



CITY COUNCIL

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

Henry Baker Hall, Main Floor, City Hall



OFFICE OF THE CITY CLERK

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Agenda City Council Monday, February 26, 2018

CONFIRMATION OF AGENDA

MINUTES APPROVAL

City Council - Public - Jan 29, 2018 5:30 PM

DELEGATION, BYLAW, PUBLIC NOTICE BYLAW AND RELATED REPORTS

- DE18-2 Blair Forster: Zoning Bylaw Amendment and Discretionary Use Application (17-Z-18 / 17-DU-14)
- CR18-7 Regina Planning Commission: Zoning Bylaw Amendment and Discretionary Use Applications (17-Z-18/17-DU-14) Removal of H - Holding Overlay Zone and Proposed Shopping Centre and Theatre in MAC - Major Arterial Commercial Zone - Aurora Subdivision – 4801 E Victoria Avenue

Recommendation

RECOMMENDATION OF THE REGINA PLANNING COMMISSION – FEBRUARY 1, 2018

1. That the application to amend *Regina Zoning Bylaw No. 9250* to remove the H - Holding Overlay Zone on proposed Lot C of Aurora Subdivision, Phase 1, Stage 2 within the East Victoria Concept Plan Area, which is part of SE ¼ Section 23-17-19-W2M as shown on the attached plan of proposed subdivision (Appendix A-3.1), be approved.
2. That the Discretionary Use Application for a proposed Shopping Centre and Theatre located at 4801 E Victoria Avenue, being a portion of SE ¼ Section 23-17-19-W2M, Lot C, Surface Parcel# 203339088, be approved, and that a Development Permit be issued subject to the following conditions:
 - a) The development is contingent on subdivision approval of the subject lots and subsequent title creation.



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- b) The development shall be consistent with the plans attached to this report as Appendix A-3.2 and Appendix A-3.3, prepared by P3A and dated October 3, 2017.
- c) The development shall comply with all applicable standards and regulations in the *Regina Zoning Bylaw No. 9250*.
3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective *Regina Zoning Bylaw No. 9250* amendment.

CR18-8 Regina Planning Commission: Zoning Bylaw Amendment Application (17-Z-17) Rezoning from C – Contract Zone to MAC – Major Arterial Commercial Zone 665 University Park Drive

Recommendation

RECOMMENDATION OF THE REGINA PLANNING COMMISSION - FEBRUARY 1, 2018

1. That the application to rezone Parcel N, Plan No. 92R14384 located at 665 University Park Drive from C – Contract Zone to MAC – Major Arterial Commercial Zone, be approved.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective *Regina Zoning Bylaw No. 9250* amendment, void the current contract and discharge it from title.

2018-6 THE REGINA ZONING AMENDMENT BYLAW, 2018 (No. 3)

2018-8 THE REGINA ZONING AMENDMENT BYLAW, 2018 (No. 4)

DELEGATION AND RELATED REPORT

DE18-3 Len Antonini - Regina Minor Football: Regina Minor Football Lease

CR18-9 Regina Minor Football Facility Lease

Recommendation

RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE- FEBRUARY 15, 2018

1. That City Council authorize the Executive Director, City Services, to negotiate and approve an addendum to the 2017 Construction and



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Donation Agreement between Regina Minor Football 2000 Inc. (RMF) and the City to delay the donation of the building to the City for a period of up to 10 years and to permit the RMF to grant an interest in the building to their lender in order to secure financing for the building as further detailed in this report;

2. That City Council authorize the Executive Director, City Services, to negotiate and approve the terms of a Lease Agreement, at less than fair market value, for a period of up to 10 years, between the City and RMF which allows the RMF to:
 - a. keep the building on the City's lands prior to ownership of the building being turned over to the City;
 - b. grant an interest in the lease to their lender in order to secure financing for the building as further detailed in this report; and
 - c. sublease portions of the building to tenants for a fee to be determined by RMF;
3. That City Council authorize the Executive Director, City Services, to negotiate and approve the terms of a long term Operating and Maintenance Agreement as well as a lease for less than fair market value for portions of the building, to take effect upon donation of the building to the City and termination of the lease described in recommendation no. 2 and which includes a provision enabling RMF to sublease portions of the building to tenants for a fee to be determined by RMF;
4. That for a period of ten years or until such time that RMF's loan related to the building is paid off, whichever is sooner, City Council provide an annual operating grant to RMF in the same amount as the municipal portion of the property taxes levied on the lands and building as described in this report and collected from RMF in that year;
5. That the City Clerk be authorized to execute any necessary agreements or documents required to give effect to the above on behalf of the City after review by the City Solicitor.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

CR18-10 Buffalo Pound Water Treatment Corporation (Buffalo Pound) – Election of Directors

Recommendation



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

1. That the Executive Director, Financial & Corporate Services, as the City's proxy, be authorized to exercise the City's voting rights in Buffalo Pound at the upcoming membership meeting to elect the following individuals to the Board of Directors for a three-year term, ending April, 2021:
 - a. Grant Ring - new appointment
 - b. Dave Richards - reappointment
2. That a meeting between the City of Moose Jaw and City of Regina take place at the earliest opportunity to discuss the criteria used to appoint future nominees to the board especially with respect to gender and diversity balance.

CR18-11 Cannabis Legalization - Municipal Preparedness Plan

Recommendation

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

1. That Council approve the issuance of the Saskatchewan Liquor and Gaming Authority's (SLGA) (six) cannabis retail store permits to private retail operators in Regina.
2. That the Administration develop options for municipal regulation of cannabis in relation to business licensing, zoning and community standards within the City of Regina (City).
3. That, in the event that the Government of Saskatchewan does not introduce regulations that prohibit smoking cannabis in indoor public places, Administration will report to Council with proposed amendments to *The Smoking Bylaw*, Bylaw 2017-20, regarding the smoking of cannabis in indoor public places.
4. That the Mayor, on behalf of City Council, write to the Premier of Saskatchewan and the Minister of Justice to formally request that the revenue from cannabis be provided to the City to recoup all costs incurred.
5. That the City of Regina ask the Provincial Government to be cognizant of the research on recreational cannabis use on brain development in youth when setting age limits for use province wide.



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REGINA PLANNING COMMISSION

CR18-12 Discretionary Use Application (17-DU-15) Proposed Hazardous Material Storage - 750 Park Street

Recommendation

RECOMMENDATION OF THE REGINA PLANNING COMMISSION – FEBRUARY 1, 2018

That the Discretionary Use Application for a proposed “Hazardous Material Storage” use located at 750 Park Street, being Block/Parcel D, Plan 102025303 Ext 0, Industrial Ross Subdivision, be approved, and that a Development Permit be issued subject to the following conditions:

- a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.3 inclusive, prepared by J. Norton for Petro Canada, dated September 15 and 18, 2017, and by Scatliff + Miller + Murray, dated October 3, 2017.
- b) The applicant shall submit a building permit for approval by the Development Officer; the review of which will focus on the site development to ensure compliance with all applicable standards.
- c) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*, including but not limited to, the Performance Regulations for Low Sensitivity Aquifer Protection Overlay Zone in Table 10.3 of the *Regina Zoning Bylaw No. 9250*.
- d) Prior to the issuance of the building permit (as per condition 1b), the applicant shall provide documentation/letter from the Saskatchewan Ministry of Environment and/or federal regulatory authority for approval to construct, alter, expand, operate and decommission a hazardous substance and/or waste dangerous goods facility.
- e) Consolidation of Parcel D with the property located at 535 E 1st Avenue shall be required prior to the building permit approval.

DELEGATIONS, COMMUNICATIONS AND MOTION

- DE18-4 Ashley Nemeth - CNIB Saskatchewan: Safe and Accessible Sidewalks
- DE18-5 John Bishop: Safe and Accessible Sidewalks



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DE18-6	Shayna Stock, Heritage Community Association:	Safe and Accessible Sidewalks
DE18-7	Brian Harris, Saskatchewan Seniors Mechanism:	Safe and Accessible Sidewalks
DE18-8	Wanda Schmockel:	Safe and Accessible Sidewalks
DE18-9	William Johnson:	Regina Local CUPW
CP18-1	Morgan Tunzelmann:	Safe Sidewalks
CP18-2	Jamie McKenzie:	Safe and Accessible Sidewalks
MN18-2	Councillors Stevens and Bresciani:	Safe and Accessible Sidewalks

NOTICE OF MOTION

MN18-3	Mayor Michael Fougere:	Public Safety and Traffic Delay – Ring Road – Grade Rail Crossings
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BYLAWS AND RELATED REPORTS

CR18-13	Finance and Administration Committee:	Cemetery Fee Schedule for 2018 and 2019
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Recommendation

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE

- FEBRUARY 3, 2018

1. That the Cemetery Fee Schedule for 2018 and 2019, as set out in Appendix B, be approved and the respective rates come into effect March 05, 2018.
2. That the City Solicitor be instructed to prepare and bring forward the amendments to *The Cemeteries Bylaw 2008-27* in this report, as described in Schedule A.

2018-7	THE CEMETERIES AMENDMENT BYLAW, 2018
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ADJOURNMENT

AT REGINA, SASKATCHEWAN, MONDAY, JANUARY 29, 2018

AT A MEETING OF CITY COUNCIL

AT 5:30 PM

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

Present: Mayor Michael Fougere, in the Chair
Councillor Lori Bresciani
Councillor Sharron Bryce
Councillor John Findura
Councillor Jerry Flegel (Teleconference)
Councillor Bob Hawkins
Councillor Jason Mancinelli
Councillor Joel Murray
Councillor Mike O'Donnell
Councillor Andrew Stevens
Councillor Barbara Young

Also in Attendance: City Clerk, Jim Nicol
A/Deputy City Clerk, Amber Ackerman
City Manager, Chris Holden
City Solicitor, Byron Werry
Executive Director, Financial & Corporate Services, Barry Lacey
Executive Director, City Planning & Development, Diana Hawryluk
A/Executive Director, City Services, Layne Jackson
A/Executive Director, Organization & People, Steve Eger
Executive Director, Transportation & Utilities, Karen Gasmol
Director, Communications & Customer Experience, Alan Clay
Director, Planning, Shauna Bzdel
Manager, Current Planning, Fred Searle
Manager, Environmental Engineering, Rob Court
Manager, Infrastructure Planning, Geoff Brown

CONFIRMATION OF AGENDA

Councillor Sharron Bryce moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted, and that the delegation listed on the agenda be heard when called forward by the Mayor.

MINUTES APPROVAL

Councillor Barbara Young moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that the minutes for the meeting held on December 18, 2017 be adopted, as circulated.

PUBLIC NOTICE BYLAWS AND RELATED REPORTS

CR18-1 Zoning Bylaw Amendment and Discretionary Use Application Re-Approval (17-Z-21/ 17-DU-19) Proposed Townhouse - 1175 Pasqua Street

Recommendation

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– JANUARY 10, 2018**

1. That the application to rezone Lot 12, Block B, Plan No. 101201555 Ext 4, Old 33 located at 1175 Pasqua Street from I-Institutional to R4A-Residential Infill Housing be approved.
2. That the discretionary use application for a proposed Townhouse located at 1175 Pasqua Street, being Lot 7, Block B, Plan FD5230 Ext 0, and Lot 12, Block B, Plan No. 101201555 Ext 4, Old 33 Subdivision be approved, and that a Development Permit be issued subject to the following conditions:
 - a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.5 inclusive, prepared by Carcoana and dated July 19, 2017.
 - b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.

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

CR18-2 Administrative Amendments to Outdoor Eating and Drinking Area Requirements

Recommendation

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– JANUARY 10, 2018**

1. That the proposed amendment to *Regina Zoning Bylaw No. 9250*, as specified in Appendix A of this report, be approved.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the amendment.

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

CR18-3 Proposed Southeast Regina Neighbourhood Plan

Recommendation

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
- DECEMBER 6, 2017**

1. That *Design Regina: The Official Community Plan Bylaw No. 2013-48* be amended by adding the Southeast Regina Neighbourhood Plan, attached to this report as Appendix C, as Part B.16.
2. That *Bylaw No. 2016-61* (Southeast Regina Neighbourhood Plan approval) and *Bylaw No. 2017-12* (Southeast Regina Neighbourhood Plan amendment) be repealed.
3. That the City Solicitor be directed to prepare the necessary bylaw to amend *Design Regina: The Official Community Plan Bylaw No. 2013-48* and to repeal *Bylaw No. 2016-61* (Southeast Regina Neighbourhood Plan approval) and *Bylaw No. 2017-12* (Southeast Regina Neighbourhood Plan amendment).

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

2018-1 THE REGINA ZONING AMENDMENT BYLAW, 2018

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

2018-3 DESIGN REGINA: THE OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2018

Councillor Lori Bresciani moved, seconded by Councillor O'Donnell, AND IT WAS RESOLVED, that Bylaws No. 2018-1, 2018-2 and 2018-3 be introduced and read a first time. Bylaws were read a first time.

No letters of objection were received pursuant to the advertising with respect to Bylaws No. 2018-1, 2018-2 and 2018-3.

The Clerk called for anyone present who wished to address City Council respecting Bylaws No. 2018-1, 2018-2 and 2018-3 to indicate their desire.

No one indicated a desire to address Council.

Councillor Lori Bresciani moved, seconded by Councillor John Findura, AND IT WAS RESOLVED, that Bylaws No. 2018-1, 2018-2 and 2018-3 be introduced and read a second time. Bylaws were read a second time.

Councillor Lori Bresciani moved, seconded by Councillor Sharron Bryce that City Council hereby consent to Bylaws No. 2018-1, 2018-2 and 2018-3 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY.

Councillor Lori Bresciani moved, seconded by Councillor Barbara Young, AND IT WAS RESOLVED, that Bylaws No. 2018-1, 2018-2 and 2018-3 be read a third time. Bylaws were read a third and final time.

DELEGATIONS, COMMUNICATIONS AND RELATED REPORTS

DE18-1 Dr. Mark S. Dockstator - First Nations University of Canada

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Anil Pandila, representing the First Nations University of Canada, addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of CM18-1, a report from the City Manager respecting the same subject.

CM18-1 Star Blanket Cree Nation Municipal Services and Compatibility Agreement (MSA) - Third Party Agreement

Recommendation

That, upon review and approval by the City Solicitor, the City Manager be authorized to enter into a Three Party Agreement between Star Blanket Band #83, the Canadian Imperial Bank of Commerce (CIBC) and the City of Regina (City), as further detailed in this report.

Councillor Lori Bresciani moved, seconded by Councillor Andrew Stevens, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

COMMITTEE REPORTS

BOARD OF POLICE COMMISSIONERS

CR18-4 Regina Police Service 2018 Operating and Capital Budget

Recommendation

**RECOMMENDATION OF THE BOARD OF POLICE COMMISSIONERS
- DECEMBER 11 AND 20, 2017**

1. That the 2018 Regina Police Service Operating and Capital Budget, which includes estimated gross operating expenditures of \$87,869,000 and revenues of \$9,880,600, resulting in a Net Operating Budget of \$77,988,400, be approved.
2. That the 2018 Capital Budget of \$4,970,600, with capital funding to be determined by Regina City Council, be approved.

Councillor Barbara Young moved, seconded by Councillor Sharron Bryce, AND IT WAS RESOLVED, that this report be tabled to the February 27, 2018 meeting of City Council.

EXECUTIVE COMMITTEE

CR18-5 2017 Housekeeping Boundary Alteration – North of Highway No. 1 and Campbell Street Intersection

Recommendation

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- JANUARY 17, 2018**

1. That the following resolution concerning the alteration of municipal boundaries be adopted by City Council:
 - a) That it be resolved that the lands identified in Appendix A, currently within the Rural Municipality of Sherwood No. 159 and described as follows, be annexed to the City of Regina boundary, subject to the Rural Municipality of Sherwood No. 159 Council adopting a complementary resolution in support of the City of Regina's application for the boundary alteration.
 - Portion of SE ¼ of Section 03 in Township 17 Range 20 W2M Surface Parcel Number 203116946 Blk/Par F - Plan 102192083 Ext 0.

- Portion of SW ¼ of Section 02 in Township 17 Range 20 W2M
Surface Parcel Number 203183805 Blk/Par G - Plan 102206797 Ext 0.
- 2. That in addition to the subject lands listed above, City of Regina will also assume jurisdiction and control of all registered road allowances within the annexation area.
- 3. That subject to ministerial approval of the applicable municipal boundary alterations in accordance with the provisions of Section 43.1(13) or Section 44 of *The Cities Act*, amendments to the *Regina Zoning Bylaw No. 9250* to rezone the annexed lands to UH-Urban Holding be advertised.
- 4. That City Manager be authorized to approve, and the City Clerk be authorized to execute a Municipal Boundary Alteration Agreement between the City of Regina and the RM of Sherwood No. 159 based on the terms conditions outlined within this report.
- 5. That the City Solicitor in conjunction with the City Clerk do all things necessary to give effect to the resolutions in recommendation No. 1, including preparing and submitting an application to the Minister of Government Relations or the Saskatchewan Municipal Board as per the provisions of Section 43.1 of *The Cities Act*.

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

FINANCE AND ADMINISTRATION COMMITTEE

CR18-6 Contract with Eloquent Systems Inc. for Virtual Archives Software

Recommendation

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - DECEMBER 5, 2017

1. That the City Manager or designate be delegated authority to negotiate, finalize and approve of the City entering into new agreements or amending the existing agreement with Eloquent Systems Inc. for its Hosted Virtual Archive Software as a Service (SAAS) for a five year term.
2. That the City Clerk be authorized to execute the necessary agreements after review and approval by the City Solicitor.

Councillor Bob Hawkins moved, seconded by Councillor John Findura, AND IT WAS RESOLVED, that the recommendations of the Finance and Administration Committee contained in the report be concurred in.

INFORMATIONAL REPORT

IR18-1 2017 Semi-Annual Review of Closed Executive Committee Items

Recommendation

That this report be received and filed.

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

MOTION

MN18-1 Councillor O'Donnell: Autonomous Vehicles - Connected Vehicles - Electric Vehicles

Pursuant to due notice, Councillor Mike O'Donnell moved, seconded by Councillor Joel Murray, that:

- 1. The City of Regina monitor the research and trials that are currently underway and will shortly be undertaken with regards to autonomous and connected vehicles.**
- 2. The Administration report back to Regina City Council in the second quarter of 2019 with analysis as to the impacts or potential impacts upon the City of Regina of these type of vehicles and to take into account any impact of a large number of vehicles powered by batteries and the need for charging stations.**
- 3. The Administration give consideration to any advantage the City of Regina may have with being one of the leading edge communities with regards to testing of autonomous vehicles given our varied climate.**

Mayor Michael Fougere stepped down to enter debate.

Councillor Lori Bresciani assumed the Chair.

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

The motion was put and declared CARRIED.

NOTICE OF MOTION

MN18-2 Councillors Stevens and Bresciani: Safe and Accessible Sidewalks

Pursuant to due notice, Councillor Andrew Stevens moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that the following be lodged to be considered at the February 26, 2018 meeting of City Council:

The Administration prepare a report respecting the following amendments to Bylaw No. 9881 The Clean Property Bylaw for City Council consideration by Q2 of 2018:

1. That the owner of a residential property be required to clear the sidewalks along the front and flankage sidewalks adjacent to their lot within 48 hours after a snowfall;
2. That Bylaw Enforcement have the authority to:
 - a. visit a site, and give notice to clear the sidewalk; and
 - b. if upon re-inspection the sidewalk is not cleared the City will have a contractor complete the work and charge the cost to the owner's property taxes;
3. Repeat non-compliance may also result in the issuance of a fine, as per provisions of the Bylaw.
4. Accessibility challenges faced by residents due to snow and ice on sidewalks.

BYLAWS AND RELATED REPORTS

2018-4 THE WASTEWATER AND STORM WATER AMENDMENT BYLAW, 2018

2018-5 THE REGINA WATER AMENDMENT BYLAW, 2018

Councillor Lori Bresciani moved, seconded by Councillor Andrew Stevens, AND IT WAS RESOLVED, that Bylaws No. 2018-4 and 2018-5 be introduced and read a first time. Bylaws were read a first time.

Councillor Lori Bresciani moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that Bylaws No. 2018-4 and 2018-5 be introduced and read a second time. Bylaws were read a second time.

Councillor Lori Bresciani moved, seconded by Councillor Jason Mancinelli, that City Council hereby consent to Bylaws No. 2018-4 and 2018-5 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY.

Councillor Lori Bresciani moved, seconded by Councillor Joel Murray, AND IT WAS RESOLVED, that Bylaws No. 2018-4 and 2018-5 be read a third time. Bylaws were read a third and final time.

ENQUIRY

EN18-1 Response to Enquiry: Capital Pointe

The answer to Councillor Hawkins' enquiry of December 18, 2017 respecting the above-noted subject was provided.

ADJOURNMENT

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

The meeting adjourned at 6:25 p.m.

Chairperson

Secretary



2000 – 1874 Scarth Street
Regina, Saskatchewan Canada S4P 4B3
ShopatAurora.ca

February 22, 2018

Sent via email: clerks@regina.ca

City of Regina
Office of the City Clerk
15th Floor, City Hall
2476 Victoria Avenue
Regina, Saskatchewan S4P 3C8

**RE: Request to appear as a delegation to City Council
Zoning Bylaw Amendment and Discretionary Use Application
(17-Z-18 / 17-DU-14)**

Your Worship, members of City Council...my name is Blair Forster of Forster Projects. With me at the podium is Chad Jedlic of Harvard Developments. Harvard and Forster are partners in the Aurora Retail Project on Victoria Avenue East and we are the proponents of the applications before you today.

The Discretionary Use Application is for Phase 2 of the Aurora retail project and represents approximately 155,000 square feet of retail, amenity retail, entertainment and food service tenants situated on roughly 14 acres of land. This phase of Aurora is anchored by a 36,000 square foot, 8-screen Landmark Cinema, which is an exciting addition to East Regina and balances the city from an entertainment perspective as existing theatres are currently only located in the north and south sectors of Regina.

To provide some history on this project for the new City Councillors, we acquired the land in 2013 and it was included that same year in Regina's OCP as an Urban Centre and Regional Retail node. The land was officially annexed into the city in early 2014. The South East Sector Plan and Victoria East Corridor Plan were both approved by Council in 2015 and our first phase representing the new Costco project and the approval of the MAC overlay holding zone for the balance of the lands were both approved by Council in 2016. This site and its use have been extensively reviewed and supported by Administration, the Citizens of Regina and Council itself.

We are excited to continue to move this project forward; the application is compliant with all density, parking, landscaping, height and setback requirements and we respectfully ask for your approval.

Thank you and we are happy to answer any questions you may have.

Yours truly,

AURORA RETAIL CORP.

A handwritten signature in black ink, appearing to read 'B. Forster', with a stylized, cursive script.

Blair Forster
President
(306) 757-7501

February 26, 2018

To: His Worship the Mayor
And Members of City Council

Re: Regina Planning Commission: Zoning Bylaw Amendment and Discretionary Use
Applications (17-Z-18/17-DU-14) Removal of H - Holding Overlay Zone and Proposed
Shopping Centre and Theatre in MAC - Major Arterial Commercial Zone - Aurora
Subdivision – 4801 E Victoria Avenue

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– FEBRUARY 1, 2018**

1. That the application to amend *Regina Zoning Bylaw No. 9250* to remove the H - Holding Overlay Zone on proposed Lot C of Aurora Subdivision, Phase 1, Stage 2 within the East Victoria Concept Plan Area, which is part of SE ¼ Section 23-17-19-W2M as shown on the attached plan of proposed subdivision (Appendix A-3.1), be approved.
2. That the Discretionary Use Application for a proposed Shopping Centre and Theatre located at 4801 E Victoria Avenue, being a portion of SE ¼ Section 23-17-19-W2M, Lot C, Surface Parcel# 203339088, be approved, and that a Development Permit be issued subject to the following conditions:
 - a) The development is contingent on subdivision approval of the subject lots and subsequent title creation.
 - b) The development shall be consistent with the plans attached to this report as Appendix A-3.2 and Appendix A-3.3, prepared by P3A and dated October 3, 2017.
 - c) The development shall comply with all applicable standards and regulations in the *Regina Zoning Bylaw No. 9250*.
3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective *Regina Zoning Bylaw No. 9250* amendment.

REGINA PLANNING COMMISSION – FEBRUARY 1, 2018

Blair Forster, representing Forster Projects, and Chad Jedlic, representing Harvard Developments, addressed the Commission.

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

Recommendation #4 does not require City Council approval.

Councillors: Mike O'Donnell (Chairperson), Bob Hawkins and Barbara Young; Commissioners: David Bale, Frank Bojkovsky, Andre Kroeger, Adrienne Hagen Lyster, Robert Porter and Steve Tunison were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on February 1, 2018, considered the following report from the Administration:

RECOMMENDATION

1. That the application to amend *Regina Zoning Bylaw No. 9250* to remove the H - Holding Overlay Zone on proposed Lot C of Aurora Subdivision, Phase 1, Stage 2 within the East Victoria Concept Plan Area, which is part of SE ¼ Section 23-17-19-W2M as shown on the attached plan of proposed subdivision (Appendix A-3.1), be approved.
2. That the Discretionary Use Application for a proposed Shopping Centre and Theatre located at 4801 E Victoria Avenue, being a portion of SE ¼ Section 23-17-19-W2M, Lot C, Surface Parcel# 203339088, be approved, and that a Development Permit be issued subject to the following conditions:
 - a) The development is contingent on subdivision approval of the subject lots and subsequent title creation.
 - b) The development shall be consistent with the plans attached to this report as Appendix A-3.2 and Appendix A-3.3, prepared by P3A and dated October 3, 2017.
 - c) The development shall comply with all applicable standards and regulations in the *Regina Zoning Bylaw No. 9250*.
3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective *Regina Zoning Bylaw No. 9250* amendment.
4. That this report be forwarded to the February 26, 2018 meeting of City Council for approval.

CONCLUSION

The applicant is proposing to develop a Shopping Centre and Theatre on the subject property located at 4801 E Victoria Avenue. In order for the development to proceed, the applicant is also requesting removal the H – Holding Overlay Zone that was applied to the subject property when the land were initially rezoned to MAC – Major Arterial Commercial. The Administration recommends removal of the H - Holding Overlay Zone as a development proposal has been received for the site and servicing is ready to proceed.

A Shopping Centre and Theatre are both discretionary uses in MAC- Major Arterial Commercial Zones.

The proposal is consistent with the East Victoria Concept Plan area and with the land use policies contained in the Southeast Regina Neighbourhood Plan (SENP).

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

BACKGROUND

Zoning Bylaw amendment and discretionary use applications have been received concerning the subject property located in the Aurora Subdivision at 4801 E Victoria Avenue.

A Zoning Bylaw amendment application corresponding to Phase 1 of the East Victoria Concept Plan was approved by City Council on October 17, 2016 (CR16-123), in which the subject property was zoned MAC and an H - Holding Overlay Zone applied to the subject property. The H- Holding Overlay Zone was required to ensure control over the timing of the development as the concept plan identified the need to control the phasing of development to address the servicing needs of individual areas over time. As servicing requirements are met for each area, the Holding Overlay Zone can be removed.

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

DISCUSSION

Land Use and Zoning

The applicant is proposing to develop a multi-building 14,346 m² Shopping Centre, including a Theatre on the subject property. This is shown in Appendix A-3.2 and A-3.3. The Theatre is proposed for the building identified as “C8” on these appendices.

The subject property encompasses an area of 5.616 hectares and is zoned MAC (H) – Major Arterial Commercial with an H - Holding Overlay Zone. This application is to remove the H - Holding Overlay Zone resulting from the initial zoning of the property and to allow the subject property to be developed in accordance with the MAC - Major Arterial Commercial Zone.

During the initial Phase of development in Aurora that accommodated development of the Costco development, other lands to the north, east and west of the Costco site were zoned MAC – Major Arterial Commercial and the H – Holding Overlay Zone applied to those lands as identified in Appendix A-1. The H – Holding Overlay Zone was applied as development, subdivision approvals and executed servicing agreements were not complete for these lands. The H – Holding Overlay Zone is used in situations where lands are zoned in anticipation of future

development but specific development proposals have not yet been received. The application of the H – Holding Overlay Zone allows for consideration and assessment of a development proposal for zoning and servicing requirements and alignment with OCP policy before the Administration recommends removal of the overlay designation. A development proposal has now been received for the subject property that meets the policy objectives of the OCP and subdivision and servicing agreements are proceeding. Accordingly, the Administration recommends removal of the H - Holding Overlay Zone from the subject property.

The removal of the H - Holding Overlay Zone will allow a Shopping Centre with a Theatre on the subject lands. Both Shopping Centres and Theatres are discretionary uses in MAC - Major Arterial Commercial Zones. The land use and zoning related details of this proposal are summarized in the following table:

Land Use Details	Existing	Proposed
Zoning	MAC - Major Arterial Commercial H – Holding Overlay Zone	MAC - Major Arterial Commercial
Land Use	Vacant	Shopping Centre and Theatre
Building Area (m ²)	0 m ²	14,346 m ²

Zoning Analysis	Required	Proposed
Number of Parking Stalls Required	478 (1/30 m ² for Shopping Centre)	713
Minimum Lot Area (m ²)	250 m ²	56,158 m ²
Minimum Lot Frontage (m)	6 m	222.015 m
Maximum Height (m)	15 m	To be confirmed upon building permit approval
Floor Area Ratio	3	0.26
Site Coverage (%)	90%	25.5%

The proposed development is consistent with the purpose and intent of the MAC - Major Arterial Commercial Zone with respect to the development of retail, service and office businesses serving the travelling public and residents of the City at large, which require locations with good visibility and accessibility along major arterial roadways.

East Victoria Avenue Concept Plan

The proposal is consistent with the East Victoria Avenue Concept Plan (Appendix A-3.4) and the SENP with respect to the intended land use and street network.

