, the City has an average debt interest payment ratio and is below the maximum. Regina's ratio means that 1.7 per cent of its revenue in 2021 was utilized for debt interest payments. A ratio more than 2.5 per cent is considered high by credit rating agencies 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.

Chart 6: Debt Interest Payment Ratio Comparison to Other Cities (\$ in thousands)



Note: All other Cities are based on 2020 figures.



DEBT SERVICE RATIO

Calculation: Consolidated Debt Interest & Principal Payments / Consolidated Revenue

The debt service ratio measures the percentage of revenue that 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 per cent typically results in debt servicing costs crowding other operating priorities out of the budget. Through the City's Debt Management Policy, a target of 5 per cent or less has been set and is used for monitoring, reporting, and considering future debt considerations.

Chart 7 below shows that the City of Regina's debt service ratio was 2.9 per cent on December 31, 2021. This ratio has had a gradual increase until 2019 when it increased due to a \$12 million one-time balloon debt repayment in the General Operating Fund and an approximately \$8 million one-time balloon debt repayment in the Utility Fund.

For 2021 and beyond, based on current Council approved plans, the City of Regina debt service ratio is expected to remain below the five per cent target set in policy. 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 costs as low as possible, thereby limiting financial pressures on its operating budget and taxpayers.

Chart 7: Regina Multi-Year Debt Service Ratio

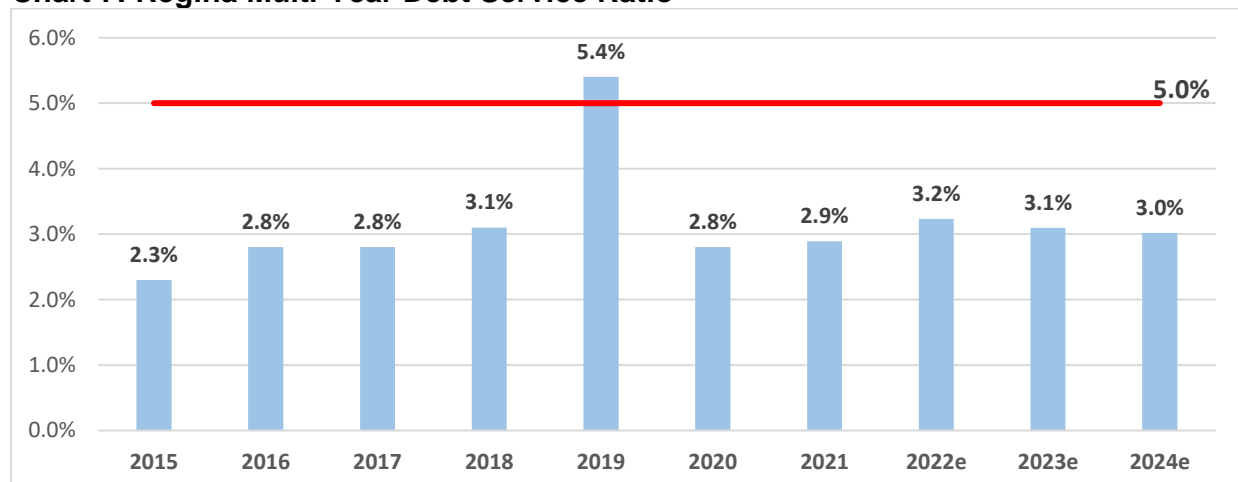
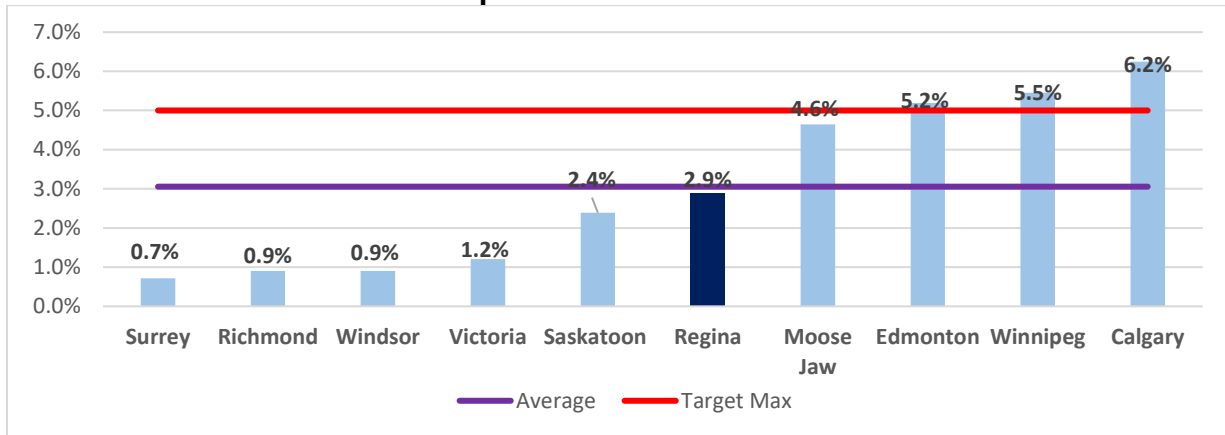