The Aurora Subdivision is within the East Victoria Avenue Concept Plan Area which forms part of the SENP. This area is identified as a Regional Retail Centre within the SENP (Appendix A-3.5). In accordance with the land use policy contained in the SENP, the East Victoria Concept Plan has also identified this area for commercial development (Appendix A-3.4).

The surrounding land uses are planned to be developed as commercial to the east, west and south of the subject property in accordance with the East Victoria Concept Plan. The recently approved Costco site is under construction on the southeast corner of the intersection of Anaquod Road and Aurora Boulevard (Appendix A-2). Victoria Avenue is located on the north of the subject property.

Landscaping

The proposed development meets all of the internal site landscaping requirements, as well as the requirements for a major arterial corridor and their intersections. The applicant is required to landscape areas along Victoria Avenue and Chuka Boulevard and Victoria Avenue and Aurora Boulevard.

RECOMMENDATION IMPLICATIONS

Financial Implications

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

Environmental Implications

None with respect to this report.

Policy/Strategic Implications

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

Section D5: Land Use and Built Environment

Goal 1 – Complete Neighbourhoods

Enable the development of complete neighbourhoods.

- 7.1 Require that NEW NEIGHBOURHOODS, NEW MIXED-USE NEIGHBOURHOODS, INTENSIFICATION AREAS and BUILT OR APPROVED NEIGHBOURHOODS are planned and developed to include the following:

- 7.1.4 Opportunities for daily lifestyle needs such as services, convenience shopping, and recreation.

- 7.1.10 Convenient access to areas of employment.

Goal 3 – Urban Centres and Corridors

Support urban centres and corridors as locations for pedestrian and transit-oriented mixed-use development and as hubs for community interaction and identity.

- 7.11 Ensure land use, scale and density of development within an URBAN CENTRE or URBAN CORRIDOR is compatible with servicing capacity and provides appropriate transition to surrounding areas.

Goal 4 – Employment Areas

Provide appropriate locations and development opportunities for a full range of industrial, commercial and institutional activities.

- 7.17 Require new large-format retail to be located on Urban Corridors or within identified Urban Centres and designed:

7.17.1. To reinforce the streetscape, a high-quality public realm, and access to transit through the orientation of buildings and site design;

7.17.2. To allow change and intensification over time;

7.17.3. To mitigate potential adverse impacts on adjacent residential uses; and

7.17.4. To be accessible and integrated with surrounding neighbourhoods.

Other Implications

None with respect to this report.

Accessibility Implications

The Zoning Bylaw requires two per cent of the required parking stalls (gross parking calculation) for persons with disabilities. The proposed development provides 15 parking stalls for persons with disabilities, which exceeds the minimum requirements by five stalls.

COMMUNICATIONS

Communication with the public is summarized below:

Public notification signage posted on	October 20, 2017
Will be published in the Leader Post on	NA
Letter sent to immediate property owners	October 30, 2017
Public Open House Held	N/A
Number of Public Comments Sheets Received	0

Being that the area is newly developing, the subject property is not currently within the boundaries of a Community Association. However, the application was circulated to the Dewdney East Community Association given the proximity to the proposed development. Following circulation, the Administration attempted follow up contact with the Community Association but did not receive a response prior to the deadline for submission of this report.

The site is within the Joint Planning Area (JPA) with the Rural Municipality of Sherwood No. 159 (RM), as identified in the OCP. The Administration received confirmation that the RM does not have any concern with the proposal.

Pursuant to Section 71 of *The Planning and Development Act, 2007* advertising in *The Leader-Post* to remove the H - Holding Overlay Zone is not required.

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

DELEGATED AUTHORITY

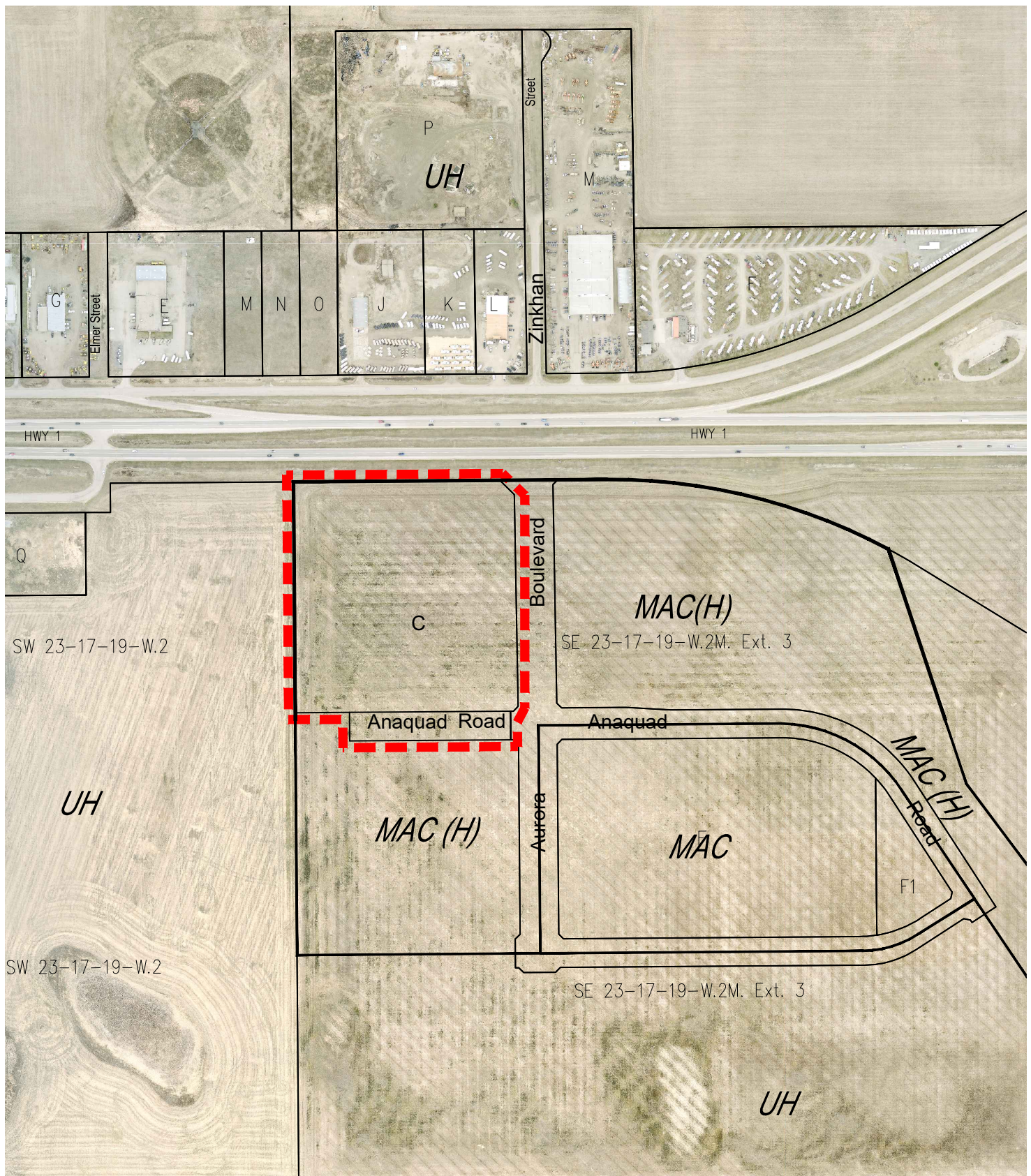
City Council's approval is required, pursuant to Part V of *The Planning and Development Act, 2007*.

Respectfully submitted,

REGINA PLANNING COMMISSION



Elaine Gohlke, Secretary



Date of Photography : 2016



Subject Property



Project 17-Z-18 (17-DU-14) Civic Address/Subdivision Aurora Phase 1, Stage 2
SE ¼ Section 23-17-19-W2M

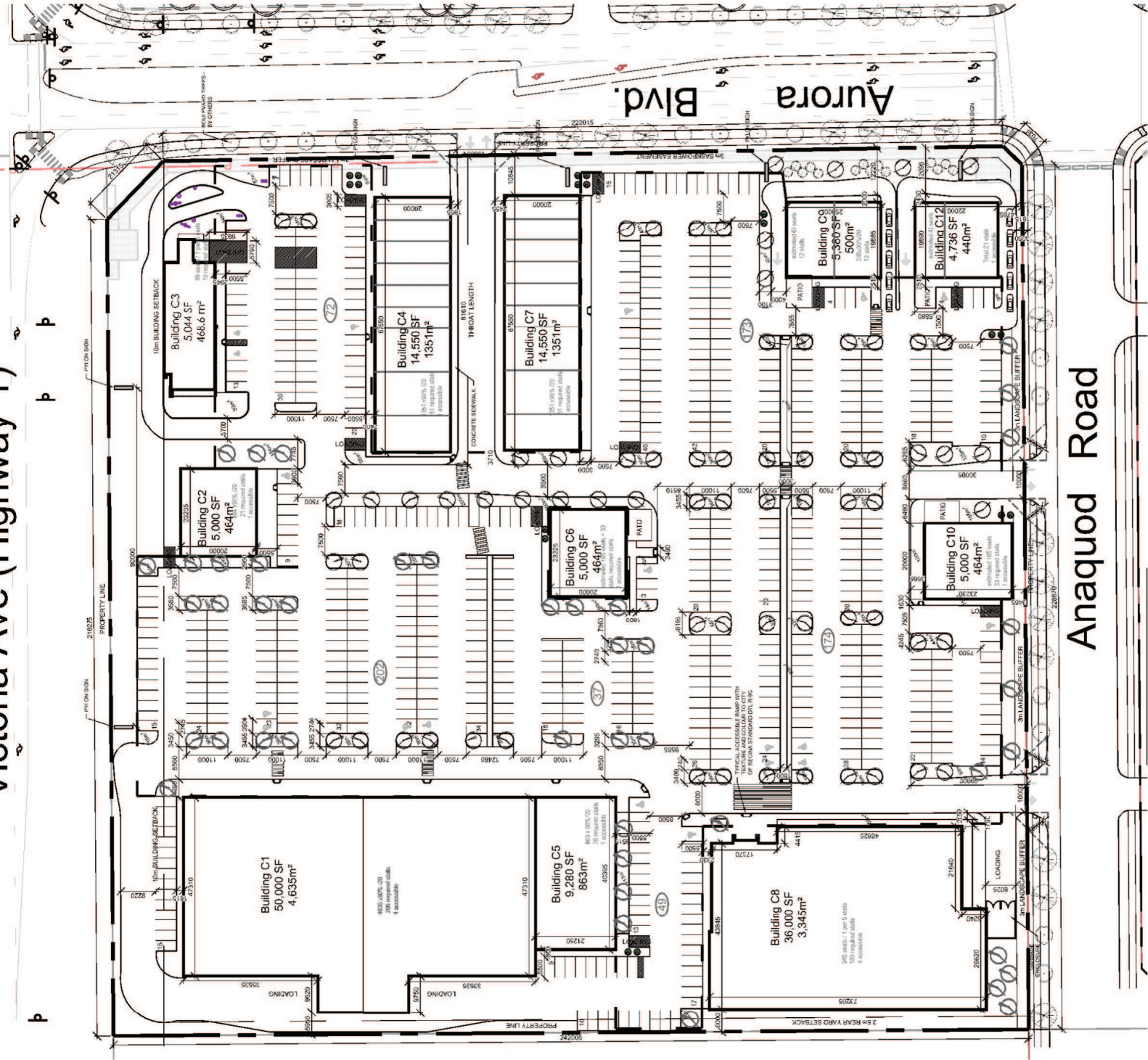


Date of Photography: 2016



 Subject Property

Victoria Ave (Highway 1)



NORTH

SITE PLAN

1:1500

Date: 2017-10-03

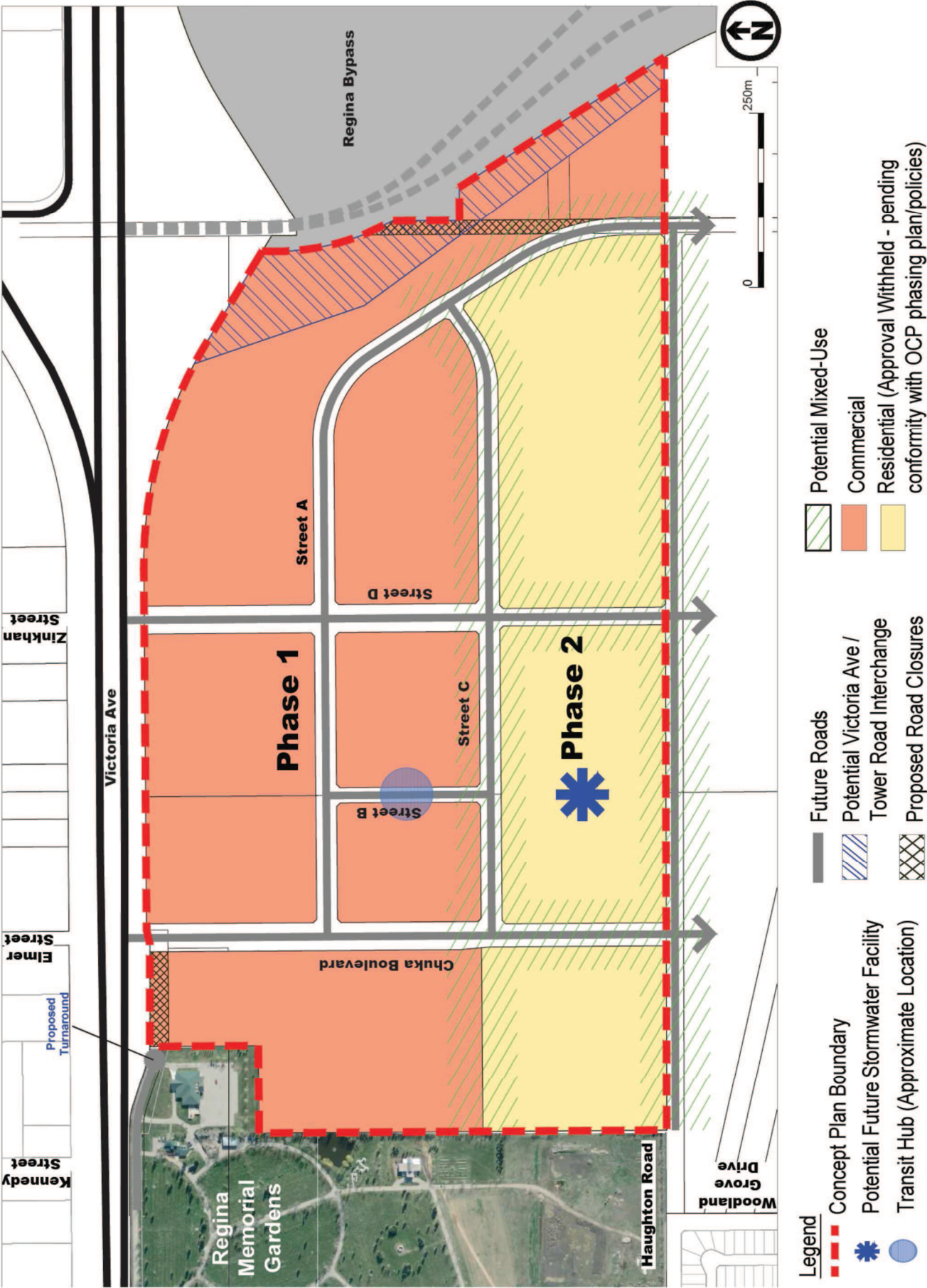


1:1500

-  MOLOK - SEMI-UNDERGROUND WASTE COLLECTION
-  LARGE CANOPY DECIDUOUS TREE
-  CONIFEROUS TREE
-  LANDSCAPE AREA
-  EXTENTS PARKING AREA
-  INTERIOR LANDSCAPE CALCULATION

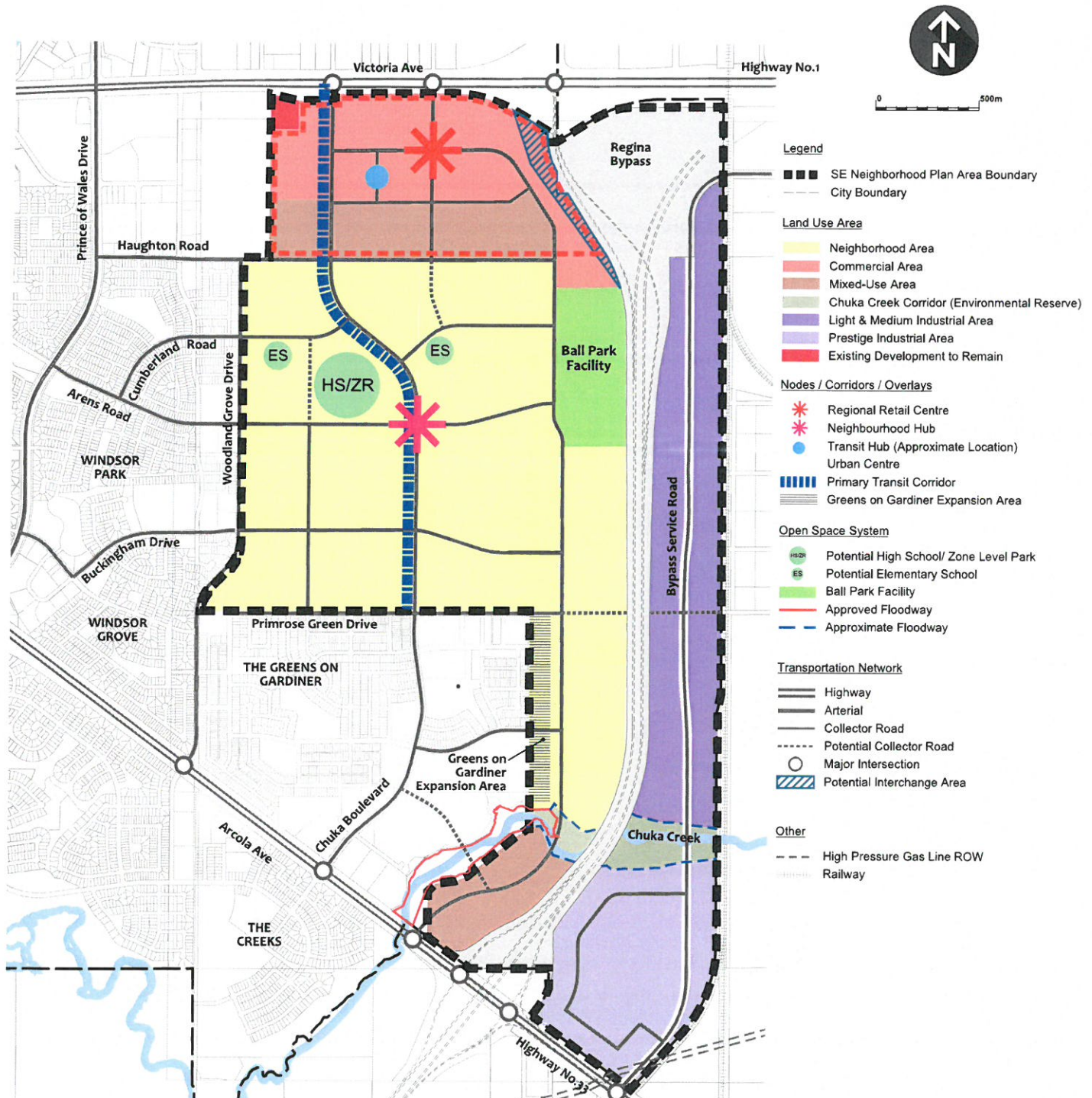
DESIGN BY	VK
DRAWN BY	KN, TC, VK
CHECKED	
APPROVED	
OWNER	
SCALE	AS NOTED
DATE	2017-10-03
FILE NO. 17-45	DRAWING NO. A0.2
Number of Sheets	

East Victoria Concept Plan – Land-Use



*Not for construction purposes

F11 | Land Use Concept



February 26, 2018

To: His Worship the Mayor
And Members of City Council

Re: Regina Planning Commission: Zoning Bylaw Amendment Application (17-Z-17)
Rezoning from C – Contract Zone to MAC – Major Arterial Commercial Zone 665
University Park Drive

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
- FEBRUARY 1, 2018**

1. That the application to rezone Parcel N, Plan No. 92R14384 located at 665 University Park Drive from C – Contract Zone to MAC – Major Arterial Commercial Zone, be approved.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective *Regina Zoning Bylaw No. 9250* amendment, void the current contract and discharge it from title.

REGINA PLANNING COMMISSION – FEBRUARY 1, 2018

William Neher, representing Neher & Associates, addressed the Commission.

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

Recommendation #3 does not require City Council approval.

Councillors: Mike O'Donnell (Chairperson), Bob Hawkins and Barbara Young; Commissioners: David Bale, Frank Bojkovsky, Andre Kroeger, Adrienne Hagen Lyster, Robert Porter and Steve Tunison were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on February 1, 2018, considered the following report from the Administration:

RECOMMENDATION

1. That the application to rezone Parcel N, Plan No. 92R14384 located at 665 University Park Drive from C – Contract Zone to MAC – Major Arterial Commercial Zone, be approved.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective *Regina Zoning Bylaw No. 9250* amendment, void the current contract and

discharge it from title.

3. That this report be forwarded to the February 26, 2018 meeting of City Council for approval, which will allow sufficient time for advertising of the required public notices for the respective bylaws.

CONCLUSION

The applicant proposes to rezone the subject property from C – Contract Zone to MAC – Major Arterial Commercial Zone. The proposed zoning amendment will not result in a change in the existing development on site and will enable a zoning designation for the site which is consistent with the predominant type of commercial zoning along the East Victoria Avenue Corridor. The applicant has advised that the purpose of the proposal is to facilitate preparation of the site for sale and that there are no immediate plans for redevelopment at this time. Should a development proposal be submitted in the future by a new owner, it would be required to be compliant with the land use and development standard requirements for the MAC – Major Arterial Commercial Zone.

The Contract Zone was applied to the subject property to specifically accommodate a Costco store. The Contract Zone is no longer required for the subject property as Costco is relocating this store to the Aurora Subdivision in the East Victoria Avenue Concept Plan area.

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

BACKGROUND

A Zoning Bylaw amendment application has been submitted concerning the subject property at 665 University Park Drive.

The current site contains a retail store (Costco), which will be relocating to a new location in the Aurora Subdivision portion of the East Victoria Avenue Concept Plan area.

The Costco store has operated on the subject property since 1992 when it was approved under a Contract Zone agreement. Costco was the first large format retail store approved along the East Victoria Avenue Corridor since the Victoria Square Shopping Centre opened in 1983. At the time, given the uniqueness and form of the development, contract zoning was applied to the site as a means to control development on site in advance of further land use and technical analysis for the East Victoria Avenue Corridor. Since then, there has been extensive commercial expansion in the area and East Victoria Avenue has evolved into a major commercial and service district. Overtime, appropriate commercial zoning has been applied to new development sites along the Corridor and many similar sites such as Walmart, Home Depot, RONA and Superstore have been zoned MAC – Major Arterial Commercial. Given that Costco is relocating to a new site, the Contract Zone is no longer required and the applicant is proposing a rezoning to MAC -

Major Arterial Commercial.

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

DISCUSSION

The applicant is proposing to rezone the property from the C – Contract Zone to the MAC – Major Arterial Commercial Zone. The site currently contains a retail store (Costco) which will be moving to their new location in the Aurora Subdivision in the near future. The Contract Zone applied to the subject property is proposed to be removed and the subject property rezoned to MAC – Major Arterial Commercial. There are no immediate plans for redevelopment or new development on site at this time.

If the Contract were to be only discharged with no rezoning the property would revert back to its original zoning pursuant to Section 69 (7) of the Act. Prior to 1992, the property was zoned in part HC – Highway Commercial and in part UH – Urban Holding. These zones are no longer appropriate for the property as the surrounding land uses have since been developed to accommodate an array of commercial service land uses. The existing development on the site is compliant with the land use and development standards for the MAC – Major Arterial Commercial Zone.

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

Land Use Details	Existing	Proposed
Zoning	C - Contract	MAC – Major Arterial Commercial
Land Use	Retail	Unknown

Zoning Analysis	<u>Required</u>	<u>Actual</u>
Minimum Lot Area (m ²)	250 m ²	43,265 m ²
Minimum Lot Frontage (m)	6 m	~ 160 m

The applicant has advised that the current gas bar will be decommissioned in accordance with environmental regulations and requirements of the Saskatchewan Ministry of the Environment after Costco moves to their new location.

Surrounding land uses include permitted and discretionary uses in the MAC – Major Arterial Commercial Zone and DSC – Designate Shopping Centre Zone such as a shopping centre, retail, liquor store, restaurants, service station, repair shop, gas bar and financial institute.

RECOMMENDATION IMPLICATIONS

Financial Implications

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

Environmental Implications

None with respect to this report.

Policy/Strategic Implications

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

Section D5: Land Use and Built Environment

Goal 3 – Urban Centres and Corridors

Support urban centres and corridors as locations for pedestrian and transit-oriented mixed-use development and as hubs for community interaction and identity.

- 7.11 Ensure land use, scale and density of development within an Urban Centre or Urban Corridor is compatible with servicing capacity and provides appropriate transition to surrounding areas.

Goal 4 – Employment Areas

Provide appropriate locations and development opportunities for a full range of industrial, commercial and institutional activities.

- 7.17 Require new *large-format retail* to be located on Urban Corridors or within identified Urban Centre and designed:

- 7.17.2 To allow for change and *intensification* over time.

- 7.17.4 To be accessible and integrated with surrounding neighbourhoods.

The proposed rezoning will apply an appropriate zoning designation to the site which is consistent with most of the commercial zoning that has been applied along the East Victoria Avenue Commercial Corridor since Costco was developed in 1992. Although the future use of the property is unknown, the MAC – Major Arterial Commercial zone is the most appropriate zone to allow the site to integrate with the surrounding land uses and to allow for change and intensification over time.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Communication with the public is summarized below:

Public notification signage posted on:	November 15, 2017
Will be published in the Leader Post on:	February 10, 2018 & February 17, 2018
Letter sent to immediate property owners	November 8, 2017
Public Open House Held	N/A
Number of Public Comments Sheets Received	1

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

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

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

DELEGATED AUTHORITY

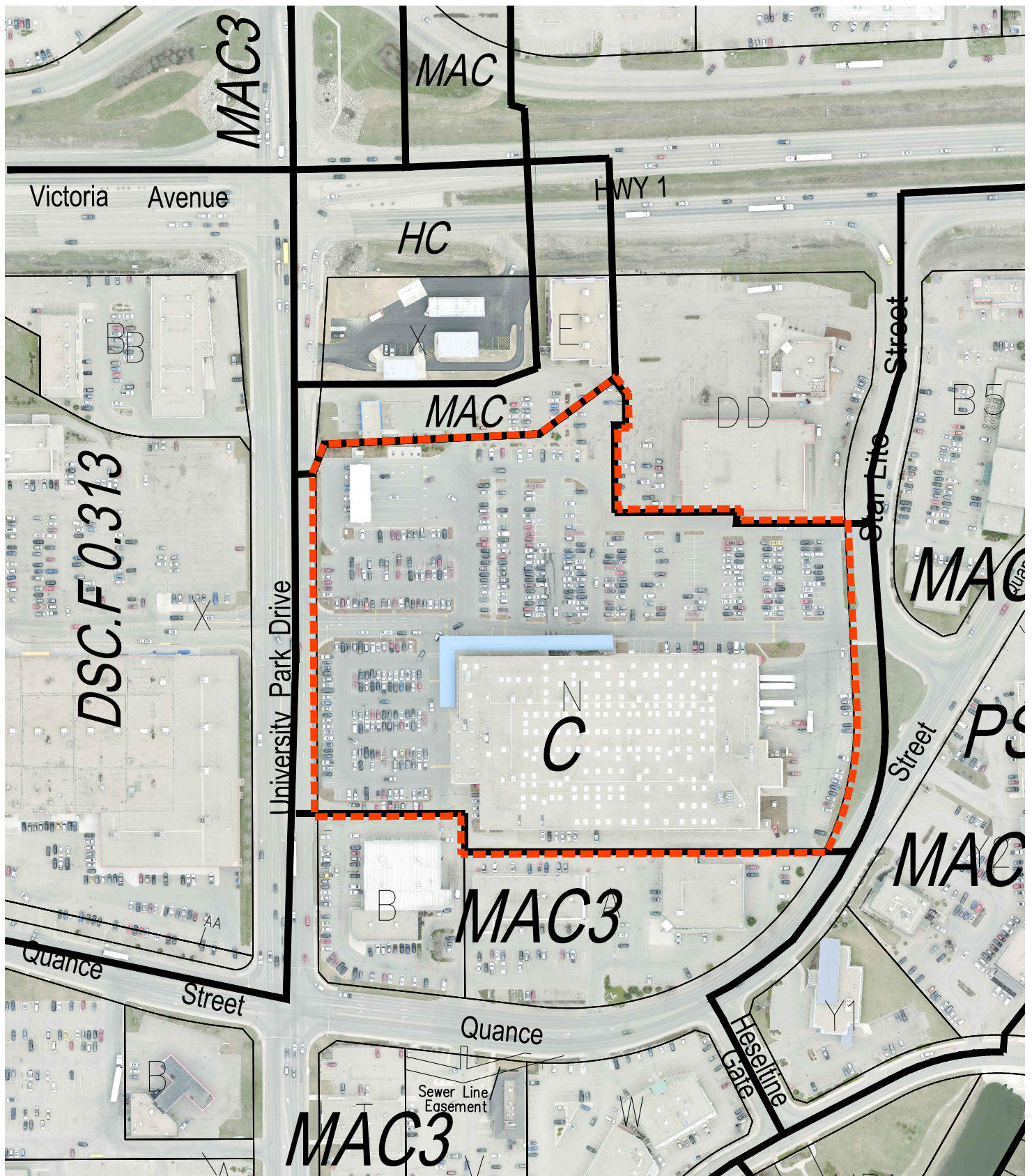
City Council's approval is required, pursuant to Part V of *The Planning and Development Act, 2007*.