Chart 8 indicates that the City of Regina is close to the average debt service ratio of the cities selected. Regina's ratio means that 2.9 per cent of its revenues in 2021 was utilized for debt principal and interest payments.

Chart 8: Debt Service Ratio Comparison to Other Cities



Notes: All other Cities are based on 2020 figures.

TAX AND RATE SUPPORTED DEBT RATIO

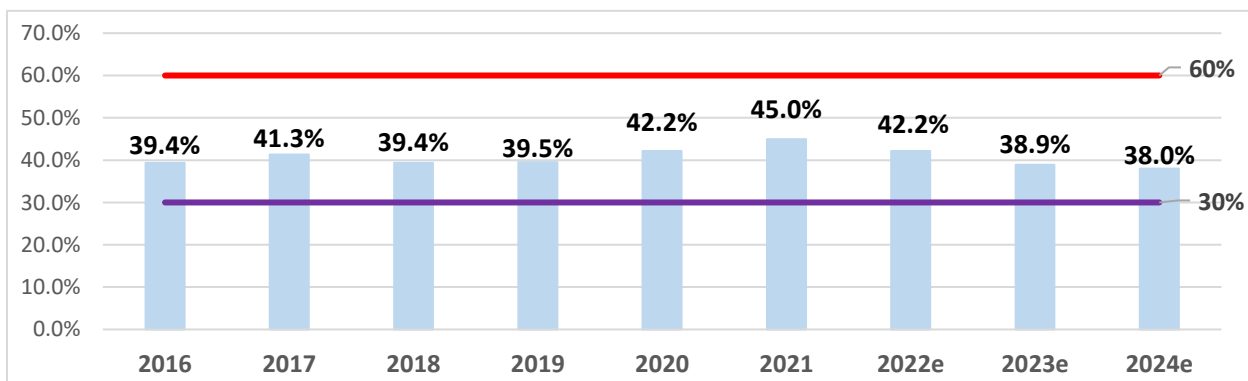
Calculation: Consolidated Debt / Consolidated Revenue

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.

As a key indicator used by S&P Global, a ratio in the range of 30 per cent to 60 per cent is considered moderate in the overall debt assessment of a municipality. Through the City's Debt Management Policy, a target of 60 per cent 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 per cent, S&P Global may consider reducing the current credit rating.

Chart 9 shows that the City's rate has stayed between 40 and 50 percent since 2014 and is expected to remain in this range in 2022. This range is considered healthy and the debt to revenue ratio could increase if the City Council decides to fund more capital using debt.