Respectfully submitted,

REGINA PLANNING COMMISSION



Elaine Gohlke, Secretary



Date of Photography : 2016



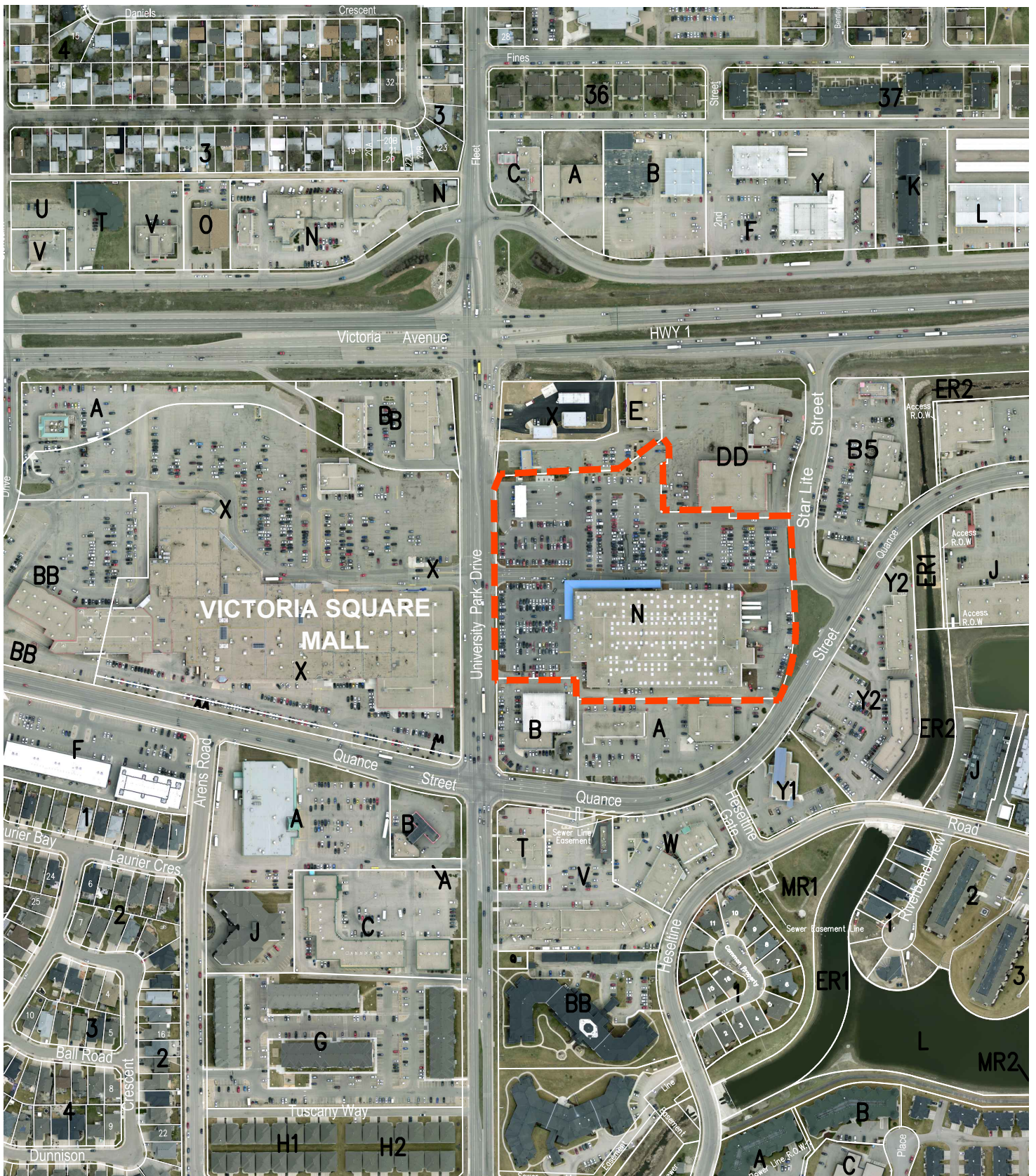
Subject Property



Project 17-Z-17


Civic Address/Subdivision

665 University Park Drive / River Bend
Blk N, Rgr'd Plan 92R14384



Date of Photography: 2016



 Subject Property

Project 17-Z-17

Civic Address/Subdivision

665 University Park Drive / River Bend
Blk N, Rgr'd Plan 92R14384

Public Consultation Summary

Response	Number of Responses	Issues Identified
<i>Completely opposed</i>		
<i>Accept if many features were different</i>		
<i>Accept if one or two features were different</i>		
<i>I support this proposal</i>		
<i>None of the above / other</i>	1	<ul style="list-style-type: none"> - Insufficient information to assess the impact. - Should the application be deferred until the intended users are identified?

- Issue: If there is a change in the zoning, the density of the site may increase, this could impact the neighbouring properties in regards to traffic, landscaping and drainage.**

Administration's Response: As directed by OCP policy, the City will ensure land use, scale and density of development within this area is compatible with servicing capacity and provides appropriate transition to surrounding areas. The density of the site is able to increase if the zoning remains as C – Contract Zone. This occurred in 2012 when the Contract Zone Agreement was amended to include a gas bar. When the density of any site increases, it is reviewed for traffic, landscaping, drainage and more, to ensure it follows all policies and regulations of the City, including the Zoning Bylaw.

- Issue: The site currently has shared access to the public roads with neighbouring properties, if the site were to change the parking field, landscaping or traffic lanes this could create difficulties for neighbouring sites. Can the zoning amendment include provisions for ensuring consensus or mutual consent for traffic related changes amongst the stakeholders?**

Administration's Response: The property at 665 University Park Drive is party to shared access and parking arrangement. The City ensures traffic, parking and landscaping for all sites meet City policies and regulations. Accommodation can be made for shared access and parking arrangements and all agreements will be registered on property titles.

All properties adjacent to 665 University Park Drive have access to the surrounding road network and agreements are in place to ensure access. There is a shared access in the northwest corner between 665 University Park Drive and 2660 E Star Light Street as well as in the southwest corner between 665 & 635 University Park Drive.

Should alterations occur to any shared access or parking, all parties to the agreement will need to agree to the alterations. If any shared access and parking agreement were to be dissolved, all parties to the agreement would need to be involved in the decision. The City's role would be to remove the shared access from title once proper documentation is received. If the shared access agreement was dissolved the access would need to be removed.

BYLAW NO. 2018-6

THE REGINA ZONING AMENDMENT BYLAW, 2018 (No. 3)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 *Regina Zoning Bylaw* 9250 is amended in the manner set forth in this Bylaw.
- 2 Chapter 19 – Zoning Maps (Map No. 3287 & 3288) is amended by rezoning the lands in Regina, Saskatchewan as outlined on the map attached as Appendix “A”, legally described as:

Legal Address: Parcel N, Plan No. 92R14384

Civic Address: 665 University Park Drive

Current Zoning: C-Contract

Proposed Zoning: MAC – Major Arterial Commercial

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

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

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

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

Mayor

City Clerk (SEAL)

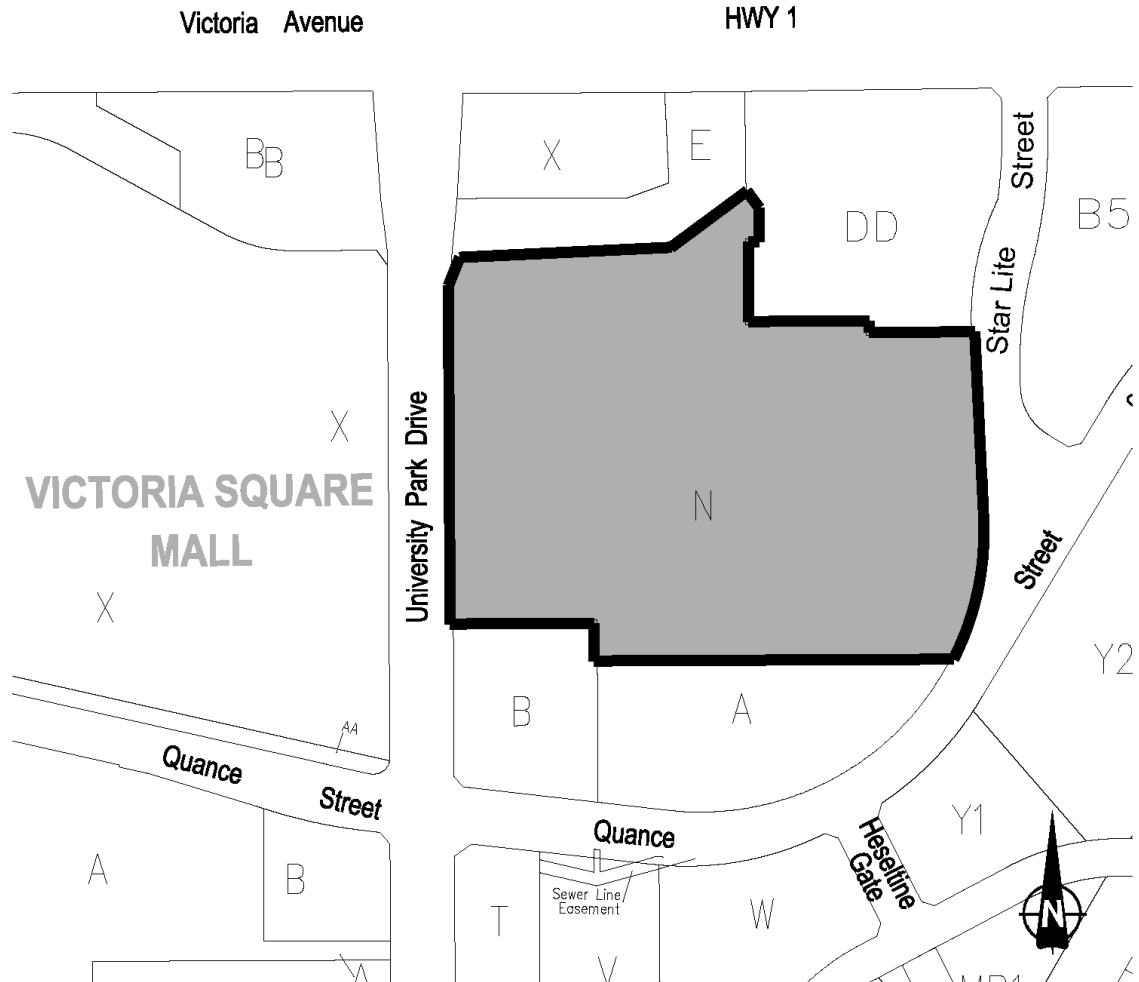
CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

APPENDIX "A"



ABSTRACT

BYLAW NO. 2018-6

THE REGINA ZONING AMENDMENT BYLAW, 2018 (No. 3)

PURPOSE:	To amend <i>Regina Zoning Bylaw</i> No. 9250
ABSTRACT:	The proposed amendment is to rezone the subject property from C – Contract Zone to MAC – Major Arterial Commercial Zone.
STATUTORY AUTHORITY:	Section 46 of <i>The Planning and Development Act, 2007</i>
MINISTER’S APPROVAL:	N/A
PUBLIC HEARING:	Required pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
PUBLIC NOTICE:	Required pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
REFERENCE:	Regina Planning Commission, February 1, 2018, RPC18-4
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw</i> No. 9250
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Development Services

BYLAW NO. 2018-8

THE REGINA ZONING AMENDMENT BYLAW, 2018 (No. 4)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 *Regina Zoning Bylaw* 9250 is amended in the manner set forth in this Bylaw.
- 2 Chapter 19 – Zoning Maps (Map No. 3488) is amended by rezoning the lands in Regina, Saskatchewan as outlined on the map attached as Appendix “A”, legally described as:

Legal Address: **Lot C of Aurora Subdivision, Phase 1, Stage 2 within the East Victoria Concept Plan Area, (part of SE ¼ Section 23-17-19-W2M)**

Civic Address: **4801 E Victoria Avenue**

Current Zoning: **MAC (H) – Major Arterial Commercial**

Proposed Zoning: **MAC – Major Arterial Commercial**

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

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

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

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

Mayor

City Clerk

(SEAL)

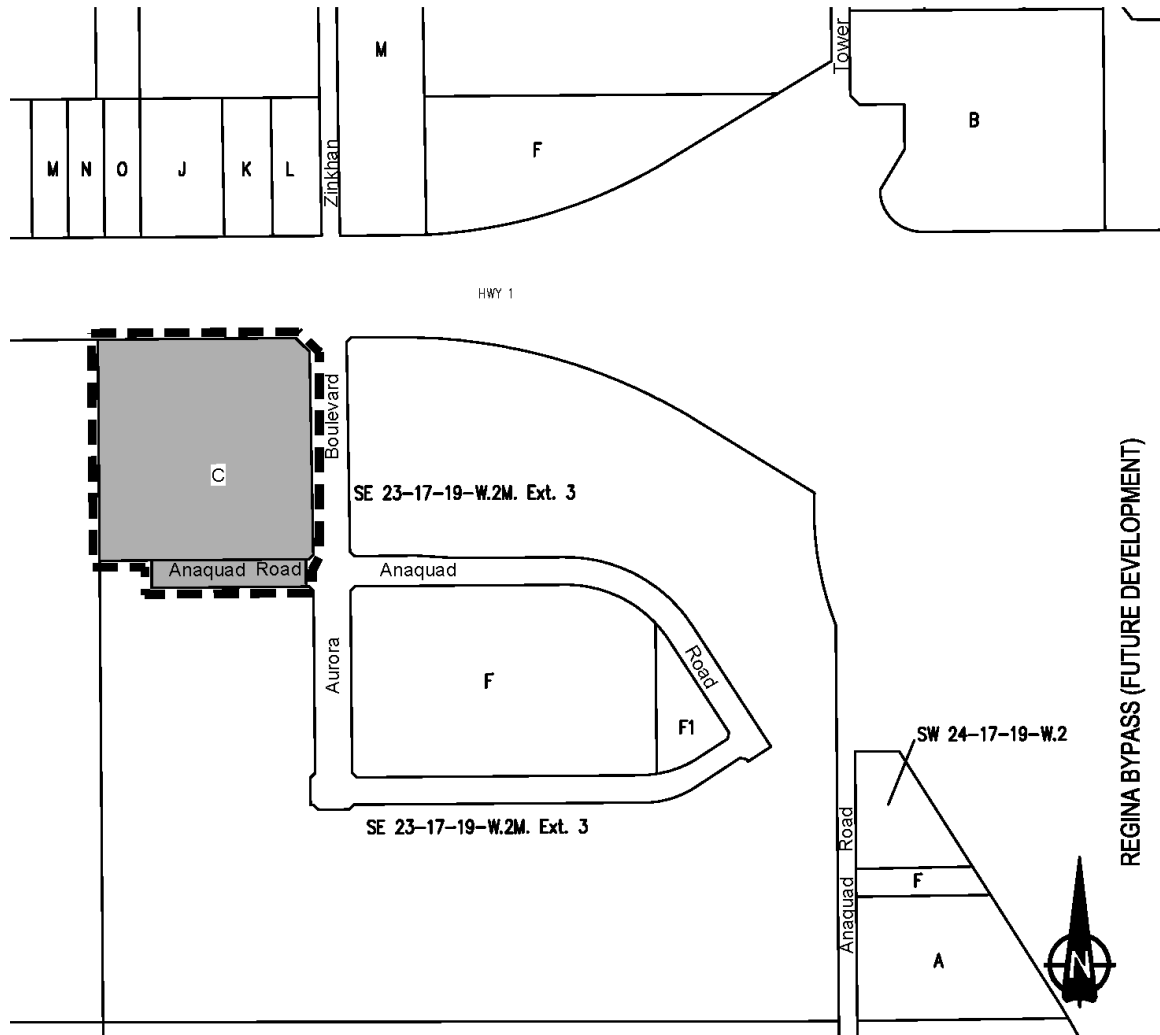
CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

APPENDIX "A"



ABSTRACT

BYLAW NO. 2018-8

THE REGINA ZONING AMENDMENT BYLAW, 2018 (No. 4)

PURPOSE:	To amend <i>Regina Zoning Bylaw</i> No. 9250
ABSTRACT:	This amendment is intended to remove the H – Holding Overlay Zone that was applied to the subject property when the land was initially rezoned to MAC – Major Arterial Commercial. The Administration is now recommending removal of the H - Holding Overlay Zone as a development proposal has been received for the site and servicing is ready to proceed.
STATUTORY AUTHORITY:	Section 46 of <i>The Planning and Development Act, 2007</i>
MINISTER’S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Regina Planning Commission, February 1, 2018, RPC18-5
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw</i> No. 9250
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Development Services

Written Submission for Regina Minor Football

Re: CPS 18-3 Regina Minor Football Lease

In 2010 RMF formed a partnership with the RSA, City of Regina, Province of Saskatchewan and the Government of Canada. At that time, we indicated that we wanted to make Leibel Field a Facility that could be used by the citizens of Regina on a daily basis, and also be available for provincial and national events. In 2010, we had a 3 phase plan. Phase 1 was to build an artificial turf field with lights and score clock. Phase 2 was to put up bleachers, a press box, canteen and front entrance. Phase 3 was a building that would have locker rooms, showers, storage area, classrooms and offices.

The artificial surface has allowed the field to be used for over 175 days each year, by many different groups. The bleachers, press box, canteen have been used by RMF, RSA, High School Sports, the Indigenous Games, Provincial High School play-off games and Regina Thunder Football, just to name a few. And now the new building has brought a new perspective to using the Leibel Field Facility. Recently many groups, who use the park, have indicated interest in using the building and we are proud the building was recently included in the bid to host the 2020 Special Olympic Canadian Winter Games.

The Regina Minor Football BOD are committed to completing a project started back in 2010. \$4,000,000 was needed to build a building the City of Regina would eventually own and the citizens of Regina will enjoy for a hundred years. We raised \$1,000,000 and had commitments of \$750,000 to get the building started. When we approached the bank, they indicated it would not be a problem to borrow the remainder that would be owed, and we had a business plan and budget that would finance the building loan over 10 years. There was no mention of security so we started to build the building. As mentioned in the report things have changed and we need a lease to be able to secure the loan.

Presently we have paid close to \$2,000,000 towards the building and have commitments from Regina business men for another \$750,000. We borrowed \$2,000,000 from a friend of RMF to cover money owed until we can get the financing in place.

We are asking City Council to approve the following recommendations put forward in the report submitted by Laurie Shalley and Kim Onrait:

1. That City Council authorize the Executive Director, City Services, to negotiate and approve an addendum to the 2017 Construction and Donation Agreement between Regina Minor Football 2000 Inc. (RMF) and the City to delay the donation of the building to the City for a period of up to 10 years and to permit the RMF to grant an interest in the building to their lender in order to secure financing for the building as further detailed in this report;
2. That City Council authorize the Executive Director, City Services, to negotiate and approve the terms of a Lease Agreement, at less than fair market value, for a period of up to 10 years, between the City and RMF which allows the RMF to:
 - a. keep the building on the City's lands prior to ownership of the building being turned over to the City;
 - b. grant an interest in the lease to their lender in order to secure financing for the building as further detailed in this report; and
 - c. sublease portions of the building to tenants for a fee to be determined by RMF;
3. That City Council authorize the Executive Director, City Services, to negotiate and approve the terms of a long term Operating and Maintenance Agreement as well as a lease for less than fair market value for portions of the building, to take effect upon donation of the building to the City and termination of the lease described in recommendation no. 2 and which includes a provision enabling RMF to sublease portions of the building to tenants for a fee to be determined by RMF;

4. That for a period of ten years or until such time that RMF's loan related to the building is paid off, whichever is sooner, City Council provide an annual operating grant to RMF in the same amount as the municipal portion of the property taxes levied on the lands and building as described in this report and collected from RMF in that year;
5. That the City Clerk be authorized to execute any necessary agreements or documents required to give effect to the above on behalf of the City after review by the City Solicitor.

Submitted by:

Len Antonini
Executive Director
Regina Minor Football 2000 Inc.

February 26, 2018

To: His Worship the Mayor
And Members of City Council

Re: Regina Minor Football Facility Lease

RECOMMENDATION

**RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES
COMMITTEE- FEBRUARY 15, 2018**

1. That City Council authorize the Executive Director, City Services, to negotiate and approve an addendum to the 2017 Construction and Donation Agreement between Regina Minor Football 2000 Inc. (RMF) and the City to delay the donation of the building to the City for a period of up to 10 years and to permit the RMF to grant an interest in the building to their lender in order to secure financing for the building as further detailed in this report;
2. That City Council authorize the Executive Director, City Services, to negotiate and approve the terms of a Lease Agreement, at less than fair market value, for a period of up to 10 years, between the City and RMF which allows the RMF to:
 - a. keep the building on the City's lands prior to ownership of the building being turned over to the City;
 - b. grant an interest in the lease to their lender in order to secure financing for the building as further detailed in this report; and
 - c. sublease portions of the building to tenants for a fee to be determined by RMF;
3. That City Council authorize the Executive Director, City Services, to negotiate and approve the terms of a long term Operating and Maintenance Agreement as well as a lease for less than fair market value for portions of the building, to take effect upon donation of the building to the City and termination of the lease described in recommendation no. 2 and which includes a provision enabling RMF to sublease portions of the building to tenants for a fee to be determined by RMF;
4. That for a period of ten years or until such time that RMF's loan related to the building is paid off, whichever is sooner, City Council provide an annual operating grant to RMF in the same amount as the municipal portion of the property taxes levied on the lands and building as described in this report and collected from RMF in that year;
5. That the City Clerk be authorized to execute any necessary agreements or documents required to give effect to the above on behalf of the City after review by the City Solicitor.

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - FEBRUARY 15, 2018

Len Antonini, representing Regina Minor Football League, addressed the Committee.

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

Councillors: Lori Bresciani (in the Chair), John Findura, and Andrew Stevens were present during consideration of this report by the Community and Protective Services Committee.

The Community and Protective Services Committee, at its meeting held on February 15, 2018, considered the following report from the Administration:

RECOMMENDATION

1. That City Council authorize the Executive Director, City Services, to negotiate and approve an addendum to the 2017 Construction and Donation Agreement between Regina Minor Football 2000 Inc. (RMF) and the City to delay the donation of the building to the City for a period of up to 10 years and to permit the RMF to grant an interest in the building to their lender in order to secure financing for the building as further detailed in this report;
2. That City Council authorize the Executive Director, City Services, to negotiate and approve the terms of a Lease Agreement, at less than fair market value, for a period of up to 10 years, between the City and RMF which allows the RMF to:
 - a. keep the building on the City's lands prior to ownership of the building being turned over to the City;
 - b. grant an interest in the lease to their lender in order to secure financing for the building as further detailed in this report; and
 - c. sublease portions of the building to tenants for a fee to be determined by RMF;
3. That City Council authorize the Executive Director, City Services, to negotiate and approve the terms of a long term Operating and Maintenance Agreement as well as a lease for less than fair market value for portions of the building, to take effect upon donation of the building to the City and termination of the lease described in recommendation no. 2 and which includes a provision enabling RMF to sublease portions of the building to tenants for a fee to be determined by RMF;
4. That for a period of ten years or until such time that RMF's loan related to the building is paid off, whichever is sooner, City Council provide an annual operating grant to RMF in the same amount as the municipal portion of the property taxes levied on the lands and building as described in this report and collected from RMF in that year;
5. That the City Clerk be authorized to execute any necessary agreements or documents required to give effect to the above on behalf of the City after review by the City Solicitor.

CONCLUSION

In recent years, the Regina Minor Football Association (RMF) has invested more than \$1.9 million in the renewal of Leibel Field with artificial turf and additional amenities that support site programming. In 2016 City Council approved a further investment by RMF of \$4.0 million when RMF proposed the construction of a new support facility at Leibel Field that will further enhance the site. When this project was initially approved, RMF had agreed to donate the support facility to the City upon completion and enter into a long term operating agreement to allow public and field users access to the facility. However, RMF has now approached the City to request that the donation be delayed and that they be granted a lease, to facilitate them in obtaining financing of \$2.0 million toward the construction of the facility.

In order to assist the RMF in financing the project while at the same time maintaining the original intent that RMF would bear the cost of the facility, the Administration is recommending the delay of the donation of the facility by RMF, a lease to RMF of the land the building sits on and to permit the RMF to grant the building and lease as security to their lender. The lease would require certain public access to the facility as further described in this report.

The original agreement for the construction and donation of this building did not contemplate collecting property taxes from RMF as the building was to be donated to the City. With the building being owned by RMF the City is required to assess taxes against the improvement and lands. The Administration recommends that during the term of the lease and ownership of the building by RMF that an annual operating grant be paid to RMF in the amount of the municipal portion of property taxes collected from RMF in that year.

The Administration further recommends that once the loan is paid in full, in no more than 10 years' time, that the building be transferred to the City, the lease be terminated, and an operating and maintenance agreement be established, with an option for RMF to lease office space to generate revenue to sustain the facility into the future.

BACKGROUND

In 2010, the City partnered with RMF, the Regina Soccer Association (RSA) and the Federal and Provincial Governments to construct the artificial turf field, known as Leibel Field. Since the construction of the field, RMF has also invested in the seating, press box, canteen and entrance and ticket wickets for the facility. In total, RMF has contributed approximately \$1.9 million to the development of the facility, with the majority of investments being accessible to all users of the facility. Most of these investments have been donated to the City.

Since RMF's original investment in Leibel Field, their program has grown substantially, from a two to three-month program to a six-month program. In 2015, RMF experienced their highest registration numbers to date, at a level of 1,830 players. This number is expected to continue to grow. As a result, RMF requires additional amenities to support their growing program.

In 2016 Council approved the negotiation of a construction and donation agreement for a new facility to serve Leibel Field (see Appendix A). The agreement negotiated would have the City of Regina provide land for RMF to construct a building adjacent to Leibel Field that would contain

team change rooms, equipment storage and cleaning area on the first floor as well as classroom, board room and office space on the second floor. Once construction was complete the ownership of the building would then be turned over to the City and RMF would enter into a long-term operation and maintenance agreement. This agreement would have all costs associated with the building borne by the RMF organization.

Council approved this arrangement (CR16-3) and agreements were negotiated with the group. An extensive design process then began with the group receiving approval to move forward with construction from the City and Wascana Centre Authority (now the Provincial Capital Commission) at the beginning of 2017. At that time RMF had roughly half the funding available in their account, promissory notes for future funding from supporters and had planned to borrow the remaining \$2.0 million in funding. Based on this, their contractor commenced construction. RMF also had initial conversations with their financial establishment, which left them with the impression that taking a loan for the remainder of the construction would not be an issue.

Since that original meeting RMF has learned that their financial establishment requires the building as security for the loan. To enable construction completion of the facility RMF was able to secure short term financing. At this time work on the building has reached substantial completion and all that is remaining on the project is landscape work to be completed in the spring/summer. RMF has now approached the City to work through a solution enabling them to provide the building as security in order to secure longer term financing.

DISCUSSION

Administration has reviewed RMF's request and in order for the bank to take the building as security for the loan, the land that the building is constructed on must also be owned or leased by RMF. In this case the original agreement required ownership of the building to be turned over to the City upon completion of construction. To facilitate RMF being able to secure the loan, an addendum to the original agreement would be required. This addendum would have RMF retain ownership for up to ten years or until the loan is paid in full, whichever is sooner. A lease agreement would be entered into at the same time which would contain terms similar to the originally drafted operating and maintenance agreement, which would ensure public access to the facility and would have RMF agree to maintain the building in good condition.

The Construction and Donation Agreement would permit RMF to grant a security interest in the building, and the Lease Agreement would permit RMF to grant a security interest in the lease. Both Agreements would allow this on certain conditions, such as:

- A requirement that RMF keep the building on the lands, maintain the building and to permit such public access as further detailed in the agreement;
- That no additional funds other than the \$2.0 million could be advanced against the security;
- That the City have the right, but not the obligation, to fulfil any obligation of RMF under the loan in order to prevent the lender from realizing on the security;
- RMF being responsible to obtain any necessary consents from the Provincial Capital Commission and all costs associated with registering and filing of any documents as required by RMF's lender to secure their interest;

- That the loan term must not exceed 10 years and that upon expiry of the 10 years or repayment of the loan, whichever is lesser, that the building be transferred to the City and the lease be terminated;
- As well as other items as negotiated by the Executive Director, City Services.

The Administration has considered the property tax implications related to the proposed arrangement. While this facility and any other buildings owned by the City in Wascana Centre would be exempt from taxation under *The Provincial Capital Commission Act*, the proposed delay in transfer of the Building means that RMF will be the owner of the building for up to 10 years and therefore the statutory tax exemption will no longer apply. *The Cities Act* provides that lands that would otherwise be exempt by statute become taxable if the occupant of a property is not exempt by statute. This applies where an improvement is constructed on exempt property, but it is owned by someone other than the owner of the land. Taxes for this facility and associated land are estimated to be \$47,000 to \$57,000.

Administration is recommending that RMF be provided with an annual operating grant in the amount of the municipal portion of the taxes. The original agreement for the construction and donation of this building would not have resulted in a property tax expenditure for RMF as the building was to be donated to the City. The original spirit and intent of the construction and donation of the building has not changed. What has changed is the security requirements needed for RMF to obtain long term financing related to the building. As a result, the Administration is recommending that financial assistance be provided in the form of an operating grant.

Once RMF has paid their loan in full, the City would then enter into an operating and maintenance agreement with RMF, as originally intended. This agreement would also contain an option for RMF to sub-lease office space in the facility to other community organizations to assist in generating revenue to sustain the facility into the future.

Based on the information presented, Administration is recommending that Council approve RMF's ownership of the building for no more than ten years and a lease at less than fair market value of the land for the same term. This arrangement will allow RMF to pay back their short-term financing and secure longer term financing from their financial institution. It will also allow the original intent of all costs being borne by the organization to remain intact, with the public still being able to access the facility. Once RMF have paid the loan in full Administration also recommends that the original arrangement be honoured and that the City and RMF enter into a long term operating and maintenance contract.

RECOMMENDATION IMPLICATIONS

Financial Implications

The proposed addendum to the 2017 Construction and Donation Agreement as described in the body of this report would contain a provision that should RMF default on its loan, the City will have, at its option, the ability to make either one or all further payments owing by RMF. If the City exercises its option to make all further payments, then ownership of the building would transfer to the City and the Lease would be terminated. The purpose of this option is to allow future City Council to have the ability to take over ownership of the building if RMF is at risk of

losing the facility to its lender. Since the exercise of this provision is at the City's option, it does not constitute a guarantee of RMF's debt and therefore has no bearing on the City's current borrowing limit. It should be noted that the lender's willingness to extend the loan to RMF is evidence that the lender is confident that RMF has the ability to repay this loan. As a result, Administration has concluded that the risk of RMF defaulting on its loan is low and therefore the likelihood of the City exercising this provision is also low.

Administration is recommending that during the term of the lease and ownership of the building by RMF that an annual operating grant be paid to RMF in the amount of the municipal portion of property taxes collected from RMF in that year. This operating grant is outside of the City's Community Investment Grant Program and is unique to the circumstances described in this report. Using 2017's mill rates, the municipal portion of property taxes is estimated to be between \$27,000 and \$32,000.

Under the terms of the City's Donation Agreement and both the addendum to the Donation Agreement and the Lease Agreement recommended in this report, RMF is responsible for the operation of the new facility at Leibel Field. Consequently, there are no other financial implications regarding maintenance and operation of the facility.

Environmental Implications

There are no environmental implications associated with this report.

Policy and/or Strategic Implications

This project is consistent with the recommendations in the Recreation Facility Plan, which was adopted by Council in April 2010. The Recreation Facility Plan aims to improve customer service and cost recovery levels through more contemporary and economical facilities and through a broadened service delivery approach that focuses on using partnerships as a means to provide services to the public. This arrangement aligns with that vision.

Other Implications

There are no other implications associated with this report.

Accessibility Implications

The new facility has been constructed using current building codes and is accessible.

COMMUNICATIONS

Public notice is required for the recommendations in this report.

DELEGATED AUTHORITY

City Council approval is required for the recommendations contained within this report.

Respectfully submitted,

A handwritten signature in blue ink that reads "Laurie Shalley".

Laurie Shalley, Director
Community Services Department

Respectfully submitted,

A handwritten signature in black ink that reads "Kim Onrait".

Kim Onrait, Executive Director
City Services

Report prepared by:

Janine Daradich, Manager Recreation Planning and Partnerships

Jeff May, Manager Sport & Recreation

February 26, 2018

To: His Worship the Mayor
And Members of City Council

Re: Buffalo Pound Water Treatment Corporation (Buffalo Pound) – Election of Directors

RECOMMENDATION

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

1. That the Executive Director, Financial & Corporate Services, as the City's proxy, be authorized to exercise the City's voting rights in Buffalo Pound at the upcoming membership meeting to elect the following individuals to the Board of Directors for a three-year term, ending April, 2021:
 - a. Grant Ring - new appointment
 - b. Dave Richards - reappointment
2. That a meeting between the City of Moose Jaw and City of Regina take place at the earliest opportunity to discuss the criteria used to appoint future nominees to the board especially with respect to gender and diversity balance.

EXECUTIVE COMMITTEE - FEBRUARY 14, 2018

The Committee adopted a resolution to concur in the recommendation contained in the report after adding an additional recommendation as follows:

- That a meeting between the City of Moose Jaw and City of Regina take place at the earliest opportunity to discuss the criteria used to appoint future nominees to the board especially with respect to gender and diversity balance.

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

The Executive Committee, at the **PRIVATE** session of its meeting held on February 14, 2018, considered the following report from the Administration:

RECOMMENDATION

1. That the Executive Director, Financial & Corporate Services, as the City's proxy, be authorized to exercise the City's voting rights in Buffalo Pound at the upcoming membership meeting to elect the following individuals to the Board of Directors for a three-year term, ending April, 2021:

Grant Ring - new appointment
Dave Richards - reappointment

2. That this report be forwarded to the February 26, 2018 meeting of City Council.

CONCLUSION

The City of Regina and the City of Moose Jaw are the voting membership holders of Buffalo Pound and, pursuant to the *Unanimous Membership Agreement* between the two Cities and Buffalo Pound, must exercise their voting rights at a membership meeting to appoint members to the Board of Directors as have been recommended by the Governance and Nominating Committee. There are six positions on Buffalo Pound's Board of Directors. Two of these positions are required to be filled, including one new appointment and one reappointment.

Administration requires delegated authority from City Council to exercise the City's voting rights at a membership meeting in accordance with the direction provided by City Council.

BACKGROUND

Effective January 1, 2016, Buffalo Pound Water Treatment Corporation (Buffalo Pound) was incorporated under *The Non-profit Corporations Act, 1995* (Saskatchewan) (the Act), with the City of Regina and City of Moose Jaw being the voting members.

Pursuant to a Unanimous Membership Agreement between the two Cities and Buffalo Pound, Directors of Buffalo Pound are to be nominated by a Governance and Nominating Committee, which consists of two members of the current Board and the City Managers from each City. Once a slate of candidates is put forward by the Governance and Nominating Committee, each City Council may vote to appoint the slate of candidates or direct that the Governance and Nominating Committee bring forward an alternative slate of candidates. If the two Cities cannot agree to appoint the slate of candidates being proposed after two (2) attempts, then a final slate of candidates will be brought forward to each Council, but only the approval of the City of Regina will be required, as the City of Regina is the majority membership owner.

The purpose of this report is to put forward the names of two appointments to the Board of Directors of the Buffalo Pound Water Treatment Corporation.

DISCUSSION

The Articles of Incorporation and *Unanimous Member Agreement* in place relating to Buffalo Pound provide for a Board of Directors that is structured as follows:

- a) Five (5) to nine (9) voting directors as nominated by the Governance and Nominating Committee.

The Board currently consists of the following six (6) members:

Buffalo Pound Water Board of Directors	Term of Office Expires
Chuck McDonald	April, 2018
Dave Richards	April, 2018
Judy May	April, 2019
Dale Schoffer	April, 2019
Ben Boots	April, 2020
Daryl Posehn	April, 2020

Two Board member's terms will expire in April 2018. One member, Mr. Chuck McDonald, has opted not to seek reappointment while the other, Mr. Dave Richards, has indicated he is desirous of being reappointed to the Board for another three-year term. In the fall of 2017, Buffalo Pound publicly advertised for interest in appointment to the Board of Directors through a number of different media. Eight individuals with a variety of professional backgrounds put forward their names. The Governance and Nominating Committee held interviews with three of the applicants. Based on the Skills and Experience Matrix developed by the Board, the Committee agreed to put forward the name of Grant Ring for appointment as director by the Councils of the two cities. The Committee is also recommending that Dave Richards, an existing Board member, be reappointed.

As outlined above, the Governance and Nominating Committee has identified the two individuals listed below as desirable appointees to the Board of Directors. Both the new appointment and the reappointment to the Buffalo Pound Board would be three-year term terms.

Buffalo Pound Water Board of Directors	Term of Office Expires	Appointment Type
Dave Richards	April, 2021	Reappointment
Grant Ring	April, 2021	New appointment

Based on these appointments, the six members on the new Buffalo Pound's Board of Directors will comprise of the following:

Buffalo Pound Water Board of Directors	Term of Office Expires	Appointment Type
Judy May	April, 2019	Current member

Dale Schoffer	April, 2019	Current member
Ben Boots	April, 2020	Current member
Daryl Posehn	April, 2020	Current member
Dave Richards	April, 2021	Reappointment
Grant Ring	April, 2021	New appointment

This report is seeking delegated authority to exercise the City's voting rights to fill the two positions on the Board of Directors.

RECOMMENDATION IMPLICATIONS

Financial Implications

None related to this report.

Environmental Implications

None related to this report.

Policy and/or Strategic Implications

The presence of a professional and qualified Board of Directors will ensure that proper corporate oversight is present to support the stewardship and management of key assets going forward.

Other Implications

None related to this report.

Accessibility Implications

None related to this report.

COMMUNICATIONS

After all Board appointments are finalized, Buffalo Pound will notify the successful appointees.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

A handwritten signature in black ink, appearing to read 'J. Nicol', with a stylized flourish at the end.

Jim Nicol, Secretary

February 26, 2018

To: His Worship the Mayor
And Members of City Council

Re: Cannabis Legalization - Municipal Preparedness Plan

RECOMMENDATION

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

1. That Council approve the issuance of the Saskatchewan Liquor and Gaming Authority's (SLGA) (six) cannabis retail store permits to private retail operators in Regina.
2. That the Administration develop options for municipal regulation of cannabis in relation to business licensing, zoning and community standards within the City of Regina (City).
3. That, in the event that the Government of Saskatchewan does not introduce regulations that prohibit smoking cannabis in indoor public places, Administration will report to Council with proposed amendments to *The Smoking Bylaw*, Bylaw 2017-20, regarding the smoking of cannabis in indoor public places.
4. That the Mayor, on behalf of City Council, write to the Premier of Saskatchewan and the Minister of Justice to formally request that the revenue from cannabis be provided to the City to recoup all costs incurred.
5. That the City of Regina ask the Provincial Government to be cognizant of the research on recreational cannabis use on brain development in youth when setting age limits for use province wide.

EXECUTIVE COMMITTEE - FEBRUARY 14, 2018

The Committee adopted the following resolution:

1. That Council approve the issuance of the Saskatchewan Liquor and Gaming Authority's (SLGA) (six) cannabis retail store permits to private retail operators in Regina.
2. That the Administration develop options for municipal regulation of cannabis in relation to business licensing, zoning and community standards within the City of Regina (City).
3. That, in the event that the Government of Saskatchewan does not introduce regulations that prohibit smoking cannabis in indoor public places, Administration will report to Council with

proposed amendments to *The Smoking Bylaw*, Bylaw 2017-20, regarding the smoking of cannabis in indoor public places.

4. That the Mayor, on behalf of City Council, write to the Premier of Saskatchewan and the Minister of Justice to formally request that the revenue from cannabis be provided to the City to recoup all costs incurred.
5. That the City of Regina ask the Provincial Government to be cognizant of the research on recreational cannabis use on brain development in youth when setting age limits for use province wide.
6. That this report be forwarded to the February 26, 2018 City Council meeting for approval.

Recommendation #6 does not require City Council approval.

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

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

RECOMMENDATION

1. That Council approve the issuance of the Saskatchewan Liquor and Gaming Authority's (SLGA) (six) cannabis retail store permits to private retail operators in Regina.
2. That the Administration develop options for municipal regulation of cannabis in relation to business licensing, zoning and community standards within the City of Regina (City).
3. That, in the event that the Government of Saskatchewan does not introduce regulations that prohibit smoking cannabis in indoor public places, Administration will report to Council with proposed amendments to *The Smoking Bylaw*, Bylaw 2017-20, regarding the smoking of cannabis in indoor public places.
4. That the Mayor, on behalf of City Council, write to the Premier of Saskatchewan to formally request that the revenue from cannabis be provided to the City to recoup all costs incurred.
5. That this report be forwarded to the February 26, 2018 City Council meeting for approval.

CONCLUSION

Municipalities are central partners in the federal government's efforts to fulfill its commitment to legalize and regulate cannabis across Canada. With the legalization of cannabis expected to occur in the summer of 2018, municipalities are moving forward with creating and adjusting bylaws, zoning and business practices.

Within Saskatchewan, municipalities are awaiting the release of a provincial regulatory framework. At a minimum, municipalities can anticipate changes to the legislation, regulation and business processes to align with provincial decisions.

The intent of this report is to provide information in terms of potential scenarios, outcomes, bylaws, policies and procedures that may have to be considered for amendment to facilitate the legalization of recreational cannabis.

BACKGROUND

Implementing the cannabis framework will require process and/or capacity changes in several municipal departments, notably development services, bylaw services, community services, fire and protective services, police services and human resources.

In a general sense, provinces and municipalities have most of the tools and processes required to comply with cannabis legalization through existing building code, tobacco, and liquor controls that can be modified to address the majority of concerns, particularly once the added impaired driving enforcement tools are provided by the federal government.

Recreational Cannabis:

Federal Government:

On April 13, 2017, the federal government tabled two bills to realize its commitment to legalize and regulate cannabis in Canada:

1. Bill C-45, the *Cannabis Act*, which addresses the regulation, sale and cultivation of recreational cannabis.

This legislation seeks to legalize fresh or dried cannabis, cannabis oil, plants and seeds for cultivation, for purchase from provincially regulated retailers or directly from federally licensed producers. Cannabis edibles will be addressed through regulations after the *Cannabis Act* comes into force due to the unique health and regulatory challenges associated with this form of cannabis.

In tabling this Bill, the federal government emphasized that it aims to restrict youth access to

cannabis, reduce illegal activities associated with cannabis production, enhance public awareness about health risks, and provide a framework for provinces with respect to cannabis distribution. The legislation permits household cultivation up to four 100cm plants for personal consumption but does not specify how this will be regulated and enforced inside a home.

The federal government will be overseeing product and production safety and standards, while the provincial government will regulate the distribution and sale of cannabis. While the federal government is setting a minimum age of 18 years old and possession limits of 30 grams per person, the provincial government can increase the age limits, lower personal possession limits and also limit where cannabis can be consumed, such as in public spaces or in vehicles.

At the time of writing, Bill C-45 has been through the Second reading in the Senate. While the legislation does not specify dates, the Government of Canada has stated that it intends to bring the Act into force in the summer of 2018.

2. Bill C-46, *An Act to amend the Criminal Code*, focuses on strengthening impaired driving measures.

New provisions would authorize law enforcement to demand an oral fluid sample if they suspect a driver has drugs in their body. The sample readings would inform a decision on whether there are grounds to believe an offence has been committed, and to therefore demand a drug evaluation or blood sample.

Enforcing new impaired driving rules will have significant implications for municipalities and their police forces. The combination of new and emerging drug recognition testing methods, the authority to demand oral fluid samples if impairment is suspected, and the introduction of mandatory roadside alcohol screening after lawful stops will require extensive investments in both equipment and training.

In late 2017, Bill C-46 was referred to the Standing Senate Committee on Legal and Constitutional Affairs for consideration and discussion. Upon Royal Assent, the new changes will be in effect, meaning police will be able to immediately lay charges.

Provincial Government:

At the end of November 2017, the Saskatchewan Government introduced *The Miscellaneous Vehicle and Driving Statutes (Cannabis Legislation) Amendment Act, 2017*, to prepare for the impacts of Bill C-46. In this regard, Saskatchewan will have a zero-tolerance approach for drug impaired driving.

Once Bill C-46 is in place, police will have the authority to use federally approved roadside drug screening devices for impaired driving, if they have reasonable grounds to suspect a driver is impaired by a drug. These devices will test saliva for the presence of THC (the impairing

component of cannabis). If a driver tests positive, or fails a standardized test, police can demand a blood sample. Saliva testing is not currently available in Saskatchewan; however, the new provincial legislation is preparing for the eventuality that testing will be available.

On December 5, 2017, the Government of Saskatchewan announced legislative proposals to give landlords the right to prohibit the possession, use and sale of cannabis in rental units; this extends to the growing and possession of cannabis plants.

On January 8, 2018, the Government of Saskatchewan announced that the Saskatchewan Liquor and Gaming Authority (SLGA) will issue approximately 60 cannabis retail permits to private operators (across the province), of which Regina will receive six. Both retailing and wholesaling of cannabis will be conducted by the private sector and regulated by SLGA. Cannabis retailers will be required to establish a stand-alone storefront operation, with the option to also operate an online store. Stores will be limited to selling cannabis, cannabis accessories and ancillary items. Stores must also have the ability to track and report cannabis inventory to help ensure customers only have access to safe, legal product from regulated wholesalers.

SLGA has requested that municipalities who choose to prohibit the establishment of cannabis retail stores, provide a Council resolution or Bylaw before February 28, 2018. If SLGA does not hear back from municipalities by February 28, 2018, consent will be assumed and SLGA will proceed with the cannabis retail selection process. This report seeks Council approval to accept the cannabis retail stores.

Specific details regarding application criteria, permit licensing fees, application timelines and other associated details will be finalized over the coming weeks. The Province continues to work on other details regarding the impending legalization of cannabis, including the minimum age for cannabis consumption, which will be announced later this spring.

Provincial announcements to date:

1. Wholesaling and retailing of cannabis will be conducted by the private sector and regulated by SLGA;
2. The Province will initially issue approximately 60 retail cannabis permits in up to 40 eligible municipalities and First Nation communities with populations of at least 2,500;
3. Regina has been identified as one of the 40 communities that, based on population, is eligible for six cannabis retail outlets;
4. Cannabis retail stores will be stand-alone businesses, selling only cannabis, cannabis accessories and ancillary items; and,
5. Landlords have discretion over growing and consumption in their rental properties.

Decisions yet to be announced:

1. Minimum age of consumption;
2. Details on the application process for retail permits, including criteria, permit licensing fees and timelines;

3. Provincial regulations around growing cannabis for personal use; and,
4. Regulations around consumption in public spaces.

DISCUSSION

There are a number of issues that may be of relevance to the City of Regina, including:

1. Permits and inspections:
 - Business licensing
2. Zoning:
 - Sales, consumption and distribution areas
 - Separation distances
 - Production and processing areas
3. Public health and safety:
 - Policing, fire and emergency response
 - Consumption
4. Employment and Workplace Safety:
 - Managing employee safety and workplace issues
5. Revenue:
 - Cost of implementation and ongoing resources
 - Equitable distribution of revenue

Zoning and Land Use:

Zoning bylaws exist to ensure the health, safety and general welfare of residents to facilitate the orderly and beneficial development of a city. The *Regina Zoning Bylaw No. 9250* (Zoning Bylaw) controls land uses within the city of Regina by establishing land use zones (generally residential, commercial, industrial, institutional and public service zones, with variations in many zones), and determining uses that are generally compatible with each other in each of the land use zones. The land uses are classified as either permitted uses (subject to approval of a development permit) and discretionary uses (which require the approval of City Council prior to receipt of any required permit(s)).

As noted above, recently the SLGA announced that it will issue six cannabis retail permits to private operators in Regina. The Zoning Bylaw currently does not contain regulations related to the retail sale of cannabis. New definitions will need to be added to the Zoning Bylaw to define cannabis and cannabis retail stores.

The Zoning Bylaw identifies a Liquor Store as a specific land use. Since the SLGA is regulating

the retailing of cannabis, it is proposed that a new land use Cannabis Retail Store be identified as a land use in the same zones as Liquor Stores. Liquor Stores are permitted in the Major Arterial Commercial (MAC) - Designated Shopping Centre (DSC), Downtown (D), and Industrial Tuxedo Park Zones (IT); and Discretionary Uses (requiring City Council approval) in the Local Commercial (LC1 and LC2), Main Street (MS), Highway Commercial (HC) and Major Arterial Commercial Zones (MAC3). The Administration will further assess the implications of this option and follow up with a report through the Regina Planning Commission (RPC) on recommended amendments to the Zoning Bylaw.

In addition, municipalities can require additional location requirements such as separation distances from specific land uses. For example, the Zoning Bylaw contains an established separation distance of 182.88m (600 feet) to separate adult entertainment land uses, which could also be used to separate Cannabis Retail Stores from schools, day care centres, recreational facilities, public parks, religious institutions, and another cannabis retail store.

Bylaw Enforcement - Public Consumption:

The Smoking Bylaw, Bylaw 2017-20, currently provides a broad definition of “smoking” and “vaping” that allows for the regulation of use of substances other than tobacco, including cannabis. The Bylaw prohibits smoking and vaping of substances in outdoor public places. *The Tobacco Control Act*, enforced by the Saskatchewan Health Authority, prohibits smoking tobacco in indoor public places.

The Government of Saskatchewan has yet to make an announcement around the public consumption of cannabis. As indoor smoking restrictions only apply to the use of tobacco under *The Tobacco Control Act*, there may be a gap that would allow cannabis to be smoked in indoor public places where tobacco is prohibited.

To reduce exposure to second-hand smoke, the Canadian Cancer Society has lobbied the Government of Saskatchewan to prohibit smoking cannabis in indoor public places, similar to the provisions found in *The Tobacco Control Act*. However, if the Province does not introduce regulations that prohibit smoking cannabis in indoor public places, it may fall to the municipalities to amend smoking bylaws to close this gap.

Similar to the current *Smoking Bylaw* and *The Tobacco Control Act*, the main focus of enforcement of cannabis would be voluntary compliance through education, awareness and signage. This has been the primary enforcement strategy in the majority of jurisdictions with smoking bylaws and tobacco legislation, and has proven to be successful. Many provinces have already introduced, or plan to introduce legislation that will restrict public consumption of cannabis in public spaces.

Regina Police Service (RPS):

With the anticipated introduction of the legalization of cannabis legislation, the RPS has been working proactively to forecast increased costs for the service. There are still many questions and concerns that remain unanswered from a legislative standpoint and, as such, the information is a best estimate. Legislative regulations by both federal and provincial governments are yet to be finalized.

The RPS will work closely with its partners at the City of Regina, Health Canada, Education, and SLGA to coordinate our efforts in relation to the legalization of cannabis. The RPS will not have the resources to deal with all the implications of the legalization of cannabis.

The RPS anticipates increased expenditures in the areas of education, equipment, training, and enforcement. The biggest initial challenge and arguably the greatest public safety concern is drug-impaired driving. Additional equipment will be required to aid in the detection of drug impaired drivers. Once approved by the federal government, roadside drug screening devices will need to be purchased, for which costs are anticipated to be \$25,000 in 2018 and \$50,000 annually from 2019 and beyond. In addition, there will be costs associated with the training of officers on these new devices. It is estimated the cost of a single roadside saliva test will be approximately \$25. Federal legislation allows for blood tests which will come with associated costs as well.

Increased training costs for police officers also need to be factored in. More officers will need to be trained as Drug Recognition Experts (DRE) and in Standard Field Sobriety Testing (SFST). Currently the DRE training has a component that can only be completed outside of the country and, as such, bears significant costs.

Drug impaired driving costs will be also be incurred long after the roadside interactions. It is anticipated that extremely high court costs in the first several years will be incurred as this new legislation is tested through the courts. For RPS, current court overtime costs are already an extreme budget pressure.

RPS is already seeing illegal cannabis dispensaries appearing in the city of Regina, and this will not stop once legislation is changed. There will be six authorized retail permits issued in Regina. RPS will have a role to play ensuring compliance with legislation. In addition, the black market and illegal storefront operations will require additional investigative responses. Other jurisdictions have found that organized crime still plays a big role in the illegal drug trade after the legalization of cannabis.

Proactive education efforts will need to be increased especially in relation to cannabis usage and young people. It is likely that the RPS school resource officers will be key in delivering new and increased messaging.

RPS expects that Health Canada and SLGA will play a role in the inspection and compliance of licenced dispensaries. RPS already faces hurdles with accessing information from Health Canada

in relation to authorized permit holders and authorized growers of cannabis.

A further concern for the RPS is the unknown impact the impending legislation will have on the number of calls for service. After the legalization of cannabis in Colorado, the Denver Police Service noted their cannabis related crime accounts for only .42 per cent of their overall calls for service after the legalization of cannabis in Colorado. RPS indicated the majority of their cannabis-related calls are in relation to robberies and thefts, as well as complaints about the usage of cannabis in public places.

In response to cannabis legalization in Colorado, the Denver Police Service created a Marijuana Enforcement Unit that started with seven officers and has doubled to 14 with continued expansion planned. Currently, the RPS does not have resources to dedicate officers solely to cannabis-related crime.

Many police agencies across the country are trying to determine the costs of the legalization of cannabis. Edmonton Police Service has estimated it will cost between \$5 and \$7 million in the first year. That cost equates to approximately 1.6 per cent to 2.2 per cent of Edmonton's operating budget. Those costs include drug impaired driving, increased court costs and organized crime investigations.

In line with Edmonton's forecasting, York Regional Police have estimated their costs to be 2 per cent of their net annual operating budget. York Police anticipate increased costs in relation to drug impaired driving, injured persons, motor vehicle collisions, criminal code investigations, stop-checks, Information Technology (IT) and Information Management Support, fleet and equipment, analytic support, youth education and prevention and an illicit-market Disruption Team. York anticipates their costs just in relation to training and equipment to be over \$3.6 million in 2018.

There are still many unknowns in relation to the hard costs of cannabis legalization. However, following the model that other police agencies are forecasting, RPS anticipates additional expenses in the first year to be between 1.6 per cent and 2.2 per cent of our net operating budget. This estimate of costs would be between \$1.2 and \$1.8 million annually. In other jurisdictions where cannabis legalization has occurred, costs have actually increased in subsequent years.

Regina Fire and Protective Services (RFPS):

In terms of cannabis legislation and the RFPS, their interest and responsibility relates to Fire Code compliance, enforcement and public safety, focusing on store front dispensaries, commercial and residential grow operations (grow ops) and potentially, nuisance (odour) complaints.

The proposed legislation allows for individuals to cultivate up to four legal cannabis plants per residence anywhere on their property. Provinces or municipalities may choose to place further

restrictions on personal cultivation. In relation to the cannabis plant itself, the plant produces a naturally pungent odour that may vary, depending on the variety and stages of growth. Evidence suggests there are no known respiratory health effects from the odour of cannabis plants, however, the odour may be considered a nuisance to some.

Complaints may arise from this odour, though it is unlikely that four plants would generate an odour strong enough to be detected by neighbouring properties. Because smell is subjective, a measureable standard cannot be developed. Nuisance odour complaints can be investigated under the existing regulations of the Community Standards Bylaw. The Zoning Bylaw also contains provisions relating to land uses which create an offensive odour, where warranted enforcement action can be taken to address offences under these provisions.

Fire safety and code compliance for licensed dispensaries falls under the occupancy category E (mercantile), which includes shops, stores and markets. The National Building Code and Fire Code of Canada addresses the requirements for the provision of fire and life safety, which the Fire Marshal's office will inspect and enforce as necessary. Occupancies of this classification pose a minimal risk to the public with respect to fire safety.

Fire safety and code compliance for licensed commercial entities that produce, harvest, store and ship cannabis fall under the category F-3, low hazard industrial. The National Building Code and Fire Codes address the requirements for the provision of fire and life safety, which the Fire Marshal's office will inspect and enforce as necessary.

As with any industrial process, cannabis production comes with an assortment of hazards. In general, the hazards break down into those associated with growing, which could include:

Egress: With space at a premium, and plants being moved often according to their grow cycles, keeping egress paths and exit doors clear can be a challenge. A detailed Fire Safety Plan must be developed, practised with employees and sent to RFPS for review and approval.

Lights: Grow ops have numerous lights, many of which remain on 24 hours per day. If lamps are located too close to combustible materials or wired incorrectly, fires can occur.

Plastic dividers/combustible interior finishes: Grow ops need many separate rooms to segregate plants by growing and light cycles. Interior finish and separate spaces must adhere to current codes and standards for flame spread ratings.

High Electrical Loads: Numerous high-powered lights, air conditioning, fans, and other systems mean commercial grow ops use a significant amount of electrical energy. Commercial grow ops must be compliant with the National Electrical Code. Overloaded circuits and wiring can spark fires.

Fumigation: Molds, mildews and fungus can destroy a crop and result in significant financial

losses. Some fumigation measures such as sulfur dioxide, which can be toxic to employees and first responders has been used in other locations throughout North America.

Illegal locks/barriers: The valuable commodity inside has prompted some grow op owners in locations throughout North America to tighten security by placing bars on doors and windows, using non-compliant locks, and even guard dogs, all of which can hinder egress and ingress in a fire or other emergency. The National Building and Fire Code must be strictly enforced to ensure impeded egress situations are designed accordingly.

With respect to small grow ops in residential occupancies, as outlined in upcoming federal legislation, a public education initiative that will highlight the safe handling of electrical equipment will be initiated. With any new activity, and in this case, the growing of plants, there comes an increased risk of inadequate or non-listed lighting. Through public messaging, RFPS wants to ensure that residents use approved lighting systems that maintain a safe distance to combustible materials.

Human Resources:

For employers, cannabis legalization requires a consideration of numerous factors including: safety, duty to accommodate, drug testing, performance management, corrective discipline, work performance and benefit plans.

The City has current workplace policies and procedures to reflect the changes in *The Cannabis Act*. These changes include/reflect the recognition that cannabis will no longer be considered an illegal substance and “cannabis use” will no longer be characterized as an illegal activity (certain conditions apply). Therefore, the emphasis for City of Regina employees revolves around the concept of being fit for work/duty regardless of the circumstance (sleep deprivation, mental health, diabetes etc).

In preparation for the legalization of cannabis, workplace safety is paramount for the City. There is no current consensus on the safe limits for consuming cannabis as the effects may vary widely depending on the THC content, frequency of use, dose and other factors. Accordingly, accommodating medical cannabis use and managing recreational cannabis use must be balanced with the broader duty under provincial occupational health and safety legislation as well as the applicable human rights legislation, to provide for a safe workplace.

Saskatchewan employers are required to accommodate the disabilities of employees up until the point of undue hardship. This may include accommodating an employee’s use of prescribed cannabis, as well as substance abuse dependencies.

The City has implemented a process for identifying impairment based on reasonable suspicion. It is the City’s position that testing should only confirm what is already known. Therefore, impairment is not determined solely based on a drug test but based on an employees’ fitness for

work.

The City's current definition of impairment also addresses both medical cannabis and the conditions of its use, from a workplace perspective. The City's Drug and Alcohol Policy establishes what impairment is and provides the details on how the policy applies to medical cannabis. The goal to enforce the application of the policy in a uniform manner that pertains to all prescribed medications, including medical cannabis.