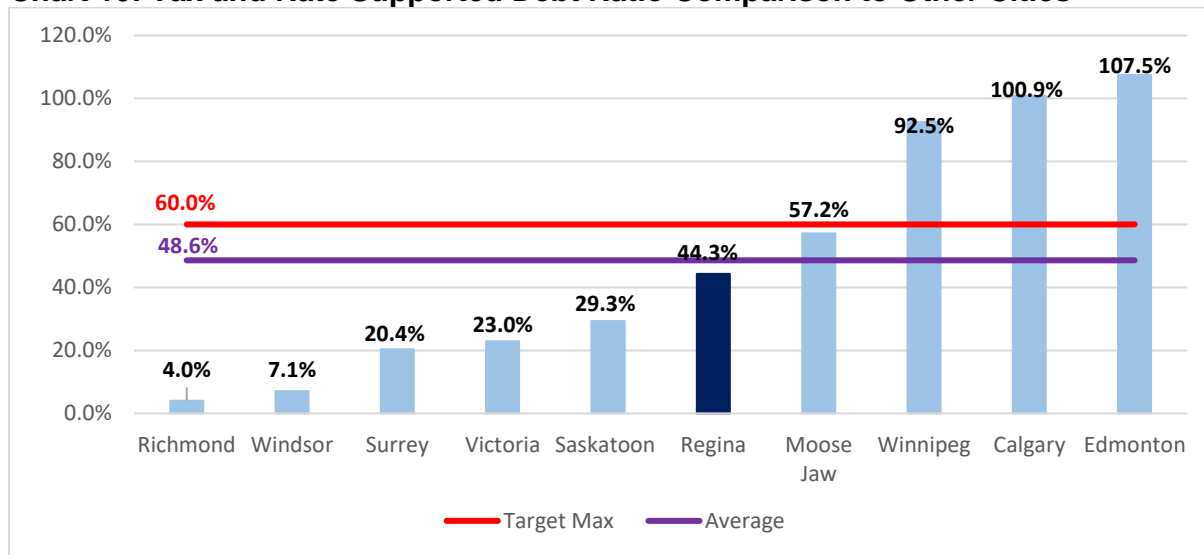
Chart 9: Regina Multi-Year Tax and Rate Supported Debt Ratio





As presented in Chart 10, the City of Regina has a below average tax and rate supported debt ratio in comparison to other cities across Canada. Regina's debt to revenue ratio is 44.3 per cent in 2021, below the average ratio of 48.6 per cent.

Chart 10: Tax and Rate Supported Debt Ratio Comparison to Other Cities



Notes: All other Cities are based on 2020 figures.

CONCLUSION

Overall, the comparison with other municipalities shows the City of Regina maintains a reasonable debt level, as Regina ranks near the peer group average for most of the debt ratios considered. The City of Regina is using 74 per cent (\$331.7 million) of its \$450 million debt limit as at December 31, 2021. There are potential large capital projects that will likely require debt funding in the next few years, such as projects eligible for funding under the Investing in Canada Infrastructure Program (ICIP). 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. Increasing debt burden can result in a City's credit rating being downgraded. If downgraded, the City would likely pay higher interest costs on future borrowing.

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 and future programs and services. This approach demonstrates a commitment to long term planning and fiscal management.



Semi-Annual Review of Closed Executive Committee Items

Date	August 17, 2022
To	Mayor Masters and City Councillors
From	Executive Committee
Service Area	Office of the City Clerk
Item #	CR22-100

RECOMMENDATION

That City Council receive and file this report.

HISTORY

At the August 10, 2022 meeting of Executive Committee, the Committee considered in **private** session, the attached E22-19 report from the Office of the City Clerk.

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

Respectfully submitted,

EXECUTIVE COMMITTEE

A handwritten signature in black ink, appearing to read 'Amber Ackerman', written over a horizontal line.

Amber Ackerman, Interim City Clerk 8/12/2022

ATTACHMENTS

E22-29 - Semi-Annual Review of Closed Exec Committee Items
Schedule1 - Reports Forwarded to Council



Semi-Annual Review of Closed Executive Committee Items

Date	August 10, 2022
To	Executive Committee
From	City Clerk's Office
Service Area	Office of the City Clerk
Item No.	E22-29

RECOMMENDATION

The Executive Committee recommends that Council receive and file this report at its August 17, 2022 meeting.

ISSUE

In accordance with Section (4) of Schedule "A" of Bylaw No. 9004, *The Procedure Bylaw*, the Administration shall, on a semi-annual basis, review the confidential minutes of all Executive Committee meetings and report on items that may be released to the public.

IMPACTS

Strategic Implications

A regular review of matters considered in private session promotes an open and transparent government.

There are no accessibility, environmental, financial, risk/legal or other implications or considerations.

COMMUNICATIONS

Items included on public agendas are posted to the City's website.