Considering the legalization of cannabis in the summer of 2018, the City will be conducting facilitated education sessions for all employees regarding the impact of the legalization of cannabis in the workplace. As the legislation regarding cannabis and medical cannabis evolves, the City will continue to update its policies and procedures accordingly.

Tax Revenue:

FCM's Big City Mayors' Caucus (BCMC), as supported by the City of Regina, has been lobbying the federal and provincial governments to receive one-third of the revenue generated by cannabis. While it is impossible to determine actual excise tax revenues until the cannabis framework is in place, the costs borne by municipalities will remain.

Municipalities were pleased with the recent federal government announcement that would see 75 per cent of tax revenues from legal cannabis sales going to provincial governments. The City of Regina has joined other municipalities in calling for one-third of the overall tax revenue to be provided to cities to pay for start-up and annual costs incurred.

RECOMMENDATION IMPLICATIONS

Financial Implications

Although precise dollar values cannot be calculated at this point in time, RPS, based on the experience of other jurisdictions, has provided approximate costs contained in the report under the "Regina Police Service" section.

Until such time as the cannabis framework is announced and implemented, no final costs can be calculated from other City departments, such as Fire and Protective Services, Human Resources, etc.

In terms of business licences for cannabis retailers, if the City of Regina should introduce a business licence, the costs would be minimal as at this point in time, there are only six retail locations approved for Regina. The cost for processing a business licence would be approximately \$350 per licence, for a total of \$2,100 annually. The cost is primarily staff time and includes materials and supplies. Under *The Cities Act* municipalities are prohibited from

generating revenue for licensing a business.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The Government of Canada has publicly stated that recreational cannabis will be legalized by the summer of 2018. Implementing the cannabis framework will require process and/or capacity changes in several municipal departments, including building services, community services, fire and protective services, police services and human resources. As such, the City of Regina will be ready to facilitate and regulate recreational cannabis by creating and adjusting bylaws, zoning and business practices.

In addition, municipalities should continue to lobby the Government of Saskatchewan for an equal share (one-third) of the tax revenue collected from cannabis.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

The City of Regina is carefully monitoring the legalization of cannabis. Decisions from the federal and provincial governments will impact municipalities. The timing of the Provincial Government regulatory framework limits the City's ability to ask residents and businesses for feedback. The City will finalize its communications plans once the Province's regulatory framework is released.

Attached as Appendix A is a "Cannabis Legalization Key Information" summary chart that highlights federal, provincial and municipal responsibilities and updates.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

A handwritten signature in black ink, appearing to be 'J. Nicol', written in a cursive style.

Jim Nicol, Secretary

CANNABIS LEGALIZATION KEY INFORMATION

What is cannabis?

- Cannabis refers to products made from the leafs and flowers of the cannabis plant. You may have also heard it called marijuana or pot.
- It can be consumed by smoking, vaporizing, eating in food, drinking, dabbing, putting drops under the tongue, or applying it directly to the skin in a lotion.

What does legalization mean?

- Cannabis is currently legal for medical purposes. This means that individuals with a prescription can purchase cannabis from licensed medical cannabis producers.
- Cannabis legalization refers to making cannabis legal for non-medical purposes. You may hear this called consuming cannabis for recreational or personal use.

Federal Government Decisions

- Consuming cannabis for non-medical purposes will be legal in Summer 2018
- The minimum age that people can buy, possess and consume cannabis will be 18 (provinces can increase the age limit)
- Adults will be able to possess up to 30 grams of legally produced cannabis
- Adults will be able to grow up to four cannabis plants per household for personal use

The federal government will set rules for:

- The types of cannabis products sold
- How cannabis products can be packaged and labelled
- The serving sizes and strength (potency) of cannabis products
- Safe practices for producing cannabis
- Tracking cannabis from seed to sale

Province of Saskatchewan Decisions

Announced:

- Wholesaling and retailing of cannabis will be conducted by the private sector and regulated by the Saskatchewan Liquor and Gaming Authority
- Cannabis will be sold in up to 60 retail locations, with up to 6 permits to be granted in the City of Regina
- Cannabis retail stores will be standalone businesses, selling only cannabis accessories and ancillary items
- Landlords have discretion over growing and consumption in their rental properties

To be Determined:

- Minimum age of consumption
- Details on the application process for retail permits including criteria, permit licensing fees and timelines
- Potential minimum separation distances between cannabis stores and places where children and youth gather.
- Provincial regulations around growing for personal use
- Regulations around consumption in public spaces

FEDERAL

Setting cannabis possession and age limits

Dealing with drug trafficking of cannabis

Controlling cannabis advertising and packaging

Managing the system for producing and delivering medical cannabis

Managing a system to track cannabis from seed to sale

Licensing and inspecting cannabis production facilities

Setting rules for growing cannabis at home

Developing public education and awareness

Regulating the distribution of cannabis from producers to cannabis stores

Deciding if cannabis will be sold in government or privately run stores

Determining where cannabis stores can be located and rules for store operation

Addressing cannabis impairment to ensure workplace safety

Setting and enforcing rules for consuming cannabis in public

Developing land use regulations and business license processes for cannabis stores

Providing tools for police to address impaired driving (driving under the influence of cannabis)

Determining how cannabis will be taxed and how the revenue will be spent

PROVINCIAL

MUNICIPAL

February 26, 2018

To: His Worship the Mayor
And Members of City Council

Re: Discretionary Use Application (17-DU-15) Proposed Hazardous Material Storage - 750
Park Street

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– FEBRUARY 1, 2018**

That the Discretionary Use Application for a proposed “Hazardous Material Storage” use located at 750 Park Street, being Block/Parcel D, Plan 102025303 Ext 0, Industrial Ross Subdivision, be approved, and that a Development Permit be issued subject to the following conditions:

- a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.3 inclusive, prepared by J. Norton for Petro Canada, dated September 15 and 18, 2017, and by Scatliff + Miller + Murray, dated October 3, 2017.
- b) The applicant shall submit a building permit for approval by the Development Officer; the review of which will focus on the site development to ensure compliance with all applicable standards.
- c) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*, including but not limited to, the Performance Regulations for Low Sensitivity Aquifer Protection Overlay Zone in Table 10.3 of the *Regina Zoning Bylaw No. 9250*.
- d) Prior to the issuance of the building permit (as per condition 1b), the applicant shall provide documentation/letter from the Saskatchewan Ministry of Environment and/or federal regulatory authority for approval to construct, alter, expand, operate and decommission a hazardous substance and/or waste dangerous goods facility.
- e) Consolidation of Parcel D with the property located at 535 E 1st Avenue shall be required prior to the building permit approval.

REGINA PLANNING COMMISSION – FEBRUARY 1, 2018

The following addressed the Commission:

- Anna Stilwell, representing Suncor Energy/Petro-Canada; and
- Glen Hill, representing Colliers International.

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

Recommendation #2 does not require City Council approval.

Councillors: Mike O'Donnell (Chairperson), Bob Hawkins and Barbara Young; Commissioners: David Bale, Frank Bojkovsky, Andre Kroeger, Adrienne Hagen Lyster, Robert Porter and Steve Tunison were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on February 1, 2018, considered the following report from the Administration:

RECOMMENDATION

- 1) That the Discretionary Use Application for a proposed "Hazardous Material Storage" use located at 750 Park Street, being Block/Parcel D, Plan 102025303 Ext 0, Industrial Ross Subdivision, be approved, and that a Development Permit be issued subject to the following conditions:
 - a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.3 inclusive, prepared by J. Norton for Petro Canada, dated September 15 and 18, 2017, and by Scatliff + Miller + Murray, dated October 3, 2017.
 - b) The applicant shall submit a building permit for approval by the Development Officer; the review of which will focus on the site development to ensure compliance with all applicable standards.
 - c) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*, including but not limited to, the Performance Regulations for Low Sensitivity Aquifer Protection Overlay Zone in Table 10.3 of the *Regina Zoning Bylaw No. 9250*.
 - d) Prior to the issuance of the building permit (as per condition 1b), the applicant shall provide documentation/letter from the Saskatchewan Ministry of Environment and/or federal regulatory authority for approval to construct, alter, expand, operate and decommission a hazardous substance and/or waste dangerous goods facility.
 - e) Consolidation of Parcel D with the property located at 535 E 1st Avenue shall be required prior to the building permit approval.
- 2) That this report be forwarded to the February 26, 2018 meeting of City Council for approval.

CONCLUSION

The applicant proposes to develop 10 above ground petroleum storage tanks with a range in size from 80 kiloliters (KL) to 135 kiloliters (KL). The subject property is proposed as an extension of the existing Petro Canada facility located at 535 E 1st Avenue and is being consolidated with that property.

The subject property is currently zoned IB - Medium Industrial Zone, where a Hazardous Material Storage is a discretionary use. The subject property is located within the Industrial Ross Subdivision.

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

BACKGROUND

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

The applicant proposes an extension, immediately to the south of, of the existing facility located at 535 E 1st Avenue. The existing facility at 535 E 1st Avenue was approved by City Council on May 29, 2000, through the discretionary use process (CR00-104).

Pursuant to subsection 56(3) of the Act, City Council may establish conditions for discretionary uses based on: nature of the proposed site (including its size, shape and proposed size, shape and arrangement of buildings) and certain aspects of site design (such as site access and traffic patterns, landscaping, screening, parking and loading areas), but not including the colour, texture or type of materials and architectural details.

DISCUSSION

The applicant proposes to develop a bulk fuel storage facility (fuel storage tanks) on the subject property. The proposal is an extension, immediately to the south of, an existing facility located at 535 E 1st Avenue. The applicant's current proposal is to construct 10 above ground storage tanks ranging in size from 80 KL to 135 KL to store a total capacity of one million liters of diesel fuel and gasoline, which will be transported off-site in trucks. The proposal also includes four parking stalls for petroleum hauling trucks.

The proposed tanks would be located on the western portion of the subject property (Parcel D – Appendix A-2). The applicant is currently in the process of purchasing this land and is required to consolidate with the property at 535 E 1st Avenue as a condition of this approval. The consolidation must be complete prior to the issuance of the building permit.

Based on the type of material (bulk fuel) and volumes proposed to be stored, the proposal is classified as a Hazardous Material Storage. As part of the process to establish this bulk fuel storage facility, the applicant is required to register with, and obtain approval from, the Saskatchewan Ministry of the Environment and the Federal agency (National Energy Board) if required. Documentation of this approval is required prior to the issuance of a building permit as reflected in the conditions of approval.

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

Land Use Details	Existing	Proposed
Zoning	IB - Medium Industrial	IB - Medium Industrial
Land Use	Vacant	Hazardous Material (Petroleum) Storage Facility
Building Area	328.51	328.51

Zoning Analysis	Required	Proposed
Number of Parking Stalls Required	8	10
Minimum Lot Area (m ²)	2000	15414.96
Minimum Lot Frontage (m)	7.5	75.6 (along Park Street)
Maximum Building Height (m)	15	7.4
Maximum Floor Area Ratio	2.0	0.05
Maximum Coverage (%)	75%	4%

The surrounding land uses include a range of industrial uses (zoned IB - Medium Industrial) to the east, north and west of the subject property and a Canadian National rail line to the south.

The subject property is currently zoned IB - Medium Industrial Zone, where Warehousing/Processing of Hazardous Materials/Wastes is a discretionary use.

The proposed development is consistent with the purpose and intent of the IB - Medium Industrial Zone with respect to providing a wide range of manufacturing, processing, assembly, distribution, service and repair activities that carry out some of their operations outdoor or require outdoor storage.

RECOMMENDATION IMPLICATIONS

Financial Implications

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

Environmental Implications

The subject property is located within the Low Sensitivity Aquifer Protection Overlay Zone. The proposal is required to comply with the applicable performance standards before obtaining a building permit. The performance standards address the following:

- Excavations shall not exceed 6 metres in depth. If excavations/piles are being proposed past this depth, a geotechnical report would be required to demonstrate that there is no negative impact on the aquifer.
- All above ground storage tanks shall have secondary containment with dykes, impervious liners/equivalent, leak detection and/or a monthly statistical inventory reconciliation analysis system. In addition, each tank shall have an over-fill or spill prevention system.
- Industrial onsite runoff containment ponds shall be constructed to minimize any seepage into any underlying aquifers.
- All development applications shall be accompanied by plans to detect contamination of the aquifer.
- All facilities handling and/or storing hazardous materials of any type shall provide annual soil test reports and/or other early contamination detection measure reports to the City and federal and provincial agencies having jurisdiction.

The *National Building Code of Canada* does not have requirements regarding storage tanks. As a result the building permit review will focus on the development of the site and is subject to any requirements of the Saskatchewan Ministry of Environment. Demonstration of approval of the Saskatchewan Ministry of Environment and the Federal approving (National Energy Board) authority prior to the issuance of a building permit is required.

Policy/Strategic Implications

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

Section D2: Environment

Goal 3- Water Protection

Maintain the integrity of Regina's aquifers, surface and groundwater resources.

- 4.9 Work with stakeholders to establish Aquifer Management Framework that protects Aquifer water quality.

Section D5: Land Use and Built Environment

Goal 4- Employment Areas

Provide appropriate locations and development opportunities for a full range of industrial, commercial and institutional activities.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Communication with the public is summarized below:

Public notification signage posted on	October 23, 2017
Letter sent to immediate property owners	October 23, 2017
Public Open House Held	N/A
Number of Public Comments Sheets Received	0

There were no public comments received on this application.

This application was not circulated to the community association as there is no community association for this area. The application was circulated to the Saskatchewan Ministry of Environment and Canadian National Railway Company (CN). Following the circulation, CN responded without any concerns. Saskatchewan Ministry of Environment did not respond to the circulation.

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

DELEGATED AUTHORITY

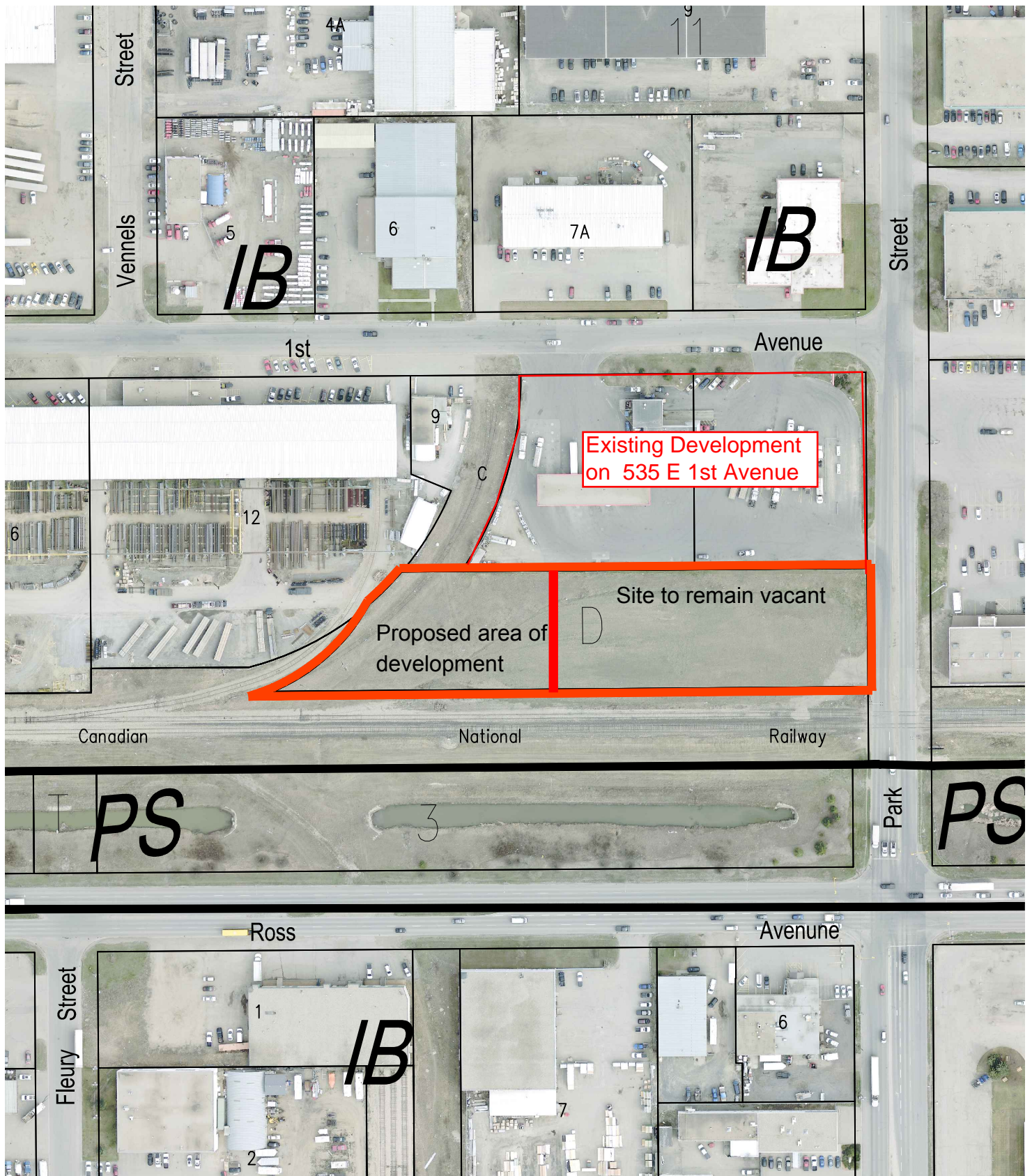
City Council's approval is required, pursuant to Part V of *The Planning and Development Act, 2007*.

Respectfully submitted,

REGINA PLANNING COMMISSION



Elaine Gohlke, Secretary



Date of Photography : 2016



Subject Property



Project 17-DU-15

Civic Address/Subdivision

750 Park Street / Industrial Ross
Parcel D-Plan 102025303



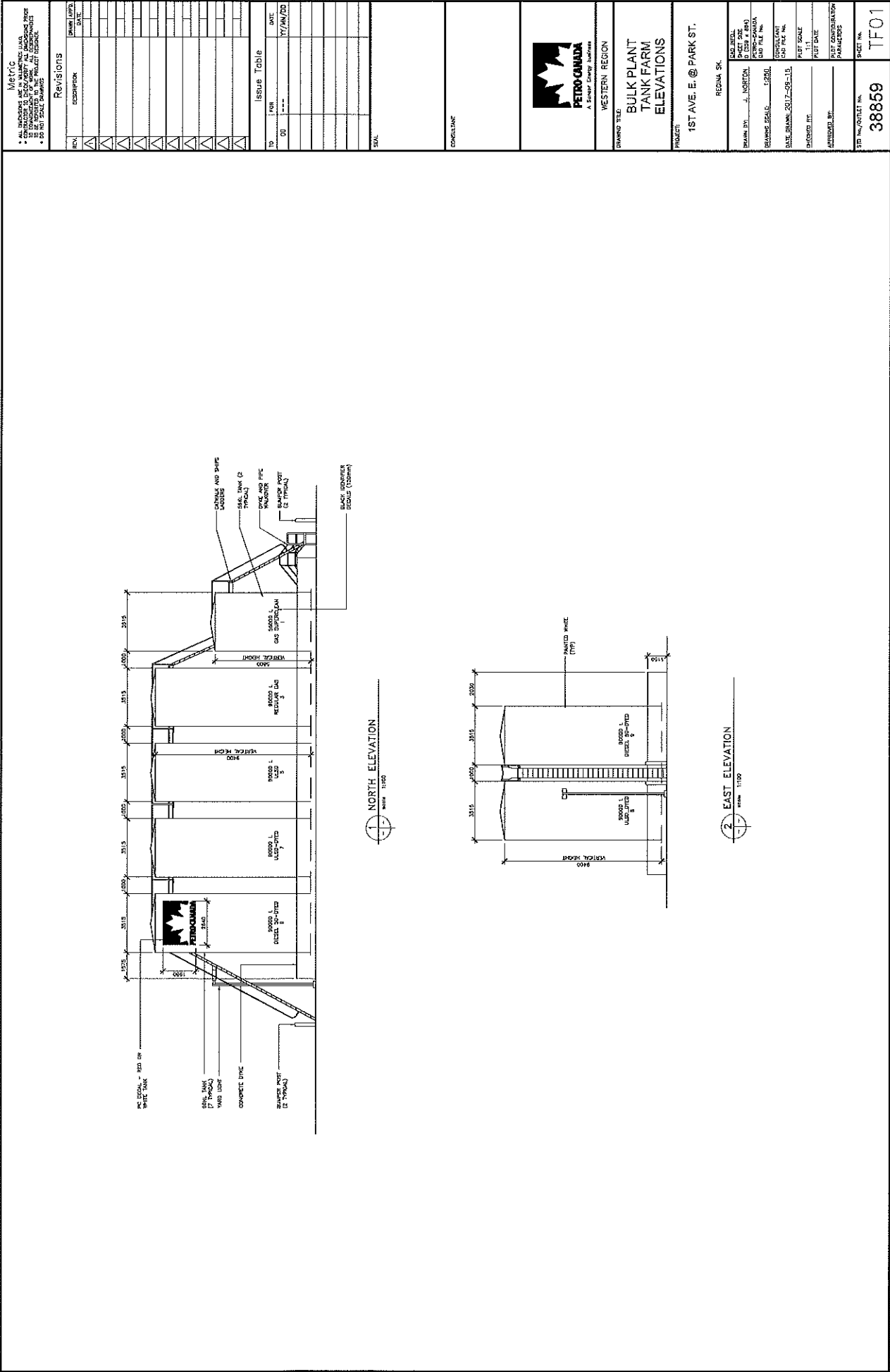
Subject Property

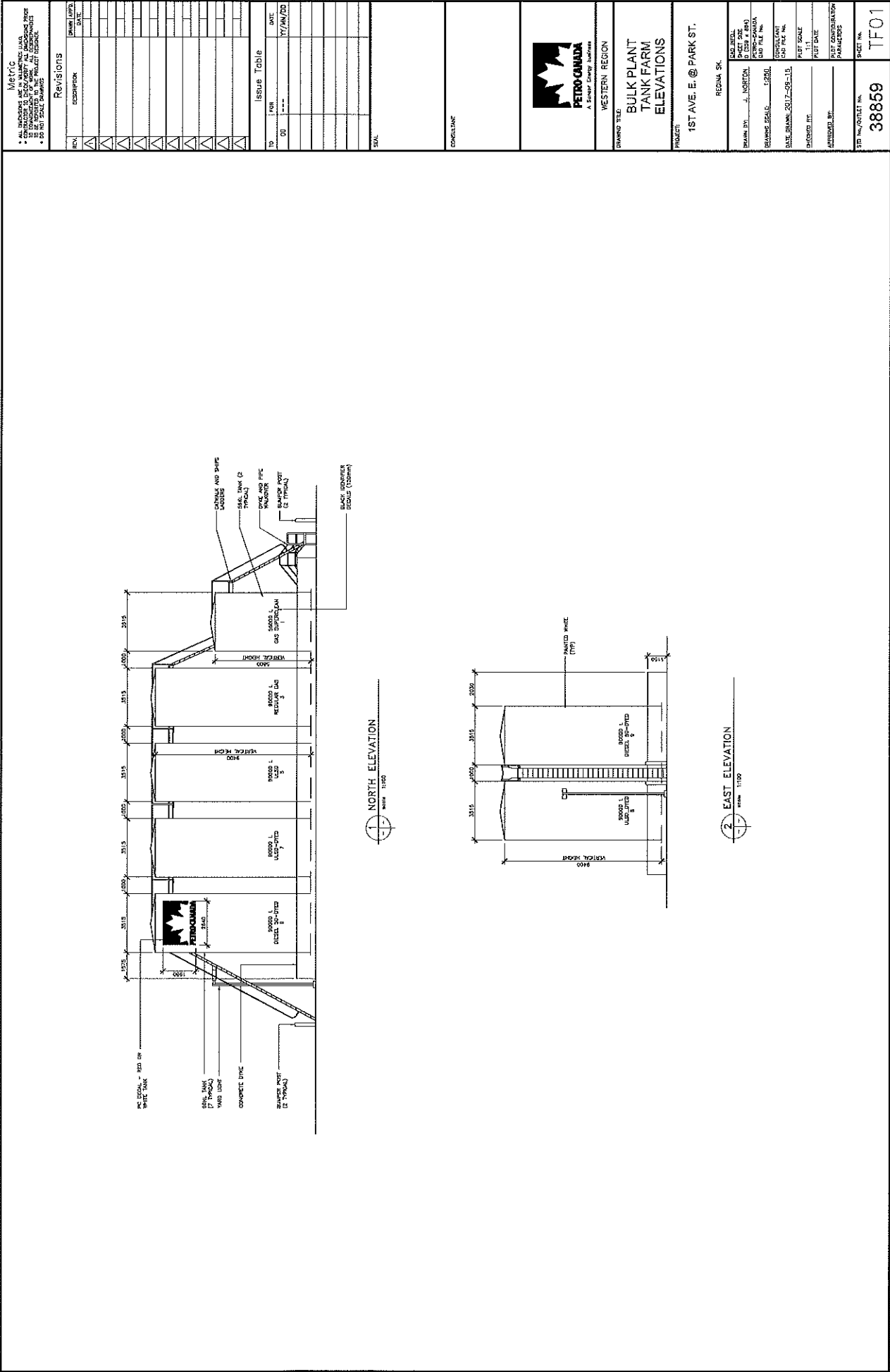
Civic Address/Subdivision

750 Park Street / Industrial Ross
Parcel D-Plan 102025303

AREA OF LAND ADDITION:	4723.7 m ²
MINIMUM TOTAL SITE LANDSCAPING REQUIRED:	5% (237 m ²)
LANDSCAPED AREA OF LAND ADDITION:	659 m ²

REGINA, SK.	CAD. NO./ SHEET SIZE D (250 x 364)	CAD. NO./ SHEET SIZE D (250 x 364)	CAD. NO./ SHEET SIZE D (250 x 364)
DRAMA BY J. NORTON	CONSULTANT CAD FILE NO.	CONSULTANT CAD FILE NO.	CONSULTANT CAD FILE NO.
DRAWING SCALE: 1:250	PLOT SCALE 1:1	PLOT SCALE 1:1	PLOT SCALE 1:1
DATE DRAWN: 2017-09-18	PLOT DATE	PLOT DATE	PLOT DATE
CHECKED BY:	PLOT CONFORMANCE PARAMETERS	PLOT CONFORMANCE PARAMETERS	PLOT CONFORMANCE PARAMETERS
APPROVED BY:	SHEET No.	SHEET No.	SHEET No.
3RD NO./SHEET No.	38859	38859	PR1

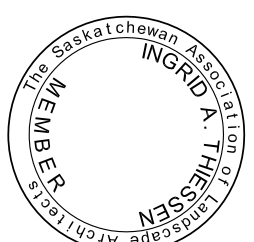




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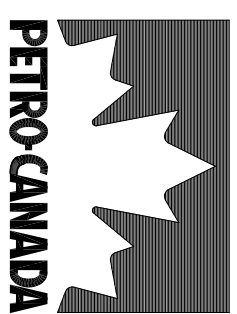
[illegible]Issue Table

SEAL



CONSULTANT

SCATLIF + MILLER + MURRAY
visionary urban design + landscapes



A Suncor Energy business

WESTERN REGION

LANDSCAPE PLAN
APPENDED LAND

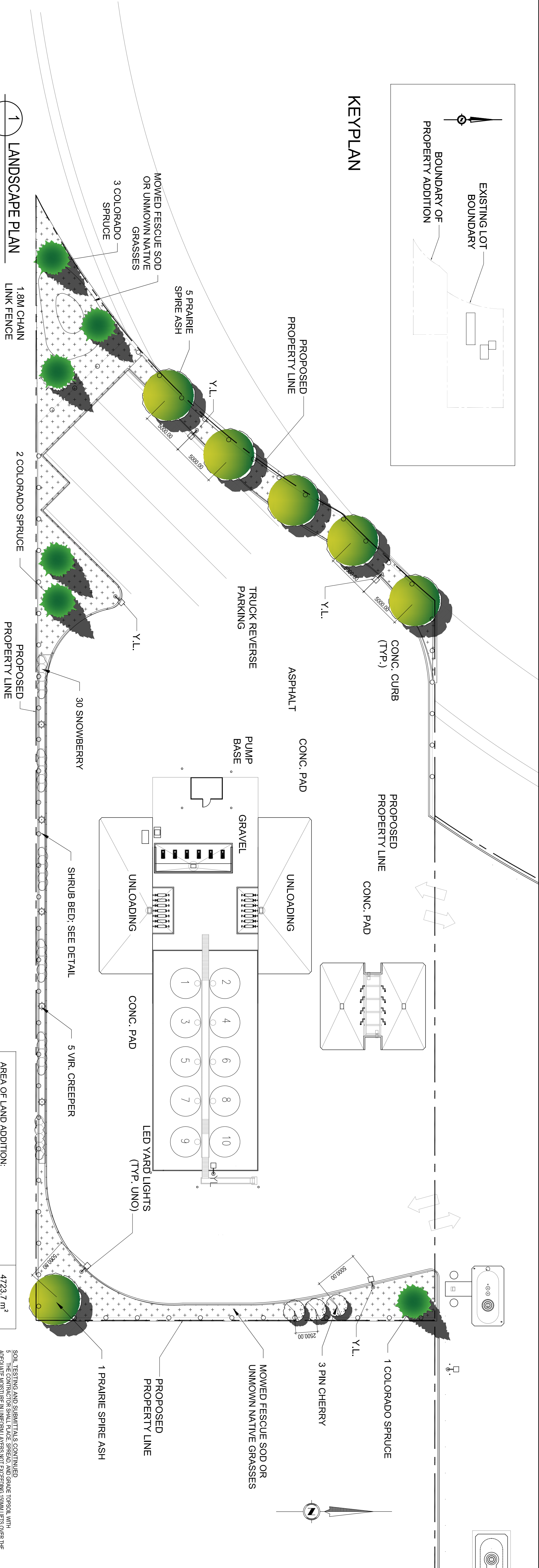
151 AVE. E. @ PARK ST.

REGINA SK

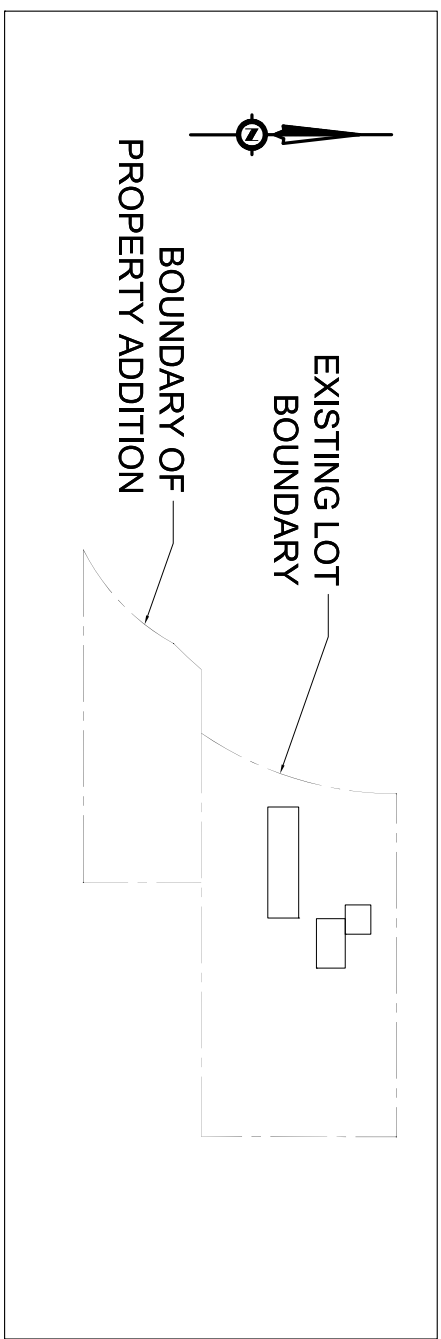
DRAWN BY: I. THIESEN	CAD INFO.:
DRAWING SCALE: 1:250	SHEET SIZE D (559 x 864)
DATE DRAWN: 2017-10-03	PETRO-CANADA CAD FILE NO.
	CONSULTANT CAD FILE NO.

STD No./OUTLET No.

Co



KEYPLAN



1 LANDSCAPE PLAN

(L-P1) SCALE: 1:250

3 SOD AND MULCH SPECIFICATIONS

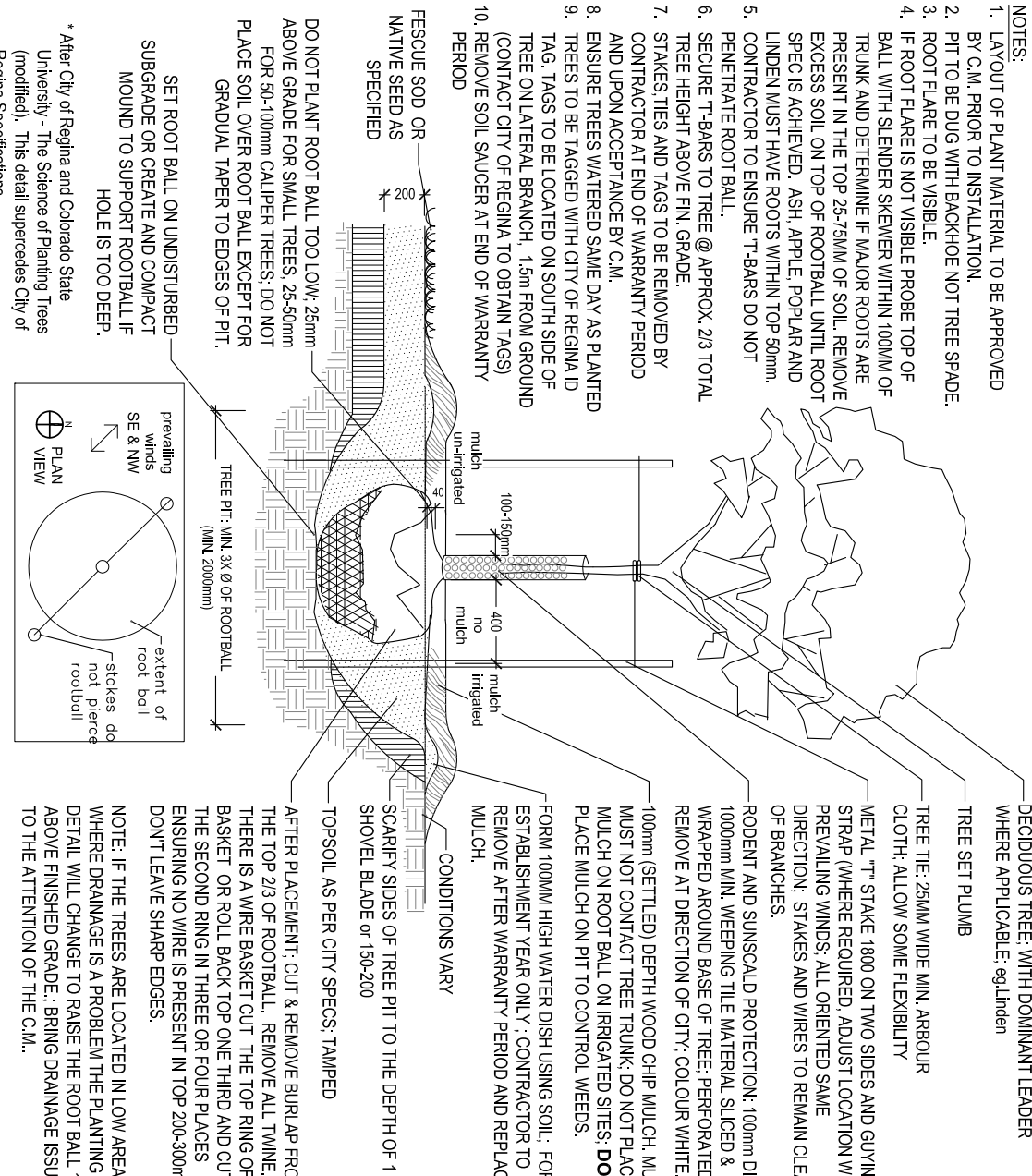
- [illegible]

2 ROUGH GRADING

NOTES (L-P1)

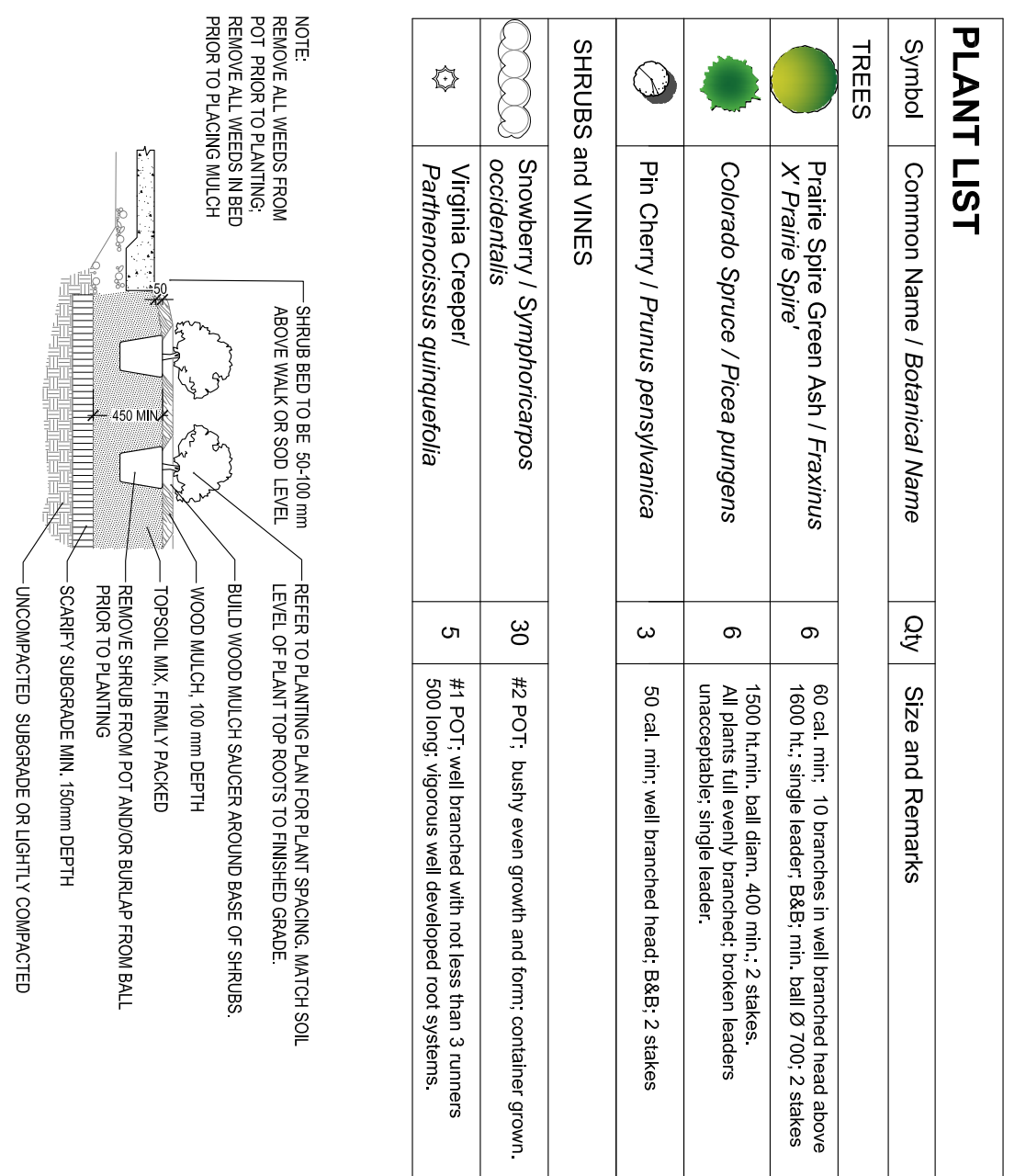
4 TREE PLANTING DETAIL

L-P1 / SCALE: N.T.S.



5 SHRUB PLANTING DETAIL

L-P1 / SCALE: N.T.S



6 SOIL SPECIFICATIONS

(L-P1) SCALE: N.T.S

AREA OF LAND ADDITION:	4723.7 m ²
MINIMUM TOTAL SITE LANDSCAPING REQUIRED:	5% (237 m ²)
LANDSCAPED AREA OF LAND ADDITION:	683 m ²
REQUIRED (AND PROVIDED) TREES	16 (16)
REQUIRED (AND PROVIDED) SHRUBS	33 (35)

[illegible][illegible][illegible]

REGINA SK

DOA/MI BY: | THIECCEN

DRAWING SCALE: 1:250

DATE DRAWN: 2017-10-03

CHECKED BY: A. LANG

APPROVED BY: _____ PLOT CONFIGURATION

STD No./OUTLET No

Courtesy

Safe Sidewalks For All

February 26, 2018

City of Regina Council Meeting

My name is Ashley Nemeth I am the Program Lead for the CNIB here in Regina. I am also blind, this is my guide dog Rick. I travel to and from work from The Greens to 2160 Broad Street every day. I also rely on walking and transit to get around the city, getting my children to appointments and all those every day things that come up. So on a personal level I am able to speak to the issue that we are currently facing in Regina with the sidewalks being inaccessible in many areas.

As many people who are blind or partially sighted try to navigate in the winter, it becomes much more difficult with the conditions that winter brings. It isn't just the cold that makes winter hard but the snow, ice and other obstacles that make it impossible sometimes to get out of the house.

A large portion of our clients are seniors so not only are they struggling with diminishing vision but in many cases mobility issues as well.

When you live with low vision things like glare and depth perception can be debilitating in them selves. When you look out at the streets and sidewalks all you will see is white, you won't be able to tell where the sidewalk begins or ends and if there are higher areas and lower areas. The glare that comes off of the snow can also eliminate any vision that a person may have.

When your only mode of transportation is walking or city transit, and a cane, things get really difficult as the sidewalks become inaccessible, and dangerous. A cane gets stuck in the snow and

can not be used properly to navigate when sidewalks are not clear. Many times, it is nearly impossible to determine where the sidewalks are compared to the side of the streets. Some residents will shovel their driveways onto the sidewalk blocking the sidewalk completely. As we all know and have experienced snow packs down it becomes icy, this is dangerous for anyone, now imagine if you could not see that ice how hard, and dangerous it would be to navigate.

When using a guide dog, it can be hard for the same reasons, the dogs can have a hard time deciphering where the sidewalk is compared to the street. It also becomes dangerous as the ground is icy and uneven and you are trying to navigate without being to see any of it. It is not only dangerous for the handler but also for the service animal. If a service animal was to sustain an injury due to slipping on ice or uneven ground, they could have to retire and stop working. This is something that many of us with guide dogs fear as these dogs are our independence, without them we would not be able to live the lives that we have chosen for ourselves.

Many times, there are things on the sidewalks like garbage cans, sandwich board signs, when we add in snow and ice from people not keeping them clean we are creating an inaccessible and dangerous environment for many of our most vulnerable residents. We want people with disabilities to live full, amazing lives, and be productive members of society. In order to do that they need to be able to navigate our city in an accessible and safe manner.

Thank you for allowing me to come tonight and share why myself and the CNIB support the motion for Safe and Accessible Sidewalks. We want to promote an accessible city where we are not forcing those with disabilities to become home bound during winter months when there is a simple solution.

Presentation to City Council: February 26, 2018

Re: Safe and Accessible Sidewalks

By John Bishop

Hello Mayor Fougere and City Councillors,

My name is John Bishop and I am a resident of the Heritage neighbourhood. As an active member of my community, I travel regularly throughout the Heritage neighbourhood and downtown on my scooter with my service dog Tally.

My regular routes of travel include:

- West along Victoria Avenue to the downtown YMCA or Knox Met Church
- East along Victoria Avenue to Conexus Credit Union or the 7/11
- West along 11th Avenue to the Cornwall Centre or the Regina Public Library downtown branch

Most of the residential sidewalks I travel regularly are never cleared of snow. I hope that this bylaw amendment will change that.

When there is deep snow, my scooter gets stuck and I have to ask others for help. I can't always see when there is deep snow coming ahead. When I do, I will turn around, cross the street, or drive on the road – and there are safety risks for all of these options.

Clear sidewalks make it easier for everyone who uses them, including:

- people with strollers
- people with mobility issues including those who use scooters, wheel chairs, or walkers
- letter carriers
- people without strollers or mobility issues who can still slip on snowy or icy sidewalks

If this amendment passes, and it leads to people clearing their sidewalks more regularly, it will help me in the following ways:

- It will enable me to take the regular bus more often, and rely less on Para Transit, which isn't always available
- I will have to spend less time on the phone with the City informing them of uncleared sidewalks
- It will be less cold on my dog's feet and allow me to go for longer walks with her
- I will be able to go out more often, which will prevent me from getting bored and stir-crazy in winter

For all of these reasons, I support this bylaw amendment, and I hope you will too.

Thank you for listening, and I am open to your questions.

-John Bishop

Presentation to Regina City Council
Safe and Accessible Sidewalks Amendment
February 26, 2018
Shayna Stock, Executive Director, Heritage Community Association

Good evening Mayor Fougere, City Councillors, and City Administration,

I am here on behalf of the Heritage Community Association and its Board of Directors to express our support for the Bylaw amendment proposed by Councillors Stevens and Bresciani to improve the safety and accessibility of our sidewalks.

Being a centrally located neighbourhood with many seniors, children and youth, and lower-income residents, Heritage has a lot of pedestrians using its sidewalks every day. Many of these pedestrians are pushing baby strollers or using scooters or wheelchairs to get around. Snow-covered and icy sidewalks pose an unnecessary threat to all pedestrians – especially those who rely on mobility aids to get around.

The Core Neighbourhood Sustainability Action Plan (endorsed by the City of Regina in 2012) calls on us to “improve the quality of the pedestrian realm and encourage more pedestrian traffic.” It asks us to make our streets and sidewalks safer and more welcoming to pedestrians and cyclists. We feel that this amendment will help to do that.

The City’s Official Community Plan calls throughout for safe and accessible sidewalks, as part of its Priorities to (a) Develop complete neighbourhoods and (b) Create better, more active ways of getting around. Specifically, it promises to:

- “Establish all-season design and maintenance priorities for roads, sidewalks and pathways to ensure the transportation network provides safe travel, access and mobility, including for... key pedestrian and cycling routes.” (p. 35, Section D3 Transportation, Goal 1: Sustainable Transportation Choices)
- “Develop a citywide pedestrian strategy to provide a continuous high-quality, connected, safe and universally accessible walking experience.” (p. 36, Section D3 Transportation, Goal 5: Active Transportation)

The small change that this amendment seeks would be a step toward these broader goals. In the long term, we would love to see the City take more responsibility for clearing sidewalks, as it does with roads, as a public service.

We believe that this amendment can help to engage community members in supporting one another. If it passes, we are willing to help communicate to our residents the importance of helping out their neighbours who are incapable of clearing their own sidewalks. Many residents already do this. We are also prepared to organize volunteers to help clear sidewalks for residents who can’t find a neighbour or friend to do it for them. We also encourage the City to consider developing or supporting low-cost options for sidewalk clearing, for those unable to do their own.

The proposed amendment is not asking for a lot. It is a small but important step toward making our city more pedestrian-friendly. We support it fully, and we hope you will too.

Brief to Regina City Council Safe and Accessible Sidewalks

Your Worship and City Councillors,

My name is Brian Harris and I am here to speak to the motion on behalf of the Saskatchewan Seniors Mechanism. The Saskatchewan Seniors Mechanism is a provincial umbrella organization headquartered in Regina, that brings together Seniors organizations to improve quality of life for older adults in Saskatchewan.

The SSM supports the motion asking the City Administration to prepare a report on the proposal to introduce enforcement options for clearing sidewalks adjacent to residential properties so that they can be used safely by all citizens.

Design Regina, the Official Community Plan, speaks to the kind of community we want to be and includes a statement of support for “aging in place” within the design of new and existing neighbourhoods. Aging in place is not only what most people want to do but contributes to healthy seniors and healthy communities.

Unfortunately, as is noted in the preamble to the motion, many older people and people with disabilities can become housebound for periods during winter months if sidewalks are not cleared.

The other issue facing these members of our community is that they may be unable to clear their sidewalks themselves and may be unable to arrange for assistance because they don’t know who to call or they do not have the resources to pay for outside help.

We believe that a review of this issue should be citizen focussed and sensitive to individual needs and circumstances and should consider the following:

Clear sidewalks will reduce falls and promote safe use by all citizens, including those who use canes, walkers or wheelchairs.

A “Snow Angel” program should be developed and promoted by the City and Community Associations.

In cases where the citizen does not have the physical or financial ability to meet their obligation, discretion to not enforce must be built in.

Saskatchewan Seniors Mechanism
February 26, 2018

Good evening, Your Worship, and City Councillors. My name is Wanda Schmöckel. I'm a resident of this fine city – and I like to walk.

I'm in support of this amendment because I am continually frustrated by the dangerous state of the vast majority of winter sidewalks I encounter walking around the city.

I also live very close to the Davis Mews, which is a Regina Housing Authority property, and home to a significant number of residents who employ the use of paratransit, walkers, canes, and scooters to get around. In the time that I've lived in Regina, I've done more than my fair share of complaining about the state of Regina's sidewalks, particularly in winter. I've wiped out on ice, and hard packed snow more times that I care to recall. But what makes me almost as mad is the regular sighting one can behold in my neighbourhood – 70 and 80-plus-year-old people walking down the middle of the street because they feel it's safer to do that than it is to use the sidewalks. Indeed, the Davis Mews itself hasn't shoveled its walks on either Cameron or Garnet streets all winter long.

If a Regina Housing Authority property – which, by the way is a multiunit dwelling, and is therefore required under the current bylaw to clear its walks – doesn't take this responsibility seriously, is it any wonder so few others do?

I wonder if the general impression that snowy sidewalks need not be addressed has anything to do with some misinformation that has been generated by the City of Regina itself.

In 2015, as the City of Regina launched its snowbusters campaign, City officials were asked by local media if the City would consider implementing a bylaw requiring property owners to remove snow and ice from their sidewalks. At that time, the City indicated that it would not make this a requirement, because, according to them, Regina residents were already exemplary snow shovelers. They then referred to data collected by bylaw enforcement officers, which suggested that 75% of Regina property owners were compliant when it came to shoveling their sidewalks. Given this data, the City argued, what purpose would a bylaw serve?

For anyone who has struggled across Regina's endless lengths of lumpy, ice-slicked sidewalks, that cited 75% compliance rate may beg the question: where did the City get that number?

Surveys of snow removal around single-family dwellings were done by Regina bylaw officers between 2011 and 2014. Data was collected every time an officer was sent to follow up on a bylaw complaint. The officer would then choose 10 properties near the property in question and assessed those properties' levels of snow removal compliance.

Ernie Polsom, the City of Regina's Fire Chief and Director of Protective Services at the time, was interviewed by local media in January 2015, and confirmed there wasn't any data collected on how thoroughly these walkways were cleared (i.e., how many walkways were cleared to the pavement or just reduced to two inches). Nor was there data collected regarding long-term winter maintenance of these surveyed walkways: Bylaw officers did not go back to check up on how those stretches of sidewalk were holding up over the winter, unless another complaint happened to be filed against a property in that area. In short, this data was arbitrarily collected, and should not have been cited as a hard number.

We've heard City officials say that they don't want to use punitive means – or a fine in this case – to encourage sidewalk snow removal. At the same time, we currently have a bylaw that requires property owners mow their lawns and remove graffiti tags from garage doors under threat of fine. As far as I'm aware, no one has ever fallen and broken a hip due to an un-mowed lawn.

Including snow shoveling in the Clean Property Bylaw is good for Regina. Yes, some residents will receive fines, and they will most certainly complain about it. But this type of bylaw is the most reliable and effective way to get people to do something they clearly don't want to do.

We don't dissuade people from parking their cars in unauthorized spots. We *tell* them not to park there. And if they park in such a spot anyway, they run the risk of getting a ticket.

We don't gently cajole people to pay their taxes. We're required to pay them or else.

These measures are taken for the common good.

Sidewalk snow removal is for the common good and safety of all Regina residents – not to mention visitors to our city – and it shouldn't be treated any differently.

This amendment to the Clean Property Bylaw may not result in an immediate change, but it will certainly result in cleaner sidewalks over time because it will change our collective understanding of what is acceptable to us.

For those who use walkers, scooters, or wheelchairs, being unable to navigate your way from your home to a bus stop is unacceptable.

For those who get around on foot, the inability to walk with confidence to commute to work or run errands is unacceptable.

Allowing businesses and other organizations to let snow and ice build up on their abutting sidewalks all winter long so that, by the time the annual pre-spring melt/freeze cycle happens, long stretches of city walkways are virtually impassable is completely

unacceptable.

We can do much better and owe it ourselves to do so.

In closing, I'd like to say that I trust the members of City Council have the best interest of Regina at heart. And this is why I'm hopeful that this amendment will pass – because what's best for Regina is the provision of safe and accessible sidewalks to everyone, year around.

The residents of our fabulous city deserve nothing less.

Thank you!

Wanda Schmockel

(INTRO) William Johnson, President of the Regina Local CUPW and delegation.

On behalf of our delegation and our 260 members who work as letter carriers, Mail Service Couriers and RSMC within the city of Regina, I want to take this opportunity to make an appeal to amend and extend the Clean Properties Bylaw to residential areas.

I am sure everyone recognizes the desirability of having safe and accessible public sidewalks throughout our city. This is our third presentation in front of City Council with a request to amend the current bylaws for Clean City Sidewalks. Presentations were made in 2003 and again in 2006, with no commitment to bring our City bylaws in line with other major centres across the prairies. A lot of this is plain common sense.

In fact in 2005, then councilor Michael Fougere submitted a report to City Council regarding this very issue. In his report he provided information from a survey of his constituents. "74% surveyed believe that the City of Regina should require residents to clear sidewalks in front of their homes."

We think the extension of the bylaw is a good idea and is in the general public interest. Bylaws set out civic responsibilities, which the law-abiding public, with few exceptions, will respect.

Having a bylaw apply to residential areas, like has been done in Saskatoon, Edmonton, and Calgary, and will ensure that there is a collective responsibility towards safe access and use of our public sidewalks. This change is long overdue.

I want to briefly explain the situation as it relates to our members.

Walkways in parks, sport and rec. centers are cleaned now.

We do feel that when any financial costs are considered in the context of improved safety for workers, children, and persons with disabilities, seniors, as well as other regular users our sidewalks, an improved bylaw does deserve careful consideration with a view towards adoption.

The citizens of Regina currently receive delivery from Canada Post by 203 full time/part time letter carriers, 27 Mail Service Couriers, and 31 Rural/Urban Mail Couriers (RSMC). The vast majority of routes are foot routes, which require letter carriers to walk on average 15 – 25 km. per day carrying up to 35 lbs of mail in their satchels. The average letter carrier will spend between 25 and 30 years in their occupation. A significant portion of their careers will involve working in snowy and icy conditions.

The letter carrier/MSR/RSMC job has long had a high rate of injury. Primarily related to slips, trips and falls. We see the rate of injury increase in the winter for obvious reasons.

Canada Post and CUPW, in accordance with changes to the Canada Labour Code, are obligated to reduce on the job hazards. To this end, union and management in Regina continue to undertake a Workplace Hazard Protection Program (originally called Slips and Falls).

This project entails an inventory of each route in the city and the identification and elimination of hazards. For the Union, it is essential that we reduce the rate of injuries in the interests of our members and their families who are left to cope with injuries, sometimes temporary and sometimes permanent.

For the Corporation, as for any company, the reduction of injuries leads to less replacement costs and less costs related to the Worker's Compensation Board. From a purely financial perspective a reduction of injuries leads to fewer costs to our provincial WCB plan.

The unsafe state of some of our public sidewalks during the winter, continues to be of primary concern raised by our members, often through injury reports.

An employee, for bona fide reasons, can cut off delivery to a homeowner who does not shovel their own sidewalk. However, this does not extend to the public sidewalk.

Many of Regina's homeowners are conscientious and do take on the responsibility to keep the sidewalk in front of their home clean and safe. However, there are still those who do not tend to the public sidewalk.

So far in 2018 we have had 8 slip and fall injuries reported by our workers. More than half of these falls occurred on the City sidewalks. Severity of injuries, included broken teeth, knee injury, cuts to face requiring stitches, and broken bones.

There are options to what the bylaw can require in the way of time for compliance for residential areas – 24 hours; 48 hours; or 72 hours. For us, the key is to put in place the expectation that following a snowfall; some due diligence is applied by the homeowner within a reasonable time frame to ensure safe access not only on their property but also on the public sidewalks.

This requires careful scrutiny in respect to an extension of the current bylaw to residential areas. We ask that you consider the proposed bylaw change and take action to improve the safety of city sidewalks in Regina for all of your constituents.

(Introduction) Bev Ray, Letter Carrier.

I have delivered mail for Canada Post for 18 years. During my career at CP I spent most of my time delivering mail in Edmonton. In the fall of 2015 I transferred to Regina. This is my 3rd winter in Regina.

I have an average letter foot route in South Regina. I typically walk on average between 18 and 25 km each day. My route consists of 473 residential houses, 7 apartment complexes (268 POC) and 13 businesses.

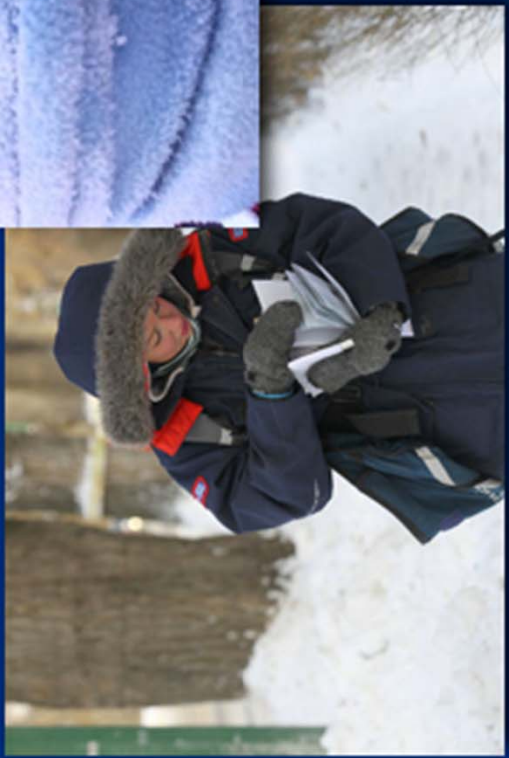
On January 9th we experienced significant freezing rain in Regina. This affected our ability as Letter Carriers to safely deliver mail to our customers. On January 10th, the majority of letter carriers in Regina did not attempt to deliver mail, due to the conditions, and we had hoped that would have given property owners an opportunity to work at clearing ice from not only their own properties but hopefully work on the icy conditions on the city sidewalks in front of their properties.