DISCUSSION

Reports considered by the Executive Committee in private session from July 2021 through June 2022 have been compiled in the attached 'Schedule 1'.

DECISION HISTORY

The last review of closed Executive Committee items was in August, 2021.

This report is to be forwarded to City Council for informational purposes only.

Respectfully submitted,



Amber Ackerman, Interim City Clerk

7/29/2022

**REVIEW OF CLOSED EXECUTIVE COMMITTEE ITEMS
JULY 2021 – JUNE 2022**

REPORTS FORWARDED TO CITY COUNCIL

Date Last Considered	Subject	Date Submitted to Council
August 4, 2021	E21-35: 2021 Semi-Annual Review of Closed Executive Committee Items	August 11, 2021
August 4, 2021	E21-38: Appointment to the School Board/City Council Liaison Committee	August 11, 2021
September 8, 2021	E21-42: Tentative Agreement with Civic Middle Management	September 15, 2021
December 1, 2021	E21-48: 2022 Elected Official Committee Appointments	December 8, 2021
December 1, 2021	E21-49: 2022 Appointments to Boards and Committees	December 8, 2021
December 1, 2021	E21-50: Buffalo Pound Plant Renewal Financing Update	December 8, 2021
February 23, 2022	E22-3: Appointments for Regina Airport Authority	March 2, 2022
February 23, 2022	E22-4: Proposed Municipal Boundary Alteration	March 2, 2022
March 9, 2022	E22-6: Buffalo Pound Water Treatment Corporation – Appointment of Directors	March 16, 2022
April 13, 2022	E22-7: Appointments for Accessibility Advisory Committee	April 20, 2022
April 27, 2022	E22-8: Regina Exhibition Association Limited (REAL) – Appointment of Directors	May 4, 2022
April 27, 2022	E22-9: FCL/AGT Integrated Ag Complex Additional Land Option	May 4, 2022
May 11, 2022	E22-14: Economic Development Regina Inc. (EDR) – Appointment of Directors	May 18, 2022
May 11, 2022	E22-15: Buffalo Pound Plant Renewal Financing	May 18, 2022
May 25, 2022	E22-17: Appointment for Regina Planning Commission	June 1, 2022

SCHEDULE NO. 1

June 8, 2022	E22-20: Appointment of Auditors	June 15, 2022
June 8, 2022	E22-22: Appointment to the Master Plan Public Advisory Committee (MPPAC)	June 15, 2022

BYLAW NO. 2022-44

THE REGINA TRANSIT FARE AMENDMENT BYLAW, 2022

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is to implement free transit for children, set paratransit charter rates and make housekeeping amendments.
- 2 The authority for this Bylaw is section 8 of *The Cities Act*.
- 3 Bylaw 2009-22, being *The Regina Transit Fare Bylaw, 2009* is amended in the manner set forth in this Bylaw.
- 4 In section 3, the definition of “child” is repealed and the following substituted:

““**child**” means a person who:

(a) is 13 years of age and under; or

(b) is a pupil attending an elementary school in grade 8 or below;”
- 5 “Director of Transit Services” is struck out and replaced with “Director of Transit and Fleet” wherever it appears.
- 6 Section 7 is repealed.
- 7 Section 9 and its heading are repealed and the following substituted:

“**Children 13 years of age and under**
9 A child may use the transit or paratransit service for free.”
- 8 Clause 11(4)(a) is amended by adding “and Fleet” after “Transit”.
- 9 The heading before section 14 is amended by striking out “and weekend family passes”.
- 10 Section 15 is repealed.
- 11 Clause 18(a) is repealed and the following substituted:

“(a) the Paratransit Operations and Maintenance contract cost per hour in effect as of the date of the Charter as set out in Schedule “D”, plus an additional 45%

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

City Solicitor

of the Paratransit Operations and Maintenance contract cost per hour for each hour of the charter service;"

12 Clause 18(b) is repealed and the following substituted:

“(b) where the charter trip is outside of the City limits of Regina, an additional rate per kilometer, to be charged in an amount as set out in the City of Regina Mileage Policy in effect as of the date of the Charter; and”

13 Schedule B is amended by:

(a) striking out “/Weekend Family Passes” and “/Weekend Family”; and

(b) striking out the heading “Paratransit Fares for Trips Outside City Limits” and all of the text following the heading.

14 Schedule “C” is repealed and the Schedule “C” attached to this Bylaw as Appendix “A” is substituted.

15 Schedule “D” including the table and map is repealed and the Schedule “D” attached to this Bylaw as Appendix “B” is substituted.

16 This Bylaw comes into force August 28, 2022.

READ A FIRST TIME THIS 17th DAY OF August 2022.

READ A SECOND TIME THIS 17th DAY OF August 2022.

READ A THIRD TIME AND PASSED THIS 17th DAY OF August 2022.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

Appendix “A”

SCHEDULE “C”

Eligibility Criteria

Eligibility

1. For the purposes of subsections 11(3) and 13(4) of the Bylaw, a person is entitled to a discounted purchase price for a Monthly Adult Pass or Monthly Youth Pass if they receive benefits under eligible provincial programs as determined by the Province of Saskatchewan pursuant to its funding contract with the City of Regina.

Proof of Eligibility

2. A person may be required to provide proof of eligibility in the form of a letter or cheque stub from the Province of Saskatchewan indicating that they receive benefits under one of the programs listed in clause or such other proof as may be deemed acceptable by the Province of Saskatchewan pursuant to its funding contract with the City of Regina.

Appendix “B”

SCHEDULE “D”**Paratransit Charter Service Rates**

Effective Date	Paratransit Operations and Maintenance contract cost per hour
August 28, 2022	\$60.62
July 1, 2023	\$62.22
July 1, 2024	\$63.53
July 1, 2025	\$64.58

ABSTRACT

BYLAW NO. 2022-44

THE REGINA TRANSIT FARE AMENDMENT BYLAW, 2022

PURPOSE:	The purpose of this Bylaw is to implement free transit for children, set paratransit charter rates and make housekeeping amendments.
ABSTRACT:	This Bylaw defines child to include persons 13 and under or in elementary school and provides for free transit for this age group.
STATUTORY AUTHORITY:	Section 8 of <i>The Cities Act</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Executive Committee, July 6, 2022, EX22-85 & City Council, July 13, 2022, CR22-85
AMENDS/REPEALS:	Amends Bylaw 2009-22
CLASSIFICATION:	Administrative
INITIATING DIVISION:	Citizen Services
INITIATING DEPARTMENT:	Transit & Fleet

BYLAW NO. 2022-45

THE TAXI AMENDMENT BYLAW, 2022

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is to amend Bylaw No. 9635, *The Taxi Bylaw, 1994* to increase the maximum charges indicated in the tariff of fees.
- 2 The authority for this Bylaw is section 8 of *The Cities Act*.
- 3 Bylaw No. 9635, being *The Taxi Bylaw, 1994*, is amended in the manner set forth in this Bylaw.
- 4 Subsection 2(a) of Schedule “A” is amended by striking out “\$4.00” and substituting “\$4.50”.
- 5 Subsection 2(b) of Schedule “A” is amended by striking out “138” and substituting “123”.
- 6 Subclause 2(d)(i) of Schedule “A” is amended by striking out “\$36.00” and substituting “\$39.00”.
- 7 This Bylaw comes into force on the day of passage.

READ A FIRST TIME THIS 17th DAY OF August 2022.

READ A SECOND TIME THIS 17th DAY OF August 2022.

READ A THIRD TIME AND PASSED THIS 17th DAY OF August 2022.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

ABSTRACT

BYLAW NO. 2022-45

THE TAXI AMENDMENT BYLAW, 2022

PURPOSE:	The purpose of this Bylaw is to increase maximum fare rates in accordance with the Taxi Cost Fare Model.
ABSTRACT:	The Taxi Bylaw is amended to increase some rates as set out in the Fee Tariff.
STATUTORY AUTHORITY:	Section 8 of <i>The Cities Act</i> .
MINISTER’S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Executive Committee, July 6, 2022, EX22-83 and City Council, July 13, 2022, CR22-83.
AMENDS/REPEALS:	Amends Bylaw 9635
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	Office of the City Solicitor
INITIATING DEPARTMENT:	Licensing & Parking Services