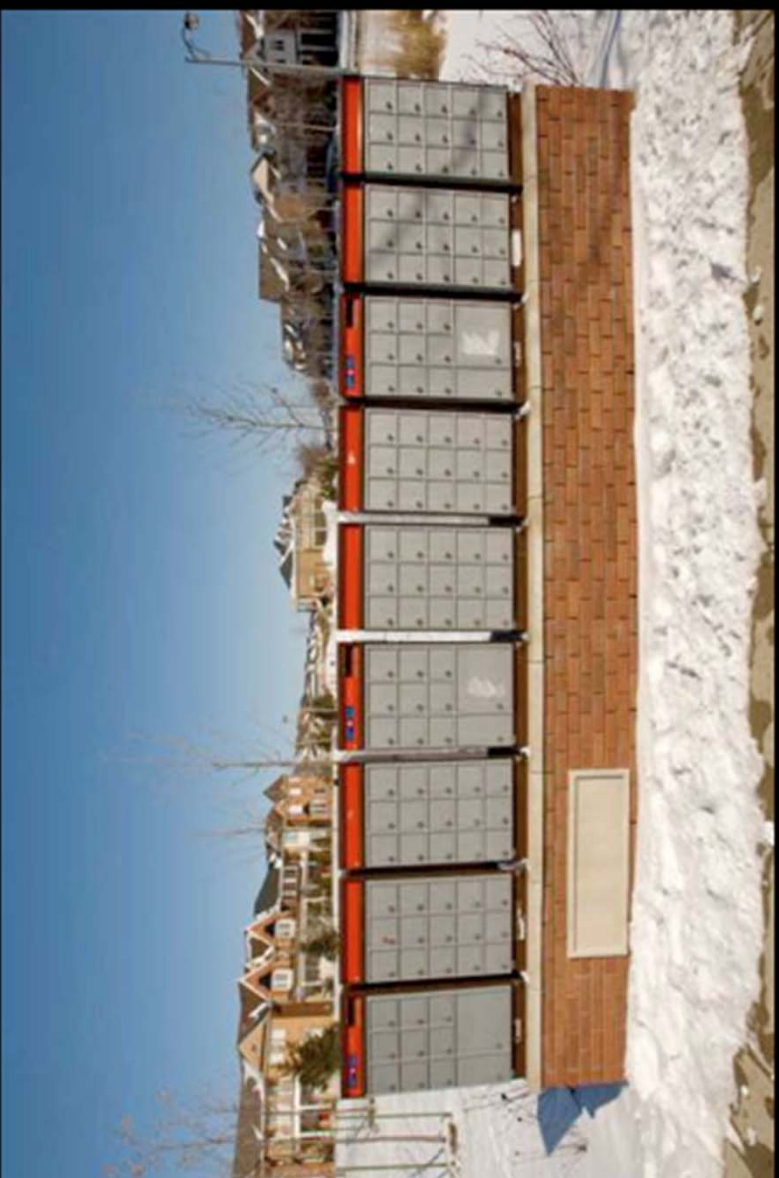
In my 18 years, I had never experienced such severe conditions that persisted over several days. Attempts were made within 1 day to begin delivery. However, other than having improved access to apartment complexes and businesses, the city sidewalks remained with extreme icy conditions.

For 9 days mail was not delivered to the 473 residential houses on my route. Not because homeowners did not clear their private sidewalk, but no attempts to clear or improve the walking conditions on the city sidewalks occurred.

My experience with the city sidewalks here in Regina is comparable to most Letter Carriers. I encounter people daily on my route. In the winter months, I often see other Regina residents choosing to walk on the city streets (which are cleared), as well as individuals in motorized wheelchairs on the city, rather than attempting to maneuver down uncleared city sidewalks, which are not safe or accessible.

We ask that you make the necessary changes to improve the City Bylaw that would allow not only residents, but those of us that work outside regularly to have the ability to do so with our health and safety in mind.





“Only a crisis - actual or
perceived - produces real
change”



Milton Friedman
Economist

In 2007, Canada Post employees suffered more than 9000 reportable, work-related accidents. Most of these injuries occur off of Canada Post property when our employees are out in the community delivering the mail.

-2007 Annual Report

Slips, trips and falls continue to be our number one source of injury, followed by manual material handling injuries. These two injury types account for 79% of all injuries.

Canada Post 2016 Annual Report



Canada Post's own report shows that the number of lost time injuries increased slightly from 1,537 in 2015 to 1,658 in 2016. Most of those injuries were caused by slips, trips and falls.

**The Canadian Medical Association
“urges federal, provincial and territorial
governments to develop and support
initiatives to reduce the risk of older
persons from falling and sustaining
fractures and other serious medical
complications.”**

**Source: Resolutions concerning impact of falls on the health of older
persons, Canadian Medical Association, 135th AGM, Saint John,
NB, 2002.**

A Canadian study found that
65% of falls among seniors
occurred outdoors while
walking on a familiar route.

Source: Gallagher, E. and V. Scott. "The STEPS project: A collaborative study to reduce falls in public places among seniors and persons with disabilities." Canadian journal of public health, Vol. 88, No. 2, 1997, pp. 129-33

“According to statistics compiled by the Canadian Institute for Health Information, Saskatchewan has seen an average of 43.4 hospitalizations per 100,000 people between 2011 and 2016. This is the highest rate in the country.

Source: Injury Data from CIHI, Population Data from Statistics Canada

February 21, 2018

Dear Mayor and City Council,

I fully support the motion put forward by Councillors Stevens and Bresciani to require property owners to clear their sidewalks of snow within 48 hours of a snowfall. I am unable to attend the February 26th Council meeting.

Making our sidewalks more accessible will benefit all Regina residents but is especially critical for seniors, people with disabilities and those who cannot afford a car whose physical health is put at risk on a daily basis when having to navigate snowy and icy sidewalks. I have looked at the City's Official Community Plan and see that policy 5.27 states that the City will "Develop a citywide pedestrian strategy to provide a continuous high-quality, connected, safe, and universally accessible walking experience." I don't see how the City could have this policy while still allowing for a significant percentage of the City's sidewalks to be obstructed or downright treacherous for long stretches of time.

I have lived in several other Canadian cities that have snow clearing requirements similar to the one put forward by Councilor Stevens and Bresciani and never heard anyone complain about having to clear their sidewalks – it was just part of winter in the same way you mow your lawn in the summer. Also, those other cities typically receive significantly more snow than Regina (no one would clear snow with a broom). While some people may complain at first, if approved I fully expect that within 10 years residents will look back and find it hard to imagine there was a time when the City did not require clear sidewalks.

In my opinion the current voluntary approach is not working and the motion put forward is the simplest, most cost effective way to make Regina a safer and more accessible City. We have to do better!

Sincerely,

Morgan Tunzelmann

Honourable and Mayor And members of City Council

I'm here tonight speaking for my self.

On making the snow removal bylaw to make Regina more Inclusive city to everyone by having more options for bylaw enforcement and fines would be the last option as Resident with a disability that use a powerchair I Jamie McKenzie can not have a quality of life living day by day getting stuck on city sidewalks when Residents do not shovel there city sidewalks it force me to drive on the road and that is not safe Because I was hit by a car back on February 14 2011 that because I was force to use the road when Residents do not shovel there city sidewalks.

So Why don't city administration meet with all Community Associations or any other Community Groups and make a list of Community Groups that can help Resident with a disability or seiners or other Resident that can not shovel there own city sidewalki if anything is not done it show Regina is not a Inclusive city to everyone

Thank you from

Jamie McKenzie

MOTION

February 26, 2018

To: His Worship the Mayor
And Members of City Council

Re: Councillors Stevens and Bresciani: Safe and Accessible Sidewalks

WHEREAS the Transportation Master Plan aims to “Promote active transportation for healthier communities” as well as “Safe and Efficient Infrastructure”;

WHEREAS according to statistics compiled by the Canadian Institute for Health Information, the province has seen an average of 43.4 hospitalizations per 100,000 people between 2011 and 2016 related to slips and falls, the highest rate in Canada;

WHEREAS a City survey conducted in 2012/2013 found that approximately 257 km of sidewalk are not being cleared;

WHEREAS the City receives service requests due to snow and icy sidewalks;

WHEREAS the City of Regina Clean Property Bylaw requires commercial property owners to clear their sidewalks within 24 - 48 hours;

WHEREAS report PW13-18 indicated that most cities in Saskatchewan possess sidewalk clearing bylaws, including Saskatoon, as well as major “winter” cities across Canada;

WHEREAS “encouragement” programs, like the Snowbuster program, have been cut or have not been successful;

WHEREAS the City currently does not have any options available for residents to access or apply for optional snow clearing on sidewalks that are not within the Winter Maintenance Policy;

WHEREAS sidewalks that are not cleared create undue hardship for residents, particularly related to accessibility;

WHEREAS Saskatoon’s Bylaw No. 8463 The Sidewalk Clearing Bylaw, 2005 has been used to clear 44 properties, at the expense of property owners since 2015, improving the accessibility of City sidewalks in these instances;

BE IT RESOLVED THAT:

The Administration prepare a report respecting the following amendments to Bylaw No. 9881
The Clean Property Bylaw for City Council consideration by Q2 of 2018:

1. That the owner of a residential property be required to clear the sidewalks along the front and flankage sidewalks adjacent to their lot within 48 hours after a snowfall;
2. That Bylaw Enforcement have the authority to:
 - a. visit a site, and give notice to clear the sidewalk; and
 - b. if upon re-inspection the sidewalk is not cleared the City will have a contractor complete the work and charge the cost to the owner's property taxes;
3. Repeat non-compliance may also result in the issuance of a fine, as per provisions of the Bylaw.
4. Accessibility challenges faced by residents due to snow and ice on sidewalks.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Andrew Stevens', with a stylized, flowing script.

Councillor Andrew Stevens

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

Councillor Lori Bresciani

NOTICE OF MOTION

February 26, 2018

City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Please be advised that I will submit the following NOTICE of MOTION at the meeting of City Council on Monday, February 26, 2018:

Re: Public Safety and Traffic Delay – Ring Road – Grade Rail Crossings

WHEREAS the City of Regina seeks further information regarding possible solutions to public safety issues and traffic delays causing frequent frustrations at the at-grade rail crossings; and

WHEREAS there are two at-grade rail crossings – Canadian National (CN) and Canadian Pacific (CP) - located on the Ring Road, between McDonald Street and Winnipeg Street; and

WHEREAS the Ring Road is a key element of Regina's transportation system network; and

WHEREAS it is recognized that investments in critical transportation routes provide for efficiency and enhanced access for commuters; and

WHEREAS a solution to the Ring Road at-grade rail crossings will reduce traffic congestion and an associated reduction in greenhouse gas emissions (GHG); and

WHEREAS repair, enhancement or the building of major infrastructure projects provides economic and employment opportunities to local residents;

THEREFORE BE IT RESOLVED THAT:

The City of Regina Council directs Administration to provide to Executive Committee a feasibility study on an overpass or underpass located on Ring Road at the Canadian Pacific (CP) and Canadian National (CN) rail crossings located between McDonald Street and Winnipeg Street.

Respectfully submitted,



Michael Fougere
Mayor – City of Regina

February 26, 2018

To: His Worship the Mayor
And Members of City Council

Re: Finance and Administration Committee: Cemetery Fee Schedule for 2018 and 2019

RECOMMENDATION

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- FEBRUARY 3, 2018**

1. That the Cemetery Fee Schedule for 2018 and 2019, as set out in Appendix B, be approved and the respective rates come into effect March 05, 2018.
2. That the City Solicitor be instructed to prepare and bring forward the amendments to *The Cemeteries Bylaw 2008-27* in this report, as described in Schedule A.

FINANCE AND ADMINISTRATION COMMITTEE - FEBRUARY 13, 2018

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

Recommendation #3 does not require City Council approval.

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

The Finance and Administration Committee, at its meeting held on February 13, 2018, considered the following report from the Administration:

RECOMMENDATION

1. That the Cemetery Fee Schedule for 2018 and 2019, as set out in Appendix B, be approved and the respective rates come into effect March 05, 2018.
2. That the City Solicitor be instructed to prepare and bring forward the amendments to *The Cemeteries Bylaw 2008-27* in this report, as described in Schedule A.
3. That this report and associated bylaw be forwarded to the February 26, 2018, meeting of City Council for approval.

CONCLUSION

The City of Regina Cemeteries are operated on a cost-recovery basis. Annual operating expenses continue to rise. The proposed 2018 and 2019 fee increases are necessary to:

- Compensate for rising operating expenses
- Continue restoration of existing infrastructure
- Provide capital funding to develop new interment options to meet customer expectations

The resulting fees will be in line with other municipally-operated cemeteries in Saskatchewan and other western provinces, as reflected in the Western Canada Cemetery Fee Review, Appendix C.

BACKGROUND

At the December 05, 2017 FA17-28 committee meeting, the committee requested additional information regarding the payment structure for Sunday and Stat holiday interments and the payment structure for the service to be clarified. As well as, identifying a separate charge for the handling set up fee from the cost of the dome product.

The City of Regina operates two cemeteries, Riverside Memorial Park Cemetery and Regina Cemetery, which together have operated on a 100 per cent cost-recovery basis since 1987. Cemetery revenues come from two sources: fees and charges for goods and services provided and interest income generated by the Care and Maintenance Trust Fund. This fund, comprised of a percentage from each plot sale, was established several years ago for the perpetual care and maintenance of the cemeteries. In 1999, an amendment to the Cemeteries Act exempted municipally-owned cemeteries from maintaining a Care and Maintenance Trust Fund. Since then, no contribution directly from plot sales has been allocated to the fund.

Operating surpluses, resulting from annual revenues exceeding expenses, are transferred to the Cemetery Reserve. This is used to fund capital projects, infrastructure, restoration and expansion within the cemetery program. Conversely, any operating deficits are withdrawn from the reserve to fund the shortfall. Currently the five-year capital expenditure requirement for the above noted priorities is \$120,000 annually.

DISCUSSION

Interment frequency has remained relatively unchanged over the past number of years, at an average of 600 interments annually. This limits the opportunity for increased revenue without raising fees and charges for the goods and services provided.

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

Annual operating expenses are impacted by increases in labour, equipment, material, fuel, and utility costs. Additionally, the reinstatement of the six per cent PST for goods and services, which came into effect in July 2017, and the estimated 2.75 per cent increase in other operating expenses in each of the next two years represents an annual increase in operating expenses of \$37,800.

The capital program provides resources for the installation of new cemetery assets and infrastructure, as well as, restoration of existing assets. Over the last ten years, the capital program has focused on the installation of several new columbaria and strip foundations. The introduction of these new elements has been very successful in responding to customers' needs, while improving the revenue stream for the cemetery program.

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

Funeral Homes and Monument Companies

The Administration solicited information from the local monument and funeral home businesses that regularly conduct business at the City's municipal cemeteries. A follow-up meeting with the partners occurred in July to review the information provided.

There were several interesting suggestions brought forward that may warrant further discussion with the partners and investigation with other municipally operated cemeteries. It is the Administration's belief that although some of these items may have merit, they do not specifically relate to the purpose of a fee report and would require further investigation to determine the customer demands to the municipal cemeteries and customers.

The Administration will be setting up meetings with the partners in 2018 to look at the options and evaluate the benefits to both parties at the end of 2018.

Other Municipal Cemeteries

In developing the proposed fee schedule, the Administration undertook a review of other municipally operated cemeteries. Some municipalities use the mill rate to provide supplemental funding to offset annual operating expenditures.

The Administration also investigated a number of specific items applied in other municipalities in their service delivery and revenue model including:

Elimination of Sunday and Statutory Holiday Interments

At the December 5, 2017, Finance and Administration committee meeting, the Administration had proposed the elimination of the option to book Sunday and Statutory holiday interments based on the infrequent demand and in consideration of employee work-life balance. The original report indicated that exceptions would be made for extenuating circumstances, such as, religious requirements to inter the individual within 24 hours of passing.

Councillor Sharron Bryce moved, in amendment that when a family requests for Sunday or Statutory Holiday interment, that we have this available, but that the payment structure cover the costs for this service.

The Administration convened a follow-up meeting with the funeral homes on December 20, 2017, which concluded that, although there is limited demand for interments to be carried out on Sunday and Statutory holidays, the funeral homes are on call and do accommodate families wishes for interments where possible. In light of this, the Administration are withdrawing the original proposal to eliminate Sunday and Statutory holiday interments when required. This decision will reinstate the status quo arrangement. The current payment structure for Saturday and Sunday interments is sufficient to cover the costs of Sunday and Statutory holiday interments.

New Fees

Set up Fee

Councillor Sharron Bryce moved, in amendment, that the handling fee of the dome and vault be a separate charge from the costs of the dome and vault product.

Some cemeteries like the City of Saskatoon and Calgary identify these costs within their standard interment charges. At the December 5, 2017, Finance and Administration Committee meeting, committee requested Administration to separate these fees, which are identified as Set Up fees in Schedule B.

The proposed set up fee includes the cost of equipment and labour associated with the preparation of the grave site, set up of the lowering device, placement of the greens, placement of the dome and final dressing of the grave site. The fee was previously included as part of the dome charges to the funeral home. The fee is being separated out of the cost of domes and is now shown as a separate fee.

Domes

Historically, the set up fee was included in the charges for domes. These costs have now been separated as identified in Appendix B, Schedule A, to reflect the City's cost, delivery, storage and administrative costs.

Bronze plaque

Currently there is a single fee for all bronze plaques ordered through the City. The Administration proposes to establish two separate fees, one for the 8"x 3" Legacy (tree and bench plaque) at the current fee of \$475 and creating a new reduced fee of \$250 for the 4"x 3" bronze plaque that is mounted on an infant or single cremation group monument.

It is the opinion of the Administration that purchasing a tree or bench to memorialize a family member or friend is a choice made by family and friends. These options will allow individuals to make a more cost-effective choice that fits their personal needs.

The Administration recommends creating a new fee for an infant or single cremation bronze plaques to make it more financially feasible for a family to memorialize on the group memorial.

Record Request

In recent years, there has been an increased customer demand for hard copy historical records and in March 2016, the Administration began charging for photocopies, or scanned cemeteries records, which is consistent with City of Regina Archives Fee Schedule for the reproduction of material based on *Bylaw 2012-19*.

The Administration recommends a new fee, Record Request be included in the fee report, consistent with the *City of Regina Archives, Bylaw 2012-19*. We started charging this when the fees were approved back in 2014 for the 2015 and 2016 years.

Fee Reduction

Transfer fees had previously been established and approved in 2017 at \$170. Due to clarification Section 34 of *The Cemeteries Regulations 2001*, the fee must not exceed \$100 and as a result this change was implemented August 1, 2017. Licence transfer fee reduced to \$100 effective August 2017.

Fee recommendations

The proposed fees are in line with those charged by other municipally-operated cemeteries in Saskatchewan and other western provinces, as set out in Appendix C.

The following are the highlights of the proposed fee schedule:

- 4 per cent increase on fees (effective March 05, 2018).
- 3.5 per cent increase on fees (effective January 01, 2019).

Administration reviewed each fee item in the current schedule. As a result, several fees in the proposed schedule will remain unchanged. These items generate minimal sales yet represent a reasonable value to the purchaser. Maintaining the current fee may encourage interest and sale of these items. Other fees will be increased to bring them in line with similar services provided at other municipally operated cemeteries. This will ensure there is sufficient revenue to sustain

current service levels and adequate funds to support restoration of assets and provide for additional assets to meet customer needs. Additionally, several new fees will be introduced based on the review of other municipal cemeteries.

RECOMMENDATION IMPLICATIONS

Financial Implications

The cemetery expenditures and revenues reflected in the proposed 2018 Operating and Capital Budgets are based on the overall fee increase being proposed. The 2017 revenue is a total of \$1.28 million and \$116,700 has been transferred to the Cemeteries reserve for future capital projects. Approval of the proposed fee schedule will ensure that there is funding available to meet increased operating expenses and to continue to address capital infrastructure requirements.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The actions of the Administration as an outcome of this report will contribute to operational excellence and strengthen the infrastructure and management of cemetery assets. This initiative supports the *Design Regina, Official Community Plan (OCP)* Community Priorities of promoting long-term financial viability; fostering economic prosperity. This initiative supports the following OCP goal: Financial Policies, Goal 1: Use a consistent approach to funding the operation of the City of Regina. The bylaw amendments will allow for a consistent allocation for the 100 per cent cost recovery model for the two cemeteries.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

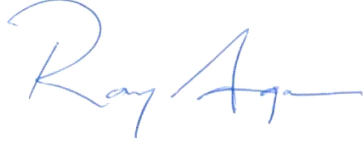
COMMUNICATIONS

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

DELEGATED AUTHORITY

The recommendations contained within this report require City Council approval.

Respectfully submitted,



Ray Morgan, Director
Parks & Open Space



Respectfully submitted,

Report prepared by:

Ken Poure, Manager, Cemeteries, Golf Courses & Landscape Trades

Appendix A
2018 – 2019
The Cemeteries Bylaw No. 2008-27
Proposed Amendments – Updated Dec 19, 2017

Current	Amendment	Comment
Cemeteries Bylaw #2008-27		
12.1 Cremation Urn Vaults – new	Add: 12.1 A cremation urn vault must be used for all cremation interments in a standard lot except where a traditional burial casket is already present in that lot.	Using an urn vault improves time, efficiency of operations staff, and protects the urn from damage when a removal is required.
Section 15 – License Transfer The Licensee, or if the Licensee is deceased, the authorized decision-maker, may, subject to approval of the Director and on any terms deemed reasonable by the Director, transfer a lot or niche to any individual.	Repeal and replace with: The Licensee, or if the Licensee is deceased, the authorized decision-maker, may, subject to approval of the Director and on any terms deemed reasonable by the Director, transfer an unoccupied lot or niche to any individual.	The City does not transfer occupied lots or niches, they remain in the original Licensee’s ownership.

Current	Amendment	Comment
Schedule “A” Cemetery Fees and Charges		
Cemetery License Fees – Columbarium Niche		
Indoor/ Outdoor Columbarium Standard (Indoor top or bottom row & Outdoor bottom 2 rows)	Remove: (Indoor top or bottom row & Outdoor bottom 2 rows)	Updating the description to be more general.
Interments		
Set-up Fee - New	Add: Set-up Fee	The specific fees associated with a Traditional interment, the Set-up Fee \$200 includes equipment and labour associated with the preparation and closing of the grave site.
Other Section		
Bronze Plaque	<p>Repeal and replace with two fees:</p> <p>Legacy Plaque</p> <p>Memorial Plaque – group memorials only</p>	<p>Currently, we have one fee used for all plaques. It is proposed to split plaque fees into two separate fees. The first is our current fee of \$475, changed to Legacy Plaques (tree, bench or memorial wall plaques).</p> <p>Our single creation and infant lot has a group memorial with smaller plaques 4”X 3”, the current plaque fee is \$475, which makes the cost a deterrent for customers to memorialize. Offering a lower cost of \$250 for smaller plaques is more financially feasible for families.</p>
Records Search		
Record Request - new	Add: Record Request	For consistency, Cemeteries has been charging this fee for paper or digital copies of cemeteries records since March 2016, reproductions of material based on

		the Fee Schedule for <i>City of Regina Archives, Bylaw 2012-19</i> . A burial permit and a Cemetery License would be two separate records. \$15.00 per record
--	--	---

Current	Amendment	Comment
Schedule “C” Memorials and Memorialization of Burial Lots		
Flat Memorial		
Dimensions Large Length: over 45 cm (18”) minimum, 91 cm (36”) maximum Width: 45 cm (18”) minimum, 61 cm (24”) maximum Height: 10 cm (4”) minimum	Repeal and replace with: Length: over 45 cm (18”) minimum, 91 cm (36”) maximum Width: 30 cm (12”) minimum, 61 cm (24”) maximum Height: 10 cm (4”) minimum	One of the most common sizes for a flat memorial is 24” X 12” X 4”, this size was not captured in either the small or large. Changed to accommodate this size within the large flat dimensions.
Child or Infant Memorial Top Height: 36cm (14”) maximum including base	Add: Top Height: Minimum 10 cm (4”) to 36 cm (14”) maximum including base	No minimum listed. Changed to keep the same height consistent with the flat marker.
Restriction:	Add: *Child lot prices do not include the foundation Add: *Base not required, top only can be placed directly onto a foundation for a Child lot only. Add: Small size flat is recommended on Child lot.	These additions are added to provide better clarification to existing guidelines for memorials on Child lots.

Current	Amendment	Comment
Schedule “D” Memorialization on Columbarium Niches		
2. Prairie Garden (A,B,C)	Repeal and replace with:	To ensure aesthetic consistency of bronze plaque on niche door.

	Cast Bronze Plaque: 25 cm (10”) wide X 25 cm (10”) high, must have rounded corners and matching border.	
4. Prairie View (E, F, G)	<p>Repeal and replace with:</p> <p>Prairie View (E, F, G, H)</p> <p>Add: Patriot, ebony vase allowed in lower right or left corner.</p>	<p>Addition of Columbaria H.</p> <p>Indicating the vase can be placed in the lower corner so items in the vase do not cover the niche door above.</p>
6. Prairie Lane (1 & 2)	<p>Repeal and replace with:</p> <p>Prairie Lane (1, 2 & 3)</p>	Addition of Columbaria 2 and 3.

APPENDIX B

Schedule A	2018	2019
Cemetery License Fees - Lot		
Standard Lot - Riverside & Regina	\$1,640	\$1,695
Standard Lot with Continuous Strip Foundation	\$2,155	\$2,230
Option Area Standard Lot	\$2,365	\$2,445
Field of Honour	\$830	\$860
Child Lot	\$645	\$645
Infant Lot	\$390	\$390
Cremation Lot - Single Urn	\$620	\$640
Cremation Lot - Standard with Continuous Strip Foundation	\$1,725	\$1,785
Option Area Standard Cremation	\$1,935	\$2,005
Cemetery License Fees - Columbaria Niche		
Prairie Rose Columbarium - Regina Cemetery	\$2,010	\$2,010
Masonic Columbarium	\$3,555	\$3,680
Indoor/Outdoor Columbarium - Standard	\$3,555	\$3,680
Indoor/Outdoor Columbarium - Premium	\$3,870	\$4,005
Outdoor Columbarium - Family	\$4,615	\$4,775
Interments		
Standard Casket (over 4 feet)	\$1,135	\$1,175
Child Casket (up to 4 feet)	\$500	\$500
Infant Casket (up to 2 feet) or infant cremated remains	\$215	\$215
Cremated Remains - Maximum 18" x 18" opening	\$370	\$385
Set-up Fee	\$200	\$210
Scattering/Ossuary/ Niche/Oversize opening for Cremated Remains/Additional cremated remains in ground/Non Standard Vault	\$180	\$185
Urn in Casket/Multiple Cremated Remains in Niche same time same location	\$95	\$100
Late afternoon surcharge - for interment services leaving after 4 p.m.	\$345	\$355
Weekend/Holiday Surcharge - traditional	\$635	\$660
Weekend/Holiday Surcharge - cremated remains	\$345	\$355
Disinterments		
Disinterment - Standard Casket	\$3,365	\$3,485
Disinterment - Child Casket	\$1,905	\$1,970
Disinterment - Cremated Remains - In ground	\$545	\$560
Memorial and Memorialization		
Application Fee	\$145	\$145
Installation of Flat marker (small)	\$220	\$230
Installation of Flat marker (large)	\$305	\$315
Purchase and Installation of Precast Monument Foundation	\$380	\$395
Removal of Precast Monument Foundation or Flat Marker	\$210	\$215
Other		
Legacy Plaque	\$475	\$475
Memorial Plaque - Group memorials only	\$250	\$250
Chapel Bookings (for each full or partial hour)	\$125	\$125
Indoor Columbarium Vase	\$265	\$275
Urn Vault	\$75	\$75
Maintenance Dome/Adult	\$280	\$280
Maintenance Dome/ Base/Adult	\$137	\$137
Maintenance Dome/Child	\$129	\$129
Deferred Payment and Administration Fee	\$95	\$100
License Transfer Fee	\$100	\$100
Hourly Service Rate	\$80	\$80
Record Search		
Less than 10 records	\$0	\$0
10-19 records	\$10	\$10
20-29 records	\$20	\$20
30-50 records	\$25	\$25
Record Request	\$15	\$15
Care and Maintenance Fees		
Care and Maintenance - Riverside	25% of current plot price	
Care and Maintenance - Regina	25% of current plot price	

Updated: February 05, 2018

APPENDIX C
Western Canada Cemetery Fee Review

	Regina Riverside	Regina Memorial Gardens	Calgary	Edmonton	Saskatoon Woodlawn	Lethbridge	Winnipeg	Prince Albert	Swift Current
Cemetery License Fees									
Standard	\$1,575	\$1,855 - \$2,735	\$2922 - \$3123	\$2,344 - \$4,898	\$1610 - \$2100	\$1,645	\$1,945 - \$2,425	\$1,840	\$1,106 - \$1,533
Standard - Strip Foundation	\$2,070					\$1,865	\$2,450 - \$2,925		
Option Area - Strip Foundation	\$2,270		\$3,627						
Child	\$645	\$390		\$1,108 - \$2,238	\$500	\$510	\$655	\$920	\$473 - \$768
Infant	\$230				\$155		\$275	\$370	
Field of Honour - Standard	\$795		\$1,461	50% of fee	\$1,650	\$850	\$1,430	\$1,255	
Field of Honour - Cremation	\$795		\$1,008	50% of fee		\$580			
Single Cremation Plot	\$595			\$1,209.00		\$740		\$920	
Cremation Plot - Strip Foundati	\$1,655	\$1,240 - \$1,280	\$2,015 - \$2,821	\$1,289 - \$1,715	\$1,040 - \$1,190	\$1,270	\$1,135 - \$1,820		\$596 - \$854
Indoor Columbarium	\$3,415- \$3,720	\$1,105 - \$10,310	\$3951 - \$24,137	\$3,700 - \$8,700					
Outdoor Columbarium	\$2,010- \$4,435	\$1,105 - \$10,310	\$3,819 - \$5,781	\$3,711- \$6,808	\$2,730	\$2,180 - \$3,445	\$2,965 - \$7,565	\$2,575	\$1,704 - \$2,2726
Interments									
Standard	\$1,090	\$1,010	\$1,706	\$971	\$1,275	\$955	\$1,080	\$1,035	\$1,068
Child	\$500	\$405 - \$545	\$685 - \$942	\$426	\$485 - \$700	\$450	\$440	\$605	\$616
Infant	\$215		\$265		\$115		\$265	\$305	
Cremation	\$355	\$500	\$484	\$389	\$605	\$450	\$460	\$305	\$625
Cremation Surcharge	\$170		\$100	\$148		\$310			
Niche	\$170	\$395	\$484	\$228	\$240	\$145	\$350	Included	\$166
Niche Surcharge	\$90					\$105	\$90	\$40	
Ossuary	\$170		\$180			\$105	\$230		
Scattering	\$170		\$136	\$227	no charge	\$0	\$235		
Urn placed in casket	\$90			\$148			\$155		
Memorialization									
Application Fee	\$145	\$150 - \$300	\$160	\$79		\$70	\$100	\$110	\$70
Foundation Installation	\$365	\$131 per sq ft	\$477	\$359 - \$1,632	\$375 - \$700		\$385 - \$715		
Flat Marker Installation	\$210 - \$290	\$1 per sq in	\$334		\$215 - \$270		\$210		
Remove Foundation	\$200		\$415	\$148			\$120		
Remove Flat Marker	\$200		\$323	\$148			\$115		
Bronze Wall Plaque	\$450				\$245 - \$350		\$235 - \$705		
Other Fees									
Late Fee	\$330		\$191 per 1/2 hr		\$140 per 1/2 hr	\$320 per hr	\$170 per 1/2 hr	\$140 per 1/2 hr	
Traditional Supplemental	\$610	\$310	\$1,203	\$408 - \$561	\$565 - \$785	\$1,020	\$878	\$545	\$507
Cremation Supplemental	\$330	\$310	\$313	\$204 - \$332	\$310 - \$440	\$510	\$255 - \$305	\$545	\$158

2017 Rates

BYLAW NO. 2018-7

THE CEMETERIES AMENDMENT BYLAW, 2018

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 Bylaw 2008-27, being *The Cemeteries Bylaw*, is amended in the manner set forth in this Bylaw.
- 2 Section 12 is repealed and the following section 12 substituted:
 - “12 (1) A burial dome of fiberglass or a steel or concrete vault must be used for all interments other than interment of cremated remains or remains interred in an infant lot unless otherwise approved by the Director.
 - (2) Set up fee as set out in Schedule “A” is required for the use of a burial dome or vault.”
- 3 The following section is added after section 12:
 - “12.1 A cremation urn vault must be used for all cremation interments in a standard lot except where a traditional burial casket is already present in that lot.”
- 4 Section 15 is amended by striking out “a lot or a niche” and “an unoccupied lot or niche” is substituted.
- 5 Schedule “A” is repealed and the attached Schedule “A” is substituted.
- 6 Schedule “C” is repealed and the attached Schedule “C” is substituted.
- 7 Schedule “D” is repealed and the attached Schedule “D” is substituted.

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

City Solicitor

8 This Bylaw comes into force on March 5, 2018.

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

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

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

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

Schedule "A"

2018 and 2019 CEMETERY FEES AND CHARGES

Fee Schedule	2018	2019
Cemetery License Fees - Lot		
Standard Lot - Riverside & Regina	\$1,640	\$1,695
Standard Lot with Continuous Strip Foundation	\$2,155	\$2,230
Option Area Standard Lot	\$2,365	\$2,445
Field of Honour	\$830	\$860
Child Lot	\$645	\$645
Infant Lot	\$230	\$230
Cremation Lot - Single Urn	\$620	\$640
Cremation Lot - Standard with Continuous Strip Foundation	\$1,725	\$1,785
Option Area Standard Cremation	\$1,935	\$2,005
Cemetery License Fees - Columbaria Niche		
Prairie Rose Columbarium - Regina Cemetery	\$2,010	\$2,010
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Indoor/Outdoor Columbarium - Premium	\$3,870	\$4,005
Outdoor Columbarium - Family	\$4,615	\$4,775
Interments		
Standard Casket (over 4 feet)	\$1,135	\$1,175
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Infant Casket (up to 2 feet) or infant cremated remains	\$215	\$215
Cremated Remains - Maximum 18" x 18" opening	\$370	\$385
Set-up Fee	\$200	\$210
Scattering/Ossuary/ Niche/Oversize opening for Cremated Remains/Additional cremated remains in ground/Non Standard Vault	\$180	\$185
Urn in Casket/Multiple Cremated Remains in Niche same time same location	\$95	\$100
Late afternoon surcharge - for interment services leaving after 4 p.m.	\$345	\$355
Weekend/Holiday Surcharge - traditional	\$635	\$660
Weekend/Holiday Surcharge - cremated remains	\$345	\$355
Disinterments		
Disinterment - Standard Casket	\$3,365	\$3,485
Disinterment - Child Casket	\$1,905	\$1,970
Disinterment - Cremated Remains - In ground	\$545	\$560
Memorial and Memorialization		
Application Fee	\$145	\$145
Installation of Flat marker (small)	\$220	\$230
Installation of Flat marker (large)	\$305	\$315
Purchase and Installation of Precast Monument Foundation	\$380	\$395
Removal of Precast Monument Foundation or Flat Marker	\$210	\$215
Other		
Legacy Plaque	\$475	\$475
Memorial Plaque - Group memorials only	\$250	\$250
Chapel Bookings (for each full or partial hour)	\$125	\$125
Indoor Columbarium Vase	\$265	\$275

Urn Vault	\$75	\$75
Maintenance Dome/Adult	\$280	\$280
Maintenance Dome/ Base/Adult	\$137	\$137
Maintenance Dome/Child	\$129	\$129
Deferred Payment and Administration Fee	\$95	\$100
License Transfer Fee	\$100	\$100
Hourly Service Rate	\$80	\$80
Record Search		
Less than 10 records	\$0	\$0
10-19 records	\$10	\$10
20-29 records	\$20	\$20
30-50 records	\$25	\$25
Record Request	\$15	\$15
Care and Maintenance Fees		
Care and Maintenance - Riverside	25% of current plot price	
Care and Maintenance - Regina	25% of current plot price	

Updated: February 05, 2018

Schedule "C"

Memorials and Memorialization of Burial Lots
RIVERSIDE MEMORIAL PARK CEMETERY
TYPE 1 MEMORIALS

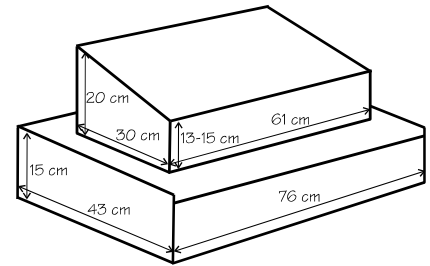
1. Pillow Style Memorial**(1) Top**

- (a) Material: Granite
- (b) Dimensions:
- Length: 51 cm (20") minimum; 92 cm (36") maximum
- Width: 30 cm (12")
- Height: front 13-15 cm (5-6"); rear 20 cm (8")

(2) Base

- (a) Material: Granite
- (b) Dimensions:
- Length: 66 cm (26") minimum;
107 cm (42") maximum
- Width: 43 cm (17")
- Height: 15 cm (6")

The top must be placed on the base to allow a minimum 6.3 cm (2 ½") margin around the top at any point.



- (3) **Foundation:** Concrete (prefabricated slab or continuous strip) as supplied by cemetery.
- (4) **Placement:** Placed at head of lot, centred over a maximum of 3 adjacent lots.
- (5) **Method:**
- (a) Inscriptions engraved or lasered directly into any surface of the memorial.
 - (b) Cast bronze plaque can be affixed to any surface of memorial.
 - (c) Ceramic plaque can be affixed to the Top of the memorial with a maximum size of 10.1 cm (4") wide x 12 cm (4 ¾") high.

2. Flat Memorial

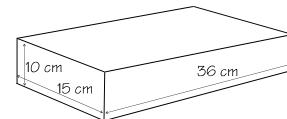
- (1) **Material:** Granite

(2) Dimensions:**(a) Small**

- Length: 36 cm (14") minimum; 45 cm (18") maximum
- Width: 15 cm (6") minimum; 45 cm (18") maximum
- Height: 10 cm (4")

(b) Large

- Length: over 45 cm (18") minimum; 91 cm (36") maximum
- Width: over 30 cm (12") minimum; 61 cm (24") maximum



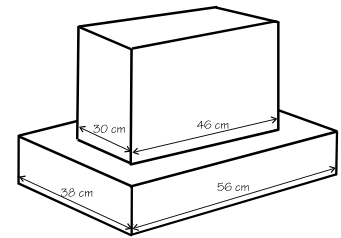
Height: 10 cm (4")

- (3) **Placement:** The memorial is set flush with the ground. The memorial can be placed directly over cremated human remains or centred over a maximum of 3 adjacent lots, but in no instance at the head of the lot.
- (4) **Method:** (a) Inscriptions engraved or lasered directly into any surface of the memorial.
(b) Cast bronze plaque can be affixed to any surface of memorial.
(c) Ceramic plaques are not permitted.
- (5) **Restriction:** Dimensions of flat memorials are restricted in the following single cremation areas:
Block 94K, L, M, N, O, P 15 cm (6") x 36 cm (14")
Block 9A, 9H 45 cm (18") x 45 cm (18")
Block 45F, 51H, 56O 45 cm (18") x 45 cm (18")
Block 73T memorialization is restricted to a cast bronze plaque that must be purchased from Cemetery Administration.

3. Child or Infant Memorial

(1) **Top**

- (a) Material: Granite
- (b) Dimensions:
Length: 45 cm (18") maximum
Width: 30 cm (12") maximum
Height: 10 cm (4") minimum to 36 cm (14") maximum including base



(2) **Base (optional)**

- (a) Material: Granite
- (b) Dimensions:
Length: 56 cm (22") maximum
Width: 38 cm (15") maximum
Height: 36 cm (14") maximum including base

- (3) **Foundation:** Concrete (prefabricated slab or continuous strip) supplied by the cemetery.
- (4) **Placement:** Placed at head of lot.
- (5) **Method:** (a) Inscriptions engraved or lasered directly into any surface of the memorial.
(b) Cast bronze plaque can be affixed to any surface of memorial.
(c) Ceramic plaque can be affixed to the Top of the memorial with a maximum size of 10.1 cm (4") wide x 12 cm (4 3/4") high.
- (6) **Restriction:**

- Infant Memorialization is restricted in Block 111P to a cast bronze plaque that must be purchased from Cemetery Administration.
- Child Lot prices do not include the foundation
- Base not required, top only can be placed directly onto a foundation for a Child lot only.
- Small size flat is recommended on Child lot.

TYPE 2 MEMORIALS

4. Upright Memorial

(1) Top

- (a) Material: Granite
- (b) Dimensions:
 - Length for 1 lot: minimum 61cm (24"); maximum 91 cm (36")
 - Length for 2 lots: minimum 61cm (24"); maximum width of 2 lots, less 30 cm (12") = 213 cm (84")
 - Length for 3 lots: minimum 61 cm (24") maximum width of 3 lots, less 30 cm (12") = 335 cm (132")
 - Width: 15 cm (6") minimum; 30 cm (12") maximum
 - Height: 122 cm (48") maximum

(2) Base

- (a) Material: Granite
- (b) Dimensions:
 - Length for 1 lot: minimum 76 cm (30"); maximum 106 cm (42")
 - Length for 2 lots: minimum 76 cm (30"); maximum width of 2 lots, less 15 cm = 229 cm (90")
 - Length for 3 lots: minimum 76 cm (30"); maximum width of 3 lots, less 15 cm = 351 cm (138")
 - Width: 43 cm (17") maximum
 - Height: 15 cm (6")

- (3) **Foundation:** Concrete (prefabricated slab or continuous strip) as supplied by the cemetery.

- (4) **Placement:** Placed at head of one or more lots in designated areas only.

- (5) **Method:**
 - (a) Inscriptions engraved or lasered directly into any surface of the memorial.
 - (b) Cast bronze plaque not permitted on any surface of memorial.
 - (c) Ceramic plaque can be affixed to the Top of the memorial with a maximum size of 10.1 cm (4") wide x 12 cm (4 ¾") high.

5. Veteran's Scroll-Style Memorial

(1) Top

- (a) Material: Indiana Limestone, Stanstead Grey Granite or Light Barre Grey Granite
- (b) Dimensions:
 - Length: 30 cm (12")
 - Width: 41 cm (16")
 - Height: front 10 cm (4"); rear 20 cm (8")
- (c) Inscription by sandblasting only, black lettering may be painted:
 - (i) Roman letters, Smithsip #2 or Monucad #69, all .6 cm (¼") in depth;
 - (ii) Latin Cross or Branch Insignia:

- (A) Length: 6.3 cm (2 ½")
 - (B) Width: 3.8 cm (1 ½")
 - (C) Depth: 0.95 cm (3/8")
 - (D) Position: Top 1.6 cm (5/8") below top of stone
 - (iii) Cast bronze plaque not permitted on face of memorial.
 - (iv) Ceramic plaque not permitted on any surface of memorial.
 - (v) **First Line:**
First and last name *:
 - (A) Letter height: 2.5 cm (1")
 - (B) Position: Top 1.6 cm (5/8") below bottom of Latin Cross or Branch Insignia.

*Typically one line of text only; use two lines if necessary, 2nd line 1.6 cm (5/8") below first line.
 - (vi) **Second Line:**
Rank:
 - (A) Letter height: 2.5 cm (1")
 - (B) Position: Top 1.6 cm (5/8") below bottom of first line
 - (vii) **Third Line**
Military Unit or Service:
 - (A) Letter height: 2.5 cm (1")
 - (B) Position: Top 1.6 cm (5/8") below bottom of second line
 - (viii) **Fourth Line**
Date of Death and Age [or year of birth – year of death]:
 - (A) Letter height: 2.5 cm (1")
 - (B) Position: Top 1.6 cm (5/8") below bottom of third line
 - (ix) **Fifth Line**
Line of Remembrance (ie. "LEST WE FORGET", "Loving Father")
 - (A) Letter height: 2.5 cm (1")
 - (B) Position: Top 1.6 cm (5/8") below bottom of fourth line
- Second, third and fourth lines can be inscribed in any order.**

(2) **Base**

- (a) Material: Indiana Limestone, Stanstead Grey Granite or Light Barre Grey Granite
- (b) Dimensions:
 - Length: 41 cm (16")
 - Width: 51 cm (20")
 - Height: 10 cm (4")

(3) **Foundation:** None

(4) **Placement:** Placed at head of lot.

6. Flat Memorial for Veteran's Spouse

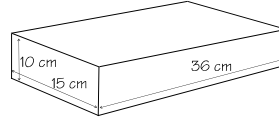
(1) **Material:** Granite

(2) **Dimensions:**

Length: 36 cm (14")

Width: 15 cm (6")

Height: 10 cm (4")



(3) **Placement:** Memorial is set flush with the ground. Placed on the lot either directly below the Veteran's memorial or directly over the cremated remains.

(4) Ceramic plaque not permitted on any surface of memorial.

7. **Plaque for Veteran's Spouse**

(1) **Material:** Cast Bronze

(2) **Shape:** Rectangle

(3) **Dimensions:**

Length: 7.5 cm (3")

Width: 20 cm (8")

(4) **Placement:** Centred on front of monument base.

(5) **Attachment:** Hidden studs.

TYPE 3 MEMORIALS

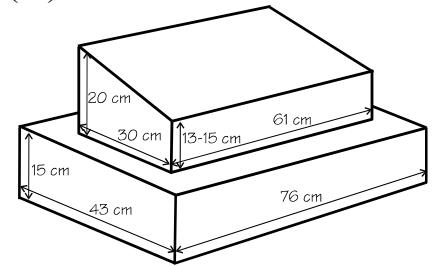
8. Type 3 Memorials include any memorials not covered by Type 1 or 2. Type 3 Memorials will be allowed only in accordance with sections 23 to 25. The specifications of Type 3 Memorials also apply to mausoleums.

REGINA CEMETERY**TYPE 1 MEMORIALS****1. Pillow Style Memorial****(1) Top**

- (a) Material: Granite
- (b) Dimensions:
 - Length: 51 cm (20") minimum; 71 cm (28") maximum
 - Width: 30 cm (12")
 - Height: front 13-15 cm (5-6"); rear 20 cm (8")

(2) Base

- (a) Material: Granite
- (b) Dimensions:
 - Length: 66 cm (26") minimum; 86 cm (34") maximum
 - Width: 43 cm (17")
 - Height: 15 cm (6")



The top must be placed on the base to allow a minimum 6.3 cm (2.5") margin around the top at any point.

- (3) **Foundation:** Concrete (prefabricated slab or continuous strip) as supplied by cemetery.
- (4) **Placement:** Placed at head of lot, centred over a maximum of 3 adjacent lots.
- (5) **Method:**
 - (a) Inscriptions engraved or lasered directly into any surface of the memorial.
 - (b) Cast bronze plaque can be affixed to any surface of memorial.
 - (c) Ceramic plaque can be affixed to the Top of memorial with a maximum size of 10.1 cm (4") wide x 12 cm (4 3/4") high.

2. Flat Memorial

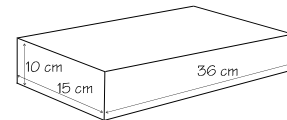
- (1) **Material:** Granite

(2) Dimensions:**(a) Small**

- Length: 36 cm (14") minimum; 45 cm (18") maximum
- Width: 15 cm (6") minimum; 45 cm (18") maximum
- Height: 10 cm (4")

(b) Large

- Length: over 45 cm (18") minimum; 86 cm (34") maximum
- Width: over 45 cm (18") minimum; 61 cm (24") maximum
- Height: 10 cm (4")

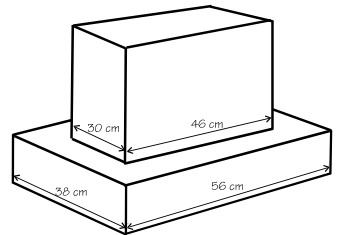


- (3) **Placement:** The memorial is set flush with the ground. The memorial can be placed directly over cremated human remains or centred over a maximum of 3 adjacent lots, but in no instance at the head of the lot.
- (4) **Method:**
- (a) Inscriptions engraved or lasered directly into any surface of the memorial.
 - (b) Cast bronze plaque can be affixed to any surface of memorial.
 - (c) Ceramic plaque not permitted on any surface of memorial.

3. Child or Infant Memorial

(1) Top

- (a) Material: Granite
- (b) Dimensions:
 - Length: 45 cm (18") maximum
 - Width: 30 cm (12") maximum
 - Height: 10 cm (4") minimum to 36 cm (14") maximum including base



(2) Base (optional)

- (a) Material: Granite
- (b) Dimensions:
 - Length: 56 cm (22") maximum
 - Width: 38 cm (15") maximum
 - Height: 36 cm (14") maximum including base

- (3) **Foundation:** Concrete (prefabricated slab or continuous strip) as supplied by the cemetery.
- (4) **Placement:** Placed at head of lot.
- (5) **Method:**
- (a) Inscriptions engraved or lasered directly into any surface of the memorial.
 - (b) Cast bronze plaque can be affixed to any surface of memorial.
 - (c) Ceramic plaque can be affixed to the Top of memorial with a maximum size of 10.1 cm (4") wide x 12 cm (4 3/4") high.

TYPE 2 MEMORIALS

4. Upright Memorial

(1) Top

- (a) Material: Granite
- (b) Dimensions:
 - Length for 1 lot: minimum 61 cm (24"); maximum 70 cm (28")
 - Length for 2 lots: minimum 61 cm (24"); maximum width of 2 adjacent lots, less 30 cm (12") = 173 cm (68")
 - Length for 3 lots: minimum 61 cm (24"); maximum width of 3 adjacent lots, less 30 cm (12") = 275 cm (108")
 - Width: 15 cm (6") minimum; 30 cm (12") maximum
 - Height: 122 cm (48") maximum

(2) Base

- (a) Material: Granite
- (b) Dimensions:
 - Length for 1 lot: minimum 76 cm (30"); maximum 86 cm (34")
 - Length for 2 lots: minimum 76 cm (30"); maximum width of 2 adjacent lots, less 15 cm = 188 cm (74")
 - Length for 3 lots: minimum 76 cm (30"); maximum width of 3 adjacent lots, less 15 cm = 289 cm (114")
 - Width: 43 cm (17") maximum
 - Height: 15 cm (6")

(3) **Foundation:** Concrete (prefabricated slab or continuous strip) as supplied by the cemetery.

(4) **Placement:** Placed at head of one or more lots in designated areas only.

(5) **Method:**

- (a) Inscriptions engraved or lasered directly into any surface of the memorial.
- (b) Cast bronze plaque not permitted on any surface of memorial.
- (c) Ceramic plaque can be affixed to the Top of memorial with a maximum size of 10.1 cm (4") wide x 12 cm (4 ¾") high.

5. Veteran's Scroll-Style Memorial

(1) Top

- (a) Material: Indiana Limestone, Stanstead Grey Granite or Light Barre Grey Granite
- (b) Dimensions:
 - Length: 30 cm (12")
 - Width: 41 cm (16")
 - Height: front 10 cm (4"); rear 20 cm (8")

- (c) Inscription by sandblasting only, black lettering may be painted:
- (i) Roman letters, Smithsip #2 or Monucad #69, all .6 cm ($\frac{1}{4}$ ") in depth;
 - (ii) Latin Cross or Branch Insignia:
 - (A) Length: 6.3 cm (2 $\frac{1}{2}$ ")
 - (B) Width: 3.8 cm (1 $\frac{1}{2}$ ")
 - (C) Depth: 0.95 cm ($\frac{3}{8}$ ")
 - (D) Position: Top 1.6 cm ($\frac{5}{8}$ ") below top of stone
 - (iii) Cast bronze plaque not permitted on face of memorial.
 - (iv) Ceramic plaque not permitted on any surface of memorial.
 - (v) **First Line:**
 First and last name *:
 - (A) Letter height: 2.5 cm (1")
 - (B) Position: Top 1.6 cm ($\frac{5}{8}$ ") below bottom of Latin Cross or Branch Insignia.

*Typically one line of text only; use two lines if necessary, 2nd line 1.6 cm ($\frac{5}{8}$ ") below first line.
 - (vi) **Second Line:**
 Rank:
 - (A) Letter height: 2.5 cm (1")
 - (B) Position: Top 1.6 cm ($\frac{5}{8}$ ") below bottom of first line
 - (vii) **Third Line**
 Military Unit or Service:
 - (A) Letter height: 2.5 cm (1")
 - (B) Position: Top 1.6 cm ($\frac{5}{8}$ ") below bottom of second line
 - (viii) **Fourth Line**
 Date of Death and Age [or year of birth – year of death]:
 - (A) Letter height: 2.5 cm (1")
 - (B) Position: Top 1.6 cm ($\frac{5}{8}$ ") below bottom of third line
 - (ix) **Fifth Line**
 Line of Remembrance (ie. "LEST WE FORGET", "Loving Father")
 - (A) Letter height: 2.5 cm (1")
 - (B) Position: Top 1.6 cm ($\frac{5}{8}$ ") below bottom of fourth line

Second, third and fourth lines can be inscribed in any order.

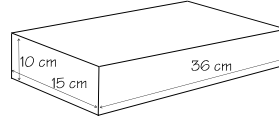
(2) **Base**

- (a) Material: Indiana Limestone, Stanstead Grey Granite or Light Barre Grey Granite
- (b) Dimensions:
 - Length: 41 cm (16")
 - Width: 51 cm (20")
 - Height: 10 cm (4")

- (3) **Foundation:** None
- (4) **Placement:** Placed at head of lot.

6. Flat Memorial for Veteran's Spouse

- (1) **Material:** Granite
- (2) **Dimensions:**
 - Length: 36 cm (14")
 - Width: 15 cm (6")
 - Height: 10 cm (4")



- (3) **Placement:** Memorial is set flush with the ground. Placed on the lot either directly below the Veteran's memorial or directly over the cremated remains.
- (4) Ceramic plaque not permitted on any surface of memorial.

7. Plaque for Veteran's Spouse

- (1) **Material:** Cast Bronze
- (2) **Shape:** Rectangle
- (3) **Dimensions:**
 - Length: 7.5 cm (3")
 - Width: 20 cm (8")
- (4) **Placement:** Centred on front of monument base.
- (5) **Attachment:** Hidden studs.

8. Headstone-Style Flat Memorial

- (1) **Material:** Granite
- (2) **Dimensions:**
 - Length: 36 cm (14") minimum; 86 cm (34") maximum
 - Width: 15 cm (6") minimum; 61 cm (24") maximum
 - Height: 10 cm (4")
- (3) **Foundation:** Concrete (prefabricated slab or continuous strip) as supplied by Cemetery.
- (4) **Placement:** Placed at head of lot.
- (5) **Method:**
 - (a) Inscriptions engraved or lasered directly into any surface of the memorial.
 - (b) Cast bronze plaque can be affixed to any surface of memorial.
 - (c) Ceramic plaque not permitted on any surface of memorial.

TYPE 3 MEMORIALS

- 9.** Type 3 Memorials include any memorials not covered by Type 1 or 2. Type 3 Memorials will be allowed only in accordance with sections 23 to 25. The specifications of Type 3 Memorials also apply to mausoleums.
(#2014-80, s. 43, 2014)

Schedule “D”

Memorialization on Columbarium Niches

1. Indoor Columbarium

Method:	Etching on glass
Lettering:	Not restricted
Memorialization Space:	16.5 cm (6 ½”) wide x 19 cm (7 ½”) high
Placement:	Niche cover
Vases:	Must be purchased from Cemetery Administration
Ceramic Plaques:	Not permitted

2. Prairie Garden (A, B, C)

Method:	Cast bronze plaque 25 cm (10”) wide by 25 cm (10”) high, must have rounded corners and matching border.
Lettering:	Not restricted
Plaque:	25 cm (10”) wide x 25 cm (10”) high
Placement:	Mounted on centre of niche cover
Attachment:	Hidden studs
Vases:	Must not extend beyond boundaries of plaque
Ceramic Plaques:	Maximum size 10.1 cm (4”) wide x 12 cm (4 ¾”) high

3. Prairie Plaza

Method:	Inscriptions etched or lasered into niche cover. A border of 2.5 cm (1”) required on all sides.
Lettering:	Modified Roman
Niche Cover:	Family: 33 cm (13”) wide x 37.4 cm (14 ¾”) high Standard: 33 cm (13”) wide x 32.3 cm (12 ¾”) high
Attachment:	Holes may not be drilled into the niche cover for attachment of vases, Ceramic plaques or other memorials
Vases:	Patriot, ebony: 7.9 cm (3 1/8”) wide x 17.7 cm (7”) high; or 3.8 cm (1 ½”) wide x 9.5 cm (3 ¾”) high
Ceramic Plaques:	Maximum size 10.1 cm (4”) wide x 12 cm (4 ¾”) high

4. Prairie View (E, F, G, H)

Method:	Inscriptions etched or lasered into niche cover. A border of 2.5 cm (1”) required on all sides.
Lettering:	Modified Roman
Niche Cover:	29.8 cm (11 ¾”) wide x 30.4 cm (12”) high
Attachment:	Holes may not be drilled into the niche cover for attachment of vases, Ceramic plaques or other memorials
Vases:	Patriot, ebony allowed in lower right or left corner: 7.9 cm (3 1/8”) wide x 17.7 cm (7”) high; or 3.8 cm (1 ½”) wide x 9.5 cm (3 ¾”) high

- Ceramic Plaques: Maximum size 10.1 cm (4") wide x 12 cm (4 ¾") high
- 5. Masonic**
- Method: Inscriptions etched or lasered into niche cover. A border of 2.5 cm (1") required on all sides.
- Lettering: Modified Roman
- Niche Cover: 31.7 cm (12 ½") wide x 31.7 cm (12 ½") wide
- Attachment: Holes may not be drilled into the niche front panel for attachment of vases, Ceramic plaques or other memorials
- Vases: Patriot, ebony: 7.9 cm (3 1/8") wide x 17.7 cm (7") high; or 3.8 cm (1 ½") wide x 9.5 cm (3 ¾") high
- Ceramic Plaques: Maximum size 10.1 cm (4") wide x 12 cm (4 ¾") high
- 6. Prairie Lane (1, 2, 3)**
- Method: Inscriptions etched or lasered into niche cover. A border of 2.5 cm (1") required on all sides.
- Lettering: Modified Roman
- Niche Cover: 33 cm (13") wide x 31.1 cm (12 ¼") high
- Attachment: Not permitted
- Vases: Not Permitted
- Ceramic Plaques: Not Permitted
- 7. Prairie Rose – Regina Cemetery**
- Method: Cast bronze plaque
- Lettering: Not restricted
- Dimensions: 30 cm (12") wide x 20 cm (8") high
- Placement: Mounted on centre of niche cover
- Attachment: Hidden studs
- Vases: Must not extend beyond the boundaries of the plaque
- Ceramic Plaques: Maximum size 10.1 cm (4") wide x 12 cm (4 ¾") high
- 8. Memorial Wall – Riverside and Regina Cemeteries**
- Method: Cast bronze plaque; must be purchased from Cemetery Administration
- Lettering: Not restricted
- Plaque: 20 cm (8") wide x 7.5 cm (3") high
- Placement: Mounted on exterior surface of the columbarium
- Attachment: Hidden studs
- Vases: Not Permitted
- Ceramic Plaques: Not Permitted

ABSTRACT

BYLAW NO. 2018-7

THE CEMETERIES AMENDMENT BYLAW, 2018

PURPOSE:	The purpose of this bylaw is to update cemetery fees and charges for 2018, to implement a new requirement for cremation burials, to clarify when transfers are permitted and to adjust size requirements in the Bylaw schedules.
ABSTRACT:	<i>The Cemeteries Bylaw</i> is amended to set out cemetery fees and charges for 2018 and to implement a new requirement for a vault for cremation burial in a standard lot, to clarify that a transfer for a lot or niche is only permitted if not previously used and to adjust size requirements in the Bylaw schedules.
STATUTORY AUTHORITY:	Section 8 of <i>The Cities Act</i>
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Finance and Administration Committee, December 5 2017, FA17-28 and Finance and Administration Committee, February 13, 2018, FA18-1
AMENDS/REPEALS:	Amends Bylaw 2008-27
CLASSIFICATION:	Administrative
INITIATING DIVISION:	City Services Division
INITIATING DEPARTMENT:	Parks and Open Space Department